



City Commission Agenda
Tuesday, January 20, 2026, 5:30 PM
City Commission Chambers, 950 S. Grant Ave.

- Call to Order
 - Roll Call
 - Pledge of Allegiance
 - Invocation
1. REORGANIZATION
 - a. Oath of Office
 - b. Election of Mayor
 - c. Election of Vice Mayor
 2. AWARDS, PROCLAMATIONS, PRESENTATIONS:
 3. APPROVAL OF AGENDA
 4. MINUTES -
 - a. December 23, 2025 Regular Meeting Minutes
 - b. December 30, 2025 Special Meeting Minutes
 5. 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.
 6. ITEMS FROM GROUPS
 7. 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. 2026 Southwest Kansas Coalition Legislative Agenda

- b. 2026 Cereal Malt Beverage (CMB) License Applications
 - c. Lease #98.00 - Roy's Electric Service
 - d. Lease #143.00 - W.H. Rentals
 - e. 2025 Year Code Enforcement Stats
- 8. Designation of Official City Newspaper
 - 9. Designation of Official City Depository
 - 10. Financial Policies & Procedures Manual
 - 11. Employee Policy Manual
 - 12. CITY STAFF
 - 13. CITY MANAGER REPORT
 - 14. ITEMS FROM COMMISSIONERS
 - 15. VOUCHERS
 - a. 01/13/2026 VOUCHERS
 - ADJOURNMENT



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 1.**

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

Date: January 20, 2026

From:

RE: REORGANIZATION

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 1.a.**

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

Date: January 20, 2026

From: Alicia Hidalgo, City Clerk

RE: Oath of Office

The Oath of Office will be administered to reelected Commissioners.

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 1.b.**

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

Date: January 20, 2026

From:

RE: Election of Mayor

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 1.c.**

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

Date: January 20, 2026

From:

RE: Election of Vice Mayor

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 4.a.**

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

Date: January 20, 2026

From: Alicia Hidalgo, City Clerk

RE: December 23, 2025 Regular Meeting Minutes

Attached for your review are the December 23, 2025, Regular Meeting Minutes.

Recommendation:

Staff requests approval of the December 23, 2025, Regular Meeting Minutes.

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION
December 23, 2025

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, December 23, 2025.

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

City Staff Present: City Manager Scarlette Diseker, Assistant City Manager Brad Beer, City Clerk Alicia Hidalgo, Building Services Director Keith Bridenstine, Finance Director Kristyn Reust, 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 Jason Toombs gave the invocation.

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

2. APPROVAL OF AGENDA.

Commissioner Warren moved to approve the agenda, as printed, with Commissioner Vazquez seconding the motion. The motion carried unanimously.

3. MINUTES

a. December 9, 2025 Special Meeting Minutes

Commissioner Parsons moved to approve the December 9, 2025, Special Meeting Minutes, with Vice Mayor Landry seconding the motion. The motion carried unanimously.

b. December 9, 2025 Regular Meeting Minutes

Commissioner Parsons moved to approve the December 9, 2025, Regular Meeting Minutes, as presented, with Vice Mayor 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

a. Lease #21.06 - D Lee Lampert LLC

b. Lease # 50.02 - 4 C Aviation, LLC

c. Lease #92.03 - Papa's Properties, LLC

d. Lease #144.00 - Seward County Activity Center

e. 2026 CMB Application - Grand Buffet

f. 2026 CMB Applications - Willow Tree Golf Course

Commissioner Vazquez moved to approve the consent agenda, as printed, with Commissioner Warren seconding the motion. The motion carried unanimously.

7. Economic Development Update.

- SCDC Director Eli Svaty gave an update on recent Economic Development Projects and announced that Apogee Power, a Taiwan-based advanced battery manufacturing company, selected Liberal as its new location. Liberal will be Apogee's U.S. operations center. The facility is located at 1600 W. Pancake

Boulevard and will undergo upgrades. Apogee manufactures batteries and supplies batteries for Kubota, Diehard, Ford, and works with Interstate. They will start with 20-30 jobs and eventually expand to 70. Apogee will also sublease with two other companies that manufacture drone components.

- It was noted that the relationship with City Leadership was a benefit for choosing Liberal.
- Mr. Svaty stated the ribbon cutting will be a big event, and the plan is to have the Governor and Lieutenant Governor attend the groundbreaking. They want to be a part of it because it's so important. He wished everyone a Merry Christmas.
- The Commission thanked Eli for his work on this project.

8. Doll Addition

- City Manager Diseker stated the City is ready to move forward with the streets and infrastructure project for the Doll Housing Addition. The contract and change order with French Construction are included in the packet.

a. French Construction Contract

- City Manager Diseker stated the bid was approved on June 24, 2025. After a full engineering review, Staff is now ready to move forward with the contract in the amount of \$1,439,755. The contract states 90 working days, and under the general working conditions, it states 150 days. It should state "working days" since we are going into the winter season. The weather was more favorable when it was approved. This item was discussed in a work session.

Vice Mayor Landry moved to approve the contract with French Construction in the amount of \$1,439,755, with funding coming from the Streets, Drainage, and Capital Improvements portion of the One Cent Sales Tax, with a modification to Section 4.02 to 150 Working Days, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Warren abstaining.

b. French Construction Change Order

- City Manager Diseker stated that after review with engineers and construction professionals, City Staff determined there would need to be a change order in the amount of \$133,839.52, which includes additional excavation of holding ponds, earthwork fill, curb inlets, pipes, fire hydrants, pond seeding, tree removals, and concrete flumes. This will bring the total project cost to \$1,573,594.52. It is right on track with the two other RHID projects. The vote for the other two was \$1.6 million. The change order puts this project right at around the same amount as the other two.

- Discussion was held on the addition and size of the ponds.

Vice Mayor Landry moved to approve the attached change order with French Construction in the amount of \$133,839.52, with funding coming from the Streets, Drainage, and Capital Improvements portion of the One Cent Sales Tax, with Commissioner Parsons seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Warren abstaining.

9. Resolution No. 2447 – Adoption of the KS Homeland Security Region D Hazard Mitigation Plan.

Mayor Lara requested Commission consideration of Resolution No. 2447, entitled "A RESOLUTION ADOPTING THE KANSAS HOMELAND SECURITY REGION D HAZARD MITIGATION PLAN."

- City Manager Diseker stated the City formally adopted the original plan in 2010. It is a living document that requires our approval by year end. Adoption of the plan demonstrates the City's commitment and authorizes responsible agencies to carry out their responsibilities under the plan. Additionally, it will serve as a component required when seeking Federal and State funding for any local mitigation projects. Adoption is also required as a condition of funding for FEMA pre- and post-disaster grant programs.

Commissioner Vazquez moved to adopt Resolution No. 2447, for the Adoption of the Kansas Homeland Security Region D Local Hazard Mitigation Plan, with Commissioner Warren seconding the motion. The motion carried unanimously.

10. 2026 Housing Grant Program Guidelines.

- a. First-Time Homebuyer Grant
- b. Home Repair Program
- c. Paint the Town Program
- d. New Construction Incentive - Single-Family
- e. New Construction Incentive - Multi-Family
- f. Wastewater Improvement Waiver Program
- g. Safe at Home Program
- h. Sidewalk Install or Repair Program
- i. Fence Program

• Director Bridenstine stated the Housing Grant Programs, funded by the One Cent Sales Tax, are presented for approval. Minor clerical updates have been made to existing programs, and a new sidewalk program has been added to support the Comprehensive Plan. These programs were presented to the Commission at the December 9 Special Meeting.

Vice Mayor Landry moved to approve the 2026 housing grant program items a-i, with Commissioner Vazquez seconding the motion. The motion carried unanimously.

11. 2026 Façade Grant Guidelines.

• Finance Director Reust stated that following the December 9 Special Meeting regarding the inclusion of sign tear-down in the facade program, we have updated the Façade Grant Guidelines. The proposed 2026 guidelines now specifically allow the tear down of old signage to be an eligible part of the program.

Commissioner Warren moved to approve the updated 2026 Façade Grant Guidelines, allowing old sign tear down to be a part of the program, with Commissioner Parsons seconding the motion. The motion carried unanimously.

12. Change Order – Bus Facility Project

• City Manager Diseker stated the change order is in the amount of \$13,090.00 and will address the issues found in the Proof Roll Inspection Report. The amount may be lower.

• Assistant City Manager Beer explained the issues with the soil and stated Staff will help to lessen the costs, if possible.

Commissioner Parsons moved to approve of the Change Order as presented by Seaton Construction in an amount not to exceed \$13,090.00, with funding coming from the Economic Development portion of the One Cent Sales Tax, with Vice Mayor Landry seconding the motion. The motion carried unanimously.

13. Utility Billing Waivers for Stepping Stone Shelter.

• City Manager Diseker stated back on June 24, 2025, the Commission formalized their approval of Utility Billing waivers for the Stepping Stone Shelter from the start of our involvement in September 2023 through the end of May 2025, per external audit recommendation. Staff will continue to bring this to the Commission until the situation is stabilized or the Commission votes otherwise. The total for Stepping Stone Shelter's water, sewer, and trash from June to December 2025 is \$2,079.98. The accounting breakdown is included. They will reopen in January, after the remodel. She feels they will be able to be self-sufficient and doesn't foresee this continuing in the long term.

Commissioner Warren moved to approve Utility Billing waivers for the Stepping Stone Shelter in the amount of \$2,079.98, with Commissioner Vazquez seconding the motion. The motion carried unanimously.

14. CITY STAFF.

- Assistant City Manager Beer gave updates on the Crack Sealing Project, the lights at Blue Bonnet, the water project, and the Cement Crew. He noted the sonar company will be in town on January 6, and areas around the pool will be closed. There are a lot of projects for 2026. He also noted they didn't forget about the sidewalk at Harrison Circle.

15. CITY MANAGER REPORT

City Manager Diseker reported the following:

- 1) I want to congratulate Eli on the Apogee project. This was a long time coming, and I know everyone is pretty thrilled for him to have this win. We are very excited to welcome this company into Liberal. We hope that Nancy, George, and the Chairman find that our community is welcoming and supportive.
 - 2) Report on the \$1MM solar energy credit check that was received today. I was expecting a direct deposit, so when the envelope landed on my desk, I probably ripped it open, thinking it was a check for \$100, and it was most definitely not. Thank you again to Kristyn in Finance, with the help of Marty and Dustin at Hay, Rice, & Associates.
 - 3) Thank you to Parks and Streets for their work on the Blue Bonnet Park lighting. This is the last part of our park lighting project. They have had some beautiful weather for this, and we are excited for this project to be completed.
 - 4) I am excited that Keeley is putting together a Year in Review for us online. This will include all of our work for the year, such as Administrative successes, transportation and beautification projects, etc. We will have pictures and videos to celebrate these milestones.
- Merry Christmas to everyone! I hope you have a great holiday with your friends and families.

16. ITEMS FROM COMMISSIONERS

Commissioner Parsons thanked Staff as they all do a great job. He thanked Bruce and his guys, the Street and Concrete Crew. He stated the sidewalks look great. He congratulated Eli. He knows how much work went into that project, and it will be special. He congratulated Mr. Edward as they can get to work on that project, as it's been in the works for many years. He is looking forward to seeing some work done over there. He wished everyone a Merry Christmas.

Vice Mayor Landry thanked all Staff for putting in hard work this year. It's been a good year, and they've come a long way as a City. They've seen challenges and seem to exceed them regularly. The Commission works well together and moves things in a forward direction. It's nice to see what transpires. He congratulated Eli and those on the Commission for that project. It shows a big spotlight on Liberal, and people are going to pay attention to that. He is excited about that. He hopes that everyone enjoys time with their family. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Warren thanked all employees for everything they do. It doesn't stop, and it's an exciting time. He stated it's great that we are getting the lighting in the parks. He thanked the Parks for the lights and the Street Department for the sidewalks. He thanked every department for their contributions and for what they've done this year. The City has a great workforce, and it's good to see the things happening. He congratulated Eli and the others working on the project. It's exciting. Apogee is a huge start. It's a big deal, and he appreciates everyone's work on that. He wished everyone a Merry Christmas, be careful, and take care.

Commissioner Vazquez congratulated Eli and everyone else. She thinks it's the start of something big that's going to happen for the community. She requested Staff share the news with tv stations; she wants positive coverage of Liberal. She thanked Staff for all their hard work and for the decorations. She's heard nothing but positive things, and people stop by to take pictures. She thanked all the organizations,

families, and people who put together food drives and angel trees. There is a big need in the community, and there are a lot of organizations, including the City of Liberal, that stepped up to help families in need. She appreciates that. Merry Christmas and Happy New Year.

Mayor Lara thanked all Staff for everything they do. Beautification continues to happen in town. It is noticed. He feels they are the biggest critics at times of not having things done, but he has friends who visit and mention how beautiful Liberal is. Thank you to Staff who focus on that, and also to the Commissioner who pushed for more items to put out, and to Keeley and Parks. He thanked them for the work that gets done there. On the EcoDevo side, he congratulated Eli and mentioned all the extra work he put into the project. Things are happening. There will be a lot of progress in the years to come. They will continue the partnership with the company, which will have buildings available for businesses that come up. The next two years will be amazing. There are partners who are going to be here and want to locate there. He said it's been an amazing four years already, and there is so much to look forward to. He said they say it every year, but it's proven at the end of the year by how much is accomplished. He gave a huge thank-you to Mr. Edwards for the Doll Addition. Jeff was the Economic Development Director when it started, and he was glad it finally came to fruition. He thanked him for his patience and persistence. There are a lot of projects with many jobs, so we'll need many more houses.

- Commissioner Vazquez thanked everyone for the dance recital: Nikki, Scarlett, and everyone who took part. These types of programs give young children the opportunity to participate. Sometimes the programs are not affordable. The City of Liberal Rec Department does a really good job of offering these classes to those who typically can't afford them. She's heard nothing but positive comments.

Mayor Lara stated that most of what has been done has been done with the One Cent Sales Tax. It's important for both economic development and beautification that the RHID for the Doll Addition ensure the credit goes to the One Cent Sales Tax. It allows for these projects to be done. He suggested everyone shop local and shop often. It helps this to continue. He wished everyone a Merry Christmas. He also noted there will be a Special Meeting on December 30 at 4:00 p.m. in Commission Chambers.

17. VOUCHERS:

\$2,201,515 dated December 23, 2025

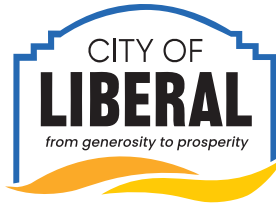
Commissioner Warren moved to approve the vouchers, with Vice Mayor Landry seconding the motion. The motion carried unanimously.

Mayor Lara adjourned the meeting.

Jose Lara, Mayor

ATTEST:

Alicia Hidalgo, MMC, City Clerk



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 4.b.**

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

Date: January 20, 2026

From: Alicia Hidalgo, City Clerk

RE: December 30, 2025 Special Meeting Minutes

Attached for your review are the December 30, 2025, Special Meeting Minutes.

Recommendation:

Staff requests approval of the December 30, 2025, Special Meeting Minutes.

LIBERAL CITY COMMISSION SPECIAL MEETING
December 30, 2025

A Special Meeting of the Liberal City Commission was held at 4:00 p.m. at Commission Chambers, located at 950 S. Grant, on Tuesday, December 30, 2025.

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

Mayor Lara called the meeting to order at 4:00 p.m.

1. 2025 Budget Amendments.

a. Public Hearing.

Mayor Lara opened the Public Hearing.

- The Notice of Budget Hearing was published on December 18, 2025.
- CFO Mannel stated it is necessary to amend our 2025 Fiscal Year Budget that was adopted on September 24, 2024. The proposed State of Kansas Amended Budget Forms are in the packet.

Mayor Lara closed the Public Hearing.

b. Ordinance No. 4642 - An Ordinance Amending the Fiscal Year 2025 Budget.

Mayor Lara requested Commission consideration of Ordinance No. 4642, entitled "AN ORDINANCE AMENDING THE 2025 FISCAL YEAR BUDGET APPROPRIATIONS FOR THE LIBRARY FUND, AIRPORT UTILITY FUND, AND WATER UTILITY FUND."

Commissioner Warren moved to adopt Ordinance No. 4642, amending the 2025 Fiscal Year Budget for the City of Liberal for the Library Fund, Airport Utility Fund, and Water Utility Fund, with Vice Mayor Landry seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Vazquez absent.

2. 2025 Fiscal Year Transfers.

- City Manager Diseker stated Staff identified necessary 2025 Fiscal Year Transfers, for which sufficient budget authority exists. These are project-based transfers, where we have received Commission approval and coded them collectively to the 301 Construction Fund during the project build. At the end of the year, we reconcile each project and request the transfer from the approved funding source to the 301 Construction Fund in order to bring the project balance back to zero. In addition to the transfer into Fund 301, we have identified four completed projects with positive cash balances, of which a transfer back to the originating funding source is necessary to bring the balance to zero and move forward with capitalization. The breakdown is in the agenda packet.

Commissioner Warren moved to approve the 2025 Fiscal Year Fund Transfers, with Commissioner Parsons seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Vazquez absent.

3. Reclassification of Delinquent Accounts Receivable & Utility Accounts.

- CFO Mannel stated Commission approval is necessary to reclassify accounts receivable and utility account delinquencies that are over 120 days past due, as they are not bookable, quality assets. The most recent reclassification was on December 24, 2024. He reviewed each amount and stated that the total delinquencies are \$93,346.71.
- Staff will continue collection efforts on these accounts.

Commissioner Warren moved to approve the Reclassification of Delinquent Accounts Receivable & Utility Accounts in the total amount of \$93,346.71, with Vice Mayor Landry seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Vazquez absent.

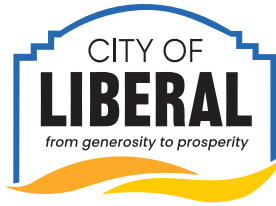
The meeting adjourned at 4:08 p.m.

Jose Lara, Mayor

ATTEST:

Alicia Hidalgo, MMC, City Clerk

DRAFT



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 7.a**

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

Date: January 20, 2026

From: Keeley Young, Chief Communications Officer

RE: 2026 Southwest Kansas Coalition 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 recommend adoption of the 2026 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.



2026 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.

SKC supports maintaining and enhancing the State Historic Rehabilitation Tax Credit program and Historic Preservation Grants. Such programs assist communities in restoring their historic buildings and serve as a critical resource for economic development and job creation. Without such gap assistance, many if not all redevelopment plans would be impossible to fulfill. These credits and grants provide valuable private investment that preserves our history and heritage not only for today but for future generations.

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 to 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.

Home Rule

Consistent with the Home Rule Amendment of the Kansas Constitution approved by voters, SKC supports local elected officials making decisions for their communities, particularly tax and revenue decisions. Self-governance by locally elected officials must be preserved to ensure that local issues are handled at the level of government closest to the citizens that they represent.

Building and Fire Codes

Longstanding practice in Kansas has allowed cities to administer and approve internationally accepted building and fire safety codes and conduct plan reviews and inspections based on those adopted codes. SKC opposes any measure to preempt local building codes and opposes any deviation from this practice or any legislative changes that would erode local boards and governing bodies from making amendments to these adopted codes.

Contacts

Matt Allen
City Manager
City of Garden City
301 N. 8th Street
Garden City, KS 67846
620-276-1160
Matt.Allen@gardencityks.us

Scarlette Diseker
City Manager
City of Liberal
324 N. Kansas Avenue
Liberal, KS 67901
620-626-2201
Scarlette.Diseker@cityofliberal.org

Nick Hernandez
City Manager
City of Dodge City
806 N. 2nd Avenue
Dodge City, KS 67801
620-225-8100
Nickh@dodgecity.org

Southwest Kansas Coalition





**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 7.b.**

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

Date: January 20, 2026

From: Alicia Hidalgo, City Clerk

RE: 2026 Cereal Malt Beverage (CMB) License Applications

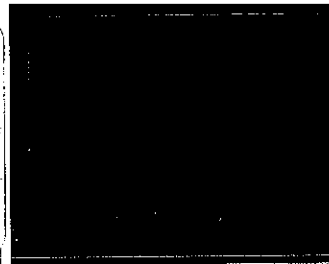
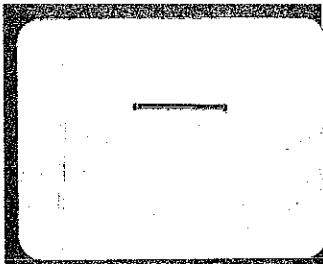
Attached are two Cereal Malt Beverage (CMB) Applications for 2026. The State of Kansas approved both licenses.

1. Taquería El Gallo de Jalisco, 700 N. Kansas Ave.
2. Cocina 3 Marias, 704 S. Kansas Ave.

Recommendation:

Staff requests approval of the 2026 Cereal Malt Beverage (CMB) Application for Taquería El Gallo de Jalisco and Cocina 3 Marias.

RECEIVED
DEPARTMENT OF REVENUE
DEC 10 2011
ALCOHOLIC BEVERAGES



Place on
City/County
[Redacted]

12/11/2011

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 licensee's premises.

SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 85-2285415

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

Name <u>Mayra A Hernandez</u>	Phone No. <u>(620) [Redacted]</u>	Date of Birth [Redacted]
SSN/EIN [Redacted]	Drivers' License Number [Redacted]	

Email Address(es). Please separate values with comma

Residence Street Address: 13253 Pollo Way City: Uberal State: KS Zip Code: 67901

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 <u>TACQUERIA EL GALLO DE JALISCO.</u>	Name		
Business Location Address <u>700 North Kansas Ave</u>	Address		
City <u>Uberal</u> State: <u>KS</u> Zip: <u>67901</u>	City	State	Zip
Business Phone No. <u>(620) 624-8226</u>	<input type="checkbox"/> I own the proposed business location. <input type="checkbox"/> 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 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 _____ 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

COR



Place on City/County

SECTION 1

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.

12/15/2025

SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-933935944-F01

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

Name of Corporation COCINA 3 MARIAS, LLC		FEIN 93-3935944	
Corporation Street Address 704 S KANSAS AVE		Corporation City LIBERAL	State KS
Date of Incorporation 10/16/2023		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name MARIA AQUINO		Phone No. 620-391-8327	
Residence Street Address 118722 EW 1 RD		City TURPIN	State OK
			Zip Code 73950

SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name COCINA 3 MARIAS		Name C/O MARIA AQUINO	
Business Location Address 704 S KANSAS AVE		Address PO BOX 565	
City LIBERAL	State KS	City LIBERAL	State KS
Zip 67901		Zip 67905-0565	
Email Address(s) Please separate values with a comma. cocina3maris@gmail.com			
Business Phone No. 620-309-0297		<input type="checkbox"/> Applicant owns the proposed business location. <input checked="" type="checkbox"/> Applicant does not own the proposed business location.	
Business Location Owner Name(s) MARIA AQUINO			

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 MARIA AQUINO	Position OWNER	Date of Birth 12-25-75
Residence Street Address 118722 EW 1 RD	City TURPIN	State OK
		Zip Code 73950
Spouse Name CAROLINO AQUINO GONZALEZ	Position SPOUSE	Date of Birth 05-27-75
Residence Street Address 118722 EW 1 RD	City TURPIN	State OK
		Zip Code 73950
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

DEC 18 2025



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 7.c.**

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

Date: January 20, 2026

From: Brian Fornwalt, Airport Manager

RE: Lease #98.00 - Roy's Electric Service

Recommendation:

Staff request Commission consideration for approval of Lease #98.00 for Roy's Electric Service.

THIS AGREEMENT, entered into this **1st day of January, 2026**, by and between the City of Liberal ("Lessor") and **Roy's Electric Service, Attn: Roy Rypma, P.O. Box 1476, Liberal, KS 67905-1476 Phone Number: (620) 624-7653** ("Lessee").

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

**Part of Lot 4, Block 4
20' x 60' = 1,200 square feet
West portion of City-owned Building #532**

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 1, 2026**. 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 **\$1,500.00 per year in advance or \$750.00 semi-annually**. 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;



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 7.d.**

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

Date: January 20, 2026

From: Brian Fornwalt, Airport Manager

RE: Lease #143.00 - W.H. Rentals

Recommendation:

Staff request Commission consideration for approval of Lease #143.00 for W.H. Rentals.

THIS AGREEMENT, entered into **1st day of February, 2026**, by and between the City of Liberal ("Lessor") and **W.H. Rentals, Attn: Tony Herrman, 1306 North Calhoun, Liberal, KS. 67901, Phone Number: (620) 629-7256** ("Lessee").

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

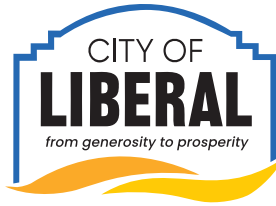
**Part of Lot 4, Block 14
70' x 160' = 11,200 square feet**

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 **February 1st, 2026**. 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 **\$490.56 per year in advance**. 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





**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 7.e.**

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

Date: January 20, 2026

From: Keith Bridenstine, Building Services Director

RE: 2025 Year Code Enforcement Stats

These are the number of cases started by Code Enforcement during the 2025 year.

Recommendation:



Commission report - Violation Type Stat Report (by month)

Violation Type	Violation Subtype
2025 Year	Subtotal For Appliances or furniture in yard (124 Records)
Total Code Enforcement stats	Subtotal For Commercial Occupant Safety (2 Records)
	Subtotal For Dangerous or Substandard Building (40 Records)
	Subtotal For Garage Sale Violation (128 Records)
	Subtotal For Graffiti (1 Records)
	Subtotal For High Grass, Weeds & Vegetation (1899 Records)
	Subtotal For Home Occupations Violation (2 Records)
	Subtotal For Illegal Wastewater Discharge (3 Records)
	Subtotal For Junked Motor Vehicle Violation (66 Records)
	Subtotal For Nuisance Animal (2 Records)
	Subtotal For ORDINANCE VIOLATION (3 Records)
	Subtotal For Parking on an Unimproved Surface (58 Records)
	Subtotal For Property Maintenance (32 Records)
	Subtotal For Sight Visibility Violation (1 Records)
	Subtotal For Sign Violation (1 Records)
	Subtotal For Stagnant or Standing Water (2 Records)
	Subtotal For Stop Work Order (81 Records)
	Subtotal For Swimming Pool Violation (2 Records)
	Subtotal For Trailer Park Annual Inspection (11 Records)
	Subtotal For Trash, Junk & Debris (28 Records)
	Subtotal For Tree-Related Violation (48 Records)
	Subtotal For Unlawful Use of City ROW/Easement/Alley (1 Records)
	Subtotal For Unmaintained or Dilapidated Fence (1 Records)
	Subtotal For Unpermitted dirt piles/rock (1 Records)
	Subtotal For Unsanitary Premises (2 Records)
	T O T A L - 2543 Records



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 8.**

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

Date: January 20, 2026

From: Scarlette Diseker, City Manager

RE: Designation of Official City Newspaper

Annually, the City of Liberal must designate a newspaper for official publications. As in previous years, Staff recommend The High Plains Daily Leader & Times (print and online editions) to be the newspaper of record for the City of Liberal.

Recommendation:

Staff request City Commission consideration to designate The High Plains Daily Leader & Times as the newspaper of record for the 2026 Fiscal Year.



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 9.**

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

Date: January 20, 2026

From: Brian Mannel, CFO

RE: Designation of Official City Depository

Annually, the City of Liberal must designate an official depository for public funds. The City continues to maintain a strong relationship with Sunflower Bank and is satisfied with the products, rates, and services that they offer as a financial institution. Staff wishes to retain Sunflower Bank as the official bank of record for the City of Liberal.

Recommendation:

Staff requests City Commission consideration to approve Sunflower Bank as the official bank of record for all primary banking services for the 2026 Fiscal Year.



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 10.**

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

Date: January 20, 2026

From: Brian Mannel, CFO

RE: Financial Policies & Procedures Manual

The City of Liberal Finance Department annually reviews the existing Financial Policies & Procedures Manual and has the following revisions for 2026:

- 1) Updated outline for grant-funded projects.
- 2) New Debt issuance and Management index section, which includes an overview of definitions, guidelines, and management expectations covering debt level limitations and benchmarks, along with repayment amortization guidance.
- 3) New Operating Reserves index section with target benchmarks in line with Government Finance Officers Association recommendations for unencumbered cash balances within both General and Enterprise operating funds.

Financial Policies are central to a strategic, long-term approach to financial management. According to the Government Finance Officers Association, the adoption of formal, written Financial Policies helps governments to:

- 1) Institutionalize good financial management practices.
- 2) Clarify strategic intent for financial management.
- 3) Define boundaries and limits on actions staff may take.
- 4) Support good bond ratings and potentially reduce the cost of borrowing.
- 5) Promote long-term and strategic thinking.
- 6) Manage risks to financial condition.
- 7) Comply with established public management best practices.

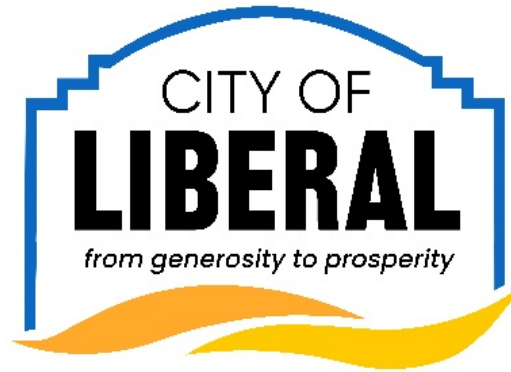
In continuing to update, present, and approve this Financial Policy on an annual basis, we are helping to move the City forward in a more structured manner and assist with succession planning as new staff members are added and trained on the expectations of our entity.

The two core updates being recommended to the policy are index section 17 Debt Issuance and Management and index section 23 Operating Reserves. An update for grant administration is included under index 6 Bids And Contracts. No other significant changes are recommended within the policy since prior Commission approval on January 14, 2025.

Recommendation:

Staff recommend City Commission consideration to approve the Financial Policies & Procedures Manual as submitted for the 2026 Fiscal Year.

FINANCIAL POLICIES & PROCEDURES



A Manual for The City of Liberal, KS

APPROVED BY CITY MANAGER

Scarlette Diseker

Date

INDEX

- 1. AUTHORITY**
- 2. DEFINITIONS**
- 3. GENERAL PURCHASING PROCEDURES**
- 4. PURCHASING VALUES AND REQUIREMENTS**
- 5. SPECIFICATIONS**
- 6. BIDS AND CONTRACTS**
- 7. PROFESSIONAL SERVICE CONTRACTS**
- 8. DESIGN- BUILD CONTRACTS**
- 9. AMENDMENT OF CONTRACT DOCUMENTS**
- 10. PRICE AGREEMENTS**
- 11. RECEIVING, INSPECTION, AND ACCEPTANCE OF MERCHANDISE**
- 12. PURCHASING CARD (CREDIT CARD)**
- 13. INVENTORY**
- 14. FIXED ASSETS**
- 15. VEHICLE REGISTRATION**
- 16. SURPLUS EQUIPMENT**
- 17. DEBT ISSUANCE AND MANAGEMENT**
- 18. DIVERSION EXPENDITURES**
- 19. REPORTING OF EXPENDITURES**
- 20. PRESENTING PURCHASE REQUESTS**
- 21. BUDGETING**
- 22. FUND ACCOUNTING**
- 23. OPERATING RESERVES**
- 24. EXTERNAL AUDIT AND REPORTING OF FRAUD, THEFT, OR MISUSE**
- 25. ADDENDUM: FINANCIAL CALENDAR**

1. AUTHORITY:

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.

2. DEFINITIONS:

Bids: Refers to the quotation or proposal from a vendor for the commodity or service required. Sealed bids are those to be received at a specific time and place for opening. Informal bids may be received orally or in writing and will be a firm price quotation.

Bonds: Bonds used in the purchasing and contracting process are the Bid Bond, Contract and Maintenance Bond, and Statutory Bond.

Department: Refers to any office, institution, department, division, board, commission, or agency of the City government except as specifically excluded by law.

Emergency Purchases: Refers to only those made for commodities or services to meet unforeseen emergencies are time sensitive and that would otherwise cause a loss to the City.

Quotes: Refers to bids taken by the department, either orally or in writing with or without advertising, in lieu of the procedure followed in receiving sealed bids.

Price Agreement (Sub Orders): Refers to that procedure whereby contracts are awarded on the basis of bids for supplying an indefinite amount of commodity or commodities, service or services. Price agreements will contain either certain unit prices or a varying price scale, for stipulated periods of time, and such other terms as may be set forth in the agreement.

Public Works and Public Improvement Projects: Refers to those contractual services and materials purchased for capital construction which is stationary and has a depreciation schedule of

a relatively long period, such as, the construction or repair of buildings, streets, bridges, municipal enterprises, etc.

Purchasing Card (City Credit Card): A credit card issued for official City business, including bank and store cards.

Specifications: Refers to an adequate description of the commodity or service required, including all data necessary to provide the bidder with the exact needs and desires of the using agency.

3. GENERAL PURCHASING PROCEDURES:

A. Authority:

The City Manager and each Department and/or Division Head have purchasing authority for the City of Liberal. Department and/or Division Heads are authorized to delegate purchasing authority within their department or division as needed for efficient operations. Department and/or Division Heads shall cooperate in joint purchasing plans through which the best interest of the City will be served. Department and/or Division Heads have the signature authority to commit or purchase up to \$2,000, unless the City Manager has established another dollar amount in the system. Commitments or purchases greater than \$2,000, but less than \$10,000, must receive Chief Financial Officer and Assistant City Manager or City Manager approval. Commitments or purchases of \$10,000 or more must receive approval from the City Commission, unless they are an ordinary or recurring non-capital maintenance item or expense. The City Manager and Mayor have emergency spending authority of \$25,000.

B. Responsibility:

Department and/or Division Heads have responsibility for procurement of suitable materials, supplies, equipment, and services at the best possible prices for quality required. Each Department and/or Division Head has the authority and responsibility to determine and prepare purchase requirements, specifications, conduct purchase transactions, and process necessary operational purchases.

Department and/or Division Heads shall obtain and engage in as much competition as possible in the solicitation of bids, pricing, and procurement.

The Finance Department may conduct periodic purchasing audits to determine if purchasing procedures are being properly followed. Such audits will check for unauthorized items being purchased, purchases being split into small increments in order to bypass procedures for larger purchases, see how effectively departments are making follow-up inquires for delinquent deliveries, shortages, damaged, and/or incorrect materials, verify invoice prices and extensions are correct and the items were actually received and used by the department, and whether adequate departmental control records are being kept. Departmental delegated purchasing authority will be revoked for an employee if abuse or irresponsible purchasing is discovered.

C. Purchases Excluded from Purchasing Procedure:

Any purchase which is a “sole source of supply,” if approved by the City Manager’s office, may be exempt from procedural purchase requirements of the City. For the purpose of this manual, “sole source of supply” shall mean:

- Any supplier who is the only seller of goods or services available to the City.
- Specific equipment which is the standard item used by the City in multiple operations or locations when equipment from a different supplier would require additional expense to maintain a second set of repair parts.
- A seller whose product or service is necessary for the well-being of the City which, if purchased elsewhere, would be economically impractical. This exception shall not be applicable to the use of Federal Funds and is not intended to be a waiver of federal, state, or local laws prohibiting discrimination.
- Contracts for independent audits, special legal, special engineering and construction, or special financing and administrative survey service.
- Utilities, advertising, and like services.
- Items on Government Contract may be excluded from normal Procurement Policies but must have a contract number cited on the requisition.

D. Emergency Purchases:

Emergency purchases which do not follow the normal purchasing policies for commodities or services to meet unforeseen emergencies that would otherwise cause a loss to the City require Department Head and City Manager approval.

E. Requisitions and Purchase Orders:

A requisition is used to record information about the purchase, such as the initiating department, the commodities being ordered and the accounting distribution to be pre-encumbered as a result of the request. A requisition is required to generate a purchase order.

A purchase order authorizes a vendor to supply goods or services to the City and provide an invoice for the Finance Department to pay the vendor.

Requisitions and corresponding invoices must be coded and initialed/signed by the Department Head before delivering to the Finance Department.

F. City Credit Cards:

City Policy is that all commodities and services are preferred to be paid on open account or, if necessary, with a City credit card, unless the vendor does not accept credit cards. Then it will be paid by a City check.

G. Construction Projects:

The policy of the City of Liberal regarding construction of public improvements is developed under the authority of Charter Ordinance No. 9, which exempts the City from the provisions of K.S.A. 13-1017. Construction projects include: the construction or reconstruction of any street, highway, sidewalk, bridge, sewer main, water main, storm sewer, traffic signals, electric transmission or distribution line, or any other public improvement, other than emergency repairs thereto.

H. Taxes on Purchases:

The City of Liberal is exempt from all federal, state, and county taxes, with the exception of state tax on gasoline and room tax. For purchases of goods and services, a sales tax exemption form will be provided to the vendor by the Finance Department. For construction projects, a Project Sales Tax Exemption Certificate will be provided to the contractor; this form is obtained through the Chief Financial Officer.

4. PURCHASING VALUE LEVELS AND REQUIREMENTS:

For the purchase of any budgeted or approved non-budgeted capital outlay, all City departments shall adhere to the following procedures:

- The Department Head shall prepare written specifications for the item(s) to be purchased. These specifications shall be thorough in nature and provide the bidder with the necessary information in which to respond back to the City. Specifications shall include the name of the contact person and their phone number as well as the deadline to submit a bid quotation.
- A list of all potential local vendors shall be identified by the department. Each local vendor shall receive a copy of the specifications.
- Upon receipt of the bids or quotations, the Department Head shall review bids or quotations and review with the City Manager, and/or Chief Financial Officer and/or City Commission as identified in the Table Below. After obtaining the necessary approval, the Department Head shall have authorization to proceed with a requisition and/or purchase order or contract and notification of the bid award to the vendor with the lowest bid who meets the specification.

TABLE 1 PURCHASING & CONTRACTING VALUE LEVELS			
<i>Bid Process</i>	<i>Purchase Value</i>	<i>Approval of Purchase</i>	<i>Format of Purchase</i>
Verbal or written quotes	< \$2,000	Department Head	City Credit Card or Invoice
Attempt 3 quotes	\$2,000 to \$10,000	Department Head & Chief Financial Officer & City Manager or Assistant City Manager	City Credit Card, Invoice or PO
Formal Bids	>\$10,000	City Commission	Contract or PO

Purchases Under \$2,000:

Small dollar purchases are defined as a commodity or service under \$2,000. All purchases should be made competitively. Purchases under \$2,000 may be made by City credit card, or Invoice, if approved by the Department/Division Head in advance.

Purchases Between \$2,000 and \$10,000:

Competitive bids or written quotes on purchases between \$2,000 and \$10,000 will be obtained by the department. Purchases between \$2,000 and \$10,000 may be made by City credit card or Requisition and Purchase Order, to be approved by the Department Head and Chief Financial Officer and City Manager or Assistant City Manager in advance.

Purchases Exceeding \$10,000:

All purchases in excess of \$10,000 shall require a contract or requisition and purchase order and shall utilize the formal bid process, to be approved by the City Commission, unless they are an ordinary or recurring non-capital maintenance item or expense.

5. SPECIFICATIONS:

Specifications are the responsibility of the Department Head or other qualified personnel. All specifications shall be definite, certain, and allow competition. All technical content of specifications constitutes that information which describes the commodity, service or construction desired.

Modification or interpretation of specifications after their distribution must be by addendum only. These will be issued by the Department Head to every prospective bidder who receives a copy of the original specifications.

The Department Head shall prepare standard specifications. After preparation, these standard specifications shall apply alike in terms and effect to future purchases and contracts for the commodity or service described.

Specifications common to all bids are as follows:

- Any bid which stipulates that the work will be performed in a greater period of time than originally specified shall be deemed irregular.
- The successful bidder may be required to satisfy the City as to his experience, competence, integrity, required licensing, reliability, and his resources.
- No bidder shall provide more than one (1) bid, unless it is for an option to the requested specifications.
- Bidders may be required to provide an acceptable bidding bond of five percent (5%) of the total bid as guarantee that he will file all bonds required and enter into the contract.
- In obtaining material or equipment which meets the requirements for performance and quality, the preparation of clear and complete specifications is essential.
- Specifications may be simple as a list of requirements or very complex, requiring detailed explanations, in writing.
- Specifications should be prepared in a manner which would effectively exclude any responsible bidder from offering a comparable product or service.
- Specify the brand and model number of the desired equipment, including the names and model numbers of two or more manufacturers, whenever possible.
- Identify the features and/or characteristics considered essential to the function or intended use of the product. Specifications should be edited for nonessential proprietary features or characteristics of the name brands which tend to effectively exclude competition in bidding.
- Minor deviations in size and operational characteristics from those set forth in the original specifications may be considered when such deviations do not adversely affect the intended use or function at the desired level of performance.

6. BIDS AND CONTRACTS:

Bidding documents should state whether or not the project is subject to sales tax. The City of Liberal is exempt from state and local sales tax. On non – exempt projects, the cost of applicable sales tax on material, equipment and supplies incorporated in the work shall be included in the contract prices for the work. The City Clerk, Chief Financial Officer, or Assistant City Manager will coordinate issuance of the project sales tax exemption certificate.

Projects involving federal, state or private grant funding typically contain additional contract and bidding requirements such as front – end documents (boilerplate), specifications and/or provisions, or certifications that are submitted with the proposal. The Department Head is responsible for compliance reporting and related controls to the Director of Grants and/or their Executive Supervisor in a timely manner. The Director of Grants will assist the Department Head with necessary documentation for reporting to the grant authority. Director of Grants will convey all grant funding project standards, procedure and contractual requirements to the Department Head

including, but not limited to: Identification, Financial Reporting, Accounting Records, Internal Controls, Budget Control, Cash Management, Allowability of Costs, and Personnel Time Records. Director of Grants shall ensure proper maintenance and retention of records in compliance with the respective grant funding. All records must be retrievable and available for programmatic or financial audit. Records shall be retained for a minimum of three (3) years from the date on which the final grant project status report is submitted, or as otherwise specified in federal law or in the requirements of the subject grant award, unless a written extension is provided by the awarding agency, cognizant agency for audit, or oversight agency for audit. If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved, and final action taken.

The bidding process shall allow at least two weeks from when the documents are available to contractors to the bid opening. Bid openings for projects requiring City Commission approval shall be scheduled in advance of the City Commission meeting so that the bid tabulation and recommendation of award can be transmitted in the agenda packet. Additional time should be allowed for complex projects, if references must be checked or concurrence of the award is required by an outside agency.

Bidders do not have to be in attendance. Bid openings are open to the public; after checking and tabulation, the results may be distributed to the bidders or other interested parties. Bids received after the scheduled bid opening shall be returned unopened, NO EXCEPTIONS. No bidder may withdraw his bid for at least thirty days after the bid opening. The City reserves the right to reject any or all bids, to waive informalities, and to accept the bid deemed to be in the best interest of the City.

Modified bids are prohibited. The Department Head shall not permit any modifications of bids after the expiration of the time deadline. Any changes in bids such as type, quality, price or price items, guarantees, service terms, delivery, or any other changes of commodities or services is not permitted except by negotiated bid. Whenever circumstances warrant and if authorized by the Governing Body, the City Manager may negotiate bids submitted. The low qualified bidder must be made part of all negotiations.

Projects under \$2,000:

For any construction estimated to cost less than \$2,000, an informal process may be used. The Department Head will obtain at least three quotes, which may be by telephone, email, or in writing. Local contractors should be given the opportunity to respond. Publication of a Notice to Bidders in the newspaper is not required. Written specifications and/or plans shall be provided. In lieu of obtaining Governing Body acceptance and approval of such bids, the Department Head may submit the tabulation of bids/quotes to the City Manager and/or Chief Financial Officer with a Requisition for approval and issuance of a Purchase Order, which takes the place of a written contract and is the authorization and is the authorization to proceed.

Projects between \$2,000 and \$10,000:

For any construction estimated to cost between \$2,000 and \$10,000, a shortened formal bidding process administered by either the Department Head, Assistant City Manager, or City Manager will be followed. The Department Head must attempt to obtain three quotes. Written

specifications and/or plans shall be provided. When applicable, an engineer’s estimate is usually provided. The Department Head will present all bids to the Governing Body for approval.

Projects exceeding \$10,000:

For any construction estimated to cost over \$10,000, a formal bidding process administered by the City Clerk will be followed. Written specifications and/or plans shall be provided. Sealed bids submitted at a public bid opening are required. The bid opening will be held at the City Hall. Bid security shall be required on construction projects. A Notice to Bidders shall be published on the City’s website. An Engineer’s Estimate is preferred. The Department Head will submit a tabulation of bids to the Governing Body for approval.

On construction projects exceeding \$100,000, contracts shall be required to furnish surety bonds to the City Clerk. For contracts under \$100,000 which do not require surety bonds, the City requires the Contractor to certify that subcontractors and suppliers are being paid in a timely manner.

AWARD OF BIDS:

In the event of a project/purchase exceeding \$10,000, the bid tabulation and recommendation of award shall be transmitted to the City Commission in the agenda packet. The recommendation for awarding a contract shall also request authorization for the Mayor and City Clerk to execute the contract when all required documents have been returned by the Contractor.

The Governing Body shall choose the bid to accept, while reserving the right to accept the bid deemed to be the best interest of the City. If there is any whose bid does not exceed the Engineer’s Estimate, the Governing Body is encouraged to consider the following:

- A. In determining the bid “deemed to be in the best interest of the City”, in addition to price, the Governing Body is recommended to consider the following:
 - The ability, capacity, qualifications, and skill of the bidder to perform the contract or provide the service required.
 - Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
 - The quality of performance of previous contracts of service by the bidder.
 - The previous and existing compliance of the bidder with the laws and ordinances relating to the contract or service.
 - The number and scope of conditions attached to the bid.

- B. For all public improvements not utilizing federal or state refunds, in determining the bid to accept, the Governing Body may also consider the domicile of a bidder. If there are bids from a bidder having a principal place of business in Seward County, Kansas (local bidder) and a bidder with a principal of business outside of Seward County, Kansas, and the lowest bid is submitted by a bidder which is not a local bidder, the Governing Body, in its discretion, may award the bid to the local bidder if the City Commission deems this to be in the best interest of the City.

In the event of accepting a local bidder who is not the low bidder, the City Commission is strongly encouraged to adhere to this policy in making its determination: If all other factors set forth above are substantially in conformity with those factors as applied to the low bidder and 1.) the project cost is \$250,000 or less, and the local bidder is not more than 1% greater than the low bid, or if the project cost is more than \$250,000, and the local bidder is not more than .5% greater than the low bid, and 2) the local bidder agrees in writing to meet the low bid within 48 hours (two business days) after receiving notification from the City then the Commission may choose the low bidder.

- C. If a responsible bidder proposes to enter into the contract at a price exceeding the Engineer's Estimate cost, or if no responsible bidder submits a bid that is within two percent (2%) of the Engineer's Estimate, all bids shall be rejected and the same proceedings as before shall be repeated. In the event a responsible bidder submits a bid that is the lowest bid, and the bid only exceeds the Engineer's Estimate by two percent (2%) or less of the total estimated cost of the project, the Governing body may, in its discretion, let the contract to such lowest responsible bidder, if the lowest responsible bidder agrees to reduce its bid to an amount equal to the Engineer's Estimate within 48 hours (two business days) of notice of the results of the bidding procedure. In the event such a bidder does not choose to reduce its bid to meet the Engineer's Estimate, the Governing Body is strongly encouraged to reject all bids.

BONDS:

There are three types of Bonds used in the purchasing and contracting process: Bid Bond, Contract and Maintenance Bond, and Statutory Bond. These bonds must be issued by a bonding company authorized to do business in Kansas by the Kansas State Department of Insurance and approved by the Governing Body. Bonds must delete any reference to a notice period or claims period that is less than the five (5) year Statute of Limitations applicable under Kansas law. Said Bonds shall be furnished along with the other contact documents within fifteen (15) working days.

Bid Bond: Bid Bonds are required to ensure that the vendor honors his bid and signs a contract. If Bid Bonds are required, but not included in the sealed bid, the bid is rejected and not read. When bid security is required, it may be by a Bid Bond, or by a certified or cashier's check. Bid security shall be in the amount of five percent (5%) of the total bid. Bid Bonds or certified or cashier's checks shall be kept and maintained by the Finance Department.

Contract and Maintenance Bond: All construction projects, exceeding \$100,000 in value will require a Contract and Maintenance Bond in the amount of one hundred percent (100%) of the total bid. The maintenance period shall run for one year after the date of final acceptance of the project.

Statutory Bond: K.S.A. 60-1111 requires in all contracts exceeding \$100,000 entered into by the City for the purpose of making public improvements, constructing or repairing any public building that the contractor provide a bond guaranteeing payment of all indebtedness incurred for labor furnished, materials, equipment or supplies used or consumed in connection with or in or about the construction, improvements or repairs. The bond is issued to the State of Kansas and filed with the Clerk of the District Court.

Certification of Payment: For contracts under \$100,000, which do not require Statutory Bonds, the Contractor is required to certify that subcontractors and suppliers are being paid in a timely manner. The *Certificate of Subcontractor and Supplier Payment* will be the certifying document.

7. PROFESSIONAL SERVICES CONTRACTS:

The City utilizes a Qualifications Based Selection (QBS) process for professional services (i.e. consulting, engineering, architectural, legal). Professional services are not subject to competitive bidding, but are determined based upon the qualifications of the individual or firm to provide the necessary services. For the purpose of selecting and retaining professional consultant services, the following process shall be followed (Projects involving state or federal aid or grants may be subject to procedures prescribed by that agency):

REQUEST FOR QUALIFICATIONS:

The City shall solicit professional services through a Request for Qualifications (RFQ) from at least five, generally no more than ten, professionals deemed qualified to provide the necessary services. The City may invite only pre-selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals in such newspaper or newsletters as deemed appropriate to reach the maximum audience. All local qualified consultants shall be invited to respond. The City may also use a listing of pre-qualified professionals developed by a state agency, such as KDOT or KDHE.

The RFQ should include the following information to assist the consultants with their response:

- Project location.
- Scope of work (the more detail the better).
- Specific design standards or regulations that will be met.
- Desired bid letting date.
- Other time constraints.

The RFQ shall, at a minimum, request the following information in the form of a “letter of interest”:

- Name of the firm or individual.

- Description of the firm's or individual's background, capabilities, and relevant experience.
- Names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience.
- Personnel and support services available to the project compared to the current workload at the firm.
- Evidence of the implementation of a functioning affirmative action program for the firm.

SELECTION PROCESS:

Following receipt of Letters of Interest, a selection committee will review and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised of three to five members from the following groups: City Manager, Assistant City Manager, City Clerk, Chief Financial Officer, Director of Special Projects, and the Department/Division Head who would be directly involved with the consultant. The City Manager will have final approval authority.

The selection committee may conduct personal or telephone interviews. In the event one-of the original selection committee members was not a member of the Governing Body, then a member of the Governing Body should be included. The final selection will be based upon the following criteria, as applicable:

- Capability of providing the services.
- Recent experience with comparable projects.
- Reputation for personal and professional competence, ethics, and integrity.
- Current workload.
- Capability to meet the schedules and/or deadlines.
- Professional background and caliber of key personnel.
- Capability and evidence of projects being completed on time and within budget.
- Quality of previous projects.
- If a branch office is to be used, capability of that office to complete the project and/or the availability of support from the main office to provide support approach and conceptual understanding of the proposed project individual or firm's experience on other City of Liberal project references.

NEGOTIATION OF CONTRACT:

After the selection committee has ranked the consultants, a recommendation shall be forwarded to the Governing Body to begin negotiations with the top ranked consultant. The top ranked consultant will be asked for a cost proposal. The proposal shall preferably be a detailed cost with a not to exceed limit based upon actual costs, however the proposal may also be on a percentage of construction cost. If the proposal is acceptable or can be negotiated to an acceptable amount, the proposal shall be recommended to the Governing Body for acceptance and award of a contract. If the proposal is unacceptable or cannot be negotiated to an acceptable level, negotiations will cease with that consultant and be undertaken with the second ranked consultant. The professional services contract shall normally be a City standard format document. Non – standard format contracts may be used, but shall require review by the City Attorney.

ADMINISTRATION OF CONTRACT:

The City Manager or Assistant City Manager shall have administrative responsibilities over the professional services contract (processing, payments, etc.) and shall maintain the official City contract file. While the Department/Division Head is responsible for general oversight of the project, consultant payments will be initiated and/or approved by the Department/Division Head prior to forwarding their Executive Supervisor for processing.

8. DESIGN BUILD CONTRACTS:

AUTHORITY:

The policy of the City of Liberal regarding construction of public improvements is developed under the authority of Charter Ordinance No. 9, which exempts the City from the provision of K.S.A. 13-1017. An as alternative to the standard design – bid – build procedure, the Governing Body may, in its discretion and if deemed in the best interest of the City, utilize the following design – build procedure and award a contract to a designer/contractor team.

REQUEST FOR QUALIFICATIONS:

The City shall solicit design-build services through a Request for Qualifications (RFQ) from a suitable number of design professionals and general contractors deemed qualified to provide the necessary services. The City may invite only pre-selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals on the City website. The City may secure professional services to define the project needs or scope of work which may include facility size, performance needs, finish requirements, capacities, etc.

The RFQ should include the following information to assist the consultants with their response:

- Project location.
- Scope of work (the more detail the better).

- Specific design requirements and needs.
- Specific design standards, codes or regulations that will be met.
- Budget constraints.
- Time constraints.

The RFQ shall, at a minimum, request the following information in the form of a “Letter of Interest”:

- Name of the design- build team.
- Description of the design- build team’s background, capabilities and relevant experiences.
- Names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience.
- Personnel and support services available to the project compared to the current workload of the firm.

SELECTION PROCESS:

Following receipt of the Letters of Interest, a selection committee will review the letters of interest and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised of three to five members from the following group: City Manager, Assistant City Manager, City Clerk, Chief Financial Officer, Director of Special Projects, and the Department/Division Head who would be directly involved with the consultant. The City Manager will have final approval authority.

The selection committee may conduct personal or telephone interviews. If the original committee did not have a member of the Governing Body, then a member of the Governing Body should be included. The selection committee may use the professional services selection criteria to reduce the candidate field.

QUALITATIVE PROPOSALS:

After the selection committee has completed the shortlist, a recommendation shall be forwarded to the Governing Body to begin the design and cost proposal (qualitative proposal) phase. The qualitative proposal requirements may be further refined from the RFQ information and may include preliminary design solutions, construction management plans, other qualitative issues, and a firm price proposal. The firm price proposal will be submitted in separate sealed envelopes. The selection committee will conduct interviews with the shortlist teams. The selection committee will rank the design-build teams based upon the interviews and the qualitative proposals. After the

interviews have been completed and the ranking established, the firm price proposals are opened and read.

EXECUTION OF CONTRACTS:

The design-build contract shall be prepared by the team and presented to the City Attorney, City Manager, or Assistant City Manager for review prior to submission to the Governing Body. The contract shall require Professional Liability Insurance for the design phase and the normal bonding required for a public improvement project for the construction phase. The Chief Financial Officer or Assistant City Manager will issue a Project Sales Tax Exemption Certificate at the appropriate time.

ADMINISTRATION OF CONTRACTS:

The City Manager or Assistant City Manager shall have administrative responsibilities over all construction contracts (processing contractor payments, etc.) and shall maintain the official City contract files. When the Department Head is responsible for construction oversight, contractor payments will be initiated and/or approved by the Department Head prior to forwarding to the Executive Supervisor for processing.

Change orders to contracts may be authorized by the City Manager or City Commission in those cases when sufficient project funding is available.

9. AMENDMENT OF CONTRACT DOCUMENTS:

The standard documents may be amended from time to time to meet the requirements of City finances, state and/or federal law or regulations. The City Manager shall coordinate any amendments with the City Attorney. Substantive Changes shall require approval by the Governing Body before becoming effective.

10. PRICE AGREEMENTS:

Price Agreements are used to purchase commodities in which 1.) there is not adequate storage space, 2.) cannot be stored because of spoilage, or 3.) no definite estimate of required amounts can be made. Such commodities may include concrete, street construction and surfacing materials, drugs, chemicals, gas, oil, and certain replacement parts. By purchasing such commodities through Purchase Agreements, the City can lower per unit costs and eliminate the need for repetitive procedures.

GAS CARDS:

A fuel purchase agreement, which provides gas cards, has been established to provide a convenient efficient means to purchase fuel from a local vendor. A gas card is assigned to a vehicle or specified equipment and is intended only for the use for City vehicles and equipment. Misuse of a gas card will result in disciplinary actions against the card user. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and

including removal from position and possible criminal prosecution. The gas card user will turn in documentation of fuel purchases to the Finance Department.

11. RECEIVING, INSPECTION AND ACCEPTANCE OF MERCHANDISE:

Receiving, inspection, and acceptance of goods transported by common carrier are the responsibility of the ordering department. Shipments should be delivered directly to the ordering department. As merchandise arrives at the delivery point, it should be received and inspected without delay. Acceptance of merchandise occurs when the receiver signs the carrier’s bill of lading or other delivery document. Any shortages, overages, evidence of damage or other inconsistencies must be clearly noted and outlined by the receiver on the carrier’s bill of lading or other delivery document. If merchandise is accepted without notation of inconsistencies, or if evidence of damage is not noted, the City is at risk of losing their rightful claim to reimbursement, credit or replacement.

When the receiving personnel are unable to determine the validity of grade certificates, or other certification regarding the quality of goods received, the items in question should be received for storage only pending clear certification.

On **F.O.B.** destination shipments, the seller owns the goods while in transit and title does not pass on to the City until the merchandise has been received and accepted in satisfactory condition. The receiver must carefully note any inconsistencies or evidence of damage and immediately notify the vendor to establish this claim. On F.O.B. shipping point transactions, the receiver should exercise the same care in receiving because the City owns the merchandise while in transit and is responsible for filing the required claims.

CONCEALED DAMAGE:

In order to reduce the possibility of concealed damage, request that merchandise deliveries are shipped F.O.B destination, uncrated, set-up or erected and ready for use in specific location. Avoid moving crated or carton-packaged merchandise and perform the detailed inspection as soon as possible after receipt of merchandise (within seven to ten days). Report discovery of concealed damage to the carrier and request inspection, then notify the vendor.

FREIGHT AND EXPRESS PAYMENTS:

Normally freight charges should be included in the purchase order and designed as F.O.B. destination prepaid and allowed. Departments should closely analyze all freight invoices to determine their liability for payment. Identify each shipment to the related freight or express bill and to the related order.

12. CITY CREDIT CARD:

PURPOSE:

This Policy provides for the authorization, handling, and proper use of City of Liberal credit cards and is applicable to all City Departments. It applies to all purchase and purchase- related documents prepared or processed by City Departments, regardless of the source of funds. The objectives in using the City credit card are to provide a means of procurement where normal invoicing for purchases is not possible.

This program is designed to delegate authority and responsibility for proper use of the City credit card directly to the departments. The Finance Department is responsible for managing the Program and each department is responsible for managing their City credit card account in a manner that conforms to the City’s Purchasing Policy. Monthly dollar limits should continually be considered by the City credit cardholder and care should be taken not to exceed the monthly card limit. Each City credit cardholder is required to verify and certify all purchases before the City credit card statement and invoices and/or receipts are submitted for payment processing.

AUTHORIZATION:

City credit card may be used to purchase and pay for eligible goods and services that cannot otherwise be obtained through normal invoicing methods. A Department Head should discuss their needs for a higher monthly limit with the Chief Financial Officer. Individual credit line increases will be considered, dependent upon the availability of the City’s overall credit and the justification and need of the increase, at the discretion of the Chief Financial Officer. The City credit card is specifically imprinted with “City of Liberal” to avoid being mistaken for a personal credit card.

OBTAINING A CITY CREDIT CARD:

Department Head will:

- Be assigned the responsibility of card security, monthly reconciliation, and tracking the use of the card.
- Reconcile monthly statements for their department.

Finance Department will:

- Approve or deny City credit card requests.
- Set monthly spending limits.
- Submit approved requests to the City credit card vendor.
- Distribute City credit cards to cardholders.

- Retain signed receipt of card and update internal spreadsheets with card numbers.

Card Applicants will:

- Sign for receipt of card and forward to the Finance Department.
- Ensure that the Finance Department has copies of the front and back of any updated card.

AUTHORITY AND RESPONSIBILITY:

Finance Department:

The Finance Department is responsible for the implementation and oversight of the Program. The Finance Department will:

- Department Heads will reconcile card accounts each month.
- Monitor accounts for inappropriate or illegal use.
- Revoke card privileges for inappropriate or illegal use.
- Suspend card privileges for failure to provide transaction documentation in a timely manner.
- Increase or decrease card spending limits as necessary.

Department Head:

The Department Head is responsible for overseeing the department's City credit card purchases. The Department Head will:

- Monitor the account for inappropriate or illegal use.
- Reconcile the City credit card transactions with the monthly statement.

Department Head purchases shall be approved by the City Manager and Chief Financial Officer. This Purchasing Policy places direct responsibility for the proper and lawful execution of purchasing actions upon the cardholder. The City credit card bears the cardholder's name and may only be used by the cardholder, or any other City employee authorized by the cardholder. No employee of the City of Liberal has authority to issue instructions or approve a procedure that is in direct violation with the law or City policies or procedures. Any act exceeding an individual's authority is no longer an act of the City but becomes a personal responsibility. This may include personal financial responsibility for the purchase and consideration of disciplinary actions up to and including removal from position and possible criminal prosecution. Cardholder understands that the City of Liberal may withhold his/her final paycheck until the purchasing card is returned.

All employees must maintain the highest standard of conduct. Any conflict of interest or appearance thereof between an employee’s City responsibilities and his/her personal life must be avoided. Cardholder responsibilities are to:

- Make eligible purchases within authorized spending limits and funds available.
- Use the card for purchasing items in accordance with City policies.
- The cardholder must inform the merchant that the purchase is for “Official City Business” and not subject to state or local sales tax.
- For larger purchases where the merchant refuses to waive the tax, the cardholder can present a State Tax Exemption Form. Cardholders can get a copy of the exemption form from the Finance Department.
- Maintain the City credit card in a secure fashion and prevent unauthorized charges to the account.
- Give purchase documentation to the Finance Department no later than the 15th of each month to ensure prompt payment.
- Assist with reconciling the purchase documentation with the monthly card statement.
- Notify the Finance Department if the card is lost or stolen.

CITY CREDIT CARD USE:

Over – the – Counter Purchases:

Although the process may vary slightly, the following steps give a general overview of how the City credit card works. A cardholder using the City credit card should:

- Identify the purchase needed and determine funds availability.
- Determine if the purchase amount is within their per-approved purchase limit. If yes, proceed to the next step. If no, check with their supervisor for details on how to proceed.
- Purchase goods/services.
- Provide merchant with the City credit card or card number and expiration date, and inform the merchant that the purchase is for “Official City Business” and not subject to state or local sales tax. If merchant refuses to waive the sales tax, contact the Finance Department who can provide a Sales Tax Exemption Certificate to the cardholder or fax or email and exemption form to the merchant.

- Retain receipts (i.e. cash register receipt, purchasing card charge slip.) and give receipt, supporting documentation and reconciled statement to the Finance Department for processing.

Telephone and Internet Orders:

An employee using the City credit card to order by telephone or Internet should:

- Consider local vendors who may be able to provide similar goods or services.
- Identify the purchase needed and determine funds availability.
- Determine if the purchase amount is within the pre-approved monthly purchase limit. If yes, proceed to the next step. If no, check with the Finance Department for details on how to proceed.
- Contact the merchant and place the order.
- Purchase goods/services.
- Inform the merchant that the purchase is for “Official City Business” and not subject to state or local sales tax. If the merchant refuses to waive the sales tax, contact the Finance Department who can provide a Sales Tax Exemption Certificate to the cardholder or Fax or email the exemption form to the merchant.
- Provide the merchant with the card number and expiration date, and relay all pertinent information to the supplier, e.g., cardholder name, shipping address, etc.
- Inspect and verify order accuracy, quality, and price when merchandise arrives.
- Retain shipping documents and receipts received with the merchandise, and give all related documents to the Finance Department.

SALES TAX EXEMPTION:

Most purchases that are billed directly to the City of Liberal are exempt from sales tax. For larger purchases where the merchant refuses to waive the tax, the cardholder can present a Sales Tax Exemption Form, which may be obtained from the Finance Department. If the merchant refuses to waive the sales tax, contact the Finance Department who can fax or email an exemption form to the merchant.

CARD SECURITY:

The cardholder is responsible for safeguarding the City credit card at all times. The cardholder should never allow any unauthorized individuals to use the card or account number and should never use the City credit card to procure personal items.

LOST OR STOLEN CARD:

When a City credit card is lost or stolen, the cardholder should contact the Finance Department. Contact should be immediate so that the highest level of detail regarding account activity leading up to the lost or stolen date can be provided.

SEPARATION OF CARDHOLDER:

Prior to separation from the cardholder’s department or assignment to another function that does not require cardholder authority, the cardholder will surrender the card to the Finance Department. The cardholder will review with the Finance Department the status of any unreconciled, questionable, partially approved, or unresolved and disputed transactions, and identify any supplies and/or services which have been ordered but not yet received, so appropriate action can be taken to complete these activities. Cardholder understands that the City of Liberal may withhold his/her final paycheck until the City credit card is returned and all items have been reconciled.

CITY CREDIT CARD CHANGES:

There may be occasions when the information about the cardholder in the bank’s master file must be changed (e.g. location change, default accounting charge, authorization limits). The Department Head will make the request and the Finance Department will make the appropriate change.

CARD MISUSE/ FRAUD:

Misuse of the City credit card will require the City credit card to be withdrawn from the cardholder. Disciplinary actions may be taken against the cardholder. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from the position and possible criminal prosecution. Misuse includes but is not limited to: purchases for personal use by the cardholder or cardholder’s family, purchases of alcohol, tobacco, or other unrelated items to City business, repeated disregard for use of Tax-Exempt Number, etc.

13. INVENTORY:

An inventory shall be kept for recording acquisition and dispensing/use of equipment and supplies. Supervision and control of the stockroom(s) shall be the responsibility of the Department Head. Inventory of stock, as determined by the Chief Financial Officer, shall be maintained by an approved inventory file system. Annual surprise audits shall be conducted by the Finance Department to ensure quality control of on-site inventories.

14. FIXED ASSETS:

The Finance Department maintains a fixed assets data base. Department Heads track and monitor purchases meeting the fixed assets threshold value of \$5,000 and reports qualifying items to the Finance Department. A Vehicle Assignment/Take Home Form must be filled out and approved by the Department Head and City Manager along with a copy of the invoice attached.

15. VEHICLE REGISTRATION:

The Finance Department maintains records of State Registration of ALL City vehicles, handles the annual purchase of vehicle licenses, and records vehicle transfer with the State of Kansas. Department Heads track and monitor new vehicle purchases and coordinate with the Finance Department for new or replacement tags when required. Department Heads will keep the finance department fully informed of all purchases, deletions, and transfers to ensure the City’s master vehicle list is maintained and accurate.

Upon delivery of a new vehicle, a Vehicle Assignment/Take Home Form must be filled out along with a copy of the invoice attached. All information pertaining to the vehicle shall be completed except for the tag number and registration fee. The title will then be remitted to the Finance Department. The Finance Department will add the insurance to the vehicle, purchase the tag and registration title and order a new gas card if needed.

If an invoice is not received upon delivery of the vehicle, and the department needs to use the vehicle, then all paperwork except the invoice attachment shall be turned in to the Finance Department. Insurance is added only at the time the paperwork is completed and turned in, and the vehicle should not be driven until insurance is obtained. Once the paperwork is turned in, the Finance Department will process the license, registration and title. After the license has been acquired, the department will be contacted to pick up the license, registration, and proof of insurance. The registration packet shall be placed in the glove box of the vehicle. When transferring a vehicle, both departments must complete and turn in a Vehicle Assignment/Take Home Form. The vehicle being transferred retains the original car tag. Transfers shall be reported to the Finance Department at the time assignment paperwork is completed. Gas cards are not transferred with the vehicle.

When deleting a vehicle, whether it is being sent to auction or is being used as a trade-in, the Finance Department must be notified. Insurance remains on the vehicle until the information has been received. Each department shall notify the Finance Department of the vehicles going to auction at the time the initial information is submitted to the Auction Coordinator.

If a department makes changes to the vehicle numbering, the Department Head is responsible for completing the Vehicle Assignment/Take Home Form or providing a list showing the old number and the new number that has been assigned.

16. SURPLUS EQUIPMENT:

Whenever a Department Head determines that various equipment and materials are beyond use, or are of no further use to the department, the Chief Financial Officer shall be notified. No department shall permit any such materials to be loaned, destroyed, or removed from the City’s custody without prior approval of the Executive Supervisor.

Materials and equipment which are of no further use by a department may be transferred to another department, if usable, if a need for said materials or equipment has been established by that

department. If no department demonstrates a need for said materials or equipment, the City Manager, Assistant City Manager, Director of Special Projects, or Chief Financial Officer will proceed to dispose of items as soon as practicable or sell items through public auction. The term public auction shall include a sealed bid process, online auction, in person auction, etc. Impounded vehicles may also be sold at this time. The City Manager must be made aware of all items going to auction. This process is administered by the Director of Special Projects.

When title transfers are involved, the Finance Department shall handle the transactions.

If the Department Head, with Executive Supervisor approval, determines the equipment in question should be junked, they will be responsible for the actual disposal of the equipment. The Department Head will also be responsible for ensuring the Finance Department is informed.

When equipment is reassigned to another department, the receiving Department Head will be responsible for affecting the physical transfer of the equipment within a reasonable period of time. If the equipment is neither junked nor transferred, it will be declared to be surplus and then be offered to local non-profit for a reasonable price or placed in the Surplus Equipment Auction. The initiating Department Head will be responsible for ensuring the Finance Department is informed.

17. DEBT ISSUANCE AND MANAGEMENT:

The City will conduct its debt management functions in a manner designed to maintain or enhance its existing credit ratings. Debt issuance will be utilized by the city in the case where public policy, equity and efficient use of limited resources favor debt over contemporary financing. Decision criteria considered shall include but not be limited to:

- Debt shall be self-supporting whenever possible. Self-supporting is the use of special revenues for revenue bonds, special assessments, or other capital improvement charges. Self-supporting is the condition the city identify and authorize certain specific revenues within available authorities to meet the debt service requirement and avoid conflicts in providing necessary funding.
- Debt shall be primarily used to finance capital projects with a relatively long-life expectancy, i.e. 5 years or longer.
- Debt shall be issued in such a way the term of the financing does not exceed the useful life of the asset.

The various types of debt instruments available to the City include:

- General Obligation Bonds – Bonds which are secured by the full faith and credit of the issuer.
- Revenue Bonds – Bonds payable from specific sources of revenue and which do not pledge the full faith and credit of the issuer.
- Sales Tax Bonds – Bonds secured by the pledge within a specific tax or category of taxes limited as to rate or amount.

- Lease Purchase Agreements – Payments are conditioned on the City’s budgeting and appropriating the money for that purpose.
- Certificates of Participation – Devise to market shares of lease purchase agreements when the agreement is substantial in amount
- Kansas State Revolving Fund program – Kansas Department of Health and Environment administered statutory loan programs 1) Kansas Public Water Supply Loan Fund for drinking water infrastructure and 2) Kansas Water Pollution Control Revolving Fund for wastewater infrastructure.

The City has the capability to issue industrial revenue bonds (IRB’s) to provide conduit financing of private business facilities. The Tax Reform Act of 1986 reduced the scope of IRB’s that are exempt from federal income taxes. Generally, tax exempt IRB’s are available to construct “manufacturing” facilities and other facilities for certain non-profit entities.

DEBT ISSUANCE LIMITS AND REPAYMENT SCHEDULES

The City shall use the following limits as customarily used and established by Moody’s and Standard & Poors to guide issuance of general obligation and revenue debt:

- The City authorized and outstanding bonded indebtedness shall not exceed 30% of the assessed valuation of the city per K.S.A. 10-308. Exceptions for bonded indebtedness limitation, per K.S.A. 10-309, provisions for exclusion of bond issuance for the purpose of storm or sanitary sewer systems; or bonds issued for municipal utility; or bonds issued by the City to provide for improvements to intersections of streets or alleys or that portion of any street immediately in front of city or school district property. K.S.A. 10-311 exempts revenue bonds in calculating limitations for total bonded indebtedness of a municipality.
- The City shall seek outstanding general obligation debt with a direct debt burden ratio of 3% or less. Direct debt burden ratio = Outstanding general obligation debt/Appraised value of City Special assessment bonds (i.e. revenue bonds) are generally exempt from direct debt burden ratio calculations. Low Debt Burden Ratio is defined as <3%, Moderate 3 to 6%, High at greater than 6%.
- The City shall seek debt service to budgeted expenditures for general fund operation and general obligation debt combined of 25% or less.

Repayment schedules shall be designed to relate to the useful life of the asset and generally be in accordance with the following:

- 10 years from most General Obligation Bonds.
- 10 years for benefit district debt (i.e. Revenue Bonds). Generally, the debt will be structured with even principal payments over the life of the issue.
- Up to 20 years from the expected completion of the project for capital improvements of City-wide significance and where justified by the magnitude of the project.

- Typically 5 to 7 years, up to 10 years, for most Lease Purchase Agreements and within the expected useful life of the asset.
- All general obligation debt and special revenue debts shall be structured to retire on a basis which considers the impact of the debt issuance with regard to total overlapping, summary debt of the City.
- Both general obligation and revenue bond issues shall be structured to permit the City to make advance payments to retire the issuance if sufficient funds are available or refinancing with a more desirable interest rate or terms become accessible.

MANAGEMENT

- It shall be the responsibility of the Chief Financial Officer to maintain all necessary files associated with the issuance of the City debt.
- The City Manager shall submit for Commission consideration a fiscal impact statement prior to any Commission action to authorize a project involving the issuance of debt. The fiscal impact statement shall include, at a minimum, an estimate of any debt service levy required at the time of long term debt issuance and a calculation showing the impact of the additional levy on existing debt service levy. The fiscal impact statement shall provide information on any projected user fee rate increases in the case of revenue bond or Kansas State Revolving Fund program.
- The Chief Financial Officer will maintain records indicating the particular type of debt incurred by the city on an annual basis. Consideration will be taken by the City to not incur a preponderance of one type of debt over another, particularly those which constitute a general obligation of the City.

18. DIVERSION EXPENDITURES:

The City of Liberal has a diversion fund established in conjunction with the Liberal Municipal Court. Said diversion fund is governed by applicable Kansas statutes and regulations which shall be strictly adhered. The use of diversion funds shall be at the discretion of the City Prosecutor for the City of Liberal, Kansas with the following conditions as outlined herein.

The use of diversion funds shall be used for the benefit of prosecution of City offenses and may be used for training, law enforcement equipment, City court equipment, City prosecution equipment, and other items as deemed appropriate for the prosecution of City offenses.

For purchases of items less than \$5,000.00:

A Department Head requesting the use of diversion funds, shall submit a written letter detailing the request to the City prosecutor. The letter shall be on the department’s letterhead and shall include the following:

- The purpose of the request.
- The cost of the request.

- A statement regarding the benefit of the purchase to the purpose of City prosecution.
- Supporting documentation, if applicable, for the request.

The City Prosecutor at his or her election may require additional quotes and/or information of the Department Head for the requested purchase. In the event the City Prosecutor denies the request, then there shall be no further process and the purchase will be denied.

In the event the City Prosecutor approves of the request, then the letter request along with supporting documentation and a letter from the City Prosecutor shall be forwarded to the City Manager for review. The letter from the City Prosecutor shall state a not to exceed amount and reference the item to be purchased.

As long as the expenditure is consistent with the purpose of City prosecution as contemplated herein, then the City Manager shall approve the request. If the City Manager denies the request, at the election of the Department Head, the matter can be placed on the agenda and the commission can vote to approve or deny the request. In the event the City Manager approves the request, the City Manager shall forward approval to the Department Head granting the authority to proceed with such request.

The Department Head shall then complete the purchase process as outlined in this manual with the diversion funds being used to pay for said purchase.

For purchases of items greater than \$5,000.00:

A Department Head requesting the use of diversion funds, shall submit a written letter detailing the request to the City prosecutor. The letter shall be on the department’s letterhead and shall include the following:

- The purpose of the request.
- The cost of the request.
- A statement regarding the benefit of the purchase to the purpose of City prosecution.
- Supporting documentation, if applicable, for the request.

The City Prosecutor at his or her election may require additional quotes and/or information of the Department Head for the requested purchase. In the event the City Prosecutor denies the request, then there shall be no further process and the purchase will be denied.

In the event the City Prosecutor approves of the request, then the letter request along with supporting documentation and a letter from the City Prosecutor shall be forwarded to the City Manager for his or her review. The letter from the City Prosecutor shall state a not to exceed amount and reference the item to be purchased. Said request shall then be placed on the next available commission meeting and the Department Head shall attend and explain the request to the commission.

As long as the expenditure is consistent with the purpose of City prosecution as contemplated herein, then it is strongly encouraged that the City Commission approves the request. If the request is denied by the Commission, diversion funds shall not be used as requested. In the event the Commission approves the request, then the Department Head shall have the authority to proceed with such request.

The Department Head shall then complete the purchase process and funds shall be paid as approved and voted on from the diversion funds.

19. REPORTING OF EXPENDITURES:

The City will report all expenses, both from Payroll and Accounts Payable, on a bi-monthly schedule to the Governing Body for approval. The Expenditure Activity Listing will be uploaded into the Civic Clerk software no later than 12:00 p.m. on the Thursday prior to Commission Meeting. In the event of a Thursday holiday, the Expenditure Activity Listing will be due on the Wednesday prior to Commission Meeting by 5:30 p.m.

If the City Clerk needs to modify the due date for any other reason, he or she will provide sufficient notice to the Finance Department.

20. PRESENTING PURCHASE REQUESTS:

The Department Head who submits the purchase requests to the Governing Body must appear in person to present their item. Any Department Head who fails to present their item in person, or find a related party who can appear in their place, will be asked to move their request to the following Commission Meeting.

21. BUDGETING:

Taxing subdivision not exceeding the Revenue Neutral Rate are due to the County Clerk by August 25th.

Taxing subdivisions following procedure to exceed Revenue Neutral Rate will hold hearings between August 20th and September 20th and submit certified budgets to County Clerk by October 1st. RNR Hearing must be published at least 10 days prior to hearing and include all required information. A resolution and roll call vote must be completed and included with budget documents if subdivision exceeds RNR (KSA 79-2988).

The last day to notify the County Clerk of intent to levy above RNR is July 20th (KSA 79-2988). The City will provide the County Clerk with the proposed tax rate and hearing information. The County Clerk will then notify taxpayers via mail/email of all taxing subdivisions exceeding RNR 10 days prior to the first hearing.

RNR Hearing can be held prior to or in conjunction with the Budget Hearing (KSA 79-2988).

Notice of Budget Hearing must be published at least 10 days prior to hearing (KSA 79-2929).

Budgets, in their entirety, are required to be submitted to the County Clerk electronically (KSA 79-2930).

Public Hearings and Publications provide an opportunity for the City to evaluate current services, measure and compare needs for different services, and balance community needs against the tax burden necessary to finance them.

General:

- 1) Public Funds may not be expended unless budgeted (exceptions);
- 2) Monies in a Fund, unexpended at the end of the year, will be rebudgeted the following year as deemed necessary
- 3) Monies may not be transferred from one fund to another (exceptions)
 - Exception to 1:
 - a) Capital Improvement Fund
 - b) Utility Reserve Funds
 - c) Grants and Trusts
 - Exception to 3:
 - a) Budgeted Transfers

The City Manager and Chief Financial Officer are responsible for the preparation of the budget, contingent upon approval from the Governing Body. The City Manager and Chief Financial Officer are responsible for the administration of the budget and ensuring that all expenditures are consistent with the budget. All purchases and contracts shall be approved as per this document.

The Chief Financial Officer is responsible for exporting budget sheets from the accounting software and distributing these to Department Heads no later than June. The Chief Financial Officer, City Manager, and Assistant City Managers will review budget sheets and Capital Equipment Replacement Forms in July. After reviewing and making any adjustments to the initial requests, City leadership may choose to meet with Department Heads to address any questions or concerns about their requests. During this process, some of the items discussed will be adequacy of personnel (number), capital outlay (large projects or long-term costs) and other major improvements within the department. The Chief Financial Officer, with input from the City Manager and Assistant City Managers, will import these requests back into the accounting software and create Budget Workbooks for the Leadership Team and Governing Body.

The Chief Financial Officer, City Manager, and Assistant City Managers will present a preliminary budget to the Governing Body no later than the first week of September. The process of presenting the budget will take place over one day in a Public Work Session at Commission Chambers. Department Heads will all be assigned 15-minute time slots (other than the Chief of Police, who will be issued 30 minutes). They will be expected to present large, requested expenses and answer any questions from the Governing Body. Funds that will be discussed during the Public Work Session include: General, Special Revenue, Economic Incentives, Intergovernmental, ½ % Educational Sales Tax, 1% Sales Tax, Debt Service, Airport, Air Museum, Solid Waste, Wastewater, and Water.

The budget will be voted on by the Governing Body no later than the third week of September in order to finalize state paperwork and publications.

After the Publication of Proposed Budget, increases in expenditures are not permitted, while the council may reduce expenditures during or after the budget hearing and prior to final adoption.

***NOTE: The Budget may be amended during the appropriate fiscal year if it is determined that receipts are greater than projected. During the amendment process, no additional revenue from Property Tax is permitted, only the expenditure of existing funds.

22. FUND ACCOUNTING:

Definition of Fund: KSA.79-2925 defines “fund” as a fund authorized by statute to be established; not the individual budgeted items of a fund. Rather, it refers to the total of the individual items. A fund has been defined as “a sum of money or other resources set aside for the purpose of carrying on specific activities or to attain certain objectives in accordance with special regulations, restrictions, or limitations. A fund is a distinct financial and legal entity.”

KSA.79-2927 requires an itemized budget, classified by funds (which is the total of the items in each particular fund). The statute also requires that an item for miscellaneous purposes shall not exceed 10 percent of the total amount of the budget and this refers to the budget total for the particular fund.

The general rule is that items or accounts within a fund may be changed during the budget year, by action of the governing body. Changes in the total of receipts or expenditures in a budgeted fund must be by an amendment to the budget.

Each fund is accounted for by providing a separate set of self-balancing accounts, recording cash and other financial resources together with all related liabilities and residual equities or balances, and changes therein. They are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

General Fund: This fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund: This fund is used to account for the proceeds of specific revenue sources (other than special assessments, expendable trust or major capital projects) that are legally restricted to expenditures for specified purposes.

Economic Incentives Fund: This fund is used to account for the proceeds of CID’s (Community Improvement Districts), TIF’s (Tax Increment Financing), and TGT’s (Transient Guest Taxes). Funds are distributed from the state level, and the City acts as an administrative pass through with retention of a certain percentage for admin fees.

Intergovernmental: This fund is used to account for financial transactions that are shared between other local government entities.

½ % Educational Sales Tax: This fund is used to account for the proceeds of the City’s additional ½ % Sales Tax (per Interlocal Agreement) that is collected for the purpose of USD 480’s bond debt repayment plan. The City acts as an administrative pass through with no retention of any funds for admin fees.

1 % Sales Tax: This fund is used to account for the proceeds of the City’s additional 1% Sales Tax that is collected for the purpose of developing and growing the community. The City appropriates the funds into five different categories upon receipt: Streets, Drainage, and Capital Improvements, Economic Development, Crime Prevention, Housing, and Beautification.

Debt Service Fund: This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Capital Project Fund (Construction in Progress): This fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

Enterprise Funds: These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City has the following Enterprise Funds: Airport, Solid Waste, Wastewater, and Water.

23. OPERATING RESERVES:

The maintenance of adequate operating reserves is essential to the financial strength and flexibility of the City as a whole. Adequate operating reserves are an integral part of the financial structure of the City and impact the ability for the City to effectively issue debt. Operating reserves are a significant factor considered in evaluating and assigning credit ratings by the bond rating agencies.

The City shall seek to maintain the following reserves, in line with Kansas Municipal Audit and Accounting Guide (KMAAG) definitions and Government Finance Officers Association (GFOA) recommendations:

- An annual unencumbered cash balance carried forward in the General Fund operating budget of two to three months, approximately 16.7%-25%, of annual General Fund expenditures.
- A 45 days or greater, approximately 12.3% or greater, reserve in annual Enterprise Funds in order to fund potential unanticipated needs.
- All reserves as required by revenue bond indentures to remain within full compliance of bond covenants.

Additional consideration for cash balance reserved may be necessary for timing and amount of debt service relative to the General or Enterprise Funds sourced for payment.

24. EXTERNAL AUDIT AND REPORTING OF FRAUD, THEFT OR MISUSE:

Every municipality with gross receipts in excess of \$275,000, or with general obligation or revenue bonds in excess of this amount, must have an annual audit. Cities may Charter out of this requirement (KSA 75-1122).

Every municipality with grant receipts in excess of \$1,000,000 must also conduct a Single Audit in compliance with Federal Award Requirements.

State statute requires every municipality to utilize accounting and fiscal procedures conforming to Generally Accepted Accounting Principles (GAAP). A city may adopt a resolution waiving conformance to GAAP (KSA 75-1120a).

Audits must be conducted by a licensed municipal accountant or by a certified public accountant.

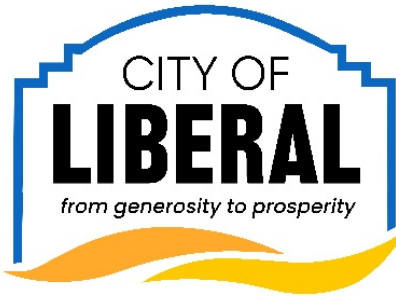
The City of Liberal, Kansas contracts annually for an independent audit to be completed on all funds, policies and procedures. The City of Liberal opts out of the GAAP requirement (in favor of KMAAG) by the passage of an annual resolution.

It is the duty of each employee who knows of any fraud, theft or misuse of City assets, including cash, supplies, equipment, services, etc., to report the same to the appropriate City officials. The report may be made orally or in writing. The “appropriate City official” may include any of the following:

- The Employee’s Immediate Supervisor
- The Employee’s Department Head
- The City Manager
- The Assistant City Manager
- The City Chief Financial Officer
- The City Commission

****NOTE: The report to the “appropriate City official” should follow and adhere to the City’s Chain of Command wherever possible.

No person filing a report under this policy shall be subject to retribution or retaliation of any kind for doing so.



City of Liberal Financial Calendar 2026

January

- Close 2025 & roll year in accounting system
- Activate 2026 Budget in accounting system
- Distribute 2026 Budgets to Department Heads
- Print & distribute 1099's to qualifying vendors
- E-file 1099's with the State of Kansas & IRS
- Update changes to sales tax with Golf, Tourism, Rec, & Air Museum
- Mail property tax bills for airport leases
- Finalize 13th Period invoices by second check run
- Balance donation & construction numbers from previous year
- Submit Q4 2025 Treasurer's Report to newspaper (on or before the 19th)
- Update City of Liberal Finance Policy if necessary

February

- Begin internal audits for departments
- Capitalize & close projects
- Meet with IMA for Pre-Renewal of Employee Health Insurance

March

- Run 2025 Depreciation for Fixed Assets
- Close 13th Period
- Schedule 2025 Audit with Hay, Rice, & Associates
- Report salaries for Workers Compensation to Iron Insurance Partners

April

- Present Insurance Renewal with Elsa Manriquez to Commission
- Submit Q1 2026 Treasurer's Report to newspaper (on or before the 19th)

May

- Export 2027 Budget Sheets from accounting system
- Conduct 2025 Audit with Hay, Rice, & Associates
- Pay property taxes to the County

June

- Distribute 2027 Budget Sheets via email
- Schedule 2025 Exit Audit with Hay, Rice, & Associates
- Obtain property valuation estimates from the County Clerk (includes RNR)
- Mail property tax bills for airport leases
- Meet with IMA to finalize Employee Health Insurance Renewal

July

- Notify County Clerk of intent to levy above RNR
- Provide County Clerk proposed tax rate & hearing information
- Notify taxpayers via mail/email of all taxing subdivisions exceeding RNR 10 days prior to first hearing (performed by County Clerk)
- Conduct Open Enrollment for Employee Health Insurance
- Submit Q2 2026 Treasurer's Report to newspaper (on or before the 19th)
- Conduct 2027 Non-Profit Appropriation Request Interviews
- Present MOU to School Board & Commission for annual SRO Agreement

August

- Submit RNR Hearing to newspaper (10 days prior)
- Hold RNR Hearing
- Conduct 2027 Budget Work Session
- Turn Special Assessments into the County (on or before the 25th)
- Finalize 2025 Financial Statements

September

- Distribute 2025 Audit Reports
- Schedule 2025 Audit Presentation for Commission
- Submit 2025 Audit Report Notification to newspaper (no specific date requirement)
- Sign 2026 Audit Agreement
- Submit 2027 Budget Hearing to newspaper (10 days prior)
- Hold 2027 Budget Hearing
- Pass Resolution to exceed RNR
- Certify 2027 Budget to County Clerk
- Submit 2027 Budget to State of Kansas

October

- Submit Q3 2026 Treasurer's Report to newspaper (on or before the 19th)
- Prepare Unclaimed Property for Kansas State Treasurer (by 2nd check run)

November

- Review property tax exemptions
- Prepare property tax spreadsheets
- Review 1099 vendors & cross reference Liberal Sports Tournaments

- Mail 2027 Non-Profit Letters

December

- Present 2026 GAAP Waiver to City Commission
- Perform EOY write-off's & present to City Commission
- Review capital projects & present EOY transfers to City Commission
- Review EOY Budget Amendments
- Submit 2026 Budget Amendment Hearing to newspaper (10 days prior)
- Prepare Budget Amendment Ordinance
- Hold EOY Financial Hearing & present Budget Amendments
- Submit Budget Amendment Ordinance to newspaper (no specific date requirement)
- Deliver Budget Amendment Packet for County Clerk
- Distribute Fixed Asset Listings to Departments for review
- Review EOY Audit Checklist before closing year
- Prepare Recurring JV Transfers for 2027
- Watch CIC Year-End Processing videos for any updates & changes
- Pay property taxes to the County
- Review & update Fee Schedule for 2027



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 11.**

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

Date: January 20, 2026

From: Jennifer Arguijo, Director of Human Resources

RE: Employee Policy Manual

Three changes have been made to the policy manual, effective for the year 2026:

1. 6-4. Vacation Accruals (Page 54-55)

- Added: Leave of Absence. Employees will not accrue additional vacation hours once their existing, accrued vacation hours have been exhausted. Vacation time accrual will resume immediately once the employee returns to work.

2. 6-5. Sick Accruals (Page 55-56)

- Added: Leave of Absence. Employees will not accrue additional sick hours once their existing, accrued sick hours have been exhausted. Sick time accrual will resume immediately once the employee returns to work.

3. 6-15. Safety Reimbursement Program (Page 60)

- The safety reimbursement amount has been changed from \$200 to \$150.

Recommendation:

Staff recommends approving the Policy Manual for the year 2026.

**EMPLOYEE POLICY
MANUAL**
**Administrative and
Human Resource Policies**

The City of Liberal



Kansas

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.

Table of Contents

Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT	7
1-1. WELCOME FROM CITY MANAGER	7
1-2. PURPOSE / USAGE / EDITS / NEW INFORMATION	7
1-3. OPEN DOOR POLICY	8
1-4. EQUAL EMPLOYMENT OPPORTUNITY	8
1-5. AT-WILL EMPLOYMENT	8
Section 2 - RECRUITING	10
2-1. VACANCIES/ JOB POSTINGS	10
2-2. RELOCATION ASSISTANCE	10
2-3. ONBOARDING INCENTIVE	11
2-4. HIRING AND ONBOARDING PROCESS	12
2-5. INTRODUCTORY PERIOD	13
2-6. RESIDENCY REQUIREMENT	14
2-7. OUT OF TOWN CANDIDATES	14
Section 3 - PAYROLL	16
3-1. TIMEKEEPING AND PAYCHECKS	16
3-2. CERTIFICATION COMPENSATION	17
3-3. OVERTIME	19
3-4. EXEMPT EMPLOYEES	19
3-5. PAY PLAN	20
3-6. REPORT PAY	21
3-7. WORK HOURS	22
Section 4 - EMPLOYMENT GUIDELINES	23
4-1. REHIRE ELIGIBILITY AND SERVICE CREDIT	23
4-2. DRIVERS LICENSE	23
4-3. DRIVERS LICENSE CRITERIA	25
4-4. LIGHT DUTY	27
4-5. FIT FOR DUTY	28
4-6. OUTSIDE EMPLOYMENT	30
4-7. POSITION TRANSFERS	31
4-8. ON-CALL AND CALL-BACK	33
4-9. EMPLOYMENT REFERENCES	34
4-10. SEPARATION OF EMPLOYMENT	35
Section 5 - OPERATIONAL POLICIES	38

Table of Contents

5-1. CITY VEHICLES	38
5-2. ISSUED EQUIPMENT	41
5-3. PERSONNEL RECORDS	41
5-4. ARTIFICIAL INTELLIGENCE	43
5-5. TRAINING AND TRAVEL	43
5-6. EMPLOYEE PERFORMANCE EVALUATION	45
5-7. REDUCTION IN FORCE	46
5-8. POSITION CLASSIFICATION	47
5-9. NEPOTISM AND PERSONAL RELATIONSHIPS	49
Section 6 - BENEFITS	51
6-1. BENEFITS OVERVIEW	51
6-2. UNIFORMS	51
6-3. HOLIDAYS	53
6-4. VACATION ACCRUALS	54
6-5. SICK ACCRUALS	55
6-6. WORKERS COMPENSATION	56
6-7. JURY DUTY	57
6-8. BEREAVEMENT	57
6-9. VOTING LEAVE	58
6-10. LONG-TERM DISABILITY BENEFITS	58
6-11. EMPLOYEE ASSISTANCE PROGRAM	58
6-12. KPERS RETIREMENT PLAN	59
6-13. WELLNESS	60
6-14. TUITION ASSISTANCE	60
6-15. SAFETY REIMBURSEMENT PROGRAM	62
6-16. LONGEVITY	63
Section 7 - LEAVES OF ABSENCE	65
7-1. MILITARY LEAVE	65
7-2. FAMILY AND MEDICAL LEAVE	68
7-3. EXTENDED LEAVE	71
7-4. EPIDEMIC AND PANDEMIC	72
7-5. ADMINISTRATIVE LEAVE	72
Section 8 - GENERAL STANDARDS OF CONDUCT	74
8-1. CONDUCT	74

Table of Contents

8-2. ATTENDANCE AND PUNCTUALITY	75
8-3. DRESS CODE AND PERSONAL APPEARANCE	76
8-4. PERSONAL AND COMPANY COMMUNICATION DEVICES	77
8-5. COMPUTER SYSTEMS AND USAGE	78
8-6. CELL PHONE USAGE	81
8-7. SOCIAL MEDIA	82
8-8. VIDEO SURVEILLANCE	83
8-9. SOLICITATION AND DISTRIBUTION	86
8-10. BULLETIN BOARDS	86
8-11. CONFIDENTIAL COMPANY INFORMATION	86
8-12. CONFLICT OF INTEREST & NON-EMPLOYMENT CONTRACTS	87
8-13. USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY	88
8-14. DRUG/ALCOHOL FREE WORKPLACE	88
8-15. DRUG AND ALCOHOL TESTING	89
8-16. GRIEVANCE PROCEDURE	95
8-17. WHISTLEBLOWERS POLICY FOR REPORTING IMPROPER ACTIVITY	97
8-18. VIOLENCE FREE WORKPLACE	98
8-19. HARASSMENT FREE WORKPLACE	100
8-20. WORKPLACE GAMBLING	103
8-21. SMOKE-FREE WORKPLACE	104
8-22. DISCIPLINARY PROCESS	104
Section 9 - ADMINISTRATIVE	108
9-1. CITY PROPERTY	108
9-2. FREEDOM OF INFORMATION PROTOCOLS	110
9-3. POLITICAL ACTIVITIES	112
9-4. WRITING FOR OUTSIDE PUBLICATION	113
9-5. TESTIFYING IN COURT	113
9-6. EXTERNAL COMMITTEES	115
9-7. TAPE RECORDING	115
9-8. GIFTS AND GRATUITUY	116
9-9. INTELLECTUAL FREEDOM	117
9-10. DEMONSTRATIONS	118
9-11. VISITORS AT WORK	119
9-12. PUBLIC RELATIONS	119

Table of Contents

9-13. A FEW CLOSING WORDS	120
Section 10 - CHANGES FROM ORIGINAL	121
10-1. HISTORY OF POLICY CHANGES	121

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

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.

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 departments, the City may provide an onboarding incentive. New hires may be eligible to 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 as a Police Officer.
- \$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 of 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 HR Assistant Director 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 HR Assistant Director.

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 employee will not receive a pay increase associated with their performance evaluation until the next annual evaluation cycle if they receive a certification increase after August 1.

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.
- 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 HR Assistant Director.

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.

Section 4 - EMPLOYMENT GUIDELINES

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 approval with 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 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.

Coaching Employment

Employees who desire to coach are subject are expected to follow the following additional requirements:

- Coaching requests are subject to approval for USD 480 and Seward County Community College sports.
- Employees must receive approval from their Department Director and the City Manager prior to accepting the coaching employment, due to the nature of most coaching positions require the employee to be absent from their City work schedule.
- Multiple sports may be allowed within the same school year if the employee has enough vacation accruals available to utilize when they are absent from work.
- Any coaching employee must clock in and out throughout the duration of the coaching season.

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 complete 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.
2. On-Call participation requires that an employee either carry a City-supplied pager, radio, 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 Resources will notify the employee. The employee's Director should complete an employee change form and notify Human Resources 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 HR Assistant Director 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. The

training location must be 100 miles from the employee's work location in order to be overnight. 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. Training location less than 100 miles away from the employee's work location will not be considered for overnight travel.

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, or 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 or employees who receive certification pay increases after August 1 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 AND PERSONAL RELATIONSHIPS

Objective

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.

Procedure

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.

A "personal" relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as working directly for or supervising the employee with whom he or she is involved. 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.

Employee Responsibility

It is the responsibility of the employee(s) involved to disclose the relationship as described within this policy to their immediate supervisor and Human Resources. A disclosure form can be obtained through Human Resources. Failure to disclose may result in disciplinary action. For the purposes of this policy, a relative is an immediate family member 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. UNIFORMS

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.

Uniform Use

City-issued uniforms are to be worn only during regular work hours and official duties. Wearing City uniforms during personal time or outside of scheduled work hours is strictly prohibited.

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 is 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.

Leave of Absence

Employees do not accrue additional vacation hours once their existing, accrued vacation hours have been exhausted. Accrual vacation time will resume immediately once the employee returns to work.

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.

Leave of Absence

Employees do not accrue additional sick hours once their existing, accrued sick hours have been exhausted. Accrual sick time will resume immediately once the employee returns to work.

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 needs 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 granted up to three (3) days of paid bereavement leave in the event of the death of an immediate family member. Family members include 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 eligible for an additional two (2) days of paid bereavement leave if they need to travel more than 540 miles to attend a funeral of an immediate family member. Approval from the Department Head and City Manager must be obtained prior to authorizing 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 liability 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 and coveralls.

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 \$150.00 for each qualifying employee. Any purchases that exceed the \$150.00 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 on 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.

Section 7 - LEAVES OF ABSENCE

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 establish 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 within 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 HR Assistant Director 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. 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. Providing dishonest or misleading information.
3. Stealing, removing, or defacing City of Liberal property or a co-worker's property, and/or disclosure of confidential information.
4. Completing another employee's time records or clocking in/out for others.
5. Violation of safety rules and policies.
6. Violation of City of Liberal's Drug and Alcohol-Free Workplace Policy.
7. Fighting, threatening, or disrupting the work of others or other violations of City of Liberal's Workplace Violence Policy.
8. Failure to follow lawful instructions of a supervisor.
9. Failure to perform assigned job duties.
10. Violation of the Attendance and Punctuality Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
11. Gambling on City of Liberal property.
12. Willful or careless destruction or damage to City of Liberal assets or to the equipment or possessions of another employee.
13. Wasting work materials.
14. Performing work of a personal nature during work hours.
15. Violation of the Solicitation and Distribution Policy.
16. Violation of City of Liberal's Harassment or Equal Employment Opportunity Policies.
17. Violation of the Communication and Computer Systems Policy.
18. Unsatisfactory job performance.
19. Activity that tarnishes or damages the image of the organization.
20. Any other violation of City of Liberal policy.

Professional Representation:

Employees are representatives of the City both during and outside of work hours. Accordingly, all employees are expected to conduct themselves in a professional and respectful manner at all times.

Protection of the City's Image:

Employees shall not engage in any behavior-whether in person, online, or through social media-that could harm, tarnish, or otherwise negatively impact the image, reputation, or goodwill of

the City of Liberal or any of its employees.

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), slacks.
 - Inappropriate: Sweatpants, leggings, exercise wear, joggers.
- Tops:
 - Appropriate: Polos, company logo wear (not t-shirts), short-sleeved blouses/shirts, turtlenecks, blazers/sport coats, jackets, cardigans, City summer t-shirts on Fridays only.
 - Inappropriate: screen-printed 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 at all times.

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 Statutes, 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 Statutes 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

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect City of Liberal property, and to ensure efficient operations, City of Liberal has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for City of Liberal.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on City of Liberal premises, while on City of Liberal business (whether or not

on City of Liberal premises) or while representing City of Liberal, is strictly prohibited. Employees and other individuals who work for City of Liberal also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

City of Liberal maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. City of Liberal encourages employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any City of Liberal employee, including themselves.

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.

Eligibility

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 spokespersons. All other staff should be professional and helpful to the news media by connecting them with the spokespersons, but should refrain from speaking to and providing any information. As the crisis evolves, it is likely that secondary spokespersons 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)

January 2026

6.15__ Safety Reimbursement Program --- Amount changed from \$200 back down to \$150

6-4__ Vacation Accruals__ ADD__Leave of Absence- Employees do not accrue additional vacation hours once their existing, accrued vacation hours have been exhausted. Accrual vacation time will resume immediately once the employee returns to work.

6-5_ Sick Accruals__ ADD__Leave of Absence- Employees do not accrue additional vacation hours once their existing, accrued vacation hours have been exhausted. Accrual vacation time will resume immediately once the employee returns to work.

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**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 13.**

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

Date: January 20, 2026

From:

RE: CITY MANAGER REPORT

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM # 15.a.**

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

Date: January 20, 2026

From:

RE: 01/13/2026 VOUCHERS

Voucher Summary List:

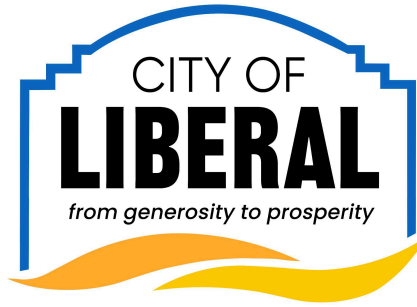
Accounts Payable Vouchers: \$600,844.85

Rec Center Officials & Special Runs: \$44,608.87

HR Expense Vouchers: \$531,557.19

Total: \$1,177,010.91

Recommendation:



**Voucher Summary List
City Commission Meeting
01/13/26**

Accounts Payable Vouchers: \$600,844.85

Rec Center Officials & Special Runs: \$44,608.87

HR Expense Vouchers: \$531,557.19

TOTAL: \$1,177,010.91

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Department: 0000 - NONDEPARTMENTAL

601-0000-28175	HEALTH EQUITY/WAGE WORKS	WAGeworks, INC	INV8231368	\$884.21
601-0000-28175	HEALTH EQUITY/WAGE WORKS	WAGeworks, INC	INV8248775	\$1,369.58

Subtotal for Department 0000 : \$2,253.79

Department: 4100 - NON DEPARTMENTAL

100-4100-44032	WASHER FLUID/TOWELS	O'REILLY AUTOMOTIVE STORES INC	1453-456299	\$17.65
100-4100-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$189.98
100-4100-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$299.95
100-4100-45060	DECEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	DECEMBER 2025	\$97.08
100-4100-46010	NOTEPADS	SOUTHERN OFFICE SUPPLY INC	5064	\$13.00
100-4100-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$0.74
100-4100-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$15.20
100-4100-46013	WEEKLY CHARGES	UNITED PARCEL SERVICE	000066E179515	\$43.29
100-4100-46013	WEEKLY CHARGES	UNITED PARCEL SERVICE	000066E179525	\$71.80
100-4100-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$1,469.77
100-4100-48090	EAP MONTHLY BILLING	COMPLIANCEONE	334952	\$312.40
100-4100-48090	COFFEE	PRAIRIE FIRE COFFEE	1703778	\$141.80
100-4100-48090	REACTIVATION FEE	WEX BANK	109726434	\$50.00

Subtotal for Department 4100 : \$2,722.66

Department: 4110 - LEGISLATIVE

100-4110-43022	MTI: ETHICS & CIVILITY VIRTUAL TRAINING M LANDRY	LEAGUE OF KANSAS MUNICIPALITIES	10726	\$75.00
100-4110-43022	MTI: ETHICS & CIVILITY VIRTUAL TRAINING-J PARSONS	LEAGUE OF KANSAS MUNICIPALITIES	200016417	\$75.00
100-4110-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$203.15

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4110-45080	COMMISSION ROOM DRINKS	TREVIPAY - WALMART	E1B4496A	\$22.10
Subtotal for Department 4110 :				\$375.25
Department: 4120 - MUNICIPAL COURT/DIVERSION				
100-4120-34108	RESTITUTION/J M FERNANDEZ	SOUTHWEST GUIDANCE CENTER	2022000861.1	\$175.00
100-4120-34108	THE BUCKLE-RESTITUTION FOR S M ASHWORTH	THE BUCKLE	2024001760	\$72.00
100-4120-43035	CITY OF LIB V R PC CHOUN	BARBARA NASH LAW	2021-1685	\$383.50
100-4120-43035	CITY OF LIB V K ALFARO	BARBARA NASH LAW	2023-1650.2	\$1,293.25
100-4120-43035	CITY OF LIB V J ENGELBRECHT	BARBARA NASH LAW	2024-1189 & 2024-9	\$488.25
100-4120-43035	CITY OF LIB V S GONZALEZ DELACRUZ	BARBARA NASH LAW	2025-1304	\$455.25
100-4120-43035	CITY OF LIB V A N AMANCIO	BARBARA NASH LAW	2025-1373	\$303.10
100-4120-43035	CITY OF LIB V J SALDANA	BARBARA NASH LAW	2025-1602	\$360.50
100-4120-43035	CITY OF LIB V C GONZALEZ	BARBARA NASH LAW	2025-1740	\$266.25
100-4120-43035	CITY OF LIB V A BONILLA	BARBARA NASH LAW	2025-1872	\$406.25
100-4120-43035	CITY OF LIB V E ALVAREZ JUAREZ	BARBARA NASH LAW	2025-641	\$529.35
100-4120-43035	CITY OF LIB V B J RINE	BARBARA NASH LAW	2025-658, 2025-683	\$386.10
100-4120-43035	CITY OF LIB V K ROBERTS	BARBARA NASH LAW	2025-975, 2024-197	\$263.50
100-4120-43060	DRUG TESTING KITS	MERCEDES SCIENTIFIC	3024894	\$407.19
100-4120-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$317.04
100-4120-45070	INTERPRETERS	PACIFIC INTERPRETERS INC	SIN313874	\$146.45
100-4120-46010	BUSINESS CARDS	SOUTHERN OFFICE SUPPLY INC	4894	\$45.00
100-4120-46010	TAB DIVIDERS	SOUTHERN OFFICE SUPPLY INC	5197	\$41.94
100-4120-46010	OFFICE SUPPLIES	TREVIPAY - WALMART	86748D94	\$18.70
100-4120-46010	OFFICE SUPPLIES	TREVIPAY - WALMART	B187A16D	\$10.45
100-4120-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$186.07

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4120-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$93.43
100-4120-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$147.74
100-4120-48033	NOVEMBER COURT FEES	KANSAS STATE TREASURER	NOVEMBER 2025	\$138.00
100-4120-48034	NOVEMBER COURT FEES	KANSAS STATE TREASURER	NOVEMBER 2025	\$378.00
100-4120-48036	NOVEMBER COURT FEES	KANSAS STATE TREASURER	NOVEMBER 2025	\$2,765.00
100-4120-48038	NOVEMBER COURT FEES	KANSAS STATE TREASURER	NOVEMBER 2025	\$132.00
100-4120-48041	NOVEMBER COURT FEES	KANSAS STATE TREASURER	NOVEMBER 2025	\$140.00
100-4120-48044	NOVEMBER COURT FEES	KANSAS STATE TREASURER	NOVEMBER 2025	\$60.00
100-4120-48840	NOVEMBER COURT FEES	KANSAS STATE TREASURER	NOVEMBER 2025	\$1,185.00
722-4120-43035	DECEMBER TREATMENT COURT	BARBARA NASH LAW	DECEMBER 2025	\$3,500.00
722-4120-43046	CAM & WBS MONITORING FEE	ALCOHOL MONITORING SYSTEMS	360039	\$170.10
722-4120-43060	DRUG TESTS	MICRO DISTRIBUTING II,LTD	1373767	\$1,410.85
722-4120-43060	NPC PLANNING MEETINGS	NPC RESEARCH	LIBERAL KS TC 44	\$1,022.50
722-4120-43060	DRUG TEST HANDLING FEE	REDWOOD TOXICOLOGY LABORATOR	110589202511	\$32.08
722-4120-43238	LIBERAL TREATMENT COURT	SOUTHWEST GUIDANCE CENTER	12/01/25	\$5,166.66
722-4120-45081	RANT-01140 ANNUAL LICENSE, MAINTENANCE & SUPPORT FEE	PHMC - ACCOUNTING DEPARTMENT	SI00085230	\$1,275.00

Subtotal for Department 4120 : \$24,171.50

Department: 4121 - MUNICIPAL COURT/DRUG COUR

209-4121-43060-004	DRUG COURT EXPENSES	TREVIPAY - WALMART	B187A16D	\$17.58
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Subtotal for Department 4121 : \$17.58

Department: 4130 - CITY MANAGER

100-4130-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$119.88
100-4130-46010	TONER	SOUTHERN OFFICE SUPPLY INC	5123	\$109.99
100-4130-46010	TONER	SOUTHERN OFFICE SUPPLY INC	5634	\$212.66

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Page 3 of 27

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4130-48090	EMBROIDERY	VERSUS SIGNS	11493	\$121.92
Subtotal for Department 4130 :				\$564.45
Department: 4150 - FINANCE DEPARTMENT				
100-4150-45541	LEGALS: 2025 AMENDED BUDGET	HIGH PLAINS DAILY LEADER AND TIME	124259	\$44.55
100-4150-46010	CORRECTION PENS	SOUTHERN OFFICE SUPPLY INC	4937	\$11.20
100-4150-46010	TONER	SOUTHERN OFFICE SUPPLY INC	5634	\$212.66
100-4150-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$147.23
100-4150-48090	EMBROIDERY	VERSUS SIGNS	11493	\$79.98
Subtotal for Department 4150 :				\$495.62
Department: 4152 - PERSONNEL DEPARTMENT				
100-4152-44030	PAINT	SHERWIN WILLIAMS	10407113091225	\$154.36
100-4152-44030	PAINT	SHERWIN WILLIAMS	10845113091225	\$49.80
100-4152-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$11.84
100-4152-46091	ENGRAVED AWARDS	SOUTHERN OFFICE SUPPLY INC	4960	\$1,411.00
Subtotal for Department 4152 :				\$1,627.00
Department: 4160 - BUILDING MAINTENANCE				
100-4160-44031	PIPES	HAVOC SUPPLY	20512	\$33.10
100-4160-44031	REPLACE CONTROL BOARD	LYNN'S TOTAL COMFORT	29354	\$275.90
100-4160-44031	FITTINGS/THREADED RODS	WESTLAKE HARDWARE INC	7720919	\$8.32
100-4160-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$126.51
100-4160-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$97.41
100-4160-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$95.21
100-4160-46088	STEEL CUP BRUSH	WESTLAKE HARDWARE INC	7720936	\$22.99

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4160 :				\$659.44
Department: 4180 - I.T. DEPARTMENT				
100-4180-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$236.34
Subtotal for Department 4180 :				\$236.34
Department: 4210 - POLICE ADMINISTRATION				
100-4210-43036	PRISONER PRESCRIPTIONS	SEWARD COUNTY SHERIFF'S OFFICE	12/03/2025	\$1,057.25
100-4210-43036	CONTRACT MEDICAL SERVICES	SEWARD COUNTY SHERIFF'S OFFICE	12/03/25	\$1,000.00
100-4210-43036	PRISONER MEDICAL BILL/A KIMBLE	SOUTHWEST MEDICAL CENTER	05/10/25	\$139.18
100-4210-43036	INMATE HEALTHCARE REPRICE	WELLPATH LLC	INV0135591	\$18.00
100-4210-43080	QUARTERLY DUES & ROTARY FOUNDATION	LIBERAL ROTARY CLUB	12/01/2025	\$370.00
100-4210-44031	FIRE EXTINGUISHER SERVICE	CF SERVICE & SUPPLY LLC	182418	\$154.75
100-4210-44032	PD #14- BUSSMAN EMERG FUSE CADDY TOYOTA	AUTO ZONE COMMERCIAL PROGRAM	01640701231	\$17.09
100-4210-44032	PD #22-MAX CABIN AIR FILTER	AUTO ZONE COMMERCIAL PROGRAM	01640710564	\$19.49
100-4210-44032	NOVEMBER CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4946	\$18.00
100-4210-44032	NOVEMBER CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4955	\$48.00
100-4210-44032	NOVEMBER CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4956	\$173.00
100-4210-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$271.39
100-4210-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$174.81
100-4210-45020	CLAIM #1898064-DAVID A GASS	EMC INSURANCE COMPANIES	1898064	\$1,976.50
100-4210-45060	PRISONER MAINTENANCE	SEWARD COUNTY TREAS-PRISONER M AINT	12/08/25	\$19,532.00
100-4210-45060	DECEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	DECEMBER 2025	\$108.77
100-4210-45061	PRISONER MEALS	SEWARD COUNTY SHERIFF'S OFFICE	12/08/25	\$19,600.00
100-4210-45080	REIMBURSE LUNCH	RODRIGUEZ, KARLA	CV 92481	\$18.01
100-4210-46010	DIVIDERS/BINDERS	SOUTHERN OFFICE SUPPLY INC	5536	\$12.18

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Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4210-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$26.66
100-4210-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$778.34
100-4210-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$1,423.74
100-4210-46028	ANNUAL SPILLMAN RMS MAINTENANCE FEE	MOTOROLA SOLUTIONS	8230526981	\$24,892.22
100-4210-46028	PMI EVIDENCE TRACKER ANNUAL TECH SERVICE	PROGRESSIVE MICROTECHNOLOGY IN ^	25-1214	\$795.00
100-4210-46085	UA MICRO STELLAR ZIP	GALLS LLC	033291241	\$142.99
100-4210-46087	REIMBURSE TACTICAL BOOTS	BAYER, STAR	01/01/26	\$149.84
100-4210-46090	COFFEE	PRAIRIE FIRE COFFEE	1703777	\$287.60
100-4210-46090	(7) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING ^	143582	\$54.25
100-4210-46111	RAZOR TAG DECALS	VERSUS SIGNS	11483	\$39.60
100-4210-46612	CLASSIFIED DISPLAY: LIBERAL POLICE	HIGH PLAINS DAILY LEADER AND TIME ^	124068	\$108.00
100-4210-48090	2024 DODGE DURANGO PURSUIT RECOVERY	ALLSTATE TOWING LLC	6551	\$520.13
100-4210-48090	REIMBURSE CHRISTMAS DINNER	PINKSTON, CHESTER	CV 92480	\$28.90
100-4210-48093	SLIDE ADVERTISING	SOUTHGATE	1813	\$100.00
100-4210-48093	PRE-EMPLOYMENT PHYSICAL	XPRESS WELLNESS URGENT CARE	09/30/25	\$75.00
Subtotal for Department 4210 :				\$74,130.69

Department: 4211 - ANIMAL CONTROL DIVISION

100-4211-34503	C FREDERICK-RABIES & SPAY/NEUTER	CHERYL FREDERICK	12/15/2025	\$15.00
100-4211-34503	H SIMMONS-RABIES & SPAY/NEUTER	HOPE SIMMONS	12/10/2025	\$15.00
100-4211-34504	C FREDERICK-RABIES & SPAY/NEUTER	CHERYL FREDERICK	12/15/2025	\$80.00
100-4211-34504	H SIMMONS-RABIES & SPAY/NEUTER	HOPE SIMMONS	12/10/2025	\$80.00
100-4211-44031	MONTHLY PEST CONTROL	RINE EXTERMINATING INC	95962450	\$75.00
100-4211-44031	STORAGE BINS/BATTERIES/ICE MELT	TREVIPAY - WALMART	B8BFA6AB	\$41.12
100-4211-45060	DECEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	DECEMBER 2025	\$88.66

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4211-46010	(4) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING INC	143844	\$46.00
100-4211-46010	TONER	SOUTHERN OFFICE SUPPLY INC	5635	\$298.98
100-4211-46010	FILE FOLDERS	TREVIPAY - WALMART	B8BFA6AB	\$14.94
100-4211-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$2.22
100-4211-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$582.33
100-4211-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$464.73
100-4211-46615	KENNEL SUPPLIES	TREVIPAY - WALMART	B8BFA6AB	\$89.92

Subtotal for Department 4211 : \$1,893.90

Department: 4220 - FIRE

100-4220-43022	REIMBURSE-FEE FOR DRIVER'S LICENSE UPGRADE TO CLASS B	AVELINO, EDWARD	92438	\$16.75
100-4220-43022	REIMBURSE INSTRUCTOR 2 ONLINE COURSE FEE	RODRIGUEZ, ERICK	CV 92437	\$40.00
100-4220-43022	INSTR. I CERTIFICATION FEE-VELA	THE UNIVERSITY OF KANSAS	AC1F9388	\$30.00
100-4220-44030	EMS GLOVES	FASTENAL COMPANY	KSLIB111134	\$144.05
100-4220-44030	SANDPAPER	WESTLAKE HARDWARE INC	7720762	\$17.97
100-4220-44030	POWER STRIP/TIMER	WESTLAKE HARDWARE INC	7720871	\$13.98
100-4220-44031	STATION #1 HEAT BOILER REPAIR	ENERGY MANAGEMENT SYSTEMS	4321	\$2,817.39
100-4220-44031	OVERHEAD LIGHT COVERS	STANION WHOLESALE ELECTRIC CO	6021636-00	\$57.68
100-4220-44032	FUSE/UNIT #21	CATLETT AUTOMOTIVE INC	738511	\$14.98
100-4220-44032	WINDSHIELD WIPER BLADE/UNIT #22	CATLETT AUTOMOTIVE INC	738893	\$22.49
100-4220-44032	SERVICE CHARGE	CATLETT AUTOMOTIVE INC	SVC 112825	\$0.08
100-4220-44032	TANKWATER/FOAM GAUGE LIGHT-TOWER II	HAYS FIRE AND RESCUE	8061D	\$259.12
100-4220-44032	ENG 15, 16 & 17 FILTERS-VEHICLE MAINTENANCE	LIBERAL KENWORTH	03P246091	\$378.98
100-4220-44032	FITTINGS	WESTLAKE HARDWARE INC	7720762	\$7.98

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4220-44032	EXCHANGE FITTINGS	WESTLAKE HARDWARE INC	7720763	(\$0.41)
100-4220-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$349.52
100-4220-45060	DECEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	DECEMBER 2025	\$14.99
100-4220-45080	TRAVEL EXPENSE REPORT-LAWRENCE KS 12/04-12/05	KIRK, KELLY	12/16/2025	\$6.25
100-4220-46011	JANITORIAL SUPPLIES	TREVIPAY - WALMART	553DA228	\$168.22
100-4220-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$694.96
100-4220-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$56.15
100-4220-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$972.38
100-4220-46090	LAUNDRY SUPPLIES	TREVIPAY - WALMART	553DA228	\$37.31
100-4220-46090	HAMPER/DUST BRUSH	WESTLAKE HARDWARE INC	7720871	\$10.09
100-4220-48090	COFFEE	PRAIRIE FIRE COFFEE	1703264	\$178.70

Subtotal for Department 4220 : \$6,309.61

Department: 4240 - BUILDING INSPECTION SVC

100-4240-44032	WIPER BLADES	O'REILLY AUTOMOTIVE STORES INC	1453-449708.1	\$91.96
100-4240-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$456.17
100-4240-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$0.74

Subtotal for Department 4240 : \$548.87

Department: 4250 - COMMUNICATIONS

202-4250-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$184.33
202-4250-46022	ELECTRIC BILLING/COMMUNICATIONS	CMS ELECTRIC COOP INC	860000/JAN 2026	\$595.89

Subtotal for Department 4250 : \$780.22

Department: 4290 - TRAFFIC CONTROL MAINT DIV

100-4290-44031	PIPES	HAVOC SUPPLY	20512	\$33.11
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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4290-44031	REPLACE CONTROL BOARD	LYNN'S TOTAL COMFORT	29354	\$275.89
100-4290-44031	FITTINGS/THREADED RODS	WESTLAKE HARDWARE INC	7720919	\$8.32
100-4290-44032	BOOSTER CABLES	O'REILLY AUTOMOTIVE STORES INC	1453-455466	\$55.99
100-4290-44032	ANTIFREEZE	WESTLAKE HARDWARE INC	7720783	\$29.94
100-4290-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$84.34
100-4290-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$1,140.87
100-4290-46070	WIRE	STANION WHOLESALE ELECTRIC CO	6019012-00.1	\$93.75
100-4290-46072	PROPANE	RASH OIL COMPANY	058721	\$28.20

Subtotal for Department 4290 : \$1,750.41

Department: 4300 - STREET/HIGHWAY

100-4300-44031	GARAGE DOOR REPAIR SUPPLIES	MEAD LUMBER DO IT CENTER	12960848	\$116.08
100-4300-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$84.34
100-4300-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$11.25
100-4300-46090	TP FOR STREET DEPT	FASTENAL COMPANY	KSLIB111062	\$84.40
207-4300-46062	TIRES	M & M TIRE SERVICE	168346	\$1,056.60
207-4300-46062	TIRES	M & M TIRE SERVICE	168347	\$1,056.60

Subtotal for Department 4300 : \$2,409.27

Department: 4320 - REFUSE

510-4320-44030	FLAT REPAIR	M & M TIRE SERVICE	168567	\$21.00
510-4320-44032	UNIT #59-REPAIR PARTS & LABOR	ARMENDARIZ DIESEL REPAIR	013867	\$1,485.15
510-4320-44032	UNIT #90-STOCK & CASING	BEST ONE TIRE OF KANSAS INC	330012782	\$1,960.00
510-4320-44032	UNIT #90-DAYTON WHITE OPEN CENTER	BEST ONE TIRE OF KANSAS INC	3330012683	\$1,600.00
510-4320-44032	UNIT #90-HEAVY DUTY HYDRAULIC	KOST TRUCK SUPPLY INC	386799	\$16.40
510-4320-44032	STOCK SUPPLIES-OIL	LIBERAL KENWORTH	03P246699	\$512.56

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
510-4320-44032	UNIT #98-SERVICE CALL	M & M TIRE SERVICE	168596	\$131.00
510-4320-44032	FITTING/UNIT #90	TRUCK CENTER COMPANIES	XA102063327:01	\$18.69
510-4320-44032	GASKET/UNIT #90	TRUCK CENTER COMPANIES	XA102063537:01	\$32.30
510-4320-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$126.51
510-4320-46010	OFFICE FURNITURE	SOUTHERN OFFICE SUPPLY INC	5167	\$879.00
510-4320-46013	CYCLE1 DECEMBER BILLS	UTILITY PETTY CASH FUND	CV 91235	\$1,148.44
510-4320-46013	CYCLE 2 DECEMBER BILLS	UTILITY PETTY CASH FUND	CV 91236	\$1,065.53
510-4320-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$89.67
510-4320-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$19.40
510-4320-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$439.64
510-4320-46050	ACETYLENE INDUSTRIAL	AIRGAS MID SOUTH INC	9167707197	\$72.52
510-4320-46050	OXYGEN INDUSTRIAL	AIRGAS MID SOUTH INC	9167740379	\$39.61
510-4320-48090	COFFEE SUPPLIES/CUTLERY/COFFEE POT	TREVIPAY - WALMART	2A2DA743	\$403.02

Subtotal for Department 4320 : \$10,060.44

Department: 4330 - FLEET MAINTENANCE

100-4330-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$5.67
100-4330-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$358.51
100-4330-46089	OIL SPRAY FOR STOCK ROOM	BEARING HEADQUARTERS COMPANY	6109391	\$37.17
100-4330-46089	WASHER FOR STOCK ROOM	BEARING HEADQUARTERS COMPANY	6110010	\$72.08
100-4330-46089	STOCK ROOM SUPPLIES	BUMPER TO BUMPER AUTO PARTS LIB	526388	\$34.32
100-4330-46089	WASHER FOR STOCK ROOM	FASTENAL COMPANY	KSLIB111170	\$12.90
100-4330-46089	METAL	NEW IRON & METAL OF LIBERAL INC	14131	\$30.60
100-4330-46089	STOCK ROOM SUPPLIES	TRUCK CENTER COMPANIES	XA102063525:01	\$95.88

Subtotal for Department 4330 : \$647.13

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4350 - SEWER ADMINISTRATIVE				
520-4350-44032	CAP	LEWIS CHEVROLET OF LIBERAL LLC	20830	\$75.00
520-4350-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$289.03
520-4350-46010	COFFEE	PRAIRIE FIRE COFFEE	1703779	\$167.60
520-4350-46010	OFFICE SUPPLIES	SOUTHERN OFFICE SUPPLY INC	5359	\$53.94
520-4350-46013	CYCLE1 DECEMBER BILLS	UTILITY PETTY CASH FUND	CV 91235	\$1,148.44
520-4350-46013	CYCLE 2 DECEMBER BILLS	UTILITY PETTY CASH FUND	CV 91236	\$1,065.52
520-4350-46016	ANALYTICAL CHARGES	PACE ANALYTICAL SERVICES INC	2560239036	\$490.70
520-4350-46016	ANALYTICAL CHARGES	PACE ANALYTICAL SERVICES INC	2560239618	\$490.70
520-4350-46016	(2) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	143606	\$15.50
520-4350-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$3,473.93
520-4350-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$12.53
520-4350-46087	REIMBURSE WORK BOOTS	SMITH, IVAN	11/05/25	\$49.72

Subtotal for Department 4350 : \$7,332.61

Department: 4351 - SEWER LINE CLEANING

520-4351-44030	ELECTRICAL SUPPLIES	CATLETT AUTOMOTIVE INC	737923	\$66.53
520-4351-44030	BATTERY	CATLETT AUTOMOTIVE INC	738101	\$110.89
520-4351-44030	SERVICE CHARGE	CATLETT AUTOMOTIVE INC	SVC 112825	\$2.51
520-4351-44032	AIR FILTERS/UNIT #189	CATLETT AUTOMOTIVE INC	738587	\$236.22
520-4351-44032	HOSE ASSEMBLY/UNIT #96	SOUTHWEST ENERGY PRODUCTS	329965	\$204.19
520-4351-44032	FITTINGS/UNIT #96	SOUTHWEST ENERGY PRODUCTS	329966	\$374.04
520-4351-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$42.17
520-4351-45060	MULTI PURPOSE INDUSTRIAL WIPES	GREEN PRO SOLUTIONS	27528	\$761.04
520-4351-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$767.78

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
520-4351-46026	FUEL	WEX BANK	109726434	\$239.82
Subtotal for Department 4351 :				\$2,805.19

Department: 4352 - SEWER PLANT OPERATION

520-4352-44030	HEX CAP SCREWS	FASTENAL COMPANY	KSLIB111049	\$24.48
520-4352-44030	GEARBOX REMOVAL	MYRIAD MACHINE CO	90752	\$540.00
520-4352-44030	AUGER DRIVE SHAFT END	MYRIAD MACHINE CO	90781	\$760.54
520-4352-44030	SERVICE CHARGE	RENSENHOUSE ELECTRIC SUPPLY	SVC 11/25/25	\$122.94
520-4352-44032	RENEW TAG/UNIT #E-219	SEWARD COUNTY TREASURER	12/29/25	\$47.25
520-4352-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$176.45
520-4352-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$94.96
520-4352-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$6,232.83
Subtotal for Department 4352 :				\$7,999.45

Department: 4370 - STREET LIGHTING

100-4370-44030	LIGHTING SUPPLIES	WESTLAKE HARDWARE INC	7720747	\$36.99
100-4370-44030	FUSE	WESTLAKE HARDWARE INC	7720836	\$9.59
100-4370-44030	FITTINGS	WESTLAKE HARDWARE INC	7720860	\$9.46
100-4370-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$27,669.86
Subtotal for Department 4370 :				\$27,725.90

Department: 4500 - RECREATION ADMINISTRATION

100-4500-44030	INTERACTIVE CELLULAR COMMERCIAL	ALERT ALARM COMPANY LLC	25062	\$683.40
100-4500-44030	ULTRA CHROME DF WHITE INK	EQUIPMENT ZONE INC	00158388	\$176.00
100-4500-44030	SERVICE ON BATTING CAGES	LEE'S HEATING & AIR LLC	1912	\$1,592.00
100-4500-44031	ANNUAL MONITORING SERVICES 01/01/26-31/12/26	JOHNSON CONTROLS FIRE PROTECTI CALLER	25104279	\$600.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4500-44031	PAD FELT	WESTLAKE HARDWARE INC	7720892	\$9.59
100-4500-44032	SERVICE CHARGE	CATLETT AUTOMOTIVE INC	SVC 112825	\$4.71
100-4500-44032	SERVICE CHARGE	CATLETT AUTOMOTIVE INC	SVC 123125	\$4.69
100-4500-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$205.95
100-4500-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$126.51
100-4500-45040	PULLOVERS/JACKETS	BLANKSHIRTS INC	RX124897	\$285.32
100-4500-45040	DIGITAL PRINTED POLYMETAL SIGN	FJ WRAPZ & GRAPHIX	1906	\$170.00
100-4500-45060	DECEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	DECEMBER 2025	\$19.14
100-4500-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$1.48
100-4500-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$3,869.66
100-4500-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$253.25
100-4500-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$2,075.51
Subtotal for Department 4500 :				\$10,077.21

Department: 4520 - RECREATION

100-4520-45233	CONCESSIONS	PIZZA HUT	INV-0016169	\$172.99
100-4520-45233	OFFICIAL REIMBURSEMENT/BASKETBALL	SPORTS TOURNAMENT PETTY CASH	CV 95016	\$1,321.00
100-4520-46212	CONCESSIONS	TREVIPAY - WALMART	CF8813A5	\$54.82
100-4520-46219	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$42.17
100-4520-46225	R FARRAR-REIMBURSEMENT FOR DANCE RECITAL SET	RYAN FARRAR	12/31/2025	\$1,758.03
100-4520-46226	LONG SLEEVE TEES	BLANKSHIRTS INC	RX124926	\$214.26
100-4520-46239	UMPIRE REIMBURSEMENT/BASEBALL	SPORTS TOURNAMENT PETTY CASH	CV 95015	\$325.00
100-4520-46242	SOFT PLAY RENTAL	CRYSTAL ANN QUINTERO	13479	\$275.00
100-4520-46242	COMMUNITY CHRISTMAS BLAST	TREVIPAY - WALMART	66DB040F	\$191.11
100-4520-46242	CENTERPIECES/BACKDROP	VALENTINAS DECORACIONES LLC	09/20/25	\$1,250.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4520-46255	TONER	SOUTHERN OFFICE SUPPLY INC	5156	\$398.92
Subtotal for Department 4520 :				\$6,003.30
Department: 4540 - SWIMMING POOL				
100-4540-45252	SWIM TEAM COACH	UGALDE, ALEXIS MARIE	CV 95303	\$325.00
Subtotal for Department 4540 :				\$325.00
Department: 4550 - GOLF COURSE				
100-4550-42501	SHIPPING	CALLAWAY GOLF	941588424	\$15.00
100-4550-42502	CONCESSIONS/PRO-SHOP	WILLOW TREE GOLF PETTY CASH	514119	\$238.00
100-4550-44024	HEATERS	WESTLAKE HARDWARE INC	7720838	\$75.98
100-4550-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$1.32
100-4550-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$252.26
100-4550-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$326.81
100-4550-46026	FUEL	MADDEN OIL CO	1114/25117891	\$1,423.66
100-4550-48090	RETIREMENT CLOCK/EWALT	SOUTHERN OFFICE SUPPLY INC	5749	\$200.00
Subtotal for Department 4550 :				\$2,533.03
Department: 4560 - PARKS				
100-4560-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$42.17
100-4560-46010	CALENDARS	TREVIPAY - WALMART	E5945875	\$39.85
100-4560-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$41.27
Subtotal for Department 4560 :				\$123.29
Department: 4570 - PARKS				
100-4570-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$1,105.57
Subtotal for Department 4570 :				\$1,105.57

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4580 - ARKALON RECREATIONAL AREA				
100-4580-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$42.17
100-4580-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$462.21
Subtotal for Department 4580 :				\$504.38
Department: 4611 - DEPOT BUILDING FACILITY				
100-4611-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$460.06
100-4611-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$258.45
Subtotal for Department 4611 :				\$718.51
Department: 4612 - GRIER HOUSE				
100-4612-44030	QUARTERLY FIRE SPRINKLER INSPECTION	AMERICAN FIRE SPRINKLER CORP	63827	\$320.00
100-4612-44031	TOILET REPAIR SUPPLIES	WESTLAKE HARDWARE INC	7720794	\$30.98
100-4612-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$549.29
100-4612-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$419.10
Subtotal for Department 4612 :				\$1,319.37
Department: 4920 - CEMETERY				
100-4920-30109	LAWRENCE A JONES & SON FUNERAL-REIMBURSEMENT OVERPAYMENT G LOVE	LAWRENCE A JONES & SON FUNERAL	92266	\$1,495.00
100-4920-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$42.17
100-4920-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$2.96
100-4920-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$370.31
100-4920-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$62.76
100-4920-48090	CEMETERY DEED	PETTY CASH	6554	\$21.00
Subtotal for Department 4920 :				\$1,994.20
Department: 4930 - UTILITY BILLING				

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4930-46010	ENVELOPES	SOUTHERN OFFICE SUPPLY INC	5305	\$230.00
100-4930-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$1,042.05
Subtotal for Department 4930 :				\$1,272.05

Department: 4940 - WATER UTILITY ADMIN

530-4940-44030	BATTERY/LABOR	UNITED RENTALS INC	253123615-001	\$226.65
530-4940-44031	PEST CONTROL-3 MONTHS	LIBERAL PEST CONTROL LLC	2178	\$300.00
530-4940-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$146.69
530-4940-45080	REIMBURSE TRAVEL EXPENSE	ZAVALA, FERNANDO	12/04/25	\$28.31
530-4940-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$1,335.70
530-4940-46013	CYCLE1 DECEMBER BILLS	UTILITY PETTY CASH FUND	CV 91235	\$1,148.45
530-4940-46013	CYCLE 2 DECEMBER BILLS	UTILITY PETTY CASH FUND	CV 91236	\$1,065.52
530-4940-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$1,756.41
530-4940-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$358.11
530-4940-46087	REIMBURSE WORK JEANS	ROSALES, JOSE	01/01/26	\$78.57
530-4940-46087	REIMBURSE WORK GEAR	ZAVALA, FERNANDO	12/02/25	\$110.83
Subtotal for Department 4940 :				\$6,555.24

Department: 4941 - WATER UTILITY

530-4941-44026	WELL #34-FILTERS	KOST TRUCK SUPPLY INC	386807	\$105.76
530-4941-44026	PULL & SET PUMP/WELL #101	WALTERS IRRIGATION	5148	\$30,404.00
530-4941-44026	SHELF BRACKETS/BULBS	WESTLAKE HARDWARE INC	7720814	\$39.16
530-4941-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$204.69
530-4941-46013	WATER SAMPLES	UNITED PARCEL SERVICE	000066E179515	\$143.48
530-4941-46013	WATER SAMPLES	UNITED PARCEL SERVICE	000066E179525	\$263.14
530-4941-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$868.44

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
530-4941-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$2,441.05
530-4941-46022	ELECTRIC BILLING/WELL #62	CMS ELECTRIC COOP INC	12786/JAN 2026	\$1,530.40
530-4941-46022	ELECTRIC BILLING/WELL #63	CMS ELECTRIC COOP INC	12786/JAN 2026	\$920.70
530-4941-46022	ELECTRIC BILLING/WELL #61	CMS ELECTRIC COOP INC	12786/JAN 2026	\$787.06
530-4941-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$41,373.34
Subtotal for Department 4941 :				\$79,081.22

Department: 4942 - WATER DISTRIBUTION

530-4942-44030	AEROQUIP	BEARING HEADQUARTERS COMPANY	6107531	\$3.96
530-4942-44030	AEROQUIP	BEARING HEADQUARTERS COMPANY	6107820	\$89.79
530-4942-44030	BOBCAT COMPACT EXCAVATOR SERVICE	BERRY TRACTOR AND EQUIPMENT CO	02132275	\$889.42
530-4942-44030	BOBCAT SKID STEER LOADER SERVICE	BERRY TRACTOR AND EQUIPMENT CO	02132276	\$1,121.89
530-4942-44030	BOBCAT COMPACT EXCAVATOR SERVICE	BERRY TRACTOR AND EQUIPMENT CO	02132277	\$780.26
530-4942-44030	REFLECTIVE ROLL UP SIGNS/SIGN STANDS	NATIONAL SIGN COMPANY, LLC	IN0000402	\$707.28
530-4942-44032	SHOVELS/DRILL BITS	WESTLAKE HARDWARE INC	7720796	\$149.93
530-4942-44036	BRASS/SMITH	CORE & MAIN LP	Y189247	\$1,792.94
530-4942-44036	EYEWEAR/PROCELL BATTERY/ELECTRIC TAPE	FASTENAL COMPANY	KSLIB111089	\$107.95
530-4942-44036	PVC PIPING	HAVOC SUPPLY	4-3964	\$19.75
530-4942-44036	UTILITY CUTT REPAIR AT 15 S GRANT	LIBERAL REDI-MIX, LLC	2390	\$472.00
530-4942-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$351.30
530-4942-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$314.46
530-4942-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$185.24
530-4942-46630	PRE-MIX GRAVEL & CEMENT/BRUSHES	MEAD LUMBER DO IT CENTER	12959645	\$71.52
Subtotal for Department 4942 :				\$7,057.69

Department: 4950 - AIRPORT UTILITY

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
501-4950-44030	SERVICE CHARGE	CATLETT AUTOMOTIVE INC	SVC 112825	\$0.40
501-4950-44030	BOLT CUTTERS/SEALANT/SPRAY NOZZLE	WESTLAKE HARDWARE INC	7720773	\$98.15
501-4950-44031	CARPET CLEANING	SPECTRUM CLEANING & RESTORATIO	1108	\$937.50
501-4950-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$87.88
501-4950-45060	DECEMBER MATS/SHOP TOWELS	UNIFIRST CORPORATION	DECEMBER 2025	\$74.44
501-4950-46010	TONER CARTRIDGE HP	AMAZON CAPITAL SERVICES	196P-YD96-X7X7	\$318.28
501-4950-46010	COPY PAPER	SOUTHERN OFFICE SUPPLY INC	4904	\$9.50
501-4950-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$26.31
501-4950-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$1,014.27
501-4950-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$2,454.26
501-4950-46026	FUEL	MADDEN OIL CO	1113/25115995	\$1,649.91

Subtotal for Department 4950 : \$6,670.90

Department: 4951 - AIRPORT IMPROVEMENTS

503-4951-43034-100	PROFESSIONAL SERVICES-NOV 11 2025 TO NOV 21 2025	LOCHNER	000021408-1	\$26,700.00
503-4951-43034-100	PROFESSIONAL SERVICES- JUNE 24 2025 TO OCT 24 2025	LOCHNER	TO0219923-CO1	\$1,703.12
503-4951-43034-100	PROFESSIONAL SERVICES-OCT 25 2025 TO NOV 21 2025	LOCHNER	TO0219923-CO2	\$2,156.15

Subtotal for Department 4951 : \$30,559.27

Department: 4953 - AIR MUSEUM

504-4953-44030	CIRCLE CUTTER/CUTTING KIT	AMAZON CAPITAL SERVICES	1HWR-NHP3-GQ93	\$98.48
504-4953-44030	UTILITY CART/FOLDING TABLES	ULINE	201119433	\$1,649.36
504-4953-44035	DUCK TAPE/FLEX TAPE	AMAZON CAPITAL SERVICES	13KR-CQ1N-FGKC	\$250.78
504-4953-44035	THERMOMETERS	AMAZON CAPITAL SERVICES	1RTC-THVG-KPXP	\$204.93
504-4953-44035	LED FLOOD LIGHT	STANION WHOLESALE ELECTRIC CO	6024388-00	\$50.53

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
504-4953-46010	OFFICE SUPPLIES	SOUTHERN OFFICE SUPPLY INC	5546	\$170.98
504-4953-46011	JANITORIAL SUPPLIES	SERVICE JANITORIAL SUPPLY INC	338199	\$288.35
504-4953-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$1.90
504-4953-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4487221	\$122.10
504-4953-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$1,167.49
504-4953-48084	SELF ADHESIVE WINDOW FILM	AMAZON CAPITAL SERVICES	14CW-37N1-FQXR	\$38.40
504-4953-48084	POSTER FRAME/PICTURE FRAME	AMAZON CAPITAL SERVICES	1DXG-7HJW-R6TN	\$200.77
504-4953-48084	NAVAJO TALKERS BOOK	AMAZON CAPITAL SERVICES	1FDV-7DCQ-N9MQ	\$8.32
504-4953-48084	PORTABLE SAND BLASTER	AMAZON CAPITAL SERVICES	1HQL-GFGL-FTNJ	\$36.99
504-4953-48186	FITTINGS	WESTLAKE HARDWARE INC	7720660	\$29.99
Subtotal for Department 4953 :				\$4,319.37

Department: 4970 - CONVENTION/TOURISM

206-4970-43080	2026 TIAK MEMBERSHIP	TRAVEL INDUSTRY ASSOC OF KANSAS	10/14/25	\$650.00
206-4970-44043	COPY MACHINE LEASES	SOS LEASING	FEBRUARY 2026	\$248.33
206-4970-44047	BILLBOARD RENT- GUYMON & BALKO OK	LINDMARK BILLBOARDS	INV139043	\$368.00
206-4970-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$42.17
206-4970-45040	SPONSORSHIP	MULTIMEDIA SALES & MARKETING	2015082	\$149.00
206-4970-45040	2025 TRAVEL GUIDE DISTRIBUTION	TRAVEL BROCHURE DISTRIBUTION	1077	\$600.00
206-4970-46010	POSTCARDS	SOUTHERN OFFICE SUPPLY INC	5199	\$60.97
206-4970-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	DEC-25	\$195.70
206-4970-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$114.32
206-4970-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$123.95
Subtotal for Department 4970 :				\$2,552.44

Department: 5050 - CONSTRUCTION IMPROVEMENTS

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
301-5050-44031-700	CONSTRUCTION IMPROVEMENTS	HAVOC SUPPLY	19104	\$63.72
301-5050-44031-700	FITTINGS	MEAD LUMBER DO IT CENTER	12898702	\$10.07
301-5050-44031-700	DRYWALL/FIBERGLASS PANEL	MEAD LUMBER DO IT CENTER	12902628	\$105.39
301-5050-44031-700	LUMBER	MEAD LUMBER DO IT CENTER	12902652	\$3.83
301-5050-44031-700	WIRE	STANION WHOLESALE ELECTRIC CO	6019012-00	\$93.75
301-5050-44031-700	ELECTRICAL SUPPLIES	STANION WHOLESALE ELECTRIC CO	6019565-00	\$63.56
301-5050-44031-700	ELECTRICAL SUPPLIES	STANION WHOLESALE ELECTRIC CO	6019996-00	\$124.95
301-5050-44031-700	ADHESIVE	WESTLAKE HARDWARE INC	7720816	\$19.96
301-5050-44031-700	FILTER BAG	WESTLAKE HARDWARE INC	7720825	\$27.99
301-5050-44031-700	ADHESIVE	WESTLAKE HARDWARE INC	7720830	\$22.77
301-5050-44031-700	FITTING	WESTLAKE HARDWARE INC	7720834	\$9.99
301-5050-44031-700	SEALANT/FITTINGS/COVER BOX	WESTLAKE HARDWARE INC	7720848	\$25.36
301-5050-44031-700	JOINT COMPOUND/FITTING	WESTLAKE HARDWARE INC	7720878	\$17.99
301-5050-44031-700	WEATHERPROOF BOX/SEAL/ASPHALT FILLER/BULB	WESTLAKE HARDWARE INC	7720882	\$38.96
301-5050-44031-700	WALLPLATES	WESTLAKE HARDWARE INC	7720893	\$13.97
301-5050-44031-700	FITTINGS	WESTLAKE HARDWARE INC	7720924	\$19.96
301-5050-47090-700	FLAT WASHERS FOR PATH LIGHTING	FASTENAL COMPANY	KSLIB111051	\$238.31
301-5050-47090-700	PARKS WALKING PATH/SIDEWALK REPAIR 3RD & WASHINGTON	LIBERAL REDI-MIX, LLC	2408	\$912.00
301-5050-47090-700	LUMBER/FITTINGS	MEAD LUMBER DO IT CENTER	12931095	\$107.17
301-5050-47090-700	LUMBER	MEAD LUMBER DO IT CENTER	12938037	\$19.42

Subtotal for Department 5050 : \$1,939.12

Department: 6010 - GENERAL OPERATIONS

260-6010-44030	METAL	NEW IRON & METAL OF LIBERAL INC	14135	\$14.20
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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
260-6010-44030	PROPANE	RASH OIL COMPANY	058773	\$16.20
260-6010-44032	UNIT #24-BATTERY REPLACEMENT	BUMPER TO BUMPER AUTO PARTS LIB	526406	\$142.72
260-6010-44032	RADIATOR	TRUCK CENTER COMPANIES	XA102063525:02	\$979.16
260-6010-44062	DRILL BITS/SPRAY PAINT	M6 CONCRETE ACCESSORIES CO INC	1006913-IN	\$246.67
260-6010-44062	MARKING PAINT	UNITED RENTALS INC	256396180-001	\$21.45
260-6010-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$204.42
Subtotal for Department 6010 :				\$1,624.82

Department: 6012 - OTHER IMPROVEMENTS

260-6012-45090	1% STREETS, DRAINAGE, OTHER PURCHASED SERVICES	UNION PACIFIC RAILROAD	90149772	\$1,048.91
260-6012-48838	PARKS WALKING PATH/SIDEWALK REPAIR 3RD & WASHINGTON	LIBERAL REDI-MIX, LLC	2408	\$1,076.00
260-6012-48838	SIDEWALK REPAIR AT 3RD WASHINGTON	LIBERAL REDI-MIX, LLC	2415	\$912.00
260-6012-48838	FITTINGS	MEAD LUMBER DO IT CENTER	12975343	\$66.00
Subtotal for Department 6012 :				\$3,102.91

Department: 6014 - DRAINAGE IMPROVEMENTS

260-6014-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$22.98
Subtotal for Department 6014 :				\$22.98

Department: 6017 - RECREATION IMPROVEMENTS

260-6017-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$456.77
260-6017-46273	OPEN HOUSE SUPPLIES	TREVIPAY - WALMART	2F67239D	\$87.86
260-6017-48520	ASSESSMENT	WATERS EDGE AQUATIC DESIGN	11313	\$3,480.00
Subtotal for Department 6017 :				\$4,024.63

Department: 6020 - ECONOMIC DEVELOPMENT

261-6020-46010	TONER	SOUTHERN OFFICE SUPPLY INC	5634	\$212.66
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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
261-6020-48040	2026 NON PROFIT APPROPRIATION	BAKER ARTS CENTER INC	01/02/2025	\$35,000.00
261-6020-48040	2026 NON PROFIT APPROPRIATION	FIVE STATE FAIR ASSOCIATION	01/02/2025	\$5,000.00
261-6020-48040	2026 NON PROFIT APPROPRIATION	LIBERAL BEEJAYS BASEBALL ASSOC	01/06/2025	\$20,000.00
261-6020-48040	2026 NON PROFIT APPROPRIATION	LIBERAL GUN CLUB	01/06/2026	\$8,000.00
261-6020-48040	2026 NON PROFIT APPROPRIATION	LIBERAL IS OZ-SOME CAMPAIGN	01/06/2026	\$20,000.00
261-6020-48040	2026 NON PROFIT APPROPRIATION	RAINBOW PLAYERS	01/06/2026	\$3,000.00
261-6020-48040	2026 NON PROFIT APPROPRIATION	SEWARD COUNTY HISTORICAL SOCIET	01/06/2026	\$20,000.00

Subtotal for Department 6020 : \$111,212.66

Department: 6021 - PUBLIC TRANSPORTATION

261-6021-44032	UNIT #220-TURN SIGNAL	CHANCE'S SERVICE CENTER	0064051	\$69.58
261-6021-44032	UNIT #201-OIL FILTER/PS FLUID	CHANCE'S SERVICE CENTER	0064059	\$138.97
261-6021-44032	UNIT #219-OXYGEN SENSOR	CHANCE'S SERVICE CENTER	0064068	\$612.36
261-6021-44032	FLAT REPAIR/UNIT #221	M & M TIRE SERVICE	168431	\$21.00
261-6021-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$174.99
261-6021-45040	ADVERTISING CHARGE	DEX-YP	610064548768	\$122.54
261-6021-46010	CALENDARS	SOUTHERN OFFICE SUPPLY INC	5441	\$59.97
261-6021-46010	INK PEN REFILLS	SOUTHERN OFFICE SUPPLY INC	5679	\$17.98
261-6021-46011	FACE MASKS	SERVICE JANITORIAL SUPPLY INC	338242	\$32.00

Subtotal for Department 6021 : \$1,249.39

Department: 6030 - CRIME/DRUG PREVENTION

262-6030-48040	2026 NON PROFIT APPROPRIATION	GREAT PLAINS ANGELS FOR ANIMALS	01/06/2026	\$10,000.00
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Subtotal for Department 6030 : \$10,000.00

Department: 6040 - HOUSING

263-6040-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	883063784-00001	\$42.17
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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
263-6040-48040	2026 NON PROFIT APPROPRIATION	CROSSROADS CENTER INC	01/06/2026	\$10,000.00
263-6040-48040	2026 NON PROFIT APPROPRIATION	GRACE PLACE PREGNANCY CARE CEN TRF	01/06/2026	\$10,000.00
263-6040-48040	2026 NON PROFIT APPROPRIATION	HIGH PLAINS HERITAGE FOUNDATION	01/06/2026	\$10,000.00
263-6040-48040	2026 NON PROFIT APPROPRIATION	LIBERAL AREA COALITION FOR FAMILI FC	01/06/2026	\$20,000.00
263-6040-48040	2026 NON PROFIT APPROPRIATION	SOUTHWEST MIRACLES	01/06/2026	\$10,000.00
263-6040-48040	2026 NON PROFIT APPROPRIATION	STEPPING STONE SHELTER	01/06/2026	\$50,000.00
263-6040-48851	1651 N ROOSEVELT-J WYER	FLOORING AMERICA & FURNITURE OU TRF	37497	\$3,000.00
263-6040-48851	EMERGENCY HOME REPAIR/1105 N CAIN	LYNN'S TOTAL COMFORT	29378	\$751.00
263-6040-48851	EMERGENCY HOME REPAIR/1105 N CAIN	LYNN'S TOTAL COMFORT	29382	\$490.00
263-6040-48851	PAINT PROGRAM/2451 LILAC DRIVE	WESTLAKE HARDWARE INC	7720681	\$259.99
Subtotal for Department 6040 :				\$114,543.16

Department: 6050 - BEAUTIFICATION

264-6050-44024	WIRE TIES	MEAD LUMBER DO IT CENTER	12934065	\$28.77
264-6050-44030	HUSTLER MOWER REPAIR	KEATING TRACTOR & EQUIPMENT INC	397442	\$200.88
264-6050-44030	GREASE GUN HOSE	WESTLAKE HARDWARE INC	7720741	\$8.99
264-6050-44030	CHAINSAW BAR OIL	WESTLAKE HARDWARE INC	7720849	\$28.99
264-6050-44031	TOGGLE SWITCH/BUTTON ELECTRONIC PHOTOCONTROL	STANION WHOLESALE ELECTRIC CO	6023478-00	\$24.54
264-6050-44031	RODENT TRAP	WESTLAKE HARDWARE INC	7720725	\$7.59
264-6050-44031	FITTINGS	WESTLAKE HARDWARE INC	7720942	\$14.97
264-6050-45080	CHRISTMAS EMPLOYEE DINNER	TREVIPAY - WALMART	7BF585F5	\$207.15
264-6050-46011	PAPER TOWELS	SERVICE JANITORIAL SUPPLY INC	338128	\$144.55
264-6050-46017	ANNUAL FALL CHEMICAL APPLICATION	PRO-TECH SPRAYING SERVICE	344916	\$9,750.00
264-6050-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	JAN #1 2026	\$599.04
264-6050-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$167.69

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
264-6050-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	JANUARY #1 2026	\$1,462.71
264-6050-46032	THREAD SEAL TAPE	WESTLAKE HARDWARE INC	7720664	\$5.18
264-6050-46032	WATER HOSE	WESTLAKE HARDWARE INC	7720706	\$79.99
264-6050-46032	FITTINGS	WESTLAKE HARDWARE INC	7720725	\$3.50
264-6050-48065	TURNBUCKLES/FELT PADS	WESTLAKE HARDWARE INC	7720844	\$59.31
264-6050-48090	STORAGE BAGS	TREVIPAY - WALMART	E5945875	\$5.48
264-6050-48090	FITTINGS	WESTLAKE HARDWARE INC	7720881	\$36.49
Subtotal for Department 6050 :				\$12,835.82

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Grand Total : \$600,844.85

Department Totals		
Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	\$2,253.79
4100	NON DEPARTMENTAL	\$2,722.66
4110	LEGISLATIVE	\$375.25
4120	MUNICIPAL COURT/DIVE	\$24,171.50
4121	MUNICIPAL COURT/DRUG	\$17.58
4130	CITY MANAGER	\$564.45
4150	FINANCE DEPARTMENT	\$495.62
4152	PERSONNEL DEPARTMEN	\$1,627.00
4160	BUILDING MAINTENANCE	\$659.44
4180	I.T. DEPARTMENT	\$236.34
4210	POLICE ADMINISTRATION	\$74,130.69
4211	ANIMAL CONTROL DIVISI	\$1,893.90
4220	FIRE	\$6,309.61
4240	BUILDING INSPECTION SV	\$548.87
4250	COMMUNICATIONS	\$780.22
4290	TRAFFIC CONTROL MAIN	\$1,750.41
4300	STREET/HIGHWAY	\$2,409.27
4320	REFUSE	\$10,060.44

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
	4330	FLEET MAINTENANCE		\$647.13
	4350	SEWER ADMINISTRATIVE		\$7,332.61
	4351	SEWER LINE CLEANING		\$2,805.19
	4352	SEWER PLANT OPERATIO		\$7,999.45
	4370	STREET LIGHTING		\$27,725.90
	4500	RECREATION ADMINISTR		\$10,077.21
	4520	RECREATION		\$6,003.30
	4540	SWIMMING POOL		\$325.00
	4550	GOLF COURSE		\$2,533.03
	4560	PARKS		\$123.29
	4570	PARKS		\$1,105.57
	4580	ARKALON RECREATIONA		\$504.38
	4611	DEPOT BUILDING FACILIT		\$718.51
	4612	GRIER HOUSE		\$1,319.37
	4920	CEMETERY		\$1,994.20
	4930	UTILITY BILLING		\$1,272.05
	4940	WATER UTILITY ADMIN		\$6,555.24
	4941	WATER UTILITY		\$79,081.22
	4942	WATER DISTRIBUTION		\$7,057.69
	4950	AIRPORT UTILITY		\$6,670.90
	4951	AIRPORT IMPROVEMENT		\$30,559.27
	4953	AIR MUSEUM		\$4,319.37

Invoices Selected for Payment - By Department

Ledger	Description	Vendor Name	Invoice	Amount
4970	CONVENTION/TOURISM			\$2,552.44
5050	CONSTRUCTION IMPROV			\$1,939.12
6010	GENERAL OPERATIONS			\$1,624.82
6012	OTHER IMPROVEMENTS			\$3,102.91
6014	DRAINAGE IMPROVEMEN			\$22.98
6017	RECREATION IMPROVEM			\$4,024.63
6020	ECONOMIC DEVELOPMEN			\$111,212.66
6021	PUBLIC TRANSPORTATIO			\$1,249.39
6030	CRIME/DRUG PREVENTIO			\$10,000.00
6040	HOUSING			\$114,543.16
6050	BEAUTIFICATION			\$12,835.82
Grand Total:				\$600,844.85

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4100 - NON DEPARTMENTAL				
100-4100-44031	ACRYLIC SIGNS	SUNFLOWER BANK	K YOUNG NOV 202	\$1,252.69
100-4100-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
100-4100-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.42
Subtotal for Department 4100 :				\$1,381.41
Department: 4110 - LEGISLATIVE				
100-4110-45080	LODGING	SUNFLOWER BANK	TRAVEL 1 NOV 202	\$159.04
100-4110-45080	MEALS	SUNFLOWER BANK	TRAVEL 1 NOV 202	\$28.63
100-4110-48090	FUEL	SUNFLOWER BANK	TRAVEL 1 NOV 202	\$69.93
100-4110-48090	CAR WASH	SUNFLOWER BANK	TRAVEL 1 NOV 202	\$20.00
Subtotal for Department 4110 :				\$277.60
Department: 4120 - MUNICIPAL COURT/DIVERSION				
100-4120-46010	PERSONALIZED BUSINESS SIGN	SUNFLOWER BANK	K CLINKINGBEARD	\$248.43
Subtotal for Department 4120 :				\$248.43
Department: 4130 - CITY MANAGER				
100-4130-44032	CAR WASH	SUNFLOWER BANK	K YOUNG NOV 202	\$14.00
100-4130-44032	TOLL CHARGES	SUNFLOWER BANK	S DISEKER NOV 20	\$8.22
100-4130-44032	TOLL CHARGES	SUNFLOWER BANK	S DISEKER NOV 20	\$9.65
100-4130-46026	FUEL	SUNFLOWER BANK	S DISEKER NOV 20	\$15.94
Subtotal for Department 4130 :				\$47.81
Department: 4150 - FINANCE DEPARTMENT				
100-4150-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
100-4150-46090	EZ BUSINESS FEE	SUNFLOWER BANK	S DISEKER NOV 20	\$13.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4150 :				\$77.30
Department: 4152 - PERSONNEL DEPARTMENT				
100-4152-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4152 :				\$64.30
Department: 4160 - BUILDING MAINTENANCE				
100-4160-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4160 :				\$64.30
Department: 4180 - I.T. DEPARTMENT				
100-4180-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
100-4180-46028	THAWTE WILDCARD SSL	SUNFLOWER BANK	T LUNCEFORD NO	\$873.96
100-4180-46028	PREPAID EXTRA USAGE	SUNFLOWER BANK	T LUNCEFORD NO	\$20.00
100-4180-46028	CHATGPT PLUS SUBSCRIPTION	SUNFLOWER BANK	T LUNCEFORD NO	\$20.00
Subtotal for Department 4180 :				\$978.26
Department: 4210 - POLICE ADMINISTRATION				
100-4210-43080	FBI-LEEDA MEMBERSHIP DUES	SUNFLOWER BANK	C PINKSTON NOV	\$50.00
100-4210-45030	CELLULAR/PD	VERIZON WIRELESS	6130117511	\$1,575.40
100-4210-45080	TOLL CHARGES	SUNFLOWER BANK	C PINKSTON NOV	\$11.90
100-4210-46085	GUN HOLSTERS	SUNFLOWER BANK	C HEAD NOV 2025	\$638.04
100-4210-46085	GUN HOLSTERS	SUNFLOWER BANK	C PINKSTON NOV	\$80.78
100-4210-46612	SHIPPING	SUNFLOWER BANK	C HEAD NOV 2025	\$107.05
100-4210-46612	SHIPPING	SUNFLOWER BANK	C PINKSTON NOV	\$165.71
100-4210-46612	EVIDENCE SUPPLIES	SUNFLOWER BANK	C PINKSTON NOV	\$341.95
100-4210-48090	NOTARY BOND/HEAD	SUNFLOWER BANK	C HEAD NOV 2025	\$50.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4210-48093	MEALS/RECRUITING	SUNFLOWER BANK	C HEAD NOV 2025	\$44.18
Subtotal for Department 4210 :				\$3,065.01

Department: 4211 - ANIMAL CONTROL DIVISION

100-4211-43091	SPAY/NEUTER CLINIC	JESSICA LEE BRAUN	12/15/2025	\$3,050.00
100-4211-43094	SPAY/NEUTER CLINIC	JESSICA LEE BRAUN	12/15/2025	\$5,160.00
100-4211-45080	TOLL CHARGES	SUNFLOWER BANK	C PINKSTON NOV	\$14.25
100-4211-46010	OFFICE SUPPLIES	TREVIPAY - WALMART	658933E2	\$60.81
100-4211-46090	ADOPTION FEES	SUNFLOWER BANK	S DISEKER NOV 20	\$46.00
100-4211-46615	KENNEL SUPPLIES	JOHN DEERE/BIG R	NOVEMBER 2025	\$69.99
100-4211-46615	KENNEL SUPPLIES	TREVIPAY - WALMART	658933E2	\$4.02
100-4211-46620	TRANSPORT DRIVER-WICHITA KS 12/14/2025	RUBIO, RAMONA MARIE	91195	\$75.00
Subtotal for Department 4211 :				\$8,480.07

Department: 4220 - FIRE

100-4220-43080	KSFFA ANNUAL DUES	SUNFLOWER BANK	K KIRK NOV 2025	\$50.00
100-4220-44030	BATTERIES	JOHN DEERE/BIG R	NOVEMBER 2025	\$11.98
100-4220-44031	FITTINGS	JOHN DEERE/BIG R	NOVEMBER 2025	\$25.98
100-4220-44031	WATER LINE REPAIR	SUNFLOWER BANK	K KIRK NOV 2025	\$290.00
100-4220-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
100-4220-45035	HULU SUBSCRIPTION	SUNFLOWER BANK	K KIRK NOV 2025	\$317.04
100-4220-45080	MEALS/FIRST DUE SEMINAR	SUNFLOWER BANK	K KIRK NOV 2025	\$70.22
100-4220-45080	LODGING/KSAFC CONFERENCE	SUNFLOWER BANK	TRAVEL 1 NOV 202	\$1,064.25
Subtotal for Department 4220 :				\$1,893.77

Department: 4240 - BUILDING INSPECTION SVC

100-4240-43080	ICC DUES	SUNFLOWER BANK	K BRIDENSTINE N	\$70.00
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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4240-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
100-4240-48090	SEWARD COUNTY BROADCASTING	SUNFLOWER BANK	K BRIDENSTINE N	\$175.00
Subtotal for Department 4240 :				\$309.30
Department: 4250 - COMMUNICATIONS				
202-4250-45030	MONTHLY BILLING	AT&T	DEC 2025	\$632.68
Subtotal for Department 4250 :				\$632.68
Department: 4290 - TRAFFIC CONTROL MAINT DIV				
100-4290-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4290 :				\$64.30
Department: 4300 - STREET/HIGHWAY				
100-4300-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
207-4300-46062	SNOW REMOVAL REPAIR EQUIPMENT	SUNFLOWER BANK	J CARDENAS NOV	\$273.46
Subtotal for Department 4300 :				\$337.76
Department: 4320 - REFUSE				
510-4320-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4320 :				\$64.30
Department: 4330 - FLEET MAINTENANCE				
100-4330-44030	PAINT GUN	SUNFLOWER BANK	J CARDENAS NOV	\$74.88
100-4330-46089	PAINT REMOVER	JOHN DEERE/BIG R	NOVEMBER 2025	\$18.99
Subtotal for Department 4330 :				\$93.87
Department: 4340 - ENGINEERING				
100-4340-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4340 :				\$64.30

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4350 - SEWER ADMINISTRATIVE				
520-4350-44030	ICE MACHINE PARTS	SUNFLOWER BANK	J RANGLES NOV 2	\$407.98
520-4350-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
520-4350-45080	LODGING	SUNFLOWER BANK	J RANGLES NOV 2	\$227.49
520-4350-46016	ICE FOR SAMPLES	SUNFLOWER BANK	J RANGLES NOV 2	\$6.15
520-4350-46028	NOTIFICATION SERVICE	SUNFLOWER BANK	J RANGLES NOV 2	\$240.00
Subtotal for Department 4350 :				\$945.92
Department: 4351 - SEWER LINE CLEANING				
520-4351-48090	USB DRIVES	SUNFLOWER BANK	J RANGLES NOV 2	\$14.88
Subtotal for Department 4351 :				\$14.88
Department: 4352 - SEWER PLANT OPERATION				
520-4352-44030	BLADES	JOHN DEERE/BIG R	NOVEMBER 2025	\$14.99
520-4352-44030	AIR PUMP	SUNFLOWER BANK	J RANGLES NOV 2	\$10.88
520-4352-44030	PULLER SET	SUNFLOWER BANK	J RANGLES NOV 2	\$84.99
Subtotal for Department 4352 :				\$110.86
Department: 4500 - RECREATION ADMINISTRATION				
100-4500-44030	PTO LOCK PINS	JOHN DEERE/BIG R	NOVEMBER 2025	\$11.96
100-4500-44030	CIRCULAR SAW/BLADES	JOHN DEERE/BIG R	NOVEMBER 2025	\$156.96
100-4500-44031	ANTIFREEZE	JOHN DEERE/BIG R	NOVEMBER 2025	\$15.96
100-4500-46010	OFFICE SUPPLIES	TREVIPAY - WALMART	23DD5988	\$92.61
100-4500-46028	WORLDPRESS SUBSCRIPTION	SUNFLOWER BANK	K YOUNG NOV 202	\$300.00
209-4500-47090-004	GAME ROOM EQUIPMENT/SUPPLIES	SUNFLOWER BANK	M QUINT NOV 202	\$792.28
Subtotal for Department 4500 :				\$1,369.77

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4520 - RECREATION				
100-4520-46212	NOVEMBER SALES TAX	RETAILERS' SALES TAX	NOVEMBER 2025	\$27.71
100-4520-46212	CONCESSIONS	TREVIPAY - WALMART	26DFF293	\$68.06
100-4520-46242	CHRISTMAS SUPPLIES	TREVIPAY - WALMART	3883231D	\$100.79
100-4520-46255	DANCE RECITAL COSTUMES	SUNFLOWER BANK	S DISEKER NOV 20	\$4,549.31
100-4520-46255	SANDED PLYWOOD	SUNFLOWER BANK	S DISEKER NOV 20	\$286.81
100-4520-46255	DANCE APPAREL	SUNFLOWER BANK	S DISEKER NOV 20	\$113.90
100-4520-48090	NOVEMBER SALES TAX	RETAILERS' SALES TAX	NOVEMBER 2025	\$13.63
Subtotal for Department 4520 :				\$5,160.21
Department: 4550 - GOLF COURSE				
100-4550-43022	2025 KANSAS TURF & LANDSCAPE CONFERENCE REGISTRATION	SUNFLOWER BANK	TRAVEL 1 NOV 202	\$393.17
100-4550-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
100-4550-45035	YOUTUBE/CABLE TV	SUNFLOWER BANK	S DISEKER NOV 20	\$68.81
100-4550-46026	BATTERIES/HYDRAULIC FLUID/MOTOR OIL	JOHN DEERE/BIG R	NOVEMBER 2025	\$247.92
100-4550-46028	MEDIA SIGNAGE MONTHLY SUBSCRIPTION	SUNFLOWER BANK	T LUNCEFORD NO	\$29.91
100-4550-48012	NOVEMBER SALES TAX	RETAILERS' SALES TAX	NOVEMBER 2025	\$868.44
Subtotal for Department 4550 :				\$1,672.55
Department: 4560 - PARKS				
100-4560-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
100-4560-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4560 :				\$128.60
Department: 4570 - PARKS				
100-4570-46088	LEVELING RAKES	JOHN DEERE/BIG R	NOVEMBER 2025	\$48.60

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4570 :				\$48.60
Department: 4580 - ARKALON RECREATIONAL AREA				
100-4580-45030	CELLULAR/ARKALON	AT&T MOBILITY	287312814717X120	\$3.24
100-4580-45030	CELLULAR/ARKALON	AT&T MOBILITY	287313663236X120	\$50.39
Subtotal for Department 4580 :				\$53.63
Department: 4920 - CEMETERY				
100-4920-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4920 :				\$64.30
Department: 4930 - UTILITY BILLING				
100-4930-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 4930 :				\$64.30
Department: 4940 - WATER UTILITY ADMIN				
530-4940-44030	SPRAY PAINT	JOHN DEERE/BIG R	NOVEMBER 2025	\$13.98
Subtotal for Department 4940 :				\$13.98
Department: 4941 - WATER UTILITY				
530-4941-44026	HEATER	JOHN DEERE/BIG R	NOVEMBER 2025	\$29.99
530-4941-44032	TOOLS/UNIT #41	JOHN DEERE/BIG R	NOVEMBER 2025	\$9.44
Subtotal for Department 4941 :				\$39.43
Department: 4942 - WATER DISTRIBUTION				
530-4942-44029	FITTINGS	JOHN DEERE/BIG R	NOVEMBER 2025	\$10.47
530-4942-44030	ANTIFREEZE	JOHN DEERE/BIG R	NOVEMBER 2025	\$47.92
530-4942-44032	BROOM/FITTINGS	JOHN DEERE/BIG R	NOVEMBER 2025	\$44.34
Subtotal for Department 4942 :				\$102.73

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4943 - WATER NON OPERATIONAL				
530-4943-48012	NOVEMBER SALES TAX	RETAILERS' SALES TAX	NOVEMBER 2025	\$4,620.42
Subtotal for Department 4943 :				\$4,620.42
Department: 4950 - AIRPORT UTILITY				
501-4950-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
501-4950-46028	ADOBE SUBSCRIPTION	SUNFLOWER BANK	B FORNWALT NOV	\$52.42
Subtotal for Department 4950 :				\$116.72
Department: 4953 - AIR MUSEUM				
504-4953-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
504-4953-48012	NOVEMBER SALES TAX	RETAILERS' SALES TAX	NOVEMBER 2025	\$70.91
Subtotal for Department 4953 :				\$135.21
Department: 4970 - CONVENTION/TOURISM				
206-4970-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
206-4970-45030	TOURISM 800 NUMBER	AT&T LONG DISTANCE	DEC 2025	\$178.33
206-4970-46013	POSTAGE/SHIPPING	SUNFLOWER BANK	S FULLER	\$30.30
Subtotal for Department 4970 :				\$272.93
Department: 6010 - GENERAL OPERATIONS				
260-6010-44030	PINTLE MOUNT/HOOK	JOHN DEERE/BIG R	NOVEMBER 2025	\$174.98
Subtotal for Department 6010 :				\$174.98
Department: 6017 - RECREATION IMPROVEMENTS				
260-6017-46273	POOL OPEN HOUSE SIGNS	SUNFLOWER BANK	K YOUNG NOV 202	\$96.11
Subtotal for Department 6017 :				\$96.11
Department: 6020 - ECONOMIC DEVELOPMENT				

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
261-6020-45080	LODGING/LEADERSHIP KS	SUNFLOWER BANK	K YOUNG NOV 202	\$558.45
261-6020-45080	MEAL/LEADERSHIP KS	SUNFLOWER BANK	K YOUNG NOV 202	\$23.65
261-6020-45090	BUSINESS DASHBOARD PAYMENT 2	SOUTHWIND MARKETING GROUP LLC	12/09/2025	\$4,975.00
Subtotal for Department 6020 :				\$5,557.10

Department: 6021 - PUBLIC TRANSPORTATION

261-6021-45030	AT&T SUBSCRIBER/ROUTER	AT&T	DEC 2025	\$64.30
Subtotal for Department 6021 :				\$64.30

Department: 6030 - CRIME/DRUG PREVENTION

262-6030-43022	CLOSE CONTACT DEFENSE INSTRUCTOR	BLUE SHIELD TACTICAL SYSTEMS	9083	\$1,000.00
262-6030-43022	FBI-LEEDA TRAINING	SUNFLOWER BANK	C HEAD NOV 2025	\$795.00
262-6030-43022	LODGING	SUNFLOWER BANK	C HEAD NOV 2025	\$639.98
262-6030-43022	MEALS	SUNFLOWER BANK	C PINKSTON NOV	\$199.52
262-6030-43022	TOLL CHARGES	SUNFLOWER BANK	C PINKSTON NOV	\$12.18
Subtotal for Department 6030 :				\$2,646.68

Department: 6050 - BEAUTIFICATION

264-6050-44030	FITTINGS	JOHN DEERE/BIG R	NOVEMBER 2025	\$12.98
264-6050-48065	WIRE ROPE CLIPS	JOHN DEERE/BIG R	NOVEMBER 2025	\$7.92
Subtotal for Department 6050 :				\$20.90

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Grand Total : \$41,639.88

Department Totals		
Department	Dept. Description	Department Total
4100	NON DEPARTMENTAL	\$1,381.41
4110	LEGISLATIVE	\$277.60
4120	MUNICIPAL COURT/DIVE	\$248.43
4130	CITY MANAGER	\$47.81
4150	FINANCE DEPARTMENT	\$77.30
4152	PERSONNEL DEPARTMEN	\$64.30
4160	BUILDING MAINTENANCE	\$64.30
4180	I.T. DEPARTMENT	\$978.26
4210	POLICE ADMINISTRATION	\$3,065.01
4211	ANIMAL CONTROL DIVISI	\$8,480.07
4220	FIRE	\$1,893.77
4240	BUILDING INSPECTION SV	\$309.30
4250	COMMUNICATIONS	\$632.68
4290	TRAFFIC CONTROL MAIN	\$64.30
4300	STREET/HIGHWAY	\$337.76
4320	REFUSE	\$64.30
4330	FLEET MAINTENANCE	\$93.87
4340	ENGINEERING	\$64.30

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
4350	SEWER ADMINISTRATIVE			\$945.92
4351	SEWER LINE CLEANING			\$14.88
4352	SEWER PLANT OPERATIO			\$110.86
4500	RECREATION ADMINISTR			\$1,369.77
4520	RECREATION			\$5,160.21
4550	GOLF COURSE			\$1,672.55
4560	PARKS			\$128.60
4570	PARKS			\$48.60
4580	ARKALON RECREATIONA			\$53.63
4920	CEMETERY			\$64.30
4930	UTILITY BILLING			\$64.30
4940	WATER UTILITY ADMIN			\$13.98
4941	WATER UTILITY			\$39.43
4942	WATER DISTRIBUTION			\$102.73
4943	WATER NON OPERATION			\$4,620.42
4950	AIRPORT UTILITY			\$116.72
4953	AIR MUSEUM			\$135.21
4970	CONVENTION/TOURISM			\$272.93
6010	GENERAL OPERATIONS			\$174.98
6017	RECREATION IMPROVEM			\$96.11
6020	ECONOMIC DEVELOPMEN			\$5,557.10
6021	PUBLIC TRANSPORTATIO			\$64.30

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
6030	CRIME/DRUG PREVENTIO			\$2,646.68
6050	BEAUTIFICATION			\$20.90
		Grand Total:		\$41,639.88

Invoices Selected for Payment - By Department

City of Liberal, KS

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: 4300 - STREET/HIGHWAY				
100-4300-46028	INTERNET SERVICE	EPIC TOUCH	STREET/DEC 2025	\$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: 4351 - SEWER LINE CLEANING				
520-4351-48090	NITRILE GLOVES	ATCO INTERNATIONAL	I0649667	\$724.98
Subtotal for Department 4351 :				\$724.98
Department: 4500 - RECREATION ADMINISTRATION				
100-4500-44032	BATTERY	CATLETT AUTOMOTIVE INC	735295	\$312.76

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
			Subtotal for Department 4500 :	\$312.76
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 SF COMPLEX/D	\$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: 4942 - WATER DISTRIBUTION				
530-4942-46028	INTERNET SERVICE	EPIC TOUCH	WATER TOWERS/	\$63.00
			Subtotal for Department 4942 :	\$63.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Grand Total : \$2,968.99

Department Totals		
Department	Dept. Description	Department Total
4100	NON DEPARTMENTAL	\$304.50
4211	ANIMAL CONTROL DIVISI	\$162.75
4220	FIRE	\$162.75
4300	STREET/HIGHWAY	\$162.75
4320	REFUSE	\$162.75
4350	SEWER ADMINISTRATIVE	\$162.75
4351	SEWER LINE CLEANING	\$724.98
4500	RECREATION ADMINISTR	\$312.76
4540	SWIMMING POOL	\$131.25
4570	PARKS	\$456.00
4612	GRIER HOUSE	\$162.75
4942	WATER DISTRIBUTION	\$63.00
Grand Total:		\$2,968.99

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-121820258457	\$775.69
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$275.95
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$286.87
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$362.67
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$405.78
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$472.03
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$670.43
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$7,288.17
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$754.93
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$203.15
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$778.12
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$810.52
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1,047.63
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1,096.99
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1,179.92
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1,704.54
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$3,147.89
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$736.21
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$117.63
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1.47
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$6.28
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$7.29
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$31.16
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$47.51

Operator: *jhernandez*

12/18/2025 9:09:15 AM

Page 1 of 8

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$67.09
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$84.81
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$256.57
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$110.39
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$245.03
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$156.79
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$176.54
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$181.41
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$181.99
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$189.55
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$199.32
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$46.62
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$94.89
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$27.51
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$166.29
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$303.46
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,828.05
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$277.00
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$377.81
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$210.24
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$413.22
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$150.66
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$356.33
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$512.57
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$384.70

Operator: *jhernandez*

12/18/2025 9:09:15 AM

Page 2 of 8

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$179.89
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$509.58
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$191.04
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$489.03
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$199.75
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$873.68
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$2,287.04
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$13,514.88
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$24,966.90
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,483.65
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,256.31
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$305.07
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,088.77
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$322.02
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$839.06
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$825.23
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$786.32
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$620.57
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$359.23
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$232.67
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,199.28
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$285.97
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$394.88
202-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$2,230.31
202-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$521.60

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$751.79
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,576.88
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,706.78
206-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$74.44
206-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$318.28
206-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$291.69
206-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$301.57
207-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$180.29
207-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$42.16
207-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$328.46
209-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$6.21
209-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1.45
261-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$898.16
261-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$210.06
261-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,375.19
261-0000-20400	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$252.45
261-0000-20400	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$59.04
261-0000-20400	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$443.72
263-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$292.43
263-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$68.39
263-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$338.52
263-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$200.76
501-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$485.73
501-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$113.59
501-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$756.52

Operator: *jhernandez*

12/18/2025 9:09:15 AM

Page 4 of 8

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
501-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$173.78
504-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$488.24
504-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$114.19
504-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$731.32
504-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$121.61
510-0000-20100	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-121820258456	\$136.89
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$19.08
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$400.48
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1,712.51
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$81.59
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,078.16
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$701.96
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$391.05
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$166.21
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$164.94
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$109.95
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$718.03
520-0000-20100	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-121820258456	\$136.89
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$935.89
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$661.96
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$154.81
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$218.87
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,214.41
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$164.93
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$248.92

Operator: *jhernandez*

12/18/2025 9:09:15 AM

Page 5 of 8

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$450.98
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$806.60
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$65.97
530-0000-20100	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-121820258456	\$141.04
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$44.14
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$188.72
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$223.07
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$319.95
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$953.79
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$1,368.03
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$43.98
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$159.86
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$169.93
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$179.66
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$304.54
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$345.49
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$464.65
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$494.62
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$1,536.37
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$869.63
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$30,817.48
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$7,207.35
601-0000-28112	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$34,284.32
601-0000-28113	Automatic Invoice From Payroll, Vendor 107264	STATE EMPLOYEE TAXES	PR-121820258458	\$18,981.76
601-0000-28121	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$11,406.29

Operator: *jhernandez*

12/18/2025 9:09:15 AM

Page 6 of 8

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
601-0000-28131	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$21,792.89
601-0000-28131	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$273.49
601-0000-28141	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-121820258456	\$739.55
601-0000-28141	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-121820258456	\$176.00
601-0000-28150	Munoz-Diaz SW-2025-LM-000874	HOLLINS & MCVAY, P.A.	PR-1218202584514	\$405.03
601-0000-28150	2021-LM-0485	LAW OFFICE OF DJR	PR-1218202584511	\$295.90
601-0000-28150	SW-2024-LM-000166	LAW OFFICE OF DJR	PR-1218202584511	\$361.10
601-0000-28152	00144951162020DM0015	INTERSTATE CHILD SUPPORT	PR-1218202584513	\$233.08
601-0000-28152	SW10DM000115 KULOW	KANSAS PAYMENT CENTER	PR-121820258459	\$203.08
601-0000-28152	SW08DM000058 PEREZ JUAREZ	KANSAS PAYMENT CENTER	PR-121820258459	\$174.92
601-0000-28152	SW 2011-DM-000073 ALVARADO	KANSAS PAYMENT CENTER	PR-121820258459	\$101.80
601-0000-28152	000680496001 TORRES MASIAS	OKLAHOMA CENTRALIZED SUPPORT	PR-1218202584510	\$138.46
601-0000-28152	000333653002 Valdez	OKLAHOMA CENTRALIZED SUPPORT	PR-1218202584510	\$126.92
601-0000-28152	Automatic Invoice From Payroll, Vendor 100695	SEWARD COUNTY UNITED WAY	PR-121820258454	\$5.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$6,600.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$712.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$841.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$963.50
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$1,548.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$2,405.50
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$2,680.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$3,387.50
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$4,590.00
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$4,595.50
601-0000-28160	Automatic Invoice From Payroll, Vendor 100061	BLUE CROSS - BLUE SHIELD	PR-121820258451	\$564.00

Operator: *jhernandez*

12/18/2025 9:09:15 AM

Page 7 of 8

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
601-0000-28165	Automatic Invoice From Payroll, Vendor 100693	AFLAC INSURANCE COMPANY	PR-121820258453	\$1,104.48
601-0000-28165	Automatic Invoice From Payroll, Vendor 100693	AFLAC INSURANCE COMPANY	PR-121820258453	\$4,282.64
601-0000-28171	Automatic Invoice From Payroll, Vendor 107680	STANDARD INSURANCE COMPANY	PR-1218202584512	\$673.23
601-0000-28176	Automatic Invoice From Payroll, Vendor 102054	BROWN'S SHOE FIT	PR-121820258455	\$0.09
601-0000-28192	Automatic Invoice From Payroll, Vendor 100695	SEWARD COUNTY UNITED WAY	PR-121820258454	\$485.00
722-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$127.71
722-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-121820258457	\$29.87
722-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-121820258452	\$236.78

Subtotal for Department 0000 : \$279,973.87

Grand Total : \$279,973.87

Department Totals		
Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	\$279,973.87
Grand Total:		\$279,973.87

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-123120258553	\$830.64
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$296.57
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$298.78
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$427.58
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$504.48
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$596.08
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$771.19
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$7,487.41
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$819.58
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$221.51
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$867.86
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$921.40
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1,183.86
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1,223.41
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1,277.51
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1,751.12
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$3,939.71
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$781.66
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$139.40
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$5.72
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$24.46
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$32.32
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$47.43
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$51.81

Operator: *jhernandez*

12/31/2025 9:22:42 AM

Page 1 of 7

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$69.36
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$100.00
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$286.10
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$123.30
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$276.88
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$180.34
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$182.80
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$191.67
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$194.27
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$202.80
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$202.96
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$28.84
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$117.99
100-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$7.56
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$285.97
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$406.08
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$150.66
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$379.38
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$359.23
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$350.33
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$322.02
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$190.62
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$296.28
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$512.30
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$277.91

Operator: *jhernandez*

12/31/2025 9:22:42 AM

Page 2 of 7

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$232.67
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$212.98
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$199.75
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$191.04
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$303.46
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,067.60
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$2,135.10
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$15,040.80
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$23,730.47
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,482.93
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,332.15
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,833.37
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,088.77
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$497.60
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$842.58
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$837.37
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$825.23
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$733.40
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$630.38
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$382.64
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,195.71
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$492.78
100-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$183.23
202-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1,692.44
202-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$395.80

Operator: *jhernandez*

12/31/2025 9:22:42 AM

Page 3 of 7

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$538.53
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,069.23
202-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,315.79
206-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$343.44
206-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$80.32
206-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$291.69
206-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$301.57
207-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$44.47
207-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$190.14
207-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$328.46
209-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1.67
209-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$7.14
261-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$910.19
261-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$212.87
261-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,352.51
261-0000-20400	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$256.87
261-0000-20400	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$60.07
261-0000-20400	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$443.72
263-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$117.38
263-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$27.45
263-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$202.76
501-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$126.16
501-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$539.40
501-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$757.99
501-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$173.78

Operator: *jhernandez*

12/31/2025 9:22:42 AM

Page 4 of 7

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
504-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$121.56
504-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$519.80
504-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$129.06
504-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$740.76
510-0000-20100	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-123120258552	\$136.89
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$426.95
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$22.50
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1,825.62
510-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$96.22
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$109.24
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,080.45
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$715.16
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$698.33
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$385.47
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$166.21
510-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$164.94
520-0000-20100	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-123120258552	\$136.89
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$233.07
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$705.51
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$164.99
520-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$996.61
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$248.92
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$164.93
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$447.35
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$794.82

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,218.71
520-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$65.54
530-0000-20100	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-123120258552	\$141.04
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$230.12
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$249.96
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$298.38
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$983.89
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$1,275.75
530-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$58.46
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$281.46
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$159.86
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$177.89
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$431.80
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$460.91
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$494.62
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$865.21
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$1,225.76
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$169.93
530-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$43.69
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$7,591.33
601-0000-28111	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$32,459.36
601-0000-28112	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$37,194.51
601-0000-28113	Automatic Invoice From Payroll, Vendor 107264	STATE EMPLOYEE TAXES	PR-123120258554	\$20,371.53
601-0000-28121	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$11,546.36
601-0000-28131	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$392.18

Operator: *jhernandez*

12/31/2025 9:22:42 AM

Page 6 of 7

Report ID: APLT33D

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
601-0000-28131	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$21,002.12
601-0000-28141	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-123120258552	\$926.33
601-0000-28141	Automatic Invoice From Payroll, Vendor 106545	EMPOWER RETIREMENT	PR-123120258552	\$176.00
601-0000-28150	Munoz-Diaz SW-2025-LM-000874	HOLLINS & MCVAY, P.A.	PR-123120258559	\$389.47
601-0000-28150	2021-LM-0485	LAW OFFICE OF DJR	PR-123120258557	\$286.19
601-0000-28150	SW-2024-LM-000166	LAW OFFICE OF DJR	PR-123120258557	\$347.55
601-0000-28152	00144951162020DM0015	INTERSTATE CHILD SUPPORT	PR-123120258558	\$233.08
601-0000-28152	SW10DM000115 KULOW	KANSAS PAYMENT CENTER	PR-123120258555	\$203.08
601-0000-28152	SW08DM000058 PEREZ JUAREZ	KANSAS PAYMENT CENTER	PR-123120258555	\$174.92
601-0000-28152	SW 2011-DM-000073 ALVARADO	KANSAS PAYMENT CENTER	PR-123120258555	\$101.80
601-0000-28152	000333653002 Valdez	OKLAHOMA CENTRALIZED SUPPORT	PR-123120258556	\$126.92
601-0000-28152	000680496001 TORRES MASIAS	OKLAHOMA CENTRALIZED SUPPORT	PR-123120258556	\$138.46
722-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$137.07
722-0000-20100	Automatic Invoice From Payroll, Vendor 107263	FEDERAL TAXES	PR-123120258553	\$32.06
722-0000-20100	Automatic Invoice From Payroll, Vendor 100237	KANSAS PUBLIC EMPLOYEES	PR-123120258551	\$236.78

Subtotal for Department 0000 : \$251,583.32

Grand Total : \$251,583.32

Department Totals		
Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	\$251,583.32
Grand Total:		\$251,583.32



**CITY OF LIBERAL
CITY COMMISSION MEETING
January 20, 2026
AGENDA ITEM #**

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

Date: January 20, 2026

From:

RE: ADJOURNMENT

Recommendation: