

April 7, 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 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-7 dated – March 17th – April 8th, 2026, in the amount of \$2,670,294.78. (p.3)
 - b. Consideration & approval of March 2026 contractual obligation adjustments for \$27,089.78 & bad debt adjustments for \$19,737.24. (p.67)
 - c. Consideration of the Mud Bog Special Event scheduled for June 6th, 2026. (p.68)
 - d. Consideration of the Run for the Wall event from May 15th - May 18th, 2026. (p.72)
 - e. Consideration of the Taste of JC Special Event Permit application on May 2nd, 2026, from 9:00 a.m. to 1:00 p.m. (p.80)
 - f. Consideration of Payroll No. 5 & Payroll No. 6. (p.90)
 - g. Consideration of the March 17th, 2026 City Commission Meeting Minutes. (p.101)
- 4. SPECIAL PRESENTATIONS:**
 - a. Main Street presentation. (p.107)
 - b. Grant's office 1st Quarter Report. (p.110)
- 5. NEW BUSINESS:**
 - a. Consideration of Resolution No. R-3139, supporting the operation of the 12th Street Community Garden. (p.118)
 - b. Consideration of Ordinance No. S-3328, lot merger for the parcels located at 931 & 1001 Chisolm Trail. (p.121)
 - c. Consideration & approval to award bid for the Contractual Mowing for Blights to Terry's Mowing-n-Then Some in the amount of \$85.00 per lot. (p.132)
 - d. Consideration & approval to award the bid for the Contractual Mowing for

Vacant Streets to AJ's Lawn & Services in the amount of \$6,485 per mow.
(p.143)

- e. Consideration & approval to award bid for the 2026 Water System Improvements to J & K Contracting, L.C. in the amount of \$1,027,278. (p.161)
- f. Consideration & approval to award the bid for the Freeman Field Airport Tip Down Beacon Light to Atlas Electric, LLC in the amount of \$121,714. (p.166)

6. UNFINISHED BUSINESS:

- a. Consideration of the Personnel Policies as presented & updated in 2026.
(p.181)

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: Letters from the Arbor Day Foundation, Meridian Rapid Defense Group, Interdisciplinary Professional Programs College of Engineering, & Flint Hills Discovery Center Foundation.

9. COMMISSIONER COMMENTS & COMMITTEE REPORTS:

10. STAFF COMMENTS:

11. ADJOURNMENT:

City of Junction City

City Commission

Agenda Memo

April 2, 2026

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

To: **City Commissioners**

Subject: Consideration of Appropriation Ordinance A-7 dated – March 17 – April 8, 2026, in the amount of \$2,670,294.78.

Background: Attached is a Listing and Checks, Appropriations for – March 17 – April 8, 2026

Appropriations: – March 17 – April 8, 2026



Junction City, KS

Expense Approval Report

By Fund

Post Dates 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 001 - GENERAL FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0037648	03/20/2026	CITY OF JC EMPLOYER PD LIFE	9.60
ADVANCE LIFE INSURANCE	INV0037649	03/20/2026	ADVANCE LIFE INSURANCE BE...	2.61
ADVANCE LIFE INSURANCE	INV0037675	03/20/2026	CITY OF JC EMPLOYER PD LIFE	227.29
ADVANCE LIFE INSURANCE	INV0037676	03/20/2026	ADVANCE LIFE INSURANCE BE...	583.58
ADVANCE LIFE INSURANCE	INV0037833	04/03/2026	CITY OF JC EMPLOYER PD LIFE	9.60
ADVANCE LIFE INSURANCE	INV0037834	04/03/2026	ADVANCE LIFE INSURANCE BE...	2.61
ADVANCE LIFE INSURANCE	INV0037860	04/03/2026	CITY OF JC EMPLOYER PD LIFE	228.87
ADVANCE LIFE INSURANCE	INV0037861	04/03/2026	ADVANCE LIFE INSURANCE BE...	583.56
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				1,647.72
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB...	INV0037663	03/20/2026	CITY OF JC EMPLOYER PAID S...	21.83
ADVANCE SHORT TERM DISAB...	INV0037717	03/20/2026	CITY OF JC EMPLOYER PAID S...	572.01
ADVANCE SHORT TERM DISAB...	INV0037848	04/03/2026	CITY OF JC EMPLOYER PAID S...	21.83
ADVANCE SHORT TERM DISAB...	INV0037901	04/03/2026	CITY OF JC EMPLOYER PAID S...	576.52
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				1,192.19
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU...	INV0037650	03/20/2026	AFLAC BEFORE TAX	36.99
AMERICAN FAMILY LIFE ASSU...	INV0037677	03/20/2026	AFLAC	66.86
AMERICAN FAMILY LIFE ASSU...	INV0037678	03/20/2026	AFLAC BEFORE TAX	656.36
AMERICAN FAMILY LIFE ASSU...	INV0037835	04/03/2026	AFLAC BEFORE TAX	36.99
AMERICAN FAMILY LIFE ASSU...	INV0037862	04/03/2026	AFLAC	66.86
AMERICAN FAMILY LIFE ASSU...	INV0037863	04/03/2026	AFLAC BEFORE TAX	656.36
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				1,520.42
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF ...	INV0037651	03/20/2026	BLUE CROSS BLUE SHIELD	1,028.96
BLUE CROSS BLUE SHIELD OF ...	INV0037652	03/20/2026	BLUE CROSS BLUE SHIELD	31.84
BLUE CROSS BLUE SHIELD OF ...	INV0037653	03/20/2026	BLUE CROSS BLUE SHIELD	545.11
BLUE CROSS BLUE SHIELD OF ...	INV0037654	03/20/2026	BLUE CROSS BLUE SHIELD	34.70
BLUE CROSS BLUE SHIELD OF ...	INV0037655	03/20/2026	BLUE CROSS BLUE SHIELD	909.84
BLUE CROSS BLUE SHIELD OF ...	INV0037656	03/20/2026	BLUE CROSS BLUE SHIELD	260.27
BLUE CROSS BLUE SHIELD OF ...	INV0037657	03/20/2026	BLUE CROSS BLUE SHIELD	50.21
BLUE CROSS BLUE SHIELD OF ...	INV0037658	03/20/2026	BLUE CROSS BLUE SHIELD	64.56
BLUE CROSS BLUE SHIELD OF ...	INV0037679	03/20/2026	BLUE CROSS BLUE SHIELD	4,015.06
BLUE CROSS BLUE SHIELD OF ...	INV0037680	03/20/2026	BLUE CROSS BLUE SHIELD	8,900.50
BLUE CROSS BLUE SHIELD OF ...	INV0037681	03/20/2026	BLUE CROSS BLUE SHIELD	765.75
BLUE CROSS BLUE SHIELD OF ...	INV0037682	03/20/2026	BLUE CROSS BLUE SHIELD	881.57
BLUE CROSS BLUE SHIELD OF ...	INV0037683	03/20/2026	BLUE CROSS BLUE SHIELD	342.80
BLUE CROSS BLUE SHIELD OF ...	INV0037684	03/20/2026	BLUE CROSS BLUE SHIELD	3,270.66
BLUE CROSS BLUE SHIELD OF ...	INV0037685	03/20/2026	BLUE CROSS BLUE SHIELD	544.79
BLUE CROSS BLUE SHIELD OF ...	INV0037686	03/20/2026	BLUE CROSS BLUE SHIELD	10,357.02
BLUE CROSS BLUE SHIELD OF ...	INV0037687	03/20/2026	BLUE CROSS BLUE SHIELD	260.27
BLUE CROSS BLUE SHIELD OF ...	INV0037688	03/20/2026	BLUE CROSS BLUE SHIELD	16,162.78
BLUE CROSS BLUE SHIELD OF ...	INV0037689	03/20/2026	BLUE CROSS BLUE SHIELD	5,945.12
BLUE CROSS BLUE SHIELD OF ...	INV0037690	03/20/2026	BLUE CROSS BLUE SHIELD	13,868.21
BLUE CROSS BLUE SHIELD OF ...	INV0037691	03/20/2026	BLUE CROSS BLUE SHIELD	2,397.52
BLUE CROSS BLUE SHIELD OF ...	INV0037692	03/20/2026	BLUE CROSS BLUE SHIELD	1,494.59
BLUE CROSS BLUE SHIELD OF ...	INV0037836	04/03/2026	BLUE CROSS BLUE SHIELD	1,028.96
BLUE CROSS BLUE SHIELD OF ...	INV0037837	04/03/2026	BLUE CROSS BLUE SHIELD	31.84
BLUE CROSS BLUE SHIELD OF ...	INV0037838	04/03/2026	BLUE CROSS BLUE SHIELD	545.11
BLUE CROSS BLUE SHIELD OF ...	INV0037839	04/03/2026	BLUE CROSS BLUE SHIELD	34.70

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
BLUE CROSS BLUE SHIELD OF ...	INV0037840	04/03/2026	BLUE CROSS BLUE SHIELD	909.84
BLUE CROSS BLUE SHIELD OF ...	INV0037841	04/03/2026	BLUE CROSS BLUE SHIELD	260.27
BLUE CROSS BLUE SHIELD OF ...	INV0037842	04/03/2026	BLUE CROSS BLUE SHIELD	50.21
BLUE CROSS BLUE SHIELD OF ...	INV0037843	04/03/2026	BLUE CROSS BLUE SHIELD	64.56
BLUE CROSS BLUE SHIELD OF ...	INV0037864	04/03/2026	BLUE CROSS BLUE SHIELD	4,015.06
BLUE CROSS BLUE SHIELD OF ...	INV0037865	04/03/2026	BLUE CROSS BLUE SHIELD	8,900.54
BLUE CROSS BLUE SHIELD OF ...	INV0037866	04/03/2026	BLUE CROSS BLUE SHIELD	765.75
BLUE CROSS BLUE SHIELD OF ...	INV0037867	04/03/2026	BLUE CROSS BLUE SHIELD	881.63
BLUE CROSS BLUE SHIELD OF ...	INV0037868	04/03/2026	BLUE CROSS BLUE SHIELD	342.80
BLUE CROSS BLUE SHIELD OF ...	INV0037869	04/03/2026	BLUE CROSS BLUE SHIELD	2,725.55
BLUE CROSS BLUE SHIELD OF ...	INV0037870	04/03/2026	BLUE CROSS BLUE SHIELD	510.07
BLUE CROSS BLUE SHIELD OF ...	INV0037871	04/03/2026	BLUE CROSS BLUE SHIELD	10,357.01
BLUE CROSS BLUE SHIELD OF ...	INV0037872	04/03/2026	BLUE CROSS BLUE SHIELD	16,423.02
BLUE CROSS BLUE SHIELD OF ...	INV0037873	04/03/2026	BLUE CROSS BLUE SHIELD	5,945.12
BLUE CROSS BLUE SHIELD OF ...	INV0037874	04/03/2026	BLUE CROSS BLUE SHIELD	13,868.21
BLUE CROSS BLUE SHIELD OF ...	INV0037875	04/03/2026	BLUE CROSS BLUE SHIELD	2,397.53
BLUE CROSS BLUE SHIELD OF ...	INV0037876	04/03/2026	BLUE CROSS BLUE SHIELD	1,478.39
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				143,668.30
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC...	INV0037659	03/20/2026	FLEX SPENDING-1074334	316.66
CITY OF JC FLEX SPENDING AC...	INV0037698	03/20/2026	FLEX SPENDING-1074334	4,175.46
CITY OF JC FLEX SPENDING AC...	INV0037844	04/03/2026	FLEX SPENDING-1074334	316.66
CITY OF JC FLEX SPENDING AC...	INV0037882	04/03/2026	FLEX SPENDING-1074334	4,175.46
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				8,984.24
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0037699	03/20/2026	CITY OF JUNCTION CITY (G-FEE)	25.00
CITY OF JUNCTION CITY	INV0037716	03/20/2026	TELEPHONE REIMBURSEMENT	166.29
CITY OF JUNCTION CITY	INV0037883	04/03/2026	CITY OF JUNCTION CITY (G-FEE)	25.00
CITY OF JUNCTION CITY	INV0037900	04/03/2026	TELEPHONE REIMBURSEMENT	166.29
Vendor 012130 - CITY OF JUNCTION CITY Total:				382.58
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0037710	03/20/2026	EMPOWER FINANCIAL SERVIC...	9,254.00
EMPOWER RETIREMENT LLC	INV0037715	03/20/2026	GREAT WEST FINANCIAL	2,237.00
EMPOWER RETIREMENT LLC	INV0037894	04/03/2026	EMPOWER FINANCIAL SERVIC...	9,254.00
EMPOWER RETIREMENT LLC	INV0037899	04/03/2026	GREAT WEST FINANCIAL	2,237.00
Vendor 01944 - EMPOWER RETIREMENT LLC Total:				22,982.00
Vendor: 00029 - FAMILY SUPPORT PAYMENT CENTER				
FAMILY SUPPORT PAYMENT C...	INV0037694	03/20/2026	FAMILY SUPPORT MO	100.31
FAMILY SUPPORT PAYMENT C...	INV0037878	04/03/2026	FAMILY SUPPORT MO	149.38
Vendor 00029 - FAMILY SUPPORT PAYMENT CENTER Total:				249.69
Vendor: 025326 - FIREMEN'S RELIEF ASSOCIATION				
FIREMEN'S RELIEF ASSOCIATI...	INV0037697	03/20/2026	FIREMANS RELIEF	255.42
FIREMEN'S RELIEF ASSOCIATI...	INV0037881	04/03/2026	FIREMANS RELIEF	264.88
Vendor 025326 - FIREMEN'S RELIEF ASSOCIATION Total:				520.30
Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334				
FLEXIBLE SPENDING ACCOUNT...	INV0037693	03/20/2026	DEPENDENT CARE ACCT 1074...	208.33
FLEXIBLE SPENDING ACCOUNT...	INV0037877	04/03/2026	DEPENDENT CARE ACCT 1074...	208.33
Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:				416.66
Vendor: 04594 - INDIANA STATE CENTRAL COLLECTION UNIT				
INDIANA STATE CENTRAL COL...	INV0037674	03/20/2026	INSCCU	457.17
INDIANA STATE CENTRAL COL...	INV0037859	04/03/2026	INSCCU	457.17
Vendor 04594 - INDIANA STATE CENTRAL COLLECTION UNIT Total:				914.34
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0037671	03/20/2026	SOCIAL SECURITY WITHHOLDI...	2,723.48
INTERNAL REVENUE SERVICE	INV0037672	03/20/2026	FEDERAL WITHHOLDING	2,124.65
INTERNAL REVENUE SERVICE	INV0037673	03/20/2026	MEDICARE WITHHOLDING	636.96
INTERNAL REVENUE SERVICE	INV0037732	03/20/2026	SOCIAL SECURITY WITHHOLDI...	25,513.38
INTERNAL REVENUE SERVICE	INV0037733	03/20/2026	FEDERAL WITHHOLDING	39,540.49

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
INTERNAL REVENUE SERVICE	INV0037734	03/20/2026	MEDICARE WITHHOLDING	15,283.82
INTERNAL REVENUE SERVICE	INV0037737	03/20/2026	MEDICARE WITHHOLDING	11.68
INTERNAL REVENUE SERVICE	INV0037856	04/03/2026	SOCIAL SECURITY WITHHOLDI...	2,613.36
INTERNAL REVENUE SERVICE	INV0037857	04/03/2026	FEDERAL WITHHOLDING	1,749.00
INTERNAL REVENUE SERVICE	INV0037858	04/03/2026	MEDICARE WITHHOLDING	611.20
INTERNAL REVENUE SERVICE	INV0037916	04/03/2026	SOCIAL SECURITY WITHHOLDI...	25,807.96
INTERNAL REVENUE SERVICE	INV0037917	04/03/2026	FEDERAL WITHHOLDING	40,103.25
INTERNAL REVENUE SERVICE	INV0037918	04/03/2026	MEDICARE WITHHOLDING	15,373.96
INTERNAL REVENUE SERVICE	INV0037935	04/03/2026	SOCIAL SECURITY WITHHOLDI...	563.42
INTERNAL REVENUE SERVICE	INV0037936	04/03/2026	FEDERAL WITHHOLDING	282.22
INTERNAL REVENUE SERVICE	INV0037937	04/03/2026	MEDICARE WITHHOLDING	131.76
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				173,070.59
Vendor: 039125 - JCPOA				
JCPOA	INV0037714	03/20/2026	JCPOA	1,200.00
JCPOA	INV0037898	04/03/2026	JCPOA	1,175.00
Vendor 039125 - JCPOA Total:				2,375.00
Vendor: 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309				
JUNCTION CITY FIRE FIGHTERS...	INV0037696	03/20/2026	I.A.F.F. LOCAL 3309	2,016.00
JUNCTION CITY FIRE FIGHTERS...	INV0037880	04/03/2026	I.A.F.F. LOCAL 3309	2,016.00
Vendor 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309 Total:				4,032.00
Vendor: 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION				
JUNCTION CITY FIREFIGHTERS...	INV0037695	03/20/2026	FIREFIGHTERS AID ASSOCIATI...	270.00
JUNCTION CITY FIREFIGHTERS...	INV0037879	04/03/2026	FIREFIGHTERS AID ASSOCIATI...	280.00
Vendor 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION Total:				550.00
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA...	INV0037669	03/20/2026	QUARTERLY UNEMPLOYMENT ..	21.97
KANSAS DEPARTMENT OF LA...	INV0037730	03/20/2026	QUARTERLY UNEMPLOYMENT ..	525.25
KANSAS DEPARTMENT OF LA...	INV0037735	03/20/2026	QUARTERLY UNEMPLOYMENT ..	0.40
KANSAS DEPARTMENT OF LA...	INV0037854	04/03/2026	QUARTERLY UNEMPLOYMENT ..	21.09
KANSAS DEPARTMENT OF LA...	INV0037914	04/03/2026	QUARTERLY UNEMPLOYMENT ..	529.69
KANSAS DEPARTMENT OF LA...	INV0037933	04/03/2026	QUARTERLY UNEMPLOYMENT ..	4.54
Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:				1,102.94
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0037670	03/20/2026	STATE WITHHOLDING	1,107.17
KANSAS DEPT OF REVENUE	INV0037731	03/20/2026	STATE WITHHOLDING	24,576.31
KANSAS DEPT OF REVENUE	INV0037736	03/20/2026	STATE WITHHOLDING	13.74
KANSAS DEPT OF REVENUE	INV0037855	04/03/2026	STATE WITHHOLDING	1,056.50
KANSAS DEPT OF REVENUE	INV0037915	04/03/2026	STATE WITHHOLDING	24,739.44
KANSAS DEPT OF REVENUE	INV0037934	04/03/2026	STATE WITHHOLDING	231.34
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				51,724.50
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0037704	03/20/2026	INCOME WITHHOLDING ORD...	1,140.50
KANSAS PAYMENT CENTER	INV0037705	03/20/2026	GARNISHMENT	608.00
KANSAS PAYMENT CENTER	INV0037888	04/03/2026	INCOME WITHHOLDING ORD...	1,140.50
KANSAS PAYMENT CENTER	INV0037889	04/03/2026	GARNISHMENT	608.00
Vendor 014435 - KANSAS PAYMENT CENTER Total:				3,497.00
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0037660	03/20/2026	KPERS #2	702.76
KANSAS PUBLIC EMPLOYEES	INV0037661	03/20/2026	KPERS #3	2,910.76
KANSAS PUBLIC EMPLOYEES	INV0037662	03/20/2026	KPERS INSURANCE	197.93
KANSAS PUBLIC EMPLOYEES	INV0037706	03/20/2026	KP&F	108,880.91
KANSAS PUBLIC EMPLOYEES	INV0037707	03/20/2026	KPERS #1	4,057.49
KANSAS PUBLIC EMPLOYEES	INV0037708	03/20/2026	KPERS #2	3,733.44
KANSAS PUBLIC EMPLOYEES	INV0037709	03/20/2026	KPERS #3	22,195.13
KANSAS PUBLIC EMPLOYEES	INV0037711	03/20/2026	KPERS INSURANCE	1,171.30
KANSAS PUBLIC EMPLOYEES	INV0037845	04/03/2026	KPERS #2	793.59
KANSAS PUBLIC EMPLOYEES	INV0037846	04/03/2026	KPERS #3	2,680.42
KANSAS PUBLIC EMPLOYEES	INV0037847	04/03/2026	KPERS INSURANCE	166.96

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KANSAS PUBLIC EMPLOYEES	INV0037890	04/03/2026	KP&F	109,360.74
KANSAS PUBLIC EMPLOYEES	INV0037891	04/03/2026	KPERS #1	4,066.96
KANSAS PUBLIC EMPLOYEES	INV0037892	04/03/2026	KPERS #2	3,733.44
KANSAS PUBLIC EMPLOYEES	INV0037893	04/03/2026	KPERS #3	22,986.51
KANSAS PUBLIC EMPLOYEES	INV0037895	04/03/2026	KPERS INSURANCE	1,168.05
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				288,806.39
Vendor: 02713 - KAREN COMPTON				
KAREN COMPTON	INV0037718	03/20/2026	CITY OF JC EMPLOYER PAID S...	10.83
KAREN COMPTON	INV0037902	04/03/2026	CITY OF JC EMPLOYER PAID S...	10.83
Vendor 02713 - KAREN COMPTON Total:				21.66
Vendor: 048289 - POLICE & FIREMEN'S INSURANCE ASSOCIATION				
POLICE & FIREMEN'S INSURA...	INV0037713	03/20/2026	POLICE & FIRE INSURANCE	795.84
POLICE & FIREMEN'S INSURA...	INV0037897	04/03/2026	POLICE & FIRE INSURANCE	795.84
Vendor 048289 - POLICE & FIREMEN'S INSURANCE ASSOCIATION Total:				1,591.68
Vendor: 03639 - STATE OF ARKANSAS				
STATE OF ARKANSAS	INV0037712	03/20/2026	GARNISHMENT	173.33
STATE OF ARKANSAS	INV0037896	04/03/2026	GARNISHMENT	173.33
Vendor 03639 - STATE OF ARKANSAS Total:				346.66
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CL...	INV0037719	03/20/2026	UNITED WAY	14.50
UNITED WAY OF JUNCTION CL...	INV0037903	04/03/2026	UNITED WAY	14.50
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				29.00
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0037664	03/20/2026	VSP PREMIUM SINGLE	8.33
VSP INSURANCE CO.	INV0037665	03/20/2026	VSP VISION PREMIUM FAMILY	21.92
VSP INSURANCE CO.	INV0037666	03/20/2026	VSP INSURANCE	13.80
VSP INSURANCE CO.	INV0037667	03/20/2026	VSP VISION INSURANCE SPOU...	7.36
VSP INSURANCE CO.	INV0037668	03/20/2026	VSP VISION INS STANDARD CH...	7.51
VSP INSURANCE CO.	INV0037720	03/20/2026	VSP Vision Insurance Pre-Tax	27.52
VSP INSURANCE CO.	INV0037721	03/20/2026	VSP PREMIUM SINGLE	199.12
VSP INSURANCE CO.	INV0037722	03/20/2026	VSP PREMIUM SPOUSE	83.92
VSP INSURANCE CO.	INV0037723	03/20/2026	VSP PREMIUM CHILD(REN)	85.68
VSP INSURANCE CO.	INV0037724	03/20/2026	VSP VISION PREMIUM FAMILY	270.71
VSP INSURANCE CO.	INV0037725	03/20/2026	VSP INSURANCE	208.16
VSP INSURANCE CO.	INV0037726	03/20/2026	VSP VISION INSURANCE SPOU...	69.18
VSP INSURANCE CO.	INV0037727	03/20/2026	VSP VISION INS STANDARD CH...	105.14
VSP INSURANCE CO.	INV0037728	03/20/2026	VSP VISION INSURANCE STAN...	335.11
VSP INSURANCE CO.	INV0037849	04/03/2026	VSP PREMIUM SINGLE	8.33
VSP INSURANCE CO.	INV0037850	04/03/2026	VSP VISION PREMIUM FAMILY	21.92
VSP INSURANCE CO.	INV0037851	04/03/2026	VSP INSURANCE	13.80
VSP INSURANCE CO.	INV0037852	04/03/2026	VSP VISION INSURANCE SPOU...	7.36
VSP INSURANCE CO.	INV0037853	04/03/2026	VSP VISION INS STANDARD CH...	7.51
VSP INSURANCE CO.	INV0037904	04/03/2026	VSP Vision Insurance Pre-Tax	18.20
VSP INSURANCE CO.	INV0037905	04/03/2026	VSP PREMIUM SINGLE	207.49
VSP INSURANCE CO.	INV0037906	04/03/2026	VSP PREMIUM SPOUSE	70.60
VSP INSURANCE CO.	INV0037907	04/03/2026	VSP PREMIUM CHILD(REN)	85.69
VSP INSURANCE CO.	INV0037908	04/03/2026	VSP VISION PREMIUM FAMILY	270.71
VSP INSURANCE CO.	INV0037909	04/03/2026	VSP INSURANCE	212.75
VSP INSURANCE CO.	INV0037910	04/03/2026	VSP VISION INSURANCE SPOU...	69.18
VSP INSURANCE CO.	INV0037911	04/03/2026	VSP VISION INS STANDARD CH...	105.14
VSP INSURANCE CO.	INV0037912	04/03/2026	VSP VISION INSURANCE STAN...	335.11
Vendor 03938 - VSP INSURANCE CO. Total:				2,877.25
Vendor: 01595 - W H GRIFFIN, TRUSTEE				
W H GRIFFIN, TRUSTEE	INV0037729	03/20/2026	12-22755-13	300.00
W H GRIFFIN, TRUSTEE	INV0037913	04/03/2026	12-22755-13	300.00
Vendor 01595 - W H GRIFFIN, TRUSTEE Total:				600.00
Department 000 - NON-DEPARTMENTAL Total:				713,103.11

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 001 - GENERAL EXPENSES				
Vendor: 074220 - KANSAS STATE TREASURER				
KANSAS STATE TREASURER	032026	04/01/2026	KS State Fees- Court March 20...	553.07
Vendor 074220 - KANSAS STATE TREASURER Total:				553.07
Department 001 - GENERAL EXPENSES Total:				553.07
Department: 002 - INFORMATION TECHNOLOGY SYSTEMS				
Vendor: 04639 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I...	1RL6-PVCK-CYN3	04/01/2026	HEADPHONES	249.99
AMAZON CAPITAL SERVICES I...	1VPN-XX7F-76L6	04/01/2026	IT EQUIPMENT	107.72
AMAZON CAPITAL SERVICES I...	1WC9-RTFW-9WRQ	04/01/2026	FIBER LIGHT TESTERS	44.41
Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:				402.12
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	MAR 26	04/01/2026	Channel 3 Digital Music	38.22
COX BUSINESS SERVICES	MAR 26	04/01/2026	PD Internet - Server Room	149.99
COX BUSINESS SERVICES	MAR 26	04/01/2026	City - Fiber Internet	2,649.99
Vendor 01604 - COX BUSINESS SERVICES Total:				2,838.20
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	FEB26-OShea-CCStatement	03/26/2026	CONFERENCE ATTENDANCE F...	500.00
KS STATEBANK	FEB26-OShea-CCStatement	03/26/2026	KAPIO	50.00
Vendor 04433 - KS STATEBANK Total:				550.00
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - IT	18.20
Vendor 04360 - MARLIN LEASING CORPORATION Total:				18.20
Vendor: 031211 - PARSONS COMMUNICATIONS, INC.				
PARSONS COMMUNICATIONS,...	26-013	04/01/2026	FIBER REPAIR - MB TO MC	920.00
Vendor 031211 - PARSONS COMMUNICATIONS, INC. Total:				920.00
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - IT	9.42
Vendor 03830 - PROCOPY, INC. Total:				9.42
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - IT	593.40
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				593.40
Vendor: 03090 - VC3 Inc				
VC3 Inc	VC3-241080	04/01/2026	Thinkgard - Backup Solution - ...	988.88
VC3 Inc	VC3-241081	04/01/2026	Thinkgard - Backup Solution - ...	3,998.00
VC3 Inc	VC3-241082	04/01/2026	Thinkgard - Backup Solution - ...	3,200.00
Vendor 03090 - VC3 Inc Total:				8,186.88
Department 002 - INFORMATION TECHNOLOGY SYSTEMS Total:				13,518.22
Department: 003 - ADMINISTRATION				
Vendor: 04519 - ANGEL TREVINO				
ANGEL TREVINO	04.07.2026	03/30/2026	Monthly stipend	200.00
Vendor 04519 - ANGEL TREVINO Total:				200.00
Vendor: 04257 - ARIANA DIAZ LORENZO				
ARIANA DIAZ LORENZO	04.07.2026	03/30/2026	monthly stipend	200.00
Vendor 04257 - ARIANA DIAZ LORENZO Total:				200.00
Vendor: 04702 - CAMPLIT				
CAMPLIT	04022026	04/02/2026	GOLF TOURNAMENT	200.00
Vendor 04702 - CAMPLIT Total:				200.00
Vendor: 00524 - CL HOOVER OPERA HOUSE				
CL HOOVER OPERA HOUSE	20260311	03/25/2026	Q2 APPROPRIATIONS 2026	44,750.00
Vendor 00524 - CL HOOVER OPERA HOUSE Total:				44,750.00
Vendor: 01323 - COLUMBIA CAPITAL MANAGEMENT LLC				
COLUMBIA CAPITAL MANAG...	26350003	03/31/2026	INVESTMENT SERVICES 2/2026	2,000.00
Vendor 01323 - COLUMBIA CAPITAL MANAGEMENT LLC Total:				2,000.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 053896 - COMPLIANCEONE				
COMPLIANCEONE	330900	03/25/2026	\$6PP FOR 15 PEOPLE DRUG T...	90.00
COMPLIANCEONE	333777	03/25/2026	\$6PP FOR 14 PEOPLE DRUG T...	84.00
COMPLIANCEONE	336624	03/25/2026	\$6PP FOR 14 PEOPLE DRUG T...	84.00
COMPLIANCEONE	337564	03/25/2026	\$6PP FOR 14 PEOPLE DRUG T...	84.00
Vendor 053896 - COMPLIANCEONE Total:				342.00
Vendor: 043802 - EVERGY				
EVERGY	INV0037739	03/18/2026	2031 Spring Valley Rd	2,697.90
Vendor 043802 - EVERGY Total:				2,697.90
Vendor: 02860 - FARMERS ALLIANCE MUTUAL INSURANCE COMPANY				
FARMERS ALLIANCE MUTUAL ...	INV0037748	03/23/2026	BD071528BN01 5/2026-5/2027	100.00
Vendor 02860 - FARMERS ALLIANCE MUTUAL INSURANCE COMPANY Total:				100.00
Vendor: 02736 - FLINT HILLS REGIONAL LEADERSHIP PROGRAM				
FLINT HILLS REGIONAL LEADE...	2603	03/31/2026	CLASS UNDERWRITER- JC	1,000.00
Vendor 02736 - FLINT HILLS REGIONAL LEADERSHIP PROGRAM Total:				1,000.00
Vendor: 04560 - ICC CODIFICATION INC				
ICC CODIFICATION INC	PG000045618	03/31/2026	PAGES @24.00 INDEX @ 7.00	540.00
Vendor 04560 - ICC CODIFICATION INC Total:				540.00
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	FEB26-OShea-CCStatement	03/26/2026	SUBSCRIPTION FOR TRIVIA PR...	25.00
Vendor 04433 - KS STATEBANK Total:				25.00
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Admin	311.01
Vendor 04360 - MARLIN LEASING CORPORATION Total:				311.01
Vendor: 04518 - MELISSA FLORES				
MELISSA FLORES	04.07.2026	03/30/2026	Monthly Stipend	200.00
Vendor 04518 - MELISSA FLORES Total:				200.00
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Administration	320.96
Vendor 03830 - PROCOPY, INC. Total:				320.96
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Admin	1,582.40
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				1,582.40
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6058408235	03/30/2026	Office Supplies- sheet protect...	11.21
STAPLES ADVANTAGE	6058884531	03/25/2026	PENS FOR ADMIN	30.49
STAPLES ADVANTAGE	6058884532	03/25/2026	BINDER CLIPS	11.41
STAPLES ADVANTAGE	6059546058	03/31/2026	LABEL MAKER & TAPE ADMIN	144.96
Vendor 01167 - STAPLES ADVANTAGE Total:				198.07
Vendor: 01671 - UNDERGROUND VAULTS & STORAGE, INC.				
UNDERGROUND VAULTS & ST...	1187122	04/02/2026	ADMIN SHREDDING SERVICES	10.50
Vendor 01671 - UNDERGROUND VAULTS & STORAGE, INC. Total:				10.50
Vendor: 03081 - VALOR FORD INC				
VALOR FORD INC	209379	03/18/2026	PW 2026 F-250 PROGRAM KE...	126.00
Vendor 03081 - VALOR FORD INC Total:				126.00
Department 003 - ADMINISTRATION Total:				54,803.84
Department: 008 - BUILDING MAINTENANCE				
Vendor: 04376 - ECONOMY ELECTRIC, INC				
ECONOMY ELECTRIC, INC	28960	03/25/2026	SERVICE CALL TO MUNICIPAL ...	117.78
Vendor 04376 - ECONOMY ELECTRIC, INC Total:				117.78
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	TOILET SEAT FOR PUBLIC WO...	38.98
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	PARTS FOR IT FIREPLACE	220.78
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	BUILDING LIGHTS	200.76
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	PARTS FOR AIRPORT OUTLET	52.97

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	HOME DEPOT. CEILING TILES ...	157.59
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	TOILET SEAT FOR PUBLIC WO...	27.99
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	TOILET REPAIR	31.96
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	FRONT FOR FOR IT	1,444.19
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	TOILET SEAT FOR PUBLIC WO...	27.99
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	PLYWOOD	111.96
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	CAULK, GLOVES, WIRE BRUSH	143.90
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	PARTS FOR IT ROOM	67.16
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	PEST CONTROL	79.96
KS STATEBANK	PICKING,FEB 2026	03/23/2026	SERVICE CALL TO UTILITY RO...	99.00
Vendor 04433 - KS STATEBANK Total:				2,705.19
Vendor: 01696 - NEKOLOCKS				
NEKOLOCKS	2654	03/25/2026	KEYS AND REKEY CYLINDER, P...	39.90
Vendor 01696 - NEKOLOCKS Total:				39.90
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Building Maint	197.80
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				197.80
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	212081	04/01/2026	SERVICE A/C IN GYM AT MUNI...	190.00
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				190.00
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	535387/2	04/01/2026	ALARM PULL STATION, OPERA...	12.28
Vendor 082680 - WATERS TRUE VALUE Total:				12.28
Department 008 - BUILDING MAINTENANCE Total:				3,262.95
Department: 010 - PARKS DEPARTMENT				
Vendor: 04549 - ALL NATIONS FLAG CO. INC				
ALL NATIONS FLAG CO. INC	93510	03/24/2026	REPALCE FLAG POLE, BUFFALO..	6,352.00
Vendor 04549 - ALL NATIONS FLAG CO. INC Total:				6,352.00
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,....	INV0049789	04/01/2026	ADS SERVICE TRIP, PARKS SH...	335.00
AMERICAN DIGITAL SECURITY,....	INV0050071	04/01/2026	MONTHLY MONITORING, PAR...	35.00
Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:				370.00
Vendor: 02754 - ATHCO, LLC				
ATHCO, LLC	0027413-IN	03/25/2026	REPLACEMENT SWING PARTS	1,672.20
Vendor 02754 - ATHCO, LLC Total:				1,672.20
Vendor: 03087 - BRADY INDUSTRIES OF KANSAS, LLC				
BRADY INDUSTRIES OF KANSA...	11467911	03/25/2026	DROP OFF FLOOR MACHINE	4.00
Vendor 03087 - BRADY INDUSTRIES OF KANSAS, LLC Total:				4.00
Vendor: 02898 - CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC				
CAT CANS PORTABLE SERVICES..	I47373	03/30/2026	PORTABLE UNIT, FILBY, FIELD	104.23
Vendor 02898 - CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC Total:				104.23
Vendor: 010556 - CDW GOVERNMENT INC				
CDW GOVERNMENT INC	AI2J24B	04/01/2026	Laptop Charles @ Parks	1,824.84
Vendor 010556 - CDW GOVERNMENT INC Total:				1,824.84
Vendor: 015555 - CENTRAL POWER SYSTEMS & SERVICES				
CENTRAL POWER SYSTEMS & ...	B105001899	03/30/2026	GENERATOR RENTAL FOR BLIZ...	1,786.80
Vendor 015555 - CENTRAL POWER SYSTEMS & SERVICES Total:				1,786.80
Vendor: 04313 - CHENEY DOOR AQUISITION, LLC				
CHENEY DOOR AQUISITION, L...	0498751-IN	04/01/2026	REPLACE CONTROL BOARD, P...	467.00
CHENEY DOOR AQUISITION, L...	0499218-IN	04/01/2026	REPLACE WALL STATION, PAR...	200.00
Vendor 04313 - CHENEY DOOR AQUISITION, LLC Total:				667.00
Vendor: 043802 - EVERGY				
EVERGY	INV0037814	03/30/2026	513 N JEFFERSON-7207317965	253.18
Vendor 043802 - EVERGY Total:				253.18

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037768	03/24/2026	1017 1/2 W 5th 510405255 1...	44.06
Vendor 043271 - KANSAS GAS SERVICE Total:				44.06
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	PAINT FOR JOSH'S OFFICE WA...	79.19
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	WOOD FOR JOSH'S WALL	95.19
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	BULBS FOR SHOP	135.98
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, LIGHT COVERS FOR ...	171.80
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, TOILET SEATS	56.99
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, CONTOUR GAUGE	29.98
KS STATEBANK	GRAY, FEB 2026	03/23/2026	MUSIC SUBSCRIPTION	41.00
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON PRIME, SUBSCRIPTI...	14.99
KS STATEBANK	GRAY, FEB 2026	03/23/2026	TACTACAM, TRAIL CAMERA S...	13.00
KS STATEBANK	GRAY, FEB 2026	03/23/2026	TACTACAM, TRAIL CAMERA S...	4.00
KS STATEBANK	GRAY, FEB 2026	03/23/2026	WALMART, STAPLER, PUSH PI...	151.36
KS STATEBANK	HANLON, FEB 2026	03/24/2026	SUPPLIES FOR 12TH ST WALL ...	63.97
KS STATEBANK	HANLON, FEB 2026	03/24/2026	RUG FOR DOG PARK	57.00
KS STATEBANK	HANLON, FEB 2026	03/24/2026	GARDEN HOSES	76.96
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PLYWOOD FOR DOG PARK	45.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, BOLTS	8.21
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PARTS FOR RIVERWALK TRAIL	67.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	BRIDGE REPAIR, FT RILEY TRAIL	74.97
KS STATEBANK	HANLON, FEB 2026	03/24/2026	BOLTS AND SCREWS FOR RIVE...	18.96
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, PARTS FOR...	8.51
KS STATEBANK	HANLON, FEB 2026	03/24/2026	CONCRETE FOR BENCH PADS	339.60
KS STATEBANK	HANLON, FEB 2026	03/24/2026	LUMBER FOR NORTH PARK C...	107.94
KS STATEBANK	HANLON, FEB 2026	03/24/2026	LUMBER TO REPAIR PICNIC T...	312.79
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, PARTS TO R...	29.25
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PARTS FOR NORTH PARK COV...	182.01
KS STATEBANK	HANLON, FEB 2026	03/24/2026	MENARDS, FURRING STRIPS F...	2.56
KS STATEBANK	HANLON, FEB 2026	03/24/2026	BOLTS AND TOOLS FOR PICKL...	44.90
KS STATEBANK	HANLON, FEB 2026	03/24/2026	SEALING STRIP	43.95
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, BOLTS FOR...	14.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	LOCK FOR TOOL BOX	37.96
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, RECEIVER H...	39.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	LOCK FOR TOOL BOX	11.59
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, RECEIVER ...	109.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	OREILLY, LIFT SHOCKS	72.69
KS STATEBANK	HANLON, FEB 2026	03/24/2026	RETURN RECEIVER MOUNT	-39.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	BATTERIES FOR TOOLS	398.00
KS STATEBANK	HANLON, FEB 2026	03/24/2026	DRILL BITS	23.28
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, CUTTING ...	14.99
KS STATEBANK	HANLON, FEB 2026	03/24/2026	MENARDS, SAFETY JACKET	29.99
KS STATEBANK	HANLON, FEB 2026	03/24/2026	TRACTOR SUPPLY, CHAINSAW...	199.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	GLOVES AND HANDWARMERS	60.35
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PARTS FOR NORTH PARK IRRI...	327.52
KS STATEBANK	HANLON, FEB 2026	03/24/2026	CHAIN SAW SHARPENING	6.00
KS STATEBANK	HANLON, FEB 2026	03/24/2026	CHAINSAW REPAIR	97.00
KS STATEBANK	HANLON, FEB 2026	03/24/2026	CEDAR POINT CAR WASH, CAR...	12.62
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PLAYGROUND MAINTENANCE...	175.00
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PLAYGROUND MAINTENANCE...	175.00
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PLAYGROUND MAINTENANCE...	175.00
KS STATEBANK	PICKING, FEB 2026	03/23/2026	POSTER MY WALL, FLYER SUB...	9.95
KS STATEBANK	PICKING, FEB 2026	03/23/2026	STAPLES, MESH WALL FILE	19.72
KS STATEBANK	PICKING, FEB 2026	03/23/2026	DESK CHAIR FOR CHARLES	299.99
KS STATEBANK	PICKING, FEB 2026	03/23/2026	WORK SHIRTS FOR CHARLES	255.41
KS STATEBANK	PICKING, FEB 2026	03/23/2026	PLAYGROUND MAINTENANCE...	175.00
KS STATEBANK	PICKING, FEB 2026	03/23/2026	PLAYGROUND MAINTENANCE...	175.00
Vendor 04433 - KS STATEBANK Total:				5,156.02

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - PRD	22.75
Vendor 04360 - MARLIN LEASING CORPORATION Total:				22.75
Vendor: 01514 - MIDWEST CONCRETE MATERIALS				
MIDWEST CONCRETE MATERI...	736034	03/18/2026	PW 1 CY 1832 N ADAMS	284.25
Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:				284.25
Vendor: 02691 - PHILLIPS PINEWOOD MULCH, INC.				
PHILLIPS PINEWOOD MULCH, ...	22617	03/25/2026	PLAYGROUND MULCH	2,520.00
Vendor 02691 - PHILLIPS PINEWOOD MULCH, INC. Total:				2,520.00
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Parks	80.23
Vendor 03830 - PROCOPY, INC. Total:				80.23
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	6729687	04/01/2026	PLUMBING PARTS	121.16
REEVES-WIEDEMAN CO.	6738851	04/01/2026	PLUMBING PARTS	73.31
REEVES-WIEDEMAN CO.	6739409	04/01/2026	TOILET PARTS	40.88
REEVES-WIEDEMAN CO.	6739463	04/01/2026	PLUMBING PARTS	2.85
REEVES-WIEDEMAN CO.	6739519	04/01/2026	PLUMBING PARTS	3.89
REEVES-WIEDEMAN CO.	6740234	04/01/2026	FAUCET CONNECTOR	10.49
Vendor 066189 - REEVES-WIEDEMAN CO. Total:				252.58
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Parks	395.60
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				395.60
Vendor: 02419 - SIR SPEEDY				
SIR SPEEDY	118521	03/31/2026	CHARLES SWIFT CARDS	51.52
Vendor 02419 - SIR SPEEDY Total:				51.52
Vendor: 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC				
STORMONT VAIL HEALTH FLIN...	INV0037749	03/23/2026	EMPLOYEE DRUG TESTING	95.00
Vendor 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC Total:				95.00
Vendor: 00654 - ULINE				
ULINE	205057168	03/19/2026	55 GAL DRUMS	351.60
Vendor 00654 - ULINE Total:				351.60
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	536075	03/31/2026	10 PC Drill bit set, Blk Oxide Bit	47.98
WATERS TRUE VALUE	536228	03/31/2026	60 LB Concrete Mix	169.80
WATERS TRUE VALUE	536429	03/31/2026	Paint supplies	64.91
WATERS TRUE VALUE	536638	03/31/2026	7/16x 1 3/8 Stop Colonial 7Ft	29.97
WATERS TRUE VALUE	536702/2	03/30/2026	CLEANING SUPPLIES	41.96
WATERS TRUE VALUE	536733	03/31/2026	3' Yard Hydrant	159.99
WATERS TRUE VALUE	536777	03/31/2026	lumber	97.91
WATERS TRUE VALUE	536781	03/31/2026	Lumber	31.95
WATERS TRUE VALUE	C13224	03/31/2026	60 lb concrete mix return	-169.80
WATERS TRUE VALUE	C21059	03/31/2026	7/16x 1 3/8 Stop Colonial 7Ft c..	-29.97
Vendor 082680 - WATERS TRUE VALUE Total:				444.70
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	PARKS--FUEL	734.62
Vendor 01868 - WEX BANK Total:				734.62
Department 010 - PARKS DEPARTMENT Total:				23,467.18
Department: 011 - SWIMMING POOL				
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037765	03/24/2026	1017 W 5th - 510290042 154...	44.06
Vendor 043271 - KANSAS GAS SERVICE Total:				44.06

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Pool	197.80
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				197.80
Department 011 - SWIMMING POOL Total:				241.86
Department: 013 - SPIN CITY				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,...	INV0050074	04/01/2026	MONTHLY MONITORING SERV...	25.00
Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:				25.00
Vendor: 01548 - C & K CONSTRUCTION				
C & K CONSTRUCTION	I2424	03/30/2026	REPLACE BROKEN PIPE AT SPI...	263.50
Vendor 01548 - C & K CONSTRUCTION Total:				263.50
Vendor: 02912 - INNOVATIVE CONCESSIONS ENTERPRISES, LLC				
INNOVATIVE CONCESSIONS E...	3021000118	04/01/2026	DIPPIN DOTS, SPIN CITY	409.20
Vendor 02912 - INNOVATIVE CONCESSIONS ENTERPRISES, LLC Total:				409.20
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037766	03/24/2026	915 S Washington	782.80
Vendor 043271 - KANSAS GAS SERVICE Total:				782.80
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, SUPPLIES FOR ST P...	33.99
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, CANDY FOR ST PAD...	44.14
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, SUPPLIES FOR ST P...	157.76
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, BALLOONS FOR ST. ...	15.13
KS STATEBANK	GRAY, FEB 2026	03/23/2026	CONCESSION ITEMS FOR SPIN...	119.84
KS STATEBANK	GRAY, FEB 2026	03/23/2026	CONCESSION ITEMS FOR SPIN...	129.92
KS STATEBANK	PICKING,FEB 2026	03/23/2026	WALMART, BALLOONS FOR SP...	2.00
KS STATEBANK	PICKING,FEB 2026	03/23/2026	WALMART, SODA FOR SPIN CI...	78.10
KS STATEBANK	PICKING,FEB 2026	03/23/2026	WALMART, SODA FOR SPIN CI...	80.64
KS STATEBANK	PICKING,FEB 2026	03/23/2026	WALMART, RETURN SODA FO...	-80.64
KS STATEBANK	PICKING,FEB 2026	03/23/2026	SERVICE ICE MACHINE AT SPIN...	99.00
Vendor 04433 - KS STATEBANK Total:				679.88
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	536702/2	03/30/2026	LUMBER FOR MINI GOLF FEN...	207.84
Vendor 082680 - WATERS TRUE VALUE Total:				207.84
Department 013 - SPIN CITY Total:				2,368.22
Department: 014 - JUNCTION CITY AIRPORT				
Vendor: 04678 - DAVID G. HADEL				
DAVID G. HADEL	03162026	03/31/2026	INDEPENDENT FEE ESTIMATE ...	3,000.00
Vendor 04678 - DAVID G. HADEL Total:				3,000.00
Vendor: 02686 - HAMPEL OIL DISTRIBUTORS INC				
HAMPEL OIL DISTRIBUTORS I...	92125045	03/18/2026	PW EQUIPMENT RENTAL FEE	750.00
HAMPEL OIL DISTRIBUTORS I...	92127814	03/18/2026	PW PATRIOT HYDRASHIELD	737.53
HAMPEL OIL DISTRIBUTORS I...	92133261	03/31/2026	JET A FUEL - SUPERFUND EXCI...	12.90
HAMPEL OIL DISTRIBUTORS I...	92133261	03/31/2026	JET A FUEL FEDERAL EXCISE T...	732.24
HAMPEL OIL DISTRIBUTORS I...	92133261	03/31/2026	3001 GALLONS JET A FUEL	10,213.00
HAMPEL OIL DISTRIBUTORS I...	CM0001689	03/18/2026	CREDIT FOR EQUIPMENT REN...	-750.00
Vendor 02686 - HAMPEL OIL DISTRIBUTORS INC Total:				11,695.67
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037760	03/24/2026	540 W 18th St 510005287 154...	99.25
KANSAS GAS SERVICE	INV0037761	03/24/2026	540 AIRPORT 100	412.25
Vendor 043271 - KANSAS GAS SERVICE Total:				511.50
Vendor: 01696 - NEKOLOCKS				
NEKOLOCKS	2653	03/19/2026	WORK AT HANGAR AT THE AI...	48.00
NEKOLOCKS	2653	03/19/2026	WORK AT HANGAR AT THE AI...	116.50
Vendor 01696 - NEKOLOCKS Total:				164.50

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 02150 - RAVEN AERO SERVICE, INC.				
RAVEN AERO SERVICE, INC.	4.2026	03/30/2026	CONTRACT SERVICE	850.00
			Vendor 02150 - RAVEN AERO SERVICE, INC. Total:	850.00
			Department 014 - jUNCTION CITY AIRPORT Total:	16,221.67
Department: 017 - ROLLING MEADOWS GOLF COURSE				
Vendor: 02104 - BRAMLAGE PROPERTIES, LLC				
BRAMLAGE PROPERTIES, LLC	4.2026	03/30/2026	BILLBOARD RENTAL-GOLF	350.00
			Vendor 02104 - BRAMLAGE PROPERTIES, LLC Total:	350.00
Vendor: 00952 - CASH-WA DISTRIBUTING				
CASH-WA DISTRIBUTING	15025036-R	03/17/2026	FOOD FOR RESALE	-493.12
CASH-WA DISTRIBUTING	15040119	03/19/2026	FOOD FOR RESALE	599.26
CASH-WA DISTRIBUTING	15048253	03/26/2026	FOOD FOR RESALE	1,124.83
CASH-WA DISTRIBUTING	51032851	03/19/2026	FOOD FOR RESALE	1,178.28
CASH-WA DISTRIBUTING	CM0001691	03/31/2026	Credit	-85.13
			Vendor 00952 - CASH-WA DISTRIBUTING Total:	2,324.12
Vendor: 016620 - CORYELL INSURORS, INC.				
CORYELL INSURORS, INC.	43169	03/19/2026	INSURANCE	25.00
			Vendor 016620 - CORYELL INSURORS, INC. Total:	25.00
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	MAR 26	04/01/2026	TV Charges - GOLF	14.69
			Vendor 01604 - COX BUSINESS SERVICES Total:	14.69
Vendor: 017410 - CROWN DISTRIBUTORS, INC.				
CROWN DISTRIBUTORS, INC.	W-7340204	03/19/2026	BEER FOR RESALE	271.45
CROWN DISTRIBUTORS, INC.	W-7345829	03/19/2026	BEER FOR RESALE	226.57
CROWN DISTRIBUTORS, INC.	W-7351750	03/26/2026	BEER FOR RESALE	499.76
			Vendor 017410 - CROWN DISTRIBUTORS, INC. Total:	997.78
Vendor: 021845 - EASY PICKER GOLF PRODUCTS				
EASY PICKER GOLF PRODUCTS	0229994-IN	03/30/2026	GOLF SUPPLIES	232.00
			Vendor 021845 - EASY PICKER GOLF PRODUCTS Total:	232.00
Vendor: 04019 - FIRST-CITIZENS BANK & TRUST COMPANY				
FIRST-CITIZENS BANK & TRUST...	48901616	03/30/2026	CART LEASE	4,266.35
			Vendor 04019 - FIRST-CITIZENS BANK & TRUST COMPANY Total:	4,266.35
Vendor: 026399 - FLINT HILLS BEVERAGE LLC				
FLINT HILLS BEVERAGE LLC	872406	03/19/2026	BEER FOR RESALE	510.57
FLINT HILLS BEVERAGE LLC	873287	03/19/2026	BEER FOR RESALE	252.94
FLINT HILLS BEVERAGE LLC	874096	03/26/2026	BEER FOR RESALE	876.45
			Vendor 026399 - FLINT HILLS BEVERAGE LLC Total:	1,639.96
Vendor: 026585 - FOOTJOY/TITLEIST				
FOOTJOY/TITLEIST	922039422	03/19/2026	BALLS FOR RESALE	765.35
FOOTJOY/TITLEIST	922530057	03/19/2026	MERCH FOR RESALE	110.77
FOOTJOY/TITLEIST	9225455392	03/19/2026	HATS FOR RESALE	900.00
FOOTJOY/TITLEIST	922675741	03/30/2026	MERCH FOR RESALE	77.22
			Vendor 026585 - FOOTJOY/TITLEIST Total:	1,853.34
Vendor: 02855 - FRONTIER SPIRITS				
FRONTIER SPIRITS	031926	03/19/2026	LIQOUR FOR RESALE	689.47
			Vendor 02855 - FRONTIER SPIRITS Total:	689.47
Vendor: 03730 - HARRELL'S INC.				
HARRELL'S INC.	INV02163741	03/27/2026	CHEMICALS FOR GOLF COURSE	1,060.00
			Vendor 03730 - HARRELL'S INC. Total:	1,060.00
Vendor: 04530 - HEARTLAND COCA-COLA BOTTLING COMAPNY LLC				
HEARTLAND COCA-COLA BOT...	6164925005	03/23/2026	DRINKS FOR RESALE	659.41
			Vendor 04530 - HEARTLAND COCA-COLA BOTTLING COMAPNY LLC Total:	659.41
Vendor: 03099 - J. & M. GOLF INC.				
J. & M. GOLF INC.	0744759-IN-1	03/19/2026	MERCH FOR RESALE	20.00
			Vendor 03099 - J. & M. GOLF INC. Total:	20.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 00762 - KANSAS GOLF AND TURF				
KANSAS GOLF AND TURF	01-357701	03/19/2026	PARTS FOR MOWER	682.60
Vendor 00762 - KANSAS GOLF AND TURF Total:				682.60
Vendor: 03815 - KLMM-66 LLC				
KLMM-66 LLC	814680	03/27/2026	PEST CONTROL	137.50
Vendor 03815 - KLMM-66 LLC Total:				137.50
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Golf	22.75
Vendor 04360 - MARLIN LEASING CORPORATION Total:				22.75
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Golf	73.78
Vendor 03830 - PROCOPY, INC. Total:				73.78
Vendor: 01059 - PROFESSIONAL TURF PRODUCTS				
PROFESSIONAL TURF PRODUC...	1719087-00	03/30/2026	MOWER PARTS	767.88
Vendor 01059 - PROFESSIONAL TURF PRODUCTS Total:				767.88
Vendor: 067881 - ROLLING MEADOWS GOLF COURSE				
ROLLING MEADOWS GOLF C...	INV0037700	03/20/2026	EMPLOYEE CAR RENTAL FEE	195.75
ROLLING MEADOWS GOLF C...	INV0037701	03/20/2026	EMPLOYEE FAMILY MEMBERS...	100.20
ROLLING MEADOWS GOLF C...	INV0037702	03/20/2026	EMPLOYEE SENIOR MEMBERS...	9.80
ROLLING MEADOWS GOLF C...	INV0037703	03/20/2026	EMPLOYEE MEMBERSHIP SIN...	97.60
ROLLING MEADOWS GOLF C...	INV0037884	04/03/2026	EMPLOYEE CAR RENTAL FEE	195.75
ROLLING MEADOWS GOLF C...	INV0037885	04/03/2026	EMPLOYEE FAMILY MEMBERS...	100.20
ROLLING MEADOWS GOLF C...	INV0037886	04/03/2026	EMPLOYEE SENIOR MEMBERS...	9.80
ROLLING MEADOWS GOLF C...	INV0037887	04/03/2026	EMPLOYEE MEMBERSHIP SIN...	97.60
Vendor 067881 - ROLLING MEADOWS GOLF COURSE Total:				806.70
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Golf	494.50
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				494.50
Vendor: 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC				
SITEONE LANDSCAPE SUPPLY ...	163416829-0001	03/30/2026	IRRIGATION REPAIR	54.40
SITEONE LANDSCAPE SUPPLY ...	163540182-001	03/30/2026	IRRIGATION REPAIR	425.74
SITEONE LANDSCAPE SUPPLY ...	63416829-002	03/26/2026	CHEMICALS FOR COURSE	456.06
SITEONE LANDSCAPE SUPPLY ...	63416829-002	03/26/2026	IRRIGATION REPAIR	956.06
Vendor 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC Total:				1,892.26
Vendor: 071657 - SMALL'S PLUMBING				
SMALL'S PLUMBING	5823	03/23/2026	BATHROOM REPAIR	687.12
Vendor 071657 - SMALL'S PLUMBING Total:				687.12
Vendor: 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC				
STORMONT VAIL HEALTH FLIN...	INV0037749	03/23/2026	EMPLOYEE DRUG TESTING	125.00
Vendor 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC Total:				125.00
Vendor: 03694 - SUNFLOWER RESTAURANT SUPPLY CO.				
SUNFLOWER RESTAURANT SU...	S003898-1	03/30/2026	REMAINING BALANCE FOR FR...	200.00
Vendor 03694 - SUNFLOWER RESTAURANT SUPPLY CO. Total:				200.00
Vendor: 00654 - ULINE				
ULINE	204647392	03/19/2026	KITCHEN SUPPLIES	1,748.86
ULINE	205330627	03/30/2026	SHOP SUPPLIES	2,200.64
ULINE	205372155	03/30/2026	PRICE LABELS	166.71
Vendor 00654 - ULINE Total:				4,116.21
Department 017 - ROLLING MEADOWS GOLF COURSE Total:				24,138.42
Department: 018 - EMERGENCY MEDICAL SERVICES				
Vendor: 02444 - BOUND TREE MEDICAL, LLC				
BOUND TREE MEDICAL, LLC	86128521	03/19/2026	MEDICAL SUPPLIES	2,403.88
BOUND TREE MEDICAL, LLC	86142824	03/26/2026	MEDICAL SUPPLIES	156.34
BOUND TREE MEDICAL, LLC	86142825	03/26/2026	MEDICAL SUPPLIES	347.88
BOUND TREE MEDICAL, LLC	86144732	03/26/2026	MEDICAL SUPPLIES	2,246.64
BOUND TREE MEDICAL, LLC	86146483	03/26/2026	MEDICAL SUPPLIES	7.89

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
BOUND TREE MEDICAL, LLC	86149417	03/31/2026	MEDICAL SUPPLIES	39.00
Vendor 02444 - BOUND TREE MEDICAL, LLC Total:				5,201.63
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	MAR 26	04/01/2026	TV Charges - FS2	52.49
COX BUSINESS SERVICES	MAR 26	04/01/2026	TV Charges - FS1	44.07
Vendor 01604 - COX BUSINESS SERVICES Total:				96.56
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTI...	S1146259	03/26/2026	UNIFORMS/MCCALLUM (50...	127.05
GODFREY'S INDOOR SHOOTI...	S1147363	03/19/2026	UNIFORMS/HOLLE (50%)	96.35
GODFREY'S INDOOR SHOOTI...	S1147397	03/26/2026	UNIFORMS/WING (50%)	143.46
GODFREY'S INDOOR SHOOTI...	S1148407	03/26/2026	UNIFORMS/GASTON (50%)	149.71
GODFREY'S INDOOR SHOOTI...	S1148585	03/26/2026	UNIFORMS/STEVENS (50%)	118.20
GODFREY'S INDOOR SHOOTI...	S1151657	03/20/2026	UNIFORMS/J ROSS (50%)	48.99
GODFREY'S INDOOR SHOOTI...	S1151755	03/26/2026	UNIFORMS/PANTS (50%)	99.99
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				783.75
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS2 - Class	11.37
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS2 - EMS	11.37
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS1 - EMS	11.37
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS1	113.75
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS1 - Kelly	11.37
Vendor 04360 - MARLIN LEASING CORPORATION Total:				159.23
Vendor: 04348 - MES I ACQUISITION INC.				
MES I ACQUISITION INC.	IN2430748	03/26/2026	GLOVES (50%)	657.62
Vendor 04348 - MES I ACQUISITION INC. Total:				657.62
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - FS1 - Copier	66.44
PROCOPY, INC.	021551	04/01/2026	Print Costs - FS2 - EMS Office	16.11
PROCOPY, INC.	021551	04/01/2026	Print Costs - FS1 - EMS	8.17
PROCOPY, INC.	021551	04/01/2026	Print Costs - Kelly	18.00
Vendor 03830 - PROCOPY, INC. Total:				108.72
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Fire	2,967.00
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				2,967.00
Vendor: 03877 - THE JUNCTION CITY UNION				
THE JUNCTION CITY UNION	JCFD2026	03/19/2026	ANNUAL SUBSCRIPTION (50%)...	39.51
Vendor 03877 - THE JUNCTION CITY UNION Total:				39.51
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	213579	03/31/2026	MOTOR & BLOWER ASSEMBLY...	752.10
THERMAL COMFORT AIR, INC	213579	03/31/2026	MOTOR & BLOWER ASSEMBLY...	212.50
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				964.60
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	AMBULANCE-FUEL	806.02
Vendor 01868 - WEX BANK Total:				806.02
Vendor: 00255 - ZOLL MEDICAL CORPORATION				
ZOLL MEDICAL CORPORATION	4456536	03/26/2026	FRONT GASKET/AUTO PULSE	283.00
ZOLL MEDICAL CORPORATION	4457303	03/26/2026	LABOR/AUTOPULSE	230.00
ZOLL MEDICAL CORPORATION	4463117	03/31/2026	AUTO PULSE CHARGER	3,416.28
ZOLL MEDICAL CORPORATION	4463117	03/31/2026	AUTO PULSE BANDS	755.58
Vendor 00255 - ZOLL MEDICAL CORPORATION Total:				4,684.86
Department 018 - EMERGENCY MEDICAL SERVICES Total:				16,469.50
Department: 019 - ANIMAL SHELTER				
Vendor: 043802 - EVERGY				
EVERGY	INV0037740	03/18/2026	2424 N JACKSON -	351.66
Vendor 043802 - EVERGY Total:				351.66

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03272 - IDEXX DISTRIBUTION, INC.				
IDEXX DISTRIBUTION, INC.	3197018480	03/23/2026	Parvo tests	194.49
Vendor 03272 - IDEXX DISTRIBUTION, INC. Total:				194.49
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037759	03/24/2026	2424 N JACKSON- ANIMAL SH...	377.13
Vendor 043271 - KANSAS GAS SERVICE Total:				377.13
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	193.75
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	141.86
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	47.62
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	579.66
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	1,103.40
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	747.37
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	125.71
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	179.73
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	97.54
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	62.28
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	8.48
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	34.85
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	750.00
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	99.00
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	260.71
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	86.15
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	10.00
KS STATEBANK	INV0037774	03/25/2026	Feb 2026 CC	2,611.51
Vendor 04433 - KS STATEBANK Total:				7,139.62
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Shelter	22.75
Vendor 04360 - MARLIN LEASING CORPORATION Total:				22.75
Vendor: 03282 - MIDWEST VETERINARY SUPPLY, INC.				
MIDWEST VETERINARY SUPPL...	28116881	03/24/2026	Med supplies/cleaner	181.11
MIDWEST VETERINARY SUPPL...	28116881	03/24/2026	Med supplies/cleaner	357.70
MIDWEST VETERINARY SUPPL...	28116881	03/24/2026	Med supplies/cleaner	100.75
Vendor 03282 - MIDWEST VETERINARY SUPPLY, INC. Total:				639.56
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Animal Shelter	170.21
Vendor 03830 - PROCOPY, INC. Total:				170.21
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Animal Shelter	989.00
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				989.00
Vendor: 04392 - T-MOBILE USA INC.				
T-MOBILE USA INC.	Gray Feb	03/18/2026	Animal Shelter - Gray	44.60
Vendor 04392 - T-MOBILE USA INC. Total:				44.60
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	ANIMAL SHELTER	101.40
Vendor 01868 - WEX BANK Total:				101.40
Vendor: 03277 - ZOETIS US LLC				
ZOETIS US LLC	9031307095	03/23/2026	Vaccines	106.75
Vendor 03277 - ZOETIS US LLC Total:				106.75
Department 019 - ANIMAL SHELTER Total:				10,137.17
Department: 022 - BUILDING CODES & INSPECTIONS				
Vendor: 04702 - CAMPLIT				
CAMPLIT	04022026	04/02/2026	GOLF TOURNAMENT	200.00
Vendor 04702 - CAMPLIT Total:				200.00
Vendor: 03594 - KOZMA HOLDINGS, LLC				
KOZMA HOLDINGS, LLC	INV-0022	03/30/2026	FLEET CAR WASH	160.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KOZMA HOLDINGS, LLC	INV-0022	03/30/2026	20-\$1.00 COINS FOR VACUUM	20.00
			Vendor 03594 - KOZMA HOLDINGS, LLC Total:	180.00
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Code	250.25
			Vendor 04360 - MARLIN LEASING CORPORATION Total:	250.25
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Codes	547.67
			Vendor 03830 - PROCOPY, INC. Total:	547.67
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Codes	890.10
			Vendor 02048 - SHI INTERNATIONAL CORP. Total:	890.10
Vendor: 02419 - SIR SPEEDY				
SIR SPEEDY	118422	03/30/2026	BRANDY ROLLINS 250	41.77
SIR SPEEDY	118422	03/30/2026	ELIZABETH PARKER 250	41.77
SIR SPEEDY	118422	03/30/2026	MATHEW COLE 250	41.77
SIR SPEEDY	118422	03/30/2026	JONATHAN WICKER 250	41.77
SIR SPEEDY	118422	03/30/2026	TYLER GEORSKEY 250	41.77
			Vendor 02419 - SIR SPEEDY Total:	208.85
Vendor: 03330 - W SQUARED LLC				
W SQUARED LLC	119	03/30/2026	1111 GRANT AVE	800.00
W SQUARED LLC	119	03/30/2026	1228 N EISENHOWER ST	150.00
W SQUARED LLC	119	03/30/2026	1508 HALE DR	150.00
W SQUARED LLC	119	03/30/2026	739 W 4TH ST	150.00
W SQUARED LLC	119	03/30/2026	634 W 10TH ST	250.00
W SQUARED LLC	119	03/30/2026	803 W 4TH ST	2,000.00
W SQUARED LLC	119	03/30/2026	1424 HALE DR	1,000.00
W SQUARED LLC	120	04/01/2026	1219 N Franklin St Tree Remo...	2,000.00
			Vendor 03330 - W SQUARED LLC Total:	6,500.00
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	B & C--FUEL	473.89
			Vendor 01868 - WEX BANK Total:	473.89
			Department 022 - BUILDING CODES & INSPECTIONS Total:	9,250.76
Department: 023 - LAW ENFORCEMENT DEPARTMENT				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,...	INV0050144	04/01/2026	INV0050144-Apr 2026-JCPD ...	25.00
			Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:	25.00
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	565946	03/19/2026	565946-Unit#213-Disc Brake ...	67.58
CATLETT AUTOMOTIVE, INC.	566024	03/19/2026	566024-Unti#213-Automatic ...	186.74
CATLETT AUTOMOTIVE, INC.	566095	03/19/2026	566095-Unit#202-BRG Wheel...	307.51
			Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:	561.83
Vendor: 01787 - CELLEBRITE USA, INC.				
CELLEBRITE USA, INC.	INVUS296781	03/24/2026	Renewal-March 25th 2026-Ma...	35,657.26
			Vendor 01787 - CELLEBRITE USA, INC. Total:	35,657.26
Vendor: 02873 - CHUBBY'S BAR-B-Q				
CHUBBY'S BAR-B-Q	0024027	03/19/2026	0024027-Dinner for Citizens A...	562.50
			Vendor 02873 - CHUBBY'S BAR-B-Q Total:	562.50
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	MAR 26	04/01/2026	TV Charges	161.32
			Vendor 01604 - COX BUSINESS SERVICES Total:	161.32
Vendor: 00066 - DIGITAL ALLY, INC				
DIGITAL ALLY, INC	CONT0000000001319	03/23/2026	CONT0000000001319-Year 3 ...	6,900.00
			Vendor 00066 - DIGITAL ALLY, INC Total:	6,900.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 01463 - EAGLE COMMUNICATIONS				
EAGLE COMMUNICATIONS	MC-1260270952	03/19/2026	MC-1260270952-Website host...	100.00
Vendor 01463 - EAGLE COMMUNICATIONS Total:				100.00
Vendor: 028442 - GEARY COUNTY SHERIFF				
GEARY COUNTY SHERIFF	March 2026	03/31/2026	March 2026-Inmate Prescripti...	59.82
Vendor 028442 - GEARY COUNTY SHERIFF Total:				59.82
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTI...	S1142516	03/31/2026	S1142516-Davis-Vest-City Port...	698.07
GODFREY'S INDOOR SHOOTI...	S1142516	03/31/2026	S1142516-Davis-Vest-Maveric...	379.95
GODFREY'S INDOOR SHOOTI...	S1143160	03/31/2026	S1143160-Torres-Vest-Maveri...	379.95
GODFREY'S INDOOR SHOOTI...	S1143160	03/31/2026	S1143160-Torres-Vest-City Po...	698.07
GODFREY'S INDOOR SHOOTI...	S1143408	04/01/2026	S1143408-Campbell-Vest-City...	698.07
GODFREY'S INDOOR SHOOTI...	S1143408	04/01/2026	S1143408-Campbell-Vest-Ma...	379.95
GODFREY'S INDOOR SHOOTI...	S1143889	04/01/2026	S1143889-Wigton-Vest-City P...	698.07
GODFREY'S INDOOR SHOOTI...	S1143889	04/01/2026	S1143889-Wigton-Vest-Maver...	318.24
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				4,250.37
Vendor: 03399 - HONOR SCREENPRINTING & EMBROIDERY LLC				
HONOR SCREENPRINTING & ...	5461	04/01/2026	5461-Unit#205 & Unit#209-Str...	924.69
Vendor 03399 - HONOR SCREENPRINTING & EMBROIDERY LLC Total:				924.69
Vendor: 04059 - INA ALERT, INC.				
INA ALERT, INC.	23195	03/31/2026	23195-Microphone RepairsInt...	1,531.50
Vendor 04059 - INA ALERT, INC. Total:				1,531.50
Vendor: 014201 - JIM CLARK AUTO CENTER				
JIM CLARK AUTO CENTER	33790	03/19/2026	33790-Unit#202-Block.Atc7Fu...	187.92
JIM CLARK AUTO CENTER	33790	03/19/2026	33790-Unit#202-Block.Atc7Fu...	148.50
JIM CLARK AUTO CENTER	33968	03/19/2026	33968-Unit#207-Replaced Bat...	397.50
JIM CLARK AUTO CENTER	33994	03/19/2026	33994-Unit#205-Oil Change	83.85
JIM CLARK AUTO CENTER	34037	04/01/2026	34037-Unit#213-Oil Change.R...	39.95
JIM CLARK AUTO CENTER	34037	04/01/2026	34037-Unit#213-Oil Change.R...	679.41
JIM CLARK AUTO CENTER	34068	04/01/2026	34068-Unit#007-Oil Change	49.95
JIM CLARK AUTO CENTER	34068	04/01/2026	34068-Unit#007-Oil Change	43.90
JIM CLARK AUTO CENTER	34083	04/01/2026	34083-Unit#210-Repaired.sen...	497.09
JIM CLARK AUTO CENTER	34100	04/01/2026	34100-Unit#202-HUB Part	235.32
JIM CLARK AUTO CENTER	34100	04/01/2026	34100-Unit#202-Service of Eng..	227.37
Vendor 014201 - JIM CLARK AUTO CENTER Total:				2,590.76
Vendor: 015300 - KA-COMM				
KA-COMM	199955	03/25/2026	199955-March 2026	377.00
Vendor 015300 - KA-COMM Total:				377.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037758	03/24/2026	210 E 9TH-POLICE DEPARTME...	399.34
Vendor 043271 - KANSAS GAS SERVICE Total:				399.34
Vendor: 043385 - KANSAS JUDICIAL COUNCIL				
KANSAS JUDICIAL COUNCIL	46935	03/19/2026	46935-PIK Supplements-(Crim...	285.00
Vendor 043385 - KANSAS JUDICIAL COUNCIL Total:				285.00
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	Hester Feb 2026	03/17/2026	Waters-Paint.BrushForKitche...	19.28
KS STATEBANK	Hester Feb 2026	03/17/2026	Walmart-BleachForWarehouse...	16.31
KS STATEBANK	Hester Feb 2026	03/17/2026	Amazon-OversizedKeychainsF...	12.99
KS STATEBANK	Hester Feb 2026	03/17/2026	Amazon-PortableRadioProgr...	30.98
KS STATEBANK	Hester Feb 2026	03/17/2026	Amazon-Trackers for Patrol V...	152.00
KS STATEBANK	Hester Feb 2026	03/17/2026	MilitaryOutlet-132047-Menef...	32.00
KS STATEBANK	Hester Feb 2026	03/17/2026	Amazon-Jackson.UniformPants	89.98
KS STATEBANK	Hester Feb 2026	03/17/2026	Amazon-(6)-ReplacementBatt...	111.12
KS STATEBANK	Hester Feb 2026	03/17/2026	Amazon-(20)-PoliceRadioEarP...	2,222.80
KS STATEBANK	Hester Feb 2026	03/17/2026	MilitaryOutlet-130912-Hamilt...	14.00
KS STATEBANK	Hester Feb 2026	03/17/2026	MilitaryOutlet-130758-Haug.S...	10.00
KS STATEBANK	Hester Feb 2026	03/17/2026	MilitaryOutlet-133075-Ferrell...	8.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Menards-MicrowaveFoodCov...	30.55
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Menards-(8)-1x8-Poplar Wood	36.24
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Menards-Return of Wood-Wr...	-27.98
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-Certificate Holder/Pl...	39.49
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-RemarkableTabletsHo..	43.98
KS STATEBANK	Sinklier Feb 2026	03/17/2026	HobbyLobby-(4)CALEA-Custom..	469.02
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-LithiumBatteries.AA ...	50.48
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-ElectricStaplerFor Inv...	30.89
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-5-Section Desk File O...	17.09
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-Notebooks	25.64
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-SpongeHolder-SinkC...	28.98
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Amazon-Kitchen Towels and D...	29.06
KS STATEBANK	Sinklier Feb 2026	03/17/2026	PerformanceAudio-10840-Tin...	450.00
KS STATEBANK	Sinklier Feb 2026	03/17/2026	PayPal-SherryNahhas-(2)Priso...	30.00
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Ktag-Acct#812875-February 2...	3.70
KS STATEBANK	Sinklier Feb 2026	03/17/2026	Hertz-01.23.2026-02.20.2026...	650.00
Vendor 04433 - KS STATEBANK Total:				4,626.60
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Investigations	227.50
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - DTF	22.75
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Chief	22.75
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Report Writing	22.75
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Patrol SGT	22.75
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Dispatch 2	18.20
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Dispatch 1	18.20
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Records	311.00
Vendor 04360 - MARLIN LEASING CORPORATION Total:				665.90
Vendor: 01961 - O&S WINDOW CLEANING				
O&S WINDOW CLEANING	1008314	03/27/2026	1008314-Window Cleaning	725.00
Vendor 01961 - O&S WINDOW CLEANING Total:				725.00
Vendor: 02240 - OPTIV SECURITY				
OPTIV SECURITY	INV-100259158613	03/24/2026	INV-100259158613-Security T...	2,539.44
Vendor 02240 - OPTIV SECURITY Total:				2,539.44
Vendor: 00461 - O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	0208-457655	04/01/2026	0208-457655-Unit#205-Wiper...	13.98
Vendor 00461 - O'REILLY AUTO PARTS Total:				13.98
Vendor: 02897 - PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.				
PEPSI COLA BOTTLING COMP...	1234 250814	03/24/2026	1234:250814-Sugar,Coffee,Cr...	176.75
Vendor 02897 - PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC. Total:				176.75
Vendor: 01775 - PERFORMANCE AUDIO & TINT, INC.				
PERFORMANCE AUDIO & TINT,...	2334	03/27/2026	2334-Unit#205/Unit#209-Wra...	2,250.00
Vendor 01775 - PERFORMANCE AUDIO & TINT, INC. Total:				2,250.00
Vendor: 04679 - Precision Motorsports, LLC				
Precision Motorsports, LLC	00006476	03/24/2026	00006476-Repairs on 2019 Ha...	393.49
Precision Motorsports, LLC	00006476	03/24/2026	00006476-Repairs on 2019 Ha...	200.00
Vendor 04679 - Precision Motorsports, LLC Total:				593.49
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Patrol Sgt	42.14
PROCOPY, INC.	021551	04/01/2026	Print Costs - Investigations	97.05
PROCOPY, INC.	021551	04/01/2026	Print Costs - Report Writing	152.10
PROCOPY, INC.	021551	04/01/2026	Print Costs - PD Chief	70.64
PROCOPY, INC.	021551	04/01/2026	Print Costs - Dispatch P1	9.37
PROCOPY, INC.	021551	04/01/2026	Print Costs - Dispatch MFP	438.41
PROCOPY, INC.	021551	04/01/2026	Print Costs - Records	421.28
Vendor 03830 - PROCOPY, INC. Total:				1,230.99

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03546 - ROSERUSH SERVICES, LLC				
ROSERUSH SERVICES, LLC	6397	03/19/2026	6397-Add Animal Control Mo...	795.00
Vendor 03546 - ROSERUSH SERVICES, LLC Total:				795.00
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - PD	7,219.70
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - PD Dispatch	1,285.70
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				8,505.40
Vendor: 02419 - SIR SPEEDY				
SIR SPEEDY	118383	03/19/2026	118383-Door Hangers-Parking...	393.75
SIR SPEEDY	118384	03/19/2026	118384-Unattended Vehicle St..	692.32
SIR SPEEDY	118473	03/24/2026	118473-Record Request Paym...	123.49
SIR SPEEDY	118478	03/24/2026	118478-Officer Contact Cards-...	259.28
Vendor 02419 - SIR SPEEDY Total:				1,468.84
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6058408240	03/19/2026	6058408240-Multifold Towels	144.00
STAPLES ADVANTAGE	6058408241	03/19/2026	6058408241-Freshner and So...	150.94
STAPLES ADVANTAGE	6059546055	03/31/2026	6059546055-DVDs,Kleenex, H...	76.64
STAPLES ADVANTAGE	6059546056	03/31/2026	6059546056-Toilet Paper	140.30
STAPLES ADVANTAGE	6059546056	03/31/2026	6059546056-Postlts.stapler.ru...	41.03
STAPLES ADVANTAGE	6059546056	03/31/2026	6059546056-Knives and Forks	105.50
Vendor 01167 - STAPLES ADVANTAGE Total:				658.41
Vendor: 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC				
STORMONT VAIL HEALTH FLIN...	501590500	03/25/2026	501590500-Prisoner-Baker.D-...	376.93
STORMONT VAIL HEALTH FLIN...	FH1002252440	03/25/2026	FH1002252440-Prisoner-Baker..	105.00
STORMONT VAIL HEALTH FLIN...	INV0037749	03/23/2026	EMPLOYEE DRUG TESTING	130.00
Vendor 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC Total:				611.93
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	212903	03/25/2026	212903-Checked Units.Worki...	75.00
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				75.00
Vendor: 01671 - UNDERGROUND VAULTS & STORAGE, INC.				
UNDERGROUND VAULTS & ST...	1185118	03/19/2026	1185118-March 2026-Shred S...	31.50
Vendor 01671 - UNDERGROUND VAULTS & STORAGE, INC. Total:				31.50
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	INV0037816	03/30/2026	785-210-4136 INVESTIGATIONS	38.52
VERIZON WIRELESS	INV0037816	03/30/2026	404-326-3258- DATA MODEM	40.01
VERIZON WIRELESS	INV0037816	03/30/2026	404-844-9432 DATA MODEM	40.01
VERIZON WIRELESS	INV0037816	03/30/2026	785-209-2034 DATA MODEM	40.01
Vendor 00970 - VERIZON WIRELESS Total:				158.55
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	POLICE-FUEL	6,343.08
Vendor 01868 - WEX BANK Total:				6,343.08
Department 023 - LAW ENFORCEMENT DEPARTMENT Total:				85,856.25
Department: 024 - FIRE DEPARTMENT				
Vendor: 009007 - AIR AND FIRE SYSTEMS				
AIR AND FIRE SYSTEMS	77725	03/31/2026	ANNUAL FIRE EXTINGUISHER ...	282.08
AIR AND FIRE SYSTEMS	77726	03/26/2026	ANNUAL EXTINGUISHER SERV...	237.80
Vendor 009007 - AIR AND FIRE SYSTEMS Total:				519.88
Vendor: 04313 - CHENEY DOOR AQUISITION, LLC				
CHENEY DOOR AQUISITION, L...	0700790-IN	03/19/2026	REPAIR BAY DOOR/STN 2	344.00
CHENEY DOOR AQUISITION, L...	0700790-IN	03/19/2026	REPAIR BAY DOOR/STN 2	450.00
Vendor 04313 - CHENEY DOOR AQUISITION, LLC Total:				794.00
Vendor: 015900 - CONRAD FIRE EQUIPMENT				
CONRAD FIRE EQUIPMENT	592246	03/31/2026	INSTALLATION OF SETCOM H...	1,385.63
Vendor 015900 - CONRAD FIRE EQUIPMENT Total:				1,385.63
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	MAR 26	04/01/2026	TV Charges - FS1	44.07

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
COX BUSINESS SERVICES	MAR 26	04/01/2026	TV Charges - FS2	52.51
Vendor 01604 - COX BUSINESS SERVICES Total:				96.58
Vendor: 03213 - DELTA FIRE & SAFETY INC.				
DELTA FIRE & SAFETY INC.	INVTX26-1705	03/19/2026	TOXIC SUPPRESSION SAFETY ...	365.00
Vendor 03213 - DELTA FIRE & SAFETY INC. Total:				365.00
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTI...	S1146259	03/26/2026	UNIFORMS/MCCALLUM (5...	127.06
GODFREY'S INDOOR SHOOTI...	S1147363	03/19/2026	UNIFORMS/HOLLE (50%)	96.35
GODFREY'S INDOOR SHOOTI...	S1147397	03/26/2026	UNIFORMS/WING (50%)	143.47
GODFREY'S INDOOR SHOOTI...	S1148407	03/26/2026	UNIFORMS/GASTON (50%)	149.71
GODFREY'S INDOOR SHOOTI...	S1148585	03/26/2026	UNIFORMS/STEVENS (50%)	118.21
GODFREY'S INDOOR SHOOTI...	S1151657	03/20/2026	UNIFORMS/J ROSS (50%)	48.99
GODFREY'S INDOOR SHOOTI...	S1151755	03/26/2026	UNIFORMS/PANTS (50%)	99.99
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				783.78
Vendor: 02327 - HAYS FIRE AND RESCUE SALES AND SERVICE, LLC				
HAYS FIRE AND RESCUE SALES...	8201D	03/19/2026	HALE AUTO DRAINS FOR ENGI...	240.54
HAYS FIRE AND RESCUE SALES...	8202D	03/19/2026	DRIVER SIDE MIRROR ASSEMB...	995.12
Vendor 02327 - HAYS FIRE AND RESCUE SALES AND SERVICE, LLC Total:				1,235.66
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037764	03/24/2026	2245 Lacy Dr 510021949 1615...	469.16
Vendor 043271 - KANSAS GAS SERVICE Total:				469.16
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS1 - EMS	11.38
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS1	113.75
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS2 - Class	11.38
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS2 - EMS	11.38
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - FS1 - Kelly	11.38
Vendor 04360 - MARLIN LEASING CORPORATION Total:				159.27
Vendor: 04348 - MES I ACQUISITION INC.				
MES I ACQUISITION INC.	IN2430748	03/26/2026	GLOVES (50%)	657.62
Vendor 04348 - MES I ACQUISITION INC. Total:				657.62
Vendor: 063239 - PAXTON WELDING				
PAXTON WELDING	1569	03/19/2026	PHASE II CONEX BOX TRAININ...	812.81
Vendor 063239 - PAXTON WELDING Total:				812.81
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - FS2 - EMS Office	16.11
PROCOPY, INC.	021551	04/01/2026	Print Costs - FS1 - Copier	66.44
PROCOPY, INC.	021551	04/01/2026	Print Costs - Kelly	18.03
PROCOPY, INC.	021551	04/01/2026	Print Costs - FS1 - EMS	8.17
Vendor 03830 - PROCOPY, INC. Total:				108.75
Vendor: 03511 - RUSH TRUCK CENTERS OF KANSAS, INC.				
RUSH TRUCK CENTERS OF KA...	3044596947	03/19/2026	ELECTRICAL CONNECTORS	40.90
Vendor 03511 - RUSH TRUCK CENTERS OF KANSAS, INC. Total:				40.90
Vendor: 01601 - SEAN CARR				
SEAN CARR	TRAVEL REIMB - WILDLAND 2...	03/20/2026	MEALS & MILEAGE REIMBURS...	242.70
Vendor 01601 - SEAN CARR Total:				242.70
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Fire	2,967.00
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				2,967.00
Vendor: 03877 - THE JUNCTION CITY UNION				
THE JUNCTION CITY UNION	JCFD2026	03/19/2026	ANNUAL SUBSCRIPTION (50%)...	39.51
Vendor 03877 - THE JUNCTION CITY UNION Total:				39.51
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	213579	03/31/2026	MOTOR & BLOWER ASSEMBLY...	752.10
THERMAL COMFORT AIR, INC	213579	03/31/2026	MOTOR & BLOWER ASSEMBLY...	212.50
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				964.60

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 083056 - WEIS FIRE AND SAFETY EQUIPMENT LLC				
WEIS FIRE AND SAFETY EQUI...	194675	03/20/2026	LIGHT US&R LIFT BAG KIT	2,345.00
WEIS FIRE AND SAFETY EQUI...	199240	03/31/2026	HYDRANT CONNECTOR	448.10
WEIS FIRE AND SAFETY EQUI...	199808	03/31/2026	FIRE SUPPRESSION ENCAPSUL...	720.00
WEIS FIRE AND SAFETY EQUI...	199861	03/19/2026	FIRE SUPPRESSION ENCAPSUL...	360.00
Vendor 083056 - WEIS FIRE AND SAFETY EQUIPMENT LLC Total:				3,873.10
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	FIRE-FUEL	1,775.35
Vendor 01868 - WEX BANK Total:				1,775.35
Department 024 - FIRE DEPARTMENT Total:				17,291.30
Department: 025 - STREET DEPARTMENT				
Vendor: 006660 - BAYER CONSTRUCTION CO.				
BAYER CONSTRUCTION CO.	SMS702222	03/23/2026	PW UPM 1.090 TN	186.94
Vendor 006660 - BAYER CONSTRUCTION CO. Total:				186.94
Vendor: 007928 - BLUEVILLE NURSERY				
BLUEVILLE NURSERY	97165	03/23/2026	LAWN REPAIR 1729 BUCKSHO...	1,056.28
Vendor 007928 - BLUEVILLE NURSERY Total:				1,056.28
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	565659	03/18/2026	PW ULTRA BOND SUPER	3.09
CATLETT AUTOMOTIVE, INC.	565924	03/18/2026	PW BOOSTER CABLES	139.18
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				142.27
Vendor: 015555 - CENTRAL POWER SYSTEMS & SERVICES				
CENTRAL POWER SYSTEMS & ...	X105016040-01	03/31/2026	PW WIPER BLADES FLEET STO...	115.77
CENTRAL POWER SYSTEMS & ...	X105016057-01	03/31/2026	PW FLEET STOCK 105W/D420...	27.00
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLEVI...	47.51
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	171.42
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLUST...	29.47
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	248.70
Vendor 015555 - CENTRAL POWER SYSTEMS & SERVICES Total:				639.87
Vendor: 03776 - CONNECT PARENT CORPORATION				
CONNECT PARENT CORPORAT...	INV0037820	03/31/2026	Storm sirens	0.10
Vendor 03776 - CONNECT PARENT CORPORATION Total:				0.10
Vendor: 01642 - ELLIOTT EQUIPMENT CO.				
ELLIOTT EQUIPMENT CO.	192238	03/31/2026	PW #692 REPAIR PARTS	204.83
ELLIOTT EQUIPMENT CO.	192353	03/31/2026	PW #692 REPAIR PARTS	1,539.10
Vendor 01642 - ELLIOTT EQUIPMENT CO. Total:				1,743.93
Vendor: 043802 - EVERGY				
EVERGY	INV0037738	03/18/2026	1920 Lacy Dr Siren	30.64
EVERGY	INV0037753	03/24/2026	1204 W 8TH ST	46.54
EVERGY	INV0037787	03/27/2026	133-A 6th Street Acct#938452...	161.58
EVERGY	INV0037813	03/30/2026	110 W 6th	28.86
Vendor 043802 - EVERGY Total:				267.62
Vendor: 027480 - GADES SALES CO.				
GADES SALES CO.	0089547-IN	04/01/2026	PW TRAFFIC 6TH & FRANKLIN	1,370.00
GADES SALES CO.	0089547-IN	04/01/2026	GUARDIAN PB STATION	3,499.10
Vendor 027480 - GADES SALES CO. Total:				4,869.10
Vendor: 038040 - J & K CONTRACTING L.C.				
J & K CONTRACTING L.C.	022726-5	03/31/2026	WESTWOOD SPOT LOCATE OF...	3,000.00
Vendor 038040 - J & K CONTRACTING L.C. Total:				3,000.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037767	03/24/2026	2324 1/2 N Jackson - 5103944...	223.64
Vendor 043271 - KANSAS GAS SERVICE Total:				223.64
Vendor: 04693 - KF TIRE & REPAIR LLC				
KF TIRE & REPAIR LLC	051	04/01/2026	KENWORTH; REMOVE SLEEPE...	1,918.75
Vendor 04693 - KF TIRE & REPAIR LLC Total:				1,918.75

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 01542 - MAC TOOLS DISTRIBUTOR				
MAC TOOLS DISTRIBUTOR	268177	03/31/2026	PW TRAFFIC HAMMER ROTAR...	1,390.49
Vendor 01542 - MAC TOOLS DISTRIBUTOR Total:				1,390.49
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - PW	56.86
Vendor 04360 - MARLIN LEASING CORPORATION Total:				56.86
Vendor: 04111 - MID-STATES MATERIALS, LLC				
MID-STATES MATERIALS, LLC	164412	03/18/2026	PW AB3 45.20 TONS	868.74
MID-STATES MATERIALS, LLC	164613	03/31/2026	PW 71.790 TONS AB3	1,379.81
MID-STATES MATERIALS, LLC	92765	03/20/2026	PW LATE CHARGES	7.23
Vendor 04111 - MID-STATES MATERIALS, LLC Total:				2,255.78
Vendor: 01514 - MIDWEST CONCRETE MATERIALS				
MIDWEST CONCRETE MATERI...	735567	03/18/2026	1.25 CY 210 E 9th Street	326.38
MIDWEST CONCRETE MATERI...	737653	03/31/2026	PW FILL SAND	40.04
MIDWEST CONCRETE MATERI...	738042	03/31/2026	PW FILL DIRT	40.00
Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:				406.42
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8271733005	03/18/2026	PW FULL THREAD CARR	22.80
MSC INDUSTRIAL SUPPLY CO	8271733006	04/01/2026	PW FLEET STOCK FULL THREA...	22.90
Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:				45.70
Vendor: 04620 - NATIONAL SIGN COMPANY LLC				
NATIONAL SIGN COMPANY LLC	IN0001301	03/20/2026	PW TRAFFIC STOP SIGNS RED ...	1,895.00
NATIONAL SIGN COMPANY LLC	IN0001428	03/31/2026	PW SQ POST CAP	648.34
Vendor 04620 - NATIONAL SIGN COMPANY LLC Total:				2,543.34
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	60.00
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	77.50
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				137.50
Vendor: 015652 - PRAIRIELAND PARTNERS, LLC				
PRAIRIELAND PARTNERS, LLC	1002081392	03/24/2026	PW QUICK CUT SAW PARTS	456.86
Vendor 015652 - PRAIRIELAND PARTNERS, LLC Total:				456.86
Vendor: 03476 - PRIMROSE OIL COMPANY, INC.				
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	PW FLEET STOCK OIL	871.56
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	FUEL SURCHARGE AND FREIG...	41.97
Vendor 03476 - PRIMROSE OIL COMPANY, INC. Total:				913.53
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Public Works	54.78
Vendor 03830 - PROCOPY, INC. Total:				54.78
Vendor: 02702 - RED EQUIPMENT, LLC				
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW WATER PUMP TELLARINI	561.44
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW DOORLOCK	27.96
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW BOWDEN CABLE	40.20
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW SURCHARGE	104.98
Vendor 02702 - RED EQUIPMENT, LLC Total:				734.58
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - PW	271.96
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				271.96
Vendor: 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC				
SITEONE LANDSCAPE SUPPLY ...	163540182-0001	04/01/2026	PW STRAW BLANKETS; SOD S...	330.69
SITEONE LANDSCAPE SUPPLY ...	163540182-0001	04/01/2026	PW STRAW BLANKETS; SOD S...	95.05
Vendor 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC Total:				425.74
Vendor: 02193 - STANION WHOLESALE ELECTRIC CO				
STANION WHOLESALE ELECTR...	6067466-00	03/18/2026	PW STOCK RELAY	121.88
STANION WHOLESALE ELECTR...	6070832-00	03/18/2026	PW SHOP SCOTCH DETECTABLE	164.07
STANION WHOLESALE ELECTR...	6076571-00	03/31/2026	PW WASH RACK	472.54

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
STANION WHOLESALE ELECTR...	6077265-00	03/31/2026	PW WASH RACK	33.65
			Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:	792.14
Vendor: 00654 - ULINE				
ULINE	200103468.1	03/19/2026	PW CLEANER	11.78
ULINE	205660937	03/31/2026	PW SURFACE MOUNT ANCHOR	741.55
ULINE	205702728	03/31/2026	PW FLOOR CLEANER	19.86
			Vendor 00654 - ULINE Total:	773.19
Vendor: 079219 - UNION PACIFIC RAILROAD				
UNION PACIFIC RAILROAD	35841044	03/26/2026	ROADWAY-RENT	2,941.00
			Vendor 079219 - UNION PACIFIC RAILROAD Total:	2,941.00
Vendor: 03081 - VALOR FORD INC				
VALOR FORD INC	6019385	03/18/2026	PW #2509 STEP ASY	130.00
			Vendor 03081 - VALOR FORD INC Total:	130.00
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	535384-2	03/18/2026	PW BOLTS AND SCREWS	31.16
WATERS TRUE VALUE	535468-2	03/18/2026	PW SWITCH BOX	8.48
WATERS TRUE VALUE	535474-2	03/18/2026	BLK RG6 CABLE	13.99
WATERS TRUE VALUE	535868-2	03/18/2026	PW BOX EXT, BREAKER	43.98
WATERS TRUE VALUE	535868-2	03/18/2026	PW BOX EXT, BREAKER	6.99
WATERS TRUE VALUE	536205-2	04/01/2026	PW WET DRY VAC	129.99
WATERS TRUE VALUE	536269-2	03/18/2026	PW HEX CHISEL BIT	21.99
WATERS TRUE VALUE	536269-2	03/18/2026	PW HEX CHISEL BIT	64.99
WATERS TRUE VALUE	536273-2	03/18/2026	PW TRAFFIC SUPPLIES	212.95
WATERS TRUE VALUE	536284-2	03/18/2026	PW FLEXIBLE COUPLING TRAFF..	10.99
WATERS TRUE VALUE	536333-2	04/01/2026	PW LUMBER	35.96
WATERS TRUE VALUE	536336-2	04/01/2026	PW WOOD STAKES	24.15
WATERS TRUE VALUE	536363-2	04/01/2026	PW CONCRETE FORM	114.95
WATERS TRUE VALUE	536390-2	04/01/2026	PW WOOD STAKES	62.30
WATERS TRUE VALUE	536393-2	03/19/2026	PW TRAFFIC SUPPLIES TAPE ...	28.99
WATERS TRUE VALUE	536393-2	03/19/2026	PW TRAFFIC SUPPLIES EPOXY	8.49
WATERS TRUE VALUE	536393-2	03/19/2026	PW TRAFFIC SUPPLIES MARK...	5.99
WATERS TRUE VALUE	536456-2	03/20/2026	PLIERS	15.99
WATERS TRUE VALUE	536459-2	04/01/2026	PW LUMBER	10.99
WATERS TRUE VALUE	536459-2	04/01/2026	PW LUMBER	68.97
WATERS TRUE VALUE	536470-2	04/01/2026	PW RUBBER EXP JOINT	23.98
WATERS TRUE VALUE	536527-2	04/01/2026	PW EXPANSION JOINT	11.99
WATERS TRUE VALUE	536572-2	04/01/2026	PW CHAINS	26.10
WATERS TRUE VALUE	536572-2	04/01/2026	PW CHAINS	41.99
WATERS TRUE VALUE	536572-2	04/01/2026	PW CHAINS	909.99
WATERS TRUE VALUE	536650-2	04/01/2026	PW SOCKET, ADAPTER SET	23.98
WATERS TRUE VALUE	536650-2	04/01/2026	PW SOCKET, ADAPTER SET	13.99
WATERS TRUE VALUE	536655-2	04/01/2026	PW WATER, WRENCH	6.46
WATERS TRUE VALUE	536655-2	04/01/2026	PW WRENCH	12.99
WATERS TRUE VALUE	536655-2	04/01/2026	PW WRENCH	13.99
WATERS TRUE VALUE	536671-2	04/01/2026	PW SNIP	17.99
WATERS TRUE VALUE	536671-2	04/01/2026	PW TAPE	8.49
WATERS TRUE VALUE	536683-2	04/01/2026	PW FLOOR SWEEPER	57.99
WATERS TRUE VALUE	536684-2	03/31/2026	PW TRAFFIC TOOLS	138.43
WATERS TRUE VALUE	536739-2	04/01/2026	PW LUMBER	59.99
WATERS TRUE VALUE	536745-2	04/01/2026	PW FILE HOLDER, CHAIN	70.20
			Vendor 082680 - WATERS TRUE VALUE Total:	2,360.84
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	STREET-FUEL	3,329.16
			Vendor 01868 - WEX BANK Total:	3,329.16
Vendor: 04309 - WKI EMPORIA KENWORTH				
WKI EMPORIA KENWORTH	04P71459	03/20/2026	PW FLEET FUEL TREATMENT	180.14
			Vendor 04309 - WKI EMPORIA KENWORTH Total:	180.14
			Department 025 - STREET DEPARTMENT Total:	34,248.51

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 029 - LEGAL DEPARTMENT				
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease	311.01
Vendor 04360 - MARLIN LEASING CORPORATION Total:				311.01
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Attorney	111.10
Vendor 03830 - PROCOPY, INC. Total:				111.10
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Prosecutor	395.60
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				395.60
Department 029 - LEGAL DEPARTMENT Total:				817.71
Department: 030 - MUNICIPAL COURT				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,...	INV0050067	04/01/2026	ADS INV0050067 Court	35.00
Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:				35.00
Vendor: 04625 - BOWLING LOUISA D				
BOWLING LOUISA D	#25-5932	03/27/2026	Restitution Case#25-5932 Hou...	150.00
Vendor 04625 - BOWLING LOUISA D Total:				150.00
Vendor: 04675 - BOYD, WAYNE J				
BOYD, WAYNE J	BR CASE 24-16414	03/19/2026	BOYD, WAYNE J BR 2024-000...	225.00
Vendor 04675 - BOYD, WAYNE J Total:				225.00
Vendor: 04341 - CODY ROUSE				
CODY ROUSE	2024-00005825	03/24/2026	Restitution 2024-00005825	41.27
Vendor 04341 - CODY ROUSE Total:				41.27
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	MAR 26	04/01/2026	TV - Municipal Court	15.74
Vendor 01604 - COX BUSINESS SERVICES Total:				15.74
Vendor: 04343 - DEVANTE LEGRANDE				
DEVANTE LEGRANDE	2024-00005825	03/24/2026	Restitution 2024-00005825	18.67
Vendor 04343 - DEVANTE LEGRANDE Total:				18.67
Vendor: 04673 - Edie M Hoyte				
Edie M Hoyte	BR CASE#24-5474	03/19/2026	Bond Refund Case #24-5474 V...	500.00
Vendor 04673 - Edie M Hoyte Total:				500.00
Vendor: 04698 - FISHER, LESLIE HANNAH				
FISHER, LESLIE HANNAH	INV0037832	03/31/2026	Case#26--0633 Bond Refund	325.00
Vendor 04698 - FISHER, LESLIE HANNAH Total:				325.00
Vendor: 02855 - FRONTIER SPIRITS				
FRONTIER SPIRITS	2025-00025166	03/24/2026	Restitution Case 2025-000251...	2.00
Vendor 02855 - FRONTIER SPIRITS Total:				2.00
Vendor: 04692 - Gaudencio NMN Tzanahua Romero				
Gaudencio NMN Tzanahua R...	2025-00024775	03/27/2026	Bond Refund Case 2025-0002...	1,960.00
Vendor 04692 - Gaudencio NMN Tzanahua Romero Total:				1,960.00
Vendor: 04701 - HARVEY, SEAN ALEXANDER				
HARVEY, SEAN ALEXANDER	INV0037931	04/01/2026	Case#26-5004 Bond Refund	325.00
Vendor 04701 - HARVEY, SEAN ALEXANDER Total:				325.00
Vendor: 03346 - JC Animal Shelter				
JC Animal Shelter	25-9192B	03/24/2026	Restitution Case#25-9192B Pr...	100.00
Vendor 03346 - JC Animal Shelter Total:				100.00
Vendor: 01469 - JOSHUA DOUGLASS				
JOSHUA DOUGLASS	04.07.2026	03/30/2026	PAYMENT-TWICE MONTHLY	3,229.16
Vendor 01469 - JOSHUA DOUGLASS Total:				3,229.16
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037757	03/24/2026	701 N JEFFERSON	266.79
Vendor 043271 - KANSAS GAS SERVICE Total:				266.79

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 074220 - KANSAS STATE TREASURER				
KANSAS STATE TREASURER	032026	04/01/2026	KS State Fees- Court March 20...	532.65
KANSAS STATE TREASURER	032026	04/01/2026	KS State Fees- Court March 20...	229.85
KANSAS STATE TREASURER	032026	04/01/2026	KS State Fees- Court March 20...	2,339.90
KANSAS STATE TREASURER	032026	04/01/2026	KS State Fees- Court March 20...	4,981.49
KANSAS STATE TREASURER	032026	04/01/2026	KS State Fees- Court March 20...	20.00
Vendor 074220 - KANSAS STATE TREASURER Total:				8,103.89
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - Court	273.00
Vendor 04360 - MARLIN LEASING CORPORATION Total:				273.00
Vendor: 04674 - PATRIOT ESTATES LLC				
PATRIOT ESTATES LLC	Rest Case#25-24715 Lyons	03/20/2026	Restitution case#2025-00024...	4,205.00
Vendor 04674 - PATRIOT ESTATES LLC Total:				4,205.00
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs- MC	261.41
Vendor 03830 - PROCOPY, INC. Total:				261.41
Vendor: 04538 - RICHARDS FOSTER, TESSENCE MONEY				
RICHARDS FOSTER, TESSENCE...	Rest 25-1327	03/31/2026	Restitution Case#25-1327 Clark	100.00
Vendor 04538 - RICHARDS FOSTER, TESSENCE MONEY Total:				100.00
Vendor: 02561 - SAPP BROS INC.				
SAPP BROS INC.	2024-00005825	03/24/2026	Restitution 2024-00005825	44.59
Vendor 02561 - SAPP BROS INC. Total:				44.59
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Court	692.30
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				692.30
Vendor: 04342 - SOPHIA RIZZOTTO				
SOPHIA RIZZOTTO	2024-00005825	03/24/2026	Restitution 2024-00005825	35.47
Vendor 04342 - SOPHIA RIZZOTTO Total:				35.47
Vendor: 04677 - SPILSBURY, AUSTIN DREW				
SPILSBURY, AUSTIN DREW	BR CASE# 25-22767	03/19/2026	SPILSBURY, AUSTIN DREW BR ...	85.00
Vendor 04677 - SPILSBURY, AUSTIN DREW Total:				85.00
Vendor: 02501 - WALMART				
WALMART	#25-6981	03/25/2026	Restitution 25-6981	100.00
Vendor 02501 - WALMART Total:				100.00
Vendor: 04680 - ZOLL, ADRIANNA ELIZABETH				
ZOLL, ADRIANNA ELIZABETH	INV0037777	03/25/2026	ZOLL, ADRIANNA ELIZABETH	1,315.00
Vendor 04680 - ZOLL, ADRIANNA ELIZABETH Total:				1,315.00
Department 030 - MUNICIPAL COURT Total:				22,409.29
Department: 040 - C.L. HOOVER OPERA HOUSE				
Vendor: 043802 - EVERGY				
EVERGY	INV0037741	03/18/2026	135 W 7TH-(OPERA)	4,274.53
Vendor 043802 - EVERGY Total:				4,274.53
Vendor: 03795 - JOHNSON CONTROLS US HOLDING LLC				
JOHNSON CONTROLS US HOLD..	25250000	03/25/2026	WORK DONE AT MUNICIPAL ...	768.18
JOHNSON CONTROLS US HOLD..	53782724	03/25/2026	WORK DONE AT OPERA HOUSE	619.00
Vendor 03795 - JOHNSON CONTROLS US HOLDING LLC Total:				1,387.18
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037742	03/18/2026	133 W 7TH-(OPERA)-	328.03
Vendor 043271 - KANSAS GAS SERVICE Total:				328.03
Department 040 - C.L. HOOVER OPERA HOUSE Total:				5,989.74
Department: 048 - RECREATION DEPARTMENT				
Vendor: 04682 - ANDREW WENSEL				
ANDREW WENSEL	INV0037808	03/30/2026	Esports-Twisters Prize Payout...	81.25
Vendor 04682 - ANDREW WENSEL Total:				81.25

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 04683 - APRIL HORTON				
APRIL HORTON	INV0037810	03/30/2026	Esports-Twisters Prize Payout...	87.00
Vendor 04683 - APRIL HORTON Total:				87.00
Vendor: 04684 - BRANDON RICHARDSON JR.				
BRANDON RICHARDSON JR.	INV0037800	03/30/2026	Esports-Twisters Prize Payout...	56.25
Vendor 04684 - BRANDON RICHARDSON JR. Total:				56.25
Vendor: 04612 - BRAYDEN GREEN				
BRAYDEN GREEN	INV0037790	03/30/2026	Futsal Referee-12th Street	100.00
Vendor 04612 - BRAYDEN GREEN Total:				100.00
Vendor: 04517 - BRIANNA HARBIN				
BRIANNA HARBIN	INV0037797	03/30/2026	Fitness Instructor Pay- 12th St...	105.00
Vendor 04517 - BRIANNA HARBIN Total:				105.00
Vendor: 010556 - CDW GOVERNMENT INC				
CDW GOVERNMENT INC	AI2J24B	04/01/2026	Laptops Aaron 12th St	1,824.84
Vendor 010556 - CDW GOVERNMENT INC Total:				1,824.84
Vendor: 04687 - CHAD LAMBDIN				
CHAD LAMBDIN	INV0037799	03/30/2026	Esports - Twisters Prize Payour..	56.25
Vendor 04687 - CHAD LAMBDIN Total:				56.25
Vendor: 04686 - CHEYENNE BANGLE				
CHEYENNE BANGLE	INV0037806	03/30/2026	Esports-Twisters Prize Payout...	18.75
Vendor 04686 - CHEYENNE BANGLE Total:				18.75
Vendor: 02854 - CRAIG BENDER				
CRAIG BENDER	INV0037792	03/30/2026	Futsal Refere - 12th Street	75.00
Vendor 02854 - CRAIG BENDER Total:				75.00
Vendor: 04551 - DEVYN ALYUS DEROSIA				
DEVYN ALYUS DEROSIA	INV0037798	03/30/2026	Call of Duty Coach / Instructor ..	120.00
Vendor 04551 - DEVYN ALYUS DEROSIA Total:				120.00
Vendor: 04685 - FELICIA RAND				
FELICIA RAND	INV0037801	03/30/2026	Esports-Twisters Prize Payout...	81.25
Vendor 04685 - FELICIA RAND Total:				81.25
Vendor: 04688 - FRANCISCO CANTU RAMIREZ				
FRANCISCO CANTU RAMIREZ	INV0037803	03/30/2026	Esports-Twisters Prize Payout...	100.00
Vendor 04688 - FRANCISCO CANTU RAMIREZ Total:				100.00
Vendor: 04059 - INA ALERT, INC.				
INA ALERT, INC.	23015	03/25/2026	12TH STREET CAMERA RELOC...	1,389.22
Vendor 04059 - INA ALERT, INC. Total:				1,389.22
Vendor: 04088 - JACOB BENDER				
JACOB BENDER	INV0037793	03/30/2026	Futsal Referee - 12th Street	125.00
Vendor 04088 - JACOB BENDER Total:				125.00
Vendor: 04655 - JADEN EXANTUS				
JADEN EXANTUS	INV0037791	03/30/2026	Futsal Referee-12th Street	50.00
Vendor 04655 - JADEN EXANTUS Total:				50.00
Vendor: 03882 - JUNCTION CITY NOON KIWANIS T-BALL				
JUNCTION CITY NOON KIWAN...	INV0037811	03/30/2026	T-Ball Registration Sign-Up @ ...	1,639.75
Vendor 03882 - JUNCTION CITY NOON KIWANIS T-BALL Total:				1,639.75
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037769	03/24/2026	1002 W 12th St	1,395.04
Vendor 043271 - KANSAS GAS SERVICE Total:				1,395.04
Vendor: 04689 - KAYLAH JOHNSON				
KAYLAH JOHNSON	INV0037805	03/30/2026	Esports-Twisters Prize Payout...	112.00
Vendor 04689 - KAYLAH JOHNSON Total:				112.00
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	12TH ST GYM LIGHTS	200.70
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	BOLTS , DRILL BITS FOR 12TH ...	37.97
KS STATEBANK	AGUILAR, FEB 2026	03/23/2026	12TH ST WALL REPAIR	47.46

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KS STATEBANK	GRAY, FEB 2026	03/23/2026	AMAZON, SOCCER GOALS	279.98
KS STATEBANK	HANLON, FEB 2026	03/24/2026	WALMART, WALL CLEANING ...	58.26
KS STATEBANK	HANLON, FEB 2026	03/24/2026	PARTS FOR 12TH ST SHELVING	551.70
KS STATEBANK	Lingle-3/2026	03/25/2026	Christmas Decor/Trees/Inflata...	121.91
KS STATEBANK	Lingle-3/2026	03/25/2026	Resistance Bands/Dumbbell/...	100.05
KS STATEBANK	Lingle-3/2026	03/25/2026	Project Stand/Auxillary Cable...	81.69
KS STATEBANK	Lingle-3/2026	03/25/2026	Junior Basketball Pink & Baske...	63.53
KS STATEBANK	Lingle-3/2026	03/25/2026	Outdoor Projector Screen/Mo...	305.98
KS STATEBANK	Lingle-3/2026	03/25/2026	Outdoor Projector Screen/ Bel...	222.98
KS STATEBANK	Lingle-3/2026	03/25/2026	Youth Mesh ReversibleJersys	59.19
KS STATEBANK	Lingle-3/2026	03/25/2026	Event Staff SHirts/Employee A...	508.53
KS STATEBANK	Lingle-3/2026	03/25/2026	2 Shelves Projector Stand/M...	56.90
KS STATEBANK	Lingle-3/2026	03/25/2026	Metal Garage Storgae Cabiney...	156.81
KS STATEBANK	Lingle-3/2026	03/25/2026	Restroom Signs/ Double Sided	14.54
KS STATEBANK	Lingle-3/2026	03/25/2026	Adjustable Shelves/Metal Stor...	99.99
KS STATEBANK	Lingle-3/2026	03/25/2026	Bissel Powerforce Upright Vac...	59.00
KS STATEBANK	Lingle-3/2026	03/25/2026	Coark Board Felt/Pin Boards/...	81.72
KS STATEBANK	Lingle-3/2026	03/25/2026	Black Cartridge Toner Reppla...	47.49
KS STATEBANK	Lingle-3/2026	03/25/2026	Logitech Mouse Pad/Wirless ...	19.98
KS STATEBANK	Lingle-3/2026	03/25/2026	Toner Crtridge 4-Pack/High Yie...	263.72
KS STATEBANK	Lingle-3/2026	03/25/2026	FB Avertisement	8.00
KS STATEBANK	Lingle-3/2026	03/25/2026	Advertisement Blizzard Brawl/F...	10.00
KS STATEBANK	Lingle-3/2026	03/25/2026	Advertisement/Fitness Classes	9.00
KS STATEBANK	Lingle-3/2026	03/25/2026	Advertisement Blizzard Brawl/F...	10.00
KS STATEBANK	Lingle-3/2026	03/25/2026	Blizzard Brawl Advertisement	1.64
KS STATEBANK	Lingle-3/2026	03/25/2026	Advertisement Blizzard Brawl/F...	10.00
KS STATEBANK	Lingle-3/2026	03/25/2026	Advertisement	10.00
KS STATEBANK	Lingle-3/2026	03/25/2026	Advertisement Blizzard Brawl/F...	10.00
Vendor 04433 - KS STATEBANK Total:				3,508.72
Vendor: 02040 - LATONJA ANDREWS				
LATONJA ANDREWS	INV0037796	03/30/2026	Fitness Instructor Pay - 12th St...	105.00
Vendor 02040 - LATONJA ANDREWS Total:				105.00
Vendor: 03496 - MARITZA RINEHART				
MARITZA RINEHART	INV0037795	03/30/2026	Fitness Instructor Pay @ 12th ...	120.00
Vendor 03496 - MARITZA RINEHART Total:				120.00
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - 12th St	22.75
Vendor 04360 - MARLIN LEASING CORPORATION Total:				22.75
Vendor: 03344 - Mary Ryan				
Mary Ryan	INV0037812	03/30/2026	Room Rental Refund	25.00
Vendor 03344 - Mary Ryan Total:				25.00
Vendor: 04690 - MICHAEL COONS				
MICHAEL COONS	INV0037809	03/30/2026	Esports-Twisters Prize Payout...	81.25
Vendor 04690 - MICHAEL COONS Total:				81.25
Vendor: 04691 - NICK WOODCOCK				
NICK WOODCOCK	INV0037804	03/30/2026	Esports-Twisters Prize Payout...	81.25
Vendor 04691 - NICK WOODCOCK Total:				81.25
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - 12th ST	37.48
Vendor 03830 - PROCOPY, INC. Total:				37.48
Vendor: 03337 - SHAWN ADAM ROBISON				
SHAWN ADAM ROBISON	INV0037807	03/30/2026	Esports-Twisters Prize Payout...	81.25
Vendor 03337 - SHAWN ADAM ROBISON Total:				81.25
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - Rec	791.20
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				791.20

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 04672 - STEVEN E WOODARD				
STEVEN E WOODARD	INV0037750	03/23/2026	TAPW Traditional Pro Wrestli...	1,927.00
Vendor 04672 - STEVEN E WOODARD Total:				1,927.00
Vendor: 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC				
STORMONT VAIL HEALTH FLIN...	INV0037749	03/23/2026	EMPLOYEE DRUG TESTING	95.00
Vendor 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC Total:				95.00
Vendor: 03301 - TATIANA FERRACIOLI-SILVA				
TATIANA FERRACIOLI-SILVA	INV0037794	03/30/2026	Fitness Instructor Pay - 12th St...	360.00
Vendor 03301 - TATIANA FERRACIOLI-SILVA Total:				360.00
Department 048 - RECREATION DEPARTMENT Total:				14,652.50
Fund 001 - GENERAL FUND Total:				1,068,801.27
Fund: 002 - GRANT FUND				
Department: 024 - FIRE DEPARTMENT				
Vendor: 083056 - WEIS FIRE AND SAFETY EQUIPMENT LLC				
WEIS FIRE AND SAFETY EQUI...	194675	03/20/2026	LIGHT US&R LIFT BAG KIT	30,446.00
Vendor 083056 - WEIS FIRE AND SAFETY EQUIPMENT LLC Total:				30,446.00
Department 024 - FIRE DEPARTMENT Total:				30,446.00
Department: 279 - BULLETPROOF VEST GRANTS				
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTI...	S1142516	03/31/2026	S1142516-Davis-Vest-2024 Ve...	698.06
GODFREY'S INDOOR SHOOTI...	S1143160	03/31/2026	S1143160-Torres-Vest-2024 G...	698.06
GODFREY'S INDOOR SHOOTI...	S1143408	04/01/2026	S1143408-Campbell-Vest-2024..	698.06
GODFREY'S INDOOR SHOOTI...	S1143889	04/01/2026	S1143889-Wigton-Vest-2024 ...	698.06
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				2,792.24
Department 279 - BULLETPROOF VEST GRANTS Total:				2,792.24
Fund 002 - GRANT FUND Total:				33,238.24
Fund: 014 - WATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0037675	03/20/2026	CITY OF JC EMPLOYER PD LIFE	9.91
ADVANCE LIFE INSURANCE	INV0037676	03/20/2026	ADVANCE LIFE INSURANCE BE...	39.60
ADVANCE LIFE INSURANCE	INV0037860	04/03/2026	CITY OF JC EMPLOYER PD LIFE	9.97
ADVANCE LIFE INSURANCE	INV0037861	04/03/2026	ADVANCE LIFE INSURANCE BE...	39.60
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				99.08
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB...	INV0037717	03/20/2026	CITY OF JC EMPLOYER PAID S...	28.26
ADVANCE SHORT TERM DISAB...	INV0037901	04/03/2026	CITY OF JC EMPLOYER PAID S...	28.21
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				56.47
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU...	INV0037678	03/20/2026	AFLAC BEFORE TAX	52.82
AMERICAN FAMILY LIFE ASSU...	INV0037863	04/03/2026	AFLAC BEFORE TAX	52.79
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				105.61
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF ...	INV0037680	03/20/2026	BLUE CROSS BLUE SHIELD	128.63
BLUE CROSS BLUE SHIELD OF ...	INV0037681	03/20/2026	BLUE CROSS BLUE SHIELD	33.44
BLUE CROSS BLUE SHIELD OF ...	INV0037682	03/20/2026	BLUE CROSS BLUE SHIELD	125.94
BLUE CROSS BLUE SHIELD OF ...	INV0037685	03/20/2026	BLUE CROSS BLUE SHIELD	15.62
BLUE CROSS BLUE SHIELD OF ...	INV0037686	03/20/2026	BLUE CROSS BLUE SHIELD	773.42
BLUE CROSS BLUE SHIELD OF ...	INV0037688	03/20/2026	BLUE CROSS BLUE SHIELD	1,093.19
BLUE CROSS BLUE SHIELD OF ...	INV0037689	03/20/2026	BLUE CROSS BLUE SHIELD	448.24
BLUE CROSS BLUE SHIELD OF ...	INV0037690	03/20/2026	BLUE CROSS BLUE SHIELD	559.54
BLUE CROSS BLUE SHIELD OF ...	INV0037691	03/20/2026	BLUE CROSS BLUE SHIELD	97.93
BLUE CROSS BLUE SHIELD OF ...	INV0037692	03/20/2026	BLUE CROSS BLUE SHIELD	90.45
BLUE CROSS BLUE SHIELD OF ...	INV0037865	04/03/2026	BLUE CROSS BLUE SHIELD	128.61
BLUE CROSS BLUE SHIELD OF ...	INV0037866	04/03/2026	BLUE CROSS BLUE SHIELD	33.47
BLUE CROSS BLUE SHIELD OF ...	INV0037867	04/03/2026	BLUE CROSS BLUE SHIELD	125.97

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
BLUE CROSS BLUE SHIELD OF ...	INV0037870	04/03/2026	BLUE CROSS BLUE SHIELD	15.62
BLUE CROSS BLUE SHIELD OF ...	INV0037871	04/03/2026	BLUE CROSS BLUE SHIELD	773.44
BLUE CROSS BLUE SHIELD OF ...	INV0037872	04/03/2026	BLUE CROSS BLUE SHIELD	1,093.21
BLUE CROSS BLUE SHIELD OF ...	INV0037873	04/03/2026	BLUE CROSS BLUE SHIELD	492.09
BLUE CROSS BLUE SHIELD OF ...	INV0037874	04/03/2026	BLUE CROSS BLUE SHIELD	559.56
BLUE CROSS BLUE SHIELD OF ...	INV0037875	04/03/2026	BLUE CROSS BLUE SHIELD	100.38
BLUE CROSS BLUE SHIELD OF ...	INV0037876	04/03/2026	BLUE CROSS BLUE SHIELD	90.40
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				6,779.15
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC...	INV0037698	03/20/2026	FLEX SPENDING-1074334	224.83
CITY OF JC FLEX SPENDING AC...	INV0037882	04/03/2026	FLEX SPENDING-1074334	224.85
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				449.68
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0037699	03/20/2026	CITY OF JUNCTION CITY (G-FEE)	2.50
CITY OF JUNCTION CITY	INV0037716	03/20/2026	TELEPHONE REIMBURSEMENT	18.55
CITY OF JUNCTION CITY	INV0037883	04/03/2026	CITY OF JUNCTION CITY (G-FEE)	2.50
CITY OF JUNCTION CITY	INV0037900	04/03/2026	TELEPHONE REIMBURSEMENT	18.56
Vendor 012130 - CITY OF JUNCTION CITY Total:				42.11
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0037710	03/20/2026	EMPOWER FINANCIAL SERVIC...	258.75
EMPOWER RETIREMENT LLC	INV0037894	04/03/2026	EMPOWER FINANCIAL SERVIC...	258.76
Vendor 01944 - EMPOWER RETIREMENT LLC Total:				517.51
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0037732	03/20/2026	SOCIAL SECURITY WITHHOLDI...	3,153.16
INTERNAL REVENUE SERVICE	INV0037733	03/20/2026	FEDERAL WITHHOLDING	1,535.02
INTERNAL REVENUE SERVICE	INV0037734	03/20/2026	MEDICARE WITHHOLDING	737.54
INTERNAL REVENUE SERVICE	INV0037916	04/03/2026	SOCIAL SECURITY WITHHOLDI...	3,156.54
INTERNAL REVENUE SERVICE	INV0037917	04/03/2026	FEDERAL WITHHOLDING	1,649.78
INTERNAL REVENUE SERVICE	INV0037918	04/03/2026	MEDICARE WITHHOLDING	738.38
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				10,970.42
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA...	INV0037730	03/20/2026	QUARTERLY UNEMPLOYMENT ..	25.50
KANSAS DEPARTMENT OF LA...	INV0037914	04/03/2026	QUARTERLY UNEMPLOYMENT ..	25.57
Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:				51.07
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0037731	03/20/2026	STATE WITHHOLDING	1,127.02
KANSAS DEPT OF REVENUE	INV0037915	04/03/2026	STATE WITHHOLDING	1,125.00
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				2,252.02
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0037704	03/20/2026	INCOME WITHHOLDING ORD...	81.51
KANSAS PAYMENT CENTER	INV0037888	04/03/2026	INCOME WITHHOLDING ORD...	81.51
Vendor 014435 - KANSAS PAYMENT CENTER Total:				163.02
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0037707	03/20/2026	KPERS #1	361.20
KANSAS PUBLIC EMPLOYEES	INV0037708	03/20/2026	KPERS #2	199.04
KANSAS PUBLIC EMPLOYEES	INV0037709	03/20/2026	KPERS #3	3,490.14
KANSAS PUBLIC EMPLOYEES	INV0037711	03/20/2026	KPERS INSURANCE	179.00
KANSAS PUBLIC EMPLOYEES	INV0037891	04/03/2026	KPERS #1	361.23
KANSAS PUBLIC EMPLOYEES	INV0037892	04/03/2026	KPERS #2	199.02
KANSAS PUBLIC EMPLOYEES	INV0037893	04/03/2026	KPERS #3	3,498.04
KANSAS PUBLIC EMPLOYEES	INV0037895	04/03/2026	KPERS INSURANCE	177.82
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				8,465.49
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI...	INV0037719	03/20/2026	UNITED WAY	2.00
UNITED WAY OF JUNCTION CI...	INV0037903	04/03/2026	UNITED WAY	2.00
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				4.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0037720	03/20/2026	VSP Vision Insurance Pre-Tax	1.34
VSP INSURANCE CO.	INV0037721	03/20/2026	VSP PREMIUM SINGLE	11.23
VSP INSURANCE CO.	INV0037722	03/20/2026	VSP PREMIUM SPOUSE	3.33
VSP INSURANCE CO.	INV0037723	03/20/2026	VSP PREMIUM CHILD(REN)	8.16
VSP INSURANCE CO.	INV0037724	03/20/2026	VSP VISION PREMIUM FAMILY	15.36
VSP INSURANCE CO.	INV0037725	03/20/2026	VSP INSURANCE	21.91
VSP INSURANCE CO.	INV0037726	03/20/2026	VSP VISION INSURANCE SPOU...	1.47
VSP INSURANCE CO.	INV0037728	03/20/2026	VSP VISION INSURANCE STAN...	16.36
VSP INSURANCE CO.	INV0037905	04/03/2026	VSP PREMIUM SINGLE	11.26
VSP INSURANCE CO.	INV0037906	04/03/2026	VSP PREMIUM SPOUSE	3.33
VSP INSURANCE CO.	INV0037907	04/03/2026	VSP PREMIUM CHILD(REN)	8.16
VSP INSURANCE CO.	INV0037908	04/03/2026	VSP VISION PREMIUM FAMILY	15.36
VSP INSURANCE CO.	INV0037909	04/03/2026	VSP INSURANCE	21.89
VSP INSURANCE CO.	INV0037910	04/03/2026	VSP VISION INSURANCE SPOU...	1.47
VSP INSURANCE CO.	INV0037912	04/03/2026	VSP VISION INSURANCE STAN...	16.97
Vendor 03938 - VSP INSURANCE CO. Total:				157.60
Department 000 - NON-DEPARTMENTAL Total:				30,113.23
Department: 532 - WATER DISTRIBUTION SYSTEM				
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	565659	03/18/2026	PW ULTRA BOND SUPER	1.55
CATLETT AUTOMOTIVE, INC.	565924	03/18/2026	PW BOOSTER CABLES	116.00
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				117.55
Vendor: 015555 - CENTRAL POWER SYSTEMS & SERVICES				
CENTRAL POWER SYSTEMS & ...	X105016040-01	03/31/2026	PW WIPER BLADES FLEET STO...	96.48
CENTRAL POWER SYSTEMS & ...	X105016057-01	03/31/2026	PW FLEET STOCK 105W/D420...	22.50
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLEVI...	39.58
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	207.25
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	142.86
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLUST...	24.56
Vendor 015555 - CENTRAL POWER SYSTEMS & SERVICES Total:				533.23
Vendor: 02719 - CORE & MAIN LP				
CORE & MAIN LP	Y602379	03/18/2026	PW EPXY COATED DBL STRAPS	212.85
CORE & MAIN LP	Y622915	03/20/2026	PW UTILITIES 3 POSITION BRA...	601.18
CORE & MAIN LP	Y626962	03/20/2026	PW UTILITIES CURB STOP 2'	99.99
CORE & MAIN LP	Y626962	03/20/2026	PW UTILITIES CURB STOP 5'	72.00
CORE & MAIN LP	Y630554	03/31/2026	PW UTILITIES ANG BALL	3,285.60
CORE & MAIN LP	Y630554	03/31/2026	PW UTILITIES COPPER SETTER	1,901.64
CORE & MAIN LP	Y647297	03/20/2026	PW UTILITIES UNIPRO USB CO...	300.16
Vendor 02719 - CORE & MAIN LP Total:				6,473.42
Vendor: 01642 - ELLIOTT EQUIPMENT CO.				
ELLIOTT EQUIPMENT CO.	192312	04/01/2026	#914 FRONT REEL CONTROL S...	2,485.91
Vendor 01642 - ELLIOTT EQUIPMENT CO. Total:				2,485.91
Vendor: 04693 - KF TIRE & REPAIR LLC				
KF TIRE & REPAIR LLC	051	04/01/2026	KENWORTH; REMOVE SLEEPE...	1,918.75
Vendor 04693 - KF TIRE & REPAIR LLC Total:				1,918.75
Vendor: 01514 - MIDWEST CONCRETE MATERIALS				
MIDWEST CONCRETE MATERI...	735915	03/18/2026	PW 2 CY 210 E 9TH STREET	568.50
MIDWEST CONCRETE MATERI...	736466	03/19/2026	530 N ADAMS -2.50 CY CONC...	21.00
MIDWEST CONCRETE MATERI...	736466	03/19/2026	530 N ADAMS -2.50 CY CONC...	443.75
MIDWEST CONCRETE MATERI...	736466	03/19/2026	530 N ADAMS -2.50 CY CONC...	100.00
MIDWEST CONCRETE MATERI...	736466	03/19/2026	530 N ADAMS -2.50 CY CONC...	8.75
MIDWEST CONCRETE MATERI...	736466	03/19/2026	530 N ADAMS -2.50 CY CONC...	12.50
MIDWEST CONCRETE MATERI...	736826	03/23/2026	N SPRING VALLEY RD FUEL SU...	8.75
MIDWEST CONCRETE MATERI...	736826	03/23/2026	N SPRING VALLEY RD 7.50 CY	1,226.25
MIDWEST CONCRETE MATERI...	736826	03/23/2026	N SPRING VALLEY RD FIBERM...	56.00
MIDWEST CONCRETE MATERI...	736826	03/23/2026	N SPRING VALLEY RD WINTER ...	37.50
MIDWEST CONCRETE MATERI...	737348	03/31/2026	PW W ASH & S JEFFERSON	902.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
MIDWEST CONCRETE MATERI...	738213	04/01/2026	PW W ASH & JEFFERSON 3. CY	490.50
MIDWEST CONCRETE MATERI...	738213	04/01/2026	PW W ASH & JEFFERSON SHO...	100.00
MIDWEST CONCRETE MATERI...	738213	04/01/2026	PW W ASH & JEFFERSON FIBE...	21.00
MIDWEST CONCRETE MATERI...	738213	04/01/2026	PW W ASH & JEFFERSON WIN...	15.00
MIDWEST CONCRETE MATERI...	738213	04/01/2026	PW W ASH & JEFFERSON FUEL...	8.75
Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:				4,020.25
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8271733005	03/18/2026	PW FULL THREAD CARR	19.00
MSC INDUSTRIAL SUPPLY CO	8271733006	04/01/2026	PW FLEET STOCK FULL THREA...	19.09
MSC INDUSTRIAL SUPPLY CO	8298578001	03/19/2026	PW COMFORT CRIMP TOOL F...	2.49
MSC INDUSTRIAL SUPPLY CO	8298578001	03/19/2026	PW COMFORT CRIMP TOOL	520.13
Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:				560.71
Vendor: 01810 - MUNICIPAL SUPPLY, INC. OF WICHITA				
MUNICIPAL SUPPLY, INC. OF ...	0968994-IN	03/31/2026	16 x 20 GJ C 905 DR 19 CL150-	3,380.00
Vendor 01810 - MUNICIPAL SUPPLY, INC. OF WICHITA Total:				3,380.00
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	77.50
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	60.00
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				137.50
Vendor: 015652 - PRAIRIELAND PARTNERS, LLC				
PRAIRIELAND PARTNERS, LLC	1002081392	03/24/2026	PW QUICK CUT SAW PARTS	228.42
Vendor 015652 - PRAIRIELAND PARTNERS, LLC Total:				228.42
Vendor: 03476 - PRIMROSE OIL COMPANY, INC.				
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	FUEL SURCHARGE AND FREIG...	34.97
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	PW FLEET STOCK OIL	726.30
Vendor 03476 - PRIMROSE OIL COMPANY, INC. Total:				761.27
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	6727438	03/18/2026	PW UTILITIES LEGEND ADAPT...	415.78
REEVES-WIEDEMAN CO.	6727525	03/18/2026	HARD COPPER TUBE, SETTER ...	352.90
REEVES-WIEDEMAN CO.	6727525	03/18/2026	HARD COPPER TUBE, SETTER ...	14.89
REEVES-WIEDEMAN CO.	6727682	03/18/2026	PW HAMMER DRILL BIT	8.65
REEVES-WIEDEMAN CO.	6730188	03/18/2026	PW COMPRESSION TAPE, WR...	19.79
REEVES-WIEDEMAN CO.	6730188	03/18/2026	PW COMPRESSION TAPE, WR...	40.15
REEVES-WIEDEMAN CO.	6730708	03/18/2026	PW BLK STL NIPPLE	53.35
REEVES-WIEDEMAN CO.	6740247	04/01/2026	PW PVC SCH 40 DUAL RATED P...	99.00
Vendor 066189 - REEVES-WIEDEMAN CO. Total:				1,004.51
Vendor: 069498 - SALINA SUPPLY COMPANY				
SALINA SUPPLY COMPANY	S10000184.001	03/31/2026	PW MUELLER	2,100.00
SALINA SUPPLY COMPANY	S100300465.001	03/31/2026	PW DIP SPOOL	450.00
SALINA SUPPLY COMPANY	S100300941.001	03/31/2026	PW MUELLER TOP BOLT COUP...	565.20
SALINA SUPPLY COMPANY	S100300941.001	03/31/2026	PW MUELLER	573.68
SALINA SUPPLY COMPANY	S100300941.001	03/31/2026	PW MUELLER CURB VALVE	551.24
Vendor 069498 - SALINA SUPPLY COMPANY Total:				4,240.12
Vendor: 02193 - STANION WHOLESALE ELECTRIC CO				
STANION WHOLESALE ELECTR...	6070867-00	03/18/2026	PW 18TH & WASHINGTON C...	165.07
STANION WHOLESALE ELECTR...	6076571-00	03/31/2026	PW WASH RACK	472.55
STANION WHOLESALE ELECTR...	6077265-00	03/31/2026	PW WASH RACK	33.66
Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:				671.28
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	INV-1127	03/19/2026	Damage Verification Costs	588.24
Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:				588.24
Vendor: 00654 - ULINE				
ULINE	199944891.1	03/19/2026	PW COOL FLOW COVERALLS	245.85
ULINE	200103468.1	03/19/2026	PW CLEANER	11.79
ULINE	200103468.1	03/19/2026	PW COVERALLS	100.00
ULINE	205702728	03/31/2026	PW FLOOR CLEANER	19.88
Vendor 00654 - ULINE Total:				377.52

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03081 - VALOR FORD INC				
VALOR FORD INC	6019385	03/18/2026	PW #2509 STEP ASY	130.00
			Vendor 03081 - VALOR FORD INC Total:	130.00
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	535484-2	03/18/2026	PW ANCHOR PIN; PLIERS	78.96
WATERS TRUE VALUE	535651-2	03/18/2026	PW DRILL BITS	28.97
WATERS TRUE VALUE	535889-2	03/18/2026	PW ANCHOR PINS	35.98
WATERS TRUE VALUE	536036-2	04/01/2026	PW UTILITY TOOLS ELECTRICA...	2.49
WATERS TRUE VALUE	536036-2	04/01/2026	PW PLATIC ANCH KIT	7.59
WATERS TRUE VALUE	536036-2	04/01/2026	PW DRILL BIT	6.99
WATERS TRUE VALUE	536176-2	04/01/2026	PW LUMBER	41.99
WATERS TRUE VALUE	536237-2	04/01/2026	PW UTILITY SUPPLIES DUCT T...	11.99
WATERS TRUE VALUE	536237-2	04/01/2026	PW UTILITY SUPPLIES TAPE R...	28.99
WATERS TRUE VALUE	536237-2	04/01/2026	PW UTILITY SUPPLIES UTILITY...	22.99
WATERS TRUE VALUE	536237-2	04/01/2026	PW UTILITY SUPPLIES POLY FL...	31.99
			Vendor 082680 - WATERS TRUE VALUE Total:	298.93
Vendor: 04309 - WKI EMPORIA KENWORTH				
WKI EMPORIA KENWORTH	04P71459	03/20/2026	PW FLEET FUEL TREATMENT	150.12
			Vendor 04309 - WKI EMPORIA KENWORTH Total:	150.12
			Department 532 - WATER DISTRIBUTION SYSTEM Total:	28,077.73
Department: 533 - WATER PLANT OPERATIONS				
Vendor: 03463 - CROSSLAND HEAVY CONTRACTORS, INC.				
CROSSLAND HEAVY CONTRAC...	39	03/25/2026	water treatment plant ph 2	231,651.42
			Vendor 03463 - CROSSLAND HEAVY CONTRACTORS, INC. Total:	231,651.42
Vendor: 043802 - EVERGY				
EVERGY	INV0037754	03/24/2026	902 W Spruce	721.16
EVERGY	INV0037786	03/27/2026	920 W Spruce	78.80
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 5	44.60
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 1	51.17
EVERGY	INV0037788	03/27/2026	2101 N Jackson St Plant	17,993.40
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 19	1,361.24
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 20	1,339.29
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 6	814.31
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 7	548.96
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 9	308.34
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 8	195.50
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 4	28.86
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 2	43.26
EVERGY	INV0037788	03/27/2026	2101 N Jackson St 3	28.86
			Vendor 043802 - EVERGY Total:	23,557.75
Vendor: 038040 - J & K CONTRACTING L.C.				
J & K CONTRACTING L.C.	A24D2021.7	03/31/2026	2025 WATER SYSTEM IMPROV.	113,150.52
			Vendor 038040 - J & K CONTRACTING L.C. Total:	113,150.52
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037755	03/24/2026	2101 N Jackson St	416.95
			Vendor 043271 - KANSAS GAS SERVICE Total:	416.95
			Department 533 - WATER PLANT OPERATIONS Total:	368,776.64
Department: 534 - WATER ADMINISTRATION				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,...	INV0050069	04/01/2026	CS Panic Button	18.00
AMERICAN DIGITAL SECURITY,...	INV0050070	04/01/2026	Customer Service Monthly	35.00
			Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:	53.00
Vendor: 03776 - CONNECT PARENT CORPORATION				
CONNECT PARENT CORPORAT...	INV0037820	03/31/2026	Storm sirens	0.10
			Vendor 03776 - CONNECT PARENT CORPORATION Total:	0.10
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037762	03/24/2026	900 W Spruce - 510021949 15...	45.06

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KANSAS GAS SERVICE	INV0037763	03/24/2026	2232 W ash	45.06
Vendor 043271 - KANSAS GAS SERVICE Total:				90.12
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - CS - Printer	7.73
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - PW	56.88
Vendor 04360 - MARLIN LEASING CORPORATION Total:				64.61
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Public Works	54.79
PROCOPY, INC.	021551	04/01/2026	Print Costs - Customer Service	37.04
Vendor 03830 - PROCOPY, INC. Total:				91.83
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - CS	247.25
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - PW	271.98
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				519.23
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6058408235	03/30/2026	Office Supplies- counterfeit p...	22.38
STAPLES ADVANTAGE	6058408236	03/30/2026	Office Supplies-	5.04
Vendor 01167 - STAPLES ADVANTAGE Total:				27.42
Vendor: 01671 - UNDERGROUND VAULTS & STORAGE, INC.				
UNDERGROUND VAULTS & ST...	1184448	03/30/2026	Shred Service 64 gallon - 5516	5.25
UNDERGROUND VAULTS & ST...	1187121	03/30/2026	Shred Service 64 gallon - 5516	5.25
Vendor 01671 - UNDERGROUND VAULTS & STORAGE, INC. Total:				10.50
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	INV0037815	03/30/2026	785-307-4403-JUNCTION CITY...	40.01
VERIZON WIRELESS	INV0037815	03/30/2026	785-307-7019--JUNCTION CITY..	40.01
Vendor 00970 - VERIZON WIRELESS Total:				80.02
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	41775190	04/01/2026	Copier Lease Payment	182.71
Vendor 086462 - XEROX CORPORATION Total:				182.71
Department 534 - WATER ADMINISTRATION Total:				1,119.54
Fund 014 - WATER UTILITY FUND Total:				428,087.14
Fund: 015 - WASTEWATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0037675	03/20/2026	CITY OF JC EMPLOYER PD LIFE	10.32
ADVANCE LIFE INSURANCE	INV0037676	03/20/2026	ADVANCE LIFE INSURANCE BE...	39.60
ADVANCE LIFE INSURANCE	INV0037860	04/03/2026	CITY OF JC EMPLOYER PD LIFE	10.34
ADVANCE LIFE INSURANCE	INV0037861	04/03/2026	ADVANCE LIFE INSURANCE BE...	39.60
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				99.86
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB...	INV0037717	03/20/2026	CITY OF JC EMPLOYER PAID S...	29.62
ADVANCE SHORT TERM DISAB...	INV0037901	04/03/2026	CITY OF JC EMPLOYER PAID S...	29.61
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				59.23
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU...	INV0037678	03/20/2026	AFLAC BEFORE TAX	54.11
AMERICAN FAMILY LIFE ASSU...	INV0037863	04/03/2026	AFLAC BEFORE TAX	54.10
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				108.21
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF ...	INV0037680	03/20/2026	BLUE CROSS BLUE SHIELD	128.63
BLUE CROSS BLUE SHIELD OF ...	INV0037681	03/20/2026	BLUE CROSS BLUE SHIELD	36.63
BLUE CROSS BLUE SHIELD OF ...	INV0037682	03/20/2026	BLUE CROSS BLUE SHIELD	125.94
BLUE CROSS BLUE SHIELD OF ...	INV0037685	03/20/2026	BLUE CROSS BLUE SHIELD	15.62
BLUE CROSS BLUE SHIELD OF ...	INV0037686	03/20/2026	BLUE CROSS BLUE SHIELD	803.67
BLUE CROSS BLUE SHIELD OF ...	INV0037688	03/20/2026	BLUE CROSS BLUE SHIELD	1,171.15
BLUE CROSS BLUE SHIELD OF ...	INV0037689	03/20/2026	BLUE CROSS BLUE SHIELD	448.20
BLUE CROSS BLUE SHIELD OF ...	INV0037690	03/20/2026	BLUE CROSS BLUE SHIELD	559.52

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
BLUE CROSS BLUE SHIELD OF ...	INV0037691	03/20/2026	BLUE CROSS BLUE SHIELD	97.88
BLUE CROSS BLUE SHIELD OF ...	INV0037692	03/20/2026	BLUE CROSS BLUE SHIELD	95.18
BLUE CROSS BLUE SHIELD OF ...	INV0037865	04/03/2026	BLUE CROSS BLUE SHIELD	128.61
BLUE CROSS BLUE SHIELD OF ...	INV0037866	04/03/2026	BLUE CROSS BLUE SHIELD	36.65
BLUE CROSS BLUE SHIELD OF ...	INV0037867	04/03/2026	BLUE CROSS BLUE SHIELD	125.97
BLUE CROSS BLUE SHIELD OF ...	INV0037870	04/03/2026	BLUE CROSS BLUE SHIELD	15.62
BLUE CROSS BLUE SHIELD OF ...	INV0037871	04/03/2026	BLUE CROSS BLUE SHIELD	803.66
BLUE CROSS BLUE SHIELD OF ...	INV0037872	04/03/2026	BLUE CROSS BLUE SHIELD	1,171.18
BLUE CROSS BLUE SHIELD OF ...	INV0037873	04/03/2026	BLUE CROSS BLUE SHIELD	404.35
BLUE CROSS BLUE SHIELD OF ...	INV0037874	04/03/2026	BLUE CROSS BLUE SHIELD	559.50
BLUE CROSS BLUE SHIELD OF ...	INV0037875	04/03/2026	BLUE CROSS BLUE SHIELD	95.45
BLUE CROSS BLUE SHIELD OF ...	INV0037876	04/03/2026	BLUE CROSS BLUE SHIELD	95.19
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				6,918.60
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC...	INV0037698	03/20/2026	FLEX SPENDING-1074334	224.78
CITY OF JC FLEX SPENDING AC...	INV0037882	04/03/2026	FLEX SPENDING-1074334	224.82
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				449.60
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0037699	03/20/2026	CITY OF JUNCTION CITY (G-FEE)	2.50
CITY OF JUNCTION CITY	INV0037716	03/20/2026	TELEPHONE REIMBURSEMENT	19.87
CITY OF JUNCTION CITY	INV0037883	04/03/2026	CITY OF JUNCTION CITY (G-FEE)	2.50
CITY OF JUNCTION CITY	INV0037900	04/03/2026	TELEPHONE REIMBURSEMENT	19.88
Vendor 012130 - CITY OF JUNCTION CITY Total:				44.75
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0037710	03/20/2026	EMPOWER FINANCIAL SERVIC...	258.75
EMPOWER RETIREMENT LLC	INV0037894	04/03/2026	EMPOWER FINANCIAL SERVIC...	258.76
Vendor 01944 - EMPOWER RETIREMENT LLC Total:				517.51
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0037732	03/20/2026	SOCIAL SECURITY WITHHOLDI...	3,274.06
INTERNAL REVENUE SERVICE	INV0037733	03/20/2026	FEDERAL WITHHOLDING	1,597.52
INTERNAL REVENUE SERVICE	INV0037734	03/20/2026	MEDICARE WITHHOLDING	765.52
INTERNAL REVENUE SERVICE	INV0037916	04/03/2026	SOCIAL SECURITY WITHHOLDI...	3,260.42
INTERNAL REVENUE SERVICE	INV0037917	04/03/2026	FEDERAL WITHHOLDING	1,710.40
INTERNAL REVENUE SERVICE	INV0037918	04/03/2026	MEDICARE WITHHOLDING	762.48
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				11,370.40
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA...	INV0037730	03/20/2026	QUARTERLY UNEMPLOYMENT ..	26.32
KANSAS DEPARTMENT OF LA...	INV0037914	04/03/2026	QUARTERLY UNEMPLOYMENT ..	26.26
Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:				52.58
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0037731	03/20/2026	STATE WITHHOLDING	1,170.93
KANSAS DEPT OF REVENUE	INV0037915	04/03/2026	STATE WITHHOLDING	1,167.06
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				2,337.99
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0037704	03/20/2026	INCOME WITHHOLDING ORD...	81.49
KANSAS PAYMENT CENTER	INV0037888	04/03/2026	INCOME WITHHOLDING ORD...	81.49
Vendor 014435 - KANSAS PAYMENT CENTER Total:				162.98
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0037707	03/20/2026	KPERS #1	361.18
KANSAS PUBLIC EMPLOYEES	INV0037708	03/20/2026	KPERS #2	199.04
KANSAS PUBLIC EMPLOYEES	INV0037709	03/20/2026	KPERS #3	3,644.48
KANSAS PUBLIC EMPLOYEES	INV0037711	03/20/2026	KPERS INSURANCE	187.39
KANSAS PUBLIC EMPLOYEES	INV0037891	04/03/2026	KPERS #1	361.23
KANSAS PUBLIC EMPLOYEES	INV0037892	04/03/2026	KPERS #2	199.02
KANSAS PUBLIC EMPLOYEES	INV0037893	04/03/2026	KPERS #3	3,624.46
KANSAS PUBLIC EMPLOYEES	INV0037895	04/03/2026	KPERS INSURANCE	186.37
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				8,763.17

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI...	INV0037719	03/20/2026	UNITED WAY	2.00
UNITED WAY OF JUNCTION CI...	INV0037903	04/03/2026	UNITED WAY	2.00
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				4.00
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0037720	03/20/2026	VSP Vision Insurance Pre-Tax	1.34
VSP INSURANCE CO.	INV0037721	03/20/2026	VSP PREMIUM SINGLE	12.07
VSP INSURANCE CO.	INV0037722	03/20/2026	VSP PREMIUM SPOUSE	3.33
VSP INSURANCE CO.	INV0037723	03/20/2026	VSP PREMIUM CHILD(REN)	9.52
VSP INSURANCE CO.	INV0037724	03/20/2026	VSP VISION PREMIUM FAMILY	15.32
VSP INSURANCE CO.	INV0037725	03/20/2026	VSP INSURANCE	22.73
VSP INSURANCE CO.	INV0037726	03/20/2026	VSP VISION INSURANCE SPOU...	1.47
VSP INSURANCE CO.	INV0037728	03/20/2026	VSP VISION INSURANCE STAN...	16.34
VSP INSURANCE CO.	INV0037905	04/03/2026	VSP PREMIUM SINGLE	12.07
VSP INSURANCE CO.	INV0037906	04/03/2026	VSP PREMIUM SPOUSE	3.33
VSP INSURANCE CO.	INV0037907	04/03/2026	VSP PREMIUM CHILD(REN)	9.52
VSP INSURANCE CO.	INV0037908	04/03/2026	VSP VISION PREMIUM FAMILY	15.32
VSP INSURANCE CO.	INV0037909	04/03/2026	VSP INSURANCE	22.76
VSP INSURANCE CO.	INV0037910	04/03/2026	VSP VISION INSURANCE SPOU...	1.47
VSP INSURANCE CO.	INV0037912	04/03/2026	VSP VISION INSURANCE STAN...	15.73
Vendor 03938 - VSP INSURANCE CO. Total:				162.32
Department 000 - NON-DEPARTMENTAL Total:				31,051.20
Department: 540 - WASTEWATER DISTRIBUTION SYSTEM				
Vendor: 04507 - ANTHONY JOHN SWIFT				
ANTHONY JOHN SWIFT	2251	03/30/2026	WILMA WAY LIFT STATIOIN, C...	1,375.00
ANTHONY JOHN SWIFT	2252	03/30/2026	COMMON WEALTH LIFT, REM...	1,425.00
Vendor 04507 - ANTHONY JOHN SWIFT Total:				2,800.00
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	565659	03/18/2026	PW ULTRA BOND SUPER	1.55
CATLETT AUTOMOTIVE, INC.	565924	03/18/2026	PW BOOSTER CABLES	116.00
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				117.55
Vendor: 015555 - CENTRAL POWER SYSTEMS & SERVICES				
CENTRAL POWER SYSTEMS & ...	X105016040-01	03/31/2026	PW WIPER BLADES FLEET STO...	96.48
CENTRAL POWER SYSTEMS & ...	X105016057-01	03/31/2026	PW FLEET STOCK 105W/D420...	22.50
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	142.86
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLEVI...	39.58
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	207.25
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLUST...	24.56
Vendor 015555 - CENTRAL POWER SYSTEMS & SERVICES Total:				533.23
Vendor: 01642 - ELLIOTT EQUIPMENT CO.				
ELLIOTT EQUIPMENT CO.	192312	04/01/2026	#914 FRONT REEL CONTROL S...	2,485.92
Vendor 01642 - ELLIOTT EQUIPMENT CO. Total:				2,485.92
Vendor: 04693 - KF TIRE & REPAIR LLC				
KF TIRE & REPAIR LLC	051	04/01/2026	KENWORTH; REMOVE SLEEPE...	1,918.75
Vendor 04693 - KF TIRE & REPAIR LLC Total:				1,918.75
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8271733005	03/18/2026	PW FULL THREAD CARR	19.00
MSC INDUSTRIAL SUPPLY CO	8271733006	04/01/2026	PW FLEET STOCK FULL THREA...	19.09
Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:				38.09
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	60.00
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	77.50
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				137.50
Vendor: 015652 - PRAIRIELAND PARTNERS, LLC				
PRAIRIELAND PARTNERS, LLC	1002081392	03/24/2026	PW QUICK CUT SAW PARTS	228.42
Vendor 015652 - PRAIRIELAND PARTNERS, LLC Total:				228.42

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03476 - PRIMROSE OIL COMPANY, INC.				
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	FUEL SURCHARGE AND FREIG...	34.97
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	PW FLEET STOCK OIL	726.30
Vendor 03476 - PRIMROSE OIL COMPANY, INC. Total:				761.27
Vendor: 072298 - SMITH & LOVELESS, INC				
SMITH & LOVELESS, INC	203174	03/18/2026	PW LIFT STATION PARTS	377.64
Vendor 072298 - SMITH & LOVELESS, INC Total:				377.64
Vendor: 00654 - ULINE				
ULINE	200103468.1	03/19/2026	PW CLEANER	11.79
ULINE	205702728	03/31/2026	PW FLOOR CLEANER	19.88
Vendor 00654 - ULINE Total:				31.67
Vendor: 03081 - VALOR FORD INC				
VALOR FORD INC	6019385	03/18/2026	PW #2509 STEP ASY	130.00
Vendor 03081 - VALOR FORD INC Total:				130.00
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	WW-DIST--FUEL	681.32
Vendor 01868 - WEX BANK Total:				681.32
Vendor: 04309 - WKI EMPORIA KENWORTH				
WKI EMPORIA KENWORTH	04P71459	03/20/2026	PW FLEET FUEL TREATMENT	150.12
Vendor 04309 - WKI EMPORIA KENWORTH Total:				150.12
Department 540 - WASTEWATER DISTRIBUTION SYSTEM Total:				10,391.48
Department: 541 - WASTEWATER ADMINISTRATION				
Vendor: 03776 - CONNECT PARENT CORPORATION				
CONNECT PARENT CORPORAT...	INV0037820	03/31/2026	Storm sirens	0.10
Vendor 03776 - CONNECT PARENT CORPORATION Total:				0.10
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - CS - Printer	7.51
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - PW	56.88
Vendor 04360 - MARLIN LEASING CORPORATION Total:				64.39
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Customer Service	35.94
PROCOPY, INC.	021551	04/01/2026	Print Costs - Public Works	54.79
Vendor 03830 - PROCOPY, INC. Total:				90.73
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - PW	271.98
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - CS	247.25
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				519.23
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6058408235	03/30/2026	Office Supplies-counterfeit pe...	22.38
STAPLES ADVANTAGE	6058408236	03/30/2026	Office Supplies-	5.03
Vendor 01167 - STAPLES ADVANTAGE Total:				27.41
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	41775190	04/01/2026	Copier Lease Payment	177.34
Vendor 086462 - XEROX CORPORATION Total:				177.34
Department 541 - WASTEWATER ADMINISTRATION Total:				879.20
Department: 547 - WASTEWATER PLANT OPERATIONS				
Vendor: 043802 - EVERGY				
EVERGY	INV0037789	03/27/2026	427 Grant Ave South Pump	11,377.62
EVERGY	INV0037789	03/27/2026	427 Grant Ave	7,937.99
Vendor 043802 - EVERGY Total:				19,315.61
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0037756	03/24/2026	427 Grant Ave	925.78
Vendor 043271 - KANSAS GAS SERVICE Total:				925.78
Vendor: 01671 - UNDERGROUND VAULTS & STORAGE, INC.				
UNDERGROUND VAULTS & ST...	1184448	03/30/2026	Shred Service 64 gallon - 5516	5.25

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
UNDERGROUND VAULTS & ST...	1187121	03/30/2026	Shred Service 64 gallon - 5516	5.25
Vendor 01671 - UNDERGROUND VAULTS & STORAGE, INC. Total:				10.50
Department 547 - WASTEWATER PLANT OPERATIONS Total:				20,251.89
Fund 015 - WASTEWATER UTILITY FUND Total:				62,573.77
Fund: 018 - STORM WATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0037675	03/20/2026	CITY OF JC EMPLOYER PD LIFE	2.50
ADVANCE LIFE INSURANCE	INV0037676	03/20/2026	ADVANCE LIFE INSURANCE BE...	33.55
ADVANCE LIFE INSURANCE	INV0037860	04/03/2026	CITY OF JC EMPLOYER PD LIFE	2.49
ADVANCE LIFE INSURANCE	INV0037861	04/03/2026	ADVANCE LIFE INSURANCE BE...	33.55
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				72.09
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB...	INV0037717	03/20/2026	CITY OF JC EMPLOYER PAID S...	3.56
ADVANCE SHORT TERM DISAB...	INV0037901	04/03/2026	CITY OF JC EMPLOYER PAID S...	3.58
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				7.14
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU...	INV0037678	03/20/2026	AFLAC BEFORE TAX	12.02
AMERICAN FAMILY LIFE ASSU...	INV0037863	04/03/2026	AFLAC BEFORE TAX	12.02
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				24.04
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF ...	INV0037680	03/20/2026	BLUE CROSS BLUE SHIELD	51.45
BLUE CROSS BLUE SHIELD OF ...	INV0037681	03/20/2026	BLUE CROSS BLUE SHIELD	9.54
BLUE CROSS BLUE SHIELD OF ...	INV0037685	03/20/2026	BLUE CROSS BLUE SHIELD	3.47
BLUE CROSS BLUE SHIELD OF ...	INV0037686	03/20/2026	BLUE CROSS BLUE SHIELD	75.81
BLUE CROSS BLUE SHIELD OF ...	INV0037688	03/20/2026	BLUE CROSS BLUE SHIELD	104.10
BLUE CROSS BLUE SHIELD OF ...	INV0037690	03/20/2026	BLUE CROSS BLUE SHIELD	79.94
BLUE CROSS BLUE SHIELD OF ...	INV0037691	03/20/2026	BLUE CROSS BLUE SHIELD	7.54
BLUE CROSS BLUE SHIELD OF ...	INV0037692	03/20/2026	BLUE CROSS BLUE SHIELD	11.32
BLUE CROSS BLUE SHIELD OF ...	INV0037865	04/03/2026	BLUE CROSS BLUE SHIELD	51.48
BLUE CROSS BLUE SHIELD OF ...	INV0037866	04/03/2026	BLUE CROSS BLUE SHIELD	9.55
BLUE CROSS BLUE SHIELD OF ...	INV0037870	04/03/2026	BLUE CROSS BLUE SHIELD	3.48
BLUE CROSS BLUE SHIELD OF ...	INV0037871	04/03/2026	BLUE CROSS BLUE SHIELD	75.83
BLUE CROSS BLUE SHIELD OF ...	INV0037872	04/03/2026	BLUE CROSS BLUE SHIELD	104.09
BLUE CROSS BLUE SHIELD OF ...	INV0037874	04/03/2026	BLUE CROSS BLUE SHIELD	79.94
BLUE CROSS BLUE SHIELD OF ...	INV0037875	04/03/2026	BLUE CROSS BLUE SHIELD	7.54
BLUE CROSS BLUE SHIELD OF ...	INV0037876	04/03/2026	BLUE CROSS BLUE SHIELD	11.31
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				686.39
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC...	INV0037698	03/20/2026	FLEX SPENDING-1074334	46.47
CITY OF JC FLEX SPENDING AC...	INV0037882	04/03/2026	FLEX SPENDING-1074334	46.47
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				92.94
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0037716	03/20/2026	TELEPHONE REIMBURSEMENT	2.65
CITY OF JUNCTION CITY	INV0037900	04/03/2026	TELEPHONE REIMBURSEMENT	2.65
Vendor 012130 - CITY OF JUNCTION CITY Total:				5.30
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0037710	03/20/2026	EMPOWER FINANCIAL SERVIC...	123.75
EMPOWER RETIREMENT LLC	INV0037894	04/03/2026	EMPOWER FINANCIAL SERVIC...	123.76
Vendor 01944 - EMPOWER RETIREMENT LLC Total:				247.51
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0037732	03/20/2026	SOCIAL SECURITY WITHHOLDI...	837.52
INTERNAL REVENUE SERVICE	INV0037733	03/20/2026	FEDERAL WITHHOLDING	384.50
INTERNAL REVENUE SERVICE	INV0037734	03/20/2026	MEDICARE WITHHOLDING	195.94
INTERNAL REVENUE SERVICE	INV0037916	04/03/2026	SOCIAL SECURITY WITHHOLDI...	840.58
INTERNAL REVENUE SERVICE	INV0037917	04/03/2026	FEDERAL WITHHOLDING	439.76

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
INTERNAL REVENUE SERVICE	INV0037918	04/03/2026	MEDICARE WITHHOLDING	196.68
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				2,894.98
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA...	INV0037730	03/20/2026	QUARTERLY UNEMPLOYMENT ..	6.72
KANSAS DEPARTMENT OF LA...	INV0037914	04/03/2026	QUARTERLY UNEMPLOYMENT ..	6.81
Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:				13.53
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0037731	03/20/2026	STATE WITHHOLDING	310.29
KANSAS DEPT OF REVENUE	INV0037915	04/03/2026	STATE WITHHOLDING	311.66
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				621.95
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0037707	03/20/2026	KPERS #1	64.49
KANSAS PUBLIC EMPLOYEES	INV0037708	03/20/2026	KPERS #2	99.51
KANSAS PUBLIC EMPLOYEES	INV0037709	03/20/2026	KPERS #3	918.02
KANSAS PUBLIC EMPLOYEES	INV0037711	03/20/2026	KPERS INSURANCE	49.07
KANSAS PUBLIC EMPLOYEES	INV0037891	04/03/2026	KPERS #1	64.50
KANSAS PUBLIC EMPLOYEES	INV0037892	04/03/2026	KPERS #2	99.51
KANSAS PUBLIC EMPLOYEES	INV0037893	04/03/2026	KPERS #3	921.77
KANSAS PUBLIC EMPLOYEES	INV0037895	04/03/2026	KPERS INSURANCE	49.13
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				2,266.00
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI...	INV0037719	03/20/2026	UNITED WAY	1.00
UNITED WAY OF JUNCTION CI...	INV0037903	04/03/2026	UNITED WAY	1.00
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				2.00
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0037720	03/20/2026	VSP Vision Insurance Pre-Tax	0.66
VSP INSURANCE CO.	INV0037721	03/20/2026	VSP PREMIUM SINGLE	2.53
VSP INSURANCE CO.	INV0037722	03/20/2026	VSP PREMIUM SPOUSE	1.33
VSP INSURANCE CO.	INV0037723	03/20/2026	VSP PREMIUM CHILD(REN)	2.03
VSP INSURANCE CO.	INV0037724	03/20/2026	VSP VISION PREMIUM FAMILY	2.19
VSP INSURANCE CO.	INV0037725	03/20/2026	VSP INSURANCE	1.84
VSP INSURANCE CO.	INV0037728	03/20/2026	VSP VISION INSURANCE STAN...	6.40
VSP INSURANCE CO.	INV0037905	04/03/2026	VSP PREMIUM SINGLE	2.49
VSP INSURANCE CO.	INV0037906	04/03/2026	VSP PREMIUM SPOUSE	1.34
VSP INSURANCE CO.	INV0037907	04/03/2026	VSP PREMIUM CHILD(REN)	2.05
VSP INSURANCE CO.	INV0037908	04/03/2026	VSP VISION PREMIUM FAMILY	2.19
VSP INSURANCE CO.	INV0037909	04/03/2026	VSP INSURANCE	1.83
VSP INSURANCE CO.	INV0037912	04/03/2026	VSP VISION INSURANCE STAN...	6.40
Vendor 03938 - VSP INSURANCE CO. Total:				33.28
Department 000 - NON-DEPARTMENTAL Total:				6,967.15
Department: 618 - STORM WATER ADMINISTRATION				
Vendor: 04696 - MAYER SPECIALTY SERVICES LLC				
MAYER SPECIALTY SERVICES L...	A25D2269	03/31/2026	2025 STORMWATER	397,127.79
Vendor 04696 - MAYER SPECIALTY SERVICES LLC Total:				397,127.79
Department 618 - STORM WATER ADMINISTRATION Total:				397,127.79
Department: 619 - STORM WATER DISTRIBUTION				
Vendor: 04507 - ANTHONY JOHN SWIFT				
ANTHONY JOHN SWIFT	2248	03/30/2026	CITY LOT JAEGER DRIVE GRA...	1,350.00
ANTHONY JOHN SWIFT	2249	03/30/2026	HOMERS POND, TREE TRIM, R...	1,500.00
Vendor 04507 - ANTHONY JOHN SWIFT Total:				2,850.00
Vendor: 02702 - RED EQUIPMENT, LLC				
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW DOORLOCK	27.96
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW SURCHARGE	104.97
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW WATER PUMP TELLARINI	561.43
RED EQUIPMENT, LLC	PO2657	03/20/2026	PW BOWDEN CABLE	40.20
Vendor 02702 - RED EQUIPMENT, LLC Total:				734.56

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 02193 - STANION WHOLESALE ELECTRIC CO				
STANION WHOLESALE ELECTRIC...	6070596-00	03/23/2026	MICHAELS WAY LOAD CENTER	108.43
STANION WHOLESALE ELECTRIC...	6070596-00	03/23/2026	MICHAELS WAY BREAKER	119.38
Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:				227.81
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	536480-2	03/23/2026	MICHAELS WAY ADAPTER	2.49
Vendor 082680 - WATERS TRUE VALUE Total:				2.49
Department 619 - STORM WATER DISTRIBUTION Total:				3,814.86
Fund 018 - STORM WATER UTILITY FUND Total:				407,909.80
Fund: 019 - ECONOMIC DEVELOPMENT FUND				
Department: 120 - ECONOMIC DEVELOPMENT				
Vendor: 072367 - CHAMBER OF COMMERCE				
CHAMBER OF COMMERCE	60108	04/01/2026	Q2 2026 EDC CONTRIBUTION	46,250.00
Vendor 072367 - CHAMBER OF COMMERCE Total:				46,250.00
Vendor: 01223 - EMPRISE BANK				
EMPRISE BANK	4.2026	03/30/2026	Loan payment 22334130	30,555.90
EMPRISE BANK	4.2026	03/30/2026	Loan payment 22334130	3,472.84
Vendor 01223 - EMPRISE BANK Total:				34,028.74
Department 120 - ECONOMIC DEVELOPMENT Total:				80,278.74
Fund 019 - ECONOMIC DEVELOPMENT FUND Total:				80,278.74
Fund: 020 - BRAMLAGE PUBLIC LIBRARY FUND				
Department: 130 - LIBRARY				
Vendor: 020580 - DOROTHY BRAMLAGE LIBRARY				
DOROTHY BRAMLAGE LIBRARY	Tax Dist	04/01/2026	Tax Distribution March 2026	20,660.81
DOROTHY BRAMLAGE LIBRARY	Tax Distribution 2026	04/01/2026	Tax Distribution March	44,762.28
Vendor 020580 - DOROTHY BRAMLAGE LIBRARY Total:				65,423.09
Department 130 - LIBRARY Total:				65,423.09
Fund 020 - BRAMLAGE PUBLIC LIBRARY FUND Total:				65,423.09
Fund: 023 - SANITATION FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0037675	03/20/2026	CITY OF JC EMPLOYER PD LIFE	8.66
ADVANCE LIFE INSURANCE	INV0037676	03/20/2026	ADVANCE LIFE INSURANCE BE...	99.28
ADVANCE LIFE INSURANCE	INV0037860	04/03/2026	CITY OF JC EMPLOYER PD LIFE	8.61
ADVANCE LIFE INSURANCE	INV0037861	04/03/2026	ADVANCE LIFE INSURANCE BE...	99.30
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				215.85
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB...	INV0037717	03/20/2026	CITY OF JC EMPLOYER PAID S...	23.14
ADVANCE SHORT TERM DISAB...	INV0037901	04/03/2026	CITY OF JC EMPLOYER PAID S...	23.17
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				46.31
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU...	INV0037677	03/20/2026	AFLAC	25.26
AMERICAN FAMILY LIFE ASSU...	INV0037678	03/20/2026	AFLAC BEFORE TAX	99.91
AMERICAN FAMILY LIFE ASSU...	INV0037862	04/03/2026	AFLAC	25.26
AMERICAN FAMILY LIFE ASSU...	INV0037863	04/03/2026	AFLAC BEFORE TAX	99.95
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				250.38
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF ...	INV0037680	03/20/2026	BLUE CROSS BLUE SHIELD	51.43
BLUE CROSS BLUE SHIELD OF ...	INV0037681	03/20/2026	BLUE CROSS BLUE SHIELD	14.32
BLUE CROSS BLUE SHIELD OF ...	INV0037682	03/20/2026	BLUE CROSS BLUE SHIELD	125.93
BLUE CROSS BLUE SHIELD OF ...	INV0037685	03/20/2026	BLUE CROSS BLUE SHIELD	10.40
BLUE CROSS BLUE SHIELD OF ...	INV0037686	03/20/2026	BLUE CROSS BLUE SHIELD	727.84
BLUE CROSS BLUE SHIELD OF ...	INV0037688	03/20/2026	BLUE CROSS BLUE SHIELD	728.76
BLUE CROSS BLUE SHIELD OF ...	INV0037690	03/20/2026	BLUE CROSS BLUE SHIELD	119.87
BLUE CROSS BLUE SHIELD OF ...	INV0037691	03/20/2026	BLUE CROSS BLUE SHIELD	60.26
BLUE CROSS BLUE SHIELD OF ...	INV0037692	03/20/2026	BLUE CROSS BLUE SHIELD	100.00

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
BLUE CROSS BLUE SHIELD OF ...	INV0037865	04/03/2026	BLUE CROSS BLUE SHIELD	51.40
BLUE CROSS BLUE SHIELD OF ...	INV0037866	04/03/2026	BLUE CROSS BLUE SHIELD	14.26
BLUE CROSS BLUE SHIELD OF ...	INV0037867	04/03/2026	BLUE CROSS BLUE SHIELD	125.81
BLUE CROSS BLUE SHIELD OF ...	INV0037870	04/03/2026	BLUE CROSS BLUE SHIELD	10.41
BLUE CROSS BLUE SHIELD OF ...	INV0037871	04/03/2026	BLUE CROSS BLUE SHIELD	727.82
BLUE CROSS BLUE SHIELD OF ...	INV0037872	04/03/2026	BLUE CROSS BLUE SHIELD	728.75
BLUE CROSS BLUE SHIELD OF ...	INV0037874	04/03/2026	BLUE CROSS BLUE SHIELD	119.87
BLUE CROSS BLUE SHIELD OF ...	INV0037875	04/03/2026	BLUE CROSS BLUE SHIELD	60.23
BLUE CROSS BLUE SHIELD OF ...	INV0037876	04/03/2026	BLUE CROSS BLUE SHIELD	100.11
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				3,877.47
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC...	INV0037698	03/20/2026	FLEX SPENDING-1074334	135.99
CITY OF JC FLEX SPENDING AC...	INV0037882	04/03/2026	FLEX SPENDING-1074334	135.93
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				271.92
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0037699	03/20/2026	CITY OF JUNCTION CITY (G-FEE)	10.00
CITY OF JUNCTION CITY	INV0037716	03/20/2026	TELEPHONE REIMBURSEMENT	4.64
CITY OF JUNCTION CITY	INV0037883	04/03/2026	CITY OF JUNCTION CITY (G-FEE)	10.00
CITY OF JUNCTION CITY	INV0037900	04/03/2026	TELEPHONE REIMBURSEMENT	4.62
Vendor 012130 - CITY OF JUNCTION CITY Total:				29.26
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0037710	03/20/2026	EMPOWER FINANCIAL SERVIC...	183.75
EMPOWER RETIREMENT LLC	INV0037894	04/03/2026	EMPOWER FINANCIAL SERVIC...	183.72
Vendor 01944 - EMPOWER RETIREMENT LLC Total:				367.47
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0037732	03/20/2026	SOCIAL SECURITY WITHHOLDI...	2,461.20
INTERNAL REVENUE SERVICE	INV0037733	03/20/2026	FEDERAL WITHHOLDING	1,328.13
INTERNAL REVENUE SERVICE	INV0037734	03/20/2026	MEDICARE WITHHOLDING	575.46
INTERNAL REVENUE SERVICE	INV0037916	04/03/2026	SOCIAL SECURITY WITHHOLDI...	2,501.94
INTERNAL REVENUE SERVICE	INV0037917	04/03/2026	FEDERAL WITHHOLDING	1,419.43
INTERNAL REVENUE SERVICE	INV0037918	04/03/2026	MEDICARE WITHHOLDING	584.78
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				8,870.94
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA...	INV0037730	03/20/2026	QUARTERLY UNEMPLOYMENT ..	19.68
KANSAS DEPARTMENT OF LA...	INV0037914	04/03/2026	QUARTERLY UNEMPLOYMENT ..	19.87
Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:				39.55
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0037731	03/20/2026	STATE WITHHOLDING	827.92
KANSAS DEPT OF REVENUE	INV0037915	04/03/2026	STATE WITHHOLDING	846.31
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				1,674.23
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0037704	03/20/2026	INCOME WITHHOLDING ORD...	246.00
KANSAS PAYMENT CENTER	INV0037705	03/20/2026	GARNISHMENT	205.00
KANSAS PAYMENT CENTER	INV0037888	04/03/2026	INCOME WITHHOLDING ORD...	246.00
KANSAS PAYMENT CENTER	INV0037889	04/03/2026	GARNISHMENT	205.00
Vendor 014435 - KANSAS PAYMENT CENTER Total:				902.00
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0037707	03/20/2026	KPERS #1	64.50
KANSAS PUBLIC EMPLOYEES	INV0037708	03/20/2026	KPERS #2	945.86
KANSAS PUBLIC EMPLOYEES	INV0037709	03/20/2026	KPERS #3	2,185.65
KANSAS PUBLIC EMPLOYEES	INV0037711	03/20/2026	KPERS INSURANCE	136.12
KANSAS PUBLIC EMPLOYEES	INV0037891	04/03/2026	KPERS #1	64.39
KANSAS PUBLIC EMPLOYEES	INV0037892	04/03/2026	KPERS #2	944.89
KANSAS PUBLIC EMPLOYEES	INV0037893	04/03/2026	KPERS #3	2,238.46
KANSAS PUBLIC EMPLOYEES	INV0037895	04/03/2026	KPERS INSURANCE	138.77
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				6,718.64

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI...	INV0037719	03/20/2026	UNITED WAY	1.50
UNITED WAY OF JUNCTION CI...	INV0037903	04/03/2026	UNITED WAY	1.50
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				3.00
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0037720	03/20/2026	VSP Vision Insurance Pre-Tax	0.66
VSP INSURANCE CO.	INV0037721	03/20/2026	VSP PREMIUM SINGLE	12.89
VSP INSURANCE CO.	INV0037722	03/20/2026	VSP PREMIUM SPOUSE	1.33
VSP INSURANCE CO.	INV0037723	03/20/2026	VSP PREMIUM CHILD(REN)	3.41
VSP INSURANCE CO.	INV0037724	03/20/2026	VSP VISION PREMIUM FAMILY	3.30
VSP INSURANCE CO.	INV0037725	03/20/2026	VSP INSURANCE	16.76
VSP INSURANCE CO.	INV0037726	03/20/2026	VSP VISION INSURANCE SPOU...	1.48
VSP INSURANCE CO.	INV0037728	03/20/2026	VSP VISION INSURANCE STAN...	13.31
VSP INSURANCE CO.	INV0037905	04/03/2026	VSP PREMIUM SINGLE	12.86
VSP INSURANCE CO.	INV0037906	04/03/2026	VSP PREMIUM SPOUSE	1.32
VSP INSURANCE CO.	INV0037907	04/03/2026	VSP PREMIUM CHILD(REN)	3.38
VSP INSURANCE CO.	INV0037908	04/03/2026	VSP VISION PREMIUM FAMILY	3.30
VSP INSURANCE CO.	INV0037909	04/03/2026	VSP INSURANCE	16.77
VSP INSURANCE CO.	INV0037910	04/03/2026	VSP VISION INSURANCE SPOU...	1.48
VSP INSURANCE CO.	INV0037912	04/03/2026	VSP VISION INSURANCE STAN...	13.31
Vendor 03938 - VSP INSURANCE CO. Total:				105.56
Department 000 - NON-DEPARTMENTAL Total:				23,372.58
Department: 644 - SANITATION OPERATIONS				
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	565924	03/18/2026	PW BOOSTER CABLES	92.80
CATLETT AUTOMOTIVE, INC.	566386	03/31/2026	PW #588 PARTS	71.42
CATLETT AUTOMOTIVE, INC.	566423 CM	03/31/2026	PW CREDIT MEMO	-71.42
CATLETT AUTOMOTIVE, INC.	566481	03/31/2026	PW MER KIT CLEVIS	22.61
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				115.41
Vendor: 015555 - CENTRAL POWER SYSTEMS & SERVICES				
CENTRAL POWER SYSTEMS & ...	X105016040-01	03/31/2026	PW WIPER BLADES FLEET STO...	77.18
CENTRAL POWER SYSTEMS & ...	X105016057-01	03/31/2026	PW FLEET STOCK 105W/D420...	18.00
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLUST...	19.65
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS CLEVI...	31.67
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	114.28
CENTRAL POWER SYSTEMS & ...	X105016075-01	03/31/2026	PW FLEET NEW CHAINS 3/8 G...	165.80
Vendor 015555 - CENTRAL POWER SYSTEMS & SERVICES Total:				426.58
Vendor: 03776 - CONNECT PARENT CORPORATION				
CONNECT PARENT CORPORAT...	INV0037820	03/31/2026	Storm sirens	0.10
Vendor 03776 - CONNECT PARENT CORPORATION Total:				0.10
Vendor: 02910 - INLAND TRUCK PARTS COMPANY				
INLAND TRUCK PARTS COMP...	IN-1968446	03/31/2026	PW #588 BRAKE PARTS	87.88
Vendor 02910 - INLAND TRUCK PARTS COMPANY Total:				87.88
Vendor: 04693 - KF TIRE & REPAIR LLC				
KF TIRE & REPAIR LLC	051	04/01/2026	KENWORTH; REMOVE SLEEPE...	1,918.75
Vendor 04693 - KF TIRE & REPAIR LLC Total:				1,918.75
Vendor: 04700 - MARIA FOLEY				
MARIA FOLEY	04012026	04/01/2026	REIMBURSEMENT	214.00
Vendor 04700 - MARIA FOLEY Total:				214.00
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8271733005	03/18/2026	PW FULL THREAD CARR	15.20
MSC INDUSTRIAL SUPPLY CO	8271733006	04/01/2026	PW FLEET STOCK FULL THREA...	15.27
Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:				30.47
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	60.00
POMP'S TIRE SERVICE, INC.	1160099624	03/20/2026	PW FLEET TIRE STOCK	77.50
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				137.50

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03476 - PRIMROSE OIL COMPANY, INC.				
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	PW FLEET STOCK OIL	581.04
PRIMROSE OIL COMPANY, INC.	18863	03/31/2026	FUEL SURCHARGE AND FREIG...	27.98
Vendor 03476 - PRIMROSE OIL COMPANY, INC. Total:				609.02
Vendor: 04351 - TIMOTHY WARD				
TIMOTHY WARD	WE03292026	03/31/2026	SANITATION DRIVER 03242026	214.00
Vendor 04351 - TIMOTHY WARD Total:				214.00
Vendor: 00654 - ULINE				
ULINE	200103468.1	03/19/2026	PW CLEANER	11.79
ULINE	205702728	03/31/2026	PW FLOOR CLEANER	19.88
Vendor 00654 - ULINE Total:				31.67
Vendor: 03081 - VALOR FORD INC				
VALOR FORD INC	6019385	03/18/2026	PW #2509 STEP ASY	130.00
Vendor 03081 - VALOR FORD INC Total:				130.00
Vendor: 01868 - WEX BANK				
WEX BANK	111198156	03/18/2026	SOLID WASTE-FUEL	2,931.94
Vendor 01868 - WEX BANK Total:				2,931.94
Vendor: 04309 - WKI EMPORIA KENWORTH				
WKI EMPORIA KENWORTH	04P71459	03/20/2026	PW FLEET FUEL TREATMENT	120.10
Vendor 04309 - WKI EMPORIA KENWORTH Total:				120.10
Department 644 - SANITATION OPERATIONS Total:				6,967.42
Department: 645 - SANITATION ADMINISTRATION				
Vendor: 04360 - MARLIN LEASING CORPORATION				
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - PW	56.88
MARLIN LEASING CORPORATI...	41721441	04/01/2026	Copier Lease - CS - Printer	7.51
Vendor 04360 - MARLIN LEASING CORPORATION Total:				64.39
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021551	04/01/2026	Print Costs - Customer Service	35.94
PROCOPY, INC.	021551	04/01/2026	Print Costs - Public Works	54.79
Vendor 03830 - PROCOPY, INC. Total:				90.73
Vendor: 02048 - SHI INTERNATIONAL CORP.				
SHI INTERNATIONAL CORP.	B20900784	04/01/2026	ActivTrak - PW	271.98
Vendor 02048 - SHI INTERNATIONAL CORP. Total:				271.98
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	41775190	04/01/2026	Copier Lease Payment	177.34
Vendor 086462 - XEROX CORPORATION Total:				177.34
Department 645 - SANITATION ADMINISTRATION Total:				604.44
Fund 023 - SANITATION FUND Total:				30,944.44
Fund: 025 - CAPITAL IMPROVEMENT FUND				
Department: 018 - EMERGENCY MEDICAL SERVICES				
Vendor: 00255 - ZOLL MEDICAL CORPORATION				
ZOLL MEDICAL CORPORATION	4455668	03/27/2026	2 NXT ZOLL AUTO PULSES	46,609.78
Vendor 00255 - ZOLL MEDICAL CORPORATION Total:				46,609.78
Department 018 - EMERGENCY MEDICAL SERVICES Total:				46,609.78
Department: 800 - CAPITAL IMPROVEMENT				
Vendor: 04694 - NELSON-FOWLES LLC				
NELSON-FOWLES LLC	A25D2486	03/31/2026	RATHERT STADIUM TRUSS RE...	42,739.52
Vendor 04694 - NELSON-FOWLES LLC Total:				42,739.52
Department 800 - CAPITAL IMPROVEMENT Total:				42,739.52
Fund 025 - CAPITAL IMPROVEMENT FUND Total:				89,349.30

Expense Approval Report

Post Dates: 3/17/2026 - 4/8/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 049 - OPIOID SETTLEMENT FUNDS				
Department: 440 - SPECIAL LAW ENFORCEMENT				
Vendor: 04697 - WARRIOR'S RANCH, INC				
WARRIOR'S RANCH, INC	INV0037932	04/02/2026	OPIOID DISBURSEMENT FOR ...	15,000.00
			Vendor 04697 - WARRIOR'S RANCH, INC Total:	15,000.00
			Department 440 - SPECIAL LAW ENFORCEMENT Total:	15,000.00
			Fund 049 - OPIOID SETTLEMENT FUNDS Total:	15,000.00
Fund: 050 - SPECIAL LAW ENFORCEMENT TRUST FUND				
Department: 440 - SPECIAL LAW ENFORCEMENT				
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	Sinklier Feb 2026	03/17/2026	SpecialOlympics-2026 Polar Pl...	1,000.00
			Vendor 04433 - KS STATEBANK Total:	1,000.00
			Department 440 - SPECIAL LAW ENFORCEMENT Total:	1,000.00
			Fund 050 - SPECIAL LAW ENFORCEMENT TRUST FUND Total:	1,000.00
Fund: 075 - JUNCTION CITY LAND BANK FUND				
Department: 390 - JC LAND BANK				
Vendor: 041197 - JCAT				
JCAT	COMMISSION FOR LAND BANK	03/24/2026	COMMISSION FROM LAND B...	4,500.00
			Vendor 041197 - JCAT Total:	4,500.00
			Department 390 - JC LAND BANK Total:	4,500.00
			Fund 075 - JUNCTION CITY LAND BANK FUND Total:	4,500.00
Fund: 085 - WASTEWATER CAPITAL IMPROVEMENT FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 03463 - CROSSLAND HEAVY CONTRACTORS, INC.				
CROSSLAND HEAVY CONTRAC... 29		03/25/2026	WASTEWATER TREATMENT P...	1,333,604.88
			Vendor 03463 - CROSSLAND HEAVY CONTRACTORS, INC. Total:	1,333,604.88
			Department 000 - NON-DEPARTMENTAL Total:	1,333,604.88
			Fund 085 - WASTEWATER CAPITAL IMPROVEMENT FUND Total:	1,333,604.88
			Grand Total:	3,620,710.67

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	1,069,294.39
002 - GRANT FUND	33,238.24
014 - WATER UTILITY FUND	428,087.14
015 - WASTEWATER UTILITY FUND	62,573.77
018 - STORM WATER UTILITY FUND	407,909.80
019 - ECONOMIC DEVELOPMENT FUND	80,278.74
020 - BRAMLAGE PUBLIC LIBRARY FUND	65,423.09
023 - SANITATION FUND	30,944.44
025 - CAPITAL IMPROVEMENT FUND	89,349.30
049 - OPIOID SETTLEMENT FUNDS	15,000.00
050 - SPECIAL LAW ENFORCEMENT TRUST FUND	1,000.00
075 - JUNCTION CITY LAND BANK FUND	4,500.00
085 - WASTEWATER CAPITAL IMPROVEMENT FUND	1,333,604.88
Grand Total:	3,621,203.79

Account Summary

Account Number	Account Name	Payment Amount
001-2-00000-0249	UNEMPLOYMENT TAX	1,102.94
001-2-00000-0250	F.I.T PAYABLE	83,799.61
001-2-00000-0251	FICA PAYABLE	89,270.98
001-2-00000-0252	SIT PAYABLE	51,724.50
001-2-00000-0254	UNITED WAY PAYABLE	29.00
001-2-00000-0255	KPERS PAYABLE	70,564.74
001-2-00000-0256	KPFR PAYABLE	218,241.65
001-2-00000-0257	EMP MEDICAL INS PAYA...	132,951.29
001-2-00000-0259	GARNISHMENTS PAYABLE	5,607.69
001-2-00000-0260	JCPOA UNION DUES PAY...	2,375.00
001-2-00000-0261	AETNA DEFERRED COMP...	22,982.00
001-2-00000-0267	DENTAL INSURANCE PAY	10,717.01
001-2-00000-0275	I.A.F.F.	4,032.00
001-2-00000-0276	FIREMANS RELIEF ASSN	1,070.30
001-2-00000-0279	GARNISHMENT FEE	50.00
001-2-00000-0735	TELEPHONE REIMBURS...	332.58
001-2-00000-1282	AFLAC	4,397.67
001-2-00000-1287	ADVANCE LIFE	2,861.57
001-2-00000-2377	MED REIMB/DEP CARE	9,400.90
001-2-00000-2380	P & F INS. ASSOCIATION	1,591.68
001-2-00100-9357	COM CORR SUPVSR FEE ...	553.07
001-2-03000-0206	JUDICIAL BRANCH SURC...	532.65
001-2-03000-0207	JUDGES FEES PAYABLE	229.85
001-2-03000-0208	REINSTATEMENT FEES	2,339.90
001-2-03000-0209	LAW ENFORCEMENT TRA...	4,981.49
001-2-03000-0222	SEATBELT SAFETY EDUC...	20.00
001-2-03000-9203	COURT REFUNDS	9,532.00
001-4-01700-0000-0372	GREEN FEES	415.20
001-4-01700-0000-0374	CART RENTAL	391.50
001-4-04800-0000-0451	SPORTS	1,639.75
001-4-04800-0000-0454	FACILITY RENTAL	25.00
001-5-00200-0000-0630	COMPUTER HARDWARE	249.99
001-5-00200-0000-0646	OPERATIONAL SUPPLIES	107.72
001-5-00200-0000-0652	TOOLS	44.41
001-5-00200-0000-0710	SOFTWARE MAINTENAN...	593.40
001-5-00200-0000-0714	REP & MAINT OF DATA ...	3,758.20
001-5-00200-0000-0749	OTHER SERVICES	8,186.88
001-5-00200-0000-0755	OFFICE EQUIP. SVC. (SVC...	27.62
001-5-00200-0000-0765	TRAVEL & TRAINING EXP...	550.00
001-5-00300-0000-0667	OFFICE SUPPLIES	198.07

Account Summary

Account Number	Account Name	Payment Amount
001-5-00300-0000-0710	SOFTWARE MAINTENAN...	2,122.40
001-5-00300-0000-0736	ELECTRIC UTILITIES	2,697.90
001-5-00300-0000-0738	INSURANCE & BONDS	100.00
001-5-00300-0000-0749	OTHER SERVICES	2,961.50
001-5-00300-0000-0755	OFFICE EQUIP. SVC. (SVC...	631.97
001-5-00300-0000-0768	DUES	1,000.00
001-5-00300-0000-0789	ANNUAL CONT-CL HOOV...	44,750.00
001-5-00302-0000-0749	OTHER SERVICES	342.00
001-5-00800-0000-0603	BUILDING MAINTENANC...	2,215.49
001-5-00800-0000-0646	OPERATIONAL SUPPLIES	402.98
001-5-00800-0000-0710	SOFTWARE MAINTENAN...	197.80
001-5-00800-0000-0715	BUILDING MAINT. & RE...	347.68
001-5-00800-0000-0749	OTHER SERVICES	99.00
001-5-01000-0000-0603	BUILDING MAINTENANC...	513.10
001-5-01000-0000-0614	LANDSCAPING	2,653.96
001-5-01000-0000-0630	COMPUTER HARDWARE	1,824.84
001-5-01000-0000-0639	MATERIAL - BUILDING	224.61
001-5-01000-0000-0640	PLUMBING SUPPLIES	252.58
001-5-01000-0000-0646	OPERATIONAL SUPPLIES	3,508.24
001-5-01000-0000-0648	MOTOR FUEL	734.62
001-5-01000-0000-0651	PARTS FOR VEHICLES, E...	232.22
001-5-01000-0000-0652	TOOLS	466.25
001-5-01000-0000-0653	PAINT	64.91
001-5-01000-0000-0666	SUBSCRIPTIONS, BOOKS...	82.94
001-5-01000-0000-0667	OFFICE SUPPLIES	822.67
001-5-01000-0000-0670	MISC. & SAFETY SUPPLIES	290.32
001-5-01000-0000-0680	IRRIGATION REPAIR	327.52
001-5-01000-0000-0682	UNIFORMS	255.41
001-5-01000-0000-0703	ADVERTISEMENTS & PRI...	51.52
001-5-01000-0000-0710	SOFTWARE MAINTENAN...	395.60
001-5-01000-0000-0715	BUILDING MAINT. & RE...	667.00
001-5-01000-0000-0725	MEDICAL EXPENSES	95.00
001-5-01000-0000-0736	ELECTRIC UTILITIES	253.18
001-5-01000-0000-0737	GAS UTILITIES	44.06
001-5-01000-0000-0747	MAINT & REPAIR EQUIP...	103.00
001-5-01000-0000-0749	OTHER SERVICES	486.85
001-5-01000-0000-0753	EQUIPMENT RENT, LEASE	1,786.80
001-5-01000-0000-0755	OFFICE EQUIP. SVC. (SVC...	102.98
001-5-01000-0000-0765	TRAVEL & TRAINING EXP...	875.00
001-5-01000-0000-0835	CAPITAL EQUIPMENT	6,352.00
001-5-01100-0000-0710	SOFTWARE MAINTENAN...	197.80
001-5-01100-0000-0737	GAS UTILITIES	44.06
001-5-01300-0000-0622	RECREATION SUPPLIES &...	253.02
001-5-01300-0000-0646	OPERATIONAL SUPPLIES	207.84
001-5-01300-0000-0673	FOOD SUPPLIES	737.06
001-5-01300-0000-0737	GAS UTILITIES	782.80
001-5-01300-0000-0749	OTHER SERVICES	387.50
001-5-01400-0000-0737	GAS UTILITIES	511.50
001-5-01400-0000-0749	OTHER SERVICES	14,860.17
001-5-01400-0000-0797	CONTRACT OPERATIONS	850.00
001-5-01700-0000-0610	CHEMICALS	1,516.06
001-5-01700-0000-0646	OPERATIONAL SUPPLIES	2,200.64
001-5-01700-0000-0651	PARTS FOR VEHICLES, E...	1,450.48
001-5-01700-0000-0667	OFFICE SUPPLIES	166.71
001-5-01700-0000-0671	GOLF SUPPLIES	232.00
001-5-01700-0000-0673	FOOD SUPPLIES	3,476.65
001-5-01700-0000-0675	SUNDRIES/ BEER PURCH...	3,327.21
001-5-01700-0000-0677	MERCHANDISE FOR RES...	1,873.34

Account Summary

Account Number	Account Name	Payment Amount
001-5-01700-0000-0678	KITCHEN SUPPLIES	1,948.86
001-5-01700-0000-0680	IRRIGATION REPAIR	1,436.20
001-5-01700-0000-0703	ADVERTISEMENTS & PRI...	350.00
001-5-01700-0000-0710	SOFTWARE MAINTENAN...	494.50
001-5-01700-0000-0715	BUILDING MAINT. & RE...	687.12
001-5-01700-0000-0725	MEDICAL EXPENSES	125.00
001-5-01700-0000-0738	INSURANCE & BONDS	25.00
001-5-01700-0000-0749	OTHER SERVICES	152.19
001-5-01700-0000-0753	EQUIPMENT RENT, LEASE	4,266.35
001-5-01700-0000-0755	OFFICE EQUIP. SVC. (SVC...	96.53
001-5-01800-0000-0603	BUILDING MAINTENANC...	752.10
001-5-01800-0000-0648	MOTOR FUEL	806.02
001-5-01800-0000-0651	PARTS FOR VEHICLES, E...	3,699.28
001-5-01800-0000-0659	MEDICAL SUPPLIES	5,957.21
001-5-01800-0000-0666	SUBSCRIPTIONS, BOOKS...	39.51
001-5-01800-0000-0682	UNIFORMS	783.75
001-5-01800-0000-0683	PROTECTIVE GEAR	657.62
001-5-01800-0000-0710	SOFTWARE MAINTENAN...	2,967.00
001-5-01800-0000-0714	REP & MAINT OF DATA ...	96.56
001-5-01800-0000-0715	BUILDING MAINT. & RE...	212.50
001-5-01800-0000-0747	MAINT & REPAIR EQUIP...	230.00
001-5-01800-0000-0755	OFFICE EQUIP. SVC. (SVC...	267.95
001-5-01900-0000-0610	CHEMICALS	181.11
001-5-01900-0000-0616	ANIMAL MED SUPPLIES ...	852.69
001-5-01900-0000-0637	PET FOOD AND SUPPLIES	2,619.91
001-5-01900-0000-0646	CLEANING & OP SUPPLIES	402.98
001-5-01900-0000-0648	MOTOR FUEL	101.40
001-5-01900-0000-0667	OFFICE SUPPLIES	70.76
001-5-01900-0000-0670	MISC. & SAFETY SUPPLIES	135.60
001-5-01900-0000-0710	SOFTWARE MAINTENAN...	1,739.00
001-5-01900-0000-0735	TELEPHONE	44.60
001-5-01900-0000-0736	ELECTRIC UTILITIES	351.66
001-5-01900-0000-0737	GAS UTILITIES	377.13
001-5-01900-0000-0747	MAINT & REPAIR EQUIP...	99.00
001-5-01900-0000-0749	OTHER SERVICES	356.86
001-5-01900-0000-0755	OFFICE EQUIP. SVC. (SVC...	192.96
001-5-01900-0000-0835	CAPITAL EQUIPMENT	2,611.51
001-5-02200-0000-0648	MOTOR FUEL	473.89
001-5-02200-0000-0703	ADVERTISEMENTS & PRI...	208.85
001-5-02200-0000-0710	SOFTWARE MAINTENAN...	890.10
001-5-02200-0000-0744	BLIGHT CONDEMNATION	4,500.00
001-5-02200-0000-0746	MAINTAIN & REPAIR VEH..	180.00
001-5-02200-0000-0749	OTHER SERVICES	2,200.00
001-5-02200-0000-0755	OFFICE EQUIP. SVC. (SVC...	797.92
001-5-02300-0000-0603	BUILDING MAINTENANC...	501.38
001-5-02300-0000-0635	JAIL & PRISONER EXPEN...	59.82
001-5-02300-0000-0639	MATERIAL - BUILDING	8.26
001-5-02300-0000-0646	OPERATIONAL SUPPLIES	12.99
001-5-02300-0000-0648	MOTOR FUEL	6,343.08
001-5-02300-0000-0651	PARTS FOR VEHICLES, E...	1,665.42
001-5-02300-0000-0666	SUBSCRIPTIONS, BOOKS...	285.00
001-5-02300-0000-0667	OFFICE SUPPLIES	794.26
001-5-02300-0000-0673	FOOD SUPPLIES	176.75
001-5-02300-0000-0678	KITCHEN SUPPLIES	163.54
001-5-02300-0000-0682	UNIFORMS	6,738.27
001-5-02300-0000-0696	INVESTIGATIONS	450.00
001-5-02300-0000-0703	ADVERTISEMENTS & PRI...	1,568.84
001-5-02300-0000-0710	SOFTWARE MAINTENAN...	50,571.96

Account Summary

Account Number	Account Name	Payment Amount
001-5-02300-0000-0713	REP. & MAINT. OF COM...	377.00
001-5-02300-0000-0714	REP & MAINT OF DATA ...	161.32
001-5-02300-0000-0715	BUILDING MAINT. & RE...	2,331.50
001-5-02300-0000-0724	CRIME PREVENTION	562.50
001-5-02300-0000-0725	MEDICAL EXPENSES	130.00
001-5-02300-0000-0731	PRISONER EXPENSES	511.93
001-5-02300-0000-0735	TELEPHONE	158.55
001-5-02300-0000-0737	GAS UTILITIES	399.34
001-5-02300-0000-0746	MAINTAIN & REPAIR VEH..	5,452.31
001-5-02300-0000-0749	OTHER SERVICES	56.50
001-5-02300-0000-0755	OFFICE EQUIP. SVC. (SVC...	680.43
001-5-02300-0000-0765	TRAVEL & TRAINING EXP...	653.70
001-5-02310-0000-0710	SOFTWARE MAINTENAN...	1,285.70
001-5-02310-0000-0714	REP & MAINT OF DATA ...	2,539.44
001-5-02310-0000-0755	OFFICE EQUIP. SVC. (SVC...	1,216.46
001-5-02400-0000-0603	BUILDING MAINTENANC...	1,096.10
001-5-02400-0000-0610	CHEMICALS	1,445.00
001-5-02400-0000-0648	MOTOR FUEL	1,775.35
001-5-02400-0000-0651	PARTS FOR VEHICLES, E...	1,724.66
001-5-02400-0000-0666	SUBSCRIPTIONS, BOOKS...	39.51
001-5-02400-0000-0682	UNIFORMS	783.78
001-5-02400-0000-0683	PROTECTIVE GEAR	657.62
001-5-02400-0000-0710	SOFTWARE MAINTENAN...	2,967.00
001-5-02400-0000-0713	REP. & MAINT. OF COM...	1,385.63
001-5-02400-0000-0714	REP & MAINT OF DATA ...	96.58
001-5-02400-0000-0715	BUILDING MAINT. & RE...	662.50
001-5-02400-0000-0737	GAS UTILITIES	469.16
001-5-02400-0000-0747	MAINT & REPAIR EQUIP...	519.88
001-5-02400-0000-0755	OFFICE EQUIP. SVC. (SVC...	268.02
001-5-02400-0000-0765	TRAVEL & TRAINING EXP...	242.70
001-5-02400-0000-0835	CAPITAL EQUIPMENT	3,157.81
001-5-02500-0000-0603	BUILDING MAINTENANC...	19.86
001-5-02500-0000-0610	CHEMICALS	3.09
001-5-02500-0000-0614	LANDSCAPING	425.74
001-5-02500-0000-0632	STREET MAINTENANCE(...	2,582.16
001-5-02500-0000-0634	TRAFFIC SIGNAL PARTS	121.88
001-5-02500-0000-0645	OIL, ANTI-FREEZE, GRE...	1,093.67
001-5-02500-0000-0646	OPERATIONAL SUPPLIES	3,018.71
001-5-02500-0000-0648	MOTOR FUEL	3,329.16
001-5-02500-0000-0651	PARTS FOR VEHICLES, E...	4,027.62
001-5-02500-0000-0652	TOOLS	2,400.42
001-5-02500-0000-0667	OFFICE SUPPLIES	11.78
001-5-02500-0000-0672	SIGNS	2,543.34
001-5-02500-0000-0710	SOFTWARE MAINTENAN...	271.96
001-5-02500-0000-0734	TRAFFIC SIGNAL MAINT...	4,880.09
001-5-02500-0000-0735	TELEPHONE	0.10
001-5-02500-0000-0737	GAS UTILITIES	223.64
001-5-02500-0000-0739	SIREN ELECTRICITY	30.64
001-5-02500-0000-0749	OTHER SERVICES	8,916.03
001-5-02500-0000-0755	OFFICE EQUIP. SVC. (SVC...	111.64
001-5-02500-0000-0762	STREET LIGHTING	75.40
001-5-02500-0000-0769	TRAFFIC LIGHT ELECTRIC...	161.58
001-5-02900-0000-0710	SOFTWARE MAINTENAN...	395.60
001-5-02900-0000-0755	OFFICE EQUIP. SVC. (SVC...	422.11
001-5-03000-0000-0702	CONTRACTOR SERVICES ...	3,229.16
001-5-03000-0000-0710	SOFTWARE MAINTENAN...	692.30
001-5-03000-0000-0714	REP & MAINT OF DATA ...	15.74
001-5-03000-0000-0715	BUILDING MAINT. & RE...	35.00

Account Summary

Account Number	Account Name	Payment Amount
001-5-03000-0000-0737	GAS UTILITIES	266.79
001-5-03000-0000-0755	OFFICE EQUIP. SVC. (SVC...	534.41
001-5-04000-0000-0715	BUILDING MAINT. & RE...	1,387.18
001-5-04000-0000-0736	ELECTRIC UTILITIES	4,274.53
001-5-04000-0000-0737	GAS UTILITIES	328.03
001-5-04800-0000-0603	BUILDING MAINTENANC...	1,648.18
001-5-04800-0000-0622	RECREATION SUPPLIES &...	1,743.84
001-5-04800-0000-0630	COMPUTER HARDWARE	1,824.84
001-5-04800-0000-0646	OPERATIONAL SUPPLIES	1,106.09
001-5-04800-0000-0667	OFFICE SUPPLIES	331.19
001-5-04800-0000-0703	ADVERTISEMENTS & PRI...	68.64
001-5-04800-0000-0710	SOFTWARE MAINTENAN...	791.20
001-5-04800-0000-0720	REC INSTRUCTORS FEE	810.00
001-5-04800-0000-0721	OFFICIALS FEES	350.00
001-5-04800-0000-0725	MEDICAL EXPENSES	95.00
001-5-04800-0000-0737	GAS UTILITIES	1,395.04
001-5-04800-0000-0749	OTHER SERVICES	2,763.50
001-5-04800-0000-0755	OFFICE EQUIP. SVC. (SVC...	60.23
002-5-02400-0000-0670	MISC AND SAFETY SUPPL...	30,446.00
002-5-27900-0000-0682	UNIFORMS	2,792.24
014-2-00000-0249	LEASES PAYABLE- CURR...	51.07
014-2-00000-0250	F.I.T PAYABLE	3,184.80
014-2-00000-0251	FICA PAYABLE	7,785.62
014-2-00000-0252	SIT PAYABLE	2,252.02
014-2-00000-0254	UNITED FUND PAYABLE	4.00
014-2-00000-0255	KPERS PAYABLE	8,465.49
014-2-00000-0257	EMP MEDICAL INS PAYA...	6,301.84
014-2-00000-0259	GARNISHMENTS PAYABLE	163.02
014-2-00000-0261	AETNA DEFERRED COMP...	517.51
014-2-00000-0267	DENTAL INSURANCE PAY	477.31
014-2-00000-0279	GARNISHMENT FEE	5.00
014-2-00000-0735	TELEPHONE REIMBURS...	37.11
014-2-00000-1282	AFLAC	263.21
014-2-00000-1287	ADVANCE LIFE	155.55
014-2-00000-2377	MED REIMB/DEP CARE	449.68
014-5-53200-0000-0603	BUILDING MAINTENANC...	19.88
014-5-53200-0000-0610	CHEMICALS	1.55
014-5-53200-0000-0632	STREET MAINTENANCE	3,451.75
014-5-53200-0000-0645	OIL, ANTI-FREEZE, GRE...	911.39
014-5-53200-0000-0646	OPERATIONAL SUPPLIES	16,446.23
014-5-53200-0000-0651	PARTS FOR VEHICLES, E...	3,669.15
014-5-53200-0000-0652	TOOLS	713.15
014-5-53200-0000-0667	OFFICE SUPPLIES	11.79
014-5-53200-0000-0670	MISC. & SAFETY SUPPLIES	345.85
014-5-53200-0000-0749	OTHER SERVICES	2,506.99
014-5-53300-0000-0736	ELETRIC UTILITIES	23,557.75
014-5-53300-0000-0737	GAS UTILITIES	416.95
014-5-53300-0000-0797	CONTRACT OPERATIONS	113,150.52
014-5-53300-0000-0836	CAPITAL IMPROVEMENTS	231,651.42
014-5-53400-0000-0667	OFFICE SUPPLIES	27.42
014-5-53400-0000-0710	SOFTWARE MAINTENAN...	519.23
014-5-53400-0000-0735	TELEPHONE	80.12
014-5-53400-0000-0737	GAS UTILITIES	90.12
014-5-53400-0000-0749	OTHER SERVICES	63.50
014-5-53400-0000-0755	OFFICE EQUIP. SVC. (SVC...	339.15
015-2-00000-0249	LEASE PAYABLE-CURRENT	52.58
015-2-00000-0250	F.I.T PAYABLE	3,307.92
015-2-00000-0251	FICA PAYABLE	8,062.48

Account Summary

Account Number	Account Name	Payment Amount
015-2-00000-0252	SIT PAYABLE	2,337.99
015-2-00000-0254	UNITED FUND PAYABLE	4.00
015-2-00000-0255	KPERS PAYABLE	8,763.17
015-2-00000-0257	EMP MEDICAL INS PAYA...	6,430.38
015-2-00000-0259	GARNISHMENTS PAYABLE	162.98
015-2-00000-0261	AETNA DEFERRED COMP...	517.51
015-2-00000-0267	DENTAL INSURANCE PAY	488.22
015-2-00000-0279	GARNISHMENT FEE	5.00
015-2-00000-0735	TELEPHONE REIMBURS...	39.75
015-2-00000-1282	AFLAC	270.53
015-2-00000-1287	ADVANCE LIFE	159.09
015-2-00000-2377	MED REIMB/DEP CARE	449.60
015-5-54000-0000-0603	BUILDING MAINTENANC...	19.88
015-5-54000-0000-0610	CHEMICALS	1.55
015-5-54000-0000-0645	OIL, ANTI-FREEZE, GRE...	911.39
015-5-54000-0000-0646	OPERATIONAL SUPPLIES	377.64
015-5-54000-0000-0648	MOTOR FUEL	681.32
015-5-54000-0000-0651	PARTS FOR VEHICLES, E...	3,669.16
015-5-54000-0000-0667	OFFICE SUPPLIES	11.79
015-5-54000-0000-0749	OTHER SERVICES	4,718.75
015-5-54100-0000-0667	OFFICE SUPPLIES	27.41
015-5-54100-0000-0710	SOFTWARE MAINTENAN...	519.23
015-5-54100-0000-0735	TELEPHONE	0.10
015-5-54100-0000-0755	OFFICE EQUIP. SVC. (SVC...	332.46
015-5-54700-0000-0736	ELECTRIC UTILITIES	19,315.61
015-5-54700-0000-0737	GAS UTILITIES	925.78
015-5-54700-0000-0749	OTHER SERVICES	10.50
018-2-00000-0249	LEASE PAYABLE-CURRENT	13.53
018-2-00000-0250	F.I.T. PAYABLE	824.26
018-2-00000-0251	FICA PAYABLE	2,070.72
018-2-00000-0252	SIT PAYABLE	621.95
018-2-00000-0254	UNITED FUND PAYALBE	2.00
018-2-00000-0255	KPERS PAYABLE	2,266.00
018-2-00000-0257	EMP MEDICAL INS PAYA...	622.64
018-2-00000-0261	DEFERRED COMP	247.51
018-2-00000-0267	DENTAL INSURANCE PAY	63.75
018-2-00000-0735	TELEPHONE REIMBURS...	5.30
018-2-00000-1282	AFLAC	57.32
018-2-00000-1287	ADVANCE LIFE	79.23
018-2-00000-2377	FLEX SPENDING	92.94
018-5-61800-0000-0728	ENGINEERING SERVICES	397,127.79
018-5-61900-0000-0646	OTHER OPERATIONS	230.30
018-5-61900-0000-0651	PARTS FOR VEHICLES & ...	734.56
018-5-61900-0000-0749	OTHER SERVICES	2,850.00
019-5-12000-0000-0749	OTHER SERVICES	46,250.00
019-5-12000-0000-0905	BONDS	30,555.90
019-5-12000-0000-0910	INTEREST EXPENSE	3,472.84
020-5-13000-0000-0770	TAX DISTRIBUTION	65,423.09
023-2-00000-0249	CURRENT LEASES PAYAB...	39.55
023-2-00000-0250	F.I.T. PAYABLE	2,747.56
023-2-00000-0251	FICA PAYABLE	6,123.38
023-2-00000-0252	SIT PAYABLE	1,674.23
023-2-00000-0254	UNITED FUND PAYABLE	3.00
023-2-00000-0255	KPERS PAYABLE	6,718.64
023-2-00000-0257	EMP MEDICAL INS PAYA...	3,507.48
023-2-00000-0259	GARNISHMENTS PAYABLE	902.00
023-2-00000-0261	AETNA DEFERRED COMP...	367.47
023-2-00000-0267	DENTAL INSURANCE PAY	369.99

Account Summary

Account Number	Account Name	Payment Amount
023-2-00000-0279	GARNISHMENT FEE	20.00
023-2-00000-0735	TELEPHONE REIMBURS...	9.26
023-2-00000-1282	AFLAC	355.94
023-2-00000-1287	ADVANCE LIFE	262.16
023-2-00000-2377	MED REIMB/DEP CARE	271.92
023-5-64400-0000-0520	REGULAR TIME SALARY ...	214.00
023-5-64400-0000-0603	BUILDING MAINTENANC...	19.88
023-5-64400-0000-0645	OIL, ANTI-FREEZE, ETC	729.12
023-5-64400-0000-0648	MOTOR FUEL	2,931.94
023-5-64400-0000-0651	PARTS FOR VEHICLES	927.84
023-5-64400-0000-0667	OFFICE SUPPLIES	11.79
023-5-64400-0000-0735	TELEPHONE	0.10
023-5-64400-0000-0749	OTHER SERVICES	2,132.75
023-5-64500-0000-0710	SOFTWARE MAINTENAN...	271.98
023-5-64500-0000-0755	OFFICE EQUIP. SVC. (SVC...	332.46
025-5-01800-0000-0835	CAPITAL EQUIPMENT	46,609.78
025-5-80000-0000-0803	BUILDING AND STRUCT...	42,739.52
049-4-44000-0000-0749	OPIOID SETTLEMENT - O...	15,000.00
050-5-44000-0000-0646	OPERATIONAL SUPPLIES	1,000.00
075-5-39000-0000-0749	OTHER SERVICES	4,500.00
085-5-00000-0000-0701	CONTRACTORS AGREEM...	1,333,604.88
	Grand Total:	3,621,203.79

Project Account Summary

Project Account Key	Payment Amount
None	3,587,965.55
002-5-02400-0000-0670	30,446.00
2024 VEST GRANT 00252790000000682	2,792.24
	Grand Total:
	3,621,203.79



Junction City, KS

Bank Transaction Report

Transaction Detail

Issued Date Range: 03/17/2026 - 04/08/2026

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Outstanding							
Bank Draft							
03/17/2026		DFT0018700	KS STATEBANK	Accounts Payable	Outstanding	Bank Draft	-33,678.32
03/20/2026		DFT0018701	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-9.60
03/20/2026		DFT0018702	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-2.61
03/20/2026		DFT0018703	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-36.99
03/20/2026		DFT0018704	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,028.96
03/20/2026		DFT0018705	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-31.84
03/20/2026		DFT0018706	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-545.11
03/20/2026		DFT0018707	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-34.70
03/20/2026		DFT0018708	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-909.84
03/20/2026		DFT0018709	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-260.27
03/20/2026		DFT0018710	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-50.21
03/20/2026		DFT0018711	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-64.56
03/20/2026		DFT0018712	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-702.76
03/20/2026		DFT0018713	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-2,910.76
03/20/2026		DFT0018714	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-197.93
03/20/2026		DFT0018715	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-21.83
03/20/2026		DFT0018716	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-8.33
03/20/2026		DFT0018717	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-21.92
03/20/2026		DFT0018718	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-13.80
03/20/2026		DFT0018719	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-7.36
03/20/2026		DFT0018720	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-7.51
03/20/2026		DFT0018721	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-21.97
03/20/2026		DFT0018722	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-1,107.17
03/20/2026		DFT0018723	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-2,723.48
03/20/2026		DFT0018724	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-2,124.65
03/20/2026		DFT0018725	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-636.96
03/20/2026		DFT0018726	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-258.68
03/20/2026		DFT0018727	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-795.61
03/20/2026		DFT0018728	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-92.12
03/20/2026		DFT0018729	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-875.22
03/20/2026		DFT0018730	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-4,015.06
03/20/2026		DFT0018731	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-9,260.64
03/20/2026		DFT0018732	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-859.68
03/20/2026		DFT0018733	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,259.38

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/20/2026		DFT0018734	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-342.80
03/20/2026		DFT0018735	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-3,270.66
03/20/2026		DFT0018736	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-589.90
03/20/2026		DFT0018737	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-12,737.76
03/20/2026		DFT0018738	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-260.27
03/20/2026		DFT0018739	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-19,259.98
03/20/2026		DFT0018740	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-6,841.56
03/20/2026		DFT0018741	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-15,187.08
03/20/2026		DFT0018742	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-2,661.13
03/20/2026		DFT0018743	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,791.54
03/20/2026		DFT0018744	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-108,880.91
03/20/2026		DFT0018745	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-4,908.86
03/20/2026		DFT0018746	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-5,176.89
03/20/2026		DFT0018747	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-32,433.42
03/20/2026		DFT0018748	EMPOWER RETIREMENT LLC	Accounts Payable	Outstanding	Bank Draft	-10,079.00
03/20/2026		DFT0018749	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-1,722.88
03/20/2026		DFT0018750	EMPOWER RETIREMENT LLC	Accounts Payable	Outstanding	Bank Draft	-2,237.00
03/20/2026		DFT0018751	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-656.59
03/20/2026		DFT0018752	KAREN COMPTON	Accounts Payable	Outstanding	Bank Draft	-10.83
03/20/2026		DFT0018753	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-31.52
03/20/2026		DFT0018754	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-237.84
03/20/2026		DFT0018755	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-93.24
03/20/2026		DFT0018756	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-108.80
03/20/2026		DFT0018757	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-306.88
03/20/2026		DFT0018758	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-271.40
03/20/2026		DFT0018759	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-73.60
03/20/2026		DFT0018760	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-105.14
03/20/2026		DFT0018761	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-387.52
03/20/2026		DFT0018762	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-603.47
03/20/2026		DFT0018763	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-28,012.47
03/20/2026		DFT0018764	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-35,239.32
03/20/2026		DFT0018765	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-44,385.66
03/20/2026		DFT0018766	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-17,558.28
03/20/2026		DFT0018767	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-0.40
03/20/2026		DFT0018768	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-13.74
03/20/2026		DFT0018769	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-11.68
03/24/2026		DFT0018770	EVERGY	Accounts Payable	Outstanding	Bank Draft	-351.66
03/24/2026		DFT0018771	EVERGY	Accounts Payable	Outstanding	Bank Draft	-2,728.54
03/24/2026		DFT0018772	EVERGY	Accounts Payable	Outstanding	Bank Draft	-46.54
03/24/2026		DFT0018773	EVERGY	Accounts Payable	Outstanding	Bank Draft	-4,995.69
03/24/2026		DFT0018774	T-MOBILE USA INC.	Accounts Payable	Outstanding	Bank Draft	-6,072.18
03/24/2026		DFT0018775	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-1,395.04
03/24/2026		DFT0018776	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-99.25

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/24/2026		DFT0018777	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-412.25
03/24/2026		DFT0018778	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-328.03
03/24/2026		DFT0018779	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-1,342.73
03/24/2026		DFT0018780	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-90.12
03/24/2026		DFT0018781	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-918.61
03/24/2026		DFT0018782	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-755.35
03/24/2026		DFT0018783	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-1,050.50
03/24/2026		DFT0018784	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-443.40
03/26/2026		DFT0018785	KS STATEBANK	Accounts Payable	Outstanding	Bank Draft	-37,082.38
03/31/2026		DFT0018788	VERIZON WIRELESS	Accounts Payable	Outstanding	Bank Draft	-238.57
03/31/2026		DFT0018789	EVERGY	Accounts Payable	Outstanding	Bank Draft	-282.04
03/31/2026		DFT0018790	EVERGY	Accounts Payable	Outstanding	Bank Draft	-22,757.79
03/31/2026		DFT0018791	EVERGY	Accounts Payable	Outstanding	Bank Draft	-19,315.61
03/31/2026		DFT0018792	EVERGY	Accounts Payable	Outstanding	Bank Draft	-240.38
04/03/2026		DFT0018793	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-9.60
04/03/2026		DFT0018794	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-2.61
04/03/2026		DFT0018795	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-36.99
04/03/2026		DFT0018796	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,028.96
04/03/2026		DFT0018797	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-31.84
04/03/2026		DFT0018798	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-545.11
04/03/2026		DFT0018799	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-34.70
04/03/2026		DFT0018800	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-909.84
04/03/2026		DFT0018801	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-260.27
04/03/2026		DFT0018802	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-50.21
04/03/2026		DFT0018803	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-64.56
04/03/2026		DFT0018804	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-793.59
04/03/2026		DFT0018805	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-2,680.42
04/03/2026		DFT0018806	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-166.96
04/03/2026		DFT0018807	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-21.83
04/03/2026		DFT0018808	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-8.33
04/03/2026		DFT0018809	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-21.92
04/03/2026		DFT0018810	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-13.80
04/03/2026		DFT0018811	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-7.36
04/03/2026		DFT0018812	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-7.51
04/03/2026		DFT0018813	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-21.09
04/03/2026		DFT0018814	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-1,056.50
04/03/2026		DFT0018815	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-2,613.36
04/03/2026		DFT0018816	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-1,749.00
04/03/2026		DFT0018817	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-611.20
04/03/2026		DFT0018818	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-260.28
04/03/2026		DFT0018819	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-795.61
04/03/2026		DFT0018820	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-92.12
04/03/2026		DFT0018821	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-875.22

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/03/2026		DFT0018822	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-4,015.06
04/03/2026		DFT0018823	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-9,260.64
04/03/2026		DFT0018824	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-859.68
04/03/2026		DFT0018825	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,259.38
04/03/2026		DFT0018826	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-342.80
04/03/2026		DFT0018827	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-2,725.55
04/03/2026		DFT0018828	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-555.20
04/03/2026		DFT0018829	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-12,737.76
04/03/2026		DFT0018830	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-19,520.25
04/03/2026		DFT0018831	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-6,841.56
04/03/2026		DFT0018832	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-15,187.08
04/03/2026		DFT0018833	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-2,661.13
04/03/2026		DFT0018834	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,775.40
04/03/2026		DFT0018835	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-109,360.74
04/03/2026		DFT0018836	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-4,918.31
04/03/2026		DFT0018837	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-5,175.88
04/03/2026		DFT0018838	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-33,269.24
04/03/2026		DFT0018839	EMPOWER RETIREMENT LLC	Accounts Payable	Outstanding	Bank Draft	-10,079.00
04/03/2026		DFT0018840	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-1,720.14
04/03/2026		DFT0018841	EMPOWER RETIREMENT LLC	Accounts Payable	Outstanding	Bank Draft	-2,237.00
04/03/2026		DFT0018842	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-661.09
04/03/2026		DFT0018843	KAREN COMPTON	Accounts Payable	Outstanding	Bank Draft	-10.83
04/03/2026		DFT0018844	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-18.20
04/03/2026		DFT0018845	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-246.17
04/03/2026		DFT0018846	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-79.92
04/03/2026		DFT0018847	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-108.80
04/03/2026		DFT0018848	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-306.88
04/03/2026		DFT0018849	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-276.00
04/03/2026		DFT0018850	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-73.60
04/03/2026		DFT0018851	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-105.14
04/03/2026		DFT0018852	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-387.52
04/03/2026		DFT0018853	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-608.20
04/03/2026		DFT0018854	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-28,189.47
04/03/2026		DFT0018855	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-35,567.44
04/03/2026		DFT0018856	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-45,322.62
04/03/2026		DFT0018857	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-17,656.28
04/03/2026		DFT0018858	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-4.54
04/03/2026		DFT0018859	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-231.34
04/03/2026		DFT0018860	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-563.42
04/03/2026		DFT0018861	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-282.22
04/03/2026		DFT0018862	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-131.76
Bank Draft Total: (161)							-912,116.54

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Check							
03/17/2026		100540	ALL COPY PRODUCTS, INC.	Accounts Payable	Outstanding	Check	-708.80
03/17/2026		100541	AMAZON CAPITAL SERVICES INC	Accounts Payable	Outstanding	Check	-830.98
03/17/2026		100542	AMERICAN DIGITAL SECURITY, LLC	Accounts Payable	Outstanding	Check	-330.50
03/17/2026		100543	AMY CLAIRE COPPOLA	Accounts Payable	Outstanding	Check	-100.00
03/17/2026		100544	ANGEL FOULK	Accounts Payable	Outstanding	Check	-100.00
03/17/2026		100545	BAYER CONSTRUCTION CO.	Accounts Payable	Outstanding	Check	-2,018.57
03/17/2026		100546	BRADY INDUSTRIES OF KANSAS, LLC	Accounts Payable	Outstanding	Check	-1,058.48
03/17/2026		100547	BRAYDEN GREEN	Accounts Payable	Outstanding	Check	-75.00
03/17/2026		100548	BRIDGESTONE GOLF, INC	Accounts Payable	Outstanding	Check	-2,599.05
03/17/2026		100549	C & K CONSTRUCTION	Accounts Payable	Outstanding	Check	-5,327.00
03/17/2026		100550	CALLAWAY GOLF	Accounts Payable	Outstanding	Check	-10,441.16
03/17/2026		100551	CASH-WA DISTRIBUTING	Accounts Payable	Outstanding	Check	-493.12
03/17/2026		100552	CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC	Accounts Payable	Outstanding	Check	-124.23
03/17/2026		100553	CATHY FAHEY	Accounts Payable	Outstanding	Check	-66.33
03/17/2026		100554	CATLETT AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-307.03
03/17/2026		100555	COLLECTION BUREAU OF KANSAS INC	Accounts Payable	Outstanding	Check	-2,809.68
03/17/2026		100556	CORE & MAIN LP	Accounts Payable	Outstanding	Check	-2,970.58
03/17/2026		100557	CRAIG BENDER	Accounts Payable	Outstanding	Check	-75.00
03/17/2026		100558	CROWN DISTRIBUTORS, INC.	Accounts Payable	Outstanding	Check	-749.18
03/17/2026		100559	CUMMINS ALLISON	Accounts Payable	Outstanding	Check	-865.75
03/17/2026		100560	Daniel Woodard	Accounts Payable	Outstanding	Check	-216.53
03/17/2026		100561	DAVIS & STANTON, INC.	Accounts Payable	Outstanding	Check	-208.00
03/17/2026		100562	DAVIS EQUIPMENT CORPORATION	Accounts Payable	Outstanding	Check	-87.83
03/17/2026		100563	DELTA FIRE & SAFETY INC.	Accounts Payable	Outstanding	Check	-875.00
03/17/2026		100564	DEVYN ALYUS DEROSIA	Accounts Payable	Outstanding	Check	-120.00
03/17/2026		100565	DUKE'S ROOT CONTROL, INC.	Accounts Payable	Outstanding	Check	-90.00
03/17/2026		100566	EASY PICKER GOLF PRODUCTS	Accounts Payable	Outstanding	Check	-477.30
03/17/2026		100567	FIRESTONE MASTER CAR SERV	Accounts Payable	Outstanding	Check	-1,152.03
03/17/2026		100568	FLINT HILLS BEVERAGE LLC	Accounts Payable	Outstanding	Check	-226.69
03/17/2026		100569	FLINT HILLS NEUROPSYCHOLOGY, LLC	Accounts Payable	Outstanding	Check	-420.00
03/17/2026		100570	FOLEY EQUIPMENT	Accounts Payable	Outstanding	Check	-408.40
03/17/2026		100571	FOOTJOY/TITLEIST	Accounts Payable	Outstanding	Check	-6,818.55
03/17/2026		100572	FRANK & LETITIA PAPISH	Accounts Payable	Outstanding	Check	-23,268.00
03/17/2026		100573	GEARY COUNTY RWD #4	Accounts Payable	Outstanding	Check	-235.89
03/17/2026		100574	GEARY COUNTY SHERIFF	Accounts Payable	Outstanding	Check	-95.57
03/17/2026		100575	GENE N. PARRISH	Accounts Payable	Outstanding	Check	-4,000.00
03/17/2026		100576	GLOBAL TRACKING COMMUNICATIONS LLC	Accounts Payable	Outstanding	Check	-3,346.44
03/17/2026		100577	GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL	Accounts Payable	Outstanding	Check	-2,745.41
03/17/2026		100578	HAPDA	Accounts Payable	Outstanding	Check	-200.00
03/17/2026		100579	HARRELL'S INC.	Accounts Payable	Outstanding	Check	-21,461.33
03/17/2026		100580	HEARING DOCTORS OF KANSAS, INC	Accounts Payable	Outstanding	Check	-80.00
03/17/2026		100581	HENRY SCHEIN, INC	Accounts Payable	Outstanding	Check	-313.60

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/17/2026		100582	HFE PROCESS, INC.	Accounts Payable	Outstanding	Check	-210.94
03/17/2026		100583	HONOR SCREENPRINTING & EMBROIDERY LLC	Accounts Payable	Outstanding	Check	-617.59
03/17/2026		100584	JACOB BENDER	Accounts Payable	Outstanding	Check	-100.00
03/17/2026		100585	JADEN EXANTUS	Accounts Payable	Outstanding	Check	-350.00
03/17/2026		100586	JIM CLARK AUTO CENTER	Accounts Payable	Outstanding	Check	-4,036.31
03/17/2026		100587	JOHN W ANTRIM JR	Accounts Payable	Outstanding	Check	-9,212.50
03/17/2026		100588	KA-COMM	Accounts Payable	Outstanding	Check	-677.00
03/17/2026		100589	KANSAS ONE-CALL SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-357.77
03/17/2026		100590	KLMM-66 LLC	Accounts Payable	Outstanding	Check	-13.50
03/17/2026		100591	KRISPY CLEAN INC.	Accounts Payable	Outstanding	Check	-459.10
03/17/2026		100592	LEAGUE OF KANSAS MUNICIPALITIES	Accounts Payable	Outstanding	Check	-225.00
03/17/2026		100593	LEXISNEXIS RISK DATA MANAGEMENT INC.	Accounts Payable	Outstanding	Check	-821.15
03/17/2026		100594	MIDWEST CONCRETE MATERIALS	Accounts Payable	Outstanding	Check	-1,213.08
03/17/2026		100595	MIDWEST VETERINARY SUPPLY, INC.	Accounts Payable	Outstanding	Check	-761.60
03/17/2026		100596	MINNESOTA ELEVATOR, INC.	Accounts Payable	Outstanding	Check	-1,553.28
03/17/2026		100597	NATIONAL FLEET TESTING SERVICES, INC.	Accounts Payable	Outstanding	Check	-500.00
03/17/2026		100598	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	Check	-584.16
03/17/2026		100599	PAXTON WELDING	Accounts Payable	Outstanding	Check	-2,217.00
03/17/2026		100600	PCS	Accounts Payable	Outstanding	Check	-580.50
03/17/2026		100601	PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.	Accounts Payable	Outstanding	Check	-291.75
03/17/2026		100602	PITNEY BOWES INC	Accounts Payable	Outstanding	Check	-226.41
03/17/2026		100603	POSTMASTER	Accounts Payable	Outstanding	Check	-10,000.00
03/17/2026		100604	PYE-BARKER FIRE & SAFETY, LLC	Accounts Payable	Outstanding	Check	-380.00
03/17/2026		100605	RAM EXTERMINATORS, LLC	Accounts Payable	Outstanding	Check	-277.00
03/17/2026		100606	REEVES-WIEDEMAN CO.	Accounts Payable	Outstanding	Check	-2,205.63
03/17/2026		100607	RICHARD PINAIRE	Accounts Payable	Outstanding	Check	-393.46
03/17/2026		100608	RILEIGHS OUTDOOR, LLC	Accounts Payable	Outstanding	Check	-4,807.50
03/17/2026		100609	RUSH TRUCK CENTERS OF KANSAS, INC.	Accounts Payable	Outstanding	Check	-368.76
03/17/2026		100610	SALINA SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-830.25
03/17/2026		100611	SEAN CARR	Accounts Payable	Outstanding	Check	-159.50
03/17/2026		100612	SIR SPEEDY	Accounts Payable	Outstanding	Check	-346.36
03/17/2026		100613	SKYDIO, INC.	Accounts Payable	Outstanding	Check	-3,538.00
03/17/2026		100614	SPRING VALLEY VETERINARY HOSPITAL LLC	Accounts Payable	Outstanding	Check	-158.44
03/17/2026		100615	STANION WHOLESALE ELECTRIC CO	Accounts Payable	Outstanding	Check	-613.01
03/17/2026		100616	STORMONT VAIL HEALTH FLINT HILLS LLC	Accounts Payable	Outstanding	Check	-95.00
03/17/2026		100617	SUNFLOWER RESTAURANT SUPPLY CO.	Accounts Payable	Outstanding	Check	-4,399.00
03/17/2026		100618	SUNSET LAW ENFORCEMENT, LLC.	Accounts Payable	Outstanding	Check	-10,365.50
03/17/2026		100619	THE RDI CORPORATION	Accounts Payable	Outstanding	Check	-1,925.00
03/17/2026		100620	THERMAL COMFORT AIR, INC	Accounts Payable	Outstanding	Check	-388.22
03/17/2026		100621	TOWN & COUNTY VETERINARY HOSPITAL P.A.	Accounts Payable	Outstanding	Check	-1,511.76
03/17/2026		100622	TRUSTED TECH TEAM, INC.	Accounts Payable	Outstanding	Check	-9,247.55
03/17/2026		100623	TURF WORKS LLC	Accounts Payable	Outstanding	Check	-224.00
03/17/2026		100624	VALOR FORD INC	Accounts Payable	Outstanding	Check	-312.00

Bank Transaction Report
Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/17/2026		100625	VERIZON CONNECT FLEET USA LLC	Accounts Payable	Outstanding	Check	-858.55
03/17/2026		100626	WATERS TRUE VALUE	Accounts Payable	Outstanding	Check	-103.45
03/17/2026		100627	WEIS FIRE AND SAFETY EQUIPMENT LLC	Accounts Payable	Outstanding	Check	-769.95
03/17/2026		100628	WICHITA STATE UNIVERSITY CONFERENCE CENTER	Accounts Payable	Outstanding	Check	-250.00
03/19/2026		100686	Edie M Hoyte	Accounts Payable	Outstanding	Check	-500.00
03/19/2026		100687	TWIN VALLEY TELEPHONE, INC.	Accounts Payable	Outstanding	Check	-588.24
03/20/2026		100669	FAMILY SUPPORT PAYMENT CENTER	Accounts Payable	Outstanding	Check	-100.31
03/20/2026		100670	FLEXIBLE SPENDING ACCOUNT #1074334	Accounts Payable	Outstanding	Check	-208.33
03/20/2026		100671	INDIANA STATE CENTRAL COLLECTION UNIT	Accounts Payable	Outstanding	Check	-457.17
03/20/2026		100672	KANSAS PAYMENT CENTER	Accounts Payable	Outstanding	Check	-2,362.50
03/20/2026		100673	POLICE & FIREMEN'S INSURANCE ASSOCIATION	Accounts Payable	Outstanding	Check	-795.84
03/20/2026		100674	STATE OF ARKANSAS	Accounts Payable	Outstanding	Check	-173.33
03/20/2026		100675	UNITED WAY OF JUNCTION CITY-GEARY COUNTY	Accounts Payable	Outstanding	Check	-21.00
03/20/2026		100676	W H GRIFFIN, TRUSTEE	Accounts Payable	Outstanding	Check	-300.00
03/20/2026		100688	BOYD, WAYNE J	Accounts Payable	Outstanding	Check	-225.00
03/20/2026		100689	SPILSBURY, AUSTIN DREW	Accounts Payable	Outstanding	Check	-85.00
03/20/2026		100690	PATRIOT ESTATES LLC	Accounts Payable	Outstanding	Check	-4,205.00
03/24/2026		100691	FRONTIER SPIRITS	Accounts Payable	Outstanding	Check	-2.00
03/24/2026		100692	JC Animal Shelter	Accounts Payable	Outstanding	Check	-100.00
03/24/2026		100693	CODY ROUSE	Accounts Payable	Outstanding	Check	-41.27
03/24/2026		100694	DEVANTE LEGRANDE	Accounts Payable	Outstanding	Check	-18.67
03/24/2026		100695	SAPP BROS INC.	Accounts Payable	Outstanding	Check	-44.59
03/24/2026		100696	SOPHIA RIZZOTTO	Accounts Payable	Outstanding	Check	-35.47
03/25/2026		100698	STEVEN E WOODARD	Accounts Payable	Outstanding	Check	-1,927.00
03/25/2026		100699	WALMART	Accounts Payable	Outstanding	Check	-100.00
03/25/2026		100700	JCAT	Accounts Payable	Outstanding	Check	-4,500.00
03/27/2026		100710	ZOLL, ADRIANNA ELIZABETH	Accounts Payable	Outstanding	Check	-1,315.00
03/27/2026		100711	BOWLING LOUISA D	Accounts Payable	Outstanding	Check	-150.00
03/27/2026		100712	Gaudencio NMN Tzanahua Romero	Accounts Payable	Outstanding	Check	-1,960.00
03/31/2026		100714	RICHARDS FOSTER, TESSENCE MONEY	Accounts Payable	Outstanding	Check	-100.00
04/01/2026		100715	FISHER, LESLIE HANNAH	Accounts Payable	Outstanding	Check	-325.00
04/01/2026		100716	HONOR SCREENPRINTING & EMBROIDERY LLC	Accounts Payable	Outstanding	Check	-313.39
04/01/2026		100717	HARVEY, SEAN ALEXANDER	Accounts Payable	Outstanding	Check	-325.00
04/03/2026		100852	FAMILY SUPPORT PAYMENT CENTER	Accounts Payable	Outstanding	Check	-149.38
04/03/2026		100853	FLEXIBLE SPENDING ACCOUNT #1074334	Accounts Payable	Outstanding	Check	-208.33
04/03/2026		100854	INDIANA STATE CENTRAL COLLECTION UNIT	Accounts Payable	Outstanding	Check	-457.17
04/03/2026		100855	KANSAS PAYMENT CENTER	Accounts Payable	Outstanding	Check	-2,362.50
04/03/2026		100856	POLICE & FIREMEN'S INSURANCE ASSOCIATION	Accounts Payable	Outstanding	Check	-795.84
04/03/2026		100857	STATE OF ARKANSAS	Accounts Payable	Outstanding	Check	-173.33
04/03/2026		100858	UNITED WAY OF JUNCTION CITY-GEARY COUNTY	Accounts Payable	Outstanding	Check	-21.00
04/03/2026		100859	W H GRIFFIN, TRUSTEE	Accounts Payable	Outstanding	Check	-300.00
04/07/2026		100718	AIR AND FIRE SYSTEMS	Accounts Payable	Outstanding	Check	-519.88
04/07/2026		100719	AMAZON CAPITAL SERVICES INC	Accounts Payable	Outstanding	Check	-402.12

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/07/2026		100720	AMERICAN DIGITAL SECURITY, LLC	Accounts Payable	Outstanding	Check	-543.00
04/07/2026		100721	ANDREW WENSEL	Accounts Payable	Outstanding	Check	-81.25
04/07/2026		100722	APRIL HORTON	Accounts Payable	Outstanding	Check	-87.00
04/07/2026		100723	ARIANA DIAZ LORENZO	Accounts Payable	Outstanding	Check	-200.00
04/07/2026		100724	BAYER CONSTRUCTION CO.	Accounts Payable	Outstanding	Check	-186.94
04/07/2026		100725	BLUEVILLE NURSERY	Accounts Payable	Outstanding	Check	-1,056.28
04/07/2026		100726	BOUND TREE MEDICAL, LLC	Accounts Payable	Outstanding	Check	-5,201.63
04/07/2026		100727	BRADY INDUSTRIES OF KANSAS, LLC	Accounts Payable	Outstanding	Check	-4.00
04/07/2026		100728	BRAMLAGE PROPERTIES, LLC	Accounts Payable	Outstanding	Check	-350.00
04/07/2026		100729	BRANDON RICHARDSON JR.	Accounts Payable	Outstanding	Check	-56.25
04/07/2026		100730	BRAYDEN GREEN	Accounts Payable	Outstanding	Check	-100.00
04/07/2026		100731	BRIANNA HARBIN	Accounts Payable	Outstanding	Check	-105.00
04/07/2026		100732	C & K CONSTRUCTION	Accounts Payable	Outstanding	Check	-263.50
04/07/2026		100733	CASH-WA DISTRIBUTING	Accounts Payable	Outstanding	Check	-2,817.24
04/07/2026		100734	CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC	Accounts Payable	Outstanding	Check	-104.23
04/07/2026		100735	CATLETT AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-1,054.61
04/07/2026		100736	CDW GOVERNMENT INC	Accounts Payable	Outstanding	Check	-3,649.68
04/07/2026		100737	CELLEBRITE USA, INC.	Accounts Payable	Outstanding	Check	-35,657.26
04/07/2026		100738	CHAD LAMBDIN	Accounts Payable	Outstanding	Check	-56.25
04/07/2026		100739	CHEYENNE BANGLE	Accounts Payable	Outstanding	Check	-18.75
04/07/2026		100740	CHUBBY'S BAR-B-Q	Accounts Payable	Outstanding	Check	-562.50
04/07/2026		100741	CORE & MAIN LP	Accounts Payable	Outstanding	Check	-6,473.42
04/07/2026		100742	CORYELL INSURORS, INC.	Accounts Payable	Outstanding	Check	-25.00
04/07/2026		100743	COX BUSINESS SERVICES	Accounts Payable	Outstanding	Check	-3,223.09
04/07/2026		100744	CRAIG BENDER	Accounts Payable	Outstanding	Check	-75.00
04/07/2026		100745	CROWN DISTRIBUTORS, INC.	Accounts Payable	Outstanding	Check	-997.78
04/07/2026		100746	DAVID G. HADEL	Accounts Payable	Outstanding	Check	-3,000.00
04/07/2026		100747	DELTA FIRE & SAFETY INC.	Accounts Payable	Outstanding	Check	-365.00
04/07/2026		100748	DEVYN ALYUS DEROSIA	Accounts Payable	Outstanding	Check	-120.00
04/07/2026		100749	DIGITAL ALLY, INC	Accounts Payable	Outstanding	Check	-6,900.00
04/07/2026		100750	DR. MARK STENSTROM	Accounts Payable	Outstanding	Check	-1,350.25
04/07/2026		100751	EAGLE COMMUNICATIONS	Accounts Payable	Outstanding	Check	-100.00
04/07/2026		100752	EASY PICKER GOLF PRODUCTS	Accounts Payable	Outstanding	Check	-232.00
04/07/2026		100753	ECONOMY ELECTRIC, INC	Accounts Payable	Outstanding	Check	-117.78
04/07/2026		100754	ELLIOTT EQUIPMENT CO.	Accounts Payable	Outstanding	Check	-6,715.76
04/07/2026		100755	EVERGY	Accounts Payable	Outstanding	Check	-5,162.06
04/07/2026		100756	FELICIA RAND	Accounts Payable	Outstanding	Check	-81.25
04/07/2026		100757	FIRST-CITIZENS BANK & TRUST COMPANY	Accounts Payable	Outstanding	Check	-4,266.35
04/07/2026		100758	FLINT HILLS BEVERAGE LLC	Accounts Payable	Outstanding	Check	-1,639.96
04/07/2026		100759	FOOTJOY/TITLEIST	Accounts Payable	Outstanding	Check	-1,853.34
04/07/2026		100760	FRANCISCO CANTU RAMIREZ	Accounts Payable	Outstanding	Check	-100.00
04/07/2026		100761	FRONTIER SPIRITS	Accounts Payable	Outstanding	Check	-689.47
04/07/2026		100762	GADES SALES CO.	Accounts Payable	Outstanding	Check	-4,869.10

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/07/2026		100763	GEARY COUNTY SHERIFF	Accounts Payable	Outstanding	Check	-59.82
04/07/2026		100764	GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL	Accounts Payable	Outstanding	Check	-8,610.14
04/07/2026		100765	HAMPEL OIL DISTRIBUTORS INC	Accounts Payable	Outstanding	Check	-11,695.67
04/07/2026		100766	HARRELL'S INC.	Accounts Payable	Outstanding	Check	-1,060.00
04/07/2026		100767	HAYS FIRE AND RESCUE SALES AND SERVICE, LLC	Accounts Payable	Outstanding	Check	-1,235.66
04/07/2026		100768	HONOR SCREENPRINTING & EMBROIDERY LLC	Accounts Payable	Outstanding	Check	-924.69
04/07/2026		100769	IDEXX DISTRIBUTION, INC.	Accounts Payable	Outstanding	Check	-194.49
04/07/2026		100770	INA ALERT, INC.	Accounts Payable	Outstanding	Check	-2,920.72
04/07/2026		100771	INLAND TRUCK PARTS COMPANY	Accounts Payable	Outstanding	Check	-87.88
04/07/2026		100772	INNOVATIVE CONCESSIONS ENTERPRISES, LLC	Accounts Payable	Outstanding	Check	-409.20
04/07/2026		100773	J & K CONTRACTING L.C.	Accounts Payable	Outstanding	Check	-3,000.00
04/07/2026		100774	J. & M. GOLF INC.	Accounts Payable	Outstanding	Check	-20.00
04/07/2026		100775	JACOB BENDER	Accounts Payable	Outstanding	Check	-125.00
04/07/2026		100776	JADEN EXANTUS	Accounts Payable	Outstanding	Check	-50.00
04/07/2026		100777	JIM CLARK AUTO CENTER	Accounts Payable	Outstanding	Check	-2,590.76
04/07/2026		100778	JUNCTION CITY NOON KIWANIS T-BALL	Accounts Payable	Outstanding	Check	-1,639.75
04/07/2026		100779	KA-COMM	Accounts Payable	Outstanding	Check	-377.00
04/07/2026		100780	KANSAS GOLF AND TURF	Accounts Payable	Outstanding	Check	-682.60
04/07/2026		100781	KANSAS JUDICIAL COUNCIL	Accounts Payable	Outstanding	Check	-285.00
04/07/2026		100782	KAYLAH JOHNSON	Accounts Payable	Outstanding	Check	-112.00
04/07/2026		100783	KF TIRE & REPAIR LLC	Accounts Payable	Outstanding	Check	-7,675.00
04/07/2026		100784	KLMM-66 LLC	Accounts Payable	Outstanding	Check	-137.50
04/07/2026		100785	KOZMA HOLDINGS, LLC	Accounts Payable	Outstanding	Check	-180.00
04/07/2026		100786	MAC TOOLS DISTRIBUTOR	Accounts Payable	Outstanding	Check	-1,390.49
04/07/2026		100787	MARLIN LEASING CORPORATION	Accounts Payable	Outstanding	Check	-2,489.12
04/07/2026		100788	Mary Ryan	Accounts Payable	Outstanding	Check	-25.00
04/07/2026		100789	MICHAEL COONS	Accounts Payable	Outstanding	Check	-81.25
04/07/2026		100790	MID-STATES MATERIALS, LLC	Accounts Payable	Outstanding	Check	-2,255.78
04/07/2026		100791	MIDWEST CONCRETE MATERIALS	Accounts Payable	Outstanding	Check	-4,710.92
04/07/2026		100792	MIDWEST VETERINARY SUPPLY, INC.	Accounts Payable	Outstanding	Check	-730.13
04/07/2026		100793	MSC INDUSTRIAL SUPPLY CO	Accounts Payable	Outstanding	Check	-674.97
04/07/2026		100794	MUNICIPAL SUPPLY, INC. OF WICHITA	Accounts Payable	Outstanding	Check	-3,380.00
04/07/2026		100795	NEKOLOCKS	Accounts Payable	Outstanding	Check	-204.40
04/07/2026		100796	NICK WOODCOCK	Accounts Payable	Outstanding	Check	-81.25
04/07/2026		100797	O&S WINDOW CLEANING	Accounts Payable	Outstanding	Check	-725.00
04/07/2026		100798	OPTIV SECURITY	Accounts Payable	Outstanding	Check	-2,539.44
04/07/2026		100799	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	Check	-13.98
04/07/2026		100800	PARSONS COMMUNICATIONS, INC.	Accounts Payable	Outstanding	Check	-920.00
04/07/2026		100801	PAXTON WELDING	Accounts Payable	Outstanding	Check	-812.81
04/07/2026		100802	PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.	Accounts Payable	Outstanding	Check	-176.75
04/07/2026		100803	PERFORMANCE AUDIO & TINT, INC.	Accounts Payable	Outstanding	Check	-2,250.00
04/07/2026		100804	PHILLIPS PINEWOOD MULCH, INC.	Accounts Payable	Outstanding	Check	-2,520.00
04/07/2026		100805	POMP'S TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-550.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/07/2026		100806	PRAIRIELAND PARTNERS, LLC	Accounts Payable	Outstanding	Check	-5,152.39
04/07/2026		100807	Precision Motorsports, LLC	Accounts Payable	Outstanding	Check	-593.49
04/07/2026		100808	PRIMROSE OIL COMPANY, INC.	Accounts Payable	Outstanding	Check	-3,045.09
04/07/2026		100809	PROCOPY, INC.	Accounts Payable	Outstanding	Check	-3,388.79
04/07/2026		100810	PROFESSIONAL TURF PRODUCTS	Accounts Payable	Outstanding	Check	-767.88
04/07/2026		100811	RED EQUIPMENT, LLC	Accounts Payable	Outstanding	Check	-1,469.14
04/07/2026		100812	REEVES-WIEDEMAN CO.	Accounts Payable	Outstanding	Check	-1,257.09
04/07/2026		100813	ROSERUSH SERVICES, LLC	Accounts Payable	Outstanding	Check	-795.00
04/07/2026		100814	RUSH TRUCK CENTERS OF KANSAS, INC.	Accounts Payable	Outstanding	Check	-40.90
04/07/2026		100815	SALINA SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-4,240.12
04/07/2026		100816	SEAN CARR	Accounts Payable	Outstanding	Check	-242.70
04/07/2026		100817	SHAWN ADAM ROBISON	Accounts Payable	Outstanding	Check	-81.25
04/07/2026		100818	SHI INTERNATIONAL CORP.	Accounts Payable	Outstanding	Check	-23,241.50
04/07/2026		100819	SIR SPEEDY	Accounts Payable	Outstanding	Check	-1,677.69
04/07/2026		100820	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	Accounts Payable	Outstanding	Check	-2,318.00
04/07/2026		100821	SMALL'S PLUMBING	Accounts Payable	Outstanding	Check	-687.12
04/07/2026		100822	SMITH & LOVELESS, INC	Accounts Payable	Outstanding	Check	-377.64
04/07/2026		100823	STANION WHOLESALE ELECTRIC CO	Accounts Payable	Outstanding	Check	-1,691.23
04/07/2026		100824	STORMONT VAIL HEALTH FLINT HILLS LLC	Accounts Payable	Outstanding	Check	-105.00
04/07/2026		100825	STORMONT VAIL HEALTH FLINT HILLS LLC	Accounts Payable	Outstanding	Check	-376.93
04/07/2026		100826	SUNFLOWER RESTAURANT SUPPLY CO.	Accounts Payable	Outstanding	Check	-200.00
04/07/2026		100827	THE JUNCTION CITY UNION	Accounts Payable	Outstanding	Check	-79.02
04/07/2026		100828	THERMAL COMFORT AIR, INC	Accounts Payable	Outstanding	Check	-2,194.20
04/07/2026		100829	TIMOTHY WARD	Accounts Payable	Outstanding	Check	-214.00
04/07/2026		100830	ULINE	Accounts Payable	Outstanding	Check	-5,681.86
04/07/2026		100831	VALOR FORD INC	Accounts Payable	Outstanding	Check	-646.00
04/07/2026		100832	W SQUARED LLC	Accounts Payable	Outstanding	Check	-6,500.00
04/07/2026		100833	WATERS TRUE VALUE	Accounts Payable	Outstanding	Check	-3,327.08
04/07/2026		100835	WKI EMPORIA KENWORTH	Accounts Payable	Outstanding	Check	-600.48
04/07/2026		100836	ZOETIS US LLC	Accounts Payable	Outstanding	Check	-326.75
04/07/2026		100837	CAMPLIT	Accounts Payable	Outstanding	Check	-400.00
04/07/2026		100838	CHAMBER OF COMMERCE	Accounts Payable	Outstanding	Check	-46,250.00
04/07/2026		100839	COMPLIANCEONE	Accounts Payable	Outstanding	Check	-342.00
04/07/2026		100840	CROSSLAND HEAVY CONTRACTORS, INC.	Accounts Payable	Outstanding	Check	-1,565,256.30
04/07/2026		100841	FARMERS ALLIANCE MUTUAL INSURANCE COMPANY	Accounts Payable	Outstanding	Check	-100.00
04/07/2026		100842	FLINT HILLS REGIONAL LEADERSHIP PROGRAM	Accounts Payable	Outstanding	Check	-1,000.00
04/07/2026		100843	ICC CODIFICATION INC	Accounts Payable	Outstanding	Check	-540.00
04/07/2026		100844	J & K CONTRACTING L.C.	Accounts Payable	Outstanding	Check	-113,150.52
04/07/2026		100845	MARIA FOLEY	Accounts Payable	Outstanding	Check	-214.00
04/07/2026		100846	MAYER SPECIALTY SERVICES LLC	Accounts Payable	Outstanding	Check	-397,127.79
04/07/2026		100847	NELSON-FOWLES LLC	Accounts Payable	Outstanding	Check	-42,739.52
04/07/2026		100848	SIR SPEEDY	Accounts Payable	Outstanding	Check	-51.52
04/07/2026		100849	STORMONT VAIL HEALTH FLINT HILLS LLC	Accounts Payable	Outstanding	Check	-445.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/07/2026		100850	UNION PACIFIC RAILROAD	Accounts Payable	Outstanding	Check	-2,941.00
04/07/2026		100851	WARRIOR'S RANCH, INC	Accounts Payable	Outstanding	Check	-15,000.00
Check Total: (259)							-2,633,094.34
EFT							
03/18/2026		220	ATHCO, LLC	Accounts Payable	Outstanding	EFT	-1,350.00
03/18/2026		221	BLACK CLOVER ENTERPRISES LLC	Accounts Payable	Outstanding	EFT	-1,859.17
03/18/2026		222	BRIANNA LITTLE	Accounts Payable	Outstanding	EFT	-120.00
03/18/2026		223	CENTRAL POWER SYSTEMS & SERVICES	Accounts Payable	Outstanding	EFT	-1,955.64
03/18/2026		224	CREATIVE DISPLAYS INC.	Accounts Payable	Outstanding	EFT	-8,697.86
03/18/2026		225	DARTPOINTS LLC	Accounts Payable	Outstanding	EFT	-459.99
03/18/2026		226	FILM AT ELEVEN INC.	Accounts Payable	Outstanding	EFT	-1,535.76
03/18/2026		227	FORVIS MAZARS , LLP	Accounts Payable	Outstanding	EFT	-10,316.00
03/18/2026		228	HDR ENGINEERING INC	Accounts Payable	Outstanding	EFT	-68,070.61
03/18/2026		229	HEARTLAND COCA-COLA BOTTLING COMAPNY LLC	Accounts Payable	Outstanding	EFT	-309.28
03/18/2026		230	JOHNSON CONTROLS US HOLDING LLC	Accounts Payable	Outstanding	EFT	-1,170.18
03/18/2026		231	JOSHUA DOUGLASS	Accounts Payable	Outstanding	EFT	-3,229.16
03/18/2026		232	KANSAS STATE TREASURER	Accounts Payable	Outstanding	EFT	-5,989.23
03/18/2026		233	KAW VALLEY ENGINEERING, INC	Accounts Payable	Outstanding	EFT	-181,505.80
03/18/2026		235	LATONJA ANDREWS	Accounts Payable	Outstanding	EFT	-90.00
03/18/2026		236	MARITZA RINEHART	Accounts Payable	Outstanding	EFT	-80.00
03/18/2026		237	NEW DIRECTIONS BEHAVIORAL HEALTH LLC	Accounts Payable	Outstanding	EFT	-3,000.00
03/18/2026		238	STAPLES ADVANTAGE	Accounts Payable	Outstanding	EFT	-914.00
03/18/2026		239	STATE OF KANSAS	Accounts Payable	Outstanding	EFT	-769.03
03/18/2026		240	TATIANA FERRACIOLI-SILVA	Accounts Payable	Outstanding	EFT	-240.00
03/18/2026		241	TYLER JOE COLLINS	Accounts Payable	Outstanding	EFT	-2,400.00
03/18/2026		242	UNDERGROUND VAULTS & STORAGE, INC.	Accounts Payable	Outstanding	EFT	-31.50
03/18/2026		243	VEOLIA WATER NORTH AMERICA	Accounts Payable	Outstanding	EFT	-370,337.29
03/18/2026		244	VERTEX CORPORATION	Accounts Payable	Outstanding	EFT	-180.00
03/18/2026		245	WILDCAT SCOOPERS LLC	Accounts Payable	Outstanding	EFT	-1,500.00
03/18/2026		246	FILM AT ELEVEN INC.	Accounts Payable	Outstanding	EFT	-10,560.13
03/18/2026		247	WOODRIVER ENERGY LLC	Accounts Payable	Outstanding	EFT	-10,750.76
03/20/2026		248	CITY OF JC FLEX SPENDING ACCT 1074334	Accounts Payable	Outstanding	EFT	-316.66
03/20/2026		249	CITY OF JC FLEX SPENDING ACCT 1074334	Accounts Payable	Outstanding	EFT	-4,807.53
03/20/2026		250	CITY OF JUNCTION CITY	Accounts Payable	Outstanding	EFT	-252.00
03/20/2026		251	FIREMEN'S RELIEF ASSOCIATION	Accounts Payable	Outstanding	EFT	-255.42
03/20/2026		252	JCPOA	Accounts Payable	Outstanding	EFT	-1,200.00
03/20/2026		253	JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309	Accounts Payable	Outstanding	EFT	-2,016.00
03/20/2026		254	JUNCTION CITY FIREFIGHTERS AID ASSOCIATION	Accounts Payable	Outstanding	EFT	-270.00
03/20/2026		255	ROLLING MEADOWS GOLF COURSE	Accounts Payable	Outstanding	EFT	-403.35
03/25/2026		256	CARD CENTER	Accounts Payable	Outstanding	EFT	-4,495.30
03/25/2026		257	WEX BANK	Accounts Payable	Outstanding	EFT	-17,176.78
03/30/2026		258	ALL NATIONS FLAG CO. INC	Accounts Payable	Outstanding	EFT	-6,352.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/01/2026		259	EMPRISE BANK	Accounts Payable	Outstanding	EFT	-34,028.74
04/03/2026		290	CITY OF JC FLEX SPENDING ACCT 1074334	Accounts Payable	Outstanding	EFT	-316.66
04/03/2026		291	CITY OF JC FLEX SPENDING ACCT 1074334	Accounts Payable	Outstanding	EFT	-4,807.53
04/03/2026		292	CITY OF JUNCTION CITY	Accounts Payable	Outstanding	EFT	-252.00
04/03/2026		293	FIREMEN'S RELIEF ASSOCIATION	Accounts Payable	Outstanding	EFT	-264.88
04/03/2026		294	JCPOA	Accounts Payable	Outstanding	EFT	-1,175.00
04/03/2026		295	JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309	Accounts Payable	Outstanding	EFT	-2,016.00
04/03/2026		296	JUNCTION CITY FIREFIGHTERS AID ASSOCIATION	Accounts Payable	Outstanding	EFT	-280.00
04/03/2026		297	ROLLING MEADOWS GOLF COURSE	Accounts Payable	Outstanding	EFT	-403.35
04/08/2026		260	ANGEL TREVINO	Accounts Payable	Outstanding	EFT	-200.00
04/08/2026		261	ANTHONY JOHN SWIFT	Accounts Payable	Outstanding	EFT	-5,650.00
04/08/2026		262	ATHCO, LLC	Accounts Payable	Outstanding	EFT	-1,672.20
04/08/2026		263	CENTRAL POWER SYSTEMS & SERVICES	Accounts Payable	Outstanding	EFT	-3,919.71
04/08/2026		264	CHENEY DOOR AQUISITION, LLC	Accounts Payable	Outstanding	EFT	-1,461.00
04/08/2026		265	CONNECT PARENT CORPORATION	Accounts Payable	Outstanding	EFT	-0.40
04/08/2026		266	CONRAD FIRE EQUIPMENT	Accounts Payable	Outstanding	EFT	-1,385.63
04/08/2026		267	HEARTLAND COCA-COLA BOTTLING COMAPNY LLC	Accounts Payable	Outstanding	EFT	-659.41
04/08/2026		268	JOHNSON CONTROLS US HOLDING LLC	Accounts Payable	Outstanding	EFT	-1,387.18
04/08/2026		269	JOSHUA DOUGLASS	Accounts Payable	Outstanding	EFT	-3,229.16
04/08/2026		270	KANSAS STATE TREASURER	Accounts Payable	Outstanding	EFT	-8,656.96
04/08/2026		271	LATONJA ANDREWS	Accounts Payable	Outstanding	EFT	-105.00
04/08/2026		272	MARITZA RINEHART	Accounts Payable	Outstanding	EFT	-120.00
04/08/2026		273	MELISSA FLORES	Accounts Payable	Outstanding	EFT	-200.00
04/08/2026		274	MES I ACQUISITION INC.	Accounts Payable	Outstanding	EFT	-1,315.24
04/08/2026		275	NATIONAL SIGN COMPANY LLC	Accounts Payable	Outstanding	EFT	-2,543.34
04/08/2026		276	RAVEN AERO SERVICE, INC.	Accounts Payable	Outstanding	EFT	-850.00
04/08/2026		277	STAPLES ADVANTAGE	Accounts Payable	Outstanding	EFT	-724.45
04/08/2026		278	TATIANA FERRACIOLI-SILVA	Accounts Payable	Outstanding	EFT	-360.00
04/08/2026		279	UNDERGROUND VAULTS & STORAGE, INC.	Accounts Payable	Outstanding	EFT	-52.50
04/08/2026		280	VC3 Inc	Accounts Payable	Outstanding	EFT	-8,186.88
04/08/2026		281	VERTEX CORPORATION	Accounts Payable	Outstanding	EFT	-180.00
04/08/2026		282	WEIS FIRE AND SAFETY EQUIPMENT LLC	Accounts Payable	Outstanding	EFT	-34,319.10
04/08/2026		283	XEROX CORPORATION	Accounts Payable	Outstanding	EFT	-537.39
04/08/2026		284	ZOLL MEDICAL CORPORATION	Accounts Payable	Outstanding	EFT	-51,294.64
04/08/2026		285	CL HOOVER OPERA HOUSE	Accounts Payable	Outstanding	EFT	-44,750.00
04/08/2026		286	COLUMBIA CAPITAL MANAGEMENT LLC	Accounts Payable	Outstanding	EFT	-2,000.00
04/08/2026		287	DOROTHY BRAMLAGE LIBRARY	Accounts Payable	Outstanding	EFT	-65,423.09
04/08/2026		288	STAPLES ADVANTAGE	Accounts Payable	Outstanding	EFT	-186.86
04/08/2026		289	UNDERGROUND VAULTS & STORAGE, INC.	Accounts Payable	Outstanding	EFT	-10.50
EFT Total: (77)							-1,009,891.23
Outstanding Total: (497)							-4,555,102.11
Accounts Payable Total: (497)							-4,555,102.11

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Payroll							
Outstanding							
Check							
03/20/2026		512	512	Payroll	Outstanding	Check	-0.01
Check Total: (1)							-0.01
EFT							
03/20/2026		EFT0000542	Payroll EFT	Payroll	Outstanding	EFT	-15,671.39
03/20/2026		EFT0000543	Payroll EFT	Payroll	Outstanding	EFT	-444,086.34
03/20/2026		EFT0000544	Payroll EFT	Payroll	Outstanding	EFT	-383.34
04/03/2026		EFT0000545	Payroll EFT	Payroll	Outstanding	EFT	-15,330.88
04/03/2026		EFT0000546	Payroll EFT	Payroll	Outstanding	EFT	-445,742.66
04/03/2026		EFT0000547	Payroll EFT	Payroll	Outstanding	EFT	-3,679.80
EFT Total: (6)							-924,894.41
Outstanding Total: (7)							-924,894.42
Payroll Total: (7)							-924,894.42
Report Total: (504)							-5,479,996.53

Summary

Bank Account	Count	Amount
1074318 POOLED CASH MASTER	7	-924,894.42
4474538 CNB OPERATING ACCT	497	-4,555,102.11
Report Total:	504	-5,479,996.53

Cash Account	Count	Amount
999 999-1-00000-0101 POOLED CASH MASTER	7	-924,894.42
999 999-1-00000-0104 POOLED CASH CNB MASTER	497	-4,555,102.11
Report Total:	504	-5,479,996.53

Transaction Type	Count	Amount
Bank Draft	161	-912,116.54
Check	260	-2,633,094.35
EFT	83	-1,934,785.64
Report Total:	504	-5,479,996.53

City of Junction City

City Commission

Agenda Memo

April 2, 2026

From: Kelly Heindel, Executive Administrative Assistant

To: City Commission and City Manager

Subject: March 2026 Ambulance Adjustments

Objective: Approval of ambulance contractual obligation adjustments and bad debt adjustments.

Explanation of Issue: Contractual obligations are required write-off adjustments by contractual insurance providers such as Medicare, Medicaid, Blue Cross, etc. Bad debt adjustments are accounts in which we have exhausted billing efforts to collect. After the bad debt adjustments, these accounts are forwarded to a collection agency who may also forward the debts onto the Kansas Setoff Program.

Budget Impact:

Contractual Obligation Adjustment	\$ 27,089.78
Bad Debt Adjustment	\$ 19,737.24

Staff Recommendation: Staff recommends approval of adjustments as listed

Suggested Motion: I move to approve the ambulance contractual obligation and bad debt adjustments in the amounts listed above.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Deny the request
2. Table the request
3. Modify the request

Enclosures: None

City of Junction City

City Commission

Agenda Memo

March 17, 2026

From: Chris Srackangast, Community Development Director

To: The Governing Body

Subject: Special Event Permit – Mud Bog

Objective: The consideration and approval of the Mud Bog Special Event scheduled for June 6, 2026.

Explanation of Issue: The Building and Codes department has received a Special Event Permit application for the Mud Bog hosted by Freedom Fest JC, Inc. The event will be held on June 6, 2026 from 7:00 a.m. to 10:00 p.m.

The event will be held at 1039 Grant Ave and will host a mud truck timed event, trucks driving through mud, food and craft beer. No roads will be closed for this event.

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 food and beer tent.

Budget Impact: The Mud Bog is considered a Type 5 event. The standard event fee for a Type 5 event is \$150. The CMB License fee has been paid. **As of March 5, 2026, no request for an event fee waiver has been submitted.**

Alternatives:

1. Approve the Mud Bog Special Event scheduled for June 6, 2026 and CMB application.
2. Disapprove the Mud Bog Special Event scheduled for June 6, 2026 and CMB application.
3. Modify the request.
4. Table the request.

Recommendation: Staff recommends a motion to approve the Freedom Fest Special Event application taking place on June 6, and Cereal Malt Beverage application.

Enclosures: Special Event Permit Application, Event Drawing

SPECIAL EVENT PERMIT APPLICATION

This application must be filed at the office of the Code Administrator.
AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED OR PROCESSED.

Applicant Name: Nathan Butler

Address: 910 Countryside Court JACKS 66441

Email Address: Nathan.butler365@gmail.com

Phone Numbers: Home: _____ Office: _____

Cellular: 785-307-8160 Fax: _____

Alternate Applicant Name: Bob Story

Address: bstory5@yahoo.com

Email Address: _____

Phone Numbers: Home: _____ Office: _____

Cellular: 785-226-1620 Fax: _____

Organization Name: Freedom Fest JC INC

Address: ~~910~~ PO BOX 792 JACKS 66441

Phone Numbers: Office: 785-307-8160 Fax: _____

Event On-Site Contact Person: Nathan Butler

Phone Numbers: Home: _____ Office: _____

Cellular: 785-307-8160

(Use separate sheet if necessary for names of additional applicants/organizations.)

Event Name: Mud Bog

Event Location: 1000 Grant Ave JACKS

Event Date(s) and Time(s): 6 June 2024

Estimated Number of Attendees: 1000

Event Description: Mud Truck Tread event. Food, Craft,
Beer, Truck, & Mud.

(Use additional paper if necessary.)

Additional Required Documents:

- ☐ Detailed Site Plan, drawn to scale, showing the layout and uses to be established at the location for the Special Event. The site plan shall address all uses and supporting amenities proposed, including but not limited to required parking, access points, signage, sanitation facilities, and all other relevant materials.
- ☐ Written authorization from the property owner, naming the agent, and that the property owner is aware and approves of the requested Special Event Permit.

I (We) realize that this application cannot be processed unless it is completely filled in; is accompanied by a detailed site plan as required by City Code; and is accompanied by the appropriate fee.

Michael B. Bower Michael Bower
(Applicant Name - Printed) Applicant Signature

(Applicant Name - Printed) Applicant Signature

OFFICE USE ONLY:

This application was received at the office of the Code Administrator at _____ (AM) (PM)
on the _____ day of _____, 20____. This
application has been checked and found to be complete and accompanied by the required
documents and the appropriate fee of \$_____.

☐ Approved ☐ Disapproved

Name

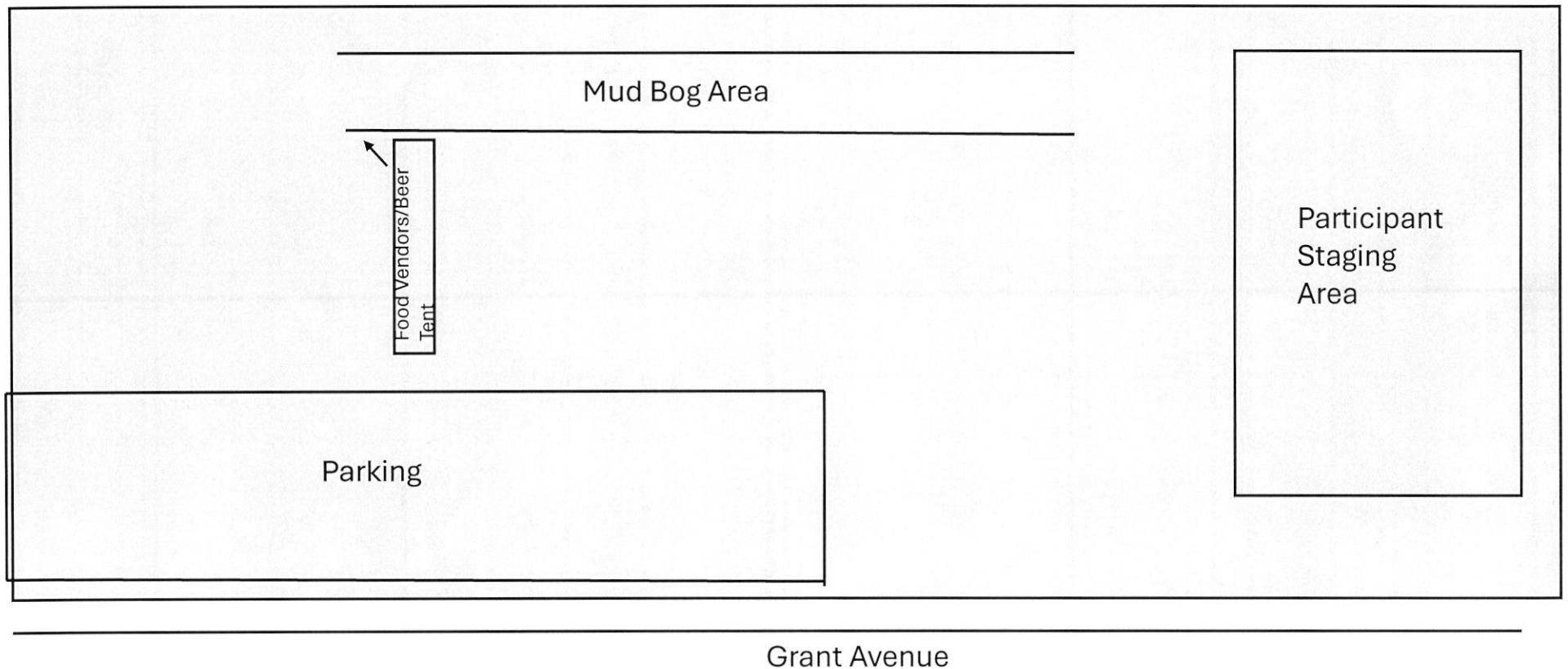
Title

Code Administrator

Date

Beer Tent is located with the Food Tent
Consumption area is highlighted in Yellow

Mud Bog 6 June 2026



City of Junction City

City Commission

Agenda Memo

March 18, 2025

From: Chris Srackangast, Community Development Director

To: Governing Body

Subject: Special Event Permit – Run for the Wall

Objective: The consideration and approval of the Run for the Wall event from May 15-May 18, 2026.

Explanation of Issue: The Building and Codes department has received a Special Event Permit application for the Run for the Wall, a three day event taking place from May 15, 2026-May 18, 2026.

Run for the Wall is an organized, cross-country motorcycle ride that honors veterans, their families and friends, and raises awareness for those who are still missing.

May 15-The following closures will need to take place:

- 5th St -1st St, 100 block west from Washington to Jefferson from 3:00 p.m.-8:00 p.m.
- Washington from 5th to 6th from 3:00 p.m. to 8:00 p.m.
- Jefferson from 5th to 6th from 3:00 p.m. to 8:00 p.m.
- Placement of 21 barricades (Committee will set barricades in place at the appropriate time and remove them following the riders' departure).

The use of Sertoma park is requested for camping.

May 17-Use of Heritage Park and Eagles Lodge:

- Restroom facilities need to be open
- Additional trash receptacles placed near the Vietnam Veterans Memorial
- Electricity will need to be on for Sound System use
- Bleachers to be placed two days prior

Use of 60 traffic cones for blocking parking lanes. Committee will set cones in parking spaces at approximately 3:00 p.m. and remove cones following departure of riders.

- Parking Lanes on the east side of the 500 block of N Washington.
- Parking lanes on the west side of the 500 block of N. Washington

The following closures will need to take place

- 10th St between Franklin and Monroe closed from 5:00p.m. to 8:00p.m.
- Placement of 8 barricades (Committee will set barricades in place at the appropriate time and remove them following the riders' departure).

May 18-The following closures will need to take place:

- 10th St between Franklin and Monroe from 5:00 am to 8:30 a.m.
- Departure will be from the Eagle Lodge parking Lot at 7:00 a.m.

Traffic Control

JCPD and Geary County Sheriff's Department are coordinating an escort of the group into town. The Run for the Wall also assists with road guards at intersections.

First Presbyterian Church has been notified of the date and times of arrival and the street closure requests.

Run for the Wall also requests a noise ordinance waiver.

Budget Impact: The Run for the Wall is a nonprofit organization. There will be no fees associated with this event.

Alternatives:

1. Approve the Run for the Wall event and all street closures.
2. Disapprove the Run for the wall event and all street closures.
3. Modify request.
4. Table request.

Recommendation: Staff recommends a motion to approve the Run for the Wall event and all street closures.

Enclosures: Special event application, maps

APPLICATION OVERVIEW

License Type: Special Event Permit
ID # 26-000047 | **Started** March 09, 2026
Status: In Review



Address

500 N Washington St, Junction City, KS USA 66441

Legal

Jct City Pl , Lot All , Acres 3.1 , Whole Block (heritage Park) Section 12 Township 12 Range 05

Description

Request for Run for the Wall. Please see attached

INFORMATION FIELDS

Type of Permit - Special Event

Type 1 - Non-commercial events by non-profits

Applicant Information - Special Event

Applicant Name

Mandi Gaudian

Applicant Address

222 W 6th St Junction City, KS 66441

Applicant Email Address

mgaudian@gearycounty.gov

Applicant Phone (Home)

785-238-2885

Applicant Phone (Office)

-

Applicant Phone (Cellular)

-

Applicant Fax

-

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

-

Applicant Address

-

Applicant Email Address

-

Applicant Phone (Home)

-

Applicant Phone (Office)

-

Applicant Phone (Cellular)

-

Applicant Fax

-

Organization Information**Organization Name**

Run for the Wall

Organization Address

222 W 6th St Junction City, KS 66441

Organization Phone Number

785-238-2885

Organization Fax

-

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

Raquel Cinco

Phone Number (Home)

-

Phone Number (Office)

-

Phone number (Cellular)

785-238-2885

Event Name

Run for the Wall

Event Location

500 N Washington

Event Start Date

05/15/2026

Event Start Time

3:00 PM

Event End Date

05/18/2026

Event End Time

8:00 PM

Estimated Number of Attendees

1000

Event Description

See attached request

Copy of Written Authorization from Property Owner

RFTW 2026 Request Letter.pdf

Copy of Site Plan - Special Event

RFTW 2026 Request Letter.pdf

Kim Zimmerman

City of Junction City

700 N. Jefferson Steet

Junction City, KS 66441

RE: Run for the Wall City Requests

Dear Mr. Zimmerman,

This event will take place as it has for the past 35+ years with roadblocks as noted below. No additional events have been planned for the park at this time other than the massing of motorcycles and ceremony. The Committee will set all barricades and comes.

May 17, 2026- Heritage Park & Sertoma Park

- Use of Sertoma Park for camping.
 1. Request that restroom facilities be open.
 2. Trash receptacles placed in park.
- Use of Heritage Park
 1. Restroom facilities open and additional trash receptacles placed in park near Kansas Vietnam Veterans Memorial
 2. Request electricity be on in Heritage Park for sound system use during ceremony.
 3. Placement of bleachers (4 sets owned by CVB) will be placed by GC Public Works the day or two prior.

Friday May 15, and removed Monday, May 18, 2026.

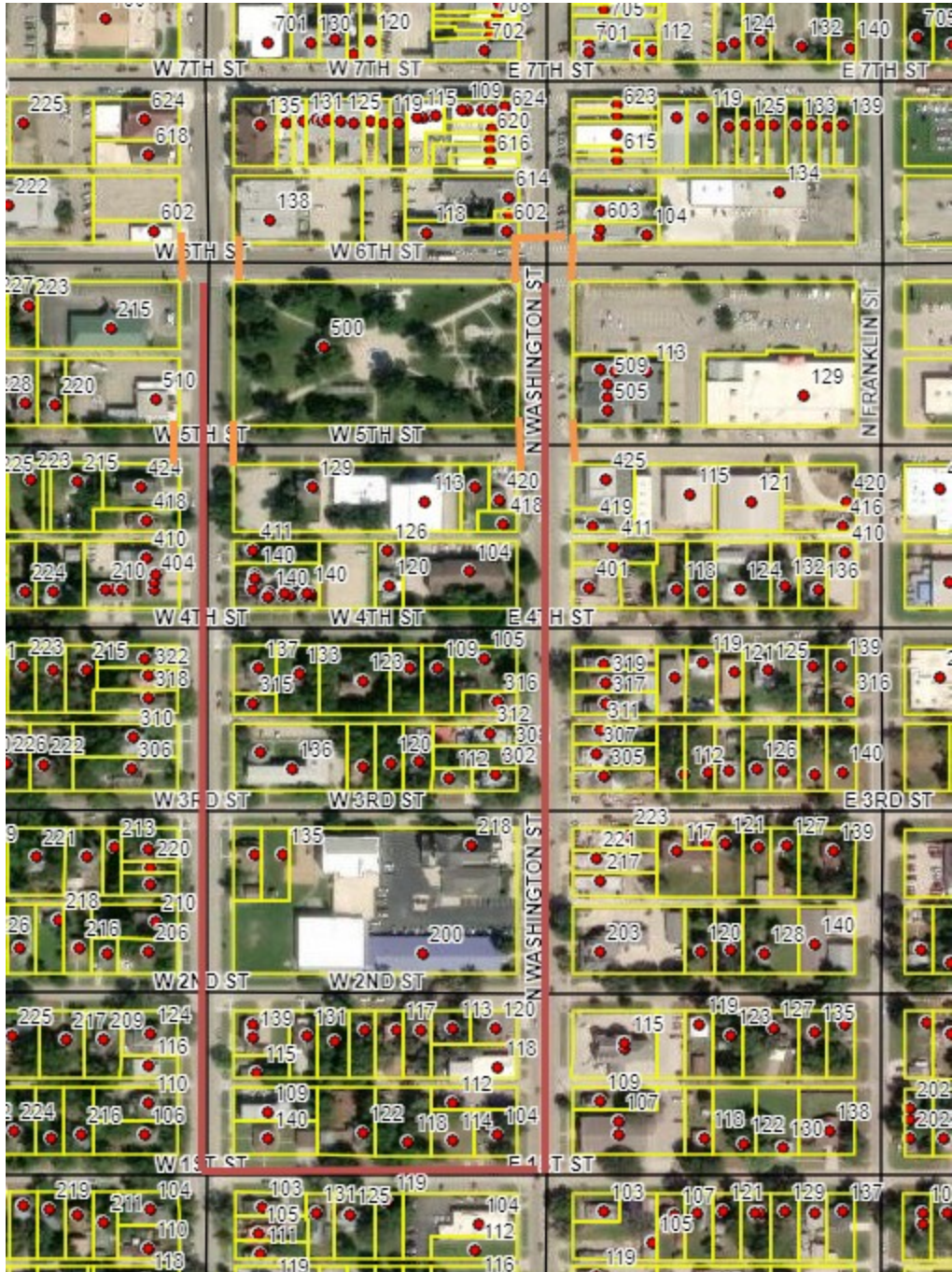
- Blockage of Streets
 1. 5th – 1st Street 100 block West from Washington Street to Jefferson Street, 3:00 p.m. – 8:00 p.m.
 2. Washington Street from 5th to 6th Street, 3:00 p.m. – 8:00 p.m.
 3. Jefferson Street from 5th to 6th Street, 3:00 p.m. – 8:00 p.m.
 4. 10th Street between Franklin and Monroe(Eagles Lodge), 5:00 pm – 8:00 pm (5/17)
 5. 10th Street between Frankin and Monroe (Eagles Lodge), 5:00 am – 8:30 am (5/18)

- Placement of 25 barricades (Committee will set barricades in place at the appropriate time and remove them following the riders departure).
 1. Five (5) sets placed at the corner of 5th and Jefferson.
 2. 4 sets placed at the corner of 6th and Jefferson.
 3. 8 sets placed at the corner of 5th and Washington
 4. 4 sets placed at the corner of 6th and Washington to block southbound traffic.
 5. 4 sets placed at the corner of 10th and Monroe
 6. 2 sets placed at the corner of 9th and Monroe.
 7. 2 sets placed at the corner of 10th and Franklin.
- Use of 60 traffic cones for blocking parking lanes. Committee will set cones in parking spaces at approximately 3:00 p.m. and remove cones following departure of riders.
 1. Parking Lanes on the east side of the 500 block of N Washington.
 2. Parking lanes on the west side of the 500 block of N. Washington.
- Waiver of Noise Ordinance
- Traffic Control – JCPD and Geary County Sheriff's Department are coordinating escort of group into town as in past years. The RFTW also assists with road guards at intersections.
- First Presbyterian Church has been notified of the date and times of arrival and street closure request.

May 18 departure will be from the Eagle Lodge parking lot at 7:00 a.m.

Thank you for the City's support of this national event.

Raquel Cinco – Run for the Wall Committee



City of Junction City

City Commission

Agenda Memo

April 7, 2025

From: Chris Srackangast, Community Development Director

To: Governing Body

Subject: Special Event Permit – Taste of JC

Objective: The consideration and approval of the Taste of JC Special Event Permit application on May 2, 2026, from 9:00 a.m. to 1:00 p.m.

Explanation of Issue: The Building and Codes Department has received a Special Event Permit application for the Taste of JC, which is scheduled to take place on May 2, 2026, from 9:00 a.m. to 1:00 p.m.

The event will require a portion of E 9th St and the alleyway between E 9th and E 10th to be closed.

Taste of JC will be a ticketed tasting event that allows attendees to sample cuisine from local restaurants, food trucks and culinary vendors throughout the downtown district. Food vendors and trucks will be in the Melting Lot Food Truck Park at 901 N Washington alongside the Main Street Market. A portion of 9th street will also be used near the inlet/outlet of the JC Pregnancy Center parking lot.

A celebration will be held at the 9th Street District mural, celebrating the history of JC, with live music, programming, and entertainment to be confirmed. Bouncy houses will be in the grassy area for families to enjoy.

Budget Impact: Junction City Main Street is a non-profit organization. This is a Type 1 event. There is no fee for this event, however, **a fee waiver request has been submitted for this event.**

Alternatives:

1. Approve the Taste of JC Special Event Permit application on May 2, 2026, from 9:00 a.m. to 1:00 p.m.
2. Disapprove the Taste of JC Special Event Permit application on May 2, 2026, from 9:00 a.m. to 1:00 p.m.
3. Modify request
4. Table request

Recommendation: Staff recommends a motion to approve the event, street closures and fee waiver.

Enclosures: Special event application, event map, fee waiver request, property owner approvals

APPLICATION OVERVIEW

License Type: Special Event Permit

ID # 26-000045 | **Started** March 04, 2026

Status: In Review



Address

901 N Washington St, Junction City, KS USA 66441

Legal

Jct City Pl , S 40 Lot 13 Blk 8 Less E 10 Ft Section 01
Township 12 Range 05

Description

TASTE OF JC: FOOD TOUR City Services Requested: We respectfully request the following city resources to support this event: 8 rectangular tables and 64 chairs to be delivered to the East portion of 9th that will be closed. Stage setup - same size as typically provided for Armed Forces Day and Paint the Town Blue. This stage will be located in the JC pregnancy Center Parking Lot Drop-off: 7:00 AM on Saturday, May 2, 2026 Pickup: 2:00 PM on the same day Electricity Access - Please turn on streetlight power access on 900 block in front of the farmer's market. Barricades To be dropped off the evening before (Friday, May 1) to barricade off: The east section of 9th Street The JC Pregnancy Center parking lot entrance from N Washington Street

INFORMATION FIELDS

Type of Permit - Special Event

Type 1 - Non-commercial events by non-profits

Applicant Information - Special Event

Applicant Name

Junction City Main Street

Applicant Address

127 W 7th, Junction City, KS 66441

Applicant Email Address

events@junctioncitymainstreet.org

Applicant Phone (Home)

7852093775

Applicant Phone (Office)

-

Applicant Phone (Cellular)

-

Applicant Fax

-

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

-

Applicant Address

-

Applicant Email Address

-

Applicant Phone (Home)

-

Applicant Phone (Office)

-

Applicant Phone (Cellular)

-

Applicant Fax

-

Organization Information**Organization Name**

Junction City Main Street

Organization Address

127 W 7th, Junction City, KS 66441

Organization Phone Number

7852093775

Organization Fax

-

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

Makena Krause

Phone Number (Home)

-

Phone Number (Office)

-

Phone number (Cellular)

8189415940

Event Name

Taste of JC: Food Tour

Event Location

901 N Washington St.

Event Start Date

05/02/2026

Event Start Time

9:00 AM

Event End Date

05/02/2026

Event End Time

1:00 PM

Estimated Number of Attendees

500

Event Description

Taste of JC: Food Tour is a collaborative, family-friendly celebration designed to kick off the Main Street Market season with flavor, culture, and community. This ticketed tasting event allows attendees to sample cuisine from local restaurants, food trucks, and culinary vendors throughout the downtown district. Food vendors and trucks will be located in the Melting Lot Food Truck Park at 901 N Washington St., alongside the Main Street Market, as well as the east portion of 9th Street, near the inlet/outlet of the JC Pregnancy Center parking lot, following the successful model used in 2025. In addition to food sampling, we are planning live music for a special celebration ceremony at the 9th Street District mural (painted on the side of the JC Pregnancy Center building) celebrating the history of JC, with programming and entertainment to be confirmed. As always, communication and permission with the Pregnancy Center will be handled directly by JC Main Street staff. In the grassy property next to the market, we will have bouncy houses for families to enjoy.

Copy of Written Authorization from Property Owner

_2026 Main Street Fee Waiver Request.pdf

Copy of Site Plan - Special Event

2026 Taste of JC Map.pdf

St

E 10th St

Taste of JC: Food Tour - Saturday,
May 2nd, 2026 | 9AM - 1PM

 Bouncy House

 Barricades

 Tent vendor

 Truck Vendor

 Tables & chairs

 Stage

Washington St.



E 9th St

St

2026 Junction City Main Street Fee Waiver Request

On behalf of Junction City Main Street, I would like to formally request a fee waiver for city-related costs associated with hosting the following downtown events:

- **Cups of Culture: Great American Sip Trip - April 18th, 2026**
- **Taste of JC: Food Tour – May 2nd, 2026**
- **Cattle Drive + Howdy Downtown – July 11th, 2026**
- **Fall Downtown - September 24th, 2026**
- **Paint the Town Blue - Date TBD September or October of 2026**
- **Boos and Brews - October 16th & 17th, 2026**
- **Holly Jolly Sip + Shop - December 4th, 2026**
- **Hometown Christmas – December 5th, 2026**

Junction City Main Street remains committed to revitalizing and activating our downtown district through events that bring the community together, support small businesses, and encourage tourism. As we look ahead, our 2026 programming is intentionally aligned with larger national moments including America's 250th anniversary and the global attention surrounding the World Cup to help position downtown Junction City as a destination. Our goal is to create experiences that draw both residents and visitors into the district, increase foot traffic, and strengthen our local economy.

The City of Junction City has been a valued partner in this work, and we sincerely appreciate your continued investment in the success of downtown. These listed events represent the primary occasions where city resources are needed, as the majority of our programming takes place within existing businesses. A fee waiver would directly support our shared goal of fostering community engagement while reducing operational barriers to hosting large-scale public events.

Thank you for your continued support of Junction City Main Street and our shared vision for a vibrant, thriving downtown.

-Makena Krause, Events and Community Outreach Coordinator

Memorandum of Understanding

This Memorandum of Understanding is between Dream Big Investments LLC./ owner of 915 N. Washington Street Junction City KS 66441 and Live Well Geary County - Geary Community Farmers Market and Junction Main Street - Junction City Main Street Market to cover property use and guidelines starting in May 2026 through February 2028.

The goal of the farmers markets is to support local agriculture and businesses by providing a space for direct to consumer sales. The farmers market also hopes to improve access to healthy fresh foods and education to the at-risk populations in Junction City and surrounding areas. Junction City Main Street and Live Well Geary County are partner organizations responsible for farmers market staff, marketing, and related functions.

Responsibilities of Dream Big Investments LLC.

1. Allow farmers markets to operate on the property Thursdays 2:00 - 7:30 pm & Saturday 9am - 1:00pm May through September
2. Allow barricades to be placed in the parking lot to prevent public parking in the market spaces. (Appendix 1)
3. Allow for occasional use of the adjacent grassy property for special events. Proper notice shall be provided by the market manager.
4. Allow storage of a cargo trailer on the site while the market is not in operation. The farmers market is responsible for proper security and damages if any. (Appendix 1)
5. Allow Porta Potty to be on site during the full market season . The farmers market is responsible for proper security and damages if any. (Appendix 1)
6. Allow erection of semi-permanent signage during the market season for the purpose of making the community aware of market location and time. (Appendix 2)
7. Permit market vendors only to use the adjacent business Godfrey Ranges Tactical and Supply bathroom during normal business hours.
8. Provide routine property maintenance including weed kill, mowing grassy area
9. Communicate with food trucks, employees, and others who may be impacted by property use/closure.

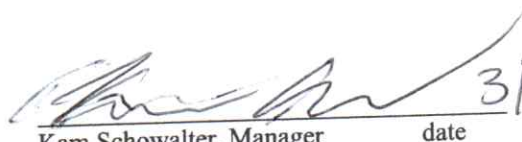
Responsibilities of Farmers Markets:

1. Coordinate vendor setup and market event weekly
2. Barricade market area weekly Wednesday after 5pm & Friday after 5pm. (appendix 1)
3. Take all precautions necessary to avoid damages to parking lot pavement or the grassy area. If damages occur, the owner will be contacted ASAP.
4. Keep the market area free from trash to the best of their ability.
5. Implement a non-commercial tobacco use policy during market operation. This includes signage and receptacle for disposal.
6. Carry accident insurance that covers volunteers and staff.
7. Provide an in-kind receipt letter for property use

Termination:

This agreement will remain in effect until 2028 and if markets are further consolidated under one name or entity with the same actions and responsibilities. This agreement remains effective if property ownership changes. This agreement may be terminated by either party during the off season October - April as to take into account the nature of the property use and community need for accessing farmers markets.


Todd Godfrey, owner
c.785-307-0901
tgodfrey@godfreysranges.com
3/10/26
date


Kam Schowalter, Manager
(785) 579-9464
infojc.farmersmarkets@gmail.com
3/10/26
date

Appendix 1:

- The barricades will be placed so as to not disrupt customer access to food trucks (front rows) prior to market hours. When the market is open barricades will be moved to close the entrance from 9th street and the alleyway to allow customers safe passage through the market.
- Trailer left in the parking lot area overnight will be parked in the back rows or the alcove marked on the map.



Appendix 2:

- Semi-permanent signage will be used to promote market location and time. Feather flags will be put up and taken down each market day.
- Banners or metal signage will be displayed on metal T-posts with attention to wear over time or displeasing display (sagging, fading, tears)



Hi, Makena.

I asked the President of our Board. It will be okay to use the parking lot here on Saturday, May 2nd.

Laurel Richardson

JC PREGNANCY CENTER | 823 N.

Washington St. | Junction City, KS 66441

785-579-5799 | www.jcpregnancycenter.com | jcpc@jcpclife.com



From: Makena Krause <events@junctioncitymainstreet.org>

Sent: Monday, March 30, 2026 11:59 AM

To: JC Pregnancy Center <jcpc@jcpclife.com>



City of Junction City – City Commission Agenda Memo

From: HR
To: Mayor and Commissioners
Subject: Payroll #5 & #6 2026

Objective: The consideration and approval of Payroll #5 & #6 for the month of March 2026.

Explanation of Issue: The payroll for March 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 #5 & #6

Recommendation: City Staff recommends the City Commission approve the March 2026 Payrolls.

Enclosures:

1. Calculation of Employer Expenses for Payroll #5 & #6
2. General Ledger Totals

EMPLOYEE FULL NAME	TITLE	PAY FROM	PAY TO	PAY AMOUNT
ADAMS, ARIANA	FIREFIGHTER/AEMT	2/16/2026	3/1/2026	\$2,473.70
AGUILAR, LEEJ	MAINT. WORKER I	2/16/2026	3/1/2026	\$2,393.59
AGUILAR, VICTOR	BUILDING MAINTENANCE II	2/16/2026	3/1/2026	\$2,376.54
AGUIRRE, ANTHONY	RECREATION SUPERVISOR	2/16/2026	3/1/2026	\$624.08
AGUON, NOAH	CART ATTENDANT	2/16/2026	3/1/2026	\$318.00
ALLEN, JOSHUA	FIREFIGHTER/AEMT	2/16/2026	3/1/2026	\$3,512.40
ANTHONY, RUBEN	POLICE OFFICER	2/16/2026	3/1/2026	\$2,537.54
APRILL, HAILEY	DISPATCHER I	2/16/2026	3/1/2026	\$1,681.91
ARMS, JOEY	POLICE OFFICER	2/16/2026	3/1/2026	\$3,281.11
ARNOLD, CLINTON	DETECTIVE	2/16/2026	3/1/2026	\$4,031.57
AVINA, KAIYA	LEGAL ASSISTANT	2/16/2026	3/1/2026	\$1,680.00
BABCOCK, ALVIN	INVESTIGATIONS DETECTIVE	2/16/2026	3/1/2026	\$3,703.87
BADENOCH, BLYTHE	DISPATCHER I	2/16/2026	3/1/2026	\$1,586.50
BATES, ROBERT	MAINT. WORKER I	2/16/2026	3/1/2026	\$1,835.64
BELL, YERIELA	FIREFIGHTER/PARAMEDIC	2/16/2026	3/1/2026	\$3,243.60
BERGES, TRAVIS	FIREFIGHTER/AEMT	2/16/2026	3/1/2026	\$3,184.80
BERGMAN, JUSTIN	STREETS & TRAFFIC SUPERVISOR	2/16/2026	3/1/2026	\$3,064.67
BERGMAN, KYLE	FIREFIGHTER/AEMT	2/16/2026	3/1/2026	\$4,109.37
BLAKE, NICHOLAS	DETECTIVE	2/16/2026	3/1/2026	\$3,759.20
BLISS, KAYLYNN	DETECTIVE	2/16/2026	3/1/2026	\$2,416.00
BLOOMDAHL, JADON	FIREFIGHTER/EMT	2/16/2026	3/1/2026	\$1,860.48
BOGENHAGEN, TODD	FF/PARAMEDIC	2/16/2026	3/1/2026	\$2,943.63
BOHANAN, TERRY	FIREFIGHTER/AEMT	2/16/2026	3/1/2026	\$3,473.27
BOLAND, BRIAN	FIREFIGHTER/EMT	2/16/2026	3/1/2026	\$3,084.46
BOOTH, CHRISTOPHER	CAPTAIN/AEMT	2/16/2026	3/1/2026	\$4,352.40
BORGES, ELIEL	SERGEANT	2/16/2026	3/1/2026	\$4,491.34
BOSWELL, JACE	FIREFIGHTER/EMT	2/16/2026	3/1/2026	\$2,325.60
BREIDENSTEIN, CHRISTOPHER	PATROL LIEUTENANT	2/16/2026	3/1/2026	\$3,836.45
BRENNAN, NOAH	FIREFIGHTER/EMT	2/16/2026	3/1/2026	\$4,307.11
BROWN , CALEB	POLICE OFFICER	2/16/2026	3/1/2026	\$2,466.85
BROWN, HERBERT	MAINT. WORKER I	2/16/2026	3/1/2026	\$1,727.80
BRUZINA, KRISTOPHER	FF ENGINEER/AEMT	2/16/2026	3/1/2026	\$3,840.00
BUDZINSKI, CONNOR	POLICE OFFICER	2/16/2026	3/1/2026	\$2,583.43
BUNKER, ALEXA	KENNEL TECHNICIAN	2/16/2026	3/1/2026	\$1,611.20
BUNTJER, MATTHEW	HELP DESK TECH	2/16/2026	3/1/2026	\$2,295.44
BUTLER, TERRY	COMMISSIONER/MAYOR	2/16/2026	3/1/2026	\$1,100.00
BYRD, RAMAR	MAINT. WORKER I	2/16/2026	3/1/2026	\$2,011.22
CAMPBELL JR., GLENN	DETECTIVE SERGEANT	2/16/2026	3/1/2026	\$3,567.10
CAMPBELL, AUBRIANNA	ANIMAL SHELTER ASSISTANT DIRECTOR	2/16/2026	3/1/2026	\$2,282.80
CARR, SEAN	FF/PARAMEDIC	2/16/2026	3/1/2026	\$3,104.50
CATHEY, DOUGLAS	POLICE LIEUTENANT	2/16/2026	3/1/2026	\$4,588.56
CHIASSON, CARTER	FIREFIGHTER/EMT	2/16/2026	3/1/2026	\$2,814.00
CHILSON, SYDNEY	POLICE OFFICER	2/16/2026	3/1/2026	\$2,475.08
CLARK, BLAKE	MAINT. WORKER I	2/16/2026	3/1/2026	\$1,696.00
CLARK, CHELSEA	DISPATCHER I	2/16/2026	3/1/2026	\$3,973.87
CLAYBORN, DARRYL	LEAD SUPERVISOR	2/16/2026	3/1/2026	\$357.75
COLE, MATHEW	ASSISTANT CODES ADMINISTRATOR	2/16/2026	3/1/2026	\$2,204.80
COLEMAN, LYND SAY	COURT ADMIN	2/16/2026	3/1/2026	\$2,660.00
CONTRERAS , MICHAEL	POLICE OFFICER	2/16/2026	3/1/2026	\$2,561.80
CRABLE, COLTON	FIREFIGHTER/EMT	2/16/2026	3/1/2026	\$2,913.65
CRAIG, DANIEL	MAINT. WORKER II	2/16/2026	3/1/2026	\$2,162.40
CROWLEY, NEIL	FIREFIGHTER/EMT	2/16/2026	3/1/2026	\$2,847.34
CRUZ, VIRGINIA	CUSTODIAN	2/16/2026	3/1/2026	\$1,963.65
DARROW, ANDREW	DIRECTOR - IT	2/16/2026	3/1/2026	\$5,003.60
DAUBIG, CHASE	UTILITY MAINT SUPR.	2/16/2026	3/1/2026	\$3,005.34
DAVENPORT, CHARLES	KENNEL TECHNICIAN	2/16/2026	3/1/2026	\$648.72
DAVIS, DERRICK	DETECTIVE	2/16/2026	3/1/2026	\$2,757.40
DEW, CLARISSA	PARKS MAINTENANCE I	2/16/2026	3/1/2026	\$1,526.40
DEWITT, JACK	POLICE OFFICER	2/16/2026	3/1/2026	\$2,325.44
DIAZ LORENZO DE BARRETO, ARIANA	CITY CLERK	2/16/2026	3/1/2026	\$3,343.08
DIESTELKAMP, STEPHEN	CITY PROJECT MANAGER	2/16/2026	3/1/2026	\$4,303.84
DOWNS, MICHAEL	SANITATION DRIVER	2/16/2026	3/1/2026	\$3,057.69
DRAPER, BRADLEY	POLICE OFFICER	2/16/2026	3/1/2026	\$2,334.36
DRISCOLL, RYLIE	CSI EVIDENCE CUSTODIAN	2/16/2026	3/1/2026	\$2,245.08
DUPREE, MARIONNEAUX	ESPORTS SUPERVISOR	2/16/2026	3/1/2026	\$572.40
EDDINGS ANDERSEN, HEATHER	PATROL SERGEANT	2/16/2026	3/1/2026	\$2,945.72
EGYIR, CHARLES	MAINT. WORKER I	2/16/2026	3/1/2026	\$1,696.00
ELBELAU, MASON	MAINT. WORKER I	2/16/2026	3/1/2026	\$1,913.30

FAHEY, CATHY	ADMIN. SECRETARY II	2/16/2026 3/1/2026	\$2,183.83
FARR, JAMES	FF/PARAMEDIC	2/16/2026 3/1/2026	\$4,801.55
FEATHERS, CYNTHIA	PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR	2/16/2026 3/1/2026	\$2,830.84
FERRELL, JOSHUA	POLICE OFFICER	2/16/2026 3/1/2026	\$2,458.60
FINE, KEITH	ASSISTANT CLUBHOUSE SUPERVISOR	2/16/2026 3/1/2026	\$234.26
FLORES, MELISSA	CUSTOMER SERVICE REP	2/16/2026 3/1/2026	\$1,780.80
FULMORE, ADRIAN	IT HELP DESK TECHNICIAN	2/16/2026 3/1/2026	\$2,015.60
GALDARISI, NICKOLAS	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,441.60
GASTON, HUNTER	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$3,518.58
GEORGE, CHRISTOPHER	FF/PARAMEDIC	2/16/2026 3/1/2026	\$3,447.60
GEORSKEY, TYLER	BUILDING INSPECTOR I	2/16/2026 3/1/2026	\$1,865.60
GLADNEY, AMBER	DISPATCHER I	2/16/2026 3/1/2026	\$2,717.45
GOODRUM, GARRICK	CART ATTENDANT	2/16/2026 3/1/2026	\$213.06
GRAHAM, SARAH	ADMIN. SECRETARY II	2/16/2026 3/1/2026	\$2,332.00
GRAY, JOSHUA	PARKS & REC DIRECTOR/DEPUTY PUBLIC WORKS DIRECTOR	2/16/2026 3/1/2026	\$3,669.60
GRAY, RACHEL	PERMIT TECHNICIAN	2/16/2026 3/1/2026	\$1,520.00
GRAY, VANESSA	ANIMAL SHELTER DIRECTOR	2/16/2026 3/1/2026	\$2,711.92
GRITTON, COLE	ASSISTANT GOLF SUPERINTENDENT	2/16/2026 3/1/2026	\$1,950.40
HAMILTON, CORY	POLICE OFFICER	2/16/2026 3/1/2026	\$2,458.60
HAMILTON, ELIZABETH	CUSTOMER SERVICE MANAGER	2/16/2026 3/1/2026	\$3,057.69
HANLON, CERSI	CUSTOMER SERVICE LEAD	2/16/2026 3/1/2026	\$2,035.20
HANLON, RANDOLPH	PARKS MAINTENANCE SUPERVISOR	2/16/2026 3/1/2026	\$2,324.37
HASLOUER, JASON	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$3,534.25
HAUG, ZACHARY	POLICE OFFICER	2/16/2026 3/1/2026	\$2,562.45
HAYDEN, JESSICA	PARKS MAINTENANCE I	2/16/2026 3/1/2026	\$1,602.40
HAYES, ANITA	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,441.60
HEINDEL, KELLY	ADMIN. SECRETARY II	2/16/2026 3/1/2026	\$2,883.20
HERNANDEZ, ROBERT	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,696.00
HESS, BRANDON	FLEET MECHANIC I	2/16/2026 3/1/2026	\$2,129.94
HESTER, JORDI	FLEET & FACILITIES MANAGER	2/16/2026 3/1/2026	\$2,426.96
HICKEY, NAYOMIE	KENNEL TECHNICIAN	2/16/2026 3/1/2026	\$1,707.84
HINKIN, MICHAEL	ASSISTANT CITY ATTORNEY/PROSECUTOR	2/16/2026 3/1/2026	\$3,846.16
HOLBERT, IZABELLA	CUSTOMER SERVICE REP	2/16/2026 3/1/2026	\$1,272.00
HOLLE, AVERY	FIREFIGHTER /AEMT	2/16/2026 3/1/2026	\$1,860.48
HUNT, MEGAN	MECHANIC I	2/16/2026 3/1/2026	\$1,696.00
HURST, LON	DETECTIVE	2/16/2026 3/1/2026	\$2,616.30
HYNES, TYLER	POLICE OFFICER	2/16/2026 3/1/2026	\$2,858.55
IBARRA, RAY	DIRECTOR, PW	2/16/2026 3/1/2026	\$4,810.77
IRWIN, JACOB	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,878.83
JACKSON, ANTONIO	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,038.80
JACKSON, JASMIN	POLICE OFFICER	2/16/2026 3/1/2026	\$1,692.00
JACOBS, JUSTIN	GROUNDSKEEPER	2/16/2026 3/1/2026	\$3,255.84
JEFFERSON, MICHAEL	COURT SECURITY OFFICER	2/16/2026 3/1/2026	\$940.75
KELLER, TARYN	ADMIN. SECRETARY I	2/16/2026 3/1/2026	\$1,908.01
KIM, KERRY	DEPUTY DIRECTOR OF POLICE COMMUNICATIONS	2/16/2026 3/1/2026	\$5,487.06
KINGSBURY, KRISTA	HR DIRECTOR	2/16/2026 3/1/2026	\$3,669.23
KLUSA-CURIT, INGA	PAYROLL SPECIALIST	2/16/2026 3/1/2026	\$2,332.00
KRAJKOSKI, STEVE	CODES ENFORCEMENT OFFICER II	2/16/2026 3/1/2026	\$2,120.00
LAFEVER, SHELBI	KENNEL TECHNICIAN	2/16/2026 3/1/2026	\$1,611.20
LANCASTER, KAY	ADMIN. SECRETARY I	2/16/2026 3/1/2026	\$2,035.20
LANDES, JAMES PATRICK	COMMISSIONER	2/16/2026 3/1/2026	\$700.00
LANKAS, JASON	FIRE CHIEF	2/16/2026 3/1/2026	\$4,831.20
LEHMKUHL, LOGAN	FIREFIGHTER/PARAMEDIC	2/16/2026 3/1/2026	\$2,652.48
LEWIS, GEOFFERY	MECHANIC II	2/16/2026 3/1/2026	\$3,057.69
LINGLE, JACQUELINE	PROSHOP CLERK	2/16/2026 3/1/2026	\$2,242.31
LOVELESS, ALICIA	RECORDS CLERK I	2/16/2026 3/1/2026	\$1,526.40
LOW, CHRISTOPHER	POLICE OFFICER	2/16/2026 3/1/2026	\$2,396.13
LUCERO, MATTHEW	MAINT. WORKER I	2/16/2026 3/1/2026	\$83.48
MAILEA, ALEXYA	MAINT. WORKER II	2/16/2026 3/1/2026	\$3,540.84
MARSTON, DOUGLAS	POLICE LIEUTENANT	2/16/2026 3/1/2026	\$2,545.60
MARSTON, MITCHELL	POLICE LIEUTENANT	2/16/2026 3/1/2026	\$3,875.84
MARTINEZ, IRENE	RECORDS CLERK I	2/16/2026 3/1/2026	\$1,578.61
MAU, BRANDON	PATROL LIEUTENANT	2/16/2026 3/1/2026	\$4,001.00
MCCALLUM, JEREMY	CAPTAIN/PARAMEDIC	2/16/2026 3/1/2026	\$4,455.00
MCCLELLAN, EMMA	DISPATCHER II	2/16/2026 3/1/2026	\$2,942.10
MCCORMICK, SOMMER	ADMIN. SECRETARY I	2/16/2026 3/1/2026	\$2,063.82
MCINTOSH, BRANDON	PROSHOP CLERK	2/16/2026 3/1/2026	\$368.88
MCKIM, JENNIFER	COURT CLERK	2/16/2026 3/1/2026	\$1,920.00
MCKONE, MICHAEL	MUN. COURT JUDGE	2/16/2026 3/1/2026	\$3,354.93

MCNABB, JOHN	FIREFIGHTER/PARAMEDIC	2/16/2026 3/1/2026	\$3,573.05
MELIA, PATRICK	FF ENGINEER/AEMT	2/16/2026 3/1/2026	\$3,832.32
MENEFE, BECKY	COURT LIAISON/COURT BAILIFF	2/16/2026 3/1/2026	\$2,112.72
MILLER, CARISSA	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,833.55
MILLER, SCOTT	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,727.80
MONSER, TANYA	CITY TREASURER	2/16/2026 3/1/2026	\$3,057.69
MORGAN, BRANDON	ANIMAL CONTROL	2/16/2026 3/1/2026	\$1,648.34
MORGAN, NICOLE	KENNEL TECHNICIAN	2/16/2026 3/1/2026	\$1,680.00
MORTIMER, DAVID	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$4,466.96
MOWERY, SHANE	POLICE OFFICER	2/16/2026 3/1/2026	\$2,660.44
MULLER, MAYGAN	DEPUTY CITY CLERK/EXECUTIVE ASSISTANT	2/16/2026 3/1/2026	\$2,204.80
MUNGER, LEVI	MAINT. WORKER I	2/16/2026 3/1/2026	\$2,035.20
MURPHY, DUSTIN	CAPTAIN OF INVESTIGATIONS	2/16/2026 3/1/2026	\$4,230.24
MYERS, DONOVAN	SUPERVISOR	2/16/2026 3/1/2026	\$295.74
NABUS, RANDAL	CAPTAIN/AEMT	2/16/2026 3/1/2026	\$4,838.74
NELSON, DAVID	FIRE MARSHAL	2/16/2026 3/1/2026	\$3,716.00
NEWY, ANDREW	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,719.85
NICHOLS, KIRT	POLICE CHIEF	2/16/2026 3/1/2026	\$5,186.08
NIEMCZYK, KELLY	COMMISSIONER	2/16/2026 3/1/2026	\$700.00
NOLTING, DAVID	PATROL SERGEANT	2/16/2026 3/1/2026	\$2,676.24
NORIEGA, DANIEL	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,325.60
NORTH, NOAH	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,780.80
NUTTER, NICHOLAS	CAPTAIN/AEMT	2/16/2026 3/1/2026	\$4,365.13
OBERMEYER, BRICE	CITY GRANT WRITER	2/16/2026 3/1/2026	\$2,880.00
O'BRIEN, KARA	RECORDS CLERK I	2/16/2026 3/1/2026	\$508.80
ODELL, CORY	ASSISTANT POLICE CHIEF	2/16/2026 3/1/2026	\$4,748.72
OLSON, EMILY	SERGEANT DETECTIVE	2/16/2026 3/1/2026	\$3,154.71
O'SHEA, KATHERINE	PUBLIC INFORMATION OFFICER	2/16/2026 3/1/2026	\$2,798.40
PAQUETTE, MATTHEW	CAPTAIN OF OPERATIONS	2/16/2026 3/1/2026	\$4,230.24
PEREDES, CARLOS	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,701.30
PARKER, ELIZABETH	PERMIT TECHNICIAN	2/16/2026 3/1/2026	\$1,611.20
PATE, KAYLEE	HR ASSISTANT	2/16/2026 3/1/2026	\$2,077.60
PEREZ GAUBECA, ARTURO	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$3,407.86
PETERSON, NATHAN	ADMINISTRATIVE ASSISTANT II	2/16/2026 3/1/2026	\$2,558.16
PICKING, SHELLY	SUPERVISOR	2/16/2026 3/1/2026	\$2,650.00
PINAIRE, RICHARD	COMMISSIONER	2/16/2026 3/1/2026	\$700.00
POWERS, ADAM	FF/PARAMEDIC	2/16/2026 3/1/2026	\$3,520.61
QUIJADA, HAILIE	KENNEL TECHNICIAN	2/16/2026 3/1/2026	\$1,611.20
RABEK, PAUL	FIREFIGHTER/PARAMEDIC	2/16/2026 3/1/2026	\$3,229.20
RADLEY, DENNIS	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$2,846.40
RATLIFF, KATELYNN	BUILDING INSPECTOR I	2/16/2026 3/1/2026	\$2,204.80
RAUB, MATTHEW	FF ENGINEER/PARAMEDIC	2/16/2026 3/1/2026	\$3,958.80
RICHMOND, MICHAEL	SANITATION DRIVER	2/16/2026 3/1/2026	\$2,069.25
RILEY, SHARON	DIRECTOR, PD COMM	2/16/2026 3/1/2026	\$3,091.84
RIVERS, MICHAEL	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$3,083.22
ROBBINS, DONNA	PROSHOP CLERK	2/16/2026 3/1/2026	\$1,356.80
ROLLINS, BRANDY	CODES ENFORCEMENT OFFICER I	2/16/2026 3/1/2026	\$1,590.00
ROSS, JEREMY	CAPTAIN/AEMT	2/16/2026 3/1/2026	\$3,151.68
ROSS, TYLER	FIREFIGHTER ENGINEER/AEMT	2/16/2026 3/1/2026	\$3,865.85
RUBASH, CALEB	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,385.66
RUBLE, TIMOTHY	GOLF SUPERINTENDENT	2/16/2026 3/1/2026	\$2,856.80
RUIZ-CALDERON, GERARDO	POLICE OFFICER	2/16/2026 3/1/2026	\$2,844.06
SANCHEZ, JASON	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$3,207.51
SANCHEZ-SOTO, GEAN	PATROL SERGEANT	2/16/2026 3/1/2026	\$3,084.66
SANNER, CADIN	CRIME ANALYST	2/16/2026 3/1/2026	\$2,449.04
SAUNDERS, JAKOBI	CART ATTENDANT	2/16/2026 3/1/2026	\$356.16
SCHROEDER, BERNARD	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$3,316.80
SCHULTZ, KATHLEEN	LEAD KENNEL TECHNICIAN	2/16/2026 3/1/2026	\$1,696.00
SCOTT, JOSEPH	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,768.83
SEVERSON, KERRY	COURT CLERK	2/16/2026 3/1/2026	\$1,800.00
SHARP, SILVIA	ADMIN. SECRETARY II	2/16/2026 3/1/2026	\$1,329.24
SHELTROWN, DONALD	ESPORTS COORDINATOR INTERNSHIP	2/16/2026 3/1/2026	\$1,823.20
SHEPEK, JOHN	FF ENGINEER/AEMT	2/16/2026 3/1/2026	\$3,453.04
SILVA, ANTHONY	GROUNDSCOOPER	2/16/2026 3/1/2026	\$1,356.80
SINKLIER, CYNTHIA	ADMIN. SECRETARY II	2/16/2026 3/1/2026	\$3,759.07
SLOAN, DAVID	POLICE LIEUTENANT	2/16/2026 3/1/2026	\$3,912.34
SMITH, FRANK	MAINT. WORKER I	2/16/2026 3/1/2026	\$2,117.88
SOLANO, CHRISTOPHER	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,616.00
SPAULDING, LUCAS	GROUDSCOOPER	2/16/2026 3/1/2026	\$1,356.80

SPRANGER, JARRETT	POLICE OFFICER	2/16/2026 3/1/2026	\$2,458.60
SRACKANGAST, CHRISTOPHER	COMMUNITY DEVELOPMENT DIRECTOR	2/16/2026 3/1/2026	\$3,392.00
STAMM, DEVIN	POLICE OFFICER	2/16/2026 3/1/2026	\$2,802.40
STEDMAN, TIMOTHY	INTERIM GOLF SUPERINTENDENT	2/16/2026 3/1/2026	\$3,052.80
STEVENS, RYAN	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$2,868.75
STEWART, BRETT	FIREFIGHTER/AEMT	2/16/2026 3/1/2026	\$3,034.90
STITES, BRITAIN	CITY ATTORNEY/PROSECUTOR	2/16/2026 3/1/2026	\$5,300.00
STOVER, MICHAEL	CITY ELECTRICIAN	2/16/2026 3/1/2026	\$2,478.75
STREMMING, DONALD	CAPTAIN/AEMT	2/16/2026 3/1/2026	\$3,312.00
STRICKLAND, IAN	CHIEF OF OPERATIONS	2/16/2026 3/1/2026	\$4,566.40
SUTTON, JEREMY	FF ENGINEER/AEMT	2/16/2026 3/1/2026	\$3,404.52
TAYLOR, KEY'AHN	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,841.05
TEIXEIRA, CASSIE	RECORDS CLERK I	2/16/2026 3/1/2026	\$1,200.00
THOMAS, CASSANDRA	PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR	2/16/2026 3/1/2026	\$2,094.18
TILSON, LEETTA	LEGAL ASSISTANT	2/16/2026 3/1/2026	\$1,760.00
TORRES, EDGAR	PROSHOP CLERK	2/16/2026 3/1/2026	\$4,449.89
TREVINO, ANGEL	CUSTOMER SERVICE REP	2/16/2026 3/1/2026	\$1,611.20
TURNER, MICHAEL	LIFEGUARD	2/16/2026 3/1/2026	\$2,202.81
TUUU-PENA, TAULEIA	CUSTOMER SERVICE REP	2/16/2026 3/1/2026	\$1,360.00
VACANTI, MICHAEL	IT SPECIALIST-SALARY	2/16/2026 3/1/2026	\$3,047.20
VALLON, MICHAEL	POLICE OFFICER	2/16/2026 3/1/2026	\$2,905.56
VINCENT, ALEX	POLICE OFFICER	2/16/2026 3/1/2026	\$2,637.67
VOSBURG, KENT	DIVISION CHIEF OF EMS/TRAINING	2/16/2026 3/1/2026	\$3,716.00
WALKER III, BOBBY	POLICE OFFICER	2/16/2026 3/1/2026	\$2,826.63
WALLACE, MATTHEW	POLICE OFFICER	2/16/2026 3/1/2026	\$2,326.11
WALTANEN-VIRENIUS, ALLIE	KENNEL TECHNICIAN	2/16/2026 3/1/2026	\$1,472.80
WARWICK, LILLIAN	CART ATTENDANT	2/16/2026 3/1/2026	\$1,272.00
WEEKS, JESSE	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,789.15
WHITE, BRADLEY	FF ENGINEER/PARAMEDIC	2/16/2026 3/1/2026	\$5,145.06
WICKER, JONATHAN	PROSHOP CLERK	2/16/2026 3/1/2026	\$1,600.00
WIETMAN, DUSTIN	PROSHOP CLERK	2/16/2026 3/1/2026	\$282.23
WIGTON, JAY	DARE/SRO OFFICER	2/16/2026 3/1/2026	\$3,682.78
WILCOX, JAMEL	FINANCE DIRECTOR/DEPUTY CITY MANAGER	2/16/2026 3/1/2026	\$4,105.17
WILKINSON, NATHAN	MAINT. WORKER I	2/16/2026 3/1/2026	\$1,900.58
WILLIAMS, JOHN	MAINT. WORKER I	2/16/2026 3/1/2026	\$2,302.32
WILLIAMS, LEIGHTON	SANITATION DRIVER	2/16/2026 3/1/2026	\$2,073.36
WILLIAMS, MARVIN	RECREATION SUPERVISOR	2/16/2026 3/1/2026	\$213.59
WILLIAMSON, LOGAN	DISPATCHER I	2/16/2026 3/1/2026	\$1,479.02
WING, BRIAN	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,301.12
WINTERS, BRYSON	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,550.00
WISDOM, ASHLEY	CART ATTENDANT	2/16/2026 3/1/2026	\$175.05
WOLNIK, DEANNA	RECORDS CLERK I	2/16/2026 3/1/2026	\$1,632.41
WOOD, KAMRYN	PROSHOP CLERK	2/16/2026 3/1/2026	\$133.56
WOODARD, DANIEL	FIREFIGHTER/EMT	2/16/2026 3/1/2026	\$2,065.92
YOSKOWITZ, SAMANTHA	COMMISSIONER	2/16/2026 3/1/2026	\$700.00
YOUNG, GLORIA	DISCOVERY CLERK I	2/16/2026 3/1/2026	\$769.39
ZANDER, ZACH	MAINT. WORKER II	2/16/2026 3/1/2026	\$2,233.36
ZIEGLER, MARISSA	PATROL SERGEANT	2/16/2026 3/1/2026	\$3,083.96
ZIMMERMAN, KIM	CITY MANAGER	2/16/2026 3/1/2026	\$6,719.22
ZISHKA, DAVID	EQUIPMENT OPERATOR	2/16/2026 3/1/2026	\$2,247.20
ZUMBRUNN, CHRISTIAN	MAINT. WORKER I	2/16/2026 3/1/2026	\$579.15

EMPLOYEE FULL NAME	TITLE	PAY FROM	PAY TO	PAY AMOUNT
ADAMS, ARIANA	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,429.21
AGUILAR, LEEJ	MAINT. WORKER I	3/2/2026	3/15/2026	\$2,622.88
AGUILAR, VICTOR	BUILDING MAINTENANCE II	3/2/2026	3/15/2026	\$2,340.09
AGUIRRE, ANTHONY	RECREATION SUPERVISOR	3/2/2026	3/15/2026	\$465.08
AGUON, NOAH	CART ATTENDANT	3/2/2026	3/15/2026	\$327.54
ALLEN, JOSHUA	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,611.09
ANTHONY, RUBEN	POLICE OFFICER	3/2/2026	3/15/2026	\$2,821.68
APRILL, HAILEY	DISPATCHER I	3/2/2026	3/15/2026	\$1,873.24
ARMS, JOEY	POLICE OFFICER	3/2/2026	3/15/2026	\$2,749.99
ARNOLD, CLINTON	DETECTIVE	3/2/2026	3/15/2026	\$3,003.90
AVINA, KAIYA	LEGAL ASSISTANT	3/2/2026	3/15/2026	\$1,680.00
BABCOCK, ALVIN	INVESTIGATIONS DETECTIVE	3/2/2026	3/15/2026	\$3,661.05
BADENOCH, BLYTHE	DISPATCHER I	3/2/2026	3/15/2026	\$1,795.50
BATES, ROBERT	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,931.08
BELL, YERIELA	FIREFIGHTER/PARAMEDIC	3/2/2026	3/15/2026	\$3,243.60
BERGES, TRAVIS	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,376.78
BERGMAN, JUSTIN	STREETS & TRAFFIC SUPERVISOR	3/2/2026	3/15/2026	\$3,057.69
BERGMAN, KYLE	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,022.11
BLAKE, NICHOLAS	DETECTIVE	3/2/2026	3/15/2026	\$3,657.60
BLISS, KAYLYNN	DETECTIVE	3/2/2026	3/15/2026	\$2,567.00
BLOOMDAHL, JADON	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,325.60
BOGENHAGEN, TODD	FF/PARAMEDIC	3/2/2026	3/15/2026	\$3,998.15
BOHANAN, TERRY	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$2,642.76
BOLAND, BRIAN	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,857.91
BOOTH, CHRISTOPHER	CAPTAIN/AEMT	3/2/2026	3/15/2026	\$4,628.42
BORGES, ELIEL	SERGEANT	3/2/2026	3/15/2026	\$4,828.07
BOSWELL, JACE	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,325.60
BREIDENSTEIN, CHRISTOPHER	PATROL LIEUTENANT	3/2/2026	3/15/2026	\$4,383.00
BRENNAN, NOAH	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$3,507.75
BROWN , CALEB	POLICE OFFICER	3/2/2026	3/15/2026	\$2,626.62
BROWN, HERBERT	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,886.80
BRUZINA, KRISTOPHER	FF ENGINEER/AEMT	3/2/2026	3/15/2026	\$3,606.61
BUDZINSKI, CONNOR	POLICE OFFICER	3/2/2026	3/15/2026	\$3,117.04
BUNKER, ALEXA	KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$1,752.18
BUNTJER, MATTHEW	HELP DESK TECH	3/2/2026	3/15/2026	\$2,015.60
BYRD, RAMAR	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,823.20
CAMPBELL JR., GLENN	DETECTIVE SERGEANT	3/2/2026	3/15/2026	\$3,182.08
CAMPBELL, AUBRIANNA	ANIMAL SHELTER ASSISTANT DIRE	3/2/2026	3/15/2026	\$2,282.80
CARR, SEAN	FF/PARAMEDIC	3/2/2026	3/15/2026	\$5,143.58
CATHEY, DOUGLAS	POLICE LIEUTENANT	3/2/2026	3/15/2026	\$4,290.77
CHIASSON, CARTER	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$3,509.83
CHILSON, SYDNEY	POLICE OFFICER	3/2/2026	3/15/2026	\$2,762.88
CLARK, BLAKE	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,696.00
CLARK, CHELSEA	DISPATCHER I	3/2/2026	3/15/2026	\$3,082.53
CLAYBORN, DARRYL	LEAD SUPERVISOR	3/2/2026	3/15/2026	\$372.06
COLE, MATHEW	ASSISTANT CODES ADMINISTRATC	3/2/2026	3/15/2026	\$2,204.80
COLEMAN, LYNSDAY	COURT ADMIN	3/2/2026	3/15/2026	\$2,660.00
CONTRERAS , MICHAEL	POLICE OFFICER	3/2/2026	3/15/2026	\$2,665.77
CRABLE, COLTON	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,881.32
CRAIG, DANIEL	MAINT. WORKER II	3/2/2026	3/15/2026	\$2,405.67
CROWLEY, NEIL	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,795.87

CRUZ, VIRGINIA	CUSTODIAN	3/2/2026	3/15/2026	\$2,071.91
DARROW, ANDREW	DIRECTOR - IT	3/2/2026	3/15/2026	\$5,003.60
DAUBIG, CHASE	UTILITY MAINT SUPR.	3/2/2026	3/15/2026	\$2,976.18
DAVENPORT, CHARLES	KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$594.66
DAVIS, DERRICK	DETECTIVE	3/2/2026	3/15/2026	\$2,919.60
DEW, CLARISSA	PARKS MAINTENANCE I	3/2/2026	3/15/2026	\$1,590.80
DEWITT, JACK	POLICE OFFICER	3/2/2026	3/15/2026	\$2,937.06
DIAZ LORENZO DE BARRETO, ARIANA	CITY CLERK	3/2/2026	3/15/2026	\$3,343.08
DIESTELKAMP, STEPHEN	CITY PROJECT MANAGER	3/2/2026	3/15/2026	\$4,303.84
DOWNS, MICHAEL	SANITATION DRIVER	3/2/2026	3/15/2026	\$3,057.69
DRAPER, BRADLEY	POLICE OFFICER	3/2/2026	3/15/2026	\$3,432.75
DRISCOLL, RYLIE	CSI EVIDENCE CUSTODIAN	3/2/2026	3/15/2026	\$2,175.12
DUPREE, MARIONNEAUX	ESPORTS SUPERVISOR	3/2/2026	3/15/2026	\$624.08
EDDINGS ANDERSEN, HEATHER	PATROL SERGEANT	3/2/2026	3/15/2026	\$3,611.49
EGYIR, CHARLES	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,696.00
ELBELAU, MASON	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,303.80
FAHEY, CATHY	ADMIN. SECRETARY II	3/2/2026	3/15/2026	\$2,183.83
FARR, JAMES	FF/PARAMEDIC	3/2/2026	3/15/2026	\$5,283.28
FEATHERS, CYNTHIA	PROPERTY AND EVIDENCE CUSTC	3/2/2026	3/15/2026	\$2,663.47
FERRELL, JOSHUA	POLICE OFFICER	3/2/2026	3/15/2026	\$2,639.76
FINE, KEITH	ASSISTANT CLUBHOUSE SUPERVI	3/2/2026	3/15/2026	\$572.14
FLORES, MELISSA	CUSTOMER SERVICE REP	3/2/2026	3/15/2026	\$1,780.81
FULMORE, ADRIAN	IT HELP DESK TECHNICIAN	3/2/2026	3/15/2026	\$2,015.60
GALDARISI, NICKOLAS	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,441.60
GASTON, HUNTER	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$4,040.13
GEORGE, CHRISTOPHER	FF/PARAMEDIC	3/2/2026	3/15/2026	\$2,700.48
GEORSKEY, TYLER	BUILDING INSPECTOR I	3/2/2026	3/15/2026	\$1,865.60
GLADNEY, AMBER	DISPATCHER I	3/2/2026	3/15/2026	\$3,030.21
GOODRUM, GARRICK	CART ATTENDANT	3/2/2026	3/15/2026	\$314.82
GRAHAM, SARAH	ADMIN. SECRETARY II	3/2/2026	3/15/2026	\$2,332.00
GRAY, JOSHUA	PARKS & REC DIRECTOR/DEPUTY	3/2/2026	3/15/2026	\$3,669.60
GRAY, RACHEL	PERMIT TECHNICIAN	3/2/2026	3/15/2026	\$1,520.00
GRAY, VANESSA	ANIMAL SHELTER DIRECTOR	3/2/2026	3/15/2026	\$2,865.77
GRITTON, COLE	ASSISTANT GOLF SUPERINTENDE	3/2/2026	3/15/2026	\$1,950.40
HAMILTON, CORY	POLICE OFFICER	3/2/2026	3/15/2026	\$2,613.88
HAMILTON, ELIZABETH	CUSTOMER SERVICE MANAGER	3/2/2026	3/15/2026	\$3,057.69
HANLON, CERSI	CUSTOMER SERVICE LEAD	3/2/2026	3/15/2026	\$2,121.06
HANLON, RANDOLPH	PARKS MAINTENANCE SUPERVISC	3/2/2026	3/15/2026	\$2,324.38
HASLOUER, JASON	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,878.36
HAUG, ZACHARY	POLICE OFFICER	3/2/2026	3/15/2026	\$2,873.93
HAYDEN, JESSICA	PARKS MAINTENANCE I	3/2/2026	3/15/2026	\$1,602.40
HAYES, ANITA	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,157.79
HEINDEL, KELLY	ADMIN. SECRETARY II	3/2/2026	3/15/2026	\$2,883.20
HERNANDEZ, ROBERT	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,696.00
HESS, BRANDON	FLEET MECHANIC I	3/2/2026	3/15/2026	\$2,120.01
HESTER, JORDI	FLEET & FACILITIES MANAGER	3/2/2026	3/15/2026	\$2,426.96
HICKEY, NAYOMIE	KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$1,752.18
HINKIN, MICHAEL	ASSISTANT CITY ATTORNEY/PROS	3/2/2026	3/15/2026	\$3,846.16
HOLBERT, IZABELLA	CUSTOMER SERVICE REP	3/2/2026	3/15/2026	\$1,272.00
HOLLE, AVERY	FIREFIGHTER /AEMT	3/2/2026	3/15/2026	\$2,790.72
HUNT, MEGAN	MECHANIC I	3/2/2026	3/15/2026	\$1,696.00
HURST, LON	DETECTIVE	3/2/2026	3/15/2026	\$2,757.62

HYNES, TYLER	POLICE OFFICER	3/2/2026	3/15/2026	\$3,221.40
IBARRA, RAY	DIRECTOR, PW	3/2/2026	3/15/2026	\$4,810.77
IRWIN, JACOB	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$3,183.83
JACKSON, ANTONIO	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,584.70
JACKSON, JASMIN	POLICE OFFICER	3/2/2026	3/15/2026	\$3,408.80
JACOBS, JUSTIN	GROUNDKEEPER	3/2/2026	3/15/2026	\$3,091.11
JEFFERSON, MICHAEL	COURT SECURITY OFFICER	3/2/2026	3/15/2026	\$662.50
KELLER, TARYN	ADMIN. SECRETARY I	3/2/2026	3/15/2026	\$1,908.01
KIM, KERRY	DEPUTY DIRECTOR OF POLICE CC	3/2/2026	3/15/2026	\$4,462.24
KINGSBURY, KRISTA	HR DIRECTOR	3/2/2026	3/15/2026	\$3,669.22
KLUSA-CURIT, INGA	PAYROLL SPECIALIST	3/2/2026	3/15/2026	\$2,332.00
KRAJKOSKI, STEVE	CODES ENFORCEMENT OFFICER I	3/2/2026	3/15/2026	\$2,120.00
LAFAVER, SHELBY	KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$1,772.32
LANCASTER, KAY	ADMIN. SECRETARY I	3/2/2026	3/15/2026	\$2,035.20
LANKAS, JASON	FIRE CHIEF	3/2/2026	3/15/2026	\$4,831.20
LEHMKUHL, LOGAN	FIREFIGHTER/PARAMEDIC	3/2/2026	3/15/2026	\$3,837.88
LEWIS, GEOFFERY	MECHANIC II	3/2/2026	3/15/2026	\$3,057.69
LINGLE, JACQUELINE	PROSHOP CLERK	3/2/2026	3/15/2026	\$2,402.31
LITTLE, BRIANNA		3/2/2026	3/15/2026	\$364.38
LOVELESS, ALICIA	RECORDS CLERK I	3/2/2026	3/15/2026	\$1,612.26
LOW, CHRISTOPHER	POLICE OFFICER	3/2/2026	3/15/2026	\$2,671.38
LUCERO, MATTHEW	MAINT. WORKER I	3/2/2026	3/15/2026	\$123.23
MAILEA, ALEXYA	MAINT. WORKER II	3/2/2026	3/15/2026	\$3,351.48
MARSTON, DOUGLAS	POLICE LIEUTENANT	3/2/2026	3/15/2026	\$2,545.60
MARSTON, MITCHELL	POLICE LIEUTENANT	3/2/2026	3/15/2026	\$4,481.78
MARTINEZ, IRENE	RECORDS CLERK I	3/2/2026	3/15/2026	\$1,832.07
MAU, BRANDON	PATROL LIEUTENANT	3/2/2026	3/15/2026	\$3,806.98
MCCALLUM, JEREMY	CAPTAIN/PARAMEDIC	3/2/2026	3/15/2026	\$4,400.80
MCCLELLAN, EMMA	DISPATCHER II	3/2/2026	3/15/2026	\$3,654.24
MCCORMICK, SOMMER	ADMIN. SECRETARY I	3/2/2026	3/15/2026	\$2,070.18
MCINTOSH, BRANDON	PROSHOP CLERK	3/2/2026	3/15/2026	\$108.12
MCKIM, JENNIFER	COURT CLERK	3/2/2026	3/15/2026	\$1,920.00
MCKONE, MICHAEL	MUN. COURT JUDGE	3/2/2026	3/15/2026	\$3,354.92
MCKONE, SEAN		3/2/2026	3/15/2026	\$79.50
MCNABB, JOHN	FIREFIGHTER/PARAMEDIC	3/2/2026	3/15/2026	\$2,545.92
MELIA, PATRICK	FF ENGINEER/AEMT	3/2/2026	3/15/2026	\$3,751.20
MENEFEE, BECKY	COURT LIAISON/COURT BAILIFF	3/2/2026	3/15/2026	\$2,112.72
MILLER, CARISSA	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,495.67
MILLER, SCOTT	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,762.25
MONSER, TANYA	CITY TREASURER	3/2/2026	3/15/2026	\$3,057.69
MORGAN, BRANDON	ANIMAL CONTROL	3/2/2026	3/15/2026	\$1,891.05
MORGAN, NICOLE	KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$1,680.00
MORTIMER, DAVID	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,463.25
MOWERY, SHANE	POLICE OFFICER	3/2/2026	3/15/2026	\$3,088.56
MULLER, MAYGAN	DEPUTY CITY CLERK/EXECUTIVE /	3/2/2026	3/15/2026	\$2,204.80
MUNGER, LEVI	MAINT. WORKER I	3/2/2026	3/15/2026	\$2,035.20
MURPHY, ANDREA		3/2/2026	3/15/2026	\$168.75
MURPHY, DUSTIN	CAPTAIN OF INVESTIGATIONS	3/2/2026	3/15/2026	\$4,230.24
MYERS, DONOVAN	SUPERVISOR	3/2/2026	3/15/2026	\$193.98
NABUS, RANDAL	CAPTAIN/AEMT	3/2/2026	3/15/2026	\$3,471.13
NELSON, DAVID	FIRE MARSHAL	3/2/2026	3/15/2026	\$3,716.00
NEWWEY, ANDREW	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,717.20

NICHOLS, KIRT	POLICE CHIEF	3/2/2026	3/15/2026	\$5,307.69
NOLTING, DAVID	PATROL SERGEANT	3/2/2026	3/15/2026	\$3,254.22
NORIEGA, DANIEL	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,325.60
NORTH, NOAH	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,780.80
NUTTER, NICHOLAS	CAPTAIN/AEMT	3/2/2026	3/15/2026	\$4,222.70
OBERMEYER, BRICE	CITY GRANT WRITER	3/2/2026	3/15/2026	\$2,880.00
O'BRIEN, KARA	RECORDS CLERK I	3/2/2026	3/15/2026	\$492.90
ODELL, CORY	ASSISTANT POLICE CHIEF	3/2/2026	3/15/2026	\$4,807.69
OLSON, EMILY	SERGEANT DETECTIVE	3/2/2026	3/15/2026	\$3,616.92
O'SHEA, KATHERINE	PUBLIC INFORMATION OFFICER	3/2/2026	3/15/2026	\$2,948.40
PAQUETTE, MATTHEW	CAPTAIN OF OPERATIONS	3/2/2026	3/15/2026	\$4,230.20
PARADES, CARLOS	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,828.50
PARKER, ELIZABETH	PERMIT TECHNICIAN	3/2/2026	3/15/2026	\$1,450.08
PATE, KAYLEE	HR ASSISTANT	3/2/2026	3/15/2026	\$2,077.60
PEREZ GAUBECA, ARTURO	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$2,760.47
PETERSON, NATHAN	ADMINISTRATIVE ASSISTANT II	3/2/2026	3/15/2026	\$2,131.80
PICKING, SHELLY	SUPERVISOR	3/2/2026	3/15/2026	\$2,730.40
POWERS, ADAM	FF/PARAMEDIC	3/2/2026	3/15/2026	\$3,361.20
QUIJADA, HAILIE	KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$1,369.52
RABEK, PAUL	FIREFIGHTER/PARAMEDIC	3/2/2026	3/15/2026	\$3,830.74
RADLEY, DENNIS	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$4,266.53
RATLIFF, KATELYNN	BUILDING INSPECTOR I	3/2/2026	3/15/2026	\$2,149.68
RAUB, MATTHEW	FF ENGINEER/PARAMEDIC	3/2/2026	3/15/2026	\$5,003.02
RICHMOND, MICHAEL	SANITATION DRIVER	3/2/2026	3/15/2026	\$2,066.22
RILEY, SHARON	DIRECTOR, PD COMM	3/2/2026	3/15/2026	\$3,091.83
RIVERS, MICHAEL	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,415.73
ROBBINS, DONNA	PROSHOP CLERK	3/2/2026	3/15/2026	\$1,363.16
ROLLINS, BRANDY	CODES ENFORCEMENT OFFICER I	3/2/2026	3/15/2026	\$1,600.60
ROSS, JEREMY	CAPTAIN/AEMT	3/2/2026	3/15/2026	\$4,734.33
ROSS, TYLER	FIREFIGHTER ENGINEER/AEMT	3/2/2026	3/15/2026	\$4,780.38
RUBASH, CALEB	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$3,361.95
RUBLE, TIMOTHY	GOLF SUPERINTENDENT	3/2/2026	3/15/2026	\$2,856.80
RUIZ-CALDERON, GERARDO	POLICE OFFICER	3/2/2026	3/15/2026	\$3,231.36
SANCHEZ, JASON	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,717.69
SANCHEZ-SOTO, GEAN	PATROL SERGEANT	3/2/2026	3/15/2026	\$3,962.07
SANNER, CADIN	CRIME ANALYST	3/2/2026	3/15/2026	\$2,449.04
SAUNDERS, JAKOBI	CART ATTENDANT	3/2/2026	3/15/2026	\$197.16
SCHROEDER, BERNARD	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,316.80
SCHULTZ, KATHLEEN	LEAD KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$1,865.60
SCOTT, JOSEPH	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$3,539.20
SEVERSON, KERRY	COURT CLERK	3/2/2026	3/15/2026	\$1,800.00
SHANNON , DIANA		3/2/2026	3/15/2026	\$98.35
SHARP, SILVIA	ADMIN. SECRETARY II	3/2/2026	3/15/2026	\$1,127.84
SHELTROWN, DONALD	ESPORTS COORDINATOR INTERN	3/2/2026	3/15/2026	\$1,823.20
SHEPEK, JOHN	FF ENGINEER/AEMT	3/2/2026	3/15/2026	\$5,113.52
SILVA, ANTHONY	GROUNDSCOOPER	3/2/2026	3/15/2026	\$1,356.80
SINKLIER, CYNTHIA	ADMIN. SECRETARY II	3/2/2026	3/15/2026	\$2,752.60
SLOAN, DAVID	POLICE LIEUTENANT	3/2/2026	3/15/2026	\$4,728.07
SMALL, AUBREY		3/2/2026	3/15/2026	\$401.48
SMITH, FRANK	MAINT. WORKER I	3/2/2026	3/15/2026	\$2,187.84
SOLANO, CHRISTOPHER	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,730.63
SPAULDING, LUCAS	GROUDSCOOPER	3/2/2026	3/15/2026	\$1,356.80

SPRANGER, JARRETT	POLICE OFFICER	3/2/2026	3/15/2026	\$2,691.52
SRACKANGAST, CHRISTOPHER	COMMUNITY DEVELOPMENT DIREI	3/2/2026	3/15/2026	\$3,392.00
STAMM, DEVIN	POLICE OFFICER	3/2/2026	3/15/2026	\$3,239.80
STEDMAN, TIMOTHY	INTERIM GOLF SUPERINTENDENT	3/2/2026	3/15/2026	\$3,052.80
STEVENS, RYAN	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$2,071.88
STEWART, BRETT	FIREFIGHTER/AEMT	3/2/2026	3/15/2026	\$3,001.83
STITES, BRITAIN	CITY ATTORNEY/PROSECUTOR	3/2/2026	3/15/2026	\$5,300.00
STOVER, MICHAEL	CITY ELECTRICIAN	3/2/2026	3/15/2026	\$2,400.00
STREMMING, DONALD	CAPTAIN/AEMT	3/2/2026	3/15/2026	\$4,140.00
STRICKLAND, IAN	CHIEF OF OPERATIONS	3/2/2026	3/15/2026	\$4,566.40
SUTTON, JEREMY	FF ENGINEER/AEMT	3/2/2026	3/15/2026	\$4,275.33
SWIFT, CHARLES		3/2/2026	3/15/2026	\$1,475.00
TAYLOR, KEY'AHN	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$3,273.92
TEIXEIRA, CASSIE	RECORDS CLERK I	3/2/2026	3/15/2026	\$1,200.00
THOMAS, CASSANDRA	PROPERTY AND EVIDENCE CUSTC	3/2/2026	3/15/2026	\$4,150.83
TILSON, LEETTA	LEGAL ASSISTANT	3/2/2026	3/15/2026	\$1,760.00
TORRES, EDGAR	PROSHOP CLERK	3/2/2026	3/15/2026	\$4,807.23
TREVINO, ANGEL	CUSTOMER SERVICE REP	3/2/2026	3/15/2026	\$1,611.21
TURNER, MICHAEL	LIFEGUARD	3/2/2026	3/15/2026	\$2,325.38
TUUU-PENA, TAULEIA	CUSTOMER SERVICE REP	3/2/2026	3/15/2026	\$1,360.00
UPSHAW, ISAIAH		3/2/2026	3/15/2026	\$1,055.20
VACANTI, MICHAEL	IT SPECIALIST-SALARY	3/2/2026	3/15/2026	\$3,047.20
VALLON, MICHAEL	POLICE OFFICER	3/2/2026	3/15/2026	\$3,516.10
VINCENT, ALEX	POLICE OFFICER	3/2/2026	3/15/2026	\$2,109.81
VOSBURG, KENT	DIVISION CHIEF OF EMS/TRAINING	3/2/2026	3/15/2026	\$3,716.00
WALKER III, BOBBY	POLICE OFFICER	3/2/2026	3/15/2026	\$3,387.94
WALLACE, MATTHEW	POLICE OFFICER	3/2/2026	3/15/2026	\$2,625.12
WALTANEN-VIRENIUS, ALLIE	KENNEL TECHNICIAN	3/2/2026	3/15/2026	\$1,651.48
WARWICK, LILLIAN	CART ATTENDANT	3/2/2026	3/15/2026	\$1,283.93
WEEKS, JESSE	MAINT. WORKER I	3/2/2026	3/15/2026	\$1,780.80
WHITE, BRADLEY	FF ENGINEER/PARAMEDIC	3/2/2026	3/15/2026	\$5,224.81
WICKER, JONATHAN	PROSHOP CLERK	3/2/2026	3/15/2026	\$1,600.00
WIETMAN, DUSTIN	PROSHOP CLERK	3/2/2026	3/15/2026	\$67.88
WIGTON, JAY	DARE/SRO OFFICER	3/2/2026	3/15/2026	\$3,679.16
WILCOX, JAMEL	FINANCE DIRECTOR/DEPUTY CITY	3/2/2026	3/15/2026	\$4,105.17
WILKINSON, NATHAN	MAINT. WORKER I	3/2/2026	3/15/2026	\$2,031.76
WILLIAMS, JOHN	MAINT. WORKER I	3/2/2026	3/15/2026	\$2,130.60
WILLIAMS, LEIGHTON	SANITATION DRIVER	3/2/2026	3/15/2026	\$2,213.28
WILLIAMS, MARVIN	RECREATION SUPERVISOR	3/2/2026	3/15/2026	\$234.26
WILLIAMSON, LOGAN	DISPATCHER I	3/2/2026	3/15/2026	\$2,516.39
WING, BRIAN	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$3,626.92
WINTERS, BRYSON	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$2,550.00
WISDOM, ASHLEY	CART ATTENDANT	3/2/2026	3/15/2026	\$107.18
WOLNIK, DEANNA	RECORDS CLERK I	3/2/2026	3/15/2026	\$1,632.42
WOOD, KAMRYN	PROSHOP CLERK	3/2/2026	3/15/2026	\$108.12
WOODARD, DANIEL	FIREFIGHTER/EMT	3/2/2026	3/15/2026	\$4,659.08
YOUNG, GLORIA	DISCOVERY CLERK I	3/2/2026	3/15/2026	\$769.39
ZANDER, ZACH	MAINT. WORKER II	3/2/2026	3/15/2026	\$2,162.41
ZIEGLER, MARISSA	PATROL SERGEANT	3/2/2026	3/15/2026	\$3,632.94
ZIMMERMAN, KIM	CITY MANAGER	3/2/2026	3/15/2026	\$6,719.23
ZISHKA, DAVID	EQUIPMENT OPERATOR	3/2/2026	3/15/2026	\$2,247.20
ZUMBRUNN, CHRISTIAN	MAINT. WORKER I	3/2/2026	3/15/2026	\$534.60

Employer Paid Wages & Benefits

Payroll # 5 2026

Payroll # 6 2026

Retirement Contributions

KPERS Tier 1	\$ 3,000.51	\$ 3,034.05
KPERS Tier 2	\$ 3,642.57	\$ 3,634.08
KPERS Tier 3	\$ 22,031.37	\$ 21,845.47
KPERS Retired	\$ -	\$ -
KP&F	\$ 92,812.04	\$ 83,668.87

Social Security	\$ 18,709.33	\$ 18,981.40
Medicare	\$ 9,549.09	\$ 9,103.46

BCBS Dental	\$ 6,083.56	\$ 6,083.56
Freedom Claims/BCBS	\$ 58,445.86	\$ 58,445.86
Advance (BCBS)	\$ 269.88	\$ 268.28

Employee Salary	\$ 480,395.89	\$ 460,141.09
-----------------	---------------	---------------

CITY COMMISSION MINUTES

March 17, 2026

7:00 p.m.

CALL TO ORDER

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

The following members of the Commission were present: Terry Butler, Sam Yoskowitz, Richard Pinaire, & Kelly Niemczyk. Staff present were City Manager Zimmerman, Deputy City Clerk Muller, and City Attorney Stites.

Mayor Butler moved to add New Business Item S, a letter of support for the Regional Partnership Grant Program (RPGP), seconded by Commissioner Yoskowitz. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

AGENDA ITEMS COMMENT(S):

Jodi Mason, Director of Magdalene Project, spoke on Unfinished Business Item A, giving overview of Magdalene Project request.

CONSENT AGENDA

Commissioner Yoskowitz moved to remove Item F for discussion, seconded by Commissioner Niemczyk.

Commissioner Yoskowitz withdrew motion to remove Item F, seconded by Commissioner Niemczyk.

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

- a. Consideration of Appropriation Ordinance A-6 dated March 3rd – March 18th, 2026, in the amount of \$964,810.44.
- b. Consideration & approval of the February 2026 contractual obligation adjustments for \$30,805.60 & bad debt adjustments for \$29,680.27
- c. Consideration of Hoppy's Cereal Malt Beverage license application from March 18th, 2026 – December 31st, 2026.
- d. Consideration of Balloons Bands & BBQ Special Event Permit taking place on May 9th, 2026.

- e. Consideration of the Freedom Fest JC 2026 Special Event Permit application that will take place on July 1st - July 5th, 2026.
- f. Consideration of the budgeted renewal of the JCPD's subscription of Cellebrite, used for mobile device forensic services in the amount of \$35,657.26.
- g. Consideration of the March 3rd, 2026 City Commission Meeting Minutes.

SPECIAL PRESENTATIONS

- a. JCFD Chief Lankas announced the Promotion of Engineer/AEMT Melia to Fire Captain.
- b. Mickey Fornaro-Dean, Director of Economic Development, gave Quarterly update.

NEW BUSINESS

- a. Commissioner Yoskowitz moved to approve the Congressionally Directed Spending Request Form for the office of Jerry Moran from the JCFD, seconded by Commissioner Niemczyk. Ayes: Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.
- b. Commissioner Yoskowitz moved to approve Resolution No. R-3133, authorizing City staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 315 West 11th, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- c. Commissioner Yoskowitz moved to approve Resolution No. R-3134, authorizing City staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 420 West 12th Street, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- d. Commissioner Yoskowitz moved to approve Resolution No. R-3135, authorizing City staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 628 West 12th Street, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- e. Commissioner Yoskowitz moved to approve Resolution No. R-3136, authorizing City staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 635 West 14th Street,

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

- f. Commissioner Yoskowitz moved to approve Resolution No. R-3129, authorizing City staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 819 West 10th Street, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- g. Commissioner Yoskowitz moved to approve Resolution No. R-3130, authorizing City staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 1225 Pershing Drive, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- h. Commissioner Yoskowitz moved to approve Resolution No. R-3131, authorizing City Staff or other agents of the City to abate conditions in violation of Section 245 of the City Code at 1311 North Eisenhower Drive, seconded by Commissioner Niemczyk. Ayes: Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.
- i. Commissioner Yoskowitz moved to approve Resolution No. R-3137, authorizing City Staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 1416 North Franklin Street, seconded by Commissioner Butler. Ayes: Pinaire, Yoskowitz, & Butler. Nays: Niemczyk. Motion carried.
- j. Commissioner Yoskowitz moved to approve Resolution No. R-3132, authorizing City Staff or other agents of the City to abate conditions in violation of Section 235 of the City Code at 1821 North Jefferson Street, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- k. Commissioner Niemczyk moved to approve the request to award bid for the pump replacement of Well # 17 at the Water Treatment Plant to Clark Well & Equipment in the amount of \$58,330, seconded by Commissioner Pinaire. Ayes: Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.
- l. Commissioner Pinaire moved to approve the request to award bid for the Greens Mowers for Rolling Meadows Golf Course to Van-Wall Equipment in the amount of \$113,500, seconded by Commissioner Butler. Ayes: Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.
- m. Commissioner Niemczyk moved to approve the request to award bid for the JCPD purchase of Daniel Defense Rifles to Clyde Armory in the

amount of \$55,294.40, seconded by Commissioner Yoskowitz. Ayes: Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

- n. Commissioner Pinaire moved to approve the request to award bids for the Parks & Recreation's mowing locations & per mow rates listed below, seconded by Commissioner Yoskowitz. Ayes: Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

Contract 1: Terry's Mowing-N-Then Some at \$957
Contract 2: AJs Mowing Service at \$1,200
Contract 3: Munie Greencare Professionals at \$780
Contract 4: Munie Greencare Professionals at \$270
Contract 5: Munie Greencare Professionals at \$1,316
Contract 6: Munie Greencare Professionals at \$827
Contract 7: Terry's Mowing-N-Then Some at \$502.50
Contract 8: Collin's Mowing & Landscaping \$1,928
Contract 9: Terry's Mowing-N-Then Some at \$340.80
Contract 10: Terry's Mowing-N-Then Some at \$277
Contract 11: Terry's Mowing-N-Then Some at \$410
Contract 12: Ironclad Property Services at \$371
Contract 13: Munie Greencare Professionals at \$850
Contract 14: Munie Greencare Professionals at \$119
Contract 15: Munie Greencare Professionals at \$998
Contract 16: AJs Mowing Service at \$225
Contract 17: AJs Mowing Service at \$345
Contract 18: AJs Mowing Service at \$1,100
Contract 19: AJs Mowing Service at \$520
Contract 20: Munie Greencare Professionals at \$447
Contract 21: Munie Greencare Professionals at \$596

- o. Commissioner Yoskowitz moved to approve the request to award bids for Public Works Mowing locations & bi-weekly rates, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

Airports & Islands: to Munie Greencare Professionals at \$2,044.00 & Terry's Mowing-N-Then Some at \$2,123.10
K-57 Highway & East West Right-of-Way & Islands: to Munie Greencare Professionals at \$911.00 & Terry's Mowing-N-Then Some at \$1,160.80
East Chestnut Street & Interstate 70 on & off Ramps: to Munie Greencare Professionals at \$295.00
South Washington St. & Interstate 70 on & off Ramps: to Munie Greencare Professionals at \$293.00,

- p. Commissioner Yoskowitz moved to approve the request of CPR #038, to add service-water flushing connection to the three primary sludge pumps

and a new flowmeter to the East Waste Water Treatment Plant in the amount of \$46,024, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

- q. Commissioner Yoskowitz moved to approve the request of the KDOT Transportation Emissions Reduction Strategy (TERS) Agreement No.1056-25 for the Traffic Signals on 6th Street to Washington and Washington from 6th to 9th Street, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- r. Commissioner Yoskowitz moved to approve Resolution No. R-3138, creating & establishing a Task Force concerning homelessness & other related issues surrounding the unhoused, seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.
- s. Commissioner Yoskowitz moved to approve the letter of support for the Regional Partnership Grant Program (RPGP), seconded by Commissioner Niemczyk. Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

UNFINISHED BUSINESS

- a. Commissioner Pinaire moved to approve the expenditure of \$15,000 of the opioid/ Kansas Fights Addiction monies to the Magdalene Project for the acceptable uses per the Attorney General's office, seconded by Commissioner Yoskowitz. Ayes: Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

PUBLIC COMMENT

N/A

CORRESPONDENCE RECEIVED: Letter from Flint Hills Discovery Center.

MAYOR, COMMISSIONER & STAFF COMMENTS

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

ADJOURNMENT

- a. Commissioner Yoskowitz moved to adjourn, seconded by Commissioner Niemczyk. 9:38 pm Ayes: Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

APPROVED AND ACCEPTED THIS 7TH DAY OF APRIL AS THE OFFICIAL
COPY OF THE JUNCTION CITY COMMISSION MINUTES FOR MARCH 17TH,
2026.

Ariana Diaz Lorenzo De Barreto, City Clerk

Terry Butler, Mayor

JUNCTION CITY MAIN STREET

A UNIQUELY AMERICAN EXPERIENCE



Friends of Main Street,

Junction City Main Street maintained strong momentum throughout 2025, advancing business growth, placemaking, and community engagement across all four pillars (design, promotion, organization and economic vitality).

2025 Wins

- Supported new and expanding businesses through trainings, pitch competitions, and direct outreach
- Increased downtown visibility and foot traffic through events like Paint the Town Blue, Boos & Brews, Cups of Culture, Taste of JC, Wine & Wassail Walk, and Hometown Christmas
- Strengthened organizational capacity through board development, investor growth, and grant activity
- Expanded Flags of Geary County to 95 flags
- Completed façade improvements, 280ft of holiday lighting, and alley activations
- Finalized JC statues and advanced Arts District enhancements
- Deepened partnerships with local organizations, Fort Riley, and regional programs

2025 closed with more goals checked off and clear outline for 2026.



CITY OF JUNCTION CITY RETURN ON INVESTMENT (ROI)

ECONOMIC IMPACT

FOR EVERY **\$1** JUNCTION CITY INVESTED INTO JUNCTION CITY MAIN STREET, THERE WAS A **\$6.93** ROI.



LEVERAGED FUNDING

FOR EVERY \$1 GEARY COUNTY INVESTED INTO JUNCTION CITY MAIN STREET, THERE WAS A **\$4.60** ROI.



GROSS COMMUNITY RETURN: \$807,066

NET COMMUNITY RETURN: \$737,066

FUNDING BREAKDOWN:

\$70,000 CITY INVESTMENT

1,053% RETURN ON CITY DOLLARS

\$11.53 TOTAL RETURN PER **\$1** INVESTED

(OUTSIDE FUNDING, ECONOMIC IMPACT, VOLUNTEER VALUE)

RETURN ON PUBLIC DOLLARS:

\$8.49 RETURNED FOR EVERY **\$1** INVESTED
PUBLIC ROI: **749%**



COMMUNITY INVESTMENT & DATA REPORT

Since our establishment in
May 2021

\$588,100 awarded grant funding

\$120,000 facade improvements

\$235,363.73 public investment

\$15,882,208.05 property investments

22,116.55 volunteer hours



2025

\$15,000 raised for community projects from
11 successful signature and partnership events

\$118,422 invested back into the community

\$50,000 T-Mobile Hometown Grant

\$300,000 CDBG awarded to Highwind Brewing Co.

8 New businesses opened

\$1,168,000 in public and private investment



Selected for the **Recreation Economy for Rural Communities** technical assistance program.

We were 1 of 25 communities chosen out of 200 applicants.



(785) 209-3775

129 W 7th Street, Junction City KS 66441

www.junctioncitymainstreet.org

Director@junctioncitymainstreet.org

City of Junction City

City Commission

Agenda Memo

April 7, 2026

From: Brice Obermeyer, Grant Writer
To: City Commission and City Manager
Subject: 1st Quarter Grant Updates

Objective: Provide a quarterly update from the Grant's Office

Explanation of Issue: This presentation will provide a brief overview of 1st quarter grant work, including a list of submitted grants, a brief overview of the BUILD grant application, an update on the LMI Survey results, and a list of upcoming grants for the 2nd quarter.

Budget Impact: Submitted grants are listed below. All grants are currently under review.

KWO, Technical Assistance Grant – Water Treatment Plant	\$430,000
KDWP, Recreational Trails Program – River Walk Trail	\$193,385
Federal Lands Access Program – Grant Avenue Bridge	\$3,990,000
USDOT, BUILD – Grant Avenue	\$24,996,000
U.S. House of Rep. Appropriations – Grant Avenue	\$2,700,000
U.S. Senate Appropriations – Grant Avenue	\$3,000,000

Staff Recommendation: None

Suggested Motion: None

Alternatives: None

Enclosures: None

Grants 1st Quarter Update

Brice Obermeyer, Grant Writer
City of Junction City, KS



Submitted Grants

Funding Agency	Program Name	Project	Amount Request	Awards
Kansas Water Office (State)	Technical Assistance Fund	Water Treatment Plant	\$430,000	Unspecified
Kansas Dept. of Wildlife & Parks (Fed. \$ - State)	Recreational Trails Program	River Walk Trail	\$193,385 (20% Match)	Site Visit – March Present – April 7
Central Federal Lands Highway Division (Fed.)	Federal Lands Access Program	WB Grant Avenue Bridge	\$3,990,000 (25% Match)	Site Visit – Spring Select – August
USDOT (Fed.)	Better Utilizing Investments to Leverage Development (BUILD)	Grant Ave.	\$24,996,000	June 29, 2026
U.S. House of Rep. (Rep. Schmidt)	Appropriations Request FY27	Grant Ave.	\$2,700,000	January 2027
U.S. Senate (Sen. Moran)	Appropriations Request FY27	Grant Ave.	\$3,000,000	January 2027
Total			\$35,309,385 (\$1,028,677)	

Grant Avenue Reconstruction

- Informed by over 5 years of Flint Hills Regional Council's (FHRC) supported planning and public outreach
- 2 ½ months of focused development
- Guided by expertise and strong support of Ft Riley, congressional, state, KDOT, and city leadership;
- Drafted in collaboration with Flint Hills Metropolitan Planning Org., Infrastructure Hub, FHRC, Kaw Valley Engineering, and city staff
- Evidence Based Results
 - 152% Return of Investment
 - Significantly reduce crashes
 - Eliminate flooding and water ponding
 - Restore State of Good Repair
 - Improve mobility, accessibility, travel experience, and economic opportunity on Grant Avenue



FY 2026 BUILD GRANT

REBUILDING GRANT AVENUE



**SAFETY, RESILIENCE, AND OPPORTUNITY
FOR A MILITARY CONNECTED COMMUNITY
AT THE GATEWAY TO FORT RILEY**

PROJECT DESCRIPTION

CDBG Low to Moderate Income (LMI) Survey

- Kansas Department of Commerce – Community Development Block Grants (CDBG) – Federal \$ - State Agency
- LMI Survey needed to challenge the Federal Census LMI, 42%
- To be eligible, a city or county must have an LMI of 51% or higher
- LMI by household – Established a list of all Junction City Addresses
- CDBG randomly selected 816 out of 9,553 households
- Survey Mail-Out (Paper or Online) - January 9, 2026
- Door-to-Door Survey (Door-Hangers or Online) – March 12 - 31, 2026
 - 16 Community Volunteers and 12 City Staff
- Needed responses from 408 of 816 Households
- 410 responses received – April 1, 2026

Note: Only complete one survey for each family.

How many persons in your family? _____

Family Size	Median Income (80%)
1	\$46,350
2	\$52,950
3	\$59,550
4	\$66,150
5	\$71,450
6	\$76,750
7	\$82,050
8	\$87,350

Using the table above, please check below whether your total family income is **above or below 80% of the median income** amount provided for your family size.

Above Median Income: _____ # ID Code: _____

Below Median Income: _____

Race	Total # of Person(s)	# Hispanic Origin
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Balance/other		

Female Head of Household (Please circle one): Yes No

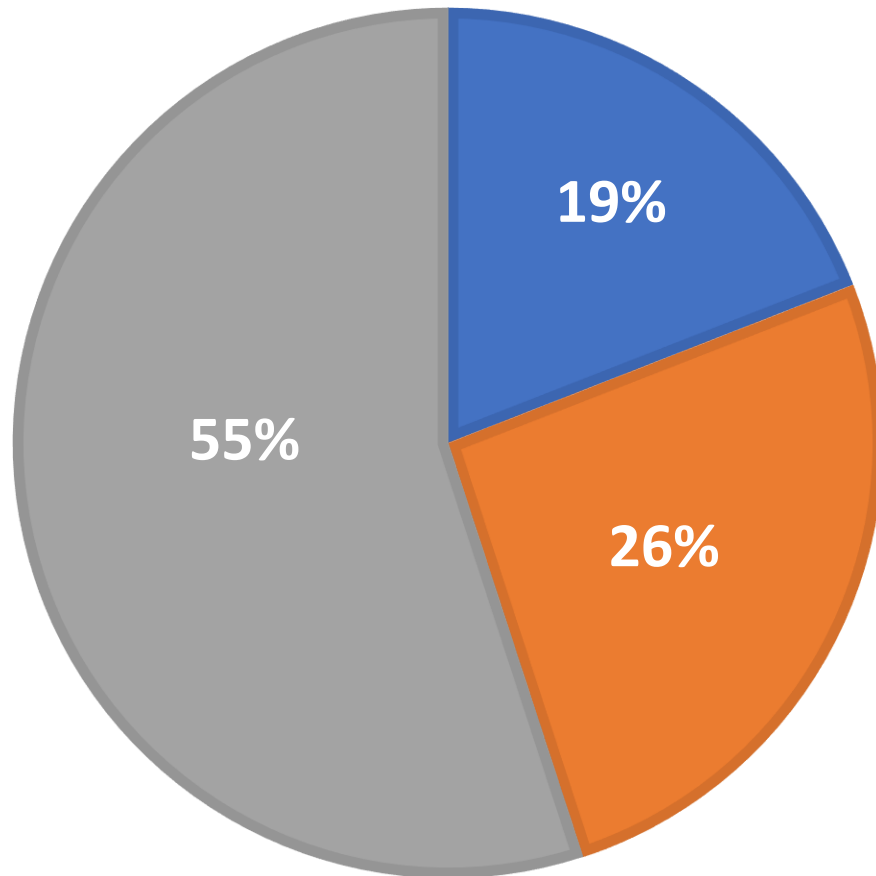
*Disabled (Please Circle One): Yes No

'A disabled person is defined as a person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment or is regarded as having such an impairment.

LMI Survey Preliminary Results

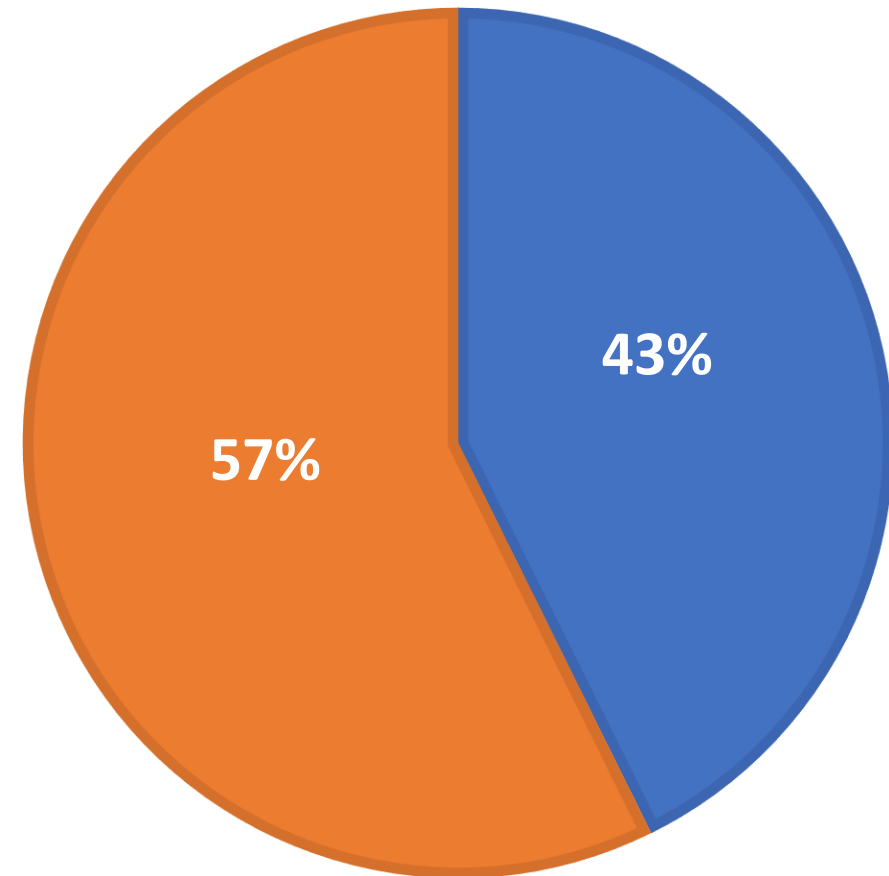
RESPONSE TYPE

■ Mail-in ■ Online ■ Door-to-Door



LMI PERCENTAGE

■ Above ■ Below



Grants in Process (11), 2nd Quarter

Funding Agency	Program Name	Project	Amount	Application Due
HUD (Fed. \$ - State)	Community Development Block Grant (CDBG) – Community Facilities	Sidewalks	\$1,500,000	Pre-Application Application Oct. 16
HUD (Fed. \$ - State)	Community Development Block Grant (CDBG) - Housing	Housing Rehabilitation	\$300,000	Pre-Application Application Oct. 16
HUD (Fed. \$ - State)	Emergency Solutions Grant	Homeless Services	\$100,000	May 18
FEMA (Fed. \$ - State)	Building Resilient Infrastructure and Communities (BRIC)	Communications Tower and System	\$200,000	NOI ASAP Sub-Application July
Patterson Foundation Grant (Private)	Community Engagement	Park Improvements	\$250,000	May 13
NPS – KDWP (Fed. \$ - State)	Land and Water Conservation Fund (LWCF)	Park Improvements	\$250,000	July 31
Gunderson Health System (Private)	Thriving Community Impact Fund	Employee Health & Wellness Program	\$40,000	August 1
KS Dept. of Commerce	Opportunity Zones (3)	Nomination	N/A	July 1
Bissell (Private)	Partners for Pets	Membership	N/A	Rolling
Total			\$2,640,000	Page 116 of 381

Other Grant-Related Initiatives

1st Quarter (completed)

- Department Grant Workshop, January 22nd
- FHRC hosted CDBG Roadshow at Municipal Building, March 6th
- CDBG Awards Ceremony, March 11th (Topeka)

2nd Quarter Initiatives (to be completed)

- Grant Management Policy
- Infrastructure Hub Summit, April 29th (Hays)

RESOLUTION NO. R-3139**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF JUNCTION CITY SUPPORTING THE OPERATIONS OF THE 12TH STREET COMMUNITY GARDEN AT THE 12TH STREET COMMUNITY CENTER AND COMMITTING TO TAKE ACTIONS SUPPORTING THE 12TH STREET COMMUNITY GARDEN'S APPLICATION FOR A NONCOMPETITIVE IMPLEMENTATION GRANT FOR THE PATHWAYS TO A HEALTHY KANSAS COMMUNITY GARDEN AND FARM PACKAGE:**

WHEREAS, the 12th Street Community Garden serves the City of Junction City, Kansas, community by providing space for people to garden as a community, the enjoyment of growing a fresh economical source of food, and healthful exercise, recreation, and interaction with fellow gardeners (<https://jccommunitygardens.wixsite.com/12thstreetgarden>);

WHEREAS, the 12th Street Community Garden was established through a partnership between the Flint Hills Regional Leadership Program Class of 2015-2016 and the 12th Street Community Center of the Junction City Parks and Recreation Department, located at 1002 W. 12th Street;

WHEREAS, a Garden Board provides oversight of the 12th Street Community Garden, including annual assignment of garden plots, developing and enforcing rules for gardeners, providing general maintenance of the gardening space, seeking and managing funds to support the ongoing operations of the garden, and coordinating with staff of the 12th Street Community Center and Parks and Recreation Department;

WHEREAS, the Parks and Recreation Department of the City of Junction City provides ongoing support for the 12th Street Community Garden since its inception by allowing the garden to operate at the 12th Street Community Center, providing compost for the garden and water from the 12th Street Community Center for garden plots, mowing around the outside of the garden, and having a representative on the Garden Board to facilitate communication and oversight of the garden activities with the 12th Street Community Center's activities;

WHEREAS, the 12th Street Community Garden Board signed a Gardens and Community Farms Package Pledge on September 12, 2025, to explore a partnership with Live Well Geary County Coalition and the Pathways to a Healthy Kansas Blue Cross Blue Shield of Kansas initiative (Pathways) to make improvements to the 12th Street Community Garden (See Attached Pathways Pledge);

WHEREAS, the 12th Street Community Garden is eligible for a noncompetitive implementation grant of up to \$20,000 to support improvements to the 12th Street Community Garden once the Garden Board meets minimum requirements as outlined in the Pathways Community Garden and Farm Package;

WHEREAS, the 12th Street Community Garden Board seeks funding through the Pathways implementation grant to install a garden shed next to the gardening area, improve the accessibility of the garden walkways, install additional shade, provide an outdoor water bottle station, and support ongoing maintenance of the garden;

WHEREAS, the Pathways Community Garden and Farm Package minimum requirements include a commitment to maintaining the garden for five years (60 months) after receiving the grant funds, ensuring that the needs of low-income older adults are prioritized through the garden's operations, requiring that produce is grown on at least 50% of the garden area, maintaining and enforcing a tobacco free and vape free policy for the garden, and ensuring that the Garden Board maintains and enforces written policies for the operations of the Board and garden;

WHEREAS, the Parks and Recreation Department supports the 12th Street Community Garden's compliance with the Pathways minimum requirements and will allow the 12th Street Community Gardens to continue operating on the grounds of the 12th Street Community Center, provide water for the garden, maintain a tobacco-free and vape-free policy for the 12th Street Community Center, and have a representative on the Garden Board through March 2031;

WHEREAS, the Parks and Recreation Department will contribute to the improvements to the 12th Street Community Garden's by pouring cement for the garden shed, assist in installing an outdoor water bottle station.

NOW THEREFORE, BE IT RESOLVED BY THE PARKS AND RECREATION DEPARTMENT OF THE CITY OF JUNCTION CITY, AS FOLLOWS:

SECTION 1: The Parks and Recreation Department of the City of Junction City, Kansas adopts the above recitals as their findings.

SECTION 2: The Parks and Recreation Department directs and authorizes the Director, or any of that person's designees, to act on behalf of the Parks and Recreation Department to coordinate with necessary parties to ensure the ongoing support of the 12th Street

Community Garden by City of Junction City's Parks and Recreation through March 2031, as outlined above.

SECTION 3: This resolution shall be in full force and effect from its adoption.

RESOLVED THIS DAY, the 7th day of April 2026, by the City Commission of the City of Junction City, Kansas.

Terry Butler
Mayor, City of Junction City

ATTEST:

Ariana Diaz Lorenzo De Barreto,
City Clerk

City of Junction City

City Commission

Agenda Memo

4-7-2026

From: Chris Srackangast, Community Development Director
To: Governing Body
Subject: Ordinance S-3328

Objective: Consider adopting Ordinance No. S-3328

Explanation of Issue: The Planning Commission received a request for approval of a Administration Lot Merger on a property with a common address 931 and 1001 Chisolm Trail. The property will combine two parcel lots under common ownership into one parcel lot.

The Planning Commission recommended unanimously that the Lot Merger 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: Junction City Planning Commission recommends that the City of Junction City Commission approve the lot merger for the parcels located at 931 and 1001 Chisolm Trail.

Enclosures: Ordinance No. S-3328 packet from Planning Commission, Minutes of March 4, 2026, Planning Commission meeting.

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

APPLICATION FORM

DATE: _____

Case No. _____
(Assigned by Staff)

Applicant/Prop. Owner: Leopold & Debra Pugh Phone: (785) 375-4255/3147
(please print name)

Email: leepughboy@yahoo.com

Address: 931 Chisholm Trail
Street/City/State/Zip --- Please Print

Signature: [Signature] LEE PUGH Debra Pugh
Print Name

Agent (if applicable) _____ Phone: _____

Print Name

Address: _____
Street/City/State/Zip --- Please Print

Signature: _____
Print Name

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

Planning Commission

___ Zone Change from ___ to ___

___ Special Use Permit

___ Site Plan/Development Plan

Plat ~ preliminary ___; or final ___

___ Vacation

X Other Admin Merger

Board of Zoning Appeals

___ Conditional Use Permit

___ Variance

___ Appeal (e.g. decision/interpretation of
Person administering zoning regulations.)

___ Special Exception

___ Other _____

SECTION II

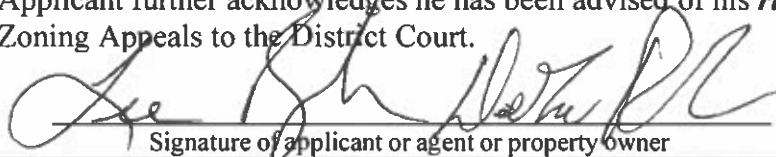
1. Legal description: _____
(If appropriate, a meets and bounds description may be attached.)
2. Property is located at (address) South of 931 Chisholm Trail which is
generally located at (relation to nearest streets/roads) _____

3. Application area contains _____ acres or square footage.

4. Request filed for the following reasons: Merge properties together
for resale of Home and adjacent
Lot.

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

5. 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 of applicant or agent or property owner

22 Jan 2026
Date

SECTION III - Office Use Only

This application was received at the office of the City Codes Department on the 22nd day of
January, 2026; at 1043 (time). This application has been checked and found
to be complete and accompanied by the required documents and the appropriate fee of \$ 100-.

Case No. Assigned: _____

Name

Title

Last Updated 10/06/2023

AUTHORIZATION LETTER

Date: _____

For Case No. _____

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

Name: _____ Phone No. _____

Address: _____

(City/State/Zip)

I, _____ and _____, hereby
authorize _____ to
act as my agent in the pursuit of a (rezoning/variance/conditional use/special use/other) for
my property at _____, Junction City, KS 66441.

Landowner's signature

Landowner's signature



City of Junction City
P.O. Box 287
Junction City, KS 66441-0287
Phone: 785-238-3103

INVOICE

Billed To:
Leopold Pugh
931 Chisholm Trl
Junction City, KS 66441-2578

DATE: 1/22/2026
INVOICE #: INV09296
DUE DATE: 1/22/2026
TOTAL DUE: 100.00

CUSTOMER ACCOUNT # : 01-01195

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
AR-ZONING APP FEE	1.00	100.00	100.00
TOTAL THIS INVOICE			100.00

REMIT TO:

City of Junction City
P.O. Box 287
Junction City, KS 66441-0287

A copy of this invoice should accompany your check. Thank you!





(Published in the Junction City Union on Wednesday, February 11, 2026)
Notice of Public Hearing

Junction City Planning Commission

Notice is hereby given that on Wednesday, March 4th, 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. **Leopold Pugh:** Request for Administration Lot Merger for property having a legal description of: CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 6, SECTION 15 TOWNSHIP 12 RANGE 05 and CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 7, SECTION 15 TOWNSHIP 12 RANGE 05. This property has a common address of, 931 and 1001 Chisholm TRL, 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 4th day of November 2025.

A handwritten signature in black ink, appearing to read 'Chris Srackangast', written in a cursive style.

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:

- Feb 11, 2026

Notice ID: C743VlrDKeeQUqWb9d48

Publisher ID: J12329

Notice Name: PUBLIC HEARING 931-1001 CHISHOLM 02.2026

Publication Fee: \$38.99

Edmar Corachia

(signed) _____

VERIFICATION

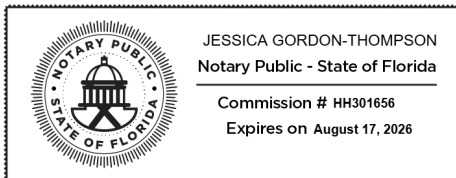
State of Florida
County of Orange

Subscribed in my presence and sworn to before me on this: 02/11/2026

J. R. A.

Notary Public

Notarized remotely online using communication technology via Proof.



(Published in The Junction City Union on Wednesday, February 11, 2026)

(Published in the Junction City Union on Wednesday, February 11, 2026)

Notice of Public Hearing

Junction City Planning Commission

Notice is hereby given that on Wednesday, March 4th, 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. **Leopold Pugh** : Request for Administration Lot Merger for property having a legal description of: CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 6, SECTION 15 TOWNSHIP 12 RANGE 05 and CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 7, SECTION 15 TOWNSHIP 12 RANGE 05. This property has a common address of, 931 and 1001 Chisholm Trl., 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 4th day of November 2025.

Christopher Shackangst
Community Development Director
City of Junction City

J12329



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

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

The minutes from the meetings held on February 4th were reviewed. Commissioner Klem made a motion to approve the minutes as presented. The motion was seconded by Commissioner Savage. Ayes: Schoenrock, Klem, and Savage. Nays: None. Motion Carried

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

Public Hearing consider a request for an Administration Lot Merger for the properties located at 931 and 1001 Chisholm Trail, Junction City, KS. Legal description: CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 6, SECTION 15 TOWNSHIP 12 RANGE 05 and CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 7, SECTION 15 TOWNSHIP 12 RANGE 05., Junction City Kansas 66441

Staff explained that the request was submitted by the property owners with the intent of increasing the property's resale value. Additional context was provided, noting that a privacy fence already enclosed one of the properties in a manner consistent with the proposed merger. Staff indicated that the case was straightforward and that no statutory limitations prevented approval. Accordingly, staff recommended approval of the administrative lot merger and offered to answer any questions, noting that the property owners were also present.

Commission members indicated they had no questions, expressing general agreement that the request was reasonable. A motion to approve the administrative lot merger was made and seconded.

Commissioner Savage moved to approve the request for the Administrative Lot Merger for 931 and 1001 Chisholm Trail. The motion was seconded by Commissioner Schoenrock. Ayes: Schoenrock, Savage, and Klem. 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, and Klem. Nays: None. Motion Carried.

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

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

APPROVED AND ACCPTED THIS 6th DAY OF MARCH AS THE OFFICIAL COPY OF THE JUNCTION CITY PLANNING COMMISSION/BOARD OF ZONING APPEALS MINUTES FOR MARCH 4, 2026

The next meeting will be held on May 6, 2026, at 5:00 P.M.

Chris Srackangast, Community Development Director

Kendall Schoenrock,
Chairman

ORDINANCE S-3328

AN ORDINANCE PROVIDING FOR THE ADMINISTRATIVE MERGER OF CERTAIN LOTS WITHIN THE CORPORATE LIMITS OF THE CITY OF JUNCTION CITY.

WHEREAS, an application has been made by Michael Seamen, for a Lot Merger with a common address of 931 and 1001 Chisolm Trail, Junction City, KS 66441. With a legal description of CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 6, SECTION 15 TOWNSHIP 12 RANGE 05 and CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 7, SECTION 15 TOWNSHIP 12 RANGE 05, to combine two or more contiguous lots under common ownership located within the City of Junction City; and,

WHEREAS, the City Commission of the City of Junction City finds that allowing the merger of lots promotes efficient land use and streamlines the approval process without creating new parcels; and,

WHEREAS, the Community Development Director has reviewed the proposed Lot Merger for compliance with applicable zoning and land use regulations; and,

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

Section 1. The following described contiguous lots under common ownership are hereby authorized to be merged administratively into one legal lot of record in accordance with the procedures and criteria set forth by the City of Junction City:

CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 6, SECTION 15 TOWNSHIP 12 RANGE 05 and CHISHOLM TRAIL ADDITION, S15, T12, R05, BLOCK 1, Lot 7, SECTION 15 TOWNSHIP 12 RANGE 05

Section 2. Upon approval, the applicant shall record a Lot Merger Certificate or revised plat with the County Recorder and provide a copy to the City of Junction City.

Section 3. This Ordinance shall be in full force and effect upon its publication as required by law.

PASSED AND ADOPTED THIS 7TH DAY OF APRIL 2026

Terry Butler, Mayor

ATTEST:

Ariana Diaz Lorenzo De Barreto, City Clerk

City of Junction City

City Commission

Agenda Memo

April 7, 2026

From: Chris Srackangast, Community Development Director

To: Governing Body

Subject: 2026 Contractual Mowing for Blights - Award of Bid

Objective: The consideration and approval to award bid for the Contractual Mowing for Blights to Terry's Mowing-n-Then Some.

Explanation of Issue: The Contractual Mowing for Blights covers mowing and trimming of blighted properties as outlined in section 235, Article II of the Code or Ordinances. Property owners are responsible for maintaining their premises, including any areas between the property lines and the centerline of any adjacent street or alley. This responsibility extends to, but is not limited to, sidewalks, streets, alleys, easements, rights-of-way and all other public or private areas.

Before mowing, every effort is made to notify the property owner of record and/or the tenant, including certified mail, regular mail and posting a notice on the blighted property.

Each week a list of blighted properties that have not been addressed by the owner and/or tenant will be provided to the contractor. This list may include three types of lots:

- **Full Lot:** A lot between 6,400 square feet and 10,000 square feet, paid at full cost.
- **Partial Lot:** A section of a full lot less than 6,400 square feet, paid at half the full lot cost.
- **Combination of Lots:** A lot larger than 10,000 square feet. The contractor will receive an additional 10% surcharge for every 1,500 square feet beyond the 10,000 square feet maximum.

The existing contract expired on December 31, 2025. Advertisement for bids was published in the Daily Union on February 11, 2026, and also posted on the City website. A mandatory pre-bid meeting took place on March 16, 2026, at 2:00 PM, with three contractors in attendance. Sealed bids were accepted until 10:00 AM on March 26, 2026. Two qualified bids were submitted:

<u>Contractor</u>	<u>Bid Amount</u>
Terry's Mowing-n-Then Some	\$85.00 per full lot
Ironclad Property Servies, LLC	\$57.50 per hour

City staff recommends awarding the bid to Terry's Mowing-n-Then Some, as the low bidder.

Budget Impact: Contractual mowing is funded through Blight Condemnation in the General Fund. Costs are billed to the property owner of record and will reimburse any charges to this account.

Alternatives:

1. Approve awarding the bid to Terry's Mowing-n-Then Some, as the low bidder.
2. Disapprove awarding the bid to Terry's Mowing-n-Then Some, as the low bidder.
3. Modify the request.
4. Table the request.

Recommendation: Staff recommends a motion to award the bid to Terry's Mowing-n-Then Some, as the low bidder.

Enclosures: Pre-Bid Sign Up Sheet, Bid Tabulation, Bids

Company Name	Individual Name	Mailing Address (Address, City, State & Zip)	Email	Phone #
--------------	-----------------	--	-------	---------

[illegible]

City of Junction City

City Clerk's Office

March 25, 2026



Building & Codes Dept.

Closing Time: 10:00 am

Contract Mowing - Blights

No.	Direct Solicited	Bidder	Local Vendor	Bid Bond	Performance Bond	Addendum	Signed Bid	Bid Amount	Bid Rank
1.	X	Outdoors Unlimited						\$375 per property	
2.		Terry's Mowing -N- Then Some						\$85.00 per full lot	1
3.		Ironclad Property Services, LLC						\$57.50 Per hour	2
4.									
5.									
6.									
7.									
8.									
9.									

Blights

Bid Sheet

Company Name Terrys Mowing -n- thensome

Address 239 E 11th

Junction City, KS

66441

Phone Number 785-226-9221

Principal: Terry Graham

Title: Owner

Total Bid Amount \$ 85.⁰⁰ Per Full Lot.

Attachments for bid: Reference List, Certifications, Warranty, List of all Equipment, Specialized Equipment

Reference List

Complete Real Estate Solutions 785-238-6622
AAFES Fort Riley Jermaine 785-226-1038
Eagle Radio KJCK Dan Engel 816-294-1618
Valor Automotive Dustin 913-775-0123

Equipment List

JD 4600 Tractor w/ Landpride 4211 Finish Mower

2 Trac JD 997 ZeroTurn 72" Deck

J.D. 1445 4wd 72" Deck

JD 1565 4wd 72" Deck

Hustler Super 104" ZeroTurn

Hustler Fastrac 60" ZeroTurn

Wrights Stand On 72" ZeroTurn

2, FC 56 C Stihl Edgers

2, Walk Behind Edgers

~~3~~, FS 56 R Weed Trimmers

2, FS 70 R Stihl ~~Weed~~ Trimmers

2, FS 91 Stihl ~~Weed~~ Trimmers

2 Huskvarna Backpack Blowers

1 Stihl Hand Held Blower

Bid Sheet

Company Name Ironclad Property Services LLC

Address 501 Stone Dr, Manhattan KS 66503

Phone Number (785) 246-7942

Principal: Dkuwasi Oscar

Title: Owner

Total Bid Amount \$ 57.50

Attachments for bid: Reference List, Certifications, Warranty, List of all Equipment, Specialized Equipment

REFERENCE LIST

Company: Ironclad Property Services, LLC

1.

Customer Name: Rico Steel

Service Provided: Residential Property Services

Years as Customer: 1

Contact Name: Rico Steel

Phone Number: 785 307 3633

2.

Customer Name: Paola Ames

Service Provided: Residential Property Services

Years as Customer: 1

Contact Name: Paola Ames

Phone Number: 520 955 2603

3.

Customer Name: JD Cable Construction

Service Provided: Underground Construction Contract Fulfillment

Years as Customer: 4

Contact Name: Jerry Weir

Phone Number: 334 558 8847

4.

Customer Name: ICG Utilities

Service Provided: Underground Construction Contract Fulfillment

Years as Customer: 3

Contact Name: David Weir

Phone Number: 334 7703 1891

MOWING EQUIPMENT LIST

Company: Ironclad Property Services, LLC

Mower 1: 54" Zero Turn Mower

Mower 2: 33" Walk Behind Mower

Mower 3: 33" Walk Behind Mower

Trimmers:

- 2 String Trimmers
- 1 Walk Behind Trimmer

Blowers:

- 1 Backpack Blower
- 1 Handheld Blower

Edgers:

- 1 Stick Edger

Other Equipment:

- Utility Trailer

City of Junction City

City Commission

Agenda Memo

April 7, 2026

From: Chris Srackangast, Community Development Director
To: Governing Body
Subject: 2025 Contractual Mowing for Vacant Streets - Award of Bid

Objective: The consideration and approval to award the bid for the Contractual Mowing for Vacant Streets to AJ's Lawn & Services.

Explanation of Issue: The Contractual Mowing for Vacant Streets covers both Land Bank properties and City-owned properties in newer subdivisions. These properties are scheduled for mowing four times a year with the possibility to mow additional times, if needed. The contract includes mowing, trimming, and edging for all properties. For corner lots, a 25-foot clearance triangle will be maintained. On properties without a sidewalk, an eight-foot strip from the back of the curb will be cleared, while properties with a sidewalk will have a fifteen-foot strip cleared from the back of the curb. If a vacant lot is adjacent to a developed lot, as much of the vacant lot as possible will be cleared.

The existing contract expired December 31, 2025. Advertisements for bids was published in the Daily Union on February 11, 2026, and also posted on the City website. A mandatory pre-bid meeting took place on March 16, 2026, at 2:30 PM, with four contractors in attendance. Sealed bids were accepted until 10:00 AM on March 26, 2026. Two qualifying bids were submitted:

<u>Contractor</u>	<u>Bid Amount (per mowing)</u>
AJ's Lawn & Services	\$6,485.00
Terry's Mowing-n-Then Some	\$6,532.00

City staff recommends awarding the bid to AJ's Lawn & Services, as the low bidder.

Budget Impact: Vacant Street mowing will be split between the Junction City Land Bank Fund and the General Fund.

Alternatives:

1. Approve awarding the bid to AJ's Lawn & Services, as the low bidder.
2. Disapprove awarding the bid to AJ's Lawn & Services, as the low bidder.
3. Modify the request.
4. Table the request.

Recommendation: Staff recommends a motion to award the bid to AJ's Lawn & Services, as the low bidder.

Enclosures: Mandatory Pre-Bid Sign-up, Bid Tabulation, Bids

Mandatory Pre-Bid Meeting **CONTRACT MOWING - VACANT STREETS BID NO BC-26-002 03/16/2026**

[illegible]



March 16, 2026

ADDENDUM NO. 1

Request for Proposals (RFP): Contract Mowing – Vacant Streets

Original Issue Date: February 11, 2026

Addendum Date: March 16, 2026

This Addendum forms a part of the Request for Proposals for **Contract Mowing – Vacant Streets** originally issued on February 11, 2026. The purpose of this addendum is to update information contained in the RFP documents.

Revision to Table A

Two (2) properties that were included in the maps provided with the RFP were inadvertently omitted from Table A. These properties are hereby added to Table A and should be included in the scope of services for proposal purposes.

The following properties are added to Table A:

- **Doc Hargreaves Addition 5**
- **Skyline Dr #3**

All proposers should include these properties when preparing and submitting their proposals.

Removal/Addition of Lots

Due to lots being purchased, the following maps have been adjusted:

- **Doc Hargreaves Addition 2**
 - The removal of 2006 Quail Run.
- **Doc Hargreaves Addition 5**
 - The removal of the lot between 1917 Katie Rose Trl and 1929 Katie Rose Trl.
- **Sutter Highlands Subdivision**
 - 1 lot in Killdeer Ct Cul De Sac.
- **Sutter Woods Subdivision**
 - The removal of all lots on Karen Ln.
 - The removal of all lots on Paige Ln.
 - The removal of 4 lots on Shoffner Dr.

- The removal of 4 lots on Shoffner Ct.
- The addition of a lot City lot on Sandpiper Rd.
- The removal of 1 lot on Sutter Woods Rd.
- The removal of all lots on Sutter Woods Ct.
- The removal of 4 lots on Sawmill Rd.
- The removal of 1 lot on Fox Sparrow Ct.
- Maps have been split into sections.
- **Mann's Rach Addition Unit No 1**
 - The removal of all lots on Buckshot Dr.
- **Deer Creek Addition**
 - The removal of 2 lots on Southwind Ct.
 - Maps have been split into sections.
- **Deer Creek Add 2**
 - The removal of 1 lot on Woodstock Dr.
 - The removal of 1 lot on Ecord Dr.
 - Maps have been split into sections.
- **Deer Creek Add 3**
 - The removal of 4 lots on Wyatt Ln.
 - The removal of 3 lots on Hunter Ln.
 - Maps have been split into sections.
- **Hickory Hill Replat Lot 1 Blk 5**
 - The addition of City lot on Kenneth Dr.

This addendum forms a part of the original solicitation document and shall be acknowledged by all bidders. All other terms and conditions remain unchanged.

AT Swift

Print Name

[Signature]

Signature

3-16-26

Date



March 16, 2026

ADDENDUM NO. 1

Request for Proposals (RFP): Contract Mowing – Vacant Streets

Original Issue Date: February 11, 2026

Addendum Date: March 16, 2026

This Addendum forms a part of the Request for Proposals for **Contract Mowing – Vacant Streets** originally issued on February 11, 2026. The purpose of this addendum is to update information contained in the RFP documents.

Revision to Table A

Two (2) properties that were included in the maps provided with the RFP were inadvertently omitted from Table A. These properties are hereby added to Table A and should be included in the scope of services for proposal purposes.

The following properties are added to Table A:

- **Doc Hargreaves Addition 5**
- **Skyline Dr #3**

All proposers should include these properties when preparing and submitting their proposals.

Removal/Addition of Lots

Due to lots being purchased, the following maps have been adjusted:

- **Doc Hargreaves Addition 2**
 - The removal of 2006 Quail Run.
- **Doc Hargreaves Addition 5**
 - The removal of the lot between 1917 Katie Rose Trl and 1929 Katie Rose Trl.
- **Sutter Highlands Subdivision**
 - 1 lot in Killdeer Ct Cul De Sac.
- **Sutter Woods Subdivision**
 - The removal of all lots on Karen Ln.
 - The removal of all lots on Paige Ln.
 - The removal of 4 lots on Shoffner Dr.

- The removal of 4 lots on Shoffner Ct.
- The addition of a lot City lot on Sandpiper Rd.
- The removal of 1 lot on Sutter Woods Rd.
- The removal of all lots on Sutter Woods Ct.
- The removal of 4 lots on Sawmill Rd.
- The removal of 1 lot on Fox Sparrow Ct.
- Maps have been split into sections.
- **Mann's Rach Addition Unit No 1**
 - The removal of all lots on Buckshot Dr.
- **Deer Creek Addition**
 - The removal of 2 lots on Southwind Ct.
 - Maps have been split into sections.
- **Deer Creek Add 2**
 - The removal of 1 lot on Woodstock Dr.
 - The removal of 1 lot on Ecord Dr.
 - Maps have been split into sections.
- **Deer Creek Add 3**
 - The removal of 4 lots on Wyatt Ln.
 - The removal of 3 lots on Hunter Ln.
 - Maps have been split into sections.
- **Hickory Hill Replat Lot 1 Blk 5**
 - The addition of City lot on Kenneth Dr.

This addendum forms a part of the original solicitation document and shall be acknowledged by all bidders. All other terms and conditions remain unchanged.

Dkwas: OSCAR

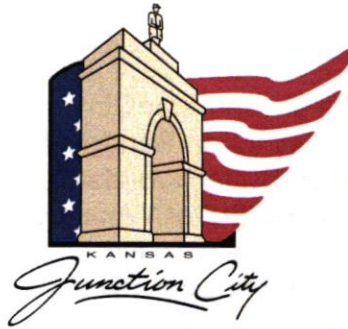
Print Name



Signature

3/16/26

Date



March 16, 2026

ADDENDUM NO. 1

Request for Proposals (RFP): Contract Mowing – Vacant Streets

Original Issue Date: February 11, 2026

Addendum Date: March 16, 2026

This Addendum forms a part of the Request for Proposals for **Contract Mowing – Vacant Streets** originally issued on February 11, 2026. The purpose of this addendum is to update information contained in the RFP documents.

Revision to Table A

Two (2) properties that were included in the maps provided with the RFP were inadvertently omitted from Table A. These properties are hereby added to Table A and should be included in the scope of services for proposal purposes.

The following properties are added to Table A:

- **Doc Hargreaves Addition 5**
- **Skyline Dr #3**

All proposers should include these properties when preparing and submitting their proposals.

Removal/Addition of Lots

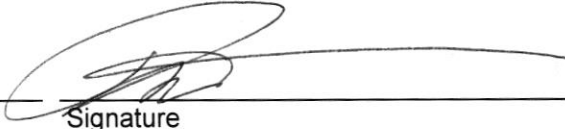
Due to lots being purchased, the following maps have been adjusted:

- **Doc Hargreaves Addition 2**
 - The removal of 2006 Quail Run.
- **Doc Hargreaves Addition 5**
 - The removal of the lot between 1917 Katie Rose Trl and 1929 Katie Rose Trl.
- **Sutter Highlands Subdivision**
 - 1 lot in Killdeer Ct Cul De Sac.
- **Sutter Woods Subdivision**
 - The removal of all lots on Karen Ln.
 - The removal of all lots on Paige Ln.
 - The removal of 4 lots on Shoffner Dr.

- The removal of 4 lots on Shoffner Ct.
- The addition of a lot City lot on Sandpiper Rd.
- The removal of 1 lot on Sutter Woods Rd.
- The removal of all lots on Sutter Woods Ct.
- The removal of 4 lots on Sawmill Rd.
- The removal of 1 lot on Fox Sparrow Ct.
- Maps have been split into sections.
- **Mann's Rach Addition Unit No 1**
 - The removal of all lots on Buckshot Dr.
- **Deer Creek Addition**
 - The removal of 2 lots on Southwind Ct.
 - Maps have been split into sections.
- **Deer Creek Add 2**
 - The removal of 1 lot on Woodstock Dr.
 - The removal of 1 lot on Ecord Dr.
 - Maps have been split into sections.
- **Deer Creek Add 3**
 - The removal of 4 lots on Wyatt Ln.
 - The removal of 3 lots on Hunter Ln.
 - Maps have been split into sections.
- **Hickory Hill Replat Lot 1 Blk 5**
 - The addition of City lot on Kenneth Dr.

This addendum forms a part of the original solicitation document and shall be acknowledged by all bidders. All other terms and conditions remain unchanged.

Terry Graham
Print Name


Signature

3-16-26
Date



March 16, 2026

ADDENDUM NO. 1

Request for Proposals (RFP): Contract Mowing – Vacant Streets

Original Issue Date: February 11, 2026

Addendum Date: March 16, 2026

This Addendum forms a part of the Request for Proposals for **Contract Mowing – Vacant Streets** originally issued on February 11, 2026. The purpose of this addendum is to update information contained in the RFP documents.

Revision to Table A

Two (2) properties that were included in the maps provided with the RFP were inadvertently omitted from Table A. These properties are hereby added to Table A and should be included in the scope of services for proposal purposes.

The following properties are added to Table A:

- **Doc Hargreaves Addition 5**
- **Skyline Dr #3**

All proposers should include these properties when preparing and submitting their proposals.

Removal/Addition of Lots

Due to lots being purchased, the following maps have been adjusted:

- **Doc Hargreaves Addition 2**
 - The removal of 2006 Quail Run.
- **Doc Hargreaves Addition 5**
 - The removal of the lot between 1917 Katie Rose Trl and 1929 Katie Rose Trl.
- **Sutter Highlands Subdivision**
 - 1 lot in Killdeer Ct Cul De Sac.
- **Sutter Woods Subdivision**
 - The removal of all lots on Karen Ln.
 - The removal of all lots on Paige Ln.
 - The removal of 4 lots on Shoffner Dr.

- The removal of 4 lots on Shoffner Ct.
- The addition of a lot City lot on Sandpiper Rd.
- The removal of 1 lot on Sutter Woods Rd.
- The removal of all lots on Sutter Woods Ct.
- The removal of 4 lots on Sawmill Rd.
- The removal of 1 lot on Fox Sparrow Ct.
- Maps have been split into sections.
- **Mann's Rach Addition Unit No 1**
 - The removal of all lots on Buckshot Dr.
- **Deer Creek Addition**
 - The removal of 2 lots on Southwind Ct.
 - Maps have been split into sections.
- **Deer Creek Add 2**
 - The removal of 1 lot on Woodstock Dr.
 - The removal of 1 lot on Ecord Dr.
 - Maps have been split into sections.
- **Deer Creek Add 3**
 - The removal of 4 lots on Wyatt Ln.
 - The removal of 3 lots on Hunter Ln.
 - Maps have been split into sections.
- **Hickory Hill Replat Lot 1 Blk 5**
 - The addition of City lot on Kenneth Dr.

This addendum forms a part of the original solicitation document and shall be acknowledged by all bidders. All other terms and conditions remain unchanged.

Alan Holmes
Print Name


Signature

3-16-26
Date

City of Junction City

City Clerk's Office

March 25, 2026



Building & Codes Dept.

Closing Time: 10:00 am

Contract Mowing – Vacant Streets

No.	Direct Solicited	Bidder	Local Vendor	Bid Bond	Performance Bond	Addendum	Signed Bid	Bid Amount	Bid Rank
1.		AJ's Lawn & Services \$25,940 Total						\$6,485.00 per mow	1
2.	X	Outdoors Unlimited						\$5,250 per mow	/
3.		Terry's Mowing -N- Then Some \$26,128 Total						\$6,532.00 per mow	2
4.									
5.									
6.									
7.									
8.									
9.									

Bid Sheet
One sheet required for each contract

Company Name ATS Lawn and Services

Address 538 S. 1800 Rd

White City KS

66872

Phone Number 620-412-3005

Principal: Mowing

Title: Vacant Street Mowings

Total Bid Amount \$ 6485 Per Mow Cycle

- For a full lot in bidding them at \$40
- For a half lot in bidding them at \$15

Attachments required for bid: Reference List, Certifications, Mowing Equipment

- 4 Kubota Mowers
- 2 Tractors with Mowers
- Skidsteer with brush cutter
- 4 Trailers
- 4 Trucks
- Weed eaters/edgers/blowers

Bill Butler 1 (620-212-3342)
Eric Schultse 1 (855-313-5340)
Don Zeir 1 (855-341-2843)

ADDENDUM NO 1 - TABLE A

VACANT STREET MOWINGS

FREQUENCY	LOCATION	FEE PER MOW
4 PER YEAR	EHLERS ADDITION	120
4 PER YEAR	DOC HARGREAVES ADDITION 2	240
4 PER YEAR	DOC HARGREAVES ADDITION 3	40
4 PER YEAR	DOC HARGREAVES ADDITION 5	325
4 PER YEAR	FALCON RIDGE	15
4 PER YEAR	TURKEY HOLLOW REPLAT OF BLK 2	135
4 PER YEAR	TURKEY HOLLOW ADDITION	115
4 PER YEAR	PRAIRIE RIDGE ADDITION UNIT NO 1	150
4 PER YEAR	PRAIRIE RIDGE ADDITION UNIT NO 2	795
4 PER YEAR	OLIVIA FARMS SUBDIVISION	40
4 PER YEAR	OLIVIA FARMS 2 ND PLAT	30
4 PER YEAR	OLIVIA FARMS 3 RD PLAT	15
4 PER YEAR	SUTTER HIGHLANDS SUBDIVISION	155
4 PER YEAR	SUTTER WOODS SUBDIVISION	640
4 PER YEAR	MANN'S RANCH ADDITION UNIT NO 1	75
4 PER YEAR	MANN'S RANCH ADDITION UNIT NO 2	735
4 PER YEAR	DEER CREEK ADDITION	760
4 PER YEAR	DEER CREEK ADDITION 2	600
4 PER YEAR	DEER CREEK ADDITION 3	1120
4 PER YEAR	SPRING VALLEY ADDITION #2	15
4 PER YEAR	RIVENDELL ADDITION	125
4 PER YEAR	HICKORY HILL REPLAT LOT 1 BLK 5	55
4 PER YEAR	SKYLINE DR #3	15
4 PER YEAR	1032 S WASHINGTON ST	40
4 PER YEAR	VILLAGE AT FREEDOM PLACE	80

- If no sidewalk - 8' Strip from back of curb.
- If sidewalk is present - 15' strip from back of curb.
- ALL intersections where there are vacant lots in the contract shall be mowed 25'.
- If there is a vacant lot next to a developed lot, the full lot shall be mowed.
- All growth over the curbing and/or growth in the street right of way shall be removed.
- All trash shall be removed.

Full lot - \$40
Half lot - \$15

Vacant Lot Total \$6,485

Bid Sheet

Company Name Terry's Mowing-N-Then Some

Address 239 E 11th
Junction City, KS. 66441

Phone Number 785-226-9221

Principal: Terry Graham

Title: Owner

Total Bid Amount \$ 6,532.⁰⁰ x 4 = \$26,128.⁰⁰

Attachments for bid: Reference List, Certifications, Warranty, List of all Equipment, Specialized Equipment

ADDENDUM NO 1 - TABLE A

VACANT STREET MOWINGS		
FREQUENCY	LOCATION	FEE PER MOW
4 PER YEAR	EHLERS ADDITION	225. ⁰⁰
4 PER YEAR	DOC HARGREAVES ADDITION 2	281. ⁰⁰
4 PER YEAR	DOC HARGREAVES ADDITION 3	75. ⁰⁰
4 PER YEAR	DOC HARGREAVES ADDITION 5	546. ⁰⁰
4 PER YEAR	FALCON RIDGE	7. ⁰⁰
4 PER YEAR	TURKEY HOLLOW REPLAT OF BLK 2	140. ⁰⁰
4 PER YEAR	TURKEY HOLLOW ADDITION	110. ⁰⁰
4 PER YEAR	PRAIRIE RIDGE ADDITION UNIT NO 1	70. ⁰⁰
4 PER YEAR	PRAIRIE RIDGE ADDITION UNIT NO 2	476. ⁰⁰
4 PER YEAR	OLIVIA FARMS SUBDIVISION	75. ⁰⁰
4 PER YEAR	OLIVIA FARMS 2 ND PLAT	14. ⁰⁰
4 PER YEAR	OLIVIA FARMS 3 RD PLAT	14. ⁰⁰
4 PER YEAR	SUTTER HIGHLANDS SUBDIVISION	192. ⁰⁰
4 PER YEAR	SUTTER WOODS SUBDIVISION	749. ⁰⁰
4 PER YEAR	MANN'S RANCH ADDITION UNIT NO 1	42. ⁰⁰
4 PER YEAR	MANN'S RANCH ADDITION UNIT NO 2	709. ⁰⁰
4 PER YEAR	DEER CREEK ADDITION	1774. ⁰⁰
4 PER YEAR	DEER CREEK ADDITION 2	266. ⁰⁰
4 PER YEAR	DEER CREEK ADDITION 3	278. ⁰⁰
4 PER YEAR	SPRING VALLEY ADDITION #2	7. ⁰⁰
4 PER YEAR	RIVENDALL ADDITION	171. ⁰⁰
4 PER YEAR	HICKORY HILL REPLAT LOT 1 BLK 5	89. ⁰⁰
4 PER YEAR	SKYLINE DR #3	35. ⁰⁰
4 PER YEAR	1032 S WASHINGTON ST	75
4 PER YEAR	VILLAGE AT FREEDOM PLACE	112. ⁰⁰

- If no sidewalk - 8' Strip from back of curb.
- If sidewalk is present - 15' strip from back of curb.
- ALL intersections where there are vacant lots in the contract shall be mowed 25'.
- If there is a vacant lot next to a developed lot, the full lot shall be mowed.
- All growth over the curbing and/or growth in the street right of way shall be removed.
- All trash shall be removed.

Vacant Lot Total 6,532.⁰⁰

Reference List

Complete Real Estate Solutions 785-238-6622
AAFES Fort Riley Jermaine 785-226-1038
Eagle Radio KJCK Dan Engel 816-294-1618
Valor Automotive Dustin 913-775-0123

Equipment List

JD 4600 Tractor w/ Landpride 4211 Finish Mower

2 Trac JD 997 ZeroTurn 72" Deck

J.D. 1445 4wd 72" Deck

JD 1565 4wd 72" Deck

Hustler Super 104" ZeroTurn

Hustler Fastrac 60" ZeroTurn

Wrights Stand On 72" ZeroTurn

2, FC 56 C Stihl Edgers

2, Walk Behind Edgers

3, FS 56 R Weed Trimmers

2, FS 70 R Stihl ~~Weed~~ Trimmers

2, FS 91 Stihl ~~Weed~~ Trimmers

2 Huskvarna Backpack Blowers

1 Stihl Hand Held Blower

City of Junction City

City Commission

Agenda Memo

April 1, 2026

From: Ray Ibarra, Public Works Director

To: Kim Zimmerman, City Manager and City Commission

Subject: Award of Bid for the 2026 Water System Improvements

Objective: The consideration and approval of the award of bid for the 2026 Water System Improvements in the amount of \$1,027,278.00.

Explanation of Issue: Public Works continues to identify issues in the City's water distribution system and has worked with Kaw Valley Engineering to address correcting the problem areas. This project will be the fifth phase in improving the City's water distribution system.

Kaw Valley Engineering developed preliminary plans, construction estimates and material quantities for the project. Kaw Valley Engineering advertised bids through the Daily Union, City website and direct solicitation and the City held a formal bid opening on March 25, 2026.

Kaw Valley Engineering received one qualified bid for the 2026 Water System Improvements project. The bidder was J & K Contracting, LC, Junction City, KS; Listed below is the bidder and their base bid price:

BIDDER	BID AMOUNT
J & K Contracting, LC	\$1,027,278.00

The Engineer's estimate for the project was \$1,233,115.00 and J & K Contracting bid is below the Engineer's estimate by \$205,837.00.

Budget Impact: Funding for this project is available within the Water Fund

Alternatives: The City Commission may approve, modify, table, or deny the bid request

Recommendation: City Staff recommends approval to award the bid to J & K Contracting LC in the amount of \$1,027,278.00 for the 2026 Water System Improvements.

Suggested Motion: Commissioner _____ moves to approve the award of the 2026 Water System Improvements in the amount of \$1,027,278.00 to J & K Contracting, LC as presented.

Commissioner _____ seconded the motion.

Enclosures: Kaw Valley Engineering letter dated 3/25/26, Bid Tabulation Sheet, and Notice of Award

KAW VALLEY ENGINEERING, INC.
2319 North Jackson, PO Box 1304
Junction City, KS 66441
Tel: 785-762-5040

2026 WATER SYSTEM IMPROVEMENTS
JUNCTION CITY, KANSAS

Project No.: A25D2319
Date: March 25, 2026
Page: 1 of 1

Item	Qty	Unit	Engineer's Estimate		J & K Contracting LC					
			Unit Price	Total Price	Unit Price	Total Price				
1. Mobilization	1	L.S.	\$25,000.00	\$25,000.00	\$50,000.00	\$50,000.00				
2. Connection to Existing Water Main	5	Each	\$5,200.00	\$26,000.00	\$3,000.00	\$15,000.00				
3. 6" C900 Water Main	2,657	L.F.	\$80.00	\$212,560.00	\$75.00	\$199,275.00				
4. 4" C900 Water Main	45	L.F.	\$80.00	\$3,600.00	\$100.00	\$4,500.00				
5. 1" Copper Service Line	1,358	L.F.	\$40.00	\$54,360.00	\$38.00	\$48,924.00				
6. Service Line Tap & Meter Connections	62	Each	\$1,200.00	\$74,400.00	\$800.00	\$49,600.00				
7. Meter Can Relocation	1	Each	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00				
8. Fire Hydrant with Gate Valve	4	Each	\$7,500.00	\$30,000.00	\$7,600.00	\$30,400.00				
9. Fittings	1	L.S.	\$54,000.00	\$54,000.00	\$25,000.00	\$25,000.00				
10. 14" Gate Valve	1	Each	\$12,000.00	\$12,000.00	\$16,100.00	\$16,100.00				
11. 10" Gate Valve	6	Each	\$5,500.00	\$33,000.00	\$4,300.00	\$25,800.00				
12. 8" Gate Valve	15	Each	\$2,000.00	\$30,000.00	\$2,200.00	\$33,000.00				
13. 4" Gate Valve	28	Each	\$1,500.00	\$42,000.00	\$1,700.00	\$47,600.00				
14. Riser Only Repair	20	Each	\$1,200.00	\$24,000.00	\$1,300.00	\$26,000.00				
15. Missing Valve Locate	9	Each	\$2,000.00	\$18,000.00	\$800.00	\$7,200.00				
16. Valve Installation (10" through 14")	8	Each	\$5,000.00	\$30,000.00	\$4,400.00	\$26,400.00				
17. Valve Installation (2" through 8")	43	Each	\$4,000.00	\$172,000.00	\$3,400.00	\$146,200.00				
18. Erosion Control	1	L.S.	\$12,000.00	\$12,000.00	\$2,500.00	\$2,500.00				
19. Traffic Control	1	L.S.	\$22,000.00	\$22,000.00	\$10,000.00	\$10,000.00				
20. Seeding	1	L.S.	\$12,000.00	\$12,000.00	\$10,000.00	\$10,000.00				
21. Concrete Curb & Gutter	204	L.F.	\$85.00	\$17,340.00	\$85.00	\$17,340.00				
22. Asphalt Paving Patch	491	S.Y.	\$150.00	\$73,650.00	\$105.00	\$51,555.00				
23. Concrete Paving Patch	65	S.Y.	\$230.00	\$14,950.00	\$105.00	\$6,825.00				
24. Off Season Asphalt Patch	50	C.Y.	\$350.00	\$17,500.00	\$200.00	\$10,000.00				
25. Sidewalk	50	S.Y.	\$100.00	\$5,000.00	\$70.00	\$3,500.00				
26. Sidewalk Ramp	2	S.Y.	\$350.00	\$700.00	\$350.00	\$700.00				
27. Pavement Removal	587	S.Y.	\$35.00	\$20,545.00	\$32.00	\$18,784.00				
28. Remove Tee	2	Each	\$2,500.00	\$5,000.00	\$2,000.00	\$4,000.00				
29. Abandon Existing Valve	6	Each	\$1,500.00	\$9,000.00	\$800.00	\$4,800.00				
30. Abandoned Valve/Hydrant Retrieval	3	Each	\$1,000.00	\$3,000.00	\$800.00	\$2,400.00				
31. Granular Fill	741	C.Y.	\$110.00	\$81,510.00	\$75.00	\$55,575.00				
32. 14" Insert Valve	1	Each	\$42,000.00	\$42,000.00	\$36,500.00	\$36,500.00				
33. 12" Insert Valve	1	Each	\$21,000.00	\$21,000.00	\$18,500.00	\$18,500.00				
34. 10" Insert Valve	1	Each	\$19,000.00	\$19,000.00	\$13,500.00	\$13,500.00				
35. 8" Insert Valve	1	Each	\$15,000.00	\$15,000.00	\$10,800.00	\$10,800.00				
Total Bid For Improvements				\$1,233,115.00		\$1,027,278.00				



KAW VALLEY ENGINEERING, INC.

Office: 785.762.5040
Web: www.kveng.com
Address: 2319 N. Jackson
P.O. Box 1304
Junction City, KS 66441

March 25, 2026
A25D2319

Mr. Ray Ibarra, Public Works Director
City of Junction City
700 N. Jefferson Street
Junction City, Kansas 66441

**RE: Recommendation of Award of Contract
2026 Water System Improvements – Junction City, Kansas**

Dear Mr. Ibarra:

Please find enclosed the Bid Tabulation Sheet for the above-referenced improvements.

J & K Contracting, L.C. is the only bidder and is below the Engineer's Estimate. We, therefore, recommend award of this contract to **J & K Contracting, L.C.** in the amount of **\$1,027,278.00**.

If you could present this to the City Commission for award of contract at their next regular meeting it would be appreciated.

Sincerely,

Randy Purdue, P.E.
Project Manager

Attachment: Bid Tabulation Sheet

XC: J & K Contracting, L.C.

RCP:bt

\\VMJC-FILE\Projects\A25_2319\DSN\Ltr To R Ibarra City Of JC Re Rec Of Award 2026 Water System Improvements.Docx

Item	Qty	Unit	Engineer's Estimate		J & K Contracting LC					
			Unit Price	Total Price	Unit Price	Total Price				
1. Mobilization	1	L.S.	\$25,000.00	\$25,000.00	\$50,000.00	\$50,000.00				
2. Connection to Existing Water Main	5	Each	\$5,200.00	\$26,000.00	\$3,000.00	\$15,000.00				
3. 6" C900 Water Main	2,657	L.F.	\$80.00	\$212,560.00	\$75.00	\$199,275.00				
4. 4" C900 Water Main	45	L.F.	\$80.00	\$3,600.00	\$100.00	\$4,500.00				
5. 1" Copper Service Line	1,359	L.F.	\$40.00	\$54,360.00	\$36.00	\$48,924.00				
6. Service Line Tap & Meter Connections	62	Each	\$1,200.00	\$74,400.00	\$800.00	\$49,600.00				
7. Meter Can Relocation	1	Each	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00				
8. Fire Hydrant with Gate Valve	4	Each	\$7,500.00	\$30,000.00	\$7,600.00	\$30,400.00				
9. Fittings	1	L.S.	\$54,000.00	\$54,000.00	\$25,000.00	\$25,000.00				
10. 14" Gate Valve	1	Each	\$12,000.00	\$12,000.00	\$16,100.00	\$16,100.00				
11. 10" Gate Valve	6	Each	\$5,500.00	\$33,000.00	\$4,300.00	\$25,800.00				
12. 6" Gate Valve	15	Each	\$2,000.00	\$30,000.00	\$2,200.00	\$33,000.00				
13. 4" Gate Valve	28	Each	\$1,500.00	\$42,000.00	\$1,700.00	\$47,600.00				
14. Riser Only Repair	20	Each	\$1,200.00	\$24,000.00	\$1,300.00	\$26,000.00				
15. Missing Valve Locate	9	Each	\$2,000.00	\$18,000.00	\$800.00	\$7,200.00				
16. Valve Installation (10" thorough 14")	6	Each	\$5,000.00	\$30,000.00	\$4,400.00	\$26,400.00				
17. Valve Installation (2" through 8")	43	Each	\$4,000.00	\$172,000.00	\$3,400.00	\$146,200.00				
18. Erosion Control	1	L.S.	\$12,000.00	\$12,000.00	\$2,500.00	\$2,500.00				
19. Traffic Control	1	L.S.	\$22,000.00	\$22,000.00	\$10,000.00	\$10,000.00				
20. Seeding	1	L.S.	\$12,000.00	\$12,000.00	\$10,000.00	\$10,000.00				
21. Concrete Curb & Gutter	204	L.F.	\$85.00	\$17,340.00	\$85.00	\$17,340.00				
22. Asphalt Paving Patch	491	S.Y.	\$150.00	\$73,650.00	\$105.00	\$51,555.00				
23. Concrete Paving Patch	65	S.Y.	\$230.00	\$14,950.00	\$105.00	\$6,825.00				
24. Off Season Asphalt Patch	50	C.Y.	\$350.00	\$17,500.00	\$200.00	\$10,000.00				
25. Sidewalk	50	S.Y.	\$100.00	\$5,000.00	\$70.00	\$3,500.00				
26. Sidewalk Ramp	2	S.Y.	\$350.00	\$700.00	\$350.00	\$700.00				
27. Pavement Removal	587	S.Y.	\$35.00	\$20,545.00	\$32.00	\$18,784.00				
28. Remove Tee	2	Each	\$2,500.00	\$5,000.00	\$2,000.00	\$4,000.00				
29. Abandon Existing Valve	6	Each	\$1,500.00	\$9,000.00	\$800.00	\$4,800.00				
30. Abandoned Valve/Hydrant Retrieval	3	Each	\$1,000.00	\$3,000.00	\$800.00	\$2,400.00				
31. Granular Fill	741	C.Y.	\$110.00	\$81,510.00	\$75.00	\$55,575.00				
32. 14" Inserta Valve	1	Each	\$42,000.00	\$42,000.00	\$36,500.00	\$36,500.00				
33. 12" Inserta Valve	1	Each	\$21,000.00	\$21,000.00	\$16,500.00	\$16,500.00				
34. 10" Inserta Valve	1	Each	\$19,000.00	\$19,000.00	\$13,500.00	\$13,500.00				
35. 8" Inserta Valve	1	Each	\$15,000.00	\$15,000.00	\$10,800.00	\$10,800.00				
Total Bid For Improvements			\$1,233,115.00		\$1,027,278.00					

00410
NOTICE OF AWARD

To: **J & K Contracting, L.C.**

PO Box 306

Junction City, Kansas 66441

PROJECT Description: **2026 Water System Improvements – Junction City, Kansas**

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for Bids dated **February 23, 2026**, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of **\$1,027,278.00**.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND, Statutory BOND (if applicable) and certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return and acknowledge copy of this NOTICE OF AWARD to the OWNER.

Dated the _____ day of _____, 20____.

City of Junction City
Owner

By: _____

By: _____

Title: **Mayor**

Title: **City Clerk**

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By **J & K Contracting, L.C.**

This the _____ day of _____ 20 _____

By _____

Title _____

END OF SECTION 00410

City of Junction City

City Commission

Agenda Memo

April 1, 2026

From: Ray Ibarra, Public Works Director

To: Kim Zimmerman, City Manager and City Commission

Subject: Award of Bid for a Tip Down Beacon Light

Objective: The consideration and approval of the award of bid for the Construction of a Tip Down Beacon Light at Freeman Field Airport in the amount of \$121,714.00.

Explanation of Issue: The City Commission approved the KDOT Aviation Agreement in July 15, 2025, for the construction of a new tip down beacon light at Freeman Airfield.

Benesch Engineering firm who serves as the Airport Consultant developed preliminary plans, construction estimates, material quantities and specifications for the project. Benesch Engineering advertised bids through the Daily Union, City website and direct solicitation and the City held a formal bid opening on March 25, 2026.

Benesch Engineering received three qualified bids for the Tip Down Beacon Light. The three bidders were Atlas Electric, LLC, Wichita, KS, L&S Electric, LLC, Salina, KS and Phillips Southern Electric Co., Inc., Wichita, KS. Listed below are the three bidders and their base bid price.

BIDDER	BID AMOUNT
Atlas Electric, LLC	\$121,714.00
L&S Electric, LLC	\$132,583.00
Phillips Southern Electric Co., Inc	\$236,068.00

Budget Impact: Funding would be available within the Airport budget.

Alternatives: The City Commission may approve, modify, table, or deny the request.

Recommendation: City Staff recommends approval to award the bid to Atlas Electric, LLC in the amount of \$121,714.00 for the Tip Down Beacon Light.

Suggested Motion: Commissioner _____ moves to approve the award of the Tip Down Beacon Light in the amount of \$121,714.00 to Atlas Electric, LLC as presented.

Commissioner _____ seconded the motion.

Enclosures: Benesch Engineering Letter dated 3/25/26 and Bid Tabulation.



2627 KFB Plaza, Suite 102W
Manhattan, KS 66503
www.benesch.com
P 785-313-1913

March 25, 2026

Ray Ibarra
Director of Public Works
2324 N. Jackson
Junction City, Kansas 66441

REFERENCE: Freeman Field Airport (3JC) – Junction City, KS
Construct Airport Beacon (KDOT Aviation Project No. AV-2026-17)
Letter of Recommendation for Award of Bid

Dear Mr. Ibarra:

On Wednesday, March 25, 2026, bids for the above referenced project were received, opened, and read aloud. Three (3) bids were received for the work. The bids have been checked and the bid tabulation is attached.

The bid consisted of the Base Bid (Items 1 – 10) and its work consisted of the installation of a new rotating airport beacon and the removal of the existing beacon and tower. Summarized directly below are the contractor's total bid amounts.

Bidder

Atlas Electric, LLC. (*herein after called Atlas*)
1840 N. Ohio Ave., Wichita, KS 67214

Total Bid: **\$121,714.00**

L&S Electric, LLC. (*herein after called L&S*)
PO Box 1701, Salina, KS 67402

Total Bid: **\$132,583.00**

Phillips Southern Electric Co., Inc. (*herein after called Philips*)
3512 W. Pawnee St., Wichita, KS 67213

Total Bid: **\$236,068.00**

For comparative purposes, the Benesch **Engineer's Opinion of Probable Cost** was:

Total Bid: **\$175,000**

The detailed Engineer's Estimate is also included in the bid tabulation attached.

The following paragraphs discuss in detail how the bidders filled out the various required pages of the proposal form.

Pages P-2 (Unit Prices/Extensions/Total Base and Add Alternate Bid Amounts)

Atlas' proposal did not have any errors in their extension prices or totals. Atlas's bid total was below the Engineer's Estimate by \$53,286.00 (or 30.4% lower).

L&S's proposal did not have any errors in their extension prices or totals. L&S's bid total was below the Engineer's Estimate by \$42,417.00 (or 24.2% lower).

Phillips' proposal did not have any errors in their extension prices or totals. Phillips' bid total was above the Engineer's Estimate by \$61,068.00 (or 34.9% higher).

Page P-3 (Addendum Acknowledgement)

There was no addendum issued during the bidding phase of this project, so this acknowledgment was left blank.

Page P-4 (Additional Insurance Charge)

Bidders are required to note if there is an additional insurance charge for naming the City of Junction City and the Engineer (Benesch) as additional insured on the contractor insurance policy for the project. **All Three (3)** Contractors entered "zero" which indicates that an additional insurance charge would not apply to this project.

Miscellaneous Other Requirements

Mobilization Limit

As required by the contract documents under specification Item C-105 *Mobilization*, site preparation and mobilization costs are limited to 10% of the total project cost. Atlas proposed "Site Preparation & Mobilization (NTE 10%)" Bid Item No. 2 was below 10% of their total project cost (7.8%). L&S proposed "Site Preparation & Mobilization (NTE 10%)" Bid Item No. 2 was below 10% of their total project cost (9.8%). And Phillips proposed "Site Preparation & Mobilization (NTE 10%)" Bid Item No. 2 was below 10% of their total project cost (9.9%).

Pre-Bid Meeting

No pre-bid meeting was held for this project.

Bid Guarantee

The contract documents require that *"Each separate proposal shall be accompanied by a bid guaranty (per 49 CFR Part 18.36(h)(1)) in the amount of not less than five (5) percent of the total amount of the bid. The bid guaranty may be by certified check on a solvent bank or bid bond made payable to the City of Junction City, Kansas"*.

All three bidders successfully submitted a 5% bid guaranty (bid bond) to the City of Junction City, Kansas.

Pre-Qualification

The contract documents did not have a pre-qualification requirement but did require that the contractors submitting bids to be qualified to do the work.

Regarding the apparent low bidder's qualifications, Benesch has worked directly with Atlas on multiple projects at numerous airports over the past ten years. Because of Atlas' past work and our work relationship with them, Benesch considers them to be capable of completing a funded electrical aviation project.

Benesch Recommendation

As applicable, the City of Junction City, Kansas should be aware that according to the contract documents, the *"right is reserved, by the Owner, to reject any and all bids and to waive any or all irregularities, technicalities, informality or any information in the bids received."*

Benesch's opinion is that the Bid prices received from Atlas represents a fair and reasonable price.

In summary, Benesch formally recommends that Junction City **award the Total Base Bid (Items 1 – 10) for a total contract award in the amount of \$121,714.00 to Atlas Electric LLC for construction to commence in the summer/fall of 2026.**

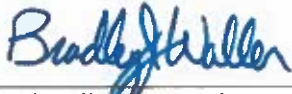
Freeman Field Airport (3JC)
Construct Rotating Beacon
Letter of Rec. - Page 3 of 3

Summary of Attachments:

- Bid Tabulation Sheet with Engineer's Estimate (1 Page)
- Atlas' complete bid proposal information (Includes Bid Bond) (48 Pages)
- Final Plan Holders List (1 Page)

If you have any questions or comments, please contact us at your convenience.

Sincerely,
Alfred Benesch & Company

A handwritten signature in blue ink, appearing to read "Bradley Waller", written over a horizontal line.

Brad Waller, P.E., Project Manager

BID TABULATION PREMIER FIELD AIRPORT (JAC) JUNCTION CITY, KS KAP #A-2008-17 Construct Rotating Beacon Order March 26, 2008												
Contractor			Engineer's Estimate			Adco Electric LLC		L&B Electric LLC		Phillips Southern Electric Co., Inc.		
Bld Security (Ph. Min.)			H&B			H		H		H		
Acknowledged Estimate			Bids			Bids		Bids		Bids		
ITEM NO.	FAA SPEC	DESCRIPTION	APPROX. QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
MAJOR BID - CONSTRUCT ROTATING BEACON												
1	0-1215-1	Anchor, Safety, Mainbeam	1	L.S.	8,300.00	8,300.00	21,600.00	21,600.00	8,500.00	8,500.00	16,728.00	16,728.00
2	0-1201-1	Flt. Transponder & Antenna (ALT. & IDN)	1	L.S.	267,300.00	267,300.00	8,850.00	8,850.00	13,000.00	13,000.00	23,478.00	23,478.00
3	0-1201-2	Flt. Transponder & Antenna (ALT. & IDN)	1	L.S.	267,300.00	267,300.00	8,850.00	8,850.00	13,000.00	13,000.00	23,478.00	23,478.00
4	0-1201-3	Anchor Rotating Beacon Installation, L&B/A, L&B, Class B, Complete incl.	1	L.S.	40,000.00	40,000.00	17,800.00	17,800.00	37,000.00	37,000.00	38,242.00	38,242.00
5	0-1201-4	Revised of Landing Beacon Tower and foundation, Complete	1	L.S.	115,000.00	115,000.00	8,800.00	8,800.00	7,000.00	7,000.00	25,526.00	25,526.00
6	0-1201-5	1/2 Tower Flt. Beacon Tower and Foundation, Complete	1	L.S.	100,000.00	100,000.00	35,000.00	35,000.00	38,000.00	38,000.00	61,280.00	61,280.00
7	0-1201-6	Flt. & AIDG, THALES, 2, 200W Non-Autopilot Landing Color, Installed in Gond	178	L.P.	12.00	2,136.00	8,000.00	2,136.00	5,000.00	1,780.00	9,000.00	3,960.00
8	0-1201-7	Flt. & AIDG, THALES, 2, 200W Non-Autopilot Landing Color, Installed in Gond	178	L.P.	12.00	2,136.00	8,000.00	2,136.00	5,000.00	1,780.00	9,000.00	3,960.00
9	0-1201-8	Non-Autopilot Beacon, Class B, 111.7	81	L.P.	12.00	972.00	8,000.00	972.00	2,000.00	972.00	2,000.00	972.00
10	0-1201-9	Non-Autopilot Beacon, Class B, 111.7	81	L.P.	12.00	972.00	8,000.00	972.00	2,000.00	972.00	2,000.00	972.00
TOTAL MAJOR BID - CONSTRUCT ROTATING BEACON						\$ 776,300.00	\$ 121,716.00	\$ 102,600.00	\$ 102,600.00	\$ 102,600.00	\$ 102,600.00	

PROPOSAL FORM

DO NOT DETACH ANY OF THESE PROPOSAL PAGES

SUBMIT ENTIRE BOUND OFFICIAL PROPSAL FORM BOOKLET

TO: City of Junction City
700 N Jefferson P.O. Box 2897
Junction City, KS 66441

The undersigned, in compliance with the request for bids for construction of the following Project:

CONSTRUCT ROTATING BEACON

hereby proposes to furnish all labor, permits, material, machinery, tools, supplies and equipment to faithfully perform all work required for construction of the Project in accordance with the Contract Documents and Specifications, project drawings, and issued Addenda within the specified time of performance for the following prices on this proposal.

Scaled bids will be received by the City of Junction City, Kansas at the City Hall 2nd Floor Conference Room at 700 N. Jefferson, Junction City, Kansas 66441 until 10:00 a.m. local time on Wednesday, March 25, 2026 and then publicly opened and read aloud, for furnishing all labor, materials and equipment, and performing all work necessary for completing the Construct Rotating Beacon project.

The undersigned understands that it is the intent of the Owner issue a Notice To Proceed (NTP) for construction to begin in the 2026 construction season. Furthermore, the undersigned understands that, it is the intent of the Owner to award (assuming responsive and responsible bids are received) the project under a KDOT grant. Prior to issuance of the formal NTP, a start date will be coordinated with the Contractor, with the intent to have all work completed in calendar year 2026.

Item No.	Spec Item No.	Item Description	Approx. Quant.	Unit	Bid Price	Amount
BASE BID - CONSTRUCT ROTATING BEACON						
1	B-101-1	Airport Safety Measures	1	L.S.	\$ 21,000.00	\$ 21,000.00
2	C-105-1	Site Preparation And Mobilization (N.T.E. 10%)	1	L.S.	\$ 9,500.00	\$ 9,500.00
3	L-101-1	Removal of Existing Beacon, Complete	1	L.S.	\$ 2,900.00	\$ 2,900.00
4	L-101-2	Airport Rotating Beacon Installation, L-801A (LED), Class II, Complete in Place	1	L.S.	\$ 17,000.00	\$ 17,000.00
5	L-103-1	Removal of Existing Beacon Tower and Foundation, Complete	1	L.S.	\$ 8,800.00	\$ 8,800.00
6	L-103-2	Tip Down Pole Beacon Tower and Foundation, Complete	1	L.S.	\$ 55,000.00	\$ 55,000.00
7	L-108-1	No. 8 AWG, THWN-2, 600V Non-Airfield Lighting Cable, Installed in Conduit	576	L.F.	\$ 5.00	\$ 2,880.00
8	L-108-2	No. 6 AWG, THWN-2, 600V Non-Airfield Lighting Cable, Installed in Conduit	138	L.F.	\$ 3.00	\$ 414.00
9	L-110-1	Non-Encased Electrical Conduit, (1) 2"	61	L.F.	\$ 20.00	\$ 1,220.00
10	L-115-1	Electrical Handhole, L-867, Type B	2	EA	\$ 1,500.00	\$ 3,000.00
TOTAL BASE BID (ITEMS 1 THRU 10):						\$ 121,714.00

ACKNOWLEDGEMENTS BY BIDDER

- a. By submittal of a proposal, the BIDDER acknowledges and accepts that the quantities established by the OWNER are an approximate estimate of the quantities required to fully complete the Project and that the estimated quantities are principally intended to serve as a basis for evaluation of bids. The BIDDER further acknowledges and accepts that payment under this contract will be made only for actual quantities and that quantities will vary in accordance with the General Provisions subsection entitled "Alteration of Work and Quantities".

- b. The BIDDER acknowledges and accepts that the Bid Documents are comprised of the following documents:
- Requests For Bids/Invitation For Bids (Newspaper Advertisement) (Article 1)
 - Notice-to-Bidders (Article 1)
 - Instructions-to-Bidders (Article 1)
 - This Proposal Form (Article 1)
 - Any Authorized Addenda Issued (Article 1)
 - Form of Contract and Performance/Payment Bonds (Article 1)
 - Contract Provisions (Article 2)
 - FAA General Contract Provisions (Article 3)
 - Benesch Created Specifications (Article 4)
 - FAA Standard Specifications (Appendix 1)
 - Construction Safety and Phasing Plan (Appendix 2)
 - Sample Contractor Safety Plan Compliance Document (Appendix 3)
 - FAA AC 150/5370-2G (Operational Safety On Airports During Construction) (Appendix 4)
 - Contractor Shop Drawing Submittal Cover Page (Appendix 5)
 - Erosion Control and Sediment Control Forms (Appendix 6)
 - Plan Drawings
 - Any Other Document Incorporated In Whole Or In Part By Reference.

The BIDDER further acknowledges that each of the individual documents that comprise the Bid Documents are complementary to one another and together establish the complete terms, conditions and obligations of the successful BIDDER.

- c. As evidence of good faith in submitting this proposal, the undersigned encloses a bid guaranty in the form of a certified check or bid bond in the amount of 5% of the **Total Bid**.
- d. The BIDDER acknowledges and accepts the OWNER'S right to reject any or all bids and to waive any minor informality in any Bid or solicitation procedure.
- e. The BIDDER acknowledges and accepts the OWNER'S right to hold all Proposals for purposes of review and evaluation and not issue a notice-of-award for a period not to exceed **ninety (90) calendar days** from the stated date for receipt of bids.
- f. The undersigned agrees that upon written notice of award of contract, he or she will execute the contract and furthermore provide executed payment and performance bonds within the timeframes specified in the instructions-to-bidders. The undersigned acknowledges and accepts that refusal or failure to accept the award and execute a contract and bonds within the terms and conditions established herein will result in forfeiture of the bid guaranty to the Owner as a liquidated damage.
- g. Time of Performance: By submittal of this proposal, the undersigned acknowledges and agrees to commence work within ten (10) calendar days of the date specified in the written "Notice-to-Proceed" as issued by the OWNER. The undersigned agrees to complete work within the contract time allowances as specified in the Notice-To-Bidders from the commencement date specified in the Notice-To-Proceed(s).
- h. The undersigned acknowledges and accepts that failure to complete each Phase or Element within the respective specified calendar day allowance, the Contractor shall pay the non-penal sum prescribed in the Notice-To-Bidders (NTB) as a liquidated damage to the Owner.
- i. Compliance Reports (41 CFR Part 60-1.7): Within 30 days after award of this contract, the Contractor/Subcontractor shall file a compliance report (Standard Form 100) if s/he has not submitted a complete compliance report within 12 months preceding the date of award. This report is required if the Contractor/Subcontractor meets all of the following conditions:

1. Contractors/Subcontractors are not exempt based on 41 CFR 60-1.5.
 2. Has 50 or more employees.
 3. Is a prime contractor or first tier subcontractor.
 4. There is a contract, subcontract, or purchase order amounting to \$50,000 or more.
- j. The bidder must specifically agree not to discriminate against any recipients of services on the basis of race, color, sex, religion, creed, age, marital status, physical or mental disability, political affiliation, national origin or ancestry and not to discriminate against any employees or applicant for employment on the basis of race, color, sex, religion, creed, age, marital status, physical or mental disability, political affiliation, national origin or ancestry.
- k. The undersigned agrees to comply with all current and applicable Federal, State, and local rules and regulations governing the safety of men and materials during its operations including observing the requirements of the Occupational Safety and Health Administration (OSHA).
- l. The undersigned acknowledges that the project is subject to the FAA's current Federal Provisions as provided in Article 2 "Contract Provisions". The undersigned furthermore hereby certifies that they, and their subcontractors, comply with the Federal Provisions as incorporated herein.
- m. The undersigned acknowledges receipt of the following addenda:

Addendum Number:	<u>NA</u>	Addendum Date:	_____	Date Received:	_____
Addendum Number:	_____	Addendum Date:	_____	Date Received:	_____
Addendum Number:	_____	Addendum Date:	_____	Date Received:	_____
Addendum Number:	_____	Addendum Date:	_____	Date Received:	_____

REPRESENTATIONS BY BIDDER

By submittal of a proposal (bid), the BIDDER represents the following:

- a. The BIDDER has read and thoroughly examined the bid documents including all authorized addenda.
- b. The BIDDER has a complete understanding of the terms and conditions required for the satisfactory performance of project work.
- c. The BIDDER has fully informed themselves of the project site, the project site conditions and the surrounding area.
- d. The BIDDER has familiarized themselves of the requirements of working on an operating airport and understands the conditions that may in any manner affect cost, progress or performance of the work.
- e. The BIDDER has correlated their observations with that of the project documents.
- f. The BIDDER has found no errors, conflicts, ambiguities or omissions in the project documents, except as previously submitted in writing to the owner that would affect cost, progress or performance of the work.
- g. The BIDDER is familiar with all applicable Federal, State and local laws, rules and regulations pertaining to execution of the contract and the project work.
- h. The BIDDER has complied with all requirements of these instructions and the associated project documents.

CERTIFICATIONS BY BIDDER

- a. The undersigned hereby declares and certifies that the only parties interested in this proposal are named herein and that this proposal is made without collusion with any other person, firm or corporation. The undersigned further certifies that no member, officer or agent of OWNER'S has direct or indirect financial interest in this proposal.

b. Additional Insurance Charge:

If there is an additional charge for the insurance for naming City of Junction City and the Engineer as additional insured, the amount must be shown here. The amount shown will not change the total bid. A blank or inserting a zero will mean the Bidder's insurance company does not charge an extra fee for naming the City of Junction City and the Engineer as an additional insured per GP 70-21.

\$ 0

ATTACHMENTS TO THIS BID

The following documents are attached to and made a part of this Bid:

1. Bid Guaranty;

SIGNATURE OF BIDDER

IF AN INDIVIDUAL

Name: _____

By: _____
(Signature Of Individual)

Doing Business As: _____

Email Address: _____

Business Address: _____

Telephone Number: _____

~~IF A PARTNERSHIP~~ LLC

Partnership Name: Atlas EElectric LLC

By: Bryan Grosch
(Authorized Signature)
(Attach Evidence Of Authority To Sign As A Partnership)

Name And Title: Bryan Grosch Member

Email Address: bgrosch@atlaselectricllc.com

Business Address: 3-9-26 Atlas Electric 1840 N Ohio
Wichita Ks 67214

Telephone Number: 3168581560

TENTATIVE LIST OF SUBCONTRACTORS
(To Be Completed With Execution of Contract)

KAIP Project: AV-2026-17
Project Name: Construct Rotating Beacon
Airport: Freeman Field Airport (3JC)
Location: Junction City, KS

Proposed Subcontractors			
	Subcontractor	Work To Be Performed	Approximate Dollar Value
1)	Cillessen and sons	temp fence	3,800.00
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			

3-23-2026

Date

Atlas EElectric LLC

Company Name

Bryan Grosch

Signature

Project manager Member

Title

{This Page Intentionally Left Blank}

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Calvin E. Reed, P.E., Acting Secretary
Tony Menke, P.E., Director



Phone: 785-296-2235
Fax: 785-296-2799
kdot#publicinfo@ks.gov
<http://www.ksdot.org>
Laura Kelly, Governor

May 08, 2025

VENDOR ID: 02170
ATLAS ELECTRIC, LLC
1607 N WABASH AVE
WICHITA, KS 67214-1447

A review of your financial statement has been made and you are now qualified with the Secretary of Transportation, Kansas Department of Transportation, to bid on the class, or classes, of work listed below.

The aggregate amount of your contracts with the Secretary of Transportation, plus the unearned amount of all your other contracts with the Secretary of Transportation, plus the unearned amount of all your other contracts in the state and/or any other states shall not exceed **\$3,000,000**.

To remain prequalified, submit a completed Questionnaire annually, at other times the Committee requests, and within 30 calendar days after a change in business ownership. Unless you are otherwise notified, you will remain on the qualified list of bidders until **May 1, 2026**.

- T. SIGNING AND DELINEATION: STRUCTURAL SIGNS
- V. ELECTRIC LIGHTING AND TRAFFIC SIGNALS

If you have questions or concerns, please contact this office at (785) 296-2235 or by e-mail at KDOT.Operations@ks.gov.

Sincerely,

Tony S. Menke
Head of KDOT Prequalification Committee



**UNITED FIRE & CASUALTY COMPANY 118 Second Avenue SE, PO Box 73909
Cedar Rapids, Iowa 52407-3909 319-399-5700**

Bid Bond

CONTRACTOR: (Name, legal status and address)

ATLAS ELECTRIC, LLC

1840 N OHIO AVE, WICHITA, KS 672141530

OWNER: (Name, legal status and address)

CITY OF JUNCTION CITY, OF JUNCTION CITY, KS

700 N. JEFFERSON, JUNCTION CITY, KS 66441

BOND AMOUNT:

Five and 00/100 Percent of the Bid Amount

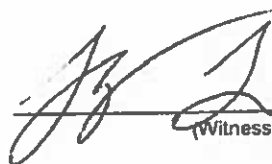
PROJECT: (Name, location or address, and Project number, if any)

FREEMAN FIELD AIRPORT (3JC), JUNCTION CITY, KANSAS. CONSTRUCT ROTATING BEACON. KAIP NO: AV-2026-17

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

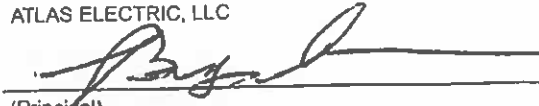
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond. Signed and sealed this 23rd day of March 2026


(Witness)


(Witness)

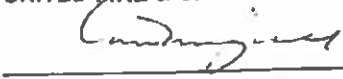
ATLAS ELECTRIC, LLC


(Principal) (Seal)

Bryan Grosch

(Title)

UNITED FIRE & CASUALTY COMPANY


(Surety) (Seal)

Attorney in Fact Kenneth R. Dingwall

(Title)

CONT0456

The language in this document conforms exactly to the language used in AIA Document A310 2010 edition.



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
FINANCIAL PACIFIC INSURANCE COMPANY, ROSEVILLE, CA

Bond No.: 00017926

Obligee: CITY OF JUNCTION CITY,
OF JUNCTION CITY, KS 700
N. JEFFERSON JUNCTION
CITY, KS 66441

POWER OF ATTORNEY

To verify the authenticity of this Power of Attorney, please contact us at
UFG Insurance, 118 Second Ave SE, Cedar Rapids, IA 52401
telephone (800) 343-9130 or email surety@unitedfiregroup.com
THIS POWER OF ATTORNEY IS VOID IF ALTERED
To notify us of a claim, please contact us at surety@unitedfiregroup.com

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

KENNETH R. DINGWALL, BRIDGET M. MOHR, DANIELLE D.D. DODDS, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$40,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company shall expire July 22nd, 2026 unless sooner revoked.

This Power of Attorney has been duly made, executed and delivered pursuant to, and in accordance with, the articles of incorporation, bylaws, and other governing documents of each of the respective Companies, and by authority therein granted and under applicable corporate law.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its officer and its corporate seal to be hereto affixed this 23rd day of March, 2026.



By:

Kyanna M. Saylor
Kyanna M. Saylor, Vice President of
United Fire & Casualty Company
United Fire & Indemnity Company
Financial Pacific Insurance Company

State of Iowa, County of Linn, ss:

On this 23rd day of March, 2026, before me personally came Kyanna M. Saylor to me known, who being by me duly sworn, did depose and say; that she is a Vice President of UNITED FIRE & CASUALTY COMPANY, a Vice President of UNITED FIRE & INDEMNITY COMPANY, and a Vice President of FINANCIAL PACIFIC INSURANCE COMPANY, the corporations described in and which executed the above instrument; that she knows the seal of said corporations; that the seals affixed to the said instrument are such corporate seals; that these seals were so affixed pursuant to authority given by the Boards of Directors of said corporations and that she signed her name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Judith A. Jones
Iowa Notarial Seal
Commission number 173041
My Commission Expires 04/23/2027

Notary Public:

Judith A. Jones
My commission expires: 04/23/2027

I, Mary A. Bertsch, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of each said Company this 23rd day of March, 2026.



By:

Mary A. Bertsch
Mary A. Bertsch, Assistant Secretary of
United Fire & Casualty Company
United Fire & Indemnity Company
Financial Pacific Insurance Company

BPOA0053 0126

City of Junction City
City Commission Agenda Memo
April 2, 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.

This personnel policy was brought before the City Commission in February 2026. There was some discussion; however, the only known point of contention was one commissioner asking about residency requirements.

I have heard nothing from any commissioner in the intervening weeks.

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 reattach an 8 page table highlighting the big changes.

In the time between February and today, the personnel policy committee and myself looked at the residency requirement. In addition, we reviewed the PTO payout for employees leaving employment with the City. Those are Sections 3.8 and 5.11 in the Personnel Policy Handbook.

Let's look at Residency Requirements under Section 3.8 in particular:

Purpose and Operational Basis of Residency Requirements: 3.8

We structured Section 3.8 to support continuity of operations and timely emergency response for Junction City by (1) requiring Department Head residency within city limits and (2) requiring defined call-back response times for Police, Fire/EMS, and Public Works personnel who may be called in while off-duty. The policy is framed around operational readiness rather than generalized community-preference concepts, which strengthens administrative clarity and defensibility.

Rationale for the Two Approaches

1. **Executive Staff:** The City’s intent is that Department Heads are geographically close and readily available for incident command coordination, EOC activation, infrastructure failures, and extended-duration events. The policy maintains a clear, easy-to-administer standard (address within corporate limits) while allowing limited, documented waivers for recruitment, hardship, and housing constraints. Instead of a carte blanche discretionary waiver by the City Manager, the proposed policy includes a documentation process and factors for waiver (retention/recruitment, qualifications, temporary hardship, and/or housing availability constraints).
2. **Emergency Staff (response-time requirements):** For Police, Fire/EMS, and specified Public Works divisions, the critical operational measure is not the municipal boundary itself but the time to report when called back. The policy defines “response time” and sets department-specific standards. Because all members in these groups can be called back under existing pay/benefit practices, the scope is intentionally department-/division-wide (not limited to “on-call” rosters). The policy also states it does not change call-back compensation rules—only availability expectations—due to collective bargaining units or other policies covering pay.

Consistency and Uniform Application Baked-In

1. Standardized measurement method promotes uniform administration and reduces disputes about how compliance is calculated. We laid out the methodology for calculation so it can be reviewed and not speculated.

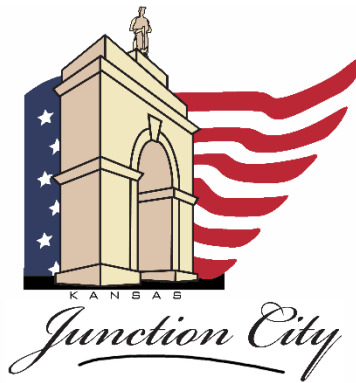
2. Structured waivers reduce the risk of inconsistent treatment by requiring documented reasons, time limits, and renewal review.
3. Clear compliance timeline and enforcement process supports consistent HR handling, improves employee notice, and reduces ad hoc decision-making.

Staff Recommendation: Staff recommends approval of the new City of Junction City, Kansas Personnel Policy Handbook. Or further review; however, we need this in place.

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

CITY OF JUNCTION CITY

PERSONNEL POLICIES HANDBOOK



UPDATED [MONTH DAY] 2026

Table of Contents

SECTION 1: INTRODUCTION	9
SECTION 1.1 APPLICABILITY	9
SECTION 1.2 AUTHORITY	9
SECTION 1.3 ORGANIZATIONAL STRUCTURE	9
SECTION 1.4 ADMINISTRATIVE RESPONSIBILITY	11
SECTION 1.5 CONFLICTS WITH PERSONNEL POLICIES HANDBOOK.....	11
SECTION 1.6 DEPARTMENT PERSONNEL POLICIES.....	12
SECTION 1.7 EQUAL EMPLOYMENT OPPORTUNITY	12
SECTION 1.8 CONFLICT OF INTEREST/CODE OF ETHICS	12
SECTION 1.9 GRATUITIES	13
SECTION 1.10 COMPLIANCE.....	13
SECTION 1.11 AMENDMENTS.....	14
SECTION 1.12 OFFICIAL COPIES AND DISTRIBUTION	14
SECTION 2: STANDARDS OF CONDUCT.....	15
SECTION 2.1 BASIC STANDARDS	15
SECTION 2.2 READINESS.....	15
SECTION 2.3 DRESS AND APPEARANCE	15
SECTION 2.4 CONFIDENTIALITY	18
SECTION 2.5 POLITICAL ACTION	19
SECTION 2.6 OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES	22
SECTION 2.7 TOBACCO AND OTHER LEGAL SUBSTANCES POLICY	25
SECTION 3: HIRING POLICIES	27
SECTION 3.1 NATURE OF EMPLOYMENT	27
SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY	27
SECTION 3.3 AMERICANS WITH DISABILITY ACT.....	27
SECTION 3.4 IMMIGRATION COMPLIANCE.....	28
SECTION 3.5 VACANCIES.....	28
SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE.....	29
SECTION 3.7 EMPLOYMENT OF RELATIVES.....	32
SECTION 3.8 RESIDENCY REQUIREMENT	33
SECTION 3.9 REFERENCE CHECKS	37
SECTION 3.10 NEW HIRE ORIENTATION	37

JUNCTION CITY PERSONNEL POLICIES

SECTION 4: POSITION CLASSIFICATION PLAN	38
SECTION 4.1 OVERVIEW	38
SECTION 4.2 JOB DESCRIPTIONS	39
SECTION 4.3 WORK SCHEDULES.....	39
SECTION 5: EMPLOYEE COMPENSATION	41
SECTION 5.1 THE PAY PLAN	41
SECTION 5.2 PAY CALENDARS AND PAY DAYS	42
SECTION 5.3 PAYROLL DEDUCTIONS	42
SECTION 5.4 DIRECT PAYROLL DEPOSIT	43
SECTION 5.5 TIMEKEEPING	43
SECTION 5.6 BREAK AND MEAL PERIODS	45
SECTION 5.7 OVERTIME AND COMPENSATORY TIME	45
SECTION 5.8 STANDBY, ON-CALL STATUS, AND CALL BACK TIME	46
SECTION 5.9 HOLIDAY & HOLIDAY PAY	48
SECTION 5.10 PAY RATE ADJUSTMENTS	50
SECTION 5.11 FINAL PAY	52
SECTION 5.12 FINAL PAY REGARDING DECEASED EMPLOYEE	54
SECTION 5.13 RETENTION BONUS.....	55
SECTION 6: EMPLOYEE RECORDS	56
SECTION 6.1 KORA COMPLIANCE	56
SECTION 6.2 MAINTAINING AND KEEPING OF PERSONNEL FILES	56
SECTION 6.3 INFORMATION CONTAINED IN PERSONNEL FILES	56
SECTION 6.4 THIRD PARTY ACCESS TO PERSONNEL INFORMATION.....	56
SECTION 6.5 EMPLOYEE ACCESS TO PERSONNEL FILE	57
SECTION 6.6 EMPLOYEE REQUEST FOR AMENDMENT OF RECORD.....	57
SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS	58
SECTION 7: EMPLOYEE STATUS	59
SECTION 7.1 STATUS CATEGORIES	59
SECTION 7.2 PROBATIONARY STATUS.....	60
SECTION 8: PERFORMANCE MANAGEMENT PROGRAM	62
SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW	62
SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD	63
SECTION 9: LEAVE, USE, AND PROHIBITION.....	65

JUNCTION CITY PERSONNEL POLICIES

SECTION 9.1 ABSENTEEISM	65
SECTION 9.2 PAID TIME OFF (PTO)	65
SECTION 9.3 VACATION LEAVE	69
SECTION 9.4 SICK LEAVE	71
SECTION 9.5 MED BANK LEAVE	76
SECTION 9.6 PERSONAL LEAVE	78
SECTION 9.7 BEREAVEMENT LEAVE	78
SECTION 9.8 LEAVE WITHOUT PAY (LWOP)	81
SECTION 9.9 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE	82
SECTION 9.10 COMPENSATORY TIME OFF	84
SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE	86
SECTION 9.12 MILITARY LEAVE	89
SECTION 9.13 FAMILY AND MEDICAL LEAVE ("FMLA")	91
SECTION 9.14 INJURY LEAVE.....	96
SECTION 10: EMPLOYEE BENEFITS.....	97
SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE	97
SECTION 10.2 RETIREMENT SYSTEMS: KPERS & KP&F	100
SECTION 10.3 OPTIONAL BENEFIT PLANS	101
SECTION 10.4 MILESTONE ACKNOWLEDGEMENT	102
SECTION 11: DISCRIMINATION, HARASSMENT, & RETALIATION PROHIBITED ...	103
SECTION 11.1 PROTECTED CHARACTERISTICS.....	103
SECTION 11.2 DISCRIMINATION.....	103
SECTION 11.3 HARASSMENT	103
SECTION 11.4 SEXUAL HARASSMENT	104
SECTION 11.5 FRATERNIZATION.....	105
SECTION 11.6 CONFLICT OF INTEREST.....	105
SECTION 11.7 BULLYING, HAZING, AND CYBERBULLYING	106
SECTION 11.8 RETALIATION.....	107
SECTION 11.9 PROHIBITED CONDUCT.....	108
SECTION 11.10 REPORTING	108
SECTION 11.11 INVESTIGATION	109
SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW	110
SECTION 12: ACCOMMODATION AND INTERACTIVE PROCESS	111

JUNCTION CITY PERSONNEL POLICIES

SECTION 12.1 ACCOMMODATION.....	111
SECTION 12.2 INTERACTIVE PROCESS.....	111
SECTION 12.3 EXPECTATIONS AND OUTCOMES	111
SECTION 13: REMOTE WORK POLICY	112
SECTION 13.1 ELIGIBILITY	112
SECTION 13.2 POLICY.....	112
SECTION 13.3 TYPES OF REMOTE WORK	112
SECTION 13.4 EMPLOYEE ELIGIBILITY.....	113
SECTION 13.5 USE OF CITY EQUIPMENT FOR REMOTE WORK	114
SECTION 13.6 CONDITIONS APPLICABLE TO ALL REMOTE WORKERS	114
SECTION 13.7 ADDITIONAL CONDITIONS APPLICABLE TO REMOTE WORK.....	115
SECTION 13.8 CITY MANAGER REMOTE WORK	115
SECTION 14: DRUGS AND ALCOHOL POLICY	116
SECTION 14.1 DRUG-FREE WORKPLACE.....	116
SECTION 14.2 SAFETY-SENSITIVE POSITIONS	116
SECTION 14.3 CDL EMPLOYEES	124
SECTION 15: VIOLENCE FREE WORKPLACE.....	131
SECTION 15.1 DEFINITIONS	131
SECTION 15.2 PROHIBITED CONDUCT.....	131
SECTION 15.3 POSSESSION AND USE OF WEAPONS REQUIREMENTS	132
SECTION 15.4 REPORTING	133
SECTION 15.5 ACTIVE KILLER	133
SECTION 15.6 A.L.I.C.E.	133
SECTION 16: SAFETY, ACCIDENTS, INJURIES, AND LIGHT DUTY	136
SECTION 16.1 RISK MANAGEMENT AND WORKPLACE SAFETY	136
SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES	136
SECTION 16.3 WORKERS COMPENSATION	137
SECTION 16.4 RETURN TO WORK.....	139
SECTION 16.5 FAMILY MEDICAL LEAVE ACT (FMLA).....	139
SECTION 16.6 LIGHT DUTY WORK PROGRAM	140
SECTION 16.7 FIT FOR DUTY OBSERVATIONS	140
SECTION 16.8 SAFETY ISSUES	141
SECTION 17: CITY-OWNED PROPERTY	142

JUNCTION CITY PERSONNEL POLICIES

SECTION 17.1 GENERAL USE	142
SECTION 17.2 NON-VEHICLE EQUIPMENT ISSUED BY CITY.....	143
SECTION 17.3 STOLEN, LOST, OR DAMAGED EQUIPMENT	144
SECTION 18: MEETING AND PROFESSIONAL DEVELOPMENT	146
SECTION 18.1 GENERAL	146
SECTION 18.2 TUITION, TRAVEL, AND PER DIEM	146
SECTION 18.3 NEW EMPLOYEE ORIENTATION	146
SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES	147
SECTION 18.5 REQUIRED TRAINING FOR SUPERVISORS.....	147
SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT ..	147
SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE.....	147
SECTION 19: TRAVEL	153
SECTION 19.1 PURPOSE.....	153
SECTION 19.2 DEFINITIONS	153
SECTION 19.3 APPROVAL PROCESS	153
SECTION 19.4 MODES OF TRANSPORTATION.....	154
SECTION 19.5 OTHER EXPENSES	155
SECTION 19.6 LODGING.....	155
SECTION 19.7 DAILY MEAL ALLOWANCE.....	155
SECTION 19.8 GUIDELINES-LOCAL TRAINING/CONFERENCES/MEETINGS	156
SECTION 19.9 BUSINESS MEALS	156
SECTION 19.10 USE OF PURCHASING CARD OR PROCUREMENT CARD.....	157
SECTION 19.11 UNAUTHORIZED EXPENSES	157
SECTION 20: TECHNOLOGY USAGE	158
SECTION 20.1 GENERAL USE	158
SECTION 20.2 TECHNOLOGICAL EQUIPMENT.....	158
SECTION 20.3 NETWORK	160
SECTION 20.4 REPORTING	162
SECTION 20.5 CELL PHONES AND COMPUTERS	162
SECTION 21: SOCIAL MEDIA	163
SECTION 21.1 PURPOSE.....	163
SECTION 21.2 INTERNAL USAGE OF SOCIAL MEDIA	163
SECTION 21.3 COMMENT POLICY	165

JUNCTION CITY PERSONNEL POLICIES

SECTION 21.4 SOCIAL MEDIA GUIDANCE FOR EMPLOYEES.....	166
SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT.....	167
SECTION 21.6 PUBLIC-FACING AND HIGH-VISIBILITY ROLES	167
SECTION 21.7 PROHIBITION ON SPEAKING FOR THE CITY	167
SECTION 21.8 USE OF UNIFORM OR CITY EQUIPMENT	167
SECTION 21.9 USE OF SOCIAL MEDIA DURING WORK HOURS.....	168
SECTION 21.10 PUBLIC RECORDS AND RETENTION	168
SECTION 21.11 PROTECTED ACTIVITY AND EMPLOYEE RIGHTS	168
SECTION 21.12 DISCIPLINE	168
SECTION 21.13 DISCLAIMERS	168
SECTION 22: ARTIFICIAL INTELLIGENCE POLICY	169
SECTION 22.1 PURPOSE.....	169
SECTION 22.2 USAGE OF PARTICULAR ARTIFICIAL INTELLIGENCE.....	169
SECTION 22.3 INPUT OF INFORMATION IN A.I.	169
SECTION 22.4 A.I. AND DECISION-MAKING	169
SECTION 22.5 RESTRICTIONS ON A.I.....	169
SECTION 22.6 DEPARTMENT SPECIFIC RULES	170
SECTION 22.7 CONTRACTORS, VENDORS, SOFTWARE	170
SECTION 23: INFECTIOUS DISEASE POLICY.....	171
SECTION 23.1 PURPOSE.....	171
SECTION 23.2 INFECTIOUS DISEASE - DEFINITION.....	171
SECTION 23.3 REMOTE WORK LOCATIONS	171
SECTION 23.4 INFECTION CONTROL MEASURES	171
SECTION 23.5 BUSINESS TRAVEL	172
SECTION 24: CORRECTIVE ACTION.....	173
SECTION 24.1 CORRECTIVE ACTION	173
SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES.....	176
GROUP 1 OFFENSES	177
GROUP 2 OFFENSES	178
GROUP 3 OFFENSES	179
SECTION 25: INVESTIGATIONS	181
SECTION 26: SEPARATION FROM EMPLOYMENT	182
SECTION 26.1 GENERAL	182

JUNCTION CITY PERSONNEL POLICIES

SECTION 26.2 EXIT EMPLOYMENT ACTIONS	183
SECTION 26.3 REDUCTION IN FORCE-LAYOFF	183
SECTION 26.4 FINAL PAY	184
SECTION 27: GLOSSARY	185

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/Jean:
 - 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 — City-Limits Residency
 - a. Requirement. Due to continuity-of-operations, emergency management coordination, and leadership availability needs, Executive Staff (Department

Heads) must reside within the corporate city limits of Junction City, Kansas, within ninety (90) days of appointment.

- b. Positions covered. Executive staff or their equivalents shall be defined as:
 - i. City Manager,
 - ii. Deputy/Assistant City Manager,
 - iii. City Attorney,
 - iv. Finance Director,
 - v. Chief of Police,
 - vi. Fire Chief,
 - vii. Director of Public Works,
 - viii. Human Resources Director,
 - ix. Information Technology Director,
 - x. Director of Parks and Recreation,
 - xi. Community Development Director, and
 - xii. Animal Shelter Director.
2. Exemption. Executive staff who, as of the effective date of this Personnel Policies Handbook, reside outside the corporate city limits of Junction City but reside within Geary County or upon the Fort Riley Military Reservation may continue to do so while continuously employed in the same Executive Staff position. This exemption does not apply upon promotion/appointment into Executive Staff from a non-Executive Staff position, rehire, or after a break in service.
3. Waivers – Executive Staff.
 - a. The City Manager may grant a written waiver of the Executive Staff city-limits residency requirement only upon documented findings of one or more of the following:
 - i. recruitment/retention necessity (including hard-to-fill positions);
 - ii. specialized qualifications;
 - iii. temporary hardship; or
 - iv. housing availability constraints.
 - b. Waivers shall be time-limited (up to twelve (12) months unless otherwise specified), may include conditions (e.g., interim availability expectations), and may be renewed only upon documented review.
4. City Manager residency authority. The City Commission is the only authority regarding the City Manager’s residency requirement. Any waiver or modification for the City Manager must be approved by the City Commission in writing.
5. Address reporting. Employees covered by this subsection must provide and maintain a current primary residence address on file with Human Resources and notify Human Resources of any address change within ten (10) business days.
6. Emergency Staff — Response-Time Requirement
 - a. Requirement and scope. Because all members of the Fire/EMS Department, and the identified Public Works divisions may be called back to duty while off-duty in case of an emergency or priority issue to address. All sworn law

enforcement officers of the Police Department may be called back to duty while off-duty for the same reasons.

- b. Response Time definition. “Response Time” refers to the time from acknowledgment of a call-back directive (by phone, radio, paging, text, or other method designated by the City) until the employee reports in-person to the designated duty location.
 - c. Response-time standards.
 - i. Fire/EMS Department: All firefighters shall be able to report within a sixty (60) minute response time to their respective headquarters or other designated duty location.
 - ii. Police Department: All sworn police officers shall be able to report within a thirty (30) minute response time to their respective headquarters or other designated duty location.
 - iii. Public Works — Water/Wastewater Division: All employees in the Water/Wastewater Division shall be able to report within a sixty (60) minute response time to their respective headquarters or other designated duty location.
 - iv. Public Works — Street Division: All employees in the Street Division shall be able to report within a sixty (60) minute response time to their respective headquarters or other designated duty location.
7. Waivers – Emergency Staff.
- a. A Department Head may grant a waiver or temporary modification of the Response-Time Requirement for an individual employee.
 - b. Response-Time Requirement waivers must be time-limited and must specify interim operational mitigation (e.g., alternate call-back coverage).
 - c. Documented bases may include recruitment/retention necessity, temporary hardship, or housing availability constraints.
 - d. Department Heads shall forward waivers of the Response-Time Requirement for Emergency Staff to the Human Resources Department within three (3) business days.
 - e. Human Resources shall maintain waivers in the employee’s personnel file.
 - f. Waivers shall be administered consistently and in compliance with applicable law and any memorandum of understanding.
8. Standardized Method for Evaluating Response-Time Compliance
- When evaluating compliance with the response-time requirements in subsection (2), the City will use a standardized mapping platform (e.g., Google Maps or a successor platform) from the employee’s primary residence address to the employee’s designated duty location, using the “fastest route” setting and a consistent time-setting methodology for similarly situated employees. Employees remain responsible for actually meeting the required response time when called back.
9. Timeline for Compliance; Administration and Enforcement

- a. New employees / new appointments. New employees and employees promoted/appointed into positions covered by this Section must comply with the applicable requirement(s) within ninety (90) days of hire/appointment/assignment, unless a written waiver/extension is approved.
- b. Noncompliance process. If an employee is not in compliance by the applicable deadline, the Department Head shall notify Human Resources. Human Resources will coordinate a documented review, including written notice to the employee, an opportunity to request a waiver/extension, and determination of appropriate action. Corrective action may include reassignment (where feasible) and discipline up to and including separation when compliance is an essential condition of the position.

10. All Other Employees

Unless otherwise mentioned in prior subsections of Section 3.8, employees not explicitly mentioned do not have a residency or response time requirement.

11. Collective Bargaining Agreements. Where there is a conflict between these policies and an employee's Collective Bargaining Agreement, the Collective Bargaining Agreement controls and defines the issue, process, et cetera.

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

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 of employment.
2. All accrued and unused compensatory time hours unused or unpaid as of leaving employment in light with this Personnel Policy Handbook and applicable law.
3. 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 per day (40 hours per work) 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

4. Employees participating in the City's Paid Time Off ("PTO") plan shall be paid for accrued and unused PTO hours at the employee's final regular rate of pay, up to the maximum PTO payout amount applicable based on the employee's completed months of service of the final day of employment, as set forth in the table below:

Months (Years) of Service	Maximum PTO Hours Paid at Final Pay
1 day through 24 months (0 to 2 years)	208
25 months through 48 months (2 to 4 years)	248
49 months through 60 months (4 to 5 years)	288
61 months through 72 months (5 to 6 years)	328
73 months through 84 months (6 to 7 years)	368
85 months through 96 months (7 to 8 years)	408
97 months through 108 months (8 to 9 years)	448
109 months through Retirement (9-plus years)	480
KPERS Eligible Retirement Prior to 109 months/9 years of service	480

5. 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).
- 6. Final Pay shall be reduced by monies owed by the employee for stolen, lost, or damaged equipment as determined under Section 16.3 in accordance with federal and state wage laws.

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.

All full-time employees and part-time employees employed with the City as of or by December 1st 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 (0-2 years)	\$100.00	\$50.00
25 to 60 months (2-5 years)	\$150.00	\$75.00
61 to 120 months (5-10 years)	\$250.00	\$125.00
121 to 180 months (10-15 years)	\$500.00	\$250.00
181 to 240 months (15-20 years)	\$750.00	\$375.00
241 to 300 months (20-25 years)	\$1,000.00	\$500.00
301 to 360 months (25-30 years)	\$1,250.00	\$625.00
361 and more months (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 Accrued "Carry-Over"
1 Day through 24 months (0 to 2 years)	8.0	208	208
25 months through 48 months (2 to 4 years)	8.0	208	248
49 months through 60 months (4 to 5 years)	8.0	208	288
61 months through 72 months (5 to 6 years)	9.0	234	328
73 months through 84 months (6 to 7 years)	9.0	234	368
85 months through 96 months (7 to 8 years)	9.0	234	408
97 months through 108 months (8 to 9 years)	9.0	234	448
109 months through 120 months (9 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-plus (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 1st, 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 (0 to 5 years)	3.34	86.84	240
61 months through 120 months (5 to 10 years)	5.00	130.00	240
121 months through 180 months (10 to 15 years)	5.67	147.42	240
181 months through 240 months (15 to 20 years)	6.67	173.42	240
241 months through 252 months (21 years)	7.00	182.00	240
253 months through 264 months (22 years)	7.34	190.84	240
265 months through 276 months (23 years)	7.67	199.42	240
277 months through 288 months (24 years)	8.00	206.00	240
288 months through Retirement (Over 24 years)	8.34	216.84	240

JUNCTION CITY PERSONNEL POLICIES

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- Non-Union Fire & Police Department Command Staff	Hours Per Pay Period	Estimated Annual Accrual	Max Annual Accrual
1 Day through 60 months (0 to 5 years)	5.00	130	720
61 months through 120 months (5 to 10 years)	7.50	195	720
121 months through 180 months (10 to 15 years)	8.50	221	720
181 months through Retirement (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 1st, 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.

JUNCTION CITY PERSONNEL POLICIES

- 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 1st, 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 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 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 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, 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

JUNCTION CITY PERSONNEL POLICIES

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.

JUNCTION CITY PERSONNEL POLICIES

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.
RETIRE, RETIREMENT, RETIRING	Retire, Retirement, Retiring, and other similar words are interchangeable. Retirement from the City means separation or termination of employment when the employee is immediately eligible to receive a monthly retirement benefit under KPERS or KP&F unless otherwise defined or clarified in a collective bargaining agreement.
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.

JUNCTION CITY PERSONNEL POLICIES

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.
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 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 4/2/2026 Draft

Date: April 2, 2026

Prepared for: City Commission and City Manager

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

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
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.

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
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. – 2009 Amended in 2012 to only affect executive staff to live within City. And emergency staff to respond within 30 minutes. R-2680	Residency narrowed to executive staff within city limits within 90 days; defines covered positions; exceptions/waiver noted. Response time for emergency personnel (PD, FD/EMS, Water)	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.	Lowens 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	Maintains salary admin; PTO for defined groups and “Med Bank” improvement.	Adds flexibility; requires change management.

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
	2012 but “Med Bank” was virtually unusable.		
Hours of Work & Overtime (FLSA)	Standard FLSA coverage; overtime/comp time policies.	Clarifies exempt tests; supervisor approval; call-out/standby; telework timekeeping.	Reduces off-the-clock risk; clearer pay practices.
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. 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. 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. 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. Proposal adds explicit treatment for seasonal (regular rate) and CBA carve-outs; clarifies eligibility classes.

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
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 tax/KPERS handling; CBA employees excluded due to their agreements.	Moves from open-ended, tenure-based automatic pay to capped, discretionary retention incentive with clearer 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.

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
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; must be covered except discreet/non-offensive tattoos on ankle/hand/lower leg; prohibited themes must be covered at all times.	Permits visible piercings and tattoos unless lewd/vulgar/hateful/political or a safety concern/risk; management may refer to HR for clarification; adds headwear and hair standards; adds accommodation clause for religion/ethnicity/disability.	Liberalizes body art with content/safety limits and adds clear enforcement/HR guidance and accommodations, supporting consistent 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,	Major modernization; lowers liability.

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
		post-accident; DOT/CDL specifics; DER named; chain-of-custody.	
Workplace Safety & Infectious Disease	General safety rules.	Broader safety framework; incident reporting; infectious disease protocols; fit-for-duty.	Post-COVID alignment; better readiness.
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,	Inventory control; audit readiness.

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
		loss/theft reporting, telework equipment.	
Travel & Training	Dispersed references.	Dedicated section: approvals, per diem/mileage (IRS), receipts, GSA benchmarks, P-card controls.	Financial controls; audit resilience.
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; <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,	Contract-claim mitigation; annual

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
		non-contractual nature, policy supersession.	re-acknowledgment advised.