

**MEETING NOTICE
MAIZE CITY COUNCIL
REGULAR MEETING**

TIME: 7:00 P.M.
DATE: MONDAY, DECEMBER 17, 2018
PLACE: MAIZE CITY HALL
10100 W. GRADY AVENUE

**MAIZE CITY COUNCIL AGENDA
MAYOR DONNA CLASEN PRESIDING**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance/Moment of Silence
- 4) Approval of Agenda
- 5) Public Comments
- 6) Public Hearing for the 2018 Budget Amendment
- 7) Consent Agenda
 - a. Approval of Minutes – City Council Regular Meeting of November 19, 2018 and Special Meeting of November 28, 2018.
 - b. Receive and file minutes from the Planning Commission of October 4, 2018.
 - c. Receive and file minutes from the Park and Tree Board of August 14, 2018.
 - d. Cash Disbursements from November 1, 2018 thru November 30, 2018 in the amount of \$794,657.18 (Check #67704 thru #67825).
 - e. Approval of Cereal Malt Beverage applications from January 1, 2019 through December 31, 2019 for Kwik Shop and Holiday Inn Express.
- 8) Old Business
 - A. Adopt 2018 Budget Amendment
- 9) New Business
 - A. Nick’s Addition Plat
 - B. Personnel Policy Manual
 - C. Zoning Fee Resolution
 - D. Master Park Plan 2019 Update
 - E. Resolution for IRB Redemption (Optometrics)

10) Reports

- Police
- Public Works
- City Engineer
- Planning & Zoning
- City Clerk
- Legal
- Operations
- Council Member's Reports
- Mayor's Report

11) Executive Session

12) Adjournment

**MINUTES-REGULAR MEETING
MAIZE CITY COUNCIL
Monday, November 19, 2018**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **November 19, 2018** in the Maize City Hall, 10100 Grady Avenue, with **Mayor Donna Clasen** presiding. Council members present were **Karen Fitzmier, Kevin Reid, Alex McCreath and Jennifer Herington**. **Pat Stivers** was absent.

Also present were: **Richard LaMunyon**, City Administrator; **Rebecca Bouska**, Deputy City Administrator; **Jocelyn Reid**, City Clerk, **Matt Jensby**, Police Chief; **Ron Smothers**, Public Works Director; **Bill McKinley**, City Engineer; **Kim Bell**, Bond Counsel and **Sarah Steele**, Bond Counsel.

APPROVAL OF AGENDA:

The Agenda was submitted for approval. Staff requested the removal of Item 8D – Personnel Policy Manual.

MOTION: **Fitzmier** moved to approve the agenda as amended.
McCreath seconded. Motion declared carried.

CONSENT AGENDA:

The Consent Agenda was submitted for approval including:

- a) Approval of minutes –Regular Council Meeting of October 15, 2018.
- b) Cash Disbursements from October 1, 2018 through October 31, 2018 in the amount of \$458,743.23 (Check #67585 thru #67703).
- c) Approval of 2018 Audit Services Contract with Busby, Ford, and Reimer in the amount of \$16,250.

MOTION: **Fitzmier** moved to approve the Consent Agenda as submitted.
McCreath seconded. Motion declared carried.

AEROTECH EXPANSION IRB ORDINANCE:

An ordinance authorizing the issuance of Industrial Revenue Bonds, Series 2018A for the expansion of AeroTech was submitted for Council approval.

MOTION: **Reid** moved to approve the ordinance authorizing the issuance of taxable Industrial Bonds Series 2018A in an amount not to exceed \$888,000.
McCreath seconded. Motion declared carried.

City Clerk assigned Ordinance #952.

2018 BUDGET AMENDMENT:

Staff recommended an amendment to the 2018 budget to reflect additional expenditures in the general, streets, wastewater and water funds.

MOTION: **Herington** moved to approve the recommendation to amend the 2018 budget, set the public hearing for 7:00 pm on December 17, 2018 and publish in *The Clarion*.
Reid seconded. Motion declared carried.

COLLECTIONS COST ASSESSMENT ORDINANCE:

An ordinance allowing the City to assess the costs of collecting bad debt to the debtor was submitted for Council approval.

MOTION: **Fitzmier** moved to approve the ordinance for collecting costs of recovering bad debt.
Herington seconded. Motion declared carried.

City Clerk assigned Ordinance #953.

COLLECTION BUREAU OF KANSAS, INC. (CBK) CONTRACT:

A contract with CBK to collect bad debt owed to the City was submitted for Council approval.

MOTION: *Fitzmer* moved to approve the contract with CBK and authorize the Mayor to sign.
McCreath seconded. Motion declared carried.

ADJOURNMENT:

With no further business before the Council,

MOTION: *McCreath* moved to adjourn.
Herington seconded. Motion declared carried.
Meeting adjourned.

Respectfully submitted by:

Jocelyn Reid, City Clerk

**MINUTES-SPECIAL MEETING
MAIZE CITY COUNCIL
Wednesday, November 28, 2018**

The Maize City Council met in a special meeting at 11:00 a.m., **Wednesday November 28, 2018** in the Maize City Hall, 10100 Grady Avenue, with **Mayor Donna Clasen** presiding. Councilmembers present were **Karen Fitzmier, Jennifer Herington (via telephone)** and **Alex McCreath**. **Pat Stivers** and **Kevin Reid** were absent.

Also present were: **Richard LaMunyon**, City Administrator; **Jocelyn Reid**, City Clerk; **Sue Villarreal** Deputy City Clerk, **Matt Jensby**, Police Chief; and **Jolene Graham**, Executive Assistant.

APPROVAL OF AGENDA:

The agenda was submitted for Council approval.

MOTION: **Fitzmier** moved to approve the Agenda as submitted.
McCreath seconded. Motion declared carried.

VILLAS AT HAMPTON LAKES PAVING AND DRAINAGE BIDS AND CONTRACT:

Bids and a construction contract for paving and drainage improvements in Villas at Hampton Lakes were submitted for Council approval.

MOTION: **Fitzmier** moved to accept the low bid and approve the construction agreement with APAC-Kansas, Inc., Shears Division in a total amount not to exceed \$299,853.30 and authorize the Mayor to sign subject to approval by the City Attorney.
McCreath seconded. Motion declared carried.

ADJOURNMENT:

With no further business before the Council,

MOTION: **Herington** moved to adjourn.
Fitzmier seconded. Motion declared carried.
Meeting adjourned.

Respectfully submitted by: _____
Jocelyn Reid, City Clerk

**MINUTES-REGULAR MEETING
MAIZE CITY PLANNING COMMISSION AND
BOARD OF ZONING APPEALS
THURSDAY, OCTOBER 4, 2018**

The Maize City Planning Commission was called to order at 7:02 p.m., on Thursday, October 4, 2018, for a Regular Meeting with *Bryan Aubuchon*, presiding. The following Planning Commission members present were *Mike Burks*, *Dennis Downes*, *Bryant Wilks*, *Mike Strelow* and *Bryan Aubuchon*. Not present was *Andy Sciolaro*. Also present were *Sue Villarreal*, Recording Secretary; *Kim Edgington*, Planning Administrator and *Richard LaMunyon*, City Administrator.

APPROVAL OF AGENDA

MOTION: *Wilks* moved to approve the agenda as presented.
Strelow seconded the motion.
Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: *Burks* moved to approve the minutes of September 6, 2018.
Wilks seconded the motion.
Motion carried unanimously.

Downes enters at 7:04 p.m.

COMPREHENSIVE PLAN REVIEW

Commissioners reviewed the Comprehensive Plan draft and discussed changes and updates.

ADJOURNMENT:

MOTION: With no further business before the Planning Commission,
Burks moved to adjourn.
Wilks seconded the motion.
Motion carried unanimously.

Meeting adjourned at 8:15 pm.


Sue Villarreal
Recording Secretary


Bryan Aubuchon
Chairman

**MINUTES – REGULAR MEETING
MAIZE PARK AND TREE BOARD
TUESDAY, AUGUST 14TH, 2018**

The Maize Park and Tree Board met in a regular meeting at 5:30 pm, Tuesday, August 14th, 2018 with *Vice-Chair Marina Fulton* presiding. Board members present were *Joshua Belcher*, *Maren Breit* and *Patrick Atchison*. *Chair Dennis Wardell* was absent.

Also present was: *Richard LaMunyon*, City Administrator, *Ross Jensby*, Public Works and *Jolene Graham*, Recording Secretary.

APPROVAL OF AGENDA:

The Agenda was submitted for Board approval.

MOTION: *Belcher* moved approve the agenda.
Atchison seconded. Motion declared carried.

APPROVAL OF THE MAY 8, 2018 MINUTES:

The Park and Tree Board Meeting Minutes of May 8th, 2018 were submitted for approval.

MOTION: *Breit* moved to approve the minutes.
Belcher seconded. Motion declared carried.

JOHN C. PAIR HORTICULTURE CENTER LETTER OF SUPPORT

Staff presented a request for a letter of support to be submitted to encourage continued state funding for the John C. Pair Horticulture Center located in Haysville.

MOTION: *Breit* moved to send a letter of support for the John C. Pair Horticulture Center.
Atchison seconded. Motion declared carried.

FALL FESTIVAL PARTICIPATION

In accordance with the 2018 Objectives, board members evaluated participation in the annual Fall Festival.

MOTION: *Atchison* moved that the Park and Tree Board not run a booth this year.
Breit seconded. Motion declared carried.

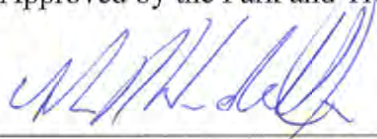
ADJOURNMENT:

With no further business before the Board:

MOTION: *Atchison* motioned to adjourn.
Belcher seconded. Motion declared carried.

Meeting adjourned at 6:20 pm

Approved by the Park and Tree Board on December 11, 2018.



Park and Tree Board Member



Recording Secretary

CITY OF MAIZE
Bank Reconciliation Report
For November 2018

Fund Balances

FUND	NAME	BEGIN PERIOD	RECEIPTS	DISBURSEMENTS	END PERIOD
01	General Fund	\$ 457,118.22	\$ 128,257.06	\$ 300,339.33	\$ 285,035.95
02	Street Fund	210,345.13	8,435.00	33,324.29	\$ 185,455.84
04	Capital Improvements Fund	221,903.10	40,961.40	-	262,864.50
05	Long-Term Projects	(552,778.64)	150,121.48	164,373.81	(567,030.97)
06	Mayor Donnelly Memorial Fund	4,280.00	-	-	4,280.00
10	Equipment Reserve Fund	95,481.00	12,656.66	-	108,137.66
11	Police Training Fund	12,729.18	459.58	-	13,188.76
12	Municipal Court Fund	42,822.59	1,858.24	1,050.00	43,630.83
16	Bond & Interest Fund	32,501.42	45,905.03	-	78,406.45
19	Wastewater Reserve Fund	261,298.40	8,784.52	-	270,082.92
20	Wastewater Treatment Fund	977,006.71	74,064.31	70,343.08	980,727.94
21	Water Treatment Fund	929,322.99	77,869.28	69,525.70	937,666.57
22	Water Reserve Fund	192,722.81	3,000.00	-	195,722.81
23	Water Bond Debt Reserve Fund	268,000.00	-	-	268,000.00
24	Wastewater Bond Debt Reserve Fund	147,800.09	-	-	147,800.09
32	Drug Tax Distribution Fund	2,404.57	-	-	2,404.57
38	Cafeteria Plan	6,870.52	3,158.22	1,674.55	8,354.19
76	Bond Refundings	(60,637.82)	-	-	(60,637.82)
98	Maize Cemetery	108,241.76	681.62	2,175.01	106,748.37
Totals All Fund		\$ 3,357,432.03	\$ 556,212.40	\$ 642,805.77	\$ 3,270,838.66

Bank Accounts and Adjustments

Halstead Checking Account	\$ 359,994.19	\$ 454,386.44	\$ 456,577.85	\$ 357,802.78
Outstanding Items				\$ (115,679.77)
Halstead Bank Money Market Account	2,916,371.05	5,596.23	-	2,921,967.28
Maize Cemetery CD 85071	-	-	-	-
Maize Cemetery Operations	108,247.07	681.62	2,180.32	106,748.37
Totals All Banks	\$ 3,384,612.31	\$ 460,664.29	\$ 458,758.17	\$ 3,270,838.66

CITY OF MAIZE
Cash and Budget Position
Thru November 30, 2018

FUND	NAME	BEGINNING	MONTH	MONTH	END MONTH	ANNUAL	YTD	YTD	REMAINING	REMAINING
		CASH BALANCE	RECEIPTS	DISBURSEMENTS	CASH BALANCE	EXPENSE BUDGET	REVENUE	EXPENSE	EXPENSE BUDGET	BUDGET PERCENTAGE
01	General Fund	\$ 457,118.22	\$ 128,257.06	\$ 300,339.33	\$ 285,035.95	\$ 3,716,847.00	\$ 3,643,299.23	\$ 3,556,669.59	\$ 160,177.41	4.31%
02	Street Fund	210,345.13	8,435.00	33,324.29	185,455.84	310,050.00	314,463.91	302,450.77	7,599.23	2.45%
04	Capital Improvements Fund	221,903.10	40,961.40	-	262,864.50	544,000.00	459,090.20	326,774.52	217,225.48	39.93%
05	Long-Term Projects	(552,778.64)	150,121.48	164,373.81	(567,030.97)	-	2,981,004.70	6,459,775.89		
06	Mayor Donnelly Memorial Fund	4,280.00	-	-	4,280.00		4,280.00	-		
10	Equipment Reserve	95,481.00	12,656.66	-	108,137.66	170,000.00	142,371.98	161,173.25	34,235.25	20.14%
11	Police Training Fund	12,729.18	459.58	-	13,188.76	3,000.00	6,433.12	2,772.76	227.24	7.57%
12	Municipal Court Fund	42,822.59	1,858.24	1,050.00	43,630.83	-	23,963.95	21,241.91		
16	Bond & Interest Fund	32,501.42	45,905.03	-	78,406.45	2,264,103.00	2,133,405.85	2,227,853.99	36,249.01	1.60%
19	Wastewater Reserve Fund	261,298.40	8,784.52	-	270,082.92	-	95,873.07	54,724.65		
20	Wastewater Treatment Fund	977,006.71	74,064.31	70,343.08	980,727.94	798,000.00	919,773.35	744,490.72	53,509.28	6.71%
21	Water Fund	929,322.99	77,869.28	69,525.70	937,666.57	822,000.00	1,055,003.04	758,823.83	63,176.17	7.69%
22	Water Reserve Fund	192,722.81	3,000.00	-	195,722.81	-	33,000.00	26,238.50		
23	Water Bond Debt Reserve Fund	268,000.00	-	-	268,000.00	-	-	-		
24	Wastewater Bond Debt Reserve Fund	147,800.09	-	-	147,800.09	-	-	-		
32	Drug Tax Distribution Fund	2,404.57	-	-	2,404.57	-	-	-		
38	Cafeteria Plan	6,870.52	3,158.22	1,674.55	8,354.19	-	23,675.30	15,867.66		
76	Bond Refundings	(60,637.82)	-	-	(60,637.82)	-	-	60,637.82		
98	Maize Cemetery	108,241.76	681.62	2,175.01	106,748.37	137,940.00	66,296.38	67,454.43	70,485.57	51.10%
Report Totals		\$ 3,357,432.03	\$ 556,212.40	\$ 642,805.77	\$ 3,270,838.66	\$ 8,765,940.00	\$ 11,901,934.08	\$ 14,786,950.29	\$ 642,884.64	7.33%

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, December 17, 2018**

AGENDA ITEM #8A

ITEM: ADOPTION OF THE 2018 AMENDED BUDGET

BACKGROUND:

On November 19, 2018, the Council accepted the 2018 amended budget and directed staff to publish the notice of budget hearing in *The Clarion*.
In accordance with State Law, the notice was published November 29, 2018.

A public hearing was conducted earlier during this Council meeting.

This budget amendment increases the budget authority as follows:

- General fund from \$3,716,847 to \$3,780,555
- Street fund from \$310,050 to \$316,366
- Wastewater fund from \$798,000 to \$818,868
- Water fund from \$822,000 to \$828,979

This amended 2018 budget satisfies the City's financial requirements and is in compliance with State Law.

FINANCIAL CONSIDERATIONS:

Each fund has sufficient revenues to cover the increased budget authority required.

LEGAL CONSIDERATIONS:

Compliance with Kansas State Law has been accomplished.

RECOMMENDATION/ACTION:

Adopt the amended 2018 budget as published.

Maize 2018

Adopted Budget

General	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	205,504	197,723
Receipts:		
Ad Valorem Tax	1,887,474	1,834,437
Delinquent Tax	30,000	40,000
Motor Vehicle Tax	217,749	245,000
Sales Tax	750,000	780,000
Transient Guest Tax	100,000	108,842
Liquor Tax	1,000	1,500
Franchise Tax	370,000	406,580
Municipal Court Revenue	97,000	126,575
Permits & Licenses	100,000	140,930
911 Camp Revenue	9,000	9,225
Planning & Zoning Revenue	2,000	4,850
Community Building Rental	6,000	7,000
Fireworks Permits	28,000	32,000
Interest on Idle Funds	3,000	20,000
Miscellaneous		5,247
Transfer from Wastewater		17,500
Transfer from Water		17,500
Total Receipts	3,601,223	3,797,186
Resources Available:	3,806,727	3,994,909
Expenditures:		
City Council	31,250	31,939
Administration	322,900	332,517
Police Department	721,700	753,098
Municipal Court	113,182	123,235
Community Facilities	62,500	65,036
Planning Commission	85,000	87,300
Audit	16,000	16,400
Employee Benefits	722,000	724,797
Utilities	30,000	26,000
Community Services	10,000	6,000
Building Inspections	55,000	70,000
Economic Development	10,000	16,389
Park & Tree Board	30,000	30,000
City Hall Lease Payment	116,908	115,479
Senior Services	500	500
Transient Guest Tax Rebate	100,000	108,842
Housing Grant	220,000	340,000
Commercial Grant	10,000	6,873
Public Works Building Lease Payment	117,282	117,282
911 Camp Expenses	7,500	8,545
Transfer to Street Fund	150,000	150,000
Transfer to CIP	470,000	470,000
Transfer to Equipment Reserve	150,000	150,000
WWTP Mills	120,000	0
Contingency	45,000	27,648
Miscellaneous	125	2,675
Total Expenditures	3,716,847	3,780,555
Unencumbered Cash Balance December 31	89,880	214,354

CPA Summary		
-------------	--	--

Maize

2018

Adopted Budget

Wastewater	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	776,796	804,993
Receipts:		
User Fees	745,000	840,000
Installation Fees	20,000	50,000
Plant Equity Fees	30,000	65,000
Miscellaneous		
Interest on Idle Funds	3,000	27,000
Total Receipts	798,000	982,000
Resources Available:	1,574,796	1,786,993
Expenditures:		
Salaries	270,788	272,006
Operating Expenses	288,693	290,843
Transfer to Debt Service	202,519	202,519
Transfer to WW Reserve	36,000	36,000
Transfer to General Fund		17,500
Total Expenditures	798,000	818,868
Unencumbered Cash Balance December 31	776,796	968,125

CPA Summary

Maize

2018

Adopted Budget

Water	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	592,939	640,910
Receipts:		
User Fees	700,000	880,000
Tower Rent	52,000	56,000
Water Tap Fees	20,000	60,000
Water Connection Fees	10,000	8,500
Plant Equity Fees	30,000	65,000
Water Tax	9,000	9,000
Miscellaneous		10,481
Interest on Idle Funds	1,000	9,000
Total Receipts	822,000	1,097,981
Resources Available:	1,414,939	1,738,891
Expenditures:		
Salaries & Wages	226,500	239,000
Operating Expenses	216,157	193,136
Transfer to Debt Service	343,343	343,343
Transfer to Water Reserve	36,000	36,000
Transfer to General Fund		17,500
Total Expenditures	822,000	828,979
Unencumbered Cash Balance December 31	592,939	909,912

CPA Summary

**Notice of Budget Hearing for Amending the
2018 Budget**

The governing body of

Maize

will meet on the day of 12/17/2018 at 7:00 pm at City Hall for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall and will be available at this hearing.

Summary of Amendments

Fund	2018 Adopted Budget			2018 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
General	43.117	1,887,474	3,716,847	3,780,555
Special Highway			310,050	316,366
Wastewater			798,000	818,868
Water			822,000	828,979
			0	0
			0	0

Jocelyn Reid
Official Title: City Clerk

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 17, 2018**

AGENDA ITEM #9A

ITEM: Final plat of Nicks Addition (S/D 03-018)

BACKGROUND: This is a final plat for 69.7 acres on the north side of 53rd Street approximately ½ mile east of Maize Road. This property has recently been annexed into the City of Maize. A Conditional Use for sand extraction was approved by the Sedgwick County Board of County Commissioners in 2017 for this property. There was a future residential development plan approved by the BoCC as part of the Conditional Use process. The plat as submitted does conform to the development plan as it was originally submitted to the BoCC.

The sand extraction operations have not begun yet, but have an allotted time frame of five years. All of the conditions and regulations for the sand extraction operation that were approved by the County Commission still apply within the city limits of Maize. The residential plat includes a total of 83 single family residential lots. 52 of the lots surround the water feature and 31 of the lots will be maintenance-free patio homes.

Planning Commission reviewed this plat at their December 6th meeting and unanimously recommended approval to the City Council. A copy of the staff report that was presented to the Planning Commission is attached, along with the plat and a map showing it's general location.

City Engineering has reviewed and approved the final drainage plan for the property.

FINANCIAL CONSIDERATIONS: The applicant will submit all applicable petitions for public improvements.

LEGAL CONSIDERATIONS: The final plat document will be reviewed and approved as to form by the City Attorney and the County Surveyor. All utilities have reviewed the plat and requested additions have been incorporated.

RECOMMENDATION/ACTION: Accept the Nicks Addition final plat, with plat to be filed with the County Register of Deeds.

FINAL PLAT

NICKS ADDITION

MAIZE, SEDGWICK COUNTY, KANSAS

State of Kansas) SS
Sedgwick County) We, Baughman Company, P.A., Surveyors in
aforesaid county and state do hereby certify that we have surveyed and
platted "NICKS ADDITION", Maize, Sedgwick County, Kansas and that the
accompanying plat is a true and correct exhibit of the property surveyed,
described as The East One-Half of the Southwest Quarter of Section 17,
Township 26 South, Range 1 West, of the 6th P.M., Sedgwick County,
Kansas, EXCEPT a tract described as follows: Beginning at the southwest
corner of said East Half of Southwest Quarter; thence east 750 feet;
thence north parallel with the east line of said Southwest Quarter, 280
feet; thence west parallel with the south line of said Southwest Quarter,
406 feet; thence with an angle to the right of 92°02', a distance 267.52
feet; thence with an angle to the left of 27°02', a distance of 827.2
feet more or less to the west line of the East Half of said Southwest
Quarter; thence south 1306.1 feet more or less to the place of
beginning; AND EXCEPT beginning at a point 750.0 feet east of the
southwest corner of the East Half of the Southwest Quarter and 280.0
feet north at right angles to the south line of the Southwest Quarter of
said Section 17; thence north parallel with the east line of the
Southwest Quarter, a distance of 312.27 feet; thence west at right
angles, a distance of 419.46 feet; thence southeasterly at an included
angle of 62°58', a distance of 50.52 feet; thence southerly at an
included angle of 209°04', a distance of 267.52 feet; thence east parallel
with the south line of the Southwest Quarter of said Section 17, a
distance of 406.0 feet to the beginning.

Existing public easements and dedications
being vacated by virtue of K.S.A. 12-512b, as amended.
Baughman Company, P.A.
_____, Surveyor
Michael G. Conroy

Know all men by these presents that we,
the undersigned, have caused the land in the surveyors certificate to be
platted into Lots, Blocks, Reserves and Streets, to be known as "NICKS
ADDITION", Maize, Sedgwick County, Kansas. The utility easements are
hereby granted as indicated for the construction and maintenance of all
public utilities. The drainage and utility easements are hereby granted as
indicated for drainage purposes and for the construction and maintenance
of all public utilities. The street, drainage, and utility easements are
hereby granted as indicated for street purposes, for drainage purposes,
and for the construction and maintenance of all public utilities. The
drainage easements are hereby granted as indicated for drainage purposes.
The streets are hereby dedicated to and for the use of the public.
Reserve "A" is reserved for entry monuments, streets, landscaping, open
space, drainage purposes and utilities. Reserve "B" is reserved for
landscaping, lift station, drainage purposes, and utilities. Reserve "C" is
reserved for landscaping, entry monuments, berms, open space, and
drainage purposes. Reserve "D" is reserved for landscaping, entry
monuments, berms, open space, drainage purposes and utilities as
confined to easements. Reserve "E" is reserved for landscaping, berms,
open space, and drainage purposes. Reserve "F" is reserved landscaping,
berms, open space, lakes, recreational water activities and related
appurtenances, boat docks and ramps, playgrounds, drainage purposes,
recreational areas, and gazebos. Reserve "G" is reserved for open space,
berms, landscaping, boat docks, and recreational areas. Reserve "H" is
reserved for open space, berms, landscaping, entry monuments, sanitary
sewer, and utilities as confined to easements. Reserves "A", "B", "C", "D",
"E", "F", "G" and "H" shall be owned and maintained by a homeowners
association for the addition. Access controls shall be as depicted on the
face of the plat and are hereby granted to the City of Maize, Kansas.
The permitted opening locations shall be as determined by the City
Engineer of the City of Maize, Kansas. The Minimum Building Pad
Elevations for the lowest opening to the structures shall be as indicated
on the face of the plat.

Russell Investments, L.C.,
a Kansas limited liability company
_____, Member
Jay W. Russell

State of Kansas) SS
Sedgwick County) The foregoing instrument acknowledged before
me, this _____ day of _____, 2018, by Jay W. Russell, member of the
Russell Investments, L.C., a Kansas limited liability company, on behalf of the
limited liability company.
_____, Notary Public

My App't. Exp. _____

This plat of "NICKS ADDITION", Maize,
Sedgwick County, Kansas has been submitted to and approved by the
Maize City Planning Commission, Maize, Kansas.

Dated this _____ day of _____, 2018.
Maize City Planning Commission

_____, Chairman
Bryan Aubuchon
_____, Secretary
Dennis Downes
_____, Planning
Kim Edgington
Administrator

This plat approved and all dedications
shown hereon accepted by the City Council of the City of Maize,
Kansas, this _____ day of _____, 2018.

_____, Mayor
Donna Clasen
_____, City Clerk
Karen Sublett

Reviewed in accordance with K.S.A. 58-2005
on this _____ day of _____, 2018.

_____,
Tricia L. Robello, P.S. #1246
Deputy County Surveyor
Sedgwick County, Kansas

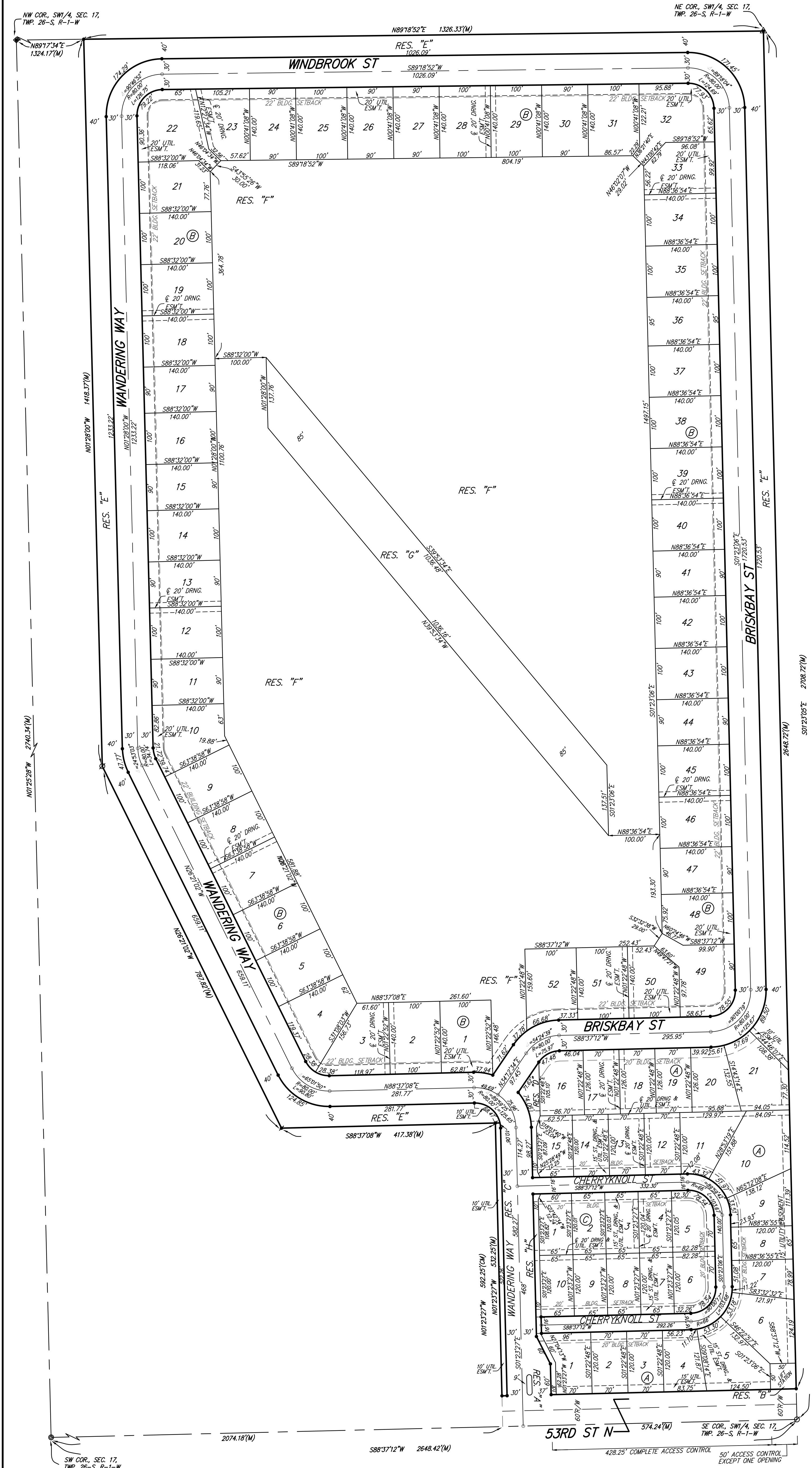
Entered on transfer record this _____ day
of _____, 2018.

_____, County Clerk
Kelly B. Arnold

State of Kansas) SS
Sedgwick County) This is to certify that this plat has been
filed for record in the office of the Register of Deeds, this _____ day
of _____, 2018 at _____ o'clock _____ M; and is duly recorded.

_____, Register of Deeds
Tanya Buckingham

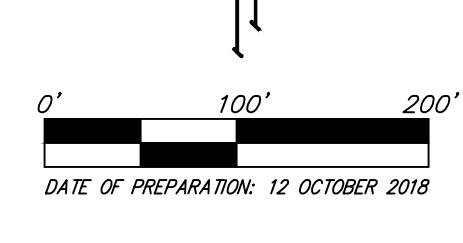
_____, Deputy
Judy J. Paget



BENCHMARK:
NAIL IN ASPHALT SOUTH EDGE OF 53RD ST NORTH
15' SOUTH OF SOUTH QUARTER CORNER.
ELEVATION=1345.12 NAVD88

LOT	BLOCK	ELEVATION
1-21	A	1,351.5
1-52	B	1,351.5
1-10	C	1,351.5

- ◆ = #4 REBAR (FOUND)
- = #4 REBAR W/ "BAUGHMAN" CAP (SET)
- = #0 REBAR IN MON. BOX (FOUND)
- = 3/4" IRON (FOUND)
- ◆ = #5 REBAR W/ "MKEC" METAL CAP (FOUND)
- ▲ = #4 REBAR W/ "SAVOY" CAP (FOUND)
- (M) = MEASURED
- (D) = DESCRIBED
- (P) = PLATTED
- (C) = CALCULATED
- (CO) = CALCULATED PER PLATTED INFO.
- (CM) = CALCULATED PER DEED INFO.



NOTE:
A drainage plan has been developed for this subdivision and is
on file with the City of Maize, Kansas. Drainage intent shall
remain as depicted or as modified with the approval of the
City Engineer of the City of Maize, Kansas. No obstructions
which impede the flow of this drainage plan shall be allowed.

NICKS ADDITION
12 October 2018

Baughman Company, P.A.
315 Ellis St. Wichita, KS 67211 P 316-262-7271 F 316-262-0149

ENGINEERING | SURVEYING | PLANNING | LANDSCAPE ARCHITECTURE

E:\Projects\Nicks Addition - 1706-P292-Plat\Drawings\Nicks Addition_E.dwg RRR

Land Records Map Zoning Map Elections Map

Basemaps

Select Aerial Year

2003 2006 2008 2011 2014 2017

Map Layers



STAFF REPORT

CASE NUMBER: S/D 03-018 Final Plat Nicks Addition

OWNER/APPLICANT: Russell Investments LLC
PO Box 75337
Wichita KS 67275

ENGINEER: Baughman Co., c/o Kris Rose
315 Ellis
Wichita KS 67211

GENERAL LOCATION: ¼ mile east of K-96 Highway on the north side of 53rd Street

SITE SIZE: 69.7

NUMBER OF LOTS

Residential:	83
Office:	
Commercial:	
Industrial:	
Total:	83

MINIMUM LOT AREA: 7,800 Sq. Ft.

MINIMUM LOT WIDTH: 65 feet

CURRENT ZONING: SF-5 Single Family Residential

Planning Staff recommends approval of the final plat subject to the following requirements:

STAFF COMMENTS:

- A. City water and sewer services are not currently available to serve the site but will be in place when subject property is developed.
- B. If improvements are guaranteed by petition, a notarized certificate listing the petitions shall be submitted to the City Clerk for recording.
- C. City Engineer needs to comment on the status of the Drainage Plan for the plat.
- D. Area within Reserve tracts shall be dedicated to a lot owner’s association. This dedication shall also be accompanied by detailed information on the permanent preservation, protection and maintenance of the Reserve areas.
- E. The design and construction of detention areas shall be approved by Groundwater Management District #2.
- F. This property is in Area X on the FEMA flood map, not in the floodplain.
- G. The Applicant is reminded that a platting binder is required with the final plat. Approval of this plat will be subject to submittal of this binder and any relevant conditions found by such a review.

- H. The applicant shall install or guarantee the installation of all utilities and facilities which are applicable (water service and fire hydrants required for fire protection shall be as per the direction and approval of the Chief of the Sedgwick County Fire Department.)
- I. The applicant's engineer is advised that the Register of Deeds is requiring the name(s) of the notary public, who acknowledges the signatures on this plat, to be printed beneath the notary's signature.
- J. To receive mail delivery without delay, and to avoid unnecessary expense, the applicant is advised of the necessity to meet with the U.S. Postal Service Growth Management Coordinator (Phone 316-946-4556) prior to development of the plat so that the type of delivery, and the tentative mailbox locations can be determined.
- K. The applicant is advised that various State and Federal requirements (specifically but not limited to the Army Corps of Engineers, Kanopolis Project Office, Rt. 1, Box 317, Valley Center, KS 67147) for the control of soil and wind erosion and the protection of wetlands may impact how this site can be developed. It is the applicant's responsibility to contact all appropriate agencies to determine any such requirements.
- L. The owner of the subdivision should note that any construction that results in earthwork activities that will disturb one (1) acre or more of ground cover requires a Federal/State NPDES Storm Water Discharge Permit from the Kansas Department of Health and Environment in Topeka. Also, for projects located within the City of Maize, erosion and sediment control devices must be used on ALL projects.
- M. Perimeter closure computations shall be submitted with the final plat tracing.
- N. Recording of the plat within thirty (30) days after approval by the City Council.
- O. The applicant is reminded that a flash drive shall be submitted with the final plat tracing to the City of Maize detailing this plat in digital format in a .pdf version, or sent via e-mail to dlemen@cityofmaize.org. This will be used by the County GIS Department.

Planning Commission Action

Having reviewed the final plat for the Nicks Addition filed as S/D 03-018, I, _____ move that the Planning Commission

Approve the final plat subject to conditions and modifications as heretofore agreed upon and listed, or

Disapprove the final plat for reasons heretofore agreed upon

Or defer the plat until the December 6, 2018 regular meeting of the Planning Commission for further information or study as heretofore specified

Motion seconded by _____ and passed by a vote of _____ to _____. Member(s) abstaining from the vote was (were) _____.

Note: Except in the case of a tie vote, abstentions are counted as part of the majority vote. Members disqualifying themselves are not a part of the quorum and unable to vote.

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 17, 2018**

AGENDA ITEM #9B

ITEM: Personnel Policy Manual (PPM) Update

BACKGROUND:

The Personnel Policy Manual update has two updates. **Item 1**) the Annual review of 1/3 of the manual per policy; and **Item 2**) Reorganization of the Police Department and salary pay plan adjustments.

Item 1

The Personnel Policy Committee reviewed pages 1-19 – Section I thru V.
Changes include:

- Minor technical changes in Section IV 4.01 and 5.05; and
- Changed pay plan review from three years to annually, Section V, 5.02

Attachment 1 contains the highlighted draft changes to the manual

Attachment 2 contains the recommended version of the Personnel Policy Manual

Item 2

Reorganization of the Police Department and pay plan adjustments

- 1) Changes to the Police Department Organizational Chart
- 2) Pay Plan changes for the Police Department
- 3) One new Patrol Officer Position
- 4) Revise the Police Department Job Descriptions include: Deputy Police Chief, Police Lieutenant, Police Administrative Sergeant, Police Patrol Sergeant, School Resource Officer, Recruit Officer, Patrol Officer I, Patrol Officer II, and Master Patrol Officer

Attachment 3 contains the proposed Organizational Chart, Pay plan, as well as proposed job descriptions.

FINANCIAL CONSIDERATIONS:

The estimated cost to reorganize the Police Department and adjust the Pay Plan is \$78,057 in salaries and benefits.

LEGAL CONSIDERATIONS:

The City Attorney reviewed Section III to ensure compliance with federal employment laws.

RECOMMENDED ACTION:

Motion to amend the Personnel Policy Manual to reflect changes and updates as noted in Items 1 and 2. The changes and updates will be effective January 1, 2019.

Attachment 1

ATTACHMENT 1

Personnel Manual Changes to Page 14

4.01 WORK HOURS

The applicable Department Head or the City Administrator shall set work hours for all Employees.

- A. Full-Time Employees - The normal work week for Full-Time Employees, which includes all Employees other than police officers, shall be 40 hours, consisting of five eight-hour days.
- B. Police Officers - The normal work period for full-time police officers shall average 86 hours per 14 days.
- C. Normal Work Hours - No Employee shall be permitted to work in excess of their scheduled work week or work period except when directed by the Employee's Department Head or the City Administrator.

Personnel Manual Changes to Page 16

5.02 PAY PLAN

In the City's pay plan, Employee Positions are grouped by salary status (i.e. full-time salary, full-time hourly, part-time hourly). The pay plan steps are assigned to each Position based on Position Descriptions and fair market value.

Each Position Description shall have a list of responsibilities and skills needed to qualify for employment along with education and experience qualifications. Position Descriptions shall be reviewed annually by the City Administrator or when a Position needs to be filled by a new hire or internally. Position Descriptions shall be updated to:

- A. identify changes that may impact the Position;
- B. clarify Position responsibilities for carrying out assigned tasks within the Department; and
- C. define the interrelationship of Department Positions.

The City Administrator shall submit recommendations for changes in the pay plan to the Governing Body. The Governing Body may or may not approve recommended changes during the budget process.

Personnel Manual Changes to Page 17

5.05 GENERAL COMPENSATION BASE PAY INCREASE

- A. A newly hired or promoted Employee's entry-level pay may be increased at the successful completion of the Employee's six-month Probationary Period and at the completion of 12 months from the Date of Hire or Promotion.
- B. Police officers without certification may receive a pay increase upon successful completion of Kansas Law Enforcement Training and at the completion of 12 months from the Date of Hire

Page 62 a Table of Contents was reformatted to mirror the pay plan position order.

Attachment 2

SECTION I - STATEMENT OF GENERAL POLICY

1.01 PURPOSE OF THE PERSONNEL POLICY

The following rules, regulations and other administrative provisions for personnel administration are established:

- A. To promote and increase efficiency and effectiveness of the City of Maize services;
- B. To provide fair and equal opportunity to all qualified persons to enter the City of Maize employment in all occupations on the basis of demonstrated merit and fitness as ascertained through fair and practical methods of selection without regard to age, ancestry, disability, gender, national origin, race, religion, pregnancy, marital status, veterans' status or any other characteristic protected by law;
- C. To develop a program of recruitment, advancement and tenure that will make service to the citizens of Maize an attractive career;
- D. To establish and maintain a uniform plan of Performance Evaluation and compensation based upon the relative duties and responsibilities of each Position in the City of Maize to assure fair and equitable compensation to all Employees;
- E. To establish and promote high morale among the Employees by providing good working relationships, uniform personnel policies and an opportunity for advancement without regard to age, ancestry, color, disability, gender, national origin, race, religion, pregnancy, marital status, veterans' status or any other characteristic protected by law; and
- G. To establish employment and personnel policies. This policy and guidelines do not create contractual employment rights. All City of Maize Employees are considered to be at-will Employees.

1.02 AMENDMENT OF POLICIES

This policy supersedes all existing policies and practices. The Governing Body reserves the right to modify, revoke, suspend, terminate or change any or all plans, policies, or procedures in whole or in part at any time with or without notice.

SECTION II - INTRODUCTION/ADMINISTRATION

2.01 ADMINISTRATION OF THE CITY POLICY

There is hereby created a personnel policy for the City of Maize (hereafter referred to as the "City"). All persons employed by the City except Elected Officials, members of boards and commissions, independent contractors, consultants and Volunteers, are under the jurisdiction of the personnel policy unless clearly stated otherwise.

The personnel policy shall include a classification plan and a pay plan, which shall be established and administered by the City Administrator with the approval of the Governing Body.

The personnel policy set forth herein is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between the City and any of its Employees. Other than the City's adoption of the policy of employment at-will as defined by state law, the provisions of this policy have been developed by the Governing Body and may be amended or canceled at any time.

2.02 ORGANIZATIONAL CHART

The organizational chart is a graphic representation of the structure established for the operation and supervision of all personnel and departments. The line of authority begins with the City Administrator and descends through Department Heads, supervisory personnel and ends with non-supervisory Employees. All communications, concerns, orders, requests and recommendations shall be channeled through the Chain of Command, in both directions, in order to avoid confusion and misunderstanding and to maintain oversight of those matters of importance to the City and City Employees. Please refer to Section XIV to view an Organizational Chart showing the Chain of Command.

- A. The City Administrator is ultimately responsible for all administrative matters of the City. As such, the City Administrator shall oversee the City's personnel policy or may delegate such duties as deemed appropriate. Duties include but are not limited to:

Administer the personnel policy, assist and advise Department Heads and Supervisors in the application of the policy as well as individual department policies and maintain a current knowledge of the laws regarding employment practices so as to revise and implement new policies.

- B. Department Heads are responsible for effective personnel management within their departments. Their duties include but are not limited to:
1. Develop policies uniquely applicable to their departments which are consistent with this policy. Departmental policies shall be reviewed by the City Administrator prior to implementation to ensure compatibility with this policy. A copy of the departmental policy shall be provided to each Employee in the department. Failure to follow departmental policy shall be cause for Disciplinary Action;

2. Approve all personnel actions in their departments;
 3. Delegate authority to Supervisors to administer the department policy;
 4. Communicate performance objectives to Supervisors and assure that these objectives are communicated to individual Employees; and
 5. Provide opportunities for Employees to be involved in planning and evaluating their own work and suggesting ways to improve departmental performance.
- C. Supervisors are responsible to Department Heads for effective administration of this policy. Their duties include, but are not limited to:
1. Strive to improve communication and the sense of teamwork between themselves and the Employees they supervise;
 2. Motivate and lead Employees toward achievement of stated department and City objectives;
 3. Review and evaluate the performance of Employees under their supervision;
 4. Review and evaluate the work of their departments and make changes or recommendations which shall improve their effectiveness; and
 5. Recommend appointments, Disciplinary Actions, Promotions, demotions, transfers and dismissals and changes in wages.

2.03 ADMINISTRATION OF DEPARTMENTAL POLICIES

A Department Head may formulate in writing reasonable policies for the conduct of departmental operations, including safety or operational procedures. All such policies shall be submitted to and approved by the City Administrator, and a current copy shall be kept on file in the office of the City Clerk and shall be available to all City Employees. Nothing in this section shall be construed as granting any Department Head the authority to adopt policies less stringent than, in violation of or in conflict with the personnel policy approved and adopted by the Governing Body.

2.04 DUTIES OF CITY ADMINISTRATOR RELATIVE TO GOVERNING BODY

The City Administrator shall act as the administrative head of the City and in such capacity shall direct the affairs of the City within the limits of the budget, the policies established by the Governing Body and the requirements of the statutes. The City Administrator shall attend all meetings of the Governing Body, shall prepare and submit the annual budget to the Governing Body, shall keep the Governing Body advised as to the financial condition and requirements of the City, and shall make recommendations to the Governing Body on all matters concerning the welfare of the City. The City Administrator shall have no vote in the public meetings of the Governing Body and shall refrain from attempting to establish policy but shall make recommendations to the Governing Body as a whole.

2.05 DEFINITIONS

Anniversary Date - One year from the Employee's Date of Hire, except in the case of Promotion. A Promotion establishes a new Anniversary Date starting from the actual date the Employee begins performing duties in the new job Position.

Chain of Command - The line of supervisory authority and internal communication, beginning with the City Administrator and descending through Department Heads, supervisory personnel and ending with non-supervisory Employees.

Confidential Information - Any information which is not available to the general public and which is obtained by reason of an Employee's Position and shall include but not be limited to discussions held in executive session, Personnel Files, negotiations held with third parties which may be the subject of executive sessions pursuant to Kansas statute and any other information which is not subject to disclosure pursuant to the Kansas Open Meetings Act and the Kansas Open Records Act.

Conflict of Interest - An actual or potential Conflict of Interest occurs when an Employee is in a Position to influence a decision that may result in a personal gain for that Employee or for a relative as a result of the City's business dealings. For the purpose of this policy, a relative is any person who is related by blood, marriage, blended family, or adoption.

Contract Employee - A professional Employee whose job duties are under a written contract. A Contract Employee is ineligible for all City Fringe Benefits except those mandated by law unless approved by the Governing Body as part of the written contract or an addendum to the contract.

Date of Hire - The first day the Employee reports to work.

Dismissal - Termination of employment by action of the employer pursuant to the City's at-will employment policy.

Disciplinary Action - A penalty (up to and including Dismissal from employment) which may be invoked against an Employee who has engaged in misconduct or unsatisfactory work performance.

Elected Official - Any person holding a Position on the City's Governing Body by reason of election or appointment in a manner set forth by law.

Employee - Any person engaged by the City to provide some type of service or labor for compensation.

Employment Classification - The service Positions of the City are hereby divided into two classes:

- A. The exempt class - Positions considered exempt are as defined by the Fair Labor Standards Act and amendments thereto; or
- B. The non-exempt class - Positions considered nonexempt are as defined by the Fair Labor Standards Act and amendments thereto.

Fringe Benefits - A term used to encompass such items as earned leave, holidays, insurance, medical benefits, retirement and other benefits received by an Employee in addition to compensation.

Full-Time Employee - An Employee scheduled to work the City's full-time work schedule. Generally, the Employee is eligible for all City Fringe Benefits, subject to the terms, conditions and limitations of each fringe benefit.

Grievance - A complaint filed by an Employee regarding working conditions for which the Employee seeks resolution through an established procedural process.

Leave of Absence - Permission granted to be absent from employment with the right of reinstatement without loss of seniority.

Part-Time Employee - An Employee not assigned to a temporary or probationary status and scheduled to work less than 40 hours per week; a police patrol officer scheduled to work less than 86 hours per 14-day work period. A Part-Time Employee is ineligible for all City Fringe Benefits except those mandated by law.

Performance Evaluation - A systematic process of observing, assessing and carefully judging an Employee's job performance.

Personnel File - The official file of each Employee maintained by the City Clerk. All records, reports and other pertinent material entered into such files are and shall remain the property of the City.

Position - A specific job consisting of all duties and responsibilities assigned or delegated by the Supervisor and requiring the full-time or part-time employment of one person.

Position Classification - Positions are grouped into classifications based on their duties and responsibilities. Compensation ranges are assigned to each class based on Position Descriptions and market value for the Position.

Position Description - A written document listing the duties, responsibilities and requirements of a specific position.

Probationary Employee - An Employee whose job performance is being evaluated to determine if employment with the City is appropriate. An Employee who satisfactorily completes the Probationary Period shall be notified of the new Employment Classification.

Probationary Period - Each offer of employment shall be provisional on the satisfactory completion of a six-month Probationary Period. Either the City or the Employee may end employment at any time during the Probationary Period with or without cause or advance notice.

Promotion - Advancement from one Position to another that has a higher rate of pay or title within the City.

Reclassification - Reassignment of an existing Position from one Position Classification to another, irrespective of whether the classes are in the same promotional line. Incumbents must demonstrate ability to perform in the reclassified Position, either by successful performance for a period of time, by a careful screening by supervisory personnel or by passing an appropriate examination.

Suspension - Placing an Employee in a non-duty status with or without pay.

Temporary or Seasonal Employee - An Employee hired as an interim replacement, to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary Employees retain that status unless and until notified of a change. The temporary Employee is ineligible for all City Fringe Benefits except those mandated by law.

Volunteer - Any person holding a non-paid Position in the service of the City. When acting as a Volunteer, an individual is not an Employee.

SECTION III - EMPLOYMENT

3.01 AT-WILL EMPLOYMENT

Employment with the City is voluntarily entered into and the Employee is free to resign at any time with or without notice or cause. Similarly, the City may terminate employment at-will at any time with or without notice or cause, so long as there is no violation of applicable federal or state law.

The City believes that the work conditions, wages, and Fringe Benefits it offers to its Employees are competitive. If Employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Supervisors as set forth in the organizational chart.

Employees who have any questions regarding this Personnel Policy Manual should ask their Supervisor, Department Head or the City Administrator for clarification.

3.02 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City shall be based on merit, qualifications and abilities. The City does not discriminate in employment opportunities or practices on the basis of age, disability, gender, national origin, race, religion, pregnancy, marital status, veterans' status or any other characteristic protected by law.

The City shall make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, Dismissal and access to Fringe Benefits and training.

Any Employee with questions or concerns about any type of discrimination in the workplace is encouraged and required to bring these issues to the attention of their immediate Supervisor, Department Head or the City Administrator. Employees can raise concerns and make reports without fear of reprisal.

3.03 FAIR LABOR STANDARDS ACT

All Employees shall be paid in compliance with the Fair Labor Standards Act (FLSA) with respect to minimum wage, overtime and salary deduction requirements. In general the FLSA requires that Employees be paid at least the federal minimum wage for all hours worked and overtime pay at one and one-half times the regular rate of pay for all hours worked over 40 hours in a workweek, unless the Employee is exempt from the minimum wage and overtime requirements or special rules apply to the Position. The FLSA and its implementing regulations provide exemptions for Employees employed as *bona fide* executive, administrative, professional, outside sales and certain computer Employees.

Job titles do not determine exempt status. In order for an exemption to apply, an Employee's specific job duties and salary must meet all the requirements of the U.S. Department of Labor's regulations.

To qualify for exemption, Employees generally must meet certain tests regarding their job duties and be paid not less than \$913 per week (\$47,476 annually) on a salary basis. Being paid on a "salary basis" means an Employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced due to variations in the quality or the quantity of the Employee's work.

Subject to exceptions listed below, an exempt Employee must receive the full salary for any workweek in which the Employee performs any work regardless of the number of days or hours worked. The FLSA does not require that exempt Employees be paid for any workweek in which they perform no work. If an exempt Employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt Employee's pay are permissible in the following circumstances:

- A. The Employee is absent from work for one or more full days for personal reasons other than sickness or disability, which are not covered by a *bona fide* plan, policy or practice providing paid leave for the absence.
- B. The Employee is absent due to sickness or disability, if the deduction is made in accordance with a *bona fide* plan, policy or practice of providing compensation for salary lost due to illness.
- C. The Employee's salary may be reduced to offset amounts received for jury or witness fees or for military pay.
- D. The Employee has received an unpaid disciplinary Suspension of one or more full days which was imposed in good faith for workplace conduct rule infractions.

In addition, partial day or full day deductions may be made in the following circumstances:

- A. The Employee is not entitled to a full week's salary in the initial or terminal week of employment.
- B. The Employee has been penalized, in good faith, for an infraction of safety rules of major significance.
- C. The Employee has taken unpaid leave under the Family and Medical Leave Act for part or all of the workweek.

It is the policy of the City to comply with salary basis requirements of the FLSA. All Supervisors and Department Heads are prohibited from making any improper deductions from

the salaries of exempt Employees. The City does not allow deductions that violate the FLSA or state law.

If an Employee believes an improper deduction has been made to the Employee's salary, the Employee should report this information to the City Clerk. Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the Employee shall be promptly reimbursed for any improper deduction made.

3.04 AMERICANS WITH DISABILITIES ACT

The City will comply with the Americans with Disabilities Act (ADA).

In this regard, the City will provide accommodations for qualified persons with disabilities who are Employees or who are applicants for employment and who are unable to perform the essential functions of their jobs without accommodations, unless the providing of the accommodations would cause an undue hardship to the City.

If an Employee becomes disabled and needs reasonable accommodations, the Employee shall notify their Supervisor who will work along with the City Administrator or the City Administrator's designee and the Employee to determine if a reasonable accommodation can be made.

3.05 PRE-EMPLOYMENT REQUIREMENTS

All new applicants for any Position with the City shall meet the qualifications established for that Position and complete a job application form with all pertinent information. The City shall make reasonable accommodations for Employees who have a disability. Any Employee who desires accommodations has the responsibility to inform the City of specific needs.

The offer of employment and assignment to duties is contingent upon satisfactory completion of a medical exam, drug test, background check and other testing as required for the Position. An offer of employment is made at the discretion of a Department Head with approval of the City Administrator.

- A. The City Administrator shall be responsible for listing Position vacancies or informing all City Employees of an internal vacancy. The City Administrator or Governing Body may advertise the vacancy externally.
- B. All new applicants authorize the City to contact previous employers, credit bureaus, friends, relatives or others who may provide information about the applicant's work record and character upon completion of the Employment Application.
- C. A medical examination shall be performed at the City's expense by a professional of the City's choice. A current Employee transferring to a Position requiring qualifications substantially different from the current Position may also be required to take a medical exam.

D. Applicants who have received an offer of employment shall be required to successfully complete a drug or alcohol test that shall be administered in full compliance with federal and state law and the City's Substance Abuse Policy as contained in this policy manual.

3.06 NEPOTISM

In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a department where the Supervisor, Department Head or City Administrator, if applicable, is an immediate family member. "Immediate family" is defined to include only an Employee's parents, stepparents, spouse, children, stepchildren, sister or brother, grandparents, grandchildren, mother or father-in-law, or brothers- or sisters-in-law.

Where such situations exist through Promotion, transfer or marriage, action shall be taken to insure an effective working environment through transfer or Dismissal from employment of one of the Employees within a two-month period after the relationship is determined or established.

3.07 VETERANS PREFERENCE

In recognition of the services provided and as required by law, any person honorably discharged from the United States Military Service shall be preferred for employment by the City over other applicants, provided that all qualifications are equal.

3.08 LOYALTY OATH

Before entering into the duties of elected office, appointed office or employment, all public officers and Employees must subscribe in writing to an oath in the form as set forth in K.S.A. 54-106. No Employee shall perform services for the City until such oath is executed and filed with the City Clerk.

3.09 RESIDENCY REQUIREMENTS

The Governing Body may require, by agreement when hiring an Employee that the Employee relocate within the City. Other City Employees must live within 30 minutes lawful driving time of the corporate limits of Maize, Kansas. If the Governing Body has required residency at the time of hiring, Employees not owning their homes shall comply with this residency requirement within 60 days after their employment. Employees owning their homes shall comply with this residency requirement within six months of their employment date.

3.10 CITIZENSHIP VERIFICATION/IMMIGRATION LAW COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986, each new Employee, as a condition of employment, must complete the Form I-9 and present appropriate documentation establishing identity and employment eligibility. Former Employees who are

rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

3.11 ORIENTATION

New Employees shall receive information concerning the Position Description, City policies and regulations, compensation and Fringe Benefits and other information as necessary. Each Employee shall be asked to complete all necessary paperwork, including medical benefit plan enrollment forms, beneficiary designation forms and appropriate federal, state, and local tax forms.

3.12 PROBATIONARY PERIOD

Each new Employee, following initial employment, shall satisfactorily complete a six-month probationary training period in order to achieve full-time or part-time employment status. Any Probationary Employee may be terminated at any time during the Probationary Period with or without cause and the Employee shall not have the right to grieve such a termination.

Employees promoted to a Position with higher pay shall satisfactorily complete a six-month Probationary Period. Any Employee who fails to satisfactorily complete such Probationary Period shall be returned to the pay and Position they held immediately prior to the Promotion or to a Position with equal pay and responsibility, if available.

3.13 PERSONNEL RECORDS

- A. Each Employee shall have an official Personnel File maintained by the City Clerk containing information completed at the time of employment and any other records provided by Supervisors and Department Heads. These files contain documentation concerning certain aspects of each Employee's tenure with the City, such as employment applications, resumes, drug screens, Performance Evaluations, beneficiary designation forms, disciplinary warning notices, letters of recommendation and all other records directed to be made and maintained under these policies and guidelines under applicable laws.
- B. Each Employee shall be responsible for assuring that the personal information in the Personnel File is correct. Employees should promptly notify the City Clerk of any change in personal data such as change of name, address, telephone number, family status (marriage, divorce, birth, death) or beneficiary. Fringe Benefits for both the Employee and the Employee's dependents may be affected or lost if notifications of changes are not made immediately upon occurrence. The City is not responsible for loss of Fringe Benefits that may arise when information changes have not been provided in a timely manner.
- C. Each Employee shall have the right to review their official Personnel File during regular office hours. The City Clerk shall be present.

- D. The City Clerk shall keep relevant compensation information for all persons employed by the City, including their pay rate, time worked and accrued earned leave. An Employee's compensation records shall be available during regular office hours for inspection by that Employee.
- E. The City shall maintain medical information confidentiality regarding applicants, Employees and former Employees. All medical information shall be maintained separately from the Personnel File. The City will only use and disclose medical information as required or permitted by law. All uses and disclosures of the Employee's medical information will be of the minimum necessary to accomplish the intended purpose of the use or disclosure.

3.14 EMPLOYMENT VERIFICATION

When the City or any Employee of the City is solicited for information concerning current or former Employees from other employers with whom such current or former Employee has sought employment, the following policy on employment references shall be followed:

- A. The City Administrator will respond to such requests;
- B. For telephone inquiries the City shall provide only the Employee's dates of employment, pay level, Position Description and duties, and wage history. Anyone providing such information shall obtain and record the name of the company and caller requesting the information;
- C. If additional information is desired, the caller must send a letter outlining the information needed about the applicant and include written permission from the applicant to release the information requested; and
- D. Written responses to requests for information shall be reviewed and approved by the City Administrator prior to being submitted to the prospective employer.

3.15 TERMINATION OF EMPLOYMENT

Whenever an Employee resigns, is terminated, is laid off or in any way discontinues a relationship with the City, the Employee shall surrender to their Supervisor, Department Head or the City Administrator all property that has been issued by the City to said Employee. This may include such items as City-owned vehicles, keys, clothing, tools, etc.

- A. An Employee may submit a resignation at any time. Although advance notice is not required, at least two weeks written notice from an Employee would be appreciated.
- B. Dismissal is termination of employment by action of the employer pursuant to the City's at-will employment policy and at the discretion of a Department Head subject to the approval of the City Administrator.

- C. Retirement is giving up one's employment Position with the City at a time when benefits such as KPERs become available.
- D. Prior to an Employee's departure, an exit interview may be scheduled to discuss the reasons for the voluntary or involuntary termination of employment and the effect on Fringe Benefits.
- E. Employees shall be paid their accumulated earned leave upon resignation.

3.16 HIRING

The City Administrator, the City Attorney, and the Municipal Judge shall be hired by the Governing Body. Department Heads including the Deputy City Administrator, Chief of Police, Director of Public Works and the City Clerk shall be hired by the City Administrator with approval of the Governing Body. The City Administrator is responsible for hiring all other City Employees. Department Heads may hire department Employees with the approval of the City Administrator.

3.17 DISMISSALS

The City Administrator is authorized to dismiss City Employees from City service without cause. Department Heads may dismiss department Employees with the approval of the City Administrator. All officers and Employees of the City are at-will Employees.

3.18 NOTIFICATION

The City Administrator shall notify the Governing Body of all hirings and Dismissals when such action occurs.

SECTION IV - REQUIRED WORK HOURS, RECORD KEEPING AND APPEARANCE AT WORK

4.01 WORK HOURS

The applicable Department Head or the City Administrator shall set work hours for all Employees.

- A. Full-Time Employees - The normal work week for Full-Time Employees, which includes all Employees other than police officers, shall be 40 hours, consisting of five eight-hour days.
- B. Police officers - The normal work period for full-time police officers shall average 86 hours per 14 days.
- C. Normal Work Hours - No Employee shall be permitted to work in excess of their scheduled work week or work period except when directed by the Employee's Department Head or the City Administrator.

4.02 REST BREAKS

Employees are entitled to a rest break of 15 minutes for each four hours of work. The time of the rest break, usually mid-morning or mid-afternoon, shall be scheduled by a Supervisor, Department Head or the City Administrator. Time for rest breaks is not cumulative and may not be used to extend lunch periods.

4.03 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the City expects Employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other Employees and on the City. In the rare instances when Employees cannot avoid being late to work or are unable to work as scheduled, they should notify a Supervisor, Department Head or the City Administrator as soon as possible.

4.04 PAY PERIODS AND RECORD (TIME) KEEPING

All personnel are paid on a bi-weekly basis, and shall accurately certify the hours they work on a time sheet. Time sheets are to be submitted to the City Clerk by an Employee, a Supervisor or a Department Head.

Employees who are laid off, dismissed, resign, retire or are otherwise terminated from their employment with the City shall receive their final paycheck on the regularly scheduled payday for the pay period in which their employment was terminated.

Each payroll period shall reflect earned leave for that specific pay period as well as cumulative year-to-date totals. After verification of hours worked with a Supervisor or a Department Head,

questions concerning an Employee's pay stub, deductions, etc. should be addressed to the City Clerk.

4.05 PERSONAL APPEARANCE OF EMPLOYEES

It is the policy of the City that each Employee's dress, grooming and personal hygiene be appropriate to the work situation. Employees at all levels and Positions are representatives of the City and their dress, grooming and personal hygiene affect both the public's impression of the City and internal morale. As such, radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Certain Employees within the Public Works and Police Departments may be required to meet special dress standards, such as wearing uniforms. The City may allow a clothing allowance for uniforms required of City Employees which may be deemed a taxable benefit.

Any Employee who does not meet the standards of this policy shall be required to take corrective action which may include leaving the premises. Non-exempt Employees (those Employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) shall not be compensated for any work time missed due to failure to comply with this policy.

The City expects Employees:

- A. to present or create a professional or identifiable appearance for customers, suppliers and the public avoiding distractions caused by outrageous, provocative or inappropriate dress. Employees should not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, baseball hats and similar items of casual attire that do not present a businesslike appearance;
- B. to promote a positive working environment by practicing regular hygiene, washing hands after using the restroom and avoiding overuse of perfumes or other artificial odorants;
- C. to keep hair clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. All sideburns, moustaches and beards shall be neatly trimmed; and
- D. to insure that tattoos and body piercings (other than earrings) are not visible.

SECTION V - CLASSIFICATION, COMPENSATION/PAY PLAN, AND EMPLOYEE EVALUATION

5.01 EMPLOYMENT CLASSIFICATIONS

It is the intent of the City to clarify Employment Classifications so that Employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate employment is at-will by both the Employee and the City.

The Positions of the City are divided into two classes:

- A. Exempt Class - Positions considered exempt are as defined by the Fair Labor Standards Act and amendments thereto.
- B. Non-exempt Class - Positions considered nonexempt are as defined by the Fair Labor Standards Act and amendments thereto.

5.02 PAY PLAN

In the City's pay plan, Employee Positions are grouped by salary status (i.e. full-time salary, full-time hourly, part-time hourly). The pay plan steps are assigned to each Position based on Position Descriptions and fair market value.

Each Position Description shall have a list of responsibilities and skills needed to qualify for employment along with education and experience qualifications. Position Descriptions shall be reviewed every three years or when a Position needs to be filled by a new hire or internally. Position Descriptions shall be updated to:

- A. maintain an equitable salary structure;
- B. identify changes that may impact the Position;
- C. clarify Position responsibilities for carrying out assigned tasks within the Department; and
- D. define the interrelationship of Department Positions.

The City Administrator shall make comparative studies of the pay plan for each Position in a Department every three years and shall submit recommendations for changes in the pay plan to the Governing Body. The Governing Body may or may not approve recommended changes during the budget process.

For each Position, an entry-level minimum pay step and maximum-level pay step will be established and adopted by the Governing Body. The entry-level base is generally intended for newly hired or promoted Employees meeting the requirements of a Position. Advancement within the salary range is based on a satisfactory Employee evaluation.

5.03 NEW EMPLOYEES

The entry-level rate of pay for a Position may be paid from the Date of Hire, unless a Department Head petitions the City Administrator for permission to start an Employee at a higher rate of pay based on a written evaluation of skills, education and experience. The City Administrator may approve such requests when a prospective Employee possesses exceptional qualifications.

5.04 DETERMINATION OF RATE OF PAY

- A. All Employees shall be paid at an hourly or bi-weekly rate equivalent to the rate for the Position Classification in which they are employed.
- B. All hourly Employees shall be paid bi-weekly an amount equivalent to the pay assigned their Positions, with earnings determined by the actual time worked.
- C. In some situations, Employees may choose to apply for a Position that would be a lateral transfer or demotion in order to pursue a different career path or enhance career potential. The best interests of the City and the Employee are considered when reviewing these requests. A demotion may include a reduction in pay.

5.05 GENERAL COMPENSATION BASE PAY INCREASE

- A. A newly hired or promoted Employee's entry-level pay may be increased at the successful completion of the Employee's six-month Probationary Period and at the completion of 12 months from the Date of Hire or Promotion.
- B. Police patrol officers without certification may receive a pay increase upon successful completion of Kansas Law Enforcement Training and at the completion of 12 months from the Date of Hire
- C. An Employee's rate of pay may be increased:
 - 1. annually, if granted by the Governing Body during the budget process, which shall become effective January 1 of the adopted budget year; and/or
 - 2. at the time of receiving a satisfactory Employee evaluation.

The Employee's rate of pay cannot exceed the maximum pay step of the pay plan.

All Employees shall be eligible to receive annual evaluation step increase, unless instructed otherwise by the Governing Body during the budget process.

- D. A pay increase may be recommended, upon approval of the City Administrator, in recognition of continuing education including, but not limited to:
 - 1. certification in specific areas of classification Position of employment;
 - 2. technical training in specific areas of classification Position of employment; or

3. formal education:
 - i. Bachelor's Degree in classification Position of employment;
 - ii. Master's Degree in classification Position of employment;
 - iii. Continuing education or in-house training in classification position of employment.

E. The Mayor shall be notified in writing regarding all pay step increases.

5.06 PROMOTION

It is the City's policy to give current Employees first consideration as applicants for promotional opportunities. When an Employee receives a Promotion that Employee may receive an increase in base pay.

5.07 THIS SECTION LEFT BLANK AT THIS TIME

5.08 CITY SERVICE RECOGNITION PAY

The purpose of recognition pay is to facilitate a program that makes City service an attractive career. Full-Time Employees who have been continuously employed for 5 years shall receive recognition pay on the Employee's fifth year Anniversary Date at the rate of \$50 per year of employment and in five-year increments thereafter. Example: Upon completion of five years @ \$50 = \$250; upon completion of 10 years @ \$50 = \$500, etc. The recognition pay does not increase base rate of pay.

5.09 PERFORMANCE EVALUATION SYSTEM

Annual written Performance Evaluations shall be conducted for all full-time Employees and Part-Time Employees by a Supervisor, Department Head or the City Administrator. All written evaluations shall be based on the Employee's overall performance in relation to job responsibilities, attendance, and tardiness.

Scheduled Performance Evaluations shall rate an Employee's performance for an entire year in an employment Position based on the Anniversary Date. An evaluation may occur more frequently than on an annual basis at the discretion of a Supervisor, Department Head or the City Administrator.

It is important that Employees understand the information, goals, and outcomes of the evaluation process. Employees who are uncertain about the information, goals or outcomes of an appraisal may request an additional meeting with their evaluator or request the City Administrator to act as a third party mediator for the Employee and evaluator.

5.10 PERFORMANCE CATEGORIES

The following are definitions of the performance categories:

Probationary - An Employee placed in this category is a newly hired Employee in the six-month Probationary Period beginning on the Date of Hire or a promoted Employee in the six-month Probationary Period beginning on the date of Promotion.

Satisfactory Performance - An Employee placed in this category demonstrates acceptable performance and meets or exceeds the duties and standards established for the Position.

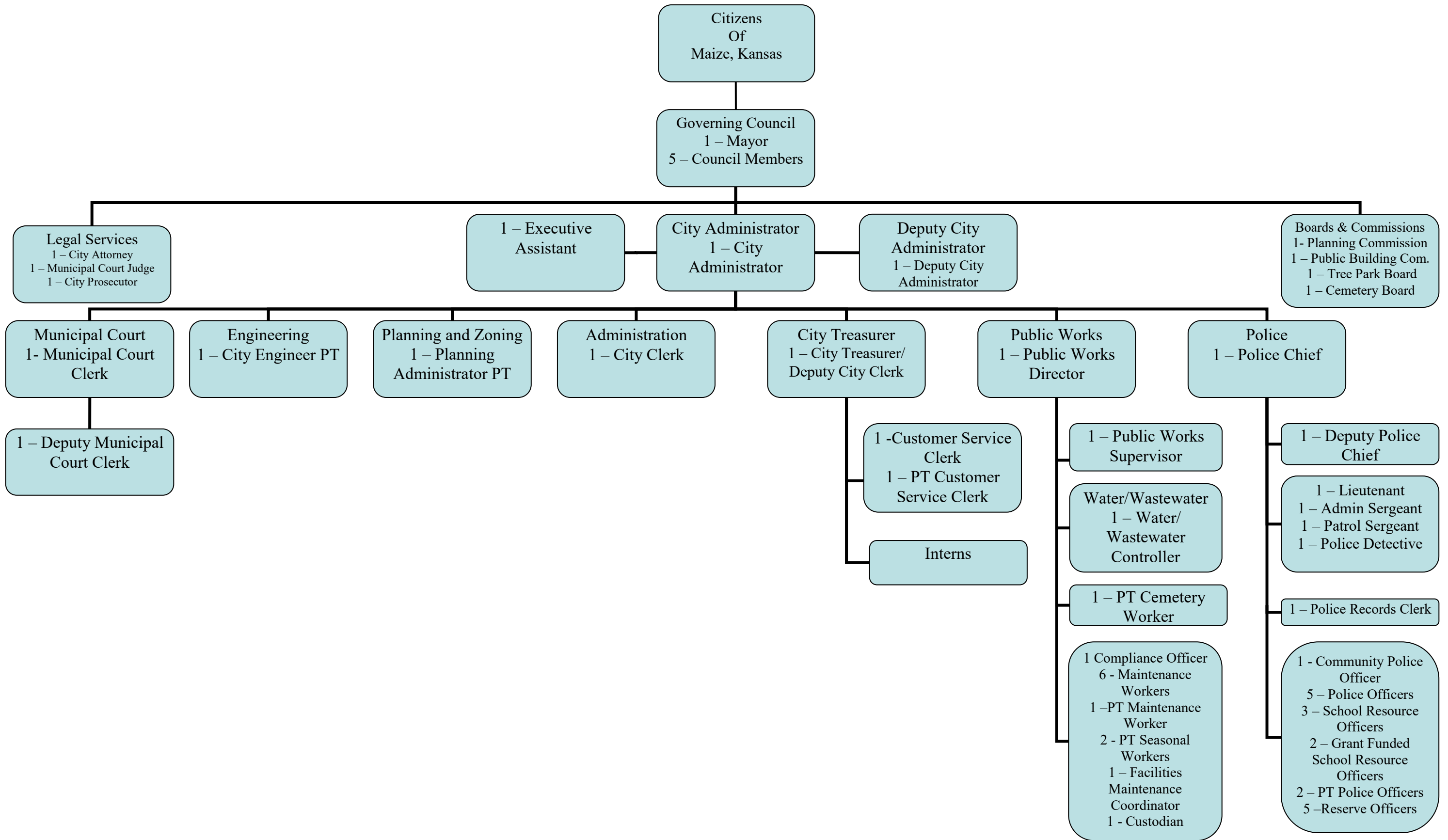
An Employee who consistently surpasses the duties and standards established for the Position in the areas of quality of work, planning, and organizing, and exhibits leadership abilities.

An Employee's performance is exceptional and superior in all areas.

Unsatisfactory Performance - An Employee placed in this category is not performing up to the standards established for the Position. An Employee receiving an unsatisfactory Performance Evaluation upon the Employee's annual Anniversary Date is ineligible for step pay until the next evaluation.

Performance Evaluation Form - See Section XVI.

Attachment 3



DRAFT September 25, 2018

Effective January 1, 2019

POSITION	Percent Between Steps: 2.30%														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ADMINISTRATION															
Deputy City Administrator*	59,259	60,654	62,082	63,544	65,040	66,571	68,138	69,742	71,346	72,987	74,666	76,383	78,140	79,937	81,776
City Clerk *	47,507	48,625	49,770	50,942	52,141	53,368	54,624	55,910	57,196	58,512	59,858	61,235	62,643	64,084	65,558
City Treasurer/Deputy City Clerk *	46,414	47,507	48,625	49,770	50,942	52,141	53,368	54,624	55,880	57,165	58,480	59,825	61,201	62,609	64,049
Executive Assistant	20.81	21.30	21.80	22.31	22.84	23.38	23.93	24.49	25.05	25.63	26.22	26.82	27.44	28.07	28.72
Municipal Court Clerk	14.77	15.12	15.48	15.84	16.21	16.59	16.98	17.38	17.78	18.19	18.61	19.04	19.48	19.93	20.39
Deputy Municipal Court Clerk	14.77	15.12	15.48	15.84	16.21	16.59	16.98	17.38	17.78	18.19	18.61	19.04	19.48	19.93	20.39
Customer Service Clerk	12.55	12.85	13.15	13.46	13.78	14.10	14.43	14.77	15.11	15.46	15.82	16.18	16.55	16.93	17.32
Customer Service Clerk (PT)	12.55	12.85	13.15	13.46	13.78	14.10	14.43	14.77	15.11	15.46	15.82	16.18	16.55	16.93	17.32
City Engineer (PT)	34.87	35.69	36.53	37.39	38.27	39.17	40.09	41.03	41.97	42.94	43.93	44.94	45.97	47.03	48.11
Planning & Zoning Administrator (PT)	30.71	31.43	32.17	32.93	33.71	34.50	35.31	36.14	36.97	37.82	38.69	39.58	40.49	41.42	42.37
Intern (PT)	8.48	8.68	8.88	9.09	9.30	9.52	9.74	9.97	10.20	10.43	10.67	10.92	11.17	11.43	11.69

PUBLIC WORKS

Public Works Director *	65,217	66,752	68,323	69,931	71,577	73,262	74,987	76,752	78,517	80,323	82,170	84,060	85,993	87,971	89,994
Public Works Supervisor	23.67	24.23	24.80	25.38	25.98	26.59	27.22	27.86	28.50	29.16	29.83	30.52	31.22	31.94	32.67
Water & Wastewater Controller	19.58	20.04	20.51	20.99	21.48	21.99	22.51	23.04	23.57	24.11	24.66	25.23	25.81	26.40	27.01
Compliance Officer	18.39	18.82	19.26	19.71	20.17	20.64	21.13	21.63	22.13	22.64	23.16	23.69	24.23	24.79	25.36
Maintenance Worker I	11.88	12.16	12.45	12.74	13.04	13.35	13.66	13.98	14.30	14.63	14.97	15.31	15.66	16.02	16.39
Maintenance Worker II	14.08	14.41	14.75	15.10	15.46	15.82	16.19	16.57	16.95	17.34	17.74	18.15	18.57	19.00	19.44
Maintenance Worker III	15.89	16.26	16.64	17.03	17.43	17.84	18.26	18.69	19.12	19.56	20.01	20.47	20.94	21.42	21.91
Facilities Maintenance Coordinator	15.89	16.26	16.64	17.03	17.43	17.84	18.26	18.69	19.12	19.56	20.01	20.47	20.94	21.42	21.91
Custodian	10.84	11.10	11.36	11.63	11.90	12.18	12.47	12.76	13.05	13.35	13.66	13.97	14.29	14.62	14.96
Seasonal Maintenance Worker **	8.48	8.68	8.88	9.09	9.30	9.52	9.74	9.97	10.20	10.43	10.67	10.92	11.17	11.43	11.69
Maintenance Worker (PT)	11.88	12.16	12.45	12.74	13.04	13.35	13.66	13.98	14.30	14.63	14.97	15.31	15.66	16.02	16.39

POLICE

Police Chief *	67,993	69,594	71,232	72,909	74,626	76,382	78,181	80,021	81,861	83,744	85,670	87,640	89,656	91,718	93,828
Deputy Police Chief *	59,259	60,654	62,082	63,544	65,040	66,571	68,138	69,742	71,346	72,987	74,666	76,383	78,140	79,937	81,776
Police Lieutenant	23.53	24.07	24.62	25.18	25.75	26.34	26.94	27.55	28.18	28.82	29.48	30.15	30.84	31.54	32.26
Police Administrative Sergeant	22.44	22.97	23.51	24.06	24.63	25.21	25.80	26.41	27.02	27.64	28.28	28.93	29.60	30.28	30.98
Police Patrol Sergeant	22.44	22.97	23.51	24.06	24.63	25.21	25.80	26.41	27.02	27.64	28.28	28.93	29.60	30.28	30.98
Detective	21.54	22.05	22.57	23.10	23.64	24.20	24.77	25.35	25.93	26.53	27.14	27.76	28.40	29.05	29.72
Community Police Officer	18.34	18.77	19.21	19.66	20.12	20.59	21.07	21.57	22.07	22.58	23.10	23.63	24.17	24.73	25.30
School Resource Officer	18.74	19.18	19.63	20.09	20.56	21.04	21.54	22.05	22.56	23.08	23.61	24.15	24.71	25.28	25.86
Recruit Patrol Officer	18.00	18.10	Move to	Patrol Officer	at 12 mo. ***										
Patrol Officer I	18.31	18.74	19.18	19.63	20.09	20.56	21.04	21.54	22.04	22.55	23.07	23.60	24.14	24.70	25.27
Patrol Officer II	19.13	19.58	20.04	20.51	20.99	21.48	21.99	22.51	23.03	23.56	24.10	24.65	25.22	25.80	26.39
Master Patrol Officer	19.52	19.96	20.41	20.87	21.35	21.84	22.34	22.85	23.38	23.92	24.47	25.03	25.61	26.20	26.80
Police Records Clerk	14.03	14.36	14.70	15.05	15.40	15.76	16.13	16.51	16.89	17.28	17.68	18.09	18.51	18.94	19.38
Patrol Officer (PT)	18.31	18.74	19.18	19.63	20.09	20.56	21.04	21.54	22.04	22.55	23.07	23.60	24.14	24.70	25.27

GOVERNING BODY COMPENSATION

POSITION	Per Month	Per Meeting
Mayor	500.00	100.00
Council Members	300.00	50.00

Comments
 (PT) Indicates a part-time position
 A \$0.35/hour shift differential pay is added for 2nd and 3rd shift Patrol Officers Only
 * Salaried Positions
 ** Seasonal workers and Interns do not qualify for step increases.
 *** 2.3% Step does not apply

SECTION XVII - POSITION DESCRIPTIONS

POSITION DESCRIPTIONS

- A. Administration**
Deputy City Administrator
City Clerk
City Treasurer / Deputy City Clerk
Executive Assistant
Municipal Court Clerk
Deputy Municipal Court Clerk
Customer Service Clerk
Customer Service Clerk (Part-Time)
City Engineer (Part-Time)
Planning / Zoning Administrator (Part-Time)
Intern (Part-Time)
- B. Public Works Department**
Public Works Director
Public Works Supervisor
Water / Wastewater Controller
Compliance Officer
Maintenance Worker I
Maintenance Worker II
Maintenance Worker III
Facility Maintenance Coordinator
Custodian
Maintenance Worker (Seasonal)
Maintenance Worker (Part-Time)
Cemetery Worker (Part-Time)
- C. Police Department**
Chief of Police
Deputy Police Chief
Police Lieutenant
Police Administrative Sergeant
Police Patrol Sergeant
Police Detective
Community Police Officer
School Resource Officer
Recruit Officer
Police Officer I
Police Officer II
Master Patrol Officer
Police Records Clerk
Patrol Officer (Part-Time)



Deputy Police Chief Position Description

Status: Exempt, Full-Time Position

Supervisor Title: Chief of Police

Department: Police

Responsibilities:

- Responsible for planning, organizing and directing Police Department operations in the absence of the Chief of Police
- Responsible for enforcement and compliance of federal, state, local laws and city ordinances
- Responsible for budgetary control and procurement
- Responsible for evaluating efficiency and effectiveness of Police Department operations
- Perform employee's performance evaluation
- Assist with supervision and training of Police Department employees
- Assist with disseminating and compliance of Department Policies and Procedures
- Testify in court when deemed necessary
- Promote the good will of the City
- Perform other tasks as assigned
- Possess and maintain a valid Kansas Driver's License

Skills:

- Advanced knowledge of municipal police administration and operations
- Advanced knowledge of current principals, practices and techniques of law enforcement, crime prevention, criminal law and policing limitations
- Ability to maintain the confidentiality of highly sensitive information
- Ability to identify and resolve issues by directing personnel
- Ability to communicate effectively; both orally and in writings
- Ability to evaluate written and oral reports and make recommendations
- Ability to deal firmly, but courteously with the public
- Working knowledge of Microsoft Office and other computer software
- Ability to be punctual and in regular attendance

Education:

- Minimum 60 hours of Criminal Justice or related field of study
- Kansas Law Enforcement Academy Certification
- Kansas Police Administrators School graduate (KPAS)

Experience:

- Minimum ten (10) years progressive experience as a commissioned Police Officer
- Minimum five (5) years in management and supervisory experience



Master Patrol Officer Position Description

Status: Non-Exempt, Full-Time Position

Supervisor Title: Police Patrol Sergeant

Department: Police

Responsibilities:

- Responsible for the enforcement of federal, state, local laws and City ordinances
- Protects the life and property of the citizens of Maize
- Makes arrests, issues traffic citations and performs traffic control duties
- Follows department policies and procedures
- Interviews witness, suspects, victims and prepares reports and files
- Respond to citizen's calls and assists emergency crews as needed
- Services warrants, subpoenas and other legal documents
- Testify in court when deemed necessary
- Assists other law enforcement agencies
- Maintains department/city owned equipment
- Promote the good will of the City
- Perform other tasks as assigned
- Possess and maintain a valid Kansas Driver's License

Skills:

- In-depth knowledge of current methods used in law enforcement
- Ability to work independently and with very little supervision
- Ability to analyze situations quickly and effectively to determine a course of action
- Ability to function as field supervisor when necessary
- In depth knowledge of geography of the city and surrounding areas
- Ability to remember names, faces and details of incidents
- Ability to understand and follow written and oral instructions
- Ability to communicate effectively and clearly, both orally and in writing
- Ability to deal firmly, but courteously with the public
- Ability to perform first aid
- Ability to work irregular hours
- Skill in use of firearms
- Ability to be punctual and in regular attendance

Education:

- High school graduate or GED, technical degree or some college credit is preferred
- Kansas Law Enforcement Academy Certification

Experience:

- Ten (10) years law enforcement experience with the City of Maize
- Minimum 3.5% or higher performance ratings last three annual performance evaluations
- Certifications in SFST, Intoxolizer and advanced accident reporting
- Advanced knowledge of current Records Management System and state reporting systems
- Promotion testing required



Patrol Officer I Position Description

Status: Non-Exempt, Full-Time Position

Supervisor Title: Police Patrol Sergeant

Department: Police

Responsibilities:

- Responsible for the enforcement of federal, state, local laws and City ordinances
- Protects the life and property of the citizens of Maize
- Makes arrests, issues traffic citations and performs traffic control duties
- Follows department policies and procedures
- Interviews witness, suspects, victims and prepares reports and files
- Respond to citizen's calls and assists emergency crews as needed
- Services warrants, subpoenas and other legal documents
- Testify in court when deemed necessary
- Assists other law enforcement agencies
- Maintains department/city owned equipment
- Promote the good will of the City
- Perform all tasks as assigned under direct supervision
- Possess and maintain a valid Kansas Driver's License

Skills:

- Working knowledge of current methods used in law enforcement
- Ability to analyze situations quickly and effectively to determine a course of action
- Working knowledge of geography of the city and surrounding areas
- Ability to remember names, faces and details of incidents
- Ability to understand and follow written and oral instructions
- Ability to communicate effectively and clearly, both orally and in writing
- Ability to deal firmly, but courteously with the public
- Ability to perform first aid
- Ability to work irregular hours
- Skill in use of firearms
- Ability to be punctual and in regular attendance

Education:

- High school graduate or GED
- Kansas Law Enforcement Training Center Certification or eligible for (KLETC) training

Experience:

- Minimum one (1) year as a certified Officer
- Completion of KLETC full-time academy or states recognized training with KLETC reciprocity



Patrol Officer II Position Description

Status: Non-Exempt, Full-Time Position

Supervisor Title: Police Patrol Sergeant

Department: Police

Responsibilities:

- Responsible for the enforcement of federal, state, local laws and City ordinances
- Protects the life and property of the citizens of Maize
- Makes arrests, issues traffic citations and performs traffic control duties
- Follows department policies and procedures
- Interviews witness, suspects, victims and prepares reports and files
- Respond to citizen's calls and assists emergency crews as needed
- Services warrants, subpoenas and other legal documents
- Testify in court when deemed necessary
- Assists other law enforcement agencies
- Maintains department/city owned equipment
- Promote the good will of the City
- Perform all tasks as assigned under direct supervision
- Possess and maintain a valid Kansas Driver's License

Skills:

- Working knowledge of current methods used in law enforcement
- Ability to analyze situations quickly and effectively to determine a course of action
- Working knowledge of geography of the city and surrounding areas
- Ability to remember names, faces and details of incidents
- Ability to understand and follow written and oral instructions
- Ability to communicate effectively and clearly, both orally and in writing
- Ability to deal firmly, but courteously with the public
- Ability to perform first aid
- Ability to work irregular hours
- Skill in use of firearms
- Ability to be punctual and in regular attendance

Education:

- High school graduate or GED, technical degree or some college credit is preferred
- Kansas Law Enforcement Academy Certification

Experience:

- Five years law enforcement experience with the City of Maize
- Minimum 3.5% or higher performance ratings last three annual performance evaluations



Police Administrative Sergeant Position Description

Status: Non-Exempt, Full-Time Position
Supervisor Title: Police Lieutenant
Department: Police

Responsibilities

- Responsible for the enforcement of federal, state, local laws and City ordinances
- Supervise community-policing / School Resource Officers (SRO) and activities
- Act as liaison with school administration for SRO activities
- Organize, research and assist on special projects
- Evaluates and administers performance evaluations to assigned staff
- Supervise Patrol Officers in absence of Patrol Sergeant.
- Maintain specialized records and certification compliance
- Research, compose and administer grant applications and oversee funding
- Testify in court when deemed necessary
- Promote the good will of the City
- Perform other tasks as assigned

Skills:

- Working knowledge of current methods used in law enforcement
- Working knowledge of current community policing / SRO practices
- Ability to maintain the confidentiality of highly sensitive information
- Ability to implement Department Policies and Procedures
- Ability to supervise and evaluate the performance of subordinates in both routine and emergency situations
- Ability to organize, schedule, assign, observe and instruct personnel
- Ability to identify and resolve personnel issues
- Working knowledge of the geography of the city and surrounding areas
- Ability to communicate effectively; both orally and in writing
- Ability to evaluate written and oral reports and make recommendations
- Ability to deal firmly, but courteously with the public
- Ability to work irregular hours
- Skill in the use of firearms
- Ability to be punctual and in regular attendance
- Ability to possess and maintain a valid Kansas Driver's License

Education

- Associates Degree or equivalent training and experience
- Kansas Law Enforcement Academy Certification
- Basic National Association of School Resource Officers (NASRO) Certification

Experience

- Minimum five years progressive law enforcement experience with two years in a supervisory position



Police Lieutenant Position Description

Status: Exempt, Full-Time Position
Supervisor Title: Deputy Police Chief
Department: Police

Responsibilities:

- Responsible for planning, organizing and directing Police Department operations and maintaining equipment
- Responsible for enforcement and compliance of federal, state, local laws and city ordinances
- Responsible for evaluating efficiency and effectiveness of Police Department operations
- Perform employee's performance evaluation
- Assist with supervision and training of Police Department employees
- Assist with disseminating and compliance of Department Policies and Procedures
- Testify in court when deemed necessary
- Promote the good will of the City
- Perform other tasks as assigned
- Possess and maintain a valid Kansas Driver's License

Skills:

- Working knowledge of municipal police administration and operations
- Working knowledge of current principals, practices and techniques of law enforcement, crime prevention, criminal law and policing limitations
- Ability to maintain the confidentiality of highly sensitive information
- Ability to identify and resolve issues by directing personnel
- Ability to communicate effectively; both orally and in writings
- Ability to evaluate written and oral reports and make recommendations
- Ability to deal firmly, but courteously with the public
- Working knowledge of Microsoft Office and current records management system (RMS) and state reporting systems
- Ability to be punctual and in regular attendance

Education:

- Minimum 60 hours of Criminal Justice or related field of study
- Kansas Law Enforcement Academy Certification
- Kansas Police Administrators School graduate (KPAS)

Experience:

- Minimum ten (10) years progressive experience as a commissioned Police Officer
- Minimum three (3) years in management and supervisory experience



Police Patrol Sergeant Position Description

Status: Non-Exempt, Full-Time Position

Supervisor Title: Police Lieutenant

Department: Police

Responsibilities

- Responsible for the enforcement of federal, state, local laws and City ordinances
- Schedule and supervise street level operations to provide adequate policing
- Supervise officers on duty
- Review case files
- Maintain specialized records and certification compliance
- Supervise community-policing activities in absence of Administrative Sergeant
- Testify in court when deemed necessary
- Promote the good will of the City
- Perform other tasks as assigned
- Perform employee performance evaluations
- Possess and maintain a valid Kansas Driver's License

Skills:

- Working knowledge of current methods used in law enforcement
- Ability to maintain the confidentiality of highly sensitive information
- Ability to recommend implementation of Department Policies and Procedures
- Ability to supervise and evaluate the performance of subordinates in both routine and emergency situations
- Ability to organize, schedule, assign, observe and instruct personnel
- Ability to identify and resolve issues by directing personnel
- Working knowledge of the geography of the city and surrounding areas
- Ability to communicate effectively; both orally and in writing
- Ability to evaluate written and oral reports and make recommendations
- Ability to deal firmly, but courteously with the public
- Ability to work irregular hours
- Skill in the use of firearms
- Ability to be punctual and in regular attendance

Education

- High School graduate or GED
- Kansas Law Enforcement Academy Certification

Experience

- Minimum five years progressive law enforcement experience
- Minimum 3.5% or higher performance ratings on last three annual performance evaluations



Recruit Officer Position Description

Status: Non-Exempt, Full-Time Position

Supervisor Title: Police Patrol Sergeant

Department: Police

Responsibilities:

- Responsible for the enforcement of federal, state, local laws and City ordinances
- Protects the life and property of the citizens of Maize
- Makes arrests, issues traffic citations and performs traffic control duties
- Follows department policies and procedures
- Interviews witness, suspects, victims and prepares reports and files
- Respond to citizen's calls and assists emergency crews as needed
- Services warrants, subpoenas and other legal documents
- Testify in court when deemed necessary
- Assists other law enforcement agencies
- Maintains department/city owned equipment
- Promote the good will of the City
- Perform all tasks as assigned under direct supervision
- Possess and maintain a valid Kansas Driver's License

Skills:

- Ability to successfully attend and graduate from the Kansas Law Enforcement Training Center
- Ability to gain working knowledge of current methods used in law enforcement
- Ability to analyze situations quickly and effectively to determine a course of action
- Ability to gain working knowledge of geography of the city and surrounding areas
- Ability to remember names, faces and details of incidents
- Ability to understand and follow written and oral instructions
- Ability to communicate effectively and clearly, both orally and in writing
- Ability to deal firmly, but courteously with the public
- Ability to perform first aid
- Ability to work irregular hours
- Skill in use of firearms
- Ability to be punctual and in regular attendance

Education:

- High school graduate or GED

Experience:

- Minimum one (1) year in law enforcement or related field preferred



School Resource Officer Position Description

Status: Non-Exempt, Full-Time Position
Supervisor Title: Police Administrative Sergeant
Department: Police

Responsibilities:

- Responsible for the enforcement of federal, state, local laws and City ordinances
- Follow department policies and procedures
- Provide law enforcement and police services to USD 266 staff, students, buildings, and properties
- Build positive working relationships with school staff, students, and parent groups
- Maintain a close partnership with administrators, faculty, and staff
- Develop and implement classes in law-related education
- Provide a training course for school personnel in handling crisis situations
- Work with guidance counselors and other student support staff to assist students in conflict resolution efforts
- Be visible within the school community
- Attend and participate in school functions
- Investigate allegations of criminal incidents on school property
- Testify in court when necessary
- Assist other law enforcement agencies
- Maintain department/district/city owned property
- Perform Patrol Officer duties as assigned
- Promote the good will of the City
- Perform other tasks as assigned
- Possess and maintain a valid Kansas Driver's License

Skills:

- Working knowledge of current SRO practices
- Ability to maintain the confidentiality of highly sensitive information
- Ability to establish positive contacts with school personnel and students
- Ability to work with social agencies that provide student services
- Ability to develop and implement criminal justice programs
- Ability to encourage a safe school environment
- Ability to project a positive image of law enforcement

Education:

- High school graduate or GED
- Kansas Law Enforcement Academy Certification
- School Resource Officer Training within one year

Experience:

- Three years in law enforcement or related field preferred

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 17, 2018**

AGENDA ITEM #9C

ITEM: Resolution Establishing Updated Fees for Planning and Zoning Matters

BACKGROUND:

The current resolution establishing fees for planning and zoning services for the City was set in 2002. These fees need to be adjusted to more adequately reflect staff time to process and review these requests. Staff is including the Resolution with fees that were established in 2002. Section 5 of the previous fee schedule is not being included in the proposed revision since these items are now handled either through the building permit process or through the Sign Code process.

Staff has researched application fees in all of the surrounding communities and the City of Wichita and is recommending an increase in all of our application fees. The proposed Resolution is included for Council review.

FINANCIAL CONSIDERATIONS:

Costs in staff time and engineering review have increased and users of the service should be the ones bearing the costs of service.

LEGAL CONSIDERATIONS:

This resolution is subject to approval of the City Attorney as to form.

RECOMMENDATION/ACTION:

Approve the Resolution Establishing Updated Fees for Planning and Zoning Matters subject to final approval of the City Attorney.

(Published in The Clarion on December 20, 2018)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MAIZE, SEDGWICK COUNTY, KANSAS (THE "CITY") ESTABLISHING A FEE SCHEDULE FOR CHARGES FOR PROCESSING APPLICATIONS OF ZONING DISTRICT CLASSIFICATIONS, CONDITIONAL USE REQUESTS, VARIANCES AND PLATS GOVERNED BY THE ZONING REGULATIONS AND SUBDIVISION REGULATIONS OF THE CITY.

WHEREAS, the City has adopted Zoning Regulations pursuant to Ordinance No. 548 and Subdivision Regulations pursuant to Ordinance No. 513 which authorize the City Council to establish a fee schedule to defray the cost of administration and enforcement of such regulations; and

WHEREAS, the City is authorized pursuant to K.S.A. 12-747(a) to establish reasonable fees to be paid by the owners of property at the time of making of application for amendments to zoning districts or for conditional uses; and

WHEREAS, the City is authorized pursuant to K.S.A. 12-759(a) to establish a scale of reasonable fees to be paid in advance by a party that appeals, requests a variance or requests an additional use be granted by the Board of Zoning Appeals; and

WHEREAS, the City is authorized pursuant to K.S.A. 12-752(c) to establish reasonable fee to be paid to the Clerk by applicants seeking approval of plats filed with the Planning Commission; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MAIZE, KANSAS:

Section 1. The following fees are established for the purpose of wholly or partially defraying costs for proceedings under the City Zoning Regulations in changes to zoning district classifications, for community unit plans, and for conditional use applications:

Amendment to District (residential).....	\$250.00
Amendment to District (non-residential)	\$350.00
Community Unit Plan	\$600.00
Community Unit Plan when filed w/ Zoning District change....	\$300.00
Conditional Use	\$250.00 *

*If an amendment to a district and a conditional use are concurrently processed for the same zoning lot only one-half of the conditional use fee will be charged.

If notifications have been given for an amendment to a district or a conditional use, and the applicant requests a deferral of the hearing, the applicant will be charged \$75.00 for each such request.

Section 2. The following fees are hereby established for the purpose of wholly or partially defraying costs of proceedings before the City Board of Zoning Appeals for appeals from the determination of the Zoning Administrator and for requests for variances:

Appeals.....	\$150.00
Variances.....	\$150.00

If notifications have been given for an appeal or variance and the applicant requests a deferral of the hearing, the applicant will be charged \$50.00 for each such request.

Section 3. The following fees are hereby established for the purpose of wholly or partially defraying costs of proceedings under the Subdivision Regulations for applications pertaining to platting:

Administrative Plat-residential (including Lot Splits)	\$150.00
Administrative Plat-non residential (including Lot Splits.....	\$175.00
Sketch Plat	\$25.00
Preliminary Plat (residential)	\$600.00
Preliminary Plat (non-residential).....	\$700.00
Final Plat.....	\$250.00
One-step Final Plat (residential).....	\$850.00
One-step Final Plat (non-residential)	\$950.00
Vacation application	\$200.00
Correction of a platting error for engineering costs and recording fee for affidavit.....	\$200.00

Section 4. No part of the fees in Sections 1-3 shall be refunded after payment is made in advance of filing an application. A written receipt shall be issued by the City to the person(s) making the payment and records thereof shall be kept in such manner as prescribed by law.

Section 5. Upon publication in the official newspaper, Resolution #323-02 and the fee schedule contained therein is repealed.

Section 6. This Resolution and the Fee Schedule contained herein is effective upon publication once in the official City newspaper.

PASSED BY THE GOVERNING BODY OF THE CITY OF MAIZE, KANSAS THIS 17TH DAY OF DECEMBER, 2018.

APPROVED BY THE MAYOR OF THE CITY OF MAIZE, KANSAS THIS 17TH DAY OF DECEMBER, 2018.

Donna Clasen, Mayor

Jocelyn Reid, City Clerk

(Published in the *Mt. Hope Clarion* on Aug 8, 2007)

RESOLUTION NO. 323-02

A RESOLUTION OF THE CITY OF MAIZE, SEDGWICK COUNTY, KANSAS (THE "CITY") ESTABLISHING A FEE SCHEDULE FOR CHARGES FOR PROCESSING APPLICATIONS OF ZONING DISTRICT CLASSIFICATIONS AND SPECIAL USE APPLICATIONS GOVERNED BY THE ZONING REGULATIONS AND SUBDIVISION REGULATIONS OF THE CITY.

WHEREAS, the City has adopted Zoning Regulations pursuant to Ordinance No. 548 and Subdivision Regulations pursuant to Ordinance No. 513 which authorize the City Council to establish a fee schedule to defray the costs of administration and enforcement of such regulations; and

WHEREAS, the City is authorized pursuant to K.S.A. 12-757(a) to establish reasonable fees to be paid by the owners of property at the time of making of application for amendments to zoning districts or for special uses; and

WHEREAS, the City is authorized pursuant to K.S.A. 12-759(a) to establish a scale of reasonable fees to be paid in advance by a party that appeals, requests a variance or requests an additional use be granted by the Board of Zoning Appeals; and

WHEREAS, the City is authorized pursuant to K.S.A. 12-752(c) to establish reasonable fees to be paid to the Clerk by applicants seeking approval of plats filed with the Planning Commission; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MAIZE, KANSAS:

Section 1. The following fees are established for the purpose of wholly or partially defraying costs for proceedings under the City Zoning Regulations in changes to zoning district classifications and for special use applications:

Amendment to District.....	\$150.00
Special Use.....	\$150.00*

*If an amendment to a district and a special use are concurrently processed for the same zoning lot, only one-half the special use fee will be charged.

If notifications have been given for an amendment to a district or a special use, and the applicant requests a deferral of the hearing, the applicant will be charged \$50.00 for each such request.

Section 2. The following fees are hereby established for the purpose of wholly or partially defraying costs of proceedings before the City Zoning Board of Appeals for

appeals from the determination of the Zoning Administrator and for requests for variances and conditional uses:

Appeals	\$100.00
Variances	\$100.00
Conditional Uses	\$100.00

If notifications have been given for an appeal, variance or conditional use and the applicant requests a deferral of the hearing, the applicant will be charged \$35.00 for each such request.

Section 3. The following fees are hereby established for the purpose of wholly or partially defraying costs of proceedings under the Subdivision Regulations for application pertaining to platting:

Sketch plan review	no charge
Preliminary Plat	\$500.00
Plus filing fee for each lot over one on preliminary plat	\$25.00
Other than Single Family Residential District – additional fee	\$100.00
Final Plat.....	\$150.00
Plus filing fee for each lot over one on final plat	\$10.00
Whenever an overall preliminary plat is finalized out in portions, each final plat After the first plat shall be charged a <u>\$150.00</u> fee for administrative purposes.	

A \$75.00 fee will be charged for any revised preliminary or final plat which, in the opinion of the Subdivision Administrator, proposed revisions are so significant as to constitute a new plat.

The filing fees for lot split applications shall be as follows:

Residential zoned lot split	\$75.00
All other zoned lot split.....	\$100.00

Correction of a platting error for engineering costs and recording fee for affidavit is

.....	\$150.00
-------	----------

Vacation applications

.....	\$150.00
-------	----------

For Subdivision applications, additional charges associated with engineering costs, technical and legal professional fees and recording documents are in addition to other filing fees. These charges, if any, will be billed to the applicant.

Section 4. The following fees are hereby established for the purpose of wholly or partially defraying costs of administration and enforcement under the Zoning Regulations for various permits and/or certifications:

Zoning Permits and/or Occupancy Certificates

Principal Structure or Use	\$40.00*
Accessory Structure or Use	\$20.00*
Sign Only	\$20.00*
Grading permits.....	\$50.00
Structure Moving Permits.....	\$75.00
Portable Sign – 30 days or less.....	\$10.00
Portable Sign – Annual permit <u>\$50.00</u> per year or <u>\$5.00</u> per month for remaining months in calendar year, but not less than <u>\$10.00</u>	
Service Charge for Redeeming Illegally Placed Portable Signs	\$40.00
Temporary Permit for Recycling Center, small or large, Operated not for profit.....	No charge*

*This fee is not separately required if an application is concurrently made and a fee paid for a Building Permit.

If there is a failure to apply for a Zoning Permit and/or Occupancy Certificate prior to commencing the construction, structural alteration, enlargement or moving of a structure or the establishment, change to another, extension nor enlargement of a use which upon investigation would otherwise have been permitted by the Zoning Regulations there shall be an investigation charge added to the above Permit and/or Certificate fee which doubles the cost of the fee.

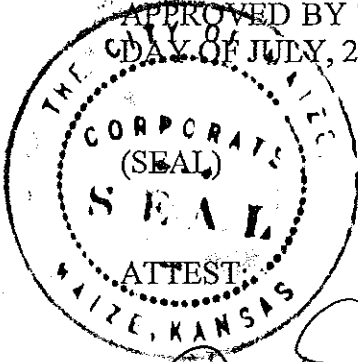
Section 5. No part of the fees in Sections 1-3 shall be refunded after payment is made in advance of filing an application, except when a zoning permit and/or occupancy certificate is not approved by the Zoning Administrator in Section 4. A written receipt shall be issued by the City to the person(s) making the payment and records thereof shall be kept in such manner as prescribed by law.

Section 6. Upon publication in the official newspaper, Resolution #251-96 and the fee schedule contained therein is repealed.

Section 7. This Resolution and the Fee Schedule contained herein is effective upon publication once in the official City newspaper.

PASSED BY THE GOVERNING BODY OF THE CITY OF MAIZE, KANSAS THIS
29th DAY OF JULY, 2002.

APPROVED BY THE MAYOR OF THE CITY OF MAIZE, KANSAS THIS 29th
DAY OF JULY, 2002.



Michael Hanshaw, Mayor

Jean Silvestri, City Clerk

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 17, 2018**

AGENDA ITEM # 9D

ITEM: 2019 Master Park Plan Objectives Update

BACKGROUND:

On December 13, 2016, the Park & Tree Board approved the 2017 Master Park Plan and recommended it to the City Council for their approval and implementation. On February 20, 2017, the Council approved the plan. Each Council member received a copy of the 2017 Master Park Plan.

The Park and Tree Board conceived this 2017 edition of the Master Park Plan as a “living document” that will be continuously modified and updated. A living document concept provides the flexibility to keep the master plan in sync with the development of the City and to quickly shift priorities with opportunities that arise. Significant updates would be presented to Council at least once per year.

The Park and Tree board has spent the last two meetings in workshop sessions to determine their priorities for 2019. The objectives section for 2019 of the Master Park Plan has therefore been updated to reflect their goals and it is attached to this coversheet. Hardcopies of this section will also be made available to replace the “2019 Master Park Plan Objectives” section in the Councilmembers’ personal copies of the Master Park Plan.

Priorities of the 2019 objectives include:

- Apply for 50-50 matching grant for park land acquisition or amphitheater addition to City Park
- Continuation of community outreach with:
 - Arbor Day celebration
 - Promotion of Monarch Waystations
 - Ballet in the park
 - Begin streetscape beautification projects with “parklets” and tree plantings per the WAMPO studies’ recommendations
- Recreation Commission partnership
 - Request the second annual joint meeting
 - Sponsor Park & Tree education classes through the Recreation Commission

FINANCIAL CONSIDERATIONS:

None

LEGAL CONSIDERATIONS:

None

RECOMMENDATION/ACTION:

Approve the 2019 Master Park Plan Objectives Update.

2019 Master Park Plan Objectives

1. Goal: Develop & Enhance Existing Parks
 - a. *March* – Propose a development timeline of City Park improvements and cost estimates to Council for the 2020 Budget process
2. Goal: Land Acquisition
 - a. *April* - Continue to identify possible properties for park land and apply for the Land and Conservation Grant
 - b. *March* – Prepare 2020 CIP request for Council Consideration
3. Goal: Temporary Pop-up Parks
 - a. *Fall* - Conceive of a place-making strategy for pop-up parks in Maize for 2020 and corresponding equipment purchases
4. Goal: Nature Parks
 - a. *April* – plan and schedule spring planting day at Monarch Waystation
 - b. *September* – plan and schedule fall planting day at Monarch Waystation
 - c. *January- March* – Evaluate streetscape and parklet concepts from the WAMPO studies and determine installation options.
5. Goal: Education
 - a. *February* – begin Arbor Day planning
 - b. *March* – request Arbor Day proclamation be approved by City Council
 - c. *April* – Arbor Day observance
 - d. *May* – apply for Tree City USA designation
 - e. *Spring & Fall*: Offer stipend for a Master Gardener class through the Recreation Commission’s programming
 - f. *Year-round*: Look to connect with Caring Hearts group and boy and girl scouts for joint projects.
6. Goal: Community Partnerships
 - a. *February*: Request 2nd annual joint meeting with the Recreation Commission to seek joint projects
7. Goal: Fundraising and Citizen Engagement
 - a. *August*: Consider involvement in the Fall Festival
 - b. *September*: Ballet in the Park
 - c. *Yearlong*: Consider fundraising opportunities
8. Goal: Social Media
 - a. *Year-round* - Continue Facebook, Twitter and Website promotions of Park and Tree Board Activity

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, December 17, 2018**

AGENDA ITEM #9E

**ITEM: Resolution Authorizing the Redemption of Industrial Revenue Bonds
(Optometric Billing Solutions IRB)**

BACKGROUND:

The City previously issued Taxable Industrial Revenue Bonds, Series 2014 (Optometric Billing Solutions) in the amount not to exceed \$1,600,000 to finance the cost of acquiring, constructing and equipping the former SecureNet facility. In connection with the issuance of the Bonds, the City took title to the facility and leased it back to OBS Properties, LLC, for rent sufficient to pay the debt service on the Bonds. The Lease provides that OBS Properties can purchase the facility for \$100 when all the Bonds have been paid. The Bonds were paid off earlier this year and the property has been placed on the tax rolls.

The resolution for action today authorizes the execution and delivery of a release of the lease and a special warranty deed and bill of sale conveying the facility to OBS Properties, LLC.

FINANCIAL CONSIDERATIONS:

None

LEGAL CONSIDERATIONS:

Bond Counsel prepared the resolution and approves it as to form.
Mitch Walter will be at the Council meeting to answer any questions.

RECOMMENDATION/ACTION:

Approve the resolution to authorize the redemption and payment of the Bonds and the conveyance of the facility to OBS Properties, LLC.

RESOLUTION NO. []-18

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF MAIZE,
KANSAS AUTHORIZING THE SALE AND CONVEYANCE OF CERTAIN
PROPERTY TO OBS PROPERTIES, LLC**

WHEREAS, pursuant to Ordinance No. 875 and the Trust Indenture dated as of June 6, 2014, the City of Maize, Kansas (the "Issuer") has previously issued its Taxable Industrial Revenue Bonds, Series 2014 (Optometric Billing Solutions) in the original aggregate principal amount of not to exceed \$1,600,000 (the "Bonds") to finance the cost of acquiring, purchasing, constructing and equipping a certain facility to be used for commercial purposes (the "Project"), such Project having been leased to OBS Properties, LLC, a Kansas limited liability company (the "Tenant") pursuant to a Lease dated as of June 6, 2014 between the City and the Tenant (the "Lease"); and

WHEREAS, the Tenant has further subleased the Project (the "Sublease") to Optometric Billing Solutions, LLC; and

WHEREAS, the Tenant desires to exercise its option to purchase the Project under *Section 17.1* of the Lease and is not in default under the Lease; and

WHEREAS, the Tenant had made all the payments of Basic Rent and Additional Rent pursuant to the Lease and all principal and interest on the Bonds has been paid or payment has been provided for; and

WHEREAS, Security Bank of Kansas City, Kansas City, Kansas, as Trustee for the Bonds, has certified that no Bonds remain outstanding; and

WHEREAS, the Tenant has provided the City written notice of its intent to exercise its option to purchase the Project;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MAIZE, KANSAS:

Section 1. The Mayor and Clerk are authorized and directed to execute a special warranty deed, a bill of sale and a Release of Lease and Sublease, in substantially the forms submitted to the Governing Body concurrently with the adoption of this Resolution. The Clerk is directed to deliver the executed special warranty deed, a bill of sale and a release of lease to the Tenant.

Section 2. The Mayor and Clerk are hereby further authorized and directed to sign such other instruments and certificates as shall be necessary and desirable in connection with this Resolution, and are hereby further authorized to take such further actions as may be necessary to accomplish the purposes of this Resolution.

[BALANCE OF THIS PAGE LEFT BLANK INTENTIONALLY]

ADOPTED by the governing body of the City of Maize, Kansas on December 17, 2018.

CITY OF MAIZE, KANSAS

Mayor

[SEAL]

Attest:

By: _____
Clerk



10501 Hampton Lakes St.
Maize, KS 67101
316.722.2021

www.optometricbilling.com

December 12, 2018

City of Maize, Kansas
10100 Grady Avenue
Maize, Kansas 67101

Security Bank of Kansas City
Kansas City, Kansas

Re: City of Maize, Kansas
Taxable Industrial Revenue Bonds, Series 2014
(Optometric Billing Solutions)

Ladies and Gentlemen:

This is to advise that OBS Properties, LLC hereby elects to exercise the option to purchase the Project as described in Section 17.1 of the Lease between the City of Maize, Kansas, as Issuer, and OBS Properties, LLC, as Tenant, as authorized by Ordinance No. 875 of the Issuer. Closing is proposed to be on December 19, 2018.

Very truly yours,

OBS PROPERTIES, LLC

By: *Branda Barton*
Name: Branda Barton
Title: Owner

December 2018



Monthly Council Report

Department Highlights

- Overall Department activities are functioning normal
- The departments annual Thanksgiving food drive provided Thanksgiving Dinners for 23 area families consisting of 106 people. A big thank you to Officer Rick Rudrow for coordinating the meals, Eberly Farms for cooking and packaging the meals and the Maize Lions Club for providing funding.
- The department is currently working on our Christmas drive to assist in-need families.
- We have seen an increase in burglary and theft cases. This is common during the holiday season. We continue to remind citizens to lock their vehicles, homes and keep their garage doors closed to prevent becoming a victim of these crimes.
- We have ordered a new patrol car to replace the wrecked one from back in October. Tom is working with the insurance company on a final settlement for damages.

Budget status: 97/100%

Major purchases: Replacement patrol car

Current Staff Levels.

12 Full-time

2 Part-time

4 Reserve

4 Reserve -Vacant

Monthly Activities

November Police Reports - 1115

November calls for service - **514**

Community Policing:

Preparing for Christmas food drive.

PUBLIC WORKS REPORT 12-11-18

Regular Work

- Graded 61st and north Tyler Road, as well as 45th street, and Hidden Acres Rd. a couple of times this past month. Installed several more loads on 61st to help with potholes etc.
- Picked up 3 locations of brush. Many brought in brush on brush day December 1, 2018,
- Had Over 100 locates this month.
- Shut off 13 water meters on shut off day.

Special Projects

- Finished crack-sealing all of Hampton Lakes Area
- Replaced the street sign damaged in an accident at 37th and 119th.
- Wichita Tree Service cutting down 7 trees and grinding stumps as well as trimming up some of the worst ones at the Cemetery.
- Installed a new sewage pump at the Meadows lift station.
- Had to have one of the two blowers rebuilt at the WWTP so when we got it back we re-installed it. Seems to be working well now.
- Installed new Mission call out system at all of the lift stations which will eliminate a Cox bill for all the lift stations.
- Installed new Christmas lights at City Hall and put up the Christmas decorations along with the Lions Club at Maize Road and Academy.
- Repaired a water main break at Albert and King
- Thank you Mayor and Council for giving us the manpower and equipment to be able to maintain the city the way I think it should be. If there are other things you would like us to do just let us know. Again, thank you for all you do for us.

Ron Smothers


Public Works Director

City Engineer's Report

12/17/2018

Copper Creek Apartments

Contractors still working on the interior of the first apartment complex and on various stages of the other two complexes. Clubhouse is under construction.

Cypress Point

The second house is enclosed and they are working on the interior.

Carriage Crossing

Grading of the site is continuing well. The pond is being dug deeper and bigger. The roadway has gravel base on it and curb and gutter on top of the gravel base.

Shuttle Aerospace

Contractors are working on the interior.

PLANNING ADMINISTRATOR'S REPORT

DATE: December 17, 2018

TO: Maize City Council

FROM: Kim Edgington, Planning Administrator

RE: Regular December Council Meeting

The following is a summary intended to keep the Council apprised of the status of ongoing planning projects.

1. Comprehensive Plan Update – Final edits have been made to the document and were reviewed by the Planning Commission at their December 6th meeting. Planning Commission chose to hold off on the last survey until after the holidays to improve response.
2. Final plat of Nicks Addition – an 83-lot single-family residential plat recommended for approval by the Planning Commission at their December 6th meeting. This plat is on the current Council agenda for review.
3. Utility and drainage easement vacation at 4011 Stone Barn – Staff has been working with the developer and recent purchaser of this property to come to a solution for building an in-ground pool. This case is expected to be filed with the Planning Commission for their February meeting.
4. Zone change at 109, 111 and 117 W. Academy – Joanna Kilgore has acquired these contiguous properties and is working with Staff to develop a comprehensive plan for this property. A zone change request is expected to be reviewed by the Planning Commission at their February meeting.
5. Preliminary plat at 119th and 29th Street – Staff is in preliminary meetings with the engineer for a 40 acre single-family subdivision on the west side of 119th Street south of 29th Street. We will update the Council as to when anything has been officially filed on this project.
6. General planning issues – I continue to meet, both on the phone and in person, with citizens and developer's representatives requesting information on general planning matters, such as what neighboring property owners are planning to do, what they are allowed to do on their property, and what the process is for submitting various applications and materials to the Planning Commission.

CIP 2018 (As of 11/30/2018)

<u>Detail</u>	<u>Reason</u>	<u>November Revenue</u>	<u>November Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/18					\$ 130,548.82
Ad Valorem	Tax			-	-
Motor Vehicle	Tax			-	-
Delinquent	Tax	-		-	4.16
Interest	From Bank Accounts	1,794.73		3,500.00	27,667.67
Reimbursements	City Hall Pond Repair	-			-
Other Revenues		-			585.00
Transfers		39,166.67		470,000.00	430,833.37
Total Revenues		<u>40,961.40</u>		<u>473,500.00</u>	<u>459,090.20</u>
Total Resources					<u>589,639.02</u>
Street Improvements		0.00	-	350,000.00	315,340.29
Sidewalk/Bike Paths			-	100,000.00	-
Park Improvements			-	200,000.00	11,434.23
Other Capital Costs			-	-	-
Total Expenditures		<u>-</u>	<u>-</u>	<u>650,000.00</u>	<u>326,774.52</u>
Cash Balance - 11/30/18					<u>\$ 262,864.50</u>

CITY OF MAIZE/REC COMMISSION
 SHARED COSTS FOR CITY HALL COMPLEX
 THRU 11/30/2018

	MONTHLY BILL	CITY PORTION	REC PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	REC PORTION YEAR TO DATE	PERCENT OR FLAT RATE
Phone	\$769.95	\$669.86	\$100.09	\$8,469.45	\$7,368.46	\$1,100.99	Flat - based on number of lines
Internet	750.51	675.46	75.05	8,255.61	7,430.06	825.50	Flat - \$75.05/month
Gas	577.05	317.95	259.10	5,548.17	3,057.04	2,491.13	44.90%
Electric	1,792.64	987.74	804.90	26,762.55	14,746.17	12,016.38	44.90%
Janitor	2,857.25	1,574.34	1,282.91	18,511.65	10,199.92	8,311.73	44.90%
Water/Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
Trash	86.25	47.52	38.73	948.75	380.19	425.99	44.90%
Insurance (Annual Bill)	0.00	0.00	0.00	11,365.00	6,262.12	5,102.89	44.90%
Pest Control	300.00	275.00	25.00	3,300.00	3,025.00	275.00	Flat - Exterminator breaks rate out
Lawn Service	0.00	0.00	0.00		0.00	0.00	Provided by Public Works
Total	\$7,133.65	\$4,547.89	\$2,585.76	\$83,161.18	\$52,468.95	\$30,549.61	

Shared Costs for City Hall
 Updated 12/11/2018



**City Clerk Report
REGULAR COUNCIL MEETING
December 17, 2018**

Year to date status (Through 11/30/18):

General Fund –			
	Budget	YTD	
Rev.	\$3,511,343	\$3,643,299	101.17%
Exp.	\$3,716,847	\$3,556,670	95.69%
Streets –			
Rev.	\$309,380	\$ 314,464	101.64%
Exp.	\$310,050	\$ 302,451	97.55%
Wastewater Fund-			
Rev.	\$798,000	\$ 919,774	115.26%
Exp.	\$798,000	\$ 744,491	93.29%
Water Fund-			
Rev.	\$822,000	\$1,055,003	128.35%
Exp.	\$822,000	\$ 758,824	92.31%

Health & Dental Benefits

Per Council's request, here are the 2018 numbers (through 11/30/2018) for employee health, dental, and life (including accidental death and short-term disability).

	<u>City Portion</u>	<u>Employee Portion</u>	<u>Total Paid</u>
Health:	\$282,501.80	\$ 70,630.32	\$353,132.12
Dental:	19,631.58	4,904.19	24,535.77
Life:	<u>11,487.97</u>	<u>0</u>	<u>11,487.97</u>
	\$313,621.35	\$ 75,534.51	\$389,155.86

Equipment Reserve 2018 (As of 11/30/2018)

<u>Detail</u>	<u>Reason</u>	<u>November Revenue</u>	<u>November Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/18					\$ 126,938.93
Interest	From Bank Accounts	156.66		300.00	2,415.03
Reimbursement	Sale of PD Equipment	-			2,456.95
Transfers	From General Fund	12,500.00		150,000.00	137,500.00
Total Revenues		\$ 12,656.66		\$ 150,300.00	\$ 142,371.98
Total Resources					\$ 269,310.91
Trucks/Heavy Equipment			\$ -	\$ 50,000.00	\$ 49,999.85
Computers **		-	1,749.00	50,000.00	69,885.15
Police Department Expenses		-	-	70,000.00	41,288.25
Total Expenditures			\$ 1,749.00	\$ 170,000.00	\$ 161,173.25
Cash Balance - 11/30/2018					\$ 108,137.66

**\$24,408.50 encumbered in 2017 budget

CITY OF MAIZE/USD #266
 SHARED COSTS FOR SCHOOL RESOURCE OFFICERS
 THRU 11/30/2018

	MONTHLY BILL	CITY PORTION	USD #266 PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	USD #266 PORTION YEAR TO DATE
Wages	\$ 21,065.79	\$ 5,266.45	\$ 15,799.34	\$ 88,546.72	\$ 22,136.68	\$ 66,410.04
FICA/Medicare Taxes	1,549.26	\$ 387.32	\$ 1,161.95	6,531.88	1,632.97	4,898.91
KPERS (Employer)	1,978.09	\$ 494.52	\$ 1,483.57	8,593.55	2,148.39	6,445.16
Health/Life/Other Employer Paid Benefits	2,502.48	\$ 625.62	\$ 1,876.86	17,538.72	4,384.68	13,154.04
Total Shared Costs	\$ 27,095.62	\$ 6,773.91	\$ 20,321.72	\$ 121,210.87	\$ 30,302.72	\$ 90,908.15



CITY OPERATIONS

DATE: December 12, 2018
TO: Maize City Council
FROM: Richard LaMunyon-Becky Bouska-Sue Villarreal-Jolene Graham
RE: December 2018 Report

1) Pending Council Items

- Charter Ordinance (City of 3rd-2nd-1st class) *(Dec/Jan)*
- Utility Rates revision discussions *(1st quarter 2019)*

2) 2018 Budget Closeout

The 2018 budget will close out within projected parameters. The cash carry-over prediction will be accomplished. Reserve funds are stable, utility funds are in good shape and all debt service requirements have been met.

Staff is reviewing the 2019 budget to identify any possible projects or funds that may require adjustments. We will enter the new year in a secure financial position. Monthly budget staff meetings are to be conducted to ensure appropriate budget management.

3) Rolling Meadows Trailer Park

During the November Council meeting the consensus of councilmembers was not to consider the Shawnee Capital Investments company proposed business plan. The plan would have required a revision of the current ordinance and perhaps provide future issues for the city. The relator for the Huffman property was at the meeting and reported the Council's decision to Shawnee Capital Investments.

Staff followed up with the Shawnee Capital Investments company owners to inform them of the City's position on their business plan. They thank us for our response and informed us they were looking at the option of "leasing the park" in lieu of buying. If they decide to pursue this option, staff requested a copy of the proposed lease for review and response.

4) SCAC Meeting

Maize hosted the Sedgwick County Association of Cities (SCAC) at MOXI Junction last Saturday, December 8, 2018. The featured speaker for the event was the newly appointed Sedgwick County Emergency Management Director Carl Link . Maize hosted over 20 regional leaders and gave them the opportunity to see our City.

5) 135th Improvements

Staff met with Sedgwick County Public Works engineers, Garver Engineering staff and the Industrial Park owner to discuss options for improvements on 135th street, from 53rd north to the RR tracks. This will include improvement at the 53rd & 135th intersection as well as drainage enhancements. Options are being discussed for the scheduled 2020 improvement project funded by the County.

6) January 28th Council Workshop

A consultant from the Academy Arts District study will be present for a joint Council, Planning Commission, Park & Tree Board and staff workshop on January 28th at 5:30pm. A meal will be served to all participants. The purpose of this workshop is for the consultant to receive feedback on the following discussion items:

- Initial concept drawings
- Implementation and Funding strategies
- Zoning implications

7) Economic Development

- Kyodo Yushi operational
 - *Testing phase underway*
- Copper Creek Apartments
 - *Three buildings & clubhouse underway*
- Carriage Crossing 6th Addition
 - *Roadways/drainage phase*
- Shuttle Aerospace
 - *Scheduled late spring opening*
- Cypress Point Addition
 - *Construction continues*
- Hampton Lakes Villas Addition
 - *Roadway phase*
- Reifenhauer (formally Reiloy USA)
 - 35,000 sq ft. expansion pending
 - Greater than \$7 million capital outlay
- 119th Water Line completed
 - *Punchlist phase*
- 43 - single family home permits

8) City Employee Christmas Dinner and Holiday Closures

- Employee Christmas Dinner
 ✓ *December 14th @ 6pm*
- Christmas
 ✓ *December 24th & 25th*
- *New Year's*
 ✓ *January 1st*

9) Upcoming Meetings

- Wednesday's - Mayor's Weekly Meeting @ 11am
- January 3rd - Planning Commission @7pm
- January 9th - Park & Tree @5:30pm
- January 21st - Council @7pm
- January 28th - Workshop @5:30pm (*Meal will be served*)