City Commission Agenda
Tuesday, December 10, 2024, 5:30 PM
City Commission Chambers, 950 S. Grant Ave.

- Call to Order
- Roll Call
- Pledge of Allegiance
- Invocation

1. AWARDS, PROCLAMATIONS, PRESENTATIONS:
    a. Employee Service Awards
2. APPROVAL OF AGENDA
3. MINUTES -
    a. November 26, 2024, Regular Meeting Minutes
    b. November 26, 2024, Special Meeting Minutes
4. ITEMS FROM CITIZENS
    Rules of the Commission: Any citizen desiring to address the Commission shall be recognized by the Chair, advance to the podium, state his/her name and address in an audible tone for the record. Presentations shall be limited to five (5) minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.
5. ITEMS FROM GROUPS
6. 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 Commission member or citizen requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
    a. Planning & Zoning Signed Meeting Minutes
    b. Lease #100.02 Brandyn Terrazas
    c. Lease #TS-20.02 Austin Downs
    d. 2025 Cereal Malt Beverage Renewals
    e. Liberal CVB Advisory Board Minutes

7. Ordinance No. 4624 - Rezoning McCray Park Properties from R-1 to R-3
8. Ordinance No. 4625 - Rezoning 503 Luck Rd from A-L to I-2
9. Ordinance No. 4626 - Special Use Permit for a Concrete Plant at 503 Luck Rd
10. 503 Luck Rd - Construction Appeal for Sewer
11. Resolution No. 2426 - Adopting Exhibit C - 2025 Fee Schedule
12. Purchase of Report Writing and Video Review Software
13. Employee Policy Manual
14. Adoption of the 2025 SKC Legislative Agenda
15. <u>CITY STAFF</u>
16. <u>CITY MANAGER REPORT</u>
17. <u>ITEMS FROM COMMISSIONERS</u>
18. <u>VOUCHERS</u>
    a. 12/10/2024 VOUCHERS
    - ADJOURNMENT

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 1.a.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Angelica Arroyo , Director of Human Resources

RE: Employee Service Awards

Service Award Recipients

10 Years of Service

Jaime Sanchez – Parks/Sports Turf Department
Adrian Ward – Solid Waste Department
Karla Hannold – Communications Department
Valerie Timmer – Communications Department
Aaron Luman -- Fire Department

15 Years of Service

Brandt Helsel – Police Department
Argelia Aragon – Police Department
Jesus Aguilar – Water Department
Paul Holman – Cemetery Department
Esperanza Martinez – Communications Department
Erika Villa – Building Department

20 Years of Service

Chris Head – Police Department
Alicia Hidalgo – Administration

25 Years of Service

Guillermo Corona – Water Department
Brian Fornwalt – Airport

Recommendation:

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 3.a.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Alicia Hidalgo, City Clerk

RE: November 26, 2024, Regular Meeting Minutes

Attached are the November 26, 2024, Regular Meeting Minutes for your review.

Recommendation:

Staff requests approval of the November 26, 2024, Regular Meeting Minutes.

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION
November 26, 2024

The regular meeting of the Liberal City Commission was held at 5:30 p.m. at City Commission Chambers located at 950 S. Grant Ave., on Tuesday, November 26, 2024.

Commission Present: Mayor Jose Lara, Vice Mayor Jeff Parsons, Matt Landry, Janeth Vazquez, and Ron Warren.

City Staff Present: Interim City Manager Scarlette Diseker, Assistant City Manager Brad Beer, City Clerk Alicia Hidalgo, Grants Director Karen LaFreniere, Water Department Director Jose Rosales, Sanitation Department Direct Macario Arrendondo, Communications Director Pam Johnson, Special Project Manager Steve Carroll, and City Attorney Lynn Koehn.

Mayor Lara called the meeting to order. City Clerk Hidalgo read the roll call and declared a quorum present. The Pledge of Allegiance was recited, and Commissioner Warren gave the invocation.

1. AWARDS, PROCLAMATIONS, PRESENTATIONS. *No items were presented.*

2. APPROVAL OF AGENDA.
Commissioner Vazquez moved to approve the agenda, as printed, with Commissioner Landry seconding the motion. The motion carried unanimously.

3. MINUTES:
a. November 12, 2024, Special Meeting Minutes
b. November 12, 2024, Regular Meeting Minutes
c. November 19, 2024, Special Meeting Minutes
Commissioner Warren moved to approve November 12, 2024, Special Meeting Minutes, November 12, 2024, Regular Meeting Minutes, and November 19, 2024, Special Meeting Minutes, *with Commissioner Landry seconding the motion. The motion carried unanimously.*

4. Items from Citizens.
No items were presented.

5. Items from Groups.
No items were presented.

6. 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 Commission member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
a. Lease #21.06 D Lee Lampert LLC
b. Lease #76.00 Modern Insulation LLC
c. Lease #94.00 Richardson Trucking LLC
d. Lease #TS-17.00 Ron Jones
e. Lease #TS-18.00 Ron Jones
f. 2025 Cereal Malt Beverage Renewals
Commissioner Vazquez moved to approve the consent agenda, as printed, with Vice Mayor Parsons seconding the motion. The motion carried unanimously.

7. Larry Street & Hickory Street RHID Discussion.

• Interim City Manager Diseker stated the Commission approved Ordinance 4619 on September 24 to establish the RHID and adopted the plan for development of housing for the Larry & Hickory Streets development. The document listed the developer as G&G Developments LLC and not the City of Liberal. It was noted the Developer felt the RHID was set up similarly to the other two housing projects. This item was added to discuss how the Commission wishes to move forward with the developer from a financial perspective.

• The financials were reviewed. The funds for the housing development are drawn from Fund 260 One Cent Sales Tax for Streets, Drainage and Other Capital Improvements. That fund currently has a cash balance of $6,216,478.11. About $3.2 million is already earmarked for the other two housing projects. It tends to receipt around $250,000 in sales tax per month and ranges anywhere from $250,000-270,000 in receipts per month. In her professional opinion, there needs to be $2.5 million available in that fund for outstanding projects or any type of catastrophic situation because we do fund a lot of street developments and improvements for several departments. All of the numbers combined and adding the Sales Tax we might receipt for the rest of the year, we have about $1 million to work with. If the Commission chooses to proceed with any type of financial assistance to the development, we would have to redraft the RHID to match the others, and it will take a couple of months for the process.

• Commissioner Warren spoke to the developer in January and they were not aware of the RHID. The developer heard how the City was doing the other two projects. He evidently misunderstood how his was handled as he thought it was the same RHID as the other two projects.

• Discussion was held on the process of the RHID, the previous developments, and possible costs associated with the project.

• Vice Mayor Parsons noted the City knew we wouldn't be able to fund each development. We need to make sure the City has the money to do the project.

• Interim City Manager Diseker noted we do not want to leave that fund dry. We need to look at 2025 and the other projects scheduled. She will have a better idea of where the City is at the last meeting of the year.

• Additional discussion was held regarding the engineer's estimate, recouping the Sales Tax funds, the cost of building houses, and the size of the project.

• Vice Mayor Parsons requested postponing the item until more information is available.

• Commissioner Landry wants to see the financial impact to the City.

• Interim City Manager Diseker stated the intent today is for discussion. She will reach out to the developer for an Engineer's Estimate. By the next meeting, she will have some end of year financials ready to take into consideration. She can do some projections on what she thinks we will produce in the coming months. She wants to take care of the other departments in the city that need funds from the One Cent Sales Tax.

The Commission agreed to wait until they get the estimate.

8. Ordinance No. 4623 - Amending Chapter. 12, Articles 4 & 5 of the City of Liberal Code Book.

Mayor Lara requested Commission consideration of Ordinance No. 4623, entitled "AN ORDINANCE AMENDING CHAPTER 12 ARTICLE 4 OF THE CODE OF ORDINANCES OF THE CITY OF LIBERAL TO CREATE ARTICLE 4: LIBERAL MID AMERICAN AIR MUSEUM AND MOVING ARTICLE 4 TO ARTICLE 5 REGULATING AND AUTHORIZING THE ISSUANCE OF PERMITS FOR PARADES WITHIN THE CORPORATE LIMITS OF THE CITY OF LIBERAL, KANSAS."

• City Clerk Hidalgo stated Ordinance No. 4623 amends Chapter 12 of the City of Liberal Code Book and adds the Air Museum as a department in Article 4, and moves the parade information to Chapter 5 with no other changes.

Commissioner Landry moved to adopt Ordinance No. 4623, with Commissioner Vazquez seconding the motion. The motion carried unanimously.

9. Resolution No. 2425 – Solid Waste Rates.
Mayor Lara requested Commission consideration of Resolution No. 2425, entitled "A RESOLUTION AMENDING SECTION C-1511 AND C-1512 OF EXHIBIT C - FEE STRUCTURE, OF THE CODE OF THE CITY OF LIBERAL, KANSAS, DEALING WITH SOLID WASTE RATES."
• Assistant City Manager Beer stated Staff is requesting Commission approve Resolution 2425. The redline copy shows the changes requested due to the increased costs out of our control. The County went up an additional $3/ton for landfill charges. The listed $17.80 is from 2019 and went up a little each year; it is $20.66 right now. The increases are being passed down to us from the County. Macario is here if you have any questions.
• It was noted the 3% increase is currently in place and the increase isn't as much as it looks. Right now, we charge $20.66, and it is going to $22.
• The gate closure fee was discussed.
Commissioner Landry moved to adopt Resolution No. 2425, with Commissioner Vazquez seconding the motion. The motion carried unanimously.

10. Communications Emergency Response Protocol Software Purchase.
• Communications Director Johnson stated the Emergency Communications Center has previewed two reputable companies in search of an emergency response protocol software that interfaces with our CAD system. We did attempt a third company; however, they did not follow through with an agreed upon date and time to present their product during an online demonstration. They previewed APCO IntelliComm's product, but it did not seem to be as user friendly and fluid as the Total Response company's product. After several discussions and three demonstrations, they chose Total Response for our needs and preference. This software package allows agencies to customize protocols to match policies of the department along with those of Fire, Law and EMS departments in the jurisdiction. Local emergency response agencies will have the opportunity to collaborate with Communications in the creation of our customized protocol templates. Total Response has a Quality Assurance module to assist supervision staff with call taking and dispatching audits and the potential need for additional or refresher training. The last highlight I want to point out is the available on-demand training at all times. There is no need to find and enroll in classes with added enrollment costs, travel, time away from work, and mandated certification. Employees are able to work through additional or assigned training at their pace. At this time, there are over 50 courses available. This is a 2024 budgeted capital expense item and was unanimously approved by the Emergency Communications Board on November 12, 2024, in an amount not to exceed $65,000.
Commissioner Vazquez moved to approve the purchase of the Total Response Emergency Protocol Software Package in an amount not to exceed $65,000, coming from fund 202 Communications, with Vice Mayor Parsons seconding the motion. The motion carried unanimously.

11. Ortuno Housing Addition Change Order.
• Interim City Manager Diseker stated on November 5, 2024, City Leadership was presented with a Change Order Request for the Ortuno Housing Addition in the amount of $49,490.00. Items presented in this change order included sewer pipe, sewer manhole, fittings, water meter service taps, and water meter connections. In reviewing the Regular Meeting Minutes from the June 25, 2024 meeting, City Staff found two areas where change orders were discussed. In reference to the dirt removal, OC Quality Custom Homes stated that they would remove the on-site dirt at their own personal cost with no change orders. Later in the conversation, former City Manager, Rusty Varnado, stated that he had spoken to both Manual and Edgar Ortuno, and they had assured him there would be no change orders and if something wasn't right, they would make it right. The total amount approved for the project that day was

$1,656,150.32. This request would make the total project cost $1,705,640.32. Again, the funds would come from 260 Streets, Drainage, and Other Capital Improvements of the One Cent Sales Tax. Staff asked Gary Geist with Earles Engineering to be present in order to answer any questions the Commission may have regarding this request.

- Gary Geist referred to the Change Order and the other handouts. The first line item is to add the linear feet of 127 feet of sanitary sewer. That and the two manholes were left off the bid, due to the plans. At the time of the bid, Ortunos thought the lots were too big for houses, so they wanted to get to the Planning & Zoning and try to go with apartments or some type of multifamily. So at that time of the bid, that portion of the sewer was left out because they were undecided and couldn't get in front of the Planning & Zoning in time. Since then, they were accepted for a multifamily zoning, so they added the sanitary sewer and manholes. That is line 1 and 2. Line 3 is 36 each of the sanitary sewer Ys and fittings. That is an add-on. What that will do is while they are installing the sanitary sewer, they will install the Y and the contractor's plumber will plumb into the Y they install. That way they don't have to dig up and expose the sewer and they can run a riser up and mark their line and tie into the sanitary sewer. Next ones are the 6 inch and 8 inch water meter taps. The line below is a 10 inch water service tap. When they first put it out to bid, it was said by Rusty that he wanted the service lines and the taps, and the core stops included in the project so that when they were running the sewer line or the water line, they could run the water line to the meter. At the precon meeting, Jose with the Water Department said no we are not including those. So on the plans, he referred to the plan sheet, they had that the City was going to provide the core stops, curb meters, and all the brass fittings that went with the meter. They weren't going to tie the meter in, they were just going to get it from the main line to the meter and then Ortuno is responsible to contact the City, pay the permit for the meter and at that time, the City would go and connect the meter to what Earles installed. In doing so, they are deleting an existing line item for the 34 meter connections. That Change Order comes up to $49,490. That is what is in question.
- Commissioner Warren had a discussion with Water Department Director Jose Rosales and there may be a difference of opinion on the interpretation of the spec book. The City has never done this before where we've included the water meter taps during the project. The City generally does not go out and tap a bunch of water mains and put water meters out in the field which can be run over during construction. The water meter is usually put in when the house is completed. In the past, it has always been done with the contractor. On Holly Ridge Court, it is still being done that way – per house, and the contractor is paying for it. He understands that Rusty wanted it done, but Jose, Water Department Director, was not in favor of it. He repeatedly told Rusty it should not be done this way.
- Water Department Director Jose Rosales stated he told Rusty it was not a good idea to let the contractor do all the taps for the waterlines. In the past house-wise, the Water Department has done the tap for any new addition. That way, the City is responsible from the main all the way to the meter. In this case, Rusty said we would let them run the tap, put it up to the meter and then we'll be responsible for providing a meter after they pay their fees. He disagreed with Rusty because when they turn the water mains to the City, then we would be responsible for something the City didn't do. He told Rusty twice, once at the first meeting and then again in his office. Rusty said he wanted to go with what he said originally, that he trusted that Tracy would do a good job, which he doesn't disagree with, but that is not how we've done anything in the past. Any new developments pay for their water meter and the tap and Staff goes and sets everything in. He would like for that to continue to where the City does not allow contractors to come in and do all the service because then the City is responsible for work we didn't do.
- Commissioner Landry agrees with that.
- A lengthy discussion was held.
- City Attorney Koehn questioned Gary if he had information to incorporate into a change order that both parties can agree to. Include information discussed, what Jose wanted to start with, and other items that

were addressed. Verify it with City Staff and then take that to Ortuno and ask if it's agreeable. When they sign off on it, bring it back to the Commission for a Change Order for approval.

- Gary stated they are out of the country so it may be the first meeting in January.
- Additional discussion was held.
- No action was taken. Once a change order that reflects the consensus of the Commission is drafted, it will be added as an agenda item later.

12. Land Purchase.

- Interim City Manager Diseker stated the Agricultural Land Real Estate Contract between the City of Liberal and Shannon Energy Corporation is enclosed in the packet. During a City of Liberal Work Session on November 12, 2024, the Commission discussed the opportunity to purchase 15 acres of land on North Highway 83 (Tract in N2SE4SW4 of S21-T34-R33). The overall consensus was that this land could one day be developed into commercial properties as the City continues to grow north. She made a contingent offer as the Interim City Manager of $75,000 on November 13, 2024, pending official action by the Liberal City Commission. Funding for this purchase will come from the 1% Sales Tax Fund 260 for Streets, Drainage, and Other Capital Improvements.
- Vice Mayor Parsons stated this was his idea to begin with. As the town grows north and commercial development heads in that direction, this property coming up $75,000 for 15 acres is very reasonable. If we let the property get away from us and something gets built there then that potential growth is probably gone for a generation or more. The property is in proximity of other developments, and that is why he suggested it. Preserving the change for future growth of the city is worth this effort.
- It was clarified the land is 15 acres.
- City Attorney Koehn has reviewed the contract.

Commissioner Landry moved to approve the contract drafted by Heritage Real Estate for the purchase of the property for future commercial development in the amount $75.000, with Commissioner Vazquez seconding the motion. The motion carried unanimously.

13. CITY STAFF.

- Assistant City Manager Beer stated Randall Pond was staked this week. However, the Deed is incorrect. Staff is not going to do anything on the property until that is corrected. Keith talked to Thad with Earles and Thad is going to get the deed corrected. The pickleball courts are moving forward. Staff ran into some old foundation so they are digging that out. The solar project is ongoing. At a future work session, he would like to discuss a project on the Airport with Edgar Flores. He gave an update on the Water Project and the ATT Tower Project. He stated some projects coming up in 2025 are Randall Pond, Washington Street, repair and concrete areas of north Grant and Sunflower Street, spots on General Welch to touch up, drainage on Oak Street, ditch rework on entrances, Rash Pond, and a massive school zone flasher replacement because what we have is not updateable.
- Special Project Manager Steve Carroll gave an update on the splash pads at McCray and Muhuron parks and the Golf Course.
- City Clerk Alicia Hidalgo thanked the Liberal Fire Department for hosting our virtual KOMA/KORA session last week. A huge thank you to Deputy Fire Chief Skeety Poulton for making breakfast; it was excellent, so a shout-out to him. We had the A Shift Captain Ragan Dreitz and Warren Headrick and C Shift Captain Aaron Luman and Tyler Kulow who attended on their day off. HR Director Arroyo, Commissioner Landry, and Assistant City Manager Beer were also in attendance. Commissioner Vazquez attended in her office. Scarlette and Kristyn were in a different meeting and weren't able to attend so we plan to have another short session for them later. She thanked everyone for participating. She thinks everyone learned some valuable information that we can use so thank you.

- Commissioner Vazquez thanked her for putting the session together.

14. CITY MANAGER REPORT

Interim City Manager Diseker stated City leadership and staff continues to be very busy these past two weeks in preparing for the holidays and end of year:

1) Thank you to everyone who appeared tonight and presented on different topics. I appreciate everyone joining together and pooling their skills for the betterment of the City. I feel that more gets accomplished when we all work together with dedication to transparency and communication with each other and the public.
2) I sat down with Chet Pinkston this week. I am pleased to report that we have hired another PD officer. I hope people have noticed the increase presence our PD is having in the community. As promised back in October, now that we see an increase in staffing levels, we should see improvements in patrolling as it pertains to the safety of our citizens. I have said before, and it is worth saying again, that one of the major things that people want from their government is to provide a safe environment for their families, so I am very committed to this. Increasing manpower and having them active within the community is vital for our quality of life.
3) I have made it a priority in my time as Interim to keep the Commission informed of several things including Upcoming Events, Financial Numbers, Hiring Reports, Project Updates, and Leadership Team Progress. In my email last week, I sent out a 7-Year Capital Improvement Plan. It is my intent to schedule a Special Work Session where we can all sit down and share our ideas for the City as we move forward. It is vital that we communicate the things that we know need to be done, so we can compare notes with the Commission and prepare a roadmap for the future. We never want to be in a situation where we are wondering how something is going to be paid for or handled. Everyone seems very excited about this, as it should be a document that can be used in conjunction with the Comprehensive Plan and be used for years to come to better assist our community.
4) A story that I wanted to mention…around four weeks ago, I received an email from a concerned citizen about the intersection of 8th and Washington. This is an area where young children congregate to wait for the school bus. The citizen told me that it was extremely dark in the morning, and she was wondering if anything could be done. I immediately consulted with Brad who then called Southern Pioneer Electric, and we had a new light pole up within a few weeks. The person who sent me the email was very grateful and mentioned that she hesitated reaching out, because she was unsure if anything could be done. I want to make clear that in this position, I am a public servant, and it is my job to handle these types of requests. I don't feel like anything is too small. I may not always be able to grant every request, but we will treat people with dignity and respect if they have an issue.
5) With that said, I want to wish everyone a Happy Thanksgiving. Please enjoy the holiday and see you in a few weeks!

15. ITEMS FROM COMMISSIONERS

Commissioner Landry Thanked City Staff. Thank you to the Fire Department for the breakfast they made last week during the session. It was wonderful. Sorry you missed it, it was great. He is glad everything is coming together. He wished everyone a Happy Thanksgiving and gets to enjoy time with their families. That is important. Thank you.

Vice Mayor Parsons Thanked City Staff. He appreciates the hard work. He is enjoying weekly emails from Scarlette. That is a good bit of information. He is looking forward to doing some long-range planning; it's something he's been asking for for a couple of years. That will be very good. Wished everybody a Happy Thanksgiving. If you are traveling, have safe travels.

Commissioner Warren Appreciates Staff and all they do. He wishes everyone a Happy Thanksgiving – Staff, Commission, and the whole community. If anyone has any questions because it is a lot to take in, Jose can answer water questions, and he is more than happy to answer anything he can.
Commissioner Vazquez Wished everybody a Happy Thanksgiving. Thank you to Staff for all of their hard work. She gave recognition to all of the workers who put up the Christmas decorations. She thinks it looks very festive. She recognized the Liberal Chamber of Commerce for the Wrap A Lamp contest. It makes downtown look more festive. She thanked Scarlette for the update. She feels like it's been very informative, shows transparency, and gives really good knowledge to be able to make informed decisions about projects. She also gave a special recognition to Dr. Knudsen. He has delivered over 22,000 babies which is more than the total population of Liberal. He is a true hero and has committed his whole life to serving our community. His story is on KAKE News and social media platforms. These are the stories that are rewarding and put Liberal on the map. He talks about how he came here to cover an assignment and ultimately decided to make Liberal his home. He liked the welcoming community and it makes Liberal look like a great place to live.
Mayor Lara Thanked all City Staff. He can't believe it's still green out there. Every department is still working and making the city look more beautiful. He's seen the work on Washington. Everyone is still full throttle. No department has even slowed down even though this is the slow season. Most have picked up. All the departments doing decorations. The City is truly beautiful. The people are welcoming, and you see that all the time with anyone who comes here to visit. Thank you, Scarlette, for the emails. That has been really beneficial by getting information to everyone and for the new structure. She has moved the city from somewhat of a silo of departments to an open communication for everybody. It's beneficial to where we're at as a City, where we need to go and now we have every department's voice at one point in time and not just the ones that show up the most. Thank you for that. Happy Thanksgiving to everyone and be safe. Thank you to the developers who continue to help develop our City.

16. VOUCHERS:
$1,565,823.69, dated November 26, 2024.
Commissioner Warren moved to approve the vouchers, as presented, with Commissioner Vazquez seconding the motion. The motion carried unanimously.

The meeting was adjourned by Mayor Lara.

Jose Lara, Mayor

ATTEST:

Alicia Hidalgo, MMC, City Clerk

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 3.b.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Alicia Hidalgo, City Clerk

RE: November 26, 2024, Special Meeting Minutes

Attached are the November 26, 2024, Special Meeting Minutes for your review.

Recommendation:

Staff requests approval of the November 26, 2024, Special Meeting Minutes.

LIBERAL CITY COMMISSION SPECIAL MEETING
November 26, 2024

A Special Meeting of the Liberal City Commission was held at 6:30 p.m. at Commission Chambers, located at 950 S. Grant, on Tuesday, November 26, 2024.

Commission Present: Vice Mayor Jeff Parsons, Matt Landry, Janeth Vazquez, and Ron Warren.

Vice Mayor Parsons called the meeting to order at 7:09 p.m.

1. Policy Manual.
- Human Resources Director Angelica Arroyo presented updates to the Policy Manual.

The meeting adjourned at 8:17 p.m.

____
Jose Lara, Mayor

ATTEST:

____
Alicia Hidalgo, MMC, City Clerk

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 6.a.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From:

RE: Planning & Zoning Signed Meeting Minutes

The approved and signed meeting minutes from P/Z

Recommendation:

MINUTES
REGULAR MEETING
LIBERAL METROPOLITAN AREA

The Liberal Metropolitan Area Planning Commission convened for the public hearing in the City Commission Chambers, 950 S Grant. on June 13, 2024 at 7:00 pm

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	5	5
Edgar Ortuno, Vice Chairman	Yes	5	5
Monalicia Arredondo	Yes	5	4
Nick Schwindt	Yes	5	5
Jeff Hall	No	5	4
Jairo Vazquez	No	5	4
Jeremy Benton	Yes	2	3

Staff members: Keith Bridenstine, Zoning Administrator; Corban Garcia, Acting Secretary of the Board;

Steve Merz calls the meeting to order at 7:00PM. Steve notes there is a quorum present.

Item #1

Approval of the PZA Minutes of April 11, 2024 Regular Meeting.

Edgar Ortuno makes a motion to approve the PZA April 11, *2024 minutes as presented, with Jeremy Benton seconding the motion.*

AYES: Schwindt, Merz, Ortuno, Benton, Arredondo.
NAYES: None
ABSTAIN: None
ABSENT: Hall, Vazquez

All in favor, motion carried unanimously.

Item #2

Discussion on Zoning Ordinance.

Keith B. States, I have been so busy I don't have a whole lot. I mean, I think with some of the stuff going on like the variance we just went through for Dillon's, we don't have anything in our sign ordinance about secondary signing. I think it's something we should look at and when I have time I'm going over the international zoning code, I did formulate the opinion that we probably do not want to adopt the entire book because it was going to be too rough on the changeover. Maybe we should look at replacing the verbiage in our signing section with the verbiage in the international zoning code book because it does check out.

Nick S. then asks Keith to make a rough draft copy of a proposed signage ordinance change and to present his findings to the board when he has time.

Keith B. replies that he will try to work on it when he has time; however, he has been quite busy with the implementation of the new permitting software and the comprehensive plan. But that he would like to keep up the discussion in the future.

Steve M. speaks next and reports that the commission and the public both request a streamlining of the variance application process and that it would save applicants from having to wait one or two months to approach the board and would give the zoning administrator more authority to act.

Item #3

Keith B. states that there may be looking at a rear yard setback on one of the newly developed properties in the Holly Ridge Fourth Addition Replat area. This leads me into the decision of whether or not this is a developer problem or a code problem? Do brand new houses need variances or is there a problem with our building code? So that one could be coming before you. We also have a gentleman who owns 2 quarters immediately adjacent to the city limits. This gentleman may be looking at developing this land. I am also still working on the annexation of the cemetery.

Miscellaneous discussion of the latest comprehensive plan meeting occurred next with a request from Edgar for all board members to attend the comprehensive plan meetings and to be active participants in the process. Also mentioned was the proposed Dairy Queen construction on Highway 54 and potential reasons why the project has stalled including floodplain status and inaccessibility from the highway due to the Kansas Department of Transportation's refusal to allow a new entrance to be constructed.

Item #4

Steve Merz- Gave his opinions that code enforcement officers should look and see more than just weed ordinance violations.

Edgar Ortuno- Comments that zoning code needs changed to reflect a more progressive policy. Front and side setbacks need looked at. Zero lot lines in an R3 zone would also allow for condominium and triplex development without the need for a PUD filing.

Jeff Hall- Not present

Nick Schwindt- Commented that detached trailers parked on city streets are a violation of code and need to be enforced.

Jeremy Benton- Reflected some thoughts on his perception of code enforcement officer obligations and responsibilities.

Jairo Vazquez- Not present.

Monalicia Arredondo- Thanks everyone.

Edgar Ortuno makes motion to adjourn the meeting.
All in favor.
Meeting Adjourned.

ATTEST:

Steve Merz, Chairman

Corban Garcia, Acting Secretary

MINUTES
REGULAR MEETING
LIBERAL BOARD OF ZONING APPEALS

The Board of Zoning Appeals regular meeting on June 13th, 2024 at 7:00 PM, in the City Commission Chambers, 950 S Grant.

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	5	5
Edgar Ortuno, Vice Chairman	Yes	5	5
Monalicia Arredondo	Yes	5	4
Jeff Hall	No	5	4
Jairo Vazquez	No	5	4
Nick Schwindt	Yes	5	5
Jeremy Benton	Yes	2	2

Staff members: Keith Bridenstine, Zoning Administrator; Corban Garcia, Acting Secretary of the Board.

Steve M. calls the meeting to session at 7:00PM. Steve notes we have a quorum.

Item #1

Approval of the BZA Minutes of April 11th, 2024 Regular Meeting.

Nick Schwindt makes a motion to accept the minutes of April 11, 2024 as presented, with Jeremy Benton seconding the motion.

AYES: Merz, Schwindt, Benton, Arredondo.
NAYES: None
ABSTAIN: None
ABSENT: Jairo Vazquez, Edgar Ortuno, Jeff Hall
All in favor, motion carried unanimously.

Item #2

Case BZ-24-02: The owner is requesting a variance for a new wall sign in a C-2 zone, which will have more than one wall sign per facade, this can be permitted at this location by majority vote by the Planning Commission in accordance with Article XXIV, Section 10 of the zoning ordinance. The requested variance will apply to the following described property:

SURFACE AND SURFACE RIGHTS ONLY, in and to;
ALCO PLAZA ADDITION REPLAT, LOT 1, BLOCK A, to the City of Liberal, Seward County, Kansas. (Address: 1417 N KANSAS AVE.*)*

Keith B. states this is the Dillon's property that underwent an interior design change and update, and they updated their signs. Normally if something is pre-existing non-conforming I allow it to stay non-conforming. In the location on the front there was originally a secondary sign there, it's going to get changed to a larger size. So, since the proposed sign is larger than what is legally allowed I am here to propose a zone variance for this sign.

Steve M. states that if there is anyone in the audience here to speak about this variance please state your name and address for the record.

Anders H. a representative for Ron's Sign Company stands, states his name, and gives the address 1329 S. Handley St, Wichita, KS 67213. Anders states that As Keith said, since they renovated inside, they decided to add a pickup sign to the exterior elevation. This is kind of to help direct the traffic flow of anybody that's using their mobile app to order groceries and pick them up, this sign shows where the pickup parking will be located.

Steve M. notes that the floor is open for questions. At this point Edgar O enters the meeting at 7:08 PM. Steve then asks the speaker if the proposed changes to the signage will affect the existing handicap parking.

Anders H. replied, as far as I know, no, we haven't been aware of any parking changing. If they did, that would be something that Kroger would have to probably adjust because I know handicapped parking is very specific to where it's allowed for the building. So, if the handicap is there, they're probably going to have it right next to it.

Keith B. speaks next, of note, they gave me plans and stuff for the interior changes on the stores. I've received this for the exterior signage, but I have received nothing about what they intend to do with existing parking changes, you know, like when Walmart did the pickup thing.

No further discourse occurred and no one appeared to speak against the variance. As such, the public portion of the discussion was closed and there was no further comment from the board.

Nick Schwindt makes a motion to approve the variance for 1417 N Kansas with Edgar Ortuno seconding the motion.
AYES: Merz, Schwindt, Ortuno, Benton, Arredondo.
NAYES: None
ABSTAIN: None
ABSENT: Vazquez, Hall
All in favor, motion carried unanimously.

Item #3

Case BZ-24-03: The owner is requesting a variance for a new illuminated pylon sign in a C-2 zone, which the bottom edge will have a height of 3 feet from the ground, this can be permitted at this location by majority vote by the Planning Commission in accordance with Article XXIV, Section 10 of the zoning ordinance. The requested variance will apply to the following described property:

SURFACE AND SURFACE RIGHTS ONLY, in and to;
7TH ST & WESTERN AVE ADD, Lot 1 - 5, & VAC ST, to the City of Liberal, Seward County, Kansas. (Address: 712 N Western.)

Keith B. states that this is the old neighborhood Walmart neighborhood market, which was purchased by the college and was being renovated for the West Campus diesel tech truck driving programs for now, with some more expansion in there, they're looking to take down the original pole sign that Walmart had on the southeast corner of the property along the 7th St. there, and they've applied to put up more of a cabinet type pylon and the sign type really does not fall within our definitions of size and type. As we've discussed, we do need to go over our sign stuff, but the reason it's before you for a variance is it states in the sign zoning that an LED message center the bottom edge of it is supposed to be 10 feet above ground level at a minimum.

Steve M. states that if there is anyone in the audience here to speak about this variance please state your name and address for the record.

Nathan H. owner/operator of Luminous Neon stands, states his name, and gives the address 2300 E Wyatt Earp Dr, Dodge City, Kansas 67801. Nathan states that he is here to speak on behalf of Seward County Community College tonight.

Steve M. notes that the floor is open for questions.

Jeremy B. asks if the new sign will have the same surface area as the old sign, and if the existing footer will be sufficient.

Nathan H. replies that the surface area is the same, but that the sign will be repositioned and will be taller, and that the existing footer is appropriate for the sign size and type and meets the industry standard for a 110-mile wind load.

Steve M. then the speaker the meeting that the city has codes that apply to LED brightness levels at night.

Nathan H. replies that the proposed sign contains and auto-dimming feature set to reduce light output to 30% after sunset and that those settings can be overridden for special circumstances.

No further discourse occurred and no one appeared to speak against the variance. As such, the public portion of the discussion was closed and there was no further comment from the board.

Jeremy Benton makes a motion to approve the variance for 712 N Western with Nck Schwindt seconding the motion.
AYES: Merz, Schwindt, Ortuno, Benton, Arredondo.
NAYES: None
ABSTAIN: None
ABSENT: Vazquez, Hall
All in favor, motion carried unanimously.

Meeting closed.

ATTEST:

Corban Garcia, Acting Secretary

Steve Merz, Chairman

MINUTES
REGULAR MEETING
LIBERAL METROPOLITAN AREA

The Liberal Metropolitan Area Planning Commission convened for the public hearing in the City Commission Chambers, 950 S Grant. on April 11, 2024 at 7:00 pm

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	4	4
Edgar Ortuno, Vice Chairman	Yes	4	4
Monalicia Arredondo	No	4	3
Nick Schwindt	Yes	4	4
Jeff Hall	Yes	4	4
Jairo Vazquez	Yes	4	4
Jeremy Benton	Yes	1	1

Staff members: Keith Bridenstine, Zoning Administrator; Arlene Rosales, Secretary of the Board;

Steve Merz calls the meeting to order at 7:00PM. Steve notes there is a quorum present.

Item #1

Approval of the PZA Minutes of March 14, 2024 Regular Meeting.

Edgar Ortuno makes a motion to approve the PZA March 14, *2024 minutes as presented, with Jairo Vazquez seconding the motion.*

AYES: Schwindt, Hall, Vazquez, Merz, Ortuno, Benton
NAYES: None
ABSTAIN: None
ABSENT: Arredondo
All in favor, motion carried unanimously.

Item #2

Discussion on Zoning Ordinance.

Keith states this is article 16 chapter to the Sign Regulations & chapter 10 of the 2015 International Zoning Code. An awning sign is not allowed in our sign ordinance but is allowed in the International Zoning Code. If you guys want to take these two documents and compare what they have in similarities or what you think could be added to our zoning regulations from the IZC 2015. We do need to take a closer look at temporary signs.

Steve states he has a problem with temp signs due to having them up and they never come down. I don't like the temp signs on the swimming pool at all, it makes the town look cheap.

Keith states if we got into a legal battle, our current signs have issues that has been deemed unconstitutional, we can regulate the style of the sign but not the message of the sign. If you all would like to adopt the IZC, I can get books ordered for IZC 2024 for everyone.

Edgar states this is already an upgrade of what we currently have, we can review this and make some changes. How does this come into play with the comprehensive plan?

Keith states we may bring that up in one of our next meeting with the Comprehensive Plan.

Nick states he likes the idea of going over both books and getting together again and make some changes if need be.
Jeff ask do we get some back up from the IZC Attorneys?
Keith states if you hit a section we have amended the IZC Attorney may not want to help but we would still have the City Attorney.
Jeff ask is there any surrounding cities who have adopted this?
Keith states he will look into it.
Jeremy states we'll look into both books and go from there.
Steve states lets plan on looking over the sign ordinance and come up with a plan proposal for next meeting.

Item #3

Administrators Report.

Keith states the college purchased the All Nation church on 15th St. I have had 5 or 6 people asking what can they do with that building, it is currently zoned R-3. I've been asked about a bar, restaurant and event venue. You may see a rezone for this building from a Residential R-3 to a C-2 Commercial.
Steve ask about spot zoning?
Keith states it won't be spot zoning. They will take the lot North and change into Commercial to be able to change the zone to that lot as well.

Item #4

Items from Members.
Steve Merz- If you haven't gone on the City of Liberal website and take the Comp Plan Survey, please do so, encourage others to do so as well.

Edgar Ortuno- The discussion for today's meeting was for our next steering committee and stake holder meeting for the next pop up events. Getting that survey reached out to the majority of the community. We need to set up at the grocery store. I think we represent a lot of great things as well. Let's continue working together and being involved. I also want to thank Keith and Arlene for all their work they do.

Jeff Hall- I feel terrible for missing the meeting. I had an emergency at work. I apologize.

Nick Schwindt- Thank you Keith for all the work you've done. The secretary is doing a good job as well.

Jeremy Benton- We need to get the survey advertised. We can put it on the advertising screen before a movie. I am very excited to be on this board and looking forward to helping out.

Jairo Vazquez- Ditto.

Monalicia Arredondo- Absent.

Edgar Ortuno makes motion to adjourn the meeting.

All in favor.
Meeting Adjourned.

ATTEST:

Steve Merz, Chairman

Keith Bridenstine, Zoning Administrator

MINUTES
REGULAR MEETING
LIBERAL BOARD OF ZONING APPEALS

The Board of Zoning Appeals regular meeting on April 11th, 2024 at 7:00 PM, in the City Commission Chambers, 950 S Grant.

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	4	4
Edgar Ortuno, Vice Chairman	Yes	4	4
Monalicia Arredondo	No	4	3
Jeff Hall	Yes	4	4
Jairo Vazquez	Yes	4	4
Nick Schwindt	Yes	4	4
Jeremy Benton	Yes	1	1

Staff members: Keith Bridenstine, Zoning Administrator; Arlene Rosales, Secretary of the Board.

Steve Merz calls the meeting to session at 7:00PM. Steve notes we have a quorum.

Item #1

Approval of the BZA Minutes for the March 14, 2024 Regular Meeting.

Nick Schwindt makes a motion to accept the minutes of March 14th, 2024 with corrections, with Jeff Hall seconding the motion.

AYES: Merz, Schwindt, Vazquez, Hall, Benton
NAYES: None
ABSTAIN: None
ABSENT: Arredondo, Ortuno.
All in favor, motion carried unanimously.

Edgar Ortuno, Vice Chairman, arrives at 7:02p.m.

Item #2

1. **Case BZ-24-01:** The owner is requesting a Variance for a new building addition, which will extend into the back-yard setback, this can be permitted at this location by majority vote by the Planning Commission in accordance with Article XXIV, Section 10.2. The requested Variance will apply to the following described property:

   SURFACE AND SURFACE RIGHTS ONLY, in and to;
   NELLIE TUCKER 5TH ADDN, BLOCK 17, Lot 22. *to the City of Liberal, Seward County, Kansas. (Address: 1909 N Webster.)*

Keith states this is a R-1 Zoning district. The rear yard setback recognizes a homeowner to claim half of an alley up to 10' as part of their setback. The homeowner is trying to build up a residential addition of a master bedroom with a master suite area. The proposed plans have it 7' 6" from the rear property line, which will put the proposed location at 17' 6" from the center of the alley which will exceed the minimum half.

Mark Hall, 1909 N Webster, explains the importance of the addition. It will be a 32'x23' master bedroom addition. I will be using licensed contractors. I did ask the neighbors if they had any concerns and nobody had a problem with it.
Steve Merz asked about lot percentage cover.
Keith states it is 60%, this will put him right at 60%.
Jeff Hall makes a motion to approve the variance for 1909 N Webster with Edgar Ortuno seconding the motion.
AYES: Merz, Schwindt, Vazquez, Hall, Ortuno, Benton
NAYES: None
ABSTAIN: None
ABSENT: Arredondo.
All in favor, motion carried unanimously.

Meeting closed.

ATTEST:

Steve Merz

Steve Merz, Chairman

Keith Bridenstine, Zoning Administrator

MINUTES
REGULAR MEETING
LIBERAL BOARD OF ZONING APPEALS

The Liberal Metropolitan Area Board of Zoning Appeals regular meeting on August 8th, 2024 at 7:00 PM, in the City Commission Chambers, 950 S Grant.

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	6	6
Edgar Ortuno, Vice Chairman	Yes	6	6
Monalicia Arredondo	No	6	4
Jeff Hall	Yes	6	5
Jairo Vazquez	Yes	6	5
Nick Schwindt	Yes	6	6
Jeremy Benton	Yes	3	3

Staff members: Keith Bridenstine, Zoning Administrator; Corban Garcia, Acting Secretary of the Board.

Steve M. calls the meeting to session at 7:00PM. Steve notes we have a quorum.

Item #1

Approval of the BZA Minutes of the June 13th, 2024 Regular Meeting.

Edgar Ortuno makes a motion to accept the minutes of June 13th, 2024 as presented, with Jeremy Benton seconding the motion.

AYES: Merz, Schwindt, Benton, Vazquez, Ortuno, Hall
NAYES: None
ABSTAIN: None
ABSENT: Monalicia Arrendondo

All in favor, motion carried unanimously.

Item #2

Discussion:

Steve Merz- No Comments

Edgar Ortuno- No Comments

Jeff Hall- No Comments

Nick Schwindt- No Comments

Jeremy Benton- No Comments

Jairo Vazquez- No Comments

Monalicia Arredondo- Not Present

Edgar Ortuno makes motion to adjourn the meeting with Nick Schwindt seconding the motion.
All in favor.
Meeting Adjourned.

ATTEST:

Steve Merz

Steve Merz, Chairman

Arlene Rosales

Arlene Rosales, Secretary

MINUTES
REGULAR MEETING
LIBERAL METROPOLITAN AREA

The Liberal Metropolitan Area Planning Commission regular meeting on August 8th, 2024 at 7:00 PM, in the City Commission Chambers, 950 S Grant.

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	6	6
Edgar Ortuno, Vice Chairman	Yes	6	6
Monalicia Arredondo	No	6	4
Nick Schwindt	Yes	6	6
Jeff Hall	Yes	6	5
Jairo Vazquez	Yes	6	5
Jeremy Benton	Yes	3	4

Staff members: Keith Bridenstine, Zoning Administrator; Corban Garcia, Acting Secretary of the Board;

Steve M calls the meeting to order at 7:00PM. Steve notes there is a quorum present.

Item #1

Approval of the PZA Minutes of the June 13th, 2024 Regular Meeting.

Steve M asks for an amendment to his board comments last session to better reflect the meaning behind his statements.

Edgar O makes a motion to accept the minutes of June 13th, 2024 as amended, with Jairo V seconding the motion.

AYES: Schwindt, Merz, Ortuno, Benton, Vazquez, Hall
NAYES: None
ABSTAIN: None
ABSENT: Monalicia Arredondo

All in favor, motion carried unanimously.

Item #2

A request for a letter of support for the City of Liberal Railroad Crossing Elimination Grant Program Application.

Keith B states: So, they did a lot of drawings as they've been working on this for the past two years. At this time, the two most viable options are the overpass at Western and the overpass at

Pershing. The Western proposal is considerably more expensive; however, this option has generally obtained higher levels of support. The are also looking at the possibility of completing both projects.

As with other grant funding projects, Keeley has reached out to me to obtain a letter of support from this board to assist with the grant funding request. She presented to me the form you see before you as a rough draft for the board to build upon. Included within the letter is a space to add any comments, questions, or concerns the board may have regarding this project. I also have attached, pictures of the proposed overpasses as they currently stand. These preliminary depictions are not set in stone; however, they are the best-known information at this point.

Steve M states: I like the sound of putting in both if possible.

Edgar O states: There's more opportunities for different land uses on Pershing for some of those homes.

Keith B states: I'm speaking from memory, so don't quote me on this, but if I recollect correctly, the Pershing crossing would cost somewhere in the ballpark of six million and the Western crossing would cost somewhere in the ballpark of eleven million.

Nick Schwindt states: Really, I would have thought just the opposite.

Keith B states: Well, there's land acquisition and more that you would have to pay with the rest of the money. Housing along the east side of Pershing, north of the railroad tracks would need to be acquired as the homeowners would be left without a legal route to their house under the proposed plan. All areas shaded green on the map would be affected, including areas at the north edge of the green polygon, these locations would be subject to a dramatic reduction of viewable area as the overpass would reside directly in front of the house.

Jairo V states: So, these areas would be rezoned as something else?

Keith B states: I would guess that these areas might end up as sitting property or perhaps a small park could be installed there to be maintained by city crews.

Steve M states: I have seen the area on the west side of Pershing flood from Frog Pond all the way to the shed where C.R. Wilson used to be.

Keith B states: In 2018 Frog Pond underwent substantial improvements to alleviate the flooding concerns in the area.

Steve M states: In general, I think we just need to vote on the issuance of this letter that on behalf of the Metropolitan Area Planning Commission, we are writing to express strong support for the City of Liberal KS. Also, in a situation like this, where we write as a committee, the sign off where it says my name, chairman, the Liberal Metropolitan Area Planning Commission, it would say for the board, Steve Merz, Chairman. This, then represents our support in written agreement for the grant proposal.

Keith B states: The yellow highlighted area would contain details specific to your interest. Does anybody have anything that would need to go in there?

Nick S states: I don't have anything, but I would like to say I was very impressed with the letter. I think it hits everything that we we're looking for, for the city of liberal. I like the letter.
Steve M states: The letter should say "we" instead of "I", otherwise I am in favor of the letter.

Steve asks for a vote of consensus to approve the letter of support for the City of Liberal Railroad Crossing Elimination Grant Program Application.

AYES: Schwindt, Merz, Ortuno, Benton, Vazquez, Hall
NAYES: None
ABSTAIN: None
ABSENT: Monalicia Arredondo

Jairo V states: I have a question about this now. Hypothetically, let's say they do both. They do Pershing and Western and the fire department needs to get to the South end of town. Is that going to mean their route is automatically going to be Pershing now or are they still going through Main Street?

Keith B states: That would be up to the call of the fire department. I can tell you as a first responder that even if they put the overpass in, Pershing would never become my primary route because of the rough brick roads. That's why I think Western is a better option because I just find the brick roads too rough. In fact, every first responder I talked too was in favor of Western, because then you have either side of town, but it depends on who is on shift and who is running the call.

Item #3

Administrators Report:

Keith B states: We haven't had anything coming forward for a little bit so we didn't have a meeting last month. We have received an application on a rear yard setback variance for one of the brand-new houses on Navajo St that was just completed that should be before you next month. The city is also supporting a project to convert the Old Ranch motel at 304 E Pancake into an apartment complex. Changing from motel to apartments will require a rezone. The city is doing the paperwork for the rezone and once the two-hundred-foot property search is complete that project should be before you next month.

We also had our core team meeting for the comprehensive plan this morning. There is going to be a popup event at the duck festival to gain more public opinion. Based on previous feedback, major recurrent themes include additional commercial development and diversity of shopping, so the team is working towards coming up with the values that Liberal is looking toward. There will be future meetings and all members of this board are welcome to attend. The next meeting is September 12th and Keeley should be emailing you an invitation to the event.

When Corban sent out the email packet, did you all get the link to the railroad survey? It is a five-minute survey that asks questions like, “Are you a resident of Liberal?”, “Do you work here?”, “How many times per day do you cross the tracks?”, “How many times has the road been blocked?”, and “What are your concerns?”. Everyone please complete this survey and share the link with the public. The more entries we receive the better.

Also, in the survey realm, Keeley is looking for more things to put surveys out for. One idea is to put out an open comment survey that says what rules do you think Liberal has, that needs to go away? What rules do you think Liberal lacks, that need to be adopted?

Steve M states: I have a concern. I'm not going to say I'm opposed, but I have a concern and I think the concern is that the average citizen does not understand why these rules exist.

Keith B states: When these surveys are compiled they typically include demographic information questions to learn more about the respondents. This way we can know more about the types of people who respond. If 20,000 people get on there and say no front yard setbacks should be zero, these responses do not have to influence the decision of the board, but it would be interesting to see how the public reacts to these types of questions.

Jairo V states: I think this would be a good opportunity to educate the public on why these rules exist, give them the opportunity to provide feedback while informing them of the rules and explaining why they are there.

Keith B states: I have had several meetings with Air Products to investigate options for a new facility out in the Airport Industrial park. The line has gone silent on the Dairy Queen. I have had a few calls about a coffee shop, but there should not be any zoning issues with that one.

Item #4

Items from Members:

Steve Merz- As far as myself, I want to congratulate Edgar. Edgar is now also a member of the Seward County Planning and Zoning Board. So, we have three Members now from the city planning and zoning board on the county planning and zoning board. So, congratulations, Edgar again, I'm proud of you.

I would also like to comment on how approachable and helpful your office has been, Keith. I personally have experienced helpfulness, especially from Corban a time or two. So, I just want to say thank you tonight for doing the job you do. I know it's difficult sometimes so thank you again.

Edgar Ortuno- I think the board needs to be proactive in the core team as they work towards setting values and goals for the city. This opportunity represents a great time for the Planning and Zoning Board to become more involved in this phase of the project.

I also had a question about the overpass I forgot to ask earlier. Do we know if they are planning on installing pedestrian-friendly walkways with the new crossings?

Corban G states: Keeley mentioned that making the avenues more accessible for pedestrian traffic was going to be part of the process.

Edgar O states: I would also like to bring up a safety issue I discussed previously with Keith. Based on conversations with staff, it has been determined that the Head Start building is currently using the front of the building as the drop off point for children. This presents a significant safety hazard as there is no protection for these children who cross the drivable portions of the parking lot as they make their way to the building. Feedback from the building's landlord indicates that there is no desire to follow regulations because the area is private property.

Keith B states: Our office is currently undergoing a historic document digitalization process. So far, I have not been able to find any documentation for this location; however, we will renew focus on this search and will report back to the board with any relevant findings.

Steve M states: Nick and I were on that board at that time and remember the addition of a stipulation to a special use permit mandating that only the rear entrance be used for child drop off and pick up. Only under that circumstance was the permit granted and they all agreed to it at that time. I believe the meeting occurred ten to twelve years ago.

Jeff Hall- I have had some dealings with the building office lately and everything has gone great. Your job is a lot tougher than a lot of people know but you are doing great and thank you for everything you do.

Nick Schwindt- I would like to reiterate about the unhooked trailers around town. I have started calling the police department and they have contacted a few and they are moving them.

We also have a problem with city crews maintaining curbs and gutters. One location on S Washington is particularly bad. I have asked the city to fix the infrastructure at this location for over three years and they haven't done a thing. This is at 200 S Washington.

Jeremy Benton- Thank you all for what you are doing. I think this letter for the overpass is going to be great, we can use all the help we can get. Also, congratulations to Edgar on his board appointment.

Jairo Vazquez- A friend of mine related a concern to me regarding speeding motorists at the intersection of Starlight Drive and S Cain Ave. The house on the corner may have put up a fence, blocking the ability of drivers to see, but that people were already speeding in the area before that. My friend also mentioned a sign that might be too far back to be seen at this location.

Keith B states: This particular concern falls under the jurisdiction of the Traffic Safety Board, I will share with you the meeting date and time so that you may present this issue to that board.

Monalicia Arredondo- Not Present

Jeff Hall makes motion to adjourn the meeting with Nick Schwindt seconding the motion.

AYES: Schwindt, Merz, Ortuno, Benton, Vazquez, Hall
NAYES: None
ABSTAIN: None
ABSENT: Monalicia Arredondo

All in favor, motion carried unanimously.

Meeting Adjourned.

Steve Merz

ATTEST: **Steve Merz, Chairman**

Arlene Rosales

Arlene Rosales, Secretary

MINUTES
REGULAR MEETING
LIBERAL BOARD OF ZONING APPEALS

The Liberal Metropolitan Area Board of Zoning Appeals regular meeting on September 12th, 2024 at 7:00 PM, in the City Commission Chambers, 950 S Grant.

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	7	7
Edgar Ortuno, Vice Chairman	Yes	7	7
Monalicia Arredondo	Yes	7	5
Jeff Hall	No	7	5
Jairo Vazquez	Yes	7	6
Nick Schwindt	Yes	7	7
Jeremy Benton	No	4	3

Staff members: Keith Bridenstine, Zoning Administrator; Arlene Rosales, Secretary of the Board.

Steve Merz. calls the meeting to session at 7:00PM. Steve notes we have a quorum.

Item #1

Approval of the BZA Minutes of the August 8th, 2024 Regular Meeting.

Edgar Ortuno makes a motion to accept the minutes of August 8th, 2024 as presented, with Nick Schwindt seconding the motion.

AYES: Merz, Schwindt, Arrendondo, Vazquez, Ortuno
NAYES: None
ABSTAIN: None
ABSENT: Benton, Hall
All in favor, motion carried unanimously.

Item #2

Case BZ-24-04: The owner is requesting a variance for the purpose of a new building addition that will extend into the back-yard setback, this can be permitted at this location by majority vote by the Planning Commission in accordance with Article XXIV, Section 10 of the zoning ordinance. The requested variance will apply to the following described property:

SURFACE AND SURFACE RIGHTS ONLY, in and to;
HOLLY RIDGE FOURTH ADD REPLAT, BLOCK 2, Lot 5. *to the City of Liberal, Seward County, Kansas. (Address: 2505 Navajo Rd.)*

Keith, Zoning Administrator, states this is a brand-new residence in a R-1 zone. The buyer wants a covered patio in the back of the home, it does violate setbacks. They are required a 30ft set back, by the site plan they currently have 34ft. They can ask up to half

in any required setback. I believe it would be 14ft out from the house and 16ft wide, they are asking for a third of the setback not quite half of it.
Steve Merz, Chairman, opens the public portion of the meeting.
Marivn Chance Jr., 1517 Tulane Ct. States the buyer of the property would like a little bit of shade with the backyard patio.
Steve ask is the 10ft behind the fence an easement?
Marvin states yes, it is.
Steve closes the public portion of the meeting and turns to the board for discussion.
Nick Schwindt ask if the awning will be covered?
Keith states it will be an open awning.
Edgar Ortuno makes a motion to approve the variance, with Nick Schwindt seconding the motion.

AYES: Merz, Schwindt, Arrendondo, Vazquez, Ortuno
NAYES: None
ABSTAIN: None
ABSENT: Benton, Hall
All in favor, motion carried unanimously.

Meeting Closed

Steve Merz

Steve Merz, Chairman

ATTEST:

Arlene Rosales

Arlene Rosales, Secretary

MINUTES
REGULAR MEETING
LIBERAL METROPOLITAN AREA

The Liberal Metropolitan Area Planning Commission regular meeting on September 12th, 2024 at 7:00 PM, in the City Commission Chambers, 950 S Grant.

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	7	7
Edgar Ortuno, Vice Chairman	Yes	7	7
Monalicia Arredondo	Yes	7	5
Jeff Hall	No	7	5
Jairo Vazquez	Yes	7	6
Nick Schwindt	Yes	7	7
Jeremy Benton	No	4	3

Staff members: Keith Bridenstine, Zoning Administrator; Arlene Rosales, Secretary of the Board;

Steve M calls the meeting to order at 7:00PM. Steve notes there is a quorum present.

Item #1

Approval of the PZA Minutes of the August 8th, 2024 Regular Meeting.

Edgar Ortuno makes a motion to accept the minutes of August 8th, 2024 as amended, with Nick Schwindt seconding the motion.

AYES: Schwindt, Merz, Ortuno, Vazquez, Arredondo
NAYES: None
ABSTAIN: None
ABSENT: Benton, Hall
All in favor, motion carried unanimously.

Item #2

CASE PZ-24-03: This is a request to rezone the property from a "C-2" General Commercial District to a "R-3" Multiple Family Dwelling District. The rezone will apply to the following property:

SURFACE AND SURFACE RIGHTS ONLY, IN AND TO: FRANK WHEELER ADDN, BLOCK 2, S190' OF N200' LT 4 [304 E Pancake Blvd] [Parcel #: 088-192-04-0-30-03-002.00-0]

Keith states this property is an existing motel that was purchased by a group & thru the support of the City Administration & City Commission, they are working on a project to covert it from a transit motel to a non-transit apartment building. It is a project this company does, they buy motel and convert them to apartments. They have purchased the property. The city is assisting in anyway. Commercial zoning is correct for a motel or hotel but an apartment building itself is not

allowed in a commercial zone, therefore the owners are requesting to rezone it. We have received plans. I had let the owners know since they are changing occupancy they will have to put in fire sprinkler system in since it currently does not have any & they had those drawing done for us.
Steve Merz, Chairman opens the public portion of the meeting.
Steve Merz, Chairman closes the public portion of the meeting.
Steve states this seems reasonable to me.
Nick Schwindt states is this the reason the City of Liberal is the applicant for the rezone change
Keith states yes, because I am helping out the company. Administration & City commission has supported this project. I am being supportive & for coming to anyone who wants to bring housing into liberal.
Nick Scwhindt there is no protocol for you to do this, is my reason for my question. I was just curious as to why.
Monalicia states who is the current owner?
Keith states it is Grow with Petra, previously it was a Bhakta family.
Monalicia Arredondo makes a motion to approve the rezone from a C-2 General Commercial District to a R-3 Multiple Family Dwelling District and forwarding to the City Commission for approval with, Nick Schwindt seconding the motion.

AYES: Merz, Ortuno, Vazquez, Arredondo, Schwindt,
NAYES: None
ABSTAIN: None
ABSENT: Benton, Hall
All in favor, motion carried unanimously.

Item #3

Administrators Report:

Keith states during two meetings it was brought up by the board of KCSL students entering through the front of the building and in the comments, it was stated by personnel that the children would be entering & exiting through the back. In the motion of those minutes it says "they made a motion to accept the special use" and then voted as follows. I did contact the City Attorney Lynn, he said because the motion does not have the special contingence that they have to enter and exit through the back. We can't enforce it, we have no legal ground to stand on. We are going to have to get super specific in our motion.
Monalicia ask if anyone has brought this issue to the State of KS? I think if anyone is concerned about it, it should be taken to the KS Children's Service Leguea
Keith states no, we haven't but we can.
Keith states the location is an early preliminary drawing of a platted housing development which may request to go PUD. The property North of it is Sage MHP, to the East is Panhandle Oil Field. A lot of the lots meet R-1 size, the lots on the East of this are a lot smaller. This is PUD there are no zoning rules in PUD, it is what you guys will approve. If this goes PUD they will have to give you building specifics. I would like your support on this discussion, if they put this housing development, they should put a park in this housing development. The closes park is more than a mile away and they cross a highway.
Steve ask in a PUD do all the structures still have to meet the building code and get inspections?
Keith states yes

Edgar ask what about parking requirements?
Keith states parking requirements are just like the rest of zoning.

Item #4
Items from Members:

Nick Schwindt- I started calling around for the trailers parked in the street without a tow vehicle and the police department has been addressing the issue and I appreciate that. Semi-truck parking in town and mechanic work on these trucks in town. Garden city has something in place where they don't allow semis parked in residential areas.

Steve Merz- On South Webster, there are weeds taller than me. Someone can get hurt especially after dark. There are multiple inoperable vehicles fenced in but the cars are packed in there stacked on top of each other. KDOT has a clean-up fund, to help clean that stuff up. The fence is falling down. It is all junk cars back there. I appreciate you guys and what you are doing. Arlene welcome back.

Edgar Ortuno- I think we can look at our parking regulations, I found a couple things and they are kind of contradictory. I invite all of you if you have time to meet with Keith. I saw a section for commercial districts if you have different types of occupancy, you need parking for each type of occupancy, and right now we have buildings that don't follow that regulation.
Keith states he welcomes anyone of the board members to come by the office anytime and discuss zoning questions or concerns.

Jairo Vazquez- One of the things I want to bring up is the stuff we have talked about on mobile homes, it's a lot to do with Planning and Zoning and I was hoping we can look at that, and I've been thinking about it the last few days. I can't figure out how to fix the abandon ones or maybe put something in place so its not a nuisance or a problem. I don't know if the solution is maybe putting something in like the County has where from set date ten years back you can't have anything that's older than that.

Monalicia Arredondo- I have to agree with the semi-truck parking, I believe it has gotten out of control. In the new Chance Addition there is one out there and it takes away from the prettiness of the houses.

Jeff Hall- Not Present.

Jeremy Benton- Not present.

Edgar Ortuno makes motion to adjourn the meeting with Nick Schwindt seconding the motion.

AYES: Merz, Ortuno, Vazquez, Arredondo, Schwindt,
NAYES: None
ABSTAIN: None

ABSENT: Benton, Hall
All in favor, motion carried unanimously..

Meeting Adjourned.

ATTEST:

Steve Merz

Steve Merz, Chairman

Arlene Rosales

Arlene Rosales, Secretary

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 6.b.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Judy Hernandez, Accountant I

RE: Lease #100.02 Brandyn Terrazas

Recommendation:
Staff requests Commission consideration to approve the attached Lease Agreement #100.02 with Brandyn Terrazas.

THIS AGREEMENT, entered into this 1st day of January, 2025, by and between the City of Liberal ("Lessor") and **Brandyn Terrazas, 4294 Wide Awake Ln Liberal, Ks 67901, (620) 655-1863**("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

NE Corner Lot 1 of block 1
Lot 1 = 95,832 sq. ft.

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year** beginning on **January 1st, 2025.** There is no option to renew this Agreement, and any hold over will be considered a month to month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor $4,197.46 per year in advance or $349.8 per month. Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:
   a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the airport;
   b. Rules and regulations of the Federal Aviation Administration;
   c. All other laws and regulations of the United States, State of Kansas, or any other governmental entity's laws, rules, and regulations applicable to said premises;
   d. No mobile homes or house trailers for living quarters may be placed on the leased premises and the premises shall not to be used for dwelling purposes;
   e. Lessee agrees to furnish service on a fair, equal, and not unjustly discriminatory basis to all of its users, and to charge fair, reasonable and not unjustly

Lessee Initials BT

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 6.c.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Judy Hernandez, Accountant I

RE: Lease #TS-20.02 Austin Downs

Recommendation:
Staff requests Commission consideration to approve the attached Lease Agreement #TS-20.02 with Austin Downs.

THIS AGREEMENT, entered into this **1st day of January, 2025**, by and between the City of Liberal ("Lessor") and **Austin Downs, 1019 North Clay Ave., Liberal, KS 67901, Phone: (620) 417-3958** ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

T-Hangar S-20 of the South Set of T-Hangars
Building #809

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year** beginning on **January 1st, 2025.** There is no option to renew this Agreement, and any hold over will be considered a month to month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor **$848.81 per year in advance or $70.73 per Month.** Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:
   a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the airport;
   b. Rules and regulations of the Federal Aviation Administration;
   c. All other laws and regulations of the United States, State of Kansas, or any other governmental entity's laws, rules, and regulations applicable to said premises;
   d. No mobile homes or house trailers for living quarters may be placed on the leased premises and the premises shall not to be used for dwelling purposes;
   e. Lessee agrees to furnish service on a fair, equal, and not unjustly discriminatory basis to all of its users, and to charge fair, reasonable and not unjustly

Lessee Initials AD

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 6.d.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Alicia Hidalgo, City Clerk

RE: 2025 Cereal Malt Beverage Renewals

The following applications are for 2025 Cereal Malt Beverage (CMB) Licenses:

1. Dillons #73 - 1417 N. Kansas Ave.
2. Family Dollar #26566 - 920 S. Kansas Ave.
3. Phat Katz XXX - 141 W. Pancake Blvd.
4. Rash's Sinclair - 563 E. Pancake Blvd.
5. TC's Convenience Store - 208 East 8th St.

Recommendation:

Staff recommends approval pending all inspections.

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☑ City or ☐ County of Liberal

SECTION 1 – LICENSE TYPE

Check One: ☐ New License ☑ Renew License ☐ Special Event Permit

Check One:
☐ License to sell cereal malt beverages for consumption on the premises.
☑ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 0044801956590F01

I have registered as an Alcohol Dealer with the TTB. ☑ Yes (required for new application)

Name of Corporation: Dillon Companies, LLC	FEIN: 48-0196590		
Corporation Street Address: 2700 E. 4th PO Box 1608	Corporation City: Hutchinson	State: KS	Zip Code: 67501
Date of Incorporation: 05/13/1921	Articles of Incorporation are on file with the Secretary of State.	☑ Yes ☐ No	
Resident Agent Name	Phone No.		
Residence Street Address	City	State	Zip Code

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name: Dillon's # 73	Name: Kroger Business License
Business Location Address: 1417 N. Kansas	Address: PO Box 305103
City: Liberal State: KS Zip: 67901	City: Nashville State: TN Zip: 37230-5103
Email Address(s) Please separate values with a comma. business.license@kroger.com	
Business Phone No. 615-232-7759	☑ Applicant owns the proposed business location. ☐ Applicant does not own the proposed business location.
Business Location Owner Name(s): Dillon Companies, LLC	

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name: No one one more than 25%	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☑ City or ☐ County of Liberal

SECTION 1 – LICENSE TYPE

Check One: ☐ New License ☑ Renew License ☐ Special Event Permit

Check One:
☐ License to sell cereal malt beverages for consumption on the premises.
☑ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-562056614F-001

I have registered as an Alcohol Dealer with the TTB. ☐ Yes (required for new application)

Name of Corporation Family Dollar LLC	FEIN 56-2056614		
Corporation Street Address 500 Volvo Pkwy	Corporation City Chesapeake	State KS	Zip Code 67544
Date of Incorporation 11/17/1997	Articles of Incorporation are on file with the Secretary of State.	☑ Yes ☐ No	
Resident Agent Name Corporate Service Company	Phone No. 1-800-927-9800		
Residence Street Address 2900 SW Wannamaker Dr. Ste. 204	City Topeaka	State KS	Zip Code 66614

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Family Dollar # 26566	Name Family Dollar LLC
Business Location Address 920 S Kansas Ave	Address 500 Volvo Pkwy
City State Zip Liberal, KS 67901	City State Zip Chesapeake, VA 23320

Email Address(s) Please separate values with a comma.
AB-Licensing@dollartree.com

Business Phone No. 757-321-5000	☐ Applicant owns the proposed business location. ☑ Applicant does not own the proposed business location.

Business Location Owner Name(s)
Omega REH, LLC - Landlord

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name [redacted]	Position [redacted]		Date of Birth [redacted]
Residence Street Address [redacted]			
Spouse Name [redacted]			
Residence Street Address [redacted]			
Name [redacted]			
Residence Street Address [redacted]			
Spouse Name [redacted]			
Residence Street Address [redacted]			
Name [redacted]			
Residence Street Address [redacted]			
Spouse Name [redacted]			
Residence Street Address [redacted]			

INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☐ City or ☑ County of Seward

SECTION 1 – LICENSE TYPE

Check One: ☐ New License ☑ Renew License ☐ Special Event Permit

Check One:
☑ License to sell cereal malt beverages for consumption on the premises.
☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licenses premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-932763788-F01

I have registered as an Alcohol Dealer with the TTB. ☐ Yes (required for new application)

Name Shaquela Cornwell	Phone No. 6206045061	Date of Birth [redacted]
SSN/EIN [redacted]	Drivers' License Number K02447120	
Email Address(s). Please separate values with comma		
Residence Street Address 7338 E 31st St N	City Wichita State KS	Zip Code 67226

Applicant Spousal Information

Spouse Name	Phone No.	Date of Birth
Residence Street Address	City State	Zip Code

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Shaquela Cornwell	Name
Business Location Address 141 W. Pancake blvd	Address
City Liberal State KS Zip 67901	City State Zip
Business Phone No. 6206045061	☐ I own the proposed business location. ☑ I do not own the proposed business location.
Business Location Owner Name(s) Shaquela Cornwell	

SECTION 4 – APPLICANT QUALIFICATION

I am a U.S. Citizen	☑ Yes ☐ No
I am at least 21 years of age	☑ Yes ☐ No
I have had any license issued pursuant to the Kansas Liquor Control Act, Kansas Club and Drinking Establishment Act or Kansas Cereal Malt Beverage Act revoked for a violation of such acts?	☐ Yes ☑ No
I have been a resident of Kansas for at least 34 years prior to the submission of this application.	
Within 2 years immediately preceding the date of this application, neither I nor my spouse* have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness: (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	☑ Yes No
My spouse has previously held a CMB license.	☐ Yes ☑ No
My spouse has never been convicted of one of the crimes mentioned above while licensed.	☑ Yes ☐ No

Page 1 of 3

AG CMB Individual Application (Rev. 11.10.21)

INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☒ City or ☐ County of Liberal, Kansas

SECTION 1 – LICENSE TYPE

Check One: ☐ New License ☒ Renew License ☐ Special Event Permit

Check One:
☐ License to sell cereal malt beverages for consumption on the premises.
☒ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licenses premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-480816378-F01

I have registered as an Alcohol Dealer with the TTB. ☑ Yes (required for new application)

Name: Donald Rash	Phone No.: 620-624-1361	Date of Birth: [redacted]
Residence Street Address: 461 Harold Blvd	City: Liberal	Zip Code: 67901

Applicant Spousal Information

Spouse Name: deceased	Phone No.:	Date of Birth:
Residence Street Address:	City:	Zip Code:

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name: Rash's Sinclair	Name: Rash's Sinclair
Business Location Address: 563 East Pancake Blvd	Address: P O Box 1509
City: Liberal State: KS Zip: 67901	City: Liberal State: KS Zip: 67905
Business Phone No.: 620-624-2214	☒ I own the proposed business location. ☐ I do not own the proposed business location.
Business Location Owner Name(s):	

SECTION 4 – APPLICANT QUALIFICATION

I am a U.S. Citizen	☑ Yes	☐ No
I have been a resident of Kansas for at least one year prior to application.	☑ Yes	☐ No
I have resided within the state of Kansas for 59 years.		
I am at least 21 years old.	☑ Yes	☐ No
I have been a resident of this county for at least 6 months.	☑ Yes	☐ No
Within 2 years immediately preceding the date of this application, neither I nor my spouse* have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness: (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	☐ Yes	☑ No
My spouse has previously held a CMB license.	☐ Yes	☑ No
My spouse has never been convicted of one of the crimes mentioned above while licensed.	☐ Yes	☑ No

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☑ City or ☐ County of LIBERAL, KS

SECTION 1 – LICENSE TYPE

Check One: ☐ New License ☑ Renew License ☐ Special Event Permit

Check One:
☐ License to sell cereal malt beverages for consumption on the premises.
☑ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-921269743F-01

I have registered as an Alcohol Dealer with the TTB. ☑ Yes (required for new application)

Name of Corporation TCM PRO LLC	FEIN 92-1269743		
Corporation Street Address 208 E 8TH ST	Corporation City LIBERAL	State KANSAS	Zip Code 67901
Date of Incorporation 06/09/2022	Articles of Incorporation are on file with the Secretary of State.	☑ Yes	☐ No
Resident Agent Name TCM PRO LLC	Phone No. (785)760-4055		
Residence Street Address 208 E 8TH ST	City LIBERAL	State KANSAS	Zip Code 67901

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name TC's Convenience Store	Name
Business Location Address 208 E 8TH ST	Address
City LIBERAL State KS Zip 67901	City State Zip
Email Address(s) Please separate values with a comma. TCMPRO22@GMAIL.COM	
Business Phone No. (785)760-4055	☑ Applicant owns the proposed business location. ☐ Applicant does not own the proposed business location.
Business Location Owner Name(s) TCM PRO LLC	

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name [redacted]	Position		Date of Birth
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 6.e.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From:

RE: Liberal CVB Advisory Board Minutes

Recommendation:

LIBERAL CONVENTION AND TOURISM BOARD

November 21, 2024 Tourist Information Center

	Service On Board	Meetings Attended	Term	Attendance Today
Jay Bhakta Chair	08/2008/2026	4	5	Present
Chuck Lamberson	07/2009/2027	3	4	Absent
Rosa Castenada	10/2015/2024	4	2	Present
Diana Esparza-Villarreal	10/2022/2024	3	1	Absent
Devon Ponder	10/2022/2026	0	1	Absent
Sally Fuller, Director				Present

Meeting was called to order at 1:36 p.m. by Chair Jay Bhakta.

Minutes and financials were reviewed. Second and third quarter Transient Guest Tax collections where discussed. Numbers are improving.

Director's Report (Attached)

Fuller told members present about the Ruby Slipper Slide project and told them the city had received a Tourism Attraction Development Grant from the state and they would be invited to the check presentation as soon as it is scheduled.

She also told them Devon Ponder had been removed from the group as he has not been to a meeting at all in 2024 and also has not communicated in any way. This leaves the group at four members when there should be seven.

Meeting adjourned at 2:15 p.m.

The next scheduled meeting will be Thursday, December 19, 2024, at 1:30 p.m. at the Tourist Information Center.

Convention and Tourism Director's Report
November

The new billboard designs are at the billboard company for printing and installation. Each of the three local billboards will have a slightly different design but all use the new marketing slogan: "A Liberal KS state of __________." We will be changing out the 5 billboards in 2025. The billboard near Fellowship Baptist is still slated for removal so it will not change.

The North American Falconers Association (NAFA) will have arrive Thanksgiving weekend and be here until Dec.7 for their annual field meet. They will have evening events at the conference center and hunt with their birds during the day. We did 200 welcome bags for them.

We have had 9 Rooster Roundup bands turned in so far. Only one has been from Liberal. The others have been from Texas, Ohio, Missouri and Kansas City.

Mandy Read received her Kansas Destination Specialist award at the Kansas Tourism Conference. This is a continuing education program by the Travel Industry Association of Kansas that Mandy had to work hard to get.

Mid-American Air Museum just launched a museum specific website. Check it out at liberalairmuseum.com.

Upcoming Trade Shows/Events:

Rural Leadership Retreat	Jan. 9-10, 2025	Valley Falls
Pancakes at the Capital	Jan. 21, 2025	Topeka
Travel and Adventure Show	March 22-23, 2025	Dallas, TX
Kansas Tourism Conference	Oct. 20-22, 2025	Manhattan

Upcoming Events

Chamber After Hours	Nov. 21	Library
Pink Friday	Nov. 22	All over town
SCCC Holiday Concert	Nov. 22	SCCC
Cuffs & Crew Christmas Classic	Nov. 23	Grif Golf
Community Concert	Nov. 24	LHS Auditorium
Merry & Bright Market	Nov. 29-Dec. 24	Baker Arts Center
Wine Tasting & Paint Night	Dec. 5	Baker Arts Center
Merry & Bright Market Open House	Dec. 7	Baker Arts Center
Holiday Marketplace Expo	Dec. 7-8	Activity Center
Kids Christmas Party	Dec. 14	Recreation Center

October Totals
Welcome Bags: 150 for Episcopal KS State Convention
Donations: 1 to Kansas Tourism Conference
Visitor Packets Mailed: 302
Hunting Packets Mailed: 0
Pinned Visitors to TIC: 62
International Visitors: 4 from Canada and England

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 7.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Keith Bridenstine, Building Services Director

RE: Ordinance No. 4624 - Rezoning McCray Park Properties from R-1 to R-3

This Ordinance would rezone four properties from R-1 to R-3. The properties are McCray Park and three lots between it and Pine. USD 480 owns one of the lots being rezoned and is in support of this rezone. Rezoning will not affect the City's use of the property, but will prepare the property for a potential development. The Planning and Zoning Board approved the rezone on November 26th and forwarded it to the Commision.

Recommendation:
Staff recommends approving Ordinance No. 4624 to rezone the four properties in the McCray Park area.

(Published in the *High Plains Daily Leader & Times,* Liberal, Kansas, this 12th day of December 2024.)

ORDINANCE NO. 4624

AN ORDINANCE AMENDING THE "OFFICIAL ZONING DISTRICT MAP" OF THE CITY OF LIBERAL, KANSAS BY REZONING TRACTS OF LAND IN SECTION 8, TOWNSHIP 35, RANGE 33 OF THE 6TH PRINCIPAL MERIDIAN IN CITY OF LIBERAL, SEWARD COUNTY, KANSAS FROM "R-1" SINGLE FAMILY DWELLING DISTRICT TO "R-3" MULTIPLE FAMILY DWELLING DISTRICT.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LIBERAL, KANSAS.

Section 1. That pursuant to the recommendation of the Liberal Metropolitan Area Planning Commission, the "Zoning District Map" referred to in and made a part of Article IV, Section 2 of the Zoning Ordinance of the City of Liberal, Kansas, is hereby amended by changing the zoning classification of the below described property from "R-1" Single Family Dwelling District to "R-3" Multiple Family Dwelling District.

Lots 1-6, Block 2, and block 1 McCray Addition to the City of Liberal, Seward County, Kansas, (Address: 1000 S Pershing Ave) (Parcel # 088-193-08-0-10-03-011.00-0)

A tract of land in the Northeast Quarter (NE/4) of Section Eight (8), Township Thirty-five (35) South, Range Thirty-three (33) West, of the 6th Principal Meridian: Beginning on the South line of Pine Street, at a point which is 100 feet East of its intersection with the East line of Jordan Avenue; thence South on a line of a tract conveyed to William E. Carlile, a distance of 140 feet; thence East parallel with the South line of Pine Street, a distance of 200 feet to a tract formerly owned by Virgil Waugh; thence North along this line, a distance of 140 feet to the South line of Pine Street; thence West on the south line of Pine Street, a distance of 200 feet to the Point of Beginning (Address: 224 W Pine St) (Parcel # 088-193-08-0-10-03-002.00-0)

A tract of land in the Northeast Quarter (NE/4) of Section Eight (8), Township Thirty-five (35) South, Range Thirty-three (33) West, of the 6th Principal Meridian: Beginning at a point on the North line of said Northeast Quarter (NE/4), which is 645 feet East of the Northwest corner thereof; thence South at a right angel of 300 feet; thence Easterly at a right angle, a distance of 300 feet; thence Northerly at a right angle, a distance of 300 feet to a point on the North line of the Northeast Quarter (NE/4); thence Westerly along the North line a distance of 300 feet to the Point of Beginning (Address: 220 W Pine St) (Parcel # 088-193-08-0-10-03-001.00-0)

A tract of land in the Northeast Quarter (NE/4) of Section Eight (8), Township Thirty-five (35) South, Range Thirty-three (33) West, of the 6th Principal Meridian: Beginning at a point which is 645 feet East and 180 feet south of the Northwest corner thereof; thence South at a right angel of 160 feet; thence Westerly at a right angle, a distance of 200 feet; thence Northerly at a right angle, a distance of 160 feet; thence Easterly a distance of 200 feet to the Point of Beginning (Address: 00000 W Pine St) (Parcel # 088-193-08-0-10-03-001.01-0)

Section 2. That the Zoning Administrator of the City of Liberal, Kansas, is hereby directed to change the designation of the "Official Zoning Map" for the City of Liberal, Kansas to show that the property described herein is in zoning district "R-3" Multiple Family Dwelling District and said Official Zoning Map as changed is hereby reincorporated by reference as part of said Zoning Ordinance, under Article IV, Section 2.

Section 3. That this Ordinance shall be effective upon its passage and adoption by the Governing Body of the City of Liberal, Kansas and after its publication in the official City newspaper.

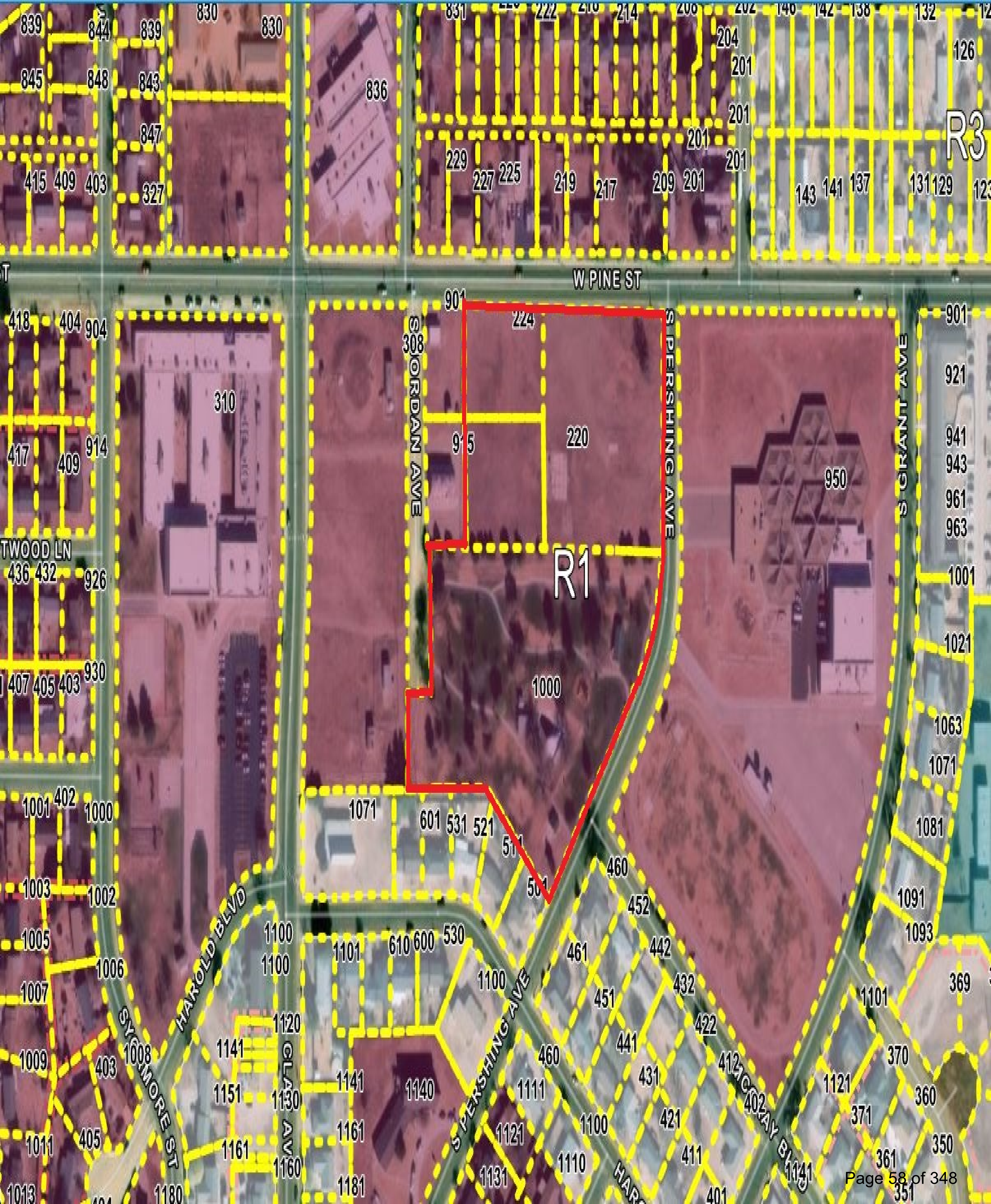
PASSED AND APPROVED by the Governing Body of the City of Liberal, Kansas, and signed by the Mayor this 10th day of December, 2024.

(SEAL)

____
Jose Lara, Mayor

ATTEST:

____
Alicia Hidalgo MMC, City Clerk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CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 8.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Keith Bridenstine, Building Services Director

RE: Ordinance No. 4625 - Rezoning 503 Luck Rd from A-L to I-2

This ordinance would rezone 503 Luck Rd to I-2 Heavy Industrial. The property is undeveloped and has been leased, and the new occupant wishes to develop a yard for his construction-based business, which is not allowed in the current agricultural zoning of the property. The Airpark adjacent to the northeast side of this property is zoned I-P and a property adjacent to the south side of this property is zoned I-1. The Planning and Zoning Board voted to rezone the property on November 26th and forward it to the Commission.

Recommendation:
City staff recommends approving the rezone of 503 Luck Rd to I-2 Heavy Industrial.

(Published in the *High Plains Daily Leader & Times,* Liberal, Kansas, this 12th day of December, 2024.)

ORDINANCE NO. 4625

AN ORDINANCE AMENDING THE "OFFICIAL ZONING DISTRICT MAP" OF THE CITY OF LIBERAL, KANSAS BY REZONING A PARCEL OF LAND LOCATED IN SECTION 6, TOWNSHIP 35 SOUTH, RANGE 33 WEST OF THE 6TH PRINCIPAL MERIDIAN IN THE CITY OF LIBERAL, SEWARD COUNTY, KANSAS FROM "A-L" AGRICULTURAL DISTRICT TO "I-2" HEAVY INDUSTRIAL DISTRICT.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LIBERAL, KANSAS.

Section 1. That pursuant to the recommendation of the Liberal Metropolitan Area Planning Commission, the "Zoning District Map" referred to in and made a part of Article IV, Section 2 of the Zoning Ordinance of the City of Liberal, Kansas, is hereby amended by changing the zoning classification of the below described property from "A-L" Agricultural District to "I-2" Heavy Industrial District.

A parcel of land located in Section 6, Township 35 South, Range 33 West of the 6th Principal Meridian, Seward County, Kansas, more particularly described as follows:

Commencing at the Southeast corner of the West half of said Section, thence N01°36'57"E along East line of said West half a distance of 1981.43 feet to the Point of Beginning of parcel to be described;
-thence N88°35'09"W a distance of 1043.18 feet to the East Right-of-Way line of Luck Road;
-thence along said East Right-of-Way line on a non-tangent curve to the right having a radius of 535.00 feet, an arc length of 441.21 feet, a chord length of 428.81 feet and a chord bearing of N28°17'56"E;
-thence continuing along said East Right-of-Way line N51°55'28"E a distance of 769.10 feet;
-thence S43°34'55"E a distance of 1230.61 feet;
-thence N88°42'38"W a distance of 614.38 feet to the Point of Beginning.
(Address: 503 Luck Rd) (Parcel # 088-193-06-0-00-00-002.01-0)

Section 2. That the Zoning Administrator of the City of Liberal, Kansas, is hereby directed to change the designation of the "Official Zoning Map" for the City of Liberal, Kansas to show that the property described herein is in zoning district "I-2" Heavy Industrial District and said Official Zoning Map as changed is hereby reincorporated by reference as part of said Zoning Ordinance, under Article IV, Section 2.

Section 3. That this Ordinance shall be effective upon its passage and adoption by the Governing Body of the City of Liberal, Kansas and after its publication in the official City newspaper.

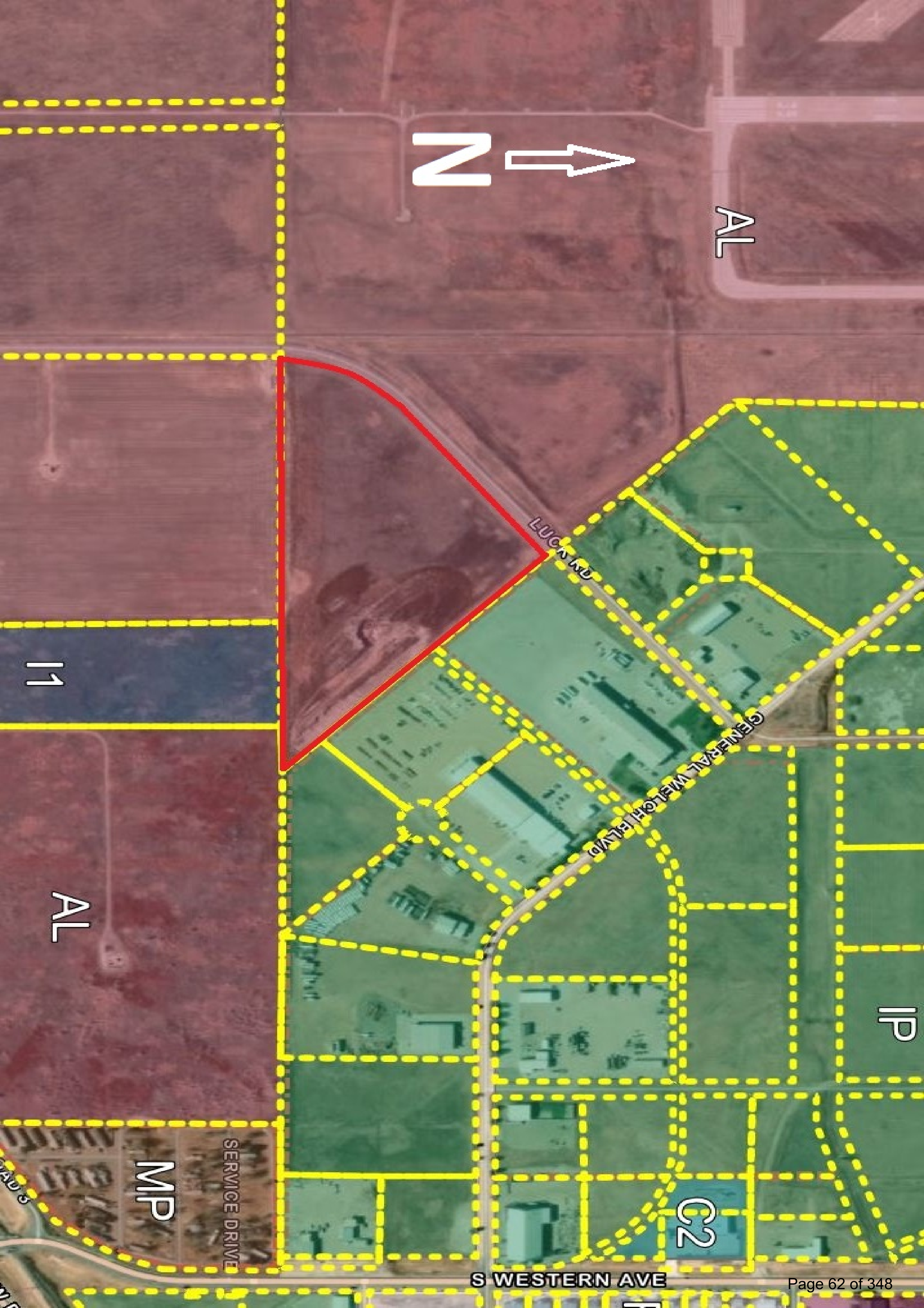
PASSED AND APPROVED by the Governing Body of the City of Liberal, Kansas, and signed by the Mayor this 10th day of December, 2024.

(SEAL)

____
Jose Lara, Mayor

ATTEST:

____
Alicia Hidalgo MMC, City Clerk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CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 9.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Keith Bridenstine, Building Services Director

RE: Ordinance No. 4626 - Special Use Permit for a Concrete Plant at 503 Luck Rd

The occupant of the Airport owned lot at 503 Luck Rd is requesting a special use permit to install a concrete mixing plant on the property. The matter was before the Planning and Zoning Board on November 26th, and they approved sending the item forward to the Commission, with two conditions. P/Z placed conditions that the air filtration system be required to be functioning while the plant is in operation and the plant will only be installed after FAA approval for height and use.

A concrete mixing plant operated for years, 2000 feet to the northeast of this property, with no known complaints of dust. USD 480, who owns the property immediately to the northeast of 503 Luck Rd, has expressed their concern about dust affecting their equipment.

Recommendation:
Staff recommends adopting Ordinance No. 4626.

(Published in the *High Plains Daily Leader & Times*, Liberal, Kansas this 12th day of December, 2024.)1t

ORDINANCE NO. 4626

AN ORDINANCE ALLOWING A SPECIAL USE PERMIT ON A PARCEL OF LAND LOCATED IN SECTION 6, TOWNSHIP 35 SOUTH, RANGE 33 WEST OF THE 6TH PRINCIPAL MERIDIAN IN THE CITY OF LIBERAL, SEWARD COUNTY, KANSAS,

WHEREAS, the Board of Zoning Appeals for the City of Liberal, Kansas held a public hearing on November 26, 2024 regarding the application for a Special Use permit as described herein; and

WHEREAS, proper notices and procedures were followed by the Board of Zoning Appeals; and

WHEREAS, the Board of Zoning Appeals finds it advisable to allow the Special Use permit on the conditions that the air filtration system be functional while the concrete plant is running, and approval by FAA for height and use.

WHEREAS, K.S.A. 12-757, pertaining to Special Use permits, allows for the Special Use permit by ordinance when the City deems it advisable to do so.

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

Section 1. That pursuant to K.S.A. 12-757, the requested Special Use permit is hereby granted for the purposes of a Concrete Mixing Plant and will apply to the following described property:

A parcel of land located in Section 6, Township 35 South, Range 33 West of the 6th Principal Meridian, Seward County, Kansas, more particularly described as follows:

Commencing at the Southeast corner of the West half of said Section, thence N01°36’57”E along East line of said West half a distance of 1981.43 feet to the Point of Beginning of parcel to be described;
-thence N88°35’09”W a distance of 1043.18 feet to the East Right-of-Way line of Luck Road;
-thence along said East Right-of-Way line on a non-tangent curve to the right having a radius of 535.00 feet, an arc length of 441.21 feet, a chord length of 428.81 feet and a chord bearing of N28°17’56”E;
-thence continuing along said East Right-of-Way line N51°55’28”E a distance of 769.10 feet;
-thence S43°34’55”E a distance of 1230.61 feet;
-thence N88°42’38”W a distance of 614.38 feet to the Point of Beginning.
(Address: 503 Luck Rd) (Parcel #088-193-06-0-00-00-002.01-0)

Section 2. That the City Clerk will file this ordinance in the Office of the Register of Deeds upon its passage and publication.

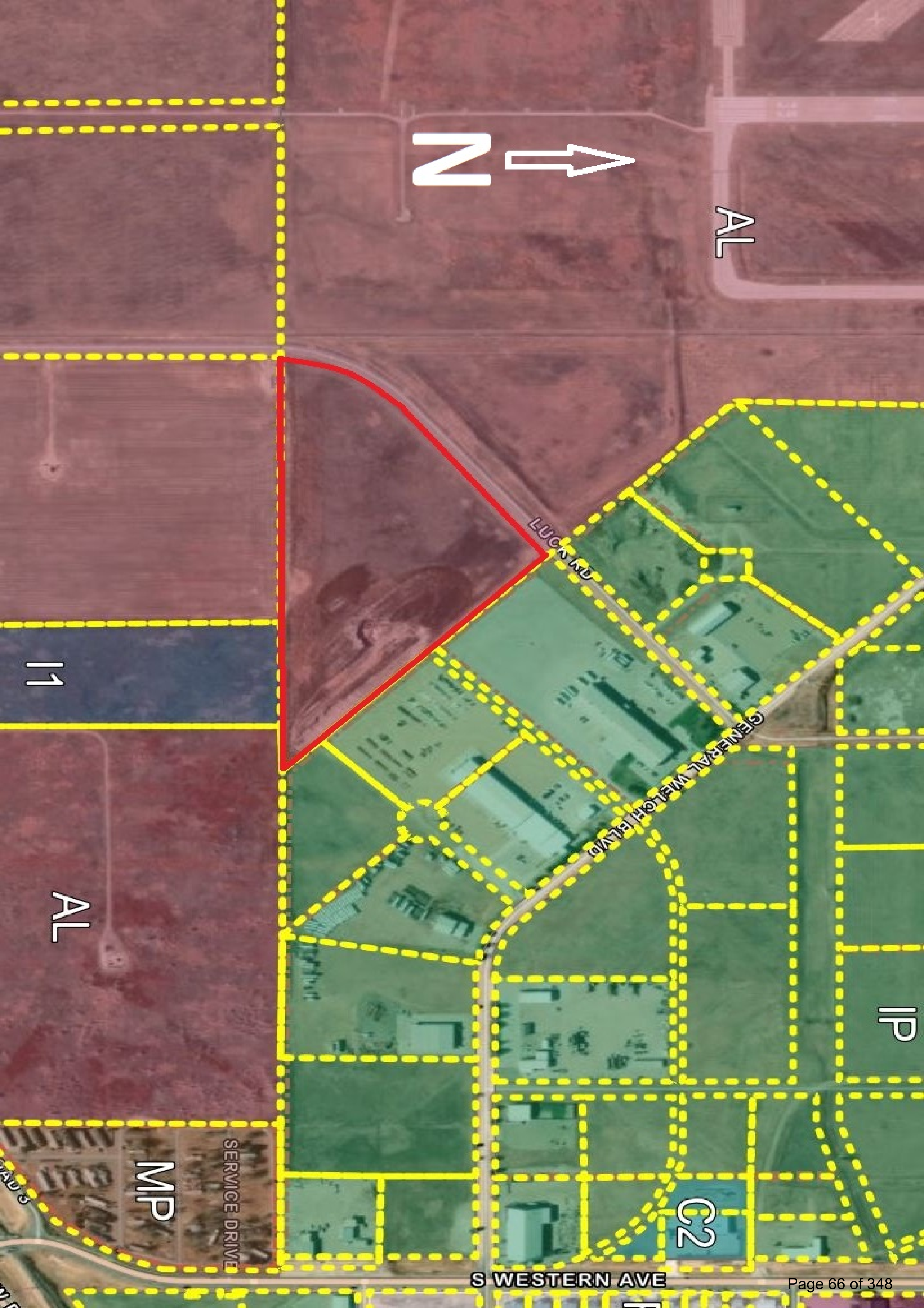
Section 3. That this Ordinance shall be effective upon its passage and adoption by the Governing Body of the City of Liberal, Kansas, and after its publication in the official City newspaper.

PASSED AND APPROVED by the Governing Body of the City of Liberal, Kansas, and signed by the Mayor this 10th day of December, 2024.

ATTEST:

____
Jose Lara, Mayor

____
Alicia Hidalgo MMC, City Clerk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LIBERAL USD 480

Chad Mease
Director of District Operations
Liberal Unified School District No. 480
7 Parkway Blvd. - Liberal, KS 67901-0949

chad.mease@usd480.net
Main: (620) 604-1010
Direct: (620) 604-1015
Fax: (620) 604-1011

Nov 26, 2024

Mr. Keith Bridenstine, CBO
Planning and Zoning Administrator

Re: Case PZ-24-06 & Case BZ-24-08

Mr. Bridenstine-

I am writing on behalf of USD 480 to express our concerns of granting a special use permit to allow a concrete plant adjacent to USD 480's property at 1500 General Welch Blvd. Specifically, the concern is in regards to airborn materials drifting onto the districts property, facility and approximately 80 vehicles that are stationed at that location.

Having previously experienced being adjacent to a former concrete plant at another district owned location, the damaging effects of airborne materials is extremely difficult to mitigate and at times impossible.

If appropriate measures and assurances are in place to ensure that any materials stored, stockpiled, utilized and distributed at the concrete plant do not encroach upon the districts property, airborne or otherwise, the district would not oppose granting a special use permit.

Please feel free to contact me with any questions you or the Liberal Metropolitan Area Planning Commission may have.

Respectfully,

Chad Mease
Director of District Operations
USD 480

Cc: USD 480 Board of Education

LIBERAL UNIFIED SCHOOL DISTRICT NO. 480
7 Parkway Blvd.
Liberal, KS 67901-0949

MINUTES
REGULAR MEETING
LIBERAL BOARD OF ZONING APPEALS

The Liberal Metropolitan Area Board of Zoning Appeals special meeting on November 26, 2024 at 7:00 PM, in the Randall Girl Scout Cabin 121 W 11th St.

Members	Present Today	No. of Meetings Held in 2024	No. of Meetings Attended in 2024
Steve Merz, Chairman	Yes	9	8
Edgar Ortuno, Vice Chairman	No	9	7
Monalicia Arredondo	Yes	9	6
Jeff Hall	Yes	9	6
Jairo Vazquez	Yes	9	7
Nick Schwindt	Yes	9	8
Jeremy Benton	Yes	6	4

Staff members: Keith Bridenstine, Zoning Administrator; Arlene Rosales, Secretary of the Board.

Steve Merz. calls the meeting to session at 7:00PM. Steve notes we have a quorum.

Item #1

CASE BZ-24-08: This is a request for a special use permit. A Special Use Permit to allow a concrete plant to the following described property:

SURFACE AND SURFACE RIGHTS ONLY, IN AND TO: Commencing at the Southwest corner of the West half of the said Section, thence N01°36’57”E along the East line of said West half a distance of 1981.43 feet to the Point of Beginning of parcel to be described;
-thence N88°35’09”W a distance of 1043.18 feet to the East Right-of-Way line of Luck Road;
-thence along said East Right-of-Way line on a non-tangent curve to the right having a radius of 535.00 feet, an arc length of 441.21 feet, a chord length of 428.81 feet and a chord bearing of N28°17’56”E;
-thence continuing along said East Right-of-Way line N51°55’28”E a distance of 769.10 feet;
-thence S43°34’55”E a distance of 1230.61 feet;
-thence N88°42’38”W a distance of 614.38 feet to Point of Beginning.[AKA: 503 Luck Road]

Keith states he did receive a corresponds from Mr. Chad Mease with USD 480 who owns the property adjacent with the bus barn building being out here.
Keith reads out loud the letter.
Keith states in discussing with Mr. Mease, they want an assurance that with a motion you grant a special use the filtration system will remain active and not cause a problem. The only other note I have where this is located it is not many feet from an active runway, if you choose to approve it, with the stipulation that it would only be allowed upon the FAA approval as well.
After being asked the height of the concrete plant, Edgar Flores, Clovis NM, states it is about 45 ft, but the FAA application is going to say it 65ft.
Keith states he believes Brian Fornwalt has already sent the paperwork to the FAA to request the height and use of the concrete plant.

Edgar states the plant will be enclosed 80%. The filtration system will have to be updated as needed, we do have a license with the states of Kansas with Environmental. We get inspections, so it will need to be updated & we'll make sure we are in good standing with the state of KS.
Jairo ask why is it only 80% enclosed.
Edgar states 80% because you have the silo where the trucks get loaded and you have the bay where everything falls into and from there you have a conveyer belt will be loaded outside. That is why I am figuring out 80% enclosed. At our last project with ZHX, we have a truck where it is outside 7 days a week, that truck is watering to keep that dust control down.
Jeff Hall makes a motion to grant the Special Use permit with the condition that the air filtration system will be in use at all times that the plant is in operation and contingent upon approval from the FAA & forwarding to the City Commission for approval with Nick Schwindt seconding the motion.
AYES: Merz, Schwindt, Arrendondo, Vazquez, Benton, Hall
NAYES: None
ABSTAIN: None
ABSENT: Ortuno
All in favor, motion carried unanimously.

Meeting Closed

ATTEST: **Steve Merz, Chairman**

Arlene Rosales, Secretary

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 10.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Keith Bridenstine, Building Services Director

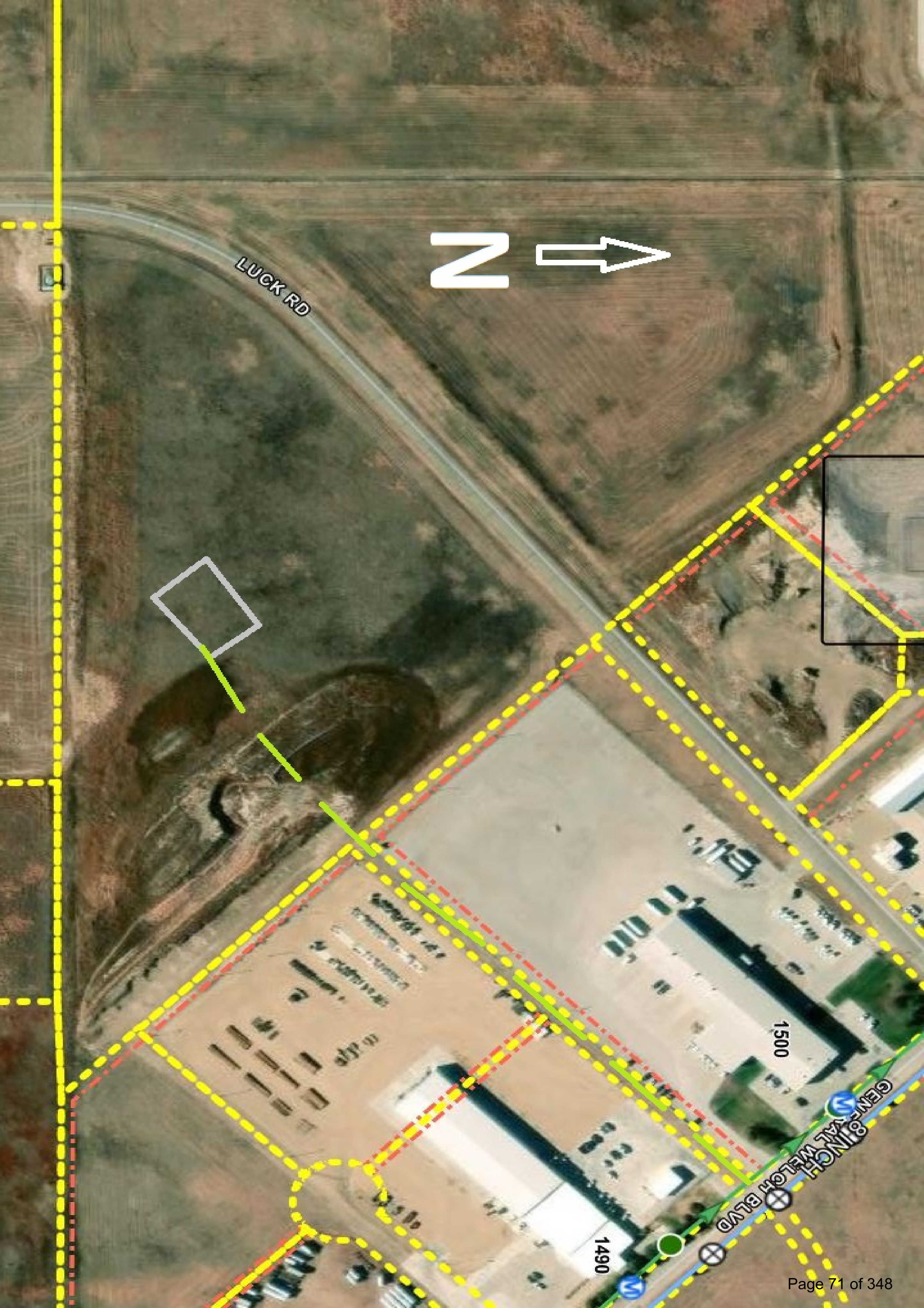
RE: 503 Luck Rd - Construction Appeal for Sewer

The occupant of 503 Luck Rd in making plans to develop the property, has requested an exception to the city code. Under city code 15-203, which makes it a class B violation to install a septic system within the city limits, the Building Department has denied the request for said septic system.

The occupant is requesting the commission waive this code and allow a septic system to be installed on the property for the following reasons:

1. The closest sewer main to tie into is approximately 1300 feet from the proposed building location.
2. Further development in the direction the sewer would have to extend is unlikely.
3. The property is ample sized to install the correct septic with laterals.

Recommendation:
Staff recommends that the Commission grant the exception and allow a septic to be installed for the property of 503 Luck Rd.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Keith Bridenstine <keith.bridenstine@cityofliberal.org>

Appeal Letter

1 message

edgar Flores <efloresconst@gmail.com> Tue, Dec 3, 2024 at 2:08 PM
To: keith.bridenstine@cityofliberal.org, Arlene Rosales <arlene.rosales@cityofliberal.org>

To Whom It May Concern:

The property we are leasing temporarily at 503 Luck Rd is currently facing a restriction due to the city sewer tie inn being located 1600 ft away, which limits our development options. In response we are appealing to install a septic tank instead. We believe this solution is beneficial since we are the only ones in the area, allowing us to avoid connecting to the city water system. Having a septic tank on our lot would provide a more practical and cost effective waste management solution for our specific situation. We are willing to look at the future sewer main tie inn if development transitions in the future over on Luck Rd in front of this property.

--Edgar Flores

EFLORES CONSTRUCTION INC. CLOVIS, NM

General Contractor

Office: 575-935-9598
Edgar: 575-799-5386
Sonia: 575-309-9598
Email: efloresconst@gmail.com
edgarfloresconstruction.com

3802 Mabry Dr,
Clovis, New Mexico 88101, USA

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 11.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Alicia Hidalgo, City Clerk

RE: Resolution No. 2426 - Adopting Exhibit C - 2025 Fee Schedule

Attached for your review is Resolution No. 2426, which formally adopts Exhibit C – Fee Schedule of the City of Liberal Code Book. Also included are both a redlined version highlighting the proposed amendments to Exhibit C, as well as a clean copy for reference. Staff provided their recommendations regarding the proposed fee adjustments specific to their respective departments.

Recommendation:

Staff requests the Commission adopt Resolution No. 2426.

RESOLUTION NO. 2426

A RESOLUTION ADOPTING THE CITY OF LIBERAL 2025 FEE STRUCTURE CHANGES, AS AUTHORIZED BY EXHIBIT "C" OF THE CODE OF THE CITY OF LIBERAL, KANSAS.

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

Section 1. The Code of the City of Liberal, Kansas sets forth that fees may be changed annually in the City's budget resolution or more often if the governing body desires to do so.

Section 2. The City of Liberal proposes to adopt the fee changes for 2025 as shown on the attached Exhibit C – Fee Schedule.

Section 3. The City of Liberal fees are incorporated in the Code of the City of Liberal, Kansas as set forth in Exhibit C.

Section 4. That this Resolution shall be effective upon passage and adoption by the Governing Body of the City of Liberal, Kansas, and remain effective until a superseding Resolution is passed by the Governing Body of the City of Liberal, Kansas.

Adopted this 10th day of December, 2024.

____
Jose Lara, Mayor

ATTEST:

____
Alicia Hidalgo, MMC, City Clerk

EXHIBIT C - FEE SCHEDULE

Article 1. Administration
Article 2. Animal Control and Regulation
Article 3. Beverages
Article 4. Buildings and Construction
Article 5. Business Regulations
Article 6. Building and Structure Codes
Article 7. Fire
Article 8. Health and Welfare
Article 9. Municipal Court
Article 10. Police
Article 11. Public Offenses
Article 12. Public Property
Article 13. Streets and Sidewalks
Article 14. Traffic
Article 15. Utilities
Article 16. Zoning and Planning
Article 17. Boards and Commissions

Fees may be changed annually in the City's budget resolution or more often if the governing body desires to do so. If not changed, they will remain the same as the previous year.

ARTICLE 1. ADMINISTRATION

C-101. LICENSE FEES. The governing body shall determine, by resolution, all license fees, permit fees and other user related fees or charges established by the laws of the city. All fees and charges shall be in such amounts as will adequately reimburse the city for the services rendered by it in connection therewith. Fees may be changed annually in the budget resolution.

C-102. REPLACEMENT FEE. Any lost or destroyed license or permit shall be subject to a $25 replacement fee.

C-103. PUBLIC RECORDS. The fees for public records as required by section 1-807 are as listed below:

1. Record search/record inspection — Determined by Federal Hourly Minimum Wage
2. Department Publications/Reports — ~~Determined by Federal Hourly Minimum Wage~~ $15.00/hour

C-104 MISCELLANEOUS CITY-WIDE FEES. The fees for services listed below are:

1.	Photocopy Charge	$ 0.50 each
2.	Facsimile Receive Charge	$ 0.50 each
	Facsimile Send Charges	$ 1.00 first page, $0.25 thereafter
3.	City Commission Agenda Packets	$ 5.00 each
4.	City of Liberal License Tags	$ 5.00 each
5.	City of Liberal Trash Bags	$ 14.00 per roll of 50 bags

6.	Reserve a Truck Program	$ 45.00 per reservation
7.	KBI Background Checks	Price set by KBI.

C-105. FINANCE CHARGES. The fee for a worthless check, ACH, or online payment is $30.00.

ARTICLE 2. ANIMAL CONTROL AND REGULATION

C-201. Animal Shelter; Fees. Fees as required in section 2-203 are as follows:

Registration & Licensing	
Spayed/Neutered Dog/Cat	$ 10.00
Non-Spayed/Non-Neutered Dog/Cat	25.00
Delinquent License Renewal	5.00
Replacement of Lost Tag	5.00
Adoption	
Dogs	$ 20.00
Cats	15.00
Kennel Charge	10.00/day
Leash Fee	2.00
Micro-Chipping	30.00
Rabies Deposit	15.00
Spay/Neuter Deposit:	
Dogs	150.00
Cats	80.00
Trap Deposit	40.00
CASH ONLY- refunded when returned in good working condition	
Vaccines	
Dogs	15.00
Cats	8.00

Redemption Fees (Owner claims their cat/dog):
An additional $15.00 will be charged if rabies vaccination is not current at time of impoundment.

1st Offense	$ 25.00
2nd Offense	50.00
3rd Offense	75.00
4th & additional Offenses	100.00 each

Surrender Fees (Owner gives up their cat/dog):
Per Animal $ 20.00
MUST PROVIDE: proof of current vaccinations, 2 forms of Seward County residency - State issued ID, and current utility bill.

QUARANTINE ANIMAL:
Animal must be held for a minimum of ten (10) days at $10.00 per day

ARTICLE 3. BEVERAGES

C-301. LICENSE FEE; CEREAL MALT BEVERAGES. The license fees as required in section 3-110 are as follows:

(a) General Retailer -- for each place of business selling cereal malt beverages at retail, $200 per calendar year plus additional fees which are required to be remitted to the State of Kansas in accordance with K.S.A. 41-2702.

(b) Limited Retailer -- for each place of business selling only at retail cereal malt beverages in original and unopened containers and not for consumption on the premises, $50 per calendar year plus additional fees which are required to be remitted to the State of Kansas in accordance with K.S.A. 41-2702.

Full amount of the license fee shall be required regardless of the time of the year in which the application is made, and the licensee shall only be authorized to operate under the license for the remainder of the calendar year in which the license is issued.

C-302. AMOUNT OF FEE OR TAX; RETAILERS OF ALCOHOLIC LIQUOR. The fee as required in section 3-202 for retailers of alcoholic liquor (including beer containing more than 3.2 percent of alcohol by weight), for consumption off the premises (sales in the original packages only) is $300 per year. The tax shall be paid before business is begun under an original state license and within five (5) days after the renewal of a state license.

C-303. LICENSE FEE; PRIVATE CLUBS (CLASS A AND B). The fee as required in section 3-302 is $250 per year.

C-304. LICENSE FEE; DRINKING ESTABLISHMENTS. The fee as required in section 3-402 is $250 per year.

C-305. LICENSE FEE; CATERERS. The fee as required in section 3-502 is $250 per event.

C-306. PERMIT FEE; TEMPORARY PERMITS. The fee as required in section 3-602 is $25 per day.

ARTICLE 4. BUILDINGS AND CONSTRUCTION

C-401. INSPECTION OF NEW SIGNS. No fee is required for the inspection during business hours.

C-402. FEES; SIGNS. The fees as required in section 4-209 are as follows: All signs requiring a permit. other than banners/temporary signs, shall follow the commercial permit fees in C-601B based on valuation.

C-403. APPLICATION FOR PERMIT; MOVING BUILDINGS. The fee as required in section 4-403 is stated in the specific table in C-603.

C-404. PERMIT FEE; TELEVISION ANTENNAS. No fees are required.

C-405. BANNERS, TEMPORARY PROMOTIONAL BUSINESS SIGNS IN COMMERCIAL DISTRICTS: The fee as required in 4-213 for a banner, temporary promotional business sign, there shall be ~~no~~ $1.00 fee for a 30-day permit.

ARTICLE 5. BUSINESS REGULATIONS

C-501. REPLACEMENT FEE; LICENSES OR PERMITS. The fee as required in section 5-107 is $25 per license or permit.

C-502. COIN-OPERATED MACHINE TAX; PER OPERATOR. The fee as required in section 5-110 is $100 per operator.

C-503. COIN-OPERATED MACHINE TAX; PER MACHINE. The fee as required in section 5-111 is $10 for each coin operated amusement machine and coin operated music device.

C-504. FEES; BURGLAR OR FIRE ALARM DETECTION SYSTEMS. The fees as required under section 5-202 are as follows:

(a) The fee for issuance of a permit for the City's system is $25. If the City is not contacted, the fee will be doubled.

(b) The fee for all firms, corporations, organizations and political units now or hereafter connected to the city's burglar alarm and fire alarm detection system a charge of $10 per month for the monitoring of the system or $25 per call after the third response call per year.

C-505. FALSE ALARM FEES; ALARM SYSTEM USERS NOT SUBJECT TO BANK PROTECTION ACT. Fees as required in section 5-205 are as follows: Any person, other than a financial institution subject to the Bank Protection Act, shall not be assessed any penalty for the first false alarm in any one calendar month. Each subsequent false alarm will require a $25 fee per call, if the Police Department (or Communications Center) is contacted directly. If the alarm goes through a security or monitoring company, each subsequent false alarm will require a $25 fee per call.

C-506. PERMIT; APPLICATION; FEE. The fee required by section 5-303 is $100 for each well to be drilled. In the event the permit is denied, said fee is be returned to the applicant.

C-507. TAXICAB OPERATORS. The fee required by section 5-401 is $50 per year or any portion thereof.

C-508. EXCHANGING TAXICABS. The fee required by section 5-404 is $1 per year or any portion thereof.

C-509. TREE TRIMMERS. The fee for a license required by section 5-505 is $25 per year or any portion thereof.

C-510. SOLICITOR, PEDDLER, TRANSIENT MERCHANT, ITINERANT MERCHANT OR ITINERANT VENDOR. The fee as required by section 5-604 is:

(a) Local Itinerant License is $1,200 per year, with a minimum of ten (10) employees soliciting in the community at any time. Each employee will be required to submit to a background check once every six (6) months.

(b) Non-Local Itinerant License is $100 per day or $500 per month per individual, with a limit of two (2) licenses issued per calendar year on a consecutive day or month basis. (2014; Ord. 4438)

C-511. MASSAGE ESTABLISHMENT, OPERATOR'S LICENSE REQUIRED; FEE; RENEWAL. The fee as required in section 5-705 is $50 per employee per year. (2013, Res. 1973)

C-512. TATTOO AND BODY PIERCING; FEES. The fee as required in section 5-803 is $500 per year.

C-513. ADULT ENTERTAINMENT BUSINESSES. The fee for a license as required by section 5-904 shall be as follows:

(1) Adult arcade license, $2,500.00 per year or any portion thereof.
(2) Adult cabaret license, $2,500.00 per year or any portion thereof.

C-514. DANCE HALLS. The fees for licenses as required by section 5-1002 are as follows: $500 per year (day or night) ending December 31st of each year, $100 per month (day or night) or $25 per one day period (day or night). $25 for a six month period or $5 for a one night gig.

C-515. CARNIVALS, CIRCUSES, RODEOS AND STREET FAIRS. The fees for the license required by section 5-1109 shall be $100 per day plus a $50 inspection fee for carnivals and circuses and $25 per day or portion thereof, plus a $50 inspection fee for rodeos and street fairs.

C-516. PAWNBROKERS & PRECIOUS METAL DEALERS LICENSE. The fee as required in section 5-1203 is $25 per year or portion thereof.

C-517. BUSINESS LICENSE. The fee as required in section 5-1313 is $20 per year.

C-518 MOBILE FOOD VENDORS LICENSE

(1) Thirty dollars ($30) for each Thirty (30) days, or portion thereof;
(2) One-hundred and Fifty dollars ($150) for six (6) months; or
(3) Two-hundred and Fifty dollars ($250) for one (1) calendar year.

No License issued under the provisions of this article shall be used by any person, other than the one whom it was issued. No license may be transferred or assigned to another person. Any persons engaged in activities coming under this article shall exhibit their license at the request of any person.

ARTICLE 6. BUILDING AND STRUCTURE CODES

The City of Liberal fees are incorporated in the Code of the City of Liberal, Kansas, as set forth in Exhibit C.

A. BUILDING PERMIT FEES. The fees as required for all contractors defined in 6-1701 shall be in accordance to the specific tables in C-601, as established annually in the budget resolution.

B. BUILDING LICENSE REQUIRED. For starting or commencing of any work for which a permit is required by ICC Codes or by the City Municipal Codes without first securing such a permit and payment of the fees, there shall be assessed a $100.00 fine against the primary contractor described per C-602, as established annually in the budget resolution.

C. LICENSE REQUIRED. It shall be unlawful for any person, firm, company, association or corporation to enter into a contract or agreement with another so as to bring himself, herself or itself under the definition of building contractor herein, or to perform any work as a building contractor, without first having obtained a building contractor's license and all required for that license. Any such contract or arrangement shall be voidable at the option of the person who is having the work done, and the person, entity and anyone aiding, abetting, or conspiring with the unlicensed building contractor, shall be subject to a ($500.00 nor more than $1,000.00) fine for a first offense and a ($1,000.00 nor more than $1,500.00) fine for each subsequent offense as stated in 6-1601.

D. FEE SCHEDULES. Fee schedules for projects shall be based on the total amount of the project from start to finish, for commercial and residential, the total amount before a certificate of occupancy is giving to the project's general contractor by the City of Liberal. All contractors, sub-contractors and tradesman shall be listed and shall be licensed in the City of Liberal before working on a project.

C-601. **A. Residential Permit Fees (Including Fences)**.

TOTAL VALUATION	**FEE**
Homeowner's – Any Valuation	$20.00
$0.01 TO $1,000.00	$20.00
$1,001 TO $3,000.00	$40.00
$3,000.01 TO $6,000.00	$60.00
$6000.01 TO $10,000.00	$80.00
$10,000.01 TO $25,000.00	$100.00 for the first $10,000.01 plus $4.00 for each additional $1,000 or fraction thereof, to include $25,000.00.

$25,000.01 TO $50,000.00	$200.00 for the first $25,000.01 plus $3.50 for each additional $1,000.00 or fraction thereof, to and including $50,000.00.
$50,000.01 TO $100,000.00	$300.00 for the first $50,000.01 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00.
$100,000.01 TO $250,000.00	$450.00 for the first $100,000.01 plus $2.50 for each additional $1000.00 or fraction thereof, to and including $250,000.00
$250,000.01 TO $500,000.00	$825.00 for the first $250,000.01 plus $2.00 for each additional $1000.00 or fraction thereof, to and including $500,000.00
$500,000.01 AND OVER	$1,325.00 for the first $500,000.01 plus $2.40 for each additional $1,000.00 or fraction thereof.

B. Commercial and Industrial Permit Fees (Including Fences).

TOTAL VALUATION	**FEE**
$0.01 TO $1,000.00	$20.00
$1,000.01 TO $3,000.00	$60.00
$3,000.01 TO $6,000.00	$90.00
$6000.01 TO $10,000.00	$130.00
$10,000.01 TO $25,000.00	$220.00 for the first $10,000.01 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,000.01 TO $50,000.00	$350.00 for the first $25,000.01 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,000.01 TO $100,000.00	$500.00 for the first $50,000.01 plus $3.50 for each additional $1,000.00 or fraction thereof, to and including $100,000.00.
$100,000.01 TO $250,000.00	$750.00 for the first $100,001.00 plus $3.50 for each additional $1,000.00 or fraction thereof, to and including $250,000.00
$250,000.01 TO $500,000.00	$1,300.00 for the first $250,000.01 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,000.01 TO $1,000,000.00	$2,160.00 for the first $500,000.01 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00
$1,000,000.01 and Over	$4,160.00 for the first $1,000,000.01 plus $2.00 for each additional $1,000.00 or fraction thereof.

C-602. **Other Fees.**

OTHER INSPECTIONS	FEE
Nonemergency inspections outside of normal business hours. Paid in advance of the inspection to the Building Department.	$50.00

No permit secured before starting or commencing of any work required by permit, unless an emergency situation exists	$100.00
Failure to request inspections as required by Code.	$50.00
Re-inspection fees. (Paid in advance of the re-inspection to the building department.)	$30.00
Demolition permit.	$30.00
Commercial Plan Review Fee based off the building permit.	35%
Additional Plan Review Required by Changes, Additions or Revisions to Plans. (Minimum Charge $250.00 For First Hour, $ 50.00 Per Additional Hour.)	$250.00 Minimum $50.00 Additional

C-603. **Moving of Buildings.**

MOVING OF BUILDINGS	FEE
House/Commercial Building	$500.00
Manufactured Home Install – Transport permit fee	$50.00

C-604. **Contractors License and Certification.**

CONTRACTORS LICENSE AND CERTIFICATION	FEE
Contractor's License – New	$200.00
Contractor's License – Renewal	$100.00
~~Contractor's License – Renewal late fee~~	~~$100.00~~
Local certificate for all trades, each *	$20.00
Homeowner's Permit -	$20.00
~~Sponsorship Fee for Examinations~~	~~$30.00~~

*All apprentices, journeyman and additional master tradesmen working for a contractor in the City.

C-605. **Building Board of Appeals.**

BUILDING BOARD OF APPEALS	FEE
Appeal Application	$100.00

ARTICLE 7. FIRE

C-701. LIMITS; BULK STORAGE OF FLAMMABLE LIQUIDS. The fee as required in section 7-203 is $100 per tank per year, or portion thereof.

ARTICLE 8. HEALTH AND WELFARE

C-801. WEED CONTROL; CUTTING AND DESTRUCTION AND/OR REMOVAL OF WEEDS; ASSESSMENT OF COSTS. The fees as required in section 8-304 are as follows: There will be a minimum charge of $150.00 per each lot, piece or parcel of land for the first hour, and thereafter a minimum charge of $40.00 per hour until completion.

ARTICLE 9. MUNICIPAL COURT

C-901. COURT COSTS. Court costs and fees as required in section 9-107 are as follows, depending on the type of infraction and/or violation, and shall be in addition to any fines imposed by the Municipal Court Judge:

Criminal $80.00. A portion of those costs will be sent to the State of Kansas in an amount determined by the State of Kansas;

Traffic $80.00. A portion of those costs will be sent to the State of Kansas in an amount determined by the State of Kansas;

Parking $10.00;

Supervised probation fee $50.00;

Processing Fee $30.00;

Warrant Issuance Fee $50.00.

Expungement Petition Filing Fee $50. The fee is for each expungement petition or amended petition filed in each case.

Drug Court Fee $250.00.

Drug Court Treatment No Show Fee $25.00

C-902. COURT DOCKETS; FEES. The fee for a copy of a court docket is $5.00 per docket printout. The fee for a clearance letter is $5.00. (2014, Res. 2193)

ARTICLE 10. POLICE

C-1001. MISCELLANEOUS FEES. The fees for records and services are as follows:

1.	Police Department accident report	No charge for first per report for individual involved. $5.00 per report if requested by someone not involved.
2.	Police Department offense report	$ 2.00 for 1st page and $0.50 each for each additional page
3.	Police Department Photographs	$ 5.00 per disc. (City furnishes disc.)
4.	Motor Vehicle Examinations	$20.00 each *(effective 7/1/2012)*
5.	Reproduce Video (DUI, etc.)	$ 5.00 (City furnishes disc.)
6.	Fingerprints	$ 10.00 per set/individual

Prosecuting attorneys are not subject to these fees.

ARTICLE 11. PUBLIC OFFENSES

C-1101. LOUDSPEAKERS, SOUND AMPLIFIERS; PERMIT. The fee as required in section 11-405 is *(to be determined)*.

ARTICLE 12. PUBLIC PROPERTY

C-1201. CEMETERY MONUMENT PERMITS. The rate for a cemetery monument permit as required by section 12-203.10 is $25.00 per monument.

C-1202. SALE CEMETERY LOT AND GRAVE SPACES. The sale of cemetery lot and grave spaces, including the cost of deed filing at the Seward County Register of Deeds, will be sold per section 12-203.17 are as follows:

Baby Land - $150 plus $25 per deed for recording.

Cemetery Sections One through Three - $400 plus $25 per deed for recording.

Columbarium Niche $600

C-1203. OPENING AND CLOSING GRAVES. The rate for opening and closing graves as required by section 12-203.18 are as follows:

From 8:00 a.m. to 4:00 p.m. Monday through Friday:
Child's Grave (up to twelve years) - $200;
Adult's Grave - $450;
Adult Oversize - $500;
Cremation - $250;
Cremation with Vault - $300;
Columbarium $100.

After 3:00 p.m., Monday through Friday:
Interment Services - $700.

Saturday 10:00 a.m.:
Interment Services - $700;
Cremation - $400;
Cremation with Vault - $500.
Columbarium $200

Other Fees:
Locate and Flag for Single or Double Foundation for Monument Setting - $25;
Cremation Disinterment (tbd on a case by case basis) (Minimum) - $200;
Disinterment Fees for a Child - $500;
Disinterment Fees for Adult - $1,000;

C-1203. PARK AND RECREATION ACTIVITY FEES. The fees charged for various park and recreation activities, as shown in section 12-312, are as follows:

Facilities:

Iron Mike's Batting Cages: $ 0.50 per bat

	15.00 per hour per cage
	30.00 per hour for all cages
Mary Frame Park Building	400.00 key deposit, plus:
(540 S. New York)	200.00 rental
Mahuron Park Building	400.00 key deposit, plus:
(802 E. 8th Street)	400.00 rental
Randall Girl's Scout Building	400.00 key deposit, plus
(121 W. 11th)	400.00 rental
Blue Bonnet Park Building	400.00 key deposit, plus
(1109 West 7th Street)	400.00 rental
Rosel Field Lights	$25.00 per hour of service

Park Shelters (No Water Hookups)

Light Park	
Green Shelter	$50.00
Pavilion	$75.00
Red Shelter	$50.00
Rock Shelter	$25.00
Mahuron Shelter	$15.00
Mary Frame Shelter	$15.00
McCray Shelter	$25.00
Blue Bonnet Park	
North Blue Bonnet Shelter	$30.00
South Blue Bonnet Shelter	$15.00
South Blue Bonnet Gazebo	$15.00
Tobias Shelter	$15.00

Arkalon Fees - open April to October 15 (State Fishing Permit is Required):

Shelter Reservation		$ 30.00 per day
Camping -	without electricity	5.00 per day
-	with electricity	~~15~~20.00 per day +$5 with two (2)

AC

Adventure Bay Family Water Park

Admission -	15 and under	$ 5.00
	Adult (16+)	7.00
Late Admission	15 and under	$ 2.00
	Adult (16+)	3.00
Aqua Yoga		$ 5.00/class

Season Passes

$80 Individual Adventure (Entire Summer Season Pool Pass)

~~$100 Extreme Adventure (Entire Summer Season Pool Pass, Aqua Zumba, Aqua Aerobics, and Aqua Yoga)~~

Party Packages
Entire Facility (Friday-Sunday evenings.)

Use of 1 pool and Slide tower	$350.00 with $100.00 deposit
Use of all pools and full features	$750.00 with $100.00 deposit

Birthday Party Packages

10 Guest Party Package (no food.)	$ 70.00
20 Guest Party Package (no food.)	100.00
10 Guest Party Package (meal incl)	135.00
20 Guest Party Package (meal incl.)	195.00

****Extra guests may be added for additional fee****

Birthday parties will be scheduled in 2-hour increments between 1:00pm and 6:00pm on Monday – Thursdays or between 1:00pm and 7:00pm on Friday – Sunday. All parties include:

a) All-day park passes for scheduled guests.
b) Reserved use of a pavilion (2 hours).
c) Guest Service assistance.
d) Allowance of bringing in a birthday cake.

Piranhas Swim Team		$ 60.00
Tyke Time (6 and under)	15 and under	4.00
	Adult (16+)	3.00

American Red Cross Swim Lessons	35.00/session
Community Night Swim (7p.m.-11p.m.)	5.00/person

~~McCray Community Pool~~
~~Admission (all ages) $ 3.00~~

~~Birthday Party $300.00~~
~~Birthday parties will be scheduled in 2-hour increments between 1:00pm and 6:00pm on Monday – Thursdays or between 1:00pm and 7:00pm on Friday – Sunday. All parties include:~~

~~a) All-day park passes for scheduled guests.~~
~~b) Reserved use of a pavilion (2 hours).~~
~~c) Guest Service assistance.~~
~~d) Allowance of bringing in a birthday cake.~~

Willow Tree Golf Course - Memberships Run ~~April~~ January 1 to ~~April 1~~ December 31:

(~~Family membership include wife and children, when children turn 18 years old they have to purchase their own membership.)~~
Family memberships apply to immediate family members living in the same household. When junior members turn 18 years old, they must purchase their own membership.

Memberships are not valid during tournaments, leagues, or special events.
Junior Memberships and rates apply to anyone under the age of 18.
Cart and range fee include tax.
Twilight times vary on time of the year.

Yearly Memberships (Green Fees Only)

Junior (17 & Under)	$100.00 per year
Single	400.00 per year
Family of 2 or more	~~470.00~~ 500 per year
~~Family of 3+~~	~~570.00 per year~~
Senior/Couple (~~Age 62+~~(62~~+~~ Years or Older)	350.00 per year

Yearly Gold Membership – ~~Half a cart, all the golf you want to play with the cart, and unlimited range balls~~: (Green Fee, ½ Cart, Range Balls)

Single	$1,100.00
Family of 2 or more	$~~1,300.00~~ $1,400
~~Family of 3+(kids up to 18 years old)~~	~~$1,500.00~~
Senior/Couple (62~~+~~ Years Or Older)	$1,000.00
~~Senior (62+) family of 2~~	~~$1,200.00~~
~~Unlimited range use:~~	~~$ 163.88~~

Green Fees (18 Holes):

Weekday	$ ~~15.00~~
Weekend & Holidays	~~18.00~~
Junior Weekday	10.00
Junior Weekend/Holiday	10.00
Twilight	10.00
Replay	5.00

~~Riding Cart:~~		~~$12.00 per nine~~
Cart Rental (18 holes)		Full $24.00/player
		Half $12.00/player
Replay		12.00/player
Pull Cart		5.00
Bucket of Range Balls:	Small	$~~4.00~~ 6.00
	Large	$~~6.00~~ 10.00
Yearly Range Pass		$300.00
~~Daily~~ Trail Fees 18 holes		$ ~~9~~.12.00 Daily
		~~390~~.400 Yearly
Cart Permit (Jan. 1 to Dec. 31)		10.00 Yearly
~~Locker Rental Annual~~		~~$ 10.00~~
~~Golf Club Storage Annual~~		~~15.00~~

Recreation Activities/Programs:

Adult Sports

Men's Basketball (Sponsor/Player)	$225.00 + $25.00/player
Referee Fee	25.00-40.00 certified/game
	20.00-30.00 non-certified/game
Women's Basketball/Team	150.00 + $25.00/player
Referee Fee	25.00-40.00 certified/game
	20.00-30.00 non certified/game
~~Men's Volleyball/Team~~	~~125.00 + $25.00/player~~
~~Referee Fee~~	~~25.00-40.00 certified/game~~
	~~20.00-30.00 non-certified/game~~
~~Women's Volleyball~~	~~125.00 team + $25.00/player~~
~~Referee Fee~~	~~25.00-40.00 certified/game~~
	~~20.00-30.00 non-certified/game~~
Coed Volleyball/Team	150.00 + $25.00/player
Referee Fee	25.00-40.00 certified/game
	20.00-30.00 non-certified/game
~~Sand Volleyball/Team~~	~~125.00~~
Men's Softball/Team	225.00 + $25.00/player
Referee Fee	25.00-40.00 veteran official/game
	20.00-30.00 non-veteran official/game
Women's Softball	225.00 + $25.00/player
Referee Fee	25.00-40.00 veteran official/game
	20.00-30.00 non-veteran official/game
Coed Softball/Team	175.00 + 25.00/player
Referee Fee	25.00-40.00 certified/game
	20.00-30.00 non certified/game
~~Adult Indoor Soccer/Team~~	~~200.00~~
~~Official Fee~~	~~25.00-40.00 certified/game~~
	~~20.00-30.00 non certified/game~~
Adult Outdoor Soccer/Team	65.00 Player fee
Official Fee	40.00-75.00
Youth Sports	$ 25.00-35.00
Adult Sports	25.00-35.00
~~Early Bird Special~~	~~5.00 Off First Week of Registration~~

Late Fees: Adult $10 Child $10.00

Gate Fees: (May Vary from sport to sport) 10 and under: Free
5-15/person

Special Events/Classes:	$ 15.00-25.00 per class + Supplies
~~Christmas Tour of Lights~~	~~3.00/person; $40.00/group of 20-30~~
Tennis Lessons	20.00 plus can of balls
~~Junior Golf Lessons~~	~~25.00~~

Summer Adventure Program	80.00
Mom & Son Dance	~~30~~15.00 per couple, $10 additional child
Daddy & Daughter Dance	~~30~~15.00 per couple, $10 additional child
Swim Lessons	35.00
Youth Baseball/Softball Program - Team Sponsor Fee	250.00
Open Gym Play - Adults/Youth	2.00/person per entry
Ball Rental	2.00
Robotic Camp Fee	50.00
Robotic Events	25.00-45.00 Pending Material
Robotic Tournament	450.00/team
Pre K/Kinder STEM Camp	60.00/child per session
Spike Prime Camp	30.00/child per session
Valentine Bouquets	5-35 Pending sizes
Adult Prom/Gala	30.00/ticket
Community Garage Sales	10.00/spot
Kids Cooking Classes	15-25 Pending Material
Adult Cooking Classes	15-25 Pending Material
Art Classes	10-20 Pending Material
Splash and Dash	25/person
Oz Man	30/person

Griff Golf	
11 years and under	3.00
12 years and over	5.00

Batting Cages:

Punch Card (15) Does not include balls and tees.	$50.00
Daily	$5
Private lessons inside cages	$15 Cage rental/hr, with additional fee/player
Bucket of balls and tee	$3 additional
Pitching machine with bucket of dimple balls	$10 per hour

*Note- Balls, Bats, Tees, Pitching Machines are not included with entry. An additional charge if they don't bring their own equipment.

Baseball Association Organization teams can schedule practice times twice a week during busy seasons. (2hr max)
Junior Elite Softball Organization teams can schedule practice times twice a week during the busy season. (2hr max)
High School Baseball/Softball $10 per hour

Rise Above Academy- All participants will register through the Rec Dept. Limited spots available per session. Beginner, Intermediate, and Advanced will be offered by former college athletes and coaches.

Golf Simulator Pricing

Block time: 1hr/2hrs/3hrs/4hrs
Accommodates up to 4 players at a time
30 min ($10) 1 hour ($15) Monday - Friday (per person)

Rental Clubs
Adult LH & RH $10
Youth LH & RH $5

9 holes estimated times
- 1 player - 30mins
- 2 players- 1 hour
- 3 players- 1.5 hours
- 4 players- 2 hours

18 holes estimated times
- 1 player 1 hour
- 2 players 2 hours
- 3 players 3 hours
- 4 players 4 hours

Dance

Littles 3-year-old	$200/person Fall Semester
	$200/person Spring Semester
	$100/person Summer Semester
Petite Kinder-1st grade	$200/person Fall Semester
	$200/person Spring Semester
	$100/person Summer Semester
Juniors 2nd - 3rd grade	$200/person Fall Semester
	$200/person Spring Semester
	$100/person Summer Semester
Intermediate 4th - 6th grade	$200/person Fall Semester
	$200/person Spring Semester
	$100/person Summer Semester
Middle School 7th & 8th grade	$200/person Fall Semester
	$200/person Spring Semester
	$100/person Summer Semester
High School 9th -12th grade	$200/person Fall Semester
	$200/person Spring Semester
	$100/person Summer Semester
Adult	$200/person Fall Semester
	$200/person Spring Semester
	$100/person Summer Semester

LK Tournaments

USSSA Softball Tournaments	Team Fee $300 - $400
MAYB Basketball Tournament	Team Fee $275 - $450
Adult Flag Football Tournament	Team Fee $200 - $250
USSSA Baseball Tournament	Team Fee $300 - $400

Youth Football Tournament	Team Fee $450 - $550
Slow pitch Softball Tournament	Team Fee $250 - $350
Indoor Soccer Tournament	Team Fee $275 - $350
Youth Volleyball Tournament	Team Fee $350 - $450
LK Basketball League	Team Fee $500 - $600
Wrestling Tournament	Individual Fee $100 - $200

C-1204. AIRPORT LEASES. The rates charged for airport leases at the Liberal Mid-America Regional Airport, as shown in section 12-108, are as follows:

Airport-Owned Buildings	$ 1.40/square foot/yr. depending on condition of structure/utilities available)
Terminal Building Space	13.89/square foot/yr.
Terminal Building Wall Phone	$ 74.80 per year
Ramp Frontage	19.33 per lineal foot per year
Car Rental Parking (8) Spaces	466.16 per year
Industrial Park Land Per Square Foot	(Same as per appraisal times a 14.6% rate of return)
T-Hangar Lease Rate	848.81 per unit /yr.

Airport Landing Fees:

Commercial Flights using Terminal	0.40 per 1,000 lbs. of landing aircraft under 20,000 lbs.
	0.72 per 1,000 lbs. of landing aircraft over 20,000 lbs.

Charter Flight Landing Fees:

Departure prior to 4:00 p.m. Monday through Friday (non-holiday):
$1,210.00 per landing + $3.00 per passenger bag handling fee

After 4:00 p.m., Monday-Friday/weekends and holidays:
$1,650.00 per landing + $3.25 per passenger bag handling fee

Long Term Lease Rate (LTLR)	6% increase compounded annually
Acreage Rate (10 acres or more)	12.83 per acre per year
Farming Lease Rate	27.83 per acre per year
Insufficient Fund Check Fee	30.00 per occurrence

ARTICLE 13. STREETS, SIDEWALKS, & CURB AND GUTTER

C-1301. EXCAVATION PERMIT; FEE. The fee for an excavation permit as required by section 13-104 is $0 to cover reasonable costs for the issuance of the excavation permit.

Street, Alley, Sidewalks and Curb & Gutter Repair Charges after Utility Cut, if City completes the repairs:

Asphalt & Concrete Street Repair - $~~25~~ 30.00 per square foot ($500.00 minimum)
Brick Street Repair - $~~10~~.15.00 per square foot ($500 minimum)
Sidewalk Repair - $~~17~~.20.00 per square foot ($500.00 minimum)
Curb & Gutter Repair - $~~35~~.40.00 per lineal foot ($500.00 minimum)
Costs for required extra time or materials shall be charged to either the property owner or contractor.

ARTICLE 14. TRAFFIC

All traffic fines are handled through Municipal Court. (See Article 9)

ARTICLE 15. UTILITIES

C-1501. APPLICATION, WATER SERVICE. The fee as required in section 15-104 is $20.00, which is nonrefundable.

C-1502. WATER CONNECTION CHARGE. Fees as required in section 15-107 are as follows: Prior to the installation for new service connections the person making application shall pay to the water department a sum equal to the cost of the time and material to the City for the installation, as determined by the City's Chief Financial Officer.

C-1503. SAME; INSTALLATION, CHARGES. The fee as required in section 15-111 is actual costs to the expense of the property owner plus the turn-on charge.

C-1504. ~~WATER METERS~~; TESTING FEE.
A) WATER METERS. The minimum fee as required in section 15-114 is $100.00.
B) Sprinkler System Flow Test $250.

C-1505. TEMPORARY TURN-OFF, TURN-ON. The fee per call, as required in section 15-124 is: $30 per call during normal business hours of the water department. The charge for such service after normal business hours, or on Saturdays, Sundays or holidays is ~~$50~~ $100. If a customer requests that a turn-off and turn-on be performed within the same day, only one charge shall be assessed.

C-1506. WATER; BILLING. Fees as required in section 15-135 are as follows:
(b) All bills are due and payable when rendered. A bill not paid within 20 days shall be considered delinquent and a late payment charge of 10 percent shall be added which charge shall be collected at the time the bill is finally paid. Whenever payment is not made within 10 days following the due date, the city shall have the right to terminate water service after notice and hearing. Before service shall be restored, the customer shall pay the bill, late payment charge and a reconnection fee of $30.00. (2015, Ord. 4448)

C-1507. WATER RATES. Rates as required in section 15-139 of the Code of the City of Liberal, Kansas, shall be as follows:

A. Effective January 1, 2019: The minimum charge per month shall be $14.68 for the first 3,000 gallons and $4.05 per thousand gallons above the 3,000 gallons used during the current billing month. In addition, a Water System Improvement Fee shall apply at a rate of $6.25 per month for residential customers and $12.50 per month for non-residential customers. (2018, Res. 2284)

B. Effective April 1, 2020 and each April 1, thereafter: The minimum charge per month shall increase by the Consumer Price Index (CPI), or approximately three percent (3%) for the first 3,000 gallons and the charge shall increase by the CPI, or approximately three percent (3%) thousand gallons above the 3,000 gallons used during the current billing month. In addition, a Water System Improvement Fee shall apply at a rate of $6.25 per month for residential customers and $12.50 per month for non-residential customers. (2018, Res. 2284)

C. Effective January 1, 2019: For single-structure residential or non-residential master meter customers, as defined in Section 15-109(b)(1), in lieu of a minimum water charge per unit being charged, a meter charge of $2.00 per unit shall apply. (2018, Res. 2299)

C-1508. SEWER; INSTALLATION, CONNECTION PERMITS. Fees as required in section 15-206 are as follows: (a) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the superintendent.

(b) There shall be one class of building sewer permit for residential and commercial service. The owner or his or her agent shall make application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the superintendent. A permit and inspection fee of $0 for a residential or commercial building sewer permit shall be paid to the city clerk at the time the application is filed.

C-1509. SEWER RATES. Rates as required in section 15-242 of the Code of the City of Liberal, Kansas, shall be as follows:

A. Effective April 1, 2024: The minimum charge per month shall be $23.94 for the first 3,000 gallons and $8.46 per thousand gallons above the 3,000 gallons used, based on the average water consumed for residential and small non-residential users, as defined in Section 15-241(a). For large residential users, as defined in Section 15-241(b), charges shall be based on water metered during the current billing month. In addition, a Storm Sewer Flood Control Fee shall apply at a rate of $2.00 per month for residential and non-residential customers. (2024, Res. 2410)

B. Effective April 1, 2025: The minimum charge per month shall be $29.93 for the first 3,000 gallons and $10.58 per thousand gallons above the 3,000 gallons used, based on the average water consumed for residential and small non-residential users, as defined in Section 15-241(a). For large residential users, as defined in Section 15-241(b), charges shall be based on water metered during the current billing month. In addition, a Storm Sewer Flood Control Fee shall apply at a rate of $2.00 per month for residential and non-residential customers. (2024, Res. 2410)

C. Effective April 1, 2026 and each April 1, thereafter: The minimum charge per month shall increase by the Consumer Price Index (CPI), or approximately three percent (3%), for the first 3,000 gallons and shall increase by the CPI, or approximately three percent (3%), per thousand gallons above the 3,000 gallons used, based on the average water consumed for residential and small non-residential users, as defined in Section 15-241(a). For large residential users, as defined in Section 15-241(b), charges shall be based on water metered during the current billing month. In addition, a Storm Sewer Flood Control Fee shall apply at a rate of $2.00 per month for residential and non-residential customers. (2024, Res. 2410)

C-1510. SEWER RATES; SURCHARGE. Surcharge rates as required in section 15-244 for operation and maintenance including replacement is:

$0.085 per pound BOD
$0.179 per pound SS.

C-1511. SOLID WASTE RATES WITHIN CITY; RESIDENTIAL. The rates as required in section 15-316 are as follows:

A. Effective January 1, 2025: The charge per month for a single-family dwelling; multiple-family dwellings using poly carts, one bill, per unit; multiple-family dwelling using commercial containers, one bill per unit; mobile home parks, using poly carts, per unit; and churches using poly carts shall be $22.00 per month. (2024, Res. 2425)

B. Effective April 1, 2026 and each April 1, thereafter: The charge per month for a single-family dwelling; multiple-family dwellings using poly carts, one bill, per unit; multiple-family dwelling using commercial containers, one bill per unit; mobile home parks, using poly carts, per unit; and churches using poly carts shall increase by the Consumer Price Index (CPI), or approximately three percent (3%). (2024, Res. 2425)

C-1512. SOLID WASTE RATES WITHIN CITY; COMMERCIAL. The rates as required are shown in attached exhibit C-1512(A) and are as follows:

A. Effective January 1, 2025: The charge per month shall be as reflected on the attached Exhibit C-1512(A). (2024, Res. 2425)

B. Effective April 1, 2026 and each April 1, thereafter: The charge per month as reflected in the attached Exhibit C-1512(A) shall increase by the Consumer Price Index (CPI), or approximately three percent (3%). (2024, Res. 2425)

C. Gate Closure. An additional fee will be charged if City personnel are required to physically close the gates. The specific fee amount is outlined in Exhibit C of the Code of the City of Liberal. (2024, Res. 2425)

C-1513. SOLID WASTE RATES OUTSIDE CITY. The rate as required in section 15-319 is a minimum of two times those prescribed in C-1511 and C-1512.

C-1514. EMERGENCY WATER RATES. The rates as required in section 15-406 are as follows: (to be determined).

C-1515. VIOLATIONS; DISCONNECTIONS AND PENALTIES. The fees as required in section 15-408 are as follows: (b) A fee of $50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be $200 for the second violation and $300 for any additional violations.

C-1516. SEWER CLEANING FEES. The fees charged including personnel, by the wastewater division are as follows:

	Regular	Overtime
Jet Rodder	$300/hr.	$450/hr.
Camera Unit	200/hr.	300/hr.

C-1517. SEWER CONNECTIONS; FEES. The fees as required are actual costs to the expense of the property owner plus the turn-on charge.

C-1518. SEWER DISPOSAL FEES. The fees charged for disposing wastewater in the City's sanitary sewer system is as follows:

RV/Camper	$ ~~5.00~~ 10.00 per load (camper unit)
Industrial Users	~~10.00 per 1,000 gallons~~ $0.20 per gallon, subject to approval of a Special Waste Disposal Agreement.

C-1519. WATER TANK SALES; FEES. The fees charged for water tank sales are as follows:

$ 0.25 for 200 gallons

C-1520. RATES; REGULATIONS AND VIOLATIONS/EMERGENCY WATER RATES. A fee of $80 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be $130 for the second reconnection and $180 for any subsequent additional re connections within a one (1) year period as prescribed by Section 15-128(d) of the Code. (2015; Ord. 4449)

ARTICLE 16. ZONING AND PLANNING

C-1601. Fees collected by the Building Inspection Division for planning and zoning are as follows:

Annexations	$275.00
Exceptions	275.00
Rezoning	275.00
Variances	275.00
Platting	100.00 + $2 per lot
Home Occupation/Special Use Permit	275.00
Copies of Zoning Ordinance	35.00/each
Copies of Comprehensive Plan	45.00/each
Floodplain Development Permit	25.00
Neighborhood Revitalization Program Application	25.00

Various Maps are sold at prices shown on Exhibit C-1601(A) attached.

ARTICLE 17. BOARDS AND COMMISSIONS

17-509. TREE, SHRUB OR PLANT PRUNING OR REMOVAL; ASSESSMENT OF COSTS. The public officer or an authorized assistant shall keep an accurate record of the costs of pruning or removal of any tree, shrub or plant, as provided in Sections 17-508 and 17-509. Such record shall show costs incurred on each parcel of land. There shall be a minimum charge of $500.00 (per each tree, shrub or plant) or parcel of land for the first one hour, and thereafter a minimum charge of $40.00 per hour until completion. The public officer or an authorized assistant shall mail a statement of cost to the last known address of the owner, occupant or agent in charge of such property. If such costs are not paid within 30 days from the mailing of such notice, a special assessment for such costs against the lot or piece of land shall be made and the city clerk shall certify such assessment to the county clerk for collection and payment to the city the same as other assessments and taxes are collected and paid to the city.

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Effective April 1, 2025:

Exhibit C-1512(A)

Capacity	Number of Containers	Per Each Collection
Compactors – 40 Yards	1	$220 per collection. Actual landfill charges will be invoiced. $38/ton
Open Top Roll Off Containers – 20 Yards and Above	1	$180 for seven (7) days. $6.00/day after seven (7) days. Delivery fee is $100, plus $38 minimum landfill charges. An additional charge of $180 will apply for exchanging containers, along with a $38 landfill fee. Additional landfill charges will be invoiced $38/ton
Open Top Roll Off Containers – 30 Yards and Above	1	$200 for seven (7) days. $6.00/day after seven (7) days. Delivery fee is $100, plus $38 minimum landfill charges. An additional charge of $200 will apply for exchanging containers, along with a $38 landfill fee. Additional landfill charges will be invoiced $38/ton
Open Top Roll Off Containers – 40 Yards and Above	1	$220 for seven (7) days. $6.00/day after seven (7) days. Delivery fee is $100, plus $38 minimum landfill charges. An additional charge of $220 will apply for exchanging containers, along with a $38 landfill fee. Additional landfill charges will be invoiced $38/ton

Commercial Refuse Rates

Capacity	Number of Containers	Collection per Week					
		1	**2**	**3**	**4**	**5**	**6**
3 Yard	1	$35.00	$70	$105	$140	$175	$210
“	2	$70	$140	$210	$280	$350	$420
“	3	$105	$210	$315	$420	$525	$630
“	4	$140	$280	$420	$560	$700	$840
“	5	$175	$350	$525	$700	$875	$1,050
“	6	$210	$420	$630	$840	$1,050	$1,260

NOTE: There is an additional $35.00 service charge for each trash container emptied outside of the customer’s collection schedule.

Fee to pick up Residential Items $10.00.

C. Gate Closure. $25/pickup if City personnel has to close the gates physically.

Exhibit C-1601(A)
Planning & Zoning Maps

MAP PRICES

All bond paper is 24 pound

SCAN TO PRINT		
24”x36”	Black & White	$5.00
36”x36”	Black & White	6.00
24”x36”	Color	8.00
36”x36”	Color	10.00

PRINT FROM FILE		
24”x36”	Black & White	5.00

SCAN TO DISC		
Scan	First	$4.00
	Each Additional	$2.00
Disc	Each CDR	$5.00

AERIAL IMAGE PRINTS		
24”x36”	Black & White	$10.00
36”x36”	Black & White	13.00
24”x36”	Color	15.00
36”x36”	Color	18.00
Entire city set of aerials - color		800.00
Entire city set of aerials – black & white		800.00

ZONING MAP SETS ARE 42 X 64 TWO SHEETS 400 SCALE	
COLOR	$35.00
BLACK AND WHITE	$30.00

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EXHIBIT C - FEE SCHEDULE

Fees may be changed annually in the City's budget resolution or more often if the governing body desires to do so. If not changed, they will remain the same as the previous year.

ARTICLE 1. ADMINISTRATION

C-101. LICENSE FEES. The governing body shall determine, by resolution, all license fees, permit fees and other user related fees or charges established by the laws of the city. All fees and charges shall be in such amounts as will adequately reimburse the city for the services rendered by it in connection therewith. Fees may be changed annually in the budget resolution.

C-102. REPLACEMENT FEE. Any lost or destroyed license or permit shall be subject to a $25 replacement fee.

C-103. PUBLIC RECORDS. The fees for public records as required by section 1-807 are as listed below:

1.	Record search/record inspection	$15.00/hour
2.	Department Publications/Reports	As determined per individual report

C-104 MISCELLANEOUS CITY-WIDE FEES. The fees for services listed below are:

1.	Photocopy Charge	$ 0.50 each
2.	Facsimile Receive Charge	$ 0.50 each
	Facsimile Send Charges	$ 1.00 first page, $0.25 thereafter
3.	City Commission Agenda Packets	$ 5.00 each
4.	City of Liberal License Tags	$ 5.00 each
5.	City of Liberal Trash Bags	$ 14.00 per roll of 50 bags
6.	Reserve a Truck Program	$ 45.00 per reservation

7. KBI Background Checks — Price set by KBI.

C-105. FINANCE CHARGES. The fee for a worthless check, ACH, or online payment is $30.00.

ARTICLE 2. ANIMAL CONTROL AND REGULATION

C-201. Animal Shelter; Fees. Fees as required in section 2-203 are as follows:

Registration & Licensing	
Spayed/Neutered Dog/Cat	$ 10.00
Non-Spayed/Non-Neutered Dog/Cat	25.00
Delinquent License Renewal	5.00
Replacement of Lost Tag	5.00
Adoption	
Dogs	$ 20.00
Cats	15.00
Kennel Charge	10.00/day
Leash Fee	2.00
Micro-Chipping	30.00
Rabies Deposit	15.00
Spay/Neuter Deposit:	
Dogs	150.00
Cats	80.00
Trap Deposit	40.00
CASH ONLY- refunded when returned in good working condition	
Vaccines	
Dogs	15.00
Cats	8.00

Redemption Fees (Owner claims their cat/dog):

An additional $15.00 will be charged if rabies vaccination is not current at time of impoundment.

1st Offense	$ 25.00
2nd Offense	50.00
3rd Offense	75.00
4th & additional Offenses	100.00 each

Surrender Fees (Owner gives up their cat/dog):

Per Animal	$ 20.00

MUST PROVIDE: proof of current vaccinations, 2 forms of Seward County residency - State issued ID, and current utility bill.

QUARANTINE ANIMAL:

Animal must be held for a minimum of ten (10) days at $10.00 per day

ARTICLE 3. BEVERAGES

C-301. LICENSE FEE; CEREAL MALT BEVERAGES. The license fees as required in section 3-110 are as follows:

(a) General Retailer -- for each place of business selling cereal malt beverages at retail, $200 per calendar year plus additional fees which are required to be remitted to the State of Kansas in accordance with K.S.A. 41-2702.

(b) Limited Retailer -- for each place of business selling only at retail cereal malt beverages in original and unopened containers and not for consumption on the premises, $50 per calendar year plus additional fees which are required to be remitted to the State of Kansas in accordance with K.S.A. 41-2702.

Full amount of the license fee shall be required regardless of the time of the year in which the application is made, and the licensee shall only be authorized to operate under the license for the remainder of the calendar year in which the license is issued.

C-302. AMOUNT OF FEE OR TAX; RETAILERS OF ALCOHOLIC LIQUOR. The fee as required in section 3-202 for retailers of alcoholic liquor (including beer containing more than 3.2 percent of alcohol by weight), for consumption off the premises (sales in the original packages only) is $300 per year. The tax shall be paid before business is begun under an original state license and within five (5) days after the renewal of a state license.

C-303. LICENSE FEE; PRIVATE CLUBS (CLASS A AND B). The fee as required in section 3-302 is $250 per year.

C-304. LICENSE FEE; DRINKING ESTABLISHMENTS. The fee as required in section 3-402 is $250 per year.

C-305. LICENSE FEE; CATERERS. The fee as required in section 3-502 is $250 per event.

C-306. PERMIT FEE; TEMPORARY PERMITS. The fee as required in section 3-602 is $25 per day.

ARTICLE 4. BUILDINGS AND CONSTRUCTION

C-401. INSPECTION OF NEW SIGNS. No fee is required for the inspection during business hours.

C-402. FEES; SIGNS. The fees as required in section 4-209 are as follows: All signs requiring a permit. other than banners/temporary signs, shall follow the commercial permit fees in C-601B based on valuation.

C-403. APPLICATION FOR PERMIT; MOVING BUILDINGS. The fee as required in section 4-403 is stated in the specific table in C-603.

C-404. PERMIT FEE; TELEVISION ANTENNAS. No fees are required.

C-405. BANNERS, TEMPORARY PROMOTIONAL BUSINESS SIGNS IN COMMERCIAL DISTRICTS: The fee as required in 4-213 for a banner, temporary promotional business sign, there shall be $1.00 fee for a 30-day permit.

ARTICLE 5. BUSINESS REGULATIONS

C-501. REPLACEMENT FEE; LICENSES OR PERMITS. The fee as required in section 5-107 is $25 per license or permit.

C-502. COIN-OPERATED MACHINE TAX; PER OPERATOR. The fee as required in section 5-110 is $100 per operator.

C-503. COIN-OPERATED MACHINE TAX; PER MACHINE. The fee as required in section 5-111 is $10 for each coin operated amusement machine and coin operated music device.

C-504. FEES; BURGLAR OR FIRE ALARM DETECTION SYSTEMS. The fees as required under section 5-202 are as follows:

(a) The fee for issuance of a permit for the City's system is $25. If the City is not contacted, the fee will be doubled.

(b) The fee for all firms, corporations, organizations and political units now or hereafter connected to the city's burglar alarm and fire alarm detection system a charge of $10 per month for the monitoring of the system or $25 per call after the third response call per year.

C-505. FALSE ALARM FEES; ALARM SYSTEM USERS NOT SUBJECT TO BANK PROTECTION ACT. Fees as required in section 5-205 are as follows: Any person, other than a financial institution subject to the Bank Protection Act, shall not be assessed any penalty for the first false alarm in any one calendar month. Each subsequent false alarm will require a $25 fee per call, if the Police Department (or Communications Center) is contacted directly. If the alarm goes through a security or monitoring company, each subsequent false alarm will require a $25 fee per call.

C-506. PERMIT; APPLICATION; FEE. The fee required by section 5-303 is $100 for each well to be drilled. In the event the permit is denied, said fee is be returned to the applicant.

C-507. TAXICAB OPERATORS. The fee required by section 5-401 is $50 per year or any portion thereof.

C-508. EXCHANGING TAXICABS. The fee required by section 5-404 is $1 per year or any portion thereof.

C-509. TREE TRIMMERS. The fee for a license required by section 5-505 is $25 per year or any portion thereof.

C-510. SOLICITOR, PEDDLER, TRANSIENT MERCHANT, ITINERANT MERCHANT OR ITINERANT VENDOR. The fee as required by section 5-604 is:

(a) Local Itinerant License is $1,200 per year, with a minimum of ten (10) employees soliciting in the community at any time. Each employee will be required to submit to a background check once every six (6) months.

(b) Non-Local Itinerant License is $100 per day or $500 per month per individual, with a limit of two (2) licenses issued per calendar year on a consecutive day or month basis. (2014; Ord. 4438)

C-511. MASSAGE ESTABLISHMENT, OPERATOR'S LICENSE REQUIRED; FEE; RENEWAL. The fee as required in section 5-705 is $50 per employee per year. (2013, Res. 1973)

C-512. TATTOO AND BODY PIERCING; FEES. The fee as required in section 5-803 is $500 per year.

C-513. ADULT ENTERTAINMENT BUSINESSES. The fee for a license as required by section 5-904 shall be as follows:

(1) Adult arcade license, $2,500.00 per year or any portion thereof.
(2) Adult cabaret license, $2,500.00 per year or any portion thereof.

C-514. DANCE HALLS. The fees for licenses as required by section 5-1002 are as follows: $500 per year (day or night) ending December 31st of each year, $100 per month (day or night) or $25 per one day period (day or night). $25 for a six month period or $5 for a one night gig.

C-515. CARNIVALS, CIRCUSES, RODEOS AND STREET FAIRS. The fees for the license required by section 5-1109 shall be $100 per day plus a $50 inspection fee for carnivals and circuses and $25 per day or portion thereof, plus a $50 inspection fee for rodeos and street fairs.

C-516. PAWNBROKERS & PRECIOUS METAL DEALERS LICENSE. The fee as required in section 5-1203 is $25 per year or portion thereof.

C-517. BUSINESS LICENSE. The fee as required in section 5-1313 is $20 per year.

C-518 MOBILE FOOD VENDORS LICENSE

(1) Thirty dollars ($30) for each Thirty (30) days, or portion thereof;
(2) One-hundred and Fifty dollars ($150) for six (6) months; or
(3) Two-hundred and Fifty dollars ($250) for one (1) calendar year.

No License issued under the provisions of this article shall be used by any person, other than the one whom it was issued. No license may be transferred or assigned to another person. Any persons engaged in activities coming under this article shall exhibit their license at the request of any person.

ARTICLE 6. BUILDING AND STRUCTURE CODES

The City of Liberal fees are incorporated in the Code of the City of Liberal, Kansas, as set forth in Exhibit C.

A. BUILDING PERMIT FEES. The fees as required for all contractors defined in 6-1701 shall be in accordance to the specific tables in C-601, as established annually in the budget resolution.

B. BUILDING LICENSE REQUIRED. For starting or commencing of any work for which a permit is required by ICC Codes or by the City Municipal Codes without first securing such a permit and payment of the fees, there shall be assessed a $100.00 fine against the primary contractor described per C-602, as established annually in the budget resolution.

C. LICENSE REQUIRED. It shall be unlawful for any person, firm, company, association or corporation to enter into a contract or agreement with another so as to bring himself, herself or itself under the definition of building contractor herein, or to perform any work as a building contractor, without first having obtained a building contractor's license and all required for that license. Any such contract or arrangement shall be voidable at the option of the person who is having the work done, and the person, entity and anyone aiding, abetting, or conspiring with the unlicensed building contractor, shall be subject to a ($500.00 nor more than $1,000.00) fine for a first offense and a ($1,000.00 nor more than $1,500.00) fine for each subsequent offense as stated in 6-1601.

D. FEE SCHEDULES. Fee schedules for projects shall be based on the total amount of the project from start to finish, for commercial and residential, the total amount before a certificate of occupancy is giving to the project's general contractor by the City of Liberal. All contractors, sub-contractors and tradesman shall be listed and shall be licensed in the City of Liberal before working on a project.

C-601. **A. Residential Permit Fees (Including Fences)**.

TOTAL VALUATION	**FEE**
Homeowner's – Any Valuation	$20.00
$0.01 TO $1,000.00	$20.00
$1,001 TO $3,000.00	$40.00
$3,000.01 TO $6,000.00	$60.00
$6000.01 TO $10,000.00	$80.00
$10,000.01 TO $25,000.00	$100.00 for the first $10,000.01 plus $4.00 for each additional $1,000 or fraction thereof, to include $25,000.00.

$25,000.01 TO $50,000.00	$200.00 for the first $25,000.01 plus $3.50 for each additional $1,000.00 or fraction thereof, to and including $50,000.00.
$50,000.01 TO $100,000.00	$300.00 for the first $50,000.01 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00.
$100,000.01 TO $250,000.00	$450.00 for the first $100,000.01 plus $2.50 for each additional $1000.00 or fraction thereof, to and including $250,000.00
$250,000.01 TO $500,000.00	$825.00 for the first $250,000.01 plus $2.00 for each additional $1000.00 or fraction thereof, to and including $500,000.00
$500,000.01 AND OVER	$1,325.00 for the first $500,000.01 plus $2.40 for each additional $1,000.00 or fraction thereof.

B. Commercial and Industrial Permit Fees (Including Fences).

TOTAL VALUATION	**FEE**
$0.01 TO $1,000.00	$20.00
$1,000.01 TO $3,000.00	$60.00
$3,000.01 TO $6,000.00	$90.00
$6000.01 TO $10,000.00	$130.00
$10,000.01 TO $25,000.00	$220.00 for the first $10,000.01 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,000.01 TO $50,000.00	$350.00 for the first $25,000.01 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,000.01 TO $100,000.00	$500.00 for the first $50,000.01 plus $3.50 for each additional $1,000.00 or fraction thereof, to and including $100,000.00.
$100,000.01 TO $250,000.00	$750.00 for the first $100,001.00 plus $3.50 for each additional $1,000.00 or fraction thereof, to and including $250,000.00
$250,000.01 TO $500,000.00	$1,300.00 for the first $250,000.01 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,000.01 TO $1,000,000.00	$2,160.00 for the first $500,000.01 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00
$1,000,000.01 and Over	$4,160.00 for the first $1,000,000.01 plus $2.00 for each additional $1,000.00 or fraction thereof.

C-602. **Other Fees.**

OTHER INSPECTIONS	FEE
Nonemergency inspections outside of normal business hours. Paid in advance of the inspection to the Building Department.	$50.00

No permit secured before starting or commencing of any work required by permit, unless an emergency situation exists	$100.00
Failure to request inspections as required by Code.	$50.00
Re-inspection fees. (Paid in advance of the re-inspection to the building department.)	$30.00
Demolition permit.	$30.00
Commercial Plan Review Fee based off the building permit.	35%
Additional Plan Review Required by Changes, Additions or Revisions to Plans. (Minimum Charge $250.00 For First Hour, $ 50.00 Per Additional Hour.)	$250.00 Minimum $50.00 Additional

C-603. **Moving of Buildings.**

MOVING OF BUILDINGS	FEE
House/Commercial Building	$500.00
Manufactured Home Install – Transport permit fee	$50.00

C-604. **Contractors License and Certification.**

CONTRACTORS LICENSE AND CERTIFICATION	FEE
Contractor's License – New	$200.00
Contractor's License – Renewal	$100.00
Local certificate for all trades, each *	$20.00
Homeowner's Permit -	$20.00

*All apprentices, journeyman and additional master tradesmen working for a contractor in the City.

C-605. **Building Board of Appeals.**

BUILDING BOARD OF APPEALS	FEE
Appeal Application	$100.00

ARTICLE 7. FIRE

C-701. LIMITS; BULK STORAGE OF FLAMMABLE LIQUIDS. The fee as required in section 7-203 is $100 per tank per year, or portion thereof.

ARTICLE 8. HEALTH AND WELFARE

C-801. WEED CONTROL; CUTTING AND DESTRUCTION AND/OR REMOVAL

OF WEEDS; ASSESSMENT OF COSTS. The fees as required in section 8-304 are as follows: There will be a minimum charge of $150.00 per each lot, piece or parcel of land for the first hour, and thereafter a minimum charge of $40.00 per hour until completion.

ARTICLE 9. MUNICIPAL COURT

C-901. COURT COSTS. Court costs and fees as required in section 9-107 are as follows, depending on the type of infraction and/or violation, and shall be in addition to any fines imposed by the Municipal Court Judge:

Criminal $80.00. A portion of those costs will be sent to the State of Kansas in an amount determined by the State of Kansas;

Traffic $80.00. A portion of those costs will be sent to the State of Kansas in an amount determined by the State of Kansas;

Parking $10.00;
Supervised probation fee $50.00;
Processing Fee $30.00;
Warrant Issuance Fee $50.00.

Expungement Petition Filing Fee $50. The fee is for each expungement petition or amended petition filed in each case.

Drug Court Fee $250.00.
Drug Court Treatment No Show Fee $25.00

C-902. COURT DOCKETS; FEES. The fee for a copy of a court docket is $5.00 per docket printout. The fee for a clearance letter is $5.00. (2014, Res. 2193)

ARTICLE 10. POLICE

C-1001. MISCELLANEOUS FEES. The fees for records and services are as follows:

1.	Police Department accident report	No charge for first per report for individual involved. $5.00 per report if requested by someone not involved.
2.	Police Department offense report	$ 2.00 for 1st page and $0.50 each for each additional page
3.	Police Department Photographs	$ 5.00 per disc. (City furnishes disc.)
4.	Motor Vehicle Examinations	$20.00 each *(effective 7/1/2012)*
5.	Reproduce Video (DUI, etc.)	$ 5.00 (City furnishes disc.)
6.	Fingerprints	$ 10.00 per set/individual

Prosecuting attorneys are not subject to these fees.

ARTICLE 11. PUBLIC OFFENSES

C-1101. LOUDSPEAKERS, SOUND AMPLIFIERS; PERMIT. The fee as required in section 11-405 is *(to be determined)*.

ARTICLE 12. PUBLIC PROPERTY

C-1201. CEMETERY MONUMENT PERMITS. The rate for a cemetery monument permit as required by section 12-203.10 is $25.00 per monument.

C-1202. SALE CEMETERY LOT AND GRAVE SPACES. The sale of cemetery lot and grave spaces, including the cost of deed filing at the Seward County Register of Deeds, will be sold per section 12-203.17 are as follows:

Baby Land - $150 plus $25 per deed for recording.

Cemetery Sections One through Three - $400 plus $25 per deed for recording.

Columbarium Niche $600

C-1203. OPENING AND CLOSING GRAVES. The rate for opening and closing graves as required by section 12-203.18 are as follows:

From 8:00 a.m. to 4:00 p.m. Monday through Friday:
Child's Grave (up to twelve years) - $200;
Adult's Grave - $450;
Adult Oversize - $500;
Cremation - $250;
Cremation with Vault - $300;
Columbarium $100.

After 3:00 p.m., Monday through Friday:
Interment Services - $700.

Saturday 10:00 a.m.:
Interment Services - $700;
Cremation - $400;
Cremation with Vault - $500.
Columbarium $200.

Other Fees:
Locate and Flag for Single or Double Foundation for Monument Setting - $25;
Cremation Disinterment (tbd on a case by case basis) (Minimum) - $200;
Disinterment Fees for a Child - $500;
Disinterment Fees for Adult - $1,000;

C-1203. PARK AND RECREATION ACTIVITY FEES. The fees charged for various park and recreation activities, as shown in section 12-312, are as follows:

Facilities:

Iron Mike's Batting Cages:	$ 0.50 per bat
	15.00 per hour per cage
	30.00 per hour for all cages
Mary Frame Park Building	400.00 key deposit, plus:
(540 S. New York)	200.00 rental
Mahuron Park Building	400.00 key deposit, plus:

(802 E. 8th Street)	400.00 rental
Randall Girl's Scout Building	400.00 key deposit, plus
(121 W. 11th)	400.00 rental
Blue Bonnet Park Building	400.00 key deposit, plus
(1109 West 7th Street)	400.00 rental
Rosel Field Lights	$25.00 per hour of service

Park Shelters (No Water Hookups)

Light Park	
Green Shelter	$50.00
Pavilion	$75.00
Red Shelter	$50.00
Rock Shelter	$25.00
Mahuron Shelter	$15.00
Mary Frame Shelter	$15.00
McCray Shelter	$25.00
Blue Bonnet Park	
North Blue Bonnet Shelter	$30.00
South Blue Bonnet Shelter	$15.00
South Blue Bonnet Gazebo	$15.00
Tobias Shelter	$15.00

Arkalon Fees - open April to October 15 (State Fishing Permit is Required):

Shelter Reservation		$ 30.00 per day
Camping -	without electricity	5.00 per day
-	with electricity	20.00 per day +$5 with two (2) AC

Adventure Bay Family Water Park

Admission -	15 and under	$ 5.00
	Adult (16+)	7.00
Late Admission	15 and under	$ 2.00
	Adult (16+)	3.00
Aqua Yoga		$ 5.00/class

Season Passes

$80 Individual Adventure (Entire Summer Season Pool Pass)

Party Packages

Entire Facility (Friday-Sunday evenings.)

Use of 1 pool and Slide tower	$350.00 with $100.00 deposit
Use of all pools and full features	$750.00 with $100.00 deposit

Birthday Party Packages

10 Guest Party Package (no food.)	$ 70.00
20 Guest Party Package (no food.)	100.00
10 Guest Party Package (meal incl)	135.00

20 Guest Party Package (meal incl.) 195.00
****Extra guests may be added for additional fee****
Birthday parties will be scheduled in 2-hour increments between 1:00pm and 6:00pm on Monday – Thursdays or between 1:00pm and 7:00pm on Friday – Sunday. All parties include:

a) All-day park passes for scheduled guests.
b) Reserved use of a pavilion (2 hours).
c) Guest Service assistance.
d) Allowance of bringing in a birthday cake.

Piranhas Swim Team		$ 60.00
Tyke Time (6 and under)	15 and under	4.00
	Adult (16+)	3.00

American Red Cross Swim Lessons 35.00/session
Community Night Swim (7p.m.-11p.m.) 5.00/person

<u>Willow Tree Golf Course</u> - Memberships Run January 1 to December 31:
Family memberships apply to immediate family members living in the same household. When junior members turn 18 years old, they must purchase their own membership.
Memberships are not valid during tournaments, leagues, or special events.
Junior Memberships and rates apply to anyone under the age of 18.
Cart and range fee include tax.
Twilight times vary on time of the year.

Yearly Memberships (Green Fees Only)

Junior (17 & Under)	$100.00 per year
Single	400.00 per year
Family of 2 or more	500 per year
Senior/Couple (62 Years or Older)	350.00 per year

Yearly Gold Membership – (Green Fee, ½ Cart, Range Balls)

Single	$1,100.00
Family of 2 or more	$1,400
Senior/Couple (62 Years Or Older)	$1,000.00

Green Fees (18 Holes):

Weekday	$ ~~15.00~~
Weekend & Holidays	~~18.00~~
Junior Weekday	10.00
Junior Weekend/Holiday	10.00
Twilight	10.00
Replay	5.00

Cart Rental (18 holes)	Full $24.00/player Half $12.00/player
Replay	12.00/player
Pull Cart	5.00
Bucket of Range Balls:	Small $ 6.00 Large $10.00
Yearly Range Pass	$300.00
~~Daily~~ Trail Fees 18 holes	$ 12.00 Daily 400.00 Yearly
Cart Permit (Jan. 1 to Dec. 31)	10.00 Yearly

Recreation Activities/Programs:
Adult Sports

Men's Basketball (Sponsor/Player)	$225.00 + $25.00/player
Referee Fee	25.00-40.00 certified/game 20.00-30.00 non-certified/game
Women's Basketball/Team	150.00 + $25.00/player
Referee Fee	25.00-40.00 certified/game 20.00-30.00 non certified/game
Coed Volleyball/Team	150.00 + $25.00/player
Referee Fee	25.00-40.00 certified/game 20.00-30.00 non-certified/game
Men's Softball/Team	225.00 + $25.00/player
Referee Fee	25.00-40.00 veteran official/game 20.00-30.00 non-veteran official/game
Women's Softball	225.00 + $25.00/player
Referee Fee	25.00-40.00 veteran official/game 20.00-30.00 non-veteran official/game
Coed Softball/Team	175.00 + 25.00/player
Referee Fee	25.00-40.00 certified/game 20.00-30.00 non certified/game
Adult Outdoor Soccer/Team	65.00 Player fee
Official Fee	40.00-75.00
Youth Sports	$ 25.00-35.00
Adult Sports	25.00-35.00

Late Fees: Adult $10 Child $10.00

Gate Fees: (May Vary from sport to sport) 10 and under: Free
5-15/person

Special Events/Classes:	$ 15.00-25.00 per class + Supplies
Tennis Lessons	20.00 plus can of balls

Summer Adventure Program	80.00
Mom & Son Dance	15.00 per couple, $10 additional child
Daddy & Daughter Dance	15.00 per couple, $10 additional child
Swim Lessons	35.00
Youth Baseball/Softball Program -	
Team Sponsor Fee	250.00
Open Gym Play - Adults/Youth	2.00/person per entry
Ball Rental	2.00
Robotic Camp Fee	50.00
Robotic Events	25.00-45.00 Pending Material
Robotic Tournament	450.00/team
Pre K/Kinder STEM Camp	60.00/child per session
Spike Prime Camp	30.00/child per session
Valentine Bouquets	5-35 Pending sizes
Adult Prom/Gala	30.00/ticket
Community Garage Sales	10.00/spot
Kids Cooking Classes	15-25 Pending Material
Adult Cooking Classes	15-25 Pending Material
Art Classes	10-20 Pending Material
Splash and Dash	25/person
Oz Man	30/person

Griff Golf	
11 years and under	3.00
12 years and over	5.00
Batting Cages:	
Punch Card (15) Does not include balls and tees.	$50.00
Daily	$5
Private lessons inside cages	$15 Cage rental/hr, with additional fee/player
Bucket of balls and tee	$3 additional
Pitching machine with bucket of dimple balls	$10 per hour

*Note- Balls, Bats, Tees, Pitching Machines are not included with entry. An additional charge if they don't bring their own equipment.

Baseball Association Organization teams can schedule practice times twice a week during busy seasons. (2hr max)
Junior Elite Softball Organization teams can schedule practice times twice a week during the busy season. (2hr max)
High School Baseball/Softball $10 per hour

Rise Above Academy- All participants will register through the Rec Dept. Limited spots available per session. Beginner, Intermediate, and Advanced will be offered by former college athletes and coaches.

Golf Simulator Pricing

Block time: 1hr/2hrs/3hrs/4hrs
Accommodates up to 4 players at a time
30 min ($10) 1 hour ($15) Monday - Friday (per person)

Rental Clubs
Adult LH & RH $10
Youth LH & RH $5

9 holes estimated times
- 1 player - 30mins
- 2 players- 1 hour
- 3 players- 1.5 hours
- 4 players- 2 hours

18 holes estimated times
- 1 player 1 hour
- 2 players 2 hours
- 3 players 3 hours
- 4 players 4 hours

Dance

Littles 3-year-old	$200/person Fall Semester $200/person Spring Semester $100/person Summer Semester
Petite Kinder-1st grade	$200/person Fall Semester $200/person Spring Semester $100/person Summer Semester
Juniors 2nd - 3rd grade	$200/person Fall Semester $200/person Spring Semester $100/person Summer Semester
Intermediate 4th - 6th grade	$200/person Fall Semester $200/person Spring Semester $100/person Summer Semester
Middle School 7th & 8th grade	$200/person Fall Semester $200/person Spring Semester $100/person Summer Semester
High School 9th -12th grade	$200/person Fall Semester $200/person Spring Semester $100/person Summer Semester
Adult	$200/person Fall Semester $200/person Spring Semester $100/person Summer Semester

LK Tournaments

USSSA Softball Tournaments	Team Fee $300 - $400
MAYB Basketball Tournament	Team Fee $275 - $450
Adult Flag Football Tournament	Team Fee $200 - $250
USSSA Baseball Tournament	Team Fee $300 - $400

Youth Football Tournament	Team Fee $450 - $550
Slow pitch Softball Tournament	Team Fee $250 - $350
Indoor Soccer Tournament	Team Fee $275 - $350
Youth Volleyball Tournament	Team Fee $350 - $450
LK Basketball League	Team Fee $500 - $600
Wrestling Tournament	Individual Fee $100 - $200

C-1204. AIRPORT LEASES. The rates charged for airport leases at the Liberal Mid-America Regional Airport, as shown in section 12-108, are as follows:

Airport-Owned Buildings	$ 1.40/square foot/yr. depending on condition of structure/utilities available)
Terminal Building Space	13.89/square foot/yr.
Terminal Building Wall Phone	$ 74.80 per year
Ramp Frontage	19.33 per lineal foot per year
Car Rental Parking (8) Spaces	466.16 per year
Industrial Park Land Per Square Foot	(Same as per appraisal times a 14.6% rate of return)
T-Hangar Lease Rate	848.81 per unit /yr.

<u>Airport Landing Fees</u>:

Commercial Flights using Terminal	0.40 per 1,000 lbs. of landing aircraft under 20,000 lbs.
	0.72 per 1,000 lbs. of landing aircraft over 20,000 lbs.

<u>Charter Flight Landing Fees</u>:

Departure prior to 4:00 p.m. Monday through Friday (non-holiday):
$1,210.00 per landing + $3.00 per passenger bag handling fee

After 4:00 p.m., Monday-Friday/weekends and holidays:
$1,650.00 per landing + $3.25 per passenger bag handling fee

Long Term Lease Rate (LTLR)	6% increase compounded annually
Acreage Rate (10 acres or more)	12.83 per acre per year
Farming Lease Rate	27.83 per acre per year
Insufficient Fund Check Fee	30.00 per occurrence

ARTICLE 13. STREETS, SIDEWALKS, & CURB AND GUTTER

C-1301. EXCAVATION PERMIT; FEE. The fee for an excavation permit as required by section 13-104 is $0 to cover reasonable costs for the issuance of the excavation permit.

Street, Alley, Sidewalks and Curb & Gutter Repair Charges after Utility Cut, if City completes the repairs:

Asphalt & Concrete Street Repair - $30.00 per square foot ($500.00 minimum)
Brick Street Repair - $15.00 per square foot ($500 minimum)
Sidewalk Repair - $20.00 per square foot ($500.00 minimum)
Curb & Gutter Repair - $40.00 per lineal foot ($500.00 minimum)
Costs for required extra time or materials shall be charged to either the property owner or contractor.

ARTICLE 14. TRAFFIC

All traffic fines are handled through Municipal Court. (See Article 9)

ARTICLE 15. UTILITIES

C-1501. APPLICATION, WATER SERVICE. The fee as required in section 15-104 is $20.00, which is nonrefundable.

C-1502. WATER CONNECTION CHARGE. Fees as required in section 15-107 are as follows: Prior to the installation for new service connections the person making application shall pay to the water department a sum equal to the cost of the time and material to the City for the installation, as determined by the City's Chief Financial Officer.

C-1503. SAME; INSTALLATION, CHARGES. The fee as required in section 15-111 is actual costs to the expense of the property owner plus the turn-on charge.

C-1504. TESTING FEES.
A) WATER METERS. The minimum fee as required in section 15-114 is $100.00.
B) Sprinkler System Flow Test $250.

C-1505. TEMPORARY TURN-OFF, TURN-ON. The fee per call, as required in section 15-124 is: $30 per call during normal business hours of the water department. The charge for such service after normal business hours, or on Saturdays, Sundays or holidays is $100. If a customer requests that a turn-off and turn-on be performed within the same day, only one charge shall be assessed.

C-1506. WATER; BILLING. Fees as required in section 15-135 are as follows:
(b) All bills are due and payable when rendered. A bill not paid within 20 days shall be considered delinquent and a late payment charge of 10 percent shall be added which charge shall be collected at the time the bill is finally paid. Whenever payment is not made within 10 days following the due date, the city shall have the right to terminate water service after notice and hearing. Before service shall be restored, the customer shall pay the bill, late payment charge and a reconnection fee of $30.00. (2015, Ord. 4448)

C-1507. WATER RATES. Rates as required in section 15-139 of the Code of the City of Liberal, Kansas, shall be as follows:

A. Effective January 1, 2019: The minimum charge per month shall be $14.68 for the first 3,000 gallons and $4.05 per thousand gallons above the 3,000 gallons used during the current billing month. In addition, a Water System Improvement Fee shall apply at a rate of $6.25 per month for residential customers and $12.50 per month for non-residential customers. (2018, Res. 2284)

B. Effective April 1, 2020 and each April 1, thereafter: The minimum charge per month shall increase by the Consumer Price Index (CPI), or approximately three percent (3%) for the first 3,000 gallons and the charge shall increase by the CPI, or approximately three percent (3%) thousand gallons above the 3,000 gallons used during the current billing month. In addition, a Water System Improvement Fee shall apply at a rate of $6.25 per month for residential customers and $12.50 per month for non-residential customers. (2018, Res. 2284)

C. Effective January 1, 2019: For single-structure residential or non-residential master meter customers, as defined in Section 15-109(b)(1), in lieu of a minimum water charge per unit being charged, a meter charge of $2.00 per unit shall apply. (2018, Res. 2299)

C-1508. SEWER; INSTALLATION, CONNECTION PERMITS. Fees as required in section 15-206 are as follows: (a) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the superintendent.

(b) There shall be one class of building sewer permit for residential and commercial service. The owner or his or her agent shall make application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the superintendent. A permit and inspection fee of $0 for a residential or commercial building sewer permit shall be paid to the city clerk at the time the application is filed.

C-1509. SEWER RATES. Rates as required in section 15-242 of the Code of the City of Liberal, Kansas, shall be as follows:

A. Effective April 1, 2024: The minimum charge per month shall be $23.94 for the first 3,000 gallons and $8.46 per thousand gallons above the 3,000 gallons used, based on the average water consumed for residential and small non-residential users, as defined in Section 15-241(a). For large residential users, as defined in Section 15-241(b), charges shall be based on water metered during the current billing month. In addition, a Storm Sewer Flood Control Fee shall apply at a rate of $2.00 per month for residential and non-residential customers. (2024, Res. 2410)

B. Effective April 1, 2025: The minimum charge per month shall be $29.93 for the first 3,000 gallons and $10.58 per thousand gallons above the 3,000 gallons used, based on the average water consumed for residential and small non-residential users, as defined in Section 15-241(a). For large residential users, as defined in Section 15-241(b), charges shall be based on water metered during the current billing month. In addition, a Storm Sewer Flood Control Fee shall apply at a rate of $2.00 per month for residential and non-residential customers. (2024, Res. 2410)

C. Effective April 1, 2026 and each April 1, thereafter: The minimum charge per month shall increase by the Consumer Price Index (CPI), or approximately three percent (3%), for the first 3,000 gallons and shall increase by the CPI, or approximately three percent (3%), per thousand gallons above the 3,000 gallons used, based on the average water consumed for residential and small non-residential users, as defined in Section 15-241(a). For large residential users, as defined in Section 15-241(b), charges shall be based on water metered during the current billing month. In addition, a Storm Sewer Flood Control Fee shall apply at a rate of $2.00 per month for residential and non-residential customers. (2024, Res. 2410)

C-1510. SEWER RATES; SURCHARGE. Surcharge rates as required in section 15-244 for operation and maintenance including replacement is:

$0.085 per pound BOD
$0.179 per pound SS.

C-1511. SOLID WASTE RATES WITHIN CITY; RESIDENTIAL. The rates as required in section 15-316 are as follows:

A. Effective January 1, 2025: The charge per month for a single-family dwelling; multiple-family dwellings using poly carts, one bill, per unit; multiple-family dwelling using commercial containers, one bill per unit; mobile home parks, using poly carts, per unit; and churches using poly carts shall be $22.00 per month. (2024, Res. 2425)

B. Effective April 1, 2026 and each April 1, thereafter**:** The charge per month for a single-family dwelling; multiple-family dwellings using poly carts, one bill, per unit; multiple-family dwelling using commercial containers, one bill per unit; mobile home parks, using poly carts, per unit; and churches using poly carts shall increase by the Consumer Price Index (CPI), or approximately three percent (3%). (2024, Res. 2425)

C-1512. SOLID WASTE RATES WITHIN CITY; COMMERCIAL. The rates as required are shown in attached exhibit C-1512(A) and are as follows:

A. Effective January 1, 2025: The charge per month shall be as reflected on the attached Exhibit C-1512(A). (2024, Res. 2425)

B. Effective April 1, 2026 and each April 1, thereafter: The charge per month as reflected in the attached Exhibit C-1512(A) shall increase by the Consumer Price Index (CPI), or approximately three percent (3%). (2024, Res. 2425)

C. Gate Closure. An additional fee will be charged if City personnel are required to physically close the gates. The specific fee amount is outlined in Exhibit C of the Code of the City of Liberal. (2024, Res. 2425)

C-1513. SOLID WASTE RATES OUTSIDE CITY. The rate as required in section 15-319 is a minimum of two times those prescribed in C-1511 and C-1512.

C-1514. EMERGENCY WATER RATES. The rates as required in section 15-406 are as follows: (to be determined).

C-1515. VIOLATIONS; DISCONNECTIONS AND PENALTIES. The fees as required in section 15-408 are as follows: (b) A fee of $50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be $200 for the second violation and $300 for any additional violations.

C-1516. SEWER CLEANING FEES. The fees charged including personnel, by the wastewater division are as follows:

	Regular	Overtime
Jet Rodder	$300/hr.	$450/hr.
Camera Unit	200/hr.	300/hr.

C-1517. SEWER CONNECTIONS; FEES. The fees as required are actual costs to the expense of the property owner plus the turn-on charge.

C-1518. SEWER DISPOSAL FEES. The fees charged for disposing wastewater in the City's sanitary sewer system is as follows:

RV/Camper	$10.00 per load (camper unit)
Industrial Users	$ 0.20 per gallon, subject to approval of a Special Waste Disposal Agreement.

C-1519. WATER TANK SALES; FEES. The fees charged for water tank sales are as follows:

$ 0.25 for 200 gallons

C-1520. RATES; REGULATIONS AND VIOLATIONS/EMERGENCY WATER RATES. A fee of $80 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be $130 for the second reconnection and $180 for any subsequent additional re connections within a one (1) year period as prescribed by Section 15-128(d) of the Code. (2015; Ord. 4449)

ARTICLE 16. ZONING AND PLANNING

C-1601. Fees collected by the Building Inspection Division for planning and zoning are as follows:

Annexations	$275.00
Exceptions	275.00
Rezoning	275.00
Variances	275.00
Platting	100.00 + $2 per lot
Home Occupation/Special Use Permit	275.00
Copies of Zoning Ordinance	35.00/each
Copies of Comprehensive Plan	45.00/each
Floodplain Development Permit	25.00
Neighborhood Revitalization Program Application	25.00

Various Maps are sold at prices shown on Exhibit C-1601(A) attached.

ARTICLE 17. BOARDS AND COMMISSIONS

17-509. TREE, SHRUB OR PLANT PRUNING OR REMOVAL; ASSESSMENT OF COSTS. The public officer or an authorized assistant shall keep an accurate record of the costs of pruning or removal of any tree, shrub or plant, as provided in Sections 17-508 and 17-509. Such record shall show costs incurred on each parcel of land. There shall be a minimum charge of $500.00 (per each tree, shrub or plant) or parcel of land for the first one hour, and thereafter a minimum charge of $40.00 per hour until completion. The public officer or an authorized assistant shall mail a statement of cost to the last known address of the owner, occupant or agent in charge of such property. If such costs are not paid within 30 days from the mailing of such notice, a special assessment for such costs against the lot or piece of land shall be made and the city clerk shall certify such assessment to the county clerk for collection and payment to the city the same as other assessments and taxes are collected and paid to the city.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

Effective April 1, 2025:

Exhibit C-1512(A)

Capacity	Number of Containers	Per Each Collection
Compactors – 40 Yards	1	$220 per collection. Actual landfill charges will be invoiced. $38/ton
Open Top Roll Off Containers – 20 Yards and Above	1	$180 for seven (7) days. $6.00/day after seven (7) days. Delivery fee is $100, plus $38 minimum landfill charges. An additional charge of $180 will apply for exchanging containers, along with a $38 landfill fee. Additional landfill charges will be invoiced $38/ton
Open Top Roll Off Containers – 30 Yards and Above	1	$200 for seven (7) days. $6.00/day after seven (7) days. Delivery fee is $100, plus $38 minimum landfill charges. An additional charge of $200 will apply for exchanging containers, along with a $38 landfill fee. Additional landfill charges will be invoiced $38/ton
Open Top Roll Off Containers – 40 Yards and Above	1	$220 for seven (7) days. $6.00/day after seven (7) days. Delivery fee is $100, plus $38 minimum landfill charges. An additional charge of $220 will apply for exchanging containers, along with a $38 landfill fee. Additional landfill charges will be invoiced $38/ton

Commercial Refuse Rates

Capacity	Number of Containers	Collection per Week					
		1	2	3	4	5	6
3 Yard	1	$35.00	$70	$105	$140	$175	$210
“	2	$70	$140	$210	$280	$350	$420
“	3	$105	$210	$315	$420	$525	$630
“	4	$140	$280	$420	$560	$700	$840
“	5	$175	$350	$525	$700	$875	$1,050
“	6	$210	$420	$630	$840	$1,050	$1,260

NOTE: There is an additional $35.00 service charge for each trash container emptied outside of the customer’s collection schedule.

Fee to pick up Residential Items $10.00.

C. Gate Closure. $25/pickup if City personnel has to close the gates physically.

Exhibit C-1601(A)
Planning & Zoning Maps

MAP PRICES

All bond paper is 24 pound

SCAN TO PRINT		
24”x36”	Black & White	$5.00
36”x36”	Black & White	6.00
24”x36”	Color	8.00
36”x36”	Color	10.00

PRINT FROM FILE		
24”x36”	Black & White	5.00

SCAN TO DISC		
Scan	First	$4.00
	Each Additional	$2.00
Disc	Each CDR	$5.00

AERIAL IMAGE PRINTS		
24”x36”	Black & White	$10.00
36”x36”	Black & White	13.00
24”x36”	Color	15.00
36”x36”	Color	18.00
Entire city set of aerials - color		800.00
Entire city set of aerials – black & white		800.00

ZONING MAP SETS ARE 42 X 64 TWO SHEETS 400 SCALE	
COLOR	$35.00
BLACK AND WHITE	$30.00

The City of Liberal will not copy any document with a copyright stamp without **written** permission from the copyright holder.

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 12.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Chester Pinkston, Police Chief

RE: Purchase of Report Writing and Video Review Software

Liberal Police Department creates and archives videos from Body Worn Cameras in the performance of their duties. At this time, there is no effective way to review each video. Truleo will automatically transcribe each video and compile information such as officer composure, upset and non-compliant persons, de-escalation attempts, and instances of gratitude encountered while on a call. This will allow the LPD to identify training or policy deficiencies, officers who may need additional training, and all uses of force.

Recommendation:
I make a motion to contract with Truleo for AI services for the Liberal Police Department, utilizing seizure funds from an account designated by the Interim City Manager in an amount not to exceed $24,000.

LIBERAL POLICE DEPARTMENT
MEMORANDUM
CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM #________

TO: Mayor Jose Lara
Vice-Mayor Jeff Parsons
City Commissioner Matt Landry
City Commissioner Janeth Vasquez
City Commissioner Ron Warren

FROM: Chester Pinkston, Chief of Police

DATE: December 10, 2024

SUBJECT: Purchase of Truleo Artificial Intelligence Software Service

Brief Description of Request:
The Liberal Police Department is comprised of 42, full-time Commissioned Police Officers, 5 Animal Control employees and 4, part-time Police Officers. The Municipal Court has two Court Officers. The LPD has purchased 50 Body Worn Camera's for these employees to utilize. The LPD has been reviewing possible options regarding Artificial Intelligence (AI) reviewing our BWC videos to ensure professionalism, accountability and policy compliance.

A company called Truleo offers an Artificial Intelligence service that will transcribe all BWC videos, on a daily basis. Some of the advertised benefits are:

TRULEO's *Field Notes is the fastest, most ethical way to generate reports;*

- **Instant, Secure Voice Notes**: Seamlessly call TRULEO right from the field to leave detailed notes while the info is fresh, all in a secure environment.
- **Real-Time Field Interviews:** Capture critical details instantly while on the go, ensuring you never lose key insights when they matter most.
- **On-the-Spot Review**: Pull up TRULEO on your in-car laptop to easily review and edit your notes.
- **Ethical Transcription**: TRULEO transcribes your spoken notes into polished text, perfect for interviews or adding detail to reports with minimal effort all while redacting civilian PII.
- **Responsible AI**: Never worry about mistakes—TRULEO automatically cleans up your notes, fixing grammar and ensuring your thoughts come across clearly. -- but the officer's voice generates the report, not AI.
- **Body Camera Suggestions**: Generate complete report narratives right in the field, or enhance them with your body-worn camera footage for AI-suggested improvements tailored to your needs.

In theory, this should help Officer's with writing their reports, improved grammar and less time spent in the squad room, working on their reports.

Truleo is working with CALEA (the organization we are working with to get accredited) and as a neutral party, will be able to provide reliable information for our certification efforts. They work with our current camera vendor (Motorola/Watchguard) so there should be no interface issues.

The cost of the service is $40 per month, per camera. Our cost would be $24,000, annually ($40 per camera x 50 cameras x 12 months = $24,000). If this request is approved, we suggest utilizing seizure funds to conduct a one-year trial of this technology to see if it meets our needs.

Proposed Motion:
I make a motion to contract with Truleo for AI services for the Liberal Police Department, utilizing seizure funds from an account designated by the Interim City Manager in an amount not to exceed $24,000.

TRULEO END USER LICENSE AGREEMENT

This TRULEO End User License Agreement (this "**Agreement**") is by and between TRULEO, Inc., a Delaware corporation ("**TRULEO**"), and the entity identified on the signature page ("**Department**"), on the date signed below. TRULEO and Department may be referred to herein collectively as the "**Parties**" or individually as a "**Party**."

The Parties agree as follows:

1. Definitions. The term "**Authorized User**" means an employee or contractor of the Department who the Department permits to access and use the Platform according to the Department's license hereunder. The term "**Platform**" means FBI CJIS cloud servers and patented body camera audio transcription and analytics software described in **Appendix A**.

2. License. The Term of this Agreement is outlined in **Appendix B**

(a) License Grant. During the Term, and subject to and conditioned on the Department's payment of Fees and compliance with all other terms and conditions of this Agreement, TRULEO grants the Department a non-exclusive, non-sublicensable, and non-transferable license during the Term to: (i) access and use the Platform solely for Department's internal training purposes and personnel performance management. THE PLATFORM IS LICENSED TO THE DEPARTMENT, NOT SOLD.

(b) Use Restrictions. The department shall not use the Platform for any purposes beyond the scope of the license granted in this Agreement or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person or that violates any applicable law. PERONALLY IDENTIFIABLE DATA IS REDACTED AND THERE IS NO ABILITY TO PERFORM GLOBAL SEARCHES SO THE PLATFORM CAN NOT BE USED AS AN INVESTIGATIVE OR SURVEILLANCE TOOL.

(c) Delivery Process and Obligations. The Department shall, on or before the start of the Term, deliver API keys to TRULEO to access the Department's body-worn camera video storage environment. Such access shall be continuous during the Term. TRULEO shall host the Platform on FBI CJIS compliant AWS Gov Cloud infrastructure. TRULEO shall then connect the Department's video storage environment to the Platform. TRULEO shall deliver admin access credentials to the Department to access the secure cloud Platform such that the Department is the only entity that can access the Platform. The Platform shall be deemed to have been accepted by the Department thirty (30) days after the start of the Term unless before such date The Department has provided TRULEO written notice containing reasonable details of non-conformity. TRULEO EMPLOYEES DO NOT HAVE ACCESS TO THE DEPARTMENT'S VIDEOS.

(d) . Maintenance and Support This Agreement entitles the Department to maintenance and support described in **Appendix C**.

3. Department Responsibilities.

(a) General. Department is responsible and liable for all uses of the Platform resulting from access provided by the Department, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement.

(b) Access to Body Camera Video Storage. The Department is solely responsible for providing access to the body camera video storage environment. The Department acknowledges the videos do not belong to the body camera provider and the department will instruct the body camera video storage provider to fully cooperate with TRULEO to gain access to the department's videos. THE DEPARTMENT'S FAILURE OR INABILITY TO PROVIDE BODY CAMERA VIDEOS TO TRULEO SHALL NOT AFFECT THE DEPARTMENT OBLIGATIONS TO FULFILL ALL OBLIGATIONS UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION PAYMENT OF ALL FEES AND OTHER AMOUNTS DUE.

4. Fees, Payment. The department shall pay TRULEO the fees ("**Fees**") outlined in **Appendix B** on or before the due date. If Department fails to make any payment when due, in addition to all other remedies that may be available: (i) TRULEO may charge the Department a late fee of $500 per day until full payment is received, (ii) Department shall reimburse TRULEO for all reasonable costs incurred by TRULEO in collecting any late payments, late fees or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for thirty (30) days, TRULEO may (i) suspend or prohibit access to the Platform and/or (ii) terminate this Agreement by written notice. All Fees and other amounts payable by the Department under this Agreement are exclusive of taxes. ALL FEES PAID ARE NON-REFUNDABLE.

5. Term and Termination.

(a) Term. The term and the renewal term(s) of this Agreement are outlined in **Appendix B** (the "**Term**") unless terminated earlier according to any of the Agreement's express provisions.

(b) Termination. Either Party may terminate this Agreement by written notice if the other Party materially breaches this Agreement and the breaching Party fails to cure the breach within sixty (60) days after the non-breaching Party provides written notice of such breach.

(c) Effect of Expiration of Termination. Upon expiration or earlier termination of this Agreement, the license granted hereunder will also terminate. NO EXPIRATION OR TERMINATION WILL AFFECT THE DEPARTMENT'S OBLIGATION TO PAY ALL FEES OR ENTITLE THE DEPARTMENT TO ANY REFUND.

6. Intellectual Property Ownership; Feedback.

(a) The Department acknowledges that TRULEO has a patented platform and owns all rights, titles, and interests, including all intellectual property rights and technology, in and to the Platform.

(b) If the Department or any of its employees or contractors sends or transmits any communications or materials to TRULEO by mail, email, telephone, or otherwise, suggesting or recommending changes to the Platform., including without limitation, new features or functionality relating or any comments, questions, suggestions, or the like ("**Feedback**"), TRULEO is free to use such Feedback without any attribution or compensation to any party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback.

7. Quality Assurance; Insurance

(a) The department acknowledges that the primary function of the Platform is to analyze officer language within body-worn camera audio to accurately label events occurring between officers and community members. In conjunction with the Department's goals, the TRULEO Quality Assurance team may review any label weights, outputs, and/or transcript error corrections within the Platform to determine the source of inaccuracies, such as poor audio quality recording or muted segments, to improve the overall accuracy of the offering.

(b) During the Term, TRULEO shall secure and maintain the insurance coverages set forth on **Appendix E.**

8. Limited Warranties; Warranty Disclaimer.

(a) TRULEO warrants that the Platform will perform materially as described during the Term. TRULEO strictly disclaims all warranties to any Third-Party Products. If TRULEO fails to repair or replace the Platform within ninety (90) days following the Department's notice of breach of warranty, the Department may terminate the Agreement by written notice. These are the Department's sole remedies and TRULEO's sole liability under the limited warranty.

(b) EXCEPT FOR THE LIMITED WARRANTY SET FORTH ABOVE, THE SOFTWARE IS PROVIDED "AS IS" AND TRULEO MAKES NO WARRANTY OF ANY KIND.

9. Limitations of Liability. IN NO EVENT WILL TRULEO'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED $5,000.

10. Appendices. The terms and conditions set forth on each **Appendix** attached to this Agreement are incorporated as if set forth fully herein. In the event of a conflict between the express terms of this Agreement and any Appendix, the Appendix shall prevail.

11. Miscellaneous.

(a) Entire Agreement. This Agreement, together with any other documents incorporated herein by reference and each attached Appendix, constitutes the sole and entire agreement of the Parties to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, to such subject matter.

(b) Force Majeure. In no event shall TRULEO be liable to the Department, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement, if and to the extent such failure or delay is caused by any circumstances beyond TRULEO's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing a stay-at-home or similar order.

(c) Amendment and Modification; Waiver. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

(d) Governing Law This Agreement is governed by and construed under the laws of the State of Illinois.

(e) Enforcement Costs. In the event a Party is forced to initiate legal action, commence litigation and/or other dispute resolution process to enforce its rights under this Agreement against the other Party, the non-prevailing Party shall reimburse the prevailing Party for its fees and costs incurred related to such activities, including but not limited to reasonable attorneys' fees and court costs.

(f) Assignment. The department may not assign or transfer any of its rights or delegate any of its obligations hereunder, in each case whether voluntarily, involuntarily, by operation of law, or otherwise, without the prior written consent of TRULEO.

(g) Compliance with Laws. Each Party warrants that it will comply with all applicable national, state, and local laws, ordinances, rules, and regulations applicable to each Party in its performance under this Agreement.

(h) Power and Authority. Each Party represents and warrants that (A) it has full power and authority to enter into and perform this Agreement and that the execution and delivery of this Agreement has been duly authorized; and (B) this Agreement and such Party's performance hereunder will not breach any other agreement to which the Party is a party or is bound or violate any obligation owed by such Party to any third-party.

(i) Publicity. Department agrees that TRULEO may communicate on its website, to a third party, advertise, or publicly announce via a press release that it is providing, or has provided, products or services to the Department.

(j) Signatures; Counterparts. This Agreement may be executed in counterparts and/or via electronic signatures, each of which is deemed an original, but all of which together is deemed to be the same agreement. A true copy of this Agreement delivered by e-mail or other means of electronic transmission shall be deemed an original for all purposes.

SIGNATURE PAGE

IN WITNESS WHEREOF, each Party, by and through its respective authorized representative, has duly executed and delivered this Agreement on the date below.

DEPARTMENT

By:/s/____________________________
Name:
ITS:
Dated: ____________________________
Email:

TRULEO

By:/s/____________________________
Name: Anthony Tassone
ITS: CEO
Dated: ____________________________
Email: at@truleo.co

Appendix A – Problem and Solution

Problem

Many law enforcement agencies in the U.S. review less than 1% of their body camera videos due to limited resources, making positive reinforcement difficult and exacerbating nationwide officer morale, recruiting, and retention challenges. Some departments deploy a "random review" process, but that process is filled with supervisor bias and fails to provide training value and a holistic view of an officer's performance. In addition, transcribing officer and civilian personally identifiable data and making that searchable creates privacy concerns and leaving 99% of the department's videos unreviewed represents a major liability to the city and a missed opportunity to improve police operations, training outcomes, and community relations.

Solution

TRULEO is an objective, unbiased, independent 3rd party audit software that will improve officer performance, wellness, and morale. TRULEO does not sell weapons, body cameras or body camera video storage solutions. TRULEO makes 100% review fast and efficient, removing supervisor bias, and recognizing officers that display high levels of professionalism. Random control trial studies have demonstrated that BOTH the community and officer have better outcomes with TRULEO than without.

Seamless, Secure Cloud Technology (Microsoft Azure Gov Cloud, AWS Gov Cloud)

TRULEO provides an Application Programming Interface (API) for automated BWC analytics from the Department BWC database. This API simplifies the process of data retrieval and eliminates the need for duplication of data. All transactions by TRULEO are logged in the BWC database and visible in the audit log.

With this API, TRULEO's AI engine will automatically transcribe BWC audio and label events as configured by the Department during onboarding. Department-authorized users will access the analytics via TRULEO's web application.

Installation does not require additional infrastructure from the department, TRULEO facilitates the secure cloud computing and storage environment for the agency on **AWS Gov Cloud** and **Microsoft Azure Gov Cloud** that connects directly to the department's video storage infrastructure.

TRULEO's security information can be found at https://help.truleo.co/ and https://truleo.co/resources

Please see below for some frequently used documents:

TRULEO - Data Security and CJIS Compliance Document

TRULEO Data Models

TRULEO Event Labels and Definitions

TRULEO Data Retention Policy

TRULEO Example Policy

TRULEO Sole Source Justification

Appendix B –Terms & Fees

Product: TRULEO AI Powered Assistant

Field Notes (Report Narrative Dictation)	TruAssist
	--- Connection to Policy
	--- Connection to RMS / CAD
:	--- Connection to Body Camera Video Storage
Free	$40 Per Officer Per Month

Terms

Contract Term Duration	12 Months
Effective Date of Agreement:	December 15, 2024
Term Start Date:	December 15, 2024
24 Month Automatic Renewal	90 days Prior

Automatic Renewal. Upon the expiration of the original term, this agreement shall be automatically renewed for an additional two (2) year period unless, at least ninety (90) days prior to the renewal date, either party gives the other party written notice of its intent not to continue the agreement. During any renewal term this agreement, the terms as set forth herein shall remain in effect unless modified in writing.

Fees

Annual Amount: 50 officers X $40 X 12 months	$ 24,000
Payment Terms:	Net 30 Days

TRULEO

Appendix C – Maintenance and Support

1. MAINTENANCE AND SUPPORT SERVICES

TRULEO shall provide the following maintenance and support services inclusive of the Fees paid, including any bug fixes, patches, updates, and revisions. During the Term, TRULEO will also provide the Department with any updates to the Documentation.

TRULEO maintenance and support contact information is as follows:

Address: 119 W 24th St, New York, NY 10011
Phone: (888) 991-3897
Email: support@TRULEO.co

2. SCOPE OF SUPPORT

Any defects shall be reported using the details below and any escalation necessary shall follow the escalation procedure set forth hereinafter. Reported defects may be classified by the Department as “Fatal”, “Material” or “Standard” by the definitions in Part 4 of this Appendix (see Defect Severity). If not so classified, TRULEO will treat the defect as Standard.

TRULEO will provide assistance, help, and support, plus resolution of defects, via the following channels: **Telephone Support**

TRULEO shall maintain telephone support with "live" staff as a single point of contact to provide help with Department operation and support of the cloud services, the cloud application, or the Platform. TRULEO will immediately upon taking a telephone call reporting a defect, record full details of the defect in its issue tracking database and issue a tracking number to the Department. If the telephone support is unavailable, TRULEO will allow the Department to leave a message.

Remote Diagnostic Support

If requested by Department, TRULEO will provide remote diagnostic support as appropriate to resolve any defect.

Monitored Email Support

TRULEO will monitor incoming emails received at support@TRULEO.co reporting a defect, record full details of the defect in its issue tracking database, and issue a tracking number to the Department. TRULEO will respond within 24 business hours.

3. SUPPORT HOURS

Hours of Support
TRULEO shall provide telephone, remote, and email support 8 hours per day, each business day of the year ***excluding public holidays.***
For any support request received during out-of-office hours, action will take place the next open business day.
09:00 to 17:00 EDT hours Monday to Friday

Appendix D –Main Contacts

NAME	COMPANY TITLE	EMAIL	CELL PHONE
Anthony Tassone	Co-founder & CEO	AT@TRULEO.co	312-371-3160
Tejas Shastry	Co-founder & CTO	Tejas@TRULEO.co	309-868-0647
PJ Tassone	Customer Success	PJ@TRULEO.co	708-336-8388

Appendix E – Insurance

TRULEO shall secure, prior to commencing any activities under this Agreement, and maintain, during the term of this Agreement, insurance coverage commensurate with applicable law as follows:

Workers' Compensation Insurance and Employers Liability Insurance in an amount not less than $1,000,000.

Commercial General Liability Insurance, including coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products/Completed Operations Liability, and Independent Contractor's Liability (if applicable), in an amount not less than $4,000,000 annual aggregate, written on an on an occurrence form.

Automobile Liability Coverage including-as applicable-owned, non-owned, and hired autos, in an amount not less than $1,000,000, combined single limit.

Professional Liability Insurance, inclusive of cyber liability, in an amount not less than $2,000,000.

TELL YOUR OFFICERS' TRU STORY

Every day you risk everything to deliver excellent service and public safety.
TRULEO highlights your best moments and gives you credit for your good work.

The Police Department generated 25 thousand hours of video and encountered:

331
Upset Persons

872
Non-Compliant Persons

121
Persons in Crisis

Resulting in:

2,167
De-Escalation Attempts and **0 Use of Force**

321
Officers awarded High Composure

265
Officers awarded High Professionalism

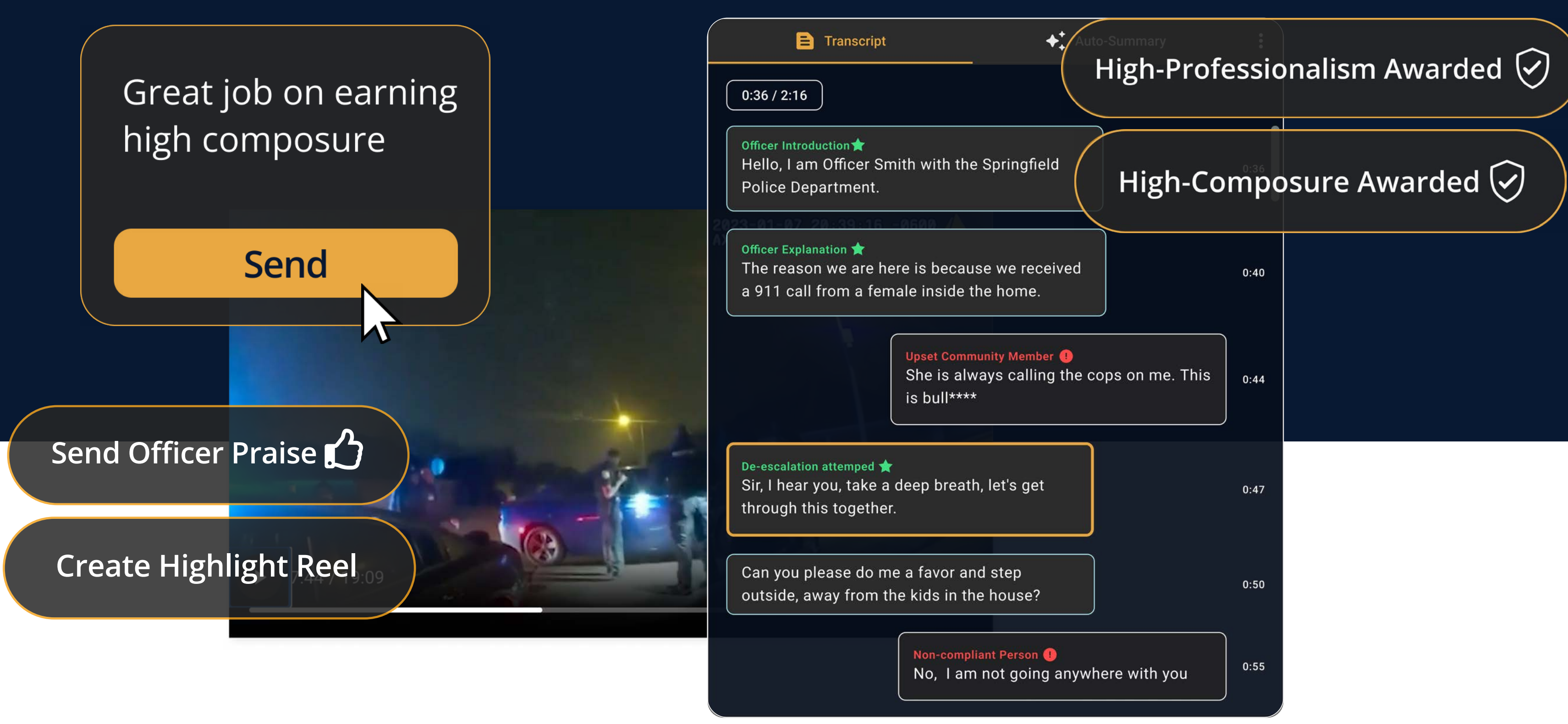
100%
Officers scored Professional

In Addition:

241
Instances of Civilian Gratitude ocurred

67
Moments for Social Media were nominated

QUANTIFY GOOD POLICING



PATROL OFFICERS – How Do I Earn High Scores?

How to earn High Composure:

If an officer encounters a non-compliant person and manages the situation without threatening or using force and without using inappropriate language.

How to earn High Professionalism:

If an officer provides 25 words or more of explanation, optionally give an introduction or business card (depending on department settings), and handle the situation without threatening, using force or using inappropriate language.

How to get De-escalation Attempts:

An officer uses commands or persuasive language in an attempt to de-escalate a non-compliant person

---

SUPERVISORS – How Do I Use TRULEO?

Create Highlight Reels:

Share the stories of your department without having to search through thousands of hours of video.

Send Praise:

Allows supervisors to recognize and commend officers for their high performance.

Mark Proficient:

Supervisors can mark specific segments of calls as proficient to highlight and acknowledge exemplary performance .

TRULEO
RECOGNIZING POLICE PROFESSIONALISM

Find out more at **help.truleo.co**

To: **Police Department**

Subject: **Sole Source Memo**

Truleo is the sole provider of **PATENTED** audio-analysis software for body-worn camera data. Truleo's software (US patent allowance: https://patentcenter.uspto.gov /applications /18180652) is the **only** technology for body-worn camera analysis that:

- Automatically transcribes and analyzes 100% of body-worn camera videos
- Automatically separates the officer's language from the community members.
- Automatically generates draft narratives and summaries to reduce administrative burden.
- Automatically redacts community member and officer personally identifiable information so it is not searchable by the department or used by any 3rd party A.I. engine for training.
- Automatically detects with 99% accuracy use-of-force, pursuits, searches, terry stops, traffic stops, traffic stop reasons, arrests, person in crisis, offering services, domestic violence, upset persons, non-compliant persons, officer introductions and officer explanations.
- Automatically identify highly professional officer interactions and interactions where officers maintain their composure and attempt to de-escalate.
- Enables human review to praise officers, coach officers or mark as below standard

A. **Background**. The Police Department generates and stores expensive body-worn camera (BWCs) videos under the department's retention policy. Human review is time-consuming, costly, and prone to bias, resulting in less than 1% of total video being reviewed. Leaving 99% of videos unreviewed represents a major liability to the city and a missed opportunity to improve police operations, training outcomes, and community relations as well as get a higher return on our investment in cameras.

B. **Need**: The Police Department is seeking to review and analyze 100% of its BWC videos by a reputable, independent 3rd party audit software to appropriately inform officer training, reduce risk, and improve department operations – while not increasing officer administrative burden. The Department requires an expedient, unbiased, and cost-effective manner, while maintaining FBI CJIS compliance.

C. **Sole Source Justification**: Truleo is the sole provider of this patented software, a reputable partner of the FBI Natational Academy Associates and there are no other technology vendors that can match these capabilities.

Respectfully
Anthony Tassone
Co-Founder & CEO
Board Member – FBI National Academy FDN
www.Truleo.co

Non-Binding Budgetary Estimate

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-625878-45597.783TC

Issued: 11/01/2024
Quote Expiration: 11/30/2024
Estimated Contract Start Date: 03/01/2025
Account Number: 110310
Payment Terms: N30
Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
LIBERAL POLICE DEPT. - KS 325 N Washington Ave Liberal, KS 67901-3441 USA	Liberal Police Department - KS PO Box 2199 Liberal KS 67905-2199 USA Email:	Travis Cole Phone: (480) 463-2200 Email: tcole@axon.com Fax: 480-463-2200	Josh Olson Phone: 6206260144 Email: josh.olson@liberalpd.org Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	$224,729.00
ESTIMATED TOTAL W/ TAX	$233,055.82

Discount Summary

Average Savings Per Year	$29,000.20
TOTAL SAVINGS	$145,001.00

Payment Summary

Date	Subtotal	Tax	Total
Feb 2025	$44,945.80	$1,665.37	$46,611.17
Feb 2026	$44,945.80	$1,665.37	$46,611.17
Feb 2027	$44,945.80	$1,665.37	$46,611.17
Feb 2028	$44,945.80	$1,665.37	$46,611.17
Feb 2029	$44,945.80	$1,665.34	$46,611.14
Total	**$224,729.00**	**$8,326.82**	**$233,055.82**

Quote Unbundled Price:	$369,730.00
Quote List Price:	$249,700.00
Quote Subtotal:	$224,729.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
M00003	BUNDLE - ACQUISITION	50	60	$93.09	$53.08	$47.43	$142,290.00	$7,864.32	$150,154.32
A la Carte Software									
73680	AXON RESPOND PLUS - LICENSE	50	60		$21.48	$21.48	$64,440.00	$0.00	$64,440.00
ProLicense	Pro License Bundle	5	60		$43.40	$43.33	$12,999.00	$0.00	$12,999.00
A la Carte Services									
85144	AXON BODY - PSO - STARTER	1			$13,000.00	$5,000.00	$5,000.00	$462.50	$5,462.50
Total							**$224,729.00**	**$8,326.82**	**$233,055.82**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - ACQUISITION	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	50	1	02/01/2025
BUNDLE - ACQUISITION	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	1	1	02/01/2025
BUNDLE - ACQUISITION	100206	AXON BODY 4 - 8 BAY DOCK	7	1	02/01/2025
BUNDLE - ACQUISITION	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	55	1	02/01/2025
BUNDLE - ACQUISITION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	7	1	02/01/2025
BUNDLE - ACQUISITION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	7	1	02/01/2025
BUNDLE - ACQUISITION	74020	AXON BODY - MOUNT - MAGNET FLEXIBLE RAPIDLOCK	55	1	02/01/2025
BUNDLE - ACQUISITION	73309	AXON BODY - TAP REFRESH 1 - CAMERA	51	1	08/01/2027
BUNDLE - ACQUISITION	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	7	1	08/01/2027

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - ACQUISITION	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	50	03/01/2025	02/28/2030
BUNDLE - ACQUISITION	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	50	03/01/2025	02/28/2030
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	15	03/01/2025	02/28/2030
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	5	03/01/2025	02/28/2030
A la Carte	73680	AXON RESPOND PLUS - LICENSE	50	03/01/2025	02/28/2030

Services

Bundle	Item	Description	QTY
A la Carte	85144	AXON BODY - PSO - STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - ACQUISITION	80464	AXON BODY - TAP WARRANTY - CAMERA	50	02/01/2026	02/28/2030
BUNDLE - ACQUISITION	80464	AXON BODY - TAP WARRANTY - CAMERA	1	02/01/2026	02/28/2030
BUNDLE - ACQUISITION	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	02/01/2026	02/28/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	325 N Washington Ave	Liberal	KS	67901-3441	USA

Payment Details

Feb 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	73680	AXON RESPOND PLUS - LICENSE	50	$12,888.00	$0.00	$12,888.00
Year 1	85144	AXON BODY - PSO - STARTER	1	$1,000.00	$92.50	$1,092.50
Year 1	M00003	BUNDLE - ACQUISITION	50	$28,458.00	$1,572.87	$30,030.87
Year 1	ProLicense	Pro License Bundle	5	$2,599.80	$0.00	$2,599.80
Total				**$44,945.80**	**$1,665.37**	**$46,611.17**

Feb 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73680	AXON RESPOND PLUS - LICENSE	50	$12,888.00	$0.00	$12,888.00
Year 2	85144	AXON BODY - PSO - STARTER	1	$1,000.00	$92.50	$1,092.50
Year 2	M00003	BUNDLE - ACQUISITION	50	$28,458.00	$1,572.87	$30,030.87
Year 2	ProLicense	Pro License Bundle	5	$2,599.80	$0.00	$2,599.80
Total				**$44,945.80**	**$1,665.37**	**$46,611.17**

Feb 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73680	AXON RESPOND PLUS - LICENSE	50	$12,888.00	$0.00	$12,888.00
Year 3	85144	AXON BODY - PSO - STARTER	1	$1,000.00	$92.50	$1,092.50
Year 3	M00003	BUNDLE - ACQUISITION	50	$28,458.00	$1,572.87	$30,030.87
Year 3	ProLicense	Pro License Bundle	5	$2,599.80	$0.00	$2,599.80
Total				**$44,945.80**	**$1,665.37**	**$46,611.17**

Feb 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73680	AXON RESPOND PLUS - LICENSE	50	$12,888.00	$0.00	$12,888.00
Year 4	85144	AXON BODY - PSO - STARTER	1	$1,000.00	$92.50	$1,092.50
Year 4	M00003	BUNDLE - ACQUISITION	50	$28,458.00	$1,572.87	$30,030.87
Year 4	ProLicense	Pro License Bundle	5	$2,599.80	$0.00	$2,599.80
Total				**$44,945.80**	**$1,665.37**	**$46,611.17**

Feb 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	73680	AXON RESPOND PLUS - LICENSE	50	$12,888.00	$0.00	$12,888.00
Year 5	85144	AXON BODY - PSO - STARTER	1	$1,000.00	$92.50	$1,092.50
Year 5	M00003	BUNDLE - ACQUISITION	50	$28,458.00	$1,572.84	$30,030.84
Year 5	ProLicense	Pro License Bundle	5	$2,599.80	$0.00	$2,599.80
Total				**$44,945.80**	**$1,665.34**	**$46,611.14**

Non-Binding Budgetary Estimate

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Billing Address:
LIBERAL POLICE DEPARTMENT
325 N. WASHINGTON
LIBERAL, KS 67905
US

Quote Date:07/31/2024
Expiration Date:10/29/2024
Quote Created By:
Matthew Fitzpatrick
Matt.Fitzpatrick@
motorolasolutions.com

End Customer:
LIBERAL POLICE DEPARTMENT

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
	V700					
1	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	50		$1,290.00	$64,500.00
2	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	50		$110.00	$5,500.00
3	WGB-0138A	TRANSFER STATION, 8 SLOTS, FOR V300/V700 BWC	2		$1,495.00	$2,990.00
4	LSV07I03510A	ESSENTIAL SOFTWARE SUPPORT AND HARDWARE REPAIR	50	5 YEAR	$250.40	$12,520.00
5	SWV07S03593A	SOFTWARE ENHANCEMENTS	50	5 YEAR	Included	Included
6	WGA00640-KIT1	V300/V700, DESKTOP USB DOCK CHGR/UPLD KIT	20		$200.00	$4,000.00
7	WGA00668-KIT	V700 LOCKING MOLLE MNT WITH BWC BOX	50		Included	Included
	VideoManager EL or EX: Video Evidence Management					
8	PSV00S03897A	REMOTE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		$3,200.00	$3,200.00
9	WGP02400-520	VIDEOMANAGER EL, BODY WORN CAMERA ANNUAL LICENSE & SUPPORT FEE*	50	5 YEAR	$975.00	$48,750.00
Subtotal						$176,825.00

Total Discount Amount	$35,365.00
Grand Total	**$141,460.00(USD)**

Pricing Summary

	Payment Term		Upfront Sale Price
Upfront Costs*			
			$80,190.00
Upfront Subscription Fee			
V700	Annually		$2,504.00
VideoManager EL or EX: Video Evidence Management	Annually		$9,750.00
Sub Total:			**$92,444.00**

	Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee			
V700	Annually	$2,504.00	$2,504.00
VideoManager EL or EX: Video Evidence Management	Annually	$9,750.00	$9,750.00
Year 3 Subscription Fee			
V700	Annually	$2,504.00	$2,504.00
VideoManager EL or EX: Video Evidence Management	Annually	$9,750.00	$9,750.00
Year 4 Subscription Fee			
V700	Annually	$2,504.00	$2,504.00
VideoManager EL or EX: Video Evidence Management	Annually	$9,750.00	$9,750.00
Year 5 Subscription Fee			
V700	Annually	$2,504.00	$2,504.00
VideoManager EL or EX: Video Evidence Management	Annually	$9,750.00	$9,750.00
Sub Total:			**$49,016.00**
Grand Total System Price (Inclusive of Upfront and Annual Costs)			**$141,460.00**

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

VIDEOMANAGER EL SOLUTION DESCRIPTION

VideoManager EL simplifies evidence management, automates data maintenance and facilitates management of your department’s devices.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely.

The optional SmartControl and SmartConnect smart device applications support live video streaming from body-worn cameras, allowing personnel to view footage captured by the cameras in the app.

VIDEO EVIDENCE MANAGEMENT

VideoManager EL delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL makes evidence management as efficient as possible. With VideoManager EL, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL makes evidence review easier by allowing you to upload captured video and audio from your in-field devices, sharing important information that groups relevant evidence together. This information includes a recording’s date and time, device used to capture, event ID, officer name and event type. Incidents recorded from several devices can be found easily and viewed at the same time, eliminating the task of reviewing irrelevant footage.

Its built-in media player includes a visual display of incident data, allowing you to view moments of interest, such as when lights, sirens or brakes were activated during the event timeline, status of cameras and microphones and patrol speed graph.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, drawings and applicable external files can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in Evidence Library.

Easy Evidence Sharing

VideoManager EL empowers you to easily share information in the evidence review or judiciary sharing process by exporting evidence data. It is capable of searching for data using various criteria, including import, export, playback, download, share and modification dates, allowing users to quickly find relevant evidence.

Automatic Data Maintenance

VideoManager EL lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on any basis, based on how you want to configure the system.

Security groups and permissions are easily set up in VideoManager EL, allowing you to grant individuals access to evidence on an as-needed basis.

Integration with In-Car and Body-Worn Cameras

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

Optional Live Video Streaming

VideoManager EL integrates with SmartControl, an optional mobile application for Android and iOS that allows officers to review video evidence from their smartphone or tablet while they're still in the field.

SmartControl also allows officers to categorize recordings using event tags, stream live video from and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using VideoManager EL can assign users to devices, track them and streamline shift changes. You can easily manage, configure, update firmware and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled or assigned device system. VideoManager EL also enables devices to be quickly exchanged between officers during shift changes. This minimizes the number of devices needed for your fleet.

Device Tracking

You can easily manage, configure and deploy your in-car and body-worn cameras in VideoManager EL. Devices can be assigned to personnel within VideoManager EL and tracked, helping agencies keep track of which users have specific devices.

Faster Shift Changes

VideoManager EL's Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface.

At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including haptic and audible alert volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL also enable you to configure devices to operate in alignment with your agency's policies and procedures.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term “Motorola” may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola’s behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer’s time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola’s Master Customer Agreement and applicable addenda (“Contract”).

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola’s Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer’s PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.

SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).

System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
  - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
    - Needs to be renewed yearly.
    - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
  - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
  - WGD00186 - M500 Installation Overview and Quick Start (NA)
    - Not required for installation. Available for the installing technician.
  - WGD00177 - M500 In-Car Video System Installation Guide
    - Not required for installation. Available for the installing technician.
  - MN010272A01 - M500 In-Car Video System Basic Service Manual

- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.

- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.

General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.

Project Planning

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
  - Contract documents.
  - A summary of contracted applications and hardware as purchased.
  - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
  - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.

Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.

- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.

Project Execution

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.

- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.

- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
  - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
  - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10

Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.

SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola’s access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:

- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.

- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)

Motorola Responsibilities

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.

DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.

System Training

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.

- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.

Project Go-Live, Closure, and Handover to Support

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.

Assumptions

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
  - 5 Mbps + 3 Mbps per additional device.
    - This assumes it will take 8 hours to upload 5 GB of video on a device.
  - 40-50 Mbps per concurrent uploading device.
    - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer’s network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.

V700 Body-Worn Camera Solution Description

The V700 body-worn camera captures clear video and audio of every encounter from the user's perspective. Its continuous- operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review. The V700 can stream live video and report real time GPS location through a built-in LTE modem, directly to the suite of CommandCentral applications.

The V700 is easy to operate, with four control buttons. Its innate Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats versus manually activating their camera.

1.1. Key Features of the V700

- **Detachable Battery** – The V700's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. Since the battery charges without being attached to the V700, the battery is kept fully charged in the dock ready for use. This feature is especially helpful for agencies that share body-worn cameras with multiple officers.
- **Wireless Uploading** – Recordings made by the V700 are uploaded to the agency's evidence management system via LTE. Upload over WiFi will be available soon. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Real-time Location and Video Streaming** – With built-in LTE connectivity, the V700 paired with CommandCentral Aware will send location updates and stream live video to a dispatch center or Real Time Crime Center (RTCC) giving the agency a complete and accurate view of their officers for better coordination and quicker response times.
- **LTE Service Ready** – The V700 is approved for use on Verizon and FirstNet networks in the U.S. and Bell Mobility in Canada. The V700 will ship with a pre-installed SIM from both carriers, ready for service activation upon arrival with a data plan that best suits the agency's needs. LTE service activation would be on the agency's carrier account. Motorola Solutions does not provide LTE service for the V700 camera.
- **Data Encryption** – The V700 uses FIPS-140-2 compliant encryption at-rest and in-transit. This ensures recordings made by the agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** – Our patented Record-After-the-Fact® technology captures footage even when the recording function is not engaged. The camera user or admin can request video footage from a specific point in the past to be uploaded to the evidence management system, hours or even days after the event occurred.
- **Natural Field of View** – The V700 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process. The V700's high quality, low light sensor captures an accurate depiction of recorded events, even in challenging lighting conditions.
- **SmartControl Application** – To maximize efficiency in the field, the Motorola Solutions SmartControl app enables V700 users to preview video recordings, add or edit tags, change camera settings and view live video from the camera. The app is available for both iOS and Android phones.
- **In-Field Tagging** – The V700 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the body-worn camera or via the SmartControl app.

- **Auto Activation** – The V700 body-worn camera(s) paired with an M500 or 4RE in-car video system(s) can form a recording group, which automatically starts recording when one of the devices begins to record. Each device can be configured to initiate a group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V700s can form a recording group and collaborate on recordings, without a corresponding in-car video system, using similar triggers. Group recordings are uploaded and automatically linked to the evidence management system as part of one event.

1.2. V700 and In-Car Video Integration

The V700 integrates seamlessly with the M500 or 4RE in-car video systems, capturing video of an incident from multiple vantage points. This integration includes the following features:

- **Distributed Multi-Peer Recording** – Multiple V700 body-worn cameras and in-car video systems can form a recording group and based on the configuration, automatically start recording when one of the devices begins to record. Group recordings are uploaded and automatically linked to the evidence management system as part of one incident.
- **Automatic Tag Pairing** – Recordings captured by integrated V700 body-worn cameras and in-car video systems can be uploaded to the evidence management system with the same tags. From the in-car video system's display, videos can be saved under the appropriate tag category. The tag is then automatically shared with the V700 video and uploaded as part of one incident along with the officer's name.
- **Evidence Management Software** – When V700 body-worn cameras and in-car video systems record the same incident, the Motorola Solutions evidence management software automatically links those recordings based on officer name, date, and time overlap.
- **Additional Audio Source** – The V700 can serve as an additional audio source when integrated with the in-car video system. The V700 also provides an additional view of the incident and inherits the event properties of the in-car video system's record, such as officer name, event category, and more, based on configuration.

1.3. V700 and APX Radio Integration

Motorola Solutions' APX two-way radios can pair with V700 body-worn cameras to automate video capture through Bluetooth. When the APX's emergency mode button is pressed, or the ManDown feature is activated, the V700 is triggered to start recording immediately. The recording will continue until manually stopped by the officer via the start/stop button on the V700 or group in-car video system.

1.4. Holster Aware™ Integration

The V700 integrates with a Holster Aware™ sensor through Bluetooth. If configured, the sensor automatically prompts the V700 to record the moment the holstered equipment is drawn. The holster sensor information is stored with the V700 user profile and uploaded to the evidence management system. If the user is assigned to a different camera, the hoster sensor information will be applied to the new camera. The holster sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V700.

1.5. Docking Stations

The V700 has three docking options:

Transfer Station – The Transfer Station is built for large, multi-location agencies with large numbers of V700 cameras in service at any given time. It can charge up to eight fully assembled body-worn cameras or individual batteries. The eight docking slots include an LED indication of a battery charging and upload status. While the V700 charges, the Transfer Station can automatically offload recordings from the camera to the evidence management system via an integrated 2.5Gb switch. The Transfer Station connects directly to the LAN for fast offload of recorded events to storage, while charging the body-worn camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.

USB Base – The USB Base charges the battery of a single V700 or standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer with 12V or USB connection for power. The USB Base has LED indications for battery charging status and upload, and an ambient light sensor for optimal LED brightness control from bright sunlight to the dim interior of a patrol car. When connected to a laptop or desktop computer, the USB Base can be used to upload recordings to the evidence management system, as well as, receive firmware and configuration updates.

Wi-Fi Base – The Wi-Fi Base is mounted in a vehicle. It facilitates V700 upload of video evidence to the evidence management system, firmware updates, communication between V700 and in-car video system group devices and charges fully assembled V700s or individual battery packs. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from bright sunlight to the dim interior of a patrol car.

1.6. Mounting Solutions

V700 is compatible with the entire line of V300 mounting solutions as depicted below.

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 13.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From:

RE: Employee Policy Manual

A committee was put together earlier this year to revise and make recommendations/changes to the employee Policy Manual, which consists of both Human Resources and Administrative policies.

Recommendation:
Staff recommends approving the Policy Manual and for it to be implemented January 1, 2025.

EMPLOYEE POLICY MANUAL

Administrative and Human Resource Policies

The City of Liberal

THIS RESOURCE BOOK/DISCLAIMER

This Resource Book will help all employees find the answers to many unique questions they may have regarding their employment with City of Liberal. This reference book contains two significant sections. The first section is the Human Resource information and policies. The second section is the City's Administrative Policies. Please take the necessary time to read it.

Should the employee not find answers to their questions? Supervisors, Department Directors, and Human Resource staff also serve as a major source of information.

Neither this Resources Book nor any other verbal or written communication by a management representative is, nor should it be considered to be, a contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any employment contractual rights whatsoever. The City of Liberal adheres to the policy of employment at will, which permits City of Liberal or the employee to end the employment relationship at any time, for any reason or no reason, with or without cause or notice.

No City of Liberal representative other than City Manager may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in writing and signed by the City Manager.

Many matters covered by this Resource Book, such as benefit plan descriptions, are also described in separate City of Liberal documents. These City of Liberal documents may be controlled over statements made in this Resource Book or by any member of management. Every effort will be made to communicate significant updates to all employees.

This Resource Book supersedes all prior publications.

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Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1. WELCOME FROM CITY MANAGER

On behalf of the City of Liberal, I would like to extend a warm and sincere welcome to all of our new employees. Liberal is a fantastic community, with a rich history driven by kindness and generosity. It is my hope that each of you find your tenure with the City both fulfilling and rewarding. It is of the utmost importance that our executive team leads this company by example and provides support and follow-through where needed. Please know that our doors are always open for anyone to voice requests or concerns.

For employees who have been with us, thank you for your past and continued service. Your efforts are visible each and every day.

I extend my personal best wishes for continued success and happiness here at the City of Liberal. We understand that our employees are our biggest asset, and their expertise and work ethic provides everything from critical infrastructure to quality of life for all our citizens. We know this will create opportunities for years to come, so again, we appreciate your service and welcome to the City!

Scarlette Diseker

Interim City Manager

1-2. PURPOSE / USAGE / EDITS / NEW INFORMATION

The Resource Book will contain information from various sources that are universal pieces of information which may apply to some or all employees.

The City reserves the right to revise, to modify or otherwise change the information periodically as the need arises. Directors, administrators, managers, supervisors and all other employees are responsible for familiarizing themselves with the information within The City Resource documents.

If there are departments within the City who need specific written documentation for a practice, procedure or policy within their own department, the Department Head would present their information in writing to the City Manager. The City Manager, DHR and the department head would decide the best way to document the Department information. **A departmental Operating Manual might be appropriate. All other employment and administrative practices, procedures and policies will be documented and collected in this Resource Book.**

All previous human resource and administrative handbooks, practices, procedures, policies written or not are not valid. Once approved this Resource Book is the sole relevant documentation of practices and policies. If a situation arises and the topic is not covered within the Resource Book the City would consider past and current practice when determining appropriate actions.

How to edit, add or delete language from this Resource Book:

Any and all changes must be submitted to DHR in writing. The DHR will discuss the request with the City Manager and possibly the City Attorney, Once the changes are agreed to, they will be made in the appropriate section of the body of the Resource Book. A copy of the 'old' language will be filed in the appropriate section within this Resource Book keeping a paper trail of updates/changes.

It is the responsibility of each employee to periodically review the changes in the Resource Book. The changes will be documented with effective dates in the "changes" section. All employees will be notified when a material change has been added to the Resource Book.

1-3. OPEN DOOR POLICY

All employees have the opportunity to express ideas and opinions to management. City of Liberal believes that open communication is essential to a successful work environment, as well as to City of Liberal's success. All employees may express ideas and opinions directly to City of Liberal management. Employees who would like to bring an idea or suggestion to City of Liberal's attention, or just simply wishes to discuss an issue not covered by a separate reporting procedure, are always welcome to send an email or make a call to Human Resources or the City Manager.

1-4. EQUAL EMPLOYMENT OPPORTUNITY

City of Liberal is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. City of Liberal's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

The City of Liberal does not discriminate on the basis of disability in its hiring or other employment practices. The City will not ask a job applicant about the existence, nature or severity of a disability or medical condition. Applicants may be asked about their ability to perform specific job functions. Requests for medical examinations or inquiries regarding medical conditions may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position.

The City will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request by the qualified applicant or employee unless the accommodation would cause an undue hardship on the operation of the City's business. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability, the criteria will be job-related and consistent with business necessity. Employees' medical information will be maintained separately from personnel files and protected by confidentiality except when allowed and/or mandated by statute or regulation.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Director of Human Resources. City of Liberal will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact

Director of Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-5. AT-WILL EMPLOYMENT

Employment with the City is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Employment with the City of Liberal is "at-will". Either the employee or the City of Liberal may terminate the employment relationship, with or without cause, at any time with or without notice, regardless of the length of employment or the granting of benefits of any kind, including but not limited to benefits which provide for vesting based on length of employment.

No circumstances arising out of employment will alter the "at-will" relationship. No officer, employee, or agent of the City of Liberal is authorized to make any oral statements, agreements, promises, representations or understandings inconsistent with the "at will" relationship.

No commitment for employment for any specific duration, including "lifetime", post probationary or permanent employment, shall be valid or binding on the City of Liberal unless it is expressly set forth in a written contract, specifically labeled an "Employment Contract", signed by the employee and by the City Manager.

This Handbook, nor another manual or other personnel publications, neither implies nor establishes a contract between the City of Liberal and the employee. The City of Liberal retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or practices of the City of Liberal, without advance notice, in its sole discretion, without having to give cause or justification to any employee. Recognition of these rights and prerogatives is a term and condition of employment and continued employment. As such, the contents of this manual do not constitute the terms of an employment contract. Nothing contained in this manual should be construed as a guarantee of continued employment, but rather, employment with the City of Liberal is on an "at will" basis. This means either the employee or the City of Liberal for any reason not expressly prohibited by law may terminate the employment relationship at any time.

Section 2 - RECRUITING

2-1. VACANCIES/ JOB POSTINGS

Position vacancies may be advertised on the City's website, newspapers, technical and professional periodicals, employment websites, at job fairs and/or by any other means the Human Resource Department deems appropriate. Applicants must use the designated applicant tracking system to submit online applications. Department Directors should coordinate postings with Human Resources. Applications are accessible online and paper applications can be obtained at City Hall.

Directors can request for a vacancy to be advertised internally prior to external advertising. All full-time positions will be posted for a minimum of three (3) working days. The communication method from Human Resources will be through City emails, memos, or postings on bulletin boards.

All positions shall be open only to persons who meet or can readily obtain the desirable and/or necessary requirements as listed in the position descriptions, with or without reasonable accommodation. Requirements may include but shall not be limited to the following factors: knowledge, skills, abilities, education, training and experience. An applicant, at the time of hire, will be required to produce documentation of their right to work in the United States as specified on the I-9 Form of the Immigration and Naturalization Service.

2-2. RELOCATION ASSISTANCE

When it is in the best interest of the City to relocate a new employee to Liberal, the City may provide relocation assistance to the employee under the provisions of this policy.

Eligibility

Exempt employees who are relocating to Liberal from locations more than 100 miles away from their former home may be eligible for relocation assistance.

Limited relocation assistance may be provided on a case-by-case basis to non-exempt employees; however, provisions of any agreement will require prior approval of the City Manager and the Human Resource department.

Reimbursement

A Status Form will be used to document the request for relocation. The employee may receive a lump sum amount or payment based on moving receipts. Contributing factors to the decision to provide assistance include the distance of the move, the number of people in the family, and the position in the city. Most relocation payments will be based on receipts presented after the new employee's start date.

Reimbursement Provision

If the employee voluntarily leaves before 12 months of employment, the employee will reimburse the City 100% of the costs incurrent from the relocation assistance. Extenuating circumstances will be considered by the City Manager for any type of forgiveness of the repayment.

The City will maintain a record of cumulative relocation expenses and will provide the appropriate tax forms to the employee for personal Federal and State income tax filings in the appropriate year.

Agreement

Each relocating employee will be provided with written relocation details that will set forth the specific obligations of both the company and the employee. When possible, such agreements will be approved and provided to the employee at least five (5) days in advance of the relocation.

Categories of Approved Relocation Expenses and Limitations

The following categories of expenses:

1. **Pre-assignment site visit**. Travel and reimbursement must be approved by the City Manager.
2. **Temporary living expenses.** The relocating employee may be eligible for travel expenses to the new worksite and temporary lodging and meal allowances for a period of no more than three (3) days. Receipts for temporary living expenses for lodging and reasonable meals will be submitted to accounts payable for reimbursement. No other expenses (for example: tires, oil changes, any car repair, flat repair, etc) will be considered for relocation assistance. Some expenses may be charged directly to the City's credit card.
3. **Relocation of household goods.** A moving allowance as part of relocation assistance will have a maximum dollar amount set before the move. Receipts from movers, rental trucks, boxes, and other costs associated with relocation to Liberal.
4. **Miscellaneous associated expenses.** The City of Liberal may provide assistance for costs incurred with the move, including mileage for one-way travel up to two (2) vehicles, tolls, parking, and other recited items. Expense records must be obtained and submitted to accounts payable for reimbursement.
5. **Non-Exempt relocation**. If a position is filled by the City and is less than 100 miles away, a flat rate of no more than $250 may be paid for relocation assistance; between 100 miles and 400 miles, $500 may be paid in a lump sum; over 400 miles, $600 may be paid in a lump sum. The max amount to be reimbursed for exempt positions is $3,000.
6. **Exempt relocation**. If a position is filled by the City and is less than 100 miles away, a flat rate of no more than $1,000 may be paid for relocation assistance; between 100 miles and 400 miles, $2,000 may be paid in a lump sum; over 400 miles, $3,000 may be paid in a lump sum. The max amount to be reimbursed for exempt positions is $3,000.

2-3. ONBOARDING INCENTIVE

In order to facilitate the hiring and retention of employees in the Police and Fire department, the City provides an onboarding incentive. New hires can receive $5,000 with a non-certified status or $10,000 with a fully-certified status.

The payment is as follows:

- $5,000: $2,500 lump-sum is paid to the employee on their first paycheck and $2,500 lump-sum upon becoming fully certified.
- $10,000: $5,000 lump-sum is paid to the employee on their first paycheck and $5,000 lump-sum upon completion of the introductory period three (3) months.

Agreement

The employee must agree to remain employed with the City for at least two (2) years in order to receive the incentive payments. The employee's failure to remain employed by the Department for two (2) years will trigger the employee's responsibility to repay the amount paid by the City of Liberal. To facilitate this repayment, the employee expressly gives City a lien on all his/her salary, wages, and other sums payable to him/her by City. In addition, the employee hereby authorizes the City to withhold all amounts due from any sum payable to the employee.

If the employee fails to remain employed by the Department for two years for reasons beyond his/her control (e.g. injury, illness or death), other than just cause termination, the Department may in its sole discretion waive all or part of the liability owed by the employee. Any such waiver must be approved in writing by the employee's Department Head, Director of Human Resources and the City Manager.

2-4. HIRING AND ONBOARDING PROCESS

All positions for the City (full-time, part-time, seasonal) to be hired will be managed within budget by the Director of the department.

The following is the process for hiring an employee:

- The Department Director communicates to HR the need to fill an open position
- HR advertises the vacancy (internal prior to external if requested by the Department Director).
- HR receives applications/resume reviews and forwards qualified candidate applications to the manager.
- The Department Director contacts applicants and sets up interviews. HR can also assist in this matter if requested.
- Department Director or HR makes a contingent offer of employment.
- HR begins a background and Motor Vehicle Report check, along with any other pre-employment requirements necessary for each position.
- HR communicates results to the Department Director. If the candidate successfully passed the background and MVR checks, the onboarding procedure continues. If the candidate does not pass the checks, the contingent offer is revoked.
- HR schedules the candidate for a pre-employment drug test. If the candidate fails the drug test, the contingent offer is revoked. If the candidate passes the drug test, the next step is to complete the Payroll and Benefits paperwork.
- The new employee will be required to attend an Orientation meeting with HR within their first month of employment.

If a department has special or additional employment-related requirements, HR will coordinate with the department in whatever way necessary to be supportive and assist in obtaining these additional requirements in order to hire qualified candidates in a timely manner. All employment-related information obtained during the credentialing process for new hires will reside in the employee's HR file located in the HR offices, unless otherwise restricted by State or Federal Law.

Police Department Specific

The State's Kansas Commission on Peace Officers' Standards & Training has set guidelines and requirements for employers to follow when hiring a police officer in the State of Kansas. The additional work required is based on a more in-depth review of the applicant than is traditionally done through a company's human resource department. In some cases, the additional requirements are of a special nature and demand special attention and expertise, which is coordinated by Human Resources and the Police department. The following areas are carried out by the Liberal Police department:

- A lifelong criminal background check looking for specific violations as well as arrests and convictions.
- Very thorough and expanded reference checks.
- Physical, intelligence, honesty, and psychological testing.

The Police Department maintains an Operational Manual that includes department Rules & Regulations, including guidelines and procedures for Safety, Routine & Emergency Operations, Training & Communications.

Fire Department Specific

The Liberal Fire department conducts additional testing, candidate evaluation, and screening in addition to what the Human Resource Department administers.

- A general aptitude written test.
- Physical agility test simulating fire-ground activities in a stressful environment.
- A medical physical based on NFPA 1582 - Standard on Comprehensive Occupational Medical Programs for Fire Departments (Ch. 5-7).

The Fire department maintains an Operational Manual that includes department Rules & Regulations, including guidelines and procedures for Safety, Routine & Emergency Operations, Training & Communications.

2-5. INTRODUCTORY PERIOD

The introductory period shall be regarded as an integral part of the selection process and shall be utilized for observing the employee's work, for securing the most effective adjustment of an employee to his or her position and for rejecting any employee whose performance falls below minimum standards for the position, or is otherwise unacceptable.

The introductory period is the first three (3) months of continuous employment. During this time, employees will accrue sick and vacation hours, but they cannot be used prior to the completion of the introductory period. Employees are not eligible to be transferred to a new position during this period.

The department supervisor should also complete a performance review if there is a concern regarding the quality of an employees' performance, conduct, or general suitability for City employment at any time during the introductory period. The review should indicate whether the supervisor finds the employee's performance, conduct, and general suitability to be satisfactory.

2-6. RESIDENCY REQUIREMENT

The City encourages and supports the freedom of its employees to pursue personal interests, but the City reserves the right to require employees in Director and top management positions to be a resident of the State of Kansas and reside within Seward County during any period of employment. Individual departments may set stricter residency requirements for other full-time positions in the case of emergency response departments, or when it's for the best interest of the City.

Legitimate public interests in imposing residency requirements include improved performance, loyalty to the community, tangible stake in the community, greater knowledge of the conditions of the community, improved community attitudes toward City employees, reduced absenteeism, improved emergency response time, and support for the local tax base.

Restrictions

All Directors and top management employees must comply with the residency requirement policy and its conditions and provisions unless specified otherwise in writing by the City Manager. Current Directors and top management employees are grandfathered if their residence is outside of Seward County at the time this policy is published.

The residency requirements do not apply to full-time employees who are not in a Director position or top management, part-time, or seasonal employees employed by the City.

Residence

The residence will mean the actual domicile of the employee where that employee normally eats, sleeps, and maintains the normal personal and household effects necessary for day-to-day living. The residence will not include a place secured solely for the purpose of meeting this requirement, which is maintained in addition to the employee's actual place of residence outside Seward County.

Change of Residency

Directors and top management employees are subject to the provisions of this policy and will maintain an up-to-date current residence on file with the Human Resources Department and will promptly report any change of address to the said department.

2-7. OUT OF TOWN CANDIDATES

After receiving approval from the City Manager, the hiring Department Director, in coordination with the Human Resource department, may invite a qualified candidate who does not live in the local area (within a 100-mile radius from the City of Liberal) to the City for an interview at the City's expense for an exempt position. Mileage reimbursement will be figured off of Google Maps, all other reimbursement requests must be accompanied by receipts and a travel reimbursement form completed.

Interview Expenses

Travel and subsequent expenses incurred by the interviewee may be reimbursed according to the stated policy. One night stay in the hotel, mileage, and meal reimbursement are potentially eligible for reimbursement. The hotel and food may be directly charged on a City of Liberal credit card.

Interviewee's Spouse Expenses

With prior approval from the City Manager, the City may reimburse travel and subsequent expenses incurred by the interviewee's spouse if the interviewee is a candidate for an exempt position. The primary purpose of this provision is to assist the City in recruiting candidates, particularly hard-to-fill positions.

To receive reimbursement, a Travel Expense Voucher must be completed and submitted to the Finance Department (accounts payable). Original receipts must be provided in order to receive reimbursement.

Section 3 - PAYROLL

3-1. TIMEKEEPING AND PAYCHECKS

The City of Liberal uses TimeClock Plus (TCP) as the timekeeping system for all employees. This system allows employees to clock in and out, view hours, accrual balances, submit time-off requests, and receive messages from the Human Resource Department.

Clocking In/Out

Non-exempt employees must record their actual time worked for payroll and benefits purposes. Employees must clock in at the beginning of their shift and clock out at the end of their shift. Employees may not start work until their scheduled start time. The time clock uses a seven (7) minute rounding rule. This means employees should not clock in seven (7) minutes before their shift and should not clock out seven (7) minutes after their scheduled shift ends. Employees must leave the work premises once they are clocked out.

Not clocking in/out appropriately is a violation of this policy and disciplinary action up to and including termination may occur.

Exempt (salaried) employees are not required to clock in or out.

Timesheet Approval

It is the employee's responsibility to approve their time records at the end of every pay period to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors. The supervisor's responsibility is to correct the time record (with the employees' consent) and approve their department's payroll at the end of each pay period.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. This is considered an act of theft.

Time-off Requests

It is the employee's responsibility to submit time-off requests prior to being absent, if possible. Time-off requests must be submitted by the end of every pay period to certify the accuracy of all time recorded. Failure to submit requests can result in incorrect hours paid. Accruals (vacation or sick) must be available at the time of the request.

Exempt employees are required to submit a time-off request for full-day absences and/or absences of three (3) hours or more. Absences of three (3) hours or less in a day do not require a time-off request. Employees should notify their direct supervisor prior to being absent.

In cases where the employee is unable to submit time-off requests, the supervisor can enter the leave hours on the employee's timesheet at the employee's request.

Pay Frequency

The City of Liberal has a biweekly pay frequency.

Payroll stubs itemize deductions made from gross earnings. By law, City of Liberal is required to make deductions for Social Security, federal income tax, state tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs will also differentiate between regular pay received and overtime pay received.

Paycheck Discrepancies

If there is an error in any employee's pay, the employee should bring the matter to the attention of their supervisor or the Payroll Administrator to resolve the matter quickly and amicably. Employees must report all discrepancies. Not reporting mistakes in which the employee receives more money than is due is considered theft by omission. Adjustments in pay must be verified with the supervisor by the Payroll Administrator.

Mistakes made that are reflected in the paycheck as an overpayment or underpayment will be resolved within the employee's next regularly scheduled paycheck and will have the appropriate adjustment, unless the amount is deemed significant in which the correction will be made within a reasonable timeframe to not exceed six (6) months.

Payment Method

The City of Liberal utilizes Direct Deposit as the payment method. Employees can provide their bank information for payments. If the employee is unable to provide a bank account, the City will assign an account through Skylight. Once the Skylight account is assigned, the employee has full ownership of that account.

Direct Deposit stubs will be emailed to the email address provided by the employee on their Direct Deposit Authorization form. A City of Liberal work email is not accepted.

3-2. CERTIFICATION COMPENSATION

The City of Liberal recognizes the importance and benefits of having fully certified and trained employees. Employees will either receive a $1,000 lump sum stipend or a pay increase, depending on the type of certification or license, and the plan established by their respective department.

Eligibility

The following criteria must be met in order to qualify for the monetary incentive:

- The employee must be in a full-time position and must have completed three (3) months of continuous employment with the City of Liberal.
- The certification must be directly related to the employee's current position and present duty assignment and to the City of Liberal's mission.
- Certification must enhance the employee's ability to perform the duties and responsibilities without being a minimum requirement of the position.

Process and Payment

Once an eligible employee successfully obtains a license or certificate that meets the criteria established, the employee must submit an Employee Status Change form along with proof of the license or certification to the Department of Human Resources for processing.

The stipend will be awarded as a one-time lump sum payment of $1,000.00 and is limited to one payment per certification or license. At no time will an employee receive payment for a license or certification due to re-certification, continuing education, or maintenance of said license or certification once payment has already been received.

Compensation Plan

Departments that have numerous certifications or licenses that employees can obtain must have a compensation plan in place. Departments that do not have numerous certifications available to obtain will receive a stipend for the certifications available.

The following is the certification compensation plan for the specific departments:

- Water and Wastewater:
  - Employees can obtain four (4) Operator certifications: Class I, II, III, and IV. Employees will receive a pay increase upon completion of each certification. The employee will not receive a pay increase associated with their performance evaluation until the next annual evaluation cycle.
- Fire:
  - Firefighter I - Employees will receive a stipend if the certification is obtained within the first year of employment.
  - Firefighter II - Employees will receive a stipend no earlier than nine (9) months or later than the second year of employment.
  - KS EMT-B - Employees will receive a stipend if the certification is obtained within the first two (2) years of employment. Timeframe may be extended with approval of the Fire Chief dependent on class availability.
  - Driver/Pump Operator - Employees will receive a stipend if the certification is obtained within the first three (3) years of employment.
  - Fire Officer I- Employees will receive a stipend upon completion of the certification.
  - Fire Service Instructor I- Employee will receive a pay increase upon completion. The employee will not receive a step increase associated with their performance evaluation until the next annual evaluation cycle.
  - Fire Inspector I- Employee will receive a pay increase upon completion. The employee will not receive a step increase associated with their performance evaluation until the next annual evaluation cycle.
  - Fire/Arson Investigator- Employee will receive a pay increase upon completion. The employee will not receive a step increase associated with their performance evaluation until the next annual evaluation cycle.

- Building:
  - Code enforcement:
    - Employees receive a stipend upon completion of the Property Maintenance certification.
  - Inspections

- Residential: Employees need four (4) certifications to obtain a residential license. Employees will receive a stipend for three (3) certifications and will receive a pay increase when they receive their residential license.
- Commercial: Employees need four (4) certifications to obtain a commercial license. Employees will receive a stipend for three (3) certifications and will receive a pay increase when they receive their commercial license.

3-3. OVERTIME

When City of Liberal experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior department director's authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Regular Employees

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual physical hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. the following Sunday.

Police Officers and Firefighters

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 85 hours biweekly for police officers and 106 hours biweekly for firefighters, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 336 hours later at 12 a.m. on the second Sunday of the pay period.

3-4. EXEMPT EMPLOYEES

It is City of Liberal policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for City of Liberal. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions consisting of taxes, benefits and voluntary deductions.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability
- An absence because City of Liberal has decided to close a facility on a scheduled work day
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above)
- Any other deductions prohibited by state or federal law.

Deductions may be made to accrued leave for absences greater than three (3) hours unless otherwise prohibited by State or Federal Law.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor and/or the Payroll Administrator.

Absence and Time-off Requests

The City of Liberal's practice is to require salaried employees to utilize their vacation or sick accruals, whichever is appropriate, for partial-day absences greater than three (3) hours. Occasionally, a salaried employee can take off a short period without using accrued time.

A Friday off per pay period is granted to salaried employees, work permitting. Notification to the immediate supervisor is required.

Time-off requests need to be submitted to TimeClock Plus through the employee portal. If possible, time-off requests need to be submitted prior to the day of absence.

3-5. PAY PLAN

The City has established and implemented a merit pay system to encourage outstanding individual performance and organizational accomplishments. The merit pay system provides for monetary awards to employees based on past meritorious service and contribution to the mission and goals of the City.

The merit pay system, as adopted by the City, will be the standard for the City's compensation plan. This will allow for the orderly progression of an employee's pay from the established minimum to the maximum of the rate range based on documented meritorious performance.

The purpose of the City's merit pay system is to:

- Enhance morale, provide incentives for higher productivity, and retain valuable employees by ensuring that employees are rewarded according to the level of performance demonstrated in their respective positions.
- Establish a systematic relationship between the performance appraisal process and decisions

regarding merit pay increases.

- Provide guidelines for the utilization of merit pay increases to promote consistency, fairness and objectivity.
- Advance the City's goals of ensuring equity in compensation.
- Attract and retain qualified employees, and improve the quality and productivity of the work force.

This policy applies to all employees in regular full-time or regular part-time positions.

A performance appraisal is the formal process by which an employee's job performance is evaluated, documented and communicated to the employee. The purpose of the performance appraisal is to apprise the individual of their strengths and weaknesses as related to their effectiveness in their positions, and to identify avenues of professional and personal development. The performance evaluation is the primary tool used in determining merit pay increase recommendations, However, other factors, such as longevity and internal equity may have a bearing on final decisions.

3-6. REPORT PAY

With the approval of the City Manager, full-time and part-time employees may be authorized to receive their report pay for their regularly scheduled hours, paid at straight time, if employees are:

- Instructed to not report for work because of possible safety hazards or other extreme or unusual conditions.
- Sent home from work because of possible safety hazards or other extreme or unusual conditions.
- Sent home because no work is available (unless they are specifically instructed in advance not to report for work)

Traffic delays caused by scheduled road closures of brief duration or construction are not safety hazards and do not make the employee eligible for report pay.

The department head should retain a record explaining the circumstances that led to granting the report pay, which are recorded on the employee's timesheet in the note section. When unusual or extreme conditions delay or prevent the attendance of a large segment of City employees or prevent the orderly continuance of City operations, the City Manager may authorize employees to be paid report pay for up to their regularly scheduled hours. Human Resources will notify when report pay is granted.

Report pay is not considered time worked for the purposes of determining regular overtime payments.

Employees Required to Work

Managers may require employees to report or remain at work as scheduled if their presence is required to continue essential City operations. Employees that are required to report or remain at work will receive report pay hours for their regularly scheduled workday in addition to pay for actual hours worked.

Not Eligible for Report Pay

Employees are not eligible for report pay if they are scheduled to be on leave on a day the City Manager authorizes report pay.

Shift differential will not be included in the report pay calculations.

Police, Fire, and Communications

The City's emergency responding departments are subject to receive report pay on a regular basis as follows:

Police: Non-exempt officers working 2210 annual hours are to receive four (4) hours of report pay biweekly.

Fire: Non-exempt firefighters working 2756 annual hours receive 13 hours of report pay a month.

Communications: Non-exempt communication employees working 2080 annual hours receive 52 hours of report pay biannually, normally paid in June and December.

3-7. WORK HOURS

The City of Liberal employees are assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of business, at some point the City may need to change individual work schedules on either a short-term or long-term basis.

Employees whose shift begins at 7:30 AM may have the option to work an alternative work schedule to allow school drop off/pick up for their children. The alternative schedule will be agreed upon by the employee and the department head. The City does not allow flexing time, for example, arriving to work early or taking a short lunch period to have an early departure.

Rest Periods

All employees are permitted a 15-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation. Employees must remain in their workplace.

Meal Periods

Employees are to be completely relieved from duty during their meal break. If a non-exempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

4-1. REHIRE ELIGIBILITY AND SERVICE CREDIT

It is the policy of the City of Liberal to consider rehiring former employees who voluntarily left employment or were laid off due to business needs. This policy outlines the rules regarding eligibility for re-employment and credit of service (service recognition), where appropriate.

Eligibility for Rehire

Employees who were part of an involuntary reduction in force, as well as those employees who voluntarily resigned, will be eligible for rehire if they had a satisfactory work record while employed by the City of Liberal.

Ineligibility for Rehire

Former employees who had a less-than-satisfactory work record will not be considered for rehire. This includes employees with a less-than-satisfactory rating on their most recent performance evaluation and/or employees who are terminated for cause, or terminated from employment with an unresolved performance improvement plan. Employees who were involuntarily terminated by the City of Liberal or were selected for layoff due to less-than-satisfactory work performance will not be considered for rehire.

Years of Service Credit

"Service" refers to the length of time that employees spend as active full-time or part-time employees with City of Liberal. Service begins on the day they become full-time or part-time employees.

Length of service is used to determine certain employee benefits such as vacation and sick accruals and longevity pay, if applicable.

Former eligible employees re-hired within six (6) months will be credited with seniority as of their last day of employment. Human Resources will discuss this issue with any rehired employees upon hire. When recognition of prior service is granted, a rehired employee's service date will be adjusted accordingly.

Part-time employees promoted to a full-time position will be credited for the years of continuous part-time service. There must not be any gaps in employment.

4-2. DRIVERS LICENSE

Employees in positions for the City that require driving regularly, as noted in the job description, must possess a valid driver's license and be insurable by the City's insurance company. The City has the authority to prohibit an employee from operating vehicles or motorized equipment on the job if any question exists about the validity of his or her driver's license. The City may place the employee on leave without pay until the employee produces a valid license and/or the City verifies the validity of the license. Employees in non-driving positions are not required to possess a driver's license and such employees are not allowed to operate any City Vehicle or equipment.

Driver's License Monitoring

To ensure all City employees are required to possess a valid driver's license, the City will periodically monitor motor vehicle driver's license reports. This is accomplished using three different avenues:

1. The City provides employee information to the insurance company for annual monitoring.
2. Employees are required to self-report any derogatory marks on their license immediately to Human Resources.
3. Each City employee license is run through the state's database annually.

Employees must inform Human Resources of any renewals or changes in their driver's license information in order to maintain accurate records.

CDL Positions

New hires or transferring employees whose job responsibilities require a CDL operating license must have or obtain a CDL license within six (6) months of appointment as a condition of employment. Employees who fail to obtain a CDL license within six (6) months as a condition of employment will be subject to appropriate disciplinary action, including termination.

Employees whose job responsibilities require a CDL operating license must maintain the CDL license as a condition of employment. Employees who fail to maintain CDL licenses will be subject to appropriate disciplinary action, including termination.

An employee is prohibited from driving vehicles or motorized equipment requiring a CDL license until the employee produces a valid CDL license.

Reporting Driver's License Status

An employee must report any change in the validity of his or her driver's license to the immediate supervisor by the next workday or next shift. Changes in the validity of an operator's license include suspension, revocation, expiration, or any other significant change. An employee who fails to report a change in the status of his or her license may be subject to appropriate disciplinary action, including termination.

A department may temporarily assign an employee to an alternate position not requiring a license if such a position is available and appropriate. Departments are prohibited from creating new positions to satisfy this option.

An employee who knowingly operates vehicles or motorized equipment on City business under an expired, suspended, or revoked license will be subject to immediate disciplinary action, which may include:

- Permanent demotion to a position that does not require vehicle or motorized equipment operation, if available and appropriate.
- Temporary reassignment, if available and appropriate for a maximum of 30 days to secure license.
- Suspension without pay.

- Termination for cause or other action as determined by the department head and/or City Manager.

The City may terminate an employee whose license is revoked or suspended or otherwise becomes uninsurable if possession of a valid driver's license is a condition of employment for that position. See the Driver's License Criteria for more information.

4-3. DRIVERS LICENSE CRITERIA

Major Violations	No major violations allowed for eligible drivers within the last 3 to 5 years.			
Minor Violations in Last 3 Years	**Number of At-Fault Accidents in Last 3 Years**			
	0	**1**	**2**	**3**
0	Eligible	Eligible	Borderline	Ineligible
1	Eligible	Eligible	Borderline	Ineligible
2	Eligible	Borderline	Ineligible	Ineligible
3	Borderline	Ineligible	Ineligible	Ineligible
4	Ineligible	Ineligible	Ineligible	Ineligible

Maximum of 2 at-fault accidents OR 3 moving violations OR 2 minor moving violations and 1 at-fault accidents allowed.

Borderline: Drivers may be eligible based on consideration of other driving factors such as age, experience, vehicle and cargo.

Document any exceptions to these guidelines.

MAJOR Violations

Within the last 5 years:

Driving under the influence of alcohol/drugs or chemical test refusal (1)

Use of motor vehicle in committing of a felony (1)

Vehicular manslaughter or homicide (1)

Hit and run or leaving the scene of an accident (1)

Fleeing, eluding a police officer or resisting arrest (1)

Within the last 3 years:

Vehicle-related open container violations

Reckless driving, careless driving or speed contests (2)

Speed greater than 15 over limit (2)

Passing a stopped school bus

Violating out of service order (1)

Operating with a suspended or revoked license (2)

Railroad crossing violation (1)

Violating traffic law in connection with a fatal accident (2)

MINOR Violations

Speeding 15 or less over the posted limit

Driving too fast for conditions

Unsafe lane change (2)

Failure to stop

Failure to yield right-of-way

Improper turn

Following too closely (2)

Illegal passing

Nonmoving violations

Seatbelt or child restraint violations

Texting or phone use violation (2)

Operating without insurance

Driving a commercial motor vehicle without a

Equipment load, size, weight and similar safety related violations.

(1) CMV Major violation (2) CMV Serious Violation refer to the Federal Motor Carrier Safety Administration resources for additional information and applicable suspensions. Commercial Motor Vehicle (CMV) drivers subject to FMCSA and EMC Driver Qualifications.

Driver Eligibility

Private Passenger, Light Trucks (Trucks < 10,000 lbs)

1. Valid U.S. drivers license
2. Drivers ages 25-70 preferred
3. Must meet driver MVR guidelines
4. Annual MVR review by employer recommended

Hired/Nonowned Operators

1. **Private Passenger/Light Truck/Non-CMV:** $300,000 CSL recommended
2. **Commercial Motor Vehicles:** $1,000,000 CSL recommended

Commercial Motor Vehicles

(Trucks > 10,000 lbs or Hazardous Cargo)

1. Valid U.S. driver's license for vehicle type and cargo

2. Driver ages 25-70 preferred

3. Meets all DOT, FMCSA, MVR and driver qualifications

4. MVR reviewed prior to hire and annually by employer

5. Driver experience: minimum 2 years with like-type vehicles; 5 years experience for drivers hauling hazardous materials recommended

6. Commercial Driver qualification files in compliance with FMCSA/DOT guidelines maintained

This material is intended as underwriting guidance and is not intended as legal or professional advice. In no event will EMC Insurance Companies be liable in tort or in contract to anyone who has access to or uses this information to make employment decisions. State and federal regulations related to qualifications for commercially licensed drivers may change from time to time and employers should always refer to the most current requirements and make employment decisions based on the advice of its own legal and risk control experts.

4-4. LIGHT DUTY

When an employee has a temporary impairment because of illness or injury that is not an on-the-job injury, it is in the best interest of the City to return the employee to productive employment as soon as the employee is medically able. When economically and operationally feasible, the City will make work adjustments to enable employees with temporary impairments to return to work as soon as possible. Managers and Human Resources Director (HRD) determine the feasibility of potential work adjustments based on medical recommendations and the needs of the department.

A temporary impairment is a non-chronic, non-permanent physical or mental condition that necessitates temporary work restrictions that affect the employee's ability to perform some functions of the job. Typical duration of two (2) weeks. The temporary accommodation may be revised or revoked by the employer at any time.

A work adjustment is a measure that enables an employee to continue work when a temporary impairment prevents the employee from performing some of the employee's job functions. Examples of work adjustments could include modification of certain duties the employee temporarily cannot perform or a change in work hours or work locations.

When a temporary impairment prevents the performance of the primary/essential functions of the job and no work adjustment can be made, HRD may coordinate efforts to place the employee in another available position for which the employee is qualified. The cost of the work will be charged to the employee's home department.

Employee Responsibility

Notify their managers when they have physical or mental conditions that may adversely impact their job performance; Cooperate with the HRD in the completion of medical and/or psychological tests and examinations, when required; Provide the HRD with requested medical documentation in a timely manner, and Cooperate with managers and other City departments in their attempts to make temporary work adjustments or placements.

Director Responsibility

Directors should consult with the HRD as soon as they become aware that an employee may have a temporary impairment. Managers may require employees to report to the HRD to arrange for an outside medical evaluation; The HRD determines whether the employee can return to work in any capacity and if so, identifies the work restriction necessary to permit the employee to work during the temporary impairment period. HRD sends this information and an estimate of the duration of the restrictions to the employee's supervisor. HRD considers any information provided by the employee's treating physician and makes special referrals appropriate here, before reaching a decision on the employee's ability to perform work.

If the employee's supervisor determines that a work adjustment is feasible, the work adjustment is approved for a specific period of time, typically two (2) weeks, but not to exceed four (4) weeks. If the employee requests an extension of the work adjustment, the employee's supervisor determines whether the work adjustment will be extended for an additional period. The supervisor consults HRD, if necessary, to determine if work restrictions are still necessary and the expected further duration of those restrictions.

The HRD works closely with the employee and the employee's supervisor to determine if permanent continued work adjustments are requested but not feasible in his current position. It's the employee's responsibility to initiate and pursue alternate positions that will accommodate the restrictions. An employee who is fully qualified for the available position will normally receive a salary adjustment salary range for the new position.

The City may initiate separation procedures as appropriate for an employee who cannot perform the essential functions of the assigned position. The City Manager must approve all separations.

Voluntary Participation for City Events

During the year, the City may sponsor social or recreational activities for its employees. Employee attendance at such social activities is completely voluntary and is not work-related. As a rule, neither the City nor its insurer will be liable for the payment of Worker's Compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Each situation will be evaluated as to the specific circumstances and a decision made by the Human Resources Director regarding the applicability of Workers' Compensation insurance.

4-5. FIT FOR DUTY

The City of Liberal requires current employees and applicants to whom a conditional offer of employment has been extended to undergo medical examinations whenever management determines that these are necessary for the safe operation of the organization or job-related as consistent with business necessity, as allowed by federal and state law.

Successful applicants for employment may be required, as a condition of employment, to take a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.

Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests accommodation for a particular disability, or has a questionable ability to perform essential job functions due to a medical condition.

If necessary, the City can ask employees for a fitness-for-duty evaluation, which is performed by a physician, physician extender, occupational therapist, or physical therapist designated by the City and paid for by the City. The department director, with the coordination of the Human Resources Director, can request a fit-for-duty evaluation. The evaluation would be to determine whether the physical health of an individual is consistent with the performance of assigned duties for the position in a safe and reliable manner.

Cost of Required Examinations

Required medical examinations will be paid for by the City of Liberal and will be performed by a physician or licensed medical facility designated or approved by the company. Medical examinations paid for by the City of Liberal are the property of the company, and the examination records will be treated as confidential and kept in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.

Use of Prescription Drugs at Work

Employees who need to use prescription or non-prescription legal drugs while at work must report this requirement to their supervisor if the use might impair their ability to perform the job safely. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks or prohibited from working if they are determined to be unable to perform their jobs safely while taking prescription or nonprescription legal drugs.

Process

When the department manager and the Human Resources Director determine that a fitness-for-duty evaluation is appropriate, a fitness-for-duty evaluation is arranged. The Human Resources Director will assist the department head in preparing a written fitness-for-duty request memorandum.

After receiving the request, the Human Resources Director takes the following actions, as appropriate: Coach the department head with assisting the employee during the fitness-for-duty process and provide reasonable modifications to the work assignment or other accommodations if possible. The employee may be put on temporary unpaid leave.

The employee must cooperate with the department manager and the Human Resources Director during the fitness-for-duty process. An employee removed from the workplace because of fitness-for-duty concerns must be cleared before returning to work by the physician and the Human Resources

Director.

If an employee refuses to comply with a management referral to Human Resources, the department manager must address any behavioral or performance problems without consideration of medical issues. Failure to comply with the provisions of this policy may result in disciplinary action, up to and including termination.

4-6. OUTSIDE EMPLOYMENT

The City of Liberal recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of the City of Liberal are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Procedures

The City of Liberal applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or department head of their intent to engage in outside employment:

- Work-related activities and conduct away from the City of Liberal must not compete with, conflict with or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to the City of Liberal.
- Employees are prohibited from the use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time for the City of Liberal.
- Employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at the City of Liberal, the employee will be asked to discontinue outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- Employees may not use paid sick leave to do work for another employer. Employees must use vacation leave to do work for another employer if it interferes with the assigned working hours for the City of Liberal.
- If an employee's outside employment presents a conflict of interest with the City of Liberal, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact on the City of Liberal, the employee will be asked to terminate outside employment.
- Fraudulent use of sick leave or an employee's refusal to comply with the City of Liberal's reasonable request to terminate outside employment may result in immediate termination of employment with the City of Liberal.
- City employees who take an outside job must not wear a city uniform or clothing with the City of Liberal logo unless specifically pre-approved by the department head and City Manager.
- Employees must complete the Outside Employment form prior to the start of outside employment.

Disclosing Outside Employment

All outside employment must be disclosed to the City of Liberal. Employees must notify their department head or Human Resources. A form must be completed at least two (2) weeks prior to the start of outside employment.

Employees who obtain outside employment as coaches must provide the season's schedule to the department head prior to the season starting. The department head must provide that schedule to Human Resources. Human Resources will monitor the employee's timesheets to ensure vacation hours are used if the outside employment interferes with the employee's regularly scheduled work hours.

Police Department

Sworn officers must obtain the Chief of Police and City Manager's approval before accepting an additional job and must adhere to all laws dictating jobs that would be inappropriate or illegal for an officer to hold. Officers must not wear any part of their Liberal Police Department uniform while working an outside job, unless specifically required for that job and approved by the Police Chief and City Manager. Officers are authorized to work for the school district and utilize City equipment to fulfill employment. Reference workers compensation case Ryan vs. City of Wichita.

Disclaimer

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

4-7. POSITION TRANSFERS

The City of Liberal will advertise vacancies internally if it is requested by the department director. Advertising will be via City email, internal memos, or postings on boards at City Hall. Minimum internal posting is three (3) days.

Eligible Employees

City employees who have at least three (3) months of continuous service in their current position are eligible to apply internally for vacancies throughout the City. An employee who has less than three (3) months of continuous service in their current position is eligible to apply for vacancies that are within the employee's assigned department unless the City Manager approves an exception in writing.

Internal transfers will be processed very similar to external candidates to fill vacant positions, except providing an opportunity for internal transfers to receive first chance to fill the opening.

Not Eligible

- Employees who are on disciplinary leave or who've received a disciplinary "write-up" within the previous three (3) months are not eligible for a transfer.
- New employees who have not completed their three (3) month introductory period are not

eligible for a transfer.

Procedure

Employees who are interested in an advertised opening must complete and submit an Internal Employment Application to the Human Resources Department. Forms are available with Human Resources (HR).

An HR representative will forward the Internal Employment Application to the hiring department director. The hiring director will review the application and contact the interested employee for an interview. The director will communicate with human resources if interested in an internal employee. Human Resources will work with the current department director and the hiring director to coordinate a start date (normally a two-week notice) but can be extended as needed. The Human Resource Director and the new director will work together to assign a new hourly rate.

At any point, if the hiring director is not interested in the internal candidate, they notify the Human Resource Director. If disqualifying an applicant after the interview process, the hiring director should be able to cite the specific job qualifications not met by the employee. Human Resources will contact the employee and communicate related information.

If the employee is qualified and accepts the transfer position, the current and new director must come to an agreement on the transfer date. The date is usually within two (2) weeks and must be at the beginning of a pay period. The new director must compete and submit a status form to Human Resources.

Pay Changes

All changes in pay will be consistent with the City of Liberal's compensation plan. The salary offered for the new position will be determined primarily based on the employee's qualifications for the new position and internal equity within the department. Employees can choose to accept or decline offers without repercussions in their current position.

4-8. ON-CALL AND CALL-BACK

The nature of municipal government requires that certain utility services be maintained and repaired after normal working hours to provide for the health and well-being of the public. To ensure the City's prompt response to the public after normal working hours, appropriate departments will establish on-call and callback procedures. This policy is intended to provide the necessary support to the public while also being fair and tolerable to City employees.

On-Call Status: A full-time employee who is required by management to be available to respond to emergency or essential work related to his/her official duties and responsibilities will be considered to be in on-call status. They are required to remain fit for duty while on-call and must respond within the time constraints specified. Duties and compensation of on-call employees will vary by department and division. On-call employees receive the following compensation for being on-call plus their regular rate of pay for a physical response if called:

- Police officers on an on-call status receive compensation of $1 per hour in twelve-hour increments.
- Employees in Public Works/Utility departments on an on-call status receive compensation of

$1 per hour in eight-hour increments.

Callback/call-out Status: When a full-time employee is called back to work in response to emergency or essential work situations directly related to his/her official duties and responsibilities, the employee will be considered to be in callback status.

A non-exempt employee who is called back to work will be compensated for the hours actually worked, or two (2) hours, whichever is more, in compliance with the Fair Labor Standards Act. If an employee receives another call-out within the initial two (2) hours, he/she will not be given additional compensation until the conclusion of the second hour.

Hours worked in a callback/call-out situation may be eligible for overtime payment if the employee actually works more than the specified hours in the work period during which the on-call duties occurred. See the Overtime policy for more information regarding specified hours.

Restricted On-Call Status: A nonexempt employee is considered to be in restricted on-call status if the employee is required to remain by a telephone or at a certain location and cannot use his/her personal or non-duty time effectively while on-call. Restricted on-call hours are to be counted as hours worked and compensated accordingly in compliance with City policy and the Fair Labor Standards Act.

Unrestricted On-Call Status: A nonexempt employee is considered to be in unrestricted on-call status if he/she is free to spend personal or non-duty time as he/she chooses. If an employee only has to leave word as to where he/she can be reached or has to carry a communication device, he/she is considered unrestricted and therefore not entitled to on-call compensation.

Exempt Employee: An exempt employee who is on-call or called back to work is not compensated for being on-call or for hours worked nor granted compensatory time.

Department Head Responsibilities

Department Managers in utility departments requiring after-hours response will ensure that adequate personnel are assigned to be on-call after normal working hours on weekdays, weekends, and holidays. On-call schedules will be prepared at least four (4) weeks in advance, if possible. These schedules will rotate employee's on-call status fairly and adequately. Schedule changes will require the approval of the department manager or their designated alternate. A copy of the schedule, including the home phone number for the on-call employee and pager number will be provided to the Communications Department.

Department managers will provide two (2) options for employees on-call so as not to restrict their personal or non-duty time. These options are as follows:

1. To carry a City supplied radio or mobile telephone.
2. To be available at their home telephone number or notify Communications of an alternate telephone number of their choice.

Employee Responsibilities

1. On-Call participation and call-back response is a condition of employment for those individuals in the job classifications which require such services.
   On-Call participation requires that an employee either carry a City-supplied pager, radio,

2. mobile telephone or leave a telephone number(s) where the employee can be reached.
3. On-Call participation requires that an employee respond to the department shop within thirty (30) minutes of a page or call.
4. On-Call participation requires that actions taken by an employee must be in accordance with departmental rules or standard operating procedures.

Employees are subject to disciplinary action for failure to respond to a call-out/call-back while on-call. Non-exempt employees who are called in for emergency work will receive call-out pay.

4-9. EMPLOYMENT REFERENCES

The City of Liberal will respond to reference requests through the Human Resources Department. The City of Liberal will provide general information concerning the employee such as title, employment dates, and positions held.

Items that will not be disclosed verbally nor in writing are: eligibility for rehire, performance evaluation scores, attendance, and other job related information. In some cases, additional information may be provided if the City is provided with a release form. Requests for reference information must be in writing, with a signed release from the former employee and responses will be in writing or verbally. Please refer all requests for references to Human Resource Department.

Employment Verifications (typically for financial institutions) are handled by the Human Resource Department.

4-10. SEPARATION OF EMPLOYMENT

It is the policy of the City of Liberal to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled professionally with minimal disruption to the workplace.

At-Will Employment

Employment with the City of Liberal is voluntary and subject to termination by the employee or City of Liberal at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of City of Liberal employees.

Employees may voluntarily terminate from the City by resignation or retirement. Employees may be terminated because of reduction in force, for disciplinary reasons, for unsatisfactory performance, from certain types of leave without pay or termination "at-will". All terminations must be approved by the Human Resource Director.

Voluntary Termination/Resignation

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his or her supervisor or when an employee is absent from work for two (2) consecutive workdays and fails to contact his or her supervisor (job abandonment).

Procedures

1. Employees are requested to provide a minimum of two-week notice of their intention to separate employment. The employee should provide a written resignation notification to his or her manager.
2. Upon receipt of an employee's resignation, the manager will notify the Human Resource Department immediately by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work), and a status form.
3. The HR department will coordinate the employee's departure from the company. This process will include the employee's returning all company property, a review of the employee's post-termination benefits status and the employee's completion of an exit interview, if applicable.
4. If the employee is dismissed prior to the completion of the two-week notice for reasons other than gross misconduct, the employee will receive pay for the remainder of the two-week notice and is eligible for a vacation payout.

Vacation Payout

Employees who complete their two-week notice are eligible to receive a vacation payout for the maximum amount:

- Regular Employees: 240 hours
- Police Certified Employees: 255 hours
- Fire Employees: 360 hours

Retirements

Employees who are eligible to retire with KPERS must inform Human Resources at least two (2) months prior to the desired retirement date. This is to allow for the processing of KPERS application. Human Resources will assist the employee if needed to provide all the required documentation to KPERS.

The maximum vacation payout for retirees is as follows:

- Regular Employees: 384 hours
- Police Certified Employees: 408 hours
- Fire Employees: 551 hours

Continuation of Health Insurance Benefits: The City may provide health insurance coverage under the employee group health plan benefits for employees who are eligible to retire. The group health care benefits program is available to retired former employees and their dependents. To be eligible to continue your health benefits, you must: (1) have at least 20 years of continuous service with the City of Liberal, and (2) retire between the ages of 62.5 to 64.
Retired members will be responsible for the employee premium cost, and they are subject to change on an annual basis upon insurance contract renewal. Payments will be made to the Finance Department on a monthly basis.

Coverage under the employee group health care benefits plan may cease to be made available upon

(1) the retired employee attaining age 65, (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.

Involuntary Terminations

An involuntary termination of employment, including a layoff of over 30 days, is a management-initiated dismissal with or without cause.

Procedures

1. Before any action is taken to involuntarily discharge an employee, the employee's Director must request a review by the Human Resource Director.
2. Human Resource Director will be responsible for reviewing the circumstances and determining if discharge is warranted. If discharge is recommended, the employee's Director or Human Resouces will notify the employee. The employee's Director should complete an employee change form and notify Human Resouces of the last day worked by the employee.
3. Employees terminated for gross misconduct are not eligible for a vacation payout.
4. Severance pay may be granted at the discretion of the City Manager to not exceed 30 days; unless otherwise stated in an employee's contract.

Death of an Employee

A termination due to the death of an employee will be made effective as of the date of death.

Procedure

1. Upon receiving notification of the death of an employee, the employee's Director should immediately notify Human Resources.
2. The payroll administrator will process all appropriate payments from the employee's timesheet and vacation accrual bank.
3. Human Resources will be in contact with the family of the employee to receive the required documentation to provide to benefit providers for payouts of any applicable life insurance policies, or other applicable policies.

Health Insurance

Medical, dental and vision insurance coverage terminates on the last day of the month when the employee separates employment or is terminated. Information about COBRA continuation coverage will be provided from Human Resources within 14 days of termination.

Return of Property

Employees must return all company property at the time of separation, including uniforms, cellphones, keys, laptops and identification cards. Failure to return some items may result in deductions from the employee's final paycheck as state law allows. An employee is required to sign a wage deduction authorization at the beginning of employment to deduct the costs of such items from the final paycheck. In some circumstances, the City of Liberal may pursue criminal charges for failure to return company property.

Section 5 - OPERATIONAL POLICIES

5-1. CITY VEHICLES

The following policy, procedure, and criteria are related to the assignment and operation of City-owned vehicles to ensure the proper use of public funds with regard to the City's practice of allowing employees to use, commute, or operate City-owned vehicles during and after normal work hours. Assignment of a City vehicle is neither a privilege nor a right of any City employee.

Employees who need transportation in the course of their normal work may be assigned a City-owned vehicle for their use and are required to complete a City Vehicle Authorization form. All other employees needing transportation for City business may use vehicles assigned to their department or reserve one at City Hall. As a last alternative, when no City vehicles are available, employees may use their own vehicles for business purposes with prior approval from their supervisor.

On-Call or Occasional overnight use of a City Owned Vehicle

Employees who are on-call on a twenty-four basis may be allowed to take a City vehicle home so they can respond to needs as soon as possible, no later than a thirty-minute response time. Such employees must have a Vehicle Authorization form on file with Human Resources which provides acknowledgment that they fully understand that the vehicle is used only as part of emergency response and is not for personal use. The use of the City vehicles is strictly for on-call purposes after regular work hours.

An employee may be authorized occasional overnight use of a City-owned vehicle when attending night meetings or conducting other City business activities that occur outside the employee's normally scheduled work hours. Assignments cannot exceed more than once a week on average and the Occasional Vehicle Authorization form must be completed prior to each assignment.

Daily Take-Home Vehicle

Daily take-home City vehicles may be assigned to a City employee for the daily commute to and from their work location outside the on-call rotation. Vehicles may also be assigned to employees who are under a contract which states such benefits approved by the City Commission and the City Manager.

If an employee is authorized to have a take-home vehicle for the daily commute, other than on-call assignment, they will be subject to taxable benefits and they will be calculated using the appropriate computation method.

The Vehicle Authorization form must be completed and received by Human Resources prior to the employee taking the vehicle home.

Personal use of city-owned vehicles is prohibited except under the following circumstances:

- For minimal personal use when an employee is on duty, such as stopping to pick up lunch or a personal errand between two official business stops.
- When an exception is allowed by an employment contract approved by the City Commission and the City Manager or under other special circumstances which have the written authorization of the employee's department head and the City Manager.

Restrictions

City-owned vehicles will not be used beyond the City limits for commuting to and from work or for other personal use. City-owned vehicles may only be taken outside of city limits for business purposes.

- City-owned vehicles will not be used to transport passengers who are not City employees, except when such transportation is necessary for the performance of official City business. A liability waiver form must be completed prior to such usage.
- Non-City employees are not allowed to drive a City-owned vehicle under any circumstances.
- City-owned vehicles will not be used to transport employees to or from establishments where liquor sales are the primary source of revenue.
- City-owned vehicles will not be used for personal benefit or gain.
- No City employee shall request or permit the use of City-owned vehicles, equipment, materials or property or expenditure of City funds for personal convenience or profit.

Department Head Responsibilities

1. Ensure that any employee assigned a City Vehicle has completed the City Vehicle Authorization form and that it is turned in to HR.
2. Monitor all vehicle assignments in their respective departments.
3. Ensure that requests for occasional take-home vehicle assignments are consistent with the policy and criteria governing City vehicles.
4. Ensure that City vehicles are picked up and dropped off at designated city parking areas if not being utilized by employees for daily take-home use.
5. Provide employees with a copy of the policy, procedure, and criteria governing city-owned vehicles.
6. Monitor and report all incidents of improper use of City-owned vehicles and City-owned home-to-work vehicle assignments to HR and City Manager.
7. Verify with HR that employees are authorized to operate city-owned vehicles.
8. Verify that employees have the proper training, instruction and clearance to operate the City-owned vehicle.
9. Immediately report any accident involving a City-owned vehicle to Human Resources and the City Manager. An accident report must be completed no later than 24 hours post-accident.
10. Complete a new City Vehicle Authorization form if an employee is assigned a different vehicle for daily use during work hours.

Employee Responsibilities

Employees shall not operate City-owned vehicles under the following conditions: without completion of the City Vehicle Authorization form, proper authorization from Human Resources and the department head, while under the influence of alcoholic beverages or drugs, when a license is suspended, revoked, or expired.

Employees are responsible for the following:

1. Be responsible for complying with all provisions outlined in this policy, as well as all applicable laws governing operating a vehicle.
2. Ensure that city-owned vehicles receive the same degree of care a reasonably prudent person would use to protect his or her private property from loss or damage, including misuse and misappropriation.
3. Adhere to all local, state, and federal traffic laws.
4. Immediately report any accident involving a city-owned vehicle to the appropriate supervisor.
5. Be responsible for traffic citations received while operating city-owned vehicles.
6. Wear a seat belt at all times while operating a City vehicle or being a passenger.
7. Cellphone usage: regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option. Texting and emailing while driving are prohibited in all circumstances.

All City employees are accountable for vehicles assigned to and accepted by them for official City use. Employees must exercise the same degree of care that a reasonably prudent person would use to protect his or her private property from loss or damage, including misuse and misappropriation. Employees must locate all vehicles assigned to them upon request.

When an employee fails to comply with provisions regulating the use, control, and protection of city-owned vehicles, the department head must take appropriate preliminary or disciplinary action, up to and including suspension of operating privileges or termination. In addition, the City may take necessary steps to recover the value of lost or damaged property.

Human Resources Responsibilities

Human Resources will be responsible for the following:

- Verify employee eligibility to operate a City vehicle.
- Maintain all records of vehicle assignments and authorization forms.

On a semiannual basis, HR will re-evaluate and update all department vehicle assignments. In addition, there should be documentation for each occasional take-home vehicle assignment, which describes how each assignment meets the policies and criteria set forth in this policy.

Employee-Owned Vehicles: Employees who use their personal vehicle while conducting City business are responsible for any damage to their vehicle.

Accidents Involving City Owned Vehicles/Equipment

If, while operating a City-owned vehicle or other equipment, an employee is involved in a traffic accident resulting in injuries to any person(s) or damage to any property, the employee is required to:

- Summon medical assistance if appropriate for anyone involved in the accident.
- Notify the appropriate law enforcement agency immediately.
- Insist that all parties and property concerned remain at the scene of the accident until law enforcement officers arrive.
- Report the accident, no matter how minor, to the Department Head.
- Discuss the accident with no one except the investigating law enforcement officers and City officials.
- Be available for post-accident drug and alcohol testing if requested.
- If the employee is injured in an accident, it must be immediately reported to their supervisor. This situation may be a Workers Compensation Accident.

Supervisors are responsible for submitting a vehicle accident report to Human Resources.

5-2. ISSUED EQUIPMENT

The City provides various types of equipment to employees in order to facilitate an efficient and safe means to accomplish the task at hand, typically at no cost to the employee. All items provided to employees are subject to the rules set within this policy. Individual department directors are responsible for keeping the Issued Equipment List up to date with an inventory of the department and ensuring each employee has a signed record of receiving issued equipment.

Employees who are assigned equipment will have an Issued Equipment form that lists all equipment issued upon hire and will be asked to sign accepting the equipment and documenting the condition of the equipment. Each department that assigns equipment to employees should have its own specific list of the type of equipment, manufacturer, year build, and any other distinguishing marks or characteristics. This could include uniforms, phones, laptops, tablets, tools, toolboxes, and vehicles.

All equipment must be kept in good condition, clean, and in good working order. Directors should have an updated inventory of keys and who they are assigned to.

The Issued Equipment form is retained in the employee's personnel file and will be utilized to check returned equipment upon termination.

Employment Separation

All issued equipment listed on the form must be returned to the City upon separation of employment. If the assigned equipment is not turned in upon termination, resignation, or retirement, the cost/value may be deducted from the employee's last paycheck. If the equipment is neglected or lost, the employee is responsible for providing a replacement or paying for the cost of the equipment.

5-3. PERSONNEL RECORDS

It is the City's intent to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the City will only collect personal information required to pursue its operations and comply with government reporting and disclosure requirements. Personal information collected by the City includes, but is not limited to, employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and education or certification credentials.

Personal employee information will be considered confidential and, as such, will be shared only as required by law and with those who have a need to have access to such information. Participants in benefit plans should be aware that personal information will be shared with plan providers as required for their claim handling or record keeping needs.

Employees should keep their personnel file up to date with relevant information by informing HR/payroll of any changes. Employees also should inform HR/payroll of any specialized training or skills they acquire, as well as any changes to their employment status. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Public Inspection

All personnel records of employees covered under these policies and all other records and materials relating to the administration of personnel policies shall be considered confidential and the property of the City of Liberal. Information which is obtained in the course of official duties shall not be released by anyone except the City Manager, Assistant City Manager, or Human Resource Office staff.

The following information relative to employees and former employees is available for public inspection at reasonable times and in accordance with such procedures as the Human Resource Department may prescribe: name, title, employment dates and salary. Other records, including selection records, performance evaluations, and disciplinary records are accessible only to the City Manager, Assistant City Manager, Human Resource Department, appropriate supervisors and the employee involved.

Employee Inspection

Employees who wish to inspect their personnel file may do so by appointment during the regular office hours of City Hall. Inspection of an employee's personnel file by that employee shall be in the offices of the Human Resource Department. An employee may not remove documents. An employee may not duplicate information found in their files except with the consent and authorization of the Human Resources. The Human Resource Department shall have the discretion to determine what information may be duplicated.

Record Retention

Employee service records shall be retained following termination of employment. Such information may be kept in the original form or in any duplicate form the Human Resource Department deems appropriate.
The Human Resources Department maintains the official City personnel file on employees with accuracy, relevance, timeliness, and completeness to the maximum extent possible.

5-4. ARTIFICIAL INTELLIGENCE

City of Liberal recognizes that the use of artificial intelligence (AI) tools can potentially assist employees with the performance of job duties. However, there are many risks. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must receive management approval and, if granted, comply with the below best practices.

Evaluation of AI Tools

Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees also should review the reputation of the tool developer and any third-party services used by the tool. But most importantly, employees must receive management approval prior to using any AI tool after explaining the manner in which it will be used and the benefits to the business.

Protection of Confidential Data

In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from Chief of Communication Officer or Director of IT. This includes data related to customers, employees, or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access Control

Employees must not give access to any AI tools approved for business use to anyone outside City of Liberal without prior approval from Chief of Communication Officer and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with Security Policies

Employees must apply the same security best practices we use for all City of Liberal and customer data. This includes using strong passwords, keeping software up-to-date, and following City of Liberal's data retention and disposal policies.

5-5. TRAINING AND TRAVEL

The City shall, when possible, encourage training opportunities for employees. Attendance at training activities must be authorized in advance by the Department Head. Under most circumstances, training time is considered time at work for pay purposes. The Federal Labor Standards Act (FLSA) sets regulations concerning reimbursement for travel time and time spent away from the employee's home. Employees who are unclear about pay while attending training should consult with the Human Resource Department. If a dispute arises involving pay in association with training, the City Manager or his/her designee will be the deciding authority.

Overnight, Out-of-Town Trips

Non-exempt employees may be compensated for time spent traveling to pre-approved training. Non-exempt employees will be paid for any time spent training. Such training must be approved in advance by the City Manager. Non-exempt employees will be compensated for travel delays (delayed flights) up to 24 hours.

Out-of-Town Trips (not overnight)

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel To Work Site

Non-exempt employees will be compensated for the time spent traveling from one job site to another job site during a workday. The trip to the worksite from home to start the workday is not paid.

Expenses, Reimbursement, and Cash Advance

Training and travel must be pre-approved by the City Manager 30 days in advance. Required continuing education will be approved and scheduled with the most economical option, including online.

If approved travel is to attend an approved training session, the payment for the training, travel and overnight stay should be paid by the City in advance. Payment can be made by the City, by their Director or by using the City's travel credit card from accounting.

Cash advances for travel to education/training events will not be allowed unless the City Manager approves due to extraordinary circumstances. If an employee should pay for something out of pocket, keep any receipts obtained during travel to or at the training event. The City will reimburse the employee for reasonable expenses related to the approved training. The employee must complete the necessary paperwork after the training event is over for reimbursement of expenses related to the pre-approved training/travel and must have receipts for reimbursement.

Employees may choose to attend an education training session that is not approved and will not be paid for by the City. Vacation time off will need to be taken and expenses will be the responsibility of the employee.

The City may approve expenses relating to travel to and from and overnight stays for training / education. The City may not approve any expenses related to training/education classes not required for their job. The City may agree to pay for specific items (i.e. the cost of the class) or a portion of the expenses.

Travel

Employees are expected to use good judgment in requesting reimbursement of travel expenses. The following are general guidelines for travel by City employees.

1. Any registration fees, accommodation requests, travel expenses etc. will be designated on the training/travel request form and submitted to the Department Head for approval. All travel arrangements will be made in advance following Departmental procedures and Department Head authorization.
2. Only reasonable expenses will be reimbursed. Reasonable expenses normally include travel, lodging at a reasonably priced hotel/motel, meals within per diem amount and tips as prudent. The City will not reimburse for purchase of alcoholic beverages which may be part of or

independent of a meal.

3. City-owned vehicles will be used whenever possible.
4. In all cases possible, costs associated with travel will be billed to the City through prior arrangement or charged to a City purchase card issued to the employee. The employee shall obtain a receipt for all expenditures on the purchase card. If an employee is required to make reimbursable expenditure(s) utilizing their own funds, they must submit the receipt(s) and an itemized request for reimbursement to the Finance Department. Expenditures without a receipt or itemization will not be reimbursed. Forms for travel expense reimbursement are available in the Finance Department.
5. All travel expenses are subject to review and authorization at the discretion of the City Manager.

5-6. EMPLOYEE PERFORMANCE EVALUATION

The City will maintain a system for evaluating the work performance of all employees in the City's service. The primary purpose of the employee performance evaluation is to inform employees of how well they are performing their work and how they can improve their performance. The performance evaluation shall also be used in determining pay adjustments; as a factor in determining the order of layoff; as a basis for training, promotion, demotion, transfer or dismissal; and for such other purposes as set forth in these regulations.

The performance appraisal process should provide employees and employees with a mutual understanding of job responsibilities and provide a basis for a meaningful appraisal of performance. This process should also improve job performance, job satisfaction, and productivity of the employees; develop and maintain open communication between employees and their employees; provide input into the salary review process; and encourage discussion of employee development. The evaluation is not the format to record disciplinary action. The timing of providing disciplinary actions should occur separately from the evaluation meeting.

Procedure

The supervisor should prepare a copy of the performance appraisal before the supervisor conducts the performance appraisal meeting with the employee. At the meeting, the supervisor discusses the performance appraisal and the job assignment(s) as well as the performance standards and job factors that will be used to evaluate the employee's performance during the next performance appraisal period. The supervisor and employee must sign the completed form.

Annual performance reviews are completed during the months of October and November. Completed forms must be turned in to Human Resources at the beginning of December, as directed by Human Resources. If management determines pay raises will be awarded, they will be effective on the first paycheck in January of the following year. Pay increases are not guaranteed and must be budgeted. Additional compensation could be in the form of an hourly increase or a lump sum.

Eligible Employees

Full-time employees hired from January to July of that current year are eligible to receive a performance evaluation. New hires employed after August 1st are not eligible to receive an annual performance review.

Year-round, part-time employees are to receive an employee evaluation. Pay increases are not guaranteed.

Performance Evaluations Confidential

An employee's performance evaluations shall be confidential and shall be made available to the employee evaluated, his or her supervisor, the appropriate Department Head, the Human Resource Department, the Assistant City Manager and City Manager. Performance evaluations may also be made available to other supervisors within the City who have a legitimate work-related interest. Certain circumstances may require the City to release performance evaluations.

5-7. REDUCTION IN FORCE

A reduction in force (RIF) occurs when changing priorities, budgetary constraints, redirection of programs, or other business conditions require the City of Liberal to eliminate positions.

Selection for RIF

A RIF decision requires an evaluation of the need for particular positions and the relative value of work performed by specific employees so that the City of Liberal can continue to provide the highest level of service possible with a reduced work force. Determining the retention or separation of an employee includes an evaluation of the relative skills, knowledge and productivity of the employee in comparison to necessary services. Length of service and other factors are also considered but receive less weight in the determination. The City of Liberal determines priority for RIF within the following guidelines:

- Temporary employees performing the same work must be terminated before any regular employee, provided that a regular employee can perform the temporary employee's tasks.
- Reduction in force of regular employees is based on the following factors:
    - Which positions are most critical to the department in the delivery of goods or services.
    - Relative skills, knowledge and productivity of employees.
    - Length of service of employees.
    - Consideration of equal employment factors to avoid an adverse impact on City of Liberal's affirmative action goals.

Employees may not volunteer to be terminated by the City as part of RIF nor may they volunteer to take the place of another employee who has been selected for termination as part of a RIF.

RIF employees are given at least 60 days prior to written notice of the effective date of termination.

Detailed procedures vary depending upon the circumstances involved in each reduction-in-force. The Human Resources Department provides procedures appropriate to each situation.

Employee Assistance

Before the termination, RIF are permitted to devote a reasonable amount of work time (as determined by the supervisor) to seeking other employment within or outside the City no longer than 30 days.

Regular employees who are terminated because of a RIF are considered internal City applicants when applying for advertised vacancies during the first six (6) months after termination.

Unemployment Insurance

Employees separated due to RIF are eligible to collect unemployment insurance provided they meet the normal eligibility requirements. Contact the local unemployment office to file a claim for unemployment compensation.

Vacation Payout

Vacation leave is paid for a maximum of 240 hours.

5-8. POSITION CLASSIFICATION

Position classifications are based on the level of the duties and responsibilities assigned to a position and are in accordance with the City's nondiscrimination policy and will distinguish positions between exempt (salaried) and non-exempt (hourly). Position classifications in each City department must be consistent with those in all other City departments for comparable levels of work and responsibility in order to maintain pay equity for similar positions.

Uses of a Classification Plan

The City of Liberal uses a position classification plan. Each position classification was developed by analyzing the nature, degree of difficulty and degree of responsibility of the qualifications required of an individual for successful performance of the job. The logical grouping of similar positions under meaningful job titles provides a common language for everyone concerned with planning and budgeting.

The structure created by a classification plan allows management to, when necessary, revise the organizational structure, clarify lines of authority, and judge the need for new positions. If a new job title needs to be established, there is a framework into which it can be inserted. The classification plan does not reflect the manner in which duties are being performed nor an individual employee's competence, efficiency, capability, length of service, or experience. The classification plan addresses jobs, not the people doing the jobs.

This policy applies to all approved positions, whether full-time, part-time, or seasonal, as established by the City Manager.

A "classification" refers to a group of positions (or one position) that:

- Have similar duties and responsibilities
- Require qualifications
- Can be equitably compensated by the same salary range
- Identify exempt positions (as defined within the FLSA)

A "classification title" is the official designation or name given to the written description and specification of a classification.

A "position" is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant. The position title will be used on all personnel records and actions.

Administration of the Classification Plan

All changes to the Position /Classification Plan must be approved by the City Manager. The Human Resources Department will be responsible for the day-to-day administration of the Position Classification Plan. For purposes of wage and salary administration, each position in the City is classified into 1 of 16 employment pay grades.

For purposes of wage and salary administration, each position in the City is classified into 1 of 6 employment classifications. Each position is also designated as exempt or nonexempt, depending on whether it is subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

The Human Resources Department may require Department Managers or employees to submit information for new classifications specifications, titles, and/or position modifications on a periodic basis, or any time the Human Resources Department has reason to believe that there has been a change in the duties and responsibilities of one or more positions.

The day-to-day duties and functions of specific positions should be documented in a job description provided by the supervisor or department manager. Job descriptions are maintained at the Human Resource Department. It is understood that duties and assignments may vary from time to time and that job description may not be exhaustive in scope.

New Position Authorization

The City Manager must approve in writing any new positions throughout the fiscal year. When the need for a new position is identified or an existing position has changed significantly, the department manager should develop the new or existing position's job description in consultation with the Human Resources Department. Job descriptions are reviewed by the Human Resources Department for proper content, classification, and pay grade assignment.

The classification and grade assignment established by the Human Resources Department for a new or modified position will require a new or modified job description. The new or modified job description will be reviewed by the appropriate department manager and recommended to the City Manager. Upon approval of the new or modified job description by the City manager, the position will be officially classified and placed into the City's Compensation Plan.

Factors used by the City in reviewing job descriptions include the following: education/experience requirement; mental effort; physical effort; work controls; supervision; impact; personal contact; work hazards; and work environment.

Each job description must contain sufficient information on the above factors to allow proper grading when the Human Resources Department's standards are applied. A department manager may provide additional information in the job description as desired for other personnel or management purposes.

Upon the recommendation of the Human Resources Department, the City Manager may cause new classes of positions to be established or current classes of positions to be changed or current classes of positions to be abolished as necessary for the maintenance of the Position/ Classification Plan. Such changes will take the form of amendments to the plan.

Full-time, Part-time, or Seasonal

In addition to classifications, the City provides the requirement for full-time, part-time, and seasonal jobs. The categories are important for the employee and the City for benefit eligibility purposes and other state and federal programs.

- Full-time: A full-time employee is defined as someone who is scheduled and regularly works/paid at least 1560 hours annually; 30 hours per week.
- A part-time employee is defined as someone who is regularly scheduled to work less than 30 hours a week. City of Liberal part-time employees cannot exceed 1000 hours annually.
- A seasonal employee is defined as someone who works up to six (6) months per year. The City of Liberal's seasonal period is from April to September.

5-9. NEPOTISM

The City of Liberal strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

Certain relationships among employees can create an actual or a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, City of Liberal may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists, or work in the same department.

In cases such as personal relationships where a conflict or the potential for conflict could arise, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of City of Liberal. Accordingly, all parties to any type of intimate personal relationship must inform their supervisor and Human Resources to determine if there is any conflict.

If two employees marry, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. City of Liberal will allow and be proactive to identify other vacant positions, but if no alternate position is available, City of Liberal retains the right to decide which employee will remain with City of Liberal.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no decision is made within 30 calendar days of the offer to resolve the situation, the City of Liberal will determine who is to be transferred or, if necessary, terminated from employment.

It is the responsibility of the employee(s) involved to disclose the relationship as described within this policy to their immediate supervisor or Human Resources. Failure to disclose may result in disciplinary action. For the purposes of this policy, a relative is immediate family who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Section 6 - BENEFITS

6-1. BENEFITS OVERVIEW

In addition to good working conditions, competitive pay, and several additional benefits, it is City of Liberal's policy to provide opportunities to purchase high-quality supplemental benefits to employees. In keeping with this goal, each benefit program has been carefully devised. Some of these additional benefits are Life Insurance for the employee and dependents, disability coverage, a cancer plan, and more.

Some benefits provided by the City of Liberal are retirement, vacation pay, sick time, holiday pay, life insurance, uniforms, education, apparel allowances, safety reimbursements, Employee Assistance Program and travel pay.

The next few pages contain a brief outline of the benefits programs City of Liberal provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources Department. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this manual.

Further, City of Liberal (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as a full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While City of Liberal intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Human Resources Department.

6-2. UNIFORM

The purpose of the City uniform policy is to ensure that all City personnel present a professional image while conducting City business and at the same time provide personal safety.

City-issued uniforms and/or protective work clothing are the property of the City. These uniforms and/or protective work clothing are to be returned by employees prior to their separation from City service/employment. The employee at his/her own expense shall replace items lost or damaged due to the negligence of the employee. Any approved protective work clothing purchased by the employee will remain their own.

Each new employee in departments that are issued uniforms will receive uniforms upon hire. Employees are required to sign for the uniforms, and the uniforms are considered company property and are to be returned in the event of termination of employment or anytime on demand. Each employee provided with a uniform should take the necessary steps to protect it from excessive damage and wear. Uniforms issued by the City are to be worn only during working hours. When a uniform is provided, the employee will wear it unless permitted otherwise by the employee's Director.

Employee Responsibilities

Upon issue, uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of company uniforms may result in disciplinary action. Uniforms considered non-usable and in need of replacement by an employee must be presented to the employee's immediate supervisor for inspection. If the Supervisor concurs, a request is taken to the Department Director for authorization to replace the non-usable item(s). The Director must notify Human Resources (HR) of the need of a replacement and HR will order the uniforms.

The City of Liberal may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change). Employees will be given notice of the exchange, and the company will provide suitable replacement uniforms.

Employment Separation

Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, the City of Liberal will deduct the cost of the uniforms from the employee's final paycheck (except where such deductions are prohibited by state law).

Supervisor Responsibilities

Supervisors are responsible for the authorized issuance and use of uniforms and/or protective work clothing per this policy and responsible for conducting inspections of uniforms and/or protective work clothing used by employees.

Department Managers may set individual guidelines for appropriate dress and/or require specific uniforms for individual positions no less strict than the Dress Code city policy. Employees may be reprimanded and sent home by their supervisors for failing to adhere to acceptable standards of dress and appearance.

Supervisors may reprimand employees who violate city uniform or dress code standards and may suspend employees without pay until they comply. Repeated violations of the dress code may result in disciplinary action, up to and including termination.

Employees who have been promoted or transferred to a different department must report to their new supervisor to obtain an authorized departmental uniform. All previously issued and non-usable uniform items must be returned to the former department supervisor upon issuance of the new uniform items.

If employees have questions regarding this policy or its implementation, they should contact the human resource department or the facility services department.

6-3. HOLIDAYS

The following days are designated as official paid holidays for all regular fulltime employees:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Procedures

The following conditions apply to the City of Liberal's holiday pay policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at the employee's current base rate of pay.
- If an employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay for the hours worked plus holiday pay for their regularly scheduled hours.
- Holidays will not be paid to employees on any type of unpaid leave, except for FMLA.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Time off without pay may be granted to employees who desire to observe a religious holiday that is not recognized by the City of Liberal, provided there is no undue hardship to the company.

6-4. VACATION ACCRUALS

The City of Liberal recognizes the importance of employees having the opportunity to have leisure time and attend to personal matters. For this purpose, full-time employees accrue paid vacation hours as follows:

Regular Employees

Tier	Accrual Rate	Annual Hours	Max Annual Hours
1-5 Years	3.08	80.00	320.00
6-10 Years	4.62	120.00	360.00
11+ Years	5.54	144.00	384.00

Police Non-Exempt

Tiers	Accrual Rate	Annual Hours	Max Annual Hours
1-5 Years	3.27	85.00	340.00
6-10 Years	4.90	127.00	382.00
11+ Years	5.88	153.00	408.00

Fire Non-Exempt

Tiers	Accrual Rate	Annual Hours	Max Annual Hours
1-5 Years	4.08	106.00	466.00
6-10 Years	6.12	159.00	519.00
11+ Years	7.34	191.00	551.00

New employees can use the accrued time after their three (3) months of introductory period is complete.

Absence Request

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, City of Liberal reserves the right to choose who may take a vacation during that period. Employees who request first will be given preference.

Vacation requests must be submitted to managers at least one (1) week in advance. Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA) or other laws on shorter notice. If the employee is requesting vacation leave for family or medical purposes, the employee should make sure that this purpose is made clear to management. The supervisor must approve any exceptions to this provision or any conflicts in scheduling. A department may impose additional guidelines as necessary to ensure efficiency and adequate staffing levels.

Accrual Donations

Vacation hours can be donated to fellow employees for serious medical-related reasons or emergency situations if the employee enduring the hardship has exhausted their sick and vacation accrual balances. A donation form must be completed by the donor and returned to the Human Resources Director for approval. Donated hours will be added to the recipient's sick accrual bank. Hours cannot be donated to family members.

Unused Vacation Hours

An employee may carry forward a total of up to 240 hours of unused vacation time to the following calendar year. Any hours over 240 will be forfeited after the first pay period of the year is processed.

Employment Separation

Accrued, unused vacation is paid out up to 240 hours to employees who voluntarily resign, provided a two-week notice if provided and fulfilled. Employees who retire have a different maximum hour payout, refer to the Separation of Employment policy. The hours will be paid at the rate of pay applicable at the time of separation.

6-5. SICK ACCRUALS

The City of Liberal recognizes that employees will occasionally need time off from work to recover from an illness, to address their medical needs or to address the medical needs of an immediate family member.

For this purpose, full-time employees will accrue sick hours at the rate below. Sick leave may be used for the employee's own illness or for the care of a sick child, spouse, domestic partner or parent.

Employee	Rate	Annual Hours	Max Hours
Regular	2.77	72	480
Police Non-exempt	4.15	108	720
Fire Non-exempt	4.15	108	720

When employees accumulate the max hours, they will cease accruing additional sick hours.

The City reserves the right to require documentation from a health care professional to verify the need for sick leave and/or authorize the employee to return to work. Documentation from a health care professional may be required for absences of three (3) consecutive days. Requirements can be more strict on a case by case basis if there is habitual issues.

Sick leave will not be paid out to the employee upon separation of employment.

6-6. WORKERS COMPENSATION

Employees injured on the job are covered by the Kansas State Worker Compensation Act. It is required for employees who are injured on the job, no matter the severity of the injury, to report the incident immediately to their supervisor. Failure to follow City of Liberal procedures may affect the ability of employees to receive Workers Compensation benefits. If the immediate supervisor is not available, report to the Human Resources department.

If the situation is a true emergency (potentially life-threatening) call 911, make the employee as comfortable as possible. Someone needs to meet the employee at the hospital. The Director of Human Resources, Assistant City Managers, or City Manager needs to be notified as soon as possible.

After-hours care can be sought at an Urgent Care Center.

Reporting

All work-related injuries need to be reported to Human Resources. Employees also need to report the injury to the EMC OnCall Nurse prior to seeking medical care in cases other than emergency. A reference number will be provided. The nurse will take all the information and assess the injury, refer the employee to a designated provider for treatment, and provide an accident report to the Workers' Compensation company, as well as the City Human Resource Office.

If treatment is not needed, employees are still encouraged to report it to HR and the EMC OnCall nurse.

Light Duty and Temporary Total Disability

Employees who suffer an accident where the result is they cannot perform the full duties of their position will be required to work light duty, if available. This light-duty may or may not be related to their current position or department.

Temporary total disability exists when the employee, on account of injury, is unable to engage in any type of employment. Benefits are paid for the duration of the temporary total disability (TTD) by the insurance carrier. There is a one-week waiting period (seven calendar days) before TTD benefits are paid. If the disability continues for three consecutive weeks, the employee is reimbursed for the waiting period. Employees may collect medical benefits during the first week. Benefits are 66.67 percent of an employee's average gross weekly wage, but not less than $25 nor more than the statutory maximum.

Vehicle Accidents

All injury incidents that involve an accident destroying property will require a post-accident drug test administered by a designated third party available for a urine screen. The last choice would be Southwest Medical Center (ER) for a post-accident drug screen. If the test is performed by SWMC, a chain of custody form must be obtained by HR. Contact the Human Resources Director.

6-7. JURY DUTY

City of Liberal realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

All full-time employees are granted paid time off to serve as jurors (jury duty) or when required to testify or participate in judicial or external administrative proceedings (court leave), including fact-finding activities conducted by federal, state, and local legal or governmental authorities. Seasonal or casual employees are allowed time off without pay for legally required court attendance or jury duty as prescribed by federal and state laws.

Jury duty is granted after an employee notifies the department manager and presents a summons, subpoena, notice to appear, or other appropriate judicial or administrative order requiring the employee's presence.

During the period of jury duty, employees are expected to report to work on any days or partial days when they are not required to be in court or serving in a capacity described under this policy.

Employees' time off is recorded as jury duty on their timesheet. Copies of any summons, subpoena, notice to appear, etc., must be sent to Human Resources. Any additional days that are requested as paid jury duty that do not correspond to the summons, subpoena, etc., must be supported by written documentation from the court or other official entity requiring the employee's attendance.

Employees who serve on jury duty may keep a nominal fee paid to them in connection with their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court.

6-8. BEREAVEMENT

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off for employees for absences related to the death of immediate family members.

Eligibility

All full-time, active employees are eligible for benefits under this policy.

Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Paid bereavement leave will be granted according to the following:

- Employees are allowed up to three (3) days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, in-laws, siblings, step-brother, step-sister, grandparents or an adult who took the place of a parent.
- Employees may be allowed up to five (5) days off from regularly scheduled duty with regular pay if they have to travel outside the country. City Manager approval must be obtained prior to authorizing those two (2) additional days off.

6-9. VOTING LEAVE

The City of Liberal believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy, the company will grant its employees approved time off to vote if necessary due to work schedules.

In the event employees do not have sufficient time outside of working hours to vote, the employee may take off enough working time to vote, up to two (2) hours. Such time will be paid. This time should be taken at the beginning or end of the regular work schedule.

6-10. LONG-TERM DISABILITY BENEFITS

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the employee and the carrier (AFLAC and/or KPERS).

This is solely a monetary benefit not sponsored by the City and a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this manual for more information.

6-11. EMPLOYEE ASSISTANCE PROGRAM

The City of Liberal will provide confidential and voluntary assistance through its employee assistance program (EAP) to all employees who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc. For the welfare of employees as well as for effective business operations, the City of Liberal encourages its employees to take advantage of this valuable benefit.

All active full-time and part-time employees are eligible for benefits under this policy.

Procedures

Through the employee assistance program (EAP), the City of Liberal provides confidential access to professional counseling services. The EAP offers problem assessment, short-term counseling and referrals to appropriate community and private services. This service is provided on behalf of the City of Liberal by ComplianceOne.

Confidentiality

The EAP is confidential and is designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may be released to the City of Liberal only if authorized by the employee in writing. All counselors are guided by a professional code of ethics and strict privacy laws.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the employee's personnel file.

Cost of Sessions

There is no cost for an employee to consult with an EAP counselor for the first three (3) sessions. If further counseling is necessary, the EAP counselor will describe community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

To contact an EAP counselor, call 1-800-999-1196. They are available 24 hours a day, 7 days a week.

6-12. KPERS RETIREMENT PLAN

The retirement plan for full-time City employees is the Kansas Public Employees Retirement System (KPERS). The retirement plan for Police and Fire employees is the Kansas Police and Fire (KP&F), which is under KPERS. The Kansas Public Employees Retirement System is a plan of retirement, disability, and survivor benefits provided by law for Kansas public servants and their beneficiaries.

Membership is mandatory for all employees in covered positions. A covered position is one that is covered by Social Security, is not seasonal or temporary, and requires at least 1,000 hours of work per year.

This retirement system was established by the State of Kansas and is the City's retirement system. Members contribute to this system by payroll deductions from gross wages.

Memberships

KPERS has different types of memberships depending on the employee's hire date. There are KPERS 1, 2, 3, KP&F, and Judges.

When a former member of KPERS returns to employment with any affiliated employer, the City must determine whether the individual is a returning member or transferring member.

- Returning member: A member who terminated employment with the City, had no intervening employment with another participating employer, and did not withdraw accumulated contributions is a returning member.
- Transferring Member: A member who terminated employment with a different participating employer, is hired by the City, and did not withdraw contributions is a transferring member
- Members who withdraw their contributions and then return to covered employment, are to be

treated as new members and must wait for the prescribed period.

KP&F Deferred Retirement Option Program

Instead of retiring, this optional benefit allows eligible members to continue working while their monthly retirement benefit accumulates in a DROP account. They receive their salary and their DROP account grows each month while they work. Members can choose to work another three, four, or five years. When the member retires, they receive their DROP account balance and begin receiving their monthly retirement benefit. For more information, visit KPERS.org or Human Resources.

KPERS is a very complex retirement plan. If you need additional information, please visit KPERS.org, view your online account, or contact Human Resources.

KPERS 457

The City offers an additional voluntary retirement plan to employees and their beneficiaries through KPERS, called KPERS457 Plan. This plan allows employees to make contributions through payroll deductions before or after taxes. Additional information on this plan is available from the HR Department.

6-13. WELLNESS

The City of Liberal encourages employees to achieve and maintain a healthy lifestyle through physical fitness. For that purpose, we have the following benefits for full-time and part-time employees at no cost to the employee.

City Wellness Center

The City provides access to the City's Wellness Center for part-time and full-time employees. This benefit extends to the employee's spouse and kids (kids ages 12-22). Membership forms are required to be completed by the employees and eligible dependents prior to using the facility. See the Human Resources department to sign-up.

A liabilty waiver forms must be completed prior to accessing the facility. Failure to follow rules and guidelines will result in revocation of access for the employee and employee's eligible family members.

Willow-Tree Golf Course

Full-time and part-time employees of the City of Liberal can receive a membership at no cost to the City's golf course. See Human Resources for more details and to sign up.

6-14. TUITION ASSISTANCE

The City provides financial assistance for job required or approved job-related courses to eligible full-time employees who request such support while pursuing employee-development opportunities at academic, professional, vocational, or continuing education institutions or through correspondence courses accredited by the Department of Education or other appropriate organizations.

Eligibility

Full-time employees are eligible for tuition assistance. The employee must have completed 12 months of satisfactory continuous employment. The course work must be job-related and in the best interest of the City. Employees on leave of absence are not eligible for tuition reimbursement.

An employee is not eligible for City tuition reimbursement if:

- Training or education is not in the best interest of the City.
- The full-time employee has less than 12 months of continuous employment.
- The full-time employee has a record of poor evaluations.
- The full-time employee has not been successful in previous training or education.
- The full-time employee is reimbursed from other sources.
- The availability of funding is limited.

If tuition is partially reimbursed from other sources, the City may reimburse the remaining tuition. The City will not reimburse an employee who repeats a course for which tuition assistance has previously been paid.

Job-required Classes: All class time for job-required courses is considered part of the job assignment. For non-exempt employees, all time spent in job-required classes is paid as time worked.

Job-related Classes: For non-exempt employees, time spent in job-related classes that are scheduled during or that overlap the employee's normal work hours is counted as time worked when attendance is approved by the City Manager. If, on their own initiative, employees attend independent schools, colleges, or trade schools after hours, the time is not considered hours worked, even if the courses are directly job-related.

Reimbursement

The employee is reimbursed 100% for job-required tuition fees upon successful completion of the course. Tuition fees for job-related courses are reimbursed at a rate of 75% per course. Employees who are approved for reimbursement for job-required or for job-related courses will share knowledge learned with co-workers. The employee is required to work for the City for one year for each (traditional) semester where reimbursement is received. The one-year period begins once the semester is completed. The reimbursement to the City will be required if the employee voluntarily leaves employment.

Process

Employees must notify their immediate supervisor if they would like to seek job-related education. A Tuition Reimbursement form must be completed prior to the start of the courses. Human Resources will review the forms and submit them to the City Manager for final approval. Upon completion of the courses, the employee is to provide Human Resources with the final grades.

Employees will not be reimbursed if the forms are not completed and approved.

6-15. SAFETY REIMBURSEMENT PROGRAM

The purpose of the Safety Reimbursement Program is to provide financial assistance to City employees purchasing non-required safety apparel or safety items. The goal of this program is to provide an additional benefit of safety to all City employees who regularly work outside or otherwise in an environment which is risky/dangerous work.

Eligibility

Full-time employees are eligible to participate in the Safety Reimbursement Program. Part-time, short-term, seasonal, and casual employees are not eligible for this program.

Examples of non-required safety items which may qualify for this program include:

- Work jeans, insulated or specialized work gloves, insulated apparel, safety work shoes or boots, coats/jackets, or coveralls, or other items that are approved by the department head and Human Resources.

Non-required safety apparel is defined as outer garments, gloves, shoes, or boots, and other safety items which are not required to be worn exclusively while carrying out the duties of the position and which are different from the design or fashion of the general population.

This definition includes additional safety items that benefit the employee, but are not required by the City or department.

Procedure

The Safety Reimbursement Program coincides with the calendar or fiscal year and, therefore, runs from January 1 through December 31. Reimbursement may not be rewarded retroactively.

Each qualifying department will establish a Safety Reimbursement Program account balance in the amount of $200.00 for each qualifying employee. Any purchases that exceed the $200.00 annual reimbursement will be at the employee's expense.

Reimbursement forms and receipts submitted to Human Resources in the months of January to November will be applied to the current year's reimbursement balance. Forms and receipts submitted in December will be applied to the following year's reimbursement balance.

All qualifying employee's Safety Reimbursement Program account balances will be renewed January 1 of each fiscal year. However, no reimbursement will be given until the satisfactory completion of all employee qualification requirements.

An employee's Safety Reimbursement Program account balance may not be carried over from one fiscal year to the next.

Employee Responsibilities

Employees are responsible for the following:

- The care, maintenance and security of each City reimbursed safety item(s);
- Requesting and receiving approval from their department supervisor and/or director prior to

purchasing non-required safety items
- Purchasing approved non-required safety items and providing an original receipt of that purchase.

Supervisor Responsibilities

Directors are responsible for the following:

- Authorizing the purchase of approved non-required safety items that will benefit the employee and will provide additional safety protection during the performance of the employee's normal duties.
- Monitoring, maintaining, and providing information regarding an employee's Safety Apparel Reimbursement Program account balance.
- Obtaining a receipt of the safety items purchased by the employee and making an initial determination of the amount to be reimbursed to the employee
- Submitting the Reimbursement Form, including appropriate documentation, to the HR department, who will review and submit the request to the Finance Department in a timely manner. The Reimbursement form can be obtained on the City of Liberal's intranet or contact Human Resources.

Participation in the Safety Reimbursement Program by the City and employees is on a strictly voluntary basis. The City reserves the right to terminate the Safety Reimbursement Program at any time, for any reason, without cause, or for the convenience of the City.

The language used in this program does not create an employment contract between the employee and the City. The City reserves the right to revise or modify the contents of this program, in whole or in part, at any time, with or without notice.

In all cases, Special Programs are intended to be consistent with the prevailing State and Federal laws and regulations. However, in the event the language contained in the Special Program conflicts with state or federal laws or regulations, the State or Federal laws or regulations will control.

6-16. LONGEVITY

The City of Liberal values the years of dedicated service employees give to the organization. The City may appropriate funds, in the form of Longevity Pay, to be awarded to full-time employees.

The Longevity Pay is awarded at the discretion of the City Manager. There is no guarantee that Longevity Pay will be awarded every year.

Eligibility

All full-time employees with at least seven (7) months of continuous service are rounded up to one (1) year of service.

Employees that have between three (3) and six (6) months of continuous service will receive $50.00. Employees in the introductory period will not receive Longevity Pay.

Award Calculation

Longevity is awarded based on the following formula:

Regular Employees	Hourly Rate X 8 hrs. X Yrs. of Service
Non-Exempt Firefighter	Hourly Rate X 12 hrs. X Yrs. of Service
Non-Exempt Police	Hourly Rate X 8.5 hrs. X Yrs. of Service

The maximum gross amount of Longevity Pay is $1,000.00. Longevity pay hours are not considered time worked for purposes of determining regular overtime payments. Longevity Pay is subject to tax withholding.

The City reserves the right to terminate the Longevity Pay program at any time, for any reason, without cause, or for the convenience of the City.

7-1. MILITARY LEAVE

The City of Liberal is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is City of Liberal's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resource Department.

Eligibility

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System (NDMS) as well as reservists for the Federal Emergency Management Agency (FEMA) when they are deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

Procedures for Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee must provide the City of Liberal with notice of the need for leave as far in advance as is reasonable under the circumstances.
To request a temporary military leave of absence, the employee must notify their supervisor. Written notice is preferred, but not required under the law or this policy. Human Resources will review the request for leave of absence, collect any applicable insurance premiums from the employee, generate other applicable documents and process the leave of absence accordingly. In the event of verbal notice by the employee, Human Resources will document the military leave on an Employee Status Form.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation leave during their absence. When the employee intends to return to work, he or she must notify their department director. If the employee does not intend to return to work, he or she should notify Human Resources as soon as possible.

Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

- An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per month, the premium normally paid by the employee. After the initial 31-day period, the employee and covered dependents can continue group health insurance for up to 24 months at 100% of the overall (both employer and employee) premium rate under the COBRA continuation provisions. Employees must elect coverage and make the required payments to HR in a timely manner to continue coverage.

- The group term life/AD&D insurance provided by the City of Liberal will terminate the day the employee becomes active military.
- Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment to the insurance company within 31 days immediately following the termination of coverage.
- Employees do not accrue vacation or sick leave while on military leave of absence status.
- With respect to City's retirement plan which is KPERS, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee will resume making contributions to the KPERS account through payroll deductions.

Reemployment

Upon an employee's prompt application or notification for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

Less than 91 days of military service - reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by the City of Liberal, in the position in which the employee had been employed prior to military service.

More than 90 days and less than 5 years of military service - reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by the City of Liberal, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

Employee with a service-connected disability - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the City of Liberal; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to HR according to the following schedule:

If service is less than 181 days - the employee must notify their department director and report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service.

If service is over 180 days - the employee must submit an application for reemployment with HR no later than 90 days following the completion of service.

If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit an application for reemployment with HR no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The City of Liberal's circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon the City of Liberal.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward eligibility for FMLA leave.

Documentation

The HR department will, upon the employee's reapplication for employment, request that the employee provide the City of Liberal with military discharge documentation to established the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable.

The department director must submit an Employee Status Change to HR prior to the employee going on military leave.

7-2. FAMILY AND MEDICAL LEAVE

The City of Liberal complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact the Human Resources Director.

Eligibility

To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- Have worked at least twelve months for the City of Liberal.
- Have worked at least 1,250 hours for City of Liberal over the twelve months preceding the date the leave would commence.
- Currently work at a location where there are at least 50 employees within 75 miles.

The 12 months of employment do not have to be consecutive, but withith the same employment period. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

Amount of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The company will measure the twelve-month period as a rolling twelve-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to twenty-six weeks of FMLA military caregiver leave during a single twelve-month period. For this military caregiver leave, the company will measure the twelve-month period as a rolling twelve-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of twenty-six weeks available.

Eligible spouses who both work for the company may only take a combined total of twelve weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of twenty-six weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations.

Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the department manager or HR manager. A medical certificate or other supporting documentation may be requested as necessary.

When the need for the leave is foreseeable, the employee must provide the company with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day.

Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certificate or other supporting documentation as necessary.

Designation of FMLA Leave

Within five business days after the employee has submitted the required certification or other documentation, the HR Director will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

Employee Benefits During Leave

The City of Liberal will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by the accounting department by the first day of each month. If the payment is more than thirty 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The City will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or supplemental insurance plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the City may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the City will discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Paid or Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation or sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, when an employee takes six (6) weeks of pregnancy disability leave, the six (6) weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation or sick leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and sick leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the City's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

7-3. EXTENDED LEAVE

The City of Liberal recognizes that an employee may have a need to be absent from work in order to attend personal situations that are of hardship in nature.

Eligibility

Employees, regardless of length of company service, are eligible for leave for hardship reasons. Employees approved for leave will be required to use their vacation or sick accruals before going on leave without pay.

The leave provided for in this policy is different from leave that may be required under applicable laws such as the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Absences that are covered by the FMLA or USERRA are not covered by this policy. Employees may have similar rights under state law. Employees should discuss leave rights under such laws with the human resources (HR) department before resorting to the leave provided for in this policy.

Requesting Leave

Employees must request a leave if their absence from work will be for 10 or more consecutive scheduled days, not to exceed eight (8) weeks. Employees must submit in writing the reasons they are requesting extended leave to their department director. The Director informs Human Resources of the request and Human Resources contacts the employee.

Employees will need to meet with Human Resources prior to the commencement of leave, or in the event of emergency leave as soon as practicable, to:

- Confirm approved leave dates.
- Ensure that required verification is on file.
- Acknowledge the health care payment schedule and reconcile advance payment requirements for insurance continuation during leave without pay.

Employees must also meet with their manager to review outstanding work assignments prior to taking leave, or as soon as practicable if leave is unforeseeable.

Employees who fail to meet with Human Resources and management as required may have leave denied under this policy and may be subject to disciplinary action.

If the leave is for medical reasons, the employee must be cleared by obtaining a return to work note from a physician.

Benefit Plan Continuation

If the employee goes on unpaid status, the employee must arrange with the Payroll Administrator to pay insurance premiums to prevent interruption in benefit coverage. Employees taking leave may continue some insurance policies by paying both the employee and employer contributions. The decision to cancel or retain insurance coverage must be made at the beginning of the leave of absence. Coverage cannot be canceled retroactively. An employee on Leave Without Pay who cancels coverage is not allowed to enroll upon returning to work except with special approval of the insurance carrier.

7-4. EPIDEMIC AND PANDEMIC

The City of Liberal has several avenues to help guide City Management during times of bacterial or viral outbreaks that potentially could disrupt and cause the City of Liberal to reduce or limit city services.

City services are considered essential and need to be maintained. The County and/or State may enact their authority and mandate community restrictions. The typical restrictions are based on recommendations from the Central for Disease Control and Prevention and State guidelines and are purposed to slow the spread and to keep from overrunning the local healthcare providers.

The City reserves the right to enact more strict guidelines for the employees of the City and anyone who enters a City building or property. Compensation for City employees will be paid as directed by Human Resources with guidance from City Management and State regulations.

7-5. ADMINISTRATIVE LEAVE

The City of Liberal has several specific types of Leaves available for employees to utilize if circumstances dictate such. An employee may be placed on administrative leave, with or without notice, to permit the City of Liberal to review or investigate circumstances including dishonesty, theft or misappropriation of company funds or property, violence on the job, gross safety, negligence or acts endangering others, insubordination or any other conduct that warrants removing the employee from the worksite.

Procedures

The City Manager, in consultation with Human Resources (HR) and the department director, may place an employee on administrative leave for periods not to exceed 30 calendar days to review or investigate actions in breach of the above-stated guidelines.

The director or HR should tell the employee that he or she is being placed on administrative leave, the reason for the leave and that an investigation will occur. The administrative leave may be paid or unpaid. If unpaid, the employee can use vacation time to receive pay for the administrative time off. Company property (e.g., keys, cards, electronic equipment, files, records) should be collected from the employee before the employee leaves the worksite.

The administrative leave must be confirmed in writing to the employee no later than two (2) working days before the leave commences. This written notice must explain the reasons for the administrative leave, state the expected length of the leave and that the leave may be extended, if necessary, and request the employee to remain available during the leave to participate in investigative interviews. A copy of the letter will be placed in the employee's personnel file. At the conclusion of the investigation, and pending the outcome of the investigation, a decision will be made whether to retain this letter in the file or to remove it.

Management, in consultation with the HR department, will conduct, or appoint a person to conduct, a prompt and thorough investigation of the circumstances. Upon conclusion of the investigation, the department head will determine if the employee will be reinstated, subject to disciplinary action or terminated from employment. Management will inform the employee in writing of the decision.

Section 8 - GENERAL STANDARDS OF CONDUCT

8-1. WORKPLACE CONDUCT

City of Liberal endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce guidelines all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in City of Liberal's sole discretion.

The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing City of Liberal property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records or clocking in/out for others.
4. Violation of safety rules and policies.
5. Violation of City of Liberal's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of City of Liberal's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
10. Gambling on City of Liberal property.
11. Willful or careless destruction or damage to City of Liberal assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during work hours.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of City of Liberal's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of City of Liberal policy.

Not every type of misconduct can be listed. Note that all employees are employed at-will, and City of Liberal reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. City of Liberal will deal with each situation individually and nothing in this manual should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

8-2. ATTENDANCE AND PUNCTUALITY

The purpose of this policy is to set forth the City of Liberal's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Employees are hired to perform important functions at City of Liberal. Punctual and regular attendance is an essential responsibility of each employee at the City of Liberal. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Flexing time is not allowed, such as making up time for late arrival, taking a short lunch to leave early.
This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absences

City of Liberal does recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend, or relative to give this notice is improper. Employees should call, stating the nature of the absence and its expected duration.

Employees with three (3) or more consecutive days of absences because of illness or injury must give the City of Liberal proof of physician's care and a fitness for duty release prior to returning to work.

Employees must use earned vacation or sick hours for every absence, unless otherwise allowed by a City policy.
Excessive absenteeism will result in disciplinary action.

Job Abandonment

Any employee who fails to report to work for a period of two (2) days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

8-3. DRESS CODE AND PERSONAL APPEARANCE

Employees are expected to report to work well-groomed, clean, and dressed according to the requirements of their position.

Office Expectations

In office type positions, employees are required to wear business casual attire. Employees must maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. The examples below are to serve as a guideline as to what is appropriate. Clothing must be clean, free of rips, tears and fraying. Clothing may not be excessively tight or revealing.

- Bottoms
    - Appropriate: Khakis or corduroys, jeans, capris, dresses or skirts(knee-length, no high slits)
    - Inappropriate: Sweatpants, leggings, exercise wear, joggers.
- Tops:
    - Appropriate: Polos, company logo wear(except t-shirts), short-sleeved blouses/shirts, turtlenecks, blazers/sport coats, jackets, cardigans, City summer t-shirts on Fridays only.
    - Inappropriate: screen print t-shirts (pictures, slogans), sweatshirts/hoodies, lounge wear, low-cut shirts, exercise wear, crop tops, clothing showing midriffs, spaghetti straps.
- Shoes:
    - Appropriate: casual mid-heel open back shoes, dressy sandals or wedges, casual slip-on shoes or tie shoes, including tennis shoes/sneakers.
    - Inappropriate: Flip-flops, croc-like sandals, slippers

City Apparel Allowance

The City provides an annual $90.00 allowance for full-time employees in an office-setting position who do not have uniforms assigned. Employees can order apparel through the Human Resource Department from January to November. Employees who are provided with a uniform are not eligible for this benefit.

Assigned Uniforms

Some departments are assigned uniforms and employees are expected to wear them at all times they are performing work for the City of Liberal. Uniforms are ordered by Human Resources for all public works departments.

Some departments need to be held to higher standards when it comes to appearances. Employees need to show professionalism and build confidence within the community. Departments such as Fire and Police will have more strict requirements determining what's allowable for both uniform specific and personal hygiene and what is not allowable including length of hair, facial hair, fingernails, earrings, body piercing, tattoos etc. The specificness cannot be more relaxed than this policy and must be in writing. Human Resources and City Manager must approve all departmental specific extensions to the current policy.

Inappropriate Attire

If employees report to work dressed or groomed inappropriately or not wearing the appropriate uniform or safety attire, they may be sent home from work and are expected to return to work well-groomed and wearing the proper attire. This time spent away from work will be unpaid. Repeated violation of policy is subject to disciplinary action.

8-4. PERSONAL AND COMPANY COMMUNICATION DEVICES

City of Liberal-provided portable communication devices (PCDs), including cell phones and tablets, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Personal Devices

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through City of Liberal's networks, and the PCD must be provided for inspection and review upon request.

Monitoring

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a City of Liberal-provided or personal device, employees must comply with applicable City of Liberal guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles. Using a City of Liberal-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

Please note that whether employees use their personal PCD or a City of Liberal-issued device, City of Liberal's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

End of Employment

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, City of Liberal information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of City of Liberal information. This is the only way currently possible to ensure that all City of Liberal information is removed from the device at the time of termination. The removal of City of Liberal information is crucial to ensure compliance with City of Liberal's confidentiality and proprietary information policies and objectives.

Portable Communication Device Use While Driving

Employees who drive on City of Liberal business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

8-5. COMPUTER SYSTEMS AND USAGE

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the City of Liberal. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers during normal operations. The purpose of this policy is to outline the acceptable use of computer equipment at the City of Liberal. These rules are in place to protect the employee and the City of Liberal. Inappropriate use exposes the City of Liberal to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct City of Liberal business or interact with internal networks and business systems, whether owned or leased by the City of Liberal, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at the City of Liberal and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with the City of Liberal policies and standards, and local laws and regulation.

This policy applies to employees, contractors, consultants, temporaries, and other workers at the City of Liberal, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the City of Liberal.

General Use and Ownership

City of Liberal proprietary information stored on electronic and computing devices whether owned or leased by the City of Liberal, the employee or a third party, remains the sole property of the City of Liberal. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard.

You have a responsibility to promptly report the theft, loss, or unauthorized disclosure of City of Liberal proprietary information. You may access, use, or share City of Liberal proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of

Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

For security and network maintenance purposes, authorized individuals within the City of Liberal may monitor equipment, systems, and network traffic at any time, per City of Liberal's Audit Policy. The City of Liberal reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

All mobile and computing devices that connect to the internal network must comply with the Minimum Access Policy. System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure access, is prohibited. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to ten (10) minutes or less. You must lock the screen or log off when the device is unattended.
Postings by employees from a City of Liberal email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the City of Liberal, unless posting is part of one's business duties. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions if it is part of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of the City of Liberal authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the City of Liberal-owned resources. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Liberal.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Liberal or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server, or an account for any purpose other than conducting City of Liberal business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan

horses, e-mail bombs, etc.).

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a City of Liberal computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any the City of Liberal account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Infosec is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network, or account.
14. Introducing honeypots, honeynets, or similar technology on the City of Liberal network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the Information Technology Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the City of Liberal's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by

the City of Liberal or connected via the City of Liberal's network.

7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

See IT's City Policies for more information regarding City computer and network usage. Policy is available on the City's Intranet.

8-6. CELL PHONE USAGE

Disruptions during work time at the worksite can be disruptive, unsafe, and inefficient to the City functioning. Being on your phone during unauthorized times is violating this policy. Employees can check their incoming text and calls periodically during work time for serious situations. During work hours, employees should minimize the usage of cell phones. Employees can use their phones during lunch or break time.

Personal Cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during breaks or after hours, when possible.
Using personal cellphones to perform City business are subject to the Kansas Open Records Act.

City-provided Cellphones

When job duties or business needs demand, the City of Liberal may issue a business cellphone to an employee for work-related communications. Personal use of company-owned cellphones should be kept to a minimum.
Employees in possession of City-owned cellphones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Required Behavior Regarding Cell Phones and Communication Devices

The following pertains to all on-the-job cell phone and communication device use:

1. Placing or receiving personal communications has the potential of reducing an employee's productivity. Thus, as a general rule, personal communications should be kept to a minimum and ideally only made during the employee's breaks or lunch period.
2. Cell phones and other devices should be set to vibrate or silent mode during meetings or other times when audible ringers may be disruptive.
3. Employees are responsible for the safe operation of their vehicle, motorized equipment, power tools, and other equipment. Using a cell phone, or other communication device, while operating a vehicle or equipment creates an unsafe distraction for the driver/operator and/or others and is strictly prohibited, except that employees may operate city-issued radios and hands-free cellular devices. Employees are specifically prohibited from texting or making use of electronic mail functions while a vehicle is in motion. This prohibition includes the time waiting for a traffic signal to change.
4. In the event of an emergency, management may waive the rules of this policy and procedure.

Violating this policy may lead to disciplinary action up to and including termination of employment.

8-7. SOCIAL MEDIA

City of Liberal respects the right of any employee to maintain a blog or web page or to participate in a social networking on or through social media websites or services such as Facebook, X, TikTok, Snapchat, Youtube, or any other content-sharing sites. This policy is intended to provide employees with guidelines for appropriate online activity. Although this Policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees, thereby helping employees to avoid potentially costly missteps online.

Association with the City

To protect City of Liberal interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not use social media during work time or at any time with City of Liberal equipment or property.
- All rules regarding confidential and proprietary business information apply in full to social media. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed through social media.
- Employees may not use City of Liberal's logos or trademarks for commercial purposes or to endorse any product or service.
- Employees are prohibited from revealing any the City of Liberal confidential or proprietary information, trade secrets or any other material covered by the City of Liberal's Confidential Information policy when engaged in blogging.
- Apart from following all laws pertaining to the handling and disclosure of copyrighted or export of controlled materials, the City of Liberal's trademarks, logos and any other the City of Liberal intellectual property may also not be used in connection with any blogging activity.
- Employees may also not attribute personal statements, opinions or beliefs to the City of Liberal when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly, or implicitly, represent themselves as an employee or representative of the City of Liberal. Employees assume all risks associated with blogging.
- Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of the City of Liberal and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the City of Liberal's Non-Discrimination and Anti-Harassment policy.

When using social media, if the employee mentions City of Liberal and also expresses either a political opinion or an opinion regarding City of Liberal's actions that could pose an actual or potential conflict of interest with City of Liberal, and it is either implicit or explicit that the poster is affiliated with City of Liberal, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not City of Liberal's position. This is necessary to preserve City of Liberal's goodwill in the marketplace.

To insure continuity of the City's message, employees may not represent themselves to be speaking on behalf of the City unless expressly authorized to do so.

Questions About This Policy

Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of the appropriate person before posting or otherwise engaging online. When in doubt, employees always should ask for guidance first because, once the information is online, it can never be deleted.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

Nothing in this Policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by federal law.

8-8. VIDEO SURVEILLANCE

The purpose of this policy is to regulate the use of those closed-circuit television (CCTV) cameras or other video equipment used to monitor and record public and restricted areas for the purposes of city safety and security. This policy governs the use of all video recording and surveillance equipment when utilized for the purpose of ensuring the safety of persons and property on City properties, including such equipment when used for deterrence and the investigation and / or potential prosecution of criminal behavior. This policy does not govern any in-car, body-worn or interview room law enforcement video recording equipment or any other type of recording created by law enforcement during an investigation. Said video recording equipment and recordings are to be considered exempt from this policy.

Surveillance cameras must be used in a professional, ethical and legal manner. Their use must avoid unnecessary intrusions upon personal freedoms and individual civil liberties such as privacy, freedom of expression and freedom of assembly. Only authorized personnel, as determined by the City Manager or his or her designee, will be permitted to access cameras governed by this policy and the images that they produce.

Appropriate and Prohibited Use

The Video Surveillance Systems addressed in this policy shall not be installed in, or used to monitor or record, areas where there is a reasonable expectation of privacy in accordance with accepted social norms, such as restrooms, locker rooms or individual offices, unless cash is involved. Information and images obtained through video surveillance systems shall not be accessed, used, or disclosed except as outlined in this policy. Video surveillance systems shall be used in a manner consistent with all City policies, including those that cover nondiscrimination, sexual harassment, privacy, and freedom of expression.

All video surveillance operators will:

- Provide written acknowledgment that they have read and understood this policy.
- The signed acknowledgment policy will be kept in the employees' secured file by Human Resources.
- Perform their duties in accordance with this policy.
- Access surveillance images only to the extent permitted by this policy.
- IT Department will conduct periodic audits to ensure compliance and unauthorized use.

Video surveillance operators are prohibited from:

- Monitoring individuals based on characteristics of race, gender, ethnicity, national origin, sexual orientation, or disability.
- Monitoring intimate behavior.
- Duplicating images or permitting access to others to surveillance images except as specifically permitted by this policy.
- Using the equipment addressed in this policy for viewing, recording, accessing or otherwise using a video surveillance system or surveillance images in any manner that is inconsistent with this policy and/or outside the scope of the usage approved by the designated City authority.

Video surveillance system operators will be provided with the appropriate work facilities so that the surveillance images they are required to view cannot be viewed by unauthorized persons.

New System Approval

All video surveillance systems subject to this policy will be listed in a database to be maintained by the IT Director. Requests for new systems, with appropriate justification, must be submitted to the City Manager, who will consider and either approve or reject the application.

Conspicuous public signage must be displayed at common surveillance locations. While surveillance installations may not necessarily be monitored on a regular basis, the signage should state:

"THIS AREA MAY BE SUBJECT TO VIDEO SURVEILLANCE AND RECORDING FOR SECURITY PURPOSES, UNDER THE AUTHORITY OF THE CITY OF LIBERAL."

Storage and Retention of Recorded Material

Surveillance images obtained pursuant to this policy must be stored in a secure location and configured to prevent their unauthorized access, modification, duplication or destruction. Surveillance images obtained pursuant to this policy will normally be kept for no longer than one (1) year unless a specific extension is submitted to the IT Director, generally in pursuance of a criminal investigation.

Obtaining Release of Recorded Material

Information and results obtained through surveillance monitoring or recording will only be released when authorized by the IT Director. All external requests to the City of Liberal for the release of information and results obtained through Surveillance Monitoring or recording shall be submitted to the City Clerk through an open records request.

Authorization of Surveillance System Normal usage of surveillance systems shall be partitioned into the following permission tiers:

- Tier 1 - Viewing Station Permissions: View only
- Tier 2 - All rights of Tier 1 with the addition of search, bookmarking, viewing recorded images, camera naming, licensed search for identifying features, adding to face watch lists from recorded video, map viewing, initiating collaboration sessions, listening to microphones and setup of general device settings. Tier 2 permissions are limited to Supervisors, Directors and / or explicitly designated administrative personnel. Downloading of all recorded surveillance video will be available upon emailed formal request to the IT Department.
- Tier 3 - Full administrative rights to all system settings. Designated for IT staff and City Manager only.

Video surveillance systems utilized or accessed for the purpose of ensuring the safety of persons and property on City of Liberal property shall only be operated following prior review and written approval by the IT Director and only in accordance with the procedures outlined in this policy.

Request Procedures

Requests shall be sent to surveillance.requests@cityofliberal.org. Requests shall include the following information:

- Case number (if available), date(s) of incident, time(s), facility, camera (if known), description of subject(s).

Upon approval and retrieval of data, designated recipient shall be specified. Upon completion data shall be delivered to the designated recipient on formatted cd-r or dvd-r media, or Liberal Police Department Evidence Server. Requested video will be stored by IT Department for up to one year. Videos will be referenced by the original service request ticket number.

Sanctions or Failure to Comply

Violations of this City policy, including the failure to avoid a prohibited activity or obtain required approvals, will be dealt with in accordance with applicable City policies and procedures.

8-9. SOLICITATION AND DISTRIBUTION

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for City of Liberal. Solicitation of any kind by non-employees on City of Liberal premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of City of Liberal is prohibited at all times. Distribution of literature by non-employees on City of Liberal premises is prohibited and can only be permitted with approval of the City Manager.

Department of the City, such as the Air Museum, Recreation and Tourism will have marketing material and may post solicited material at their discretion. Violations of this policy may bring on disciplinary actions toward the employee(s) who violate. All Federal and State Laws will be adhered to.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

8-10. BULLETIN BOARDS

The City of Liberal uses physical bulletin boards to transmit information to employees. Bulletin board postings facilitate communication on various workplace and business activities. Though the company also uses other communication methods (e.g., Intranet, e-mail), physical bulletin boards are useful in providing information to employees at a specific physical location. Bulletin boards are located at City Hall.

The City of Liberal maintains bulletin boards for workplace postings and City-approved business purposes. Workplace postings provide federal, state and local workplace guidance required by law.

Important notices and items of general interest are continually posted on City of Liberal bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at City of Liberal. To avoid confusion, employees should not post or remove any material from the bulletin board. Employees can submit something to be posted to the City Clerk or to Human Resources.

8-11. CONFIDENTIAL COMPANY INFORMATION

During the course of work, employees may become aware of confidential information about City of Liberal's business, including but not limited to information regarding City of Liberal finances, pricing, products, and new product development, software, and computer programs, marketing strategies, suppliers, and customers and potential customers.

Employees also may become aware of similar confidential information belonging to City of Liberal's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to City of Liberal's competitors.

Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of City of Liberal may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

8-12. CONFLICT OF INTEREST & NON-EMPLOYMENT CONTRACTS

The City of Liberal purchasing and contracting policies are based upon State Statues, City Ordinances, and Administrative Regulations adopted by the City Commission. These policies serve as the regulations and procedures that are employed in daily operations of the City.

Objectives

- To secure the greatest value for dollar spent (economy in quality).
- To obtain lower prices through bid competitions and group purchasing.
- To improve budgetary control.
- To standardize specifications, where practical.
- To purchase for the City of Liberal in accordance with the City's Ordinances and in accordance with the Statues of the State of Kansas.
- Strive to interest all vendors and contractors in competing.
- Treat all vendors and contractors fairly.
- Consider cooperative purchasing with other local governments or with the State of Kansas.
- Conduct ourselves with honesty and truth and demand the same from vendors.

Conflict of Interest

No City Manager or employee shall accept any valuable gift (caps, coffee mugs, pens, pencils, note pads, etc., and items under $100.00 in value are excluded) whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall any such official or employee:

- Accept any gift, favor, or thing of value that may tend to influence the City Manager in the discharge of his or her duties
- Grant in the discharge of his or her duties any improper favor, service, or item of value.
- For non-conflicting gifts in excess of $100 value, a Gift, Entertainment and Favor Disclosure form must be completed and submitted to the Finance Department.

No City Manager, director, or employee shall be signatory upon, discuss in an official capacity, vote on any issue concerning or otherwise participate in his or her capacity as a public official or employee in the making of any contract with any person or business:

- In which the City Manager, director, or employee owns a legal or equitable interest exceeding $5,000 or five percent, whichever is less, individually or collectively with his or her spouse; or
- From which the City Manager, director, or employee receives, in the current or immediately

preceding or succeeding calendar year, any salary, gratuity, or other compensation or remuneration having a dollar value of $1,000 or more; or

- In which he or she shall hold the position of officer or director, irrespective of the amount of compensation received from or ownership held in the business.

Contracts

Except as provided in this policy, the City Manager or acting Mayor, with a majority vote by the Commission, are the only individuals authorized to contractually bind the City by the execution of a contract. Any official signature shall be attested by the City Clerk.

Used Equipment

The City does not generally purchase used equipment. However, if it can be demonstrated that it is advantageous to do so, used equipment may be purchased from an established and reliable vendor. Normal bidding procedures should be considered for this type of purchase.

8-13. USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees need prior approval by the City Manager for the off duty use of any City equipment, properties, or anything the City owns or possesses.

Employees also are prohibited from any unauthorized use of City of Liberal's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, City of Liberal is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

8-14. DRUG/ALCOHOL FREE WORKPLACE

The City of Liberal recognizes alcohol and drug abuse as a potential source of health, safety, productivity and security problems. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other substances which impair the judgment or functioning of employees. Compliance with this substance abuse policy is made a condition of employment.

No City employee is to be under the influence of, using, possessing, concealing, transporting, promoting or selling illegal drugs, controlled substances or unauthorized alcoholic beverages on the job, while performing City business, or while operating City vehicles or equipment. As applies to enforcement of City policies and procedures, the City reserves the right to establish what will constitute a definition of under the influence on a case by case basis. Any consumption or ingestion of intoxicants while off duty, to the extent that evidence of consumption or ingestion is apparent when reporting for duty, or to the extent that an employee's job performance is impaired, will be considered as being under the influence. No employee shall operate any city vehicle or equipment or perform any critical safety function under the impairment of alcohol. A test result of 0.02 or higher blood alcohol concentration (BAC) will be considered as positive for impairment.

All employees are required to report to their jobs in an appropriate mental and physical condition and ready to work. If an employee may be impaired as a result of taking medication according to a doctor's prescription or over-the-counter medication, they will discuss the situation with their supervisor before commencing work.

Any violation of this substance abuse policy shall result in disciplinary action, up to and including dismissal from city service. Employees who have an alcohol and/or drug problem are strongly encouraged to use the Employee Assistance Program. However, use of this or any other program does not preclude the City from taking disciplinary action involving the employee. The City of Liberal retains full and final discretion whether, when, and under what conditions an employee may be re-employed if terminated for issues relating to substance abuse.

8-15. DRUG AND ALCOHOL TESTING

The City of Liberal is committed to maintaining the highest standards for employee safety and health. The use of controlled substances and the misuse of alcohol are contrary to these high standards. The purpose of this policy is to reduce accidents promote employee health; and maintain productivity. The presence of controlled substances in the body as well as the use or possession of controlled substances and/or alcoholic beverages while on city property, in any city vehicle, or while on duty, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited. Failure to comply with this policy may lead to disciplinary action up to and including separation from employment.

Testing Conditions

The following conditions establish who may be tested and under what circumstances the drug and alcohol testing may occur: All applicants for employment in a safety sensitive position with City of Liberal will undergo urine drug testing immediately following the offer of employment. All current employees who are requesting transfer to a position covered in this policy are also subject to this policy. This policy covers applicants for, or requests for transfer to, full-time, part-time employment and applicants for regular or seasonal employment. All drug tests for non-safety-sensitive positions will be performed using the same procedures and standards as utilized for pre-employment drug screens.

Pre-Employment

An individual offered employment in a full-time or regular part-time position shall be required to take and pass a drug screening test as a condition of employment. Any applicant who receives a confirmed positive result or the equivalent, shall have the offer of employment withdrawn and shall be subject to disqualification from application for City employment for a period of one (1) years from the date the test results were received by the City.

Reasonable Suspicion

An employee may be required to submit to a drug/alcohol screening test by the Human Resource Office, based on reasonable suspicion of drug/alcohol use by the employee as reported by a supervisor. All supervisory employees are required to notify the Human Resource Office or City Management staff when reasonable suspicion exists.
Reasonable suspicion involves a judgment made regarding the employee's behavior, appearance, speech or body odor, or evidence found or reported and may be based on, among other circumstances, any of the following:

1. Direct observation of certain behaviors exhibited by the employee which may impair the employee's ability to perform his/her job or pose a threat to the safety or health of others;
2. Actual observation of drug /alcohol use by the employee while on-the-job;
3. Documented deterioration in the employee's job performance which is likely to be attributable to drug/alcohol use by the employee;
4. An on-the-job incident or occurrence where it may be alleged that the incident or occurrence was in whole or in part the result of the employee's actions or inactions and/or the employee exhibited behavior indicating illegal drug or alcohol use.

The City has the right to request an employee submit to a drug/alcohol screening test under the circumstances of reasonable suspicion as a condition of employment. Refusal may be grounds for termination. Any employee requested to provide a drug/alcohol screening test under reasonable suspicion will be transported to the collection site and will be paid for the time spent in obtaining the specimen. Under no circumstances will the employee be permitted to operate any City vehicle or equipment. An alcohol test should be administered within two (2) hours of the time in which the determination of reasonable suspicion was made. If it is not possible to administer an test within eight (8) hours, attempts to have the employee tested shall cease. The employee will be removed from the workplace and may not return to work until twenty-four (24) hours have passed or a blood alcohol concentration test is conducted with a result of less than 0.02 BAC. A drug test will be administered as soon as possible and not more than thirty-two (32) hours following the determination of reasonable suspicion. The employee will be placed on paid suspension until the results of the drug test are received by the City.

Supervisors ensure that employees are fit for duty by observing employee performance and reliability on the job. Supervisors must take appropriate administrative action when they observe conduct that could compromise the health or safety of the employee or others or the security of the City.

Post-accident Testing

Drug/alcohol testing may be required following an accident involving on-duty employee(s). Post-accident testing is performed as soon as practicable, preferably within two (2) hours, but no later than eight (8) hours, on a driver who was performing a DOT safety-sensitive function if the accident involved loss of human life or the driver received a citation for a moving traffic violation arising from the accident.

Any employee involved in an accident shall remain readily available for testing and shall not consume any alcohol until released by a supervisor. Failure to remain available for testing and/or consumption of alcohol will be considered a refusal of the test. If an employee has been incapacitated and is unable to consent to drug/alcohol testing, the medical facility where the employee is being treated is to be advised to collect and retain samples for testing. When the employee has recovered sufficiently to give informed consent, the samples can be sent in for testing or destroyed if testing is refused.

Random Testing

Once a quarter, DOT-covered safety-sensitive employees are randomly selected for testing. The random, unannounced test is administered just before, during, or just after the performance of a safety-sensitive function. The City of Liberal reserves the right to implement a random testing procedure for non-DOT positions that require operating a City vehicle as a condition of employment.

Substances Tested For

The City of Liberal will test for the presence of alcohol, marijuana, cocaine, opiates, phencyclidine and amphetamines. A blood alcohol concentration level of 0.02 or greater shall be considered a positive test for the presence of alcohol. No employee should report for duty in or remain on duty in any position in which they will be operating vehicles, equipment, or performing a critical safety function, if they have a blood alcohol concentration in excess of 0.02. A blood alcohol concentration of 0.04 or greater will be considered failure of the test.

If an employee has consumed any alcohol within four (4) hours of reporting for duty, they shall assume their blood alcohol concentration is in excess of 0.02. The time required for alcohol to clear a person's body is dependent upon the person and the amount consumed and may be in excess of four (4) hours. It is the employee's responsibility to report for duty ready and able to work. If an employee is requested to report for work at a previously unscheduled time, he/she must advise their supervisor if they have consumed alcohol. No supervisor shall request an employee to operate a vehicle or equipment or perform any critical safety function if they have alcohol in their system. Any employee who has a blood alcohol concentration of 0.04 or above is considered impaired and shall not report to work in any position.

Refusal to Submit to Testing

Refusal to submit to a drug/alcohol test will be considered a failure of the test and will result in disciplinary action, up to and including separation from employment. Behavior which constitutes a refusal to test will include:

- Refusing to provide a specimen. This includes failing to supply a sufficient volume of urine or sufficient deep lung air when tested, unless there is a documented medical explanation.
- Tampering with, adulterating, or substituting a specimen.

- Failing to appear for testing at the specified time when instructed to do so
- Leaving the scene of an accident without just cause prior to submitting to a test or being released by a supervisor.
- Leaving the collection facility prior to test completion
- Failing to permit an observed or monitored collection when required
- Failing to cooperate with any part of the testing process
- Failing to undergo a medical examination when required

Medical Review Officer(MRO)

All drug test results, whether positive or negative, will be reviewed by the MRO or his designee. In the event of a positive result, the MRO will contact the person whose specimen was tested to determine if any medications or other reasons could have resulted in a positive result. The MRO examines medical explanations (including any over-the-counter or prescribed medications taken within the last thirty (30) days for any positive test results.
MRO action may involve conducting a medical interview with the employee, examining the employee, reviewing the employee's medical records and medical history, or reviewing any other relevant biomedical factors. If the employee claims a prescription drug is responsible for the positive result, the MRO must verify the prescription with the employee's physician or pharmacy, which may require that the employee sign a release to permit the City to obtain the private physician's records. The Human Resource Director(HRD) places the employee on Administrative Leave pending completion of the MRO review.

Positive Test

If the MRO cannot find a medical explanation for the positive result and determines that the positive result is accurate, the MRO refers the employee to the EAP and reports the positive test result to HRD. HRD reports the results to the employee's department head who takes the steps required to initiate the appropriate administrative action, including disciplinary action or termination (with the assistance of HRD). An employee whose drug test is verified positive is normally not retained by the City.
The testing laboratory keeps the remaining portion of each confirmed positive sample for one (1) year. An employee may challenge a positive test result by requesting a reanalysis of the same specimen or a split sample at another DHHS-certified laboratory. The employee must request reanalysis within 72 hours of receiving the results of the first test, unless modified by the MRO. The testing procedure must be the same as that performed in the first analysis and is performed at the employee's expense. The employee is placed on Administrative Leave until the MRO receives the reanalysis results. The testing laboratory performs this reanalysis using GC/MS only, without cut-off levels; if the test reveals trace amounts, the laboratory reports it as a positive test. If the second test is negative, all records of the first test are destroyed, and the employee is reimbursed for the testing costs.

Employees covered by DOT regulations must be tested for use of alcohol as well as controlled substances. Breath-alcohol tests are administered by a certified breath-alcohol technician (BAT). A DOT safety-sensitive position is one requiring the performance of safety-sensitive functions while the covered employee is on duty.

Refusal to test or positive results will result in termination and no-rehire for one (1) year.

Supervisor Notification

When an employee notifies the supervisor that he/she is using a legal drug that could adversely affect the employee's ability to perform required work, the supervisor refers the employee to HRD for an assessment of work restrictions. The supervisor consults with HRD if there is any question about whether a temporary reassignment is necessary. Reassignment of duties is expected to last for more than five (5) working days. The supervisor is considering placing the employee on sick leave. The type of medication and the employee's reason for taking it is personal information that only needs to be discussed with HRD or other staff authorized by HRD. Employees must report all prescribed medications that could adversely affect the employee's ability to perform required work to HRD or the supervisor.

If the employee reports directly to HRD or is referred by the supervisor, HRD determines the effects that the drug may cause and whether restrictions are necessary. HRD may seek advice from the employee's prescribing physician or other medical sources if necessary. HRD gives the employee and the supervisor a written description of any work restrictions and of their expected duration. The supervisor, in coordination with the employee, determines the appropriate work assignment based on the restrictions.

The substance-abuse testing program includes testing based on reasonable cause, including but not necessarily limited to, those primarily involved in or reasonable for a reportable accident/incident in the work place, by DOT regulations, and other testing pursuant to laws and regulations of the United States. Employees may also be tested for substance abuse during an HRD evaluation when there is reasonable suspicion (a rational inference based on the supervisor's and/or other staff's observation of specific and describable behaviors and facts) that substance abuse has affected an employee's performance or reliability. Employees who refuse to consent to test for substance abuse are subject to corrective or disciplinary procedures, up to and including termination.

Employee Reporting

Certain employee conduct outside work hours or away from City premises may require corrective action, disciplinary action, or other measures when the conduct brings discredit to the City and casts significant doubt on the employee's reliability or trustworthiness in relation to job requirements; or casts significant doubt on the employee's ability to reliably comply with the City's safety and security obligations.

Such conduct includes an arrest or conviction for a criminal act committed by an employee, such as the unlawful or unauthorized use, possession, transfer, distribution, or sale of controlled substances. Management coordination with HRD is required. The employee must report all arrests, convictions, and any detention, including those for driving-while-intoxicated (DWI) and other substance-abuse violations, to either HRD or the City Manager. The employee must also report convictions under any criminal drug statute to his or her manager or a higher authority no later than five (5) days after such conviction.

The employee's management must notify HRD within 10 days after receiving notice of a criminal drug statute conviction (either from the employee or from the court). For criminal drug statute conviction, management must also take appropriate disciplinary action against the employee, up to and including termination, within 30 days after receiving the notice of conviction. All disciplinary action must be coordinated through HRD.

Return to Duty and Follow-up Testing

A DOT-covered employee who tests .04 or above must submit to a return-to-duty breath-alcohol test. Before returning to the safety-sensitive position, the breath-alcohol test result must indicate an alcohol concentration of less than .02. Follow-up testing must be conducted if a substance-abuse professional determines that an employee is in need of assistance in resolving problems associated with alcohol misuse. The employee is subject to at least six (6) unannounced follow-up tests in the first 12 months following return to duty. The testing period may be extended to up to five (5) years from the date of return to duty. Unannounced testing will be scheduled by the MRO.

Employees who refuse to submit to required alcohol tests may not continue to perform DOT safety-sensitive functions, are disqualified from driving for one (1) year, and are subject to corrective or disciplinary procedures, up to and including termination. DOT-covered employees removed from safety-sensitive positions for which no non-safety-sensitive alternative tasks can be found are normally placed on Administrative Leave until they are returned to duty.

Refusal to test or positive results will result in termination and no-rehire for one (1) year.

Employee Assistance Program

The City strongly encourages employees who suffer any form of substance abuse or substance addiction, including alcohol or other drug-related problems, to voluntarily seek assistance from the Employee Assistance Program (EAP) program. See the EAP policy for more information.

8-16. GRIEVANCE PROCEDURE

It is the policy of the City to encourage and facilitate the resolution of employee complaints in a prompt and equitable manner. City employees are not subject to reprisal for using or participating in the review process. Complaints of reprisal should be brought to the attention of the Department Manager, Human Resources Department and/or City Manager.

Eligibiity

The right to submit complaints within the guidelines of this policy is provided to all full-time regular City employees throughout the duration of employment. Employees in part-time, seasonal, and limited-term positions cannot complain under this policy.

If an employee has a concern or complaint regarding a work-related problem and cannot obtain a satisfactory solution, the employee may ask for a review of their problem with upper levels of management without fear of reprisal or retaliation.

Informal Complaints

If you have a problem, discuss it first with your supervisor. If you do not agree with your supervisor's finding, ask for a review with department head. If you want further discussion, write a formal request for a review of the City Manager, whose decision report with all is final. At any step in this procedure, an employee is free to take their suggestion or complaint to the Human Resources Director, who will assist the employee through the procedure to find a fair and satisfactory solution.

Before a formal complaint is filed, the employee must discuss the issues with his or her immediate supervisor who will have an opportunity to resolve the complaint informally. The Human Resources Department is available to assist in the resolution of complaints and to answer questions relating to interpretation of this policy.

Formal Complaints

If the complaint cannot be resolved through informal review, the employee may pursue the formal review process. A formal complaint consists of either an administrative review or a grievance. To be reviewed under this policy, a complaint must allege:

- That a specific City management action has adversely affected the employee's existing terms or conditions of employment, or that a specific City management action has adversely affected the employee by violating a provision of the City's Administrative Policies and Procedures Manual.

This policy will be followed to resolve allegations of retaliation that stem from the use of City policies, or any other activity protected from retaliation by law.

The following matters are not reviewed under this policy:

- Content of City policies
- The development, content, and City Manager's interpretation of City policies, standards, benefits, and salary rates or ranges
- Job classification standards and or salary rate or ranges for job classifications

- Health and welfare benefits established by the City, including retirement and other insurance benefits
- Management actions that are mandated by law, court order, or other regulatory agency regulations or directives
- Verbal reprimands
- Performance appraisals
- Discipline for violation of the City safety policy.
- Reassignment of a manager from a management position to a non-management position.

Complaint Reporting Procedure

A written request for a formal review, either administrative or grievance, must be received by the Human Resources Department within five (5) working days following the date of the action or event that resulted in the complaint.

To file a complaint, the employee must submit a written complaint to the Human Resources Department.

Upon receipt of a complaint, the Human Resources Department will determine whether the complaint is timely and within the scope of this policy. If the Human Resources Department determines that the complaint is not timely or is not within the scope of this policy, it will administratively close the case.

If the complaint is timely and within the scope of this policy, the Human Resources Department will forward the complaint to the supervisor who took the action about which the employee is filing the complaint. Unless given an extension by the Human Resources Department, the supervisor has five (5) working days from the date of receiving the complaint to either resolve the complaint to the employee's satisfaction (and document the resolution in writing, signed by the employee and the supervisor) or respond in writing to the employee.

If the issues were not resolved, the employee may within five (5) working days after receiving the supervisor's written response or after the date that such response was due but not received, make an appeal to the Human Resources Department for further review. The employee will be notified within 5 working days of requesting the appeal whether the appeal has been accepted, rejected, or modified. The process for further review by the Human Resources Department depends on the issues in the complaint.

The decision of the Human Resources Department is final. However, if the Human Resources Department has been directly involved in the issue under review, the Human Resources Department may request the City Manager to review the complaint. The decision of the City Manager is final. The City Manager may establish a hearing and oral presentations on the matter at his/her discretion. If the City Manager has been directly involved in the issue under review, the City Manager may appoint another person or persons to review the grievance. The decision of the appointee(s) is final. When possible, the appointee will be an external third party entity.

Final Decision

The City Manager or the Human Resources Department will notify the grieving employee of the City Manager's decision to accept, reject, or modify the grievance as soon as possible. The City Manager's decision is final. The City Manager may overturn any decision at his or her discretion. If the decision is overturned, the City Manager may remove all action from the employee's personnel file and/or the employee will be allowed to return to work and, if warranted, will receive any back pay that is due.

If the City Manager has been directly involved in the issue under review, the City Officials may appoint another person or persons to review the grievance. The decision of the appointee(s) is final. When possible, the appointee will be an external third party entity.

8-17. WHISTLEBLOWERS POLICY FOR REPORTING IMPROPER ACTIVITY

The City encourages its employees to report allegations of improper activity. City management has the responsibility to investigate and correct improper activity in a confidential manner and to address written complaints alleging acts of retaliation or intimidation in response to the reporting of allegations of improper activity.

A whistleblower, as defined by this policy, is an employee of City of Liberal who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or improper activity are:

- Violations of federal, state or local laws
- Violations of regulations, contracts, or City policy
- Misuse of City property
- Fraud or mismanagement of funds
- Improper use of official authority or influence
- Retaliation

Improper use of official authority or influence includes:

- Improperly promising to grant any benefit;
- Influencing any retaliation; or
- Improperly taking, or directing others to take, or recommending or approving any personnel action which includes, but is not limited to, appointment, promotion, transfer, assignment, performance evaluation, suspension, or disciplinary action.

Reporting

If an employee has knowledge of or a concern about illegal or improper activity, the employee has to contact his/her immediate supervisor, the Human Resource Office, or City management. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

If the City Manager has been directly involved in the issue under review, the City Attorney will be assigned to review the report.

All reports of illegal and dishonest activities will be promptly submitted to the City of Liberal Human Resources and management, who are responsible for investigating and coordinating corrective action.

Confidentiality & Retaliation

Whistleblower protection is provided in two important areas: confidentiality and against retaliation. The identity of persons reporting allegations of improper activity or retaliation will be protected to the greatest extent practicable. However, the identity of the person may be made known to management with a legitimate need to know in order to investigate and address the complaint. In addition, the release of the identity of persons reporting allegations of improper activity or retaliation may be required pursuant to a subpoena or in other circumstances where the City is required by law to release information.

The City of Liberal will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. City employees responsible for any act of retaliation shall be subject to disciplinary action, up to and including termination.

An employee who knowingly makes a false allegation of improper activity may be subject to disciplinary action, up to and including termination. Employees with any questions regarding this policy should contact Human Resources.

8-18. VIOLENCE FREE WORKPLACE

It is the City's goal to provide a work environment that is free from violent behavior and threats of violence. Violent behavior and threats of violence are unacceptable conduct and are prohibited. Intimidating, coercing, threatening, discriminating against, or taking reprisal against an employee for assisting with an investigation of a complaint or for reporting violent behavior or threats of violence is prohibited.

This policy covers all full-time, part-time, and seasonal employees. City affiliates, contract and subcontract workers, and other users of City facilities, although they may not be directly covered by this policy, are required to refrain from violent behavior and threats of violence.

Workplace violence is behavior that is:

- Hostile or aggressive physical contact with another person, a statement or body gesture that threatens harm to another person, or a course of conduct that would cause a reasonable person to believe that he or she is under threat of harm.

Employees Responsibilities

- Know and abide by the policy on workplace violence.
- Immediately notify the supervisor when he or she is a target or perceives he or she is a target of workplace violence or threats of violence or when he or she knows of violent behavior or threats directed at others.
- Cooperate with those investigating workplace violence incidents, including the Human

Resource Department and law enforcement authorities.

An employee who believes that immediate action is required to respond to a threat to life or to a situation that could result in serious bodily harm should call 911 and then notify the supervisor.

Supervisors and Department Head Responsibilities

- Know and abide by the policy on workplace violence.
- Be alert to potential instances of violent behavior or threats of violence.
- Immediately notify Human Resources and then the City Manager's Office upon receipt of an allegation of workplace violence or upon observation of behavior, verbal exchanges, etc., that indicate workplace violence may occur or may have occurred.
- Cooperate with those investigating workplace violence complaints, including human resources and law enforcement authorities; take prompt disciplinary action, as appropriate.
- After a complaint of workplace violence has been substantiated, monitor the situation if necessary to ensure that the behavior has stopped.
- Take reasonable action to prevent or stop retaliation.

Supervisors must act when a non-employee, such as a vendor, contractor, or affiliate, exhibits violent behavior or threatens an employee or other non-employee, or when an employee exhibits violent behavior or threatens a non-employee. Such action may include the removal of the non-employee from the workplace and must include reporting the incident to Human Resources, who then notify the non-employee's employer when appropriate.

The Human Resources Department will assist any manager, supervisor, or employee who has a question, concern, or personal issue related to workplace violence. Human Resources Department coordinates response to workplace violence. The response may include interaction with various departments or outside agencies. Human Resources Department conducts investigations of incidents of workplace violence and provides information to managers so that they can take appropriate action.

Encounters of a milder nature, between co-workers, should be reported to their supervisor and should be addressed at the departmental level with coaching from the Human Resources Department. If the issue continues, then the Human Resources Department could become more involved.

Employees removed from the workplace under this policy are normally placed on administrative leave. A supervisor who has removed an employee from the workplace in connection with this policy must consult with Human Resources Director before returning the employee to the workplace.

The City complies with all applicable laws governing the maintenance and disclosure of written records created because of workplace violence, concerns, and complaints. Personal information about employees is protected as required by applicable law and policy. Failure to comply with the provisions of this policy may result in discipline, up to and including termination from employment.

8-19. HARASSMENT FREE WORKPLACE

It is City of Liberal's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by City of Liberal.

City employees have the right to work in an environment that is free from unwelcome behavior or comments of a sexual nature. Harassment is unacceptable conduct and is prohibited. The City takes prompt corrective and/or disciplinary action for any act that violates this policy or the rights and privileges it was designed to protect.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, creating rumors, gossip or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Examples of Prohibited Conduct

Though harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making the performance of the employee's job more difficult because of that employee's sex.
- Sexual or discriminatory displays or publications anywhere in the City of Liberal's workplace by the employees.
- Retaliation for sexual harassment complaints.

In addition to the above examples, the display of sexually-oriented visuals such as calendars, cartoons, photos, faxes, e-mail, screen savers, or posters can constitute sexual harassment. The display of such materials on City premises is prohibited.

Sex discrimination occurs when employment related decisions are based on an employee's sex or when an employee is treated differently because of his or her sex. Sexual harassment is one form of sex discrimination. Allegations of sex discrimination, other than sexual harassment complaints.

The Human Resources Department will assist any manager, supervisor, or employee who has a question, concern, or personal issue related to sexual harassment. Human Resources staff coordinates remedial action in response to complaints of sexual harassment, while striving to protect the privacy of individuals to the maximum extent possible.

Employee Reporting

If an employee feels that he or she is being subjected to harassment, he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or to the HR Director.

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing by completing the Harassment Complaint Form. This form is available with the Human Resources Department or the City's Intranet. The HR Director may assist the complainant in completing a written statement or the Harassment Complaint Form. In the event an employee refuses to provide information in writing, the HR Director will dictate the verbal complaint. All complaints will be handled promptly, and the privacy of individuals will be protected to the maximum extent possible.

To ensure the prompt and thorough investigation of a harassment complaint, the complainant should provide as much of the following information as is possible.

1. The name, department and position of the person or persons allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
4. The names of other individuals who might have been subject to the same or similar harassment.
5. What, if any, steps the complainant has taken to try to stop the harassment.
6. Any other information the complainant believes to be relevant to the harassment complaint.

Managers and Supervisors Responsibility

Managers and supervisors must deal expeditiously and fairly when they have any knowledge of harassment within their departments, whether there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment seriously, no matter how minor or who is involved.
- Report all incidents to HR immediately so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate harassment or retaliation, including the failure to immediately report such misconduct to HR, are in violation of this policy and subject to discipline.

Human Resources

The HR Director is responsible for:

1. Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a harassment complaint.
2. Explaining the City of Liberal's harassment policy and investigation procedures to all parties involved.
3. Exploring means of resolving harassment complaints.
4. Notifying the police if criminal activities are alleged.
5. Arranging for an investigation of the alleged harassment and the preparation of a written report.
6. Submitting a written report summarizing the results of the investigation and making

recommendations to designated City management or officials.

7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

The HR Director will determine if an in-house investigation will be conducted or if a third party will be contracted to complete the investigation. All complaints involving senior management level, such as the City Manager or above, will be handled by an external third party.

Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeated violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the HR Director takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the HR department.

Retaliation Prohibited

In addition, City of Liberal will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy, including any improper retaliatory conduct or improper reporting to Human Resources by a Supervisor or Department Head, will result in disciplinary action, up to and including termination.

8-20. WORKPLACE GAMBLING

The City of Liberal prohibits gambling in any form on City premises, as well as use of any City equipment for gambling, is prohibited.

An employee shall not participate, while on City property or while at work, in any gambling activity, including:

- Operating a gambling device
- Conducting or participating in a lottery or pool

- Participating in a game for money or property
- Selling or purchasing a number slip or ticket

Acts of gambling are cause for disciplinary action, up to and including termination.

8-21. SMOKE-FREE WORKPLACE

The City of Liberal is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required by Kansas State law and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all property of the City of Liberal. Smoking is prohibited in all City facilities. Kansas law defines smoking as possession of a lighted cigarette, cigar, pipe or burning tobacco in any other form or device designed for the use of tobacco.

This smoke-free workplace policy applies to:

- All areas of buildings owned and/or operated by the City.
- All vehicles owned or leased by the City.
- All members of the public while in City facilities.
- All City employees, including seasonal and part-time employees.

Smoking is permitted in:

- Outdoor areas no less than 10 feet from any doorway, open window or air intake to any building.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment. No employee, applicant for employment or member of the public will be discharged, barred from employment or in any way retaliated against because they report or attempt to prosecute a violation of the provisions of this policy or K.S.A 21-4009 through 21-4014 and amendments thereto.

8-22. DISCIPLINARY PROCESS

The purpose of discipline is to improve performance, efficiency and morale of City employees. The primary objective of the disciplinary policy is to correct disciplinary problems with fairness and consistency. Supervisors are expected to be expedient with disciplinary actions. However, it should be understood by all employees, that past or previous allegations of misconduct may be investigated and considered as part of a current disciplinary action. Any employee whose conduct or performance is unsatisfactory or unacceptable under City policy is subject to disciplinary action. Any action or failure to act which brings discredit upon the City of Liberal or causes a hindrance to the effective performance of a departmental or city function is considered a basis for disciplinary action.

This policy covers all City employees, regardless of occupation, position, or profession. The degree and type of action taken can be based on the judgment of the management authority in accordance with provisions of this policy.

Disciplinary Actions

The following corrective and disciplinary actions **may** be used by the City as appropriate:

- Verbal Reprimand: The employee and supervisor discuss the problem. The employee is reminded of the importance of commitment to meeting the City of Liberal's performance standards. In this problem-solving discussion, the employee is informed this is a disciplinary action and the employee is responsible for immediately improving and maintaining a satisfactory work record in regard to the immediate problem and all other aspects of employment. The occurrence of a verbal reprimand will be documented in writing and a copy of the written documentation shall be forwarded through supervisory channels to the Department Head and to the Human Resource Office. Forms are available from the Human Resource Office.
- Written Reprimand: A written reprimand consists of a written record of a violation of a rule, regulation, policy or procedure. The employee and supervisor discuss the problem. The employee is reminded of the importance of commitment to meeting the City of Liberal's performance standards. In the problem-solving discussion, the employee is informed this is a disciplinary action and what further levels of discipline may follow if total performance requirements are not met. Forms are available from the Human Resource Office which supervisors may use in preparing a written reprimand. A copy of all written reprimands shall be forwarded through supervisory channels to the Department Head and to the Human Resource Office.
- Suspension: When an employee's behavior, or alleged behavior, warrants immediate removal from the workplace the employee will be placed on paid suspension and required to leave City property immediately. If "suspension" is the choice of the supervisor, the human resource director must be communicated with before the suspension is enacted. The suspension is also issued to document the fact that the employee has been officially advised of the precise nature of his or her misconduct and warned that any future violations will result in further disciplinary action, including possible termination. A disciplinary suspension is normally a period of one (1) to five (5) days. Exempt employees whose performance or conduct merits a suspension will be suspended for a minimum of three (3) days.
- Demotion or reassignment: Demotion or removal from a promotion/eligibility list may be administered by a Department Head
- Termination: Discharge is an involuntary separation from employment. The Department Head may recommend this action with approval from the Human Resources Director. Other disciplinary actions not listed above may be taken by the Department Head after consultation with the Human Resource Director.

Documentation

Documentation is an essential element of any disciplinary policy. The more complete and accurate the documentation, the easier it is for a supervisor to take and substantiate a disciplinary action. Therefore, all disciplinary action must be documented and reported to Human Resources.

A Disciplinary Form is available with Human Resources. Please contact HR for the form. In most cases, verbal reprimands only require the authorization of Department Head. To help ensure consistency of application of corrective action, a review by the Human Resources Department may be necessary.

A written reprimand is issued to document the fact that the employee has been officially advised of the precise nature of his or her misconduct and warned that any future violations will result in further disciplinary actions, including disciplinary suspension, or, if appropriate, "will result in termination." A copy of the notice is given to the employee, the department retains one, and one is sent to the Human Resources Office. (The reprimand becomes a part of the employee's personnel record.)

Supervisors must monitor the employee's performance to assure that corrective measures are taken, and the problem has been corrected. An employee placed on suspension will not be allowed to use overtime, paid leave, compensatory time, or a flexible work schedule to supplement time off during the suspension period.

Reasons for Disciplinary Action

Listed below are reasons for disciplinary action. Disciplinary action is not limited to the offenses listed:

- Being convicted of a felony or misdemeanor
- Excessive absenteeism or tardiness
- Inefficiency or ineffectiveness
- Neglect, damage to, theft of, abuse, or misuse of City property;
- Willfully giving false statement(s) or information to a supervisor, City official, member of the public, or the City Commission;
- Violation of Departmental or City policy, rules and/or regulations;
- Being under the influence of, or in possession of, or impaired by the use of drugs, alcohol or intoxicants while on duty. Failure to pass a drug screening examination or refusing to take a drug screen when required. Tampering with, hindering, or influencing a drug and/or alcohol test in an attempt to falsify the test result;
- False statements in an application, which had not been detected previously;
- Acceptance of gratuities, gifts, or favors from persons or agencies for the performance of duties as a City employee;
- Refusal to be examined by a City designated physician;
- Insubordination;
- Personal use of City equipment without permission;
- Conduct on or off the job is unbecoming to a City employee or which brings discredit to the City or compromises the employee's ability to perform job functions and responsibilities;
- Neglect, abandonment or dereliction of Departmental or City duties;
- Failure to cooperate with fellow employees or supervisory personnel;
- Unauthorized disclosure of official or confidential information;
- Retaliation against an employee for utilizing the grievance procedure consistent with this manual
- Subjecting any citizen or fellow employee to vulgar, abusive or profane language or sexual, racist or cultural slurs or harassment
- Illegal possession or use of weapons or contraband while on the job or on City property.
- Assault, threatening assault, or fighting on City property;
- Theft;
- Failure to maintain a valid motor vehicle operator's license and/or remain insurable under City insurance coverage, if required by the job description.
- Knowingly violating safety rules;

- Failure to cooperate in an investigation when directed to do so;
- Using an official position, uniform, or identification card for personal benefit;
- Failing to utilize proper supervisory channels regarding submission of grievances or complaints;
- Behavior which has an adverse effect on the confidence of the public in the integrity of City government;
- Being absent from a work site or station and/or manipulating work assignments, schedules and/or time-off provisions in order to enable overtime assignment for oneself or to another employee.

Repeated violations of City of Liberal or departmental policies and procedures, or any other course of conduct indicating an employee's disregard for his/her obligations as an employee of the City shall be a cause for dismissal. This shall apply regardless of the severity of the offenses and regardless of whether the violations are of the same type.

Disciplinary Appeal Process

An appeal may not be filed concerning any disciplinary action consisting solely of a written or verbal reprimand or for any disciplinary action which was administered directly by the City Manager or designee. Only full-time and regular part-time employees who have completed any introductory period of employment and any extensions thereof and who have received discipline involving unpaid suspension, demotion or dismissal may utilize the disciplinary appeal process.

1. All Disciplinary Appeals must be filed with the Human Resource Office on a form obtained from the Human Resource Office. Disciplinary appeals must be filed within five (5) administrative working days of the employee receiving the disciplinary action form. If the disciplinary action form is mailed to the employee, the disciplinary appeal must be filed within seven (7) administrative working days of the date the form was mailed. The Human Resource Officer will aid any employee who requests assistance in completing the appeal form.
2. The appeal will be reviewed by the Human Resources Director and the City Manager.
3. Within 10 administrative working days of receiving the appeal, the Human Resources Director and City Manager shall meet with the employee, Department Head, lower level supervisors and any other involved parties they believe have relevant information to offer. The City Manager will issue a written response to the appeal and their decision as to appropriate disciplinary action.

The language used in this guideline does not create an employment contract between the employee and the City. Employment with the City is "at-will". The City reserves the right to revise or modify the contents of these guidelines, in whole or in part, at any time, with or without notice. In all cases, the Human Resources Policies are intended to be consistent with the prevailing State and Federal laws and regulations. However, in the event the language contained in the Human Resources Policies conflicts with state or federal laws or regulations, the State or Federal laws or regulations will control.

Section 9 - ADMINISTRATIVE

9-1. CITY PROPERTY

All City facilities, grounds, supplies, and equipment, including surplus or salvage materials are City property. This includes facilities leased by the City or used under contractual service agreements. City property may be used only for official City purposes and may not be removed without proper authorization.

Employee Responsibilities

All City employees are accountable for City equipment assigned to and accepted by them for official City use. Each employee acknowledges acceptance of accountability whether the property being used by the employee is assigned to him or her. Employees must exercise the same degree of care that a reasonably prudent person would use to protect his or her private property from loss or damage, including misuse and misappropriation. Employees must be able to locate all property assigned to them upon request.

City employees are responsible for the proper use, control, and physical protection of all City property, whether assigned to them; and for immediately reporting to supervisors and the City Manager any loss, theft, or destruction of, or damage to such property. Any employee who observes the misuse of City property should report it to their immediate supervisor. Evidence of possible sabotage of City property, software, programs, or any intellectual property must be reported immediately to the City Manager. Employees are required to assist government agencies and City agencies charged with investigative responsibilities in their investigations into any of the above matters.

An employee who believes that immediate action is required for the protection of property (or personnel), should call the Police Department and the City Manager's office when safe to do so.

Employees who wish to send education-based questionnaires to other City employees to satisfy course requirements as part of an academic program or to obtain data for a research project must obtain the approval of their Department Head before distributing the questionnaire.

Equipment/Property Misuse

City facilities, equipment, vehicles, materials, and services (including information systems, City tools, stationery, photographic or other supplies, computing systems, computer terminals, word processing systems, copying machines, and facsimile machines) may not be used for unofficial purposes.

Examples of unofficial activities include but are not limited to:

- Prohibited political activities
- Advertising or soliciting on behalf of any private or commercial business. (Firms wishing to sell their products to the City must arrange for mailing, announcements, presentations, displays, etc., with the City Manager).
- Soliciting or receiving contributions from charitable organizations other than the United Way.
- Social or charitable activities unless authorized by the City Manager as part of a City

program.

- Personal projects, including repair of personal vehicles or appliances.
- Sending or receiving correspondence of a personal nature or that do not relate to official City business.
- Copying documents, photographs, or other material for personal use.
- Using City equipment (including computing and word processing equipment) to prepare homework for any class or training that is not job-required or job-related.
- Manufacturing mementos for presentation to others, including employees, for retirement, birthdays, or other special occasions without the approval from the City Manager Office.

Unauthorized use of City facilities, equipment, vehicles, materials, and services, may result in discipline, up to and including termination.

Monitoring

City computer systems and communication networks are for the purpose of supporting the City's operational efforts. As such, their uses are controlled City resources to be used for official business. Because these are City resources, the City may, without notice, audit or access any user's computer system or data communications. The City has adopted a reasonable interpretation of "official use" for computer systems and communication networks.

Necessary local telephone calls of a personal nature must be held to a minimum in frequency and duration so that the telephone lines are readily available for City business. Indiscriminate use of City telephones for personal matters may lead to disciplinary action. Unauthorized use of the City telephone system is prohibited. Use of City telephone numbers (or addresses) in connection with "for sale" or "for rent" items or services are prohibited.

Departments or employees with supplies and equipment they no longer need should notify the City Manager Office for proper disposition. Removal of City supplies and equipment from City premises is permissible only for Official City work and requires a supervisor's permission. Employees authorized to remove City supplies and equipment from City premises are responsible for ensuring these items are adequately protected from theft, damage, misuse, and abuse. Employees may not remove property from City premises for use at home. The City Manager may make exceptions to this policy if the employee can show business necessity and can make satisfactory arrangements.

If City management personnel have a strong reasonable suspicion of possible illegal activity, the City reserves the right to inspect and search vehicles entering and leaving or parked on City property, including leased facilities. In most cases, the police department will supervise or conduct the search.

Discipline

When an employee fails to comply with provisions regulating the use, control, and protection of City property, the manager must take appropriate preliminary or adverse corrective action, up to and including termination. In addition, the City may take necessary steps to recover the value of lost or damaged property.

9-2. FREEDOM OF INFORMATION PROTOCOLS

The City is the custodian of certain types of administrative and technical information. Further information is referenced in the City's Code Book. Applicable federal and state laws as described in the following paragraphs govern disclosure and protection of such information.

The City safeguards or discloses information, as directed. As a municipal institution, the City is required by the Freedom of Information Act and the Kansas Open Records Act to provide information not excluded from provisions of the acts to the public upon request. Questions about information practices, policy and procedure should be directed to the City Clerk's Office and/or the Administration Offices.

The following are listed and responsible for producing appropriate records upon proper request:

1. City Clerk - All public records are kept and maintained in the office of the City Clerk and all other public records not provided for elsewhere in this document.
2. Chief of Police - All public records not on file in the offices of the City Clerk or Finance Director and kept and maintained in the City Police Department.
3. Clerk of Municipal Court - All public records not on file in the offices of the City Clerk and Finance Director and kept and maintained in the Municipal Court.
4. Deputy Chief of the Fire Department - All public records not on file in the offices of the City Clerk and Finance Director and kept and maintained in the Fire Department.

Personal Information

Personal information is any information about an individual that is contained in a city record and that is neither non-personal nor public as required by law. Examples include, but are not limited to, pre-employment, education and training, outside employment history, medical history, employee benefits contributions and retirement data, attendance, and employment history, including performance appraisals and corrective or disciplinary actions.

City Record

A City record is a file or other grouping of information owned by, or in the custody of the City about an individual from which information is retrieved by the individual's name or some other identifying particular assigned to the individual.

Non-personal information is information consisting only of names, city addresses, telephone numbers and other limited factual data that, if released, could not in any reasonable way reflect or convey anything detrimental or otherwise adversely affect the individual.

Kansas Open Records Act

City administrative, personnel, fiscal, patents, publications, medical, safety, security, and law records are owned by the City, a municipal institution of the State of Kansas, and are subject, as a matter of City policy, to the provisions of the Kansas Open Records Act. Questions about information practices, policy and procedures should be directed to the City Clerk's Office or Administration Offices.

The City's administrative and fiscal records are owned by the City, a municipal institution of the

State of Kansas, and are subject, as a matter of City policy, to the provisions of the Kansas Open Records Act.

Federal Privacy Act

There are certain records in the Custody of the City, but are owned by the United States, and are subject to the provisions of the Federal Privacy Act. Questions about information practices, policy and procedure should be directed to the City Clerk's Office or Administration Offices.

Responsibilities

Each employee having access to personal information contained in a city record is under a duty not to disclose such information to others, unless:

- The disclosure is to another City employee having a need to know such information to perform assigned duties or
- The City Clerk, Chief of Police, Clerk of Municipal Court, or Deputy Chief of the Fire Department authorize the disclosure.

Each employee is under a duty not to acquire or make a record of personal information of another individual unless such information is necessary to conduct City business.

Any request for information that invokes the Freedom of Information Act or the Kansas Open Records Act must be forwarded to the City Clerk's Office, Police, Fire, or Court Offices for transmittal. The City Clerk, Chief of Police, Clerk of Municipal court, or Deputy Fire Chief ensures that requested information is provided promptly so that the City can meet the time constraints specified by law.

City Responsibilities

Only the City Clerk's Office, Chief of Police, Clerk of Municipal court, or Deputy Fire Chief can respond to Freedom of Information Act requests for City information. Upon receiving a Freedom of Information Act request, the City must respond to the requester within a specified time period.

Disposal of Records

Each employee is under a duty to dispose of records in his or her custody containing personal information that is no longer necessary to conduct City business.

Records containing personal information and identified for disposal should be disposed of only in accordance with instructions from the Human Resources Department and/or City Clerk's Office.

Although not enjoying the same degree of legal protection as personal information, non-personal information should be accorded similar controls for release and dissemination, particularly in doubtful or borderline cases. Contact the City Clerk's Office for guidance on the release of non-personal information.

All requests to inspect and/or make copies of personal information must be referred to the Human Resources Department or City Clerk's Office.

Freedom of Information Act

Freedom of Information Act requires government agencies, including the City, to make available to the public, upon request, the information in its possession and control unless that information falls within an exempt category.

Fees

Fees for copies of documents made in response to the Kansas Open Record Act or the Freedom of Information Act are $0.50 per page (one side). Fees shall exclude the cost of any search for and review of the record. Checks are to be made payable to the City of Liberal and sent to the Accounting Department.

Failure to comply with provisions regulating information practices may result in disciplinary action, up to and including termination.

9-3. POLITICAL ACTIVITIES

The City neither encourages nor discourages employee discussion of political beliefs or participation in political activities. However, employees must ensure that the views expressed are not interpreted as being those of the City.

An employee shall not, directly or by implication, use the name of the City or their affiliation with the City in the endorsement of political candidates, initiatives, referendums, or in supporting or opposing a position on other political issues.

An employee who writes on City stationery to a political official on a subject directly related to City activities must clear the correspondence with the City Manager's Office and provide the City Manager with copies of the correspondence before dispatch.

Employees are prohibited from soliciting or receiving political contributions on City property or in any place occupied for any purpose by the City. Campaigning on City property or in any City building is prohibited. In this sense, "campaigning" refers to the distribution of campaign literature, buttons, cards, etc., and to personal handshaking appearances or political speeches by candidates.

Employees who wish to become candidates for any City elective office must resign or take unpaid leave of absence on the day they file for office. Upon winning an election, an employee on leave of absence may return to work the day after the election, but must resign the day prior to actually taking office.

Employees who wish to become candidates for elective office other than a City elective office, should resign or request a leave of absence if their candidacy prevents them from being available to work during their normal work hours or attend to their assigned duties and responsibilities.

Employees who wish to become candidates may not:

- Use official authority or influence to interfere with an election.
- Use privileged information that is gained by official authority or influence and is not of public record.
- Engage in political activity while on duty.
- Engage in political activity while in a City office.
- Engage in political activity while wearing an official uniform.
- Engage in political activity while using a City vehicle.
- Wear political buttons on duty.

9-4. WRITING FOR OUTSIDE PUBLICATION

The City encourages employees to prepare and publish professional and technical papers, articles, books, and other written material related to the work of the City. City support of writing projects may include completion of projects wholly or partially during paid work time, typing and clerical support, and assignment of copyright to the employee.

The Use of City Name

No employee will use the name "City of Liberal" or City employee names or City employee titles or reference to working for the City or their abbreviations, to imply, indicate, suggest, or give creditability that the City is connected or affiliated with, or endorses, favors, supports, or is opposed to an employee's personal opinion; unless specific authorization is obtained from the City Manager.

The author must submit the document he or she has prepared for publication for review by the City Manager. The purpose of this review is only to assure that management is aware of the document's content. If the City Manager has serious concerns about the content of the document, he or she can extend the review period to a maximum of thirty (30) days. The City Manager informs the author of the delay in writing and delineates the nature of his or her concerns. The extension allows time to resolve the issues causing the concerns or to develop a City position if necessary.

Documents intended for public dissemination will bear the following disclaimer: The City of Liberal strongly supports academic freedom and a researcher's right to publish. Therefore, the City as an institution does not endorse the viewpoint of a publication or guarantee its technical correctness.

Work-related Projects

Writing projects that are work related but are not part of an employee's regular job assignment and that will be performed at work must be approved in advance by the City Manager, who is responsible for determining work proprieties and time commitments and for establishing the use of resources and support personnel.

Written projects should not interfere with the employee's assigned City work or with the work of those whose support the employee may seek. On a non-interference basis, low-priority support from typists, computer operators, and colleagues may be given at the discretion of the City Manager. Submittal for publication by any employee of material without meeting the review, approval, and release requirements may subject the employee to disciplinary action, up to and including termination.

This policy in no way restricts an employee's right to publish as a private citizen.

9-5. TESTIFYING IN COURT

An employee may not testify about any business related matter pertaining to an official position of the City without special approval, nor may an employee be hired to testify as an expert witness without special approval from the City Manager.

Employees volunteering official testimony before a court, board, commission, committee, or other legislative or executive body must receive approval from the City Manager before testifying. The employee prepares a memorandum to be forwarded to the City Manager that includes.

- The identity of the organization and persons taking testimony
- The purpose of the testimony
- The circumstances surrounding the invitation to testify
- When and where the testimony is to be given
- Either a copy of the prepared testimony or an outline of the proposed testimony

Approval should be requested at least 10 working days in advance. In emergency situations, approval by telephone may be granted with a memorandum to follow for the file.

Persons called to testify as official custodians of City records coordinate their appearance with the City Manager and the City Attorney only.

Official Testimony

Official testimony constitutes instances where employees testify as City officials, either voluntarily or pursuant to a subpoena, when the appearance promotes the legal interests of the City or when the failure to appear subjects the City to a legal risk.

Employees who are subpoenaed for official testimony must provide City Counsel with a copy of the subpoena and make an appearance only upon advice of the City Attorney. Unless appearing as an expert witness, no special approval is required for unofficial testimony. However, appearing as an expert witness for a party other than the City is considered consulting and requires approval from the City Manager. Questions regarding obtaining approvals should be referred to City Manager.

Employees presenting official testimony may use City time, personnel, facilities, and equipment in the preparation of their testimony.

Unofficial Testimony

Unofficial testimony constitutes instances where employees testify on matters of personal knowledge or opinion, either voluntarily or when compelled, when the appearance does not promote a legal interest of the City or when the failure to appear does not subject the City to a legal risk.

Employees presenting unofficial testimony will avoid any impression that the information or opinions they are expressing represent an official position or opinion of the City. It is recommended that, at a minimum, employees disclaim any official status by prefacing their oral testimony with the following:

- "This testimony is being presented in my capacity as a private citizen and not as a representative of the City of Liberal."

If possible, the disclaimer should be made an exhibit to the recorded testimony as well.

Disclosure of privileged or classified information is prohibited except to those individuals legally entitled to or authorized to receive such information.

Failure to comply with provisions regulating testimony may result in discipline, up to and including termination

9-6. EXTERNAL COMMITTEES

Public speaking and participation on external advisory committees are encouraged when such activities will reflect positively upon the City or can be regarded as public enlightenment and will be in the interest of the City.

If the employee is presenting a lecture, speech, or seminar or participating on an external advisory committee as a representative of the City, he or she should be placed in official travel status, and may accept honoraria; however, all of these funds must be turned over to the Finance Department where they will be used to reduce the cost of the official travel expenses incurred by the employee.

If the employee is engaged in the above-described activities on his or her own behalf, the City will not reimburse any travel expenses. Employees will be placed on leave of absence or on vacation during absences from City work. An approval for the City Manager is required before the employee provides any type of service.

Failure to comply with provisions regulating honoraria may result in disciplinary action, up to and including termination.

9-7. TAPE RECORDING

The tape recording of conversations, meetings, or hearings is intended to preserve an accounting of activities or proceedings to protect the right of all parties.

It is permissible to tape-record formal meetings and hearings involving employment actions that are required in the City grievance, disciplinary, medical termination, and reduction-in-force processes. All parties must be made aware that a proceeding is being tape-recorded.

All other conversations or discussions related to employment actions may be tape-recorded only under the following provisions:

- All parties have been informed of the purpose of the recording
- Where the recording is to be maintained
- The right of access to the recording
- The City's authority to maintain records of personnel matters
- All parties voluntarily consent in writing
- Documentation is made of the receipt of the information described above.

City policy prohibits the secret tape recording of any employment or business-related conversation, discussion, meeting, or hearing. Violations of this policy must be reported to the Human Resource Department.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

9-8. GIFTS AND GRATUITUY

The City must ensure that appropriate safeguards are in place to prevent conflict-of-interest or any appearance of favoritism in its relationship with other public or private organizations.

Employees must not accept, from any source, any gift or gratuity that is offered or that reasonably appears to be offered because of the position that they hold in the City, nor should an employee extend an offer of a gift on a similar basis. Employees must not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or other items of monetary value of more than $100 if they have reason to believe, or it may be construed, that the donor person, corporation, or group:

- Has or is seeking to obtain contractual or other business or financial relationships with the City
- Has interest that may be substantially affected by the employee's performance or non-performance of official duties
- Seeking to affect the employee's official action

An employee must not provide or attempt to provide a kickback; solicit, accept, or attempt to accept any kickback; or include, directly or indirectly, the amount of any kickback in a contract price charged by a City subcontractor or in a contract price charged by the City to another agency or business.

Kickback is defined as any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind that is provided, directly or indirectly, to the City, a City employee, a City subcontractor, or an employee of a City subcontractor for the purpose of improperly obtaining or rewarding favorable treatment in connection with a City subcontract relating to a contract with an agency or business.

Kickbacks that are offered to, solicited by, or accepted by City employees must be reported to the department Director and/or City Manager for appropriate action.

Acceptable Business Conduct

This policy does not preclude the acceptance of:

- Ordinary business courtesies, such as payment for a modest lunch or dinner on infrequent occasions in the course of a business meeting or inspection tour where an employee may properly be in attendance.
- Modest entertainment (such as food or refreshments) in connection with attendance at widely attended gatherings sponsored by commercial firms, professional societies, or persons with whom the City does business.
- Loans from banks or other financial institutions on customary terms to finance proper and usual activities of employees, such as home mortgage loans.

However, offers by present or potential suppliers to provide such things as equipment of more than nominal value or expense-paid trips, whether for business or pleasure, must be declined.

Failure to comply with provisions regulating the acceptance of gifts, entertainment, and favors or the offering of kickbacks may result in disciplinary action, up to and including termination of employment.

9-9. INTELLECTUAL FREEDOM

The City encourages and supports the freedom of its employees to pursue professional interests and to participate in open debate consistent with their job descriptions and assigned duties. Because the City's work often involves matters of privacy, intellectual freedom of the employee may be tempered by contractual and operational requirements, including City security, intellectual property rights, and obligations.

Employees may:

- Participate in the identification of professional opportunities.
- Assist in the proposal and execution of new initiatives.
- Question City regulations and policies in a reasonable and rational manner without fear of penalty or retaliation;
- Engage in outside activities such as employment by other organizations, business ventures, and public service, subject to policies and procedures outlined in Conflict of Interest.
- Exercise their right to speak or write as private citizens, provided City time or resources are not used and that no classified or restricted information is disclosed.
- Be effective contributors to the City's mission and goals.
- Recognize the responsibility common to public servants and other professionals of maintaining public confidence and peer credibility by seeking and stating the truth as he or she understands it.
- Exercise intellectual honesty, discipline, adherence to professional ethics, and good judgment in extending the boundaries of knowledge and in transmitting and applying new information.
- Promote the conditions for free inquiry and further public understanding of public service.
- Clearly separate their opinions as private citizens from the City's official positions.

Reporting of Misconduct

A person with knowledge of or information about an apparent instance of misconduct should report the instance in writing to his or her department manager. If the department manager is or appears to be involved in the alleged misconduct, the complainant should approach the next higher-level manager who does not appear to be involved in the misconduct.

The privacy of those who, in good faith, report apparent misconduct is protected to the maximum extent consistent with the fair conduct of an investigation. However, cases that depend specifically on the observations or statements of the complainant cannot proceed without the open involvement of that individual.

No complainant who has made a good-faith allegation of misconduct is subject to reprisal or retaliation. A complainant who knowingly makes a false allegation of misconduct is subject to disciplinary or corrective action according to applicable City policies and procedures.

The respondent receives confidential treatment to the maximum extent possible; a prompt and thorough formal review; and notice of, and an opportunity to comment on, reported allegations and the finding of any formal review.

The Human Resources Department will submit a written report to the City Manager that:

- States what evidence was reviewed;
- Summarizes relevant interviews;
- Presents findings - whether the respondent engaged in misconduct; and
- Recommends what action, if any, is appropriate under the circumstances.

No Evidence of Misconduct - If the Human Resources Department determines that the allegations are not supported by evidence, the Human Resources Department notifies all parties of the findings.

Misconduct - All parties are notified when the Human Resources Department reports the results of the formal review that substantiates an allegation of misconduct. The City Manager examines the Human Resources Department's report and solution recommendation and decides whether discipline is appropriate.

If discipline is to be initiated, the City Manager contacts the Human Resources Department and the Department Manager and follows the provisions of discipline policy.

The respondent, the complainant, and their department manager(s) receive copies of the investigation report, and the respondent has an opportunity to provide written comments under the grievance procedure within five (5) working days to the City Manager.

9-10. DEMONSTRATIONS

No demonstration by City employees may take place on City property without prior written approval of the City Manager. Demonstrating without such approval or in a manner, location, or time in violation of the provisions of the letter of approval constitutes a trespass and violates this policy, which disciplinary action may apply, including termination.

Demonstration: A public display of opinion by one or more individuals. Questions about the definition of demonstration should be referred to City Manager.

All employees entering City controlled property for the purpose of demonstrating or who engage in demonstrations on City property are subject to this policy.

Requests to conduct a demonstration on City controlled property must be submitted in writing to the City Manager and must contain the following information:

1. Name of the organization sponsoring the demonstration.
2. Identification of the organization's leader(s).
3. Expected size of the gathering
4. Purpose of the gathering.
5. Date and time (beginning and end) of the gathering.
6. A statement that (1) the gathering will be nonviolent, (2) non-political, (3) will not be supportive of a union, (4) no damage will be done to property, (5) no attempt will be made to interfere with or disrupt the work of the City, (6) the safety of City employees will not be endangered, and (7) no attempt will be made to breach City security.

9-11. VISITORS AT WORK

For safety, security, and efficiency reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in City of Liberal facilities other than the reception areas. Guests cannot be in the immediate work area in the field or shop, unless permission is obtained by the employee's supervisor.

Office employees must keep visitors to a minimum and, if possible, limited to the common areas. Repeated unauthorized visits will result in disciplinary action.

9-12. PUBLIC RELATIONS

City of Liberal will issue public relations releases and statements in a timely manner following review and approval by the City Manager. Messages for public relations crises that do not constitute any immediate threat to the community should be thoroughly examined prior to release in order to ensure accuracy and protect any investigations related to the matter at hand.

City staff will use the City website, appropriate social media account(s), and news media releases to relay these messages. Emergency alert notification methods will be reserved for true emergency messages.

Pronouncements that might be considered official statements about the City's work and affairs must be reviewed and released by the City Manager. This will ensure that both the City and the public interest are best served by the announcement and will permit equal treatment for all public information media. Such statements should be phrased in a factual and consistent manner and should give credit to the City or other organizations and individuals when necessary or appropriate.

City Spokespeople

In most situations, the Chief Communications Officer will act as the chief spokesperson and will be the point person for news media communications during a crisis. He/she will organize and run press briefings and handle general media questions. Depending on the nature of the crisis, the person possessing the direct knowledge of the crisis (ex. Police Chief, Fire Chief, City Clerk, City Manager, or Mayor) can also be designated as a spokesperson.

The release of information and comments to the news media and the public should be limited to the designated spokespeople. All other staff should be professional and helpful to the news media by connecting them with the spokespeople, but should refrain from speaking to and providing any information. As the crisis evolves, it is likely that secondary spokespeople will need to be appointed.

9-13. A FEW CLOSING WORDS

This manual is intended to give employees a broad summary of things they should know about City of Liberal. The information in this manual is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this manual, City of Liberal, in its sole discretion, may always amend, add to, delete from or modify the provisions of this manual and/or change its interpretation of any provision set forth in this manual. Employees should not hesitate to speak to management if they have any questions about City of Liberal or its personnel policies and practices.

Section 10 - CHANGES FROM ORIGINAL

10-1. HISTORY OF POLICY CHANGES

April 2021

1.1 Welcome from the City Manager; ADD chain of command

1.5 Drug & Alcohol Policy; REMOVED references to drug dogs

1-6 Drug ,& Alcohol - Free Statement. REMOVED this policy does not apply to responsible drinking at business meetings and related social outings.

ADD - responsible drinking after normal business hours is allowed while at the location of the meeting, event, social. No driving to a location to drink.

2.2 Disciplinary Process; ADD managers have the responsibility to discipline their staff, and the flexibility to use various methods

2,3 Driver's License; ADD Employee drivers license check by HR annually, via state web site.

3.1 Hiring Process; ADD copied and moved the last paragraph under Fire Dept and added the copy under the police department.

5.3 Dress and Personal Appearance; ADD some departments will be held to higher standards (Fire & Police)

5.10 Sick Days; ADD regular fulltime new hires will receive an additional 6 days of sick time year one and year two

8.5 Epidemic and Pandemic; ADD report pay may be utilized for compensation guidelines

8.8 Public Relations; ADD PIO of designee within the Fire Dept and the Police dept will communicate their own day to day events to the media

May 2021

2.8 Equipment Issued by City____ ADD ___ language naming employee responsible

2.4 Driver's license grid _____ ADD _____ grid

4.8 Working hours, schedules and Breaks __ ADD _____language specifically about lunch break

Vehicle usage - company and employee owned ------ ADD ------ employee is responsible for damage to their vehicle

June 2021

8.7 Freedom of Information ----- ADD ------ City Departments who maintain City records

July 2021

Gifts, Gratuity, Entertainment & Free Stuff ---- ADD ---- paragraph Police Department specific

September 2021

Employee Transfer policy was added to Employment Section

Language added to Vacation Policy .... no Vacation accrual for the whole pay period which employees' term date falls

December 2022

Sick - annual days from 6 to 9

Vacation - max in bank 240 from 320

Probation - 6 months to 3 months (can use Sick and Vac at 3 months)

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 14.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From: Keeley Moree, Director of Public Affairs

RE: Adoption of the 2025 SKC Legislative Agenda

The Cities of Liberal, Dodge City, and Garden City formed the Southwest Kansas Coalition (SKC) to collectively and actively participate in issues impacting the region. SKC was formed to advocate for Southwest Kansas to be consistently and thoughtfully considered in state and federal-level decisions, particularly when such decisions regard issues of importance to regional residents.
Each Fall, leaders from each city convene to formulate a shared legislative agenda to reflect the priorities of the coalition. This formalized agenda serves as a guide for member cities to effectively advocate for coalition priorities in the upcoming state and federal legislative sessions.

Recommendation:
Staff recommends adoption of the 2025 Southwest Kansas Coalition Legislative Agenda as presented.

About SKC

The Cities of Dodge City, Garden City, and Liberal formed the Southwest Kansas Coalition to collectively and actively participate in issues impacting the region. SKC was formed to advocate that Southwest Kansas should be consistently and thoughtfully considered in state and federal level decisions, particularly when such decisions regard issues of importance to region residents. The City of Hays joined the organization as an associate member, as many of the issues important to SKC are important to all of western Kansas. SKC is profoundly dedicated to the principle of home rule, which is mostly simply described as local elected officials making local government decisions. The Coalition believes in rigorous discussion and collective agreement, insofar as such discussion and agreement continually result in a workable and attainable core agenda.

2025 SOUTHWEST KANSAS COALITION

LEGISLATIVE AGENDA

Annexation
The ability of cities to grow is inherent to the ultimate success of annexation powers as they are currently established in state statutes. The current statutory framework was amended in 2011 to balance the interests of cities and those in areas to be annexed. Further amendment would shift this balance in a way that would impede orderly growth. Therefore, SKC opposes any change that limits the authority of cities to grow through annexation.

Health Care and Access to Services
The obstacles faced by health care providers and patients in rural areas are vastly different than those in urban areas. Rural communities face significant health challenges primarily due to access to health services and a severe lack of healthcare providers, meaning residents often have limited access to basic medical care, struggle to reach specialists, and may need to travel long distances to receive treatment.

Rural hospitals strive to provide their patients with the highest quality of care while simultaneously tackling the unique challenges of their often-remote location, small size, limited workforce, and constrained financial resources. Low patient volumes make it difficult for these organizations to manage the high fixed costs associated with operating a hospital, making them financially vulnerable to policy and market changes, and to Medicare and Medicaid payment cuts.

To enhance the health and well-being of individuals and communities, SKC supports eliminating barriers that limit provider capacity and patient access to critical health services and telemedicine technologies. SKC encourages increased funding for mental health programs including funding for community mental health centers and additional bed space for patients with mental health needs. Furthermore, additional training and support services for first responders are key to addressing these challenges on a local level to better support those on the front lines of the crisis.

Education
An adequate and stable workforce is essential to maintaining and growing the economy of southwest Kansas. Therefore, SKC believes in establishing educational opportunities for regional residents. Such opportunities include but are not limited to, specialized training programs and higher educational degree programs. To meet these educational goals, the Coalition wishes to maintain adequate funding to allow for the growth and advancement of educational programs in K-12 as well as postsecondary and graduate degrees. Additionally, SKC supports adequate funding for all Kansas Board of Regents institutions.

Southwest Kansas is the only quadrant of the state without a four-year public university. In order to bridge this gap and to provide a stronger higher education presence in our region, a University Center has been established to offer bachelor's and master’s level programs to meet the demands of the workforce with an initial focus on healthcare services. Students will obtain their first two years of education and their associate’s degree through one of the region’s community colleges and then have the opportunity to finish their bachelor's or advanced degree through the University Center. Headquartered in Dodge City, students across the region have access to programs through a blended mixed-class format with some face-to-face classroom time in addition to web-based offerings. SKC strongly supports community colleges as they provide the opportunity to “Grow Our Own” which is extremely critical to the long-term success of our regional workforce and the state of Kansas.

Water
SKC cities advocate for all of their citizens to have access to clean, safe, and affordable water. The State of Kansas has recognized that water is protected for the use and benefit of the citizens of Kansas. Water is the preeminent natural resource that provides for the economic growth and viability of our communities. SKC supports policies that expand the use of State Revolving Loan Funds and Debt Forgiveness programs to assist communities in pursuing infrastructure investments to ensure a safe water supply that addresses quality requirements, and resiliency and improves resource conservation.

SKC cities also wish to project a unified voice in water resource use decisions at the State and Federal levels. This engagement also includes involvement with River Advisory Communities (RACs) and Groundwater Management Districts (GMDs) to benefit municipal customers as partners in the rural economy through conservation and use strategies with municipal, agricultural, and industrial partners supporting the long-term social and economic health of Southwest Kansas.

Immigration
Immigrant and refugee labor is vital to the southwest Kansas economy. SKC believes in legal immigration. Therefore, SKC believes the Kansas Legislature and the United States Congress should approach the immigration issue in a sensible way. For SKC, a sensible approach is an approach built on three essential foundations: 1) all immigration legislation is tempered with an understanding of such legislation’s economic impact for companies employing immigrants; 2) a recognition that immigrants living in SKC member cities require a reduction in time and distance barriers between the individual and his or her pursuance of legal status; and 3) a recognition that SKC member-cities require additional resources to integrate immigrants into the community.

In addition, the SKC requests that the United States Citizenship and Immigration Services (USCIS) give serious consideration to opening a field office in Southwest Kansas where services are desperately needed. To help address this issue in the meantime, we request an increase in the frequency of USCIS mobile services in

Southwest Kansas as follows:
- Provide at least monthly mobile service visits to SKC member cities.
- Provide full services (biometrics, interviews, etc.) during each visit.
- SKC member cities will continue to provide support staff, designated space (rent-free), and technology.
- Increased frequency of naturalization ceremonies.

Lastly, the SKC strongly believes that the United States Congress should engage to deliver bipartisan legislation that provides a permanent solution for recipients of the Deferred Action for Childhood Arrivals (DACA) program. Such legislation should include a pathway to citizenship within a reasonable time frame.

Childcare
The current childcare system is failing both families and communities across Kansas. The supply of childcare has been on the decline for years, disproportionately affecting certain families, including those who work nontraditional hours; live in rural communities; have an infant or toddler, or child with special needs; or are immigrants. SKC supports creating a regulatory environment that supports rather than impedes the creation of more childcare facilities. In addition, to adapt to the regulatory environment, SKC supports additional funding to those facilities attempting to meet the requirements and close the gap between children without childcare. This issue impacts economic development, employers, and the future of our region.

Taxes
The collection of sales and use of tax legislation should not preempt state and local sales and use tax authority. Should federal legislation allow for the state imposition of such taxes, we support the distribution of those funds to cities and counties using an equitable formula. Kansas should continue to participate in the Streamlined Sales Tax Project. Cities are important partners in creating jobs, reviving the economy, delivering vital services, and providing quality of life. City leaders should be included in legislative discussions about restructuring the Kansas tax system and any modifications must avoid shifting additional financial burdens to local governments. SKC opposes the removal of sales exemptions for Kansas Municipalities. Additionally, SKC cities realize there is a large reliance on property taxes to fund local and state government. All property taxing authorities should be equally transparent and have to abide by the same limitations, restrictions, and requirements. Any additional transparency measures should not be burdensome or costly.

Historic Preservation
The State Historic Rehabilitation Tax Credit Program and the Heritage Trust Fund assist communities in maintaining and/or preserving their historic buildings. It also serves as a critical resource for economic development and provides valuable private investment that preserves our history and heritage not only for today but for future generations.

State Historic Rehabilitation Tax Credit Program : The State Historic Rehabilitation Tax Credit program currently provides a state income tax credit equal to 30% of qualifying rehabilitation expenses for historic buildings. Properties must be listed on the Kansas or National Register of Historic Places or a "contributor" to a historic district. SKC supports enhancing the State Historic Rehabilitation Tax Credit Program to offer a forty percent tax credit (40%) for cities with a population of 50,000 or less.

Heritage Trust Fund :The Heritage Trust Fund grant program is a state-funded grant program awarded annually since 1990 to Register-listed properties statewide. Heritage Trust Fund funding is collected by county Registers of Deed from document filing fees and transmitted to the state quarterly. Approximately $1 million is available annually, but it is typically 3 to 4 times that amount requested. SKC advocates supplementing the Heritage Trust Fund to provide more funding for historic downtowns and commercial properties.

Transportation
Transportation infrastructure is critical to the safety of regional residents and travelers. Transportation infrastructure is also vital to the regional economy's maintenance and growth. Therefore, SKC believes in the continued advocacy and funding for transportation infrastructure and maintenance in southwest Kansas.

Air Transportation
Federal funding for passenger air service is vital to Southwest Kansas. The Essential Air Service Program is critical to providing the region with access to multiple major international airports. SKC encourages continued support from the Congressional Delegation. SKC supports increased FAA safety regulations; however, the qualifier of seat time has drastically reduced the number of qualified pilots under FAA regulations for Essential Air Service, thus resulting in canceled flights. SKC supports incorporating qualified classroom training for commercial pilot certification in order to meet the increasing demand for passenger air transportation service in Southwest Kansas communities. SKC also supports continued and uninterrupted funding of the Federal Aviation Administration and expansion of the Airport Improvement Projects for airports. Federal funding through the Airport Improvement Program is critical to maintaining the infrastructure of airports.

Rail Transportation
SKC supports enhanced passenger and freight rail service in Kansas. In particular, the Coalition strongly supports the improvement, preservation, and reinvestment of Amtrak passenger rail service along the Southwest Chief line, which operates between Chicago and Los Angeles. SKC encourages State and Federal funding to preserve this needed transportation link to access the southwestern region of the State. Passenger ridership along this section of the Southwest Chief steadily increases as more Kansans take advantage of the convenience of passenger rail transportation.

Highway Transportation
State and Federal transportation dollars should be spent on adequate and equitable transportation infrastructure in all of Kansas. Transportation infrastructure is vital t our local, state, and country's economy, individuals' safety, and our nation's defense The City-County Highway Fund is essential to maintaining local roads and bridges and should be fully funded and not be diverted for other purposes. SKC also advocates for the planning of dividing Highways 54, 50/400, and 83, as IKE projects.

Contacts

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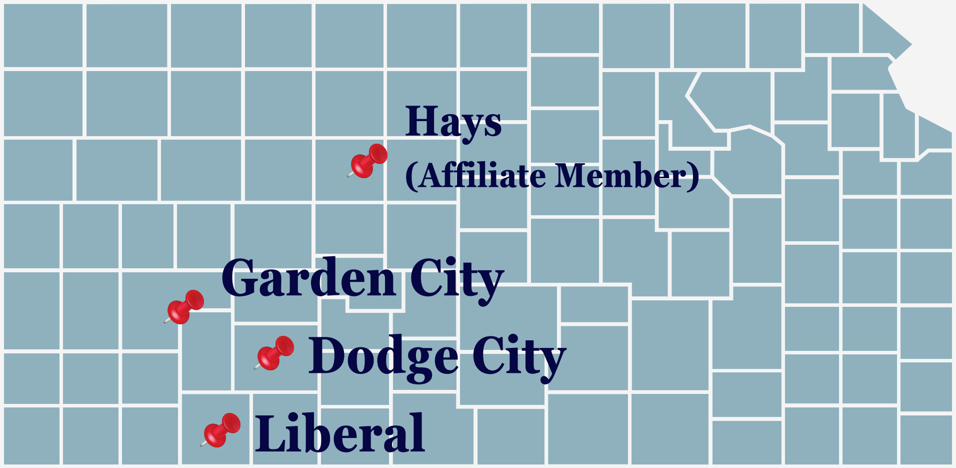
Southwest Kansas Coalition



CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 16.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From:

RE: CITY MANAGER REPORT

Recommendation:

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM # 18.a.

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From:

RE: 12/10/2024 VOUCHERS

Voucher Summary List:

Accounts Payable Vouchers: $1,179,403.27

Rec Center Officials & Special Runs: $37,654.88

HR Expense Vouchers: $254,855.85

Total: $1,471,914.00

Recommendation:

Voucher Summary List
City Commission Meeting
12/10/24

Accounts Payable Vouchers: $1,179,403.27

Rec Center Officials & Special Runs: $37,654.88

HR Expense Vouchers: $254,855.85

TOTAL: $1,471,914.00

Ledger	Description	Vendor Name	Invoice	Amount
Department: 0000 - NONDEPARTMENTAL				
601-0000-28175	HEALTH EQUITY/WAGE WORKS	WAGEWORKS, INC	INV6886673	$225.35
601-0000-28175	HEALTH EQUITY/WAGE WORKS	WAGEWORKS, INC	INV6917485	$538.02
			Subtotal for Department 0000 :	**$763.37**
Department: 4100 - NON DEPARTMENTAL				
100-4100-44031	CIRCUIT BREAKER	STANION WHOLESALE ELECTRIC CO	5826465-00	$20.58
100-4100-44031	BULBS	STANION WHOLESALE ELECTRIC CO	5827376-00	$192.25
100-4100-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$276.85
100-4100-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$339.15
100-4100-44052	PITNEY BOWES RENTAL CHARGE	PITNEY BOWES	3319957449	$1,406.64
100-4100-45060	NOVEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	NOVEMBER 2024	$67.88
100-4100-46010	SHEET PROTECTORS	SOUTHERN OFFICE SUPPLY INC	326021	$5.99
100-4100-46010	STORAGE BOX	SOUTHERN OFFICE SUPPLY INC	327344	$149.99
100-4100-46010	LEGAL PADS	SOUTHERN OFFICE SUPPLY INC	327846	$18.99
100-4100-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$27.96
100-4100-46013	WEEKLY CHARGES	UNITED PARCEL SERVICE	000066E179474	$32.90
100-4100-46013	SHIPPING	UNITED PARCEL SERVICE	000066E179484	$32.90
100-4100-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$1,695.97
100-4100-46090	SHRED SERVICE/CITY HALL	UNDERGROUND VAULTS & STORAGE	1095662	$25.00
100-4100-46090	SHRED SERVICE/CITY HALL	UNDERGROUND VAULTS & STORAGE	1100515	$25.00
100-4100-48090	COFFEE	PRAIRIE FIRE COFFEE	1616784	$123.80
100-4100-48090	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY TAXES	12/20/2024	$3,049.12
100-4100-48090	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY TAXES	12/20/2024	$207.00
735-4100-46028	CUSTOM PROGRAMMING: SIGNATURE CHANGE	COMPUTER INFORMATION CONCEPTS	PSI39285	$300.00

Ledger	Description	Vendor Name	Invoice	Amount
		Subtotal for Department 4100 :		$7,997.97
Department: 4110 - LEGISLATIVE				
100-4110-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$200.05
100-4110-45041	ORDINANCE #4621	HIGH PLAINS DAILY LEADER AND TIMES	118482	$54.00
100-4110-45041	ORDINANCE #4622	HIGH PLAINS DAILY LEADER AND TIMES	118483	$40.50
100-4110-45041	RESOLUTION #2424	HIGH PLAINS DAILY LEADER AND TIMES	118486	$33.75
100-4110-45080	WATER/SODAS/SNACKS	WALMART COMMUNITY BRC	NOVEMBER 2024	$85.78
100-4110-46010	BINDING COMBS	SOUTHERN OFFICE SUPPLY INC	327512	$2.91
100-4110-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$72.00
		Subtotal for Department 4110 :		$488.99
Department: 4120 - MUNICIPAL COURT/DIVERSION				
100-4120-34108	A A OWENS-RESTITUTION FOR JORDAN JACOB GAMBLE	ALISHA ANN OWENS	2023001898.6	$200.00
100-4120-34108	RESTITUTION/A ORTIZ	YESENIA ORTIZ	2023000330	$700.00
100-4120-44031	SEALANT	WESTLAKE HARDWARE INC	7715471	$19.18
100-4120-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$635.99
100-4120-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$317.04
100-4120-46010	TONER	SOUTHERN OFFICE SUPPLY INC	327414	$143.99
100-4120-46010	TONER	SOUTHERN OFFICE SUPPLY INC	327560	$127.98
100-4120-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$37.87
100-4120-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$36.03
100-4120-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$337.21
100-4120-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$144.00
100-4120-48033	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	OCTOBER 2024	$150.00

Ledger	Description	Vendor Name	Invoice	Amount
100-4120-48033	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	SEPTEMBER 2024	$149.50
100-4120-48034	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	OCTOBER 2024	$1,407.00
100-4120-48034	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	SEPTEMBER 2024	$162.68
100-4120-48036	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	OCTOBER 2024	$2,960.00
100-4120-48036	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	SEPTEMBER 2024	$3,047.38
100-4120-48038	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	OCTOBER 2024	$220.00
100-4120-48038	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	SEPTEMBER 2024	$55.09
100-4120-48041	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	OCTOBER 2024	$60.00
100-4120-48041	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	SEPTEMBER 2024	$340.00
100-4120-48044	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	OCTOBER 2024	$225.00
100-4120-48044	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	SEPTEMBER 2024	$30.00
100-4120-48090	POWER CORD/KEYBOARD	WALMART COMMUNITY BRC	NOVEMBER 2024	$37.86
100-4120-48090	GORILLA TAPE/TISSUE/AIR FRESHENERS	WALMART COMMUNITY BRC	NOVEMBER 2024	$103.32
100-4120-48840	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	OCTOBER 2024	$2,045.00
100-4120-48840	MUNICIPAL COURT FEES	KANSAS STATE TREASURER	SEPTEMBER 2024	$1,400.00
722-4120-43046	CAM & WBS MONITORING FEE	ALCOHOL MONITORING SYSTEMS	323151	$680.40
722-4120-46010	ENVELOPES	SOUTHERN OFFICE SUPPLY INC	327502	$31.15
722-4120-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$10.79
			Subtotal for Department 4120 :	**$15,814.46**

Department: 4121 - MUNICIPAL COURT/DRUG COUR

Ledger	Description	Vendor Name	Invoice	Amount
209-4121-43060-004	DRUG COURT EXPENSE	WALMART COMMUNITY BRC	NOVEMBER 2024	$5.24
209-4121-43060-004	COOKIES/MRT CLASS	WALMART COMMUNITY BRC	NOVEMBER 2024	$8.94
			Subtotal for Department 4121 :	**$14.18**

Department: 4130 - CITY MANAGER

Ledger	Description	Vendor Name	Invoice	Amount
100-4130-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$98.98
100-4130-44032	OCTOBER CAR WASH	SQUEAKY CLEAN CAR WASH LLC	4603	$16.00
100-4130-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$116.52
100-4130-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$129.60
100-4130-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$1,990.18
100-4130-48090	EMBROIDERY	SIGN EXPRESS	4497	$98.34
			Subtotal for Department 4130 :	**$2,449.62**

Department: 4150 - FINANCE DEPARTMENT

Ledger	Description	Vendor Name	Invoice	Amount
100-4150-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$86.40
			Subtotal for Department 4150 :	**$86.40**

Department: 4152 - PERSONNEL DEPARTMENT

Ledger	Description	Vendor Name	Invoice	Amount
100-4152-46010	MONTHLY CHARGE	COMPLIANCEONE	322484	$301.40
100-4152-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$57.60
			Subtotal for Department 4152 :	**$359.00**

Department: 4160 - BUILDING MAINTENANCE

Ledger	Description	Vendor Name	Invoice	Amount
100-4160-43090	CROWN CEU TRAINING	STANION WHOLESALE ELECTRIC CO	5823183-00	$490.00
100-4160-44030	FITTINGS	WESTLAKE HARDWARE INC	7715223	$6.59
100-4160-44031	MARKING PAINT	WESTLAKE HARDWARE INC	7715016	$59.94
100-4160-44031	CREDIT/RETURN MARKING PAINT	WESTLAKE HARDWARE INC	7715017	($59.94)
100-4160-44031	KEYS	WESTLAKE HARDWARE INC	7715277	$11.97
100-4160-44031	TOILET PLUNGER	WESTLAKE HARDWARE INC	7715467	$9.59
100-4160-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$150.16

Ledger	Description	Vendor Name	Invoice	Amount
100-4160-45022	POLICY #0S87608	AL SHANK INSURANCE INC	424473	$576.33
100-4160-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$83.02
100-4160-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$83.02
100-4160-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$31.68
100-4160-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$91.25
100-4160-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$72.00
100-4160-46087	SAFETY REIMBURSEMENT-WORK COAT	LOPEZ, ALONZO	11/19/2024	$25.37
100-4160-46087	SAFETY REIMBURSEMENT-OVERALLS	LOVATO, ANDREW	11/25/2024	$111.42
100-4160-46087	REIMBURSE WORK GEAR	WILLIAMS, MATTHEW	11/21/24	$99.18
100-4160-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$2,138.54
			Subtotal for Department 4160 :	**$3,980.12**

Department: 4180 - I.T. DEPARTMENT

Ledger	Description	Vendor Name	Invoice	Amount
100-4180-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$727.20
			Subtotal for Department 4180 :	**$727.20**

Department: 4190 - PLANNING & ZONING

Ledger	Description	Vendor Name	Invoice	Amount
100-4190-45041	LEAGLS: PZ 24-05	HIGH PLAINS DAILY LEADER AND TIME S	118388	$67.50
100-4190-45041	LEGALS: PZ-24-06 & BZ-24-08	HIGH PLAINS DAILY LEADER AND TIME S	118389	$67.50
			Subtotal for Department 4190 :	**$135.00**

Department: 4210 - POLICE ADMINISTRATION

Ledger	Description	Vendor Name	Invoice	Amount
100-4210-44030	FIRE EXTINGUISHERS	CF SERVICE & SUPPLY LLC	173751	$56.30
100-4210-44030	OUTLET SURGE PROTECTOR	WALMART COMMUNITY BRC	NOVEMBER 2024	$20.92
100-4210-44031	AIR FILTERS	HAVOC SUPPLY	10952	$326.64
100-4210-44031	BI-MONTHLY PEST CONTROL	RINE EXTERMINATING INC	95961485	$100.00

Ledger	Description	Vendor Name	Invoice	Amount
100-4210-44031	FAUCET SUPPLY LINES	WESTLAKE HARDWARE INC	7715345	$57.47
100-4210-44032	DAY/NIGHT REARVIEW MIRROR	AUTO ZONE COMMERCIAL PROGRAM	01640437821	$24.24
100-4210-44032	UNIT #250 OIL SERVICE	CHRYSLER CORNER INC	113340	$96.77
100-4210-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$8,284.18
100-4210-44032	UNIT #221-MULTI POINT INSPECTION	FOSS MOTOR CO INC	6013709	$254.30
100-4210-44032	RENEW TAGS/UNITS #253 & #254	SEWARD COUNTY TREASURER	11/21/2024	$509.25
100-4210-44032	OCTOBER CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4605	$56.23
100-4210-44032	OCTOBER CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4623	$45.00
100-4210-44032	OCTOBER CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4630	$12.00
100-4210-44032	OCTOBER FLEET CHARGES	STONE CREEK DEVELOPMENT LLC	2024-827	$179.75
100-4210-44032	BATTERY FOR VEHICLE CONTROL	WALMART COMMUNITY BRC	NOVEMBER 2024	$5.99
100-4210-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$174.81
100-4210-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$271.39
100-4210-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424462	$2,434.50
100-4210-45030	FLEET TRACKING SYSTEMS	VERIZON CONNECT	618000064975	$284.25
100-4210-45060	NOVEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	NOVEMBER 2024	$123.76
100-4210-46010	TONER	QUILL	41506612	$177.99
100-4210-46010	OFFICE SUPPLIES	QUILL	41551568	$226.36
100-4210-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$44.76
100-4210-46010	HEADPHONES	WALMART COMMUNITY BRC	NOVEMBER 2024	$12.73
100-4210-46011	TRASH BAGS/GLOVES	SERVICE JANITORIAL SUPPLY INC	332789	$99.40
100-4210-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$250.75
100-4210-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$2,077.40
100-4210-46026	FUEL/PD	WEX BANK	101042217	$3,804.70

Ledger	Description	Vendor Name	Invoice	Amount
100-4210-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$864.00
100-4210-46085	HAND TIE	GALLS LLC	029484835	$63.73
100-4210-46085	BOOT POLISH	GALLS LLC	029511926	$160.42
100-4210-46085	BLACKINTON NAMETAG	GALLS LLC	029530724	$106.40
100-4210-46085	WOMENS BOOTS	WALMART COMMUNITY BRC	NOVEMBER 2024	$39.46
100-4210-46090	(7) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	128386	$49.00
100-4210-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$14,767.69
100-4210-48092	REIMBURSE TRAVEL EXPENSE	MILLER, CHAD	11/10/24	$13.34
			Subtotal for Department 4210 :	**$36,075.88**

Department: 4211 - ANIMAL CONTROL DIVISION

Ledger	Description	Vendor Name	Invoice	Amount
100-4211-43091	ANIMAL SHELTER VET SERVICES	COMPASSIONATE CARE VETERINARY CLINIC	10/25/2024	$138.69
100-4211-43091	VETERINARY SERVICES	PANHANDLE VETERINARY CLINIC LLC	7711	$17.86
100-4211-43094	SPAY/NEUTER EXPENSES	WALMART COMMUNITY BRC	NOVEMBER 2024	$24.96
100-4211-43094	SPAY/NEUTER SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$16.08
100-4211-44031	MONTHLY PEST CONTROL	RINE EXTERMINATING INC	95961476	$150.00
100-4211-44031	SPRAY PAINT	WALMART COMMUNITY BRC	NOVEMBER 2024	$47.84
100-4211-44032	ROAD PROOF REPLACEMENT PLUG	AUTO ZONE COMMERCIAL PROGRAM	01640432277	$14.54
100-4211-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$105.40
100-4211-44032	SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$26.92
100-4211-45060	NOVEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	NOVEMBER 2024	$85.60
100-4211-46010	(4) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	128635	$42.00
100-4211-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$5.38
100-4211-46017	DISINFECTANT	MWI ANIMAL HEALTH	57866229	$334.40
100-4211-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$153.22

Ledger	Description	Vendor Name	Invoice	Amount
100-4211-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$472.60
100-4211-46026	FUEL	MADDEN OIL CO	5167/2410092382	$515.67
100-4211-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$115.20
100-4211-46615	CLEANSER SOLUTION/FLEA TREATMENT	MWI ANIMAL HEALTH	57866229	$314.68
100-4211-46615	KENNEL SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$45.74
100-4211-46615	KENNEL SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$73.90
100-4211-46615	KENNEL SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$77.98
100-4211-46615	KENNEL SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$123.84
100-4211-46615	KENNEL SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$43.76
100-4211-46619	DOG/CAT FOOD	WALMART COMMUNITY BRC	NOVEMBER 2024	$389.74
100-4211-46619	DOG/CAT FOOD	WALMART COMMUNITY BRC	NOVEMBER 2024	$179.88
100-4211-46619	DOG/CAT FOOD	WALMART COMMUNITY BRC	NOVEMBER 2024	$179.88
100-4211-46619	DOG/CAT FOOD	WALMART COMMUNITY BRC	NOVEMBER 2024	$179.88
100-4211-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$1,654.26
			Subtotal for Department 4211 :	**$5,529.90**

Department: 4220 - FIRE

Ledger	Description	Vendor Name	Invoice	Amount
100-4220-43022	REIMBURSE EMT RECERTIFICATION FEE	POULTON, GLENN	CV 92424	$30.00
100-4220-43022	COURSE/REMOVING BARRIERS TO CHANGE	SEWARD COUNTY COMMUNITY COLLEGE	362	$44.00
100-4220-43022	COURSE/GOAL SETTING & ACHIEVEMENT	SEWARD COUNTY COMMUNITY COLLEGE	371	$30.00
100-4220-43022	COURSE/GOAL SETTING & ACHIEVEMENT	SEWARD COUNTY COMMUNITY COLLEGE	372	$15.00
100-4220-43022	COURSE/GOAL SETTING & ACHIEVEMENT	SEWARD COUNTY COMMUNITY COLLEGE	373	$15.00
100-4220-43022	COURSE/GOAL SETTING & ACHIEVEMENT	SEWARD COUNTY COMMUNITY COLLEGE	375	$15.00
100-4220-44030	ANNUAL LADDER TESTING	AMERICAN TEST CENTER	2242220	$1,270.00
100-4220-44030	LUMBER/FITTINGS	MEAD LUMBER DO IT CENTER	11406358	$24.92

Ledger	Description	Vendor Name	Invoice	Amount
100-4220-44030	PULSE OXIMETER	WALMART COMMUNITY BRC	NOVEMBER 2024	$34.88
100-4220-44030	FITTINGS	WESTLAKE HARDWARE INC	7715349	$97.16
100-4220-44031	BULB/BALLAST	STANION WHOLESALE ELECTRIC CO	5822373-00	$89.57
100-4220-44031	BALLAST	STANION WHOLESALE ELECTRIC CO	5831480-00	$53.88
100-4220-44031	BATTERIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$12.97
100-4220-44031	SWIVEL BOLT SNAP	WESTLAKE HARDWARE INC	7715261	$4.19
100-4220-44031	LUBRICANT	WESTLAKE HARDWARE INC	7715349	$11.99
100-4220-44032	ANNUAL LADDER TESTING	AMERICAN TEST CENTER	2242220	$610.00
100-4220-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$36.00
100-4220-44032	UNIT #17-OIL FILTER	KOST TRUCK SUPPLY INC	370918	$38.12
100-4220-44032	UNIT # 17 FILTERS	LIBERAL KENWORTH	03P195020	$53.13
100-4220-44032	UNIT #16 FILTERS	LIBERAL KENWORTH	03P195021	$107.76
100-4220-44032	FLEET WASH CHARGES	SQUEAKY CLEAN CAR WASH LLC	4629	$12.00
100-4220-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$184.76
100-4220-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$302.57
100-4220-45060	NOVEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	NOVEMBER 2024	$14.46
100-4220-46011	PAPER TOWELS	SERVICE JANITORIAL SUPPLY INC	332915	$92.15
100-4220-46011	JANITORIAL SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$17.96
100-4220-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$201.59
100-4220-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$14.63
100-4220-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$968.14
100-4220-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$360.00
100-4220-46090	ACE REWARDS	WESTLAKE HARDWARE INC	7715261	($2.00)
100-4220-46090	BATTERIES	WESTLAKE HARDWARE INC	7715261	$18.99

Ledger	Description	Vendor Name	Invoice	Amount
100-4220-48090	COFFEE	PRAIRIE FIRE COFFEE	1616222	$137.70
			Subtotal for Department 4220 :	$4,916.52

Department: 4240 - BUILDING INSPECTION SVC

Ledger	Description	Vendor Name	Invoice	Amount
100-4240-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$54.00
100-4240-44064	MOWING-250 E TUCKER ROAD	EISENHAUER, STEPHEN E	24-JC-214	$360.00
100-4240-44064	MOWING-00000 E 8TH	EISENHAUER, STEPHEN E	24-JC-218	$140.00
100-4240-44064	MOWING-E 8TH & CALVERT	EISENHAUER, STEPHEN E	24-JC-219	$160.00
100-4240-44064	MOWING-00000 S CAIN	EISENHAUER, STEPHEN E	24-JC-220	$220.00
100-4240-44064	MOWING-S CAIN ON CURVE	EISENHAUER, STEPHEN E	24-JC-221	$220.00
100-4240-44064	MOWING-JOHN JACOBSON DR	EISENHAUER, STEPHEN E	24-JC-222	$440.00
100-4240-44064	MOWING-FLYING J	EISENHAUER, STEPHEN E	24-JC-224	$440.00
100-4240-44064	MOWING-ROW VIRGINIA	EISENHAUER, STEPHEN E	24-JC-233	$100.00
100-4240-44064	MOWING-700 BLK E PANCAKE	EISENHAUER, STEPHEN E	24-JC-234	$140.00
100-4240-44064	MOWING-640 S NEW YORK	ELC SERVICES	24-DF-001	$100.00
100-4240-44064	MOWING-188 W PANCAKE	ELC SERVICES	24-JC-209	$100.00
100-4240-44064	MOWING-1131 N PERSHING	ELC SERVICES	24-JC-212	$140.00
100-4240-44064	MOWING-611 N NEBRASKA	ELC SERVICES	24-JC-213	$100.00
100-4240-44064	MOWING-741 E PANCAKE	ELC SERVICES	24-JC-215	$140.00
100-4240-44064	MOWING-417 W 4TH	ELC SERVICES	24-JC-216	$100.00
100-4240-44064	MOWING-611 N LINCOLN	ELC SERVICES	24-JC-228	$100.00
100-4240-44064	MOWING-S MOWING RITEWAY	ELC SERVICES	24-JC-229	$180.00
100-4240-44064	MOWING-2000 W 4TH	ELC SERVICES	24-JC-230	$240.00
100-4240-44064	MOWING-424 W 4TH	ELC SERVICES	24-JC-232	$100.00
100-4240-44064	MOWING-1420 MISSION	ELC SERVICES	24-JRK-168	$140.00

Ledger	Description	Vendor Name	Invoice	Amount
100-4240-44064	MOWING-1231 S GRANT	ELC SERVICES	24-JRK-169	$100.00
100-4240-44064	MOWING-OHIO & PROSPECT	ELC SERVICES	24-JRK-170	$100.00
100-4240-44064	MOWING-NESLON & COUNTRY SIDE LOT	ELC SERVICES	24-JRK-171	$100.00
100-4240-44064	MOWING-100 BLK W COOLIDGE	ELC SERVICES	24-JRK-172	$100.00
100-4240-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$283.07
100-4240-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$9.88
100-4240-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$23.64
100-4240-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$144.00
			Subtotal for Department 4240 :	**$4,574.59**

Department: 4250 - COMMUNICATIONS

Ledger	Description	Vendor Name	Invoice	Amount
202-4250-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$184.33
202-4250-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$201.60
202-4250-48090	(2) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	128625	$14.00
			Subtotal for Department 4250 :	**$399.93**

Department: 4290 - TRAFFIC CONTROL MAINT DIV

Ledger	Description	Vendor Name	Invoice	Amount
100-4290-43022	CROWN CEU TRAINING	STANION WHOLESALE ELECTRIC CO	5823183-00	$245.00
100-4290-44031	KEYS	WESTLAKE HARDWARE INC	7715277	$11.97
100-4290-44032	ANTIFREEZE	AUTO ZONE COMMERCIAL PROGRAM	01640438176	$12.73
100-4290-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$187.30
100-4290-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424462	$912.37
100-4290-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$83.02
100-4290-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$1,152.43
100-4290-46069	SCHOOL ZONE FLASHERS	GADES SALES CO INC	0087080-IN	$7,603.26

Ledger	Description	Vendor Name	Invoice	Amount
100-4290-46087	REIMBURSE WORK GEAR	MICHEL, JAVIER	11/07/24	$200.00
100-4290-46088	HAMMER DRILL BIT	WESTLAKE HARDWARE INC	7715228	$12.99
100-4290-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$2,390.86
			Subtotal for Department 4290 :	**$12,811.93**

Department: 4300 - STREET/HIGHWAY

Ledger	Description	Vendor Name	Invoice	Amount
100-4300-44030	CYLINDER LEASE RENEWAL-MULTIPLE DEPT	AIRGAS MID SOUTH INC	5512188883	$700.00
100-4300-44031	FLEX TAPE/SEALANT	MEAD LUMBER DO IT CENTER	11396232	$130.47
100-4300-44031	FITTINGS	MEAD LUMBER DO IT CENTER	11465290	$14.19
100-4300-45015	LANDFILL CHARGES	SEWARD COUNTY LANDFILL	OCTOBER 2024	$87.05
100-4300-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$83.02
100-4300-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$47.45
100-4300-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$3.65
100-4300-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$22.07
100-4300-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$14.40
100-4300-46087	REIMBURSE WORK BOOTS	TORRES, AARON	11/12/24	$147.49
100-4300-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$3,280.94
207-4300-46062	ICE MELT	VAN DIEST SUPPLY COMPANY	182063	$516.95
207-4300-46064	PROPANE	RASH OIL COMPANY	057473	$28.20
207-4300-46064	MARKING PAINT	WESTLAKE HARDWARE INC	7715018	$53.94
207-4300-46064	MARKING PAINT	WESTLAKE HARDWARE INC	7715229	$53.94
207-4300-46064	ROLLER COVERS	WESTLAKE HARDWARE INC	7715564	$29.98
			Subtotal for Department 4300 :	**$5,213.74**

Department: 4320 - REFUSE

Ledger	Description	Vendor Name	Invoice	Amount
510-4320-44030	CYLINDER LEASE RENEWAL-MULTIPLE DEPT	AIRGAS MID SOUTH INC	5512188883	$170.00

Ledger	Description	Vendor Name	Invoice	Amount
510-4320-44030	BRAKE CLEANER	BUMPER TO BUMPER AUTO PARTS LIB ERAL	520495	$32.40
510-4320-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$205.78
510-4320-44032	UNIT #94 HOOD LATCH & BRACKET	KOST TRUCK SUPPLY INC	370929	$135.81
510-4320-44032	UNIT #62 FILTER	LIBERAL KENWORTH	03P194063	$43.57
510-4320-44032	MOUNT/DISMOUNT UNIT #59	M & M TIRE SERVICE	161286	$51.00
510-4320-44032	FLAT IRON/CUTTING CHARGE/DEBUR EDGES & CLEAN MATERIAL/UNIT #93	NEW IRON & METAL OF LIBERAL INC	10132	$237.02
510-4320-44032	ANGLE IRON/CUTTING CHARGE/UNIT #93	NEW IRON & METAL OF LIBERAL INC	10167	$21.80
510-4320-44032	REPAIR PARTS/UNITS #93 & #94	SOUTHWESTERN EQUIPMENT CO	045353	$755.53
510-4320-44032	WIPER MOTOR ASSEMBLIES/UNIT #54	WESTMAN EQUIPMENT, LLC	9839	$435.20
510-4320-45015	LANDFILL CHARGES	SEWARD COUNTY LANDFILL	OCTOBER 2024	$47,402.60
510-4320-45016	LANDFILL CHARGES	SEWARD COUNTY LANDFILL	OCTOBER 2024	$36.75
510-4320-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$124.53
510-4320-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$18.02
510-4320-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$411.36
510-4320-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$14.40
510-4320-46050	BOLTS	FASTENAL COMPANY	KSLIB106946	$27.52
510-4320-46050	REPAIR DUMPSTER LIDS	MILLWRIGHT BEST REPAIR LLC	MBR4001	$1,060.00
510-4320-46087	SAFETY REIMBURSEMENT-BOOTS	CARDOZA, SANTIAGO	11/13/2024	$135.10
510-4320-46090	DETERGENT/COFFEE/CUTLERY	WALMART COMMUNITY BRC	NOVEMBER 2024	$238.41
510-4320-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$2,251.55
			Subtotal for Department 4320 :	**$53,808.35**

Department: 4330 - FLEET MAINTENANCE

Ledger	Description	Vendor Name	Invoice	Amount
100-4330-44031	FITTINGS	MEAD LUMBER DO IT CENTER	11388121	$77.29

Ledger	Description	Vendor Name	Invoice	Amount
100-4330-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$1.84
100-4330-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$292.82
100-4330-46089	STOCK ROOM SUPPLIES	BUMPER TO BUMPER AUTO PARTS LIB ERAL	520423	$250.13
100-4330-46089	STOCK ROOM SUPPLIES	BUMPER TO BUMPER AUTO PARTS LIB ERAL	520485	$76.89
		Subtotal for Department 4330 :		**$698.97**

Department: 4340 - ENGINEERING

Ledger	Description	Vendor Name	Invoice	Amount
100-4340-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$14.40
		Subtotal for Department 4340 :		**$14.40**

Department: 4350 - SEWER ADMINISTRATIVE

Ledger	Description	Vendor Name	Invoice	Amount
520-4350-43022	COURSE/REMOVING BARRIERS TO CHANGE	SEWARD COUNTY COMMUNITY COLLE GE	366	$15.00
520-4350-44030	CYLINDER LEASE RENEWAL-MULTIPLE DEPT	AIRGAS MID SOUTH INC	5512188883	$245.00
520-4350-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$120.43
520-4350-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$258.06
520-4350-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424462	$634.43
520-4350-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$284.57
520-4350-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$181.70
520-4350-46016	(4) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	128409	$28.00
520-4350-46016	(3) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	90302615	$21.00
520-4350-46016	ACID SOLUTION	USA BLUEBOOK	INV00540063	$228.19
520-4350-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$162.00
520-4350-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$8.29
520-4350-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$57.60
520-4350-46087	REIMBURSE WORK GEAR	MENDOZA, VICTOR	11/07/24	$176.59

Ledger	Description	Vendor Name	Invoice	Amount
520-4350-46087	REIMBURSE WORK GEAR	RANDLES, JESSE	11/13/24	$200.00
520-4350-46087	REIMBURSE WORK BOOTS	ROBERTS, RICHARD	10/10/24	$74.33
520-4350-46090	STORAGE TOTES	WESTLAKE HARDWARE INC	7715428	$17.98
520-4350-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$1,741.86
520-4350-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$0.00
			Subtotal for Department 4350 :	**$4,455.03**

Department: 4351 - SEWER LINE CLEANING

Ledger	Description	Vendor Name	Invoice	Amount
520-4351-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$91.70
520-4351-44032	UNIT #96 &189 OIL FILTERS	KOST TRUCK SUPPLY INC	370833	$88.92
520-4351-44032	BRAKE SLACK ADJUSTER/STROKE UNIT#96	TRUCK CENTER COMPANIES	XA102051154:01	$259.84
520-4351-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$41.51
520-4351-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$560.57
520-4351-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$830.81
			Subtotal for Department 4351 :	**$1,873.35**

Department: 4352 - SEWER PLANT OPERATION

Ledger	Description	Vendor Name	Invoice	Amount
520-4352-44024	WEED KILLER	TEAM LABORATORY CHEMICAL LLC	INV0043666	$924.00
520-4352-44024	ICE MELT	VAN DIEST SUPPLY COMPANY	182063	$516.95
520-4352-44030	FILTERS	FASTENAL COMPANY	KSLIB105078	$262.32
520-4352-44030	FILTERS	FASTENAL COMPANY	KSLIB106594	$289.21
520-4352-44030	GUARDIAN LIFE RING CABINET	GLASDON, INC.	SI1015668	$2,208.00
520-4352-44030	FILTER FLEECE/MAT	KAESER COMPRESSORS	917144906	$1,847.13
520-4352-44030	CLEANER	WESTLAKE HARDWARE INC	7715021	$3.30
520-4352-44030	TOOL	WESTLAKE HARDWARE INC	7715336	$149.00
520-4352-44030	FITTINGS	WESTLAKE HARDWARE INC	7715392	$25.97

Ledger	Description	Vendor Name	Invoice	Amount
520-4352-44030	PUTTY KNIVES	WESTLAKE HARDWARE INC	7715396	$11.18
520-4352-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$186.87
520-4352-44032	INTERIOR LITE/GROMMET OVAL	KOST TRUCK SUPPLY INC	370557	$18.14
520-4352-44032	UNIT #154 RED LITE/USE VELVAC/PIGTAIL CONNECTOR	KOST TRUCK SUPPLY INC	370562	$21.15
520-4352-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424462	$611.91
520-4352-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$159.37
520-4352-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$62.77
520-4352-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$22,301.32
520-4352-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$2,461.11
520-4352-48090	CYLINDER LEASE RENEWAL	AIRGAS MID SOUTH INC	5512188880	$100.00
520-4352-48090	KEY DUPLICATES	WESTLAKE HARDWARE INC	7715484	$43.45
			Subtotal for Department 4352 :	**$32,203.15**

Department: 4370 - STREET LIGHTING

Ledger	Description	Vendor Name	Invoice	Amount
100-4370-44030	RECEPTACLES	STANION WHOLESALE ELECTRIC CO	5826024-00	$195.70
100-4370-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$25,769.71
			Subtotal for Department 4370 :	**$25,965.41**

Department: 4500 - RECREATION ADMINISTRATION

Ledger	Description	Vendor Name	Invoice	Amount
100-4500-44031	FIRE ALARM DIALER SERVICE CALL	JOHNSON CONTROLS FIRE PROTECTI ON LP	52417244	$2,077.97
100-4500-44031	PAINT	SHERWIN WILLIAMS	6607-8	$101.96
100-4500-44032	WIPER BLADES/WINDSHIELD WASH	NAPA OF LIBERAL	706738	$32.47
100-4500-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$205.96
100-4500-45015	LANDFILL CHARGES	SEWARD COUNTY LANDFILL	OCTOBER 2024	$33.20
100-4500-45040	PULLOVER SWEATSHIRT	BLUE CHIP ATHLETIC	203060	$655.00
100-4500-45040	1/2 PAGE AD	LIBERAL HIGH SCHOOL YEARBOOK ST AFF	Y4946218	$140.00

Ledger	Description	Vendor Name	Invoice	Amount
100-4500-45060	NOVEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	NOVEMBER 2024	$19.07
100-4500-46011	JANITORIAL SUPPLIES	SERVICE JANITORIAL SUPPLY INC	332837	$413.15
100-4500-46011	JANITORIAL SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$35.69
100-4500-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$77.13
100-4500-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$3,464.13
100-4500-46026	FUEL	MADDEN OIL CO	1116/2410092365	$186.12
100-4500-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$158.40
		Subtotal for Department 4500 :		**$7,600.25**

Department: 4520 - RECREATION

Ledger	Description	Vendor Name	Invoice	Amount
100-4520-46210	CONCESSIONS/REC CENTER	PIZZA HUT	INV-006589	$100.00
100-4520-46210	COFFEE MAKERS	WALMART COMMUNITY BRC	NOVEMBER 2024	$83.96
100-4520-46212	REC CONCESSIONS	BEN E KEITH FOODS	43568421	$1,650.13
100-4520-46212	CONCESSIONS/REC CENTER	PEPSI-COLA COMPANY	28580013	$1,000.16
100-4520-46212	CONCESSIONS/REC CENTER	WALMART COMMUNITY BRC	NOVEMBER 2024	$144.89
100-4520-46219	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$200.52
100-4520-46219	YOUTH SPORTS EXPENSES	WALMART COMMUNITY BRC	NOVEMBER 2024	$9.22
100-4520-46226	TSHIRTS	BLUE CHIP ATHLETIC	202932	$562.00
100-4520-46226	APEX TROPHY WITH ACCENTS	HASTY AWARDS	11240300	$127.42
100-4520-46238	CONCESSION/TOURNAMENT	WALMART COMMUNITY BRC	NOVEMBER 2024	$108.68
100-4520-46238	CONCESSION/TOURNAMENT	WALMART COMMUNITY BRC	NOVEMBER 2024	$122.70
100-4520-46238	CONCESSION/TOURNAMENT	WALMART COMMUNITY BRC	NOVEMBER 2024	$206.84
100-4520-46238	CONCESSION/TOURNAMENT	WALMART COMMUNITY BRC	NOVEMBER 2024	$210.82
100-4520-46239	TROPHIES-YOUTH & ADULT SPORTS	HASTY AWARDS	11240515	$751.33
100-4520-46239	TROPHIES YOUTH & ADULT SPORTS	HASTY AWARDS	11241065	$274.32

Ledger	Description	Vendor Name	Invoice	Amount
100-4520-46239	BAGS	WALMART COMMUNITY BRC	NOVEMBER 2024	$56.94
100-4520-46242	ORGANIZED EVENTS-THANKSGIVING	FUN EXPRESS	73436365201	$94.53
100-4520-46242	SUPPLIES/TRUNK OR TREAT	WALMART COMMUNITY BRC	NOVEMBER 2024	$524.40
100-4520-46242	SUPPLIES/TRUNK OR TREAT	WALMART COMMUNITY BRC	NOVEMBER 2024	$412.51
100-4520-46242	STORAGE CONTAINERS	WALMART COMMUNITY BRC	NOVEMBER 2024	$129.29
100-4520-46242	SUPPLIES/MOM & SON SNEAKER BALL	WALMART COMMUNITY BRC	NOVEMBER 2024	$205.90
100-4520-46248	T-SHIRTS/SOCCER	WALMART COMMUNITY BRC	NOVEMBER 2024	$253.38
			Subtotal for Department 4520 :	**$7,229.94**

Department: 4540 - SWIMMING POOL

Ledger	Description	Vendor Name	Invoice	Amount
100-4540-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$823.10
100-4540-46273	1/2 PAGE AD	LIBERAL HIGH SCHOOL YEARBOOK ST AFF	Y4946217	$140.00
			Subtotal for Department 4540 :	**$963.10**

Department: 4550 - GOLF COURSE

Ledger	Description	Vendor Name	Invoice	Amount
100-4550-42501	PUTTER	CALLAWAY GOLF	93962505	$260.72
100-4550-42502	ICE	WALMART COMMUNITY BRC	NOVEMBER 2024	$18.00
100-4550-42502	CONCESSIONS/PRO-SHOP	WILLOW TREE GOLF PETTY CASH	577397	$226.70
100-4550-44030	CYLINDER LEASE RENEWAL-MULTIPLE DEPT	AIRGAS MID SOUTH INC	5512188883	$95.00
100-4550-44030	HOSE/MEGACRIMP/FITTING	KEATING TRACTOR & EQUIPMENT INC	370806	$45.24
100-4550-44031	PEST CONTROL	RINE EXTERMINATING INC	63766	$150.00
100-4550-44031	PEST CONTROL	RINE EXTERMINATING INC	63809	$185.00
100-4550-44031	ELECTRICAL SUPPLIES	STANION WHOLESALE ELECTRIC CO	5819417-00	$55.42
100-4550-44031	CIRCUIT BREAKERS	STANION WHOLESALE ELECTRIC CO	5819417-01	$89.79
100-4550-44031	MARKING FLAGS/AIR FILTER	WESTLAKE HARDWARE INC	7715292	$34.97
100-4550-44031	FITTINGS	WESTLAKE HARDWARE INC	7715406	$25.57

Ledger	Description	Vendor Name	Invoice	Amount
100-4550-44031	FAUCET SUPPLY LINE/FITTING	WESTLAKE HARDWARE INC	7715417	$19.98
100-4550-44031	FITTINGS	WESTLAKE HARDWARE INC	7715470	$129.95
100-4550-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$65.69
100-4550-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$474.64
100-4550-46026	FUEL	MADDEN OIL CO	24101837	$584.54
100-4550-46026	FUEL	MADDEN OIL CO	24101838	$1,555.11
100-4550-46026	MOTOR OIL	MADDEN OIL CO	24102205	$197.04
100-4550-46026	FUEL	MADDEN OIL CO	24104789	$1,405.89
100-4550-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$28.80
			Subtotal for Department 4550 :	**$5,648.05**

Department: 4560 - PARKS

Ledger	Description	Vendor Name	Invoice	Amount
100-4560-34804	REIMBURSE GIRL SCOUT RENTAL	MAYRA LOREDO	CV 91749	$500.00
100-4560-45015	LANDFILL CHARGES	SEWARD COUNTY LANDFILL	OCTOBER 2024	$916.60
100-4560-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$41.51
100-4560-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$93.64
100-4560-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$155.93
100-4560-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$3.92
100-4560-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$1,948.82
100-4560-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$224.99
100-4560-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$57.60
100-4560-46087	REIMBURSE WORK GEAR	WILLIAMS, ANDREW	11/16/24	$72.03
100-4560-46090	ABSORBENT	O'REILLY AUTOMOTIVE STORES INC	1453-392435	$39.98
100-4560-48090	COFFEE	PRAIRIE FIRE COFFEE	1616218	$69.90

Ledger	Description	Vendor Name	Invoice	Amount
100-4560-48090	IBUPROFEN	WALMART COMMUNITY BRC	NOVEMBER 2024	$7.98
		Subtotal for Department 4560 :		$4,132.90
Department: 4570 - PARKS				
100-4570-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$1,583.82
100-4570-46088	GARDEN TOOLS	WESTLAKE HARDWARE INC	7715410	$80.97
		Subtotal for Department 4570 :		$1,664.79
Department: 4580 - ARKALON RECREATIONAL AREA				
100-4580-44030	CHAINSAW SHARPENING	WESTLAKE HARDWARE INC	7715453	$24.00
100-4580-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$6.00
100-4580-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$41.51
100-4580-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$852.89
100-4580-48025	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY T AXES	12/20/2024	$116.38
100-4580-48025	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY T AXES	12/20/2024	$598.78
100-4580-48090	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$14.40
		Subtotal for Department 4580 :		$1,653.96
Department: 4611 - DEPOT BUILDING FACILITY				
100-4611-44031	QUARTERLY PEST CONTROL	RINE EXTERMINATING INC	95961492	$50.00
100-4611-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$119.46
100-4611-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$17.03
		Subtotal for Department 4611 :		$186.49
Department: 4612 - GRIER HOUSE				
100-4612-44031	GRIER HOUSE MAINTENANCE	KONE INC	871510121	$769.47
100-4612-44031	QUARTERLY PEST CONTROL	RINE EXTERMINATING INC	95961492	$50.00

Ledger	Description	Vendor Name	Invoice	Amount
100-4612-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$1,420.14
100-4612-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$1,124.09
100-4612-48025	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY TAXES	12/20/2024	$9,774.41
		Subtotal for Department 4612 :		**$13,138.11**

Department: 4920 - CEMETERY

Ledger	Description	Vendor Name	Invoice	Amount
100-4920-44024	LANDFILL CHARGES	SEWARD COUNTY LANDFILL	OCTOBER 2024	$15.00
100-4920-44030	CUTTER TOOTH	KEATING TRACTOR & EQUIPMENT INC	371137	$93.08
100-4920-44030	HOOKS/LINKS	WESTLAKE HARDWARE INC	7715418	$71.12
100-4920-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$6.00
100-4920-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$41.51
100-4920-46017	LOW MAINTENANCE SPRAY	PRO-TECH SPRAYING SERVICE	327802	$9,750.00
100-4920-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$68.43
100-4920-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$64.23
		Subtotal for Department 4920 :		**$10,109.37**

Department: 4930 - UTILITY BILLING

Ledger	Description	Vendor Name	Invoice	Amount
100-4930-46010	TONER	SOUTHERN OFFICE SUPPLY INC	327972	$1,059.96
100-4930-46013	CYCLE 1 NOVEMBER BILLS	UTILITY PETTY CASH FUND	CV 91201	$3,079.00
100-4930-46013	CYCLE 2 NOVEMBER BILLS	UTILITY PETTY CASH FUND	CV 91202	$2,865.01
100-4930-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$57.60
100-4930-48090	EMBROIDERY	SIGN EXPRESS	4497	$30.00
		Subtotal for Department 4930 :		**$7,091.57**

Department: 4940 - WATER UTILITY ADMIN

Ledger	Description	Vendor Name	Invoice	Amount
530-4940-44031	BIMONTHLY PEST CONTROL	LIBERAL PEST CONTROL LLC	1844	$1,095.00

Ledger	Description	Vendor Name	Invoice	Amount
530-4940-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$6.00
530-4940-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$146.69
530-4940-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$446.37
530-4940-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$407.28
530-4940-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$158.40
530-4940-46087	SAFETY REIMBURSEMENT-JEANS	AGUILAR, JESUS	11/15/2024	$103.70
530-4940-46087	SAFETY REIMBURSEMENT-BOOTS	HERNANDEZ, TYLER	11/15/2024	$200.00
			Subtotal for Department 4940 :	**$2,563.44**

Department: 4941 - WATER UTILITY

Ledger	Description	Vendor Name	Invoice	Amount
530-4941-44024	WEED KILLER	TEAM LABORATORY CHEMICAL LLC	INV0044108	$1,306.50
530-4941-44026	REBUILD G200 RANDOLPH-WELL 16	GEARS PLUS	1267	$3,765.00
530-4941-44026	LABOR AND PARTS TO REBUILD G200HT RANDOLPH WELL 29	GEARS PLUS	1268	$4,400.00
530-4941-44026	WELL #17 CAMERA	GEARS PLUS	1269	$900.00
530-4941-44026	WELL #29 CAMERA	GEARS PLUS	1270	$900.00
530-4941-44026	WELL #16 CAMERA	GEARS PLUS	1271	$900.00
530-4941-44026	TIMER SWITCH	HAVOC SUPPLY	10354	$112.96
530-4941-44026	WELLS #29 & 34 32-QT BAG	KOST TRUCK SUPPLY INC	371116	$44.10
530-4941-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$370.84
530-4941-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424463	$617.27
530-4941-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$201.55
530-4941-46013	WATER SAMPLES	UNITED PARCEL SERVICE	000066E179474	$78.95
530-4941-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$680.54
530-4941-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$1,848.53

Ledger	Description	Vendor Name	Invoice	Amount
530-4941-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$42,335.12
530-4941-46026	WELLS 44 & 52 HYRDAULIC OIL	BEARING HEADQUARTERS COMPANY	6021862	$413.47
530-4941-46026	NGEO-40W 55G OIL BARRELS	FOLEY EQUIPMENT COMPANY	PS050071992	$4,854.28
530-4941-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$3,640.77
530-4941-48090	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY T AXES	12/20/2024	$315.33
			Subtotal for Department 4941 :	**$67,685.21**

Department: 4942 - WATER DISTRIBUTION

Ledger	Description	Vendor Name	Invoice	Amount
530-4942-44029	HYMAX	CORE & MAIN LP	V966386	$1,786.08
530-4942-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$1,089.24
530-4942-44032	TRANSPLANTING SPADES/STOCK	WESTLAKE HARDWARE INC	7715469	$209.95
530-4942-44036	NO LEAD BEND BRASS	CORE & MAIN LP	V931843	$998.10
530-4942-44036	POLY/BRASS	CORE & MAIN LP	V933924	$1,981.08
530-4942-44036	COUPLING	CORE & MAIN LP	V968557	$274.14
530-4942-44036	STOCK COUPLINGS	CORE & MAIN LP	V968558	$2,442.36
530-4942-44036	METER COUPLING	CORE & MAIN LP	V968564	$1,012.80
530-4942-44036	SADDLE CLAMP	CORE & MAIN LP	V999042	$230.60
530-4942-44036	INSERTS	CORE & MAIN LP	W009223	$83.00
530-4942-44036	PVC CAP SLIP	HAVOC SUPPLY	11083	$1.73
530-4942-44036	SUPPLIES FOR WATER LINES	SCHULTE SUPPLY INC	S1221765.001	$3,592.63
530-4942-45015	LANDFILL CHARGES	SEWARD COUNTY LANDFILL	OCTOBER 2024	$18.90
530-4942-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424462	$634.43
530-4942-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424463	$1,234.52
530-4942-45022	POLICY #0S87608	AL SHANK INSURANCE INC	424473	$598.67
530-4942-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$265.90

Ledger	Description	Vendor Name	Invoice	Amount
530-4942-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$102.43
530-4942-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$69.25
530-4942-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$14,375.14
			Subtotal for Department 4942 :	**$31,000.95**

Department: 4950 - AIRPORT UTILITY

Ledger	Description	Vendor Name	Invoice	Amount
501-4950-43013	LAND SURVEY AIR PRODUCTS-BLOCK 1 LOT14	EARLES ENGINEERING & INSPECTION INC	17657	$2,650.00
501-4950-44024	FERTILIZER	WESTLAKE HARDWARE INC	7715381	$130.98
501-4950-44030	CYLINDER LEASE RENEWAL-MULTIPLE DEPT	AIRGAS MID SOUTH INC	5512188883	$95.00
501-4950-44030	SERVICE-HARD START & TANK MAINTENANCE	KEATING TRACTOR & EQUIPMENT INC	368441	$599.27
501-4950-44030	WIRE/FITTINGS	WESTLAKE HARDWARE INC	7715459	$12.81
501-4950-44031	PEST CONTROL	PLUNKETT'S PEST CONTROL	8835799	$69.44
501-4950-44031	PEST CONTROL	PLUNKETT'S PEST CONTROL	8836246	$66.77
501-4950-44031	PEST CONTROL	PLUNKETT'S PEST CONTROL	8888180	$66.77
501-4950-44031	PEST CONTROL	PLUNKETT'S PEST CONTROL	8888200	$69.44
501-4950-44031	MOUSE TRAPS	WESTLAKE HARDWARE INC	7715216	$5.98
501-4950-44031	FITTINGS	WESTLAKE HARDWARE INC	7715217	$3.82
501-4950-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$99.40
501-4950-44032	VEHICLE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$17.91
501-4950-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$86.52
501-4950-45060	NOVEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	NOVEMBER 2024	$66.12
501-4950-46010	HANGING FILE FOLDERS	SOUTHERN OFFICE SUPPLY INC	327678	$27.98
501-4950-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$81.48
501-4950-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$50.10
501-4950-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$228.77

Ledger	Description	Vendor Name	Invoice	Amount
501-4950-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$1,971.80
501-4950-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$86.40
501-4950-46090	HANDHELD RADIO	G & G ELECTRONICS INC	39970	$398.65
501-4950-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$1,661.62
501-4950-48025	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY TAXES	12/20/2024	$1,030.09
501-4950-48025	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY TAXES	12/20/2024	$16,678.99
		Subtotal for Department 4950 :		$26,256.11

Department: 4953 - AIR MUSEUM

Ledger	Description	Vendor Name	Invoice	Amount
504-4953-44030	CYLINDER LEASE RENEWAL-MULTIPLE DEPT	AIRGAS MID SOUTH INC	5512188883	$95.00
504-4953-44030	FOLDING TABLES	ULINE	185449651	$1,003.36
504-4953-44030	BOLT CUTTER/FITTINGS	WESTLAKE HARDWARE INC	7715449	$47.97
504-4953-44035	BUILDING MAINT CLOTHS	AMAZON CAPITAL SERVICES	1GCJ-P7NG-1WJP	$59.98
504-4953-44035	WASP KILLER	WALMART COMMUNITY BRC	NOVEMBER 2024	$57.26
504-4953-44035	SEALANT	WALMART COMMUNITY BRC	NOVEMBER 2024	$34.54
504-4953-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$162.12
504-4953-46010	OFFICE SUPPLIES/EXHIBITION EXPENSE/JANITORIAL SUPPLIES	AMAZON CAPITAL SERVICES	1FG6-J9TT-1T1J	$40.19
504-4953-46010	COFFEE	PRAIRIE FIRE COFFEE	1611188	$55.30
504-4953-46010	CALENDAR/PLANNER	SOUTHERN OFFICE SUPPLY INC	327325	$140.94
504-4953-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$34.36
504-4953-46011	OFFICE SUPPLIES/EXHIBITION EXPENSE/JANITORIAL SUPPLIES	AMAZON CAPITAL SERVICES	1FG6-J9TT-1T1J	$135.06
504-4953-46011	JANITORIAL SUPPLIES	AMAZON CAPITAL SERVICES	1NWG-1M47-1WN6	$91.97
504-4953-46021	GAS SERVICE BILLING	CONSTELLATION NEWENERGY	4186266	$0.52
504-4953-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$1,129.83

Ledger	Description	Vendor Name	Invoice	Amount
504-4953-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$100.80
504-4953-48084	OFFICE SUPPLIES/EXHIBITION EXPENSE/JANITORIAL SUPPLIES	AMAZON CAPITAL SERVICES	1FG6-J9TT-1T1J	$104.97
504-4953-48084	ANNUAL ARCHIVAL SUPPORT	PASTPERFECT SOFTWARE COMPANY, INC	2024-35914	$540.00
504-4953-48084	EXHIBIT EXPENSE	WALMART COMMUNITY BRC	NOVEMBER 2024	$21.12
504-4953-48084	SHIPPING TAPE	WESTLAKE HARDWARE INC	7715362	$24.98
			Subtotal for Department 4953 :	**$3,880.27**

Department: 4970 - CONVENTION/TOURISM

Ledger	Description	Vendor Name	Invoice	Amount
206-4970-43022	COURSE/GOAL SETTING & ACHIEVEMENT	SEWARD COUNTY COMMUNITY COLLEGE	370	$30.00
206-4970-44043	COPY MACHINE LEASES	SOS LEASING	JANUARY 2025	$248.33
206-4970-44047	BILBOARD RENT-GUYMON & BALKO OK	LINDMARK BILLBOARDS	INV106666	$350.00
206-4970-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$41.51
206-4970-45040	FULL PAGE AD-KANSAS TRAVEL GUIDE 2025	MEREDITH OPERATIONS CORPORATION	20217669	$19,770.00
206-4970-45040	2025 TRAVEL GUIDE DISTRIBUTION	TRAVEL BROCHURE DISTRIBUTION	1035	$600.00
206-4970-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$14.44
206-4970-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$54.79
206-4970-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$188.07
206-4970-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$57.60
206-4970-46090	GLUE/CABLE TIES	WALMART COMMUNITY BRC	NOVEMBER 2024	$13.50
206-4970-46273	2024 KANSAS TOURISM CONFERENCE AUCTION ITEM	TRAVEL INDUSTRY ASSOC OF KANSAS	24A94	$125.00
206-4970-46273	PROMOTIONAL EXPENSE	WALMART COMMUNITY BRC	NOVEMBER 2024	$17.44
206-4970-46273	ROOSTER ROUNDUP EXPENSES	WILD WEST COUNTRY INC	RR2024	$917.50
206-4970-49779	DOMAIN RENEWAL/TRYSWKANSAS.COM	METAPROS WEBSITE SOLUTIONS	72308	$15.00

Ledger	Description	Vendor Name	Invoice	Amount
			Subtotal for Department 4970 :	**$22,443.18**
Department: 5050 - CONSTRUCTION IMPROVEMENTS				
301-5050-43013-500	ENGINEERING SVC/WWTPUP	EARLES ENGINEERING & INSPECTION INC	17628	$3,489.00
301-5050-43013-500	ENGINEERING SVC/WWTPUP FORCE MAIN	EARLES ENGINEERING & INSPECTION INC	17629	$17,083.50
301-5050-43013-500	ENGINEERING SVC/WATINF2	EARLES ENGINEERING & INSPECTION INC	17630	$7,696.50
301-5050-43013-700	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY TAXES	12/20/2024	$153.32
301-5050-43013-700	ENGINEERING SVC/ORTUNO	EARLES ENGINEERING & INSPECTION INC	17631	$11,216.75
301-5050-43013-700	PAY VOUCHER #4	OC QUALITY CUSTOM HOMES LLC	12/03/2024	$40,210.65
301-5050-44050-500	PAY VOUCHER #45/WWTPUP	WALTERS-MORGAN CONSTRUCTION INC	11/20/2024	$211,758.00
301-5050-44050-700	FITTINGS	WESTLAKE HARDWARE INC	7715222	$4.83
301-5050-46021-700	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$1,237.09
301-5050-46022-700	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$16.67
301-5050-47090-700	SOLAR PROJECT/3RD PAYMENT	SUNRAY LLC	690.1	$366,915.50
			Subtotal for Department 5050 :	**$659,781.81**
Department: 6010 - GENERAL OPERATIONS				
260-6010-44030	VEST FOR STREET DEPT	FASTENAL COMPANY	KSLIB106905	$35.59
260-6010-44030	PARTS TO REPAIR HYD LEAK ON ROAD GRADER #81	FOLEY EQUIPMENT COMPANY	PS050071813	$121.02
260-6010-44030	UNIT #83 PARTS TO REPAIR HYD LEAK	GW VAN KEPPEL COMPANY	PSO377097-1	$534.67
260-6010-44030	UNIT #83 PARTS TO REPLACE BLOWER MOTOR	GW VAN KEPPEL COMPANY	PSO383857-1	$857.64
260-6010-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$288.80
260-6010-44062	CONCRETE FOR STREET REPAIR AT 2ND & WASHINGTON	CROELL INC	918339	$1,184.00
260-6010-44062	CONCRETE FOR STREET REPAIR 2ND & WASHINGTON	CROELL INC	919066	$1,265.75
260-6010-44062	TREET REPAIR 2ND & WASHINGTON	CROELL INC	920344	$1,867.00

Ledger	Description	Vendor Name	Invoice	Amount
260-6010-44062	STREET REPAIR AT 2ND & WASHINGTON	CROELL INC	920880	$1,058.75
260-6010-44062	HYDRATED LIME	MEAD LUMBER DO IT CENTER	11407734	$49.48
260-6010-44062	TACK OIL	TEAM LABORATORY CHEMICAL LLC	INV0043689	$1,148.25
260-6010-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	DECEMBER #1 202	$58.41
			Subtotal for Department 6010 :	**$8,469.36**

Department: 6014 - DRAINAGE IMPROVEMENTS

Ledger	Description	Vendor Name	Invoice	Amount
260-6014-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	DECEMBER #1 202	$73.34
			Subtotal for Department 6014 :	**$73.34**

Department: 6017 - RECREATION IMPROVEMENTS

Ledger	Description	Vendor Name	Invoice	Amount
260-6017-48520	GEL COAT INTERIOR	AMUSEMENT RESTORATION COMPANIES	1842	$43,225.00
260-6017-48520	SKEE-BALL MACHINE DELUXE	BAY TEK ENTERTAINMENT INC	12783	$1,899.00
			Subtotal for Department 6017 :	**$45,124.00**

Department: 6020 - ECONOMIC DEVELOPMENT

Ledger	Description	Vendor Name	Invoice	Amount
261-6020-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$14.40
			Subtotal for Department 6020 :	**$14.40**

Department: 6021 - PUBLIC TRANSPORTATION

Ledger	Description	Vendor Name	Invoice	Amount
261-6021-44032	UNIT #219-OIL SERVICE	CHANCE'S SERVICE CENTER	0061976	$612.50
261-6021-44032	UNIT #219 SERVICE CALL	CHANCE'S SERVICE CENTER	0062049	$287.96
261-6021-44032	UNIT #217 BUS WASH	HIDDEN DETAILS	001586	$120.00
261-6021-44032	FLAT REPAIR/UNIT #219	M & M TIRE SERVICE	161294	$26.00
261-6021-44032	FLAT REPAIR/UNIT #221	M & M TIRE SERVICE	161368	$26.00
261-6021-44032	RENEW TAGS/UNITS #200 & #202	SEWARD COUNTY TREASURER	11/21/24	$185.58
261-6021-44032	RENEW TAG/UNIT #201	SEWARD COUNTY TREASURER	11-21-24	$131.26

Ledger	Description	Vendor Name	Invoice	Amount
261-6021-44032	OCTOBER CAR WASH	SQUEAKY CLEAN CAR WASH LLC	4604	$18.00
261-6021-46011	BROOM/DISINFECTANT WIPES	SERVICE JANITORIAL SUPPLY INC	332901	$138.90
261-6021-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$43.20
261-6021-48101	PUBLIC OFFICIALS BOND	AL SHANK INSURANCE INC	430155/430157/430	$2,400.00
261-6021-48101	PUBLIC OFFICIALS BOND	AL SHANK INSURANCE INC	430155/430157/430	$2,400.00
261-6021-48101	PUBLIC OFFICIALS BOND	AL SHANK INSURANCE INC	430155/430157/430	$2,400.00
			Subtotal for Department 6021 :	**$8,789.40**

Department: 6030 - CRIME/DRUG PREVENTION

Ledger	Description	Vendor Name	Invoice	Amount
262-6030-48095	CANDY/TRUNK OR TREAT	WALMART COMMUNITY BRC	NOVEMBER 2024	$180.38
			Subtotal for Department 6030 :	**$180.38**

Department: 6040 - HOUSING

Ledger	Description	Vendor Name	Invoice	Amount
263-6040-45030	CELLULAR /TABLET SERVICE	VERIZON WIRELESS	9979332033	$41.51
263-6040-46028	DASTON CORPORATION-GOOGLE BUSINESS WORKSPACE	DASTON CORPORATION, THE	IN-7040	$28.80
263-6040-48090	FIRST HALF PROPERTY TAX	SEWARD COUNTY TREAS-PROPERTY TAXES	12/20/2024	$117.00
263-6040-48851	308 N CLAY AVE-K F MUNOZ VALLES	AMERICAN TITLE & ABSTRACT SPEC INC	11/21/2024	$3,000.00
263-6040-48851	602 S LINCOLN-R PORTILLO	ARREDONDO ROOFING AND CONSTRUCTION	1210	$3,000.00
263-6040-48851	401 HAROLD BLVD-W MOORE	SEPULVEDA'S HEATING & AIR	463842	$3,000.00
			Subtotal for Department 6040 :	**$9,187.31**

Department: 6050 - BEAUTIFICATION

Ledger	Description	Vendor Name	Invoice	Amount
264-6050-44024	ICE MELT	VAN DIEST SUPPLY COMPANY	182063	$516.95
264-6050-44030	CYLINDER LEASE RENEWAL-MULTIPLE DEPT	AIRGAS MID SOUTH INC	5512188883	$170.00
264-6050-44030	PARKS ICE MACHINE	HAVOC SUPPLY	10726	$161.30
264-6050-44030	PARKS ICE MACHINE	HAVOC SUPPLY	11069	$11.61

Ledger	Description	Vendor Name	Invoice	Amount
264-6050-44030	BELTS & BLADES	KEATING TRACTOR & EQUIPMENT INC	371139	$943.62
264-6050-44030	FLAT REPAIR	M & M TIRE SERVICE	161205	$26.00
264-6050-44030	BAR OIL	WESTLAKE HARDWARE INC	7715378	$27.99
264-6050-44030	CHAINSAW CHAINS	WESTLAKE HARDWARE INC	7715435	$50.97
264-6050-44031	QUARTERLY PEST CONTROL	RINE EXTERMINATING INC	95961493	$250.00
264-6050-44031	DETERGENT	WALMART COMMUNITY BRC	NOVEMBER 2024	$6.97
264-6050-44031	FITTINGS	WESTLAKE HARDWARE INC	7715397	$8.80
264-6050-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$1,289.61
264-6050-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$1,431.06
264-6050-44032	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$143.46
264-6050-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424462	$582.36
264-6050-45022	ENTERPRISE VEHICLES	AL SHANK INSURANCE INC	424463	$594.21
264-6050-46026	OIL	WALMART COMMUNITY BRC	NOVEMBER 2024	$139.85
264-6050-46032	BATTERIES FOR IRRIGATION CONTROLLERS	FASTENAL COMPANY	KSLIB107038	$42.96
264-6050-46032	PVC PART	HAVOC SUPPLY	10987	$62.96
264-6050-46032	FITTING/PVC CEMENT/THREAD SEAL TAPE	WESTLAKE HARDWARE INC	7715310	$33.57
264-6050-46032	EXPANSION FOAM	WESTLAKE HARDWARE INC	7715339	$7.99
264-6050-46032	IRRIGATION SUPPLIES	WESTLAKE HARDWARE INC	7715378	$8.77
264-6050-46032	HOSES	WESTLAKE HARDWARE INC	7715402	$154.98
264-6050-47042	ENTERPRISE MAINTENANCE	ENTERPRISE FLEET MANAGEMENT	NOVEMBER 2024	$6,490.15
264-6050-48896	MURIATIC ACID	WESTLAKE HARDWARE INC	7715378	$21.98
			Subtotal for Department 6050 :	**$13,178.12**

Ledger	Description	Vendor Name	Invoice	Amount

Grand Total : $1,179,403.27

Department Totals

Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	$763.37
4100	NON DEPARTMENTAL	$7,997.97
4110	LEGISLATIVE	$488.99
4120	MUNICIPAL COURT/DIVE	$15,814.46
4121	MUNICIPAL COURT/DRUG	$14.18
4130	CITY MANAGER	$2,449.62
4150	FINANCE DEPARTMENT	$86.40
4152	PERSONNEL DEPARTMEN	$359.00
4160	BUILDING MAINTENANCE	$3,980.12
4180	I.T. DEPARTMENT	$727.20
4190	PLANNING & ZONING	$135.00
4210	POLICE ADMINISTRATION	$36,075.88
4211	ANIMAL CONTROL DIVISI	$5,529.90
4220	FIRE	$4,916.52
4240	BUILDING INSPECTION SV	$4,574.59
4250	COMMUNICATIONS	$399.93
4290	TRAFFIC CONTROL MAIN	$12,811.93
4300	STREET/HIGHWAY	$5,213.74

Ledger	Description	Vendor Name	Invoice	Amount

4320	REFUSE	$53,808.35
4330	FLEET MAINTENANCE	$698.97
4340	ENGINEERING	$14.40
4350	SEWER ADMINISTRATIVE	$4,455.03
4351	SEWER LINE CLEANING	$1,873.35
4352	SEWER PLANT OPERATIO	$32,203.15
4370	STREET LIGHTING	$25,965.41
4500	RECREATION ADMINISTR	$7,600.25
4520	RECREATION	$7,229.94
4540	SWIMMING POOL	$963.10
4550	GOLF COURSE	$5,648.05
4560	PARKS	$4,132.90
4570	PARKS	$1,664.79
4580	ARKALON RECREATIONA	$1,653.96
4611	DEPOT BUILDING FACILIT	$186.49
4612	GRIER HOUSE	$13,138.11
4920	CEMETERY	$10,109.37
4930	UTILITY BILLING	$7,091.57
4940	WATER UTILITY ADMIN	$2,563.44
4941	WATER UTILITY	$67,685.21
4942	WATER DISTRIBUTION	$31,000.95
4950	AIRPORT UTILITY	$26,256.11

Ledger	Description	Vendor Name	Invoice	Amount

4953	AIR MUSEUM	$3,880.27
4970	CONVENTION/TOURISM	$22,443.18
5050	CONSTRUCTION IMPROV	$659,781.81
6010	GENERAL OPERATIONS	$8,469.36
6014	DRAINAGE IMPROVEMEN	$73.34
6017	RECREATION IMPROVEM	$45,124.00
6020	ECONOMIC DEVELOPMEN	$14.40
6021	PUBLIC TRANSPORTATIO	$8,789.40
6030	CRIME/DRUG PREVENTIO	$180.38
6040	HOUSING	$9,187.31
6050	BEAUTIFICATION	$13,178.12
	Grand Total:	$1,179,403.27

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4520 - RECREATION				
100-4520-46239	REIMBURSEMENT BASKETBALL TOURNAMENT OFFICIALS	SPORTS TOURNAMENT PETTY CASH	95005	$4,375.00
100-4520-46239	REIMBURSEMENT FOR BASKETBALL LEAGUE	SPORTS TOURNAMENT PETTY CASH	95006	$1,320.00
			Subtotal for Department 4520 :	**$5,695.00**
Department: 5050 - CONSTRUCTION IMPROVEMENTS				
301-5050-44031-700	SAND/SEAL/PAINT	FOSTER FLOORING LLC	10-21-2024	$18,750.00
			Subtotal for Department 5050 :	**$18,750.00**
			Grand Total :	**$24,445.00**

Department Totals

Department	Dept. Description	Department Total
4520	RECREATION	$5,695.00
5050	CONSTRUCTION IMPROV	$18,750.00
	Grand Total:	$24,445.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 6010 - GENERAL OPERATIONS				
260-6010-47090	LAND PURCHASE EARNEST-11/26/2024 COMMISSION MEETING	AMERICAN TITLE & ABSTRACT SPEC IN C	11/27/2024	$1,000.00
			Subtotal for Department 6010 :	**$1,000.00**
			Grand Total :	**$1,000.00**

Department Totals

Department	Dept. Description	Department Total
6010	GENERAL OPERATIONS	$1,000.00
	Grand Total:	$1,000.00

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4100 - NON DEPARTMENTAL				
100-4100-46028	INTERNET SERVICE	EPIC TOUCH	CITY HALL/DEC 20	$304.50
		Subtotal for Department 4100 :		**$304.50**
Department: 4211 - ANIMAL CONTROL DIVISION				
100-4211-46028	INTERNET SERVICE	EPIC TOUCH	ANIMAL CONTROL	$162.75
		Subtotal for Department 4211 :		**$162.75**
Department: 4220 - FIRE				
100-4220-46028	INTERNET SERVICE	EPIC TOUCH	FIRE STATION/DE	$162.75
		Subtotal for Department 4220 :		**$162.75**
Department: 4250 - COMMUNICATIONS				
202-4250-46022	ELECTRIC BILLING/COMMUNICATIONS	CMS ELECTRIC COOP INC	860000/DEC 2024	$529.47
		Subtotal for Department 4250 :		**$529.47**
Department: 4300 - STREET/HIGHWAY				
100-4300-46028	INTERNET SERVICE	EPIC TOUCH	STREET/DEC 2024	$162.75
		Subtotal for Department 4300 :		**$162.75**
Department: 4320 - REFUSE				
510-4320-46028	INTERNET SERVICE	EPIC TOUCH	SANITATION/DEC	$162.75
		Subtotal for Department 4320 :		**$162.75**
Department: 4350 - SEWER ADMINISTRATIVE				
520-4350-46028	INTERNET SERVICE	EPIC TOUCH	WASTEWATER/DE	$162.75
		Subtotal for Department 4350 :		**$162.75**
Department: 4520 - RECREATION				
100-4520-46239	REIMBURSEMENTS/BASKETBALL PLAYOFFS	SPORTS TOURNAMENT PETTY CASH	CV 95007	$1,320.00

Ledger	Description	Vendor Name	Invoice	Amount
			Subtotal for Department 4520 :	**$1,320.00**
Department: 4540 - SWIMMING POOL				
100-4540-45030	INTERNET SERVICE	EPIC TOUCH	ADVENTURE BAY/	$131.25
			Subtotal for Department 4540 :	**$131.25**
Department: 4570 - PARKS				
100-4570-46028	INTERNET SERVICE	EPIC TOUCH	BB & SB/DEC 2024	$162.75
100-4570-46028	INTERNET SERVICE	EPIC TOUCH	MAHURON/DEC 20	$162.75
100-4570-46028	INTERNET SERVICE	EPIC TOUCH	SCOUT HUT/DEC 2	$130.50
			Subtotal for Department 4570 :	**$456.00**
Department: 4612 - GRIER HOUSE				
100-4612-45030	INTERNET SERVICE	EPIC TOUCH	GRIER HOUSE/DE	$162.75
			Subtotal for Department 4612 :	**$162.75**
Department: 4941 - WATER UTILITY				
530-4941-46022	WELL #63	CMS ELECTRIC COOP INC	12786/DEC 2024	$975.65
530-4941-46022	WELL #62	CMS ELECTRIC COOP INC	12786/DEC 2024	$818.41
530-4941-46022	WELL #61	CMS ELECTRIC COOP INC	12786/DEC 2024	$635.10
			Subtotal for Department 4941 :	**$2,429.16**
Department: 4942 - WATER DISTRIBUTION				
530-4942-46028	INTERNET SERVICE	EPIC TOUCH	WATER TOWERS/	$63.00
			Subtotal for Department 4942 :	**$63.00**
Department: 6040 - HOUSING				
263-6040-48851	EMERGENCY/D RHINE - 318 N GRANT AVE	VERONICA'S CONSTRUCTION	11/15/24	$3,000.00
263-6040-48851	EMERGENCY/F ADAME - 303 7TH STREET	VERONICA'S CONSTRUCTION	11/20/24	$3,000.00

Ledger	Description	Vendor Name	Invoice	Amount
			Subtotal for Department 6040 :	$6,000.00
			Grand Total :	**$12,209.88**

Department Totals

Department	Dept. Description	Department Total
4100	NON DEPARTMENTAL	$304.50
4211	ANIMAL CONTROL DIVISI	$162.75
4220	FIRE	$162.75
4250	COMMUNICATIONS	$529.47
4300	STREET/HIGHWAY	$162.75
4320	REFUSE	$162.75
4350	SEWER ADMINISTRATIVE	$162.75
4520	RECREATION	$1,320.00
4540	SWIMMING POOL	$131.25
4570	PARKS	$456.00
4612	GRIER HOUSE	$162.75
4941	WATER UTILITY	$2,429.16
4942	WATER DISTRIBUTION	$63.00
6040	HOUSING	$6,000.00
	Grand Total:	$12,209.88

Ledger	Description	Vendor Name	Invoice	Amount
Department: 0000 - NONDEPARTMENTAL				
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$751.39
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$258.15
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$257.93
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$41.77
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$1,137.54
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$804.20
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$663.02
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$860.79
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$93.86
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$106.10
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$126.36
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$780.49
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$3,261.21
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$6,793.25
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$191.68
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$134.18
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$1,102.87
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$540.24
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$807.79
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$417.84
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$453.66
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$401.32
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$178.61
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$31.38

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$188.92
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$179.05
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$188.08
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$155.08
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$201.32
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$41.87
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$1,103.77
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$182.53
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$762.71
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$175.73
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$1,588.74
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$44.82
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$266.05
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$97.72
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$21,724.71
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$290.15
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$350.40
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$381.32
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,502.84
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$257.65
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$169.05
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$784.56
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$325.23
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$365.25
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$941.17

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$745.61
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$227.23
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$13,062.25
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$712.76
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$965.67
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$188.55
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$582.13
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$680.61
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$936.58
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$221.70
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$605.60
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$291.50
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,137.34
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$347.99
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$206.17
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,243.74
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$256.22
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$150.10
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,809.51
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$469.68
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$273.41
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$314.04
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$305.93
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,282.50
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$172.40

Ledger	Description	Vendor Name	Invoice	Amount
202-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$360.14
202-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$1,539.98
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,055.63
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$648.78
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,065.75
206-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$68.09
206-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$291.16
206-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$245.40
206-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$278.37
207-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$180.04
207-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$42.11
207-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$314.04
261-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$179.88
261-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$769.09
261-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$910.64
261-0000-20400	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$85.36
261-0000-20400	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$364.98
261-0000-20400	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$234.71
261-0000-20400	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$434.08
263-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$112.94
263-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$26.41
263-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$202.19
501-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$96.01
501-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$410.55
501-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$159.23

Ledger	Description	Vendor Name	Invoice	Amount
501-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$545.20
504-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$405.73
504-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$94.89
504-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$72.49
504-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$549.47
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$18.46
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$1,644.00
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$384.48
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$78.95
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,059.72
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$162.39
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$362.20
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$154.55
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$531.19
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$101.90
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$673.23
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$843.40
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$930.16
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$197.26
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$217.53
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$203.13
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$61.14
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$194.24
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$252.64
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$742.18

Ledger	Description	Vendor Name	Invoice	Amount
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,281.57
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$266.03
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$162.38
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$185.18
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$199.63
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$43.31
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$1,293.84
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$853.57
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$302.60
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$144.33
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$160.30
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$327.79
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$1,336.38
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	($5,313.66)
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$247.62
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$839.78
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$40.76
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$537.42
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$167.30
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$7,153.26
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$30,586.12
601-0000-28112	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$30,792.88
601-0000-28113	Automatic Invoice From Payroll, Vendor 107264	STATE EMPLOYEE TAXES	PR-112120248216	$18,002.75
601-0000-28121	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$11,066.28
601-0000-28131	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$17,591.93

Ledger	Description	Vendor Name	Invoice	Amount
601-0000-28141	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-112120248214	$76.00
601-0000-28141	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-112120248214	$893.00
601-0000-28150	SW-2024-LM000074	BUTLER & ASSOCIATES P.A.	PR-1121202482110	$386.90
601-0000-28150	22-40302	CARL B DAVIS	PR-1121202482111	$195.00
601-0000-28150	23-10131	CARL B DAVIS	PR-1121202482111	$247.50
601-0000-28152	SW10DM000115 KULOW	KANSAS PAYMENT CENTER	PR-112120248217	$203.08
601-0000-28152	SW08DM000058 PEREZ JUAREZ	KANSAS PAYMENT CENTER	PR-112120248217	$174.92
601-0000-28152	SW17DM000180	KANSAS PAYMENT CENTER	PR-112120248217	$46.15
601-0000-28152	000680496001 TORRES MASIAS	OKLAHOMA CENTRALIZED SUPPORT	PR-112120248218	$138.46
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$569.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$3,216.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$3,113.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$4,494.50
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$3,952.50
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$2,710.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$841.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$1,452.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$473.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$817.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-112120248211	$6,800.00
601-0000-28165	Automatic Invoice From Payroll, Vendor 100693	AFLAC INSURANCE COMPANY	PR-112120248213	$3,452.97
601-0000-28165	Automatic Invoice From Payroll, Vendor 100693	AFLAC INSURANCE COMPANY	PR-112120248213	$1,061.01
601-0000-28171	Automatic Invoice From Payroll, Vendor 107680	STANDARD INSURANCE COMPANY	PR-112120248219	$684.57
722-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$119.65
722-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-112120248215	$27.98

Ledger	Description	Vendor Name	Invoice	Amount
722-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-112120248212	$213.29
			Subtotal for Department 0000 :	**$254,837.49**
			Grand Total :	**$254,837.49**

Department Totals

Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	$254,837.49
	Grand Total:	$254,837.49

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 0000 - NONDEPARTMENTAL				
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-1125202414181	$7.44
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-1125202414181	$1.74
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-1125202414181	$7.44
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-1125202414181	$1.74
			Subtotal for Department 0000 :	**$18.36**
			Grand Total :	**$18.36**

Department Totals

Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	$18.36
	Grand Total:	$18.36

CITY OF LIBERAL
CITY COMMISSION MEETING
December 10, 2024
AGENDA ITEM #

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: December 10, 2024

From:

RE: ADJOURNMENT

Recommendation: