

December 7, 2021
City Commission Room, 701 N. Jefferson, Junction City KS 66441

Mayor Jeff Underhill
Vice Mayor Nate Butler
Commissioner Tim Brown
Commissioner Pat Landes
Commissioner Ronna Larson
City Manager Allen Dinkel
City Attorney Britain Stites
City Clerk Tammy Melton
Finance Director Lindsay Miller

1. 7:00 P.M. - CALL TO ORDER:

a. Pledge of Allegiance.

2. PUBLIC COMMENT: The Commission requests that comments be limited to a maximum of five minutes for each person.

3. CONSENT AGENDA: All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

a. Consideration of Appropriation Ordinance A-23 dated – Nov 11th, 2021 – Dec 1st, 2021, in the amount of \$1,152,154.66 and pre-approval for items listed below in the amount \$51,504.88. (p.4)

Joshua Douglass \$2,500.00, Raven Aero \$850.00, Dorothy Bramlage Library \$35,273.73, Schroer Manuf Co \$10,271.15, Geary County Attorney \$695.00, and Geary County Sheriff \$1,915.00.

b. Consideration of Payroll No. 22 & No. 23 for the month of November. (p.43)

c. Consideration of City Commission Minutes for the November 16th, 2021 Meeting. (p.45)

d. Consideration of the Request for Continued Use and Dismissal of Fees for Kitchen Rental at the 12th Street Community Center by Breaking Bread of JC Inc. (p.49)

4. PUBLIC HEARING:

a. Public Hearing for the Annexation of Certain Lands at or Near 00000 Walla Walla Road.

b. Public Hearing for the Annexation of Certain Lands at or Near 2305 Walla Walla Road.

c. Public Hearing for the Annexation of Certain Lands at or Near 00000 Rucker

Road.

- d. Public Hearing for the Annexation of Certain Lands at or Near 00000 Tanager Court.
- e. Public Hearing for the Annexation of Certain Lands at or Near 00000 Old Highway 40.

5. SPECIAL PRESENTATIONS:

- a. Freedom Fest JC Presentation. (p.52)

6. NEW BUSINESS:

- a. Consideration of Ordinance No. S-3248, Annexing Certain Lands at or Near 00000 Walla Walla Road. (p.53)
- b. Consideration of Ordinance No. S-3249, Annexing Certain Lands at or Near 2305 Walla Walla Road. (p.70)
- c. Consideration of Ordinance No. S-3250, Annexing Certain Lands at or Near 00000 Rucker Road. (p.86)
- d. Consideration of Ordinance No. S-3251, Annexing Certain Lands at or Near 00000 Tanager Court. (p.102)
- e. Consideration of Ordinance No. S-3252, Annexing Certain Lands at or Near 00000 Old Highway 40. (p.118)
- f. Consideration of Resolution No. R-2982, Approving the Execution and Delivery of an Agreement to Release and assign the City's Opioid Claim to the Kansas Attorney General. (p.134)
- g. Consideration of the Agreement with the Junction City Police Officers' Association. (p.139)
- h. Consideration of the Request for a 90-day Extension for Licenses Expiring December 31st, 2021 Issued by Building and Code Enforcement. (p.195)
- i. Consideration of the Agreement with the Center for Internet Security for Endpoint Security Services. (p.196)
- j. Consideration of Ordinance No. G-1279, 2022 Water Rate Increases. (p.211)
- k. Consideration of Ordinance No. G-1280, 2022 Wastewater Rate Increases. (p.215)
- l. Consideration of Resolution No. R-2981, Conflict of Interest Policy for Public Officials. (p.219)
- m. Consideration of the 2021 Fiscal Policy Update. (p.222)
- n. Consideration of Ordinance No. G-1282, Establishing a Conflict of Interest Ordinance for Public Officials. (p.285)
- o. Consideration of the request to set a Public Hearing for the 2021 Budget Amendments. (p.291)

- p. Flint Hills Regional Council 2022 Dues Discussion. (p.299)
- q. Consideration of Change Order No. 4 Water Treatment Plant Improvements Phase Project Increase in the amount of \$44,820.00. (p.307)
- r. Consideration of Ordinance No. G-1281, Kansas Gas Franchise Agreement. (p.323)

7. COMMISSIONER COMMENTS & COMMITTEE REPORTS:

8. STAFF COMMENTS:

9. ADJOURNMENT:

City of Junction City

City Commission

Agenda Memo

December 07th, 2021

From: **Kim Hurley**, Utility Billing and Accounts Payable Specialist

To: **City Commissioners**

Subject: Consideration of Appropriation Ordinance A-23 dated – Nov 11th, 2021 – Dec 01st, 2021, in the amount of \$ 1,152,154.66 and pre-approval for items listed below in the amount \$51,504.88

Background: Attached is a Listing and Checks - Appropriations for Nov. 10th, 2021 – Dec 01st, 2021

Appropriations: Nov 10th, 2021 – Dec 01st, 2021

ACH Payment or Payments due before next meeting –Total \$ 51,504.88

Joshua Douglass	\$ 2,500.00
Raven Aero	\$ 850.00
Dorothy Bramlage Library	\$ 35,273.73
Schroer Manuf Co	\$ 10,271.15
Geary County Attorney	\$ 695.00
Gary County Sheriff	\$ 1,915.00



Junction City, KS

Appropriations- Nov.10th, 2021 - Dec 1st, 2021-KH

By Fund

Post Dates 11/10/2021 - 12/1/2021

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	INV0022295	11/19/2021	CITY OF JC EMPLOYER PD LIFE	12.80
ADVANCE LIFE INSURANCE	INV0022296	11/19/2021	ADVANCE LIFE INSURANCE BEF...	5.41
ADVANCE LIFE INSURANCE	INV0022316	11/19/2021	CITY OF JC EMPLOYER PD LIFE	223.78
ADVANCE LIFE INSURANCE	INV0022317	11/19/2021	ADVANCE LIFE INSURANCE BEF...	574.92
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				816.91
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISABIL...	INV0022310	11/19/2021	CITY OF JC EMPLOYER PAID STD	30.73
ADVANCE SHORT TERM DISABIL...	INV0022359	11/19/2021	CITY OF JC EMPLOYER PAID STD	603.15
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				633.88
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSUR...	INV0022297	11/19/2021	AFLAC	7.99
AMERICAN FAMILY LIFE ASSUR...	INV0022298	11/19/2021	AFLAC BEFORE TAX	107.19
AMERICAN FAMILY LIFE ASSUR...	INV0022311	11/19/2021	VSP Vision Insurance Pre-Tax	38.38
AMERICAN FAMILY LIFE ASSUR...	INV0022318	11/19/2021	AFLAC	302.70
AMERICAN FAMILY LIFE ASSUR...	INV0022319	11/19/2021	AFLAC BEFORE TAX	1,340.32
AMERICAN FAMILY LIFE ASSUR...	INV0022361	11/19/2021	VSP Vision Insurance Pre-Tax	548.65
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				2,345.23
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF KS ..	INV0022299	11/19/2021	BLUE CROSS BLUE SHIELD	67.68
BLUE CROSS BLUE SHIELD OF KS ..	INV0022300	11/19/2021	BLUE CROSS BLUE SHIELD	438.09
BLUE CROSS BLUE SHIELD OF KS ..	INV0022301	11/19/2021	BLUE CROSS BLUE SHIELD	36.88
BLUE CROSS BLUE SHIELD OF KS ..	INV0022302	11/19/2021	BLUE CROSS BLUE SHIELD	504.74
BLUE CROSS BLUE SHIELD OF KS ..	INV0022303	11/19/2021	BLUE CROSS BLUE SHIELD	836.64
BLUE CROSS BLUE SHIELD OF KS ..	INV0022304	11/19/2021	BLUE CROSS BLUE SHIELD	209.16
BLUE CROSS BLUE SHIELD OF KS ..	INV0022305	11/19/2021	BLUE CROSS BLUE SHIELD	85.75
BLUE CROSS BLUE SHIELD OF KS ..	INV0022320	11/19/2021	BLUE CROSS BLUE SHIELD	483.67
BLUE CROSS BLUE SHIELD OF KS ..	INV0022321	11/19/2021	BLUE CROSS BLUE SHIELD	483.67
BLUE CROSS BLUE SHIELD OF KS ..	INV0022322	11/19/2021	BLUE CROSS BLUE SHIELD	1,996.40
BLUE CROSS BLUE SHIELD OF KS ..	INV0022323	11/19/2021	BLUE CROSS BLUE SHIELD	3,992.80
BLUE CROSS BLUE SHIELD OF KS ..	INV0022324	11/19/2021	BLUE CROSS BLUE SHIELD	680.47
BLUE CROSS BLUE SHIELD OF KS ..	INV0022325	11/19/2021	BLUE CROSS BLUE SHIELD	1,780.03
BLUE CROSS BLUE SHIELD OF KS ..	INV0022326	11/19/2021	BLUE CROSS BLUE SHIELD	438.09
BLUE CROSS BLUE SHIELD OF KS ..	INV0022327	11/19/2021	BLUE CROSS BLUE SHIELD	1,007.61
BLUE CROSS BLUE SHIELD OF KS ..	INV0022328	11/19/2021	BLUE CROSS BLUE SHIELD	405.38
BLUE CROSS BLUE SHIELD OF KS ..	INV0022329	11/19/2021	BLUE CROSS BLUE SHIELD	4,502.36
BLUE CROSS BLUE SHIELD OF KS ..	INV0022330	11/19/2021	BLUE CROSS BLUE SHIELD	2,650.01
BLUE CROSS BLUE SHIELD OF KS ..	INV0022331	11/19/2021	BLUE CROSS BLUE SHIELD	7,686.64
BLUE CROSS BLUE SHIELD OF KS ..	INV0022332	11/19/2021	BLUE CROSS BLUE SHIELD	2,363.51
BLUE CROSS BLUE SHIELD OF KS ..	INV0022333	11/19/2021	BLUE CROSS BLUE SHIELD	755.91
BLUE CROSS BLUE SHIELD OF KS ..	INV0022334	11/19/2021	BLUE CROSS BLUE SHIELD	623.08
BLUE CROSS BLUE SHIELD OF KS ..	INV0022335	11/19/2021	BLUE CROSS BLUE SHIELD	4,610.79
BLUE CROSS BLUE SHIELD OF KS ..	INV0022336	11/19/2021	BLUE CROSS BLUE SHIELD	1,899.98
BLUE CROSS BLUE SHIELD OF KS ..	INV0022337	11/19/2021	BLUE CROSS BLUE SHIELD	1,031.59
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				39,570.93
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING ACCT..	INV0022306	11/19/2021	FLEX SPENDING-1074334	220.82
CITY OF JC FLEX SPENDING ACCT..	INV0022344	11/19/2021	FLEX SPENDING-1074334	2,603.04
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				2,823.86
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0022338	11/19/2021	TELEPHONE REIMBURSEMENT	8.50

Appropriations- Nov.10th, 2021 - Dec 1st, 2021-KH

Post Dates: 11/10/2021 - 12/1/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CITY OF JUNCTION CITY	INV0022345	11/19/2021	CITY OF JUNCTION CITY (G-FEE)	20.00
CITY OF JUNCTION CITY	INV0022358	11/19/2021	TELEPHONE REIMBURSEMENT	190.89
Vendor 012130 - CITY OF JUNCTION CITY Total:				219.39
Vendor: 00029 - FAMILY SUPPORT PAYMENT CENTER				
FAMILY SUPPORT PAYMENT CE...	INV0022340	11/19/2021	FAMILY SUPPORT MO	165.46
Vendor 00029 - FAMILY SUPPORT PAYMENT CENTER Total:				165.46
Vendor: 025326 - FIREMEN'S RELIEF ASSOCIATION				
FIREMEN'S RELIEF ASSOCIATION	INV0022343	11/19/2021	FIREMANS RELIEF	243.17
Vendor 025326 - FIREMEN'S RELIEF ASSOCIATION Total:				243.17
Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334				
FLEXIBLE SPENDING ACCOUNT ...	INV0022339	11/19/2021	DEPENDENT CARE ACCT 10743...	254.18
Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:				254.18
Vendor: 01944 - GREAT WEST FINANCIAL				
GREAT WEST FINANCIAL	INV0022353	11/19/2021	GREAT WEST FINANCIAL	8,370.45
GREAT WEST FINANCIAL	INV0022357	11/19/2021	GREAT WEST FINANCIAL	1,088.00
Vendor 01944 - GREAT WEST FINANCIAL Total:				9,458.45
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0022313	11/19/2021	SOCIAL SECURITY WITHHOLDING	1,890.18
INTERNAL REVENUE SERVICE	INV0022314	11/19/2021	FEDERAL WITHHOLDING	1,394.85
INTERNAL REVENUE SERVICE	INV0022315	11/19/2021	MEDICARE WITHHOLDING	491.10
INTERNAL REVENUE SERVICE	INV0022363	11/19/2021	SOCIAL SECURITY WITHHOLDING	14,184.51
INTERNAL REVENUE SERVICE	INV0022364	11/19/2021	FEDERAL WITHHOLDING	30,166.83
INTERNAL REVENUE SERVICE	INV0022365	11/19/2021	MEDICARE WITHHOLDING	9,958.81
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				58,086.28
Vendor: 039125 - JCPOA				
JCPOA	INV0022356	11/19/2021	JCPOA	912.00
Vendor 039125 - JCPOA Total:				912.00
Vendor: 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309				
JUNCTION CITY FIRE FIGHTERS ...	INV0022342	11/19/2021	I.A.F.F. LOCAL 3309	1,650.00
Vendor 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309 Total:				1,650.00
Vendor: 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION				
JUNCTION CITY FIREFIGHTERS A...	INV0022341	11/19/2021	FIREFIGHTERS AID ASSOCIATION	245.00
Vendor 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION Total:				245.00
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0022312	11/19/2021	STATE WITHHOLDING	689.66
KANSAS DEPT OF REVENUE	INV0022362	11/19/2021	STATE WITHHOLDING	13,897.18
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				14,586.84
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0022347	11/19/2021	INCOME WITHHOLDING ORDER	807.00
KANSAS PAYMENT CENTER	INV0022348	11/19/2021	GARNISHMENT	182.28
Vendor 014435 - KANSAS PAYMENT CENTER Total:				989.28
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0022307	11/19/2021	KPERS #1	570.80
KANSAS PUBLIC EMPLOYEES	INV0022308	11/19/2021	KPERS #2	640.87
KANSAS PUBLIC EMPLOYEES	INV0022309	11/19/2021	KPERS #3	1,501.92
KANSAS PUBLIC EMPLOYEES	INV0022349	11/19/2021	KP&F	77,500.31
KANSAS PUBLIC EMPLOYEES	INV0022350	11/19/2021	KPERS #1	3,305.24
KANSAS PUBLIC EMPLOYEES	INV0022351	11/19/2021	KPERS #2	2,861.52
KANSAS PUBLIC EMPLOYEES	INV0022352	11/19/2021	KPERS #3	7,797.20
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				94,177.86
Vendor: 03215 - Peoples State Bank				
Peoples State Bank	INV0022354	11/19/2021	GARNISHMENT	104.12
Vendor 03215 - Peoples State Bank Total:				104.12
Vendor: 048289 - POLICE & FIREMEN'S INSURANCE ASSOCIATION				
POLICE & FIREMEN'S INSURANC...	INV0022355	11/19/2021	POLICE & FIRE INSURANCE	937.23
Vendor 048289 - POLICE & FIREMEN'S INSURANCE ASSOCIATION Total:				937.23

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 067881 - ROLLING MEADOWS GOLF COURSE				
ROLLING MEADOWS GOLF COU...	INV0022346	11/19/2021	ROLLING MEADOWS GOLF COU...	321.26
Vendor 067881 - ROLLING MEADOWS GOLF COURSE Total:				321.26
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CITY...	INV0022360	11/19/2021	UNITED WAY	21.52
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				21.52
Department 000 - NON-DEPARTMENTAL Total:				228,562.85
Department: 001 - GENERAL EXPENSES				
Vendor: 03459 - ARTIE MEIER				
ARTIE MEIER	127586	11/10/2021	OMNI REFUND - MEIER - ACCT...	482.00
Vendor 03459 - ARTIE MEIER Total:				482.00
Department 001 - GENERAL EXPENSES Total:				482.00
Department: 002 - INFORMATION TECHNOLOGY SYSTEMS				
Vendor: 01972 - MICHAEL VACANTI				
MICHAEL VACANTI	GMIS-102021	11/30/2021	Travel Reimbursement	127.68
Vendor 01972 - MICHAEL VACANTI Total:				127.68
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	IT Cell - Nov 2021	11/12/2021	IT TECHNICIAN	46.48
VERIZON WIRELESS	IT Cell - Nov 2021	11/12/2021	IT DIRECTOR	46.48
Vendor 00970 - VERIZON WIRELESS Total:				92.96
Department 002 - INFORMATION TECHNOLOGY SYSTEMS Total:				220.64
Department: 003 - ADMINISTRATION				
Vendor: 067805 - CARD CENTER				
CARD CENTER	DINKEL - OCT 2021	11/18/2021	TAXI AUSA	23.57
CARD CENTER	DINKEL - OCT 2021	11/18/2021	LUGGAGE AUSA	30.00
CARD CENTER	DINKEL - OCT 2021	11/18/2021	HOTEL AUSA	1,493.19
CARD CENTER	DINKEL - OCT 2021	11/18/2021	LUGAGGE	30.00
CARD CENTER	DINKEL - OCT 2021	11/18/2021	MEAL WITH HR AND FINANCE D...	34.16
CARD CENTER	DINKEL - OCT 2021	11/18/2021	MEAL AUSA	48.00
CARD CENTER	DINKEL - OCT 2021	11/18/2021	MEAL AUSA	23.12
CARD CENTER	DINKEL - OCT 2021	11/18/2021	MEAL AUSA	22.05
CARD CENTER	DINKEL - OCT 2021	11/18/2021	LUGAGGE AUSA	30.00
CARD CENTER	DINKEL - OCT 2021	11/18/2021	MEAL AUSA	175.35
CARD CENTER	DINKEL - OCT 2021	11/18/2021	HOTEL AUSA	1,493.19
CARD CENTER	DINKEL - OCT 2021	11/18/2021	PARKING AUSA	10.00
CARD CENTER	DINKEL - OCT 2021	11/18/2021	LUGGAGE AUSA	30.00
CARD CENTER	DINKEL - OCT 2021	11/18/2021	TAXI AUSA	24.46
CARD CENTER	DINKEL - OCT 2021	11/18/2021	CITY CLERK	144.00
CARD CENTER	DINKEL - OCT 2021	11/18/2021	MEAL AUSA	10.54
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - RFP TAX EXEMPT LE...	38.50
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - LAND BANK LISTING...	73.70
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - S-3245	25.30
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - S-3244	29.70
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - S-3243	27.50
CARD CENTER	MELTON - OCT 2021	11/15/2021	IIMC MEMBERSHIP	215.00
CARD CENTER	MILLER - OCT - 2021	11/18/2021	INDEED - HIRING SERVICES	15.00
Vendor 067805 - CARD CENTER Total:				4,046.33
Vendor: 028320 - GEARY COUNTY TREASURER				
GEARY COUNTY TREASURER	5006	11/18/2021	TAX ID:1-03086 - W 14TH ST	98.08
GEARY COUNTY TREASURER	5007	11/18/2021	TAX ID: 1-04269CA - LACY DR	8,983.70
GEARY COUNTY TREASURER	5008	11/18/2021	TAX ID: 1-04269CB - 2401 LACY...	45,047.78
GEARY COUNTY TREASURER	5009	11/18/2021	TAX ID: 1-04269CBA - STRAUSS ...	37,083.06
GEARY COUNTY TREASURER	5010	11/18/2021	TAX ID: 1-04269CBB - STRAUSS ...	23,541.04
GEARY COUNTY TREASURER	5011	11/18/2021	TAX ID:1-05374 - GRANT AVE	871.68
GEARY COUNTY TREASURER	5012	11/18/2021	TAX ID:1-05374B - HOOVER RD ...	118.86
GEARY COUNTY TREASURER	5013	11/18/2021	TAX ID: 1-05379 - GRANT AVE	297.48
GEARY COUNTY TREASURER	5014	11/18/2021	TAX ID: 1-05379A - HOOVER RD	880.64

Appropriations- Nov.10th, 2021 - Dec 1st, 2021-KH
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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
GEARY COUNTY TREASURER	5015	11/18/2021	TAX ID: 1-05379A - HOOVER RD	121,392.00
GEARY COUNTY TREASURER	5016	11/18/2021	TAX ID: 1-05753AD - LACY DR	196.64
Vendor 028320 - GEARY COUNTY TREASURER Total:				238,510.96
Vendor: 064200 - POSTMASTER				
POSTMASTER	PERMIT 2022	11/24/2021	PERMIT RENEWAL 2022 ANNUAL	265.00
Vendor 064200 - POSTMASTER Total:				265.00
Vendor: 02419 - SIR SPEEDY				
SIR SPEEDY	106033	11/15/2021	BUSINESS CARDS - JACKIE AND...	41.49
SIR SPEEDY	106121	11/30/2021	BUSINESS CARDS - JEFF UNDERH..	121.40
Vendor 02419 - SIR SPEEDY Total:				162.89
Vendor: 02654 - TAMMY MELTON				
TAMMY MELTON	NOVEMBER-2021	11/30/2021	MILEAGE REIMBURSEMENT TA...	126.56
Vendor 02654 - TAMMY MELTON Total:				126.56
Vendor: 03462 - TERRY R ZEIGLER				
TERRY R ZEIGLER	10222021	11/15/2021	PATHWAY TO CHANGE PROJECT	9,600.00
Vendor 03462 - TERRY R ZEIGLER Total:				9,600.00
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-ADMIN	11/15/2021	785-307-1769 CITY CLERK-MEL...	41.48
VERIZON WIRELESS	9892755827-ADMIN	11/15/2021	785-532-8788 FINANCE DIRECT...	46.48
VERIZON WIRELESS	9892755827-ADMIN	11/15/2021	785-280-3591-CITY MANAGER-...	41.48
Vendor 00970 - VERIZON WIRELESS Total:				129.44
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	262695	11/16/2021	CITY HALL-700 N JEFFERSON	91.50
Vendor 01345 - WOODRIVER ENERGY LLC Total:				91.50
Department 003 - ADMINISTRATION Total:				252,932.68
Department: 008 - BUILDING MAINTENANCE				
Vendor: 01664 - AIR FILTER PLUS INC				
AIR FILTER PLUS INC	402338	11/29/2021	FILTERS FOR STOCK	493.08
Vendor 01664 - AIR FILTER PLUS INC Total:				493.08
Vendor: 01557 - BAMFORD FIRE SPRINKLER CO, INC				
BAMFORD FIRE SPRINKLER CO, ...	16630	11/29/2021	ANNUAL INSPECTION, PARKS S...	300.00
BAMFORD FIRE SPRINKLER CO, ...	16631	11/29/2021	ANNUAL INSPECTION, SPIN CITY	305.00
BAMFORD FIRE SPRINKLER CO, ...	16632	11/29/2021	ANNUAL INSPECTION, 12TH ST	305.00
BAMFORD FIRE SPRINKLER CO, ...	16633	11/29/2021	ANNUAL INSPECTION, OPERA ...	1,053.00
Vendor 01557 - BAMFORD FIRE SPRINKLER CO, INC Total:				1,963.00
Vendor: 067805 - CARD CENTER				
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	PICTURE FRAME HANGING SUP...	8.58
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	SHOP OFFICE KEYS	3.98
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	LUBE DOORS, M.B.	2.49
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	ROACH CONTROL, FIRE STATION..	19.98
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	REPAIRS ON A/C UNITS AT M.B.	130.00
CARD CENTER	YOUNGERS OCT 21	11/17/2021	SAFETY EXIT LIGHTS	402.50
Vendor 067805 - CARD CENTER Total:				567.53
Vendor: 032588 - HEARTLAND ALARMS, INC				
HEARTLAND ALARMS, INC	56706	11/29/2021	FIRE ALARM TESTS AND REPOR...	350.00
Vendor 032588 - HEARTLAND ALARMS, INC Total:				350.00
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	5882823	11/29/2021	WASHERS	2.09
Vendor 066189 - REEVES-WIEDEMAN CO. Total:				2.09
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	BUILDING MAINT-FUEL	64.80
Vendor 01868 - WEX BANK Total:				64.80
Department 008 - BUILDING MAINTENANCE Total:				3,440.50

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 010 - PARKS DEPARTMENT				
Vendor: 067805 - CARD CENTER				
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	SUPPLIES FOR CLEARY BALLFIELD	55.98
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	MENARDS, LUMBER FOR BACKS...	61.92
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	NORTH PARK LOCKS	35.99
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	ORSCHLERN, WORK COAT FOR T...	74.97
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	PARTS FOR CHAINSAW	70.00
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	CLEARY REPAIRS	91.60
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	WASP AND HORNET KILLER	6.38
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	MENARDS, RAKE/PRUNER/BRO...	191.87
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	WALMART, SUPPLIES FOR CHU...	67.16
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	ELECTRICAL TAPE	5.56
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	IRRIGATION PARTS	7.68
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	FLAGS	9.99
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	MASKING TAPE	14.27
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	BOLTS	28.71
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	BUSHING	1.89
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	NUT DRIVER	9.99
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	BOLT EXTRACTOR	29.99
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	PLIERS	39.99
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	PLIERS, SCREWDRIVERS	34.98
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	ORSCHLERN, WINTER CLOTHES	239.97
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	WIRE ROPE CLIPS	7.63
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	ORSCHLERN, RETURN CLIP WIRE ...	-47.42
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	WALMART, RATCHET STRAPS	334.98
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	ORSCHLERN, NUTS AND BOLTS	4.21
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	ORSCHLERN, CLIP WIRE ROPE	47.42
CARD CENTER	DORHMAN, OCT 2021	11/15/2021	ORSCHLERN, CLIP WIRE ROPE	43.21
CARD CENTER	GRAY, OCT 2021	11/15/2021	SUPPLIES FOR GRILL AT SHOP	47.34
CARD CENTER	PICKING, OCT 2021	11/15/2021	CREATIVE SAFETY SUPPLY, DRY ...	429.36
CARD CENTER	PICKING, OCT 2021	11/15/2021	FOOD FOR CHUCK'S RETIREME...	68.04
CARD CENTER	PICKING, OCT 2021	11/15/2021	PARTY CITY, SALES TAX REFUND	-2.04
CARD CENTER	PICKING, OCT 2021	11/15/2021	CALENDARS, PARKS, 12TH ST, ...	139.80
CARD CENTER	PICKING, OCT 2021	11/15/2021	OFFICESUPPLY.COM, CALENDAR...	25.55
CARD CENTER	PICKING, OCT 2021	11/15/2021	IRRIGATION REPAIR	28.83
CARD CENTER	PICKING, OCT 2021	11/15/2021	KRPA, MEMBERSHIP RENEWAL,...	400.00
CARD CENTER	YOUNGERS OCT 21	11/17/2021	BACKPACK SPRAYER	135.00
CARD CENTER	YOUNGERS OCT 21	11/17/2021	SAFETY JACKETS AND GLOVES	84.98
CARD CENTER	YOUNGERS OCT 21	11/17/2021	TAG FOR TRUCK #31	29.47
CARD CENTER	YOUNGERS OCT 21	11/17/2021	JOSH KRPA CONFERENCE	340.00
CARD CENTER	YOUNGERS OCT 21	11/17/2021	NIC KRPA CONFERENCE	340.00
CARD CENTER	YOUNGERS OCT 21	11/17/2021	DARIN KRPA CONFERENCE	340.00
Vendor 067805 - CARD CENTER Total:				3,875.25
Vendor: 02898 - CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC				
CAT CANS PORTABLE SERVICES ... I13778		11/22/2021	PORTABLE UNIT, FILBY PARK	28.60
Vendor 02898 - CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC Total:				28.60
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2021367	11/29/2021	REPAIR OUTLETS, REPLACE GFCI...	1,306.88
DAVE'S ELECTRIC, INC.	2021386	11/29/2021	OPEN UP MAIN PANEL	120.00
Vendor 018500 - DAVE'S ELECTRIC, INC. Total:				1,426.88
Vendor: 043802 - EVERGY				
EVERGY	OCT 2021-513 JEFF	11/15/2021	513 N JEFFERSON-OCT 2021	139.94
Vendor 043802 - EVERGY Total:				139.94
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	1017 1/2 W 5TH ST	31.15
Vendor 043271 - KANSAS GAS SERVICE Total:				31.15
Vendor: 00762 - KANSAS GOLF AND TURF				
KANSAS GOLF AND TURF	01-267148	11/29/2021	TURBINE BLOWER, PARKS	8,195.00

Appropriations- Nov.10th, 2021 - Dec 1st, 2021-KH
Post Dates: 11/10/2021 - 12/1/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KANSAS GOLF AND TURF	01-267148-2	11/29/2021	MOWING EQUIPMENT, PARKS	18,499.00
			Vendor 00762 - KANSAS GOLF AND TURF Total:	26,694.00
Vendor: 061389 - ONE ACCORD ENTERPRISES, INC.				
ONE ACCORD ENTERPRISES, INC.	2021-11-3	11/29/2021	TREE REMOVAL AT MULTIPLE L...	6,200.00
			Vendor 061389 - ONE ACCORD ENTERPRISES, INC. Total:	6,200.00
Vendor: 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC				
SITEONE LANDSCAPE SUPPLY H...	113818724-001	11/29/2021	ICE MELT	819.48
SITEONE LANDSCAPE SUPPLY H...	114197146-001	11/29/2021	CHRISTMAS LIGHTS	76.60
			Vendor 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC Total:	896.08
Vendor: 01656 - TURF DESIGN INC.				
TURF DESIGN INC.	JC20212	11/29/2021	FALL, LATE FALL FERTILIZER, EA...	7,023.50
			Vendor 01656 - TURF DESIGN INC. Total:	7,023.50
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/R	11/15/2021	785-479-1501-DARRIN DOHRM...	41.48
			Vendor 00970 - VERIZON WIRELESS Total:	41.48
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	PARKS--FUEL	911.20
			Vendor 01868 - WEX BANK Total:	911.20
			Department 010 - PARKS DEPARTMENT Total:	47,268.08
Department: 011 - SWIMMING POOL				
Vendor: 067805 - CARD CENTER				
CARD CENTER	GRAY, OCT 2021	11/15/2021	MENARDS, ANTIFREEZE FOR P...	225.96
CARD CENTER	GRAY, OCT 2021	11/15/2021	ORSCHELN, ANTIFREEZE FOR P...	520.26
CARD CENTER	GRAY, OCT 2021	11/15/2021	WISE GRIPS FOR POOL	29.99
CARD CENTER	GRAY, OCT 2021	11/15/2021	WRENCHES FOR POOL	56.47
			Vendor 067805 - CARD CENTER Total:	832.68
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	1017 W 5TH	36.70
			Vendor 043271 - KANSAS GAS SERVICE Total:	36.70
Vendor: 061389 - ONE ACCORD ENTERPRISES, INC.				
ONE ACCORD ENTERPRISES, INC.	2021-11-5	11/19/2021	FENCE TO ENCLOSE WATER TA...	8,988.00
			Vendor 061389 - ONE ACCORD ENTERPRISES, INC. Total:	8,988.00
			Department 011 - SWIMMING POOL Total:	9,857.38
Department: 013 - SPIN CITY				
Vendor: 067805 - CARD CENTER				
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	RESTROOM REPAIR, M.B.	29.14
			Vendor 067805 - CARD CENTER Total:	29.14
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	915 S WASHINGTON	49.88
			Vendor 043271 - KANSAS GAS SERVICE Total:	49.88
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/R	11/15/2021	4006-SC MGR GRAY	41.48
VERIZON WIRELESS	9892755827-P/R	11/15/2021	6179-BUILDING MAINT	31.48
			Vendor 00970 - VERIZON WIRELESS Total:	72.96
			Department 013 - SPIN CITY Total:	151.98
Department: 014 - JUNCTION CITY AIRPORT				
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2021369	11/16/2021	TEST OPERATIONS FOR LIFE ST...	675.43
			Vendor 018500 - DAVE'S ELECTRIC, INC. Total:	675.43
Vendor: 02410 - KANSAS ASSOCIATION OF AIRPORTS				
KANSAS ASSOCIATION OF AIRP...	JANUARY 2022	11/16/2021	INCLUDE PAPER WITH PAYMEN...	100.00
			Vendor 02410 - KANSAS ASSOCIATION OF AIRPORTS Total:	100.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	540 AIRPORT RD #100	41.32

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	540 W 18TH ST	46.89
Vendor 043271 - KANSAS GAS SERVICE Total:				88.21
Department 014 - JUNCTION CITY AIRPORT Total:				863.64
Department: 017 - ROLLING MEADOWS GOLF COURSE				
Vendor: 006660 - BAYER CONSTRUCTION CO.				
BAYER CONSTRUCTION CO.	SMS640936	11/16/2021	FILL MATERIAL FOR THE GOLF ...	223.00
BAYER CONSTRUCTION CO.	SMS641343	11/23/2021	SELECT FILL FOR GOLF COURSE ...	179.04
Vendor 006660 - BAYER CONSTRUCTION CO. Total:				402.04
Vendor: 02104 - BRAMLAGE PROPERTIES, LLC				
BRAMLAGE PROPERTIES, LLC	DEC 2021	11/29/2021	DEC 2021-BILLBOARD RENTAL-...	350.00
Vendor 02104 - BRAMLAGE PROPERTIES, LLC Total:				350.00
Vendor: 067805 - CARD CENTER				
CARD CENTER	MULCH-OCT 21	11/15/2021	CREDIT- TOWELS AND RAGS	-251.86
CARD CENTER	MULCH-OCT 21	11/15/2021	SHOP TOWELS-RAGS	287.84
CARD CENTER	MULCH-OCT 21	11/15/2021	BATTERY- SPARK PLUG- ANTIFR...	416.89
CARD CENTER	MULCH-OCT 21	11/15/2021	SPROCKET FOR CHAINSAW	18.00
CARD CENTER	PENLAND-OCT 21	11/15/2021	WHITE OUT-COPY PAPER	23.40
CARD CENTER	PENLAND-OCT 21	11/15/2021	BATTERIES-NOTEBOOKS-PENS	24.21
CARD CENTER	PENLAND-OCT 21	11/15/2021	SALLERGY-BEE STING	9.56
CARD CENTER	PENLAND-OCT 21	11/15/2021	SODA-BUNS-GATORADE	171.64
CARD CENTER	PENLAND-OCT 21	11/15/2021	BUNS-SODA-TEA	170.86
CARD CENTER	PENLAND-OCT 21	11/15/2021	BUNS-SODA-LUNCH MEAT	147.87
CARD CENTER	PENLAND-OCT 21	11/15/2021	BUNS-LUNCHMEAT-WATER	76.04
CARD CENTER	PENLAND-OCT 21	11/15/2021	TEA-SODA-LUNCH MEAT-GATO...	50.82
CARD CENTER	PENLAND-OCT 21	11/15/2021	SODA-GATORADE-BUNS-BREAD	191.80
CARD CENTER	PENLAND-OCT 21	11/15/2021	GATORADE-SODA	43.68
CARD CENTER	PENLAND-OCT 21	11/15/2021	PAPER TOWELS-CUTLERY-PLATES	47.28
CARD CENTER	PENLAND-OCT 21	11/15/2021	TRASH BAGS-PINSOLE-FEBREEZE	61.44
CARD CENTER	PENLAND-OCT 21	11/15/2021	PAPER TOWEL-STRAWS-DAWN	38.04
CARD CENTER	PENLAND-OCT 21	11/15/2021	SWIFFER	23.78
CARD CENTER	PENLAND-OCT 21	11/15/2021	SWIFFER	10.54
CARD CENTER	PENLAND-OCT 21	11/15/2021	LYSOL WIPES	5.47
CARD CENTER	PENLAND-OCT 21	11/15/2021	PLUG KIT - PLUGS- TIRE GAGE	14.61
CARD CENTER	PENLAND-OCT 21	11/15/2021	PLEDGE	33.44
CARD CENTER	PETERSON-OCT 21	11/15/2021	GATORADE-SODA-LUNCH MEAT	220.01
CARD CENTER	PETERSON-OCT 21	11/15/2021	DAWN-TRASHBAGS	31.00
CARD CENTER	YOUNGERS OCT 21	11/17/2021	BAR OIL AND BALL MOUNT	92.89
CARD CENTER	YOUNGERS OCT 21	11/17/2021	SAFETY GLASSES	33.39
CARD CENTER	YOUNGERS OCT 21	11/17/2021	BAG IN BOX SODA	326.51
Vendor 067805 - CARD CENTER Total:				2,319.15
Vendor: 00952 - CASH-WA DISTRIBUTING				
CASH-WA DISTRIBUTING	13156626	11/28/2021	FOOD FOR RESALE	629.94
Vendor 00952 - CASH-WA DISTRIBUTING Total:				629.94
Vendor: 02464 - EXPRESS OFFICE SOLUTIONS, LLC				
EXPRESS OFFICE SOLUTIONS, LLC	004916-00	11/28/2021	INK FOR COPY/PRINTER	329.70
EXPRESS OFFICE SOLUTIONS, LLC	015992-00	11/28/2021	INK FOR COPY/PRINTER	473.68
Vendor 02464 - EXPRESS OFFICE SOLUTIONS, LLC Total:				803.38
Vendor: 026399 - FLINT HILLS BEVERAGE LLC				
FLINT HILLS BEVERAGE LLC	671998	11/28/2021	BEER FOR RESALE	93.15
Vendor 026399 - FLINT HILLS BEVERAGE LLC Total:				93.15
Vendor: 01011 - FOLEY EQUIPMENT				
FOLEY EQUIPMENT	M27536-01	11/18/2021	DRUM ROLLER FOR GOLF COUR...	2,118.40
FOLEY EQUIPMENT	M27544-01	11/18/2021	TRENCHER FOR GOLF COURSE ...	3,791.00
Vendor 01011 - FOLEY EQUIPMENT Total:				5,909.40
Vendor: 026585 - FOOTJOY/TITLEIST				
FOOTJOY/TITLEIST	912159518	11/28/2021	GOLF BALLS FOR RESALE	468.04
FOOTJOY/TITLEIST	912169166	11/28/2021	GOLF BALLS FOR RESALE	237.61

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
FOOTJOY/TITLEIST	91217672	11/28/2021	SHOES FOR RESALE	94.24
FOOTJOY/TITLEIST	912200403	11/28/2021	SHIRTS FOR RESALE	474.64
FOOTJOY/TITLEIST	912209676	11/28/2021	GLOVES FOR RESALE	480.00
FOOTJOY/TITLEIST	912217657	11/28/2021	SPECIAL ORDER FOR GOLF CLUB	181.80
Vendor 026585 - FOOTJOY/TITLEIST Total:				1,936.33
Vendor: 02855 - FRONTIER SPIRITS				
FRONTIER SPIRITS	176-111721	11/28/2021	LIQUOR FOR RESALE	327.49
FRONTIER SPIRITS	176-112421	11/28/2021	LIQUOR FOR RESALE	71.95
Vendor 02855 - FRONTIER SPIRITS Total:				399.44
Vendor: 03099 - J. & M. GOLF INC.				
J. & M. GOLF INC.	0639370-IN	11/28/2021	PITCH FIT FOR RESALE	339.12
Vendor 03099 - J. & M. GOLF INC. Total:				339.12
Vendor: 03008 - LISA JANE GREEN				
LISA JANE GREEN	21-09	11/28/2021	HOODIES-PULL OVER FOR RESA...	2,347.49
Vendor 03008 - LISA JANE GREEN Total:				2,347.49
Vendor: 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC				
SITEONE LANDSCAPE SUPPLY H...	114299383-001	11/28/2021	SPRAY TANK ADDITIVES AND T...	380.14
Vendor 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC Total:				380.14
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/R	11/15/2021	785-307-2045-GOLF-MAINTEN...	40.01
VERIZON WIRELESS	9892755827-P/R	11/15/2021	316-304-2546-GOLF-YOUNGERS	46.48
Vendor 00970 - VERIZON WIRELESS Total:				86.49
Department 017 - ROLLING MEADOWS GOLF COURSE Total:				15,996.07
Department: 018 - EMERGENCY MEDICAL SERVICES				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY, L...	74142-1	11/16/2021	REPAIR DOOR LOCK	68.59
AMERICAN DIGITAL SECURITY, L...	74156-1	11/16/2021	PROXKEY KEYLESS DOOR CARDS	86.95
AMERICAN DIGITAL SECURITY, L...	74253-1	11/16/2021	PROXKEY KEYLESS DOOR CARDS	-86.95
AMERICAN DIGITAL SECURITY, L...	74254-1	11/16/2021	PROXKEY KEYLESS DOOR CARDS	79.23
AMERICAN DIGITAL SECURITY, L...	74255-1	11/16/2021	REPAIR DOOR LOCK	-68.59
AMERICAN DIGITAL SECURITY, L...	74256-1	11/16/2021	REPAIR DOOR LOCK	62.50
Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:				141.73
Vendor: 02444 - BOUND TREE MEDICAL, LLC				
BOUND TREE MEDICAL, LLC	84294031	11/29/2021	MEDICAL SUPPLIES	1,379.33
Vendor 02444 - BOUND TREE MEDICAL, LLC Total:				1,379.33
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	470708	11/29/2021	TEE CONNECTOR, FUEL LINE HO...	4.23
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				4.23
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTING...	59372	11/29/2021	DEPARTMENT UNIFORM T-SHIR...	605.63
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				605.63
Vendor: 055080 - MIKE'S FIRE EXT. SALES				
MIKE'S FIRE EXT. SALES	99082	11/29/2021	ANNUAL INSPECTION/MAINT. ...	99.00
MIKE'S FIRE EXT. SALES	99083	11/29/2021	ANNUAL INSPECTION/MAINT. ...	20.00
MIKE'S FIRE EXT. SALES	99096	11/29/2021	ANNUAL INSPECTION/MAINT. ...	84.00
MIKE'S FIRE EXT. SALES	99097	11/29/2021	ANNUAL INSPECTION/MAINT. ...	7.50
Vendor 055080 - MIKE'S FIRE EXT. SALES Total:				210.50
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	AMBULANCE-FUEL	2,707.08
Vendor 01868 - WEX BANK Total:				2,707.08
Department 018 - EMERGENCY MEDICAL SERVICES Total:				5,048.50
Department: 019 - ANIMAL SHELTER				
Vendor: 067805 - CARD CENTER				
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Cat Food	54.69
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Kitten/Cat Food	112.76
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Dog Treats, Catnip,...	67.84

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Adult Original Chic...	142.22
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Dry Dog Food	210.41
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Dry Dog food	198.39
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Cat Litter	151.90
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Puppy dry dog food	187.91
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Cat Litter	151.90
CARD CENTER	Gray Oct 2021	11/12/2021	Chewy.com-Kibble High Protein...	199.43
CARD CENTER	Gray Oct 2021	11/12/2021	Amazon-4 Dog racks, Scooper S...	30.98
CARD CENTER	Gray Oct 2021	11/12/2021	Subway-Kstate Shelter-Medicin...	55.91
CARD CENTER	Gray Oct 2021	11/12/2021	KFC-Kstate Shelter Medicine-M...	62.54
CARD CENTER	Gray Oct 2021	11/12/2021	Subway-Kstate Shelter-Medicin...	30.81
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - BID DOG ROOM SUR...	51.70
Vendor 067805 - CARD CENTER Total:				1,709.39
Vendor: 01990 - GEARY COMMUNITY HOSPITAL				
GEARY COMMUNITY HOSPITAL	4440203288-0001	11/16/2021	ALPHA CARE - STIGLIANO KATIE	45.00
GEARY COMMUNITY HOSPITAL	4440213718-0001	11/30/2021	ALPHA CARE - ARTZER KHEIRA	45.00
Vendor 01990 - GEARY COMMUNITY HOSPITAL Total:				90.00
Vendor: 029110 - GLENN'S PLUMBING				
GLENN'S PLUMBING	50944	11/16/2021	50944-Stopped updrain-needs r...	145.00
GLENN'S PLUMBING	50974	11/24/2021	Replace One Floor drain at Ani...	1,600.00
Vendor 029110 - GLENN'S PLUMBING Total:				1,745.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021-AS	11/19/2021	OCT 2021- ANIMAL SHELTER 2...	131.68
Vendor 043271 - KANSAS GAS SERVICE Total:				131.68
Vendor: 03282 - MIDWEST VETERINARY SUPPLY, INC.				
MIDWEST VETERINARY SUPPLY, ...	15580908 000	11/22/2021	15580908-000-Rabbies Vaccinat..	380.30
Vendor 03282 - MIDWEST VETERINARY SUPPLY, INC. Total:				380.30
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	3492156131	11/22/2021	3492156131-HP202X HY Toner...	451.78
Vendor 01167 - STAPLES ADVANTAGE Total:				451.78
Vendor: 03297 - TOWN & COUNTY VETERINARY HOSPITAL P.A.				
TOWN & COUNTY VETERINARY ...	420372	11/22/2021	420372-Euthanasia Fee 11/6/2...	40.00
Vendor 03297 - TOWN & COUNTY VETERINARY HOSPITAL P.A. Total:				40.00
Vendor: 03277 - ZOETIS US LLC				
ZOETIS US LLC	9014842513	11/22/2021	9014842513-Vanguard	249.00
Vendor 03277 - ZOETIS US LLC Total:				249.00
Department 019 - ANIMAL SHELTER Total:				4,797.15
Department: 022 - BUILDING CODES & INSPECTIONS				
Vendor: 02419 - SIR SPEEDY				
SIR SPEEDY	106033	11/15/2021	BUSINESS CARDS - MICAH EGAN	41.49
Vendor 02419 - SIR SPEEDY Total:				41.49
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	B & C--FUEL	394.19
Vendor 01868 - WEX BANK Total:				394.19
Department 022 - BUILDING CODES & INSPECTIONS Total:				435.68
Department: 023 - LAW ENFORCEMENT DEPARTMENT				
Vendor: 067805 - CARD CENTER				
CARD CENTER	Lamb Oct 2021	11/10/2021	Blind Tiger Rest-Lunch-Attendin...	115.40
CARD CENTER	Lamb Oct 2021	11/10/2021	M&R Grill-Lunch Meeting W/Abi..	89.49
CARD CENTER	Murphy Oct 2021	11/16/2021	Adorama-Lab Supplies	346.58
CARD CENTER	Murphy Oct 2021	11/16/2021	Kodak Pixpro-Lab Supplies	65.00
CARD CENTER	Murphy Oct 2021	11/16/2021	American Air-IRTS Training-New...	30.00
CARD CENTER	Murphy Oct 2021	11/16/2021	KCI-IRTS Training-New Mexico-...	37.50
CARD CENTER	Murphy Oct 2021	11/16/2021	Maverik-IRTS Training-New Mex..	32.54
CARD CENTER	Murphy Oct 2021	11/16/2021	Comida Buena-IRTS Training-N...	17.23
CARD CENTER	Murphy Oct 2021	11/16/2021	Jackson Ranch Steak-IRTS Train...	42.65

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CARD CENTER	Murphy Oct 2021	11/16/2021	Burger King-IRTS Training-New...	6.89
CARD CENTER	Murphy Oct 2021	11/16/2021	Chick-Fil-A-IRTS Training-New ...	8.77
CARD CENTER	Nichols Oct 2021	11/19/2021	Godfreys-58091 Uniform Shirts ...	112.89
CARD CENTER	Nichols Oct 2021	11/19/2021	Cox Kansas-PD Internet	174.79
CARD CENTER	Nichols Oct 2021	11/19/2021	Cox Kansas-PD Internet	109.95
CARD CENTER	Odell Oct 2021	11/15/2021	Ray Allen-Dog Supplies	323.98
CARD CENTER	Odell Oct 2021	11/15/2021	Petco-Dog Supplies	199.98
CARD CENTER	Odell Oct 2021	11/15/2021	Petsmart-Dog Supplies	117.58
CARD CENTER	Odell Oct 2021	11/15/2021	KU Continuning Education-Drug...	35.00
CARD CENTER	Popovich Oct 2021	11/12/2021	Amazon-MIFI Batteries	41.40
CARD CENTER	Popovich Oct 2021	11/12/2021	COPS Plus-Boston leather-shoul...	170.34
CARD CENTER	Popovich Oct 2021	11/12/2021	Galls-Rain Coats-Sanchez, Cossio	76.59
CARD CENTER	Popovich Oct 2021	11/12/2021	Godfreys-57340-Vest for Officer...	567.70
CARD CENTER	Popovich Oct 2021	11/12/2021	Waters Hardware-Epoxy to mo...	13.98
CARD CENTER	Popovich Oct 2021	11/12/2021	Galls-19299504-1-Chilson Rain ...	47.00
CARD CENTER	Popovich Oct 2021	11/12/2021	Godfreys-57160-Vest for Officer...	567.70
CARD CENTER	Popovich Oct 2021	11/12/2021	Godfreys-58327-Uniform Pants...	158.37
CARD CENTER	Popovich Oct 2021	11/12/2021	Godfreys-58492-Uniforms for P...	287.94
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93814-Unit204-Oilcha...	120.59
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93758-Unit223-Oilcha...	62.34
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93769-Unit206-Repla...	37.93
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93470-Unit218-Oilcha...	62.34
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93411-2013Chevy-Oil...	98.39
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93552-Unit206-replac...	38.14
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93372-Unit212-Repla...	299.70
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93235-2015Chevy-Oil...	50.14
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93585-Unit218-replac...	58.25
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93483-Unit229-Rear ...	134.09
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93574-2013Chevy-rep...	26.45
CARD CENTER	Popovich Oct 2021	11/12/2021	JimClark-93500-Unit208-replac...	339.20
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93437-Unit208-Oilcha...	62.34
CARD CENTER	Popovich Oct 2021	11/12/2021	Jim Clark-93323-Unit212-Oilcha...	108.74
CARD CENTER	Riley Oct 2021	11/12/2021	Jersey Mikes-Train.-Mailea, Ale...	10.20
CARD CENTER	Riley Oct 2021	11/12/2021	El Jimador-Train.-Mailea, Alexya...	13.00
CARD CENTER	Riley Oct 2021	11/12/2021	TGI-Friday-Train.-Mailea, Alexya...	18.09
CARD CENTER	Riley Oct 2021	11/12/2021	Country Inn-Train.-Mailea, Alex...	306.60
CARD CENTER	Riley Oct 2021	11/12/2021	TGI-Friday-Train.-Mailea, Alexya...	18.63
CARD CENTER	Sloan Oct 2021	11/19/2021	Conoco-IRTS Training-New Mex...	19.97
CARD CENTER	Sloan Oct 2021	11/19/2021	DFW Banh-IRTS Training-New ...	17.94
CARD CENTER	Sloan Oct 2021	11/19/2021	Best Western-IRTS Training-New..	429.32
CARD CENTER	Sloan Oct 2021	11/19/2021	American Airline-IRTS Training-...	30.00
CARD CENTER	Sloan Oct 2021	11/19/2021	Panda Express-IRTS Training-N...	11.25
CARD CENTER	Sloan Oct 2021	11/19/2021	Dominoes-IRTS Training-New M...	21.89
CARD CENTER	Whitebread Oct 2021	11/12/2021	Hampton Inn-Drug Conspiracy(P...	87.98
CARD CENTER	Whitebread Oct 2021	11/12/2021	KTA-Toll-Drug Conspiracy Class	1.25

Vendor 067805 - CARD CENTER Total: 6,282.00

Vendor: 028260 - GEARY COMMUNITY HOSPITAL

GEARY COMMUNITY HOSPITAL	0001833488 0001	11/16/2021	0001833488-0001-Prisoner-Sull...	209.23
GEARY COMMUNITY HOSPITAL	0001835339 0001	11/16/2021	0001835339-0001-Prisoner-Sull...	131.63
GEARY COMMUNITY HOSPITAL	0001864006 0001	11/16/2021	0001864006-0001-Prisoner-Wo...	43.61
GEARY COMMUNITY HOSPITAL	0001864732 0001	11/16/2021	0001864732-0001-Prisoner,Ab...	208.58
GEARY COMMUNITY HOSPITAL	000267095	11/16/2021	000267095-Prisoner-Swinson,F...	437.12
GEARY COMMUNITY HOSPITAL	4440210226 0001	11/16/2021	4440210226-0001-Prisoner-Ab...	10.41

Vendor 028260 - GEARY COMMUNITY HOSPITAL Total: 1,040.58

Vendor: 015300 - KA-COMM

KA-COMM	181622	11/16/2021	181622-Tower Rent-GVP	300.00
KA-COMM	181705	11/24/2021	Equipment Install for Units 210,...	15,270.46
KA-COMM	181710	11/24/2021	New K-9 Vehicle	20,053.47
KA-COMM	181788	11/24/2021	181788-November 2021-Service...	377.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KA-COMM	181820	11/24/2021	181820-Unit218-Moved Power ...	195.05
Vendor 015300 - KA-COMM Total:				36,195.98
Vendor: 02538 - LEADSONLINE, LLC				
LEADSONLINE, LLC	323536	11/16/2021	LeadsOnline-Subscription-01/01...	5,059.00
Vendor 02538 - LEADSONLINE, LLC Total:				5,059.00
Vendor: 01893 - MARLOW WHITE UNIFORMS, INC.				
MARLOW WHITE UNIFORMS, I...	ORD0985544	11/17/2021	Dress Uniforms	5,152.05
Vendor 01893 - MARLOW WHITE UNIFORMS, INC. Total:				5,152.05
Vendor: 01696 - NEKOLOCKS				
NEKOLOCKS	1952	11/22/2021	1952-MAG Lock Installation on f...	1,240.38
Vendor 01696 - NEKOLOCKS Total:				1,240.38
Vendor: 01961 - O&S WINDOW CLEANING				
O&S WINDOW CLEANING	1004455	11/24/2021	1004455-Window Cleaning	725.00
Vendor 01961 - O&S WINDOW CLEANING Total:				725.00
Vendor: 02897 - PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.				
PEPSI COLA BOTTLING COMPA...	1234 117887	11/22/2021	1234:117887-Folgers, Sugar, Cr...	55.50
PEPSI COLA BOTTLING COMPA...	1234 119674	11/23/2021	1234:119674-Folgers,Sugar, Cre...	55.25
Vendor 02897 - PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC. Total:				110.75
Vendor: 02990 - POSITIVE CONCEPTS, INC.				
POSITIVE CONCEPTS, INC.	0231985-IN	11/22/2021	0231985-IN-DigiTicket Paper	410.06
Vendor 02990 - POSITIVE CONCEPTS, INC. Total:				410.06
Vendor: 02419 - SIR SPEEDY				
SIR SPEEDY	106092	11/22/2021	106092-Employee Records(500...	94.06
Vendor 02419 - SIR SPEEDY Total:				94.06
Vendor: 01835 - SMOKEY PLAINS EMERG PHYS, PLLC				
SMOKEY PLAINS EMERG PHYS, ...	00018463497GCH	11/22/2021	00018463497GCH-Prisoner-Wal...	90.35
SMOKEY PLAINS EMERG PHYS, ...	00018647321GCH	11/22/2021	00018647321GCH-Prisoner-Ab...	90.35
Vendor 01835 - SMOKEY PLAINS EMERG PHYS, PLLC Total:				180.70
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	3492156129	11/22/2021	3492156129-Duracell, Envelope...	-35.54
STAPLES ADVANTAGE	3492156132	11/22/2021	3492156132-Towels,Toilet Tiss...	124.90
STAPLES ADVANTAGE	3492156133	11/22/2021	3492156133-Double Ticket Cou...	11.54
STAPLES ADVANTAGE	3492156134	11/22/2021	3492156134-Post It Correction ...	2.67
STAPLES ADVANTAGE	3492156134	11/22/2021	3492156134-HP 950XI Toner	183.80
Vendor 01167 - STAPLES ADVANTAGE Total:				287.37
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	180744	11/22/2021	180744-Server Room-Condensa...	402.50
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				402.50
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	JCPD November 2021	11/16/2021	JCPD-November 2021 (Cell)	1,807.68
Vendor 00970 - VERIZON WIRELESS Total:				1,807.68
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	POLICE-FUEL	9,083.84
Vendor 01868 - WEX BANK Total:				9,083.84
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	262695	11/16/2021	JCPD-210 E 9TH	18.34
WOODRIVER ENERGY LLC	262695	11/16/2021	JCPD-WAREHOUSE--312 E 9TH	18.34
Vendor 01345 - WOODRIVER ENERGY LLC Total:				36.68
Department 023 - LAW ENFORCEMENT DEPARTMENT Total:				68,108.63
Department: 024 - FIRE DEPARTMENT				
Vendor: 067805 - CARD CENTER				
CARD CENTER	JOHNSON OCT 2021	11/18/2021	ICMA/MGMT TEXTBOOK AND S...	182.65
Vendor 067805 - CARD CENTER Total:				182.65

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	18.60	11/16/2021	DEF	18.60
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				18.60
Vendor: 02068 - CECIL THRUSH				
CECIL THRUSH	OCT 2021 TRNG	11/29/2021	OCT 2021 TRAINING REIMBURS...	240.00
Vendor 02068 - CECIL THRUSH Total:				240.00
Vendor: 01990 - GEARY COMMUNITY HOSPITAL				
GEARY COMMUNITY HOSPITAL	4440208591-0001	11/16/2021	ALPHA CARE - BOHANAN TERRY...	45.00
Vendor 01990 - GEARY COMMUNITY HOSPITAL Total:				45.00
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTING...	59372	11/29/2021	DEPARTMENT UNIFORM T-SHIR...	605.62
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				605.62
Vendor: 02327 - HAYS FIRE AND RESCUE SALES AND SERVICE, LLC				
HAYS FIRE AND RESCUE SALES ...	5408D	11/16/2021	SHOCKS/TRUCK 2	885.72
HAYS FIRE AND RESCUE SALES ...	5418D	11/16/2021	DRIVERS SEAT BELT ASSEMBLY/...	377.97
Vendor 02327 - HAYS FIRE AND RESCUE SALES AND SERVICE, LLC Total:				1,263.69
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	2245 LACY DR-FIRE	50.85
Vendor 043271 - KANSAS GAS SERVICE Total:				50.85
Vendor: 055080 - MIKE'S FIRE EXT. SALES				
MIKE'S FIRE EXT. SALES	99082	11/29/2021	ANNUAL INSPECTION/MAINT. ...	34.50
MIKE'S FIRE EXT. SALES	99083	11/29/2021	ANNUAL INSPECTION/MAINT. ...	22.50
MIKE'S FIRE EXT. SALES	99096	11/29/2021	ANNUAL INSPECTION/MAINT. ...	82.50
MIKE'S FIRE EXT. SALES	99097	11/29/2021	ANNUAL INSPECTION/MAINT. ...	42.50
Vendor 055080 - MIKE'S FIRE EXT. SALES Total:				182.00
Vendor: 031211 - PARSONS COMMUNICATIONS, INC.				
PARSONS COMMUNICATIONS, ...	21-159	11/16/2021	RADIO SPEAKER WORK	272.48
Vendor 031211 - PARSONS COMMUNICATIONS, INC. Total:				272.48
Vendor: 063239 - PAXTON WELDING				
PAXTON WELDING	1413	11/29/2021	FABRICATE SHELVING/R2	313.10
PAXTON WELDING	1414	11/29/2021	FABRICATE FIRE SIMULATOR B...	500.00
Vendor 063239 - PAXTON WELDING Total:				813.10
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	180777	11/16/2021	FLAME SENSOR/RTU UNIT @ S...	49.36
THERMAL COMFORT AIR, INC	180777	11/16/2021	FLAME SENSOR/RTU UNIT @ S...	162.50
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				211.86
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	FIRE-FUEL	1,643.77
Vendor 01868 - WEX BANK Total:				1,643.77
Department 024 - FIRE DEPARTMENT Total:				5,529.62
Department: 025 - STREET DEPARTMENT				
Vendor: 006660 - BAYER CONSTRUCTION CO.				
BAYER CONSTRUCTION CO.	A20D0194.3	11/30/2021	2021 STREET MAINTENANCE	262,748.07
Vendor 006660 - BAYER CONSTRUCTION CO. Total:				262,748.07
Vendor: 067805 - CARD CENTER				
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	SUBSCRIPTION FOR RAY FOR A...	49.36
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	BUILDING AND OFFICE SUPPLIES..	14.92
Vendor 067805 - CARD CENTER Total:				64.28
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	469361	11/16/2021	LG WELD GLOVES HIDE	38.99
CATLETT AUTOMOTIVE, INC.	469848	11/16/2021	FUEL CAP FOR #640	3.54
CATLETT AUTOMOTIVE, INC.	469935	11/16/2021	8 RELAYS FOR #613	168.16
CATLETT AUTOMOTIVE, INC.	470092	11/16/2021	WRENCH SET FOR #402	21.00
CATLETT AUTOMOTIVE, INC.	470190	11/16/2021	BEARING, WHEEL HUB, DIFFER...	506.09
CATLETT AUTOMOTIVE, INC.	470293	11/16/2021	RETAINERS AND CONNECTORS ...	18.27
CATLETT AUTOMOTIVE, INC.	470300	11/16/2021	CONNECTORS FOR FLEET STOC...	5.29

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CATLETT AUTOMOTIVE, INC.	470432	11/16/2021	RADIATOR HOSE- UPPER FOR #...	94.37
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				855.71
Vendor: 02389 - CIRCLE D CORPORATION				
CIRCLE D CORPORATION	031741	11/16/2021	FLAT BEDS FOR 610 AND 401	2,575.00
Vendor 02389 - CIRCLE D CORPORATION Total:				2,575.00
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2021349	11/18/2021	WASHINGTON ST LIGHTS (MISC)	5,457.72
DAVE'S ELECTRIC, INC.	2021368	11/16/2021	REPAIR WIRES ON ASH STREET	120.65
DAVE'S ELECTRIC, INC.	2021376	11/23/2021	MISC WATER TOWER GENERAT...	639.98
DAVE'S ELECTRIC, INC.	2021377	11/18/2021	MISC SIRENS TEST/CHECKING	420.00
DAVE'S ELECTRIC, INC.	2021378	11/23/2021	WASHINGTON ST LIGHT REPAIR	826.92
Vendor 018500 - DAVE'S ELECTRIC, INC. Total:				7,465.27
Vendor: 043802 - EVERGY				
EVERGY	1204 w 8th -2	11/16/2021	1204 W 8TH ST oct 2021-2	3.00
EVERGY	OCT 2021-1204 W 8	11/15/2021	1204 W 8TH ST- OCT 2021	34.14
Vendor 043802 - EVERGY Total:				37.14
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z16010	11/23/2021	BATTERY CORE STOCK FOR FLEET	242.75
Vendor 02138 - FACTORY MOTOR PARTS Total:				242.75
Vendor: 027480 - GADES SALES CO.				
GADES SALES CO.	0081939-IN	11/18/2021	LED LENSES AND 2 POINT MOU...	1,580.15
GADES SALES CO.	0081974-IN	11/16/2021	LOAD SWITCH FOR TRAFFIC	548.75
Vendor 027480 - GADES SALES CO. Total:				2,128.90
Vendor: 01990 - GEARY COMMUNITY HOSPITAL				
GEARY COMMUNITY HOSPITAL	4440213798-0001	11/30/2021	ALPHA CARE - CHARLES WATKI...	120.00
Vendor 01990 - GEARY COMMUNITY HOSPITAL Total:				120.00
Vendor: 02325 - GRAY MANUFACTURING COMPANY INC.				
GRAY MANUFACTURING COMP...	925849	11/18/2021	BATTERY SWITCH AND LIFT INS...	388.96
Vendor 02325 - GRAY MANUFACTURING COMPANY INC. Total:				388.96
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	2324 1/2 N JACKSON	130.20
Vendor 043271 - KANSAS GAS SERVICE Total:				130.20
Vendor: 024740 - LOGAN BUSINESS MACHINES				
LOGAN BUSINESS MACHINES	IN109699	11/16/2021	COLOR AND B/W PRINTING/CO...	39.82
Vendor 024740 - LOGAN BUSINESS MACHINES Total:				39.82
Vendor: 055098 - M & L SERVICE LLC				
M & L SERVICE LLC	29559	11/16/2021	INSTALLATION OF NEW SINK IN ...	367.62
Vendor 055098 - M & L SERVICE LLC Total:				367.62
Vendor: 01542 - MAC TOOLS DISTRIBUTOR				
MAC TOOLS DISTRIBUTOR	216729	11/23/2021	TOOLS FOR TRAFFIC SIGNALS A...	469.65
Vendor 01542 - MAC TOOLS DISTRIBUTOR Total:				469.65
Vendor: 02363 - PENN ENTERPRISES				
PENN ENTERPRISES	10-2021	11/23/2021	MAT CLEANING FOR PW BUILD...	15.00
Vendor 02363 - PENN ENTERPRISES Total:				15.00
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1610011880	11/16/2021	SHOP SUPPLIES FOR FLEET STO...	89.50
POMP'S TIRE SERVICE, INC.	1610012102	11/16/2021	HANKOOK TIRES FOR FLEET ST...	91.61
POMP'S TIRE SERVICE, INC.	1610012711	11/16/2021	BALANCE BEADS FOR TIRES FOR...	45.00
POMP'S TIRE SERVICE, INC.	1610013347	11/23/2021	#696 & #698 TIRE REPAIR FOR F...	81.50
POMP'S TIRE SERVICE, INC.	1610013766	11/23/2021	SPARETIRE FOR #664T	165.84
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				473.45
Vendor: 015374 - SUMMIT TRUCK GROUP				
SUMMIT TRUCK GROUP	410197542	11/18/2021	LIFT CONTROL BOX REBUILD FO...	99.19
Vendor 015374 - SUMMIT TRUCK GROUP Total:				99.19

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 01504 - VANDERBILTS				
VANDERBILTS	595034	11/16/2021	ETHAN BERUMEN BOOT VOUC...	150.00
Vendor 01504 - VANDERBILTS Total:				150.00
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/W	11/15/2021	IBARRA-223-1232	41.48
VERIZON WIRELESS	9892755827-P/W	11/15/2021	SAMSUNG TAB A2-492-2338	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	ZISHKA STREETS-492-2211	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	STREET CREW-492-2184	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	SAMSUNG TAB A1-492-2335	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	GAGER FLEET-492-2616	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	JC STREETS 761-6091	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	TENORIO-761-5450	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	JC STREETS 1 761-6272	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	HALL-761-5396	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	JC TABLET 473-6377	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	HORN-761-5254	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	ROETHER-375-8899	-35.20
VERIZON WIRELESS	9892755827-P/W	11/15/2021	LEWIS-761-5415	41.48
VERIZON WIRELESS	9892755827-P/W	11/15/2021	J BERGMANN 761-6813	41.48
VERIZON WIRELESS	9892755827-P/W	11/15/2021	STREET 3-761-5218	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	ON CALL-223-1508	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	UTILITY 1-223-1241	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	JC TABLET 473-6099	40.01
Vendor 00970 - VERIZON WIRELESS Total:				595.13
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	STREET-FUEL	4,115.81
Vendor 01868 - WEX BANK Total:				4,115.81
Department 025 - STREET DEPARTMENT Total:				283,081.95
Department: 029 - LEGAL DEPARTMENT				
Vendor: 067805 - CARD CENTER				
CARD CENTER	100847727	11/12/2021	Legal Research - West Payment...	316.62
CARD CENTER	100847727	11/12/2021	Legal Research - West Payment...	230.74
Vendor 067805 - CARD CENTER Total:				547.36
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-ADMIN	11/15/2021	785-307-0016--CITY PROSECUT...	391.47
Vendor 00970 - VERIZON WIRELESS Total:				391.47
Department 029 - LEGAL DEPARTMENT Total:				938.83
Department: 030 - MUNICIPAL COURT				
Vendor: 03467 - ALMA A PRESTON				
ALMA A PRESTON	2021-00017767	11/18/2021	BOND REFUND 2021-00017767 ..	500.00
Vendor 03467 - ALMA A PRESTON Total:				500.00
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY, L...	Invoice 74221-1	11/15/2021	Invoice 74221-1/ Outdoor Came..	250.00
Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:				250.00
Vendor: 03461 - AMY D COONS				
AMY D COONS	2021-00011419	11/10/2021	REFUND 2021-00011419 1110...	325.00
Vendor 03461 - AMY D COONS Total:				325.00
Vendor: 02481 - CALLIE C KEENER				
CALLIE C KEENER	2021-00017466	11/29/2021	BOND REFUND - 2021-000174...	163.00
Vendor 02481 - CALLIE C KEENER Total:				163.00
Vendor: 03468 - CARLOS I PACHECO				
CARLOS I PACHECO	2021-00020766	11/19/2021	BOND REFUND 2021-00020766 ..	280.00
Vendor 03468 - CARLOS I PACHECO Total:				280.00
Vendor: 03475 - CHRISTOPHER T NICHOLSON				
CHRISTOPHER T NICHOLSON	2021-00008219	11/30/2021	bond refund - 2021-00008219	500.00
Vendor 03475 - CHRISTOPHER T NICHOLSON Total:				500.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 014455 - CLARK & PLATT, CHTD.				
CLARK & PLATT, CHTD.	2021-00011464	11/15/2021	BOND RFND-2021-00011464-D...	1,060.00
Vendor 014455 - CLARK & PLATT, CHTD. Total:				1,060.00
Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC				
COLLECTION BUREAU OF KANS...	7927	11/16/2021	CBK Sept Invoice 7927	1,042.61
COLLECTION BUREAU OF KANS...	7991	11/16/2021	CBK Oct Invoice 7991	959.31
Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:				2,001.92
Vendor: 016620 - CORYELL INSURORS, INC.				
CORYELL INSURORS, INC.	37555	11/18/2021	NOTARY - LYNDSEY COLEMAN	75.00
Vendor 016620 - CORYELL INSURORS, INC. Total:				75.00
Vendor: 03469 - DENNIS YADIEL MELENDEZ-NIEVES				
DENNIS YADIEL MELENDEZ-NIE...	2021-00023236	11/23/2021	BOND REFUND - 2021-0002323...	795.00
Vendor 03469 - DENNIS YADIEL MELENDEZ-NIEVES Total:				795.00
Vendor: 03460 - DUSTIN C KOEHLER				
DUSTIN C KOEHLER	2021-00011646	11/10/2021	BOND REFUND 2021-00011646..	75.00
Vendor 03460 - DUSTIN C KOEHLER Total:				75.00
Vendor: 02737 - DWIGHT JOHNSON				
DWIGHT JOHNSON	2019-00006065	11/23/2021	BOND REFUND - 2019-0000606...	250.00
Vendor 02737 - DWIGHT JOHNSON Total:				250.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 MC	11/19/2021	701 N JEFFERSON-OCT 2021	86.69
Vendor 043271 - KANSAS GAS SERVICE Total:				86.69
Vendor: 041336 - KEY OFFICE PRODUCTS				
KEY OFFICE PRODUCTS	Invoice AR69596	11/18/2021	Invoice AR69596- Office Supplies	172.06
KEY OFFICE PRODUCTS	Invoice AR69656	11/19/2021	Invoice AR69656- Office Supplies	359.85
KEY OFFICE PRODUCTS	Invoice AR69826	11/23/2021	Invoice AR69826- Office Chairs	565.92
KEY OFFICE PRODUCTS	Invoice AR69921	11/24/2021	Invoice AR69921- Printer Toner	81.99
KEY OFFICE PRODUCTS	Invoice AR69922	11/24/2021	Invoice AR69922- Bkord Office ...	61.65
KEY OFFICE PRODUCTS	Invoice AR69963	11/23/2021	Invoice AR69963- Office Supplies	78.00
Vendor 041336 - KEY OFFICE PRODUCTS Total:				1,319.47
Vendor: 03470 - LUIS A SALAZTORO				
LUIS A SALAZTORO	2021-00022413	11/24/2021	BOND REFUND - 2021-000224...	450.00
Vendor 03470 - LUIS A SALAZTORO Total:				450.00
Vendor: 03107 - MICHAEL P. HINKIN ATTORNEY-AT-LAW, LLC				
MICHAEL P. HINKIN ATTORNEY-...	DEC 2021-1	11/16/2021	TWICE MONTHLY DEC 2021-1	2,333.00
Vendor 03107 - MICHAEL P. HINKIN ATTORNEY-AT-LAW, LLC Total:				2,333.00
Vendor: 03465 - PRISSILLA NAVARRO-GRAVES				
PRISSILLA NAVARRO-GRAVES	2021-00015392	11/17/2021	BOND REFUND 2021-00015392 ..	500.00
Vendor 03465 - PRISSILLA NAVARRO-GRAVES Total:				500.00
Vendor: 03466 - ROXANNE D BROWN				
ROXANNE D BROWN	2021-00021286	11/17/2021	BOND REFUND 2021-00021286..	385.00
Vendor 03466 - ROXANNE D BROWN Total:				385.00
Vendor: 03464 - TRENT A KARMANN				
TRENT A KARMANN	2021-00002161	11/16/2021	bond refund -2021-00002161- ...	1,500.00
Vendor 03464 - TRENT A KARMANN Total:				1,500.00
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-ADMIN	11/15/2021	785-492-2010-MUNICIPAL COU...	398.19
Vendor 00970 - VERIZON WIRELESS Total:				398.19
Department 030 - MUNICIPAL COURT Total:				13,247.27
Department: 040 - C.L. HOOVER OPERA HOUSE				
Vendor: 067805 - CARD CENTER				
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	WINDOW REPAIR, OPERA HOU...	9.99
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	GFI RECEPAAACLE, OPERA HOU...	22.99
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	GFI RECEPAAACLE, OPERA HOU...	25.99
Vendor 067805 - CARD CENTER Total:				58.97

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 043802 - EVERGY				
EVERGY	OCT 2021-OPERA	11/15/2021	135 W 7TH (OPERA)- OCT 2021	2,456.85
Vendor 043802 - EVERGY Total:				2,456.85
Department 040 - C.L. HOOVER OPERA HOUSE Total:				2,515.82
Department: 048 - RECREATION DEPARTMENT				
Vendor: 067805 - CARD CENTER				
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	RESTROOM SINK REPAIR, 12TH ...	19.97
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	BOLTS/SCREWS	2.98
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	RESTROOM SINK REPAIR, 12TH ...	12.99
CARD CENTER	AGUILAR, OCT 2021	11/15/2021	BOLTS, SCREWS, 12TH ST DOORS	3.75
CARD CENTER	GRAY, OCT 2021	11/15/2021	WALMART, GAMES FOR ESPOR...	99.88
CARD CENTER	GRAY, OCT 2021	11/15/2021	WALMART, NINTENDO CONSOL...	639.00
CARD CENTER	GRAY, OCT 2021	11/15/2021	WALMART, SIGNS FOR 12TH ST	17.82
CARD CENTER	GRAY, OCT 2021	11/15/2021	WALMART, PAINTERS TAPE, CA...	120.32
CARD CENTER	GRAY, OCT 2021	11/15/2021	ICE SCOOP	13.98
CARD CENTER	GRAY, OCT 2021	11/15/2021	HOBBY LOBBY, PAPER FOR SIGN...	8.36
CARD CENTER	GRAY, OCT 2021	11/15/2021	KRPA, ESPORTS REGISTRATION ...	100.00
CARD CENTER	Swihart - Oct 2021	11/12/2021	Walmart - Thanks for Giving	71.71
CARD CENTER	Swihart - Oct 2021	11/12/2021	Walmart - Thanks for Giving	63.29
CARD CENTER	Swihart - Oct 2021	11/12/2021	Fun Express - All Treats Day	50.96
CARD CENTER	Swihart - Oct 2021	11/12/2021	Amazon - All Treats Day	42.78
CARD CENTER	Swihart - Oct 2021	11/12/2021	Walmart - All Treats Day	200.02
CARD CENTER	Swihart - Oct 2021	11/12/2021	Water's Hardware - All Treats D...	199.96
CARD CENTER	Swihart - Oct 2021	11/12/2021	Honor Screen Printing - Staff Shi...	112.50
CARD CENTER	Swihart - Oct 2021	11/12/2021	Amazon - All Treats Day	75.69
CARD CENTER	Swihart - Oct 2021	11/12/2021	Water's Hardware - Keys	5.97
CARD CENTER	Swihart - Oct 2021	11/12/2021	Amazon - Time Card Rack	19.74
CARD CENTER	Swihart - Oct 2021	11/12/2021	Walmart - Hand Towels	3.48
CARD CENTER	Swihart - Oct 2021	11/12/2021	Staples - Office Supplies	62.58
CARD CENTER	Swihart - Oct 2021	11/12/2021	Marco's Pizza - All Treats Day	76.22
CARD CENTER	YOUNGERS OCT 21	11/17/2021	DONNA KRPA CONFERENCE	335.00
Vendor 067805 - CARD CENTER Total:				2,358.95
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	1002 W 12TH	573.38
Vendor 043271 - KANSAS GAS SERVICE Total:				573.38
Vendor: 03301 - Tatiana Ferracioli-Silva				
Tatiana Ferracioli-Silva	NOVE 2021	11/30/2021	16 CLASSES2 EACH DAY BEGIN...	240.00
Vendor 03301 - Tatiana Ferracioli-Silva Total:				240.00
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/R	11/15/2021	3067 REC MGR SWIHART	41.48
Vendor 00970 - VERIZON WIRELESS Total:				41.48
Department 048 - RECREATION DEPARTMENT Total:				3,213.81
Fund 001 - GENERAL FUND Total:				946,693.08
Fund: 002 - GRANT FUND				
Department: 279 - BULLETPROOF VEST GRANTS				
Vendor: 067805 - CARD CENTER				
CARD CENTER	Popovich Oct 2021	11/12/2021	Godfreys-57160-Vest for Officer...	567.70
CARD CENTER	Popovich Oct 2021	11/12/2021	Godfreys-57340-Vest for Officer...	567.70
Vendor 067805 - CARD CENTER Total:				1,135.40
Department 279 - BULLETPROOF VEST GRANTS Total:				1,135.40
Fund 002 - GRANT FUND Total:				1,135.40

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 012 - DEBT SERVICE FUND				
Department: 100 - DEBT SERVICE NON-DEPARTMENTAL				
Vendor: 03474 - CHAPMAN AND CUTLER LLP				
CHAPMAN AND CUTLER LLP	1938508	11/30/2021	COUNSEL TO US BANK ASSOCIA...	2,500.00
Vendor 03474 - CHAPMAN AND CUTLER LLP Total:				2,500.00
Department 100 - DEBT SERVICE NON-DEPARTMENTAL Total:				2,500.00
Fund 012 - DEBT SERVICE FUND Total:				2,500.00
Fund: 014 - WATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0022316	11/19/2021	CITY OF JC EMPLOYER PD LIFE	12.51
ADVANCE LIFE INSURANCE	INV0022317	11/19/2021	ADVANCE LIFE INSURANCE BEF...	38.24
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				50.75
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISABIL...	INV0022359	11/19/2021	CITY OF JC EMPLOYER PAID STD	28.38
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				28.38
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSUR...	INV0022318	11/19/2021	AFLAC	16.06
AMERICAN FAMILY LIFE ASSUR...	INV0022319	11/19/2021	AFLAC BEFORE TAX	24.62
AMERICAN FAMILY LIFE ASSUR...	INV0022361	11/19/2021	VSP Vision Insurance Pre-Tax	34.36
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				75.04
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF KS ..	INV0022324	11/19/2021	BLUE CROSS BLUE SHIELD	31.05
BLUE CROSS BLUE SHIELD OF KS ..	INV0022325	11/19/2021	BLUE CROSS BLUE SHIELD	105.81
BLUE CROSS BLUE SHIELD OF KS ..	INV0022326	11/19/2021	BLUE CROSS BLUE SHIELD	192.85
BLUE CROSS BLUE SHIELD OF KS ..	INV0022327	11/19/2021	BLUE CROSS BLUE SHIELD	306.94
BLUE CROSS BLUE SHIELD OF KS ..	INV0022328	11/19/2021	BLUE CROSS BLUE SHIELD	87.48
BLUE CROSS BLUE SHIELD OF KS ..	INV0022329	11/19/2021	BLUE CROSS BLUE SHIELD	209.48
BLUE CROSS BLUE SHIELD OF KS ..	INV0022330	11/19/2021	BLUE CROSS BLUE SHIELD	37.85
BLUE CROSS BLUE SHIELD OF KS ..	INV0022331	11/19/2021	BLUE CROSS BLUE SHIELD	282.39
BLUE CROSS BLUE SHIELD OF KS ..	INV0022332	11/19/2021	BLUE CROSS BLUE SHIELD	52.29
BLUE CROSS BLUE SHIELD OF KS ..	INV0022335	11/19/2021	BLUE CROSS BLUE SHIELD	155.78
BLUE CROSS BLUE SHIELD OF KS ..	INV0022336	11/19/2021	BLUE CROSS BLUE SHIELD	26.69
BLUE CROSS BLUE SHIELD OF KS ..	INV0022337	11/19/2021	BLUE CROSS BLUE SHIELD	52.32
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				1,540.93
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING ACCT..	INV0022344	11/19/2021	FLEX SPENDING-1074334	103.20
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				103.20
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0022358	11/19/2021	TELEPHONE REIMBURSEMENT	21.86
Vendor 012130 - CITY OF JUNCTION CITY Total:				21.86
Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334				
FLEXIBLE SPENDING ACCOUNT ...	INV0022339	11/19/2021	DEPENDENT CARE ACCT 10743...	25.00
Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:				25.00
Vendor: 01944 - GREAT WEST FINANCIAL				
GREAT WEST FINANCIAL	INV0022353	11/19/2021	GREAT WEST FINANCIAL	400.48
GREAT WEST FINANCIAL	INV0022357	11/19/2021	GREAT WEST FINANCIAL	5.00
Vendor 01944 - GREAT WEST FINANCIAL Total:				405.48
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0022363	11/19/2021	SOCIAL SECURITY WITHHOLDING	1,890.42
INTERNAL REVENUE SERVICE	INV0022364	11/19/2021	FEDERAL WITHHOLDING	1,014.02
INTERNAL REVENUE SERVICE	INV0022365	11/19/2021	MEDICARE WITHHOLDING	442.30
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				3,346.74
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0022362	11/19/2021	STATE WITHHOLDING	516.03
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				516.03

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0022350	11/19/2021	KPERS #1	595.07
KANSAS PUBLIC EMPLOYEES	INV0022351	11/19/2021	KPERS #2	333.47
KANSAS PUBLIC EMPLOYEES	INV0022352	11/19/2021	KPERS #3	1,445.22
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				2,373.76
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CITY...	INV0022360	11/19/2021	UNITED WAY	5.51
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				5.51
Department 000 - NON-DEPARTMENTAL Total:				8,492.68
Department: 532 - WATER DISTRIBUTION SYSTEM				
Vendor: 067805 - CARD CENTER				
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	SUBSCRIPTION FOR RAY FOR A...	49.36
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	BUILDING AND OFFICE SUPPLIES..	14.92
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	WEBINAR ON WATER AND WAS...	49.50
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	WEBINAR ON PVC WATER PIPI...	49.50
Vendor 067805 - CARD CENTER Total:				163.28
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	469450	11/16/2021	BRAKE PADS FOR #888	116.52
CATLETT AUTOMOTIVE, INC.	469848	11/16/2021	FUEL CAP FOR #640	3.54
CATLETT AUTOMOTIVE, INC.	470092	11/16/2021	WRENCH SET FOR #402	21.00
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				141.06
Vendor: 02389 - CIRCLE D CORPORATION				
CIRCLE D CORPORATION	031741	11/16/2021	FLAT BEDS FOR 610 AND 401	1,287.50
Vendor 02389 - CIRCLE D CORPORATION Total:				1,287.50
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z16010	11/23/2021	BATTERY CORE STOCK FOR FLEET	202.29
Vendor 02138 - FACTORY MOTOR PARTS Total:				202.29
Vendor: 02325 - GRAY MANUFACTURING COMPANY INC.				
GRAY MANUFACTURING COMP...	925849	11/18/2021	BATTERY SWITCH AND LIFT INS...	388.95
Vendor 02325 - GRAY MANUFACTURING COMPANY INC. Total:				388.95
Vendor: 01528 - KANSAS ONE-CALL SYSTEMS, INC.				
KANSAS ONE-CALL SYSTEMS, IN...	1080316	11/16/2021	LOCATES FOR WATER AND SEW...	172.80
Vendor 01528 - KANSAS ONE-CALL SYSTEMS, INC. Total:				172.80
Vendor: 024740 - LOGAN BUSINESS MACHINES				
LOGAN BUSINESS MACHINES	IN109699	11/16/2021	COLOR AND B/W PRINTING/CO...	39.82
Vendor 024740 - LOGAN BUSINESS MACHINES Total:				39.82
Vendor: 055098 - M & L SERVICE LLC				
M & L SERVICE LLC	29559	11/16/2021	INSTALLATION OF NEW SINK IN ...	367.61
Vendor 055098 - M & L SERVICE LLC Total:				367.61
Vendor: 01514 - MIDWEST CONCRETE MATERIALS				
MIDWEST CONCRETE MATERIA...	559465	11/16/2021	FILL SAND FOR WATER DISTRIB...	61.61
MIDWEST CONCRETE MATERIA...	560534	11/23/2021	CONCRETE REPAIR FROM UTILI...	681.00
Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:				742.61
Vendor: 02363 - PENN ENTERPRISES				
PENN ENTERPRISES	10-2021	11/23/2021	MAT CLEANING FOR PW BUILD...	15.00
Vendor 02363 - PENN ENTERPRISES Total:				15.00
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1610012102	11/16/2021	HANKOOK TIRES FOR FLEET ST...	76.34
POMP'S TIRE SERVICE, INC.	1610012711	11/16/2021	BALANCE BEADS FOR TIRES FOR...	37.50
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				113.84
Vendor: 015374 - SUMMIT TRUCK GROUP				
SUMMIT TRUCK GROUP	410197542	11/18/2021	LIFT CONTROL BOX REBUILD FO...	99.19
Vendor 015374 - SUMMIT TRUCK GROUP Total:				99.19
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/W	11/15/2021	HAYHURST-761-5293	24.30

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
VERIZON WIRELESS	9892755827-P/W	11/15/2021	TABLETS FOR METER READERS-...	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	TABLETS FOR METER READERS-...	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	STREET 5-761-5283	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	SAMSUNG TAB A5-210-4887	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	NEW LINE-761-5094	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	UTILITY 5-761-5237	24.30
Vendor 00970 - VERIZON WIRELESS Total:				217.23
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	WATER DIST--FUEL	1,437.47
Vendor 01868 - WEX BANK Total:				1,437.47
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	262695	11/16/2021	PUBLIC WORKS-2324 N JACKSON	9.14
Vendor 01345 - WOODRIVER ENERGY LLC Total:				9.14
Department 532 - WATER DISTRIBUTION SYSTEM Total:				5,397.79
Department: 533 - WATER PLANT OPERATIONS				
Vendor: 03463 - CROSSLAND HEAVY CONTRACTORS, INC.				
CROSSLAND HEAVY CONTRACT...	NTP-09302021	11/15/2021	WATER TREATMENT PHASE 2	164,835.00
Vendor 03463 - CROSSLAND HEAVY CONTRACTORS, INC. Total:				164,835.00
Department 533 - WATER PLANT OPERATIONS Total:				164,835.00
Department: 534 - WATER ADMINISTRATION				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY, L...	73691-1	11/15/2021	CLERKS OFFICE - NOV 2021	18.00
Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:				18.00
Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC				
COLLECTION BUREAU OF KANS...	7986	11/16/2021	WATER-OCT 2021 COL FEE	444.56
Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:				444.56
Vendor: 01990 - GEARY COMMUNITY HOSPITAL				
GEARY COMMUNITY HOSPITAL	4440208697-0001	11/16/2021	ALPHA CARE - JACKIE ANDERS	11.25
Vendor 01990 - GEARY COMMUNITY HOSPITAL Total:				11.25
Vendor: 03270 - IMAGEQUEST INC.				
IMAGEQUEST INC.	IN3130258	11/19/2021	Customer Service Copier Overa...	4.24
Vendor 03270 - IMAGEQUEST INC. Total:				4.24
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	900 W SPRUCE	33.00
KANSAS GAS SERVICE	OCT 2021 GRP	11/23/2021	2232 W ASH TOWER	31.15
Vendor 043271 - KANSAS GAS SERVICE Total:				64.15
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-ADMIN	11/15/2021	785-307-7019--JUNCTION CITY ...	40.01
VERIZON WIRELESS	9892755827-ADMIN	11/15/2021	785-307-4403-JUNCTION CITY ...	40.01
Vendor 00970 - VERIZON WIRELESS Total:				80.02
Department 534 - WATER ADMINISTRATION Total:				622.22
Fund 014 - WATER UTILITY FUND Total:				179,347.69
Fund: 015 - WASTEWATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0022316	11/19/2021	CITY OF JC EMPLOYER PD LIFE	13.04
ADVANCE LIFE INSURANCE	INV0022317	11/19/2021	ADVANCE LIFE INSURANCE BEF...	38.24
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				51.28
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISABIL...	INV0022359	11/19/2021	CITY OF JC EMPLOYER PAID STD	29.40
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				29.40
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSUR...	INV0022318	11/19/2021	AFLAC	16.06
AMERICAN FAMILY LIFE ASSUR...	INV0022319	11/19/2021	AFLAC BEFORE TAX	24.62

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
AMERICAN FAMILY LIFE ASSUR...	INV0022361	11/19/2021	VSP Vision Insurance Pre-Tax	38.29
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				78.97
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF KS ..	INV0022324	11/19/2021	BLUE CROSS BLUE SHIELD	19.47
BLUE CROSS BLUE SHIELD OF KS ..	INV0022325	11/19/2021	BLUE CROSS BLUE SHIELD	105.81
BLUE CROSS BLUE SHIELD OF KS ..	INV0022326	11/19/2021	BLUE CROSS BLUE SHIELD	245.24
BLUE CROSS BLUE SHIELD OF KS ..	INV0022327	11/19/2021	BLUE CROSS BLUE SHIELD	350.23
BLUE CROSS BLUE SHIELD OF KS ..	INV0022328	11/19/2021	BLUE CROSS BLUE SHIELD	99.23
BLUE CROSS BLUE SHIELD OF KS ..	INV0022329	11/19/2021	BLUE CROSS BLUE SHIELD	234.65
BLUE CROSS BLUE SHIELD OF KS ..	INV0022330	11/19/2021	BLUE CROSS BLUE SHIELD	37.85
BLUE CROSS BLUE SHIELD OF KS ..	INV0022331	11/19/2021	BLUE CROSS BLUE SHIELD	282.35
BLUE CROSS BLUE SHIELD OF KS ..	INV0022332	11/19/2021	BLUE CROSS BLUE SHIELD	52.29
BLUE CROSS BLUE SHIELD OF KS ..	INV0022335	11/19/2021	BLUE CROSS BLUE SHIELD	155.78
BLUE CROSS BLUE SHIELD OF KS ..	INV0022336	11/19/2021	BLUE CROSS BLUE SHIELD	26.68
BLUE CROSS BLUE SHIELD OF KS ..	INV0022337	11/19/2021	BLUE CROSS BLUE SHIELD	59.13
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				1,668.71
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING ACCT...	INV0022344	11/19/2021	FLEX SPENDING-1074334	103.20
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				103.20
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0022358	11/19/2021	TELEPHONE REIMBURSEMENT	21.86
Vendor 012130 - CITY OF JUNCTION CITY Total:				21.86
Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334				
FLEXIBLE SPENDING ACCOUNT ...	INV0022339	11/19/2021	DEPENDENT CARE ACCT 10743...	25.00
Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:				25.00
Vendor: 01944 - GREAT WEST FINANCIAL				
GREAT WEST FINANCIAL	INV0022353	11/19/2021	GREAT WEST FINANCIAL	406.98
GREAT WEST FINANCIAL	INV0022357	11/19/2021	GREAT WEST FINANCIAL	5.00
Vendor 01944 - GREAT WEST FINANCIAL Total:				411.98
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0022363	11/19/2021	SOCIAL SECURITY WITHHOLDING	1,944.40
INTERNAL REVENUE SERVICE	INV0022364	11/19/2021	FEDERAL WITHHOLDING	1,038.22
INTERNAL REVENUE SERVICE	INV0022365	11/19/2021	MEDICARE WITHHOLDING	454.76
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				3,437.38
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0022362	11/19/2021	STATE WITHHOLDING	527.95
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				527.95
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0022350	11/19/2021	KPERS #1	618.48
KANSAS PUBLIC EMPLOYEES	INV0022351	11/19/2021	KPERS #2	333.42
KANSAS PUBLIC EMPLOYEES	INV0022352	11/19/2021	KPERS #3	1,495.50
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				2,447.40
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CITY...	INV0022360	11/19/2021	UNITED WAY	5.51
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				5.51
Department 000 - NON-DEPARTMENTAL Total:				8,808.64
Department: 540 - WASTEWATER DISTRIBUTION SYSTEM				
Vendor: 067805 - CARD CENTER				
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	BUILDING AND OFFICE SUPPLIES..	14.92
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	SUBSCRIPTION FOR RAY FOR A...	49.36
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	WEBINAR ON PVC WATER PIPI...	49.50
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	WEBINAR ON WATER AND WAS...	49.50
Vendor 067805 - CARD CENTER Total:				163.28
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	469450	11/16/2021	BRAKE PADS FOR #888	116.51
CATLETT AUTOMOTIVE, INC.	469848	11/16/2021	FUEL CAP FOR #640	3.54

Appropriations- Nov.10th, 2021 - Dec 1st, 2021-KH
Post Dates: 11/10/2021 - 12/1/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CATLETT AUTOMOTIVE, INC.	470092	11/16/2021	WRENCH SET FOR #402	21.00
CATLETT AUTOMOTIVE, INC.	470506	11/23/2021	BRAKE CYLINDER FOR #807 FOR...	33.13
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				174.18
Vendor: 02389 - CIRCLE D CORPORATION				
CIRCLE D CORPORATION	031741	11/16/2021	FLAT BEDS FOR 610 AND 401	1,287.50
Vendor 02389 - CIRCLE D CORPORATION Total:				1,287.50
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z16010	11/23/2021	BATTERY CORE STOCK FOR FLEET	202.29
Vendor 02138 - FACTORY MOTOR PARTS Total:				202.29
Vendor: 02325 - GRAY MANUFACTURING COMPANY INC.				
GRAY MANUFACTURING COMP...	925849	11/18/2021	BATTERY SWITCH AND LIFT INS...	388.95
Vendor 02325 - GRAY MANUFACTURING COMPANY INC. Total:				388.95
Vendor: 01528 - KANSAS ONE-CALL SYSTEMS, INC.				
KANSAS ONE-CALL SYSTEMS, IN...	1080316	11/16/2021	LOCATES FOR WATER AND SEW...	172.80
Vendor 01528 - KANSAS ONE-CALL SYSTEMS, INC. Total:				172.80
Vendor: 024740 - LOGAN BUSINESS MACHINES				
LOGAN BUSINESS MACHINES	IN109699	11/16/2021	COLOR AND B/W PRINTING/CO...	39.82
Vendor 024740 - LOGAN BUSINESS MACHINES Total:				39.82
Vendor: 02363 - PENN ENTERPRISES				
PENN ENTERPRISES	10-2021	11/23/2021	MAT CLEANING FOR PW BUILD...	15.00
Vendor 02363 - PENN ENTERPRISES Total:				15.00
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1610012102	11/16/2021	HANKOOK TIRES FOR FLEET ST...	76.34
POMP'S TIRE SERVICE, INC.	1610012711	11/16/2021	BALANCE BEADS FOR TIRES FOR...	37.50
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				113.84
Vendor: 015374 - SUMMIT TRUCK GROUP				
SUMMIT TRUCK GROUP	410197542	11/18/2021	LIFT CONTROL BOX REBUILD FO...	99.19
Vendor 015374 - SUMMIT TRUCK GROUP Total:				99.19
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/W	11/15/2021	MARSTON-761-5354	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	SAMSUNG TAB A4-492-2782	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	SANITATION 3-761-5373	24.30
Vendor 00970 - VERIZON WIRELESS Total:				88.61
Department 540 - WASTEWATER DISTRIBUTION SYSTEM Total:				2,745.46
Department: 541 - WASTEWATER ADMINISTRATION				
Vendor: 01990 - GEARY COMMUNITY HOSPITAL				
GEARY COMMUNITY HOSPITAL	4440208697-0001	11/16/2021	ALPHA CARE - JACKIE ANDERS	11.25
Vendor 01990 - GEARY COMMUNITY HOSPITAL Total:				11.25
Vendor: 03270 - IMAGEQUEST INC.				
IMAGEQUEST INC.	IN3130258	11/19/2021	Customer Service Copier Overa...	4.12
Vendor 03270 - IMAGEQUEST INC. Total:				4.12
Department 541 - WASTEWATER ADMINISTRATION Total:				15.37
Fund 015 - WASTEWATER UTILITY FUND Total:				11,569.47
Fund: 016 - FEDERAL EQUITABLE SHARING FUND				
Department: 400 - FEDERAL EQUITABLE SHARING				
Vendor: 067805 - CARD CENTER				
CARD CENTER	Popovich Oct 2021	11/12/2021	Three Rivers-5111-Mural Wall P...	308.00
Vendor 067805 - CARD CENTER Total:				308.00
Vendor: 03445 - DAVIS & STANTON, INC.				
DAVIS & STANTON, INC.	143273	11/22/2021	143273-Uniform Police Bars	2,621.00
Vendor 03445 - DAVIS & STANTON, INC. Total:				2,621.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 015300 - KA-COMM				
KA-COMM	181704	11/22/2021	181704-Unit#970-Camaro-Equi...	2,062.50
Vendor 015300 - KA-COMM Total:				2,062.50
Department 400 - FEDERAL EQUITABLE SHARING Total:				4,991.50
Fund 016 - FEDERAL EQUITABLE SHARING FUND Total:				4,991.50
Fund: 018 - STORM WATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0022316	11/19/2021	CITY OF JC EMPLOYER PD LIFE	1.57
ADVANCE LIFE INSURANCE	INV0022317	11/19/2021	ADVANCE LIFE INSURANCE BEF...	17.67
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				19.24
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISABIL...	INV0022359	11/19/2021	CITY OF JC EMPLOYER PAID STD	3.95
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				3.95
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSUR...	INV0022318	11/19/2021	AFLAC	8.04
AMERICAN FAMILY LIFE ASSUR...	INV0022319	11/19/2021	AFLAC BEFORE TAX	7.96
AMERICAN FAMILY LIFE ASSUR...	INV0022361	11/19/2021	VSP Vision Insurance Pre-Tax	4.20
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				20.20
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF KS ..	INV0022324	11/19/2021	BLUE CROSS BLUE SHIELD	5.92
BLUE CROSS BLUE SHIELD OF KS ..	INV0022325	11/19/2021	BLUE CROSS BLUE SHIELD	52.90
BLUE CROSS BLUE SHIELD OF KS ..	INV0022327	11/19/2021	BLUE CROSS BLUE SHIELD	43.82
BLUE CROSS BLUE SHIELD OF KS ..	INV0022328	11/19/2021	BLUE CROSS BLUE SHIELD	14.79
BLUE CROSS BLUE SHIELD OF KS ..	INV0022329	11/19/2021	BLUE CROSS BLUE SHIELD	12.62
BLUE CROSS BLUE SHIELD OF KS ..	INV0022331	11/19/2021	BLUE CROSS BLUE SHIELD	10.47
BLUE CROSS BLUE SHIELD OF KS ..	INV0022332	11/19/2021	BLUE CROSS BLUE SHIELD	20.93
BLUE CROSS BLUE SHIELD OF KS ..	INV0022335	11/19/2021	BLUE CROSS BLUE SHIELD	31.16
BLUE CROSS BLUE SHIELD OF KS ..	INV0022337	11/19/2021	BLUE CROSS BLUE SHIELD	4.34
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				196.95
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING ACCT..	INV0022344	11/19/2021	FLEX SPENDING-1074334	24.84
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				24.84
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0022358	11/19/2021	TELEPHONE REIMBURSEMENT	6.62
Vendor 012130 - CITY OF JUNCTION CITY Total:				6.62
Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334				
FLEXIBLE SPENDING ACCOUNT ...	INV0022339	11/19/2021	DEPENDENT CARE ACCT 10743...	12.50
Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:				12.50
Vendor: 01944 - GREAT WEST FINANCIAL				
GREAT WEST FINANCIAL	INV0022353	11/19/2021	GREAT WEST FINANCIAL	169.51
GREAT WEST FINANCIAL	INV0022357	11/19/2021	GREAT WEST FINANCIAL	1.00
Vendor 01944 - GREAT WEST FINANCIAL Total:				170.51
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0022363	11/19/2021	SOCIAL SECURITY WITHHOLDING	305.68
INTERNAL REVENUE SERVICE	INV0022364	11/19/2021	FEDERAL WITHHOLDING	196.22
INTERNAL REVENUE SERVICE	INV0022365	11/19/2021	MEDICARE WITHHOLDING	71.54
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				573.44
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0022362	11/19/2021	STATE WITHHOLDING	88.46
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				88.46
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0022350	11/19/2021	KPERS #1	130.47
KANSAS PUBLIC EMPLOYEES	INV0022351	11/19/2021	KPERS #2	89.09
KANSAS PUBLIC EMPLOYEES	INV0022352	11/19/2021	KPERS #3	168.20
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				387.76

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CITY...	INV0022360	11/19/2021	UNITED WAY	1.51
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				1.51
Department 000 - NON-DEPARTMENTAL Total:				1,505.98
Department: 619 - STORM WATER DISTRIBUTION				
Vendor: 006660 - BAYER CONSTRUCTION CO.				
BAYER CONSTRUCTION CO.	A18D8392.2	11/30/2021	STORMWATER IMPROVEMENT -..	99,096.08
Vendor 006660 - BAYER CONSTRUCTION CO. Total:				99,096.08
Vendor: 067805 - CARD CENTER				
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	SUBSCRIPTION FOR RAY FOR U...	801.55
Vendor 067805 - CARD CENTER Total:				801.55
Department 619 - STORM WATER DISTRIBUTION Total:				99,897.63
Fund 018 - STORM WATER UTILITY FUND Total:				101,403.61
Fund: 019 - ECONOMIC DEVELOPMENT FUND				
Department: 120 - ECONOMIC DEVELOPMENT				
Vendor: 01223 - EMPRISE BANK				
EMPRISE BANK	22334130-111621	11/24/2021	INV #22334130-111621	22,973.25
EMPRISE BANK	22334130-111621	11/24/2021	INV #22334130-111621	8,285.00
Vendor 01223 - EMPRISE BANK Total:				31,258.25
Vendor: 03271 - INITIATIVES, INC.				
INITIATIVES, INC.	585	11/18/2021	CONSULTING - DECEMBER	15,000.00
Vendor 03271 - INITIATIVES, INC. Total:				15,000.00
Department 120 - ECONOMIC DEVELOPMENT Total:				46,258.25
Fund 019 - ECONOMIC DEVELOPMENT FUND Total:				46,258.25
Fund: 023 - SANITATION FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0022316	11/19/2021	CITY OF JC EMPLOYER PD LIFE	11.02
ADVANCE LIFE INSURANCE	INV0022317	11/19/2021	ADVANCE LIFE INSURANCE BEF...	111.46
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				122.48
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISABIL...	INV0022359	11/19/2021	CITY OF JC EMPLOYER PAID STD	25.88
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				25.88
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSUR...	INV0022318	11/19/2021	AFLAC	8.67
AMERICAN FAMILY LIFE ASSUR...	INV0022319	11/19/2021	AFLAC BEFORE TAX	53.46
AMERICAN FAMILY LIFE ASSUR...	INV0022361	11/19/2021	VSP Vision Insurance Pre-Tax	16.69
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				78.82
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF KS ..	INV0022324	11/19/2021	BLUE CROSS BLUE SHIELD	7.57
BLUE CROSS BLUE SHIELD OF KS ..	INV0022325	11/19/2021	BLUE CROSS BLUE SHIELD	79.33
BLUE CROSS BLUE SHIELD OF KS ..	INV0022327	11/19/2021	BLUE CROSS BLUE SHIELD	43.76
BLUE CROSS BLUE SHIELD OF KS ..	INV0022328	11/19/2021	BLUE CROSS BLUE SHIELD	56.96
BLUE CROSS BLUE SHIELD OF KS ..	INV0022329	11/19/2021	BLUE CROSS BLUE SHIELD	340.66
BLUE CROSS BLUE SHIELD OF KS ..	INV0022330	11/19/2021	BLUE CROSS BLUE SHIELD	302.85
BLUE CROSS BLUE SHIELD OF KS ..	INV0022331	11/19/2021	BLUE CROSS BLUE SHIELD	230.05
BLUE CROSS BLUE SHIELD OF KS ..	INV0022332	11/19/2021	BLUE CROSS BLUE SHIELD	20.90
BLUE CROSS BLUE SHIELD OF KS ..	INV0022335	11/19/2021	BLUE CROSS BLUE SHIELD	31.13
BLUE CROSS BLUE SHIELD OF KS ..	INV0022336	11/19/2021	BLUE CROSS BLUE SHIELD	53.37
BLUE CROSS BLUE SHIELD OF KS ..	INV0022337	11/19/2021	BLUE CROSS BLUE SHIELD	70.27
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				1,236.85
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING ACCT..	INV0022344	11/19/2021	FLEX SPENDING-1074334	49.80
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				49.80

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0022345	11/19/2021	CITY OF JUNCTION CITY (G-FEE)	10.00
CITY OF JUNCTION CITY	INV0022358	11/19/2021	TELEPHONE REIMBURSEMENT	10.52
Vendor 012130 - CITY OF JUNCTION CITY Total:				20.52
Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334				
FLEXIBLE SPENDING ACCOUNT ...	INV0022339	11/19/2021	DEPENDENT CARE ACCT 10743...	18.74
Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:				18.74
Vendor: 01944 - GREAT WEST FINANCIAL				
GREAT WEST FINANCIAL	INV0022353	11/19/2021	GREAT WEST FINANCIAL	218.58
GREAT WEST FINANCIAL	INV0022357	11/19/2021	GREAT WEST FINANCIAL	1.00
Vendor 01944 - GREAT WEST FINANCIAL Total:				219.58
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0022363	11/19/2021	SOCIAL SECURITY WITHHOLDING	1,480.80
INTERNAL REVENUE SERVICE	INV0022364	11/19/2021	FEDERAL WITHHOLDING	880.84
INTERNAL REVENUE SERVICE	INV0022365	11/19/2021	MEDICARE WITHHOLDING	345.92
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				2,707.56
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0022362	11/19/2021	STATE WITHHOLDING	406.58
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				406.58
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0022347	11/19/2021	INCOME WITHHOLDING ORDER	306.15
Vendor 014435 - KANSAS PAYMENT CENTER Total:				306.15
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0022350	11/19/2021	KPERS #1	170.99
KANSAS PUBLIC EMPLOYEES	INV0022351	11/19/2021	KPERS #2	941.00
KANSAS PUBLIC EMPLOYEES	INV0022352	11/19/2021	KPERS #3	734.63
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				1,846.62
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CITY...	INV0022360	11/19/2021	UNITED WAY	1.95
Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:				1.95
Department 000 - NON-DEPARTMENTAL Total:				7,041.53
Department: 644 - SANITATION OPERATIONS				
Vendor: 067805 - CARD CENTER				
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	BUILDING AND OFFICE SUPPLIES..	14.94
CARD CENTER	R IBARRA CC 10.2021	11/16/2021	SUBSCRIPTION FOR RAY FOR A...	49.34
Vendor 067805 - CARD CENTER Total:				64.28
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	469848	11/16/2021	FUEL CAP FOR #640	3.56
CATLETT AUTOMOTIVE, INC.	470092	11/16/2021	WRENCH SET FOR #402	20.98
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				24.54
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z16010	11/23/2021	BATTERY CORE STOCK FOR FLEET	161.83
Vendor 02138 - FACTORY MOTOR PARTS Total:				161.83
Vendor: 02325 - GRAY MANUFACTURING COMPANY INC.				
GRAY MANUFACTURING COMP...	925849	11/18/2021	BATTERY SWITCH AND LIFT INS...	388.95
Vendor 02325 - GRAY MANUFACTURING COMPANY INC. Total:				388.95
Vendor: 024740 - LOGAN BUSINESS MACHINES				
LOGAN BUSINESS MACHINES	IN109699	11/16/2021	COLOR AND B/W PRINTING/CO...	39.84
Vendor 024740 - LOGAN BUSINESS MACHINES Total:				39.84
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1610012102	11/16/2021	HANKOOK TIRES FOR FLEET ST...	61.08
POMP'S TIRE SERVICE, INC.	1610012711	11/16/2021	BALANCE BEADS FOR TIRES FOR...	30.00
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				91.08

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 015374 - SUMMIT TRUCK GROUP				
SUMMIT TRUCK GROUP	410197542	11/18/2021	LIFT CONTROL BOX REBUILD FO...	99.19
Vendor 015374 - SUMMIT TRUCK GROUP Total:				99.19
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	9892755827-P/W	11/15/2021	SANITATION 1-223-1758	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	TODD BARRIGER-223-1759	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	SAMSUNG TAB A3-492-2762	40.01
VERIZON WIRELESS	9892755827-P/W	11/15/2021	STREET 7-761-5310	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	DOWNS-307-6183	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	UTILITY 2-223-1337	24.30
VERIZON WIRELESS	9892755827-P/W	11/15/2021	MERRIT-223-2022	24.30
Vendor 00970 - VERIZON WIRELESS Total:				185.81
Vendor: 01868 - WEX BANK				
WEX BANK	75680396	11/15/2021	SOLID WASTE-FUEL	3,254.80
Vendor 01868 - WEX BANK Total:				3,254.80
Department 644 - SANITATION OPERATIONS Total:				4,310.32
Department: 645 - SANITATION ADMINISTRATION				
Vendor: 03270 - IMAGEQUEST INC.				
IMAGEQUEST INC.	IN3130258	11/19/2021	Customer Service Copier Overa...	4.12
Vendor 03270 - IMAGEQUEST INC. Total:				4.12
Department 645 - SANITATION ADMINISTRATION Total:				4.12
Fund 023 - SANITATION FUND Total:				11,355.97
Fund: 026 - FIRE EQUIPMENT RESERVE FUND				
Department: 420 - FIRE EQUIPMENT RESERVE				
Vendor: 03213 - DELTA FIRE & SAFETY INC.				
DELTA FIRE & SAFETY INC.	81859	11/17/2021	9 BUNKER PANTS	10,927.80
DELTA FIRE & SAFETY INC.	81859	11/17/2021	9 BUNKER COATS	15,494.67
DELTA FIRE & SAFETY INC.	81859	11/17/2021	SURCHARGE	1,223.26
DELTA FIRE & SAFETY INC.	81859	11/17/2021	SHIPPING	40.00
Vendor 03213 - DELTA FIRE & SAFETY INC. Total:				27,685.73
Department 420 - FIRE EQUIPMENT RESERVE Total:				27,685.73
Fund 026 - FIRE EQUIPMENT RESERVE FUND Total:				27,685.73
Fund: 035 - EMPLOYEE BENEFITS FUND				
Department: 140 - EMPLOYEE BENEFITS				
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF KS ..DM0000106		11/19/2021	TO OFFSET AMT PAID VS BOOK...	6,506.01
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				6,506.01
Vendor: 02156 - FREEDOM CLAIMS MGT. INC PREMIUM ACCT				
FREEDOM CLAIMS MGT. INC PR... 911152-202111-NOV		11/24/2021	152NOVL - LIBRARY	276.00
FREEDOM CLAIMS MGT. INC PR... 911152-202111-NOV		11/24/2021	%OF SAVINGS - NOV 2021	279.61
FREEDOM CLAIMS MGT. INC PR... 911152-202111-NOV		11/24/2021	152NOVJC - CITY	3,013.00
FREEDOM CLAIMS MGT. INC PR... 911152-202111-NOV		11/24/2021	152NOVR - RETIREES	207.00
Vendor 02156 - FREEDOM CLAIMS MGT. INC PREMIUM ACCT Total:				3,775.61
Vendor: 02155 - FREEDOM CLAIMS MGT.INC CLAIMS ACCOUNT				
FREEDOM CLAIMS MGT.INC CLA.. 911152-11-05-2021		11/24/2021	CLAIMS FOR WEEK OF 11-05-2...	1,778.82
FREEDOM CLAIMS MGT.INC CLA.. 911152-11-12-2021		11/24/2021	CLAIMS FOR WEEK OF 11-12-2...	2,281.37
FREEDOM CLAIMS MGT.INC CLA.. 911152-11-19-2021		11/24/2021	CLAIMS FOR WEEK OF 11-19-2...	3,352.22
FREEDOM CLAIMS MGT.INC CLA.. 911152-11-24-2021		11/29/2021	CLAIMS FOR WEEK OF 11-24-2...	4,667.09
Vendor 02155 - FREEDOM CLAIMS MGT.INC CLAIMS ACCOUNT Total:				12,079.50
Department 140 - EMPLOYEE BENEFITS Total:				22,361.12
Fund 035 - EMPLOYEE BENEFITS FUND Total:				22,361.12

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 047 - DRUG & ALCOHOL ABUSE FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0022316	11/19/2021	CITY OF JC EMPLOYER PD LIFE	0.64
Vendor 043380 - ADVANCE LIFE INSURANCE Total:				0.64
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISABIL...	INV0022359	11/19/2021	CITY OF JC EMPLOYER PAID STD	1.80
Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:				1.80
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSUR...	INV0022361	11/19/2021	VSP Vision Insurance Pre-Tax	1.74
Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:				1.74
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF KS ..	INV0022331	11/19/2021	BLUE CROSS BLUE SHIELD	83.66
BLUE CROSS BLUE SHIELD OF KS ..	INV0022336	11/19/2021	BLUE CROSS BLUE SHIELD	21.34
Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:				105.00
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING ACCT...	INV0022344	11/19/2021	FLEX SPENDING-1074334	25.01
Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:				25.01
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0022364	11/19/2021	FEDERAL WITHHOLDING	71.18
INTERNAL REVENUE SERVICE	INV0022365	11/19/2021	MEDICARE WITHHOLDING	26.08
Vendor 001010 - INTERNAL REVENUE SERVICE Total:				97.26
Vendor: 039125 - JCPOA				
JCPOA	INV0022356	11/19/2021	JCPOA	8.00
Vendor 039125 - JCPOA Total:				8.00
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0022362	11/19/2021	STATE WITHHOLDING	30.79
Vendor 042540 - KANSAS DEPT OF REVENUE Total:				30.79
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0022349	11/19/2021	KP&F	279.70
Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:				279.70
Department 000 - NON-DEPARTMENTAL Total:				549.94
Fund 047 - DRUG & ALCOHOL ABUSE FUND Total:				549.94
Fund: 050 - SPECIAL LAW ENFORCEMENT TRUST FUND				
Department: 440 - SPECIAL LAW ENFORCEMENT				
Vendor: 067805 - CARD CENTER				
CARD CENTER	Whitebread Oct 2021	11/12/2021	RockYard-Whitebread, Levi-K9 ...	13.74
CARD CENTER	Whitebread Oct 2021	11/12/2021	RockYard-Whitebread, Levi-K9 ...	16.99
CARD CENTER	Whitebread Oct 2021	11/12/2021	RockYard-Whitebread, Levi-K9 ...	12.66
CARD CENTER	Whitebread Oct 2021	11/12/2021	RockYard-Whitebread, Levi-K9 ...	11.58
CARD CENTER	Whitebread Oct 2021	11/12/2021	ReddyHS-Whitebread, Levi-K9 C...	9.81
CARD CENTER	Whitebread Oct 2021	11/12/2021	Exxon-Whitebread, Levi-K9 Cert...	9.30
CARD CENTER	Whitebread Oct 2021	11/12/2021	Orscheln-Dog Bowl for new K9	6.99
CARD CENTER	Whitebread Oct 2021	11/12/2021	Exxon-Whitebread, Levi-K9 Cert...	6.16
CARD CENTER	Whitebread Oct 2021	11/12/2021	HugsCafe-Whitebread, Levi-K9 ...	16.03
CARD CENTER	Whitebread Oct 2021	11/12/2021	Exxon-Whitebread, Levi-K9 Cert...	16.48
CARD CENTER	Whitebread Oct 2021	11/12/2021	RockYard-Whitebread, Levi-K9 ...	26.73
CARD CENTER	Whitebread Oct 2021	11/12/2021	RockYard-Whitebread, Levi-K9 ...	16.99
CARD CENTER	Whitebread Oct 2021	11/12/2021	Rock Yard-Whitebread, Levi-K9 ...	22.40
CARD CENTER	Whitebread Oct 2021	11/12/2021	RockYard-Whitebread, Levi-K9 ...	16.99
CARD CENTER	Whitebread Oct 2021	11/12/2021	HutchBBQ-Whitebread, Levi-K9...	17.26
CARD CENTER	Whitebread Oct 2021	11/12/2021	Breakfas-Whitebread, Levi-K9 C...	14.37
CARD CENTER	Whitebread Oct 2021	11/12/2021	Exxon-Whitebread, Levi-K9 Cert...	15.28
Vendor 067805 - CARD CENTER Total:				249.76
Vendor: 002590 - GEARY COUNTY ATTORNEY				
GEARY COUNTY ATTORNEY	2019CV199	11/30/2021	2019CV199-Attorney Fees Forfe...	21,643.40

Appropriations- Nov.10th, 2021 - Dec 1st, 2021-KH
Post Dates: 11/10/2021 - 12/1/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
GEARY COUNTY ATTORNEY	2020CV143	11/30/2021	2020CV143-Attorney Fees Forfe...	234.75
GEARY COUNTY ATTORNEY	2020CV151	11/30/2021	2020CV151-Attorney Fees Forfe...	280.50
GEARY COUNTY ATTORNEY	2020CV99	11/30/2021	2020CV99-Attorney Fees Forfei...	9,126.00
GEARY COUNTY ATTORNEY	2021CV52	11/30/2021	2021CV52-Attorney Fees Forfei...	141.00
Vendor 002590 - GEARY COUNTY ATTORNEY Total:				31,425.65
Vendor: 068240 - TOPEKA POLICE DEPARTMENT				
TOPEKA POLICE DEPARTMENT	2020CV99	11/30/2021	2020CV99-Attorney Fees Forfei...	2,585.76
Vendor 068240 - TOPEKA POLICE DEPARTMENT Total:				2,585.76
Vendor: 01414 - TYLER TECHNOLOGIES, INC				
TYLER TECHNOLOGIES, INC	130 124363	11/16/2021	Property Room Barcode Kit	4,600.00
Vendor 01414 - TYLER TECHNOLOGIES, INC Total:				4,600.00
Department 440 - SPECIAL LAW ENFORCEMENT Total:				38,861.17
Fund 050 - SPECIAL LAW ENFORCEMENT TRUST FUND Total:				38,861.17
Fund: 054 - LAW ENFORCEMENT TRAINING/DARE FUND				
Department: 450 - D.A.R.E .				
Vendor: 067805 - CARD CENTER				
CARD CENTER	Murphy Oct 2021	11/16/2021	NLEFIA-Read Dot Training	350.00
CARD CENTER	Murphy Oct 2021	11/16/2021	NLEFIA-Read Dot Training	350.00
Vendor 067805 - CARD CENTER Total:				700.00
Department 450 - D.A.R.E . Total:				700.00
Fund 054 - LAW ENFORCEMENT TRAINING/DARE FUND Total:				700.00
Fund: 075 - JUNCTION CITY LAND BANK FUND				
Department: 390 - JC LAND BANK				
Vendor: 067805 - CARD CENTER				
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - LBR-35-2021	31.90
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - LBR-37-2021	31.90
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - LBR-38-2021	31.90
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - LBR-39-2021	31.90
CARD CENTER	MELTON - OCT 2021	11/15/2021	COLUMN - LBR-34-2021	60.50
Vendor 067805 - CARD CENTER Total:				188.10
Department 390 - JC LAND BANK Total:				188.10
Fund 075 - JUNCTION CITY LAND BANK FUND Total:				188.10
Grand Total:				1,395,601.03

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	946,693.08
002 - GRANT FUND	1,135.40
012 - DEBT SERVICE FUND	2,500.00
014 - WATER UTILITY FUND	179,347.69
015 - WASTEWATER UTILITY FUND	11,569.47
016 - FEDERAL EQUITABLE SHARING FUND	4,991.50
018 - STORM WATER UTILITY FUND	101,403.61
019 - ECONOMIC DEVELOPMENT FUND	46,258.25
023 - SANITATION FUND	11,355.97
026 - FIRE EQUIPMENT RESERVE FUND	27,685.73
035 - EMPLOYEE BENEFITS FUND	22,361.12
047 - DRUG & ALCOHOL ABUSE FUND	549.94
050 - SPECIAL LAW ENFORCEMENT TRUST FUND	38,861.17
054 - LAW ENFORCEMENT TRAINING/DARE FUND	700.00
075 - JUNCTION CITY LAND BANK FUND	188.10
Grand Total:	1,395,601.03

Account Summary

Account Number	Account Name	Payment Amount
001-1-00100-0107	ACCOUNTS RECEIVABLE	482.00
001-2-00000-0250	F.I.T PAYABLE	31,561.68
001-2-00000-0251	FICA PAYABLE	26,524.60
001-2-00000-0252	SIT PAYABLE	14,586.84
001-2-00000-0254	UNITED WAY PAYABLE	21.52
001-2-00000-0255	KPERS PAYABLE	16,677.55
001-2-00000-0256	KPFR PAYABLE	77,500.31
001-2-00000-0257	EMP MEDICAL INS PAYAB...	35,363.20
001-2-00000-0259	GARNISHMENTS PAYABLE	1,258.86
001-2-00000-0260	JCPOA UNION DUES PAYA...	912.00
001-2-00000-0261	AETNA DEFERRED COMP ...	9,458.45
001-2-00000-0267	DENTAL INSURANCE PAY	4,207.73
001-2-00000-0275	I.A.F.F.	1,650.00
001-2-00000-0276	FIREMANS RELIEF ASSN	488.17
001-2-00000-0279	GARNISHMENT FEE	20.00
001-2-00000-0735	TELEPHONE REIMBURSM...	199.39
001-2-00000-1282	AFLAC	2,345.23
001-2-00000-1283	GOLF COURSE FEES	321.26
001-2-00000-1287	ADVANCE LIFE	1,450.79
001-2-00000-2377	MED REIMB/DEP CARE	3,078.04
001-2-00000-2380	P & F INS. ASSOCIATION	937.23
001-2-03000-0198	CBK COLLECTION FEES	2,001.92
001-5-00200-0000-0735	TELEPHONE	92.96
001-5-00200-0000-0765	TRAVEL & TRAINING EXP...	127.68
001-5-00300-0000-0668	POSTAGE & DELIVERY CH...	265.00
001-5-00300-0000-0703	ADVERTISEMENTS & PRIN...	290.09
001-5-00300-0000-0735	TELEPHONE	129.44
001-5-00300-0000-0737	GAS UTILITIES	91.50
001-5-00300-0000-0749	OTHER SERVICES	9,600.00
001-5-00300-0000-0760	PUBLICATIONS - LEGAL	82.50
001-5-00300-0000-0765	TRAVEL & TRAINING EXP...	3,963.19
001-5-00300-0000-0773	PROPERTY TAX	238,510.96
001-5-00800-0000-0603	BUILDING MAINTENANCE...	37.12
001-5-00800-0000-0646	OPERATIONAL SUPPLIES	493.08
001-5-00800-0000-0648	MOTOR FUEL	64.80
001-5-00800-0000-0715	BUILDING MAINT. & REPA...	2,715.50
001-5-00800-0000-0747	MAINT & REPAIR EQUIPM...	130.00
001-5-01000-0000-0610	CHEMICALS	825.86

Account Summary

Account Number	Account Name	Payment Amount
001-5-01000-0000-0639	MATERIAL - BUILDING	194.50
001-5-01000-0000-0646	OPERATIONAL SUPPLIES	839.82
001-5-01000-0000-0648	MOTOR FUEL	911.20
001-5-01000-0000-0652	TOOLS	249.95
001-5-01000-0000-0662	SHOP	144.97
001-5-01000-0000-0667	OFFICE SUPPLIES	231.35
001-5-01000-0000-0670	MISC. & SAFETY SUPPLIES	84.98
001-5-01000-0000-0680	IRRIGATION REPAIR	28.83
001-5-01000-0000-0682	UNIFORMS	239.97
001-5-01000-0000-0715	BUILDING MAINT. & REPA...	91.60
001-5-01000-0000-0735	TELEPHONE	41.48
001-5-01000-0000-0736	ELECTRIC UTILITIES	139.94
001-5-01000-0000-0737	GAS UTILITIES	31.15
001-5-01000-0000-0749	OTHER SERVICES	58.07
001-5-01000-0000-0765	TRAVEL & TRAINING EXP...	1,020.00
001-5-01000-0000-0768	DUES	400.00
001-5-01000-0000-0797	CONTRACT OPERATIONS	14,650.38
001-5-01000-0000-0835	CAPITAL EQUIPMENT	27,084.03
001-5-01100-0000-0610	CHEMICALS	746.22
001-5-01100-0000-0646	OPERATIONAL SUPPLIES	86.46
001-5-01100-0000-0737	GAS UTILITIES	36.70
001-5-01100-0000-0761	POOL MAINT & REPAIR	8,988.00
001-5-01300-0000-0603	BUILDING MAINTENANCE...	29.14
001-5-01300-0000-0735	TELEPHONE	72.96
001-5-01300-0000-0737	GAS UTILITIES	49.88
001-5-01400-0000-0737	GAS UTILITIES	88.21
001-5-01400-0000-0749	OTHER SERVICES	775.43
001-5-01700-0000-0610	CHEMICALS	380.14
001-5-01700-0000-0646	OPERATIONAL SUPPLIES	35.98
001-5-01700-0000-0651	PARTS FOR VEHICLES, EQU..	527.78
001-5-01700-0000-0667	OFFICE SUPPLIES	850.99
001-5-01700-0000-0670	MISC. & SAFETY SUPPLIES	42.95
001-5-01700-0000-0673	FOOD SUPPLIES	2,029.17
001-5-01700-0000-0675	SUNDRIES/ BEER PURCHA...	492.59
001-5-01700-0000-0677	MERCHANDISE FOR RESA...	4,622.94
001-5-01700-0000-0678	KITCHEN SUPPLIES	217.55
001-5-01700-0000-0703	ADVERTISEMENTS & PRIN...	350.00
001-5-01700-0000-0735	TELEPHONE	86.49
001-5-01700-0000-0745	MAINT & REPAIR GOLF C...	48.05
001-5-01700-0000-0803	BUILDING AND STRUCTU...	6,311.44
001-5-01800-0000-0603	BUILDING MAINTENANCE...	79.23
001-5-01800-0000-0648	MOTOR FUEL	2,707.08
001-5-01800-0000-0651	PARTS FOR VEHICLES, EQU..	4.23
001-5-01800-0000-0659	MEDICAL SUPPLIES	1,379.33
001-5-01800-0000-0682	UNIFORMS	605.63
001-5-01800-0000-0715	BUILDING MAINT. & REPA...	62.50
001-5-01800-0000-0747	MAINT & REPAIR EQUIPM...	210.50
001-5-01900-0000-0616	ANIMAL MED SUPPLIES &...	629.30
001-5-01900-0000-0637	PET FOOD AND SUPPLIES	1,477.45
001-5-01900-0000-0646	CLEANING & OP SUPPLIES	30.98
001-5-01900-0000-0667	OFFICE SUPPLIES	451.78
001-5-01900-0000-0703	ADVERTISEMENTS & PRIN...	51.70
001-5-01900-0000-0715	BUILDING MAINT. & REPA...	1,745.00
001-5-01900-0000-0725	VET MEDICAL EXPENSES	130.00
001-5-01900-0000-0737	GAS UTILITIES	131.68
001-5-01900-0000-0749	OTHER SERVICES	149.26
001-5-02200-0000-0648	MOTOR FUEL	394.19
001-5-02200-0000-0703	ADVERTISEMENTS & PRIN...	41.49

Account Summary

Account Number	Account Name	Payment Amount
001-5-02300-0000-0603	BUILDING MAINTENANCE...	124.90
001-5-02300-0000-0616	ANIMAL EXPENSE	641.54
001-5-02300-0000-0637	LABORATORY SUPPLIES	411.58
001-5-02300-0000-0646	OPERATIONAL SUPPLIES	910.84
001-5-02300-0000-0648	MOTOR FUEL	9,083.84
001-5-02300-0000-0666	SUBSCRIPTIONS, BOOKS &...	5,059.00
001-5-02300-0000-0667	OFFICE SUPPLIES	521.52
001-5-02300-0000-0673	FOOD SUPPLIES	110.75
001-5-02300-0000-0682	UNIFORMS	7,154.56
001-5-02300-0000-0696	INVESTIGATIONS	124.23
001-5-02300-0000-0713	REP. & MAINT. OF COM...	872.05
001-5-02300-0000-0714	REP & MAINT OF DATA P...	284.74
001-5-02300-0000-0715	BUILDING MAINT. & REPA...	2,367.88
001-5-02300-0000-0731	PRISONER EXPENSES	1,221.28
001-5-02300-0000-0735	TELEPHONE	1,807.68
001-5-02300-0000-0737	GAS UTILITIES	36.68
001-5-02300-0000-0746	MAINTAIN & REPAIR VEHI...	1,498.64
001-5-02300-0000-0765	TRAVEL & TRAINING EXP...	366.52
001-5-02300-0000-0835	CAPITAL EQUIPMENT	35,323.93
001-5-02310-0000-0667	OFFICE SUPPLIES	186.47
001-5-02400-0000-0603	BUILDING MAINTENANCE...	49.36
001-5-02400-0000-0645	OIL, ANTI-FREEZE, GREASE...	18.60
001-5-02400-0000-0648	MOTOR FUEL	1,643.77
001-5-02400-0000-0651	PARTS FOR VEHICLES, EQU..	1,263.69
001-5-02400-0000-0666	SUBSCRIPTIONS, BOOKS &...	182.65
001-5-02400-0000-0670	MISC. & SAFETY SUPPLIES	500.00
001-5-02400-0000-0682	UNIFORMS	605.62
001-5-02400-0000-0713	REP. & MAINT. OF COM...	272.48
001-5-02400-0000-0715	BUILDING MAINT. & REPA...	162.50
001-5-02400-0000-0725	MEDICAL EXPENSES	45.00
001-5-02400-0000-0737	GAS UTILITIES	50.85
001-5-02400-0000-0746	MAINTAIN & REPAIR VEHI...	313.10
001-5-02400-0000-0747	MAINT & REPAIR EQUIPM...	182.00
001-5-02400-0000-0765	TRAVEL & TRAINING EXP...	240.00
001-5-02500-0000-0603	BUILDING MAINTENANCE...	15.00
001-5-02500-0000-0611	GASES & WELDING SUPPL...	38.99
001-5-02500-0000-0634	TRAFFIC SIGNAL PARTS	2,128.90
001-5-02500-0000-0648	MOTOR FUEL	4,115.81
001-5-02500-0000-0651	PARTS FOR VEHICLES, EQU..	3,915.92
001-5-02500-0000-0652	TOOLS	490.65
001-5-02500-0000-0667	OFFICE SUPPLIES	104.10
001-5-02500-0000-0682	UNIFORMS	150.00
001-5-02500-0000-0715	BUILDING MAINT. & REPA...	367.62
001-5-02500-0000-0725	MEDICAL EXPENSES	120.00
001-5-02500-0000-0735	TELEPHONE	595.13
001-5-02500-0000-0737	GAS UTILITIES	130.20
001-5-02500-0000-0747	MAINT & REPAIR EQUIPM...	659.15
001-5-02500-0000-0749	OTHER SERVICES	7,465.27
001-5-02500-0000-0762	STREET LIGHTING	37.14
001-5-02500-0000-0797	CONTRACT OPERATIONS	262,748.07
001-5-02900-0000-0666	SUBSCRIPTIONS, BOOKS &...	547.36
001-5-02900-0000-0735	TELEPHONE	391.47
001-5-03000-0000-0667	OFFICE SUPPLIES	753.55
001-5-03000-0000-0702	CONTRACTOR SERVICES L...	2,333.00
001-5-03000-0000-0735	TELEPHONE	398.19
001-5-03000-0000-0737	GAS UTILITIES	86.69
001-5-03000-0000-0749	OTHER SERVICES	325.00
001-5-03000-0000-0755	OFFICE EQUIP. SVC. (SVC. ...	565.92

Account Summary

Account Number	Account Name	Payment Amount
001-5-03000-0000-9203	COURT REFUNDS	6,783.00
001-5-04000-0000-0603	BUILDING MAINTENANCE...	58.97
001-5-04000-0000-0736	ELECTRIC UTILITIES	2,456.85
001-5-04800-0000-0622	RECREATION SUPPLIES &...	1,573.61
001-5-04800-0000-0646	OPERATIONAL SUPPLIES	207.79
001-5-04800-0000-0667	OFFICE SUPPLIES	62.58
001-5-04800-0000-0673	FOOD SUPPLIES	76.22
001-5-04800-0000-0720	REC INSTRUCTORS FEE	240.00
001-5-04800-0000-0735	TELEPHONE	41.48
001-5-04800-0000-0737	GAS UTILITIES	573.38
001-5-04800-0000-0747	MAINT & REPAIR EQUIPM...	3.75
001-5-04800-0000-0765	TRAVEL & TRAINING EXP...	335.00
001-5-04800-0000-0768	DUES	100.00
002-5-27900-0000-0682	UNIFORMS	1,135.40
012-5-10000-0000-0071	COST OF ISSUANCE	2,500.00
014-2-00000-0250	F.I.T PAYABLE	1,014.02
014-2-00000-0251	FICA PAYABLE	2,332.72
014-2-00000-0252	SIT PAYABLE	516.03
014-2-00000-0254	UNITED FUND PAYABLE	5.51
014-2-00000-0255	KPERS PAYABLE	2,373.76
014-2-00000-0257	EMP MEDICAL INS PAYAB...	1,343.39
014-2-00000-0261	AETNA DEFERRED COMP ...	405.48
014-2-00000-0267	DENTAL INSURANCE PAY	197.54
014-2-00000-0735	TELEPHONE REIMBURSE...	21.86
014-2-00000-1282	AFLAC	75.04
014-2-00000-1287	ADVANCE LIFE	79.13
014-2-00000-2377	MED REIMB/DEP CARE	128.20
014-5-53200-0000-0603	BUILDING MAINTENANCE...	15.00
014-5-53200-0000-0632	STREET MAINTENANCE	742.61
014-5-53200-0000-0648	MOTOR FUEL	1,437.47
014-5-53200-0000-0651	PARTS FOR VEHICLES, EQU..	1,723.69
014-5-53200-0000-0652	TOOLS	21.00
014-5-53200-0000-0667	OFFICE SUPPLIES	104.10
014-5-53200-0000-0684	FLAGS	172.80
014-5-53200-0000-0715	BUILDING MAINT. & REPA...	367.61
014-5-53200-0000-0735	TELEPHONE	217.23
014-5-53200-0000-0737	GAS UTILITIES	9.14
014-5-53200-0000-0747	MAINT & REPAIR EQUIPM...	488.14
014-5-53200-0000-0765	TRAVEL & TRAINING EXP...	99.00
014-5-53300-0000-0836	CAPITAL IMPROVEMENTS	164,835.00
014-5-53400-0000-0703	ADVERTISEMENTS & PRIN...	4.24
014-5-53400-0000-0725	MEDICAL EXPENSES	11.25
014-5-53400-0000-0735	TELEPHONE	80.02
014-5-53400-0000-0737	GAS UTILITIES	64.15
014-5-53400-0000-0749	OTHER SERVICES	462.56
015-2-00000-0250	F.I.T PAYABLE	1,038.22
015-2-00000-0251	FICA PAYABLE	2,399.16
015-2-00000-0252	SIT PAYABLE	527.95
015-2-00000-0254	UNITED FUND PAYABLE	5.51
015-2-00000-0255	KPERS PAYABLE	2,447.40
015-2-00000-0257	EMP MEDICAL INS PAYAB...	1,464.20
015-2-00000-0261	AETNA DEFERRED COMP ...	411.98
015-2-00000-0267	DENTAL INSURANCE PAY	204.51
015-2-00000-0735	TELEPHONE REIMBURSE...	21.86
015-2-00000-1282	AFLAC	78.97
015-2-00000-1287	ADVANCE LIFE	80.68
015-2-00000-2377	MED REIMB/DEP CARE	128.20
015-5-54000-0000-0603	BUILDING MAINTENANCE...	15.00

Account Summary

Account Number	Account Name	Payment Amount
015-5-54000-0000-0651	PARTS FOR VEHICLES, EQU..	1,756.81
015-5-54000-0000-0652	TOOLS	21.00
015-5-54000-0000-0667	OFFICE SUPPLIES	104.10
015-5-54000-0000-0684	FLAGS	172.80
015-5-54000-0000-0735	TELEPHONE	88.61
015-5-54000-0000-0747	MAINT & REPAIR EQUIPM...	488.14
015-5-54000-0000-0765	TRAVEL & TRAINING EXP...	99.00
015-5-54100-0000-0703	ADVERTISEMENTS & PRIN...	4.12
015-5-54100-0000-0725	MEDICAL EXPENSES	11.25
016-5-40000-0000-0749	OTHER SERVICES	4,991.50
018-2-00000-0250	F.I.T. PAYABLE	196.22
018-2-00000-0251	FICA PAYABLE	377.22
018-2-00000-0252	SIT PAYABLE	88.46
018-2-00000-0254	UNITED FUND PAYALBE	1.51
018-2-00000-0255	KPERS PAYABLE	387.76
018-2-00000-0257	EMP MEDICAL INS PAYAB...	171.90
018-2-00000-0261	DEFERRED COMP	170.51
018-2-00000-0267	DENTAL INSURANCE PAY	25.05
018-2-00000-0735	TELEPHONE REIMBURSE...	6.62
018-2-00000-1282	AFLAC	20.20
018-2-00000-1287	ADVANCE LIFE	23.19
018-2-00000-2377	FLEX SPENDING	37.34
018-5-61900-0000-0701	CONTRACTORS AGREEME...	99,096.08
018-5-61900-0000-0749	OTHER SERVICES	801.55
019-5-12000-0000-0742	CONSULTANT FEES	15,000.00
019-5-12000-0000-0905	BONDS	22,973.25
019-5-12000-0000-0910	INTEREST EXPENSE	8,285.00
023-2-00000-0250	F.I.T PAYABLE	880.84
023-2-00000-0251	FICA PAYABLE	1,826.72
023-2-00000-0252	SIT PAYABLE	406.58
023-2-00000-0254	UNITED FUND PAYABLE	1.95
023-2-00000-0255	KPERS PAYABLE	1,846.62
023-2-00000-0257	EMP MEDICAL INS PAYAB...	1,048.68
023-2-00000-0259	GARNISHMENTS PAYABLE	306.15
023-2-00000-0261	AETNA DEFERRED COMP ...	219.58
023-2-00000-0267	DENTAL INSURANCE PAY	188.17
023-2-00000-0279	GARNISHMENT FEE	10.00
023-2-00000-0735	TELEPHONE REIMBURSE...	10.52
023-2-00000-1282	AFLAC	78.82
023-2-00000-1287	ADVANCE LIFE	148.36
023-2-00000-2377	MED REIMB/DEP CARE	68.54
023-5-64400-0000-0648	MOTOR FUEL	3,254.80
023-5-64400-0000-0651	PARTS FOR VEHICLES	256.47
023-5-64400-0000-0652	TOOLS	20.98
023-5-64400-0000-0667	OFFICE SUPPLIES	104.12
023-5-64400-0000-0735	TELEPHONE	185.81
023-5-64400-0000-0747	MAINT & REPAIR EQUIPM...	488.14
023-5-64500-0000-0703	ADVERTISEMENTS & PRIN...	4.12
026-5-42000-0000-0835	CAPITAL EQUIPMENT	27,685.73
035-5-14000-0000-0749	OTHER SERVICES	15,855.11
035-5-14100-0000-0421	GROUP HEALTH PLAN EXP...	6,506.01
047-2-00000-0250	F.I.T PAYABLE	71.18
047-2-00000-0251	FICA PAYABLE	26.08
047-2-00000-0252	SIT PAYABLE	30.79
047-2-00000-0256	KPFR PAYABLE	279.70
047-2-00000-0257	EMP MEDICAL INS PAYAB...	83.66
047-2-00000-0260	JCPOA UNION DUES PAYA...	8.00
047-2-00000-0267	DENTAL INSURANCE PAY	21.34

Account Summary

Account Number	Account Name	Payment Amount
047-2-00000-1282	AFLAC	1.74
047-2-00000-1287	ADVANCE LIFE	2.44
047-2-00000-2377	MED REIMB/DEP CARE	25.01
050-5-44000-0000-0646	OPERATIONAL SUPPLIES	38,861.17
054-5-45000-0000-0765	TRAVEL & TRAINING EXP...	700.00
075-4-39000-0000-0422	SALE OF FIXED ASSETS	188.10
	Grand Total:	1,395,601.03

Project Account Summary

Project Account Key	Payment Amount
None	1,224,454.59
00150170000000803	6,311.44
0836 WTRPH2CAPITAL	164,835.00
	Grand Total:
	1,395,601.03



Junction City, KS

Bank Transaction Report

Transaction Detail

Issued Date Range: 11/11/2021 - 12/01/2021

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Outstanding							
Bank Draft							
11/19/2021		DFT0008814	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-12.80
11/19/2021		DFT0008815	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-5.41
11/19/2021		DFT0008816	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-7.99
11/19/2021		DFT0008817	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-107.19
11/19/2021		DFT0008825	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-570.80
11/19/2021		DFT0008826	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-640.87
11/19/2021		DFT0008827	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-1,501.92
11/19/2021		DFT0008828	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-30.73
11/19/2021		DFT0008829	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-38.38
11/19/2021		DFT0008834	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-262.56
11/19/2021		DFT0008835	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-780.53
11/19/2021		DFT0008836	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-351.53
11/19/2021		DFT0008837	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-1,450.98
11/19/2021		DFT0008856	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-77,780.01
11/19/2021		DFT0008857	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-4,820.25
11/19/2021		DFT0008858	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-4,558.50
11/19/2021		DFT0008859	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-11,640.75
11/19/2021		DFT0008862	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-692.56
11/19/2021		DFT0008863	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-643.93
Bank Draft Total: (19)							-105,897.69
Check							
11/16/2021		375624	VERIZON WIRELESS	Accounts Payable	Outstanding	Check	-4,228.95
11/19/2021		375635	ROLLING MEADOWS GOLF COURSE	Accounts Payable	Outstanding	Check	-321.26
11/19/2021		375638	ALMA A PRESTON	Accounts Payable	Outstanding	Check	-500.00
11/19/2021		375639	CARLOS I PACHECO	Accounts Payable	Outstanding	Check	-280.00
11/19/2021		375641	PRISSILLA NAVARRO-GRAVES	Accounts Payable	Outstanding	Check	-500.00
11/19/2021		375642	ROXANNE D BROWN	Accounts Payable	Outstanding	Check	-385.00
11/23/2021		375643	DENNIS YADIEL MELENDEZ-NIEVES	Accounts Payable	Outstanding	Check	-795.00
11/23/2021		375644	DWIGHT JOHNSON	Accounts Payable	Outstanding	Check	-250.00
11/24/2021		375646	LUIS A SALAZTORO	Accounts Payable	Outstanding	Check	-450.00
11/29/2021		375647	CALLIE C KEENER	Accounts Payable	Outstanding	Check	-163.00
11/30/2021		375653	CHRISTOPHER T NICHOLSON	Accounts Payable	Outstanding	Check	-500.00
11/30/2021		375654	AIR FILTER PLUS INC	Accounts Payable	Outstanding	Check	-493.08

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/30/2021		375655	AMERICAN DIGITAL SECURITY, LLC	Accounts Payable	Outstanding	Check	-391.73
11/30/2021		375656	BAMFORD FIRE SPRINKLER CO, INC	Accounts Payable	Outstanding	Check	-1,963.00
11/30/2021		375657	BAYER CONSTRUCTION CO.	Accounts Payable	Outstanding	Check	-362,246.19
11/30/2021		375658	BOUND TREE MEDICAL, LLC	Accounts Payable	Outstanding	Check	-1,379.33
11/30/2021		375659	BRAMLAGE PROPERTIES, LLC	Accounts Payable	Outstanding	Check	-350.00
11/30/2021		375660	CASH-WA DISTRIBUTING	Accounts Payable	Outstanding	Check	-629.94
11/30/2021		375661	CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC	Accounts Payable	Outstanding	Check	-28.60
11/30/2021		375662	CATLETT AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-1,218.32
11/30/2021		375663	CECIL THRUSH	Accounts Payable	Outstanding	Check	-240.00
11/30/2021		375664	CHAPMAN AND CUTLER LLP	Accounts Payable	Outstanding	Check	-2,500.00
11/30/2021		375665	CIRCLE D CORPORATION	Accounts Payable	Outstanding	Check	-5,150.00
11/30/2021		375666	COLLECTION BUREAU OF KANSAS INC	Accounts Payable	Outstanding	Check	-4,985.28
11/30/2021		375667	CORYELL INSURORS, INC.	Accounts Payable	Outstanding	Check	-75.00
11/30/2021		375668	COX BUSINESS SERVICES	Accounts Payable	Outstanding	Check	-8,643.88
11/30/2021		375669	CROSSLAND HEAVY CONTRACTORS, INC.	Accounts Payable	Outstanding	Check	-164,835.00
11/30/2021		375670	DAVE'S ELECTRIC, INC.	Accounts Payable	Outstanding	Check	-9,567.58
11/30/2021		375671	DAVIS & STANTON, INC.	Accounts Payable	Outstanding	Check	-2,621.00
11/30/2021		375672	DELTA FIRE & SAFETY INC.	Accounts Payable	Outstanding	Check	-27,685.73
11/30/2021		375673	EXPRESS OFFICE SOLUTIONS, LLC	Accounts Payable	Outstanding	Check	-803.38
11/30/2021		375674	FACTORY MOTOR PARTS	Accounts Payable	Outstanding	Check	-809.16
11/30/2021		375675	FLINT HILLS BEVERAGE LLC	Accounts Payable	Outstanding	Check	-93.15
11/30/2021		375676	FOLEY EQUIPMENT	Accounts Payable	Outstanding	Check	-5,909.40
11/30/2021		375677	FOOTJOY/TITLEIST	Accounts Payable	Outstanding	Check	-1,936.33
11/30/2021		375678	FRONTIER SPIRITS	Accounts Payable	Outstanding	Check	-399.44
11/30/2021		375679	GADES SALES CO.	Accounts Payable	Outstanding	Check	-2,128.90
11/30/2021		375680	GEARY COMMUNITY HOSPITAL	Accounts Payable	Outstanding	Check	-10.41
11/30/2021		375681	GEARY COMMUNITY HOSPITAL	Accounts Payable	Outstanding	Check	-43.61
11/30/2021		375682	GEARY COMMUNITY HOSPITAL	Accounts Payable	Outstanding	Check	-437.12
11/30/2021		375683	GEARY COMMUNITY HOSPITAL	Accounts Payable	Outstanding	Check	-208.58
11/30/2021		375684	GEARY COMMUNITY HOSPITAL	Accounts Payable	Outstanding	Check	-570.00
11/30/2021		375685	GEARY COMMUNITY HOSPITAL	Accounts Payable	Outstanding	Check	-131.63
11/30/2021		375686	GEARY COMMUNITY HOSPITAL	Accounts Payable	Outstanding	Check	-209.23
11/30/2021		375687	GEARY COUNTY ATTORNEY	Accounts Payable	Outstanding	Check	-280.50
11/30/2021		375688	GEARY COUNTY ATTORNEY	Accounts Payable	Outstanding	Check	-9,126.00
11/30/2021		375689	GEARY COUNTY ATTORNEY	Accounts Payable	Outstanding	Check	-21,643.40
11/30/2021		375690	GEARY COUNTY ATTORNEY	Accounts Payable	Outstanding	Check	-234.75
11/30/2021		375691	GEARY COUNTY ATTORNEY	Accounts Payable	Outstanding	Check	-141.00
11/30/2021		375692	GEARY COUNTY TREASURER	Accounts Payable	Outstanding	Check	-238,510.96
11/30/2021		375693	GLENN'S PLUMBING	Accounts Payable	Outstanding	Check	-1,745.00
11/30/2021		375694	GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC	Accounts Payable	Outstanding	Check	-1,211.25
11/30/2021		375695	GRAY MANUFACTURING COMPANY INC.	Accounts Payable	Outstanding	Check	-1,555.81
11/30/2021		375696	HAYS FIRE AND RESCUE SALES AND SERVICE, LLC	Accounts Payable	Outstanding	Check	-1,263.69
11/30/2021		375697	HEARTLAND ALARMS, INC	Accounts Payable	Outstanding	Check	-350.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/30/2021		375698	IMAGEQUEST INC.	Accounts Payable	Outstanding	Check	-12.48
11/30/2021		375699	INITIATIVES, INC.	Accounts Payable	Outstanding	Check	-15,000.00
11/30/2021		375700	J. & M. GOLF INC.	Accounts Payable	Outstanding	Check	-339.12
11/30/2021		375701	KA-COMM	Accounts Payable	Outstanding	Check	-38,258.48
11/30/2021		375702	KANSAS ASSOCIATION OF AIRPORTS	Accounts Payable	Outstanding	Check	-100.00
11/30/2021		375703	KANSAS GOLF AND TURF	Accounts Payable	Outstanding	Check	-26,694.00
11/30/2021		375704	KANSAS ONE-CALL SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-345.60
11/30/2021		375705	KEY OFFICE PRODUCTS	Accounts Payable	Outstanding	Check	-2,569.98
11/30/2021		375706	LEADSONLINE, LLC	Accounts Payable	Outstanding	Check	-5,059.00
11/30/2021		375707	LISA JANE GREEN	Accounts Payable	Outstanding	Check	-2,347.49
11/30/2021		375708	LOGAN BUSINESS MACHINES	Accounts Payable	Outstanding	Check	-159.30
11/30/2021		375709	M & L SERVICE LLC	Accounts Payable	Outstanding	Check	-735.23
11/30/2021		375710	MAC TOOLS DISTRIBUTOR	Accounts Payable	Outstanding	Check	-469.65
11/30/2021		375711	MICHAEL P. HINKIN ATTORNEY-AT-LAW, LLC	Accounts Payable	Outstanding	Check	-2,333.00
11/30/2021		375712	MICHAEL VACANTI	Accounts Payable	Outstanding	Check	-127.68
11/30/2021		375713	MIDWEST CONCRETE MATERIALS	Accounts Payable	Outstanding	Check	-742.61
11/30/2021		375714	MIDWEST VETERINARY SUPPLY, INC.	Accounts Payable	Outstanding	Check	-380.30
11/30/2021		375715	MIKE'S FIRE EXT. SALES	Accounts Payable	Outstanding	Check	-392.50
11/30/2021		375716	NEKOLOCKS	Accounts Payable	Outstanding	Check	-1,240.38
11/30/2021		375717	O&S WINDOW CLEANING	Accounts Payable	Outstanding	Check	-725.00
11/30/2021		375718	ONE ACCORD ENTERPRISES, INC.	Accounts Payable	Outstanding	Check	-15,188.00
11/30/2021		375719	PARSONS COMMUNICATIONS, INC.	Accounts Payable	Outstanding	Check	-272.48
11/30/2021		375720	PAXTON WELDING	Accounts Payable	Outstanding	Check	-813.10
11/30/2021		375721	PENN ENTERPRISES	Accounts Payable	Outstanding	Check	-45.00
11/30/2021		375722	PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.	Accounts Payable	Outstanding	Check	-110.75
11/30/2021		375723	POMP'S TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-792.21
11/30/2021		375724	POSITIVE CONCEPTS, INC.	Accounts Payable	Outstanding	Check	-410.06
11/30/2021		375725	POSTMASTER	Accounts Payable	Outstanding	Check	-265.00
11/30/2021		375726	REEVES-WIEDEMAN CO.	Accounts Payable	Outstanding	Check	-2.09
11/30/2021		375727	SIR SPEEDY	Accounts Payable	Outstanding	Check	-298.44
11/30/2021		375728	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	Accounts Payable	Outstanding	Check	-1,276.22
11/30/2021		375729	SMOKEY PLAINS EMERG PHYS, PLLC	Accounts Payable	Outstanding	Check	-90.35
11/30/2021		375730	SMOKEY PLAINS EMERG PHYS, PLLC	Accounts Payable	Outstanding	Check	-90.35
11/30/2021		375731	STAPLES ADVANTAGE	Accounts Payable	Outstanding	Check	-739.15
11/30/2021		375732	SUMMIT TRUCK GROUP	Accounts Payable	Outstanding	Check	-396.76
11/30/2021		375733	TAMMY MELTON	Accounts Payable	Outstanding	Check	-126.56
11/30/2021		375734	Tatiana Ferracioli-Silva	Accounts Payable	Outstanding	Check	-240.00
11/30/2021		375735	TERRY R ZEIGLER	Accounts Payable	Outstanding	Check	-9,600.00
11/30/2021		375736	THERMAL COMFORT AIR, INC	Accounts Payable	Outstanding	Check	-614.36
11/30/2021		375737	TOPEKA POLICE DEPARTMENT	Accounts Payable	Outstanding	Check	-2,585.76
11/30/2021		375738	TOWN & COUNTY VETERINARY HOSPITAL P.A.	Accounts Payable	Outstanding	Check	-40.00
11/30/2021		375739	TURF DESIGN INC.	Accounts Payable	Outstanding	Check	-7,023.50
11/30/2021		375740	TYLER TECHNOLOGIES, INC	Accounts Payable	Outstanding	Check	-4,600.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/30/2021		375741	VANDERBILTS	Accounts Payable	Outstanding	Check	-150.00
11/30/2021		375742	XEROX CORPORATION	Accounts Payable	Outstanding	Check	-633.76
11/30/2021		375743	ZOETIS US LLC	Accounts Payable	Outstanding	Check	-249.00
Check Total: (101)							-1,037,814.27
EFT							
11/29/2021		10001610	FREEDOM CLAIMS MGT. INC PREMIUM ACCT	Accounts Payable	Outstanding	EFT	-3,775.61
11/30/2021		10001612	FREEDOM CLAIMS MGT.INC CLAIMS ACCOUNT	Accounts Payable	Outstanding	EFT	-4,667.09
EFT Total: (2)							-8,442.70
Outstanding Total: (122)							-1,152,154.66
Accounts Payable Total: (122)							-1,152,154.66
Report Total: (122)							-1,152,154.66

Summary

Bank Account	Count	Amount
1074318 POOLED CASH MASTER	122	-1,152,154.66
Report Total:	122	-1,152,154.66

Cash Account	Count	Amount
999 999-1-00000-0101 POOLED CASH MASTER	122	-1,152,154.66
Report Total:	122	-1,152,154.66

Transaction Type	Count	Amount
Bank Draft	19	-105,897.69
Check	101	-1,037,814.27
EFT	2	-8,442.70
Report Total:	122	-1,152,154.66



City of Junction City – City Commission Agenda Memo

From: Leslye Cartwright, Human Resources Specialist
To: Mayor and Commissioners
Subject: Payroll #22 & #23 2021

Objective: The consideration and approval of Payroll #22 & #23 for the month of November 2021.

Explanation of Issue: The payroll for November 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 #22 & #23 request

Recommendation: City Staff recommends the City Commission approve the November 2021 Payrolls.

Enclosures:

1. Calculation of Employer Expenses for payrolls #22 & #23
2. General Ledger Totals

Employer Paid Wages & Benefits

Payroll # 22 2021

Payroll # 23 2021

		Retirement Contributions	
KPERS Tier 1	\$	2,873.25	\$ 3,094.85
KPERS Tier 2	\$	2,995.29	\$ 3,101.43
KPERS Tier 3	\$	7,099.49	\$ 7,839.64
KPERS Retired			
KP&F	\$	57,475.70	\$ 59,097.20
Social Security	\$	9,823.84	\$10,907.79
Medicare	\$	5,606.57	\$5,909.24
BCBS Dental	\$	3,456.92	\$ 3,422.62
Freedom Claims/BCBS	\$	27,912.61	\$ 27,494.29
Advance (BCBS)	\$	1,010.11	\$ 998.65
Employee Salary	\$	279,934.41	\$ 294,094.05

CITY COMMISSION MINUTES

November 16, 2021

7:00 p.m.

CALL TO ORDER

The scheduled meeting of the Junction City Commission was held on Tuesday, November 16th, 2021 with Mayor Jeff Underhill presiding.

The following members of the Commission were present: Jeff Underhill, Tim Brown, Pat Landes, Nate Butler and Ronna Larson. Staff present was: City Manager Dinkel, City Clerk Melton, Finance Director Miller and City Attorney Stites.

CONSENT AGENDA

Commissioner Larson moved, seconded by Commissioner Brown to approve the consent agenda as presented. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

- a. Consideration of Appropriation Ordinance A-21 dated Oct 28th, 2021-Nov 9th, 2021 in the amount of \$1,112,579.79 and pre-approval for items listed below in the amount of \$516,882.14.

Joshua Douglass \$2,500.00, Columbia Capital \$1,290.0, HDR \$192,337.08, KS State Treasurer \$11,454.24 and Veolia NA \$309,300.82.

- b. Consideration of City Commission Minutes for the November 2nd, 2021 Meeting.
- c. Consideration of the Request to Declare 45 Harris portable radios as surplus.
- d. Consideration of all Cereal Malt Beverage licenses from January 1st, 2022-December 31st, 2022.

SPECIAL PRESENTATIONS

EPA Brownfield Plan Final Update by Wendy Van Duyne.

NEW BUSINESS

Ordinance No. S-3247, Special Use Permit to allow a coffee shop/wine bar on property located at 518 West 5th Street, Junction City, Kansas was presented. Planning & Zoning Director Troy Livingston & City Manager Dinkel gave details and answered questions. Commissioner Brown moved to approve the

November 16, 2021

recommendation of the MPC to deny Ordinance No. S-3247, Special Use Permit to allow a coffee shop/wine bar on property located at 518 West 5th Street, Junction City, Kansas, seconded by Commissioner Larson. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

Ordinance No. G-1278, Twin Valley Communications Inc., Franchise Ordinance was presented. City Manager Dinkel gave details and answered questions. Commissioner Larson moved to approve Ordinance No. G-1278, Twin Valley Communications Inc., Franchise Ordinance, seconded by Commissioner Butler. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Agreement with Twin Valley to lease the City's Fiber Micro-Duct System, Provide Management for the Micro-Duct System, and Provide two Dark Fiber Connections with the City was presented. IT Director Germann gave details and answered questions. Commissioner Butler moved to approve the Agreement with Twin Valley to lease the City's Fiber Micro-Duct System, Provide Management for the Micro-Duct System, and Provide two Dark Fiber Connections with the City, seconded by Commissioner Brown. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Agreement with Twin Valley to provide internet, phone and television services to the City was presented. IT Director Germann gave details and answered questions. Commissioner Larson moved to approve the Agreement with Twin Valley to provide internet, phone and television services to the City, seconded by Commissioner Brown. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Response for Request for Proposal to USD #475 for the old High School was presented. City Manager Dinkel gave details and answered questions. Commissioner Landes moved to approve the Resubmittal of Response for the Request for Proposal to USD #475 for the old High School, seconded by Commissioner Butler. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The 2022 Rolling Meadows Rate Schedule was presented. Parks and Recreation Director Youngers gave details and answered questions. Commissioner Landes moved to approve the 2022 Rolling Meadows Rate Schedule, seconded by Commissioner Larson. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Award of Bid for the Dog Room Flooring Resurface to MHK Epoxy Floor Systems, LLC in the amount of \$21,372.00 was presented. Animal Shelter Director Gray gave details and answered questions. Commissioner Landes moved to approve the Award of Bid for the Dog Room Flooring Resurface to MHK Epoxy Floor Systems, LLC in the amount not to exceed \$21,372.00,

seconded by Commissioner Brown. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Request to enter into a Memorandum of Understanding with the Riley County Police Department was presented. Police Chief Lamb gave details and answered questions. Commissioner Larson moved to approve the Request to enter into a Memorandum of Understanding with the Riley County Police Department, seconded by Commissioner Brown. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Request to Reject the KDOT Transportation Alternatives (TA) Bid for the 7th Street Bicycle Boulevard Project was presented. Public Works Director Ibarra gave details and answered questions. Commissioner Brown moved to approve the Request to Reject the KDOT Transportation Alternatives (TA) Bid for the 7th Street Bicycle Boulevard Project, seconded by Commissioner Larson. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Grant of Permanent Water Line Utility Easement located on the portion of Tract 21, West Acres Subdivision No. 2 in the amount of \$407.88 was presented. Public Works Director Ibarra gave details and answered questions. Commissioner Landes moved to approve the Grant of Permanent Water Line Utility Easement located on the portion of Tract 21, West Acres Subdivision No. 2 in the amount not to exceed \$407.88, seconded by Commissioner Butler. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Grant of Permanent Easement located on the portion of Tracts 4 & 5, a replat of Subdivision One, West Acres Subdivision in the amount of \$2,706.16 was presented. Public Works Director Ibarra gave details and answered questions. Commissioner Butler moved to approve the Grant of Permanent Easement located on the portion of Tracts 4 & 5, a replat of Subdivision One, West Acres Subdivision in the amount of \$2,706.16, seconded by Commissioner Larson. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

The Grant of Temporary Construction Easement located on the portion of Tracts 4 & 5, a replat of Subdivision One, West Acres Subdivision in the amount of \$898.30 was presented. Public Works Director Ibarra gave details and answered questions. Commissioner Landes moved to approve the Grant of Temporary Construction Easement located on the portion of Tracts 4 & 5, a replat of Subdivision One, West Acres Subdivision in the amount of \$898.30, seconded by Commissioner Larson. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

EXECUTIVE SESSION

Executive Session for Attorney Client Privilege to Discuss the Acquisition of Real Property was held. Commissioner Landes moved that the Commission Recess for an executive session for 30 minutes at 8:14 p.m. to include the City Manager, the City Attorney, and Junction City Area Chamber of Commerce Economic Development Director Mickey Fornaro-Dean. The justification for the executive session is to have a preliminary discussion of the acquisition of real property and is provided by KSA 75-4319(b)(6). The open meeting is to resume in this room at 8:44 p.m., seconded by Commissioner Larson. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried. Commissioner Landes moved to return from the Executive Session for Attorney Client Privilege to Discuss the Acquisition of Real Property where no actions were taken or decisions made, seconded by Commissioner Butler. Ayes: Underhill, Brown, Landes, Butler and Larson. Nays: None. Motion carried.

MAYOR, COMMISSIONER & STAFF COMMENTS

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

ADJOURNMENT

Commissioner Landes moved, seconded by Commissioner Brown to adjourn at 8:55 p.m. Ayes: Underhill, Brown, Butler, Landes and Larson. Nays: None. Motion carried.

APPROVED AND ACCEPTED THIS 7TH DAY OF DECEMBER AS THE OFFICIAL COPY OF THE JUNCTION CITY COMMISSION MINUTES FOR NOVEMBER 16TH, 2021.

Tammy Melton, City Clerk

Jeff Underhill, Mayor

City of Junction City

City Commission

Agenda Memo

12-07-2021

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Consider Request For Continued Use and Dismissal of Fees for Kitchen Rent at the 12th Street Community Center by Breaking Bread of JC Inc.

Objective: Consider request for use and waiver of fees

Explanation of Issue: Attached is a request from Breaking Bread of JC, inc. to continue to use the 12th Street Center Kitchen at no cost for their Friday Meals as they have been doing for the past three years.

Budget Impact: There is a potential loss of revenue, but they provide such a great service to our community.

Staff Recommendation: It is easy to recommend approval for this request for the service they provide. This is just one part of how our community has been served by a combination of City resources and the coordination and efforts of groups such as Breaking Bread.

Attachments: Letter of Request

MEMO

To: Allen Dinkle, City Manager

From: Debbie Savage, Breaking Bread of JC, Founder

Date: November 22, 2021

RE: Request for continued use and dismissal of fees for kitchen rental at the 12th Street Community Center by Breaking Bread of JC

Our Purpose: Breaking Bread of JC has been serving free meals on Friday nights to individuals and families in this community from the 12th Street Community Center since October 2018.

Our Request: We would like permission to continue using the 12th Street Community Center on Friday evenings for 2022, and the rental fees for the use of the kitchen to be waived as in the past. We have been given permission to start our sit-down dinners as when we first started, and we look forward to bringing everyone together once again.

To Date: Since Breaking Bread of JC started, we have served over 30,000 meals to community members. I have personally consulted with two other churches and Live Well Geary County to start their own meal programs. The total number of meals a week have grown to four. These programs are bringing this community together through meals and volunteer opportunities. We are also making a dent in the food insecurities individuals and families face each week.

We enjoy what we do, and look forward to continue these meals into the future.

Thank you for consideration.

Respectfully,

Debbie Savage, Founder
Breaking Bread of JC, INC

Cc: Edd Savage
Susan Stockwell
Shauna Mead
Bridget Oliver
Harriet Black

City of Junction City

City Commission

Agenda Memo

12-07-2021

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: **Freedom Fest JC**

Explanation of Issue: A group of local citizens have formed together to plan for a Fourth of July Celebration known as Freedom Fest JC. This event will be held from July 1 to July 4, 2022. Plans are to utilize Heritage Park and parts of Washington Street.

Representatives of this group will be present at the Commission meeting and at this time seeking approval to utilize Heritage Park and the City's cooperation for this event.

City of Junction City
City Commission Agenda Memo
December 2, 2021

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Annexation of Apostolic 1/00000 Walla Walla Road

Background: The City Commission previously reviewed potential annexations. The Commission approved a resolution October 5, 2021 to hold a public hearing December 7, 2021 and consider annexation of the land indicated in the legal description of the resolution as well as the extension of services plan.

Discussion of Issue: The Commission needs to weigh the following factors:

- Extent to which any of the land is devoted to agricultural use;
- Area of platted versus unplatted land;
- Physical characteristics of the land which indicate the existence or absence of common interest of the City and the land proposed to be annexed;
- Extent and age of residential development adjacent to and within the proposed annexation;
- Present population and projected population within the next five (5) years;
- Extent of business, commercial, and industrial development in the area;
- Present cost, methods, and adequacy of governmental services and regulatory controls in the area;
- Proposed costs, extent, and necessity of governmental services to be provided on top of the plan to extend such services;
- Tax impact upon the property;

- Extent to which residents are directly or indirectly dependent upon the City for governmental services as well as social, economic, employment, cultural, and recreational opportunities & resources;
- Effect of annexation upon the City, other adjacent areas such as other cities, water districts, et cetera;
- Existing petitions for incorporation;
- Likelihood of significant growth in the area in the next five years;
- Effect of annexation upon utilities currently providing services to the area;
- Economic impact; and,
- Wasteful duplication of services.

Upon review by City Staff, the land outside the City is less than twenty-one (21) acres. The entire tract exceeds 22 acres but ~10 acres are already within the City limits. The City's boundary surrounds the proposed annexation on two sides. The owners utilize the City for nearly all services. There are no rivers, streams, cliffs, et cetera which indicate an "absence of common interest" between the land and the City. The present and future population appears to be two (2), at most, in the next five years. There is little to no additional cost for the extension of municipal services by the City. At the time, there appears to be no, if any significant, increase to expenses due to the proposed annexation. Given that the City of Junction City surrounds the property, its residents are almost wholly dependent on the City for governmental services, social outlets, cultural experiences, and recreational opportunities without a drive of over fifteen minutes. The annexation will not affect any adjacent areas. There is little to no effect upon utilities by the annexation. Due to the property not being the City, there is a wasteful duplication of services as the City provides emergency services while the property technically falls under the County's provision of services. The taxes will increase for the property by approximately one-third (approximately \$43.42 up to \$64.01 in using 2021 Geary County tax numbers and mill); however, the taxes will cover the services provided including what is already provided pre-annexation.

The land, per ordinance 400.300, should be zoned “RS” suburban residential district which mirrors the County’s zoning of “SR” single residential.

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

1. Approve the ordinance; or,
2. Disapprove of the ordinance.

Recommendation: I recommend that the governing body approve the ordinance.

Possible Motions:

1. Approve and adopt the proposed ordinance.
2. Disapprove the proposed ordinance.

ORDINANCE S-3248

AN ORDINANCE ANNEXING CERTAIN LANDS AT OR NEAR 00000 WALLA WALLA ROAD IN CONFORMITY WITH K.S.A. 12- 520(a)(4), (5), OR (6) AND ALL AMENDMENTS.

The Governing Body of the City of Junction City, Kansas set a public hearing for Tuesday, December 7, 2021 on October 5, 2021, R-2975.

The boundaries of the land proposed to be annexed are as follows:

Beginning at the intersection of the Westerly right-of-way line of U S Highway 77 and the North line of said Faith Tabernacle Addition No. 1; thence on the North line of said Faith Tabernacle Addition No. 1, N 89°56'33" W a distance of 948.70 feet to the East line of a tract described in Book 103 Page 1146 in the Office of the Register of Deeds; thence on said East line, N 00°19'02" W a distance of 932.04 feet; thence N 89°36'06" E a distance of 353.45 feet to the west line of a tract described in Book 101 Page 1342 in said Office of the Register of Deeds; thence on said West line, S 00°29'17" E a distance of 596.00 feet to the Southwest corner of said tract; thence on the South line of said tract, N 89°30'43" E a distance of 605.77 feet to said Westerly right-of-way line; thence on said Westerly right-of-way line, S 10°35'02" E 120.75 feet; thence continuing on said Westerly right-of-way line, S 08°12'29" W a distance of 228.26 feet to the point of beginning. Contains 12.41 acres, more or less.

Commonly known as 00000 Walla Walla Road.

All of which are in the boundaries of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE CITY OF JUNCTION CITY, KANSAS:

SECTION 1. That pursuant to K.S.A. 12-520(a)(4), (5), or (6), the Governing Body of the City of Junction City, Kansas, deems it advisable to annex the following land:

Beginning at the intersection of the Westerly right-of-way line of U S Highway 77 and the North line of said Faith Tabernacle Addition No. 1; thence on the North line of said Faith Tabernacle Addition No. 1, N 89°56'33" W a distance of 948.70 feet to the East line of a tract described in Book 103 Page 1146 in the Office of the Register of Deeds; thence on said East line, N 00°19'02" W a distance of 932.04 feet; thence N 89°36'06" E a distance of 353.45 feet to the west line of a tract described in Book 101 Page 1342 in said Office of the Register of Deeds; thence on said West line, S 00°29'17" E a distance of 596.00 feet to the Southwest corner of said tract; thence on the South line of said tract, N 89°30'43" E a distance of 605.77 feet to said Westerly right-of-

way line; thence on said Westerly right-of-way line, S 10°35'02" E 120.75 feet; thence continuing on said Westerly right-of-way line, S 08°12'29" W a distance of 228.26 feet to the point of beginning. Contains 12.41 acres, more or less.

And said land is annexed and made a part of the City of Junction City, Kansas.

SECTION 2. The City of Junction City, Kansas, zones the land as RS per Ordinance 400.300.

SECTION 3. The City of Junction City, Kansas, recognized that the above-described property is within the boundaries of Fire District No. 1, Geary County, Kansas, and that for the purposes of fire protection the City agrees that upon annexation and detachment from the Fire District in accordance with applicable law, the property shall be the sole and complete responsibility of the City of Junction City, Kansas.

SECTION 4. The City Clerk shall file a certified copy of this Ordinance with the County Clerk, Department of Records and Tax Administration, and the Election Commissioner of Geary County, Kansas.

SECTION 5. The City Clerk shall provide a certified copy of this Ordinance, proof of publication of this Ordinance, and a map of the City detailing the annexed area per K.S.A. 12-2016.

SECTION 6. This Ordinance shall be effective upon publication as required by law or other per statute.

Passed and adopted by the Governing Body of the City of Junction City, Kansas this 7th day of December, 2021.

CITY OF JUNCTION CITY, KANSAS

Jeff Underhill
Mayor

ATTEST:

Tammy Melton, City Clerk

APPROVED AS TO FORM:

Britain D. Stites, City Attorney

CITY OF JUNCTION CITY, KANSAS



SERVICE EXTENSION PLAN FOR PROPOSED ANNEXATION

Apostolic 1

Area generally north of Rucker Road, north of Faith Tabernacle Unit 1,
east of Olivia Farms, west of U.S. Highway 77

November 30, 2021

Last Amended

I. Introduction

The City of Junction City proposes to annex land by unilateral annexation pursuant authority granted by K.S.A. 12-519 *et sequential*.

The land identified in this report runs contiguous with the municipal boundary of the City of Junction City. In addition, the municipal boundary of the City of Junction City surrounds the land on nearly all sides as well as part of the land is in the City limits already. The land is currently unplatted. The land is less than 21 acres. The land is designated for residential use by the County Appraiser's Office.

As a result of development occurring in and around the proposed annexation area, major municipal services are already available or easily can be made available. In some instances, the proposed annexation area already benefits from services provided by the City of Junction City. Annexation makes itself advisable because of equitable sharing of the costs for major municipal services. Furthermore, the proposed annexation area is within the City's growth area identified in the City of Junction City's Comprehensive Plan.

Annexation of the identified property can be accomplished in a single proceeding because the proposed annexation constitutes "land" eligible for annexation pursuant to K.S.A. 12-520(a)(4) or (5) – the land shares at least fifty percent (50%) of its border with the City and is less than twenty-one (21) acres.

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II. Description of Proposed Annexation Area

The boundaries of the land proposed to be annexed are as follows:

Beginning at the intersection of the Westerly right-of-way line of U S Highway 77 and the North line of said Faith Tabernacle Addition No. 1; thence on the North line of said Faith Tabernacle Addition No. 1, N 89°56'33" W a distance of 948.70 feet to the East line of a tract described in Book 103 Page 1146 in the Office of the Register of Deeds; thence on said East line, N 00°19'02" W a distance of 932.04 feet; thence N 89°36'06" E a distance of 353.45 feet to the west line of a tract described in Book 101 Page 1342 in said Office of the Register of Deeds; thence on said West line, S 00°29'17" E a distance of 596.00 feet to the Southwest corner of said tract; thence on the South line of said tract, N 89°30'43" E a distance of 605.77 feet to said Westerly right-of-way line; thence on said Westerly right-of-way line, S 10°35'02" E 120.75 feet; thence continuing on said Westerly right-of-way line, S 08°12'29" W a distance of 228.26 feet to the point of beginning. Contains 12.41 acres, more or less. The boundaries to the south and north are the municipal boundaries of the City.

III. Location of Proposed Annexation Area

The proposed annexation is generally located west of U.S. Highway 77, Olivia Farms to the west, and Faith Tabernacle Unit 1 to the south.

Map 1 on the next page illustrates the general location of the proposed annexation and the relationship to the existing corporate boundary of the City of Junction City. The thin blue line is the municipal boundary before the annexation of U.S. 77. The land surrounded by orange is the proposed annexation. Its north-end is already in the City.

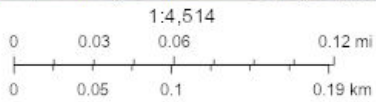
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Apostolic 1



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- Parcels
- Subdivisions
 - DOC HARGREAVES 5
 - FAITH TABERNACLE UNIT 1
 - HUNTER'S RIDGE ADD. UNIT 1
 - JOHNSON'S BOAT-RV STORAGE ADD.
 - OLIVIA FARMS
 - SUTTER HIGHLANDS SUB.
 - T.H. YOUNG SUB.
 - TURKEY HOLLOW ADD.



Eagleview-Riley County, Riley County IT/GIS, Maxar

Eagleview-Riley County, Riley County IT/GIS, Maxar | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS | Geary County User

IV. Land Use and Zoning

a. Land Use

The proposed annexation area consists primarily of agricultural use and/or vacant lots.

The single tract is devoted to agricultural use. The land is approximately 12.41 acres of what is not yet in the City. Of the 22.34 acres, approximately 10 acres or more are already within the City limits.

Estimated population on the land is two (2).

b. Zoning

All land within the proposed annexation is presently zoned A, which is Agricultural with the Geary County Zoning Code. The most comparable zoning would be “RS” – Suburban Residential due to permitted uses under 405.010.B.1.

City of Junction City zoning ordinance 400.300 provides that the property will be zoned in the most similar zoning regulation that City has comparable to the current zoning designation in the unincorporated county. The property owner, the Planning Commission, or the City Commission may apply to initiate the process to rezone the property to another appropriate zoning district.

V. Extension of Major Municipal Services

a. Public Streets

The proposed annexation falls between Rucker Road and Walla Walla Road. The City already constructed the roadway and will provide maintenance.

There is no anticipated address change.

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b. Water

The proposed annexation area currently receives water from the City. The City already provides water to the land. The landowners already pay for and receive water from the City.

There is no cost to extend services as the City already provides water to the land.

c. Sanitary Sewer

The proposed annexation area currently receives service from the City. There is no cost to extend services.

d. Flood Protection and Stormwater Management

The City maintains a stormwater utility. Its charges run concurrent with the water utility as well as trash and sewer. Revenue collected from the stormwater fee funds maintenance and improvements of the City's stormwater system and helps meet regulatory requirements.

e. Fire Protection and Medical First Response

As depicted in the map on the following page, Junction City Fire Department currently provides fire coverage. Green shows County fire coverage (4301) and red shows City fire coverage (4300).

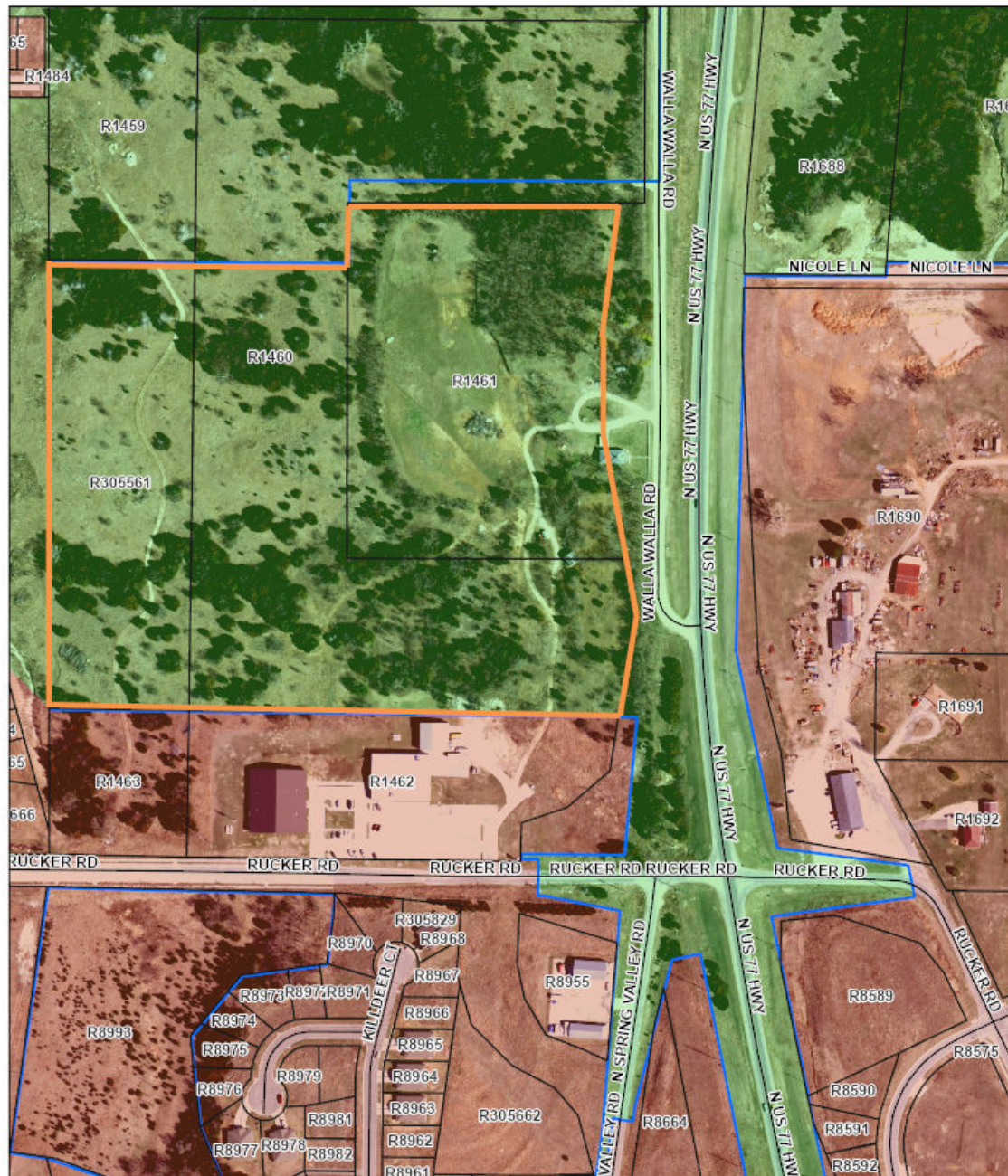
Fire protection and emergency response comes from two fire stations: 700 N Jefferson Street and 2245 Lacy Drive, both in Junction City, Kansas 66441.

Junction City city-at-large ad valorem property taxes, sales tax, and other general revenues finance fire protection. The City anticipates and expects no change in quality of fire or medical first response service because of annexation. The ISO (Insurance Service Organization) provides ratings classifying the ability of a local jurisdiction to provide fire protection. The current Geary County rating is Class 3 within five (5) road miles of a fire station with a Class

A Engine and 10 outside those five (5) road miles. The City of Junction City is Class 3. The scale is 1 to 10 with 1 being the best.

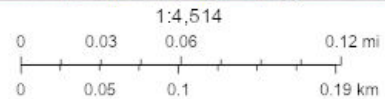
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Apostolic & Fort Emergency Coverage



11/30/2021, 1:59:16 PM

- Parcels
- RoadCenterline
- Municipal Boundary
- Emergency Service Zones
- 4300
- 4301
- Red: Band_1
- Green: Band_2
- Blue: Band_3



Eagleview-Riley County, Riley County IT/GIS, Maxar

Eagleview-Riley County, Riley County IT/GIS, Maxar | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS | Geary County User

f. Police Protection

Upon annexation, the City will provide police protection by the Junction City Police Department headquartered at 210 E 9th Street. The addition of one household surrounded by the City will not have a significant impact on the ability to provide police protection. The City of Junction City will provide police services with existing resources.

JCPD provides Animal Control services. Those services will be extended as well.

g. Parks

Helland Park is the closest park to the proposed annexation. It is 1.8 miles from the proposed annexation. The City contains many other parks and amenities open to the public. These include Helland Park, Rimrock surrounding Homer's Pond, Fifth Street Park with new playground equipment, baseball fields at both North Park and South Park, the Twelfth Street Community Center & Rathert Stadium, Martin Luther King Jr. Park, Coronado Park, the Riverwalk Trail, and others. South Park includes newly improved dog parks. The City is currently installing a bike trail from the new high school, which is west of the proposed annexation, down to downtown Junction City.

Annexation will have no significant impact on the City's park and recreation system.

h. Trash and Recycling Services

The City provides trash collection services. At the same time, residents may utilize and contract with a private trash hauler. Upon annexation, each residential household will be required to enroll for trash service, if not already.

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i. Library

The Dorothy Bramlage Public Library serves the residents of Junction City, Fort Riley, Geary County, and surrounding areas. The residents are presently served by the Dorothy Bramlage Public Library.

The Library is located at 230 W 7th Street. The Library opens itself to the public with patrons from within and outside of the City.

Annexation will not significantly affect the library's operation.

VI.Ad Valorem Taxes

Geary County provided the following values for the proposed annexation. The County held the appraised value for 2021 to be \$1,300.00. The assessed valuation for 2021 was \$390.

In 2021, the proposed annexation is in Smoky Hill Township with the designation of 210 for its tax unit. The County indicates the total levy is 119.031 with assessed property taxes of \$43.42. Upon annexation and as of 2021, the total mill levy for those in the City of Junction City is 164.141. The 2021 total ad valorem taxes would approximately be \$64.01, for an increase of \$20.59.

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VII. Timetable for Services

The proposed financing and timetable for extension of major municipal serves to the proposed annexation are shown in the table below. Most citywide municipal serves will be extended to the area immediately upon annexation.

Service	Proposed for Area	Timing	Financing
Street Maintenance	Yes	Upon Annexation	City-at-Large
Street Signage	Yes	Upon Annexation	City-at-Large
Local Street Improvements	Yes and As Required	24 Months	City-at-Large
Fire Protection	Yes	Upon Annexation/Existing	City-at-Large
Medical First Response	Yes	Upon Annexation/Existing	City-at-Large
Police Protection	Yes	Upon Annexation/Existing	City-at-Large
Parks	As Identified	Upon Annexation/Existing	City-at-Large
Library	Yes	Upon Annexation/Existing	City-at-Large
Trash & Recycling	As Identified	Upon Request	Owner
Building Code Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees
Water Laterals & Fire Hydrants	As Required	Existing	Per City Policy
Sewer Laterals	As Required	Upon Petition	Per City Policy
Housing Code and Zoning Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees

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City of Junction City
City Commission Agenda Memo
December 2, 2021

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Annexation of Apostolic 2/2305 Walla Walla Road

Background: The City Commission previously reviewed potential annexations. The Commission approved a resolution October 5, 2021 to hold a public hearing December 7, 2021 and consider annexation of the land indicated in the legal description of the resolution as well as the extension of services plan.

Discussion of Issue: The Commission needs to weigh the following factors:

- Extent to which any of the land is devoted to agricultural use;
- Area of platted versus unplatted land;
- Physical characteristics of the land which indicate the existence or absence of common interest of the City and the land proposed to be annexed;
- Extent and age of residential development adjacent to and within the proposed annexation;
- Present population and projected population within the next five (5) years;
- Extent of business, commercial, and industrial development in the area;
- Present cost, methods, and adequacy of governmental services and regulatory controls in the area;
- Proposed costs, extent, and necessity of governmental services to be provided on top of the plan to extend such services;
- Tax impact upon the property;

- Extent to which residents are directly or indirectly dependent upon the City for governmental services as well as social, economic, employment, cultural, and recreational opportunities & resources;
- Effect of annexation upon the City, other adjacent areas such as other cities, water districts, et cetera;
- Existing petitions for incorporation;
- Likelihood of significant growth in the area in the next five years;
- Effect of annexation upon utilities currently providing services to the area;
- Economic impact; and,
- Wasteful duplication of services.

Upon review by City Staff, the land outside the City is less than twenty-one (21) acres. The City's boundary surrounds the proposed annexation on three sides. The owners utilize the City for nearly all services. There are no rivers, streams, cliffs, et cetera which indicate an "absence of common interest" between the land and the City. The present and future population appears to be two (2), at most, in the next five years. There is little to no additional cost for the extension of municipal services by the City. At the time, there appears to be no, if any significant, increase to expenses due to the proposed annexation. Given that the City of Junction City surrounds the property, its residents are almost wholly dependent on the City for governmental services, social outlets, cultural experiences, and recreational opportunities without a drive of over fifteen minutes. The annexation will not affect any adjacent areas. There is little to no effect upon utilities by the annexation. Due to the property not being the City, there is a wasteful duplication of services as the City provides emergency services while the property technically falls under the County's provision of services. The taxes will increase for the property by approximately one-third (approximately \$46.42 up to \$92.84 in using 2021 Geary County tax numbers and mill); however, the taxes will cover the services provided including what is already provided pre-annexation.

The land, per ordinance 400.300, should be zoned “RS” suburban residential district which mirrors the County’s zoning of “SR” single residential.

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

1. Approve the ordinance; or,
2. Disapprove of the ordinance.

Recommendation: I recommend that the governing body approve the ordinance.

Possible Motions:

1. Approve and adopt the proposed ordinance.
2. Disapprove the proposed ordinance.

ORDINANCE S-3249

AN ORDINANCE ANNEXING CERTAIN LANDS AT OR NEAR 2305 WALLA WALLA ROAD IN CONFORMITY WITH K.S.A. 12- 520(a)(4), (5), OR (6) AND ALL AMENDMENTS.

The Governing Body of the City of Junction City, Kansas set a public hearing for Tuesday, December 7, 2021 on October 5, 2021, R-2976.

The boundaries of the land proposed to be annexed are as follows:

A tract of land located in the Southeast Quarter of section 33, Township 11 South, Range 5 East of the 6th Principal Meridian, Geary County, Kansas described as follows: Commencing at the Southeast Corner of Section 33, Township 11 South, Range 5 East; thence on an assumed bearing of N 00° 07'28" W along the East line of said Southeast Quarter 695.00 feet to the Southeast corner of a tract described in Book 101 Page 1342 in the Office of the Register of Deeds; thence on the South line of said tract, S 89°30'43" W a distance of 69.23 feet to the Westerly right-of-way line of U S Highway 77 and the Point of Beginning; thence continuing on said South line, S 89°30'43" W a distance of 605.77 feet to the Southwest corner of said tract; thence on the West line of said tract, N 00°29'17" W parallel to the East line of said Southeast Quarter, a distance of 776.00 feet to the Northwest corner of said tract; thence on the North line of said tract, N 89°30'43" E a distance of 588.57 feet to said Westerly right-of-way line; thence on said Westerly right-of-way line, S 06°36'35" W a distance of 288.48 feet; thence continuing on said Westerly right-of-way line, S 01°12'48" E a distance of 207.74 feet; thence continuing on said Westerly right-of-way line, S 10°35'02" E a distance of 286.47 feet to the point of beginning. Contains 10.15 acres, more or less.

Commonly known as 2305 Walla Walla Road.

All of which are in the boundaries of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE CITY OF JUNCTION CITY, KANSAS:

SECTION 1. That pursuant to K.S.A. 12-520(a)(4), (5), or (6), the Governing Body of the City of Junction City, Kansas, deems it advisable to annex the following land:

A tract of land located in the Southeast Quarter of section 33, Township 11 South, Range 5 East of the 6th Principal Meridian, Geary County, Kansas described as follows: Commencing at the Southeast Corner of Section 33, Township 11 South, Range 5 East; thence on an assumed bearing of N 00° 07'28" W along the East line of

said Southeast Quarter 695.00 feet to the Southeast corner of a tract described in Book 101 Page 1342 in the Office of the Register of Deeds; thence on the South line of said tract, S 89°30'43" W a distance of 69.23 feet to the Westerly right-of-way line of U S Highway 77 and the Point of Beginning; thence continuing on said South line, S 89°30'43" W a distance of 605.77 feet to the Southwest corner of said tract; thence on the West line of said tract, N 00°29'17" W parallel to the East line of said Southeast Quarter, a distance of 776.00 feet to the Northwest corner of said tract; thence on the North line of said tract, N 89°30'43" E a distance of 588.57 feet to said Westerly right-of-way line; thence on said Westerly right-of-way line, S 06°36'35" W a distance of 288.48 feet; thence continuing on said Westerly right-of-way line, S 01°12'48" E a distance of 207.74 feet; thence continuing on said Westerly right-of-way line, S 10°35'02" E a distance of 286.47 feet to the point of beginning. Contains 10.15 acres, more or less.

And said land is annexed and made a part of the City of Junction City, Kansas.

SECTION 2. The City of Junction City, Kansas, zones the land as RS per Ordinance 400.300.

SECTION 3. The City of Junction City, Kansas, recognized that the above-described property is within the boundaries of Fire District No. 1, Geary County, Kansas, and that for the purposes of fire protection the City agrees that upon annexation and detachment from the Fire District in accordance with applicable law, the property shall be the sole and complete responsibility of the City of Junction City, Kansas.

SECTION 4. The City Clerk shall file a certified copy of this Ordinance with the County Clerk, Department of Records and Tax Administration, and the Election Commissioner of Geary County, Kansas.

SECTION 5. The City Clerk shall provide a certified copy of this Ordinance, proof of publication of this Ordinance, and a map of the City detailing the annexed area per K.S.A. 12-2016.

SECTION 6. This Ordinance shall be effective upon publication as required by law or other per statute.

Passed and adopted by the Governing Body of the City of Junction City, Kansas this 7th day of December, 2021.

CITY OF JUNCTION CITY, KANSAS

Jeff Underhill
Mayor

ATTEST:

Tammy Melton, City Clerk

APPROVED AS TO FORM:

Britain D. Stites, City Attorney

CITY OF JUNCTION CITY, KANSAS



SERVICE EXTENSION PLAN FOR PROPOSED ANNEXATION

Apostolic 2

Area generally north of Rucker Road, north of Faith Tabernacle Unit 1,
east of Olivia Farms, west of U.S. Highway 77

November 30, 2021

Last Amended

I. Introduction

The City of Junction City proposes to annex land by unilateral annexation pursuant authority granted by K.S.A. 12-519 *et sequential*.

The land identified in this report runs contiguous with the municipal boundary of the City of Junction City. In addition, the municipal boundary of the City of Junction City surrounds the land on nearly all sides as well as part of the land is in the City limits already. The land is currently unplatted. The land is less than 21 acres. The land is designated for residential use by the County Appraiser's Office.

As a result of development occurring in and around the proposed annexation area, major municipal services are already available or easily can be made available. In some instances, the proposed annexation area already benefits from services provided by the City of Junction City. Annexation makes itself advisable because of equitable sharing of the costs for major municipal services. Furthermore, the proposed annexation area is within the City's growth area identified in the City of Junction City's Comprehensive Plan.

Annexation of the identified property can be accomplished in a single proceeding because the proposed annexation constitutes "land" eligible for annexation pursuant to K.S.A. 12-520(a)(4) or (5) – the land shares at least fifty percent (50%) of its border with the City and is less than twenty-one (21) acres.

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II. Description of Proposed Annexation Area

The boundaries of the land proposed to be annexed are as follows:

A tract of land located in the Southeast Quarter of section 33, Township 11 South, Range 5 East of the 6th Principal Meridian, Geary County, Kansas described as follows: Commencing at the Southeast Corner of Section 33, Township 11 South, Range 5 East; thence on an assumed bearing of N 00° 07'28" W along the East line of said Southeast Quarter 695.00 feet to the Southeast corner of a tract described in Book 101 Page 1342 in the Office of the Register of Deeds; thence on the South line of said tract, S 89°30'43" W a distance of 69.23 feet to the Westerly right-of-way line of U S Highway 77 and the Point of Beginning; thence continuing on said South line, S 89°30'43" W a distance of 605.77 feet to the Southwest corner of said tract; thence on the West line of said tract, N 00°29'17" W parallel to the East line of said Southeast Quarter, a distance of 776.00 feet to the Northwest corner of said tract; thence on the North line of said tract, N 89°30'43" E a distance of 588.57 feet to said Westerly right-of-way line; thence on said Westerly right-of-way line, S 06°36'35" W a distance of 288.48 feet; thence continuing on said Westerly right-of-way line, S 01°12'48" E a distance of 207.74 feet; thence continuing on said Westerly right-of-way line, S 10°35'02" E a distance of 286.47 feet to the point of beginning. Contains 10.15 acres, more or less.

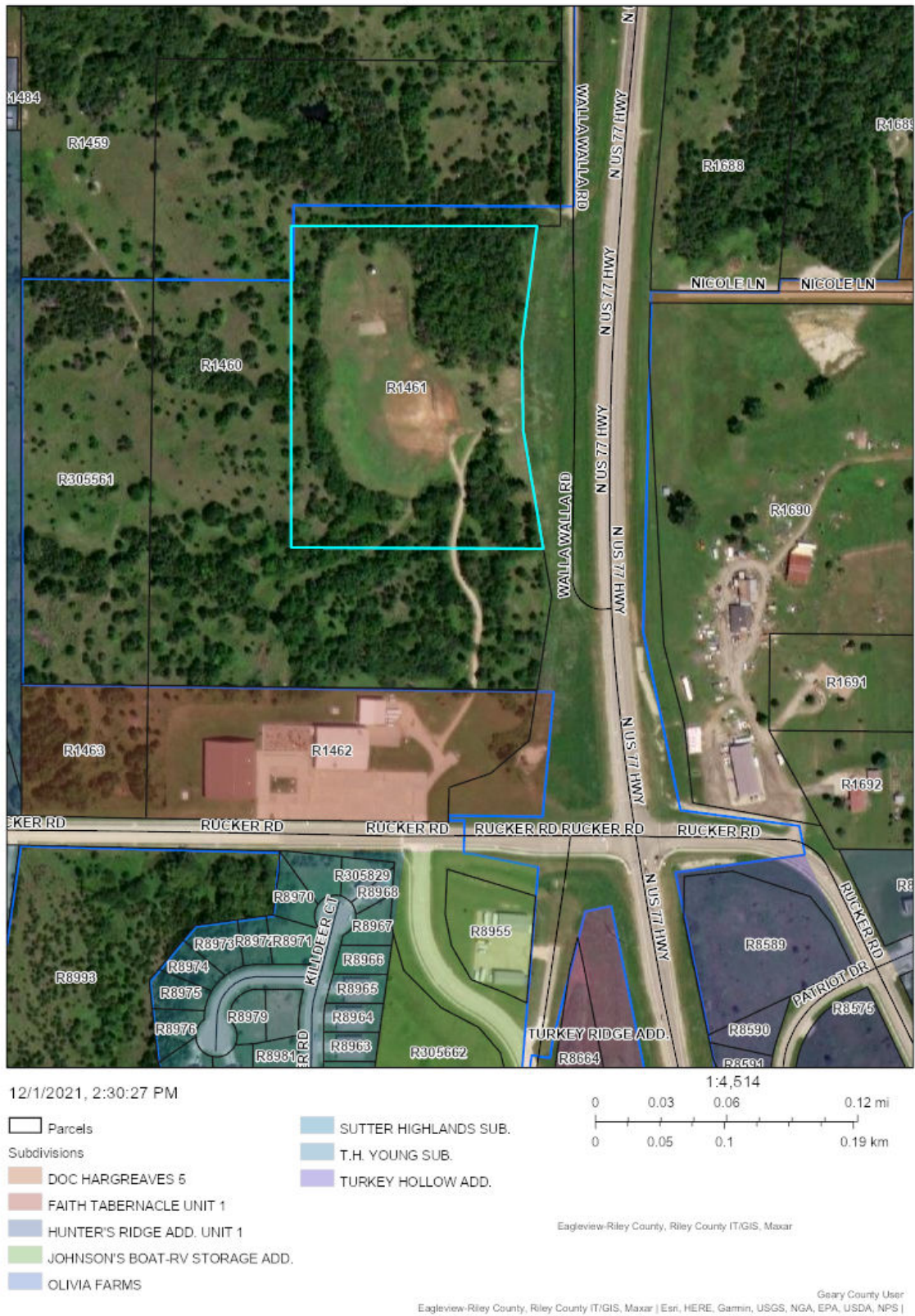
III. Location of Proposed Annexation Area

The proposed annexation is generally located west of U.S. Highway 77, Olivia Farms to the west, and Faith Tabernacle Unit 1 to the south.

Map 1 on the next page illustrates the general location of the proposed annexation and the relationship to the existing corporate boundary of the City of Junction City. The thin blue line is the municipal boundary before the annexation of U.S. 77. The land surrounded by orange is the proposed annexation. Its north-end is already in the City.

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Apostolic 2



IV. Land Use and Zoning

a. Land Use

The proposed annexation area consists primarily of agricultural/vacant use.

The single tract is devoted to single-family residential use. The land is approximately 10.23 acres.

Estimated population on the land is two (2).

b. Zoning

All land within the proposed annexation is presently zoned A, which is Agricultural with the Geary County Zoning Code. The most comparable zoning would be “RS” – Suburban Residential due to permitted uses under 405.010.B.1.

City of Junction City zoning ordinance 400.300 provides that the property will be zoned in the most similar zoning regulation that City has comparable to the current zoning designation in the unincorporated county. The property owner, the Planning Commission, or the City Commission may apply to initiate the process to rezone the property to another appropriate zoning district.

V. Extension of Major Municipal Services

a. Public Streets

The proposed annexation falls between Rucker Road and Walla Walla Road. The City already constructed the roadway and will provide maintenance.

There is no anticipated address change.

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b. Water

The proposed annexation area currently receives water from the City. The City already provides water to the land. The landowners already pay for and receive water from the City.

There is no cost to extend services as the City already provides water to the land.

c. Sanitary Sewer

The proposed annexation area currently receives service from the City. There is no cost to extend services.

d. Flood Protection and Stormwater Management

The City maintains a stormwater utility. Its charges run concurrent with the water utility as well as trash and sewer. Revenue collected from the stormwater fee funds maintenance and improvements of the City's stormwater system and helps meet regulatory requirements.

e. Fire Protection and Medical First Response

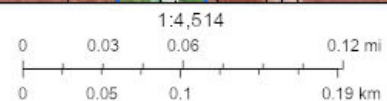
As depicted in the map on the following page, Junction City Fire Department currently provides fire coverage. Green shows County fire coverage (4301) and red shows City fire coverage (4300).

Fire protection and emergency response comes from two fire stations: 700 N Jefferson Street and 2245 Lacy Drive, both in Junction City, Kansas 66441.

Junction City city-at-large ad valorem property taxes, sales tax, and other general revenues finance fire protection. The City anticipates and expects no change in quality of fire or medical first response service because of annexation. The ISO (Insurance Service Organization) provides ratings classifying the ability of a local jurisdiction to provide fire protection. The current Geary County rating is Class 3 within five (5) road miles of a fire station with a Class A Engine and 10 outside those five (5) road miles. The City of Junction City is Class 3. The scale is 1 to 10 with 1 being the best.

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	Parcels		4301
	RoadCenterline	Kansas_HRO_2014_Color	
	Municipal Boundary		Red: Band_1
Emergency Service Zones			Green: Band_2
	4300		Blue: Band_3



Geary County User

Eagleview-Riley County, Riley County IT/GIS, Maxar | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

f. Police Protection

Upon annexation, the City will provide police protection by the Junction City Police Department headquartered at 210 E 9th Street. The addition of one household surrounded by the City will not have a significant impact on the ability to provide police protection. The City of Junction City will provide police services with existing resources.

JCPD provides Animal Control services. Those services will be extended as well.

g. Parks

Helland Park is the closest park to the proposed annexation. It is 1.8 miles from the proposed annexation. The City contains many other parks and amenities open to the public. These include Helland Park, Rimrock surrounding Homer's Pond, Fifth Street Park with new playground equipment, baseball fields at both North Park and South Park, the Twelfth Street Community Center & Rathert Stadium, Martin Luther King Jr. Park, Coronado Park, the Riverwalk Trail, and others. South Park includes newly improved dog parks. The City is currently installing a bike trail from the new high school, which is west of the proposed annexation, down to downtown Junction City.

Annexation will have no significant impact on the City's park and recreation system.

h. Trash and Recycling Services

The City provides trash collection services. At the same time, residents may utilize and contract with a private trash hauler. Upon annexation, each residential household will be required to enroll for trash service, if not already.

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i. Library

The Dorothy Bramlage Public Library serves the residents of Junction City, Fort Riley, Geary County, and surrounding areas. The residents are presently served by the Dorothy Bramlage Public Library.

The Library is located at 230 W 7th Street. The Library opens itself to the public with patrons from within and outside of the City.

Annexation will not significantly affect the library's operation.

VI.Ad Valorem Taxes

Geary County provided the following values for the proposed annexation. The County held the appraised value for 2021 to be \$38,860.00. The assessed valuation for 2021 was \$4,663.

In 2021, the proposed annexation is in Smoky Hill Township with the designation of 210 for its tax unit. The County indicates the total levy is 119.031 with assessed property taxes of \$46.42. Upon annexation and as of 2021, the total mill levy for those in the City of Junction City is 164.141. The 2021 total ad valorem taxes would approximately be \$62.84, for an increase of \$16.42.

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VII. Timetable for Services

The proposed financing and timetable for extension of major municipal serves to the proposed annexation are shown in the table below. Most citywide municipal serves will be extended to the area immediately upon annexation.

Service	Proposed for Area	Timing	Financing
Street Maintenance	Yes	Upon Annexation	City-at-Large
Street Signage	Yes	Upon Annexation	City-at-Large
Local Street Improvements	Yes and As Required	24 Months	City-at-Large
Fire Protection	Yes	Upon Annexation/Existing	City-at-Large
Medical First Response	Yes	Upon Annexation/Existing	City-at-Large
Police Protection	Yes	Upon Annexation/Existing	City-at-Large
Parks	As Identified	Upon Annexation/Existing	City-at-Large
Library	Yes	Upon Annexation/Existing	City-at-Large
Trash & Recycling	As Identified	Upon Request	Owner
Building Code Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees
Water Laterals & Fire Hydrants	As Required	Existing	Per City Policy
Sewer Laterals	As Required	Upon Petition	Per City Policy
Housing Code and Zoning Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees

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City of Junction City
City Commission Agenda Memo
December 2, 2021

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Annexation of Fort Development/00000 Rucker Road

Background: The City Commission previously reviewed potential annexations. The Commission approved a resolution October 5, 2021 to hold a public hearing December 7, 2021 and consider annexation of the land indicated in the legal description of the resolution as well as the extension of services plan.

Discussion of Issue: The Commission needs to weigh the following factors:

- Extent to which any of the land is devoted to agricultural use;
- Area of platted versus unplatted land;
- Physical characteristics of the land which indicate the existence or absence of common interest of the City and the land proposed to be annexed;
- Extent and age of residential development adjacent to and within the proposed annexation;
- Present population and projected population within the next five (5) years;
- Extent of business, commercial, and industrial development in the area;
- Present cost, methods, and adequacy of governmental services and regulatory controls in the area;
- Proposed costs, extent, and necessity of governmental services to be provided on top of the plan to extend such services;
- Tax impact upon the property;

- Extent to which residents are directly or indirectly dependent upon the City for governmental services as well as social, economic, employment, cultural, and recreational opportunities & resources;
- Effect of annexation upon the City, other adjacent areas such as other cities, water districts, et cetera;
- Existing petitions for incorporation;
- Likelihood of significant growth in the area in the next five years;
- Effect of annexation upon utilities currently providing services to the area;
- Economic impact; and,
- Wasteful duplication of services.

Upon review by City Staff, the land outside the City is less than twenty-one (21) acres. The City's boundary surrounds the proposed annexation on three sides. The owners utilize the City for nearly all services. There are no rivers, streams, cliffs, et cetera which indicate an "absence of common interest" between the land and the City. The present and future population appears to be two (2), at most, in the next five years. There is little to no additional cost for the extension of municipal services by the City. At the time, there appears to be no, if any significant, increase to expenses due to the proposed annexation. Given that the City of Junction City surrounds the property, its residents are almost wholly dependent on the City for governmental services, social outlets, cultural experiences, and recreational opportunities without a drive of over fifteen minutes. The annexation will not affect any adjacent areas. There is little to no effect upon utilities by the annexation. Due to the property not being the City, there is a wasteful duplication of services as the City provides emergency services while the property technically falls under the County's provision of services. The taxes will increase for the property by approximately one-third (approximately \$29.28 up to \$39.64 in using 2021 Geary County tax numbers and mill); however, the taxes will cover the services provided including what is already provided pre-annexation.

The land, per ordinance 400.300, should be zoned “RS” suburban residential district which mirrors the County’s zoning of “SR” single residential.

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

1. Approve the ordinance; or,
2. Disapprove of the ordinance.

Recommendation: I recommend that the governing body approve the ordinance.

Possible Motions:

1. Approve and adopt the proposed ordinance.
2. Disapprove the proposed ordinance.

ORDINANCE S-3250

AN ORDINANCE ANNEXING CERTAIN LANDS AT OR NEAR 00000 RUCKER ROAD IN CONFORMITY WITH K.S.A. 12- 520(a)(4), (5), OR (6) AND ALL AMENDMENTS.

The Governing Body of the City of Junction City, Kansas set a public hearing for Tuesday, December 7, 2021 on October 5, 2021, R-2977.

The boundaries of the land proposed to be annexed are as follows:

Commencing at the intersection of the Westerly right-of-way line of U S Highway 77 and the North line of said Faith Tabernacle Addition No. 1; thence N 89°56'33" W on the North line of said Faith Tabernacle Addition No. 1 a distance of 948.70 feet to the Point of Beginning; thence continuing on said north line, N 89°56'33" W a distance of 294.57 feet to a point on the East line of Olivia Farms Subdivision and the West line of a tract described in Book 103 Page 1146 in the Office of the Register of Deeds; thence on said East and West lines, N 00°26'21" W a distance of 929.70 feet; thence N 89°36'06" E a distance of 296.54 feet to the East line of said tract described in Book 103 Page 1146; thence on said East line, S 00°19'02" E a distance of 932.04 feet to the point of beginning.

Contains 6.32 acres, more or less.

Commonly known as 00000 Rucker Road.

All of which are in the boundaries of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE CITY OF JUNCTION CITY, KANSAS:

SECTION 1. That pursuant to K.S.A. 12-520(a)(4), (5), or (6), the Governing Body of the City of Junction City, Kansas, deems it advisable to annex the following land:

Commencing at the intersection of the Westerly right-of-way line of U S Highway 77 and the North line of said Faith Tabernacle Addition No. 1; thence N 89°56'33" W on the North line of said Faith Tabernacle Addition No. 1 a distance of 948.70 feet to the Point of Beginning; thence continuing on said north line, N 89°56'33" W a distance of 294.57 feet to a point on the East line of Olivia Farms Subdivision and the West line of a tract described in Book 103 Page 1146 in the Office of the Register of Deeds; thence on said East and West lines, N 00°26'21" W a distance of 929.70 feet; thence N 89°36'06" E a distance of 296.54 feet to the East line of said tract described in Book 103 Page 1146; thence on said East line, S 00°19'02" E a distance of 932.04 feet to the point of beginning.

Contains 6.32 acres, more or less.

And said land is annexed and made a part of the City of Junction City, Kansas.

SECTION 2. The City of Junction City, Kansas, zones the land as RS per Ordinance 400.300.

SECTION 3. The City of Junction City, Kansas, recognized that the above-described property is within the boundaries of Fire District No. 1, Geary County, Kansas, and that for the purposes of fire protection the City agrees that upon annexation and detachment from the Fire District in accordance with applicable law, the property shall be the sole and complete responsibility of the City of Junction City, Kansas.

SECTION 4. The City Clerk shall file a certified copy of this Ordinance with the County Clerk, Department of Records and Tax Administration, and the Election Commissioner of Geary County, Kansas.

SECTION 5. The City Clerk shall provide a certified copy of this Ordinance, proof of publication of this Ordinance, and a map of the City detailing the annexed area per K.S.A. 12-2016.

SECTION 6. This Ordinance shall be effective upon publication as required by law or other per statute.

Passed and adopted by the Governing Body of the City of Junction City, Kansas this 7th day of December, 2021.

CITY OF JUNCTION CITY, KANSAS

Jeff Underhill
Mayor

ATTEST:

Tammy Melton, City Clerk

APPROVED AS TO FORM:

Britain D. Stites, City Attorney

CITY OF JUNCTION CITY, KANSAS



SERVICE EXTENSION PLAN FOR PROPOSED ANNEXATION

Fort Development

Area generally north of Rucker Road, north of Faith Tabernacle Unit 1,
east of Olivia Farms, west of U.S. Highway 77

November 30, 2021

Last Amended

I. Introduction

The City of Junction City proposes to annex land by unilateral annexation pursuant authority granted by K.S.A. 12-519 *et sequential*.

The land identified in this report runs contiguous with the municipal boundary of the City of Junction City. In addition, the municipal boundary of the City of Junction City surrounds the land on nearly all sides as well as part of the land is in the City limits already. The land is currently unplatted. The land is less than 21 acres. The land is designated for residential use by the County Appraiser's Office.

As a result of development occurring in and around the proposed annexation area, major municipal services are already available or easily can be made available. In some instances, the proposed annexation area already benefits from services provided by the City of Junction City. Annexation makes itself advisable because of equitable sharing of the costs for major municipal services. Furthermore, the proposed annexation area is within the City's growth area identified in the City of Junction City's Comprehensive Plan.

Annexation of the identified property can be accomplished in a single proceeding because the proposed annexation constitutes "land" eligible for annexation pursuant to K.S.A. 12-520(a)(4) or (5) – the land shares at least fifty percent (50%) of its border with the City and is less than twenty-one (21) acres.

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II. Description of Proposed Annexation Area

The boundaries of the land proposed to be annexed are as follows:

A tract of land located in the Southeast Quarter of section 33, Township 11 South, Range 5 East of the 6th Principal Meridian, Geary County, Kansas described as follows: Commencing at the Southeast Corner of Section 33, Township 11 South, Range 5 East; thence on an assumed bearing of N 00° 07'28" W along the East line of said Southeast Quarter 695.00 feet to the Southeast corner of a tract described in Book 101 Page 1342 in the Office of the Register of Deeds; thence on the South line of said tract, S 89°30'43" W a distance of 69.23 feet to the Westerly right-of-way line of U S Highway 77 and the Point of Beginning; thence continuing on said South line, S 89°30'43" W a distance of 605.77 feet to the Southwest corner of said tract; thence on the West line of said tract, N 00°29'17" W parallel to the East line of said Southeast Quarter, a distance of 776.00 feet to the Northwest corner of said tract; thence on the North line of said tract, N 89°30'43" E a distance of 588.57 feet to said Westerly right-of-way line; thence on said Westerly right-of-way line, S 06°36'35" W a distance of 288.48 feet; thence continuing on said Westerly right-of-way line, S 01°12'48" E a distance of 207.74 feet; thence continuing on said Westerly right-of-way line, S 10°35'02" E a distance of 286.47 feet to the point of beginning. Contains 10.15 acres, more or less.

III. Location of Proposed Annexation Area

The proposed annexation is generally located west of U.S. Highway 77, Olivia Farms to the west, and Faith Tabernacle Unit 1 to the south.

Map 1 on the next page illustrates the general location of the proposed annexation and the relationship to the existing corporate boundary of the City of Junction City. The thin blue line is the municipal boundary before the annexation of U.S. 77. The land surrounded by orange is the proposed annexation. Its north-end is already in the City.

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Fort Development



12/1/2021, 2:39:10 PM

Parcels

Subdivisions

DOC HARGREAVES 5

FAITH TABERNACLE UNIT 1

HUNTER'S RIDGE ADD. UNIT 1

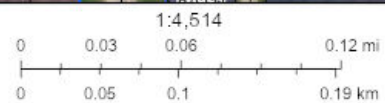
JOHNSON'S BOAT-RV STORAGE ADD.

OLIVIA FARMS

SUTTER HIGHLANDS SUB.

T.H. YOUNG SUB.

TURKEY HOLLOW ADD.



Eagleview-Riley County, Riley County IT/GIS, Maxar

Eagleview-Riley County, Riley County IT/GIS, Maxar | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS | Geary County User

IV. Land Use and Zoning

a. Land Use

The proposed annexation area consists primarily of agricultural/vacant use.

The single tract is devoted to single-family residential use. The land is approximately 10.97 acres.

Estimated population on the land is two (2).

b. Zoning

All land within the proposed annexation is presently zoned A, which is Agricultural with the Geary County Zoning Code. The most comparable zoning would be “RS” – Suburban Residential due to permitted uses under 405.010.B.1.

City of Junction City zoning ordinance 400.300 provides that the property will be zoned in the most similar zoning regulation that City has comparable to the current zoning designation in the unincorporated county. The property owner, the Planning Commission, or the City Commission may apply to initiate the process to rezone the property to another appropriate zoning district.

V. Extension of Major Municipal Services

a. Public Streets

The proposed annexation falls between Rucker Road and Walla Walla Road. The City already constructed the roadway and will provide maintenance.

There is no anticipated address change.

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b. Water

The proposed annexation area currently receives water from the City. The City already provides water to the land. The landowners already pay for and receive water from the City.

There is no cost to extend services as the City already provides water to the land.

c. Sanitary Sewer

The proposed annexation area currently receives service from the City. There is no cost to extend services.

d. Flood Protection and Stormwater Management

The City maintains a stormwater utility. Its charges run concurrent with the water utility as well as trash and sewer. Revenue collected from the stormwater fee funds maintenance and improvements of the City's stormwater system and helps meet regulatory requirements.

e. Fire Protection and Medical First Response

As depicted in the map on the following page, Junction City Fire Department currently provides fire coverage. Green shows County fire coverage (4301) and red shows City fire coverage (4300).

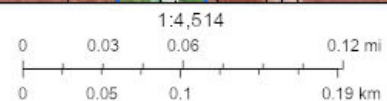
Fire protection and emergency response comes from two fire stations: 700 N Jefferson Street and 2245 Lacy Drive, both in Junction City, Kansas 66441.

Junction City city-at-large ad valorem property taxes, sales tax, and other general revenues finance fire protection. The City anticipates and expects no change in quality of fire or medical first response service because of annexation. The ISO (Insurance Service Organization) provides ratings classifying the ability of a local jurisdiction to provide fire protection. The current Geary County rating is Class 3 within five (5) road miles of a fire station with a Class A Engine and 10 outside those five (5) road miles. The City of Junction City is Class 3. The scale is 1 to 10 with 1 being the best.

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This aerial map displays a rural landscape with several property lots. The central focus is a large green lot complex outlined in orange, containing parcels R1459, R1460, R1461, and R305561. To its right is a smaller green lot (R1462) outlined in blue. The map is bounded by Rucker Rd to the south and Walla Walla Rd to the east. Other visible lots include R1484, R1459, R1460, R1461, R1462, R1463, R1466, R1469, R1691, R1692, R1688, R1690, R1691, R1692, R1693, R1694, R1695, R1696, R1697, R1698, R1699, R1700, R1701, R1702, R1703, R1704, R1705, R1706, R1707, R1708, R1709, R1710, R1711, R1712, R1713, R1714, R1715, R1716, R1717, R1718, R1719, R1720, R1721, R1722, R1723, R1724, R1725, R1726, R1727, R1728, R1729, R1730, R1731, R1732, R1733, R1734, R1735, R1736, R1737, R1738, R1739, R1740, R1741, R1742, R1743, R1744, R1745, R1746, R1747, R1748, R1749, R1750, R1751, R1752, R1753, R1754, R1755, R1756, R1757, R1758, R1759, R1760, R1761, R1762, R1763, R1764, R1765, R1766, R1767, R1768, R1769, R1770, R1771, R1772, R1773, R1774, R1775, R1776, R1777, R1778, R1779, R1780, R1781, R1782, R1783, R1784, R1785, R1786, R1787, R1788, R1789, R1790, R1791, R1792, R1793, R1794, R1795, R1796, R1797, R1798, R1799, R1800, R1801, R1802, R1803, R1804, R1805, R1806, R1807, R1808, R1809, R1810, R1811, R1812, R1813, R1814, R1815, R1816, R1817, R1818, R1819, R1820, R1821, R1822, R1823, R1824, R1825, R1826, R1827, R1828, R1829, R1830, R1831, R1832, R1833, R1834, R1835, R1836, R1837, R1838, R1839, R1840, R1841, R1842, R1843, R1844, R1845, R1846, R1847, R1848, R1849, R1850, R1851, R1852, R1853, R1854, R1855, R1856, R1857, R1858, R1859, R1860, R1861, R1862, R1863, R1864, R1865, R1866, R1867, R1868, R1869, R1870, R1871, R1872, R1873, R1874, R1875, R1876, R1877, R1878, R1879, R1880, R1881, R1882, R1883, R1884, R1885, R1886, R1887, R1888, R1889, R1890, R1891, R1892, R1893, R1894, R1895, R1896, R1897, R1898, R1899, R1900, R1901, R1902, R1903, R1904, R1905, R1906, R1907, R1908, R1909, R1910, R1911, R1912, R1913, R1914, R1915, R1916, R1917, R1918, R1919, R1920, R1921, R1922, R1923, R1924, R1925, R1926, R1927, R1928, R1929, R1930, R1931, R1932, R1933, R1934, R1935, R1936, R1937, R1938, R1939, R1940, R1941, R1942, R1943, R1944, R1945, R1946, R1947, R1948, R1949, R1950, R1951, R1952, R1953, R1954, R1955, R1956, R1957, R1958, R1959, R1960, R1961, R1962, R1963, R1964, R1965, R1966, R1967, R1968, R1969, R1970, R1971, R1972, R1973, R1974, R1975, R1976, R1977, R1978, R1979, R1980, R1981, R1982, R1983, R1984, R1985, R1986, R1987, R1988, R1989, R1990, R1991, R1992, R1993, R1994, R1995, R1996, R1997, R1998, R1999, R2000, R2001, R2002, R2003, R2004, R2005, R2006, R2007, R2008, R2009, R2010, R2011, R2012, R2013, R2014, R2015, R2016, R2017, R2018, R2019, R2020, R2021, R2022, R2023, R2024, R2025, R2026, R2027, R2028, R2029, R2030, R2031, R2032, R2033, R2034, R2035, R2036, R2037, R2038, R2039, R2040, R2041, R2042, R2043, R2044, R2045, R2046, R2047, R2048, R2049, R2050, R2051, R2052, R2053, R2054, R2055, R2056, R2057, R2058, R2059, R2060, R2061, R2062, R2063, R2064, R2065, R2066, R2067, R2068, R2069, R2070, R2071, R2072, R2073, R2074, R2075, R2076, R2077, R2078, R2079, R2080, R2081, R2082, R2083, R2084, R2085, R2086, R2087, R2088, R2089, R2090, R2091, R2092, R2093, R2094, R2095, R2096, R2097, R2098, R2099, R2100, R2101, R2102, R2103, R2104, R2105, R2106, R2107, R2108, R2109, R2110, R2111, R2112, R2113, R2114, R2115, R2116, R2117, R2118, R2119, R2120, R2121, R2122, R2123, R2124, R2125, R2126, R2127, R2128, R2129, R2130, R2131, R2132, R2133, R2134, R2135, R2136, R2137, R2138, R2139, R2140, R2141, R2142, R2143, R2144, R2145, R2146, R2147, R2148, R2149, R2150, R2151, R2152, R2153, R2154, R2155, R2156, R2157, R2158, R2159, R2160, R2161, R2162, R2163, R2164, R2165, R2166, R2167, R2168, R2169, R2170, R2171, R2172, R2173, R2174, R2175, R2176, R2177, R2178, R2179, R2180, R2181, R2182, R2183, R2184, R2185, R2186, R2187, R2188, R2189, R2190, R2191, R2192, R2193, R2194, R2195, R2196, R2197, R2198, R2199, R2200, R2201, R2202, R2203, R2204, R2205, R2206, R2207, R2208, R2209, R2210, R2211, R2212, R2213, R2214, R2215, R2216, R2217, R2218, R2219, R2220, R2221, R2222, R2223, R2224, R2225, R2226, R2227, R2228, R2229, R2230, R2231, R2232, R2233, R2234, R2235, R2236, R2237, R2238, R2239, R2240, R2241, R2242, R2243, R2244, R2245, R2246, R2247, R2248, R2249, R2250, R2251, R2252, R2253, R2254, R2255, R2256, R2257, R2258, R2259, R2260, R2261, R2262, R2263, R2264, R2265, R2266, R2267, R2268, R2269, R2270, R2271, R2272, R2273, R2274, R2275, R2276, R2277, R2278, R2279, R2280, R2281, R2282, R2283, R2284, R2285, R2286, R2287, R2288, R2289, R2290, R2291, R2292, R2293, R2294, R2295, R2296, R2297, R2298, R2299, R2300, R2301, R2302, R2303, R2304, R2305, R2306, R2307, R2308, R2309, R2310, R2311, R2312, R2313, R2314, R2315, R2316, R2317, R2318, R2319, R2

	Parcels		4301
	RoadCenterline	Kansas_HRO_2014_Color	
	Municipal Boundary		Red: Band_1
Emergency Service Zones			Green: Band_2
	4300		Blue: Band_3



Geary County User

Eagleview-Riley County, Riley County IT/GIS, Maxar | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

f. Police Protection

Upon annexation, the City will provide police protection by the Junction City Police Department headquartered at 210 E 9th Street. The addition of one household surrounded by the City will not have a significant impact on the ability to provide police protection. The City of Junction City will provide police services with existing resources.

JCPD provides Animal Control services. Those services will be extended as well.

g. Parks

Helland Park is the closest park to the proposed annexation. It is 1.8 miles from the proposed annexation. The City contains many other parks and amenities open to the public. These include Helland Park, Rimrock surrounding Homer's Pond, Fifth Street Park with new playground equipment, baseball fields at both North Park and South Park, the Twelfth Street Community Center & Rathert Stadium, Martin Luther King Jr. Park, Coronado Park, the Riverwalk Trail, and others. South Park includes newly improved dog parks. The City is currently installing a bike trail from the new high school, which is west of the proposed annexation, down to downtown Junction City.

Annexation will have no significant impact on the City's park and recreation system.

h. Trash and Recycling Services

The City provides trash collection services. At the same time, residents may utilize and contract with a private trash hauler. Upon annexation, each residential household will be required to enroll for trash service, if not already.

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i. Library

The Dorothy Bramlage Public Library serves the residents of Junction City, Fort Riley, Geary County, and surrounding areas. The residents are presently served by the Dorothy Bramlage Public Library.

The Library is located at 230 W 7th Street. The Library opens itself to the public with patrons from within and outside of the City.

Annexation will not significantly affect the library's operation.

VI.Ad Valorem Taxes

Geary County provided the following values for the proposed annexation. The County held the appraised value for 2021 to be \$550.00. The assessed valuation for 2021 was \$246.00.

In 2021, the proposed annexation is in Smoky Hill Township with the designation of 210 for its tax unit. The County indicates the total levy is 119.031 with assessed property taxes of \$29.28. Upon annexation and as of 2021, the total mill levy for those in the City of Junction City is 164.141. The 2021 total ad valorem taxes would approximately be \$39.64, for an increase of \$10.36.

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VII. Timetable for Services

The proposed financing and timetable for extension of major municipal serves to the proposed annexation are shown in the table below. Most citywide municipal serves will be extended to the area immediately upon annexation.

Service	Proposed for Area	Timing	Financing
Street Maintenance	Yes	Upon Annexation	City-at-Large
Street Signage	Yes	Upon Annexation	City-at-Large
Local Street Improvements	Yes and As Required	24 Months	City-at-Large
Fire Protection	Yes	Upon Annexation/Existing	City-at-Large
Medical First Response	Yes	Upon Annexation/Existing	City-at-Large
Police Protection	Yes	Upon Annexation/Existing	City-at-Large
Parks	As Identified	Upon Annexation/Existing	City-at-Large
Library	Yes	Upon Annexation/Existing	City-at-Large
Trash & Recycling	As Identified	Upon Request	Owner
Building Code Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees
Water Laterals & Fire Hydrants	As Required	Existing	Per City Policy
Sewer Laterals	As Required	Upon Petition	Per City Policy
Housing Code and Zoning Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees

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City of Junction City
City Commission Agenda Memo
December 2, 2021

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Annexation of Habitat for Humanity/00000 Tanager Court

Background: The City Commission previously reviewed potential annexations. The Commission approved a resolution October 5, 2021 to hold a public hearing December 7, 2021 and consider annexation of the land indicated in the legal description of the resolution as well as the extension of services plan.

Discussion of Issue: The Commission needs to weigh the following factors:

- Extent to which any of the land is devoted to agricultural use;
- Area of platted versus unplatted land;
- Physical characteristics of the land which indicate the existence or absence of common interest of the City and the land proposed to be annexed;
- Extent and age of residential development adjacent to and within the proposed annexation;
- Present population and projected population within the next five (5) years;
- Extent of business, commercial, and industrial development in the area;
- Present cost, methods, and adequacy of governmental services and regulatory controls in the area;
- Proposed costs, extent, and necessity of governmental services to be provided on top of the plan to extend such services;
- Tax impact upon the property;

- Extent to which residents are directly or indirectly dependent upon the City for governmental services as well as social, economic, employment, cultural, and recreational opportunities & resources;
- Effect of annexation upon the City, other adjacent areas such as other cities, water districts, et cetera;
- Existing petitions for incorporation;
- Likelihood of significant growth in the area in the next five years;
- Effect of annexation upon utilities currently providing services to the area;
- Economic impact; and,
- Wasteful duplication of services.

Upon review by City Staff, the land outside the City is less than twenty-one (21) acres. The City's boundary surrounds the proposed annexation on all sides. The owners utilize the City for nearly all services. There are no rivers, streams, cliffs, et cetera which indicate an "absence of common interest" between the land and the City. The present and future population appears to be two (2), at most, in the next five years. There is little to no additional cost for the extension of municipal services by the City. At the time, there appears to be no, if any significant, increase to expenses due to the proposed annexation. Given that the City of Junction City surrounds the property, its residents are almost wholly dependent on the City for governmental services, social outlets, cultural experiences, and recreational opportunities without a drive of over fifteen minutes. The annexation will not affect any adjacent areas. There is little to no effect upon utilities by the annexation. Due to the property not being the City, there is a wasteful duplication of services as the City provides emergency services while the property technically falls under the County's provision of services. The taxes will increase for the property by approximately one-third (approximately \$575.64 up to \$779.29 in using 2021 Geary County tax numbers and mill); however, the taxes will cover the services provided including what is already provided pre-annexation.

The land, per ordinance 400.300, should be zoned “RS” suburban residential district which mirrors the County’s zoning of “SR” single residential.

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

1. Approve the ordinance; or,
2. Disapprove of the ordinance.

Recommendation: I recommend that the governing body approve the ordinance.

Possible Motions:

1. Approve and adopt the proposed ordinance.
2. Disapprove the proposed ordinance.

ORDINANCE S-3251

AN ORDINANCE ANNEXING CERTAIN LANDS AT OR NEAR 00000 Tanager Court in conformity with K.S.A. 12- 520(a)(4), (5), OR (6) AND ALL AMENDMENTS.

The Governing Body of the City of Junction City, Kansas set a public hearing for Tuesday, December 7, 2021 on October 5, 2021, R-2978.

The boundaries of the land proposed to be annexed are as follows:

A tract of land located in the Northeast Quarter of the Northeast Quarter of Section 4, Township 12 South, Range 5 East, of the 6th Principal Meridian, Geary County, Kansas, more particularly described as follows: Beginning at the Northernmost corner of Lot 15, Block One, Sutter Highlands Subdivision, a Replat of Falcon Meadows Addition Unit No. 1 and a Final Plat of an Adjacent Tract in the City of Junction City; thence S 00°17'28" E along the Northerly line of said Sutter Highlands Subdivision, 49.05 feet; thence S 07°34'27" W along said Northerly line, 106.11 feet; thence S 81°42'01" W along said Northerly line, 188.90 feet; thence S 39°22'45" W along said Northerly line, 172.86 feet; thence S 06°43'13" E along said Northerly line, 199.52 feet; thence S 23°45'24" E along said Northerly line, 117.61 feet; thence S 35°47'20" E along said Northerly line, 74.95 feet; thence S 54°12'40" W along said Northerly line, 225.03 feet; thence N 13°27'19" W along said Northerly line, 166.69 feet; thence N 70°26'25" W along said Northerly line, 191.98 feet; thence N 82°37'09" W along said Northerly line, 105.66 feet to the Northwest Corner of Lot 38, said Block One, also being on the West line of T.H. Young Subdivision to Geary County; thence N 07°22'17" E, 574.93 feet to the South Right-of-way line of Rucker Road; thence N 89°42'41" E along said South Right-of-way line, 629.03 feet to the point of beginning. Contains 7.12 acres, more or less.

Commonly known as 00000 Tanager Court.

All of which are in the boundaries of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE CITY OF JUNCTION CITY, KANSAS:

SECTION 1. That pursuant to K.S.A. 12-520(a)(4), (5), or (6), the Governing Body of the City of Junction City, Kansas, deems it advisable to annex the following land:

A tract of land located in the Northeast Quarter of the Northeast Quarter of Section 4, Township 12 South, Range 5 East, of the 6th Principal Meridian, Geary County, Kansas, more particularly described as follows: Beginning at the

Northernmost corner of Lot 15, Block One, Sutter Highlands Subdivision, a Replat of Falcon Meadows Addition Unit No. 1 and a Final Plat of an Adjacent Tract in the City of Junction City; thence S 00°17'28" E along the Northerly line of said Sutter Highlands Subdivision, 49.05 feet; thence S 07°34'27" W along said Northerly line, 106.11 feet; thence S 81°42'01" W along said Northerly line, 188.90 feet; thence S 39°22'45" W along said Northerly line, 172.86 feet; thence S 06°43'13" E along said Northerly line, 199.52 feet; thence S 23°45'24" E along said Northerly line, 117.61 feet; thence S 35°47'20" E along said Northerly line, 74.95 feet; thence S 54°12'40" W along said Northerly line, 225.03 feet; thence N 13°27'19" W along said Northerly line, 166.69 feet; thence N 70°26'25" W along said Northerly line, 191.98 feet; thence N 82°37'09" W along said Northerly line, 105.66 feet to the Northwest Corner of Lot 38, said Block One, also being on the West line of T.H. Young Subdivision to Geary County; thence N 07°22'17" E, 574.93 feet to the South Right-of-way line of Rucker Road; thence N 89°42'41" E along said South Right-of-way line, 629.03 feet to the point of beginning. Contains 7.12 acres, more or less.

And said land is annexed and made a part of the City of Junction City, Kansas.

SECTION 2. The City of Junction City, Kansas, zones the land as RS per Ordinance 400.300.

SECTION 3. The City of Junction City, Kansas, recognized that the above-described property is within the boundaries of Fire District No. 1, Geary County, Kansas, and that for the purposes of fire protection the City agrees that upon annexation and detachment from the Fire District in accordance with applicable law, the property shall be the sole and complete responsibility of the City of Junction City, Kansas.

SECTION 4. The City Clerk shall file a certified copy of this Ordinance with the County Clerk, Department of Records and Tax Administration, and the Election Commissioner of Geary County, Kansas.

SECTION 5. The City Clerk shall provide a certified copy of this Ordinance, proof of publication of this Ordinance, and a map of the City detailing the annexed area per K.S.A. 12-2016.

SECTION 6. This Ordinance shall be effective upon publication as required by law or other per statute.

Passed and adopted by the Governing Body of the City of Junction City, Kansas this 7th day of December, 2021.

CITY OF JUNCTION CITY, KANSAS

Jeff Underhill
Mayor

ATTEST:

Tammy Melton, City Clerk

APPROVED AS TO FORM:

Britain D. Stites, City Attorney

CITY OF JUNCTION CITY, KANSAS



SERVICE EXTENSION PLAN FOR PROPOSED ANNEXATION

Habitat for Humanity

Area generally south of Rucker Road, south of Faith Tabernacle Unit 1,
east of Johnson's Boat-RV Storage Addition, west of T.H. Young Subdivision

November 30, 2021

Last Amended

I. Introduction

The City of Junction City proposes to annex land by unilateral annexation pursuant authority granted by K.S.A. 12-519 *et sequential*.

The land identified in this report runs contiguous with the municipal boundary of the City of Junction City. In addition, the municipal boundary of the City of Junction City surrounds the land on nearly all sides as well as part of the land is in the City limits already. The land is currently unplatted. The land is less than 21 acres. The land is designated for residential use by the County Appraiser's Office.

As a result of development occurring in and around the proposed annexation area, major municipal services are already available or easily can be made available. In some instances, the proposed annexation area already benefits from services provided by the City of Junction City. Annexation makes itself advisable because of equitable sharing of the costs for major municipal services. Furthermore, the proposed annexation area is within the City's growth area identified in the City of Junction City's Comprehensive Plan.

Annexation of the identified property can be accomplished in a single proceeding because the proposed annexation constitutes "land" eligible for annexation pursuant to K.S.A. 12-520(a)(4) or (5) – the land shares at least fifty percent (50%) of its border with the City and is less than twenty-one (21) acres.

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II. Description of Proposed Annexation Area

The boundaries of the land proposed to be annexed are as follows:

A tract of land located in the Northeast Quarter of the Northeast Quarter of Section 4, Township 12 South, Range 5 East, of the 6th Principal Meridian, Geary County, Kansas, more particularly described as follows: Beginning at the Northernmost corner of Lot 15, Block One, Sutter Highlands Subdivision, a Replat of Falcon Meadows Addition Unit No. 1 and a Final Plat of an Adjacent Tract in the City of Junction City; thence S 00°17'28" E along the Northerly line of said Sutter Highlands Subdivision, 49.05 feet; thence S 07°34'27" W along said Northerly line, 106.11 feet; thence S 81°42'01" W along said Northerly line, 188.90 feet; thence S 39°22'45" W along said Northerly line, 172.86 feet; thence S 06°43'13" E along said Northerly line, 199.52 feet; thence S 23°45'24" E along said Northerly line, 117.61 feet; thence S 35°47'20" E along said Northerly line, 74.95 feet; thence S 54°12'40" W along said Northerly line, 225.03 feet; thence N 13°27'19" W along said Northerly line, 166.69 feet; thence N 70°26'25" W along said Northerly line, 191.98 feet; thence N 82°37'09" W along said Northerly line, 105.66 feet to the Northwest Corner of Lot 38, said Block One, also being on the West line of T.H. Young Subdivision to Geary County; thence N 07°22'17" E, 574.93 feet to the South Right-of-way line of Rucker Road; thence N 89°42'41" E along said South Right-of-way line, 629.03 feet to the point of beginning. Contains 7.12 acres, more or less.

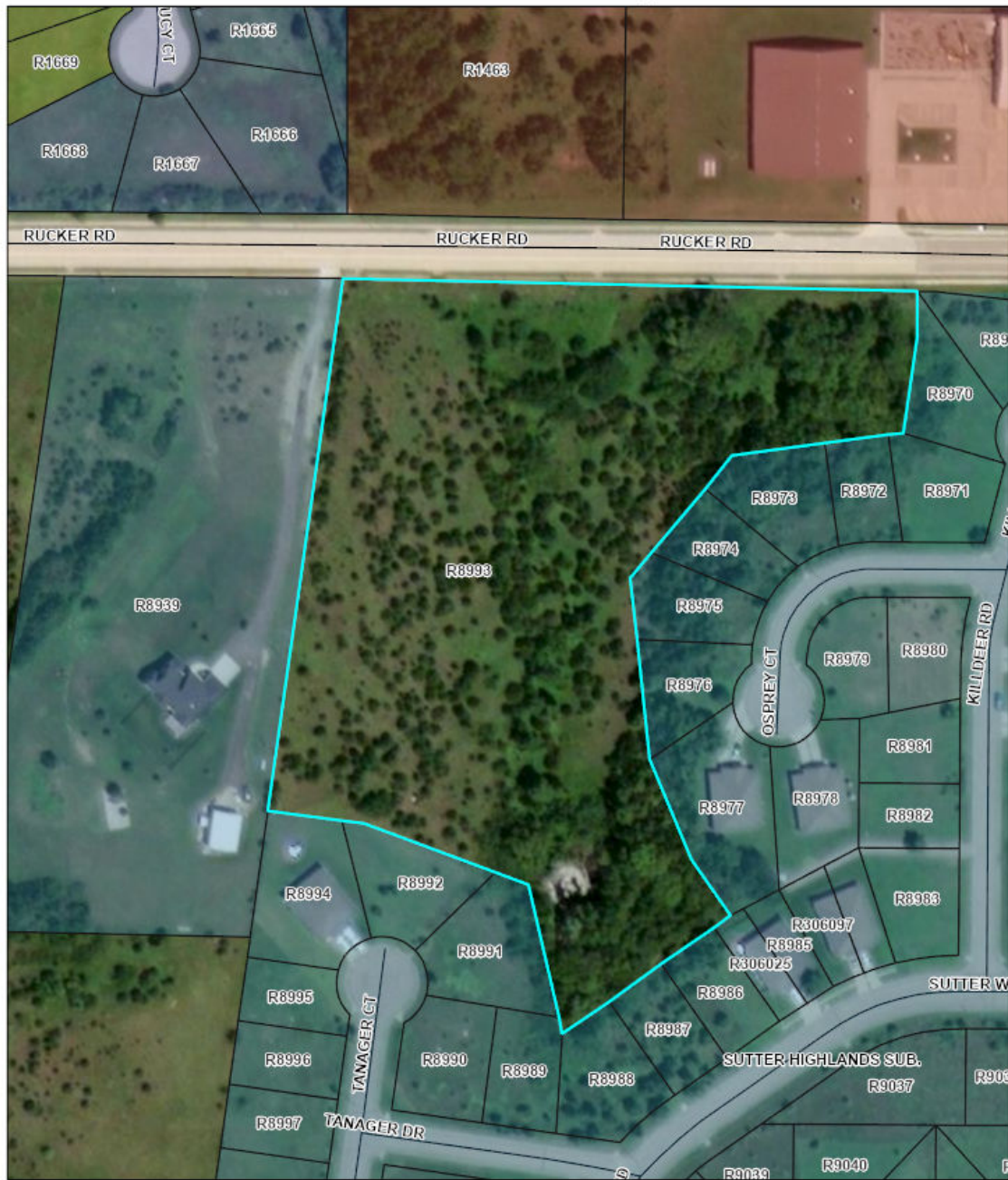
III. Location of Proposed Annexation Area

The proposed annexation is generally located west of U.S. Highway 77, Johnson Boat-RV Storage Subdivision to the west, Faith Tabernacle Unit 1 to the north, and T.H. Young Subdivision to the west.

Map 1 on the next page illustrates the general location of the proposed annexation and the relationship to the existing corporate boundary of the City of Junction City. The thin blue line is the municipal boundary before the annexation of U.S. 77. Its north-end is already in the City.

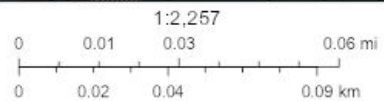
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Habitat for Humanity



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- Parcels
- Subdivisions
 - OLIVIA FARMS 2ND ADD.
 - SUTTER HIGHLANDS SUB.
 - FAITH TABERNACLE UNIT 1
 - T.H. YOUNG SUB.
 - OLIVIA FARMS
- RoadCenterline



Eagleview-Riley County, Riley County IT/GIS, Maxar, Microsoft

Eagleview-Riley County, Riley County IT/GIS, Maxar, Microsoft | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS | Geary County User

IV. Land Use and Zoning

a. Land Use

The proposed annexation area consists primarily of residential use.

The single tract is devoted to single-family residential use. The land is approximately 7.41 acres.

Estimated population on the land is two (2).

b. Zoning

All land within the proposed annexation is presently zoned “___”, which is Agricultural with the Geary County Zoning Code. The most comparable zoning would be “RS” – Suburban Residential due to permitted uses under 405.010.B.1.

City of Junction City zoning ordinance 400.300 provides that the property will be zoned in the most similar zoning regulation that City has comparable to the current zoning designation in the unincorporated county. The property owner, the Planning Commission, or the City Commission may apply to initiate the process to rezone the property to another appropriate zoning district.

V. Extension of Major Municipal Services

a. Public Streets

The proposed annexation falls on the south side of Rucker Road. The City already constructed the roadway and will provide maintenance.

There is no anticipated address change.

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The proposed annexation area currently receives water from the City. The City already provides water to the land. The landowners already pay for and receive water from the City.

There is no cost to extend services as the City already provides water to the land.

c. Sanitary Sewer

The proposed annexation area currently receives service from the City. There is no cost to extend services.

d. Flood Protection and Stormwater Management

The City maintains a stormwater utility. Its charges run concurrent with the water utility as well as trash and sewer. Revenue collected from the stormwater fee funds maintenance and improvements of the City's stormwater system and helps meet regulatory requirements.

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As depicted in the map on the following page, Junction City Fire Department currently provides fire coverage. Green shows County fire coverage (4301) and red shows City fire coverage (4300).

Fire protection and emergency response comes from two fire stations: 700 N Jefferson Street and 2245 Lacy Drive, both in Junction City, Kansas 66441.

Junction City city-at-large ad valorem property taxes, sales tax, and other general revenues finance fire protection. The City anticipates and expects no change in quality of fire or medical first response service because of annexation. The ISO (Insurance Service Organization) provides ratings classifying the ability of a local jurisdiction to provide fire protection. The current Geary County rating is Class 3 within five (5) road miles of a fire station with a Class A Engine and 10 outside those five (5) road miles. The City of Junction City is Class 3. The scale is 1 to 10 with 1 being the best.

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Habitat for Humanity Emergency Service Coverage



Geary County User
Eagleview-Riley County, Riley County IT/GIS, Maxar, Microsoft | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

f. Police Protection

Upon annexation, the City will provide police protection by the Junction City Police Department headquartered at 210 E 9th Street. The addition of one household surrounded by the City will not have a significant impact on the ability to provide police protection. The City of Junction City will provide police services with existing resources.

JCPD provides Animal Control services. Those services will be extended as well.

g. Parks

Helland Park is the closest park to the proposed annexation. It is 1.8 miles from the proposed annexation. The City contains many other parks and amenities open to the public. These include Helland Park, Rimrock surrounding Homer's Pond, Fifth Street Park with new playground equipment, baseball fields at both North Park and South Park, the Twelfth Street Community Center & Rathert Stadium, Martin Luther King Jr. Park, Coronado Park, the Riverwalk Trail, and others. South Park includes newly improved dog parks. The City is currently installing a bike trail from the new high school, which is west of the proposed annexation, down to downtown Junction City.

Annexation will have no significant impact on the City's park and recreation system.

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The City provides trash collection services. At the same time, residents may utilize and contract with a private trash hauler. Upon annexation, each residential household will be required to enroll for trash service, if not already.

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The Dorothy Bramlage Public Library serves the residents of Junction City, Fort Riley, Geary County, and surrounding areas. The residents are presently served by the Dorothy Bramlage Public Library.

The Library is located at 230 W 7th Street. The Library opens itself to the public with patrons from within and outside of the City.

Annexation will not significantly affect the library's operation.

VI.Ad Valorem Taxes

Geary County provided the following values for the proposed annexation. The County held the appraised value for 2021 to be \$40,300. The assessed valuation for 2021 was \$4,836.00.

In 2021, the proposed annexation is in Smoky Hill Township with the designation of 210 for its tax unit. The County indicates the total levy is 119.031 with assessed property taxes of \$575.64. Upon annexation and as of 2021, the total mill levy for those in the City of Junction City is 164.141. The 2021 total ad valorem taxes would approximately be \$779.29, for an increase of \$203.65.

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VII. Timetable for Services

The proposed financing and timetable for extension of major municipal serves to the proposed annexation are shown in the table below. Most citywide municipal serves will be extended to the area immediately upon annexation.

Service	Proposed for Area	Timing	Financing
Street Maintenance	Yes	Upon Annexation	City-at-Large
Street Signage	Yes	Upon Annexation	City-at-Large
Local Street Improvements	Yes and As Required	24 Months	City-at-Large
Fire Protection	Yes	Upon Annexation/Existing	City-at-Large
Medical First Response	Yes	Upon Annexation/Existing	City-at-Large
Police Protection	Yes	Upon Annexation/Existing	City-at-Large
Parks	As Identified	Upon Annexation/Existing	City-at-Large
Library	Yes	Upon Annexation/Existing	City-at-Large
Trash & Recycling	As Identified	Upon Request	Owner
Building Code Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees
Water Laterals & Fire Hydrants	As Required	Existing	Per City Policy
Sewer Laterals	As Required	Upon Petition	Per City Policy
Housing Code and Zoning Enforcement	Yes	Upon Annexation	City-at-Large and Permit Fees

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City of Junction City
City Commission Agenda Memo
December 2, 2021

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Annexation of Goldenbelt/00000 Old Highway 40

Background: The City Commission previously reviewed potential annexations. The Commission approved a resolution October 5, 2021 to hold a public hearing December 7, 2021 and consider annexation of the land indicated in the legal description of the resolution as well as the extension of services plan.

Discussion of Issue: The Commission needs to weigh the following factors:

- Extent to which any of the land is devoted to agricultural use;
- Area of platted versus unplatted land;
- Physical characteristics of the land which indicate the existence or absence of common interest of the City and the land proposed to be annexed;
- Extent and age of residential development adjacent to and within the proposed annexation;
- Present population and projected population within the next five (5) years;
- Extent of business, commercial, and industrial development in the area;
- Present cost, methods, and adequacy of governmental services and regulatory controls in the area;
- Proposed costs, extent, and necessity of governmental services to be provided on top of the plan to extend such services;
- Tax impact upon the property;

- Extent to which residents are directly or indirectly dependent upon the City for governmental services as well as social, economic, employment, cultural, and recreational opportunities & resources;
- Effect of annexation upon the City, other adjacent areas such as other cities, water districts, et cetera;
- Existing petitions for incorporation;
- Likelihood of significant growth in the area in the next five years;
- Effect of annexation upon utilities currently providing services to the area;
- Economic impact; and,
- Wasteful duplication of services.

Upon review by City Staff, the land outside the City is less than twenty-one (21) acres. The City's boundary surrounds the proposed annexation on all sides. The owners utilize the City for nearly all services. There are no rivers, streams, cliffs, et cetera which indicate an "absence of common interest" between the land and the City. The present and future population appears to be two (2), at most, in the next five years. There is little to no additional cost for the extension of municipal services by the City. At the time, there appears to be no, if any significant, increase to expenses due to the proposed annexation. Given that the City of Junction City surrounds the property, its residents are almost wholly dependent on the City for governmental services, social outlets, cultural experiences, and recreational opportunities without a drive of over fifteen minutes. The annexation will not affect any adjacent areas. There is little to no effect upon utilities by the annexation. Due to the property not being the City, there is a wasteful duplication of services as the City provides emergency services while the property technically falls under the County's provision of services. The taxes will increase for the property by approximately one-third (approximately \$237.00 up to \$320.84 in using 2021 Geary County tax numbers and mill); however, the taxes will cover the services provided including what is already provided pre-annexation.

The land, per ordinance 400.300, should be zoned “RS” suburban residential district which mirrors the County’s zoning of “SR” single residential.

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

1. Approve the ordinance; or,
2. Disapprove of the ordinance.

Recommendation: I recommend that the governing body approve the ordinance.

Possible Motions:

1. Approve and adopt the proposed ordinance.
2. Disapprove the proposed ordinance.

ORDINANCE S-3252

AN ORDINANCE ANNEXING CERTAIN LANDS AT OR NEAR 00000 OLD HIGHWAY 40 IN CONFORMITY WITH K.S.A. 12- 520(a)(4), (5), OR (6) AND ALL AMENDMENTS.

The Governing Body of the City of Junction City, Kansas set a public hearing for Tuesday, December 7, 2021 on October 5, 2021, R-2979.

The boundaries of the land proposed to be annexed are as follows:

A tract of land located in the Northeast Quarter of Section 22, Township 12 South, Range 5 East, of the 6th Principal Meridian, Geary County, Kansas, more particularly described as follows: Beginning at the Northeast corner of Elliott's Ridge Addition to Junction City, Kansas; thence on the West line of said Elliott's Ridge Addition, S 21°23'22" W a distance of 335.84 feet to the Southwest corner of said Elliott's Ridge Addition and the northerly right-of-way line of Old U S Highway 40, also known as Golden Belt Boulevard; thence on said northerly right-of-way line, N 85°21'22" W a distance of 544.15 feet to a point of curvature; thence continuing on said right-of-way line on a curve to the right, having a radius of 494.14 feet, a chord bearing of N 39°09'37" W and a chord distance of 328.20 feet, an arc length of 334.55 feet; thence continuing on said right-of-way line, N 19°45'53" W a distance of 10.59 feet to the North line of said Northeast Quarter; thence on said north line, N 89°43'28" E a distance of 875.69 feet to the point of beginning. Contains 4.83 acres, more or less.

Commonly known as 00000 Old Highway 40.

All of which are in the boundaries of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE CITY OF JUNCTION CITY, KANSAS:

SECTION 1. That pursuant to K.S.A. 12-520(a)(4), (5), or (6), the Governing Body of the City of Junction City, Kansas, deems it advisable to annex the following land:

A tract of land located in the Northeast Quarter of Section 22, Township 12 South, Range 5 East, of the 6th Principal Meridian, Geary County, Kansas, more particularly described as follows: Beginning at the Northeast corner of Elliott's Ridge Addition to Junction City, Kansas; thence on the West line of said Elliott's Ridge Addition, S 21°23'22" W a distance of 335.84 feet to the Southwest corner of said Elliott's Ridge Addition and the northerly right-of-way line of Old U S Highway 40, also known as Golden Belt Boulevard; thence on said northerly right-of-way line, N

85°21'22" W a distance of 544.15 feet to a point of curvature; thence continuing on said right-of-way line on a curve to the right, having a radius of 494.14 feet, a chord bearing of N 39°09'37" W and a chord distance of 328.20 feet, an arc length of 334.55 feet; thence continuing on said right-of-way line, N 19°45'53" W a distance of 10.59 feet to the North line of said Northeast Quarter; thence on said north line, N 89°43'28" E a distance of 875.69 feet to the point of beginning. Contains 4.83 acres, more or less.

And said land is annexed and made a part of the City of Junction City, Kansas.

SECTION 2. The City of Junction City, Kansas, zones the land as RS per Ordinance 400.300.

SECTION 3. The City of Junction City, Kansas, recognized that the above-described property is within the boundaries of Fire District No. 1, Geary County, Kansas, and that for the purposes of fire protection the City agrees that upon annexation and detachment from the Fire District in accordance with applicable law, the property shall be the sole and complete responsibility of the City of Junction City, Kansas.

SECTION 4. The City Clerk shall file a certified copy of this Ordinance with the County Clerk, Department of Records and Tax Administration, and the Election Commissioner of Geary County, Kansas.

SECTION 5. The City Clerk shall provide a certified copy of this Ordinance, proof of publication of this Ordinance, and a map of the City detailing the annexed area per K.S.A. 12-2016.

SECTION 6. This Ordinance shall be effective upon publication as required by law or other per statute.

Passed and adopted by the Governing Body of the City of Junction City, Kansas this 7th day of December, 2021.

CITY OF JUNCTION CITY, KANSAS

Jeff Underhill
Mayor

ATTEST:

Tammy Melton, City Clerk

APPROVED AS TO FORM:

Britain D. Stites, City Attorney

CITY OF JUNCTION CITY, KANSAS



SERVICE EXTENSION PLAN FOR PROPOSED ANNEXATION

Goldenbelt

Area generally south of Rucker Road, south of Faith Tabernacle Unit 1,
east of Johnson's Boat-RV Storage Addition, west of T.H. Young Subdivision

November 30, 2021

Last Amended

I. Introduction

The City of Junction City proposes to annex land by unilateral annexation pursuant authority granted by K.S.A. 12-519 *et sequential*.

The land identified in this report runs contiguous with the municipal boundary of the City of Junction City. In addition, the municipal boundary of the City of Junction City surrounds the land on nearly all sides as well as part of the land is in the City limits already. The land is currently unplatted. The land is less than 21 acres. The land is designated for residential use by the County Appraiser's Office.

As a result of development occurring in and around the proposed annexation area, major municipal services are already available or easily can be made available. In some instances, the proposed annexation area already benefits from services provided by the City of Junction City. Annexation makes itself advisable because of equitable sharing of the costs for major municipal services. Furthermore, the proposed annexation area is within the City's growth area identified in the City of Junction City's Comprehensive Plan.

Annexation of the identified property can be accomplished in a single proceeding because the proposed annexation constitutes "land" eligible for annexation pursuant to K.S.A. 12-520(a)(4) or (5) – the land shares at least fifty percent (50%) of its border with the City and is less than twenty-one (21) acres.

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II. Description of Proposed Annexation Area

The boundaries of the land proposed to be annexed are as follows:

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III. Location of Proposed Annexation Area

The proposed annexation is generally located east of U.S. Highway 77, Dick Edwards Auto Plaza Addition to the west, Interstate 70 to the south, Bluffs Addition to the north, and Elliot's Ridge Addition to the East.

Map 1 on the next page illustrates the general location of the proposed annexation and the relationship to the existing corporate boundary of the City of Junction City.

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Goldenbelt



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Parcels	ELLIOTT'S RIDGE ADD.
Subdivisions	KDOT ADD. 3
BLUFFS ADD.	RoadCenterline

1:2,257

0	0.01	0.03	0.06 mi
0	0.02	0.04	0.09 km

Maxar, Microsoft

Geary County User
Maxar, Microsoft | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

IV. Land Use and Zoning

a. Land Use

The proposed annexation area consists primarily of commercial use.

The single tract is devoted to commercial use. The land is approximately 5.80 acres.

Estimated population on the land is two (2).

b. Zoning

All land within the proposed annexation is presently zoned “__”, which is Commercial with the Geary County Zoning Code. The most comparable zoning would be “RS” – Suburban Residential due to permitted uses under 405.010.B.1.

City of Junction City zoning ordinance 400.300 provides that the property will be zoned in the most similar zoning regulation that City has comparable to the current zoning designation in the unincorporated county. The property owner, the Planning Commission, or the City Commission may apply to initiate the process to rezone the property to another appropriate zoning district.

V. Extension of Major Municipal Services

a. Public Streets

The proposed annexation falls on the north side of Goldenbelt. The City already constructed the roadway and will provide maintenance.

There is no anticipated address change.

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b. Water

The proposed annexation area currently receives water from the City. The City already provides water to the land. The landowners already pay for and receive water from the City.

There is no cost to extend services as the City already provides water to the land.

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The proposed annexation area currently receives service from the City. There is no cost to extend services.

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The City maintains a stormwater utility. Its charges run concurrent with the water utility as well as trash and sewer. Revenue collected from the stormwater fee funds maintenance and improvements of the City's stormwater system and helps meet regulatory requirements.

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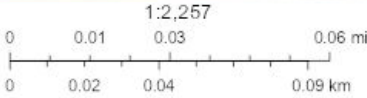
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Goldenbelt Emergency Coverage



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- Parcels
- RoadCenterline
- Emergency Service Zones
- 4300



Maxar, Microsoft

Geary County User
Maxar, Microsoft | Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

f. Police Protection

Upon annexation, the City will provide police protection by the Junction City Police Department headquartered at 210 E 9th Street. The addition of one household surrounded by the City will not have a significant impact on the ability to provide police protection. The City of Junction City will provide police services with existing resources.

JCPD provides Animal Control services. Those services will be extended as well.

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Helland Park is the closest park to the proposed annexation. It is 1.8 miles from the proposed annexation. The City contains many other parks and amenities open to the public. These include Helland Park, Rimrock surrounding Homer's Pond, Fifth Street Park with new playground equipment, baseball fields at both North Park and South Park, the Twelfth Street Community Center & Rathert Stadium, Martin Luther King Jr. Park, Coronado Park, the Riverwalk Trail, and others. South Park includes newly improved dog parks. The City is currently installing a bike trail from the new high school, which is west of the proposed annexation, down to downtown Junction City.

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Water Laterals & Fire Hydrants	As Required	Existing	Per City Policy
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City of Junction City
City Commission Agenda Memo
December 2, 2021

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Opioid Litigation

Background: An opioid crisis took hold of the country. For instance, approximately 22 opioid overdoses occurred in Junction City in the past twelve months. Seven of those resulted in death.

Several cities, counties, and states commenced lawsuits against various distributors and one manufacturer of opioid medication. Through the litigation, there are two settlement agreements. One is with the Distributors and the other is with Janssen, the manufacturer which is essentially a division of Johnson & Johnson.

Kansas enacted a statutory scheme for municipalities in Kansas. It prohibits any municipality from initiating a lawsuit in these matters and forces us to utilize the scheme concerning the settlement.

Discussion of Issue: The City received a notice of settlement agreement, backed by the League of Municipalities. The executive director of the League, as well as the Plaintiff's Executive Committee, representing the 3,000+ litigating states and other political subdivisions, recommends participation in the Settlements.

The Settlement Agreements require more participation to be finalized. Apparently, the agreements need "sufficient subdivision participation" to be finalized. In addition, participation increases the share Kansas will receive.

Mr. Dinkel received the notice. The notice he has contains the City's

unique registration code. I attach a blank sample notice for your perusal.

Either Mr. Dinkel or I should be charged with registering the City of Junction City so that we may participate in the Settlement. Given that the City did not have pending litigation prior to January 1, 2021, we cannot initiate our own litigation pertaining to these Distributors or Janssen; therefore, our recourse is this agreement.

The City previously adopted a S-ordinance, which has more of a binding effect upon the City and it is what is typically used for legal decisions made by the City Commission; however, the State Attorney General, League of Municipalities, and its county equivalent entered into a MoU which requires a resolution. Therefore, I utilized the draft resolution presented by the League of Kansas Municipalities.

Recommendation: I recommend that the governing body approve this resolution.

Options: The Commission may:

- 1: approve the resolution.
- 2: disapprove the resolution.

RESOLUTION NO. R-2982

A RESOLUTION OF THE CITY OF JUNCTION CITY, KANSAS, APPROVING THE EXECUTION AND DELIVERY OF AN AGREEMENT TO RELEASE AND ASSIGN THE CITY'S OPIOID CLAIMS TO THE KANSAS ATTORNEY GENERAL AND CERTIFYING COSTS ATTRIBUTABLE TO SUBSTANCE ABUSE AND ADDICTION MITIGATION IN EXCESS OF \$500.

WHEREAS, in 2021, the Kansas Legislature enacted HB 2079, the Kansas Fights Addiction Act (the “Act”), authorizing litigating municipalities such as the City of Junction City to access opioid litigation settlement funds and become eligible for certain state grants by entering an agreement releasing the city’s opioid litigation claims to the Attorney General and assigning any future opioid litigation claims to the Attorney General (the “Agreement”); and

WHEREAS, the City of Junction City sustained damages related to the opioid epidemic; and

WHEREAS, the City of Junction City desires to enter an Agreement releasing and assigning its Claims to the Attorney General in order to access opioid litigation settlement funds and become eligible for certain state grants;

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

Section 1. Authorization of the Agreement. City hereby authorizes the release of its legal claims arising from covered conduct to the Attorney General, and the assignment of any future legal claims arising from covered conduct to the Attorney General, pursuant to the Agreement by and between the Attorney General and the City in substantially the form presented to and reviewed by the governing body at this meeting (copies of this document shall be on file in the records of the City), with such changes therein as shall be reviewed by the City Attorney and the officials of the City executing such documents.

Section 2. Execution of the Agreement. The Mayor, City Manager, City Attorney, and City Clerk are hereby authorized and directed to execute, seal, attest and deliver the Agreement in substantially the form presented to and reviewed by the governing body at this meeting and such other settlement agreements, documents, certificates, and instruments as may be necessary and desirable to carry out and comply with the intent of this Resolution, for and on behalf of the City.

Section 3. Certification of Costs and Expenses. The City hereby certifies that it has incurred costs and expenses related to substance abuse or addiction

mitigation in excess of \$500 and the City can utilize the opioid litigation settlement funds for the lawful purposes established in the Kansas Fights Addiction Act and the settlement agreements. The City Manager and City Attorney are hereby authorized to execute, seal, attest and deliver such other documents, certificates and instruments as may be necessary and desirable to certify these costs and expenses or similar costs and expenses, for and on behalf of the City.

Section 4. Effective Date. This Resolution shall be in full force and effect from and after its adoption.

ADOPTED this 7th day of December 2021 and **SIGNED** by the Mayor.

Jeff Underhill
Mayor

Attested:

Tammy Melton
City Clerk

REVIEWED AND APPROVED AS TO FORM:

Britain D. Stites
City Attorney

Notes

1. This resolution is intended to capture the minimum requirements of the Act; authorizing the city to enter into an agreement to release and assign any and all current and future opioid claims and certifying city costs associated with opioid abuse treatment and mitigation in excess of \$500. In addition to those necessary components, the draft resolution authorizes city manager or administrator and/or the mayor to execute the agreements necessary for the city to have access to the settlement funds on behalf of the city.
2. The italicized “Whereas” clause will not be necessary unless your city has filed opioid litigation independent of the state.
3. This resolution and any agreements entered into pursuant to the resolution should be reviewed by the city attorney.

City of Junction City

City Commission

Agenda Memo

12-07-2021

From: John Lamb, Chief of Police
To: Allen Dinkel, City Manager
Subject: **Acceptance of Agreement**

Objective: The Junction City Police Department (JCPD) request approval for the City Commission to accept the JCPOA Bargaining Contract.

Explanation of Issue: The City of Junction City and JCPOA have reached an agreement for FY 2022 through FY 2024. The members of the JCPOA have ratified this agreement and the members representing the City of Junction City have agreed to all terms.

Budget Impact:

Special Considerations: There are no special considerations.

Alternatives: The Commission may approve, deny or postpone this item.

Recommendation: Staff recommends accepting the contract

Enclosures: JCPOA Contract

None:

AGREEMENT

BY AND BETWEEN

THE CITY OF JUNCTION CITY, KANSAS

AND

THE JUNCTION CITY POLICE OFFICERS' ASSOCIATION



EFFECTIVE DATES:

**December 27, 2021 (1st Day FY 2022)
Through
December 22, 2024 (last day FY 2024)**

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ARTICLE ONE RECOGNITION

The City of Junction City, Kansas, recognizes the Junction City Police Officers' Association as defined by the Kansas Public Employee Relations Board as the authorized representative of full-time, permanent, bona fide City Police Officers, specifically in the following classifications: Police Officer, Sergeant

ARTICLE TWO DUES CHECKOFF

The City agrees to deduct from the pay of each member of the Association the amount of dues to the Association, provided the City first receives written authorization from each member for such deduction. An Association member may withdraw his dues deduction authorization at any time. The Association has the right to change the amount of dues to be collected from every member as deemed necessary. In the event any changes to the dues are made, the President of the Association will provide a letter to the City two weeks prior to the changes taking effect.

The Association agrees to defend, indemnify, and save the City harmless and hold the City harmless against any and all claims, suits, or other forms of liability arising out of its deduction from a member's pay for dues or fees of the Association.

ARTICLE THREE MEET AND CONFER COMMITTEE - MEETINGS AND MEMBERS

The City recognizes the Association as the exclusive representative of the appropriate unit.

The process of meeting and conferring for purposes of reaching an agreement requires a free and open exchange of views by all parties.

To such extent, the City and the Association shall designate their respective committees to consist of not more than five (5) members. In addition, each party shall designate a spokesperson who shall express the views of their side. Neither party shall attempt to exert any control over the other's selection of its representatives.

The City recognizes the need to communicate and to formalize new concepts to promote advancement of the Junction City Police Association that each party should be afforded the opportunity to prepare, discuss, and formalize their concepts prior to invoking the meet and confer process. Therefore, it is agreed that both parties' committee members shall be allowed adequate notice for preparation prior to the start of the meetings.

The meeting agenda shall be as requested and agreed upon by the parties. The meeting place shall be determined by mutual consent of the parties. Additional meetings, time, date, place of meeting, and agenda shall be agreed upon by the committee members during each meeting.

In the event the meetings are scheduled during a committee member's regular duty time, said committee member shall be permitted to attend such sessions in a regular pay status. In the event the meetings are scheduled on a committee member's regular assigned time off, no compensation will be rendered.

Management-Association Relations Clause

The Junction City Police Officers Association and the City of Junction City agree to meet whenever it is deemed necessary to discuss employer/employee relations and working conditions. The purpose of these meetings is to promote harmonious relationships between the parties.

The meeting representatives will consist of the Executive Board of the JCPOA and the City's negotiation team. The JCPOA and the City will take turns covering the cost of the meals provided at these meetings.

The date, time and topics to be discussed shall be mutually agreed upon by the parties. Each party shall provide the other with a written list of topics at least seven (7) days prior to the meeting date. Additional matters may be discussed at the meetings upon mutual agreement by both parties. A designee will be mutually agreed upon by both parties to be present for the purpose of note taking.

If a meeting date outside of the regularly bi-annual meeting is requested, the request must be submitted to the other party in writing. A response must be received within fourteen (14) days of the request.

Association members shall be allowed to attend in regular work status at regular pay and if the meeting is scheduled on a member's assigned day off, the Association member shall receive another day off to compensate for the lost day off.

ARTICLE FOUR MANAGEMENT RIGHTS

It is understood and agreed by the City and the Association that the City and its management have certain exclusive statutory rights and responsibilities which they may not surrender. Except as expressly provided otherwise by this agreement or by law, the City shall retain its rights to make, amend, or execute decisions and policies that are necessary to operate and maintain the City and its programs and to otherwise carry out its lawful rights and responsibilities.

Except as expressly provided otherwise by this agreement or by law, nothing contained in this agreement shall circumscribe or modify the statutory right of the City to:

- (1) Direct the work of its employees;
- (2) Hire, promote, demote, transfer, assign and retain employees in positions within the Junction City Police Department;
- (3) Suspend, discipline, or discharge employees for just cause;

- (4) Maintain the efficiency of governmental operations;
- (5) Relieve employees from duties because of lack of work or other legitimate reasons;
- (6) Take actions as may be necessary to carry out the mission of the Department in emergencies;
and
- (7) Determine the method, means and personnel by which operations are to be carried on.
- (8) Layoff and recall

Decrease in Work Force

When it becomes necessary to decrease the Department's work force, seniority shall govern. Probationary employees shall be the first laid off, and thereafter, further reductions in the work force shall result in the layoff of junior employees.

Recall Procedures

Individuals recalled to duty will be in the reverse order in which they were laid off. For Example, the most recently laid off individual will be the first one recalled. In the restoration of forces, recall procedure provides that the City shall notify each laid off employee of recall by certified letter. Notice of receipt of such certified letter of recall or date of first attempt to deliver such certified letter, as evidenced by return receipt, sent to the address of the employee as it appears on the City's records, constitutes appropriate notice of recall. Such employee having been laid off will return to work or notify the City in writing of his intention to return to work within seven (7) calendar days after written notice of recall (certified letter) has been received at the address of the employee as it appears on the City's records.

Change of Address during Layoff

All persons who are laid off will notify the City by certified mail as to the change in their mailing address. If the change is not submitted, the City shall not be liable for any lost time nor shall the recall provisions of this section above apply if proper notification cannot be made because of a failure to submit the change.

ARTICLE FIVE COMMUNICATIONS

The City agrees to allow the Association the use of City facilities for the conducting of Association business, to include bulletin boards, member mailboxes, telephones, computers, fax machines, copy machines and e-mail. Use of City owned or operated meeting rooms shall be scheduled and approved by the appropriate Department Head or Department representative. The Association agrees to keep the bulletin boards used by the Association in neat and orderly manner and remove obsolete items.

ARTICLE SIX WORK PERIOD

The work period shall be 14 days in length beginning at 0001 hours every other Monday or the tour starting nearest to the time to correspond with the established City pay periods. As provided in Section 7(k) of the Fair Labor Standards Act, no overtime compensation shall be required until the number of hours worked exceeds 86 hours in a work period, except where specifically designated in other sections of this agreement.

Within each 14-day work period, the standard work day/shift schedule shall be a continuing cycle of five consecutive work days followed by two consecutive days off, except as necessary to meet work demands as determined by the Chief of Police.

When possible, a five (5) *working* day written notice of any schedule changes will be given to Association members, *exempting employees in a Field Training Officer status.*

The Patrol Division shall work 12 hour shifts with the days off to be determined by the Watch schedule rotation currently in effect as of December 23, 2002.

ARTICLE SEVEN HOLIDAYS

Section 1. Designated holidays shall include:

New Year's Day
Martin Luther King, Jr. Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Thanksgiving Friday
Christmas Day

Section 2. Any member who works on a listed holiday will be paid at a rate of time and one-half of pay for the actual hours worked on the holiday. Hours worked in excess of the regularly scheduled work day are also paid at time and one-half and will count towards the 86 hours.

All members will receive eight (8) hours holiday pay for all listed holidays.

Holiday hours are defined as 0001 hours to 0000 hours.

An employee who takes a single day off as vacation, personal or comp time which is a listed holiday will receive an amount equal to the scheduled work hours of vacation, personal, sick leave or comp time pay only. No

holiday pay will be paid.

Add to Sections:

Holidays
Vacation
Comp Time
Personal
Sick Leave

Additional paid holidays may be authorized by the City Commission.

ARTICLE EIGHT VACATIONS

Association members shall request vacation leave through their supervisor. The City's need must be considered in scheduling whenever possible; vacation leave will be scheduled at the Association member's convenience. When a vacation request is approved or disapproved by the supervisor, the request will be forwarded to the Division Commander for review and will ultimately be forwarded to the Chief of Police for final decision. Association members may accumulate 480 hours of vacation leave without loss, based on the last Sunday of the last payroll period of the budget year. Unless there are special circumstances and approval is granted, Association members are expected to take accumulated vacation leave in excess of the 480-hour cap before the last Sunday of the last pay period of the budget year.

Vacation leave shall be earned as follows:

- a) One to five years of service – 84 hours per year
(3.5 hrs per period)
- b) Five years and one month to ten years of service – 120 hours per year
(5.00 hrs per period)
- c) Ten years and one month to fifteen years of service – 136 hours per year
(5.67 hrs per period)
- d) Fifteen years and one month to twenty years of service – 160 hours per year
(6.67 hrs per period)
- e) Twenty years and one month to twenty-one years – 168 hours per year
(7.00 hrs per period)
- f) Twenty-one years and one month to twenty-two years – 176 hours per year
(7.34 hrs per period)
- g) Twenty-two years and one month to twenty-three years – 184 hours per year
(7.67 hrs per period)
- h) Twenty-three years and one month to twenty-four years – 192 hours per year
(8.00 hrs per period)
- i) Twenty-four years and one month or greater – 200 hours per year
(8.34 hrs per period)

Vacation leave with pay is earned each pay period for twenty-four pay periods worked based on the employee's "anniversary date" with the City.

Probationary employees accrue vacation leave during their initial orientation period, but are not eligible to use it until they have successfully completed their first six months of continuous employment. If a probationary employee resigns or is terminated before the completion of the initial orientation year, that employee will be compensated for any accumulated vacation leave.

Vacation leave requests for two (2) days or more shall ordinarily be requested at least five (5) working days before the beginning of the requested time off, unless due to emergency circumstances it would be impossible to do so. Vacation leave may be taken in an unlimited number of one-day increments upon the approval of the shift supervisor, but will not exceed the total number of hours/days accumulated by the employee. An employee who takes a single day off which is a listed holiday will receive the eight hours of vacation pay only. No holiday pay will be paid. When vacation leave is scheduled, the member will be free from all work responsibilities starting at the end of the last scheduled tour of duty, except for emergencies or circumstances beyond the control of the Department.

Budget permitting, if an Association member has accrued over 480 hours of vacation leave by December 1st, the City will purchase up to a total of 40 hours over the 480 hours accrued at straight time. The Association member will have the option of a check for the cash amount or the option of putting the cash amount into their personal deferred compensation account.

ARTICLE NINE SICK LEAVE

Association members will earn eight (8) hours of sick leave per month with pay (96 hours per year). Association members may take Family Sick Leave during the calendar year to care for members of their immediate family as defined in Article Eleven – Bereavement Leave if living in the Association member's residence, who are ill or recovering at home, or to take members of their immediate family to appointments for medical care. These Family Sick Leave hours will be charged against a member's accrued sick leave. Association members in the employ of the City as of January 1, 1996 may accumulate up to a maximum of 1560 hours. Association members hired by the City after January 1, 1996 may accumulate sick leave to a maximum of 1040 hours. Association members may "Cash In" 480 hours upon retirement.

Sick leave is provided for the member's benefit. Discretion should be the guide in deciding when and how to use this privilege. Sick leave with pay is granted subject to the following conditions:

- a. Personal illness or physical incapacity resulting from circumstances beyond the member's control.
- a. Enforced quarantine in accordance with community health regulations.

In any case where doubt exists regarding the use or abuse of sick leave, the City reserves the right to require a statement from a licensed physician as directed by the Chief of Police, certifying that the illness prevented the member from working. The City also reserves the right to require an Association member to be examined by a licensed physician designated by the City and at the City's expense, as a second opinion. In any case where sick leave has been used for three consecutive work days or more,

a physician's statement will be required. Any proven instance of purposeful abuse of sick leave will result in disciplinary measures.

Should a member become ill or otherwise incapacitated, the member should notify his supervisor as soon as possible. Such notification should be made at least one hour prior to such time the member is scheduled to work.

Sick leave may be authorized while a member is receiving worker's compensation benefits, but only to the extent that sick leave adjusted the compensation to the same amount the member would normally receive while working. If an Association member desires to use sick leave in this manner, a written statement from the member is required.

Attendance Merit Award

On December 31st of each year, any employee who has an accumulation of sick leave of 360 hours or more will become eligible for the Attendance Merit Award. The Award will consist 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 what the following schedule outlines:

Sick Leave Usage During the Fiscal Year	Award Extra Vacation Leave <u>8 – Hour Employee</u>	Award Extra Vacation Leave <u>12 – Hour Employee</u>
0 – 8 hours	24 hours	36 hours
8¼ - 16 hours	20 hours	30 hours
16¼ - 24 hours	16 hours	24 hours
24¼ - 32 hours	12 hours	18 hours
32¼ - 40 hours	8 hours	12 hours
40¼ - 48 hours	4 hours	6 hours

Officers whose personal illness is so serious that they are ordered off duty and on to sick leave by their shift supervisor or a competent medical authority will not be penalized when competing for the attendance merit award. The term competent medical authority is defined as a licensed physician, dentist, physician's assistant, or nurse practitioner. Sick leave hours used by the officer when ordered off duty will not be counted as discretionary sick leave usage in the calculation of the Attendance Merit Award. To have these hours exempted the officer must provide a medical certificate indicating that their illness or situation was acute, unique, required extensive hospitalization, or recuperation. These situations must be noted on leave request forms with the medical documentation attached. At the end of each fiscal year the Human Resources Department will review the officer's record and issue each eligible officer a letter notifying him/her of the number of extra vacation hours he/she is eligible to earn as a result of careful use of discretionary sick leave. Appeals or corrections to the record will be sent to the Chief of Police for final decision. The Human Resources Department will post the approved correction to the officer's record.

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 those

persons who qualify.

Extra Vacation Leave will be added in January to each qualifying individual's Vacation Leave Record.

ARTICLE TEN PERSONAL LEAVE

The City agrees to allow members of the Association to receive personal time with pay in accordance with the following schedule:

	<u>8 – Hour Employee</u>	<u>12 – Hour Employee</u>
0 through 10 years	16 hours per year	24 hours per year
11 through 20 years	24 hours per year	36 hours per year
21 through 25 years	32 hours per year	48 hours per year
26 through 30 years	40 hours per year	60 hours per year

Association members hired July 1st and after of the fiscal year will receive either 8 hours (8-hour employee) or 12 hours (12-hour employee) of personal leave.

Personal leave shall be requested in advance of the requested time off and scheduling of such time shall be subject to the approval of the Shift Supervisor. Personal leave may be taken in one-hour increments. An employee who takes a personal day off, which is also a listed holiday, will receive eight hours of personal day pay only. No holiday pay will be paid. If possible personal leave shall be requested at least 24 hours in advance.

ARTICLE ELEVEN BEREAVEMENT LEAVE

Upon request, an Association member will be granted up to three (3) days leave per occurrence with pay, when a death occurs in that member's immediate family. Immediate family is defined as: the employee's mother, father, stepparents, grandparents, grandchildren, sister, brother, spouse, children, stepchildren, foster children, spouse's parents and grandparents; any other relative actually living in the same household; or any other individual who was the legal guardian of the employee. The day of the funeral is the last day for which payment is made. An employee granted bereavement leave should receive an amount equal to the scheduled work hours' pay at the normal hourly rate for each day of bereavement leave taken. No bereavement will be paid if the funeral falls on a holiday, vacation day, scheduled day off, if the employee is on leave of absence or if the employee is on layoff. The City must be notified immediately of a death in the family and the extent of the expected absence. Requests for additional days of bereavement leave may be forwarded to the City Manager for consideration. The request should contain information on the number of and necessity for additional days and reasons why use of Personal Leave and/or Vacation cannot meet the individual's needs.

ARTICLE TWELVE INJURY LEAVE

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 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.

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.

Should an on-the-job injury incapacitate a member for more than seven (7) workdays, the member will be eligible for worker's compensation whenever the member is eligible. If the member elects to take worker's compensation exclusively, the member will be placed in a leave of absence status and receive no pay from the City. However, the member may elect to take a combination of worker's compensation and sick leave, so that the compensation the member receives will be the same as would normally be received while working. If the member desires to use sick leave in this manner, a written statement from the member is required. When worker's compensation benefits are paid to the employee for these first seven (7) days the City will be reimbursed by the employee. In order to maintain any deductions, the employee will need to make arrangements with the Human Resources Department to pay the necessary deduction amounts while on Worker's Compensation leave.

ARTICLE THIRTEEN CIVIL LEAVE

Civil Leave with pay will be granted to employees while performing emergency civilian duty connected with civil defense, jury duty, or appearing in Court as a subpoenaed witness. Police Officers appearing in Court as a result of the performance of their duties are excluded. Employees who receive a check for jury duty are allowed to keep the check.

Employees will be granted time off to vote, if the polls are not open at least two hours before or two hours after their scheduled hours of work.

If an employee is involved in a personal lawsuit or court case as plaintiff or as defendant and the action is not related to their duties with the City, the employee may, at the discretion of the Department Head or City Manager, take leave without pay or elect to use vacation or personal leave.

ARTICLE FOURTEEN MATERNITY/PATERNITY LEAVE

All members are covered by the City of Junction City's Personnel Policies & Guidelines Book dated January 20, 2009 Maternity Leave Policy (Section 8.5) and Family Medical Leave Policy (Section 8.6).

ARTICLE FIFTEEN WAGES

Section 1: Salaries

Appendix A attached hereto and made part hereof contain classifications and hourly rates of pay. Newly hired employees still in probationary status will receive a partial pay increase in January of the next year, and will receive the remainder of their pay increase upon completing probationary status. For example, if an Officer is hired in June of 2022, they will receive the 2% increase in January of 2023 and will receive the other 1% of their pay increase in June 2023.

Section 2: Court Attendance

The City and the Association agree that in the event a member in the Association receives notification that he or she is to appear in court as a result of their duties, such member shall be obligated to comply with said notification.

Required court appearances during regularly scheduled working hours, or which immediately precede or immediately follow regularly scheduled working hours, shall be considered compensable hours of work subject to the provisions of Article VI of this agreement, "Work Period."

For required court appearances other than already mentioned, members shall receive a minimum of two hours of overtime (time and one-half) compensation, regardless of the number of hours worked in the work period. This minimum shall apply when the member reports to the court, whether or not the member testifies, but shall not apply if notified prior to reporting that his appearance is not required. Court time in excess of two hours shall be compensable hours of work subject to the provisions of Article VI of this agreement, "Work Period."

Section 3: Training

The City agrees to pay Association members compensation while in attendance at training classes required to maintain certification as a Police Officer at their regular rate of pay *up to 86 hours worked in the pay period and then will be compensated at an overtime (time and a half) rate for hours worked beyond the 86 hours*. Firearms qualifications shall be excluded from the provisions of this paragraph and shall be compensable only during regularly scheduled work hours. Management will endeavor to schedule firearms qualifications during duty hours.

Association Members will be compensated for training at straight time up to the 86 hours. Any training time over the 86 hours will be paid at time and one half.

Any other training required or approved by the City shall be compensable hours of work subject to the provisions of Article VI of this agreement. Association members will be compensated for travel time, to include as a passenger in the vehicle, while travelling to and from out-of-town training.

A training fund will be created from outside resources to upgrade and improve existing training

programs through the development of a JCPOA/Management Team. Members of the team would include representatives from Patrol, Investigations and Community Involvement, the Captain of Operations and the Chief of Police. A \$5.00 fee would be added to the Municipal Court fees to establish the police training fund.

Section 4: Equipment Allowance

Each year \$300 will be paid to those officers, not in an initial probationary status, who have not otherwise received a clothing allowance. This allowance will reimburse officers for clothing, gear, and weapon items purchased for use on the job at the Junction City Police Department. Officers may submit requests two times per year. These requests (combined) will not exceed \$300.00 and these requests must be submitted by December 1st of each year.

The following items may be purchased:

Clothing – socks, shoes, gloves, hats, underclothing, approved uniform shorts, pants, and shirts

Gear – work bags, ticket holders and clipboard

Streamlight Stinger DS Flashlight

Safariland Taser X26p leg holster

Taser X-26p SERPA Duty Holster

The City agrees to a one time purchase of duty boots, black t-shirts, black socks, patrol duty bag and citation holder for all newly hired officers.

Any other request must be approved by the Chief of Police.

Section 5: Field Training Officer Allowance

Upon being hired by the Junction City Police Department, new officers will enter the Field Training Program. The Field Training Program will be staffed by one (1) Field Training Supervisor, four (4) Field Training Officers (FTO) and four (4) Relief FTO's. The FTO and Relief FTO selection process shall be a collaborative recommendation from the shift Sergeant, Lieutenant, and Captain of Patrol subject to approval by the Chief of Police. FTO and Relief FTO designation may be subject to review at any time. The FTO will plan, organize, and direct the probationary training tour for new officers for a period of fourteen (14) weeks or as specified in the FTO manual. Once appointed as an FTO, that Officer will be compensated with an additional \$.50 per hour for all hours worked. The Relief FTO's will be compensated at \$.50 per hour for each hour they are actually training.

A Field Training Supervisor selection process shall be a collaborative recommendation from the shift Lieutenants and Captain of Patrol subject to approval by the Chief of Police. The FTS shall be of the rank of Sergeant and will receive \$.50 per hour for all hours worked. The FTS designation may be subject to review at any time. The FTS is responsible for management of the FTO program.

Section 6: Shift Differential Pay

Association members shall be entitled to a shift differential as follows:

- a. Association members scheduled to work from 1800 to 0600 hours will be paid an additional thirty-five cents (\$.35) per hour for actual hours worked for the shift differential. *This subsection will not apply to any extension of a regular day shift or any call outs. Grant-funded and "Sin Tax" enforcements are not eligible for the shift differential.*
- b. If an Association member is on leave (i.e. vacation, sick leave, personal leave, injury leave, leave without pay, administrative leave with pay), that member is not eligible for the shift differential.
- c. Association members whose work shift falls between 0600 and 1800 hours are not eligible for the shift differential pay.

Section 7: Working Out of Classification

When a Police Officer is required to supervise the shift due to the absence of the Sergeant and the Lieutenant for a period of one or more consecutive hours, the officer shall be paid at the Sergeant rate of pay at their same years of service per the contract salary schedule.

When a Sergeant is required to perform the duties of a higher rank due to an extended absence, Two (2) consecutive pay periods or more, the Sergeant shall be paid at the Lieutenant rate of pay.

Any Association Member who fills a vacancy and performs duties of a higher rank shall receive the pay of the higher rank/classification for all hours worked. A vacancy is defined as the employee has left the employment of the City.

Section 8: Longevity Pay

In December of each year, Association Members will receive longevity pay. Each member will receive \$4.00 for each month over five (5) years of service. In order to be eligible for longevity pay, members must have at least five (5) years of continuous service with the Junction City Police Department.

For example, for someone who has nine (9) year of service, he/she will receive \$432.00.
(9 years x 12 month in a year x \$4.00 = \$432.00)

Section 9: Compensatory Time

A maximum of five (5) days of compensatory time can be banked. Compensatory time off will be paid at the rate at which it is earned. Compensatory time must be used within sixteen (16) weeks. Compensatory time shall be used before using vacation or personal leave. Any deviation from this policy requires approval from the Chief of Police.

Section 10: Patrol Specialty Rotational Assignments – Cross Training

This provision applies to the following positions: Drug Task Force Investigations and General Investigations (which include assisting in Lab-related duties). Cross training assignments will only be available at the discretion of the Chief of Police as staffing allows. The provisions of Cross Training are as follows:

- a. There is a six-month maximum rotation for all rotational assignments. This rotation will occur simultaneously when patrol assignments are finalized, after the shift bidding process.
- b. No more than two (2) officers will be involved in the Cross Training Program at any one time.
- c. The goal of the program is to provide Officers the opportunity to experience various specialty duties within the department, with the assistance from veteran members of the Department in an effort to cultivate and expand junior Officer's interest and ability, as well as provide the Department an opportunity to cultivate both redundancy and future successors in the event of promotion, departures, or retirements in Investigations.
- d. The Officers applying for Investigative positions must have completed the Detective written examination, and passed with at least 70%, within a year of the application.
- e. Officers requesting a rotation to a specialized assignment will submit a memorandum requesting a specific specialty unit to participate, 1 month prior to the start of the 6-month rotation, in June and/or in December, respectively. Along with the memo, the Officer must provide copies of their training certifications and samples of their casework, and explain how it will benefit the Officer and the Department.
- f. Officers selected to participate in the Cross Training will not be eligible for another rotation for one six-month period. If there are no new interested participants, this ineligibility may be waived at the discretion of the Chief of Police or assigned designee.
- g. Officers assigned to participate in the Cross Training program will be under the direct supervision of the applicable Section's Supervisor. Their performance will be evaluated at the midpoint and at the conclusion of the term. They shall be subject to the applicable section's work schedule.
- h. Final selection of Officers interested in the Cross Training Program will be done by a committee. The Committee will consist of the Chief of Police, the Captain of Operations, the Captain of Investigations, the General Investigations Supervisor, and the Drug Task Force Supervisor. The JCPOA shall have an assigned observer liaison.
- i. If extenuating circumstances (such as a manpower shortage) occur that requires the Officer in Cross Training to return to Patrol duties, all efforts will be made to return the Officer to the Cross Training assignment, when the opportunity exists, and will complete what is left of the term.

- j. An Officer assigned to a unit with an applicable differential, will NOT be compensated with the differential.
- k. Officers assigned to the Cross Training program, at their own request, can return to their previous duty assignment prior to the end of the cross training period.
- l. All Officers that request to participate in the Cross Training Program must not be in any probationary period at the time of selection.
- m. Cross Training is in no way considered a Lateral Transfer for purposes of this section, nor considered part of the Field Training Program.

Section 11: Off Duty Pay

Whenever an Association member agrees to an assignment off duty, i.e. football games, basketball games and/or other security related events, that officer will be paid at a rate of time and a half of the officer's rate of pay.

Section 12: Equipment Committee

The uniform and equipment committee will be made up of no more than three (3) Command Staff Members and three (3) Association Members and will meet no less than twice annually. The committee will discuss and test duty attire equipment and items authorized, or desired to be authorized, for purchase with the Clothing Allowance. The committee will then prepare a written report containing its findings and recommendations for the Chief of Police. The Chief of Police will have the ability to test, purchase, and implement any equipment used by the Department without notifying this committee, on an "as needed" basis. The Chief of Police shall retain final say on all uniform and equipment decisions.

Section 13: Canine (K-9) Handler Kennel Pay

The City agrees to pay the Canine (K-9) Handler one hour on Saturday and one hour on Sunday for each of the twenty-six pay periods for care of the department's canine. This will be paid at straight time up to 86 hours. Hours worked in excess of 86 hours will be paid at time and one half. The canine (K-9) Handler will not receive the one hour Saturday or one hour Sunday compensation in the event the canine is being boarded at the expense of the department.

Section 14: College Compensation for Degrees

The City agrees to pay each association member who has attained a Bachelor's Degree from an accredited University/College, in any course of study, \$.50 per hour.

ARTICLE SIXTEEN BENEFITS

Section 1: Health Insurance

The City shall provide a group hospitalization, medical and major medical plan to all Association members covered by this agreement.

The City will be responsible for 80% of the premium for single coverage, and the employee requesting such coverage shall be responsible for 20% of the premiums of single coverage provided the employee is eligible for such coverage. Employees shall have the option of electing child, spouse, or family coverage. If the employee elects such additional coverage, the employee will be responsible for the cost of that additional coverage.

The City retains the authority to define group health insurance coverage and carrier to maintain a cost effective program; however, the City agrees to notify the Association, in advance and to the extent possible, based on the timing of information being received from the carrier, of any benefit change to such health coverage.

Upon retirement from the Junction City Police Department, the employee can remain in the employer's group health plan until he or she reaches the required age for Medicare, provided that the employee pays 100% of the cost for the coverage and service fees not to exceed 2% of the total cost. As used in this section, "RETIRED" means any employee who has terminated employment and has met the requirements of the Kansas Police and Fire Retirement System for either Tier I or Tier II. Coverage will cease to be made available upon (1) the retired employee attaining the required age for Medicare, (2) the retired employee failing to make required premium payments on a timely basis, or (3) the retired employee becoming covered or becoming eligible to be covered under a plan of another employer.

Section 2: Dental Benefits

The City shall provide a group dental plan. The employer will pay 100% of the employee dental benefit premium. The employee shall pay 50% of the dependent premium with the City paying the other 50%. The City retains the right to assess a reasonable portion of single coverage and/or all or a reasonable portion of the family portion to all members requesting such coverage.

As stated above, the City retains the authority to define dental insurance coverage and carrier and will notify the Association in advance and to the extent possible, based on the timing of information being received from the carrier, of any benefit change to such dental insurance coverage.

Section 3: Life Insurance

Members of the Association are eligible for a term life insurance policy in the amount of \$20,000 with

premiums paid fully by the City.

Section 4: Worker's Compensation

Association members are insured by the City against accidents on-the-job through Worker's Compensation Insurance. This means that should a member be injured on-the-job or contract an occupational disease, the member will receive compensation. A member may choose the option of taking sick leave, if available, or worker's compensation whenever eligible. If the member elects to take worker's compensation exclusively, the member will be placed in a leave of absence status and receive no pay from the City. However, the member may elect to take a combination of worker's compensation and sick leave as defined in Article XII.

Section 5: Cleaning and Maintenance of Uniforms and Clothing

- a. The City agrees to contract with a dry cleaning firm for the purpose of cleaning and maintaining the issued uniforms and clothing worn while in the performance of duties of all Officers. Clothing items that encounter biohazards in the course of duty may also be cleaned. Any other specifically duty-related items may be authorized for cleaning, subject to rules established by the Chief of Police.
- b. Each uniformed Association member shall be authorized for the cleaning of three hundred and twelve (312) clothing items per fiscal year.
- c. Members assigned to the Investigation Division (including members assigned to the Lab, and Drug Task Force) and to the position of Canine (K-9) Officer shall be authorized for the cleaning of four hundred and sixty-eight (468) clothing items per year fiscal year. This additional amount is to accommodate the additional items associated with a non-uniformed assignment worn while in the performance of their duties, which can include suits, blazers, sport jackets, ties, shirts, and pants.
- d. An Association member may request permission in writing to have necessary alterations or repairs to uniforms to maintain a professional appearance paid for by the City. Necessary alterations include hemming or fitting. Necessary repairs, such as tears, replacing zippers and the like, may be authorized.
- e. In the event any member exceeds the authorized clothing items allotment within the fiscal year, the member shall be audited in the same fashion as Sick Leave audits (Section 8.2, part i. of the City Blue Book). However, the Chief of Police or his designee, not the Administrative Service Director, shall conduct the audit and notify the member. A member who exceeds their authorized allotment will be required to comply with the rules established by the Chief of Police, but shall not lose the benefit of cleaning clothing items, but the number of authorized clothing items may be reduced, and monitored by supervisors.

Section 6: Investigations Clothing and Cleaning Allowance

- a. The City agrees to pay each member assigned to the Investigations Division (including Drug Task Force Officers and the Lab) as well as the position of Canine (K-9) Officer, \$750.00 on or about January 1 of each year to purchase and maintain clothing necessary to meet the requirements of the Police Department. The purpose of this allowance is to provide \$750.00 per year for a clothing allowance to each officer in the Investigations Division. In the event an officer is assigned to the Investigations Division, or Canine (K-9) Officer between January and December of the year they will receive a pro-rated amount of clothing allowance. For example, if the Detective is assigned in July he/she would receive a \$375.00 clothing allowance to build a duty dress wardrobe.

ARTICLE SEVENTEEN MISCELLANEOUS PROVISIONS

Section 1: Agreement Costs

After approval and ratification of the Agreement, the City and the JCPOA agree to share the cost equally for the printing and binding of the said agreement.

Section 2: Body Armor

The City of Junction City will replace the body armor of each uniformed Police Officer on or before the fifth year anniversary of the issue date of the body armor. The City will replace the body armor carrier as needed. Issued body armor will be rated at threat level II or IIIA and have side panel protection. Input on the type or style of the body armor will be sought from the JCPOA at the time of replacement by the City. Newly hired officers will have a choice between an approved outer carrier, to include magazine pouches, handcuff pouch, etc., or concealable armor. If the officer decides at any time prior to the expiration date of their current choice of carrier to switch between outer carrier to concealable armor or vice versa, the officer will purchase the carrier and their respective pouches at their own expense.

Section 3: Promotional Vacancies

The Junction City Police Department will strictly follow the Promotion General Order, as revised June 21st, 2016, to fill the positions of Detective, Sergeant and Lieutenant. A process of competitive selection will determine eligible members for promotion. It shall be the policy of the department that every member meeting the eligibility requirements will have an equal opportunity to compete for promotion. All promotional vacancies will be filled within 90 days after the position becomes vacant.

Section 4: Canine (K-9) Handler

Effective 12/27/2021 the Canine Handler positions will be assigned to the Drug Task Force as a Detective. The Canine Handler position will follow the Promotion General Order regarding the Detective position, with the exception of the standing list. The Canine Handler position will only be tested for when a vacancy for this position occurs.

Section 5: Animal Control

The City agrees not to use Association members for the purpose of general kennel cleaning duties at the Animal Control Center.

Section 6: Call Outs

Call Outs, e.g., parades, details, and homicides, K-9, floods, search warrants, manpower shortages, other critical incidents or emergencies as determined by the Watch Commander, and any mandatory meeting or anytime an officer is assigned to work an assignment that they did not volunteer for will be for a minimum of two (2) hours. This time is paid at straight time and will count toward the 86 hours.

Section 7: Disciplinary Actions and Internal Affairs

Disciplinary Procedure General Order and Internal Affairs General Order, dated December 5, 2012 specify the guidelines for handling disciplinary actions and internal investigation, respectively, against members of the department. Changes or revisions to these orders will be done with the advice of the JCPOA under the provisions of Article III of this agreement.

Section 8: Nondiscrimination Provision

It is the policy of the City of Junction City and the JCPOA that this agreement shall be administered without regard to race, color, religion, sex, national origin, ancestry, disability and veteran's status in accordance with Section 1.6 of the City's Personnel Policies & Guidelines dated January 20, 2009.

Section 9: Lateral Transfers

Lateral transfers will be filled through an oral board and a law enforcement (job-specific, if available) written test selection process. A letter of intent shall be submitted to the Chief of Police for consideration when a vacancy occurs. All paperwork will be forwarded to the Human Resources Department for record keeping purposes. The oral assessment board will consist of five (5) members who will be selected by the Chief of Police. The board may consist of members from this Department of equal or greater grade to the position to be transferred or from persons outside the Department, at the direction of the Chief of Police. The rating sheet will evaluate the applicant in the following areas:

- a. appearance
- b. attitude
- c. personality

- d. communication
- e. education
- f. work experience
- g. technical competence
- h. ambition
- i. potential

Association members must obtain a passing score of 70% on the written exam to advance to the oral board. The oral board scores and the written scores will account for 50% each of the total score, with the addition of any seniority points. The seniority score is calculated as one quarter ($\frac{1}{4}$) point for each full year of service completed up to a maximum of 2.5 points or 10 years of service. Applicants will have the opportunity to review oral and written scores on all testing. Association members must not be in any probationary period to apply for a lateral transfer, and must have at least two consecutive years with the Junction City Police Department with no break in employment.

The lateral transfer applies to the following positions: DARE/SRO, Municipal Court Bailiff and Drug Task Force.

When a Sergeant vacancy occurs, Sergeants not in any probationary status will be given the first opportunity to compete for the vacancy. Sergeants will compete for the position the same as any other lateral transfer. Sergeant positions will be opened for competition to eligible officers once it has been determined that there are not any Sergeants interested in the vacancy.

When a vacancy in the Drug Task Force occurs, Detectives will be given the first opportunity to fill the vacancy. In the event more than one Detective would like to compete for the vacancy those candidates will appear before an Oral Assessment Board only; no written test is required. If no Detective fills the vacancy the vacancy will be filled using the current Investigations promotion standing list starting with the Association member listed as the candidate with the highest aggregate score on the list. Should that person deny the position the position will be offered to the next Association member on the standing list and so on until the vacancy is filled. Should the vacancy not be filled as listed above the vacancy will be filled by the Association member listed as the candidate with the highest aggregate score on the list.

Should a General Detective position become available the Detective assigned to the Drug Task Force, at the time the position becomes available, will be afforded the opportunity to fill that position. If the Detective assigned to the Drug Task Force denies the position the vacancy will be filled using the current Investigations promotion standing list.

It is agreed that assignment into and out of *these lateral transfer positions* is a lateral duty assignment only and is not considered a promotion or demotion.

Members may be transferred at the direction of the Chief of Police due to budgetary considerations, manpower allocations, and/or disciplinary actions.

A personnel action report is required when an officer is named to a position through a Lateral Transfer.

Section 9A: Outside Lateral Transfer

Newly hired officers with current Kansas Law Enforcement certification or with current out-of-state law enforcement certification may be placed in the pay grid no more than eight (8) years at the discretion of the Chief of Police.

No later entry officer position will exceed an entry level higher than the eight (8) year pay step. All other contractual obligations or rights, except the above listed pay issue; remain unchanged for lateral entry officers. This provision only applies to pay.

Section 10: Shift Bidding

Association Members are eligible to bid for shifts on a six-month basis. A letter of intent shall be forwarded through the Member's current chain of command by January 1st or July 1st of each year. (January 1st and July 1st are the bid deadline dates.) Determination of seniority with the Department is based on time in grade and time in service.

Sergeants' seniority shall first be determined by their time in grade (rank) and then their time in service with the Department. Patrol Officers' seniority shall be determined by their time in service with the Department.

During the shift bidding process, if an Association Member submits a bid through their chain of command, the placement of assignments will be based on seniority.

The Chief of Police or his/her designee will take into account specialized training and the diversity of the department before making the final determination on the placement of Association Member's assignments.

If an Association Member identifies a member on an opposing shift that would like to change shifts after the bid deadline dates, those members will be allowed to change shifts with the approval of the Chief of Police or his/her designee.

In the event that there is a tie between two members, the Chief of Police or his/her designee shall have the final determination.

Any member currently on any probationary status shall be subject to placement by the Chief of Police or his/her designee and shall not be eligible to bid for shift placement.

In the event that an Association Member's shift bid is denied, the Chief of Police or his/her designee will provide written justification to the member within ten (10) calendar days. Members may be moved in certain situations at the direction of the Chief of Police with consultation of the Operations Captain and the Watch Commander.

Section 11: Drug and Alcohol Testing

All Association Members are subject to the City of Junction City's Drug and Alcohol Testing Policy,

Policy Resolution #03-04, dated November 18, 2003.

Section 12: Temporary Assignment

A “temporary assignment” is when an Association Member works in a position outside of their assigned duty position.

The City agrees that temporary assignments will not be used in lieu of filling any vacancies that exist or arise in the department. Any new or vacant positions shall be filled by the lateral transfer and promotion policies currently in effect.

Section 13: Physical Fitness

A committee will be formed to work toward implementing a physical fitness program. The committee will include an equal number of representatives from JCPOA and management. The committee will meet bi-annually during. The meeting agenda will be at the discretion of the JCPOA President and the Chief of Police.

Section 14: False Complaints

All complaints against officers which are determined to be unfounded, or in which the officer’s conduct is exonerated, shall be reviewed by the appropriate Captain for prosecution recommendation.

ARTICLE EIGHTEEN GRIEVANCE PROCEDURE

Section 1: General Statement

It is the policy of the City of Junction City that any regular employee should have the right to air valid complaints and/or concerns regarding matters affecting his/her employment which he/she considers unjust.

Section 2: Definitions

A grievance is defined as a written complaint filed by a member of the bargaining unit or Association in response to the terms and conditions of employment involving interpretation or application of rules and regulations, suspension, demotion, and/or dismissal. Any member of the bargaining unit and the Association may file a grievance over any of these matters. Grievances founded in allegations of discrimination should follow the procedure outlined in Section 4 herein.

Section 3: Grievance Procedure

It is the desire of the parties to address grievances informally; both parties commit themselves to make every effort to resolve problems when they arise. The foregoing procedures of direct communications and discussion should result in a full disclosure of facts and a fair and speedy resolution to most complaints arising out of day-to-day City operations. If the grievance is not resolved informally, the

following procedure will apply.

- a. **Step Number 1.** Any member of the bargaining unit and the Association may file a grievance within a period of ten (10) calendar days after the occurrence giving rise to the grievance or after the same has become known to the member of the bargaining unit or the Association. The written grievance shall be submitted to the employee's Division Captain, Investigations Lieutenant, or Drug Operations Group Lieutenant as applicable. The written grievance shall include the following information:

- 1) Name of grievant.
- 2) Date of occurrence giving rise to the grievance.
- 3) Specific statement of actual grievance including all relevant facts.
- 4) The relief sought.
- 5) Signature of grievant.
- 6) Supporting documentation, witness statements, etc.
- 7) Date filed.

The grievance form is located on the last page of this contract.

No grievances shall be entertained or processed unless filed within the time limits, and according to the guidelines set forth in this policy. If a grievance is not appealed within the time limits, it shall be deemed settled on the basis of the last answer by the City. If the City fails to provide an answer within the limits so provided, the employee may immediately appeal to the next step in the procedure. The parties may mutually agree in writing to extend any time limits.

All time periods in each step shall consist of ten (10) calendar days or the next work day if the 10th day is a Saturday, Sunday, or holiday.

The Division Captain or Lieutenant shall respond to the employee's grievance in writing within ten (10) calendar days from his/her receipt of the grievance form.

- b. **Step Number 2.** If the employee and/or Association disagrees with the decision of the employee's Division Captain or Lieutenant, the employee may appeal the grievance in writing to the Chief of Police within ten (10) calendar days from receipt of the Division Captain's or Lieutenant's written response.

The Chief of Police shall respond to the employee's grievance in writing within ten (10) calendar days from his/her receipt of the grievance form

- c. **Step Number 3.** If the employee and/or Association disagrees with the decision of the Chief of Police, the employee may appeal the grievance in writing to the City Manager within ten (10) calendar days from receipt of the Chief of Police's written response. The City Manager, after reviewing all relevant information, shall make his/her decision and notify the employee, Association, the Chief of Police, and Division Captain of the decision and reasons therefore in writing within ten (10) calendar days. This decision is final and subject to no further appeal except

as specified in Step Number 4 or 5.

- d. **Step Number 4.** If the disciplinary action taken or approved by the Chief of Police is a suspension of ten (10) days or less, the employee may request a hearing within ten (10) calendar days of the City Manager's decision. If no hearing is requested, the procedure in Step Number 3 applies. Within ten (10) calendar days of the receipt of the request for a hearing, the parties will select a mutually agreed upon impartial attorney (Hearing Officer) to hear the grievance. The fees and expenses of the Hearing Officer shall be divided equally between the City and the JCPOA. Each party shall pay its own costs of preparation and presentation of any grievances sent before the Hearing Officer.

Hearing Officer Procedure. As expeditiously as possible, the Hearing Officer shall conduct hearings in accordance with the following procedures:

1. The parties shall be allowed to present all facts and evidence regarding the grievance, to call any witnesses, and present any relevant exhibits.
 2. The Hearing Officer shall not be bound by the rules of evidence for trials.
 3. No City employee, serving as witness, shall be subject to any restraint, interference, discrimination or reprisal for any of his or her testimony in such hearing.
 4. All parties shall be allowed the right to legal counsel.
 5. The hearing shall not be open to the public unless the employee and City both agree in writing to a public hearing.
 6. The Hearing Officer shall render a written recommendation to the City Manager with a copy of the recommendation also going to the JCPOA President within ten (10) calendar days of the hearing's conclusion.
- e. **City Manager's Decision.** Upon receipt of the Hearing Officer's recommendation, the City Manager shall consider the appeal, the recommendation, and all relevant information, and within ten (10) calendar days notify the aggrieved employee and the Association in writing of the final decision in the matter. The decision of the City Manager is final and subject to no further internal administrative appeal.
- f. **Step Number 5.** If the disciplinary action taken is a termination or a suspension of greater than ten (10) days, or a demotion, or the grievance arises from an interpretation or application of the Contract, arbitration may be requested by the employee, Association, or City by delivering written notice to the other party within ten (10) calendar days following the decision in Step 3 above.

Arbitration Procedure.

1. The notice shall set forth the interpretation or construction or the discipline being appealed.
2. Within ten (10) calendar days of the receipt of the request for arbitration, the parties will mutually agree upon an arbitrator or jointly obtain a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service (FMCS) and the parties will alternately and independently strike unacceptable arbitrators from the list, with the last remaining arbitrator, being selected. The fees and expenses of the arbitrator shall be divided equally between the City and the Association. Each party shall pay its own costs of preparation and

presentation of any grievances presented to an arbitrator.

3. The arbitrator shall have the authority to determine the procedural rules of arbitration and shall have the ability to make such binding orders as are necessary to enable him to act effectively. The arbitrator's decision shall be final and binding on all parties.
4. The arbitrator shall have no power to add to, subtract from, or modify any terms of this agreement.
5. In the resolution of disputes between the parties, the arbitrator shall give no weight or consideration to any matter except the specific language of this agreement, the facts and evidence presented to him by the parties at the hearing, and any agreed upon post-hearing submissions.
6. The cost of the arbitrator shall be shared equally by the City and the Union.
7. The arbitrator shall render his/her decision within a reasonable time after the hearing is closed or after briefs, if any, are filed.

Section 4: Discrimination Grievances

Any employee or applicant claiming to have been discriminated against on the grounds of race, religion, national origin, ancestry, sex, age, disability, or marital status or as outlined in the anti-harassment policy, Section 10.11, may take the following steps in accordance with the City's Affirmative Action Plan for Equal Employment Opportunity.

- a. The grievance shall be submitted in writing, specifying that the individual is filing a Discrimination Grievance, to the City Manager for review and follow-up action. The City recommends that all City employees utilize this procedure prior to submitting complaints to outside agencies.
- b. The City Manager (or his designee) will review and take action within thirty (30) working days of receipt of the grievance.

ARTICLE NINETEEN PREVAILING RIGHTS

The parties acknowledge that during the negotiations, which resulted in this agreement, each had the unlimited right and opportunity to make proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining. The complete understandings and agreements arrived at by both parties after exercise of that right and opportunity are set forth in this agreement.

The City and Police Department written policies and rules and regulations are not included in this agreement, may be changed from time to time, but shall not be in conflict with this collective bargaining agreement. They will continue in force and effect.

The parties agree that certain other groups of City employees, organized bargaining units, management, non-bargaining units and other bargaining units may from time to time during the life of this agreement receive benefits which differ from those set forth in this agreement. Those benefits will not extend to or be given the members covered by this agreement during its life. The benefits contained in this agreement are unique to this bargaining unit and cannot be expanded or curtailed during the term of this agreement.

ARTICLE TWENTY RETENTION OF BENEFITS

This provision shall not be construed as a limitation on the retained rights of the City as set forth in Article IV of this agreement entitled "Management Rights."

All rules, regulations, practices and policies not specifically addressed in this agreement shall be retained as management rights and any changes thereof shall be at the sole discretion of the City.

ARTICLE TWENTY-ONE SAVINGS CLAUSE

If any provision of this Agreement should be held unlawful by any court of competent jurisdiction, or if compliance with or enforcement of any provisions should be restrained by any tribunal, the remainder of this agreement shall not be affected thereby and the parties shall enter into negotiation for the sole purpose of redrafting a mutually satisfactory replacement for such provision so affected.

Should any change be made in any State or Federal law or regulation, which would be applicable and contrary to any provision herein contained, then such portion of this Agreement shall be automatically terminated but the remainder of the agreement shall remain in full force and effect. The parties shall immediately commence to negotiate for the purpose of redrafting a mutually satisfactory replacement for such provision so affected.

All practices and conditions not covered by this agreement shall continue to be governed, controlled and interpreted by reference to the City Charter, ordinances and rules and regulations.

ARTICLE TWENTY-TWO APPROVAL

It is agreed by and between the City Manager and the Association that this Memorandum of Agreement shall be submitted to the City Commission for review and the provisions of the Agreement be implemented and become effective at 0001 hours, ***December 27, 2021*** and shall remain in effect to 0000 hours, ***December 23, 2024***.

If notice to modify or amend is given, it shall contain a statement of modifications desired. The parties agree that the negotiations for a successor Agreement shall commence no later than March 1st of any year. All parties shall endeavor to conclude negotiations prior to June 1st.

**ARTICLE TWENTY-THREE
SUCCESSORS**

This Agreement shall be binding upon the successors and signees of the parties hereto, and no provision, terms, or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger, annexation, transfer, or assignment of either party hereto, or by any change geographically or otherwise in the location or place of business of either party.

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of _____, 2021.

FOR THE CITY:

Allen Dinkel, City Manager

FOR THE ASSOCIATION:

Michael Vallon
President JCPOA
Negotiating Member

Troy Watson
Negotiating Member JCPOA

Mitch Marston
Negotiating Member JCPOA

Alvin Babcock
Negotiating Member JCPOA

Amanda Mancuso
Negotiating Member JCPOA

This agreement was approved by the Honorable Board of City Commissioners this this _____ day of _____, 2021.

Jeff Underhill, Mayor

ATTEST:

Tammy Melton, City Clerk

Appendix A-Salaries

	2021	2022	2023	2024
<1	\$20.10	\$20.50	\$20.91	\$21.33
1	\$20.50	\$21.12	\$21.85	\$22.73
2	\$20.92	\$21.55	\$22.30	\$23.19
3	\$21.53	\$22.18	\$22.95	\$23.87
4	\$22.18	\$22.85	\$23.64	\$24.59
5	\$22.85	\$23.54	\$24.36	\$25.33
6	\$23.53	\$24.24	\$25.08	\$26.09
7	\$24.23	\$24.96	\$25.83	\$26.86
8	\$24.97	\$25.72	\$26.62	\$27.68
9	\$25.47	\$26.23	\$27.15	\$28.24
10	\$25.97	\$26.75	\$27.69	\$28.79
11	\$26.51	\$27.31	\$28.26	\$29.39
12	\$27.02	\$27.83	\$28.80	\$29.96
13	\$27.29	\$28.11	\$29.09	\$30.26
14	\$27.58	\$28.41	\$29.40	\$30.58
15	\$27.86	\$28.70	\$29.70	\$30.89
16	\$28.13	\$28.97	\$29.99	\$31.19
17	\$28.41	\$29.26	\$30.29	\$31.50
18	\$28.69	\$29.55	\$30.58	\$31.81
19	\$29.27	\$30.15	\$31.20	\$32.45
20	\$29.85	\$30.75	\$31.82	\$33.09
21	\$30.15	\$31.05	\$32.14	\$33.43
22	\$30.46	\$31.37	\$32.47	\$33.77
23	\$30.75	\$31.67	\$32.78	\$34.09
24	\$31.06	\$31.99	\$33.11	\$34.44
25	\$31.38	\$32.32	\$33.45	\$34.79
26	\$31.68	\$32.63	\$33.77	\$35.12
27	\$32.00	\$32.96	\$34.11	\$35.48
28	\$32.32	\$33.29	\$34.45	\$35.83
29	\$32.65	\$33.63	\$34.81	\$36.20
30	\$32.97	\$33.96	\$35.15	\$36.55
31	\$33.31	\$34.31	\$35.51	\$36.93
32	\$33.64	\$34.65	\$35.86	\$37.30

Detective	<1 Year	Step + \$.75
	Beginning of 2nd Year	Step + \$1.00
	Beginning of 5th Year	Step + \$1.50

Detective Sergeant	<1 Year	Step + \$1.75
	Beginning of 2nd Year	Step + \$2.00
	Beginning of 5th Year	Step +2.50

Sergeant	<1 Year	Step + \$1.25
	Beginning of 2nd Year	Step + \$1.50
	Beginning of 5th Year	Step + \$1.75

Appendix B **Service Recognition Program**

To recognize officers for their dedication and loyalty to Law Enforcement and the Junction City Police Department; Officers will be awarded a recognition bar comprised as follows: Lieutenants and above to include all members of the Investigations Division will wear a recognition pin comprised of a gold pin, black background with gold stars. All other sworn officers will wear a recognition pin comprised of a silver pin, black background with silver stars. Each star will represent five (5) years of service. Example below:

- (5) Years recognition bar with one Silver/Gold Star
- (10) Years recognition bar with two Silver/Gold Stars
- (15) Years recognition bar with three Silver/Gold Stars
- (20) Years recognition bar with four Silver/Gold Stars
- (25) Years recognition bar with one Silver/Gold Star containing the number 25
- (30) Years recognition bar with one Silver/Gold Star containing the number 30

Appendix C

Grievance Procedure Form

This form must be used when an employee's wishes to file a grievance about complaints and concerns regarding matters affecting his/her employment that they consider unjust. This form is to be completed within a period of ten (10) calendar days after the date of action.

Name of grieved: _____

Date of occurrence giving rise to the grievance: _____

Statement of actual grievance including all relevant facts:

[illegible]

The relief sought:

Signature of grieved:

Date filed:

Enclosures: Any supporting documentation, witness statements, etc.

Attachment A

JUNCTION CITY POLICE DEPARTMENT GENERAL ORDER		Number M1207
SUBJECT: PROMOTION		
EFFECTIVE: 6-21-16 ISSUED: 6-21-16 REVIEW: Annual		
CANCELS:		
AMENDS: M1207 issued 12-21-15		Distribution A

POLICY

The Department shall provide a fair and effective promotional process in order to identify and promote the most qualified personnel to positions of higher authority and responsibility.

PROCEDURE

1. Guidelines

- 1.1. The Department shall retain primary responsibility for the development of testing procedures used in determining the skills, knowledge, and abilities of candidates in the promotion process.
- 1.2. The Human Resources Director shall be responsible for administering the promotion process, and shall be responsible for the secure storage of all promotional materials.
 - 1.2.1. The Chief of Police shall retain responsibility for the direction of the process, and for making the final selection, subject to approval by the City Manager.
- 1.3. All procedures used in the promotional process shall be job related, nondiscriminatory, and in compliance with all legal, professional, administrative requirements and JCPOA contract.
- 1.4. When a sworn position is vacated, the Department will advertise the position internally and solicit letters of intent.
 - 1.4.1. Lateral entry is not permitted for sworn positions, with the exception of Captain and the appointed position of Chief of Police, which may be filled from outside the Department, at the discretion of the City Manager.
 - 1.4.2. In order for an Officer to be eligible to compete in the promotional process for advancement to the rank of Detective they shall have completed not less than two years of continuous service with the Department immediately prior to the examination process.
 - 1.4.3. In order for an Officer to be eligible to compete in the promotional process for advancement to the rank of Sergeant they shall have completed not less than three full years of law enforcement experience, minimum of two years continuous service with the Department immediately prior to the examination process.
 - 1.4.4. In order for a Sergeant to be eligible to compete in the promotional process for advancement to the rank of Lieutenant they shall have completed not

less than two full years of continuous service in the grade of Sergeant with the Department.

- 1.5. Civilian positions may be advertised externally as well as internally, and may be filled from outside the agency if in the best interests of the City and the Department.
- 1.6. Announcements of the promotional process shall be prominently posted a minimum of 30 days prior to the scheduled test date.
- 1.7. Candidate application for a vacant position must be made by the submittal of a letter/notice of intent to test by a certain, specified date.
- 1.8. The Department promotional process will consist of all of the following elements:
 - 1.8.1. Written Examination - Any of a variety of tests to measure skills, abilities, and knowledge of a candidate. The written score will account for *40%* of the total score.
 - 1.8.2. Oral Assessment - An oral interview conducted of the candidate. The oral assessment will account for *60%* of the total score.
 - 1.8.3. Seniority points – Applicants will receive *1/2* point for each full year of service up to *maximum of 2 ½ points*.

2. **Written Examinations**

- 2.1. Written examinations shall be administered by the Human Resources Director or their designee. Study Materials shall be provided to all candidates upon request prior to the administration of the examination.
- 2.2. The written examination will be one of the International City/County Management Association's commercial examinations or a similar standardized examination.
- 2.3. A bibliography of resource materials for the written examination shall be provided to all candidates no later than 60 days prior to the administration of the examination. All resource materials shall be readily available for candidate use.
- 2.4. Candidates must obtain a score of seventy percent (70%) or better to continue in the promotional process.
- 2.5. All candidates shall be informed of the results of their test prior to departing the test site.

3. **Oral Assessment**

- 3.1. The oral assessment shall be conducted by a board of five (5) interviewers. The board may consist of members from this Department of equal or greater grade to the position to be promoted or from persons outside the Department, at the direction of the Chief of Police.
- 3.2. The interview shall be structured, in that all candidates shall be asked the same questions, except that follow-up questions may be asked to clarify interviewee responses.
- 3.3. Each member of the interview board shall use a standardized form to document the results of each interview and it will make up 50 percent (50%) of the final score.
- 3.4. Candidates who appear before the oral interview boards will be dressed in the departmental dress uniform.

4. **Standing List**

- 4.1 Testing for the positions of Lieutenant, Sergeant, and Detective will take place once every calendar year in January, February, and March respectively.
- 4.2 Officers who will meet the minimum standards for the position they wish to test for at any time during that calendar year will be eligible to compete in the testing process.
- 4.3 Seniority points will be awarded based on an Officer's seniority as of the day of the written test and will not be modified during the life of the standing list.
- 4.4 Once the testing process is completed a list will be formed ranking Officers in position from top to bottom. The top point gathering candidate will be awarded the position provided they meet the minimum requirements for the position at that time.
- 4.5 In the event the top point gathering candidate does not meet the minimum requirements for the position, the top point gathering candidate who does meet the minimum requirements will be awarded the position and the other candidate will remain at the top of the list until such time that either another position becomes available or the standing list expires.

5. **Certification of the List**

- 5.1. After the overall scores have been compiled, a list shall be made with the names of the candidates listed and ranked in order of finish. The accuracy of the list shall be certified by the Human Resources Director.
- 5.2. The standing list will be valid for one calendar year. After the certification of the list each list will be posted the 1st day of the month following the test (i.e., test for Lieutenant in January, list is certified and posted on February 1st and expires January 31st the following year; test for Sergeant in February, list is certified and posted on March 1st and expires February 28th the following year [February 29th in leap years]; test for Detective in March, list is certified and posted on April 1st and expires March 31st the following year).

5. **Process Evaluation**

- 5.1. The promotional process shall be evaluated every three years by the Chief of Police in consultation with the Junction City Police Officers Association as prescribed in the Union contract. No changes can be made to the Promotion Policy except by written agreement by the Union and the City following meet and confer good faith negotiations. During the life of the Agreement, the Promotion Policy may be reopened for meet and confer good faith negotiations.

6. **Candidate Review of the Promotional Process**

- 6.1. Employees shall have the right to examine and challenge any aspect of the promotional process through an administrative review and appeal process.
- 6.2. The review and appeal process may include:
 - 6.2.1. review of the employee's written examination and the Department's answer key;
 - 6.2.2. review of the written results of scored elements of the selections process;
 - 6.2.3. contesting promotional potential reports used in the selection process decision, if any; and
 - 6.2.4. retesting and/or reevaluation.
- 6.3. Employees may appeal adverse decisions concerning their eligibility for

appointment to promotional vacancies. The appeal process shall also allow employees an opportunity to register any dissatisfaction with the results of specific components of the process.

- 6.4. Employees may exercise their rights when appealing an adverse decision, utilizing the grievance procedure.

7. Probationary Period

- 7.1. A six month probationary period is required of all sworn employees who are promoted.
- 7.2. A one year probationary period is required of all civilian employees who are promoted.
- 7.3. The employee's immediate supervisor, through the chain of command, will provide the Chief of Police with a three month and a six month evaluation. Adverse performance or lack of improvement on the part of an unsatisfactory employee during this probationary period may be cause for the employees return to his last held permanent rank, or an extension of the probationary period. This decision shall be at the discretion of the Chief of Police.

BY ORDER OF

CHIEF OF POLICE

Attachment B

JUNCTION CITY POLICE DEPARTMENT		Number
GENERAL ORDER		M1107
SUBJECT: INTERNAL AFFAIRS		
EFFECTIVE: 01-01-15 ISSUED: 01-01-15 REVIEW: Annual		
CANCELS:		
AMENDS:		Distribution A

POLICY

The Department must provide an internal system for the processing of complaints relative to Department operations, policies and procedures, and the conduct of police personnel. The character and the reputation of the Department rests on an adequate program of fair and impartial investigations. The purpose of this order is to establish an Internal Affairs Unit.

The Internal Affairs Unit (I.A. Unit) will conduct criminal or administrative investigations. Criminal investigations will involve alleged violations of the criminal laws by an employee. Administrative Investigations shall involve the investigation of complaints against an employee by citizens or fellow employees not amounting to a violation of the criminal laws where only an administrative penalty may be imposed. If at any time during an administrative investigation, information is obtained by the department that presents a reasonable belief that the matter is criminal in nature, the provisions of the Criminal Investigation Procedures set out below, shall be immediately adhered to.

INTERNAL AFFAIRS UNIT

1. Authority - The Internal Affairs Unit shall be under the direct command of the Chief of Police and is acting for the Chief when conducting investigations.
2. Selection – The Internal Affairs Unit will be appointed at the discretion of the Chief of Police.
3. Duties - The Internal Affairs Unit will initiate, complete, and maintain records of all investigations relative to complaints against the Department or any of its members. All findings made during the course of the investigation will be recorded and forwarded to the Chief of Police for final disposition.
4. For purposes of this General Order, a complaint shall be defined as an act of expressed dissatisfaction which relates to Junction City Police Department operations, policies and procedures, or conduct of department personnel.
5. The Internal Affairs Unit shall be responsible for any other investigations as directed by the Chief of Police.
6. The primary objectives of Internal Affairs investigations are:
 - 6.1. PROTECTION OF THE PUBLIC. The public has a right to expect efficient, fair, and impartial law enforcement. Therefore, any misconduct by Department personnel must be detected, thoroughly and fairly investigated, and properly adjudicated to assure the maintenance of these qualities.
 - 6.2. PROTECTION OF THE DEPARTMENT. The Department is often evaluated and judged by the conduct of individual members. It is imperative that the entire

organization not be subjected to public censure because of misconduct by one of its members.

- 6.3. PROTECTION OF THE EMPLOYEE. Employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough investigative process. When an employee is under investigation by the Internal Affairs Unit, the Department shall not release the employee's name, home address, home telephone number, or photograph to the press without written consent of the employee.
- 6.4. CORRECTION OF PROCEDURAL PROBLEMS. The Department is constantly seeking to improve its efficiency and the efficiency of its personnel. Internal investigations occasionally disclose faulty policies and procedures that would otherwise have gone undetected. These procedures can then be improved or corrected.
7. The Internal Affairs Unit or the Chief of Police may refer investigations to the employee's supervisor for investigation.
8. The Internal Affairs Unit or anyone designated by the Chief of Police to conduct internal investigations shall have the authority to interview any member of the Department and to review any record or report of the Department relative to their assignment.
9. The Internal Affairs Unit will maintain a comprehensive central complaint file on complaints received, whether investigated by Internal Affairs or any other member of the Department.
10. The Internal Affairs Unit shall:
 - 10.1. Maintain liaison with the prosecutor's office in investigations involving alleged criminal conduct by Department members.
 - 10.2. Provide assistance to and close coordination with City/Department defense counsel on civil claims or suits against the Department and its personnel.
 - 10.3. Conduct on scene inspection and investigation of police involved shooting incidents and firearms discharges.
 - 10.4. Appear before legislative and judicial bodies in matters pertaining to the Department's disciplinary policies and procedures.

PROCEDURE

11. Acceptance and Referral of Complaints – In order to insure that all investigations by the Internal Affairs Unit are conducted in a manner conducive to public confidence, good order and discipline, while observing and protecting the individual rights of each employee, the following rules of procedure are hereby established:
 - 11.1. All members of the Department are charged with the responsibility for courteously and willingly receiving any complaint that may be lodged against the Department or any employee.
 - 11.2. Complaints will be accepted from any source, whether made in person, by mail or by telephone. Anonymous complaints shall be evaluated to determine the extent to which they should be investigated.
 - 11.3. Complaints will be referred directly to the Internal Affairs Unit (telephone number 785-762-5912) during normal business hours, Monday - Friday.
 - 11.4. All complaints received during other than normal business hours will be referred to the involved member's supervisor (or on-duty supervisor in his absence), who will document the complaint on the Junction City Police Department Complaint Form,

and forward same to the Internal Affairs Unit.

- 11.5. Upon receipt of a complaint, the Internal Affairs Unit will notify if necessary the Chief of Police or his designated representative as soon as possible.

11.5.1. The following types of complaints will be forwarded to and handled by the Internal Affairs Unit which may conduct the investigation or refer it to its designated supervisor.

- a. Excessive force
- b. Discrimination
- c. False arrest/imprisonment
- d. Unlawful search/seizure
- e. Shooting policy/weapons
- f. Sexual harassment
- g. Drug or alcohol use or intoxication on duty
- h. Alleged perpetration of a criminal act
- i. Violations of civil rights
- j. Internal theft/dishonesty
- k. Misconduct, on or off-duty, which is prohibited by the City's Rules of Conduct
- l. Complaints of demeanor
- m. Neglect of duty
- n. Minor rules and regulations, or policy and procedure violations
- o. Any other investigation as directed by the Chief of Police

12. Complaints

- 12.1. Within 14 days receipt of a complaint by the Internal Affairs Unit which is governed by the administrative investigation procedures, the Internal Affairs Unit or its designated supervisor shall notify the officer that a complaint has been received.

- 12.2. When requested by the Chief of Police or his designated supervisor, employees shall submit a written report to Internal Affairs in regards to the allegation(s) within five working days. The report shall contain the following:

12.2.1. All pertinent information pertaining to the allegation.

12.2.2. A list of all officers and witnesses known.

12.2.3. Any other information that would be of assistance in the investigation.

- 12.3. A thorough, complete and impartial investigation will be conducted. This investigation will include the taking of formal, signed statements, gathering and preservation of physical evidence and any other information relevant to the investigation. All employee interviews shall be recorded.

13. Administrative Investigation Procedures

- 13.1 Employees who are interrogated in an administrative investigation shall be entitled to the presence of a JCPOA Union Representative, upon their request (Weingarten Rights). The Department shall give no less than forty-eight (48) hours' notice of a scheduled interview or interrogation. A JCPOA Union representative shall be considered as being on Union business and shall receive his regular pay if the interview occurs during his regular shift.

- 13.2 The interview of any employee shall be at a reasonable hour, preferably when the employee is on duty, and a suitable location, usually at the Police Department, unless the circumstances of the investigation dictate otherwise, all as determined by the department. If an employee is required to appear for an interview during his non-duty hours, he shall receive overtime pay.

- 13.3 The employee shall be informed of the rank, name and command of the interrogator and the identity of all persons present during the interview. The interrogator shall not have been involved in the matter being investigated as a witness or participant. When an officer is directed to report for his/her interview their immediate supervisor shall be notified prior to that time, when feasible.
- 13.4 The employee shall be informed of the nature and the basic facts (date, time, place and type of incident) and the specific allegations known to the I.A. Unit at the time relating to the investigation before any interview commences. If it is known that the employee being interrogated is a witness only, the employee shall be so informed.
- 13.5 The interview shall be completed as soon as possible, not to exceed four (4) hours. Time will be provided for personal necessities, meals, telephone call and rest periods. The employee shall not be subjected to any offensive language, coercion or promise of reward as an inducement to answering questions.
- 13.6 The complete interview of the employee shall be recorded mechanically. There will be no "off-the-record" conversation except by mutual agreement. All recesses called during the interview will be noted on the record. The employee may also tape the interview, and the City will provide the equipment to do so.
- 13.7 The refusal by an employee to answer questions or give a statement during any non-criminal investigation, whether as a participant or a witness, may result in disciplinary action.
 - 13.7.1. Whenever an employee is not willing to answer questions concerning matters which may or may not result in a criminal prosecution against him, he shall be given the "Garrity/Kalkines" Warning. (See Attachment A)
- 13.8. When the investigation is completed, a copy of the investigative reports, including all statements, will be forwarded to the Chief of Police for review.
- 13.9. At the conclusion of the investigation, the Internal Affairs Unit will make one of the following findings:
 - 13.9.1. Unfounded - The investigation conclusively proved that the act complained of did not occur. This finding also applies when an individual employee named in the complaint was not involved in the act which may have occurred.
 - 13.9.2. Exonerated - The act which provided the basis for the complaint or allegation occurred; however, the investigation revealed that the act was justified, lawful and proper.
 - 13.9.3. Not Sustained - The investigation failed to disclose sufficient evidence to clearly prove the allegation made in the complaint or to conclusively disprove such allegation.
 - 13.9.4. Sustained - The investigation disclosed sufficient evidence to clearly prove the allegation made in the complaint.
 - 13.9.5. Sustained Against Policy - The investigation revealed a faulty policy and/or procedure.
- 13.10 All Internal Affairs investigations should be completed within 90 days after receipt of the complaint. The Internal Affairs Unit or its designated supervisor shall provide the Chief of Police with status reports at seven day intervals until the investigation is complete. If for any reason the investigation cannot be completed within allotted time, the Internal Affairs Unit or their designee shall request an extension from the Chief of Police and notify the complainant of a new completion date.

- 13.11. The Chief of Police shall approve each final Internal Affairs investigation and may, at his discretion, make a new and separate finding as to appropriate Department action. The Chief of Police shall notify the employee and the Union of the results of the investigation and take any disciplinary action within 60 days of the final decision.
- 13.12 Internal Affairs Unit records shall not be used as a basis for the subsequent discipline of employees after three (3) years.

14. Criminal Investigation Procedures

- 14.1 If an employee is under arrest or a suspect or the target of a criminal investigation, the investigation shall be handled by the I.A. Unit and the employee shall be advised of his rights, pursuant to the appropriate legal procedure as dictated by the United States Supreme Court and the rights granted by the State of Kansas and the United States, including his right to legal counsel. If an employee chooses to invoke his protection under the appropriate legal procedure as dictated above, he will not be subject to charges or insubordination or failure to cooperate for that reason. Criminal investigations shall be completed before the commencement of any administrative investigations concerning the same matter.
- 14.2 The interrogation of any employee shall be at a reasonable hour, preferably when the employee is on duty, and at a suitable location, usually at the Police Department, unless the circumstances of the investigation dictate otherwise, all as determined by the Department.
- 14.3 The employee shall be informed of the rank, name and command of the interrogator and the identity of all persons present during the interview. The interrogator shall not have been involved in the matter being investigated as a witness or participant.
- 14.4 The employee shall be informed of the nature of the specific allegations and the basic facts (date, time, place and type of incident) known to the I.A. Unit at the time relating to the investigation before any interview commences.
- 14.5 The interview shall be completed as soon as possible, not to exceed four (4) hours. Time will be provided for personal necessities, meals, telephone calls and rest periods. The employee shall not be subjected to any offensive language, coercion or promise of reward as an inducement to answering questions.
- 14.6 The complete interview of the employee shall be recorded mechanically. There will be no "off-the-record" conversation except by mutual agreement. All recesses called during the interview will be noted on the record. The employee may also tape the interview, and the City will provide the equipment to do so.
- 14.7 Internal Investigation Unit records shall not be used as a basis for the subsequent discipline of employees after three (3) years and one (1) month.

15. False Complaints

- 15.1 All complaints against employees which are determined to be unfounded, or in which the employee's conduct is exonerated, shall be reviewed by the appropriate commander for recommendation for prosecution.

16. Interrogation of Union Representatives

- 16.1 The Department will not question JCPOA Union Representatives about conversations between those Representatives and the employees they represent when those conversations occur in the ordinary course of the Union Representatives' performance of their official duties on behalf of the Union and its membership.

- 16.2 Excepting a court order, or a request from the Union as necessary to represent an officer during disciplinary meetings, grievance meetings, or hearing before a hearing officer or arbitrator, or unless specifically authorized by the Chief of Police, no portion of an investigative Internal Affairs report shall be given to, or maintained by, anyone outside the Department.

17. Disposition of Investigation Results

- 17.1. Approved investigations shall be processed in the following manner:

17.1.1. Sustained Cases

- a. The involved employees shall be notified as to the completion of the case and of the findings.
- b. A letter indicating the finding and disposition will be sent to the complainant.
- c. All copies of the reports shall be retained by Internal Affairs.

17.1.2. Other than Sustained Cases

- a. The involved employees shall be notified as to the completion of the case and of the findings.
- b. A letter indicating the finding and disposition will be sent to the complainant.
- c. All copies of the reports shall be retained by Internal Affairs.

18. Internal Affairs' Files

- 18.1 In order to maintain the confidentiality of Internal Affairs' files, access to the files within the Department will be restricted. Only officers with a need to know the content of the files, based on some part in the Internal Affairs or the discipline process, will be allowed to examine those documents. Access shall be granted only by order of the Chief of Police.

- 18.2 The Internal Affairs Unit shall compile annual statistical summaries, based upon records of internal affairs investigations, and provide same to the Chief of Police and other Department personnel, as directed by the Chief of Police. This statistical summary may be made available upon request to agency employees and the public.

19. No changes can be made to the Internal Affairs policy except by written agreement by the Union and the City following meet and confer good faith negotiations. During the life of the Agreement, the Internal Affairs policy may be reopened for meet and confer good faith negotiations.

BY ORDER OF

CHIEF OF POLICE

INTERNAL AFFAIRS - ATTACHMENT A

"GARRITY" WARNING

(To be used only when a member is being questioned about possible criminal matters and it has been officially determined that any self-incriminating statements that the member makes will not be used against him in a criminal prosecution.)

At this time I am going to question you about (state the general nature of the matter under investigation.) This questioning concerns administrative matters relating to the official business of the Police Department. I am not questioning you for the purpose of instituting a criminal prosecution against you. During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct, neither your self-incriminating statements nor the fruits of any self-incriminating statements you make will be used against you in any criminal legal proceedings.

Since this is an administrative matter and any self-incriminating information you may disclose will not be used against you in a court of law, you are required to answer my questions fully and truthfully. As an administrative interview, this is not a detention. No physical or verbal attempt will be used to detain an interviewee who desires to leave at any time. If you refuse to answer my questions or fail to participate in this interview by leaving, this will be considered insubordination and you will be subject to disciplinary penalties.

1.) **Administrative Interview Notice**

I acknowledge that this is only an administrative interview.
(Initials)._____

2). **Notice of Right to Representation**

You are entitled to have present during this interview a Union Representative.

I have chosen _____ to represent
me during this interview (Initials). _____
I decline representation (Initials). _____

Do you understand what I have just explained to you?

Do you have any questions concerning what I have just explained to you?

I now order you to answer the following questions.

Employee's Printed Name: _____

Employee Signature: _____

Date: _____ Time: _____

Interviewer's Printed Name: _____

Interviewer Signature: _____

Date: _____ Time: _____

Witness's Printed Name: _____

Witness Signature: _____

Date: _____ Time: _____

INTERNAL AFFAIRS - ATTACHMENT A

"Kalkines" WARNING

(To be used only when a member is being questioned about possible criminal matters and it has been officially determined that any self-incriminating statements that the member makes will not be used against him in a criminal prosecution.)

You are being questioned as part of an internal and/or administrative investigation. You will be asked a number of specific questions concerning your official duties, and you must answer these questions to the best of your ability. Failure to answer completely and truthfully may result in disciplinary action, including dismissal. Your answers and any information derived from them may be used against you in administrative proceedings. However, neither your answers nor any information derived from them may be used against you in criminal proceedings, except if you knowingly and willfully make false statements.

2.) **Administrative Interview Notice**

I acknowledge that this is only an administrative interview.
(Initials)._____

2). **Notice of Right to Representation**

You are entitled to have present during this interview a Union Representative.

I have chosen _____ to represent
me during this interview (Initials). _____
I decline representation (Initials). _____

Do you understand what I have just explained to you?

Do you have any questions concerning what I have just explained to you?

I now order you to answer the following questions.

Employee's Printed Name: _____

Employee Signature: _____

Date: _____ Time: _____

Interviewer's Printed Name: _____

Interviewer Signature: _____

Date: _____ Time: _____

Witness's Printed Name: _____

Witness Signature: _____

Date: _____ Time: _____

Attachment C

JUNCTION CITY POLICE DEPARTMENT			Number
GENERAL ORDER			M1209
SUBJECT: DISCIPLINARY PROCEDURE			
EFFECTIVE: 01-01-15 ISSUED: 01-01-15 REVIEW: Annual			
CANCELS:			
AMENDS:			Distribution A

POLICY

The Department shall follow the City's disciplinary procedure as outlined in Section 13 of the Personnel Policies and Guidelines Manual, and the most current Agreement by and Between the City of Junction City, Kansas and the Junction City Police Officers Association. The disciplinary procedures of the Department are designed to enhance each employee's ability and desire to be an effective, efficient member of the Department and to ensure compliance with all Department directives, Rules and Regulations, City directives and established laws. Supervisory personnel shall exercise good judgment and discretion in taking or recommending disciplinary action, always taking into consideration what is best for the Department, the City of Junction City and the employee involved.

Each employee will be provided with a copy of the Department's Rules and Regulations, which specifies a code of conduct and appearance, to which all employees shall strictly adhere.

PROCEDURE

1. **Disciplinary Purpose**

- 1.1. Disciplinary action is designed to correct conduct or performance once it is shown that the employee knew, or should have known, that such conduct or performance failed to comply with Department directives.
- 1.2. Progressive corrective action is used for the purpose of bringing about change. The severity of such action shall increase when other, lesser corrective actions, have failed to bring about effective and lasting results.

2. **Degree of Corrective Action**

- 2.1. All administrative corrective action shall be based on equity. Equity means that management reviews the employee's performance deficiency and considers the following circumstances to help determine the degree of corrective action:
 - 2.1.1. the seriousness of the deficiency or offense;
 - 2.1.2. management's expectation that the type and level of corrective action will facilitate

or deter the conduct, work proficiencies or behaviors of others;

- 2.1.3. the employee's overall conduct, work productivity, time between other violations (if other offenses have occurred) and behavior record;
- 2.1.4. management's expectation, based on the employee's overt behavior, that the type and level of corrective action will improve the employee's future performance; and
- 2.1.5. the employee's seniority.
- 2.1.6. the extent to which other officers have engaged in similar conduct and the discipline they have received.

3. **Responsibility**

- 3.1. It shall be the responsibility of all supervisory personnel to reasonably and impartially supervise and, when necessary, discipline or recommend disciplinary action for the personnel assigned to them.
 - 3.1.1. All supervisory personnel have the authority to counsel or reprimand, as warranted. Misconduct of a nature which could result in disciplinary action greater than reprimand shall be:
 - a. documented by the supervisor initiating the disciplinary action, utilizing the To-Thru format; and
 - b. forwarded through the chain-of-command, with supplementary documentation and supervisory recommendations attached, to the Chief of Police.
- 3.2. Final Departmental disciplinary authority and responsibility rests with the Chief of Police.

4. **Forms of Corrective Action**

- 4.1. Training (See section 14 of General Order M1301, "Training and Administration")
 - 4.1.1. Training, as a non-punitive component of the Department's disciplinary system, may be employed singularly or in conjunction with one or more of the other components of the disciplinary system. Training is particularly appropriate when an employee lacks the basic skills and ability to perform properly.
 - 4.1.2. Any supervisor may recommend training for a subordinate, as appropriate, to impact an identified deficiency in job performance which may be corrected by virtue of remedial training.
- 4.2. Counseling
 - 4.2.1. Counseling is the lowest level of formal discipline utilized by a supervisor to correct a minor employee deficiency as it relates to the employee's appearance, behavior, or job performance. It may be employed singly or in conjunction with one or more of the other components of the disciplinary system.
 - 4.2.2. Supervisory counseling shall be formally documented on the To-Thru Report. The employee counseled shall be provided with a copy of the Counseling Report. A copy of the Counseling Report shall also be forwarded to the Internal Affairs Officer.

- 4.2.3. If deemed necessary, the supervisor may make written recommendation, to the Chief of Police through the chain-of-command, that professional counseling services outside the Department be made available to the employee.

4.3. Written Reprimand

- 4.3.1. Written reprimands (for employee misconduct of a more serious nature) may be issued by an employee's immediate supervisor or a person of superior rank. All written reprimands shall be documented by the person administering the reprimand, utilizing the Department's To-Thru forms.
- 4.3.2. Written reprimands shall be forwarded through the chain-of-command for review and approval purposes.
- 4.3.3. Copies of the completed To-Thru form shall be distributed as follows: original to Human Resources; copies to involved employee; and one to Internal Affairs Officer attached to a completed Personnel Actions form.

4.4. Suspension

- 4.4.1. Only the Chief of Police, a Division Captain, Investigations Lieutenant or Drug Operations Group Lieutenant may recommend suspension of an employee for just cause. Any supervisor initiating a disciplinary action may complete a To-Thru, recommending suspension in accordance with Section 13 of the City of Junction City, Personnel Policies and Guidelines Manual.
- 4.4.2. Copies of the completed To-Thru shall be distributed as provided in sub-section 4.3.3.

4.5. Demotion and Dismissal

- 4.5.1. An employee may be demoted as a form of disciplinary action. The Chief of Police may recommend this type of disciplinary action, which requires the approval of the City Manager per Section 13 of the City of Junction City, Personnel Policies and Guidelines Manual.
 - a. If demoted, an employee will receive a reduction in pay to the appropriate pay grade based on his years of service.
- 4.5.2. An employee may be dismissed for just cause. Such action shall be taken only when other forms of disciplinary action or penalties are deemed inappropriate or have proven ineffective. If employee conduct results in dismissal, the following information shall be provided to the employee:
 - a. a statement citing the reason for dismissal;
 - b. the effective date of the dismissal;
 - c. whom to contact regarding the status of fringe and retirement benefits after dismissal.
- 4.5.3. At any time during the probationary period, an employee whose performance does not meet the required standard may be dismissed by a Department Head, with approval of the City Manager, by notifying the employee in writing.
- 4.5.4. Employees dismissed during the initial probation period for failure to meet

performance standards shall not, in its self, be considered valid grounds for a grievance.

4.5.5. The aforementioned forms of disciplinary action shall be exercised by written recommendation of the Chief of Police and approval by the City Manager. A supervisor may recommend the suspension or dismissal of an employee to the Chief of Police.

4.5.6. Copies of the completed letters and Personnel Action forms shall be distributed as provided in sub-section 4.3.3.

5. Disciplinary Probation

5.1. The Chief of Police may place an employee on disciplinary probation for a period not to exceed six months. During this probationary period, the employee may be required to demonstrate his/her fitness for the position (s)he holds by actual performance of the duties and/or attainment of any specific goals which may be established by the Chief of Police or Supervisor for the disciplinary probation time period. The City Manager must approve this action.

5.1.1. A written statement of the reasons for an employee's placement on disciplinary probation shall be furnished to the employee and the Union, with a copy being filed in the employee's personnel file.

5.1.2. There may be other circumstances arising during the disciplinary probationary period, which may result in additional discipline, which shall be issued in compliance with the Agreement and subject to its grievance procedure

5.1.3 Being placed on administrative probation is a grievable event and may be grieved to the level associated with the disciplinary action taken.

6. Emergency Administrative Leave

6.1. Any ranking officer (Captain, Lieutenant, Sergeant) or civilian supervisor with permission of the Chief of Police or his designee may impose an emergency administrative leave (with pay) not to exceed 30 days, and relieve a subordinate of duty when:

6.1.1. there is evidence that the officer is a danger to himself or others; and/or

6.1.2. the officer engaged in behavior referenced in the City's Rules of Conduct.

7. Appeal Procedures

7.1. Pursuant to Section 12, City of Junction City Personnel Policies and Guidelines Manual, and the most current Agreement by and Between the City Of Junction City, Kansas and the Junction City Police Officers Association, any employee, except a newly hired probationary employee, shall have the right to appeal any disciplinary action which results in loss of pay, suspension, demotion, termination or a Brady-Giglio complaint.

8. Maintenance of Records

8.1. Counseling Reports shall be maintained in the employee's Departmental personnel file. Such reports shall be purged, after one (1) year if the subject employee has not been involved in other disciplinary actions during the year.

- 8.2. Original disciplinary records of employees concerning written reprimand, suspensions, demotion or dismissal, shall be forwarded to Human Resources for inclusion in the subject employee's personnel record permanently or for a period specified in the disciplinary action.

BY ORDER OF

CHIEF OF POLICE

Attachment D

JUNCTION CITY POLICE DEPARTMENT GENERAL ORDER		Number
		M1213
SUBJECT: LIGHT DUTY		
EFFECTIVE: 12-21-15 ISSUED: 12-21-15 REVIEW: Annual		
CANCELS:		
AMENDS:		Distribution
		A

POLICY

It is the policy of the Department to establish guidelines for temporary limited restricted (light) duty assignments and to outline the process and administration of this light duty program. This policy shall apply to all Police Department employees. Light duty is a temporary job assignment for an employee who cannot perform regular duties. Light duty assignments are available, on a limited basis, to employees with medical disabilities as a result of job-related injuries or illnesses or non-job-related injuries or illnesses. The availability of light duty assignments is exclusively determined by the Chief of Police and is not intended to constitute a long-term or permanent assignment. Employee participation in the Light Duty program will be re-evaluated every 30 days by the Chief of Police and Human Resources.

PROCEDURE

1. **Light Duty Assignments – Occupational Disabilities (job-related)**
 - 1.1. Any employee being treated for a job-related injury shall explain the full scope of his/her duties to the physician and request a release to light duty when it is reasonable.
 - 1.2. Any employee being treated for a job-related injury shall notify his/her supervisor immediately when he/she is released for light duty during the course of treatment. Light duty assignments shall follow the treating physician's guidelines, in conjunction with State, City and department personnel regulations and workers' compensation laws.
 - 1.3. Any employee reporting for light duty shall provide a release to light duty from the treating physician to the Chief of Police before light duty can be assigned.
 - 1.4. Any employee wishing to participate in the light duty program shall sign an Employee Light Duty Agreement (Attachment A) document agreeing to terms of the light duty program.
 - 1.5. The Chief of Police shall then provide Human Resources with such documentation. The employee's shift and light duty assignment will be determined by the Chief of Police.
2. **Light Duty Assignments - Non-Occupational Disabilities (non-job-related)**
Individuals unable to work due to a non-job-related injury or illness that is expected to exceed 14 calendar days may utilize the following procedure.
 - 2.1. The employee shall submit a written request to work light duty to the Chief of Police. Included with the request shall be a medical release from the treating physician complete

with sufficient information for a light duty assignment to be made. This shall include the projected length of disability, work restrictions, physical limitation, and a brief description of the injury or illness.

- 2.2. A determination to make the light duty of assignment shall be based upon:
 - 2.2.1. The type of job available.
 - 2.2.2. The medical condition of the employee.
 - 2.2.3. The benefit to the department and citizens of Junction City.
- 2.3. The employee shall be informed of the decision to grant light duty at the earliest available time.
- 2.4. Any employee wishing to participate in the light duty program shall sign an Employee Light Duty Agreement (see Attachment A) document agreeing to the terms of the light duty program.
- 2.5. It shall be the employee's responsibility to provide medical updates from their physician to the Chief of Police as the updates become available.
- 2.6. The employee's shift and light duty assignment will be determined by the Chief of Police.

3. **Procedure for Personnel Assigned to Light Duty**

- 3.1. Personnel assigned to light duty shall report to the Police Station based on their duties as assigned by the Chief of Police after signing an Employee Light Duty Agreement.
- 3.2. Personnel assigned to light duty shall wear the uniform designated by the Chief of Police or his designee.
- 3.3. Personnel will be under the direct supervision of the Supervisor in the Division or Section the light duty designee was assigned to by the Chief of Police.
- 3.4. Vacation and other regularly scheduled time may be granted per normal procedures. Any vacation or time off already approved or scheduled for the period of time that the employee is expected to be on light duty shall be reported to the Chief of Police or his designee when the employee first reports for light duty.
- 3.5. Employees assigned to light duty due to job-related injury or illness shall be allowed to attend medical appointments, physical therapy sessions, and other pertinent engagements and will be considered hours worked for the employee. Employees assigned to light duty due to non-job-related injury or illness will have appropriate leave charged (Sick Leave, Personal Leave, or Vacation Leave) when they attend such medical appointments, physical therapy sessions or other pertinent engagements.

BY ORDER OF

CHIEF OF POLICE

ATTACHMENT A

Employee Light Duty Agreement

I, _____ agree to participate in the Junction City Police Department's Light Duty program, beginning the date of _____. I understand that this is a voluntary program and agree to all the terms prescribed in the Light Duty Policy. I agree to remain on a shift or assignment designated by the Chief of Police and will perform duties assigned to me by the designated Supervisor who's Division or Section I am assigned to that does not conflict with any physician's restrictions regarding my injury. I also agree that I will remain in the Light Duty program until my release to full duty and that if I wish to utilize any other leave while participating in this program, the appropriate leave will be charged. I agree that I will provide medical updates from my physician to the Chief of Police in a timely manner. I have read the Light Duty Policy and agree to all terms.

_____	_____
Employee	Date
_____	_____
John Lamb, Chief of Police	Date
_____	_____
Human Resources Director	Date

City of Junction City

City Commission

Agenda Memo

December 7, 2021

From: **Jim Germann, Information Technology Director**

To: **Allen Dinkel, City Manager**

Subject: **One Time Extension of Licenses**

Objective: To request approval for a 90-day extension for licenses expiring December 31, 2021 issued by Building and Code Enforcement.

Explanation of Issue: The Building and Code Enforcement department is going live with new GovBuilt software in January 2022. City staff is requesting a 90-day extension for city issued licenses that will expire on December 31, 2021. This will allow customers and staff to complete the renewals in the new GovBuilt software rather than our current software and then to reenter or import the licenses into the GovBuilt software system. These licenses include contractors, professional trades, sign hangars, tree trimmers and others. The Cereal Malt Beverage licenses are regulated by the State and will still be required to be renewed by December 31, 2021.

Budget Impact: We have adequate funds available to cover this cost.

Alternatives:

1. [Approve, Disapprove, Modify, Table](#)

Recommendation: Staff recommends a motion to approve a 90 day extension for licenses expiring December 31, 2021 issued by Building and Code Enforcement.

City of Junction City

City Commission

Agenda Memo

7 December 2021

From: Jim Germann, Information Technology Director
To: Allen Dinkel, City Manager
Subject: Approval to proceed with an agreement with the Center for Internet Security for Endpoint Security Services.

Objective: To request approval to proceed with an agreement with the Center for Internet Security for Endpoint Security Services.

Explanation of Issue: With the recent increase in ransomware events nationwide, the Information Technology Department included costs for the utilization of a Security as a Service (SAS) provider in the 2022 department budget. While researching prospective providers for these services, the IT Department has determined that the Center for Internet Security (CIS) provides the services that the city requires in this area. By initiating the service before the end of the year, the city can save \$1,935.00 towards the cost of this service.

Currently, City IT staff is required to monitor all logs and incidents to help prevent potential harmful activity on the city's network and associated equipment. With the acquisition of the SAS solution provided by the CIS, staff at the CIS will assist in the 24 hours a day, 365 days per year monitoring of the city's network and equipment and provide recommendations and support to rectify any incidents which may occur.

Budget Impact: After discussion with the Finance Director and City Manager, we have determined that the city has adequate funding available in the current budget to cover the cost of these services.

Alternatives:

1. Approve, Disapprove, Modify, Table

Recommendation: Staff recommends a motion to approve this agreement as presented.

Enclosures: CIS Quote; CIS Agreement



Center for Internet Security, Inc.
31 Tech Valley Drive
East Greenbush, New York 12061
United States

QUOTE for City of Junction City
Quote: SQ-211102-0008021
Created Date: 11/02/2021
Valid Through: 12/2/2021
Prepared by: Mark Talty
Phone: (518) 880-0772

Quote

Address Information

Bill To:

City of Junction City
700 N Jefferson
Junction City, Kansas 66441
United States

Buying Contact: Jim Germann

Buying Email: jim.germann@jcks.com

Ship To:

City of Junction City
700 N Jefferson
Junction City, Kansas 66441
United States

Shipping Contact: Jim Germann

Shipping Email: jim.germann@jcks.com

Related Information

Currency: USD

Billing Frequency: One-Time

Service Lines

Product/Service	Product Code	Description	Date	Qty	Term	List Price	Sales Price	Discount	NET
CIS Services MDR Advanced powered by CrowdStrike	CIS-MDR-ADV-CS-CISS	ESS 215 Endpoints	11/2/2021 - 11/1/2022	215	12 Mon	\$5.00	\$5.00	15.00%	\$10,965.00

Additional Charges/Credits

Additional Charge/Credit	Description	NET
CIS ESS - Onboarding Credit	CIS ESS - Onboarding Credit	(\$210.53)

List Price Total: \$12,900.00

Sales Price Total: \$12,900.00

Service Discount Amount: (\$1,935.00)

Net Amount: \$10,965.00

Additional Charges/Credits Total: (\$210.53)

Balance Due Amount: \$10,754.47

Standard Terms

Please note that if the purchase(s) listed above are related to a new product/service, the Date(s) are determined based upon both the order being approved and all pre service requirements met. If the purchase(s) listed above are for a renewing product/service, the Date(s) reflect the actual term.

Any taxes or fees to be collected by a taxing jurisdiction, financial institution or payment processor incidental to the payment of Products/Services by Customer to CIS shall in no way limit the amount of the Products/Services to be paid by Customer to CIS.

All rights reserved. Copyright Center for Internet Security, Inc.

Purchase Agreement For Endpoint Security Services

This PURCHASE AGREEMENT ("Agreement") by and between the Center for Internet Security, Inc. ("CIS"), located at 31 Tech Valley Drive, East Greenbush, NY 12061-4134, and **City of Junction City** with its principal place of business at: **700 N.**

Jefferson, Junction City, Kansas 66441 for Endpoint Security Services ("ESS"), as defined herein below (CIS and Entity collectively referred to as the "Parties").

In consideration of the mutual covenants contained herein, the Parties do hereby agree as follows:

I. Purpose

The purpose of this agreement is to set forth the mutual understanding between Entity and CIS with respect to the provision of ESS to Entity.

II. Definitions

A. **Security Operation Center (SOC)** – 24 X 7 X 365 watch and warning center that provides cybersecurity infrastructure monitoring, dissemination of cyber threat warnings and vulnerability identification and mitigation recommendations.

B. **Endpoint Security Services or ESS:** Endpoint Security Services (ESS) is comprised of the following services:

1. **Next Generation Antivirus (NGAV).** A solution deployed on endpoint devices to prevent cyber-attacks with the following capabilities:

- Detect malicious activity using signature-based and behavior-based threat detection methods with the capability to automate prevention (block attacks);
- Deny/allow indicators list management to include anomalous behavior-based indicators;
- Endpoint and file quarantine functionality;
- Threat notification and alerts; and
- Web-based management interface with a cloud-based data administration component for enterprise deployment.

2. **Endpoint Detection & Response (EDR).** Deployment and maintenance of an EDR software agent on Entity's identified endpoint devices, which will (a) block malicious activity at a device level if agreed to by the Entity; (b) remotely isolate compromised systems after coordination with the Entity; (c) identify threats on premise, in the cloud, or on remote systems; (d) inspect network traffic in a decrypted state on the endpoint for the limited purpose of identifying malicious activity; and (e) identify and remediate malware infections.

3. Centralized management of ESS data to allow system administration, event analysis and reporting by CIS SOC. Additionally, Entity will be able to interact with its own ESS data through the management system

4. **Additional Endpoint Security Services.** CIS may offer additional services under this Agreement from time to time as ESS. Purchase and receipt of such services will be subject to an addendum to this Agreement.

III. Selection of ESS

CIS hereby agrees to supply Entity with ESS as set forth in an Order. ESS for additional endpoints may be ordered by Entity during the Term (as defined herein below) of this Agreement by submitting a written request to CIS. The Service Start Date of subsequent Orders for ESS shall be the date of the approved Order but shall terminate as of the end of the applicable Term. Additional services may also be ordered from CIS by Entity by separate agreement with CIS.

IV. Term of this Agreement

This Agreement will commence on the date it is signed by both Parties (the “Effective Date”), and shall continue in full force and effect for the period specified in the Order (the “Term”).

V. Responsibilities

Appendix A, which is attached hereto and incorporated herein, contains the specific responsibilities for Entity and CIS regarding Endpoint Security Services. Entity understands and agrees that, as a condition to commencement of ESS under the terms of this Agreement, it must agree to comply with the terms and conditions applicable to Entity as set forth in Appendix A.

VI. Payment Terms

A. **Initial ESS Purchase.** In consideration for receipt of ESS, Entity agrees to purchase the specified ESS at the purchase price set forth in the Order in US Dollars (USD), which shall be due and payable within thirty (30) days of the Effective Date. Payment may be made by: (i) EFT transfer; (ii) check made payable to Center for Internet Security and mailed to CIS Accounts Receivable, 31 Tech Valley Drive, East Greenbush, NY 12061; or (iii) credit card transaction according to the instructions provided to Entity by CIS. The amount of the purchase price to be paid by Entity to CIS pursuant to this section shall not be reduced by any amount of any taxes or fees to be collected by a taxing jurisdiction, financial institution or payment processor incidental to the payment to CIS.

B. **Purchase of ESS for Subsequent Terms.** At least sixty (60) days prior to the expiration of any Term of this Agreement, CIS will provide Entity an Order setting forth pricing for a subsequent Term. Payment for ESS for a subsequent Term shall be due to CIS no later than the last day of the then-current Term, using any of the methods described in Section VI(A) above. In the event that

such payment is not made prior to the end of the applicable Term, this Agreement shall not be renewed for a subsequent Term.

VII. Title

The Endpoint Security Services include use of software that is licensed to CIS by a third-party provider, CrowdStrike, Inc. ("CrowdStrike"). All title and ownership rights of the software shall remain with CrowdStrike.

The Entity shall own all right, title and interest in its data that is provided to CIS pursuant to this Agreement. Entity hereby grants CIS a non-exclusive, non-transferable license to access and use such data as is necessary to provide the Endpoint Protection Services specified in of this Agreement.

VIII. Warranty

A. Warranty. CIS warrants to Entity during the applicable Term that: (i) the Endpoint Security Services operate without Error; and (ii) industry standard techniques have been used to prevent the ESS at the time of installation from injecting malicious software viruses into Entity's endpoints covered by this Agreement. Entity must notify CIS of any warranty claim during the Term. Entity's sole and exclusive remedy and the entire liability of CIS for its breach of this warranty will be for CIS, at its own expense, to do at least one of the following: (a) use commercially reasonable efforts to provide a work-around or correct such Error; or (b) terminate This Agreement and Entity's access to and use of ESS and refund the prepaid fee prorated for the unused period of the Term. CIS shall have no obligation regarding Errors reported after the applicable Term. For purposes of this Section VIII, "Error" means a reproducible failure of ESS to perform in substantial conformity with its applicable Documentation (as defined herein below), as supplied by CrowdStrike.

B. Exclusions. The express warranties do not apply if the ESS (i) has been modified, except by CIS or CrowdStrike, or (ii) has not been installed, used, or maintained in accordance with this Agreement or Documentation.

C. Disclaimer. EXCEPT FOR THE EXPRESS WARRANTIES IN THIS SECTION VIII, CIS MAKES NO OTHER WARRANTIES RELATING TO THE ESS, EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF NON-INFRINGEMENT OF THIRD PARTY RIGHTS, FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY.

ENTITY ACKNOWLEDGES, UNDERSTANDS AND AGREES THAT CIS DOES NOT GUARANTEE OR WARRANT THAT USE OF ESS WILL FIND, LOCATE OR DISCOVER ALL SYSTEM THREATS, VULNERABILITIES, MALWARE, AND MALICIOUS SOFTWARE, AND WILL NOT HOLD CIS RESPONSIBLE THEREFOR. ENTITY AGREES NOT TO REPRESENT TO ANY THIRD PARTY THAT CIS HAS PROVIDED SUCH GUARANTEE OR WARRANTY.

IX. Amendments to this Agreement

This Agreement may only be amended as agreed to in writing by both Parties.

X. No Third Party Rights

Nothing in this Agreement shall create or give to third parties any claim or right of action of any nature against Entity or CIS.

XI. Confidentiality Obligation

CIS acknowledges that information regarding the infrastructure and security of Entity's information systems, assessments and plans that relate specifically and uniquely to the vulnerability of customer information systems, Personal Data (as defined herein below), specific vulnerabilities identified as part of the Endpoint Security Services or information otherwise marked as confidential by Entity ("Confidential Information") may be provided by Entity to CIS in connection with the services provided under this Agreement. The Entity acknowledges that it may receive from CIS trade secrets and confidential and proprietary information ("Confidential Information"). Both Parties agree to hold each other's Confidential Information in confidence to the same extent and the same manner as each party protects its own confidential information, but in no event will less than reasonable care be provided and a party's information will not be released in any identifiable form without the express written permission of such party or as required pursuant to lawfully authorized subpoena or similar compulsive directive or is required to be disclosed by law, provided that the Entity shall be required to make reasonable efforts, consistent with applicable law, to limit the scope and nature of such required disclosure. CIS further agrees that any third party involved in providing Endpoint Security Services shall be required to protect Entity's Confidential Information to the same extent as required under this Agreement. CIS shall, however, be permitted to disclose relevant aspects of such Confidential Information to its officers, employees, agents and CIS's cyber security partners, including federal partners, provided that such partners have agreed to protect the Confidential Information to the same extent as required under this Agreement. The Parties agree to use all reasonable steps to ensure that Confidential Information received under this Agreement is not disclosed in violation of this Section XI. These confidentiality obligations shall survive the termination of this Agreement.

XII. Notices

A. All notices permitted or required hereunder shall be in writing and shall be transmitted either:

1. via certified or registered United States mail, return receipt requested;
2. by personal delivery;
3. by expedited delivery service; or
4. by e-mail with acknowledgement of receipt of the notice.

Such notices shall be addressed as follows or to such different addresses as the Parties may from time-to-time designate:

CIS

Address: **CIS Services**
 Center for Internet Security, Inc.
 31 Tech Valley Drive
 East Greenbush, NY 12061-4134
Telephone: **(518) 880-0766**
E-Mail: Services@cisecurity.org
with cc to: legalnotices@cisecurity.org

Entity **City of Junction City**
Name: **Jim German**
Title: **I.T. Director**
Address: **700 N. Jefferson, Junction City, KS 66441**
Telephone: **785-210-2950**
E-Mail: **jim.germann@jcks.com**

- B. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.
- C. The Parties may, from time to time, specify any new or different contact information as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other Party sent in accordance herewith. The Parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the Parties for purposes of implementation and administration, resolving issues and problems and/or for dispute resolution.

The foregoing has been agreed to and accepted by the authorized representatives of each party whose signatures appear below:

**CENTER FOR INTERNET
SECURITY, INC.**

JUNCTION CITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Appendix A

Service Lines

Product/Service	Product Code	Description	Date	Qty	Term	List Price	Sales Price	Discount	NET
CIS Services MDR Advanced powered by CrowdStrike	CIS-MDR-ADV-CS-CISS	ESS 215 Endpoints	11/16/2021 - 11/15/2022	215	12 Mon	\$5.00	\$5.00	15.00%	\$10,965.00

Additional Charges/Credits

Additional Charge/Credit	Description	NET
CIS ESS - Onboarding Credit	CIS ESS - Onboarding Credit	(\$210.53)

List Price Total:	\$12,900.00
Sales Price Total:	\$12,900.00
Service Discount Amount:	(\$1,935.00)
Net Amount:	\$10,965.00
Additional Charges/Credits Total:	(\$210.53)
Balance Due Amount:	\$10,754.47

ESS Responsibilities

- I. **Entity Responsibilities** - Entity acknowledges and agrees that CIS's ability to perform the Endpoint Security Services provided by CIS for the benefit of Entity is subject to Entity fulfilling certain responsibilities listed below. Entity acknowledges and agrees that neither CIS nor any third party provider shall have any responsibility whatsoever to perform the Endpoint Security Services in the event Entity fails to meet its responsibilities described below.
- A. For purposes of this Agreement, Entity acknowledges and agrees that the scope of this Agreement is limited to the number of endpoint devices identified in the Order Form. In the event that Entity installs the ESS software agent on a greater number of endpoint devices beyond those identified in the Order Form, Entity will be charged for those additional endpoints, including any associated additional charges, and that those additional endpoint devices will be subject to the requirements of this Agreement. Entity will ensure the correct functioning and maintenance of the endpoint devices receiving Endpoint Security Services.
- B. Entity shall provide the following to CIS prior to the commencement of the Endpoint Security Services and at any time during the term of the Agreement if the information changes:
1. A completed PIQ, the form of which will be provided to Entity by CIS, which will identify the number and types of endpoints to be monitored during the Term, including identification of the operating systems used in the endpoints. The PIQ will need to be revised whenever there is a change that would affect CIS's ability to provide the Endpoint Security Services;
 2. Each endpoint device will have access to a secure Internet channel for ESS management and monitoring by CIS;
 3. Accurate and up-to-date information, including the name, email, landline, mobile, and pager numbers for all designated, authorized Point of Contact(s); and
 4. Entity will be responsible for installing the ESS software agent on its endpoints; CIS will provide Entity with a link to the ESS software agent.
- C. During the term of this Agreement, Entity shall provide the following:
1. Written notification to CIS SOC (SOC@MSISAC.ORG) at least thirty (30) days in advance of replacement of an existing endpoint device with another similar device and/or changes in operating systems for the endpoint devices that would affect CIS's ability to provide Endpoint

Security Services;

2. Written notification to CIS SOC (SOC@MSISAC.ORG) at least twelve (12) hours in advance of any scheduled Internet outages affecting the endpoint devices;
3. A completed Escalation Procedure Form in the PIQ including the name, e-mail address and 24/7 contact information for all designated Points of Contact (POC). Revised information must be submitted when there is a change in status for any POC;
4. Sole responsibility for maintaining current maintenance and technical support contracts with Entity's software and hardware vendors for any endpoint device covered by ESS; and
5. Active involvement with CIS SOC to resolve any tickets requiring Entity input or action;

II. CIS Responsibilities

- A. CIS shall be responsible for purchase of a commercial ESS capability provided by CrowdStrike, to be incorporated into the Endpoint Security Services, and for providing a link for the ESS software agent to Entity for Entity to install on their endpoints.
- B. CIS will be responsible for the management and monitoring of the Endpoint Security Services to Entity's identified endpoint devices, including provision of the link for installation of the applicable ESS agent for the operating system of the endpoint devices, as identified by Entity in the PIQ.
- C. CIS will provide the following as part of the Endpoint Security Services:
 1. Analysis of logs from monitored security devices for attacks and malicious traffic;
 2. Analysis of security events;
 3. Correlation of security data/logs/events with information from other sources;
 4. Notification of security events per the Escalation Procedures provided by Entity; and
 5. Ensuring that all upgrades, patches, configuration changes and signature upgrades of the ESS agent are applied to Entity's endpoint devices receiving ESS.
- D. CIS Security Operation Center. CIS will provide 24/7 telephone (1-866-787-4722) availability for assistance with events detected by the Endpoint

Security Services.

- E. Upon termination of this Agreement, CIS shall be responsible for the cancellation of the Endpoint Security Services. Entity will be responsible for removal of the ESS agent installed on Entity's endpoint devices.

III. Third Party Provider Terms and Conditions

Entity acknowledges and agrees that as part of providing ESS, CIS has contracted with the third-party provider, CrowdStrike. Entity further acknowledges and agrees that in return for receipt of ESS, it agrees to the following terms and conditions as an end user of CrowdStrike services under this Agreement:

A. Access & Use Rights. Subject to the terms and conditions of this Agreement, Entity has a non-exclusive, non-transferable, non-sublicensable license to access and use the Products in accordance with any applicable Documentation solely for Entity's Internal Use. The Product includes a downloadable object-code component ("Software Component"); Entity may install and run multiple copies of the Software Components solely for Entity's Internal Use. Entity's access and use is limited to the quantity and the period of time specified in this Agreement.

B. Restrictions. The access and use rights do not include any rights to (i) employ or authorize any third party (other than Partner) to use or view the Offering or Documentation; (ii) alter, publicly display, translate, create derivative works of or otherwise modify an Offering; (iii) sublicense, distribute or otherwise transfer an Offering to any third party; (iv) allow third parties to access or use an Offering (except for Partner as expressly permitted herein); (v) create public Internet "links" to an Offering or "frame" or "mirror" any Offering content on any other server or wireless or Internet-based device; (vi) reverse engineer, decompile, disassemble or otherwise attempt to derive the source code (if any) for an Offering (except to the extent that such prohibition is expressly precluded by applicable law), circumvent its functions, or attempt to gain unauthorized access to an Offering or its related systems or networks; (vii) use an Offering to circumvent the security of another party's network/information, develop malware, unauthorized surreptitious surveillance, data modification, data exfiltration, data ransom or data destruction; (viii) remove or alter any notice of proprietary right appearing on an Offering; (ix) conduct any stress tests, competitive benchmarking or analysis on, or publish any performance data of, an Offering (provided, that this does not prevent Entity from comparing the Products to other products for Entity's Internal Use); (x) use any feature of CrowdStrike APIs for any purpose other than in the performance of, and in accordance with, this Agreement; or (xi) cause, encourage or assist any third party to do any of the foregoing. Entity agrees to use an Offering in accordance with laws, rules and regulations directly applicable to Entity and acknowledges that Entity is solely responsible for determining whether a particular use of an Offering is compliant with such laws.

C. Third Party Software. CrowdStrike uses certain third party software in its Products, including what is commonly referred to as open source software. Under some of these third party licenses, CrowdStrike is required to provide Entity with notice of the license terms and attribution to the third party. See the licensing terms

and attributions for such third party software that CrowdStrike uses at:
<https://falcon.crowdstrike.com/opensource>.

D. Installation and User Accounts. For those Products requiring user accounts, only the individual person assigned to a user account may access or use the Product. Entity is liable and responsible for all actions and omissions occurring under Entity's user accounts for Offerings.

E. Ownership & Feedback. The Offerings are made available for use or licensed, not sold. CrowdStrike owns and retains all right, title and interest (including all intellectual property rights) in and to the Offerings. Any feedback or suggestions that Entity provides to CrowdStrike regarding its Offerings (e.g., bug fixes and features requests) is non-confidential and may be used by CrowdStrike for any purpose without acknowledgement or compensation, provided, Entity will not be identified publicly as the source of the feedback or suggestion.

F. Crowdstrike Disclaimer. PARTNER, AND NOT CROWDSTRIKE, IS RESPONSIBLE FOR ANY WARRANTIES, REPRESENTATIONS, GUARANTEES, OR OBLIGATIONS TO ENTITY, INCLUDING REGARDING THE CROWDSTRIKE OFFERINGS. ENTITY ACKNOWLEDGES, UNDERSTANDS, AND AGREES THAT CROWDSTRIKE DOES NOT GUARANTEE OR WARRANT THAT IT WILL FIND, LOCATE, OR DISCOVER ALL OF ENTITY'S OR ITS AFFILIATES' SYSTEM THREATS, VULNERABILITIES, MALWARE, AND MALICIOUS SOFTWARE, AND ENTITY AND ITS AFFILIATES WILL NOT HOLD CROWDSTRIKE RESPONSIBLE THEREFOR. CROWDSTRIKE AND ITS AFFILIATES DISCLAIM ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, CROWDSTRIKE AND ITS AFFILIATES AND SUPPLIERS SPECIFICALLY DISCLAIM ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT WITH RESPECT TO THE OFFERINGS. THERE IS NO WARRANTY THAT THE OFFERINGS WILL BE ERROR FREE, OR THAT THEY WILL OPERATE WITHOUT INTERRUPTION OR WILL FULFILL ANY OF ENTITY'S PARTICULAR PURPOSES OR NEEDS. THE OFFERINGS ARE NOT FAULT-TOLERANT AND ARE NOT DESIGNED OR INTENDED FOR USE IN ANY HAZARDOUS ENVIRONMENT REQUIRING FAIL-SAFE PERFORMANCE OR OPERATION. THE OFFERINGS ARE NOT FOR USE IN THE OPERATION OF AIRCRAFT NAVIGATION, NUCLEAR FACILITIES, COMMUNICATION SYSTEMS, WEAPONS SYSTEMS, DIRECT OR INDIRECT LIFE-SUPPORT SYSTEMS, AIR TRAFFIC CONTROL, OR ANY APPLICATION OR INSTALLATION WHERE FAILURE COULD RESULT IN DEATH, SEVERE PHYSICAL INJURY, OR PROPERTY DAMAGE. ENTITY AGREES THAT IT IS ENTITY'S RESPONSIBILITY TO ENSURE SAFE USE OF AN OFFERING IN SUCH APPLICATIONS AND INSTALLATIONS. CROWDSTRIKE DOES NOT WARRANT ANY THIRD PARTY PRODUCTS OR SERVICES.

G. Entity Obligations. Entity, along with its Affiliates, represents and warrants that: (i) it owns or has a right of use from a third party, and controls, directly or indirectly, all of the software, hardware and computer systems (collectively, "Systems") where the Products will be installed or that will be the subject of, or investigated during, the Offerings, (ii) to the extent required under any federal, state, or local U.S. or non-US laws (e.g., Computer Fraud and Abuse Act, 18 U.S.C. § 1030 et seq., Title III, 18 U.S.C. 2510 et seq., and the Electronic Communications Privacy Act, 18 U.S.C. § 2701 et seq.)

it has authorized CrowdStrike to access the Systems and process and transmit data through the Offerings in accordance with this Agreement and as necessary to provide and perform the Offerings, (iii) it has a lawful basis in having CrowdStrike investigate the Systems, process the Entity Data and the Personal Data; (iv) that it is and will at all relevant times remain duly and effectively authorized to instruct CrowdStrike to carry out the Offerings, and (v) it has made all necessary disclosures, obtained all necessary consents and government authorizations required under applicable law to permit the processing and international transfer of Entity Data and Entity Personal Data from each Entity and Entity Affiliate, to CrowdStrike.

H. Falcon Platform. The Falcon Endpoint Protection Platform (“Falcon EPP Platform”) uses a crowd-sourced environment, for the benefit of all customers, to help customers protect themselves against suspicious and potentially destructive activities. CrowdStrike’s Products are designed to detect, prevent, respond to, and identify intrusions by collecting and analyzing data, including machine event data, executed scripts, code, system files, log files, dll files, login data, binary files, tasks, resource information, commands, protocol identifiers, URLs, network data, and/or other executable code and metadata. Entity, rather than CrowdStrike, determines which types of data, whether Personal Data or not, exist on its systems. Accordingly, Entity’s endpoint environment is unique in configurations and naming conventions and the machine event data could potentially include Personal Data. CrowdStrike uses the data to: (i) analyze, characterize, attribute, warn of, and/or respond to threats against Entity and other customers, (ii) analyze trends and performance, (iii) improve the functionality of, and develop, CrowdStrike’s products and services, and enhance cybersecurity; and (iv) permit Entity to leverage other applications that use the data, but for all of the foregoing, in a way that does not identify Entity or Entity’s Personal Data to other customers. Neither Execution Profile/Metric Data nor Threat Actor Data are Entity’s Confidential Information or Entity Data.

I. Processing Personal Data. Personal Data may be collected and used during the provisioning and use of the Offerings to deliver, support and improve the Offerings, comply with law, or otherwise in accordance with this Agreement. Entity authorizes CrowdStrike to collect, use, store, and transfer the Personal Data that Entity provides to CrowdStrike as contemplated in this Agreement.

J. Compliance with Applicable Laws. Both CrowdStrike and Entity agree to comply with laws directly applicable to it in the performance of this Agreement.

K. Definitions.

“CrowdStrike” shall mean CrowdStrike, Inc.

“CrowdStrike Data” shall mean the data generated by the CrowdStrike Offerings, including but not limited to, correlative and/or contextual data, and/or detections. For the avoidance of doubt, CrowdStrike Data does not include Entity Data.

“Entity Data” means the data generated by the Entity’s Endpoint and collected by the Products.

“Documentation” means CrowdStrike’s end-user technical documentation included in the applicable Offering.

“Endpoint” means any physical or virtual device, such as, a computer, server, laptop, desktop computer, mobile, cellular, container or virtual machine image.

“Execution Profile/Metric Data” means any machine-generated data, such as metadata derived from tasks, file execution, commands, resources, network telemetry, executable binary files, macros, scripts, and processes, that: (i) Entity provides to CrowdStrike in connection with this Agreement or (ii) is collected or discovered during the course of CrowdStrike providing Offerings, excluding any such information or data that identifies Entity or to the extent it includes Personal Data.

“Internal Use” means access or use solely for Entity’s own internal information security purposes. By way of example and not limitation, Internal Use does not include access or use: (i) for the benefit of any person or entity other than Entity, or (ii) in any event, for the development of any product or service. Internal Use is limited to access and use by Entity’s employees and Partner solely on Entity’s behalf and for Entity’s benefit.

“Entity” means a Entity of Partner that has agreed in writing to be contractually bound by these Entity Terms.

“Offerings” means, collectively, any Products or Product-Related Services.

“Partner” means Center for Internet Security, Inc.

“Personal Data” means information provided by Entity to CrowdStrike or collected by CrowdStrike from Entity used to distinguish or trace a natural person’s identity, either alone or when combined with other personal or identifying information that is linked or linkable by CrowdStrike to a specific natural person. Personal Data also includes such other information about a specific natural person to the extent that the data protection laws applicable in the jurisdictions in which such person resides define such information as Personal Data.

“Product” means any of CrowdStrike’s cloud-based software or other products provided to Entity through Partner, the available accompanying API’s, the CrowdStrike Data, any Documentation.

“Product-Related Services” means, collectively, (i) Falcon OverWatch, (ii) Falcon Complete Team, (iii) the technical support services for certain Products provided by CrowdStrike, (iv) training, and (v) any other CrowdStrike services provided or sold with Products.

“Threat Actor Data” means any malware, spyware, virus, worm, Trojan horse, or other potentially malicious or harmful code or files, URLs, DNS data, network telemetry, commands, processes or techniques, metadata, or other information or data, in each case that is potentially related to unauthorized third parties associated therewith and that is collected or discovered during the course of CrowdStrike providing Offerings,

excluding any such information or data that identifies Entity or to the extent that it includes Personal Data.

City of Junction City

City Commission - Agenda Memo

Meeting Date: December 07, 2021

From: Lindsay Miller, Finance Director

To: City Commissioners and Allen Dinkel, City Manager

Subject: **2022 Water Rate Increases**

Objective: Approval of 2022 water rate increases.

Explanation: In 2020, the City updated the Water and Wastewater Business Plan to raise the funds needed for the capital improvements that would be financed with Kansas Water Revolving Loan Funds. This revised plan calls for a 4.5% rate increase. However, with the ongoing financial uncertainty caused by COVID and a healthy fund balance, we limited the increase in to 2% for the product and the base rate went unchanged for 2021. We do need to get back on our plan to continue to ensure adequate funding for our capital projects. These capital projects provide the rate payer with healthy/safe water, which is always our goal. Given this, we recommend we return to the plan prepared for us by Raftelis and increase the rates and base fee by 4.5%.

The following are the rate increases that are reflected in the Ordinance G-1279:

Section 1A	Meter Size	Monthly Min.	Monthly Min.
		2021 Rate	2022 Rate
	1" or Less	\$ 18.00	\$ 18.81
	> 1" & up to & including 1.5"	\$140.00	\$146.30
	> 1.5" & up to & including 2"	\$285.00	\$297.83
	> 2" & up to & including 3"	\$425.00	\$444.13
	> 3" & up to & including 4"	\$560.00	\$585.20
	> 4"	\$700.00	\$731.50
Section 1B	Up to 10,000 GAL	\$.42/100 gal.	\$.44/100 gal.
	> 10,000 GAL	\$.48/100 gal.	\$.50/100 gal.

This will result in an approximate increase of \$2.81/monthly for the average household. Attached is a copy of the rate analysis table calculated by Raftelis.

Staff Recommendation: Staff recommend the approval of the 2022 water rate increases as presented.

Motion: I, _____, move to (accept, modify, or deny) Ordinance G-1279 as presented.
Seconded by _____.

Attachment: Ordinance G-1279
Water Rate Chart (Note: unit of measure is c.f.)

ORDINANCE NO. G-1279

AN ORDINANCE RELATING TO WATER AND WATERWORKS BY AMENDING SECTION 700.080, ENTITLED “WATER RATES-MONTHLY MINIMUM CHARGE” OF ARTICLE I, ENTITLED “WATERWORKS REGULATIONS”, CHAPTER 700, ENTITLED “WATER AND WATERWORKS” OF TITLE VII, ENTITLED “UTILITIES” OF THE CODE OF ORDINANCES OF THE CITY OF JUNCTION CITY, KANSAS.

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

SECTION 1. Section 700.080 to Article I of Chapter 700 of Title VII the Code of Ordinances of the City of Junction City, Kansas is amended by deleting the existing Section 700.080 and substituting therefore the following new Section 700.080 to read as follows:

SECTION 700.080 WATER RATES-MONTHLY MINIMUM CHARGE

A. The minimum charge per month shall be:

Water Meter Size	Monthly Minimum
1” and Less	\$18.81
Greater than 1” and up to and including 1 ½”	\$146.30
Greater than 1 ½” and up to and including 2”	\$297.83
Greater than 2” and up to and including 3”	\$444.13
Greater than 3” and up to and including 4”	\$583.20
Greater than 4”	\$731.50

B. Monthly Rates Fixed. All water usage up to ten thousand (10,000) gallons shall be billed monthly at the rate of Forty-Four Cents (\$0.44) per hundred (100) gallons and all water usage over and above the ten thousand (10,000) gallons shall be billed monthly at the rate of Fifty Cents (\$0.50) per hundred gallons.

C. Charge When Meter Fails to Register, Estimate, Inclement Weather. In case any meter fails to register for any cause and/or when outdoor conditions prevent reading of the meter, as determined by the Finance Director or designee, the amount charged for water during such period shall be estimated by the Utilities Manager, such estimate to be based on the average amount registered during a like preceding period and such other information as is available.

D. Water Rates – Lawn Irrigation. The monthly charge for water used for irrigation systems shall be charged at the same rate for meter and water use as shown in Subsection A and B of this section.

SECTION 2. All ordinances and parts thereof that are inconsistent with any provisions of the Ordinance are hereby repealed.

SECTION 3. This Ordinance shall be effective January 1, 2022, provided it is passed and a summary is published in the official City newspaper prior to that date.

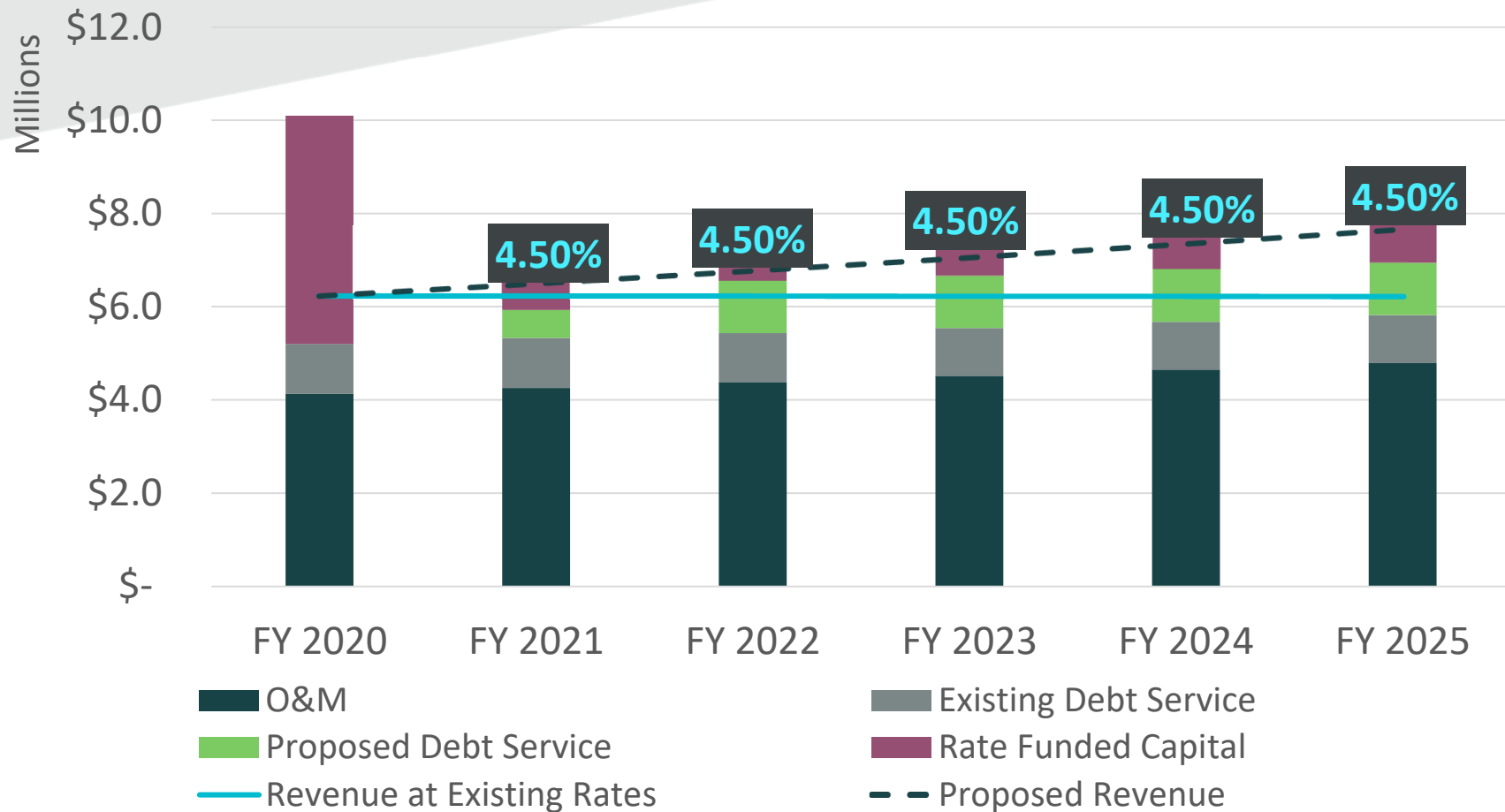
Passed by the Governing Body of the City of Junction City on December 7, 2021 and signed by the Mayor.

Jeff Underhill, Mayor

ATTEST:

Tammy Melton, City Clerk

Water Financial Plan



City of Junction City

City Commission - Agenda Memo

Meeting Date: December 07, 2021

From: Lindsay Miller, Finance Director

To: City Commissioners and Allen Dinkel, City Manager

Subject: **2022 Wastewater Rate Increases**

Objective: Approval of 2022 wastewater rate increases.

Explanation of Issue:

In 2020, the City updated the Water and Wastewater Business Plan to raise the funds needed for the capital improvements that would be financed with Kansas Water Revolving Loan Funds. This revised plan called for a 5.5% rate increase in 2021, but we only increased 3.5% for product and the base fee went unchanged. We do need to get back on our plan to continue to ensure adequate funding for our capital projects. These capital projects provide the rate payer with healthy/safe wastewater processing, which is important in so many ways. Given this, we recommend we return to the plan prepared for us by Raftelis and increase the rates and base fee by 5.5%.

The following are the rate increases that are reflected in the Ordinance G-1280:

		2021	2022
		Monthly Min.	Monthly Min.
Section 1C	Minimum Charge	\$32.00	\$33.76
	Volumetric Rate	\$.40 / 100 gal	\$.42 / 100 gal
Section 1D	BODS	\$.15/pd.	\$.16/pd.
	TSS	\$.18/pd	\$.19/pd.
Section 1E	BODS	\$.104/pd.	\$.11/pd.
	TSS	\$.117/pd.	\$.124/pd.

This will result in an approximate increase of \$3.76/monthly for the average household. Attached is a copy of the rate analysis table for your review.

Staff Recommendation: Staff recommend the approval of the 2022 wastewater rates as presented.

Motion: I, _____, move to (accept, modify, or deny) Ordinance G-1280 as presented.
Seconded by _____.

Attachment: Ordinance G-1280
Wastewater Rate Design Table

ORDINANCE NO. G-1280

AN ORDINANCE RELATING TO SEWERS BY AMENDING SECTION 705.230, ENTITLED "ACTUAL USE RATE STRUCTURE" OF ARTICLE II, ENTITLED "USER CHARGE SYSTEM" OF CHAPTER 705, ENTITLED "SEWERS" OF TITLE VII, ENTITLED "UTILITIES" OF THE CODE OF ORDINANCES OF THE CITY OF JUNCTION CITY, KANSAS.

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

SECTION 1. Section 705.230 to Article II of Chapter 705 of Title VII the Code of Ordinances of the City of Junction City, Kansas is amended by deleting the existing Section 705.230 and substituting therefore the following new Section 705.230 to read as follows.

SECTION 705.230 ACTUAL USE RATE STRUCTURE

- A. Each user shall pay for the services provided by the City based on his/her use of the treatment works as determined by water meter(s) acceptable to the City.
- B. Residential customer's monthly user charges will be based on the average monthly water usage during the months of January, February, and March, recalculated annually. If a residential customer has not established a January, February, and March average, his/her monthly user charge shall be the median charge of all other residential customers.

Commercial and industrial customer's monthly user charges will be based on the actual monthly water use. However, if a commercial or industrial customer has a consumptive use of water or in some other manner uses water which is not returned to the wastewater collection system, the user charge may be determined by the installation of wastewater flow meter, the installation of a separate landscaping yard water meter, or make application for maintaining a winter average based on criteria formulated by the City and said application approved by the Public Works Director or his/her designee. All wastewater flow meters and yard meters shall be installed and maintained at the expense of the property owner.

- C. The minimum charge per month shall be Thirty-Three Dollars (\$33.76) for the base fee with no water consumption. In addition, each contributor shall pay a user charge rate of Forty-Two cents (\$.42) per one hundred (100) gallon of water for all usage as determined in Subsection (B) of this Section.
- D. For those contributors who contribute wastewater, the strength of which is greater than normal domestic sewage, a surcharge in addition to the normal user

charge will be collected. The surcharge for operation and maintenance including replacement is:

1. Sixteen cents (\$.16) per pound of BOD5;
 2. Nineteen cents (\$.19) per pound of TSS.
- E. For those large contributors who exceed normal domestic wastewater loads as defined in Section 705.220 and use over five hundred thousand (500,000) gallons of water per day discharged into the sewer system, the following surcharge shall apply: Domestic wastewater loads shall be measured at a frequency set at the discretion of the City.
1. Ten and four/tenths cents (\$.104) per pound of BOD5;
 2. Eleven and seven/tenths cents (\$.117) per pound of TSS.
- F. Any user which discharges any toxic pollutants which cause an increase in the cost of managing the effluent or the sludge from the City's treatment works, or any user which discharges any substance which singly or by interaction with other substances causes identifiable increases in the cost of operation, maintenance, or replacement of the treatment works, shall pay for such increased costs. The charge to each user shall be as determined by the responsible plant operating personnel.
- G. The user charge rates established in this Article apply to all users of the City's treatment works, regardless of their location.

SECTION 2. All ordinances and parts thereof that are inconsistent with any provisions of the Ordinance are hereby repealed.

SECTION 3. This Ordinance shall be effective January 1, 2022, provided it is passed and a summary is published in the official City newspaper prior to that date.

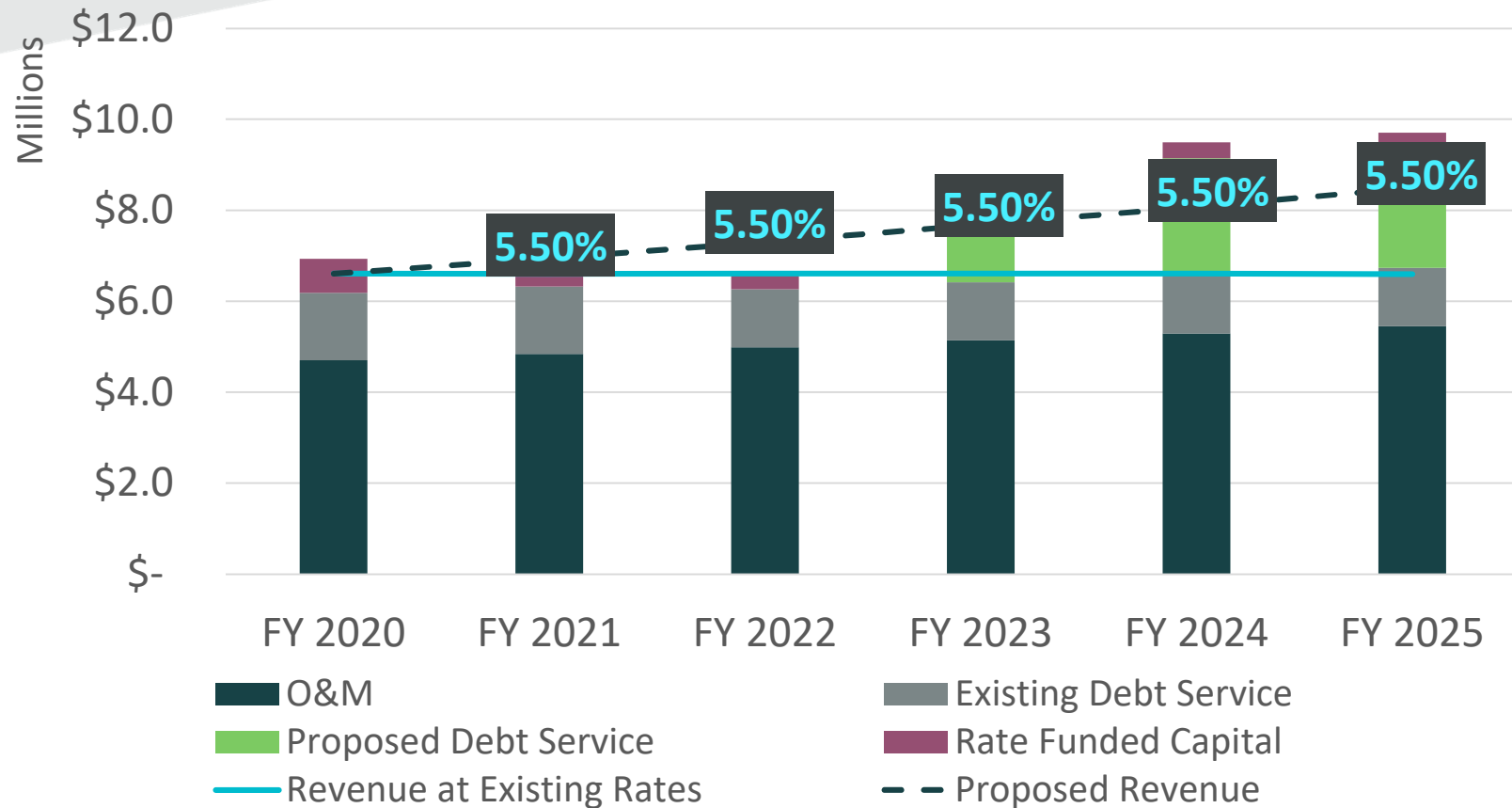
Passed by the Governing Body of the City of Junction City on December 7, 2021 and signed by the Mayor.

Jeff Underhill, Mayor

ATTEST:

Tammy Melton, City Clerk

Sewer Financial Plan



City of Junction City

City Commission - Agenda Memo

Meeting Date: December 07, 2021

From: Lindsay Miller, Finance Director

To: City Commissioners and Allen Dinkel, City Manager

Subject: **Resolution # 2981 Adopting a Conflict of Interest Policy**

Objective: To adopt a Conflict of Interest Policy for City Members.

Explanation: The City of Junction City does not currently have an official conflict of interest policy for City members to follow. This was discovered during a routine federal grant review. In order to be in compliance for future federal funding, we need to have a policy adopted. This resolution focuses mostly on the financial purchasing side of things. Additionally, it is good to have a policy like this for good transparency. It is always good to be reminded that we are public servants and show we understand the trust the public gives us. This policy will also be reflected in our fiscal policy.

Staff Recommendation: Staff recommend the approval of Resolution # 2981 as presented.

Motion: I, _____, move to (accept, modify, or deny) Resolution # 2981 establishing a conflict of interest policy for City Members as presented. Seconded by _____.

Attachment: Resolution # 2981

RESOLUTION NO. 2981

A RESOLUTION OF THE CITY OF JUNCTION CITY, KANSAS, ADOPTING A CONFLICT OF INTEREST POLICY FOR PUBLIC OFFICIALS OF THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, the Governing Body of the City of Junction City, Kansas recognizes that the proper working of a representative and democratic government requires that Public Officials of the City be independent, impartial, and responsible to the citizens of Junction City; that government decision and policy be made appropriately and in accordance with the law, that public office or employment not be used for personal gain, and that the public have confidence in the integrity of its government, and

WHEREAS, a Public Official Includes all City of Junction City elected and appointed officials, including but not limited to member of the City Commission, Boards, Committees, and City employees.

WHEREAS, in order to accomplish those goals and to promote and to further ethical and professional conduct on the part of Public Official, the Governing Body hereby adopts the following Conflict of Interest Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

City government exists to provide services to the public. Public acceptance of those services is based on public trust in Public Officials. Public trust is established through the effective operation of government and appropriate conduct by Public Officials. To that end, the City strives to foster an organizational culture base on honesty, integrity, professionalism, fairness, an accountability.

Accordingly, no Public Official shall do any of the following:

- (1) Take any action in violation of the United State Constitution, the Kansas Constitution, federal law, federal regulations, state low, state regulations, local ordinance, local regulations, or City policy.
- (2) Give special consideration, treatment, or advantage to any person or vendor beyond that which is available to every other person/vendor.
- (3) Used information obtained as a Public Official to advance personal, financial, or other private interests.
- (4) Represent a third party or any entity appearing before any City board, commission, or body upon which the appointed Public Official currently serves. Elected officials are prohibited from representing a third party or any entity appearing before any City board, commission, or body.
- (5) Selling, bartering, or trading with the City, acting as a contractor for the City, making any contract with the City, or acting on any matter for which the elected official, appointed official, or employee would have a conflict of interest in violation of the State's Conflict of Interest laws, codified as amended at K.S.A. 75-4301a, *et seq.*
- (6) Appropriating City-owned property for personal use.
- (7) Holding one's self out as acting in behalf of the City, without having such authority or when one is not actually acting within the scope of his or her office or employment.
- (8) Harassing or treating any person differently on the basis of race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, or gender identity.
- (9) Retaliating against any person reporting any alleged violation of this policy.

Any City employee determined to be in violation or to have acted in violation of this policy shall be subject to discipline, including the possible termination of employment.

Any appointed official found to be in violation or to have acted in violation of this policy shall be subject to removal from office.

Any elected official found to be in violation or to have acted in violation of this policy shall be subject to censure by the Governing Body and may be subject to those remedies that may be available under State law, including but not limited to recall or ouster.

After adopting by the Governing Body, this Resolution shall be in full force and effect commencing December 7, 2021.

ADOPTED by the Governing Body of the City of Junction City, Kansas, this _____ day of December, 2021.

APPROVED:

Jeff Underhill, Mayor

ATTEST:

Tammy Melton, City Clerk

City of Junction City

City Commission - Agenda Memo

Meeting Date: December 07, 2021

From: Lindsay Miller, Finance Director

To: City Commissioners and Allen Dinkel, City Manager

Subject: **2021 Fiscal Policy Update**

Objective: Update the City of Junction City Fiscal Policy to be in compliance with federal rules and regulations, clearly outline expectations, maintain transparency, and ensure long-term fiscal stability.

Explanation: The City of Junction City's Fiscal Policy was last updated October 18, 2011. Lots of things have changed in this time, so we want to bring it up to date. A committee was formed to conduct a full review of the fiscal policy and to get input from employees throughout the City. The committee then submitted their recommendation to the City Manager for review. The City of Junction City was also asked by the Department of Justice to add/update some specific areas, so we continue to qualify for future grant funding. The committee, City Manager, and Department of Justice needs are all reflected in this draft copy. It was our goal to update the fiscal policy to meet everyone's needs while ensuring long-term fiscal stability for the City.

Staff Recommendation: Staff recommend the approval of the updated fiscal policy as presented.

Motion: I, _____, move to (accept, modify, or deny) the 2021 Updated Fiscal Policy as presented. Seconded by _____.

Attachment: Summary of Updates
2021 Updated Fiscal Policy

2021 Fiscal Policy Update

Summary List

Section 1: Budget

- Cleaned Up Formatting (throughout Section)
- Clarified Some Language (throughout Section)
- Updated Responsibility of Tasks (throughout Section)
- 1.02(9) Changed to 10% to meet State regulations. (Page 8)

Section 2: Revenue Control and Management

- Cleaned Up Formatting (throughout Section)
- Updated Some Language (throughout Section)
- 2.33 – Final paragraph added Sate of Kansas Setoff. (Page 24)

Section 3: Purchasing

- Updated Purchasing Tiers (Page 29)
 - Reflected Tier Updates Across Procurement Type (Page 29, 30, 31, 32, 34)
 - Kept amounts consistent across types.
- 3.15 Sole Source Purchase: Added verbiage as require by the Department of Justice. (Page 33)
- 3.18 Procurement Card Program
 - (A) Updated Amount
 - (H) Added This Section
- 3.20 Contracts: Revamped this section for clarity. (Page 37)
- 3.21 Contract Modification: Reworked Section for further clarify (Page 38)
- 3.23 Suspension and Debarment: Required by the Department of Justice. They supplied the wording. (Page 39)
- Cleaned Up Formatting (throughout Section)
- Clarified Language (throughout Section)

Section 4: Investments

- Cleaned Up Formatting (throughout Section)
- Clarified Language (throughout Section)
- 4.07 Designation of Depositories: Updated Financial Rating (Page 42)

Section 5: Capital Assets

- Cleaned Up Formatting (throughout Section)
- Clarified Some Language (throughout Section)
- 5.02: Capitalization Threshold – Reworked Section and Simplified. Discussed this updated with our auditors. (Page 47)
- 5.04: Inventory Management – Added this section (Page 49)

Section 6: Debt Management

- 6.07: Special legislation is no longer needed for our debt balance, so we removed it. (Page 51)
- 6.16: Financial Advisor – Updated Language (Page 53)

Section 7: Risk Management

- Cleaned Up Formatting (throughout Section)
- Clarified Some Language (throughout Section)

Section 8: Other Financial Policies

- 8.05 Securing Information: Added this section to help protect secure data. (Page 58)
- Cleaned up Formatting (throughout Section)
- Clarified Some Language (throughout Section)

Section 9: Conflict of Interest

- Added this whole section as it is required by the Department of Justice. (Page 60)
- City Attorney assisted with the preparation of this section.
- Reflects Resolution for Conflict of Interest.



Junction City Fiscal Policy

Junction City, Kansas

Consideration For
Adoption December 7, 2021

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Introduction

Forward

This handbook is a compilation of financial policies to be observed by elected and appointed officials of the City of Junction City. The intent of this manual is to combine all of the fiscal policies to a central location, so those with significant degrees of fiscal responsibility can find relevant financial policies to conform to and ensure that their practices meet standards laid out herein.

These policies are primarily intended for department heads and accounting staff. However, they should also be made available to individuals within the department who have budgetary authority, those who make frequent and regular purchases on behalf of the City, supervisory personnel, etc. These policies are open to review by any interested parties, employees, or citizens.

Purpose

The City Commission, City Manager, Finance Director, Department Heads, and all other City Employees have an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for adequate funding of services desired by the public as required by laws, rules, and regulations, including the provision and maintenance of public facilities and improvements. The financial goals and policies set forth in this policy are intended to establish the future financial strength and stability of the City. They should be reviewed annually and amended as needed.

These policies also establish a system of checks and balances for the protection of public funds. This system applies not only to expenditures, but revenues as well. In order for these checks and balances to be preserved and the public trust to be retained in the management of these funds, each person involved in these processes is required to follow the procedures provided in these policies and expected to ask questions when they need to be asked. Ultimately, everyone is responsible for the enforcement of these policies and failure to do so on the part of one person reflects poorly on all.

Financial Goals

Financial goals are broad, relatively timeless statements of the financial position the city seeks to attain. The financial goals of the City are:

- To provide full value for each tax dollar by delivering quality services efficiently and on a cost-effective basis.
- To preserve our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of the governing body, and other changes that may affect our financial well-being.
- To manage funds as if the City is required to secure and maintain a strong credit rating in the financial community.

Financial Policies

Financial policies support financial goals. They are general statements, which guide decision making in specific situations, to ensure that a decision will contribute to the attainment of the

aforementioned financial goals. Federal and State laws, rules, and regulations, our City Code, and when prudent, generally accepted accounting principles as presented by the Governmental Accounting Standards Board (GASB), Government Finance Officers of the United States and Canada (GFOA), and the Kansas Municipal Clerk Association (KMCA), govern our financial policies and processes.

These are the financial policies adopted by the City Commission as set forth herein, and it is the responsibility of the City Manager and Finance Director to enforce them.

Periodic Review

The City Commission shall review the City Fiscal Policy and the Accounting Procedures Handbook, and each of the policies contained therein, at least annually and/or as needed.

Operating Position

Operating position refers to the City's ability to balance its budget on a current basis, maintain reserves for emergencies, and maintain sufficient cash to pay its bills on a timely basis. Our operating position policy requires the following:

- The Accounts Payable Clerk will pay all current operating expenditures with current operating revenues.
- Encumbrances represent commitments related to unperformed contracts for goods or services and will be recorded when incurred. Encumbrances outstanding at year-end will be reported as reservations of fund balance.
- The City Commission and City Manager will strive to maintain the unreserved, undesignated fund balance of the General Fund at a level equal to 15% of the total General Fund appropriations.
- The City Commission and City Manager will strive to maintain a contingency in all funds between 10% and 15% of the budgeted expenditures for said fund.
- General Fund unreserved and undesignated fund balances should be used for capital or emergency expenditures.
- The Finance Director will prepare a cash-flow analysis of all funds on a bi-annual basis unless otherwise directed by the City Manager or City Commission. Disbursements, collections and investments will be managed to provide sufficient cash for daily financial needs.

The Finance Director will work to prepare monthly financial reports of the financial position and results of operations, and an analysis thereof, for the General Fund, Special Revenue Funds, Debt Service Funds, and Enterprise Funds.

Responsibility

All Department Heads are responsible for instructing departmental personnel in departmental policies and procedures as appropriate and employees are responsible to adhere to them. No exceptions will be made to this policy without the express written permission of the City Manager. Any employee who violates the guidelines in this policy will be disciplined in accordance with the City of Junction City's Personnel Policies and Guidelines Book.

SECTION 1: BUDGET

1.01 DEFINITIONS

CASH BALANCE: The sum of cash and investments of an accounting fund.

UNRESERVED FUND BALANCE: The portion of net assets of an accounting fund, calculated in accordance with generally accepted accounting principles that is not legally restricted for future use. Net assets represent the difference between total assets and total liabilities of an accounting fund.

GENERAL FUND: The City's primary operating fund that accounts for City services not otherwise specified in a separate fund.

SPECIAL REVENUE FUNDS: Accounts for proceeds of designated revenue sources used to finance specific activities as required by law or administrative regulation. This policy does not apply to all Special Revenue Funds because of statutory restrictions or the distinct purpose of the fund — a list of funds for which this policy applies is listed in a separate procedures document.

DEBT SERVICE FUNDS: Accounts used to finance general obligation debt.

INTERNAL SERVICE FUNDS: Accounts for the financing and administration of general services provided to various departments of the City.

CAPITAL FUNDS: Accounts for capital improvements financed from unreserved funds, general obligation bond issues, special assessments, and certain Federal grants.

ENTERPRISE FUNDS: Accounts for activities for which a fee is charged to external users for goods and services.

1.02 GENERAL BUDGET POLICY

The budget is one of the most important documents the City prepares since it identifies the services to be provided and how the services are to be financed. Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. During the budget process, the City shall reorganize both short-term needs and objectives in relation to the long-term goals of the City. The annual budget will be prepared and adopted in accordance with state laws.

Sound financial practice and securing and maintaining a strong credit rating dictates that our budgets be balanced, constantly monitored, and responsive to changes in service demands. With these concepts in mind, the City adopts the following budget policy statements:

1. The City will establish and maintain accounting records in such a manner that reports may be issued on a basis consistent with Generally Accepted Accounting Principles (GAAP) and statutory requirements.
2. The City will maintain a record of fixed assets which identifies all material assets, except for general infrastructure assets. General infrastructure assets are assets such as streets and drainage facilities which, if properly maintained, shall reach its' life.

3. The City will contract for an annual audit of accounting records. The audit shall be conducted in accordance with the Federal Single Audit Act and shall provide an opinion on the Comprehensive Annual Financial Report which shall be prepared on a GAAP basis.
4. The City will comply with all financial reporting requirements set forth in Kansas law.
5. The City will identify and implement fewer formal methods than the annual budget document and the Comprehensive Annual Financial Report to provide important financial data to the citizens of the community. Efforts will be made to provide these "popular reports" via print and electronic media.
6. The Finance Director will provide the community with a year-end summary (unaudited) financial report within 120 days of the end of the fiscal year. Interim updates on financial condition shall also be provided to the City Commission throughout the year.
7. Annual operating budgets will be adopted for the General Fund, Special Revenue Funds, Proprietary/Enterprise Funds, and Debt Service Funds.
8. Annual operating budgets will be adopted on a balanced basis, where estimated operating revenues are used to fund operating expenditures (appropriations). Operating revenues include taxes, charges for services, interest earnings, franchise fees, license and permit fees, fines, penalties, and forfeitures, regularly recurring governmental aid such as demand transfers and scheduled grant funding, debt proceeds and transfers from other funds for operating (non-capital) purposes. Operating expenditures include salaries and wages, employee benefits, non-capital equipment and improvements, depreciation (proprietary funds only), materials, supplies, contractual costs, transfers to other funds for operating (non-capital) purposes. Nothing in this policy shall prohibit the use of operating revenues for capital improvements. Unreserved and undesignated fund balances may be appropriated as part of the adopted budget to fund capital or emergency expenditures. Unreserved and undesignated fund balance should not be used for operating expenditures in the adopted budget.
9. Unencumbered general fund balances may not exceed 10% of the total budget of the fund and must comply with all facets of Kansas State Budget Law, KSA 79-2927.
10. The City's fiscal year shall be the calendar year.
11. The City Manager or Finance Director may at any time during the fiscal year transfer part or all of any available appropriation balance among programs or accounts within any fund not to exceed a sum of \$20,000. The City Commission may transfer part or all of any available appropriation balance among programs or accounts within and between funds.
12. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the available balance thereof.
13. The City may establish reserve funds by resolution and budget for fund transfers to these or other City funds as allowed by Kansas State Budget Law.
14. The City shall invest all surplus funds as allowed by State General Investment Law, KSA 12-1675, and City Investment Policy.
15. Individual department heads may adopt policies applicable to their respective departments that are more stringent, but not less stringent than the City Commission's policies.

1.03 BUDGETED FUNDS

There are a variety of funds that the City Commission could establish and utilize. State law governs what funds a Commission may establish, how the funds are to be used, what revenue sources can fund these various funds, and whether or not these funds are required to be budgeted or not. The City uses several types of funds. The types of funds and their purposes are as follows:

GENERAL FUND: The General Fund is used to account for all unrestricted financial resources except those required to be accounted for in another fund. This is a tax levy fund used for general government operations or functions of the City and contains city revenues not otherwise earmarked for specific activities.

SPECIAL REVENUE FUNDS: Special Revenue Funds are used to account for the proceeds of specific revenue sources, other than special assessments or major capital projects that are restricted by law or administrative action to expenditures for specific purposes. These funds may include tax and non-tax revenues devoted to specific activities such as special highway and economic development.

Debt Service Funds: Debt service funds are used to account for the accumulation of resources for and the payment of interest and principal on general long-term debt and the financing of special assessments which are general obligations of the City.

Capital Projects Funds: Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities and improvements, other than those financed by Proprietary Funds.

Enterprise Funds: Enterprise Funds are used to account for operations where it is the intent that costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges. They account for operations such as water, wastewater, storm water, and solid waste.

1.04 REVENUE SOURCES

Revenues determine the capacity of a local government to provide services. Under ideal conditions, revenues would grow at a rate equal to or greater than expenditures. To ensure that our revenues are balanced and capable of supporting our desired levels of services, the City has adopted the following revenue policy statements:

- A process to review diversified and stable revenues will be maintained to shelter the City from short-run fluctuations in any one revenue source.
- Each year and whenever appropriate, existing revenues will be re-examined, and possible new sources of revenue will be explored to ensure that the City is maximizing revenue potential.
- Each year, major revenues will be projected for at least two years and beyond if warranted.
- Legally restricted revenues will be avoided when they adversely affect the short or long-term financial health of the City.
- Staff will strive to be informed and aware of all grants and other aid that may be available. All potential grants and other aid shall be carefully examined for matching

requirements (both dollar and level-of-effort) and restrictive covenants, to ensure that participation in such grants will be beneficial and cost-effective.

- Each year or whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability, to minimize the impact of any adverse changes.
- Intergovernmental revenues shall be used as legally prescribed or otherwise established by policy.
- One-time revenues will be used for capital improvements or as legally restricted to a purpose.
- Staff will carefully and routinely monitor any amounts due the City. The City will use all legal means available to collect all receivables, including property taxes.
- Enterprise funds will generate revenue sufficient to support the full direct and indirect costs of these funds.
- Revenue forecasts shall be conservative, using generally accepted forecasting techniques and appropriate data whenever possible.
- Each year and whenever appropriate, we shall review our schedule of fees and related administrative procedures.

1.05 EXPENDITURES

Expenditures are a rough measure of a local government's service output. While expenditures can be controlled, such items as emergencies, unfunded mandates, and unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures and provide for a quick and effective response to adverse financial situations, the City has adopted the following expenditure policy statements:

1. Expenditures and purchase commitments will be made in a form and process that is appropriate, funded, authorized, sufficiently documented, and legal in accordance with state and federal laws.
2. Expenditures and purchase commitments will be recorded in an accurate and timely fashion.
3. The review and approval process for all claims against the City shall be in accordance with City purchase policy.
 - a. Departments must purchase supplies, services and capital as required under the City's purchase policy. Departments are encouraged to issue purchase orders whenever practical, even if they are not required.
 - b. Properly completed claims must be prepared and submitted to the Finance Department or said designee by the department responsible for originating the claim.
 - c. A "properly completed claim" must include the vendor's name and address, date of claim, explanation, and accounts to be charged, department authorization signature and sufficient documentation.
 - d. "Sufficient documentation" means that a person unfamiliar with the transaction could understand what was ordered, when, by whom, from what vendor, at what price, when the goods or services were delivered or are to be delivered, who accepted delivery, and who authorized payment.
 - e. Typical documentation includes copies of purchase orders, invoices or statements, City Commission minutes or resolutions awarding bids or state and local

contracts, records of quotes received, receiving slips, correspondence, and other communications.

- f. The Accounts Payable Clerk or designee will issue checks promptly for all claims properly completed and submitted after City Commission approval of the claims, except for payments for postage or other mailing services, all utility invoices, rent payments, any tax distribution payments, deposit or other refunds, bond refunds or payments, insurance payments, document recording fees, restitution payments as ordered by the municipal judge, and purchase and credit card invoices. The listed exceptions may be paid prior to approval but must be processed like all other claims on the next appropriation report for Commission review and approval.
4. The balances in appropriation accounts will be monitored regularly to ensure that the total of expenditures and purchase commitments in any account do not exceed the authorized budget for that account.
5. Requests for competitive bids, proposals, formal and informal quotes, and other methods of seeking and encouraging vendor competition will be obtained as required by law or otherwise established by City policies.
6. To reduce cost(s) and/or improve efficiency and effectiveness while maintaining service quality, departments are allowed to contract with other governments, private individuals, and firms to cooperatively deliver services.
7. The full direct and indirect costs will be calculated for any service provided for a fee or charge, or where there is a potential for the reimbursement of such costs.
8. Maintain an effective risk management program that provides adequate coverage, minimizes losses, and reduces costs.
9. All appropriations shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.

1.06 FUND BALANCES

City finances will be managed so as to maintain balances of the various funds at levels sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates, and protect the City's creditworthiness.

1.07 FUND BALANCE PROCEDURES

A. Minimum cash balance: In order to provide liquidity adequate to address unexpected revenue reductions or unanticipated expenditures, the General Fund will be managed by the Finance Director in such a way as to maintain a minimum cash balance on the last day of each calendar quarter equal to at least five percent of budgeted annual expenditures and transfers out. All Special Revenue Funds, Debt Service Funds, and Internal Service Funds will be managed by the Finance Director in such a way as to maintain a minimum cash balance on the last day of each calendar quarter equal to at least ten percent of the fund's budgeted annual expenditures and transfers out. Capital Funds will be managed by the Finance Director in such a way as to maintain a positive cash balance on the last day of each calendar quarter in each bond series currently financing or in-process of financing capital projects.

B. Minimum unreserved fund balance: In order to avoid service disruptions that otherwise could arise from revenue shortfalls or unanticipated expenditures, the General Fund will be managed by the Finance Director in such a way as to maintain a minimum unreserved fund balance on the last day of each calendar quarter equal to at least ten percent of budgeted annual expenditures

and transfers out. All Special Revenue Funds, Debt Service Funds, Enterprise Funds, and Internal Service Funds will be managed by the Finance Director in such a way as to maintain a minimum unreserved fund balance on the last day of each calendar quarter equal to at least five percent of the fund's budgeted annual expenditures and transfers out. Capital Funds will be managed by the Finance Director in such a way as to maintain a positive unreserved fund balance on the last day of each calendar quarter in each bond series currently financing or in-process of financing capital projects.

C. Excess unreserved fund balance: In the event the unreserved fund balance exceeds the minimum balance requirements in the General Fund, Special Revenue Funds, Debt Service Funds, and Enterprise Funds at the end of each fiscal year, the excess may be used in one or a combination of the following ways:

- Debt reduction.
- One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs.
- Establishment of or increase in reserves for risk management programs, equipment replacement, capital projects, emergencies, or disaster recovery.
- Start-up expenditures for new programs, provided that such action is approved by the City Commission and is considered in the context of multi-year projections of revenue and expenditures as prepared by the Finance Director.

In the event the unreserved fund balance exceeds the minimum balance requirements in the Internal Service Funds at the end of each fiscal year, the excess may be used in one or a combination of the following ways:

- Reduce the charges for services levied against other funds.
- Return the excess balance to the fund(s) it was originally derived from.

1.08 BUDGET ADJUSTMENT AND INTERFUND TRANSFER

A. Approval: Must be approved by City Manager or the Finance Director

B. Specific Needs for Budget Adjustments:

1. When a department determines a need to make expenditures that will place an account in a deficit position, a budget adjustment form may be used. The purpose of the form is to gather information for the evaluation process (by the department, the Finance Director, and the City Manager) and to obtain management approval to implement the budget change in the accounting system. This process enables departments to manage efficiently within their approved total budget limit. The procedure for these adjustments is outlined in the accounting procedures manual.
2. In adopting the annual budget, the City Commission sometimes approves added (contingent) expenditure authority above a department's planned expenditures, based on the department's capacity to generate added (contingent) revenues. Such adjustments are reviewed and processed under the adjustment procedures outlined in the accounting procedures manual.

1.09 INTERFUND TRANSFERS

State law prohibits interfund transfers between two different funds except under very special circumstances, and only when the integrity of the fund's legal purpose and use of sources are maintained. If interfund transfers are not planned during the budget, then the transfers must be

accomplished by two budget adjustments: (1) a within-fund budget adjustment to the (interfund transfer) sub-object, and (2) a budget adjustment from the sub-object to the (revenue sub-object) new fund. Such transactions are prepared in consultation with the Budget Office and must meet all statutory criteria. All interfund transfers between two differing funds must be approved by the City Commission through the budget process as a budget adjustment or budget amendment.

1.10 AMENDING THE BUDGET

A. Municipalities are authorized by K.S.A. 79-2929a to amend budgets to spend money not in the original budget. The additional expenditures are to be made from existing revenue and cannot require additional tax levies. The revenue should be analyzed to be sure that the revenue source is required to be included in the proposed budget. State or federal grants do not require a budget amendment. A budget amendment is not required if the receipt results from a source exempt by statute from the budget law.

The budget can be amended when actual beginning balance exceeds the estimated beginning balance so that there is sufficient budget authority to use the excess balance. Budget amendments will be processed as per state statute by the Finance Director.

The amendment process can be done at any time during the year but must be completed before exceeding the municipality's budget authority. The last budget amendment must occur on or before the December 31st of the budgeted year. In order for a municipality to meet the December 31st deadline, the following must occur, forms completed, Notice of Budget Hearing published, budget hearing held, governing body certifies the amendment, and amendment sent to the County Clerk. See accounting procedures manual for process to follow.

SECTION 2: REVENUE CONTROL AND MANAGEMENT

2.01 REVENUE POLICY

The City collects revenues, primarily in the form of property taxes, sales tax, permits, and user fees to provide services and meet operational needs. The structure, fluctuation, and collection of revenues are examined by rating agencies to determine the City's credit quality.

- A. The City will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
- B. The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development projects.
- C. The City will strive to keep a total revenue mix that encourages growth and keeps Junction City economically competitive, and a City of choice for people to live in and do business.
- D. Major revenue sources should provide for the following principles:

Vertical Equity. Revenue sources should provide appropriate treatment of taxpayers at different levels of economic well being.

Horizontal Equity. Revenue sources should treat taxpayers with the same income or wealth equally.

Neutrality. Revenue sources should not unduly influence economic decisions by consumers or businesses except for targeted development or redevelopment programs approved by the City Commission.

2.02 ADMINISTRATIVE AND COMPLIANCE COSTS

Revenue administration and enforcement should not absorb an undue percentage of total revenue. The following statements will apply:

- A. The City will establish all user charges and fees at a level related to the cost of providing the services.
- B. The City will estimate its annual revenues by an objective and analytical process.
- C. It shall be the goal of the City that all Enterprise Funds should be self-supporting.

2.03 REVENUE CONTROLS

Proper controls over revenue are important to ensure strong financial management practices. This policy applies to all revenue collected, except where state or federal laws supersede.

2.04 INTERNAL CONTROLS

All aspects of cash receipts and accounts receivable shall be subject to proper internal controls. Management of each department shall be familiar with the Revenue Policy and establish standard internal controls that are properly documented and followed by staff members to ensure compliance with the policy.

It is the policy of the City for all money collected by any officer or employee of the City to transfer those funds to the Customer Service Center within one business day or when at the end of the day cash balance exceeds \$1,000.00 plus start-up cash. Other special arrangements can be made with the Finance Director.

The City Treasurer is responsible for maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss

from unauthorized use or disposition that transactions are executed in accordance with management's authorization and recorded properly, and that deposits and investments are managed prudently and in compliance with applicable laws and regulations.

Cash and cash equivalents must be safeguarded under an effective internal control structure to safeguard the funds and reduce the risk for misappropriation. The following are general control procedures which will be in place for all operations in which employees accept cash, checks, money orders, credit cards, wire transfers, ACH deposits, etc. (referred to as "cash" from herein) to prevent or detect losses. This policy also applies to working cash accounts such as petty cash.

2.05 CASH COLLECTION LOCATIONS

A list of cash collection locations shall be maintained by the City Treasurer. Any new cash collection locations must be approved by the City Treasurer.

2.06 SEPARATION OF DUTIES

Few employee theft cases involve collusion; the majority of all cases are carried out by one person acting alone. For that reason, internal control procedures over cash transactions should be established which maintain a strict separation of duties of three key responsibilities:

- The responsibility for authorizing cash transactions
- The responsibility for collecting or paying cash
- The responsibility for maintaining records of accountability

Separation is adequate when no one employee can misappropriate assets (cash) or improperly record a transaction without detection. Each location is to have a separation of duties which provides reasonable assurance of the completeness and accuracy of recorded cash transactions and balances.

Bank statement reconciliation fall under the same control requirements; the same employee should not be performing the reconciliation and record keeping, handling the cash or check supply (making deposits), and be responsible for authorizing the transactions and supervisory review of the process.

2.07 SECURED ACCESS

Cash should be secured (i.e., in a locked cash drawer, etc.) at all times and the key properly secured or maintained with the employee responsible.

2.08 RESPONSIBILITY

Responsibility for the collection of and access to cash should be limited to as few people as possible (ideally one person who is fully responsible with periodic review by supervisory personnel). If cash drawers are shared by more than one employee, control is lost over who is responsible for any subsequent losses. If a cash drawer is shared, but not simultaneously, upon an employee completing their shift, etc., they should count the cash on hand and the employee receiving the drawer from which to work should verify and sign for that specific amount of cash so there is a transfer of accountability.

2.09 RECONCILIATIONS

Any employee responsible for accepting cash is required to balance their cash drawer and the collected cash on each day that cash is collected. If the Cash Collection Location operates an automated Point of Sale (POS) receipting system, the cash drawer will be balanced to the POS system cash receipts report. If the Cash Collection Location provides manual receipts and does not operate an automated Point of Sale (POS) receipting system, the cash drawer will be balanced to the manual receipts. The cash drawer should be balanced as follows to the daily cash receipts:

Total Actual Cash (currency plus change) + Total Checks and Money Orders + Total Credit Card Payments + Wire Transfers In + ACH Deposits - Opening Cash Drawer Amount (if any) = Total Receipts Collected

The reconciled total should be initialed and dated by the responsible employee.

2.10 DAILY BANK DEPOSITS AND REVENUE RECORDING FOR CITY TREASURER

After the daily cash receipts are balanced, a daily bank deposit for all cash, checks and money orders will be prepared. Cash Reports for recording the cash receipts will be forwarded daily to Treasury in one of three ways:

- a. If the Cash Collection Location operates with an interfacing automated Point of Sale (POS) receipting system, the interface file will be initiated, and an email will be sent to Treasurer detailing the total of all deposit slips and credit card batches that match the processed interface file receipt total. The Treasurer email is sent to "Revenue Report."
- b. If the Cash Collection Location operates without an interfacing automated Point of Sale (POS) receipting system but is authorized to enter cash reports directly into the Performance Accounting Revenue Entry screen, the cash report will be entered into Performance and an email will be sent to Treasury detailing the total of all deposit slips and credit card batches that match the Performance Revenue Entry document cash total. The Treasury email is sent to "Revenue Report."
- c. If the Cash Collection Location operates without an interfacing automated Point of Sale (POS) receipting system and without access to the Performance Accounting Revenue Entry Screen, a manual cash report will be prepared and sent to the Treasurer's Office.

2.11 DOCUMENTING OVERAGES AND SHORTAGES

Overages and shortages should be recorded daily on the Cash Collection Locations cash report. If an automated Point of Sale (POS) receipting system is used, the overage or shortage should be entered into that system. Documentation for cash balance errors requires the following authorizations: Amounts up to \$5.00 may be authorized by the Department Head or their designee. Amounts between \$5.00 and \$20.00 require Department Head or their designee authorization and amounts greater than \$20.00 require Department Head authorization. The signed documentation should be retained in the Cash Collection Location for three years to be made available upon request to authorized persons.

2.12 CASH DRAWER TRANSITIONS

If a new cash handler will be accessing a cash drawer previously handled by someone else, a new drawer should be set up for the new cash handler. A Department Head or their designee should conduct a full reconciliation of the original drawer with the departing cash handler.

2.13 SUPERVISORY REVIEW

A Department Head or their designee shall verify the reconciliation and recount the cash on a periodic (daily, weekly) basis depending on the significance of the amount and activity. This should be done in the presence of the employee responsible so there are no questions if there are unexplained discrepancies. Once both the Department or their designee and the employee agree, the Department Head or their designee is to initial and date the final amount. In the event of a loss, a Department Head or their designee must conduct whatever investigation or cash control review deemed necessary.

2.14 PRE-NUMBERED RECEIPTS/DOCUMENTATION

Providing the "customer" a receipt provides a third-party control to ensure what was recorded as received is what the customer actually paid. A receipt can be in the form of the document which was purchased (i.e., license) or something similar to a cash register receipt. Receipts should be pre-numbered, and voids accounted for to ensure receipts are not given for cash which is never deposited and to ensure "services" (i.e., licenses, etc.) are not issued without receipt of payment. Voided transactions/receipts require supervisor review and acknowledgement. Documentation of this acknowledgement should be retained with the detail receipting and reporting within the department for review by authorized persons. Pre-numbering receipts only works if there is subsequent supervisory review over the sequence to ensure the used and unused stock is in order. This also requires duplicate copies or an internal computer system reference to the transaction to support the activity. Manual pre-numbered receipts should only be provided if an automated Point of Sale (POS) receipting system receipt is not available. Manual receipt books should be retained at the Cash Collection Location for the three-year record retention period and be made available for audits.

2.15 ADJUSTMENTS AND DISCOUNTS

Adjustments to the amount owed or "customer discounts" are not to be authorized at a non-supervisory level and are to be avoided. If such adjustments are made, additional documentation of the authority and reason is to be added to the supporting documentation and initialed and dated by a supervisor. Any adjustment greater than \$250.00 must be pre-approved by the Finance Director or City Manager. The Emergency Medical Service has a City Commission authorized discount program.

2.16 IO.U's "Temporary borrowing" from cash on hand is prohibited.

2.17 COMPUTER CASH PROCESSES

General computer controls are to be in place to prevent circumvention of the above controls through an automated system (i.e., access controlled to prevent a second employee from adjusting a transaction that another employee input without some sort of documentation and review).

2.18 EXTERNAL INQUIRIES

Procedures should be set up to encourage inquiries from customers if they have questions or see something unusual in how their transaction is handled. Supervisors will be available (in addition to the employee processing transactions) to answer personal, written, email and phone inquiries questioning delinquency notices where payment has already been made.

2.19. MANDATORY VACATION LEAVE Although mandatory vacations are not required for all employees, this internal control procedure can be implemented as each department sees fit for sensitive positions such as those which routinely handle cash and the perform the reconciliation process. A double-blind close is an acceptable substitution for this. Please see Finance Director for implementation of this process.

2.20 MANAGEMENT INFORMATION SYSTEMS

Financial data needs to be effectively utilized to assist in the identification of unexplained, dwindling cash receipts or unsubstantiated and increasing delinquencies.

2.21 BANK AND MERCHANT SERVICES ACCOUNTS

The City Treasurer is the only employee authorized to establish bank accounts and merchant services agreements. Deposits can only be deposited in bank accounts authorized by the City Treasurer. Credit card transactions can only be accepted through merchant services accounts authorized by the City Treasurer. The Finance Director shall have access to each account to monitor or make changes to these accounts. No unauthorized accounts on the City's behalf or related to the City.

2.22 ACCOUNTING PRACTICES

All receipts and receivables shall be recorded in keeping with current authoritative standards and practices.

- Revenue shall be recorded in the proper general ledger account.
- Revenues shall be recorded in the proper fiscal accounting period.

2.23 CASH RECEIPTING

The City accepts payment by a variety of methods: cash, check, credit card and electronic transfers. For guidelines addressing credit card transactions, see Accounts Receivable Credit Cards.

2.24 CHECK ACCEPTANCE AT SERVICE COUNTERS

Make check payable to: The City of Junction City. For your protection, we may ask to see proof of your identity. Other payable arrangements may be made with the Finance Director. All checks must have the following information on them:

1. Driver's license number
2. Phone number
3. Initials of person accepting the payment.

Identification of the person writing the check should be verified whenever possible.

This information is necessary in order to do complete follow up in those cases where a check is returned by the bank. In some cases, it may not be feasible to obtain this information. However, the staff accepting the check should obtain it whenever possible.

The City does not accept two party checks or checks for more than the amount of purchase, nor will we cash checks for employees or customers unless through authorized contractor.

2.25 ACCOUNTS RECEIVABLE

General policies are described first, followed by policies that apply to specific service areas. General policies shall apply, except as specifically overridden or supplemented by a service area policy.

The City encourages payment by cash, check, or credit/debit card. However, in some cases, based on the specifics of the situation, open accounts may be established. This will generally be very limited to those who have repetitive and regular business with the City, or in those situations where the cost of services cannot be determined until after the services have been completed.

2.26 CREDIT CARD ACCEPTANCE

The City will accept credit cards for any transaction, except those that are prohibited by law. No cash advances (to customers or employees) will be made with credit cards. See Section 8.05 for more details.

Cards need to be signed by the person named on the face of the card. In the case of corporate/company cards, we can accept appropriate corporate identification—that is, a photo ID in the company name or similar identification in lieu of a signature.

We will take credit/debit card payments over the telephone. While you are still on the telephone with the customer you must get pre-authorization for the total amount to be paid. Credit card payment by phone must be made by the person named on the account unless preauthorized by City procedures.

Information about a customer's credit card will not be disclosed. Any documentation (except the sales ticket) which has the credit card number, authorization code or similar information on it will be destroyed by shredding as soon as it is no longer needed to complete the transaction.

We will not keep customer credit card information on any internal documents. (Service Orders, customer request forms, permits, licenses, etc.). Working documents with credit card numbers noted on them will be shredded.

All telephone credit card payments will be completed as quickly as possible. Leaving them lying around the office is equal to leaving payments laying around. With telephone payments, please have the customer give you their name. This should be printed on the cardholder signature line of the form, with a notation "By Telephone".

Credit card sales slips are to be treated like cash or checks. Please keep them in the cash drawer or other secure location until they can be submitted with the deposit.

When you close your cash drawer for the day you must do the credit card Settlement to submit those credit card transactions for payment. Any credit card payments taken after you do the Settlement will be included in the next Settlement report that you submit.

2.27 CHARGE ACCOUNT ESTABLISHED AND BILLING

An account receivable shall be established for services provided in advance of payment

- All initiated bills shall have a due date of 30 days from the bill date, unless otherwise stated per ordinance or resolution. All bills shall be generated within 7 days after initial service provision.
- When services are provided by the department prior to the receipt of funds for such Services, an on-going accounts receivable record shall be maintained.
- Bills shall be generated in a centralized accounts receivable system wherever possible.

Information required to establish an account:

Billing name and address
Responsible Party Name and address (if different)
EIN or SSN for responsible party
Telephone number

Applications for charge accounts will be reviewed on a case-by-case basis. Conditions required for establishing an account (including temporary accounts) may include the requirement to file an irrevocable letter of credit running to the benefit of the City, in the attached form, prepayment arrangements, security deposits, or other conditions appropriate to the circumstances.

New charge accounts are not to be established for businesses or individuals who have delinquent amounts due on other accounts held with the City.

Remittances: All payments, unless otherwise specified, shall be remitted to:

City of Junction City
P. O. Box 287
700 N. Jefferson St.
Junction City, KS 66441-0287

Timing of Billing, Due Dates: Payment for services is due within 30 days and are considered delinquent thereafter. Timing of billing may vary, depending on the services billed.

Fees and Charges: Fees and charges shall apply as established by resolution, ordinance, or administrative action. Most fees and charges are itemized in the Comprehensive Fee Schedule, available from the City Treasurer's or City Clerk's Office.

Method of Payment: Electronic payment through Bank draft shall be encouraged to the extent possible and appropriate. Other acceptable methods of payment include cash, check, cash equivalents such as money orders, and credit card (most locations).

Late Fees, Delinquency: Late fees may be applied after the due date. This applies primarily to Water, Wastewater, and Solid Waste services as per ordinance. Other late fees may be

established for other services as approved by the City Commission. The City reserves the right to establish additional conditions on customers with delinquent accounts, including accelerated payment schedules, “cash only” status, or additional security for the account.

2.28 ADJUSTMENTS OF ACCOUNTS RECEIVABLE

A. Billing Error: Adjustments to receivable accounts may be made in those cases where the Department Head, City Treasurer, or their designee has erred in applying the charges. An adjustment requires the approval of the City Treasurer or Finance Director. All adjustments must be documented and signed off. A record of such transactions will be kept by the City Treasurer.

B. Collection Fee Adjustments: When a third party collects an account on behalf of the City, they normally retain a percentage of the payment as their fee. These amounts are written off as uncollectable at the time the payment is received from the collection agency. They do not require specific approval.

C. Bad Debt/Bankruptcy: When it becomes apparent that the likelihood of collecting an account due to age, bankruptcy, or other factors is minimal, the account will be written off the receivables accounts as a bad debt. These adjustments require the approval of the City Commission as outlined in section 2.35 unless approval has been specifically granted through contracted billing service agency.

2.29 DEPOSITING OF RECEIVED FUNDS

The City Treasurer or their designee shall serve as primary recipient for all revenue collection sites. Each department with remote collection responsibility shall establish and maintain an adequate system of internal controls for receipts. Controls shall include, at a minimum, the following:

- Numerically controlled (accounting system generated or paper) official receipts with the Printed name of the department for all revenue. Receipt books issued by the City must be accounted for numerically. The use of generic non-numbered receipts is strictly prohibited.
- The method of payment (e.g., cash, check or credit card) shall be indicated on the receipt.
- Identification of the individual receiving payment on receipt.
- Wherever possible, the receipt shall allow for immediate revenue account classification in conformance with the established chart of accounts. If not possible, the department and fund shall be indicated.
- Restrictive endorsement (stamped for deposit only) of checks at the point and time of collection.
- Reconciliation of collections by an individual not involved in the receipting or posting process or establishment of mitigating controls.
- Recording of receipts in the financial accounting system on a timely basis.
- Timely posting of adjustments with supervisory approval required.
- Timely reconciliation and deposit of funds received

Remote Sites: All remote sites must be approved by the City Treasurer and must have a written department policy and procedure that must include the following:

- A dollar threshold that indicates at such point a remote collection site accumulates in the cash drawer. The aggregate should not be over \$500.00 in cash and/or \$500.00 in checks/credit card receipts; such funds shall be deposited by the beginning of the next business day.
- Include a time threshold at a minimum whereby all collections shall be deposited within five business days of receipt. Those sites in close proximity to the primary treasury function shall make daily deposits.
- Plan for securing of un-deposited funds in a locked place, such as a safe or secure drawer.
- Accounting of any differences in the cash reconciliation process in a “cash overage/shortage” account. The change drawer shall not be used for the difference.
- Prohibition of use of change drawer to cash personal checks.

2.30 PETTY CASH FUND

The following procedural statement shall be used as a basis for the operation of all petty cash funds of the City. This policy is in place to ensure the safety of the fund while making monies available for the purchase of small emergency items or the purchase of small items where an account has not been established.

The purpose of the petty cash fund shall be to assist departments with the purchase of items that are small infrequent or non-reoccurring purchases.

The petty cash fund may not be loaned or advanced against the salary of any employee, nor may it be loaned or advanced to enable a Department to make any small purchases. All transactions through the petty cash fund shall be made in the form of a reimbursement.

For each payment from the petty cash fund, the individual requesting the reimbursement shall provide an original receipt and in the case of travel a completed travel reimbursement form. The information required for reimbursement should include a transaction receipt, the amount of the transaction, the reason for the transaction, and the signature of the individual requesting the reimbursement. The person requesting the reimbursement shall also provide the appropriate account number to be charged when the fund is replenished. Disbursements may not be made from the petty cash fund without the above-required supporting documentation.

Each time it becomes necessary to replenish the petty cash fund, and at the end of each fiscal year, the custodian of the petty cash fund shall prepare a report showing the beginning balance, receipts, disbursements, and the ending balance in the fund. A claim voucher shall be prepared and made payable to the Petty Cash Fund, showing the amount needed to bring the cash balance on hand to the maximum amount approved for your location. The above-mentioned report, plus the original receipts and attachments, shall be the supporting documentation for the claim voucher. The various account numbers, as provided by the person receiving the petty cash reimbursement, shall be summarized, and used to replenish the petty cash fund. Authorization to charge these accounts was secured at the time of reimbursement by the originating Department Head.

The reimbursement check, once received, may be cashed by the custodian, and placed with the petty cash fund. Receipt of the reimbursement shall be noted in the perpetual record.

Should the occasion ever arise when the balance of the petty cash fund is over or short, as compared to the supporting documentation and the cash on hand, a special report shall be prepared, signed by the custodian, and attached to the petty cash reimbursement showing when the discovery was made, and the circumstances involved. Repeated problems in this area shall be the cause for disciplinary actions against the employee charged with the custody of the petty cash fund.

Failure on the part of any employee of the City, who is designated custodian of the petty cash fund, to exercise reasonable care in safeguarding the money in the fund, or who willfully permits misuse of the fund in violation of the laws and regulations covering such funds, shall be personally responsible to indemnify the City for any loss of petty cash which might occur and further can be determined to be malfeasant and subject to discharge.

2.31 ESCROWED FUNDS

Funds received by the entity in advance of revenue recognition or funds anticipated to be remitted back to the payee shall be deposited into an interest earning escrow liability account.

- Escrowed funds shall only accrue interest back to the payee if explicitly stated in the escrow agreement; otherwise, interest accrues to the associated fund.
- Upon the entity meeting the criteria for revenue recognition, such escrowed funds shall be transferred in a timely manner and recognized as revenue in the applicable fund.
- For performance guarantee escrows, funds shall be returned to the payee upon compliance or transferred to the applicable fund for non-compliance.

2.32 COLLECTION OF RECEIVABLES

Each department shall establish and maintain an adequate system of internal controls to ensure that receivables are collected in a timely manner.

- All accounts receivables shall be recorded by the entity to permit an analysis of the aging of such receivables (e.g., <30 days, 30-60 days, etc.).
- For those accounts that become past due, proper delinquent notice shall be provided to the payee and continued service restricted, unless continuation of service is required by law or policy, until such accounts are current.
- For those accounts that are greater than 60 days past due and over \$50.00, notice and supporting detail shall be provided to the appropriate collection division for further collection efforts.
- To facilitate collection efforts, departments shall establish information criteria as part of the initial credit application process with the customer (e.g., bank account number, social security number or driver's license number, federal ID number, etc.).
- Assignment to a collection agency shall be considered. When cost effective, a selected collection agency shall be utilized to assure maximum collections.
- Collections of past due accounts may be pursued by any legal means necessary, including, but not limited to one or more of the following:

- Termination or suspension of services
- Placing demand on a letter of credit
- Submittal of account to a private collection agency
- Submittal of accounts to the State of Kansas set-off program
- Filing a claim in Small Claims of District Court
- Process against a 3rd party guarantor of the account
- Other action as may be appropriate to restore the account to current status, or to maintain the account in current status.

2.33 RETURNED CHECKS

The City Treasurer shall establish and maintain an adequate system of internal controls for returned checks. Unless otherwise stated per ordinance or resolution, all checks returned due to insufficient funds shall be processed by the treasury division with departmental assistance.

When a check made payable to the City is returned by the bank on which it was drawn for reasons of insufficient funds, account closed, etc., the returned check will be processed and collected by Treasury. When the check is returned, the City Treasurer or designee will send a letter to the customer telling them we have a returned check on their account. We will give the customer ten (10) calendar days to make the payment, plus a returned check charge set in fee schedule adopted by the City Commission. This payment must be made by cash, cashiers check, credit card, debit card, or money order. A returned check may include suspension of services, if applicable.

When a customer gives us an un-collectible check, they will be placed on a cash only status. This will be for one year. If two uncollectible checks then they will be placed on cash only status for two years, and if three uncollectible checks then they will be placed on cash only status indefinitely. A customer will receive a letter telling him or her that we will no longer accept checks from him or her as payment on the account or accounts.

Those people placed on cash only status will be listed, and the staff will be directed not to accept a check at the cash registers from anyone on this list. If a person on cash only status gives us a check in the night deposit, collection agencies or the mail, the check will be returned to the customer with a letter explaining they are on cash only status and that we are unable to accept their check for payment of the account. The account will be considered delinquent until we receive the proper payment.

The City Treasurer will review the cash only status list every six (6) months and a customer's name will be removed from this list if the customer has maintained good credit for at least one (1) full year.

Returned checks not redeemed within the time period allotted shall be referred to the County Attorney for collection or prosecution or the State of Kansas Setoff Program.

2.34 BAD DEBT

Each department shall establish and maintain an adequate system of internal controls to ensure the accurate and timely recognition of an allowance for doubtful account and bad debt expense.

- The amount of the allowance for doubtful accounts shall be based upon the percentage of receivable method or method approved by Finance Director and City Treasurer.
- The computation of the allowance for doubtful accounts shall be performed annually based upon the aging of the receivables and recent history of write-offs at fiscal year end, subject to concurrence by the external auditors.

2.35 WRITE-OFFS

Write-offs are allowed under the following conditions:

- Non-tax balances.
- For balances less than \$50.00 and that are greater than 60 days delinquent, all such amounts shall be eligible for write-off upon department head's written concurrence. All balances greater than \$50.00 must be approved by the City Commission before they are written off unless specifically granted through a contracted billing service agency.
- For balances greater than \$50.00, collection efforts shall be performed for a period equivalent to the statute of limitations or less if bankruptcy has been discharged for account, business no longer exists, or individual is deceased, at which point such amounts shall be written-off upon department head's written concurrence.
- For any account written-off, such customer information shall be retained for as long as practical in an automated system to have continued enforcement of service denied on credit until previously written-off balances have been satisfied.
- Write-offs to taxpayer's account for general property tax balances shall be performed in accordance with state regulations.

All write-offs will be approved by the City Commission at least annually. The ambulance revenue may be adjusted as a write-off for the difference in billing and contractual insurance payments (whether private or Medicare/Medicaid) without Commission approval. All other ambulance write-offs must be approved by the City Commission. Even after a bill is 'written off' the books, the City will attempt to collect what is owed.

2.36 REIMBURSEMENTS

In general, money received shall be credited to a revenue account. However, on occasion, money we receive is a bona-fide reimbursement of expenditures, and in these cases, may be receipted against the appropriate expense account. This technique must be used judiciously when appropriate. This occurs when we make an unplanned and unbudgeted expenditure that is later (but in the same budget year) reimbursed by a third party. The expense account credited must be the same account to which the item was charged. For example, an employee draws advance travel expense, but doesn't spend everything. The amount they return to the City Treasurer may be legitimately credited to the travel expense account. Another example, if the City jointly buys supplies with the County and within the same budget year the County reimburses the City for the supplies.

Regular Reimbursements: We have some situations where a reimbursement might recur for a number of years. For example, we have issued temporary notes for construction of a building, and we are being reimbursed for the redemption of the notes. When a situation like this is known and the expense and revenue can be planned and budgeted for, it should be. It is then a

part of our normal way of doing business and should be included in the communication and disclosure that is a normal part of our budget process.

Reimbursement for clerical error: Under no circumstance should a clerk reimburse an account for an error without management approval. All reimbursements under \$100 shall be approved by the City Treasurer. The Finance Director or City Manager shall approve any reimbursement greater than \$100.

2.37 DONATIONS

Occasionally, the City receives donations from private individuals that may be specified for specific purposes, or more general purposes, or to non-specified purposes. Most donations have at least a general purpose. An example might be a memorial contribution to be used for the purpose of the Fire Department.

If the donation or donations are significant and there is a possibility that they may continue for a number of months or years, then a separate expendable trust fund shall be set up, rather than handling them through our regular revenue/expense or the reimbursement procedures. This will not require a separate bank account.

If the donation is a single amount tied to a specific piece of equipment or expense item that was not budgeted or planned, and the circumstances meet other requirements for a reimbursement, then it may be credited to the appropriate expense account.

If a material item or service is to be purchased with a donation, the cash must be in hand before the purchase is made. For example, if a memorial bench to be purchased for a park, the cost of the bench, including shipping costs, must be deposited with the city treasurer before the bench is ordered.

If the donation, by written agreement, is to stretch over a number of years, but the expense occurs up front, then the donations and initial expense need to be reported as revenue and expense. A budgetary amendment may be necessary.

Otherwise, the donation should be recorded to a revenue account, and any expenditure tied to those donations recorded to the expense account, with the tie to the donation documented at the time of the expense.

2.38 RECEIPTS ON BEHALF OF OTHER ENTITIES

Occasionally, the City will receive checks that are made payable to a City in error, to a City component unit, or to the City and another party. One example might be a check made payable to the City of Junction City, but it is for a fine due in District Court. In these cases, the City Treasurer will endorse the check and turn it over to the proper authority. A copy of the check will be maintained in a file, along with a note detailing the circumstances to document this occurrence.

2.39 BUDGETARY REVIEW RESPONSIBILITY

Revenue collections and accounts receivable shall be monitored in a timely manner. Revenue initiating departments shall have oversight in the formulation of revenue budgets. Revenue

budget estimates shall be supported with documented variable assumptions (base, rate, etc.). Monitoring of a revenue budget shall be performed in a timely manner throughout the fiscal year and shall include an analysis of actual vs. budgeted variances. Revised forecasts shall be communicated to the budget division timely and in compliance with all laws and/or regulations. Budgetary responsibility shall be with the revenue initiating department.

DRAFT

SECTION 3 - PURCHASING

3.0 PURPOSE

The purpose of this policy is to maintain strong business practices, ensure compliance with regulatory requirements, and promote the best possible value in the sourcing of products and services at the City. Budget authority is established each year with the annual budget and filed with the State.

This revised chapter supersedes all previous purchasing procedures and special authorizations.

3.01 RESPONSIBILITY

City staff who purchase services, supplies, and/or equipment are responsible for understanding and following the city purchasing procedures. Some important points are:

A. The responsibility of all purchases made by the City is held by the City Commission. The City Commission shall authorize the City Manager to establish procurement rules and regulations for all City personnel. The City Commission has the sole authority for granting any deviation from purchasing regulations.

B. The City Manager is responsible for the City's purchasing system. This responsibility is delegated through the Finance Director to the Accounts Payable Clerk. The City Manager shall be responsible for the conduct of all City departments and shall establish the rules and regulations for the procurement of all goods and services and such rules and regulations shall be applicable to all City employees. If improper purchasing practices occur, the City Manager may invoke disciplinary action(s) upon the individual, division, or department.

C. Department Heads and supervisors are responsible for ensuring their departments' purchasing activities are in accordance with the rules and regulations set forth herein. Additionally, Department Heads are given the responsibility of ensuring that all personnel in their department are knowledgeable of and fully understand purchasing procedures established by the City Manager. Department Heads shall properly plan purchases to make better use of budgeted funds through proper planning to obtain proposals, quotations, or bids (with an allowable time for delivery). Department Heads may delegate purchasing authority to their employees. However, the ultimate responsibility remains with the Department Head for the activities of their subordinate employees.

D. Violations of these policies and procedures shall be grounds for disciplinary action up to and including termination and/or criminal prosecution. Any purchase or contract entered by an elected or appointed City official, Department Head or employee that violates the rules and regulations defined in this policy manual may be determined to be the personal and financial responsibility of that individual.

3.02 RULES & REGULATIONS

All expenditures must meet the following purchase rules and regulations.

A. Department Heads are authorized to spend according to their approved budget.

B. Purchases subject to contracts between the City and other governmental bodies are excluded.

C. When any procurement involves the expenditure of federal or state funds, the procurement shall be conducted in accordance with any mandatory applicable federal and state laws or regulations.

D. The City is tax-exempt as a political subdivision under Section 4421(a) of the Internal Revenue code. K.S.A. 79-3606 provides a sales tax exemption to Kansas political subdivisions who purchase tangible personal property for use in constructing, equipping, reconstructing, maintaining, repairing, enlarging, finishing, or remodeling facilities for said political subdivision.

E. Purchase Authority Table:

The following table is to be used as a quick reference to determine who makes the purchase on behalf of their department or division.

Dollar Range	Authorization	Purchasing Process
\$0 - \$2,499.99 Small Purchases	All City employees as delegated by Department Head	Procurement Card (P-Card) is preferred up to \$2500
\$2,500-\$9,999.99 Informal Solicitations I	Department Head	- Procurement Card if authorized by Department Head (Per transaction limit can be determined by position need) - Purchase Order required if not using P-Card - Documentation of competition with at least three quotes (phone, fax, e-mail, or written quotations)
\$10,000-\$24,999.99 Informal Solicitations II	Department Head with Approval from City Manager and/or Finance Director	- Purchase Order is required - Purchaser will obtain at least three (3) quotes (fax, e-mail, or written quotations) - Local vendor preference should be applied
\$25,000 and Over Formal Solicitations	City Commission	- Department Head will advertise and solicit bids or proposals - Department Head will submit for City Commission approval - Purchase order issued after City Commission approval

***No purchase shall be approved unless there is sufficient unencumbered budget balance to cover the purchase.**

Written Quote: A document submitted by a vendor/supplier to the City with a proposed price for the vendor's/supplier's good or services. An emailed quote from the vendor/supplier is an accepted form. Must be able to print out as needed for documentation.

3.03 SMALL PURCHASES

Non-repetitive purchases of less than \$2,499.99 shall be considered "small purchases" and shall not require a purchase order. Small purchases may be made by the Department Heads or their

respective designees without competition or further approval. Purchases shall not be artificially divided so as to constitute a small purchase under this section (no order splitting.).

3.04 INFORMAL SOLICITATION I

Unless otherwise authorized within this manual, any purchase of supplies and services of \$2,500 to \$9,999.99 shall be made in accordance with the purchase's procedures set forth in this section. Bid splitting is strictly prohibited.

3.05 INFORMAL SOLICITATION II

Unless otherwise authorized within this manual, any purchase of supplies and services of \$10,000.00 to \$24,999.99 shall be made in accordance with the purchase's procedures set forth in this section. Bid splitting is strictly prohibited.

Bid Splitting – occurs when a department takes a project, service, or goods and breaks the procurement up into smaller dollar amounts to stay under the competitive requirements. This results in a selection based on less formal bidding requirements or award a contract without any competition, depending on the thresholds. This practice does not ensure the City is obtaining the best price for the work and could result in disciplinary action.

3.06 FORMAL SOLICITATIONS (\$25,000 or more) (Does not include Professional Services-see section 3.07.)

Competitive Sealed Bids/Proposals Required: Except as otherwise described herein, any expenditure for supplies, materials and equipment or any contract obligating the City of \$25,000 or more shall be purchased under formal competitive sealed bid or competitive proposal procedures.

Competitive Sealed Bid - A competitive sealed bid (IFB – Invitation for Bids) is a method of source selection for a procurement of goods, commodities and/or services estimated to be \$25,000 or more. Award is generally made to the lowest responsive and responsible bidder whose bid complies with the specifications contained in the bid documents. This means that bid price is generally the decisive criterion for determining the vendor who shall receive the award.

Competitive Sealed Proposal - A competitive sealed proposal (RFP - Request for Proposals) is a method of source selection for a procurement estimated to cost \$25,000 or more. Award is generally to the respondent whose offer is considered the 'best' when compared and evaluated against established criteria and all other offers. Cost is not the primary focus of the award. Criteria shall include but not be limited to applicable and appropriate qualifications, experience, referenced successes, and cost factors. Electronic submission may be listed as an acceptable form of bidding but must be specifically listed in the RFP with submission details.

Public Notice Required: Notice of purchases of commodities and/or services estimated to cost \$25,000 or more shall be published in the City's official newspaper and City Website at least ten (10) days prior to the last day set for the receipt of solicitations. Public notice of solicitations shall state the place, date and time of the bid opening.

Public Records: The City Clerk is responsible for record keeping. All submittals, except confidential or proprietary information as defined by law, are public records and must be retained in accordance with the City's record retention schedule.

When competitive bids are solicited and no responsive bid is received, please see Single & Sole Source Procedure (inadequate competition.)

3.07 PROFESSIONAL SERVICES PROCUREMENT

A. Purpose: The City frequently requires the specialized skills, knowledge, resources, and services of private contractors or consultants to complete complex studies, to develop or revise procedures, to conduct audits, to train staff, to design facilities, or to provide a specialized product. The purpose of this section is to set forth policy and procedures for procuring professional, technical, and expert services (Professional Services) expected (1) to cost less than \$25,000 and (2) services expected to cost \$25,000 or more.

B. Authority Under \$25,000: For the purpose of procuring services, any using Department or Department requiring such services may procure them on its own behalf when the total cost is less than \$25,000. Department Heads or their designees are responsible for selection and contract administration. Competition is not required; nevertheless, Department Heads are responsible for selection based on applicable and appropriate qualifications, experience, referenced successes and cost factors.

C. Authority \$25,000 and greater: Professional service selection shall be governed by the following guidelines.

- (a) Not less than three (3) firms shall be contacted to submit proposals for the services required by the City.
- (b) the proposals shall be submitted to the City Commission, which shall award a contract based upon the proposal that is most advantageous to the City, taking into consideration not only price, but also technical competency.
- (c) Services shall only be provided based on the length of the contract approved.

3.08 NON-RESPONSIVE BID DEFINITION

A responsive bid is one that is in substantial conformance with the requirements of the Invitation for Bid. Bidders who substitute their standard terms and conditions for that of the City's bid documents or who qualify their bids in such a manner as to nullify or limit their liability to the City are non-responsive bidders.

3.09 RESPONSIBLE VENDOR DEFINITION

A "Responsible Vendor" is a person who has the capability in all respects to perform fully the contract requirements and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which shall assure good, full and faithful performance.

3.10 BID IRREGULARITIES

The City Commission has authority to waive bid irregularities if: **1)** the item being waived is only a matter of form or is an immaterial variation from the exact requirements of the Invitation for Bids; **2)** the item being waived has trivial or no effect on price, quality, quantity, delivery, or performance; and **3)** such a waiver would not affect the relative standing of bidders or be otherwise prejudicial to them. Examples of irregularities that may be waived are:

- Failure to furnish with the bid certain required information regarding the vendor's qualifications to perform the contract.

- Failure to submit required descriptive information on the products offered.
- Failure to return the proper number of executed bids or attachments, including certifications and affidavits.
- Failure to return a bid addendum or amendment if on the face of such bid the bidder acknowledges receipt of addendum or amendment or if the addendum or amendment does not have material effect on the bidder's liability under the terms of the contract.
- Failure to sign a bid, when evidence is submitted with the bid that clearly shows that the bid was the one intended by the bidder and that failure to sign was strictly an oversight.

When such irregularities are discovered by the purchasing authority, the bidder is requested to remedy the problem within a reasonable timeframe by later submitting omitted data or by providing a written statement of intent.

3.11 Exemptions to Competitive Solicitation

The following items are **exempted** from competitive bidding:

- Supplies, materials, services costing \$2,499.99 or less.
- Purchases made cooperatively with other units of government such as the State of Kansas, government cooperative groups, and extended awards from other governmental agencies; the City may, when deemed appropriate, extend its award to other governmental agencies.
- Purchases from federal, state, or other local government units.
- Magazines, books and periodicals.
- Supplies, products or services indispensable to the City which are obtainable, for practical purposes, only from a single source, as identified by the City Manager using the procedure herein set forth.
- The material qualifies as an object of fine art.
- A particular material is required to match materials currently in use by the City.
- OEM repair parts purchased from the source vendor.
- Any utility purchase such as phone services, electric, water, wastewater, cable services etc.
- Mail service such as U.S. Postal Service, UPS, and Federal Express.
- Computer Hardware
- Police vehicles for consistency of the fleet (less parts to stock.)

3.12 Waiver Process to Formal Competitive Bids

The formal bid process may be waived by the City Manager at the request of the Department Head if deemed in the best interest of the city.

3.13 Rejection of Bids

All bids may be rejected when one or more of the following occur:

- All bids exceed the budgeted amount.
- There are no responsible bidders.
- The project is abandoned; or
- The specifications, scope and/or terms and conditions need to be revised.

3.14 Local Vendor Preference

In the case that a local vendor, defined as a business located within the City limits of the Junction City, submits a written quotation or bid solicited for the purchase of goods or services, that vendor may receive a local vendor preference, and be awarded the contract in question, when all of the following criteria are met:

1. The goods or services quoted or bid by the local vendor meets or exceeds the specifications of the procurement.
2. The goods or services quoted or bid by the local vendor meets or exceed the quality and quantity of the product or service provided by the actual low bidder.
3. The actual quote or bid of the local vendor is within three percent (3%) of the actual low bid, and the local vendor agrees to modify his/her bid to match the actual low bid or quote; and
4. The local vendor meets the criteria specified in Section 3.09 to qualify as a responsible vendor.

No part of this Section shall be understood or interpreted to require the City to provide this preference, or to alter the right of the City to reject any and all bids.

3.15 Sole Source Purchases

A. As part of the requirement for maintaining a maximal practicable competitive sourcing requirement, departments must provide ample justification for exemption from the competitive sourcing process where that process is normally required. Requests for exemptions should only occur in select circumstances, such as:

- Products or services that can be obtained from only one person or firm (competition is precluded because of the existence of patents, copyrights, confidential processes, proprietary information or other such condition.)
- Compatibility with existing equipment.
 - If paying with grant funds, exercising this explanation must be authorized by granting agency. Any other justification than those listed here (3), must be authorized by granting agency.
- Inadequate competition with documents to back up justification.
- Emergency conditions that will not permit delay resulting from competitive bid process.

Sole source purchasing is when a written determination has been made by a Department Head and approved by the Finance Director, City Manager or City Commission, that there is only one source practicably or reasonably available to supply a commodity or service.

Adequate documentation to support one of the valid reasons for noncompetitive action must be kept on file. If the funding source for sole source is from a grant, the following information must be on file:

- Brief description of program and the product or service being procured, to include the expected-procurement amount.
- Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed above. The justification may also include the following contractor qualities:
 - Organizational expertise
 - Management

- Knowledge of the program
- Responsiveness
- Expertise of personnel
- Statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.
- Other points to "sell the case."
- Declaration that this action is in the "best interest" of the grantor agency and/or the Federal Government.
- Conflict of Interest Review

3.16 Emergency Purchase Definition

Emergency purchases are special situations that require special review and approval. At time incidents occur due to weather, equipment failures, etc., which create a threat to public health, welfare, safety, and or property. During these situations normal procurement requirements cannot be met. In the cases of emergencies, departments are to notify the City Manager and Finance Director as soon as possible to explain the situation and receive verbal approval to proceed with the purchase of equipment or service.

A. Authority: In case of an emergency as defined above, the City Manager may waive all provisions for competitive bidding. In such instances, the City Manager may delegate this authority to the appropriate Department Head. Emergency needs shall be purchased by informal open market procedure, as expeditiously as possible, at not more than commercial prices. When expenditures are \$25,000 or more, a full report of the circumstances necessitating the emergency action shall be presented to the City Commission at their next scheduled meeting.

3.17 Purchase Orders

A. Purpose: A purchase order is a document that states the terms and conditions of a proposed transaction and creates a contractual relationship between a vendor and the City. It describes the quantity and quality of the required goods and includes other information, such as shipping terms, delivery dates and location, and the prices quoted in the bid. Purchase Orders are approved by the Department Head or the Finance Director depending on the approval level needed.

B. When to use Purchase Orders: Purchase orders are required for all invoiced purchases of commodities, materials or supplies and services with an expected expenditure of City funds of \$2,500 or more unless otherwise described herein or using P-card.

C. Process: Purchase orders are issued by the Finance Department from the requisitions received.

D. Subsequent Changes or Cancellations: Whenever a change of any kind on a purchase order is required, the originating Department shall forward a memorandum that provides the information to be changed and a justification for doing so. **Only the Finance Director or his/her designee is authorized to change and/or cancel the original purchase order.**

E. Approval: Purchase Orders are approved for payment in accordance with final approval authority requirements set forth in this manual.

F. Receiving Procedure: When the material or service is delivered to the Department, the authorized agent of the Department, as assigned by the Department Head, shall inventory and inspect the delivery to ensure the material(s) and/or service(s) are as listed on the shipping document and are in acceptable condition.

If all materials are received in acceptable condition, the receiving Department shall receive these items according to proper procedures and proceed with payment to the vendor as soon as an invoice is received.

If materials and/or services received are damaged or defective, they should not be used. If possible, notation should be made upon the receipt in the presence of the delivery agent. Departments shall notify the Accounts Payable Clerk immediately when damaged or defective commodities are received.

3.18 Procurement Card Program

A. Introduction: The City Procurement Card Program is designed to improve the efficiency in processing small dollar purchases (under \$9,999.99 with Department Head authorization) from any vendor that accepts the VISA® Procurement Card. This program shall allow the cardholder to purchase approved commodities directly from our vendors. Each procurement card is issued to a named individual who is responsible for all purchases made with the card. The City is clearly identified on the card as the “Corporate” buyer of goods and services. Purchases are exempt from sales tax in the State of Kansas. The Finance Department shall monitor the performance of the program.

B. Purpose of Card: The purpose of procurement card guidelines and policies is to accomplish the following:

- Reduce the cost of high volume, low dollar amount transactions. The program helps reduce the use of check requests, petty cash, and small dollar purchase orders.
- Provide an efficient method of purchasing and paying for commodities and services.
- Reduce field crew travel time involving purchases.
- Reduce paperwork.
- Develop reasonable and enforceable policies, procedures, and audit controls. The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Instead, the program compliments the existing processes available.
- Increase the number of vendors immediately accessible by the City.
- Improve management reporting on low dollar amount transactions.
- Provide for disciplinary action if the procurement cards are misused.
- Ensure that the City bears no legal liability for inappropriate use of the procurement card.

NOTE: The policies and procedures provided herein are minimum standards for Departments. Department Heads may establish additional controls.

C. Conditions on Procurement Cards: All items purchased with the p-card must be for City use.

D. Prohibited Use of Procurement Cards: The following types of items **MAY NOT** be purchased with a City procurement card, no matter the dollar amount.

- Any item exceeding \$9,999.99 in value
- Cash advances, cash refunds
- Personal items
- Personal phone calls
- Local (Junction City) gasoline purchases
- “Split” purchases
- Any merchandise, product or service normally considered to be inappropriate use of City funds
- Alcohol

E. Violations for Abuse of a Procurement Card:

- Making purchases which exceed the cardholder’s specific dollar limit. It is the responsibility of the ordering Department to ensure all “extra” charges such as freight handling, set-up, etc., are considered before a procurement card transaction is made. A vendor’s willingness to honor a procurement card transaction exceeding the cardholder’s single transaction limit does not authorize the cardholder to make purchases.
- Purchases from vendors that create conflicts of interest - i.e. companies owned by the City employee or relatives or where the employee has or will gain or benefit directly or indirectly from the purchase.
- The City reserves the right to cancel anyone’s card at any time for any reason.

F. All cardholders must have a signed purchasing card user acknowledgement form on file.

G. Anti-Kickback – City buyers and personnel responsible for the acquisition of goods and services must abide by the City of Junction City Code of Ethics and act in a manner that brings the best overall value to city acquisitions and not solicit and/or accept personal gain from any procurement transactions. Questions or concerns about potential or perceived kickbacks should be referred to the Finance Director.

- “Kickback” as used in this policy means any money, fee, credit, gift, gratuity, thing of value, or compensation of any kind, which is provided directly or indirectly, to any city employee, subcontractor, or consultant for the purpose of improperly obtaining or rewarding favorable treatment in connection with award/purchase.

H. It is the supervisor’s or the department’s designated person’s responsibility to notify the City Treasurer of any terminated employee that has a City procurement card, so their account can be canceled. Same day notification is preferred, for the City’s protection.

3.19 SHIPPING & HANDLING PURCHASES

The City’s preferred shipping and handling term is ***FOB Destination Junction City***.

3.20 CONTRACTS

A. Definition: A contract shall mean any agreement enforceable by law between the City and one (1) or more outside parties, regardless of form or title, for the procurement of materials or

services. To be effective, a contract must include an offer and acceptance by competent parties and the furnishing of some good or service for an agreed monetary consideration.

B. Contract Approval: Only the Mayor or City Manager, after approval from the City Commission, is authorized to sign contracts over \$25,000 which binds the City for the procurement of goods and services unless a specific delegation or exemption is made by City Commission resolution, code, regulation, or letter of authority to another official or employee. Contracts under \$25,000 for day-to-day operation purchases may be approved and signed by the City Manager.

C. Contracts for Services: Before requisitioning approval of an individual or firm to provide services to the City, the Department should be certain that no violation of the policies set forth in this manual, or any law, including but not limited to Internal Revenue Service (IRS) regulations, will occur. Care must be taken to make sure the service contract does not establish an employer-employee relationship with the City. Generally, the following tests support a personal service contract with an individual:

- The individual has performed similar services on a contractual basis with other clients.
- The individual has paid tax withholding and social security withholding as a self-employed person and agrees to do so during its contract with the City; and
- The individual shall perform the duties independently without direct detailed supervision by the City to include independence in establishing work hours and location of performance of duties.

D. Contract Administration: Departmental contracts shall be administered by the using Department. The Department Head is responsible for designating the contract administrator (a.k.a. project manager) prior to the solicitation of personal service contracts. Public works projects shall be administered by the Public Works Director or designee. The Departmental contract administrator shall be responsible for assuring that the contractual relationship is completed successfully and in accordance with contract terms and conditions. The contract administrator may or may not be a City employee.

Among the activities of a contract administrator are the following:

1. Inspecting, accepting and recording contractor performance,
2. Communicating to and with contractors the City's requirements,
3. Evaluating contractor performance,
4. Notifying Department Head promptly of any disputes, failures to perform or other problems with contractors,
5. Documenting all activities of the contract and assuring copies of important documents are retained and/or forwarded to the City Clerk, and
6. Processing payments and contract close-out documents.

Unless otherwise described within this manual, it shall be the Department Head's responsibility to:

1. Maintain the City's record file of the contract,

2. Review and approve all requests for changes in delivery, price or specifications *before* any action is taken by the Department or contractor,
3. Create Purchase Order or price agreement
4. Resolve disputes with Contractors,
5. Issue any cure notices, demand letters or contract default/termination notices to Contractors.

E. Multiyear Contracts: Unless otherwise provided by law, a contract for supplies or services may be entered into for a period of time deemed to be in the best interest of the City, if conditions of renewal or extension are included in the solicitation. Payment and performance obligations for succeeding fiscal years shall be subject to availability and appropriation of funds thereof. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled, and the Contractor may be reimbursed for the reasonable value of any authorized non-recurring costs incurred. Annual service and product contracts may be renewed by the City Manager and City Attorney based on satisfactory performance of the contractor.

3.21 CONTRACT MODIFICATIONS (CHANGE ORDERS)

A. A Contract Modifications is necessary when there is a change in the quantity, cost, or scope of the item, service, or work provided under the contract.

B. Contract modifications shall be in writing and executed by all parties.

1. **Contracts under \$25,000.00**: Modifications resulting in a total cost for the contractual year of \$24,999.99 or less shall be approved by the City Manager.

2. **Contracts \$25,000.00 and Greater**: Any single modification for an increase of \$25,000.00 or more, or any change in contract scope shall be approved by the City Commission. Changes not associated with a change in the contract scope or less than \$25,000.00 must be recommended for approval to Procurement and Contract Services by the appropriate Department Head and approved by the City Manager. Any modification resulting in a decrease in costs may be approved administratively by the appropriate Department Head and the City Manager.

3. **Extensions**: Extension to contract term may be made with City and Vendor agreement at the same prices as the final renewal not to exceed one year. Said extension shall be in writing and executed by all parties. The approval levels shall determine the appropriate approvers for the extension.

CAUTION: All personnel working with contractors must be cautious about making "constructive changes" based upon their "apparent authority." Such changes might result from an innocent statement, such as, "I would like to see you do..." When the contractor proceeds to perform what it considered an instruction and bills the City for the change, a dispute may arise because the change was not properly approved, and funds are not available for it. Making such statement(s) may be create personal liability for the charges and be grounds for disciplinary action.

3.22 CHECK/ELECTRONIC PAYMENT REQUEST

A. Payment request finance system requests payment of an invoice by Departments to authorize the Finance Director or their designee to issue a payment to a vendor that has provided goods or services to the City. The payment request describes the reason for the expenditure and the total amount of the payment to be issued. Payment requests that may be issued prior to City Commission review and approval will be limited to the following transactions unless approved by the Finance Director or City Manager:

- Monthly P-card or other payments
- Utility services - electric, gas, phone, etc.
- Insurance
- Bond/interest payments
- Loan Payments
- Refunds
- Recording Fees
- Post Office, Postage or mailing fees
- Tax distribution disbursements
- Rent payments
- Any Court ordered payment

B. When to use Payment Requests: **A payment request should be used when the use of a City P-card is not possible or practicable.** They may only be used for invoiced payments for specific commodities, materials or supplies and services as described herein.

C. Process: The Department requesting the issuance of the payment shall enter a request into City finance system. The associated receipt should have the Department Head's approval either via Incode or Initials on the invoice.

D. Approval: Payment requests must be approved for payment in accordance with final approval authority requirements set forth in this manual under purchasing authorization (section 3.02)

3.23 SUSPENSION AND DEBARMENT

When using grant funds, the City of Junction City shall not make any award to any contractor or individual who has been suspended or debarred and whose name appears on the GSA List of Parties Excluded from Federal Procurement and Non-procurement Programs, i.e., debarred and suspended.

Debarment is an exclusion from participation in all Federal programs for a reasonable and specified time-period commensurate with the seriousness of the violation or failure to perform on other contracts. Debarment may be imposed for violation of contract clauses, including equal employment opportunity provisions, acceptance of contingent fees, or other serious contract violations. The Secretary of Labor may also debar a contractor based on violation of the labor standards regulations.

Suspension means a disqualification from all Federal programs for a temporary time-period because of adequate evidence that the contractor engaged in criminal, fraudulent, or other very serious misconduct. A contractor is suspended pending investigation and appropriate action. All suspensions are temporary, pending the completion of an investigation and such legal proceedings as may ensue.

Before a contract is awarded, the City of Junction City shall check to determine if contractor/individual has been suspended or debarred. A person or contractor that have been suspended or debarred from Federal programs will show up on the GSA website: www.sam.gov.

SECTION 4 - INVESTMENTS

This cash management and investment policy applies to all money and other financial resources available to the City of Junction City for deposit and investment on its own behalf or on behalf of any other entity or individual.

4.01 OBJECTIVES

The primary objectives of City Finance's cash management and investment activities are, in order of priority:

- To conform with all applicable federal, state, and other legal requirements (legality)
- To adequately safeguard principal (safety)
- To provide sufficient liquidity to meet all operating requirements (liquidity)
- To obtain a reasonable rate of return (yield).

4.02 DELEGATION OF AUTHORITY

In accordance with Municipal Code and all relevant laws and common professional standards and procedures, responsibility for administration of the cash management and investment program is delegated to the City Treasurer, who shall establish procedures for the operation of the cash management and investment program consistent with these cash management and investment policies. Such procedures shall include an internal control structure adequate to provide a satisfactory level of accountability, maintaining records incorporating descriptions and amounts of investments, transaction dates, and other relevant information and regulating the activities of subordinate employees.

4.03 PRUDENCE

All participants in the cash management and investment process shall act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the City.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the cash management and investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall avoid any transaction that might impair public trust. As public trust is an important agreement in the investment policy, all participants in the investment process shall seek to act responsibly as custodians of the public trust by eliminating all speculation.

4.04 INTERNAL CONTROLS

The City Manager or their designee is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a

control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The City Manager or their designee shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a. Transaction authority
- b. Custodial safekeeping
- c. Written confirmation of transactions for investments and wire transfers

4.05 AUTHORIZED FOR INVESTMENTS

The Investment Officer may invest in the following:

1. City of Junction City - Idle Funds
 - a. Investments authorized by K.S.A. 12-1675, and amendments thereto.
2. City of Junction City - Proceeds of bonds or temporary notes
 - a. Investments authorized by K.S.A. 10-131, and amendments thereto.
3. Cemetery Endowment
 - a. Investments authorized by K.S.A. 12-1675, and amendments thereto.
 - b. Investments authorized by K.S.A. 12-1410, and amendments thereto.
4. Trust Funds
 - a. Investments established in trust agreements and in accordance with K.S.A. 12-1438 and amendments thereto.
 - b. Investments allowed by K.S.A. 12-1675, and amendments thereto.

4.06 MATURITIES

Assets of the City may be invested in instruments whose maturities do not exceed the maximum allowed by Kansas Law. Investment maturities shall be scheduled to coincide with projected cash flow needs.

4.07 DESIGNATION OF DEPOSITORIES

The City Treasurer may invest idle funds with depositories having offices located in the City of Junction City as provided by K.S.A. 9-1401. Prior to deposit, the governing body shall pass a resolution naming the banks that shall serve as a depository of City funds. This resolution shall also name the individuals who may sign on behalf of the City of Junction City. All financial institutions and dealers which the City conducts business must meet or exceed the following rating requirements of at least one of the nationally recognized rating organizations ("NRSRO" listed below for long-term debt having a term of one year or more):

NRSRO

Long-Term Debt Rating

Standard & Poor's

A+

Banks shall provide their first recent Consolidation Report of Condition (aka Call Report) at the request of the City. Security dealer not affiliated with a bank shall be classified as reporting dealers affiliated with the Kansas City Federal Reserve, as primary dealers. The City Treasurer and the Finance Director are responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners, and custodians. The City Commission shall evaluate such listing at least annually.

4.08 PERMITTED INVESTMENTS

Investments shall be made to ensure the availability of funds on a timely and adequate basis for payments of general expenditures and capital outlay projects, both short term and long term, in an expeditious manner.

The following investments may be made with City funds as authorized by KSA 12-1675 and 12-1677b:

- Bank Time Deposits or Certificates of Deposits that are collateralized, meeting the provisions as set forth by KSA 9-1402
- Repurchase agreements
- Municipal Investment Pool Fund
- United States Treasury Bills, Notes, Bonds, or Strips
- US Government Agency and Instrumentality Obligations

Investments in securities described in United States Treasury Bills, Notes, Bonds, or Strips and US Government Agency and Instrumentality Obligations must be acceptable as security for public funds and shall not be in mortgage-backed securities. In addition, they should not have any more interest rate risk than do direct US Government Obligations of similar maturity. All investments must be collateralized one hundred ten percent (110%) of all amounts over the FDIC coverage to ensure City deposits are secured at all times, event with market fluctuations of securities. All securities shall be physically held by the City Treasurer or investment officer.

4.09 COMPETITIVE PLACEMENT OF FUNDS

It is in the interest of the City to solicit competitive rate quotations for all investment purchases, consistent with state statutes. The city will maintain a list of interested bidders. Financial institutions may call the City Treasurer to request to be added to the list. Financial institutions that are eligible to bid on the City's investments will consist of banks, trust companies, savings and loan associations, or savings banks with a main or branch office located in the City. Bids received from local financial institutions will be compared to the public funds investment rate. If a bid is greater than to the public funds investment rate, the financial institution with the highest bid is awarded the investment. Financial institutions within the City will take precedence over the county financial institutions. If no bids from eligible financial institutions are greater than or equal to the public funds investment rate, bids from financial institutions offering investment instruments may be pursued.

4.10 PURCHASE OF INVESTMENTS

Investments shall be made to ensure the availability of funds on a timely and adequate basis for payments of general expenditures and capital outlay projects, both short term and long term, in an expeditious manner. Cash flow needs will be projected based upon the weekly or monthly amount of claims paid, the biweekly payroll, bond maturities and anticipated revenue. The local depositories must meet or exceed the public fund investment rate of the Kansas Municipal Investment Pool or the city may invest in such investment pool to maximize the City investments.

4.11 DIVERSIFICATION

It is the policy of the City to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling. Institution:

- No more than 55% of the overall portfolio may be deposited in a single bank, except in the case of money center banks, for which the limit is 75%.

Instrument:

- No more than 55% of the overall portfolio may be invested in cooperative investment programs
- No more than 25% of the overall portfolio may be invested in the securities of a single issuer, except the United States Treasury or the Kansas Investment Pool. The 55% limitation does not apply to U.S. Treasury or Agency obligations held in safekeeping by an institution on behalf of the City. These funds are backed by the United States Government and do not require additional collateralization.

Maturity:

- No more than 25% of the portfolio may have a maturity beyond twelve months
- The average maturity of the portfolio shall never exceed one year
- At least 10% of the portfolio shall be invested in overnight instruments or marketable securities that can be sold to raise cash on one business day's notice.

4.12 REPURCHASE AGREEMENTS

Repurchase agreements must be entered to in accordance with KSA 12-1675 and are subject to the following restrictions:

- All repurchase agreements be made with banks, saving and loan associations and savings banks, which have main, or branch offices located in such investing governmental unit, for direct obligations of, or obligations that are insured as to principal and interest by the United States government or any agency thereof, and must be on a delivery versus payment basis. All securities must be perfected in the name of the City and delivered to the City.
- The City will limit its investment in repurchase agreements to no more than 50% of its portfolio.

4.13 RISK

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. In the event of a default by a specific issuer, the Investment Officer shall review and, if appropriate, proceed to liquidate securities having comparable credit risks.

To control market price risks, every investment shall be made with a "buy and hold" strategy. Only 25% of the City's portfolio may be invested in maturities greater than one year.

To control risks of illiquidity, a minimum of 10% of the total portfolio shall be held in highly marketable U.S. Treasury Bills, overnight repurchase agreements, money market deposit accounts, bank certificates of deposit or government investment pools. Non-marketable investments with maturities beyond one year shall not exceed 25% of the portfolio.

4.14 SAFEKEEPING, CUSTODY AND PLEDGING

The assets of the City in Federal Book Entry Form shall be secured through third-party custody (the “Custodial Bank”) and safekeeping procedures. The City will enter into a written contract establishing the responsibilities of the custodial bank holding collateral for deposits (the “Custodial Agreement”).

Securities not backed by the full faith and credit of the United States of America, including but not limited to, repurchase agreements and bank certificates of deposit shall be collateralized through the issuance of bank deposit guaranty bonds or joint custody receipts pledged to the City with a market value in an amount equal to or greater than the investments.

Physical securities in registered form shall be held by the City Manager or their designee in a lock box, within the City’s vault. City Manager or their designee shall be bonded. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure. Safekeeping procedures shall be reviewed annually by an independent auditor.

4.15 PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the parameters specified within this policy. A quarterly report outlining investment activity shall be prepared. Such report shall contain sufficient information to evaluate the performance of the investment program and verify that investment officials have acted in accordance with the investment policy and written investment procedures.

4.16 POLICY CONSIDERATIONS

Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

4.17 REPORTING OF INVESTMENTS

The City Manager or their designee shall generate a report for management purposes whenever the city invests or whenever an investment matures. The report will list all City investments including the purchase date, principal, maturity, interest rate, and institution of the investment.

At minimum, the City Manager or their designee shall provide a quarterly report listing data on investment instruments being held, as well as any narrative necessary for clarification.

SECTION 5 - CAPITAL ASSETS AND IMPROVEMENT

This policy is to establish the principles related to the accounting treatment of our capital assets.

5.01 DEFINITIONS

CAPITAL ASSETS: These are defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems, water and sewer systems, electrical generation production machinery and equipment, and electrical distribution systems and associated equipment.

LAND AND LAND IMPROVEMENTS: This is the cost established by the Finance Director that must be met or exceeded if an asset is to be recorded and depreciated as a capital asset. Construction in progress will not be depreciated. All other capital assets will be depreciated over their estimated useful lives, as established by the Finance Director using the straight-line depreciated method of depreciation. In no event shall the useful live of an asset be less than the period of probable usefulness established for debt purposes as defined in the Kansas State Finance Law.

CAPITAL THRESHOLD: This is the cost established by the Finance Director that must be met or exceeded if an asset is to be recorded and depreciated as a capital asset. The capitalization threshold is based on the cost of a single asset. Assets that do not meet the capitalization threshold will be recorded as expenditures or expenses. For purposes of property control (insurance, security, etc.), the Finance Director, with assistance from the department heads may develop and maintain the appropriate record keeping system(s) to account for assets which do not meet the capitalization threshold.

Capital Assets that meet the minimum threshold will be recorded at historical cost. The cost of a capital asset includes capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition, such as freight and transportation charges, site preparation costs, and professional fees. Donated capital assets will be recorded at their estimated fair value at the time of their acquisition, including any ancillary charges. Estimated historical cost may be used in those cases where the actual historical cost is not readily available. Estimated historical cost will be calculated using current replacement cost of a similar asset and deflating this cost to the acquisition year (or estimated acquisition year) using a price-level index approved by the Finance Director.

Capital assets associated with the operation of enterprise funds will be recorded in those funds. Capital assets associated with general government operations, with the exception of infrastructure assets, will be recorded in the appropriate internal service fund(s). Infrastructure

assets will not be recorded in a governmental or proprietary fund, but the Finance Team will establish and maintain the record keeping system necessary to allow for the accounting, auditing, and reporting of such assets, including depreciation.

5.02 CAPITALIZATION CRITERIA AND THRESHOLD

1. For purposes of budgeting and accounting classification, the following criteria must be met in order to be capitalized:
 - a. The asset is owned by the City
 - b. Have an estimated useful life of at least two years following the date of acquisition
 - c. The total cost of the asset must be at least \$5,000
 - d. The asset must be tangible

The Capitalization Threshold is applied to individual units of capital assets. For example, if you order ten of one item through a single purchase order, each costing \$1,000, will not qualify for capitalization even though the total (\$10,000) exceeds the threshold of \$5,000.

On-going repairs and maintenance are not capitalized. Improvements to existing capital assets will be presumed (by definition) to extend the useful life of the related fixed asset, and therefore, will be subject to capitalization only if the cost of the improvement meets the \$5,000 threshold.

Capital projects will be categorized as Construction in Progress until the project is substantially complete, accepted, and placed in service. At that point the costs will be capitalized into the appropriate asset classification.

Asset Classification:	Useful Life:
• Building & Improvements	10-30 Years
• Equipment & Furniture	3-20 Years
• Vehicles	5-10 Years
• Infrastructure	10-50 Years
• Software	5-10 Years

5.03 DISPOSAL OF SURPLUS PROPERTY

The final step in the procurement cycle is disposition of an item or items when they are no longer useful to the City. The timely identification of surplus and obsolete material(s) is essential to an effective disposition program. Delayed identification ties up capital, results in higher maintenance and salvage costs and further deterioration of the item.

A. Policy: The City Manager or their designee is authorized to conduct and monitor the City's surplus property program. The following are the City's general policies for disposition of surplus:

1. The City Manager or their designee may transfer, sell, exchange, or destroy any surplus, obsolete, abandoned, or confiscated property without competitive bidding if such property has a value of less than \$1,000. Such property may be disposed of by

appropriate methods as determined by the City Manager or their designee to be in the best interest of the City.

2. No property shall be sold without receiving competitive bids if the value is \$1,000 and greater.

B. Methods of Disposal: When items become excess, obsolete, or surplus, the using Department must report them to the City Manager or their designee. In cases of disposal of items with an original purchase cost of \$5000 or more, the City Manager or their designee shall be notified in order to update the Department's Fixed Asset Accounts. The following are the methods of disposition that may be used for the items:

a. Transfer: Transferring to another Department with a use for the item is the best method of disposition. The City Manager or their designee shall periodically circulate a list of items available for transfer. A Department wishing to accept an item available for transfer shall notify the City Manager or their designee and receive approval for the transfer. Both the transferring and receiving Departments must update their inventory records to document the disposition of the item.

b. SALE: There are several methods of selling excess and surplus items.

1. Auctions. The City may contract with auctioning service or auction via on-line internet service to sell items to the highest bidder.

2. Sealed Bids. The City Manager or their designee may determine that items shall be sold at a sealed bid sale. Public notice of the sale is made, and solicitations are issued to prospective bidders.

3. Commercial Markets. The City Manager or their designee may determine that items may be offered for sale by consignment to established commercial markets. Candidates for this method of sale include antiques, art and specialized equipment.

4. Sale of Scrap. Many items that are no longer usable may have a residual value. The Finance Director may arrange for the sale of scrap items. Any revenue generated from the sale of scrap must be deposited into an official City account in a timely manner.

5. Posted Prices. From time to time, where there is no regular market and demand is erratic, an item may be marked with a pre-established price and sold to the public on a first-come basis.

c. Trade-in: The City Manager may determine that it is advantageous to the City to seek bids on replacement items with the bidders allowing/offering trade allowances. Award may be made in the manner that is most advantageous to the City.

d. Cannibalization: Disassembling an item to use its components for repair or maintenance of a similar item is authorized only if cannibalization has more value and benefit than disposal or trade-in of the item.

e. Donation: Only the City Commission may dispose of an item by donation to a party outside of City government if the item has a value of \$5,000 or more. Donation of items valued at less than \$5,000 shall be approved by the City Manager.

f. Waste Disposal Hazardous Materials: There are strict federal and state laws regarding the disposal of hazardous materials. Disposal of Hazardous Materials shall be directed by the City Manager or their designee. Departments shall contact the Fire Chief or Environmental Specialist before moving, transferring or selling any hazardous materials.

h. Allocation of Proceeds: Unless otherwise directed by the City Commission or required by a grant, the proceeds from the disposition of surplus or excess property shall be

deposited in the City's general fund., unless prohibited by funding regulation or inventory item purchased from special revenue or grant funds.

- i. Sales to Employees: To avoid any appearances of impropriety in the disposition program, employees of the City may not purchase items unless the sale is to the highest bidder at a public or on-line auction, or by sealed bid after appropriate public notification of the sale.
- j. Disposal of Grant Funded Equipment: When equipment was purchased using funds from State or Federal grant funds, the provisions of the grant must be followed during disposal. It is the disposing Department's responsibility to notify City Manager or their designee of any grant provisions that must be followed. If required by the grant provisions, proceeds from disposal may be returned to the grant-funding agency or Department.
- k. Disposal of damaged equipment: See cannibalization.
- l. All methods of disposal will be prohibited if funding source limits or restricts the method. The City must follow the limitations set forth by the funding agency.

5.04 INVENTORY MANAGEMENT

It is strongly encouraged that each Department Head inventory assets above \$4,999.99. For the purpose of property control, the Department Head should develop and maintain a record keeping system(s) to account for assets.

SECTION 6 - DEBT MANAGEMENT

The City will maintain a high credit rating in the financial community to 1) assure the City's taxpayers that the City government is well managed and financially sound; 2) obtain reduced borrowing costs.

6.01 DEBT FINANCING

Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The City will use debt financing only for one-time capital improvement projects and unusual equipment purchases, and only under the following circumstances:

- when the project is included in the City's five-year Capital Improvement Plan; or
- when the project involves acquisition of equipment that cannot be purchased outright without causing an unacceptable spike in the property tax rate, or unacceptable depletion of reserves; or
- when the project is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the City; and
- when the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing; and
- When there are designated revenues sufficient to service a debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

Whenever appropriate, the City should seek to issue debt that can be repaid from special assessments, enterprise fund revenues, or other sources other than a general tax levy from real property.

Annual operating budgets in all funds will be maintained so as to ensure the full and timely repayment of debt principal and interest due the year.

6.02 DEBT CRITERIA

The following criteria will be used to evaluate pay-as-you-go versus debt financing in funding capital improvements:

Factors which favor pay-as-you-go financing include circumstances where:

- the project can be adequately funded from available current revenues and fund balances.
- the project can be completed in an acceptable timeframe given the available revenues.
- additional debt levels could adversely affect the City's credit rating or repayment sources; or
- market conditions are unstable or suggest difficulties in marketing a debt.

Factors which favor long-term debt financing include circumstances where:

- revenues available for debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained.
- market conditions present favorable interest rates and demand for City debt financing.

- a project is mandated by state or federal government and current revenues or fund balances are insufficient to pay project costs.
- a project is immediately required to meet or relieve capacity needs and existing un-programmed cash reserves are insufficient to pay project costs; or
- the life of the project or asset financed is five years or longer.

6.03 NET INTEREST

City debt will be structured to achieve the lowest possible net interest cost to the City given market conditions, the urgency of the capital project, and the nature and type of any security provided. City debt will be structured in ways that will not compromise the future flexibility to fund projects. Moreover, to the extent possible, the City will design the repayment of its overall debt issues so as to rapidly recapture its credit capacity for future use.

6.04 BENCHMARKS

The decision on whether or not to assume new general obligation or Public Building Commission bonds shall, in part, be based on (a) costs and benefits, (b) the current conditions of the municipal bond market, and (c) the City's ability to assume new general obligation bonds as determined by the aforementioned benchmarks.

6.05 REVENUE BONDS

The City may issue bonds secured solely by dedicated non-ad valorem revenue streams if doing so will yield clearly identifiable advantages. For the City to issue revenue bonds, a primary objective will be to minimize risk through the use of adequate coverage requirements while remaining in compliance with overall debt management policy objectives. The City will adhere and where necessary take actions to ensure compliance with all outstanding revenue bond covenants.

6.06 SPECIAL ASSESSMENTS

The City shall maintain a watchful attitude over the issuance of special assessment bonds for benefit district improvements (see City Development Policy).

6.07 DEBT LIMIT

The City shall not exceed the Kansas statutory limit of 30% of the City's assessed valuation as per KSA 10-308 through 10-311 and 10-427 and any other applicable laws.

6.08 CAPITAL DEBT

The City will consider debt financing for the acquisition, replacement, or expansion of physical assets (including land) only if a capital project has a useful life longer than the term of the bond issue supporting it. Debt will be used only to finance capital projects and equipment, except in the case of unforeseen emergencies. Debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed.

6.09 DEBT PERIOD

City debts will be amortized for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users, and in keeping with other related provisions of this policy. The City normally shall issue bonds with a maximum life of 20 years or less for general obligation bonds and revenue bonds, and 20 years or less for special assessment bonds.

6.10 BALLOON PAYMENTS

Unless specific compelling reasons exist, there shall be no "balloon" bond repayment schedules, which consist of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal repayment starting no later than the second fiscal year after the bond issue.

6.11 BOND CALL AND REFUNDING

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the City. Unless specific compelling reasons exist, all bonds shall be callable only at par. Periodic reviews of all outstanding debts will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management.

City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debts. As a general rule, current refunding will be undertaken only if the present value savings of a particular refunding will exceed 2% of the refunded principal. As a general rule, advance refunding will be undertaken only if the present value savings of a particular refunding will exceed 2% of the refunded principal.

Refunding issues that produce a net present value savings of less than targeted amounts may be considered on a case-by-case basis. Refunding issues with negative savings will not be considered unless a compelling public policy or financial management objective is served by the refunding.

6.12 BOND AMORTIZATION

At a minimum, the City will seek to amortize general obligation bonds with level principal and interest costs over the life of the issue. Pushing higher costs to future years in order to reduce short-term budget liabilities will be considered only when natural disasters or extraordinary or unanticipated external factors make the short-term cost of general obligation bonds prohibitive.

6.13 PLEDGE REVIEW

Any capital financing proposal of a City department, agency, or utility involving the pledge or other extension of the City's credit through sale of bonds, execution of loans or leases, or otherwise involving directly or indirectly the lending or pledging of the City's credit, shall be referred to the City Manager or their designee for review before such pledge is considered by the City Commissioners.

6.14 BOND & INTEREST FUND

All payment of general obligation bonds and special assessment bonds shall be from the City's Bond & Interest Fund. The fund balance in the Bond & Interest Fund will be maintained at a level equal to or greater than 5% of the total principal and interest payable from that Fund for the upcoming semi-annual debt service payment. Furthermore, the fund balance will be managed to eliminate or minimize arbitrage rebate liability.

6.15 BOND COUNSEL

The City will utilize external bond counsel for all debt issues. All debts issued by the City will include a written opinion by Bond Counsel affirming that the City is authorized to issue the debt, stating that the City has met all Federal and State constitutional and statutory requirements necessary for issuance, and determining the federal income tax status of the debt.

6.16 FINANCIAL ADVISOR

Financial Advisor(s) shall be utilized at the City Manager's discretion. The utilization of the financial advisor(s) for each debt issuance will be at the discretion of the City Manager or their designee on a case-by-case basis. For each City bond sale, the financial advisor will provide the City with information on pricing and underwriting fees for comparable sales by other issuers.

6.17 TEMPORARY NOTES

Use of short-term borrowing, such as temporary notes, will be undertaken only in the event of extreme financial emergency or if the transaction costs plus interest on a debt are less than the cost of internal financing, or available cash or reserves are insufficient to meet both project needs and current obligations. Temporary Notes may only be used to finance a project for four years or less and follow Kansas budget law.

6.18 CREDIT ENHANCEMENT

Credit enhancement (letters of credit, bond insurance, etc.) may be used if the costs of such enhancements will reduce the net debt service payments on the bonds or provide other significant financial benefits to the City.

6.19 LEASE/PURCHASE AGREEMENTS

The use of lease/purchase agreements in the acquisition of vehicles, equipment and other capital assets shall be considered carefully relative to any other financing option or a "pay-as-you-go" basis. The lifetime cost of a lease typically will be higher than other financing options or cash purchases. Nevertheless, lease/purchase agreements may be used by the City as funding options for capital acquisitions if operational or cash-flow considerations preclude the use of other financing techniques.

6.20 SALE OF BONDS

The City, as a matter of policy, shall seek to issue its general or revenue bond obligations in a competitive sale unless it is determined by the Director of Finance that such a sale method will not produce the best results for the City. In such instances where the City, through a competitive bidding for its bonds, deems the bids received as unsatisfactory or does not receive bids, it may, at the election of the Director of Finance, enter into negotiation for sale of the bonds.

6.21 ARBITRAGE

Federal arbitrage legislation is intended to discourage entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the City will not issue obligations except for identifiable projects with very good prospects of timely initiation. Temporary notes and subsequent long-term bonds will be issued timely as project contracts are awarded so that debt issues will be spent quickly.

6.22 FINANCIAL DISCLOSURE

The City is committed to full and complete primary and secondary financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, City departments and agencies, other levels of government, and the general public to share clear, comprehensible, and accurate financial information. The City is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.

Official statements accompanying debt issues, Comprehensive Annual Financial Reports, and continuous disclosure statements will meet (at a minimum), the standards articulated by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, the Securities and Exchange Commission (SEC), and Generally Accepted Accounting Principles (GAAP). The Finance Director shall be responsible for ongoing disclosure to established national information repositories and for maintaining compliance with disclosure of standards promulgated by state and national regulatory bodies.

6.23 MANAGEMENT RESPONSIBILITY

It shall be the responsibility of the City Manager, Finance Director, City Clerk and City Treasurer to maintain all necessary documents associated with the issuance of city debt.

The City Manager shall submit for consideration by the City Commission a fiscal impact statement prior to any City Commission action to authorize a project involving the issuance of debt. The fiscal impact statement shall contain, at a minimum, an estimate of the debt service levy to be required at the time of long-term debt issuance and a calculation showing the impact of the additional levy on the existing debt service levy or the projected user fee rate increases in the case of revenue bond financing, and the impact on any bond debt limitations or requirements set forth by policy or state laws.

SECTION 7 - RISK MANAGEMENT

7.01 RISK MANAGEMENT AND COMMUNICATION POLICY

A. Definition: Risk Management functions to protect City resources such as employees, buildings, equipment, infrastructure, vehicles, and financial assets. The City will manage its risk and limit risk exposure in a professional and prudent manner.

B. Risk Assessment: The City shall make diligent efforts to protect and preserve City assets against losses that could deplete City resources or impair the City's ability to provide services to its citizens. The City shall reduce its exposure to liability through training, safety programs, risk financing and the transfer of risk when cost effective.

C. Risk Management Tools: When cost effective, the City shall manage its exposure to risk through self insurance and/or the purchase of traditional insurance in the following areas:

- General liability
- Automobile liability
- Public officials' errors and omissions
- Police professional liability
- Property loss and workers' compensation
- Employee health
- Short-term disability

D. Hold Harmless: When cost effective, the City will further control its exposure to risk through the use of hold harmless agreements in City contracts and by requiring contractors to carry liability insurance.

E. Risk Management Broker: When cost effective, the City will utilize the services of a Risk Management Broker. The Risk Management Broker will examine, analyze, and advise on all aspects of the City's risk exposure. The Risk Management Broker shall be retained under a fee-for-service contract and will not receive a commission. The Risk Management Broker services shall be retained on a year-to-year basis and re-bid every three (3) years.

7.02 CONTRACT REVIEW AND ADMINISTRATION POLICY

Contracts are required whenever the City agrees to specific ongoing terms or desires to bind a vendor or consultant to specific terms in conjunction with the purchase of goods or services, regardless of the purchase amount. Contracts are not necessary when a purchase is simply the payment of money in exchange for goods and there are no other obligations placed on either party.

All contracts, leases, and rental agreements must be reviewed by management, approved as to form by the City Manager or their designee, and approved by the City Commission. An original or a certified copy of each signed agreement will remain on file with the City Clerk.

All contracts shall be reviewed annually for compliance and reauthorization, if required.

SECTION 8 - OTHER FINANCIAL POLICES

8.01 WIRE TRANSFERS

The City receives wire transfers from various entities including the State of Kansas and the Federal Government.

The State of Kansas sends sales tax proceeds monthly to the city via wire. The financial institution verifies the receipt and notifies the City. Within one to two days the State sends a letter with the breakdown of city and county tax monies. The City Treasurer upon receipt of the letter from the State of Kansas prepares and posts a journal entry using the date of receipt. The Finance Director shall verify the receipt of sales taxes monthly.

Federal funds are received for the various grant programs. These funds are requested via reimbursement request forms by city staff. The City Treasurer verifies receipts of these funds during the monthly checking account reconciliation. In addition, the Finance Director monitors the receipts of these funds.

The City receives funds two times per month via ACH water bill payments from utility customers and other receivables. An electronic file is prepared and uploaded to our bank for processing. The City Treasurer verifies the accuracy of these collections by comparing the deposit to the general ledger.

The City has a Direct Payroll Program utilizing ACH transactions. The data processing department prepares a payroll file and uploads the file to the bank. On payday (biweekly) funds are debited from the city's bank account and distributed to employees on the program. The files are uploaded by one staff member and approved by a second staff member to prevent fraud. Monthly the City Treasurer verifies the amount paid by comparing the hard copy of direct payroll to what was actually taken from the City's bank account.

The City pays for General Obligation and Revenue Bonds by authorizing the State of Kansas to debit the City's bank account via ACH and debit the City's municipal investment pool account. The State of Kansas debits the City's bank account one day before the due date. The Finance Director or designee shall verify the payment of bonds in the monthly reconciliation. In addition, the City is audited by an independent accounting firm that specifically reviews bond transactions.

The City Treasurer wires monies between local financial institutions and the State of Kansas. All wire transfers must be approved by the Finance Director.

8.02 PAYMENT IN LIEU OF TAXES

All payment in lieu of taxes must meet Kansas Statute requirements and generally apply to industrial revenue bonds. The following outlines the basic procedure for establishing a payment in lieu of taxes:

A. Upon final approval of the requested tax exemption by the City Commission, the City Clerk will provide a copy of the Ordinance authorizing said exemption and a copy of the final Payment in Lieu of tax agreement to the County Appraiser.

B. Upon receipt of the final order from the Kansas Board of Tax Appeals exempting property from ad valorem property taxes pursuant to the issuance of Industrial Revenue Bonds, the County Appraiser shall annually determine, for each property exempted, by property type as identified in the Agreement for Payment In Lieu of Taxes, the appraised value, the assessment percentage, the assessed value, the exemption percentage, and the In Lieu of value. For existing buildings with additions or improvements, the County Appraiser shall also identify the ratio between the Pre-Improvement Value and the Improvement value for the first year of the exemption period. The In Lieu of value shall be the total of the assessed values of various classes of property identified in Section 2 of the Agreement for Payment In Lieu of Taxes multiplied by the payment in lieu of taxes percentage identified for that property. In each succeeding year, The County Appraiser shall, on or before July 1, certify to the Clerk the appraised value, the assessment percentage, and the assessed value, itemized by property owner and bond issue, on a form to be provided by the City.

C. The City shall review information provided by the County appraiser for completeness, consistency, and accuracy to the extent they are able to determine. The Clerk shall, at the time of certification of other ad valorem property taxes, certify said information to the County Clerk, in essentially the same format provided in Attachment 1, accompanied by the electronic version of the same information.

D. The County Clerk shall determine the final amount of in lieu of tax due, based on the in lieu of value and the final total mill levy rate for all taxing entities having jurisdiction over the subject property. The County Clerk shall certify to the County Treasurer, as a special in lieu of tax, at the same time as certifying other taxes, the amount due for each property. Along with said certification, the County Clerk shall transmit to the County Treasurer the previously identified spreadsheet, on which the distribution of in lieu of taxes has been calculated.

E. The County Treasurer shall bill the amount due out as in lieu of taxes. Upon receiving payment of the same, the County Treasurer shall apportion said payment among all of the taxing jurisdictions having authority over the subject property.

F. The County Treasurer shall, on or before January 31 of each year, provide a report to the City Treasurer and City Manager showing the amount of in lieu of taxes billed and paid during the previous twelve (12) months, by taxpayer, and note any delinquencies thereon.

G. Nothing in this agreement shall preclude mutually acceptable administrative adjustments to the procedure to provide for increased efficiency of the process, so long as the intent and purpose of this agreement is maintained. The agreement shall continue in force until notice of termination is provided by either party of at least 30 days notice of its intention to do so prior to July 1st of any year.

8.03 INTERGOVERNMENTAL REVENUES

Many service costs of the City are influenced by other governments, either because of service overlap or service mandates imposed by the county, state, or federal government. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants while aggressively opposing mandates that distort local service priorities.

The City will refrain from using grants to meet ongoing service delivery needs. In particular, the City will not apply for grants that involve the hiring of personnel either on a one-year or multi-year basis for which the City will ultimately have to provide the total cost of hiring personnel without first having ascertained whether or not future funds will be available to offset the expense of hiring additional personnel. A judgment will also be made prior to applying for such a grant as to whether additional personnel are indeed needed on a long-term basis for the best service provision to the citizens of the City. In the City's financial planning, grants will be treated in the same manner as all other temporary and uncertain resources and will not be used to fund ongoing, basic service needs.

All grant agreements will be reviewed by the City Manager or their designee(s), and sponsoring department to ensure compliance with state, federal, and City regulations.

When possible, the City will budget expenditures for grant-funded programs only after the grant award notice or letter of commitment has been received, and only for the amount of the grant award. City overhead or indirect costs for grant-funded programs may be included in grant proposals, where permitted.

The City will aggressively oppose state or federal actions that mandate expenditures which the City Commission considers unnecessary. The City will pursue intergovernmental funding to support the incremental cost of those mandates.

The City will work with other governments to identify the jurisdiction most capable and appropriate to provide specific public services. All intergovernmental agreements and contracts for service delivery will be brought forward to the City Commission for approval.

8.04 ECONOMIC DEVELOPMENT

The City's economic base is an important element in determining the City's credit rating and has a dramatic influence on the City's financial health.

The City shall continue to expand and diversify its economic base by attracting industrial and commercial firms. Special emphasis should be given to industrial and commercial enterprises that will employ the local labor force. Additional emphasis shall be made to recruit and expand the available workforce. Such business and industry will be in accordance with the plans and ordinances of the City.

The City may partner with the County in funding the Junction City Economic Development Corporation to provide the current economic development incentives as spelled out in the Economic Development Policy.

The City will perform a fiscal impact analysis on each economic development investment that evaluates the economic costs, economic benefits, intrinsic benefits, and the levels of each type of risk associated with the economic development investment.

8.05 SECURING INFORMATION

Credit cards should not be kept on file as a general practice. If a legitimate reason is needed to retain a customer's credit card number, this must be reviewed and approved by the City Manager and the number must be filed in a secure location (under lock and key.) Credit card numbers

must not be stored electronically, i.e., in a spreadsheet, database, or anywhere on a computer or network, with the exception of HIPPA documentation requirements. Once approved credit card retention is no longer needed, the credit card number should be cross-shredded. Additionally, any written credit card number should be cross shredded to prevent this information from getting into the wrong hands.

All banking information for both vendors and employees should be kept in a secure location, which includes lock and key. Forms with banking information must not be stored electronically, i.e., in a spreadsheet, database, or anywhere on a computer or network, with the exception of HIPPA documentation requirements. We need to do our best to ensure the safekeeping of this confidential information.

SECTION 9 – CONFLICT OF INTEREST

9.01 DEFINITION

PUBLIC OFFICIAL: All City of Junction City elected and appointed officials, including but not limited to member of the City Commission, Boards, Committees, and all City employees.

9.02 OBJECTIVE

City government exists to provide services to the public. Public acceptance of those services is based on public trust in Public Officials. Public trust is established through the effective operation of government and appropriate conduct by Public Officials. To that end, the City strives to foster an organizational culture base on honesty, integrity, professionalism, fairness, an accountability.

9.03 DETAILS

Accordingly, no Public Official shall do any of the following:

- (1) Take any action in violation of the United State Constitution, the Kansas Constitution, federal law, federal regulations, state low, state regulations, local ordinance, local regulations, or City policy.
- (2) Give special consideration, treatment, or advantage to any person or vendor beyond that which is available to every other person/vendor.
- (3) Used information obtained as a Public Official to advance personal, financial, or other private interests.
- (4) Represent a third party or any entity appearing before any City board, commission, or body upon which the appointed Public Official currently serves. Elected officials are prohibited from representing a third party or any entity appearing before any City board, commission, or body.
- (5) Selling, bartering, or trading with the City, acting as a contractor for the City, making any contract with the City, or acting on any matter for which the elected official, appointed official, or employee would have a conflict of interest in violation of the State’s Conflict of Interest laws, codified as amended at K.S.A. 75-4301a, *et seq.*
- (6) Appropriating City-owned property for personal use.
- (7) Holding one’s self out as acting in behalf of the City, without having such authority or when one is not actually acting within the scope of his or her office or employment.
- (8) Harassing or treating any person differently on the basis of race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, or gender identity.
- (9) Retaliating against any person reporting any alleged violation of this policy.

9.04 VIOLATION

- Any City employee determined to be in violation or to have acted in violation of this policy shall be subject to discipline, including the possible termination of employment.
- Any appointed official found to be in violation or to have acted in violation of this policy shall be subject to removal from office.
- Any elected official found to be in violation or to have acted in violation of this policy shall be subject censure by the Governing Body and may be subject to those remedies that may be available under State law, including but not limited to recall or ouster.

City of Junction City City Commission - Agenda Memo

Meeting Date: December 07, 2021

From: Lindsay Miller, Finance Director

To: City Commissioners and Allen Dinkel, City Manager

Subject: **Ordinance # 1282 Conflict of Interest**

Objective: The addition of a Conflict of Interest Ordinance for Public Officials.

Explanation: The City of Junction City does not currently have an official conflict of interest ordinance for public officials. This was discovered during a routine federal grant review. In order to be in compliance for future federal funding, we need to have a policy adopted. This ordinance focuses mostly on the city operations side of things. Transparency is always a good practice for the City. Additionally, it is always good to be reminded that we are public officials and show we understand the trust the public gives us. City Attorney, Britain Stites, assisted with the creation of this ordinance.

Staff Recommendation: Staff recommend the approval of Ordinance # 1282 as presented.

Motion: I, _____, move to (accept, modify, or deny) Ordinance # 1282 establishing a conflict of interest ordinance for public officials as presented. Seconded by _____.

Attachment: Resolution # 1982

ORDINANCE G-1282

AN ORDINANCE ADDITION FOR SECTION 100.055, ENTITLED “CITY OF JUNCTION CITY CONFLICT OF INTEREST,” OF CHAPTER 100, ENTITLED “GENERAL PROVISIONS” OF TITLE 1, “GOVERNMENT CODE” OF THE CODE OF ORDINANCES OF THE CITY OF JUNCTION CITY, KANSAS, TO ESTABLISH CONDUCT FOR ALL PUBLIC OFFICIALS OF THE CITY COVERED BY SAID ORDINANCE

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

SECTION 1: Section 100.055 – “City of Junction City Conflict of Interest” of the code of Ordinances of the City Junction City, Kansas is hereby added to establish standards of conduct for all Public Officials of the City regarding conflicts of interest so as to enhance public confidence in the government of the City of Junction City, to avoid unethical conduct and to avoid the appearance of impropriety.

SECTION 100.055: CITY OF JUNCTION CITY CONFLICT OF INTEREST

A. Definitions:

Public Official – Includes all City of Junction City elected and appointed officials, including but not limited to member of the City Commission, Boards, Committees, and City employees.

Conflict of Interest – When there exists the possibility that the interests of the City may diverge from, or be in conflict with, the interests of a Public Official. Such a Conflict of Interest could include, but is not limited to, situations involving a Public Official and:

1. A financial benefit not shared with a substantial segment of the public or any of the following:
 - a. The Public Official.
 - b. A member of the Public Official’s immediate family or relative
 - c. An employee of the Public Official other than of the City;
 - d. Any business with which the Public Official, a member of the Public Official’s immediate family, or a relative of the Public Official has a financial interest; or
 - e. Any business with which the Public Official, a member of the Public Official’s immediate family, or a relative of the Public Official is negotiating or seeking employment or any other business or professional relationship.
2. A matter concerning his or her own conduct;
3. A matter concerning land owned by him or her or which is adjacent to land owned by him or her;

4. A matter involving a corporation, company, partnership, or any other entity in which he or she is part owner, or any other relationship with a corporation, company, or partnership;
5. A matter concerning his or her spouse, children, stepchildren, grandchildren, parents, brothers, sister, grandparents, parents' in-law, grandparents in-law, or members of his or her household;
6. A matter where his or her employee or employer is an applicant or agent for an applicant;
7. A matter in which, due to particular circumstance, the Public Official believe there may be the appearance of improper bias that could taint the outcome or process if the Public Official participates.

SECTION 2: Prohibited Conduct-Conflict of Interest

- A. A Public Official shall not intentionally take or refrain from taking any action on; induce or attempt to induce any other Public Official to take or refrain from taking any official action; deliberate on; vote on; or review any matter before the City for which they have a Conflict of Interest.
- B. No Public Official shall vote on, or participate in any deliberations on, any question or issue in which he or she has a Conflict of Interest.

SECTION 3: Disclosure and Determination of Conflict of Interest

- A. Whenever a potential Conflict of Interest exists, the Public Official must notify the City, either orally on the record at a meeting of the public body involved, or in writing or email filed with the City Manager prior to the Public Official taking any other action in the matter. The City Manager shall preserve all written and emailed disclosure statements in accordance with the City's records retention schedule. In any case, it shall be made part of the record of a regular meeting of the most appropriate public body, and in any case shall include:
 1. The identity of all person involved in the Conflict of Interest
 2. The source and type of the Conflict of Interest
 3. The source and amount of monetary value or equivalent derived from the Conflict of Interest that may be considered as resulting from employment, investment, or gift.
- B. Once a potential Conflict of Interest has been made a part of the record, the member(s) with the Conflict of Interest shall:
 1. Cease to participate at any meetings before which the matter is considered, or represent oneself before the public body, its members, committees, commissions, or staff on the matter, and
 2. During deliberation of the matter before the public body, leave the meeting room until that agenda item is concluded.

SECTION 3: Advisory Opinions Regarding Conflicts of Interest

Any Public Official may request that the City Manager or City Attorney provide an advisory opinion interpreting the effect or application of this Ordinance generally, or on questions directly relating to the propriety of their conduct in a particular situation.

SECTION 4: Investigations of Complaints

- A. Upon acquiring reasonable information or belief about a violation of this Ordinance by a Public Official (except City employees,) the complaint shall be referred to the City Manager. Upon receipt of the complaint, a full review will be conducted to determine if a violation has occurred. If it is determined to be a violation, the City Manager will bring to City Commission with results and suggested penalty imposed for violation.
- B. Upon acquiring reasonable information or belief about a violation of this Ordinance by a member of City Commission, the complaint shall be referred to City Commission, which upon a majority vote of the remaining members shall refer the complaint to the City Manager for investigation. When that investigation is complete, the City Manager shall provide the City Commission with the results of the investigation. By a majority vote of the remaining members, the City Commission may call for a special meeting of the City Commission to determine whether or not a violation did in fact occur and, if so, what penalties should be imposed for the violation.
- C. The City Manager shall perform or shall have performed an investigation into complaints against City employees regarding potential Conflicts of Interest. In the event the complaint is against the City Manager, the complaint shall be brought to the City Attorney's attention for review to determine if a violation has occurred. If it is determined to be in violation, the City Attorney will bring to City Commission with the results and suggested penalty imposed for violation.
- D. Nothing in this Ordinance shall be construed to diminish or impair the rights of any City employee under any provision of a collective bargaining agreement in effect on the effective date of this Ordinance, nor the City's obligation to comply with any collective bargaining agreement.

SECTION 5: Violations and Penalties

A Public Official who is a member of City Commission who violates this Ordinance is subject to censure by the unanimous vote of the remaining members of the City Commission. Except for City employees, any other Public Official who violates this Ordinance is subject to censure by the unanimous vote of the City Commission, and/or by a majority vote, removal from their position on such board, commission, or committee. A Public Official who is a City employee who violates this Ordinance may be subject to discipline, including termination (provided such discipline is consistent with any contractual obligations). The penalties identified in this Ordinance are not exclusive remedies, and any and all penalties or forfeitures provided for by law may also be enforced.

SECTION 6: Retaliation Prohibited

- A. The City shall not discipline, discharge, threaten, or otherwise discriminate against a City employee in regards to the terms and conditions of his or her employment because the employee, or a person acting on behalf of the employee, has reported, is believed to have reported, intends to report, or is believed to intend to report, either verbally or in writing, a violation or suspected violation of this Ordinance, unless the employee knows or reasonably should know that the report is false.
- B. The City shall not discipline, discharge, threaten, or otherwise discriminate against a City employee in regard to the terms and conditions of his or her employment because the employee is requested by the City to participate in an investigation or in communication regarding an alleged violation of this Ordinance.
- C. A board, commission, or City Commission shall not discipline, censure, threaten, or otherwise discriminate against a Public Official because that Public Official, or a person acting on behalf of that Public Official, has reported, is believed to have reported, intends to report, or is believed to intend to report, either verbally or in writing, a violation or suspected violation of this Ordinance, unless the Public Official knows or reasonably should know that the report is false.
- D. A board, commission, or City Commission shall not discipline, censure, threaten, or otherwise discriminate against a Public Official because the Public Official is requested by the City to participate in an investigation or hearing regarding an alleged violation of this Ordinance.

SECTION 7: State's Conflict of Interest Laws

The City of Junction City Conflict of Interest ordinance includes the State's Conflict of Interest Laws codified as amended at K.S.A. 75-4301a, *et seq.*

SECTION 8: Severability

If any section, clause, or paragraph of this ordinance be declared invalid by a court of competent jurisdiction, such action will not affect the validity of the ordinance as a whole or its parts, other than the part declared to be invalid.

SECTION 9: Saving Clause

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing under any act or ordinance hereby repealed; nor shall any previously existing legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 10: All ordinances and parts thereof that are inconsistent with any provision of this ordinance are hereby repealed.

SECTION 11: This ordinance shall be effective upon publication as required by law.

Passed and adopted by the Governing Body of the City of Junction City, Kansas this 7th day of December, 2021

CITY OF JUNCTION CITY, KANSAS

Jeff Underhill
Mayor

ATTEST: (Seal)

Tammy Melton
City Clerk

City of Junction City City Commission - Agenda Memo

Meeting Date: December 7, 2021

From: Lindsay Miller, Finance Director

To: City Commissioners and Allen Dinkel, City Manager

Subject: **Set Hearing for 2021 Budget Amendments**

Objective: Consideration and set hearing for the 2021 Budget Amendments.

Explanation of Issue: Presented in the attached document are the 2021 budget amendments. These amendments represent the amendments needed to meet budget statutes requiring budget expenditure authority from the City Commission to comply with the budget statutes. Listed below are the changes with a brief explanation why an increase is needed.

<u>Budget</u>	<u>2021 Budget</u>	<u>2021 Amend Budget</u>
Temporary Notes	\$0	\$2,298,260
*New Fund for Blue Jay Way South Project.		
Federal Equitable Sharing Fund	\$260,000	\$410,000
*Simply Adding Budget Authority Should it be Necessary.		
Debt Service Fund	\$ 10,647,135	\$10,859,077
*Refinancing Expenses for GO Bonds – Good Faith Deposit to Pay Fees.		
Federal Fund Exchange	\$0.00	\$399,999
*Split Out into Own Fund for Tracking		
Disaster Insurance Trust	\$0.00	\$5.00
*Interest Paid on Disaster Fund Holding.		

Budget Impact: Each amendment is based on available cash or previously approved projects, or the creation of new funds approved by the City Commission.

Alternatives: This is the presentation of the budget amendments for publication. The approval of the budgets will not occur until after the budget hearing at the next meeting.

Recommendation: Staff recommends the approval of the budget amendments as presented for publication and authorization to set the public hearing for December 21, 2021 at 7:00 p.m. at 701 N. Jefferson Street, Junction City, KS.

Suggested Motion: I, _____, move to approve the publication of the budget amendments a presented and set the public hearing for the budget amendments at 7:00 p.m. on December 21, 2021 at 701 N. Jefferson. Seconded by _____.

Enclosures: Budget Amendment Forms

2021

**Amended
Certificate
For Calendar Year 2021**

To the Clerk of Geary County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Junction City
certify that: (1) the hearing mentioned in the attached publication was
held; (2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year.

			2021 Amended Budget		
			Amount of 2020 Tax that was Levied	Adopted 2021 Expenditures	Proposed Amended 2021 Expenditures
Table of Contents:	Page No.				
Fund	<u>K.S.A.</u>				
Temporary Notes		2			2,298,260
Debt Service Fund	12-1, 118	3	2,508,690	10,647,135	10,859,077
Federal Equitable Sharing Fund		4		260,000	410,000
Federal Fund Exchange		5			399,999
Disaster Insurance Trust		6			5
Totals		xxxxxxxx	2,508,690	10,907,135	13,967,341
Summary of Amendments		7			

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

CPA Summary

City of Junction City

2021

Adopted Budget

Temporary Notes	2021 Adopted Budget	2021 Proposed Budget
Unencumbered Cash Balance January 1	0	
Receipts:		
Ad Valorem Tax		
Delinquent Tax	0	
Motor Vehicle Tax	0	
Recreational Vehicle Tax	0	
16/20M Vehicle Tax	0	
Temporary Note Proceeds	0	2,298,261
	0	
	0	
	0	
	0	
	0	
	0	
Miscellaneous	0	
Interest on Idle Funds	0	
Total Receipts	0	2,298,261
Resources Available:	0	2,298,261
Expenditures:		
Cost of Issuance	0	35,000
Bond Payment	0	9,000
Capital Improvement	0	2,000,000
Miscellaneous	0	254,260
	0	
Total Expenditures	0	2,298,260
Unencumbered Cash Balance December 31	0	1

CPA Summary

City of Junction City

2021

Adopted Budget

Debt Service Fund	2021 Adopted Budget	2021 Proposed Budget
Unencumbered Cash Balance January 1	929,467	929,467
Receipts:		
Ad Valorem Tax	2,508,690	2,428,400
Delinquent Tax	100,000	75,477
Motor Vehicle Tax	308,224	287,133
Recreational Vehicle Tax	2,051	2,087
16/20M Vehicle Tax	1,036	602
Commercial Vehicle Tax	7,866	5,834
Watercraft Tax	1,487	1,119
Sales Tax	4,200,000	4,565,221
Bond Proceeds	18,000	10
Special Assessments	2,330,000	2,339,981
Transfer In Other Funds	300,000	300,000
Neighborhood Revitalization Rebate	-35,496	-27,002
In Lieu Of Tax	0	17,782
Miscellaneous	25,000	257,870
Interest on Idle Funds	0	
Total Receipts	9,766,858	10,254,514
Resources Available:	10,696,325	11,183,981
Expenditures:		
GO Bonds	9,562,115	9,614,376
Lease/Purchase Land/Bldg	0	
KDOT Revolving Loans	1,067,980	1,067,661
Service Fees	17,040	17,041
Refinance Bonds	0	160,000
Total Expenditures	10,647,135	10,859,077
Unencumbered Cash Balance December 31	49,190	324,904

CPA Summary

City of Junction City

2021

Adopted Budget

Federal Equitable Sharing Fund	2021 Adopted Budget	2021 Proposed Budget
Unencumbered Cash Balance January 1	343,835	343,835
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Forfeiture Funds	200,000	200,000
Interest on Idle Funds		
Total Receipts	200,000	200,000
Resources Available:	543,835	543,835
Expenditures:		
Contract Services	260,000	260,000
Supplies	0	150,000
Total Expenditures	260,000	410,000
Unencumbered Cash Balance December 31	283,835	133,835

CPA Summary

City of Junction City

2021

Adopted Budget

Federal Fund Exchange	2021 Adopted Budget	2021 Proposed Budget
Unencumbered Cash Balance January 1	0	0
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Program Proceeds	0	400,000
Interest on Idle Funds		
Total Receipts	0	400,000
Resources Available:	0	400,000
Expenditures:		
Contract Services	0	399,999
Total Expenditures	0	399,999
Unencumbered Cash Balance December 31	0	1

CPA Summary

City of Junction City

2021

Adopted Budget

Disaster Insurance Trust	2021 Adopted Budget	2021 Proposed Budget
Unencumbered Cash Balance January 1	112	112
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Interest on Idle Funds	0	5
Total Receipts	0	5
Resources Available:	112	117
Expenditures:		
Interest Expense	0	5
Total Expenditures	0	5
Unencumbered Cash Balance December 31	112	112

CPA Summary

2021

**Notice of Budget Hearing for Amending the
2021 Budget**

The governing body of

City of Junction City

will meet on the day of December 21, 2021 at 7:00 p.m. at Municipal Court Building for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall
and will be available at this hearing.

Summary of Amendments

Fund	2021 Adopted Budget			2021 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Temporary Notes			0	2,298,260
Debt Service Fund	14.357	2,508,690	10,647,135	10,859,077
Federal Equitable Sharing Fund			260,000	410,000
Federal Fund Exchange			0	399,999
Disaster Insurance Trust			0	5
			0	0

Lindsay Miller
Official Title: Finance Director

Page No. 7

City of Junction City

City Commission

Agenda Memo

12/07/2021

From: [Allen J. Dinkel, City Manager](#)
To: Governing Body
Subject: **Flint Hills Regional Council 2022 Dues Discussion**

Explanation of Issue: Earlier this week the Flint Hills Regional Council board approved increasing dues for 2002 from \$.60 per capita to \$.90 per capita. The board is attempting to get debt paid off to allow the Council to move forward for the benefit of the region. No action will be taken at this time, but since Commissioner Brown, who represents Junction City on the Council will not be on the City Commission in 2022, now is a good time to discuss this matter. No action will be taken since this is a 2022 expense and can not be approved until 2022.

In the case of Geary County, the County pays dues for the population living outside of any City and for the Cities of Grand View Plaza and Milford, but not for the City of Junction City. Of course, those two cities do not have a seat on the Regional Council board.

Attached is information from the Regional Council.

FLINT HILLS REGION

Flint Hills Regional Council's 2021 Service Value
Geary County Commission

November 29, 2021

FHRC Members

Geary County <i>*Patricia Giordano</i>	Morris County <i>David Fox</i>	Pottawatomie County <i>*Dee McKee</i>	Riley County <i>Kathryn Focke</i>	Wabaunsee County <i>Nancy Hier</i>	Individual Members in Non-Member Counties	Ex-Officio Members
Junction City <i>*Tim Brown</i>	Council Grove <i>*Sharon Haun</i>	Onaga. <i>Sarah McKinsey</i>	Leonardville <i>Deandra Anderson</i>	Alma <i>*Pam Bales</i>	Clay Center. (Clay County) <i>James Thatcher</i>	Fort Riley <i>Kelley Paskow</i>
	Dwight <i>Heather Brown</i>	Saint George. <i>Deb Werth</i>	Manhattan <i>*Linda Morse</i>	Alta Vista <i>Ryan Armbrust</i>	Wakefield. (Clay County) <i>Chris Dumler</i>	Kansas State University <i>Linda Cook</i>
	White City <i>Susan McKenzie</i>	Wamego <i>*Richard Weixelman</i>	Ogden <i>Angela Schnee</i>	Eskridge <i>Dolly Mercer</i>	Herington (Dickinson) <i>Debi Urbanek</i>	Governor's Military Council <i>Perry Wiggins</i>
		Westmoreland <i>Jeff Rosell</i>		Harveyville <i>Roy Rickel</i>	Chapman (Dickinson) <i>John Deardoff</i>	
					Reading (Lyon) <i>Tonya Coppock</i>	

Flint Hills Economic Development District – EDA Designation
(Chase County & Lyon County are also within FHEDD District, but are not a current members of FHRC)

Flint Hills Regional Council 2021 Service Value to Geary County Member Jurisdictions

Specific FHRC Grants from which Geary County Received Some Benefit (This does not include other FHRC grants awarded that benefit other geographic areas of the FHRC service area & Fort Riley that may indirectly benefit Geary County.)	FHRC Member Jurisdictions	2021 Geary County Jurisdiction's Membership Dues (\$0.60/capita)	FHRC 2021 Estimated Service Value to Geary County	EDA 2021 Partnership Planning Service Value	EDA 2021 CARES Service Value	EPA Brownfield Program Service Value	Department of Defense, OLDCC Service Value - Military Infrastructure Resiliency Project Benefitting 13 Jurisdictions	Department of Defense, OLDCC, Phase II - JC Housing Conditions Assessment	Department of Defense, OLDCC, Phase II - Planning & Outreach Scope Elements & GIS licenses	Technical Service Value - National Park Service Application, Planning & Implementation	Specific FHRC Grants from which Geary County Received Some Benefit
2021 Grant & Match Funding Breakdown By Source & 2021 Technical Service Value Contribution Benefitting Specific Members (including Geary County Member Jurisdictions)											
Total Value of 2021 Federal Funding				\$76,300	\$199,943	\$504,000	\$161,540	\$15,347.20	\$63,779.94	\$0	\$1,020,910.24
*FHRC Match or General Fund Contribution				\$26,764	\$0	\$0	\$1,450	\$1,706.10	\$7,086.66	\$0	\$37,006.56
*Donated Cash Match (JC contributed \$10,710; Other Economic Development Organizations within the FHEDD Contributed Toward the Remaining Cash Match Requirement for the Partnership Planning.)				\$29,474	\$0	\$0	\$0	\$0.00		\$0	\$29,474.00
*In-Kind (\$6,642 Value from Junction City Chamber; Remaining In-Kind from other economic development organizations from throughout the FHEDD to meet total match requirement.)				\$20,061	\$0	\$0	\$16,500	\$0.00		\$0	\$36,561.00
Federal Technical Service Value (Non-Monetary)				\$0	\$0	\$0	\$0			\$25,000	\$25,000
2021 Total Value of Select Grant Awards & Services that Relate to Geary County				\$152,599	\$199,943	\$504,000	\$179,489	\$17,053.30	\$70,866.60	\$25,000	\$1,148,950.90
Benefit Value to Geary County Member Jurisdictions											
	Geary County	\$5,351.40	\$39,662.98	\$7,629.93	\$9,997.15		\$13,806.85		\$5,451.28	\$2,777.78	\$39,662.98
	Grandview Plaza	\$0.00	\$19,258.12	\$0.00			\$13,806.85		\$5,451.28		\$19,258.12
	Milford	\$0.00	\$19,258.12	\$0.00			\$13,806.85		\$5,451.28		\$19,258.12
	Subtotal Geary County + Non-Member Service Value	\$5,351.40	\$78,179.22	\$7,629.93	\$9,997.15				\$16,353.83	\$2,777.78	\$78,179.22
	City of Junction City	\$14,011.80	\$234,391.28	\$7,629.93	\$9,997.15	\$177,675	\$13,806.85	\$17,053.30	\$5,451.28	\$2,777.78	\$234,391.28
	Total	\$19,363.20	\$312,570.50	\$22,889.78	\$29,991.45	\$177,675	\$55,227	\$17,053	\$38,159	\$8,333.33	\$312,570.50

FHRC 2021 Service Value to Geary County & Junction City = \$312,570.

(This value includes \$10,710 Junction City Cash Contribution & \$6,642 JC Chamber In-Kind Contribution for EDA Match Requirement.) Page 302 of 335

Methodology Notes for FHRC Service Value Calculations & Purpose of Funding / Grant Scope Details

Methodology of FHRC Service Value Calculations & Purpose of Funding/ Grant Scope Details	
Economic Development Administration Partnership Planning Grant	Annual Grant Value Divided by 20 (Number of FHEDD Member Jurisdictions) - Geary County is within the Flint Hills Economic Development District as designated by the Economic Development Administration. The Partnership Planning grant supports FHRC staff time to update the regional economic development plan and assist to implement, track and report progress of all seven-counties. The FHEDD Steering Committee brings together both public and private stakeholders, including economic development professionals throughout the region to discuss, collaborate and work to implement the FHEDD Plan.
Economic Development Administration CARES Grant	Annual Grant Value Divided by 20 (Number of FHEDD Member Jurisdictions) Key scope elements include incorporating strategies to become more resilient as a region within the FHEDD Plan Update, provide recovery and resiliency related grant writing services including a Build Back Better Regional Challenge application and more, the development of a needs assessment system to identify unfunded needs that FHRC could potential assist jurisdictions to identify alternative funding strategies to move priorities forward, a regional skills gap analysis, an economic impact analysis, developer software that assisted to provide data needed for the Plan Update and for FHRC staff to run reports upon request, SkillsFit app on the www.flinthillsregion.org website, etc.
Environmental Protection Agency Brownfield Grant	Value of Direct Service to Junction City (Commercial Property Owners in JC Receiving 100% paid for Environmental Assessment Services & Area Plan)
Department of Defense, OLDCC Service Value - Military Infrastructure Resiliency Project Benefitting 13 Jurisdictions	The goal of this project is to assist in providing critical information that enables communities to make informed decisions related to resiliency and to work in partnership with the Fort Riley Garrison Command to respond to, address, and mitigate activities that are either impairing or may impair the installation mission. In response to growth surrounding military bases across the nation, the Department of Defense is focusing on installation resiliency, which is defined as: "the capability of a military installation to avoid, prepare for, minimize the effect of, adapt to, and recover from extreme weather events, or from anticipated or unanticipated changes in environmental conditions, that do, or have the potential to, adversely affect the military installation or essential transportation, logistical, or other necessary resources outside of the military installation that are necessary in order to maintain, improve, or rapidly reestablish installation mission assurance and mission-essential functions."
Department of Defense, OLDCC, Phase II - JC Housing Conditions Assessment	The purpose of the Junction City Housing Condition Assessment is to provide the empirical basis on which the City, Fort Riley, community groups, organizations, and residents can develop an understanding of the current conditions of the housing stock in specific neighborhoods that then can be shared and provide a basis for future recommendations and grant funding opportunities.
Department of Defense, OLDCC, Phase II - Planning & Outreach Scope Elements & GIS Licenses	This DoD OLDCC scope element pertains to a variety of recommendations that the FHRC staff are in the process of implementing that derived from the Flint Hills / Fort Riley Joint Land Use Study
National Park Service Grant	Value of Technical Services for Regional River & Trail Project - FHRC & NPS Planning Service in Prep to Launch Visioning Project (Geary County & Junction City are 2 of 9 jurisdictions that will benefit from this project.)

Geary County Return on Investment from FHRC Services

Return on Investment (ROI) Calculator

Amount Invested

Amount Returned

Investment Time:
☒ Use Dates ☐ Use Length

From 

To 



Result

Investment Gain	\$293,207.00
ROI	1,514.26%
Annualized ROI	1,514.26%
Investment Length	1.00 years



\$19,363 = Total Investment from all Geary County Member Jurisdictions Paying FHRC Membership Dues Based on \$0.60 / capita

\$312,570 = Returned

\$293,207 = Investment Gain

1,514% = Return on Investment

FLINT HILLS
REGION

6% Invested for 94% Gain

Flint Hills Regional Council - Proposed 2022 Membership Dues

Geary County Member Jurisdictions

Municipality	Current Dues	Proposed Dues \$0.90/Capita	FHRC 2021 Service Value
Geary County	\$5,351.40	\$10,531.80	\$39,662.98
Grandview Plaza	\$0.00	\$0.00	\$19,258.12
Milford	\$0.00	\$0.00	\$19,258.12
Sub-Total Value to Geary County + Non- Member Jurisdictions	\$5,351.40	\$10,531.80	\$78,179.22
City of Junction City	\$14,011.80	\$20,638.80	\$234,391.28
Total	\$19,363.20	\$31,170.60	\$312,570.50

Proposed Membership Rate Increase from \$0.60/capita to \$0.90/capita using 2020 Census Population Data, equating to \$5,180.40 more than last year for the County.

Board Member	Municipality	2010 Population from Census Bureau	Current Dues	2020 Census Population for Assessment*	Population Change from 2010 - 2020	Dues Using \$0.60/Capita	Difference Between 2010 & 2020 (Using \$0.60/Capita)	Proposed Dues \$0.90/Capita	Difference Between 2010 & 2020 (Using \$0.90/Capita)
Tim Brown	City of Junction City	23,353	\$14,011.80	22,932	-421	\$13,759.20	(\$252.60)	\$20,638.80	\$6,627.00
Trish Giordano	Geary County	8,919	\$5,351.40	11,702	2,783	\$7,021.20	\$1,669.80	\$10,531.80	\$5,180.40

Population figures do not include non-member jurisdictions.

FLINT HILLS REGION

City of Junction City

City Commission

Agenda Memo

12/07/2021

From: Allen J. Dinkel, City Manager

To: Governing Body

**Subject: Change Order No. 4 Water Treatment Plant
Improvements Phase 1 Project**

Objective: To Authorize Change Order No.4 Water Treatment Plant Improvements Phase 1 Project.

Explanation of Issue: This project has been underway for some time but is nearing completion. Don Lindeman of HDR presented details about this change order at a recent meeting.

Change Order #4 is an increase in cost of \$44,820. Change orders 1-3 totaled \$186,334. This makes the total cost of the construction of this project at \$8,611,142.20.

Budget Impact: The City will be utilizing funds being provided by a loan from the Kansas Department of Health and Environment (KDHE). The City took action on a financial plan that includes annual water rate increases to fund loan and interest payments. There are adequate loan funds still available.

Staff Recommendation: I recommend Change Order No. 4 Water Treatment Plant Improvements be approved. Though I never like to see change orders it is usual on a project such as this as there are other issues discovered when the project begins that were not part of the original contract. These changes will take care of issues that need to be addressed at this time.

Attachments: Letter of summary of items associated with Change Order No. 4

Change Order No. 4

Date of Issuance: **11/12/2021**

Effective Date: **11/12/2021**

Owner: **City of Junction City, Kansas**

Owner's Contract No.:

Contractor: **BRB Contractors**

Contractor's Project No.: **KS7JUN**

Engineer: **HDR Engineering, Inc.**

Engineer's Project No.: **10056419**

Project: **Water Treatment Plant Phase I Improvements**

Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: This change order includes CPR #40 and CPR #41

CPR #	Item and Description of Changes	Change in Contract Price	Change in Contract Time
40	Series 50 Service Pumps Time Delay Relay	\$22,761.00	
41	Series 50 Dehumidifier Replacement	\$22,047.20	0
Difference Net		\$44,808.20	0

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>8,386,000.00</u>	Original Contract Times: Substantial Completion: <u>410</u> Ready for Final Payment: <u>470</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : \$ <u>180,334.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : Substantial Completion: <u>422 days</u> Ready for Final Payment: <u>482 days</u>
Contract Price prior to this Change Order: \$ <u>8,566,334.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>04/08/2019</u> Ready for Final Payment: <u>05/08/2019</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>44,808.20</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>12/21/2021</u> days or dates
Contract Price incorporating this Change Order: \$ <u>8,611,142.20</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>-</u> Ready for Final Payment: <u>12/21/2021</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>Donald E. Lindeman</u>	By: _____	By: <u>Seth Johnson</u>	By: _____	By: _____	By: _____
Engineer Donald E. Lindeman, PE	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Manager</u>	Title: _____	Title: <u>Plant Div. Manager</u>	Title: _____	Title: _____	Title: _____
Date: <u>12/01/2021</u>	Date: _____	Date: <u>11/17/2021</u>	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

Junction City, Kansas

Water Treatment Plant Improvements-
Phase I

Change Order No. 4

Attachment A

CERTIFICATION, ACCEPTANCE & WAIVER OF FUTURE CLAIMS BY
CONTRACTOR:

This is to certify to the best of my knowledge and belief that the Contract Pricing data so summarized herein are complete, current, and accurate as of 11/17, 2021 and that a financial management capability exists to account fully and accurately for the financial transactions under this Contract. The undersigned Contractor also acknowledges and agrees that the adjustment in Contract Price and Contract Time stipulated in this Change Order constitute an all-inclusive settlement for all changes and for all direct, supplemental, indirect, and consequential and cumulative costs and delays and acceleration, including but not limited to suspension, re-scheduling, extension, disruption, hindrance and interference, and escalation, and the undersigned Contractor's signature represents a waiver of any and all rights to file a claim as it relates to cost and time indicated on the Cost Proposal Requests and the Work Change Directives referenced in Attachment B.

This Change Order is for all impacts and time delay claims for the Cost Proposal Requests and Work Change Directives referenced in Exhibit "B" and is all inclusive of claims as of the date of this Change Order.


Contractor (Authorize Signature)

11/17/2021
Date



Change Proposal Request No: 40

(Not a Change Order)

Project Name:Junction City Water Treatment Plant Improvements Phase 1,
Junction City, Kansas**Project Owner:**

City of Junction City, Kansas

HDR Project No:

10056419

Owner's Project No. (If applicable):**Contractor:**

BRB Contractors

Regulatory Agency Project No. (If applicable):

2983

Initiated by**Date:****Attention:**

The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- 1) A breakdown of cost SHALL be provided upon request by the Owner or Engineer.
- 2) Work shall not commence until authorized by the Owner.

Description of Proposed Change :

JC WTP CPR #040 - Series 50 Service Pumps Time Delay Relay

Provide a time delay relay for the suction pressure switches on the high and low service pumps. This time delay relay shall be Mechanical type as specified in Section 26 09 16, Subparagraph 2.3.C. The range of adjustment for these relays shall be 0-60 seconds.

Section No.:**Drawing No.:****File Attachments:**

By



Change Proposal Request No: 40

(Not a Change Order)

Project Name:Junction City Water Treatment Plant Improvements Phase 1,
Junction City, Kansas**HDR Project No:**

10056419

Contractor:

BRB Contractors

Project Owner:

City of Junction City, Kansas

Owner's Project No. (If applicable):**Regulatory Agency Project No. (If applicable):**

2983

Initiated by**Date:**

All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

[] Increased [] Decreased ☒ Unchanged

by _____ calendar days.

This change will: ☒ Add [] Deduct [] Not Change

\$22,761.00

General Contractor

11/18/2020

Date

HDR Recommendation:☒ Recommend Acceptance☐ Do Not Recommend Acceptance

By: HDR Engineering, Inc.

Date

24 DEC 20

Owner's Action:☐ Accepted ☐ Not Accepted

By: Owner

Date



November 21, 2019

HDR

Attn: Roy Bravo
3741 NE Troon Drive
Lee's Summit, MO 64064-1988

Regarding: Water Treatment Plant Improvements Phase I
Junction City, Kansas
CPR 40 Time delay relays for suction pressure switches on service pumps

Dear Roy:

The following is our cost proposal for adding 6 each time delay relays, 1 for each suction side pressure switch for the High and Low service pumps. This work will all be done in one trip and will be completed by Siemens.

The total cost of this work is an adder of \$22,761.00. I have attached a breakdown for reference.

Please let me know if you have any questions.

Thank you.

Very truly yours,

BRB CONTRACTORS, INC.

A handwritten signature in blue ink, appearing to read "Anthony Voegeli".

Anthony Voegeli
Project Manager



WTP Improvements Phase 1

HDR

Junction City

Cost Proposal: Service Pump Time-delay relays

Date: November 21, 2019

Labor Heavy

Classification Manhours Rate Total

Class of Work	QTY.	Unit	Unit Material	Extended Material	Equipment Cost	Sub Contract	Total without labor
Electrical - see attached	1.00	LS		0.00		21252.00	21252.00
Sub Totals:					\$0.00	\$21,252.00	\$21,252.00

Material Sub-Total

Labor Sub-Total

Subcontractor-Total

Equipment Sub-Total

Labor Burden

Supplemental Costs

Sub-Total

Sub-Total Without Sub

Contractor's Fee

Sub-Contractors Fee

Sub-Total

Insurance and Bond

Total

\$0.00
\$21,252.00
\$0.00
\$0.00
\$0.00
\$21,252.00
\$0.00
\$0.00
\$1,062.60
\$22,314.60
\$446.29
\$22,760.89



Change Proposal Request No: 41

(Not a Change Order)

Project Name:Junction City Water Treatment Plant Improvements Phase 1,
Junction City, Kansas**Project Owner:**

City of Junction City, Kansas

HDR Project No:

10056419

Owner's Project No. (If applicable):**Contractor:**

BRB Contractors

Regulatory Agency Project No. (If applicable):

2983

Initiated by**Date:**

10/13/2020

Attention:

The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- 1) A breakdown of cost SHALL be provided upon request by the Owner or Engineer.
- 2) Work shall not commence until authorized by the Owner.

Description of Proposed Change :

Repair the two existing dehumidifier that were damaged by flood. The proposal shall include stand to raise the dehumidifier to 3' off the floor.

Section No.:**Drawing No.:****File Attachments:***HDR*

By

All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☒ Increased ☐ Decreased ☐ Unchanged

by 542 calendar days. (February 28, 2021)

This change will: ☒ Add ☐ Deduct ☐ Not Change**Add - \$22,047.20 to be paid by City.**

(\$33,070.80 Paid by Veolia to BRB by separate PO)

TOTAL \$55,118

HDR Recommendation:☒ Recommend Acceptance☐ Do Not Recommend Acceptance

By: HDR Engineering, Inc., Donald E. Lindeman, PE

Date *24 DEC 20***Owner's Action:**☐ Accepted ☐ Not Accepted*MM, V, N*
General Contractor

Date

By: Owner

Date

Employee Owned



www.brbcontractors.com

September 29, 2020

HDR

Attn: Don Lindeman
10450 Holmes Rd, Suite 600
Kansas City, MO 64131

Regarding: Water Treatment Plant Improvements Phase I
Junction City, Kansas
Dehumidifier Repair – 3' off floor

Dear Don:

The following is our cost proposal for repairing the two existing dehumidifiers that were damaged by flood at the Junction City WTP. Please see the attached Central Mechanical proposal for additional details. As previously discussed, this proposal is based on Central Mechanical completing the repairs without a BRB supervisor sitting onsite. This proposal includes stand revisions to raise the dehumidifiers to 3' off the floor. This price is good assuming there is room to raise the dehumidifiers at their current locations without moving other items, height may need to be adjusted after final measurements..

The total cost of this work is \$55,118.00. I have attached a breakdown for reference. Please see attached CMC quote for expected material lead times. Time required will be 140 calendar days after approval to proceed.

Please let me know if you have any questions.

Thank you.

Very truly yours,

BRB CONTRACTORS, INC.

A handwritten signature in black ink, appearing to read "Anthony Voegeli".

Anthony Voegeli
Project Manager

3805 NW 25th Street * P.O. Box 750940
Topeka, Kansas 66675-0940



Phone: 785-232-1245
Fax: 785-235-8045

WTP Improvements Phase 1

HDR

Junction City

Cost Proposal: Dehumidifier Electrical Repair - Including 3' stands
Date: September 29, 2020

Labor Heavy

Classification **Manhours** **Rate** **Total**
Total \$0.00

Class of Work	QTY.	Unit	Unit Material	Extended Material	Equipment Cost	Sub Contract	Total without labor
Central Mechanical - See attached	1.00	LS		0.00		\$1464.00	\$1464.00
Sub Totals:							\$51,464.00

Material Sub-Total							
Labor Sub-Total						\$0.00	
Subcontractor-Total						\$51,464.00	
Equipment Sub-Total						\$0.00	
Labor Burden	35.00%					\$0.00	
Supplemental Costs	35.00%					\$0.00	
Sub-Total						\$51,464.00	
Sub-Total Without Sub						\$0.00	
Contractor's Fee	15.00%					\$0.00	
Sub-Contractors Fee	5.00%					\$2,573.20	
Sub-Total						\$54,037.20	
Insurance and Bond	2.00%					\$1,080.74	
Total						\$55,117.94	

Change Order Request



C.O.R. # 16338.17-0006

G.C. #

Date: 9/23/2020

Project Name: Junction City Water Treatment PH I - (BRB)

Project #: 16338.17

To: BRB Contractors
Attn: Anthony Voegeli
3805 NW 25th Street

Topeka, KS 66618

From: Central Mechanical Construction
Brian Dowling
631 Pecan Circle
Manhattan, KS 66502

Phone: (785) 232-1245 **Fax:** (785) 235-8045

Phone: (785) 537-2437 **Fax:** (785) 537-2491

We hereby propose to make the following changes:

Replacement of electrical components for 2 Dectron Units damaged during flood

The following components are included on this quote to replace all the electrical components in the dehumidifier Per Manufactures recommended parts list:

☐ Completely wired, tested and programmed Supervisaire processor on a brand new Electrical panel fitted with all new controls and components that has been programmed and tested at the factory before shipment. All required temperature and humidity sensors are included to be wired in the unit and back to the electrical panel. One keypad is also included with the electrical panel to be mounted on the unit. Unit electrical drawings are included.

☐ Blower motor, Complete blower assembly (Blower housing, shaft, bearings, wheel, all assembled and balanced from the supplier), all pullies, belt, unit pressure switches, Power on indicator light, on/ off toggle switch, electrical coil for refrigerant valve, crankcase heater, compressor motor protection module (Compressor is hermetically sealed and most likely will not need to be changed. As such it is not included on this quote)

☐ Rebuild equipment stands and galvinizing included

☐ All materials will have a 7-9 week lead time once approved and purchase order has been sent. Will need to gain access to take additional photos to send with order to release into production

Change Order Price

\$51,464.00

Change Order Request

**Central***Mechanical Construction*
*An EMCOR Company***C.O.R. #** 16338.17-0006**G.C. #****Date:** 9/23/2020**Project Name:** Junction City Water Treatment PH I - (BRB)**Project #:** 16338.17

This price is good for 5 days. If conditions change, this price is void.

Brian Dowling

9/23/2020

Author

Date Sent



Accepted

The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature_____
Date of Acceptance

Project:	Junction City Water Treatment	Date:	5/7/2020
Job Number:	16338.17	Prepared By:	Brian Dowling
Customer:	BRB	This Price is Good For	30
			Calendar Days
Total Change Order Price:	\$51,464	Time Increase This Change Order	0
			Calendar Days After Written Approval
Description of Work: Replace Damaged componants due to flooding			
Work Not Included: Additional Work to relocate/change elevation of humidifiers			

Cost Summary:

Total Sheet Metal Labor Cost		\$14,006	
Total Sheet Metal Material Cost		\$23,984	
Total Plumbing Labor Cost		\$0	
Total Plumbing Material Cost		\$0	
SUBTOTAL:			\$37,990
Travel	Rate / Mile: \$0.585		
	Miles: 0		
	Days: 0	\$0	
SUBTOTAL:			\$0
SUBTOTAL:			\$37,990
Overhead	10.0%	\$3,799.02	
SUBTOTAL:			\$41,789
Profit	10.0%	\$4,178.92	
SUBTOTAL:			\$45,968
SUB CONTRACTS:			
Insulation:		\$0	
Temp. Controls:		\$0	
Sprinklers:		\$0	
Balance:	EMC2	\$750	
Electrical:	CMCC Cont.	\$1,000	
		\$0	
		\$0	
SUBTOTAL:			\$1,750
Fee on Subs	10.0%	\$175.00	
SUBTOTAL:			\$47,893
Tax	9.40%	\$ 3,571.08	
TOTAL:			\$51,464

CENTRAL MECHANICAL CONSTRUCTION COMPANY, INC.

Change Order Cost Analysis

Project:		Junction City Water Treatment		Sheet #:	1	
Job Number:		16338.17		ESTIMATOR:	Brian Dowling	
System:		Change Order		Date:	05/07/20	
			Rate:	\$85.00		
		Sheet Metal	Subtotal:	164.78		
		Plumbing	Subtotal:	0.00		
		SHEET METAL	LABOR:	\$14,006	ESTIMATED MATERIAL:	\$23,984
		PLUMBING / PIPING	LABOR:	\$0	ESTIMATED MATERIAL:	\$0
Qty.	Size	Description	Labor	Labor Totals	Material Price	Material Totals
		Sheet Metal				
1.00		FastDUCT Takeoff				
1.00		equipment rental			\$926.89	\$926.89
1.00		crane rental				
1.00		service - start up	31.00	31.00	\$410.00	\$410.00
2.00		Demo/Removal of all Damaged Componants	5.00	10.00	\$50.00	\$100.00
2.00		Rebuild of existing Dehumidification Units	35.00	70.00	\$9,642.00	\$19,284.00
2.00		Fabricate New Equipment Stands	6.00	12.00	\$276.99	\$553.98
2.00		Replace Existing Stand With 3'-0" Tall	12.00	24.00	\$250.00	\$500.00
2.00		Galvinizing	3.50	7.00	\$120.00	\$240.00
2.00		Freight			\$200.00	\$400.00
	5%	supervision		7.70		\$1,120.74
	2%	warranty		3.08		\$448.30



18065 Chesterfield Airport Rd.
Chesterfield, MO 63005
8014 Flint St.
Lenexa, KS 66214

SALES QUOTATION

Quotation No: 838
Quote Date: 05/07/2020
Valid Until: 06/06/2020
Cust Req Date:
Customer PO No:
Job No: NOJOB
Order Type: AFTERMARKET
Pay Terms: NET30

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631 PECAN CIRCLE
MANHATTAN, KS 66505

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CENTRAL MECHANICAL CONSTRUCTION

631 PECAN CIRCLE
MANHATTAN, KS 66505

Entered By
Chris Dennis

Shipping Method
UPS GROUND

Freight Terms
PREPAID AND ADD

FOB
ORIGIN

Ln	ItemCode	Description	Price	Qty	LineTotal
1	NON-INV-ASG	DECTRON ELECTRICAL PARTS QUOTE	9,642.00	1.00	9,642.00
Customer Remarks					
			SUBTOTAL		\$9,642.00
			DISCOUNT		0.00
			FREIGHT		0.00
			SALES TAX		862.96
			ORDER TOTAL		\$10,504.96

All prices are for equipment and/or parts only. Installation, startup, freight, taxes and all other incidental charges are not included unless otherwise specified. Taxes and/or permits are not included unless otherwise noted. All proposals are subject to the acceptance, terms and conditions imposed by the individual seller companies as offerees herein above enumerated such written terms and conditions are on file at Daikin-TMI, LLC and are available at request. All shipments are FOB Origin unless noted otherwise. Product ownership is assumed by the customer once the product leaves the shipping origin. The purchaser and Daikin-TMI, LLC mutually agree that Daikin-TMI, LLC shall not be liable for negligence, misconduct, warranties expressed or implied, except by written consent of all partners of said Daikin-TMI, LLC.

St. Louis Phone: (636) 777-7189

www.TMI-ASG.com

Kansas City Phone: (913) 224-1212

Printed: 9/23/2020 8:54:08AM

Page 1 of 1

Junction City, Kansas

Water Treatment Plant Improvements — Phase I

Change Order No. 04

Attachment C

ADJUSTMENTS IN CONTRACT TIME FOR DAYS TO ACHIEVE MILESTONE
SUBSTANTIAL COMPLETION AS REFERENCED IN PARAGRAPH 4.2 OF THE
AGREEMENT:

A. PROJECT SUBSTANTIALLY COMPLETE

Project Notice to Proceed	03/27/2017	
The Project will be substantial completed within after the date when the Contract commences to run as provided in Paragraph 2.02 of the Agreement.	410	days
Net adjustment in said Contract Time by prior Change Orders	422	days
The amended Contract Time before this Change Order	4/8/2019	
Net extension (shortening) by this Change Order	-	days
The above portion of the work will be substantially completed and ready for beneficial use on or before	4/8/2019	

B. PROJECT COMPLETE AND READY FOR FINAL PAYMENT

Project Notice to Proceed	03/27/2017	
The Project will be completed within after the date when the Contract commences to run as provided in Paragraph 2.02 of the Agreement.	470	days
Net adjustment in said Contract Time by prior Change Orders	482	days
The amended Contract Time before this Change Order	05/08/2019	
Net extension by this Change Order	958	days
The will be completed and ready for final payment on or before	12/21/2021	

City of Junction City

City Commission

Agenda Memo

12/07/2021

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Ordinance No. G-1281 Kansas Gas Service Franchise Agreement

Explanation of Issue: The current franchise agreement with Kansas Gas Service, a Division of ONE Gas, Inc. that was approved 20 years ago is soon to expire. This agreement would also be for 20 years, however there is a reopener provision that allows reopening of the agreement every 5 years open to review the franchise fee.

This agreement is standard, however we are recommending that the franchise fee, now set at 5%, be charged on transportation costs for natural gas that is purchased from other sources (transport Gas) and a fee on the volumetric rate for Transport Gas. Many cities have these charges.

Franchise agreements allow the utility to use all city right of way and easements to place their distribution lines.

Budget Impact: The addition of the franchise fees for Transport Gas and the volumetric rate will increase revenue in the General Fund

Staff Recommendation: Approve the Ordinance.

Attachments: Ordinance G-1281

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ORDINANCE NO. G-1281

AN ORDINANCE, granting to Kansas Gas Service, a Division of ONE Gas, Inc., and its successors and assigns, a natural gas franchise, prescribing the terms thereof and relating thereto, providing definitions of terms, prescribing a franchise fee, providing terms and conditions for the use of public rights-of-way, requiring advance notice of work and duty to repair, providing for indemnification and a hold harmless agreement, providing for rules and regulations, prescribing insurance requirements, reserving certain rights, providing for revocation and termination, providing for an acceptance of the terms of the franchise, providing for a reopener, providing for notice of annexations, prescribing relevant governing law, providing for transfer and assignment of the franchise, providing for points of contact and notifications, providing for an agreement to renegotiate, and repealing all ordinances or parts of ordinances inconsistent with or in conflict with the terms hereof.

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

SECTION 1. DEFINITIONS.

For purposes of this Franchise Ordinance the following words and phrases shall have the meanings given herein. When not inconsistent within the context, words used in the present tense include the future tense and words in the single number include the plural number. The word “shall” is always mandatory, and not merely directory.

“**City**” shall mean the City of Junction City, Kansas, and, where appropriate by the context, each of its departments, divisions and component units, including public trusts or authorities of which the City is a beneficiary.

“**Company**” shall mean Kansas Gas Service, a division of ONE Gas, Inc.

“**Consumer**” shall mean any Entity located within the municipal corporate limits of the City and serviced by the Company through any use of the Public Ways.

“**Distribution**” or “**Distributed**” shall mean all sales, distribution, or transportation of natural gas to any Sales Consumer or Transportation Consumer for use within the City by the Company or by others through the Distribution Facilities of Company in a Public Way.

“**Distribution System**” or “**Distribution Facilities**” shall mean a pipeline or system of pipelines, including without limitation, mains, pipes, boxes, reducing and regulating stations, laterals, conduits and services extensions, together with all necessary appurtenances thereto, or any part thereof located within any Public Way, for the purpose of Distribution or supplying natural gas for light, heat, power and all other purposes.

“Effective Date” shall mean the date the Company files its written acceptance with the City following the final passage and approval of this Franchise Ordinance by the City, as set forth in Section 10 of this Franchise Ordinance.

“Entity” shall mean any individual person, governmental entity, business, corporation, partnership, firm, limited liability corporation, limited liability partnership, unincorporated association, joint venture, trust, and any form of business enterprise not specifically listed herein.

“Facility” or “Facilities” refers to the Company’s Distribution System or Distribution Facilities.

“Franchise” shall mean the grant of authority, set forth in Section 2 of this Franchise Ordinance, by the City to the Company for the Distribution of natural gas to the inhabitants of the City and to operate a Distribution System or Distribution Facilities.

“Franchise Fee” shall refer to the charges as prescribed in Section 3 of this Franchise Ordinance.

“Franchise Ordinance” shall mean this Ordinance granting a natural gas Franchise to the Company.

“Gross Receipts” shall mean any and all compensation and other consideration derived directly by the Company from any Distribution of natural gas to Consumers within the City. Such term shall not include revenue from certain miscellaneous charges and accounts, including but not limited to: connection fees, disconnection and reconnection fees, temporary service charges, delayed or late payment charges, collection fees, bad debts, customer project contributions, meter test fees, revenues received by Company from Consumers as Franchise Fee reimbursement, and returned check charges. Additionally, Gross Receipts shall not include credit extended pursuant to the Cold Weather Rule (or substitute rule) of the Kansas Corporation Commission for natural gas sold within the corporate limits of the City, nor Volumetric Rate Fees collected by Company and remitted to City in accordance with Section 3 of this Franchise Ordinance.

“MCF” shall mean a measurement of natural gas equal to one thousand cubic feet. It is assumed for purposes of this Franchise Ordinance that one MCF equals one million British Thermal Units.

“Public Improvements” means any public facilities, buildings, or capital improvements, including, without limitation, streets, alleys, sidewalks, sewer, water, drainage, right-of-way improvements, and other Public Projects.

“Public Project” means any project planned or undertaken and financed by the City or any governmental entity for construction, reconstruction, maintenance, or repair of public facilities or improvements, or any other purpose of a public nature paid for with public funds.

“Public Way” or “Public Ways” shall mean the area on, below or above the present and future public streets, avenues, alleys, bridges, boulevards, roads, highways, parks, parking places,

and other public areas, and general utility easements, dedicated to or acquired by the City. The term does not include easements obtained by private entities providing utilities services or private easements in platted subdivisions or tracts.

“Sales Consumer” shall mean, without limitation, any Entity that purchases natural gas within the corporate City limits from Company for delivery to such Consumer within the City through the Company’s Distribution System or Distribution Facilities.

“Settlement Prices” shall mean the settlement prices for natural gas futures contracts traded on the New York Mercantile Exchange (NYMEX) on the fifteenth day of each month as published in nationally recognized publications such as the CME Group (CME) or S&P Global Platts (Platts) on the following business day (or the next day in which a Settlement Price is published).

“Transport Gas” shall mean all natural gas transported by Company pursuant to a Kansas Corporation Commission approved transportation tariff, arrangement, or by other agreement, but not sold by the Company, through Company’s Distribution Facilities to any Transportation Consumer.

“Transportation Consumer” shall mean without limitation, any Entity that transports Transport Gas pursuant to a Kansas Corporation Commission approved transportation tariff, arrangement, or by other agreement, within the City’s municipal corporate limits through Company’s Distribution Facilities for consumption within the City’s corporate limits.

“Volumetric Rate” is the rate applicable to each Mcf of Transport Gas distributed to Transportation Consumers. The Volumetric Rate shall be based on a twelve month average of Settlement Prices as calculated from July through June. Initially, the Settlement Price shall mean \$0.1188 per MCF for Transport Gas distributed to Transportation Consumers within the City as represented in “Attachment A,” which is incorporated herein and attached hereto. There shall be an annual recalculation of the Volumetric Rate which shall be effective each January 1. The recalculation shall be based on Settlement Prices for the previous twelve-month period. The average Settlement Prices for each of the twelve months shall be summed and divided by twelve and multiplied by five percent (5%) to obtain the Volumetric Rate to be effective January 1 of the next succeeding year. The Company shall calculate the Volumetric Rates in accordance with the procedures set out herein and then filed with the City Clerk by July 31 of each year for those rates to be effective on January 1 of the following year.

SECTION 2. GRANT OF NON-EXCLUSIVE FRANCHISE.

A. In consideration of the benefits to be derived by the City and its inhabitants, there is hereby granted to the Company (said Company operating a Distribution System in the State of Kansas), a non-exclusive Franchise for a period of twenty (20) years from the Effective Date, to construct, maintain, extend and operate its Distribution Facilities along, across, upon or under any Public Way; for the purpose of selling and distributing natural gas for all purposes to the City, and its inhabitants, and through said City and beyond the limits thereof; to obtain said natural gas,

and/or comparable blends of combustible gasses, from any source available; and to do all things necessary or proper to carry on said business.

B. The grant of this Franchise by the City shall not convey title, equitable or legal, in a Public Way and shall give only the right to occupy the Public Way for the purposes and for the period stated in this Franchise Ordinance. This Franchise Ordinance does not:

- (1) Grant the right to use facilities or any other property, natural gas-related or otherwise, owned or controlled by the City or a third party without the consent of such party;
- (2) Grant the authority to construct, maintain or operate any Facility or related appurtenance on property owned by the City outside of a Public Way;
- (3) Excuse the Company from obtaining appropriate access or attachment agreements before locating its Facilities on property owned or controlled by the City (other than a Public Way) or a third party; or
- (4) Unless explicitly set forth herein, excuse the Company from obtaining and being responsible for any necessary permit, license, certification, grant, registration, or any other authorization required by any appropriate governmental entity, including, but not limited to, the City or the Kansas Corporation Commission.

SECTION 3. FRANCHISE FEE.

A. As further consideration for the granting of this Franchise, and in lieu of city occupation, license or permit fees, or revenue taxes, except as expressly provided herein, the Company shall pay to the City during the term of this Franchise, a Franchise Fee of: (i) five percent (5%) of the actual Gross Cash Receipts collected by the Company from the Distribution of natural gas to all Sales Consumers within the corporate limits of the City; and (ii) a sum equal to the Volumetric Rate multiplied by the number of MCF of Transport Gas for the distribution of Transport Gas for Transportation Consumers, all such payments to be made monthly for the preceding monthly period.

B. The Company's obligation for payments of the Franchise Fee shall commence with the first cycle of the monthly billing cycle following the Effective Date of this Franchise Ordinance. Prior to that date, payments shall continue to be calculated and be paid in the manner previously provided in Ordinance No. G-922, and amendments thereto.

C. In the event a Consumer of Company does not pay a monthly bill from Company in full, Company shall prorate its payments of remissions to the City for sums due on that particular bill so that the amount actually paid by the Consumer to Company on the bill is distributed to Company and to the City for sums due on the bill in proportion to the percentage of the total bill actually paid by the Consumer. In the event Company actually collects any outstanding amounts due on a past due, unpaid, or partially paid monthly customer bill, the Company shall pay City its proportionate share of sums due to the City on such bill.

D. Upon written request by the City (but no more than once per quarter), the Company shall submit to the City a certified statement showing the manner in which the Franchise Fee was calculated. The City shall have the right to examine within the corporate limits of the City and during regular business hours, upon reasonable advance written notice to the Company, all books, papers and records kept by the Company in the ordinary course of business and pertaining to its business carried on by it in or through the City, necessary to verify the correctness of the Franchise Fee paid by Company.

E. No acceptance by the City of any Franchise Fee shall be construed as an accord that the amount paid is in fact the correct amount, nor shall acceptance of any Franchise Fee payment be construed as a release of any claim of the City. Any dispute concerning the amount due under this Section shall be resolved in the manner set forth in K.S.A. 12-2001, and amendments thereto.

F. The Franchise Fee required herein shall be in lieu of all taxes, charges, assessments, licenses, fees and impositions otherwise applicable that are or may be imposed by the City under K.S.A. 12-2001, K.S.A. 17-1902, and amendments thereto. From and after the date hereof, the permit fees required of the Company by any ordinance (presently in effect or hereafter adopted) for a permit to excavate in, or adjacent to, any Public Way shall be deemed a part of the compensation paid pursuant to this Franchise Ordinance and shall not be separately assessed or collected by the City; in no event, however, shall this provision be interpreted to waive the requirement of notice to the City and the procedural requirements of such ordinance. The Franchise Fee is compensation for use of the Public Way.

SECTION 4. USE OF PUBLIC RIGHT-OF-WAY.

A. Except as provided herein or as regulated by state or federal law, the use of any Public Way under this Franchise by the Company shall be subject to all laws, statutes, regulations and/or city policies (including, but not limited to those relating to the construction and use of the Public Way or other public property) now or hereafter adopted or promulgated. Unless specifically provided herein, the Company shall be subject to all rules, regulations and policies now or hereafter adopted or promulgated by the City relating to permits, sidewalk and pavement cuts, utility location, construction coordination, and other requirements on the use of a Public Way; provided however, that nothing contained herein shall constitute a waiver of or be construed as waiving the right of the Company to oppose, challenge, or seek judicial review of, in such manner as is now or may hereafter be provided by law, any such rules, regulation, or policy proposed, adopted, or promulgated by the City and, further provided other than the items enumerated in this Section 4 herein, that such rules, regulations or policies shall not require the payment of additional fees or additional costs for the use of a Public Way.

B. All mains, services, and pipe which shall be laid or installed under this Franchise shall be so located and laid as not to obstruct or interfere with any water pipes, drains, sewers, or other structures already installed. The Company shall provide, prior to commencing work, information to the City concerning work to be performed in the streets, avenues, bridges, parking areas, and public places of the City, as the City may from time to time require for purposes of record keeping. The City may require that the information be provided on its standard permit form, but without requiring approval, consent, or fees. In the event of an emergency, the Company shall have the right to commence work without having first provided such information or form(s).

C. The Company's use of any Public Way shall always be subject and subordinate to the City's use of the Public Way for any public purpose. The City may exercise its home rule powers in its administration and regulation related to the management of the Public Way; provided that any such exercise must be competitively neutral and may not be unreasonable or discriminatory, nor in conflict with state or federal law.

D. The City reserves the right to lay or permit to be laid cables, electric conduits, water, sewer, gas or other pipelines, and to do or permit to be done any underground work deemed necessary and proper by the City, along, across, over, or under any Public Way. In permitting such work to be done, the City shall not be liable to the Company for any damage to the Company's Facilities unless the City or its agents or contractors are negligent in causing said damage.

E. Whenever by reason of establishing a grade or changing in the grade of any street, or the location or manner of construction of any Public Way, the City deems it necessary to alter, change, adapt, or conform any portion of the Company's Facilities located in the Public Way, the City shall provide reasonable notice and such alterations or changes shall be made within a reasonable time by the Company, as requested in writing by the City, without claim for reimbursement or compensation for damages against the City; provided, however, that this provision is not intended to require the Company to alter, change, adapt, or conform any portion of its Facilities without reimbursement or compensation where the right to locate the same, whether by private right-of-way grant, utility easement, or otherwise, was acquired prior to the designation of the location as a Public Way.

F. If the City shall require the Company to adapt or conform its Facilities or in any way to alter, relocate, or change its property to enable any other person, firm, corporation, or Entity (whether public or private), other than the City, to use the Public Way, the Company shall be reimbursed by the person, firm, corporation, or Entity desiring or occasioning such change for any and all loss, cost, or expense occasioned thereby. "Person," "Firm," "Corporation," and "Entity" as used in this paragraph shall not include regular departments of the City, or any trust or authority formed by or for the benefit of the City for public utility purposes, but shall include any other agency or authority of the City, whether acting in a governmental or non-governmental capacity, including, but not limited to, any urban renewal authority, or any other agency or authority, which as a part of its program clears whole tracts of land within the municipal corporate limits and relocates citizens for the purpose of urban development or similar aims.

G. The Company and the City shall participate in the Kansas One-Call utility location program. The Company shall cooperate promptly and fully with the City and take all reasonable measures necessary to provide accurate and complete information regarding the location of its Facilities located within a Public Way when requested by the City. Such location and identification shall be promptly communicated in writing to the City without cost to the City, its employees, agents or authorized contractors. The Company shall designate and maintain an agent familiar with the Facilities, who is responsible for providing timely information needed by the City for the design and replacement of Facilities in a Public Way during, and for the design of Public Improvements.

H. The Company shall be subject to the following fees and costs in connection with its use and occupancy of any Public Way: (i) in the event that the repairs or replacements set forth under Section 5 below, have not been timely completed by Company, the City may charge an

excavation fee for each street or pavement cut to recover the costs associated with construction and repair activity; (ii) inspection fees to recover all reasonable costs associated with City inspection of the work of the Company in the Public Way when the Facilities are of such a scope and magnitude so as to require the City to incur such inspection costs by an outside party; and (iii) the repair and restoration costs associated with repairing and restoring the Public Way because of damage caused by the Company, its assigns, contractors, and/or subcontractors in the Public Way.

SECTION 5. NOTICE OF WORK AND DUTY TO REPAIR.

A. Prior to commencing any activities related to the construction, maintenance, or extension of its Facilities along, across, upon or under the Public Way, the Company shall submit to the City written plans detailing all such activities in the manner required by the City by Ordinance. In the event of an emergency, Company shall have the right to commence work without providing such plans, provided such plans are submitted within five business days of commencement of the work. The Company's Facilities shall be so constructed and maintained as not to obstruct or hinder the usual travel or public safety on such Public Ways or unreasonably obstruct the legal use by other utilities.

B. Prior to beginning work, the Company will inspect existing pavement within and/or adjacent to the work area and will report any existing damage or concerns. All earth, materials, sidewalks, paving, crossings, utilities, Public Improvements, or improvements of any kind located within the Public Way that are damaged, displaced, or removed by the Company shall be fully repaired or replaced to their prior condition or to existing municipal standards as are then in existence, and in a manner satisfactory to the duly authorized representative of the City, after completing such activity as is permitted under this Franchise Ordinance and without cost to the City.

SECTION 6. INDEMNITY AND HOLD HARMLESS.

The Company, its successors and assigns, in the construction, maintenance, and operation of its Facilities, shall use all reasonable and proper precaution to avoid damage or injury to persons and property, and shall indemnify, defend, hold, and save the City harmless from any and all claims, damage, judgements, and reasonable expense, including attorney fees, caused by the negligence of the Company, its successors and assigns, or their agents or servants. The Company or the City shall promptly advise the other in writing of any known claim or demand against the Company or the City related to or arising out of the Company's activities in any Public Way.

SECTION 7. RULES AND REGULATIONS.

The Company shall have the right to make and enforce such reasonable rules and regulations as it may deem necessary for the extension of its Facilities, the sale of its gas, and the prudent conduct of its business, provided that such rules and regulations shall neither be in conflict with the laws of the State of Kansas, with the orders, rules, or regulations of the Kansas Corporation Commission or other regulatory authority having jurisdiction, nor with the ordinances and regulations of the City insofar as they are consistent with the jurisdiction of the Kansas Corporation Commission or such other regulatory authority.

SECTION 8. REVOCATION AND TERMINATION.

In case of failure on the part of the Company to comply with any of the provisions of this Franchise Ordinance, or if the Company should do or cause to be done any act or thing prohibited by or in violation of the terms of this Franchise Ordinance, the Company may be subject to forfeiture of all rights, privileges, and Franchise granted herein, and all such rights, privileges, and franchise hereunder be deemed ceased, terminated, null, and void, and this Franchise Ordinance shall be deemed revoked or terminated, provided that said revocation or termination shall not take effect until the City has completed the following procedures: Before the City proceeds to revoke and terminate this Ordinance, it shall first serve a written notice upon Company, setting forth in detail the neglect or failure complained of, and the Company shall have sixty (60) days thereafter in which to comply with the conditions and requirements of this Franchise Ordinance. If at the end of such sixty (60) day period the City determines that the neglect or failure complained of has not been cured, the City shall take action to revoke and terminate this Franchise Ordinance by an affirmative vote of the governing body present at a public meeting and voting, setting out the grounds upon which this Franchise Ordinance is to be revoked and terminated; provided, to afford the Company due process, the Company shall first be provided reasonable notice of the date, time, and location of the governing body's consideration and shall have the right to address the governing body regarding such matter; and further provided, if the nature of the default is such that it cannot be reasonably cured within the above said sixty (60) day period, and the governing body believes the Company has in good faith timely commenced its cure and is diligently pursuing the completion of the same, the Company may, in the City's sole discretion, be given a reasonable additional period of time to complete its cure. Nothing herein shall prevent either party from invoking any other remedy that may otherwise exist at law. Upon any determination by the governing body to revoke and terminate this Franchise Ordinance, the Company shall have thirty (30) days to appeal such decision to the District Court where the City is located or in the District Court of Johnson County, Kansas. This Franchise Ordinance shall be deemed revoked and terminated at the end of this thirty (30) day period, unless the Company has instituted such an appeal. If the Company does timely institute such an appeal, such revocation and termination shall remain pending and subject to the court's final judgment. Provided, however, that the failure of the Company to comply with any of the provisions of this Franchise Ordinance or the doing or causing to be done by the Company of anything prohibited by or in violation of the terms of this Franchise Ordinance shall not be a ground for the revocation or termination thereof when such act or omission on the part of the Company is due to any cause or delay beyond the control of the Company or to bona fide legal proceedings.

SECTION 9. RESERVATION OF RIGHTS.

A. In granting its consent hereunder, the City does not in any manner waive its regulatory or other rights and powers under and by virtue of the laws of the State of Kansas as the same may be amended, applicable Federal laws or regulations as the same may be amended, its home rule powers under the Constitution of the State of Kansas, nor any of its rights and powers under or by virtue of present or future ordinances of the City.

B. In adopting and passing this Ordinance, neither the City's nor the Company's present or future legal rights, positions, claims, assertions or arguments before any administrative

agency or court of law are in any way prejudiced or waived. By the City's adopting and passing this Franchise Ordinance and the Company's acceptance hereof as provided in Section 10, neither the City nor the Company waive any rights, but instead expressly reserve any and all rights, remedies, and arguments the City or the Company may have at law or equity, without limitation, to argue, assert, and/or take any position as to the legality or appropriateness of any present or future laws, non-franchise ordinances and/or rulings.

SECTION 10. ACCEPTANCE OF TERMS.

A. This Franchise Ordinance shall take effect and be in force from and after its passage, approval by the City, acceptance by the Company, and publication in the official City newspaper. The Company shall have sixty (60) days after the final passage and approval of this Franchise Ordinance to file with the City Clerk its written acceptance of the provisions, terms, and conditions of this Franchise Ordinance and when so accepted, this Franchise Ordinance and acceptance shall constitute a contract between the City and the Company and such contract shall be deemed effective on the date Company files its acceptance with the City.

B. This Franchise Ordinance, when accepted as provided above, (i) shall constitute the entire agreement between the City and the Company relating to this Franchise, and the same shall supersede and cancel any prior understandings, agreements, or representations regarding the subject matter hereof, or involved in negotiations pertaining thereto, whether oral or written, (ii) shall be binding upon the parties, including their successors and assigns, and (iii) shall not be amended or further obligations imposed without mutual consent of the parties hereto.

SECTION 11. REOPENER PROVISION.

A. Upon written request of either the City or the Company, this Franchise may be reviewed once after five (5) years from the effective date of this Franchise Ordinance, and once every (5) five years thereafter, to review the Franchise Fee set forth in Section 3 above. Said request must be served upon the other party at least 120 days prior to the end of each period set forth above, and shall state specifically the amendment(s) to the Franchise Fee desired. The City and the Company shall negotiate in good faith in an effort to agree upon a mutually satisfactory amendment of the Franchise.

B. Upon written request of the Company, the Franchise shall be reopened and renegotiated at any time upon a change in federal, state, or local law, regulation, or order which materially affects any rights or obligations of the Company, including, but not limited to, the scope of the grant to the Company or the compensation to be paid to the City.

C. The Franchise Fee percentage rate set forth in Section 3 shall in no event exceed the percentage rate hereafter approved to calculate any fee paid to the City by any Entity for use of the Public Ways, if such fee is based in any way on the amount of revenues or gross receipts from the sale, transportation and/or distribution of natural gas or electric energy (excluding any municipally-owned electric utility) by such other Entity to customers within the City. If at any time after the Effective Date of this Franchise Ordinance, the fee or rate required to be paid by another Entity selling, transporting, and/or distributing natural gas or electric energy (excluding

any municipally-owned electric utility) is less than the Franchise Fee percentage rate set forth in Section 3, then this Franchise shall become automatically subject to reopen upon notice by the Company for purposes of negotiation of a new lower Franchise Fee percentage rate.

SECTION 12. NOTICE OF ANNEXATION.

The City shall promptly notify the Company in writing (to include a map) of areas newly annexed into or deannexed from the corporate limits of the City, and the Company shall update its records for the purpose of payment of Franchise Fees as soon as reasonably practicable after receiving such notice. Notwithstanding anything to the contrary in this Franchise Ordinance, the Franchise Fees provided for in Section 3 shall not become effective within any area annexed by the City until the beginning of the monthly billing cycle which begins no more than sixty (60) days after the date that the City provides the Company with a certified copy of the annexation ordinance, proof of publication as required by law and a map of the City detailing the annexed area.

SECTION 13. RELEVANT LAW.

This Franchise Ordinance is granted pursuant to the provisions of K.S.A. 12-2001 and amendments thereto. Any and all ordinances or parts of ordinances in conflict with the terms hereof are hereby repealed or considered as having no effect as of the first cycle of the monthly billing cycle as referenced in Section 3 of this Franchise Ordinance.

SECTION 14. TRANSFER AND ASSIGNMENT.

Company shall not have the right to assign, sell, lease, or otherwise transfer in any manner whatsoever to any third party not affiliated with Company the rights and privileges granted under this Franchise Ordinance except as hereinafter provided. Any assignment, sale, lease, or other transfer by the Company of the Franchise granted herein to any third party not affiliated with Company shall be ineffective and void unless:

- (1) The proposed assignment, sale, lease, or transfer shall be in writing:
- (2) The prospective assignee, buyer, lessee, or other transferee shall agree in writing to accept and become responsible for full performance of all conditions, covenants, obligations, and liabilities contained in this Franchise Ordinance; and
- (3) Such writing shall be submitted to the City Clerk of the City.

SECTION 15. POINT OF CONTACT AND NOTICES.

The Company shall at all times maintain with the City a local point of contact who shall be available at all times to act on behalf of Company in the event of an emergency. Company shall provide the City with said local contact's name, address, telephone number, fax number, and e-mail address. Emergency notice by either party to the other may be made by telephone to the City's designee as listed below. All other notices between the parties shall be in writing and shall be made by personal delivery, depositing such notice in the U.S. Mail, Certified Mail (return

receipt requested), or via the email addresses provided below. Any notice served by U.S. Mail or Certified Mail (return receipt requested) shall be deemed delivered upon actual receipt unless otherwise provided. Other than emergencies, notices to the parties shall be to the following:

The City:

The City of Junction City
Attn: City Clerk
Tammy Melton
Junction City, KS 66441

Phone: 785-280-3591
Fax: 785-223-4262
Email: tammy.melton@jcks.com

Company:

Kansas Gas Service, a Div. of ONE Gas, Inc.
Attn: Legal Department
7421 W. 129th Street
Overland Park, KS 66213-2713
Phone: (913) 319-8619
Fax: N/A
Email: kgsfranchises@onegas.com

Emergency Contact Information:

Emergency Designee: Junction City Police
Department
Emergency Contact No.: 785-762-5912
Emergency Email:

Natural Gas Emergency No: 888-492-4950

Local Contact Name.: Shawn Engstrom
Local Contact Email:
_Shawn.Engstrom@onegas.com

(or to replacement addresses that may be later designated in writing).

SECTION 16. AGREEMENT TO RENEGOTIATE.

Should the Kansas Corporation Commission take any action with respect to this Franchise Ordinance and any amendment thereto which precludes Company from recovering from its customers any costs or fees provided for hereunder, the parties hereto shall renegotiate this Franchise Ordinance in accordance with or to conform to the Commission's ruling.

PASSED, ADOPTED AND APPROVED this 7th day of December, 2021.

CITY OF JUNCTION CITY, KANSAS

[seal]

Jeff Underhill, Mayor

ATTEST:

Tammy Melton, City Clerk