

I. **Call to Order – Mayor Pete Murray**

II. **Roll Call:**

___ Leeper ___ Pitman ___ Meadows ___ Honeycutt ___ Blumanhourst

III. **Pledge of Allegiance**

IV. **Approval of February 1, 2016 Regular Meeting Minutes**

Action: Motion to approve the February 1, 2016 minutes.

Motion: _____ *Second:* _____ *Vote:* _____

V. **Discussion and Approval of Appropriations**

Action: Motion to approve the appropriations.

Motion: _____ *Second:* _____ *Vote:* _____

VI. **Determination of Agenda Additions**

VII. **Public Comments** (*Please limit comments to 5 minutes*)

VIII. **Ordinances, Resolutions and Action Items**

- a. Consideration of a development agreement with Morton Salt associated with the partial property tax exemption issued in 2011 for the construction of a building expansion and equipment update.

ACTION: Motion to (approve/deny/table) the proposed development agreement with Morton Salt.

Motion: _____ *Second:* _____ *Vote:* _____

- b. Consideration of setting a public hearing regarding the issuance of Industrial Revenue Bonds (IRBs) and the granting of a property tax abatement for March 7, 2016 at regularly scheduled city council meeting.

ACTION: Motion to (approve/deny/table) setting a public hearing regarding the issuance of Industrial Revenue Bonds (IRBs) and the granting of a property tax abatement for March 7, 2016 at regularly scheduled city council meeting.

Motion: _____ *Second:* _____ *Vote:* _____

- c. Consideration of revised job descriptions for full time positions.

ACTION: Motion to (approve/deny/table) the proposed revised job descriptions for full time positions.

Motion: _____ *Second:* _____ *Vote:* _____

IX. **Discussion Items**

- a. Fireworks Survey

b. Financial Update

X. **Reports**

- a. Mayor & Council Members
- b. City Attorney
- c. City Administrator

XI. **Adjournment**

Action: Motion to Adjourn

Motion: _____ *Second:* _____ *Vote:* _____

I. **Call to Order – Mayor Pete Murray**

II. **Roll Call:**

X Leeper X Pitman X Meadows X Honeycutt X Blumanhourst

III. **Pledge of Allegiance**

IV. **Approval of January 19, 2016 Regular Meeting Minutes**

Action: Motion to approve the January 19, 2016 minutes.

Motion: Meadows *Second:* Leeper *Vote:* 5-0

V. **Discussion and Approval of Appropriations**

Action: Motion to approve the appropriations.

Motion: Blumanhourst *Second:* Honeycutt *Vote:* 5-0

VI. **Determination of Agenda Additions**

VII. **Public Comments** (*Please limit comments to 5 minutes*)

VIII. **Ordinances, Resolutions and Action Items**

- a. Consideration of **AN ORDINANCE AMENDING SECTION 7-302 OF THE CODE OF THE CITY OF SOUTH HUTCHINSON, KANSAS PERTAINING TO EXCEPTIONS TO THE STORAGE, USE AND HANDLING OF FIREWORKS IN THE CITY OF SOUTH HUTCHINSON, KANSAS AND AUTHORIZING THE FIRE CHIEF TO BAN THE DISCHARGE OF FIREWORKS WITHIN THE CITY.**

ACTION: Motion to table Ordinance 16-864 pertaining to fireworks in the city and authorize the Mayor to sign until the March 21 meeting.

Motion: Honeycutt *Second:* Leeper *Vote:* 5-0

ACTION: Motion to conduct a survey to all citizens of South Hutchinson regarding the Fireworks Ordinance.

Motion: Honeycutt *Second:* Leeper *Vote:* 5-0

- b. Consideration of a proposed contract with Borecky Construction for the construction of the South Hutchinson Community Center at a cost of \$370,000.

ACTION: Motion to approve the contract with Borecky Construction for the construction of the South Hutchinson Community Center at a cost of \$370,000.

Motion: Leeper *Second:* Blumanhourst *Vote:* 5-0

- c. Consideration of proposal from C&B Equipment for repair of a aeration blower at the wastewater treatment plant for a cost of \$10,034.71.

ACTION: Motion to approve the proposal from C&B Equipment for repair of a aeration blower at the wastewater treatment plant for a cost of \$10,034.71.

Motion: Pitman ***Second:*** Blumanhourst ***Vote:*** 5-0

IX. Discussion Items

- a. Strategic Planning Update
- b. Job Descriptions

X. Reports

- a. Mayor & Council Members
- b. City Attorney
- c. City Administrator

XI. Adjournment

Action: Motion to Adjourn

Motion: Honeycutt ***Second:*** Pitman ***Vote:*** 5-0

**Invoice Approval List
February 15, 2016**

Gen Gov	Description	Vendor	Inv. Amt
101-101-5001	Insurance Premium	Freedom Claims	\$1,127.22
101-101-6002	Insurance Premium	Freedom Claims	\$925.09
101-101-6002	Computer Support	Gavin	\$70.00
101-101-6002	Bond-Denise	KFSA	\$161.00
101-101-6003	Pest control	Orkin	\$23.00
101-101-6004	Cleaning contract	Service Master	\$279.00
101-101-6004	Memorial-Baudoin	Church of The Holy Cross	\$30.00
101-101-6004	NHS Afterprom	NHS	\$100.00
101-101-6005	Cell phone	Verizon	\$101.94
101-101-7000	Lectrum, folders	Office Plus	\$1,094.99
101-101-7001	Mileage	Matt Stiles	\$108.00
101-101-7001	Noodles-Holiday Lunch	Petty Cash	\$47.41
101-101-7002	Water	Culligan	\$15.70
101-101-7004	Register of Deeds	Petty Cash	\$42.00

\$4,125.35

Police	Description	Vendor	Inv. Amt
101-102-5001	Insurance Premium	Freedom Claims	\$3,502.73
101-102-6002	Computer Support	Gavin	\$700.00
101-102-6003	Pest control	Orkin	\$77.15
101-102-6004	Cleaning contract	Service Master	\$498.00
101-102-6005	Cell Phones	Verizon	\$501.22
101-102-6008	Key pads, remotes	Sturdi-Bilt	\$1,071.00
101-102-7000	Trash bags, folders, envel	Office Plus	\$168.01
101-102-7002	First Aid Kit	Chief Supply	\$172.62
101-102-7002	Water	Culligan	\$6.10
101-102-7005	Ammo	GT Distributors	\$671.25
101-102-7006	Tank	Shep	\$33.81
101-102-7006	Battery	Tom & Dans	\$320.88
101-102-7006	Brake inspection	Midway Motors	\$22.00
101-102-7006	Wheel nut, filters	Carquest	\$37.42
101-102-7009	Uniform Cleaning	Saylor	\$98.50
101-102-8000	Filing cabinets	Hon Company	\$1,004.04

\$8,884.73

Street	Description	Vendor	Inv. Amt
101-103-5001	Insurance Premium	Freedom Claims	\$1,962.49
101-103-6002	Computer Support	Gavin	\$70.00
101-103-6003	Uniform Cleaning	Unifirst	\$191.78
101-103-6005	Cell Phones	Verizon	\$68.04

\$2,292.31

Fire	Description	Vendor	Inv. Amt
101-104-6003	O-ring	Tom & Dans	\$60.00
101-104-6003	Service extinguisher	Ace Fire	\$19.50
101-104-6005	Cell Phones	Verizon	\$199.09
101-104-7002	Battery pack	TBS	\$140.00
101-104-7002	Cylinder rental	Airgas	\$31.06
101-104-7002	Spark plug, wire, connector	Rose Motor	\$24.58
101-104-7002	Water	Culligan	\$40.60
101-104-7004	Hydraulic oil	Okie Extrication	\$35.00
101-104-7004	Ice melt	Lowes	\$54.00
101-104-7004	Mop, handle, cleaner	Janitorial	\$81.06

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February 15, 2016**

101-104-8000	Adapters, mounting frame	Weis	\$352.55
			\$1,037.44

Park	Description	Vendor	Inv. Amt
101-105-6000	Trash removal	Stutzman	\$212.36
101-105-6000	Phone service	Verizon	\$42.54
			\$254.90

Court	Description	Vendor	Inv. Amt
101-106-5001	Insurance Premium	Freedom Claims	\$482.62
101-106-6004	Animal Care	Prairie Vista	\$363.00
101-106-6004	Retrievals	Underground Vaults	\$7.20
101-106-6015	Court fees to State	Kansas State Treasurer	\$677.50
101-106-6017	Jail fees	Reno County Sheriff	\$2,000.00
101-106-6018	Court Apt Atty	Shawnah Corcoran	\$900.00
101-106-6018	Court Apt Atty	Benjamin Fisher	\$675.00
101-106-7004	Clock	Office Plus	\$44.28
			\$5,149.60

Code Enf	Description	Vendor	Inv. Amt
101-107-6005	Cell Phones	Verizon	\$51.93
101-107-6002	Computer Support	Gavin	\$70.00
101-107-7001	Lunch & Learn	Petty Cash	\$15.00
101-107-7002	Thermostat	Midway Motors	\$289.80
			\$426.73

Econ/Dev	Description	Vendor	Inv. Amt
101-108-6004	Gas savings	Utility Rebate	\$23.67
			\$23.67

Non Dep	Description	Vendor	Inv. Amt
101-109-6000	Street lights	WESTAR ENERGY	\$5,499.16
101-109-6026	Refuse Payment	Stutzman	\$8,274.53
101-109-7004	Table and base	Hon Company	\$725.23

\$14,498.92
\$36,693.65

GENERAL TOTAL

Water	Description	Vendor	Inv. Amt
201-000-5001	Insurance Premium	Freedom Claims	\$803.84
201-000-6000	Locates	Kansas One Call	\$21.00
201-000-6002	Tyson addition, main reloc	PEC	\$5,015.00
201-000-6002	Computer Support	Gavin	\$70.00
201-000-6003	Uniform Cleaning	Unifirst	\$191.77
201-000-6005	Cell phones	Verizon	\$89.62
201-000-7000	Typewriter ribbon	Office Plus	\$6.98
201-000-7002	Plugs, clamps	HD Supply	\$724.41
201-000-7002	Eyewash	USA Bluebook	\$77.06
			\$6,999.68

Sewer	Description	Vendor	Inv. Amt
301-000-5001	Insurance Premium	Freedom Claims	\$2,209.88
301-000-6000	Trash removal	Stutzman	\$451.48
301-000-6000	WWTP Internet	Pixius	\$102.90
301-000-6000	Phone service	Verizon	\$303.41
301-000-6000	Locates	Kansas One Call	\$21.00
301-000-6002	Computer Support	Gavin	\$70.00
301-000-6003	Uniform cleaning	Unifirst	\$191.77

**Invoice Approval List
February 15, 2016**

301-000-6003	Lab analysis	SDK	\$612.00
301-000-6005	Cell phones	Verizon	\$172.53
301-000-7000	Stamp	Office Plus	\$20.00
301-000-7002	Primer	Ferguson	\$37.21
301-000-7002	Paint	Crown Paint	\$43.00
301-000-7002	Shirt-Randy	Tractor Supply	\$22.49
301-000-7002	Filters, oil	Carquest	\$73.12
301-000-7004	Postage	Petty Cash	\$2.36
			\$4,333.15

Special Hwy	Description	Vendor	Inv. Amt
401-000-7002	Filters, valve, seat cover	Carquest	\$900.39
401-000-7002	Extension cords, screws	Colladay	\$266.66
401-000-7002	Trash Bags	Dollar General	\$7.95
401-000-7002	Rock	Hauschild	\$1,500.54
401-000-7002	Valve	Truck Parts	\$82.52
401-000-7002	Boots-Matt	Longs	\$168.00
401-000-7002	Signs-No Parking	Michael Todd	\$477.28
401-000-7002	Key	Pats Key	\$4.35
401-000-7002	Oil	Ramsey	\$92.05
			\$3,499.74

Employee Ben	Description	Vendor	Inv. Amt
501-000-5007	Insurance Premium	Freedom Claims	\$512.58
			\$512.58

Bond & Int	Description	Vendor	Inv. Amt
601-000-8004	GO Bond-201 Interest	Office of the State Treasurer	\$58,675.00
			\$58,675.00

Food Policy	Description	Vendor	Inv. Amt
808-000-7001	Mileage	Kelsi Depew	\$54.00
808-000-7004	Deed Preperation	Security 1st Title	\$100.00
808-000-7004	Rental	City of Arlington	\$550.00
			\$704.00

CDBG	Description	Vendor	Inv. Amt
809-000-6002	Architectural service	Mann & Company	\$1,440.00
			\$1,440.00

Build Res	Description	Vendor	Inv. Amt
902-000-8024	Tire recaps	Tom & Dans	\$2,820.00
			\$2,820.00

2015 Temp	Description	Vendor	Inv. Amt
909-101-6019	Engineer service	PEC	\$125.97
			\$125.97

Grand Total \$115,803.77

AGREEMENT

THIS AGREEMENT is by and between Morton Salt Incorporated (“Morton”) and the City of South Hutchinson, Kansas, a municipal corporation (“City”) to be effective the _____ day of _____, 2016 (the “Effective Date”)

WHEREAS, the Morton facility located in South Hutchinson, Kansas was established in 1906 and has been a vital part of the economy of the community since the facility’s inception; and

WHEREAS, the Morton facility completed a \$35 million renovation process including substantial investments in modernized equipment and a \$7 million building expansion, and

WHEREAS, the investment by Morton was deemed in the best interest of the City to securing the facility’s future through process improvements to enhance profitability and sustainability; and

WHEREAS, the South Hutchinson City Council approved Resolution 11-484 on August 15, 2011 finding that Morton was eligible for property tax abatement under the Kansas Constitution and in accordance with the City policy for ad valorem tax abatement; and

WHEREAS, the South Hutchinson City Council adopted Ordinance 11-483 on August 15, 2011 granting 10 year sliding scale tax abatement totaling 58% (Exhibit 1) of the taxable value of real property built in conjunction with the proposed project, subject to annual review in accordance with the terms of this agreement.

NOW, THEREFORE, in consideration of the mutual promises hereinafter stated, the parties agree as follows:

MORTON AGREES:

1. That from its baseline annual average of full-time employment positions totaling 137 in 2015, Morton agrees to maintain a total of no less than 135 active full-time positions at the South Hutchinson facility for the entire ten (10) year period of the abatement.
2. That the full-time employment position maintained by Morton will pay an average wage greater than or equal to the Reno County median wage for workers plus benefits.
3. That Morton will provide a detailed report of the positions maintained during a tax abatement eligible year to the City Administrator on or before January 31 of the following year.
4. That Morton will provide the City with timely notification for any material changes in operations that would negatively impact employment outside of annual report.

CITY AGREES:

1. That information provided by Morton will be reviewed in within ten (10) business days by City Administrator or the Administrators designee. Any questions or concerns regarding the report will be addressed to Morton's designee for clarification.
2. That a decision regarding Morton's continued eligibility will be issued in writing within ten (10) business days.
3. That information provided by Morton will be held confidentially in accordance with the provisions of the Kansas Open Records Act.

This Agreement reflects provisions of the Agreement between the parties dated August 15, 2011 and shall be retroactive and become effective as of that date.

IN WITNESS WHEREOF the said parties have signed this Agreement the day and year first written.

Name, Position
Morton Salt, Inc.

Date

A.E. Murray, Mayor
City of South Hutchinson

Date

Exhibit 1.

Pending an affirmative ruling of the Kansas Board of Tax Appeals, the City of South Hutchinson by approving Ordinance 11-483 provides Morton Salt, Inc. with tax abatements on the taxable value of real property built in conjunction with the proposed project for a period of ten (10) years according to the following schedule:

Abatement Year	Percent (%) Abated
Year 1	100%
Year 2	100%
Year 3	80%
Year 4	80%
Year 5	60%
Year 6	60%
Year 7	40%
Year 8	40%
Year 9	20%
Year 10	20%

City of South Hutchinson Staff Report



Topic: IRB Public Hearing

Date: February 15, 2016

Hutchinson-Reno County Chamber staff and city staff have been working with a company on an industrial project in the Wilbeck Industrial park. The basic outline of the project is a staffed warehousing and shipping project to be serviced by rail. The warehousing would be for food and feed commodities, nothing dangerous such as chemicals and nothing that has an offensive odor. There will be no processing on site, just warehousing and transportation. Initial employment would be approximately 5 full time employees with a five year projection of up to 15 employees. Capital investment would be approximately \$1 million initially. There is a possibility that the company could consolidate its operations on the site, moving its headquarters and other business lines to the City.

The project is requesting that the City consider the use of Industrial Revenue Bonds for financing. The company and city have been working closely with Gilmore and Bell, city's bond counsel, to facilitate the deal. An IRB, according to state statutes, is accompanied by a 10 year tax abatement and a sales tax abatement on materials purchased for the project. Under the IRB format, the City is basically a pass through organization for the project, bearing none of the costs of the project. As part of the arrangement, the City is the "owner" of the property until the bonds are paid off as a form of security in case of default.

In order to pursue an IRB, the Council has to set a public hearing to hear the case for the bonds and allow public comment on the project. At that time the Council will be provided with a cost benefit analysis and a detailed plan for the business to assist in decision making. By setting the public hearing, the Council is under no obligation to support the IRB, only to hear the case for it.

POSITION DESCRIPTION

Class Title: City Administrator

Department: General Government

Salary Schedule: Exempt

Range: Set by Employment Agreement

POSITION SUMMARY:

The City Administrator is an exempt position under FSLA. The City Administrator serves at the pleasure of the City Council as the Chief Administrative Officer for the City. The Administrator provides administrative support and leadership in all aspects of city business.

SUPERVISION RECEIVED:

Works under the general supervision of the City Council

SUPERVISION EXERCISED:

Provides general supervision and discipline to all City Employees; provides recommendations to the City Council on the retention of appointed personnel.

GENERAL RESPONSIBILITIES:

Develop and recommend the annual budget for the City Council based on priorities set by the council and needs for continued daily operations.

Provided daily supervision and direction to all city personnel including the ability to discipline and terminate in accordance with the City Code. Termination of appointed positions remains with the City Council.

Translate wishes of the council into action including the implementation of the strategic plan and direct administrative policy to effectively pursue the goals set by the city council

Represent the city in dealings with entities outside of the city including businesses, organizations, and to other units of government

Create and disseminate agendas for the city council meetings and provide council with all information required to make informed decisions; attend all meetings of the city council

Represent the city in the media as needed including interviews, press releases and serving as the Information Officer in the city's emergency operations plan.

Serve as the Chief Financial Officer for the organization supervising the financial affairs of the city including purchasing, investments, revenue collection and financial procedures.

Provide information technology support and decision making including the administration of the city's website and social media pages.

Serve as the chief economic development representative of the community working with businesses on expansion and retention and recruiting new businesses to the community.

PERIPHERAL DUTIES:

Performs other duties as deemed necessary or assigned by City Council.

MINIMUM EDUCATION/EXPERIENCE:

Must be 21 years of age or older

No Felony convictions or disqualifying criminal history.

U.S. Citizen.

Bachelor's degree from an accredited institution in public administration, business administration, or related field is required; Master degree in public administration, business administration or related field is strongly preferred.

Minimum of two years experience as City Administrator or Department Head level position in a similarly sized community or larger.

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of all areas of city government including police, fire, and public utilities

Working knowledge of laws governing municipalities in the State of Kansas

Strong communication skills both written and verbal with public speaking experience

Ability to maintain composure and confidentiality in all dealings

Skill in operating PC and network computers, printers, scanners, and fax machines; learning multiple computer software applications; proper telephone etiquette and operation of telephone systems

Strong analytical skills and sound fiscal management skills

Knowledge of current best practices in management and ability to learn and implement new practices as situations dictate.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions

Ability to operate effectively in emergency situations within the Incident Command framework

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

PHYSICAL DEMANDS:

The job may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard. The job may require maintaining physical condition necessary to operate potentially hazardous situations and environments.

The employee may occasionally be required to lift and/or move more than 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors, in an office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City Administrators position is governed by an employment agreement negotiated and agreed upon by the City Council and City Administrator. The terms of that agreement will define the aspects of employment with the City of South Hutchinson.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: City Clerk

Department: General Government

Salary Schedule: Exempt

Range: Step 1 (\$19.38) – Step 19 (\$32.99)

POSITION SUMMARY:

The City Clerk is an exempt position under FSLA. Primary responsibilities include human resource management, financial management, record keeping and assisting the City Administrator as needed.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator; appointed by the City Council annually

SUPERVISION EXERCISED:

Exercises direct supervision over the Deputy Clerk/Utility Clerk

GENERAL RESPONSIBILITIES:

Serves as the official record custodian of the city including City Council minutes and other official documents of the city

Performs all accounting functions for all city units including payroll, accounts receivable, accounts payable, procurement, and general ledger

Serves as the Human Resource Officer which includes benefit administration, new employee orientation, maintaining personnel records and all other required HR functions

Provides clerical support for City Hall including answering telephones, assisting customers and regularly handles cash, checks and credit cards

Manages the city's bank relationship including deposits, ACH, checks and investments

Provides assistance to the City's outside contractors and advisors including auditors and bond counsel

PERIPHERAL DUTIES:

Assuming the duties of the Utility Billing Clerk as needed

Performs other duties as deemed necessary or assigned by City Administrator.

MINIMUM EDUCATION/EXPERIENCE:

Must be 18 years or older

No Felony convictions or disqualifying criminal history

Minimum 3+ years experience in an office and customer service setting; similar governmental experience preferred

U.S. Citizen.

High School diploma or GED

Must pass background check

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in operating PC and network computers, printers, scanners, and fax machines; learning multiple computer software applications; proper telephone etiquette and operation of telephone systems.

Working knowledge of laws governing municipalities in the State of Kansas

Strong customer service skills including proper telephone etiquette

Ability to learning multiple computer software applications primarily focused on accounting and billing systems

Strong analytical skills and sound fiscal management skills

Strong communication skills both written and verbal

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions;

Ability to maintain composure and confidentiality in dealings with customers and employees

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

PHYSICAL DEMANDS:

The job may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard.

The employee may occasionally be required to lift and/or move more than 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors, in an office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Deputy Clerk/Utility Clerk

Department: General Government

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$14.97) – Step 19(\$25.49)

POSITION SUMMARY:

The Deputy City Clerk/Billing Clerk is a non-exempt position under FSLA. Primary responsibilities include all aspects of utility billing, providing initial customer service and assisting the City Clerk as needed. Employee must also perform general clerical duties for the city at large.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk

SUPERVISION EXERCISED:

Generally none

GENERAL RESPONSIBILITIES:

Assist customers in person and by telephone, answering all incoming calls and circulating incoming mail.

Balances daily the City Hall cash drawer, empties night deposit box and performs daily receipts and reports for the City Clerk.

Mails out monthly bills, including late bills, license renewals and all final utility billings and maintain new customers, address changes and disconnect information.

Maintain organized and accurate filing system of public documents filed in the front office

Constructs sales tax break down reports monthly, maintains sewer charges changed yearly and prepares End of Month and End of Year reports for Auditors

Maintain supplies and forms for the billing department and general City Hall operations

Assists in issuing building permits, dog tags, permits for UTV/ATV/Golf Carts and all other permits issued at the City Hall location

Assumes the essential duties of the City Clerk's their absences

PERIPHERAL DUTIES:

Performs other duties as deemed necessary or assigned.

MINIMUM EDUCATION/EXPERIENCE:

Must be 18 years of age

No Felony convictions or disqualifying criminal history

No minimum experience required

U.S. Citizen

High School diploma or GED

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in operating PC and network computers, printers, scanners, and fax machines; learning multiple computer software applications; proper telephone etiquette and operation of telephone systems.

Working knowledge of laws governing municipalities in the State of Kansas

Strong customer service skills including proper telephone etiquette

Ability to learning multiple computer software applications primarily focused on accounting and billing systems

Strong analytical skills and sound fiscal management skills

Strong communication skills both written and verbal

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions;

Ability to maintain composure and confidentiality in dealings with customers and employees

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

PHYSICAL DEMANDS:

The job may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen

and keyboard.

The employee may occasionally be required to lift and/or move more than 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors, in an office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Police Chief

Department: Police

Salary Schedule: Exempt

Range Step 1 (\$25.50) - Step 19 (\$43.41)

POSITION SUMMARY:

Performs a variety of administrative, supervisory tasks, directing the activities of the South Hutchinson Police Department.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator; Appointed annually by the City Council

SUPERVISION EXERCISED:

Exercises direct and indirect supervision of all police department personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to the essential job duties and responsibilities assigned to a Police Officer, the Police Chief's responsibilities include the following:

Plan, coordinate, supervise and evaluate Police Department operations, maintaining operational readiness for all major incidents

Develop policies and procedures for the Police Department mandated by law and to ensure safe, efficient operation of the Police Department.

Implement directives from the South Hutchinson City Council and City Administrator.

Supervise, prepare and present the annual budget for the South Hutchinson Police Department and South Hutchinson Municipal Court. Direct the implementation of the department budget, and review specifications for all new equipment and replace all required equipment.

Direct the development and maintenance of all police records and department computer systems for criminal justice use. Maintain required security access set forth by Federal and State governments.

Coordinate and supervise the training, assignment, and development of subordinate police officers. Set an exceptional example of professionalism that is expected of all employees and officers of the

South Hutchinson Police Department. Assess all employee grievances per the City of South Hutchinson Personnel Policy.

Attend or designate personnel to attend conferences, meeting, and training to keep abreast of current trends in the field of law enforcement. Represent the City of South Hutchinson Police Department in a variety of local, county, and state meetings and organizations.

Meet with elected and appointed officials, other law enforcement agencies, community business representatives, and the general public on all aspects of the Police Department's activities.

Develop and maintain facility security and safety of department employees.

Ensure that all laws and city ordinances are enforced and that the public's peace and safety is maintained.

Work with other local emergency service departments with the city and county to develop and maintain emergency operations plans for the City of South Hutchinson. Insure that all city emergency response plans work within Reno Counties E.O.P. and are able to work within Incident Command framework (ICS certifications).

PERIPHERAL DUTIES:

Direct investigations of any major crimes that occur in the City of South Hutchinson.

Perform the duties of subordinate personal as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees as appointed or recommended.

Provide assistance to other City departments as needed

Perform other duties as assigned by the City Administrator

POSITION REQUIREMENTS:

High School Diploma or equivalent required; Bachelors degree from an accredited institution in criminal justice, public administration, business administration, or related field is highly desired.

Minimum of 10 years of progressively responsible experience in law enforcement; Minimum 5 years experience in supervisory position in a law enforcement setting.

Must be 21 years of age.

No felony convictions or disqualifying criminal history.

Must be a United States citizen

Must have KLECT Certification and in good standing with CPOST.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic law enforcement equipment such as radios, computers, fire arms, police vehicles, radar, etc.; Intoxilyzer certification is preferred.

Working knowledge of best practices in law enforcement and municipal court within the State of Kansas.

Knowledge of investigative and identification procedures and techniques

Knowledge of the principals and practices of leadership, supervision, training techniques, personnel administration, and record keeping

Must be able to qualify with department issued firearms.

Exceptional knowledge of the applicable laws, ordinances and department rules and regulations. Ability to interpret and enforce the prevailing city codes.

Exceptional knowledge of Federal and State laws, NIMS, ICS protocols, CPR, First Aid and Law Enforcement techniques.

Should possess excellent public relations, oral and written communication skills.

Ability to collaborate, gain cooperation, and work with a wide variety of individuals and organizations to achieve Department, City, and community goals

Enforce City and Department regulations and procedures, and administer discipline when necessary

Capable of problem solving in a variety of public safety situations and addressing citizen concerns.

Ability to effectively manage a diverse group of employees in all types of situations

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

LICENSES REQUIRED:

Must possess, or be able to obtain by the time of hire, a valid Kansas Driver's License without record of suspension or revocation in any state.

Must possess KLECT Certification or reciprocal certification from an equivalent sanctioning body and in good standing with CPOST system.

PHYSICAL DEMANDS:

Ability to pass a minimum physical fitness test set forth by the Kansas Law Enforcement Training

Center. Ability to pass and maintain all physical activities and requirements as deemed relevant and necessary to perform the job functions set forth herein. Periodic testing and training on physical standards will be provided at the discretion of the City Administrator or any designee of the administrator.

While performing the duties of this position, the Chief of Police is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb, kneel, smell, and other similar types of functions. The Chief of Police may occasionally be required to lift and/or move more than 110 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a Chief of Police encounters while performing the essential functions of this job. Most work will be performed outdoors, in a car and in an office. Encountering all types of weather conditions, hazardous, strenuous and dangerous situations may arise in specific types of situations one may encounter. The Chief of Police must be able to work or fill all shifts, and be on call for all major incidents.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Court Clerk/Probation Officer

Department: Police

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$14.97) – Step 19(\$25.49)

POSITION SUMMARY:

The Court Clerk/Probation Officer provides a variety of complex work and clerical duties in maintaining all court files and references. Prepares court dockets, and assists court procedures while maintaining a direct line communication with the municipal judge and prosecutor.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police and assigned administrative personnel.

SUPERVISION EXERCISED

Generally none

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Checks and approves a variety of reports in order to assure accuracy

Types a variety of data in to a computerized database for permanent storage and retrieval

Files a variety of reports and records for the purpose of storage and retrieval

May assist and compute departmental statistics for official reports

Organize and prepares court dockets, and assists court procedures

Receipt court payments and complete daily deposits

Maintains driving records and criminal history records

Prepares financial reports for the state on a monthly basis

Maintains Probation files/meets with clients on a monthly basis

Maintains Diversion files, meets with clients on an as needed basis

Processes warrants, contempt's, motions, and other actions as ordered by the court

Reports convictions and dispositions to the appropriate authorities

Monitors probationers and makes recommendations to the court

Provides administrative support as needed

Prepares/Assists with State, Federal, Kansas Highway Patrol, KIBRS, and NCIC Audits.

Department Terminal Agency Coordinator (Biennial training)

Assist departments Local Agency Security Officer (Biennial training).

Maintain all Open Fox connections with the State of Kansas/Kansas Highway Patrol.

Complete record checks that are received by the Court.

Stay up to date on current laws and new laws that will go into effect with each new legislative session.

Obtain/Maintain NCIC Certification (Biennial training).

Essential Job Functions:

Establish and maintain effective working relationships with fellow employees, officials and the public.

Maintain and exhibit discretion and integrity at all times when handling confidential information.

Sort/file/record/impute data or information.

Review and classify data or information.

Provide secretarial support.

Retrieve, disseminate, and communicate data or information

Type accurately at or above 60 words per minute.

Properly account for materials, supplies and funds.

Maintain and improve knowledge of office procedures, machines operation, and city operations and polices.

PERIPHERAL DUTIES:

Performs other duties as deemed necessary or assigned.
Assist with functions of Police Clerk in their absence.
Assist with administrative support in other departments as needed.

POSITION REQUIREMENTS:

High School Diploma or equivalent required; Preferred bachelor's or associates degree from an accredited college or university in criminal justice or a related field.

No minimum experience required

Must be 18 years of age

No Felony convictions or disqualifying criminal history.

U.S. Citizen.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic equipment, computers, telecommunication devices;

Should possess excellent public relations, oral and written communication skills.

Capable of problem solving encountered in various situations, and citizen concerns.

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

LICENSES REQUIRED

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, stand, walk, see, hear, speak, use hands, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors, in an office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Police Records Clerk

Department: Police

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$11.66) – Step 19(\$19.85)

POSITION SUMMARY:

Under direct supervision, performs a variety of maintenance, compilation, retrieval, and distribution of official police documents and information; and performs related duties as assigned.

SUPERVISION RECEIVED:

Works under the general supervision of an assigned supervisor, as designated by the Chief of Police.

SUPERVISION EXERCISED:

Generally none

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Type and process a variety of correspondence, reports, forms and confidential documents from drafts, notes, or brief instructions; proofread materials for accuracy, completeness, and compliance with department policy.

Retrieve, disseminate, and communicate records information to department staff, outside agencies, and the public according to established guidelines.

Maintain organized and accurate filing system.

Assist customers in person and by telephone; direct individuals to other departments and agencies; receives records requests, releases information, police reports, and documentation in accordance with department policy and local, state, and federal law

Receive payments, and reconciles receipts; prepares correspondence; circulates inter and intra office mail.

Provide general administrative support.

Maintain supplies and forms for the department.

PERIPHERAL DUTIES:

Performs other duties as deemed necessary or assigned.

MINIMUM EDUCATION/EXPERIENCE:

High School Diploma or equivalent required

No minimum experience required; one or more years of office administrative experience preferred.

Must be 18 years of age

No Felony convictions or disqualifying criminal history

U.S. Citizen

Must pass extensive background check

Must be able to obtain NCIC certification within 6 months of employment

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the written English language with regard to proper grammar, spelling, and punctuation; business writing and standard format for typed materials

Knowledge of local, state, and federal laws relating to the retention and release of police information and documentation

Skill in operating PC and network computers, printers, scanners, and fax machines; ability to operate multiple computer software applications including Microsoft Windows and Office Products, e-mail, and the internet

Outstanding customer service skills including proper telephone etiquette and operation of telephone systems

Ability to analyze data and information to produce high quality, high quantity results

Ability to collaborate, gain cooperation, and work with a wide variety of individuals and organizations to achieve Department, City, and community goals

Ability to communicate clearly and concisely both orally and in writing preparing accurate and grammatically correct reports

Ability to maintain composure and confidentiality

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

PHYSICAL DEMANDS:

The job may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard.

The employee may occasionally be required to lift and/or move more than 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors, in an office setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Police Captain

Department: Police

Salary Schedule: Exempt

Range: Step 1(\$20.40) – Step 19(\$34.73)

POSITION SUMMARY:

Provides complex administrative support to the Chief of Police including coordination of activities, staffing, resources, and operations of the Police Department. Performs sworn police duties to include felony investigations

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police

SUPERVISION EXERCISED:

Exercises direct and indirect supervision over all subordinate personnel of the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to those essential job duties and responsibilities assigned to a Police Officer, the Police Captain's responsibilities include the following:

Acts as second in command to the Police Chief and assumes the duties of the Police Chief as assigned or when the Police Chief is unavailable

Demonstrate leadership in commitment to the highest ethical values in the delivery of police services

Provide leadership in the management of daily operations, services, and activities of the Police Department

Manage and participate in the development and implementation of goals, objectives, policies, and priorities of the police department

Plan, direct, and review the work of the department, meet with staff to identify and resolve conflicts, monitor work flow, and review and evaluate work performance

Make recommendations to the Chief of Police on appointments, promotions, transfers, disciplinary actions, and terminations

Attend and/or provide presentations to outside organizations and community groups, and represent the Department at various functions

Review and investigate citizen complaints and employee misconduct allegations and make recommendations to the Chief of Police

Approve the purchase of supplies and equipment under the direction of the Chief of Police

Direct recruitment, hiring, background investigations, and training process, of potential employees

Recognize commendable performance by employees and appropriately document such occurrences

Provide input in the forecast of funds needed for staffing, equipment, supplies, and make recommendations to the Chief of Police for the Department's annual budget

Respond to major incidents and assume role as Incident Commander or other role as dictated by the City's Emergency Operations Plan.

Manage the Detective functions of the Department to include conducting felony investigations, crime scene management, and crime analysis

May act as evidence custodian

Maintain and exhibit discretion and integrity at all times

Maintain confidentiality of sensitive information

Work irregular and on-call hours

PERIPHERAL DUTIES:

Participate in various committees as appointed or recommended.

Provide assistance to other City departments as needed

Perform other duties as assigned by the City Administrator

POSITION REQUIREMENTS:

High School Diploma or equivalent required; Bachelors degree from an accredited institution in criminal justice, public administration, business administration, or related field is highly desired.

Minimum of 8 years experience in law enforcement; Minimum 2 years experience in supervisory position preferably as Police Sergeant with the South Hutchinson Police Department.

Must be 21 years of age.

No felony convictions or disqualifying criminal history.

Must be a United States citizen and proof of citizenship.

Must have KLECT Certification and in good standing with CPOST.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic law enforcement equipment such as radios, computers, fire arms, police vehicles, radar, etc.; Intoxilyzer certification is preferred.

Working knowledge of best practices in law enforcement and municipal court within the State of Kansas.

Knowledge of investigative and identification procedures and techniques

Knowledge of the principals and practices of leadership, supervision, training techniques, personnel administration, and record keeping

Must be able to qualify with department issued firearms.

Exceptional knowledge of the applicable laws, ordinances and department rules and regulations.
Ability to interpret and enforce the prevailing city codes.

Exceptional knowledge of Federal and State laws, NIMS, ICS protocols, CPR, First Aid and Law Enforcement techniques.

Should possess excellent public relations, oral and written communication skills.

Ability to collaborate, gain cooperation, and work with a wide variety of individuals and organizations to achieve Department, City, and community goals

Enforce City and Department regulations and procedures, and administer discipline when necessary

Capable of problem solving in a variety of public safety situations and addressing citizen concerns.

Ability to effectively manage a diverse group of employees in all types of situations

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

LICENSES REQUIRED:

Must possess, or be able to obtain by the time of hire, a valid Kansas Driver's License without record of suspension or revocation in any state.

Must possess KLECT Certification or reciprocal certification from an equivalent sanctioning body and in good standing with CPOST system.

PHYSICAL DEMANDS:

Ability to pass a minimum physical fitness test set forth by the Kansas Law Enforcement Training Center. Ability to pass and maintain all physical activities and requirements as deemed relevant and necessary to perform the job functions set forth herein. Periodic testing and training on physical standards will be provided at the discretion of the Chief of Police, City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions. The employee may occasionally be required to lift and/or move more than 110 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a Police Captain encounters while performing the essential functions of this job. Most work will be preformed outdoors, in a car and in an office. Encountering all types of weather conditions, hazardous, strenuous and dangerous situations may arise in specific types of situations one may encounter. The Chief of Police must be able to work or fill all shifts, and be on call for all major incidents.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Police Officer

Department: Police

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$16.32) – Step 19(\$27.78)

POSITION SUMMARY:

To provide protection of life and property within the municipal boundaries of the City of South Hutchinson through the prevention and investigation of crimes, providing community services, and enforcing all federal, state, and local laws and ordinances.

SUPERVISION RECEIVED:

Works under the general supervision of the Police Sergeant

SUPERVISION EXERCISED:

Generally none

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforce all federal, state and local laws and ordinances

Perform routine patrol duties and respond to traffic control duties

Respond to emergency situations and calls for police service

Execute warrants and serve legal documents

Respond and investigate traffic crash reports

Collaborate with citizens and other public safety agencies and City departments as needed

Investigate and analyze crime, cases, make arrests, issue citations, perform booking procedures, and interview witnesses, suspects, and victims

Investigate and prepare reports and documents on offenses, arrests, accidents and administrative matters using a combination of writing and computer skills

Appear and testify in court

Assist with enforcement of health and zoning ordinances as needed

Seize and preserve evidence; provide security to City facilities, personnel and operations

Drive a variety of vehicles in a safe and effective manner under a wide range of conditions

Work irregular hours to include weekends, holidays, and night shifts

Maintain and exhibit discretion and integrity at all times

Maintain confidentiality of sensitive information

PERIPHERAL DUTIES:

Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

High School Diploma or equivalent required; bachelor's or associates degree from an accredited college or university in criminal justice, psychology, public administration, or a related field preferred.

No minimum experience required

Must be 21 years of age at the date of hire

No Felony convictions or disqualifying criminal history

Must be a U.S. Citizen

High School diploma or GED

This position requires graduation from the Kansas Law Enforcement Training Center and 40 hours of continuing education annually

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic law enforcement equipment such as radios, computers, radars, etc.

Ability to develop skill in the use and care of firearms and pass periodic firearms qualifications

Familiar with applicable laws, ordinances, and department rules and regulations

Ability to communicate clearly and concisely, both orally and in writing, preparing accurate and grammatically correct reports

Ability to deal with conflict and develop effective resolutions

Ability to problem solve and make sound decisions in a variety of situations and conditions

Knowledge of CPR and first aid

Ability to organize and prioritize work

Ability to follow direction from supervisors and accept constructive input

Ability to maintain confidentiality

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment

LICENSES REQUIRED:

Must possess a valid Kansas driver's license without record of suspension or revocation at time of hire.

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. Periodic testing and training on physical standards will be provided at the discretion of the Chief of Police, the City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell, and other similar types of functions. The employee may occasionally be required to lift and/or move more than 110 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be preformed outdoors, in a car and in an office. Encountering all types of weather conditions, hazardous, strenuous and dangerous situations may arise in specific types of situations one may encounter. The employee must be able to work or fill all shifts, and be on call for all major incidents.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Police Sergeant I

Department: Police

Salary Schedule: Hourly, Non-Exempt

Range: Step 1(\$17.95) – Step 19(\$30.56)

POSITION SUMMARY:

The Police Sergeant I observes, supervises, assigns, reviews, and participates in the work of assigned sworn staff, ensuring work quality and adherence to established policies and procedures, and performs sworn police duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Patrol Sergeant II and/or Police Captain

SUPERVISION EXERCISED:

Exercises direct supervision over assigned sworn personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to those essential job duties and responsibilities assigned to a Police Officer, the Police Sergeant I's responsibilities include the following:

Plan, coordinate, prioritize, assign, supervise, and direct the daily activities of sworn personnel and ensure compliance with established policies and procedures.

Conduct briefings and provide special orders and instructions for the assigned detail

Assist in employee counseling and disciplinary matters

Assist with investigations as appropriate

Review submitted casework of subordinate officers to ensure accuracy

Conduct personnel, equipment, and building inspections, and coordinate vehicle maintenance and repair.

Recommend and assist in the implementation of departmental goals and objectives

Provide training guidance and counseling to assigned personnel

Complete yearly employee performance evaluations as assigned

Promote and facilitate career development of subordinate personnel

Contribute in developing policies and procedures

Serve as a Field Training Officer (FTO)

Serve as acting Captain when assigned

Work irregular and on-call hours

Maintain and exhibit discretion and integrity at all times

Maintain confidentiality of sensitive information

PERIPHERAL DUTIES:

Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

High School Diploma or equivalent required; bachelor's or associates degree from an accredited college or university in criminal justice, psychology, public administration, or a related field preferred.

Minimum 5 years experience as a Police Officer, with a minimum 3 years of service with the South Hutchinson Police Department.

Must be 21 years of age

No Felony convictions or disqualifying criminal history.

Must be a U.S. Citizen

Must have KLECT Certification and in good standing with CPOST.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic law enforcement equipment such as radios, computers, fire arms, police vehicles, radar, etc.; Intoxilyzer certification is preferred.

Ability to perform a broad range of supervisory responsibilities over others to include directing personnel in their work and advising them on technical police problems; effectively and tactfully counsel, mentor, and develop employees

Must be able to qualify with department issued firearms.

Strong knowledge of the applicable laws, ordinances and department rules and regulations. Ability to

interpret and enforce the prevailing city codes.

Strong knowledge of Federal and State laws, NIMS, ICS protocols, CPR, First Aid and Law Enforcement techniques.

Ability to communicate clearly and concisely both orally and in writing preparing accurate and grammatically correct reports

Ability to collaborate, gain cooperation, and work with a wide variety of individuals and organizations to achieve Department, City, and community goals

Enforce City and Department regulations and procedures, and administer discipline when necessary

Capable of problem solving in a variety of public safety situations and addressing citizen concerns.

Ability to effectively manage a diverse group of employees in all types of situations

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

LICENSES REQUIRED:

Must possess, or be able to obtain by the time of hire, a valid Kansas Driver's License without record of suspension or revocation in any state.

Must possess KLECT Certification or reciprocal certification from an equivalent sanctioning body and in good standing with CPOST system.

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. Periodic testing and training on physical standards will be provided at the discretion of the Chief of Police, the City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions. The employee may occasionally be required to lift and/or move more than 110 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors, in a car and in an office. Encountering all types of weather conditions, hazardous, strenuous and dangerous situations may arise in specific types of situations one may encounter. The employee must be able to work or fill all shifts, and be on call for all major incidents.



The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Police Sergeant II

Department: Police

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$18.87) – Step 19(\$32.12)

POSITION SUMMARY:

The Police Sergeant II observes, supervises, assigns, reviews, and participates in the work of assigned sworn staff, ensuring work quality and adherence to established policies and procedures, and performs sworn police duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Police Captain

SUPERVISION EXERCISED:

Exercises direct supervision over assigned sworn personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to those essential job duties and responsibilities assigned to a Police Officer, the Police Sergeant II's responsibilities include the following:

Responsible for the daily scheduling of patrol to ensure adequate shift coverage; approving vacation and leave requests, overtime, and assigning special assignments

Shall serve as the department training officer; coordinating, scheduling, documenting, and reporting officer training, ensuring State required standards are met

Approve the purchase of patrol equipment and supplies under the direction of the Chief of Police

Plan, coordinate, prioritize, assign, supervise, and direct the daily activities of sworn personnel and ensure compliance with established policies and procedures

Conduct briefings and provide special orders and instructions for the assigned detail

Assist in employee counseling and disciplinary matters

Assist with investigations as appropriate

Review submitted casework of subordinate officers to ensure accuracy

Conduct personnel, equipment, and building inspections, and coordinate vehicle maintenance and repair

Recommend and assist in the implementation of departmental goals and objectives

Provide training guidance and counseling to assigned personnel

Complete yearly performance evaluations on assigned employees

Promote and facilitate career development of subordinate personnel

Contribute in developing policies and procedures

Serve as a Field Training Officer (FTO)

Serve as acting Captain when assigned

Work irregular and on-call hours

Maintains Patrol equipment and supplies and makes necessary purchases under the direction of the Chief of Police

Maintain and exhibit discretion and integrity at all times

Maintain confidentiality of sensitive information

PERIPHERAL DUTIES:

Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

High School Diploma or equivalent required; bachelor's or associates degree from an accredited college or university in criminal justice, psychology, public administration, or a related field preferred.

Minimum 5 years experience as a Police Officer, with a minimum 3 years of service with the South Hutchinson Police Department.

Must be 21 years of age at time of hire

No Felony convictions or disqualifying criminal history.

Must be a U.S. Citizen

Must have KLECT Certification and in good standing with CPOST.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic law enforcement equipment such as radios, computers, fire arms, police vehicles, radar, etc.; Intoxilyzer certification is preferred.

Ability to perform a broad range of supervisory responsibilities over others to include directing personnel in their work and advising them on technical police problems; effectively and tactfully counsel, mentor, and develop employees

Must be able to qualify with department issued firearms.

Strong knowledge of the applicable laws, ordinances and department rules and regulations. Ability to interpret and enforce the prevailing city codes.

Strong knowledge of Federal and State laws, NIMS, ICS protocols, CPR, First Aid and Law Enforcement techniques.

Ability to communicate clearly and concisely both orally and in writing preparing accurate and grammatically correct reports

Ability to collaborate, gain cooperation, and work with a wide variety of individuals and organizations to achieve Department, City, and community goals

Enforce City and Department regulations and procedures, and administer discipline when necessary

Capable of problem solving in a variety of public safety situations and addressing citizen concerns.

Ability to effectively manage a diverse group of employees in all types of situations

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

LICENSES REQUIRED:

Must possess, or be able to obtain by the time of hire, a valid Kansas Driver's License without record of suspension or revocation in any state.

Must possess KLECT Certification or reciprocal certification from an equivalent sanctioning body and in good standing with CPOST system.

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. Periodic testing and training on physical standards will be provided at the discretion of the Chief of Police, the City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions. The employee may occasionally be required to lift and/or move more than 110 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors, in a car and in an office. Encountering all types of weather conditions, hazardous, strenuous and dangerous situations may arise in specific types of situations one may encounter. The employee must be able to work or fill all shifts, and be on call for all major incidents.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: City Superintendent

Department: Public Works

Salary Schedule: Exempt

Range: Step 1(\$25.00) – Step 19 (\$42.56)

POSITION SUMMARY:

The City Superintendent position supervises the daily operations of the City's public works (potable water system, wastewater system, street system and storm water system), code enforcement and planning departments. The City Superintendent also provides administrative support to the Planning Commission.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator

SUPERVISION EXERCISED:

Generally will have daily supervisory duties over employees in the public works departments

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain the integrity of the City's wastewater system

Maintain the integrity of the City's potable water system

Maintain the integrity of the City's street system

Maintain the integrity of the City's storm water system

Maintain all the equipment related to the water and street departments

Provides services related to planning and zoning including review and issuance of building permits, inspection services, nuisance abatement and Planning Commission support

Provides budgetary guidance to the public works departments and recommendations to the City Administrator and City Council for necessary projects or improvements

Maintain the City's park and recreation amenities as needed

Coordinates building and vehicle maintenance for city facilities

Responds to emergency situations and calls for service on a call out basis

PERIPHERAL DUTIES:

Provide assistance to other City departments as needed

Perform other duties as assigned by the City Administrator

DESIRED EDUCATION/EXPERIENCE:

Must be 21 years of age

No Felony convictions or disqualifying criminal history.

No minimum experience required.

U.S. Citizen.

High School diploma or GED

Five years or more of progressive experience in supervision of employees in a municipal setting or similar functional operation

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic municipal equipment including trucks, road grader, street sweeper, etc.

Working knowledge of best practices in water systems, wastewater systems, street systems and storm water systems

Certification or extensive experience in the operation of common equipment in found a municipal public works setting

Ability to interpret and enforce the prevailing city codes

Familiar with the applicable laws, ordinances and department rules and regulations

Should possess strong oral and written communication skills

Capable of problem solving encountered in various situations and functions of the position

Ability to effectively manage a diverse group of employees in all types of situations

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

Must possess or be able to obtain within six months of hire, a valid Kansas Commercial Driver's license (CDL) without record or suspension or revocation in any state

Ability to acquire certification as a Water Supply System Operator I or higher and Wastewater System Operator I or higher as determined by KDHE Bureau of Water Resources Technical Services Section

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activities and requirements as deemed relevant and necessary to perform the job functions set forth herein. Periodic testing and training on physical standards will be provided at the discretion of the City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 75 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors, in a vehicle or piece of equipment and encountering all types of weather conditions. Hazardous, strenuous and potentially dangerous situations may arise in specific types of settings one may encounter. This position may come into contact with hazardous, toxic or corrosive chemicals which must be handled in accordance with the City's established safety protocols.

Employee must be able to work or fill for all shifts and available for callouts as needed. General hours of work for this position will be Monday thru Friday, 8:00 am to 5:00 pm unless otherwise prescribed by the City Administrator. Work hours are subject to change as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Wastewater Operator I (Maintenance I)

Department: Public Works

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$12.75) – Step 19 (\$21.71)

POSITION SUMMARY:

The Wastewater Operator I works to ensure proper running of the Wastewater Treatment Plant and lift stations, maintaining sewer lines and performing equipment repairs.

SUPERVISION RECEIVED:

Works under the direct supervision of the Wastewater Supervisor and senior wastewater operator.

Works under the general supervision of the City Superintendent.

SUPERVISION EXERCISED:

Generally none

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in operation of Wastewater Treatment Plant

Assists in maintaining lift stations and collection lines

Operates heavy equipment and machinery including back hoes loaders, tractors, mowers, generators, and Vactor truck

Assists in performing laboratory analysis

Samples and assists in testing effluent from industries discharging into city sewer

Performs mowing and tilling of sludge field

Performs maintenance on sewer truck, generator, Vactor truck & other equipment

Assists in performing One Call utility locates

Responds to emergency situations and calls for service on a call out basis

PERIPHERAL DUTIES:

Provide assistance to other City departments as needed

Perform other duties as assigned by the City Superintendent

DESIRED EDUCATION/EXPERIENCE:

Must be 21 years of age

No Felony convictions or disqualifying criminal history.

No minimum experience required. One year or more of similar or related experience is preferred

U.S. Citizen.

High School diploma or GED

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Problems solving ability as it relates to the biological chemical operation of a wastewater facility.

Ability to operate basic municipal equipment including trucks, tractors, mowers, loaders, dump trucks and hand tools as it relates to the maintenance of machinery and equipment.

Ability to use basic math and laboratory skills to assist in the workings of the facility.

Working knowledge of best practices in water systems, street systems and storm water systems

Familiar with the applicable laws, ordinances and department rules and regulations.

Should possess strong oral and written communication skills.

Capable of problem solving encountered in various situations and functions of the position

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

Must possess or be able to obtain within six months of hire, a valid Kansas Commercial Driver's license (CDL) without record or suspension or revocation in any state

Certification as a Wastewater System Class 1 Operator as determined by KDHE Bureau of Water Resources Technical Services Section

Confined space entry and rescue certification preferred. Certification must be completed as soon as course is available

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activity requirements as deemed relevant and necessary to perform the job functions set forth herein. Periodic testing and training on physical standards will be provided at the discretion of the City Superintendent, City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 75 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potentially adverse working conditions exist in this position. Wastewater positions are exposed to small and large equipment and machinery; hazardous chemicals, bodily fluids, potential blood borne pathogens, ultra-violet lights and electricity; confined space areas, heights, areas of excessive noise and all types of weather conditions. Hazardous, strenuous and potentially dangerous situations may arise in specific types of settings one may encounter. All hazardous, toxic or corrosive chemicals must be handled in accordance with the City's established safety protocols.

Employee must be able to work or fill for all shifts and available for callouts as needed. General hours of work will be 7:00 am to 5:30 pm on four day schedule unless otherwise prescribed by the City Superintendent. Work hours are subject to change as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and

requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Wastewater Operator II (Maintenance II)

Department: Public Works

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$13.77) – Step 19 (\$23.44)

POSITION SUMMARY:

The Wastewater Operator I works to ensure proper running of the Wastewater Treatment Plant and lift stations, maintaining sewer lines and performing equipment repairs.

SUPERVISION RECEIVED:

Works under the direct supervision of the Wastewater Supervisor and senior wastewater operator; Works under the general supervision of the City Superintendent.

SUPERVISION EXERCISED:

Generally none

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in operation of Wastewater Treatment Plant

Assists in maintaining lift stations and collection lines

Operates heavy equipment and machinery including back hoes loaders, tractors, mowers, generators, and Vector truck

Assists in performing laboratory analysis

Samples and assists in testing effluent from industries discharging into city sewer

Performs mowing and tilling of sludge field

Performs maintenance on sewer truck, generator, Vector truck & other equipment

Assists in performing One Call utility locates

Responds to emergency situations and calls for service on a call out basis

PERIPHERAL DUTIES:

Provide assistance to other City departments as needed

Perform other duties as assigned by the City Superintendent

DESIRED EDUCATION/EXPERIENCE:

Must be 21 years of age

No Felony convictions or disqualifying criminal history.

Three years of public works experience with the City of South Hutchinson or like public entity

U.S. Citizen.

High School diploma or GED

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Problems solving ability as it relates to the biological chemical operation of a wastewater facility.

Ability to operate basic municipal equipment including trucks, tractors, mowers, loaders, dump trucks and hand tools as it relates to the maintenance of machinery and equipment.

Ability to use basic math and laboratory skills to assist in the workings of the facility.

Working knowledge of best practices in water systems, street systems and storm water systems

Familiar with the applicable laws, ordinances and department rules and regulations.

Should possess strong oral and written communication skills.

Capable of problem solving encountered in various situations and functions of the position

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

Must possess or be able to obtain within six months of hire, a valid Kansas Commercial Driver's license (CDL) without record or suspension or revocation in any state

Certification as a Wastewater System Class 2 Operator as determined by KDHE Bureau of Water Resources Technical Services Section

Confined space entry and rescue certification preferred. Certification must be completed as soon as course is available

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activity requirements as deemed relevant and necessary to perform the job functions set forth herein. Periodic testing and training on physical standards will be provided at the discretion of the City Superintendent, City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 75 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potentially adverse working conditions exist in this position. Wastewater positions are exposed to small and large equipment and machinery; hazardous chemicals, bodily fluids, potential blood borne pathogens, ultra-violet lights and electricity; confined space areas, heights, areas of excessive noise and all types of weather conditions. Hazardous, strenuous and potentially dangerous situations may arise in specific types of settings one may encounter. All hazardous, toxic or corrosive chemicals must be handled in accordance with the City's established safety protocols.

Employee must be able to work or fill for all shifts and available for callouts as needed. General hours of work will be 7:00 am to 5:30 pm on four day schedule unless otherwise prescribed by the City Superintendent. Work hours are subject to change as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and

requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Wastewater Supervisor

Department: Public Works

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$17.60) – Step 19 (\$29.96)

POSITION SUMMARY:

The Wastewater Supervisor position coordinates daily operations of the City's wastewater treatment system including treatment plant, collection system and lift station infrastructure.

SUPERVISION RECEIVED:

Works under the general supervision of the City Superintendent

SUPERVISION EXERCISED:

Generally will have daily supervisory duties over employees in the wastewater department

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to those essential job duties and responsibilities assigned to a Wastewater Operator, the Wastewater Supervisor's responsibilities include the following:

Maintain the integrity of the City's wastewater system

Maintain all the equipment related to the wastewater departments

Supervise and conduct required laboratory analysis to maintain compliance with wastewater permit

Provide daily leadership to accomplish goals set forth by City Superintendent and City Administrator

Planning for the operations and routine maintenance of wastewater treatment and collection systems

Assists with developing specifications for equipment and reviewing equipment needs

Responds to emergency situations and calls for service on a call out basis

PERIPHERAL DUTIES:

Provide assistance to other City departments as needed

Perform other duties as assigned by the City Superintendent

DESIRED EDUCATION/EXPERIENCE:

Must be 21 years of age

No Felony convictions or disqualifying criminal history.

No minimum experience required.

U.S. Citizen.

High School diploma or GED

Five years or more of progressive experience in supervision of employees in a municipal setting or similar functional operation

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic municipal equipment including trucks, road grader, street sweeper, etc.

Certification or extensive experience in the operation of common equipment in found a municipal public works setting

Working knowledge of best practices in wastewater systems

Familiar with the applicable laws, ordinances and department rules and regulations.

Should possess strong oral and written communication skills.

Capable of problem solving encountered in various situations and functions of the position

Ability to effectively manage a diverse group of employees in all types of situations

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

Must possess or be able to obtain within six months of hire, a valid Kansas Commercial Driver's license (CDL) without record or suspension or revocation in any state

Certification as a Wastewater System Operator III as determined by KDHE Bureau of Water Resources Technical Services Section

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activities and requirements as deemed relevant and necessary to perform the job functions set forth herein. Periodic testing and training on physical standards will be provided at the discretion of the City Superintendent, City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 75 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors, in a vehicle or piece of equipment and encountering all types of weather conditions. Hazardous, strenuous and potentially dangerous situations may arise in specific types of settings one may encounter. This position may come into contact with hazardous, toxic or corrosive chemicals which must be handled in accordance with the City's established safety protocols.

Employee must be able to work or fill for all shifts and available for callouts as needed. General hours of work will be 7:00 am to 5:30 pm on four day schedule unless otherwise prescribed by the City Superintendent. Work hours are subject to change as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Street/Water Operator 1 (Maintenance 1)

Department: Public Works

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$12.75) – Step 19 (\$21.71)

POSITION SUMMARY:

Under the supervision of the Water /Street Supervisor, this employee is part of a group of employees responsible for maintaining the potable water system, street infrastructure and storm water infrastructure.

SUPERVISION RECEIVED:

Works under the direct supervision of the Water/ Street Supervisor; Works under the general supervision of the City Superintendent

SUPERVISION EXERCISED:

Generally none

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in maintaining the potable water system including water wells, water tower, distribution system and any other areas

Assists in maintaining the street system including all streets

Assists in maintaining storm drainage system and drainage ways

Operates heavy equipment and machinery including, but not limited to, back hoes, loaders, tractors, mowers, generators, and Vactor truck

Performs mowing and trimming in public right-of-ways, at water system facilities and other areas as needed

Performs basic maintenance on public works equipment including trucks, generators, and all other equipment

Assists in performing One Call utility locates

Responds to emergency situations and calls for service on a call out basis

PERIPHERAL DUTIES:

Provide assistance to other City departments as needed

Perform other duties as assigned by the Water/ Street Supervisor and City Superintendent

DESIRED EDUCATION/EXPERIENCE:

Must be 18 years of age

No Felony convictions or disqualifying criminal history

No minimum experience required. One year or more of similar or related experience is preferred

U.S. Citizen.

High School diploma or GED

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Problems solving ability as it relates to the operation of a water system and street infrastructure

Ability to operate basic municipal equipment including trucks, tractors, mowers, loaders, dump trucks and hand tools

Ability to use basic math and reading skills to assist in the workings of the various systems

Working knowledge of best practices in water systems, street systems and storm water systems

Ability to acquire a working knowledge of wastewater systems and treatment process

Familiar with the applicable laws, ordinances and department rules and regulations

Should possess strong oral and written communication skills

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

Must possess or be able to obtain within six months of hire, a valid Kansas Commercial Driver's

license (CDL) without record or suspension or revocation in any state

Certification as Class 1 Water Operator as determined by KDHE Bureau of Water Resources
Technical Services Section

Confined space entry and rescue certification preferred. Certification must be completed as soon
as course is available

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activity requirements as deemed relevant and necessary
to perform the job functions set forth herein. Periodic testing and training on physical standards
will be provided at the discretion of the City Superintendent, City Administrator or any designee
of the Administrator.

While performing the duties of this position, the employee is frequently required to sit, stand,
walk, run, drive, see, hear, speak, smell, use hands, climb, kneel, lift and other similar types of
functions.

The employee may occasionally be required to lift and/or move more than 75 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform
essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee
encounters while performing the essential functions of this job. Potentially adverse working
conditions exist in this position. Water and street positions are exposed to small and large
equipment and machinery; hazardous chemicals, bodily fluids, potential blood borne pathogens,
ultra-violet lights and electricity; confined space areas, heights, areas of excessive noise and all
types of weather conditions. Hazardous, strenuous and potentially dangerous situations may arise
in specific types of settings one may encounter. All hazardous, toxic or corrosive materials must
be handled in accordance with the City's established safety protocols.

Employee must be able to work or fill for all shifts and available for callouts as needed. General
hours of work will be 7:00 am to 5:30 pm on four day schedule unless otherwise prescribed by
the City Superintendent. Work hours are subject to change as needed.

The duties listed above are intended only as illustrations of the various types of work that may be
performed. The omission of specific statements of duties does not exclude them from the
position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Street/Water Operator II (Maintenance II)

Department: Public Works

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$13.77) – Step 19 (\$23.41)

POSITION SUMMARY:

Under the supervision of the Water /Street Supervisor, this employee is part of a group of employees responsible for maintaining the potable water system, street infrastructure and storm water infrastructure.

SUPERVISION RECEIVED:

Works under the direct supervision of the Water/ Street Supervisor; Works under the general supervision of the City Superintendent

SUPERVISION EXERCISED:

Generally none

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in maintaining the potable water system including water wells, water tower, distribution system and any other areas

Assists in maintaining the street system including all streets

Assists in maintaining storm drainage system and drainage ways

Operates heavy equipment and machinery including, but not limited to, back hoes, loaders, tractors, mowers, generators, and Vactor truck

Performs mowing and trimming in public right-of-ways, at water system facilities and other areas as needed

Performs basic maintenance on public works equipment including trucks, generators, and all other equipment

Assists in performing One Call utility locates

Responds to emergency situations and calls for service on a call out basis

PERIPHERAL DUTIES:

Provide assistance to other City departments as needed

Perform other duties as assigned by the Water/ Street Supervisor and City Superintendent

DESIRED EDUCATION/EXPERIENCE:

Must be 18 years of age

No Felony convictions or disqualifying criminal history

Three years of public works experience with the City of South Hutchinson or like public entity

U.S. Citizen.

High School diploma or GED

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Problems solving ability as it relates to the operation of a water system and street infrastructure

Ability to operate basic municipal equipment including trucks, tractors, mowers, loaders, dump trucks and hand tools

Ability to use basic math and reading skills to assist in the workings of the various systems

Working knowledge of best practices in water systems, street systems and storm water systems

Ability to acquire a working knowledge of wastewater systems and treatment process

Familiar with the applicable laws, ordinances and department rules and regulations

Should possess strong oral and written communication skills

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

Must possess or be able to obtain within six months of hire, a valid Kansas Commercial Driver's

license (CDL) without record or suspension or revocation in any state

Certification as Class 2 Water Operator as determined by KDHE Bureau of Water Resources
Technical Services Section

Confined space entry and rescue certification preferred. Certification must be completed as soon
as course is available

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activity requirements as deemed relevant and necessary
to perform the job functions set forth herein. Periodic testing and training on physical standards
will be provided at the discretion of the City Superintendent, City Administrator or any designee
of the Administrator.

While performing the duties of this position, the employee is frequently required to sit, stand,
walk, run, drive, see, hear, speak, smell, use hands, climb, kneel, lift and other similar types of
functions.

The employee may occasionally be required to lift and/or move more than 75 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform
essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee
encounters while performing the essential functions of this job. Potentially adverse working
conditions exist in this position. Water and street positions are exposed to small and large
equipment and machinery; hazardous chemicals, bodily fluids, potential blood borne pathogens,
ultra-violet lights and electricity; confined space areas, heights, areas of excessive noise and all
types of weather conditions. Hazardous, strenuous and potentially dangerous situations may arise
in specific types of settings one may encounter. All hazardous, toxic or corrosive materials must
be handled in accordance with the City's established safety protocols.

Employee must be able to work or fill for all shifts and available for callouts as needed. General
hours of work will be 7:00 am to 5:30 pm on four day schedule unless otherwise prescribed by
the City Superintendent. Work hours are subject to change as needed.

The duties listed above are intended only as illustrations of the various types of work that may be
performed. The omission of specific statements of duties does not exclude them from the
position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

POSITION DESCRIPTION

Class Title: Water, Streets & Equipment Supervisor

Department: Public Works

Salary Schedule: Hourly, Non-Exempt Range: Step 1(\$17.60) – Step 19 (\$29.96)

POSITION SUMMARY:

The Water, Streets & Equipment Supervisor position coordinates daily operations of the City's potable water system, street system and storm water system and maintains related equipment for the Public Works department.

SUPERVISION RECEIVED:

Works under the general supervision of the City Superintendent

SUPERVISION EXERCISED:

Generally will have daily supervisory duties over employees in the water and street departments

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to those essential job duties and responsibilities assigned to a Water and Street Operator, the Water, Streets & Equipment Supervisor's responsibilities include the following:

Maintain the integrity of the City's potable water system

Maintain the integrity of the City's street system

Maintain the integrity of the City's storm water system

Maintain all the equipment related to the water and street departments

Maintains an insect control program as needed

Assists with developing specifications for equipment and reviewing equipment needs

Responds to emergency situations and calls for service on a call out basis

PERIPHERAL DUTIES:

Provide assistance to other City departments as needed

Perform other duties as assigned by the City Superintendent

DESIRED EDUCATION/EXPERIENCE:

Must be 21 years of age

No Felony convictions or disqualifying criminal history.

No minimum experience required.

U.S. Citizen.

High School diploma or GED

Five years or more of progressive experience in supervision of employees in a municipal setting or similar functional operation

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate basic municipal equipment including trucks, road grader, street sweeper, etc.

Certification or extensive experience in the operation of common equipment in found a municipal public works setting

Working knowledge of best practices in water systems, street systems and storm water systems

Familiar with the applicable laws, ordinances and department rules and regulations.

Should possess strong oral and written communication skills.

Capable of problem solving encountered in various situations and functions of the position

Ability to effectively manage a diverse group of employees in all types of situations

LICENSES REQUIRED:

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state

Must possess or be able to obtain within six months of hire, a valid Kansas Commercial Driver's license (CDL) without record or suspension or revocation in any state

Certification as a Water Supply System Operator I as determined by KDHE Bureau of Water Resources Technical Services Section

PHYSICAL DEMANDS:

Ability to pass and maintain all physical activities and requirements as deemed relevant and necessary to perform the job functions set forth herein. Periodic testing and training on physical standards will be provided at the discretion of the City Superintendent, City Administrator or any designee of the administrator.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 75 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors, in a vehicle or piece of equipment and encountering all types of weather conditions. Hazardous, strenuous and potentially dangerous situations may arise in specific types of settings one may encounter. This position may come into contact with hazardous, toxic or corrosive chemicals which must be handled in accordance with the City's established safety protocols.

Employee must be able to work or fill for all shifts and available for callouts as needed. General hours of work for this position will be Monday thru Friday, 8:00 am to 5:00 pm unless otherwise prescribed by the City Superintendent. Work hours are subject to change as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

City of South Hutchinson Staff Report



Topic: Fireworks Survey
Date: February 15, 2016

Attached are two separate drafts of the proposed fireworks survey. These are based on the feedback from the Council. A determination would also need to be made of the distribution of the survey. The two options are the utility customer list or the registered voter list.

Mayor Murray, Council members Meadows and Pitman have requested that we discuss putting the issue on the November election as a ballot question. Under that scenario the policy would presumably remain as is for this year. Results from the election could then be translated into Ordinance form in November.

The City Council is considering a change to the current fireworks ordinance. In considering this issue the Council would like to get the opinion of as many registered voters as possible. Please take a moment to answer the questions below. Results of this survey are NOT binding, but will be considered by the City Council. The issue will again be before the Council on March 21, City Hall, 2 South Main at 7 PM.

CURRENT POLICY: All consumer fireworks allowed by the state, including aerial fireworks are allowed to be sold and shot in the city limits on private property. Sales and shooting are allowed from 8:00 AM to 11:00 PM from June 30 to July 4.

PROPOSED CHANGE: Fireworks sales and shooting would be limited to consumer fireworks that emit sparks and flames in 6 feet in any direction. No aerial fireworks or fireworks labeled as “emitting flaming balls” would be allowed to be sold or shot in the City. Sales and shooting would be from 8:00 AM to 11:00 PM from June 30 to July 4.

Do you support the proposed change to the fireworks ordinance?

YES

NO

Please return this card to the City Office, 2 South Main, by **March 15**. Individual responses will be kept private, but Citywide results will be public record. Responses are limited to one per registered voter. If you have questions please contact the City Office at 620-663-7104

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Do you support the proposed change to the fireworks ordinance?

YES

NO

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Do you support the proposed change to the fireworks ordinance?

YES NO

City Council member are also interested in feedback regarding potential changes to shooting times. One item that has been discussed is the possibility of limiting shooting times to July 4th only.

Do you support limiting shooting of fireworks legally allowed in South Hutchinson on July 4th only?

YES NO

City Council member are also interested in feedback regarding potential changes to fireworks policy. One suggested possibility is to ban the sale and discharge of fireworks within the City of South Hutchinson. A community fireworks show, proposed to be paid for by business donations and not tax dollars, would be pursued.

Do you support banning the sale and discharge of fireworks in South Hutchinson to be replaced by a business funded community fireworks display?

YES NO

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City of South Hutchinson Staff Report



Topic: 2015 Fourth Quarter Financials

Date: February 15, 2016

The City finished 2015 in solid financial position. Revenue in the General Fund was ahead of projections, but the other major funds were below projections. Expenditures were below projections in most cases, the exception being unbudgeted contractual expenditures for utilities and service agreements. The attached spreadsheets detail the revenue and expenditure levels for the four operational funds and the .25% local option sales tax fund. The numbers reflected in the report are through December 31, 2015. The numbers presented are unaudited. The results of the audit may alter the final value, however staff feels that what is presented is sufficiently reflective of the final financial for 2015.

GENERAL FUND

The General Fund ended 2015 with an operational surplus of \$54,891. The 2015 budget had a planned operational deficit or reduction in fund balance of \$865,910. Anticipated expenditures were designated as capital expenditures and carry over cash position. The current cash balance or fund balance is \$869,603.

General Fund revenues were 2.49% above budget targets as a whole. Ad Valorem tax distributions were \$36,841 or 6.78% below projections. It is unclear at this time what the issue there may be. The amount could be attributed to delays in paying taxes. If that was the case there would be additional late payments received in 2016.

Sales tax performed slightly above the 5 year average and the budget projection. The long term impact of ALCO leaving has been relatively minor to the collections. Receipts for the January 2016 for taxes paid in November 2015 were dramatically lower than expected. It remains to be seen if that is the start of a downturn or if it's a fluke. With additional sales tax generating businesses coming online in 2016, the city should see increased revenue over the next year.

The third main revenue stream, Franchise Fees ended the year 4.24% lower than budgeted. Collections have been sustained by increased industrial activity and additional housing units. Franchise Fee revenue exceeded the Ad Valorem property tax collections in the General Fund by \$68,228 or approximately 14%.

Gaps in the major funding streams were supplemented by additional revenue in the motor vehicle tax, fines & penalties and miscellaneous income.

Expenditures in the General Fund are mostly below budgeted amounts. Personnel are the largest category of expenditure in the budget representing 54.26% of all expenditures. Personnel expenditures were \$119,122 (9.75%) below anticipated expenditures. The majority of that savings was due to the City's control over the employee health insurance program.

Contractual service exceeded budget amounts by \$66,458 (12.33%). This overage is explained by three changes that took place after the 2015 budget was approved. The addition of the fire service contract with Hutchinson Fire for \$23,000 was not included in the initial budget. The policy change in February that required city property to pay its water and sewer bills also had an impact,

particularly in the parks department which irrigates the city's green spaces and ball diamonds. The final unplanned element was the higher than expected liability insurance. Additional engineering costs, unforeseen utility costs, and higher than anticipated jail fees also contributed to the overages in some departments.

Commodities and Capital Outlays are well below budgeted amounts. Commodities are all the consumable goods used in the operation of the City. Most departments were below budgeted amounts resulting in a total \$27,901 below budgeted amounts. Capital Outlays includes \$813,000 budgeted for capital expenditures. Some capital costs were paid from that fund including a portion of road projects and preliminary work on the Community Center project.

For fiscal year 2015, there were \$145,500 of planned transfers to equipment and building reserve. State law requires those transfers to be recorded as expenditures in the General Fund. However, those funds are transferred into the reserve funds and available for equipment or building purchases. Internal tracking is done to manage the amounts that are attributed to individual departments. State law views the reserve funds as a single fund meaning the funds can be used for the benefit of any department or city at large regardless of the internal tracking.

One important metric to consider in budget performance is the fund balance coverage ratio. The fund balance ratio measures available fund balance to anticipated expenditures. The resulting ratio shows what percentage of total expenditures could be covered with fund balance alone. The General Fund has coverage of 43%, meaning the fund balance could pay for just over 5 months of expenditures without taking in any revenue. A standard measurement of financial health of a General Fund is between 25-33% or 3 to 4 months. Most cities in Kansas are operating on a ratio closer to 10-15% or 1.5 months.

WATER UTILITY

The Water Utility performance has improved with the rate change in February, but slightly below revenue targets. Fees for service totaled \$448,349, below budgeted targets by \$11,650 (2.53%). Additional revenue for reimbursed expenses and permits helped to close the budget gap to \$3,762 or .79% for the year. With additional customers coming online, improved efficiency from the water meter replacement project and a 1.5% increase in rates the 2016 budget should be close to the budget estimate.

Operationally, the utility ended the year with a surplus of \$3,168. The ending cash balance or fund balance is \$242,502. The Water Fund also has an emergency replacement fund with a balance of \$182,243. Emergency replacement funds are separate from the equipment and building reserve funds. Water has \$109,459 in equipment reserve and \$43,834 in the building reserve funds.

Expenditures are \$15,637 (3.43%) above budgeted levels. As with the General Fund, the contractual expenditures were the reason for the overage. Unknown utility costs and higher than anticipated liability insurance caused the overage. Water service is also taxable under state law, meaning the City must remit sales tax to the state for water sold. The state budget sheet reflects the fund balance as planned expenditure, meaning the budget authority for the fund was \$716,029.

The fund balance coverage ratio for the water fund is 51.5% or just over 6 months. The norm for utilities is 33-50% depending on the capital costs of the utility. Capital costs for the water system are relatively small and could likely be covered through the water emergency replacement fund and reserve funds.

SEWER UTILITY

The Sewer Utility ended 2015 with lower than anticipated revenue. The utility generated an operational deficit of \$115,345 due to planned capital improvements. Revenue from the fund was \$111,546 (9.24%) below budgeted amounts driven by soft commercial usage.

Sewer revenue is entirely dependent on sales. Residential sewer rates are set based on a winter average for the months of December, January and February. Residential customers compose approximately 25% of sales. Commercial sewer rates are not averaged, but are directly tied to water usage. Commercial clients account for approximately 75% of the flow at wastewater plant, making their influence on the revenue disproportionate.

Expenditures remain below budgeted amounts. The fund executed its transfers for bond payments representing 38% expenditures for 2015. As with General Fund and Water fund, contractual costs were inflated due to unforeseen utility costs and higher than anticipated liability insurance rates. Savings in personnel and commodities help reduced the overall impact of those items. As with the water fund, there is significant budget authority in the sewer utility.

Sewer Utility had a projected budget deficit of \$387,423 due to planned capital expenditures at the wastewater plant. The current cash balance or fund balance is \$692,228. The emergency system replacement fund has a balance of \$246,435. Sewer equipment reserve fund has a current balance of \$85,607. Building reserve funds have a current balance of \$143,179.

The fund balance coverage ratio for the sewer fund is 57.14% or approximately 7 months. The norm for utilities is 33-50% depending on the capital costs of the utility. Capital costs for the sewer utility are much higher than the water utility, due to the mechanical treatment process. Despite the higher capital requirements, sewer utility sufficiently capitalized with the emergency fund and reserve funds able to cover the costs of the majority of any equipment failures in the system.

SPECIAL HIGHWAY

The Special Highway fund receives revenue from the State and County Fuel / Highway tax. Expenditures are restricted to only road maintenance related costs. Revenue for the fund ended the year \$4,088 (5.62%) ahead of budget projections. Expenditures in the fund ended the year at \$92,160, or 29.11% below budget. The result is a operational deficit of \$15,313 for the year. The fund paid half of the chip seal cost for the year and also for materials associated with road maintenance. The ending fund balance is \$122,500.

SALES TAX FOR ECONOMIC DEVELOPMENT / STREET IMPROVEMENTS

The .25% local option sales tax levied for economic development and street improvements has performed below anticipated levels for 2013. At the end of the year the collections were \$8,643 (7.86%) behind the budget estimate. However, compared to the 5 year average, the collections were slightly ahead.

Expenditures in 2015 are budgeted for \$290,926. Those expenditures include \$45,000 in Professional Services and \$20,000 in Maintenance services. An additional \$150,926 for council approved expenditures and \$40,000 for commodities were also budgeted in 2015. Total expenditures were \$120,170 and included the other portion of the chip sealing project for the year. Streetscape maintenance and some engineering and capital expenditures were charged to the fund.

The ending fund balance for the Economic Development / Street Improvement fund was \$187,432. For the 2016 budget, local sales tax revenue has been budgeted 10% lower than 2015 due to the departure of ALCO. However, with effect of ALCO's closing has been less than expected and the addition of projects like Wichita Tractor Company and the Love's Store in 2016. Revenue collections could ultimately surpass projections. However, the January receipts (November sales) were dismal at 44.49% below the 5 year average, the lowest since the tax was implemented in 2005. There may be some underlying clerical reason (i.e. late reporting or delayed payments) behind the sharp decline, but it is certainly a big concern if it becomes a trend. The drop in revenue translates to approximately \$1.6 million in sales less for the month, which would be difficult to explain considering there have been no major changes in the retail environment.

City of South Hutchinson
2015 Fourth Quarter General Fund Revenues and Expenditures

General Fund Revenues	Budget	YTD Balance	Remaining	Remaining
Ad Valorem Taxes	\$543,192	\$506,351	\$36,841	6.78%
County Sales Tax	\$350,000	\$359,640	-\$9,640	-2.75%
Local Sales Tax	\$200,000	\$202,713	-\$2,713	-1.36%
In Lieu of Taxes	\$2,400	\$1,828	\$572	23.84%
Motor Vehicle Tax	\$70,000	\$99,070	-\$29,070	-41.53%
Local Alcohol Liquor Tax	\$200	\$268	-\$68	-34.18%
Delinquent Taxes	\$15,000	\$19,126	-\$4,126	-27.51%
Fines, Penalties	\$100,000	\$114,111	-\$14,111	-14.11%
Permits/Licenses/Fees	\$10,000	\$12,273	-\$2,273	-22.73%
Franchise Fees	\$600,000	\$574,579	\$25,421	4.24%
Refuse	\$105,000	\$105,523	-\$523	-0.50%
Reimbursed Expenses	\$10,000	\$6,232	\$3,768	37.68%
Miscellaneous Income	\$30,000	\$84,610	-\$54,610	-182.03%
Interest Income	\$1,000	\$1,281	-\$281	-28.10%
Donations	\$0	\$0	\$0	---
TOTAL	\$2,036,792	\$2,087,605	-\$50,813	-2.49%

General Fund Expenditures

PERSONNEL SERVICES	Budget	YTD Balance	Remaining	% Remaining
General Government	\$172,800	\$133,931	\$38,869	22.49%
Police	\$630,783	\$564,510	\$66,273	10.51%
Street	\$196,900	\$173,146	\$23,754	12.06%
Fire	\$138,680	\$149,795	-\$11,115	-8.01%
Park	\$10,000	\$10,000	\$0	0.00%
Court	\$73,000	\$71,659	\$1,341	1.84%
Code Enforcement	\$0	\$0	\$0	---
Non-Departmental	\$0	\$0	\$0	---
TOTAL	\$1,222,163	\$1,103,041	\$119,122	9.75%

CONTRACTUAL SERVICES	Budget	YTD Balance	Remaining	% Remaining
General Government	\$50,500	\$65,756	-\$15,256	-30.21%
Police	\$107,100	\$108,279	-\$1,179	-1.10%
Street	\$62,400	\$48,382	\$14,018	22.46%
Fire	\$51,444	\$83,249	-\$31,805	-61.82%
Park	\$11,000	\$19,901	-\$8,901	-80.92%
Court	\$78,400	\$83,923	-\$5,523	-7.04%
Code Enforcement	\$3,125	\$5,024	-\$1,899	-60.77%
Non-Departmental	\$175,000	\$190,913	-\$15,913	-9.09%
TOTAL	\$538,969	\$605,427	-\$66,458	-12.33%

COMMODITIES	Budget	YTD Balance	Difference	% Difference
General Government	\$16,000	\$12,286	\$3,714	23.21%
Police	\$62,400	\$55,196	\$7,204	11.54%
Street	\$18,600	\$13,053	\$5,547	29.82%
Fire	\$15,570	\$15,268	\$302	1.94%
Park	\$15,150	\$9,558	\$5,592	36.91%
Court	\$2,500	\$2,051	\$449	17.96%
Code Enforcement	\$4,450	\$2,726	\$1,724	38.74%
Non-Departmental	\$10,000	\$6,631	\$3,369	33.69%
TOTAL	\$144,670	\$116,769	\$27,901	19.29%

City of South Hutchinson
2015 Fourth Quarter General Fund Revenues and Expenditures

CAPITAL OUTLAYS	Budget	YTD Balance	Difference	% Difference
General Government	\$1,000	\$0	\$1,000	100.00%
Police	\$9,000	\$8,244	\$756	8.40%
Street	\$2,000	\$0	\$2,000	---
Fire	\$15,000	\$10,588	\$4,412	29.41%
Park	\$10,000	\$1,361	\$8,639	86.39%
Court	\$0	\$0	\$0	---
Code Enforcement	\$1,000	\$0	\$1,000	---
Non-Departmental	\$813,400	\$41,784	\$771,616	94.86%
TOTAL	\$851,400	\$61,977	\$789,423	92.72%

TRANSFERS	Budget	YTD Balance	Difference	% Difference
General Government	\$12,000	\$12,000	\$0	0.00%
Police	\$58,500	\$58,500	\$0	0.00%
Street	\$10,000	\$10,000	\$0	0.00%
Fire	\$41,000	\$41,000	\$0	0.00%
Park	\$20,000	\$20,000	\$0	0.00%
Court	\$1,500	\$1,500	\$0	0.00%
Code Enforcement	\$2,500	\$2,500	\$0	0.00%
Non-Departmental	\$0	\$0	\$0	---
TOTAL	\$145,500	\$145,500	\$0	0.00%

GENERAL FUND TOTALS	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$1,222,163	\$1,103,041	\$119,122	9.75%
Contractual Services	\$538,969	\$605,427	-\$66,458	-12.33%
Commodities	\$144,670	\$116,769	\$27,901	19.29%
Capital Outlays	\$851,400	\$61,977	\$789,423	92.72%
Transfers	\$145,500	\$145,500	\$0	0.00%
TOTAL	\$2,902,702	\$2,032,714	\$869,988	29.97%

TOTAL EXPENDITURES	\$2,032,714
TOTAL REVENUES	\$2,087,605
OPERATIONAL SURPLUS	\$54,891
BUDGETED DEFICIT	-\$865,910
FUND BALANCE	\$869,603
EQUIP RESERVE	\$199,443
BUILDING RESERVE	\$135,273

City of South Hutchinson
2015 Fourth Quarter Water Utility Revenues and Expenditures

Water Fund Revenues	Budget	YTD Balance	Difference	% Difference
Reimbursed Expenses	\$15,000	\$20,216	-\$5,215.98	-34.77%
Interest Income	\$400	\$313	\$87.39	21.85%
Transfers In	\$0	\$0	\$0.00	---
Sales / Charges	\$460,000	\$448,349	\$11,650.64	2.53%
Farm Income	\$0	\$0	\$0.00	---
Late Fees	\$0	\$0	\$0.00	---
Permits/Connects/Reconnects	\$2,500	\$5,260	-\$2,759.92	-110.40%
TOTAL	\$477,900	\$474,138	\$3,762.13	0.79%

Water Fund Expenditures	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$295,733	\$288,701	\$7,032	2.38%
Contractual Services	\$64,600	\$85,517	-\$20,917	-32.38%
Commodities	\$53,500	\$53,719	-\$219	-0.41%
Sales Tax	\$40,000	\$43,033	-\$3,033	-7.58%
Capital Outlays	\$1,500	\$0	\$1,500	100.00%
Transfers	\$0	\$0	\$0	---
TOTAL	\$455,333	\$470,970	-\$15,637	-3.43%

TOTAL EXPENDITURES	\$470,970
TOTAL REVENUES	\$474,138
OPERATIONAL SURPLUS	\$3,168
BUDGETED SURPLUS	\$22,567
FUND BALANCE	\$242,502
SYSTEM REPLACEMENT	\$182,243
EQUIP RESERVE	\$109,459
BUILDING RESERVE	\$43,834

City of South Hutchinson
2015 Fourth Quarter Sewer Utility Revenues and Expenditures

Sewer Fund Revenues	Budget	YTD Balance	Difference	% Difference
Reimbursed Expenses	\$5,000	\$6,965	-\$1,965	-39.29%
Interest Income	\$500	\$564	-\$64	-12.73%
Sales / Charges	\$1,200,000	\$1,087,393	\$112,607	9.38%
Farm Income	\$0	\$0	\$0	---
Late Charges	\$2,200	\$1,233	\$967	---
TOTAL	\$1,207,700	\$1,096,154	\$111,546	9.24%

Sewer Fund Expenditures	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$341,867	\$326,209	\$15,658	4.58%
Contractual Services	\$179,000	\$209,331	-\$30,331	-16.94%
Commodities	\$55,600	\$44,638	\$10,962	19.72%
Capital Outlays	\$407,000	\$19,665	\$387,335	95.17%
Transfers	\$611,656	\$611,656	\$0	0.00%
TOTAL	\$1,595,123	\$1,211,499	\$383,624	24.05%

TOTAL EXPENDITURES	\$1,211,499
TOTAL REVENUES	\$1,096,154
OPERATIONAL DEFICIT	-\$115,345
BUDGETED DEFICIT	-\$387,423

FUND BALANCE	\$692,228
SYSTEM REPLACEMENT	\$246,435
EQUIP RESERVE	\$85,607
BUILDING RESERVE	\$143,179

City of South Hutchinson
2015 Fourth Quarter Special Highway Fund Revenues and Expenditures

Special Highway Fund Revenues	Budget	YTD Balance	Difference	%Difference
State Fuel/Highway Tax	\$64,010	\$66,931	-\$2,921	-4.56%
County Fuel/Highway Tax	\$8,750	\$9,917	-\$1,167	-13.33%
TOTAL	\$72,760	\$76,848	-\$4,088	-5.62%

Special Highway Fund Expenditures	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$0	\$0	\$0	---
Contractual Services	\$50,000	\$0	\$50,000	100.00%
Commodities	\$80,000	\$92,160	-\$12,160	-15.20%
Capital Outlays	\$0	\$0	\$0	---
Transfers	\$0	\$0	\$0	---
TOTAL	\$130,000	\$92,160	\$37,840	29.11%

TOTAL EXPENDITURES	\$92,160
TOTAL REVENUES	\$76,848
OPERATIONAL DEFICIT	-\$15,313
BUDGETED DEFICIT	-\$57,240
FUND BALANCE	\$122,500

City of South Hutchinson
2015 Fourth Quarter Economic Development / Streets Sales Tax

Local Option Sales Tax	Budget	YTD Balance	Remaining	%Difference
Sales Tax	\$110,000	\$101,357	\$8,643	7.86%
Reimbursed Expenses	\$10,000	\$2,340	\$7,660	76.60%
State Payments	\$0	\$0	\$0	---
State Grants	\$0	\$0	\$0	---
Federal Grants	\$0	\$0	\$0	---
Donations	\$0	\$0	\$0	---
TOTAL	\$120,000	\$103,697	\$16,303	13.59%

Sales Tax Expenditures	Budget	YTD Balance	Remaining	% Remaining
Professional Services	\$45,000	\$20,891	\$24,109	53.58%
Maintenance Services	\$20,000	\$0	\$20,000	100.00%
Eco Devo Incentives General	\$35,000	\$0	\$35,000	100.00%
Misc. Commodities	\$40,000	\$418	\$39,582	98.96%
Loan Payments to the State	\$0	\$0	\$0	---
Council Approved Expenditures	\$150,926	\$98,862	\$52,064	34.50%
TOTAL	\$290,926	\$120,170	\$170,756	58.69%

CURRENT AVAILABLE ASSETS **\$187,432**

HISTORY 2009-2015 (.25% Local Option Sales Tax)

Month	2009	2010	2011	2012	2013	2014	2015	5 YR Average
January	\$8,533	\$9,327	\$7,188	\$7,904	\$10,243	\$9,218	\$9,742	\$8,736
February	\$7,567	\$8,525	\$8,425	\$7,207	\$8,312	\$7,476	\$8,249	\$7,919
March	\$9,650	\$7,089	\$8,341	\$7,461	\$9,667	\$7,756	\$8,517	\$8,327
April*	\$7,631	\$8,277	\$6,877	\$8,086	\$10,960	\$8,373	\$6,511	\$8,102
May	\$7,832	\$9,265	\$8,409	\$10,188	\$8,519	\$8,800	\$9,509	\$8,932
June	\$9,707	\$8,135	\$8,261	\$7,903	\$10,252	\$8,212	\$7,657	\$8,590
July	\$8,982	\$8,028	\$6,912	\$7,485	\$8,908	\$8,658	\$9,247	\$8,317
August	\$8,311	\$9,231	\$9,419	\$8,415	\$9,069	\$9,151	\$7,466	\$8,723
September	\$9,025	\$8,787	\$7,974	\$7,855	\$9,654	\$8,070	\$8,501	\$8,552
October	\$10,168	\$8,310	\$8,392	\$9,502	\$8,955	\$8,866	\$8,747	\$8,991
November	\$10,358	\$8,343	\$8,425	\$9,146	\$9,206	\$8,786	\$9,507	\$9,110
December	\$8,862	\$7,763	\$7,514	\$6,022	\$8,983	\$8,950	\$7,704	\$7,971
ANNUAL TOTALS	\$106,625	\$101,080	\$96,137	\$97,172	\$112,726	\$102,316	\$101,356	\$102,270