

CITY OF SILVER LAKE COUNCIL MEETING

CITY HALL

July 17, 2023

5:30 P.M.

ORDER OF BUSINESS MEETING

Pledge of Allegiance

Public Comments

Minutes

Appropriation Ordinance

Business Items:

1. Blacksmith Event Centre Liquor License
2. New Employee Personnel Handbook Discussion
3. Strategic Planning-Shared Community Places & Spaces Discussion
4. Park Improvement Discussion
5. Lawn Mowers
6. Decision to Exceed/Not Exceed Revenue Neutral Rate
7. June Public Works Report

***PLEASE NOTE: This agenda is subject to additions or changes as may be necessary.

DRAFT
City of Silver Lake
Regular Session Minutes
Monday, July 3, 2023

The Governing Body of the City of Silver Lake met in regular session at City Hall on Monday evening July 3, 2023, with Mayor Mack Smith conducting the meeting and the following Councilmembers present: Brad Bryant, Jake Fisher (arrived at 5:31PM), Steve Pegram, Heath Robinson, and Larry Ross (5). Also present were City Attorney Todd Luckman, Full-Time Police Officer Doug Ashcraft, City Clerk Liz Steckel, and Assistant Clerk Marie Beam.

Local resident, Kenny Wade was present for public comment to voice his appreciation for all that Council does. Police Department Administrative Assistant Shelbi Scarbrough thanked Mr. Wade and Mr. Lancaster(not present), for their volunteer landscape efforts at the Police Station as part of the We Are Silver Lake Community Clean-Up Project. Mayor Smith thanked Mr. Wade for all that he does for our community.

A motion was made by Councilmember Ross to approve the Regular Meeting minutes of the June 19, 2023 meeting as written. The motion was seconded by Councilmember Pegram and carried.

Councilmember Bryant presented the monthly financial report.

Claim vouchers in the amount of 9860.06 dollars were submitted to the Council for appropriation. An Ordinance entitled "An Ordinance Appropriating Money to Pay Certain Claims" was introduced. A motion was made by Councilmember Ross and seconded by Councilmember Fisher that said Ordinance be accepted as read and was then placed on final passage by a roll call vote: AYE: Brad Bryant, Jake Fisher, Steve Pegram, Heath Robinson, and Larry Ross.(5) NAY: None. With no further discussion the Ordinance was declared passed and was given No. 2571.

City Clerk Liz Steckel presented a 6,000-dollar bid to have the Public Works staff remodel the City Council room and replace the carpet in the City Clerk's office, which was a budgeted item for 2023. Councilmember Ross made a motion to approve the expenditure of 6,000-dollars for the City Hall Remodel Project. The motion was seconded by Councilmember Robinson and carried.

Local resident, Cheryl Workman, of 304 Mercury was present to share her reasons for opposing a potential chicken ordinance in Silver Lake. Mrs. Workman also presented a letter stating some of her concerns that was signed by several Silver Lake citizens. Local resident, Connie Kelsey, of 502 Mercury was also present to oppose the proposed chicken ordinance and to inform Council that she just found out that they were considering passing an ordinance to allow chickens in City limits. The ladies inquired as to how they can find out information like this. Mayor Smith informed the ladies and other members of the public that City Council meetings are open to the public. He also included that City Council minutes are published online and in the Topeka Metro. Finally, agendas can be found on the City Hall door, at the library, the local post office, and on the City's website; silverlakeks.gov. Council discussed the sample ordinance that was provided by City Attorney Luckman and no action was taken.

Full Time Police Officer, Doug Ashcraft presented the monthly police report. Officer Ashcraft reported that the storms made for a busy evening in Silver Lake last Friday due to limbs obstructing traffic. Officer Ashcraft will be available to the public during the fireworks tonight, at the Annual 4th of July Parade tomorrow morning, and he is planning for the upcoming Touch-a-Truck at the library on July 11th.

Council directed City Clerk Steckel to attend the Annual Conference for the League of Kansas Municipalities in Wichita, on October 7-9, 2023.

City Clerk Steckel reported that Council's Strategic Planning Discussion on Shared Places and Spaces has been moved to the July 17 Agenda.

In preparation for Council's discussion on the 2024 mil levy, City Clerk Steckel reminded Council to discuss any big projects or purchases for 2024 with their department heads. Also, City Clerk Steckel shared the budgeted and actual donation amounts for the past three years with Council and inquired about Council's donation plans in 2024; noting that there are many new community initiatives with plans to seek City donations. Mayor Mack Smith requested that Mrs. Steckel prepare a list of donations from 2023 so Council can consider potential donations to be considered and budgeted for 2024.

City Attorney Todd Luckman reported that the new personnel handbook discussion will be on the next Agenda.

City Court is scheduled for July 12, 2023.

Mayor Mack Smith reported that the employee handbook draft will be included in the packet for the July 17th meeting.

Mayor Smith gave Council an update on the future land swap with USD #372, after meeting on-site with Superintendent Brad Womack.

The next meeting is scheduled for Monday, July 17, 2023, at 5:30 PM. The following two meetings are scheduled for August 7, and August 21, 2023, both at 5:30 PM.

A motion was made by Councilmember Bryant that Council (along with Mayor Smith and City Attorney Luckman) recess into executive session for ten (10) minutes, for the purpose of discussion of non-elected personnel, and reconvene the meeting at 6:13 PM in the conference room at City Hall located at 218 West Railroad in Silver Lake, Kansas. The motion was seconded by Councilmember Fisher and carried.

City Clerk Steckel and Assistant Clerk Beam were dismissed from the building at 6:03 PM, and the remaining minutes have been recorded by Mayor Mack Smith.

The Council returned to public session at 6:13 PM and no action was taken.

Councilmember Robinson made a motion to adjourn the meeting at 6:15 PM. Councilmember Bryant seconded the motion and with nothing further to come before Council, the meeting was adjourned.

Liz Steckel, City Clerk

City of Silver Lake
Record of Ordinance # 2572
July 17, 2023

An Ordinance making appropriation for the payment of certain claims. Be it ordained by the Governing Body of the City of Silver Lake, Kansas. That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the City Treasury the sum required for each claim.

Check #	Type	Name	Memo	Amount
General Operating				
General Fund				
EFT	GEN	Shawnee County Solid Waste Department	Dumpster Service	-93.00
EFT	GEN	Cox Business	Internet & Phone Service	-390.16
8527	GEN	League of Kansas Municipalities	League Annual Conference	-250.00
8533	GEN	Wehner's Thriftway	Supplies	-67.66
8528	GEN	Logan Business Machines	Monthly Copy Contract	-42.00
EFT	GEN	Verizon Wireless	Cellular Service	-95.04
Total General Fund				-937.86
Law Enforcement				
EFT	LAW	Cox Business	Internet & Phone Service	-183.97
8533	LAW	Wehner's Thriftway	Supplies	-29.21
EFT	LAW	Verizon Wireless	Cellular Service	-243.68
Total Law Enforcement				-456.86
Park				
8522	PRK	DH Lawn and Garden Equipment	Weed Eater & Mower Supplies	-478.34
Total Park				-478.34
Street Lighting				
EFT	STL	FreeState Electric Cooperative	Electricity	-50.46
Total Street Lighting				-50.46
Total General Fund				-1,923.52
Waterworks Fund				
8525	WW	Kansas One-Call System, Inc.	Locates	-12.00
8531	WW	Rossville Auto Supply	Wipers and fluid for Ford	-87.38
8530	WW	Roberson Lumber Company, Inc.	Supplies	-87.91
EFT	WW	Cox Business	Internet & Phone Service	-113.92
8524	WW	Kansas Health & Environmental Lab	Lab Tests & Colliert Drinking Water	-720.00
8529	WW	Menards	Key Pad for Shop	-282.58
8529	WW	Menards	Tools	-181.22
8523	WW	Haag Oil Co. LLC	Diesel Fuel	-593.54
EFT	WW	FreeState Electric Cooperative	Electricity	-358.00
8533	WW	Wehner's Thriftway	Supplies	-50.51
8526	WW	KDOR - Clean Water Fee	2nd Quarter Clean Drinking Water Fees	-445.00
EFT	WW	Verizon Wireless	Cellular Service	-139.50
EFT	WW	Verizon Wireless	Ipad for Reading Water Meters	-600.67
8532	WW	Salisbury	Impact Wrench	-530.68
EFT	WW	KDOR - Retail Sales Tax	Retail Sales Tax	-875.14
Total Waterworks Fund				-5,078.05
TOTAL				-7,001.57

That this Ordinance shall take effect and be in force from and after its passage.

Passed this 17th day July, 2023

Signed or Approved this 17th day of July, 2023

Attest:

City Clerk

Mayor

APPLICATION FOR LICENSE TO SELL ALCOHOLIC LIQUOR

Silver Lake, Kansas
7/6/23

TO THE GOVERNING BODY OF THE CITY OF SILVER LAKE, SHAWNEE COUNTY, KANSAS:

COUNCILMEMBERS: I hereby apply for a license to sell alcoholic liquor, conforming with the laws of the State of Kansas, and the rules and regulations prescribed by you: and for the purpose of securing such license I make the following statements under oath:

NAME: ECM Enterprise LLC DBA Blacksmith Event Centre

LEGAL LOCATION OF PREMISES FOR WHICH LICENSE IS DESIRED: 101 W. Railroad St., Silver Lake, KS 66535

HAVE YOU COMPLIED IN ALL RESPECTS TO THE REQUIREMENTS OF THE DIRECTOR OF ALCOHOLIC BEVERAGE CONTROL OF THE STATE OF KANSAS: pending

DATE OF HEARING WITH THE DIRECTOR OF ALCOHOLIC BEVERAGE CONTROL: N/A

WERE THERE ANY OBJECTIONS REGISTERED AGAINST YOU AT SAID HEARING: N/A (if your answer is affirmative, state such objections in full on a separate sheet of paper and attached to this application.)

DATE OF EXPIRATION OF THE PRESENT LICENSE: 7/31/2023

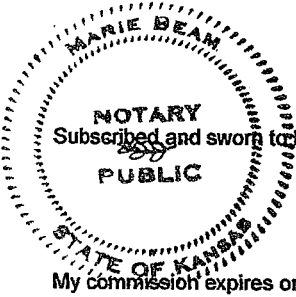
License fee of \$ 250 enclosed herewith.

I, Melinda Field the above-named applicant, hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by you, relating to the sale of alcoholic liquor, and do hereby agree to the immediate revocation of my alcoholic liquor license, by proper officials, for my violation of such laws, rules or regulations.

Melinda Field
(Signature of Applicant)

State of Kansas }
County of Shawnee } ss

I, Melinda Field the above-named applicant, do solemnly swear that I have read the contents of this application, and that all information and answers herein contained are complete and true.



Melinda Field
(Signature of Applicant)

Subscribed and sworn to before me on this 6 day of July, A.D. 2023.

Marie Beam
(Signature of Notary Public)

My commission expires on the 15th day of April, A.D. 2026.

APPLICATION APPROVED THIS _____ day of _____, A.D. _____

By: _____, Mayor of the City of Silver Lake, Kansas.

**Welcome
To
The City of Silver Lake**

Home of the Silver Lake Eagles

EMPLOYEE HANDBOOK

City of Silver Lake, Kansas

Employee Handbook

Employees serve at the pleasure of the City of Silver Lake in accordance with the applicable laws of the State of Kansas. No statement in this handbook creates an express or implied contract of employment.

This employee handbook, adopted by the Governing Body of the City of Silver Lake, ~~December 1, 2008~~ ADD NEW DATE, by Ordinance Number ~~2091~~ ADD NEW #, shall take effect ~~January 1, 2009~~ ADD NEW DATE.

Much of the information in the fringe benefit and holiday/leave portions of this handbook are based on ordinances, statutes, and contracts. The handbook is intended to summarize the information and not replace the legal documents nor contain a current statement of laws and regulations. In case of a discrepancy, the legal document, statute or contract will govern.

Note: City clerk and assistant city clerk are used synonymously in this handbook.

Table of Contents

Place your cursor over the topic you wish to view. Push control and click your left mouse button. You will be taken to the page containing that information.

City of Silver Lake	5
Employment General.....	7
I. Equal Employment Opportunity	7
II. Job Security.....	7
III. Definitions.....	7
Human Resource Office	8
I. Statement.....	8
II. Employee Files.....	8
Employment Process.....	8
I. Statement.....	8
II. Vacancies	8
III. Selection Procedure	8
IV. Residency	9
Probationary Period/Evaluations	9
I. Statement.....	9

II. Probation.....	9
III. Performance Evaluations/Performance.....	9
Grievance Procedure	1040
I. Statement.....	1040
II. Procedure	1040
Resignations.....	10
I. Statement.....	10
II. Written Notice.....	10
Nepotism	1144
Employee Supervision	1343
Pay Date.....	1343
Pay Increases	1343
Longevity Bonus.....	1343
Overtime, Compensatory Time, Call Back, Equivalent Time Off, Holiday Pay	1343
I. Statement.....	1343
II. Guidelines	1443
Benefits.....	1746
I. Statement.....	1746
II. Health Insurance	1746
III. Life Insurance	1746
IV. Kansas Public Employees Retirement System (KPERS).....	1746
V. Workers' Compensation.....	1747
Holidays	2049
I. Statement.....	2049
II. Observance of Holidays.....	2049
Leave Time	2049
I. Statement.....	2049
II. Authorized Leave.....	2049
III. Unauthorized Leave	2049
IV. Funeral or Death Leave.....	2120
V. Jury Duty or Other Required Appearance Before a Court or Other Public Body	2120
VI. Leave of Absence.....	2120
VII. Military Leave.....	2120
VIII. Sick Leave.....	2120
IX. Extended Illness Benefit	2221
X. Personal Days.....	2322
XI. Vacation Leave	2322
Human Resource Policies.....	2524
I. Statement.....	2524
II. Personal Conduct	2524
III. Personal Relations.....	2524
IV. Confidentiality	2524
V. Work Hours.....	2524
VI. Lunch Hours and Breaks.....	2524
VII. Flex Time	2625
VIII. Telephone Usage.....	2625
IX. Dress	2726

X.	Tobacco Products.....	2726
XI.	Work Products	2726
	Discipline Policy	2826
I.	Statement.....	2826
II.	Disciplinary Procedure.....	2826
	Political Activity	2927
	E-mail/Internet Policy	2927
I.	Statement.....	2927
II.	Privacy	3028
III.	Non-official Use.....	3028
IV.	Disclosure of Information.....	3028
V.	Deletion of Messages/Files.....	3129
VI.	Suspicious E-mails and Attachments.....	3129
VII.	Unauthorized Usage.....	3129
VIII.	Non System Software	3129
IX.	City of Silver Lake's Right to Monitor E-mail/Internet Usage	3230
	Sexual Harassment Policy	3230
I.	Statement.....	3230
II.	Definition	3230
III.	Examples.....	3230
IV.	Complaint Mechanism	3230
	Workplace Violence Policy.....	3331
I.	Workplace Violence Policy	3331
II.	Protective or Restraining Order	3331
III.	Reporting Procedures.....	3331
	Purchasing	3533
I.	Statement.....	3533
II.	Purchases Exceeding \$800 (excluding training).....	3533
III.	Contracts	3533
	Training	3533
I.	Statement.....	3533
II.	Approval	3533
	Discipline Record	3735
	Handbook Signature Form	3836

City of Silver Lake

The City of Silver Lake is a third class municipality located approximately eight miles west of Topeka on US Highway 24. The City operates with a mayor/city council form of government and currently has five full-time employees. The latest 2020 census figures show 1,35845 residents in the City of Silver Lake.

The City of Silver Lake boasts the following businesses: a library, two banks, a grocery store with deli, two gas stations with convenience items and food, Chinese restaurant, Mexican restaurant, pizza parlor, ~~neighborhood bar,~~ liquor store, barber shop, beauty shops, laundromat, auto repair shop, ~~machine and weld shop,~~ accountant's office, certified financial planner, two veterinary clinics, construction company, self-storage facilities, ~~memorabilia store,~~ apartment complexes, and a car wash. We also have several businesses on the fringe of the city: a hardware store, siding and window sales and installation, insurance agency, seamstress/wedding consignment shop, and a chiropractor.

There ~~are is~~ currently ~~two one~~ churches located in the city—~~Silver Lake First Baptist Church and Silver Lake United Methodist Church.~~ The Lakeside Southern Baptist Church and Silver Lake First Baptist Church ~~is are~~ located just outside the city limits ~~to the west of~~ Silver Lake.

Calendar year 2008-2023 brings additional construction to both the grade school and high school systems. The 2007 enrollment in the elementary school was 384 and high school enrollment was 355.

BRIEF HISTORY: In the spring of 1871 the City of Silver Lake was incorporated. We are proud of other events, described below, that have made Silver Lake what it is today.

- Telephones were installed in 1885, but it wasn't until 1907 that a switchboard system was added.
- In 1911 a six room brick school building replaced the original two room structure and the first high school class was organized. In 1928 that building became the grade school. In 1952 the high school burned and a new high school was completed the following year. New grade school construction was completed in 1961 and in 1970 and again in the mid 1990's the schools saw additional construction.
- The two lane hard-surfaced road through the city was completed in 1928 and was later known as US Highway 40 and still later became US Highway 24.
- The original waterworks system, including a 50,000 gallon water tower was completed in 1946. A new 200,000 gallon water tower was constructed in 1996.
- A volunteer fire department was established in 1949. In 1964 Shawnee County Rural Fire District #1 was organized and currently has two full-time employees.
- In 1959, street signs were added to the city. The Lions club numbered all homes in 1965.
- The Silver Lake community Center was built in 1969 and City park shelter house in 1970.
- Construction of the sewer and main facility was begun in 1976 and was completed in 1977. Improvements to the lagoon were completed in 2007.

Welcome to the City of Silver Lake. We are proud of our City and are pleased you have decided to join our city staff. The governing body looks forward to working with you.

Employment Information

Employment General

I. Equal Employment Opportunity

The City of Silver Lake does not discriminate on the basis of race, color, age, gender or disability in the employment and treatment of its employees or the admission or access to its programs and activities. The City is an equal opportunity employer.

II. Job Security

All officers (~~employees~~) of the City of Silver Lake are appointed by the mayor, with the approval of the council, as defined in K.S.A. 15-204. While some employees are not appointed officers, all employees are governed by the Mayor and City Council.

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III. Definitions

A. Exempt position: An employee who is in a position that is not required to be compensated (in excess of 40 hours in a work week) for overtime according to the Fair Labor Standards Act (FLSA) is considered exempt. No City employee is exempt.

B. Non-exempt position: An employee who is in a position which is required to be compensated with overtime pay or compensatory time according to FLSA is non-exempt. All City employees are non-exempt.

C. Full-time employee: A person employed to work a 37.5 to 40-hour work week as determined at hiring date on a regular _____ and continuing basis. A full-time employee is eligible to receive the fringe benefits _____ and leave time described later in this handbook.

D. Part-time employee: A person employed to work ~~less than a 40-hour work week~~ 999 hours or less per year on _____ a regular and continuing basis. In most cases, a part-time employee is not eligible _____ to receive the fringe benefits and leave described later in this handbook.

E. Seasonal Employee: A person employed to work during a specific season or portion of the year. In most cases, a seasonal employee is not eligible to receive the fringe benefits and leave described later in this handbook.

F. Family member: 1) persons related to the employee by blood, marriage, or adoption; 2) minors residing in the employee's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code.

Human Resource Office

I. Statement

The city clerk's office maintains employee personnel files, processes payroll, administers employee benefits, assists with the recruitment of new employees and conducts new employee orientation. Questions relating to these issues should be directed to the city clerk.

II. Employee Files

The city clerk's office maintains a **confidential** personnel file on each employee. All materials placed in the employee's file are available for inspection upon the employee's request at a time convenient to the city clerk or mayor and the employee. All inspections shall be made in the presence of the city clerk or mayor.

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Employment Process

I. Statement

The goal of the City of Silver Lake is to appoint the best available candidates in compliance with the equal employment opportunity plan of this office.

II. Vacancies

Recruitment is initiated by one or more of the following:

- Sending a vacancy announcement to organizations and businesses as determined by the mayor, city council or city clerk
- Placing an advertisement in the newspaper
- Advertising on the City web site as well as with other applicable web sites and organizations
- ~~Reviewing applications submitted within the past six months~~
- ~~Accepting referrals from City employees~~

III. Selection Procedure

- A. All candidates for full-time employment must submit an employment application and resume and pass a background check including drug screening.
- B. Full-time law enforcement officers must pass a psychological evaluation (paid for by the City).
- C. Selected candidates will be invited to an interview.
- D. The successful applicant will be appointed by the mayor and approved by the city council.

E The mayor has the authority to appoint an individual in lieu of the procedures outlined in Steps A through D above. The council must approve the appointment.

~~IV. Residency~~

~~No person shall be eligible for an appointed office unless he or she resides within the boundaries of Unified School District 372 prior to his or her appointment.~~
~~Exceptions: The City may 1) appoint persons not residing within such district as city attorney, city engineer, municipal judge and part-time law enforcement officers when deemed necessary, and 2) appoint persons who also serve as city attorney, municipal judge or law enforcement officers of another municipality or public agency.~~

Probationary Period/Evaluations

I. Statement

To maintain high standards of job performance, the City of Silver Lake understands the need for employees to have the opportunity to establish acceptable behaviors and modify unacceptable behaviors. During the probationary period, employees are evaluated twice.

II. Probation

A. A new full-time employee must complete a six month probationary period to achieve regular full-time status. An employee transferring to another position within City government must also complete a six month probationary period. The length of the probationary period may be changed at the request of the mayor or city council.

B. An employee may, at any time, be placed on probation for one to six months in an attempt to correct unacceptable behavior. If an employee fails to correct unacceptable behavior within this period, termination may result. An employee does not have to be placed on probation to be disciplined or terminated.

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~~III. Performance Evaluations/Performance~~

~~A. During the probationary period, an employee will be evaluated twice. The employee's immediate supervisor or commissioner(s) will evaluate the employee upon completion of three months of employment and six months of employment.~~

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~~B. The evaluation shall be in writing on a form approved by the mayor and council. The supervisor shall present the evaluation to the employee and allow the employee the opportunity to respond in writing on the evaluation form. The evaluation process~~

~~_____ provides for productive communication between the employee and supervisor. The
_____ evaluation will become a part of the employee's personnel file.
_____ C. Employee performance may be considered in determining salary increases and
_____ decreases, promotions, demotions, transfers and dismissals.~~

Grievance Procedure

I. Statement

On occasion, an employee may have a concern or grievance that he/she would like to discuss. The employee must adhere to the procedure below in the order listed.

II. Procedure

Step 1: Visit with immediate supervisor and work to resolve conflict.

Step 2: If Step 1 is unsuccessful, advise supervisor and arrange to visit with the mayor.
If the grievance is with the mayor, then arrange to visit with the council president.

Step 3: If Step 2 is unsuccessful, advise the mayor, who will arrange a meeting with the city council.

Note: An employee ~~may be asked to~~ shall submit written documentation of the grievance.

Resignations

I. Statement

Employees shall submit a written notice of resignation. Once approved, ~~t~~The written notice will become _____ part of the employee's personnel file.

II. Written Notice

A. The notice should be presented to the mayor and council at least two weeks before the anticipated departure. Under appropriate circumstances, a shorter notice may be approved by the council.

B. The notice should contain:

1. Date notice was submitted
2. Date of departure
3. Reason for the departure
4. Signature

Failure to meet the provisions of this section will result in documentation of such in the employee's personnel file. Further, the City can and may report the time and method of resignation to outside entities requesting the same.

Nepotism

No employee shall supervise, advocate for, participate in or cause the appointment, promotion, transfer, demotion or discipline of a member of the employee's household or a family member.

Supervision and Compensation

Employee Supervision

The mayor shall be the immediate supervisor of the city clerk. ~~The city clerk shall be the immediate supervisor of the assistant city clerk.~~ The council member designated as police commissioner shall be the immediate supervisor of the chief of police. The chief of police shall be the immediate supervisor of the other law enforcement officers. The council members designated as water, park and street commissioners shall be the immediate supervisors of the utility-public works superintendent. ~~The council members designated as street and park commissioners shall be the immediate supervisors of the building/grounds superintendent.~~ public works superintendent shall be the supervisor of the utility assistant and all part-time employees of the public works department.

Commented [TL1]: We should discuss with council.

Pay Date

City employees shall be paid on the ~~first and fifteenth~~ and last work day of each month. When a pay day falls on a weekend or city holiday, employees will be paid the Friday before the weekend or city holiday.

Pay Increases

Pay increases shall not be routine or automatic and are determined by the mayor and council. The salary of each city employee shall be reviewed at least annually.

Longevity Bonus

Each full-time employee that meets the service requirements below shall be paid a longevity bonus. The payment shall be made in the payroll period in which the eligible employee's service anniversary date occurs. The amount of the longevity bonus will be calculated as follows:

<u>Years of Service Completed</u>	<u>Amount per Year</u>
Five to nine years	\$ 15 - <u>25</u> per year
Ten plus years	\$ 25 <u>40</u> per year

Note: A longevity bonus will never exceed \$~~625~~800.00 per year.

Overtime, Compensatory Time, Call Back, Equivalent Time Off , Holiday Pay

I. Statement

It is the philosophy of the City that with good planning and employee efficiency, overtime will not be necessary. However, on occasion, overtime will occur and employees shall adhere to the established guidelines.

II. Guidelines

- A. The ~~40-hour~~ work week is comprised of seven days, beginning Sunday and ending Saturday.
- B. An employee must have prior approval from a supervising council member or supervisor prior to working more than 40 hours in a work week. If the council member or supervisor is unavailable, the mayor may approve.
- C. In the event of a public emergency endangering the welfare of the residents of the City, the employee shall be deemed to have approval from his or her supervisor.
- D. Unauthorized overtime may result in disciplinary action.
- E. Overtime hours shall be compensated at the rate of one and one-half times the regular hourly rate of pay or in the form of compensatory time off at the rate of one and one-half hours off for each hour of overtime worked.

F. An employee called back to work during a time that he/she is not scheduled to work shall be entitled to either time off or paid compensation for the time worked during the call back. The employee shall not be paid for less than ~~one~~ two hours. The employee ~~shall~~ take time off during the pay period in which the call back occurred if feasible. ***Extension of the normal workday is not considered call back.***

Commented [TL2]: Is this for "on call" times. Is there a policy for on call. Some distinguish between call backs and "on call"

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- G. Eligible employees shall not accrue more than 60 hours of compensatory time.
 - 1. Upon termination of employment, an employee shall be paid for unused compensatory time.
 - 2. An employee who has accrued compensatory time and who has requested the use of the time, shall be granted such request so long as it does not unduly disrupt the normal operations of the City.
 - 3. An employee must use the compensatory time within a reasonable period after it is accrued.
- H. When an employee works additional time which could result in overtime hours, the employee is encouraged to take equivalent time off on an hour for hour basis within the same work week in which the additional time is worked.
- I. Only actual hours worked are used when calculating compensatory time or overtime pay for a work week. Neither paid leave nor paid holidays shall count toward overtime.
- J. Employees required to work on a holiday will be compensated at one and one-half the employee's regular rate of pay for each hour worked. In addition, the employee will receive the normal holiday pay.

Fringe Benefits

Benefits

I. Statement

The following information is a summary of benefits primarily available to full-time employees of the City of Silver Lake.

II. Health Insurance

Full-time employees are eligible to enroll in the group health insurance plan provided by the City.

- A. The employee contribution shall be determined by the council at the time of the annual renewal of the group health insurance policy.
- B. All health insurance costs shall be paid by the employee during any period the employee is not in pay status.

III. Life Insurance

Group Life Insurance: Full-time employees are covered by a term life insurance policy. This policy is paid for by the City and is administered through the Kansas Public Employees Retirement System (KPERS).

Optional Group Life Insurance: Full-time employees may elect to purchase optional group life insurance coverage through payroll deduction at a group rate.

IV. Kansas Public Employees Retirement System (KPERS)

- A. Upon employment, full-time employees become members and begin contributing to KPERS.
- B. Employee contributions are fixed by statute. Employer contributions fluctuate depending on the funding needs of KPERS.

C. Retirement

- 1. Employees are encouraged to meet with a KPERS' representative prior to retirement to ask questions about benefits and options specific to their situation.
- 2. Employees are encouraged to meet with the city clerk at least two to three months in advance of retirement so the appropriate forms can be completed to initiate the process.

V. Workers' Compensation

City employees are covered by workers' compensation. This provides an employee possible benefits for a personal injury caused by an accident arising out of and in the course of employment. Disabilities that are a result of the natural aging process or ones that are the result of normal activities of day-to-day living are not covered by workers' compensation. If an employee suffers an aggravation of a pre-existing condition in a work related accident, only treatment for the aggravation is covered. Sports and recreational activities are not covered by workers' compensation.

All work-related injuries or incidents should be reported immediately to the city clerk so the necessary paperwork _____ can be prepared.

Holidays and Leave Time

Holidays

I. Statement

City employees shall be paid for the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and two discretionary days. The discretionary days must be taken during the calendar year and must be taken in increments of eight hours.

Employees required to work on a holiday will be compensated at one and one-half times the employee's regular rate of pay for each hour worked. In addition, the employee will receive the normal holiday pay.

II. Observance of Holidays

When a legal holiday falls on a Sunday, the following Monday is the officially observed holiday. If the legal holiday falls on a Saturday, the preceding Friday is the officially observed holiday.

Leave Time

I. Statement

All leave requests must be approved in advance by the city clerk and must be in accordance with all other requirements stated in the leave portion of this handbook. The police chief will notify the city clerk of leave relating to his/her employees. Leave usage shall be recorded on the employee's time sheet.

II. Authorized Leave

Leave that is requested as stated above, and approved, shall be termed authorized leave.

III. Unauthorized Leave

Leave that is not requested as above, or not approved, shall be termed unauthorized leave unless the employee furnishes the city clerk with satisfactory evidence proving that circumstances made it impossible to request the leave as prescribed above.

Use of unauthorized leave shall be entered into the employee's official personnel file. Habitual or flagrant use of unauthorized leave shall be grounds for disciplinary action including suspension, dismissal or other disciplinary action as recommended by the mayor and approved by the city council.

IV. Funeral or Death Leave

Each full-time employee shall be allowed a maximum of three days paid leave for the death of a family member.

V. Jury Duty or Other Required Appearance Before a Court or Other Public Body

Each employee in a full-time position shall be granted leave with pay if 1) summoned for jury duty or 2) required to represent the City before a court, legislative committee, or other official judicial or quasi-judicial body. If jury duty exceeds one week, the employee will reimburse the city for his/her jury duty compensation excluding mileage (starting with the sixth day of jury duty).

VI. Leave of Absence

A leave of absence (without pay) may be granted by the mayor for a reasonable period of time for a sufficient reason. Such absence may require use of accumulated vacation leave and accumulated sick leave before approval of leave without pay.

VII. Military Leave

Employees will be afforded all rights concerning employment and re-employment in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) as amended.

VIII. Sick Leave

A. A full-time employee shall accrue four hours of sick leave upon completion of each pay period. Any unused sick leave days at the time of termination of employment will not be paid by the city. Employees will not accrue sick leave during an unpaid leave of absence.

B. Full-time employees shall be entitled to sick leave with pay for the following reasons:

- illness or disability of the employee or employee's family member including surgery, pregnancy, childbirth, miscarriage, and recovery there from.
- personal appointment or family member's appointment with a physician, dentist or recognized health practitioner that requires the employee to be absent from work.

C. An employee may be required to provide evidence necessary to establish that the employee is entitled to use sick leave under the circumstances of the request. If the employee fails to provide this evidence, 1) the use of sick leave may be denied, 2) the leave may be deemed unauthorized, and/or 3) the employee may be required to have an examination by a licensed health or mental health care professional ultimately responsible for the patient's health care as designated by the City and at the City's expense.

D. When an employee does not have enough sick leave to cover a requested absence, the employee may use vacation or personal days. If an employee has no leave available, 1) the employee may be required to take leave without pay, and 2) the leave may be considered unauthorized.

E. If an employee cannot perform the duties of the job because of illness, injury or disability, the City may require the employee to use sick leave and, upon the exhaustion of sick leave, vacation leave, personal days, then leave without pay. The City may request a written release by a licensed health or mental health professional ultimately responsible for the employee's care before the employee is allowed to return to work.

F. Notification of Use

1. At the beginning of each work day, unless medically impossible, the employee must personally notify his/her immediate supervisor or the city clerk of the need to use sick leave. If the supervisor or clerk is not available, the employee shall speak with the person designated by the supervisor or clerk. Failure to speak with the designee may result in the leave being denied and/or considered unauthorized.
2. In the case of an extended absence (illness, surgery, pregnancy, etc), the employee does not need to call daily if the supervisor and employee have agreed it is not necessary.
3. The supervisor must be notified of the need to use sick leave for a personal appointment or a family member's appointment with a physician, dentist or other recognized health practitioner as far in advance as possible.

IX. Extended Illness Benefit: Ordinance No. 2091, Section 9.1-410, effective December 1, 2008

Commented [TL3]: Does this apply to anyone at this point?

This policy applies only to those full-time employees who had accrued, unused benefit weeks prior to the effective date of this ordinance.

- A. An employee shall carry forward his/her accrued benefit weeks.
- B. An employee shall not accrue additional benefit weeks after the effective date of this ordinance.
- C. An employee shall not be entitled to use any of his/her accrued benefit weeks until he/she has been off work for four consecutive weeks due to an illness or accident. The employee shall be paid the amount of compensation necessary to equal the employee's regular salary for the time period after taking into account workers compensation benefits, disability insurance and other collateral sources of income being paid to the employee as a result of the disabling illness or accident.

D. To be eligible to use accrued benefit weeks, an employee must submit biweekly a written statement from a licensed physician stating the employee is unable to perform his/her regular employment duties.

E. The employee shall not be paid for unused, accrued benefit weeks upon termination of employment.

X. Personal Days

Full-time employees shall accrue one personal day upon completion of each six months worked. Each personal day must be used within twelve months of accrual or the day shall be forfeited. Any unused personal days upon termination of employment will be paid for by the City. An employee may not have more than two personal days accrued at any given time.

XI. Vacation Leave

~~Effective January 1, 2023, Upon employment f~~ Full-time employees shall be entitled to ~~earn one~~ four hours-week paid vacation leave upon the completion of ~~one year of employment for every pay period.~~ Full-time employees who have completed ~~two to six~~ five full years of ~~employment shall be entitled to earn two weeks~~ five hours of paid vacation leave ~~annually every pay period.~~ Completion of ~~seven to 14~~ ten successive years of full-time employment shall entitle ~~earn~~ the employee to ~~three~~ six weeks ~~of paid vacation leave annually every pay period.~~ After 15 successive years of full-time employment the ~~employee shall be entitled to earn four weeks~~ 7 hours of paid vacation leave ~~annually for every pay period.~~

An employee shall not accrue vacation leave while on an unpaid leave of absence. All vacation time must be taken in the calendar year it is accrued; ~~no~~ except an employee ~~can carry over up to a maximum of 40 hours of unused vacation time~~ may be carried over to the following year. An employee must take vacation leave in ~~increments of one hour.~~

An employee will be paid for any unused, accrued vacation leave upon termination of employment.

Office Policies

Human Resource Policies

I. Statement

This section is intended to give employees an understanding of the expectations of City employment. Knowledge of these policies is essential for proper job performance.

II. Personal Conduct

Employees are to conduct themselves in a courteous and professional manner in all dealings which affect the City of Silver Lake.

III. Personal Relations

Employees are expected to adhere to the following guidelines in an effort to develop a cohesive staff:

- Respect the significance of a co-worker's position.
- Be courteous to fellow employees.
- Ask prior to using another employee's equipment or desk.

IV. Confidentiality

Because of the nature of this office, some information handled by City employees shall be held in strict confidence. Employees are to only review files, documents or information with which they are working unless they have authorization from a supervisor. Confidential information shall not be shared.

V. Work Hours

Employees are expected to start and finish the workday on time. Full-time employees are expected to work a ~~40~~ their regular scheduled hours each week unless using leave or holiday time.

City council meetings are normally held the first and third Monday of each month. At least one employee from each department shall attend each council meeting. The mayor or council may change the attendance requirement as needed. The city clerk shall attend all city council meetings. Employees will be compensated at their regular rate of pay while attending a city council meeting.

VI. Lunch Hours and Breaks

Employees normally receive one hour for lunch and two 15 minute breaks (except for police officers). The times are to be observed and not abused. Breaks cannot be used at the beginning or end of the work day nor can they be used to extend the lunch hour.

VII. Flex Time

A. Flex time allows employees to arrange their 40-hour work week in non-traditional ways to better accommodate individual needs. Yet at the same time, the needs of the city must be met. Flex time is a privilege for employees and should be viewed as such. All employees are eligible to apply for flex time privileges. The following examples are illustrative, not exhaustive:

1. An employee may come to work at 7:00 am and leave at 4:00 pm, or come at 9:00 am and leave at 6:00 pm.
2. An employee may work four 10-hour days and take one day off.

B. The following parameters have been approved by the governing body:

1. Employees may take 30 minute lunch breaks.
2. The flex time policy is effective year round.
3. Implementing flex time is a managerial task of the ~~commissioners~~ department heads and mayor ~~Commissioners~~

Department heads and the mayor are encouraged to provide this opportunity to employees whenever possible. ~~Commissioners~~ However, if it is determined ~~a commissioner determines~~ that the flex time schedule is detrimental to the efficient and effective operation of that department, either generally or during a specific time period, the ~~commissioner~~ department head ~~has and the mayor~~ have the managerial authority to ~~enforce~~ the traditional work schedule.

Note: The chief of police has the authority to set the schedule for his employees.

4. The commissioner granting flex time must report the hours to the mayor and council at the meeting immediately following approval.

VIII. Telephone Usage

Telephone services are maintained to conduct official City business. All long distance charges are monitored by the city clerk.

A. Long distance business calls (using regular city phones)

1. Collect calls will not be accepted.
2. 800 numbers should be used whenever available.

B. Personal calls (using regular city phones)

1. Local calls are discouraged.
2. Long distance calls must be made using a calling card or by reversing the charges.

C. City cell phones

1. The city maintains a basic cell phone plan.
2. Usage in excess of this plan shall be paid by the employee.

D. Personal Cell Phones

1. Excessive use of a personal cell phone for personal business during duty hours is prohibited.

2. Employees should refrain from using personal cell phones while operating City vehicles and equipment.
3. The City assumes no responsibility for loss or damage to employees' personal cell phones. Employees assume the risk of loss or damage to personal cell phones carried by employees during working hours.
4. Having a personal cell phone is a choice the employee makes. When authorized in writing by the mayor or council, the costs associated with using a personal cell phone for official business may be reimbursed to the employee. If the cell phone is used for business purposes, reimbursement will only be made for reasonable costs in excess of the base plan plus any additional fees such as roaming fees or other fees and taxes incurred as a direct result of the business use. The employee will not be reimbursed more than the monthly cost to the employee.
5. Employees are not permitted to receive a monthly allowance from the City for the use of a personal cell phone unless they are specifically granted approval by City Counsel. Any allowance approved will be limited to the amount of the city's current cellphone plan rate.
6. The violation of any provision of this policy may result in disciplinary action.

IX. Dress

City employees are expected to have a professional appearance. City police officers are expected to adhere to the policy in the police manual.

X. Tobacco Products

Use of tobacco products is prohibited in City buildings and vehicles.

XI. Work Area and Products

Any area used by an employee for his or her tasks is to be considered a common area and no City employee has a right to maintain private information on City computers or in the area the employee works. The City reserves the right to search work areas and City computers at any time, and to monitor work areas by any means available, including, but not limited to, video recording. All documents, records, products, etc. developed, maintained, altered and/or used by employees of the City while performing business functions shall be considered the property of the City and shall remain accessible by the City.

XII. Social Media

Social media includes all means of communicating or posting information or content of any sort on the internet, including your own, or someone else's website or other form of electronic communication whether or not associated or affiliated with the city. Be respectful and always be fair and courteous to fellow employees. Be honest and accurate when posting information or news. If you make a mistake, correct it quickly. Never post any information or rumors you know to be false about the city. Never represent yourself as a spokesperson for the city. If the city is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the city, fellow

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employees, customers, or people working on behalf of the city. Refrain from using social media while on work time or on equipment provided by the city unless it is work-related as authorized by your supervisor. Do not use your city email addresses to register online tools utilized for personal use. Employees should not speak to the media on the city's behalf. All media inquiries should be directed to the mayor or the mayor's designee.

Discipline Policy

I. Statement

When an employee and supervisor are unable to resolve a problem(s), disciplinary action will be administered per this policy. Some situations may be immediately escalated to one of the following steps.

II. Disciplinary Procedure

Violations of City policies/ordinances or other performance/behavior issues may result in disciplinary action. Each procedure may be applied alone or in conjunction with another. Discipline need not be administered with any particular series of steps, and any procedure described below may be administered at any given time in the discretion of the employer. The employee discipline form (see appendix) or some other form of written documentation shall be completed for each incident and placed in the employee's personnel file.

A. Written Reprimand

A written reprimand shall be placed in the employee's personnel file.

B. Probation

This is a period of one to six months during which an employee is required to fulfill a set of conditions, to improve work performance, or to improve job-related behavior. Failure to meet the probationary requirements may result in additional disciplinary actions.

C. Suspension (without pay)

Severe violations and reoccurring violations may require that the employee meet with the mayor, and/or the council. The employee may be suspended without pay for a number of days to be determined based on the severity of the violation.

D. Dismissal

Severe and reoccurring violations may result in dismissal.

E. Council and/or Mayor Action

An ~~employee officer or employee~~ may be removed by a majority vote of the council or suspended at any time by the mayor (K.S.A. 15-204).

Political Activity

There will be no soliciting, contributing, or participating in politically-related activities on City property during work hours. Wearing campaign buttons during work hours and transporting campaign materials in City vehicles is prohibited. Employees may engage in political activities on their own time.

E-mail/Internet Policy

I. Statement

The e-mail and internet systems were installed by the City for the purpose of communicating with others in the City and individuals and entities outside the City on matters relating to business conducted by the City. These systems belong exclusively to the City. Each use of the internet and each e-mail must be able to withstand public scrutiny without embarrassment to the City.

The purpose of this policy is to:

1. Ensure that employees are aware of acceptable and unacceptable uses of the City's office e-mail and internet systems.
2. Inform employees that by using office e-mail and internet services, the employee agrees to comply with the policy and waives any right of privacy in any e-mail or internet usage.
3. Notify employees that the City can and will monitor the use of e-mail and internet without prior notification.

The City reserves the right to take disciplinary action, including termination, or legal action if there is evidence that this policy was violated.

II. Privacy

By using the City's e-mail and internet systems, employees waive any right of privacy regarding data that is composed, transmitted, accessed, or received via the agency e-mail and internet systems. Employees shall have no expectation of privacy when using these systems.

III. Non-official Use

Employees may use the City e-mail and internet systems on a limited basis for non-official business. Such use must occur before or after the employee's business hours or during an employee's lunch break. Such use shall not disrupt or interfere with the employee's work or official City business. Excessive printing of personal documents (more than 5 pages per day) is an expense and disruption to City business and is therefore prohibited, unless exercised before or after business hours or during an employee's lunch break and paid for by the employee. The employee must reimburse the City for the copies at the rate of \$.05 per page. Employees shall remit the money to the city clerk.

IV. Disclosure of Information

- A. E-mail and internet usage are not secure and therefore messages transmitted on the City systems are not confidential. Users are advised not to transmit sensitive or personal information using this system.
- B. Even though passwords appear to provide confidentiality, privacy of messages cannot be assumed. This means that e-mail and internet transmissions can be read, altered or deleted by unknown parties without the knowledge or permission of the user who composed, sent or received the message or its attachment(s).
- C. The city reserves the right to access and disclose the contents of employee e-mail/internet messages sent over its electronic mail systems for any purpose.
- D. The City may be required by law or by legal obligation to third parties to disclose the contents of employee e-mail messages or internet usage, including any private/intimate messages that the employee may have sent. Such messages could

constitute a public record subject to the Kansas Open Records Act or the Government Records Preservation Act.

E. Users are responsible for all activity initiated under their e-mail identification (ID), user ID, password or personal workstation (computer). Users must not disclose internal City information via the internet or e-mail system that in any way adversely affects the City's customer relations or public image.

V. Deletion of Messages/Files

Deletion of e-mail/internet messages and files may not permanently erase them. Users should note that when e-mail messages or internet files are deleted or erased, it may still be possible to recreate the original message or file. Such data may constitute public records subject to the Kansas Open Records Act and the Government Records Preservation Act.

VI. Suspicious E-mails and Attachments

Suspicious e-mails and attachments should be deleted and not opened.

VII. Unauthorized Usage

Data that is composed and/or transmitted via the City e-mail and internet systems must not contain content and/or language that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content/language may include, but are not limited to, profanity, obscene or pornographic materials, copyright/licensing infringement, wagering or selling chances, making derogatory comments about City employees, political activities, any illegal activity, sexual harassment, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The e-mail/internet systems shall not be used to transmit messages that would embarrass or denigrate the City or expose the office to legal liability.

An employee shall not:

- Access or use another employee's e-mail
- Access or use another person's internet connection

VIII. Non System Software

All software must be approved by the mayor. Employees shall not install or download any type of software on a City computer.

IX. City of Silver Lake's Right to Monitor E-mail/Internet Usage

The City has the right to monitor employee's e-mail and internet usage to ensure efficiency and effectiveness in the office and to prevent excessive or improper use. If a supervisor suspects that an employee is using his or her access to e-mail or the internet in violation of this policy or in any other illegal or inappropriate manner, the City may monitor an employee's use without prior notification.

Any one of the following constitutes notice and consent to the monitoring of an employee's computer system (including but not limited to e-mail and internet usage):

- Employee handbook e-mail/internet policy and/or other handbook policies
- Employee's written acceptance of the employee handbook

Sexual Harassment Policy

I. Statement

Employees of the City shall not be subject to sexual harassment by another employee. Any employee who engages in behavior which constitutes sexual harassment may be terminated immediately.

II. Definition

The Equal Employment Opportunity Commission (EEOC) Guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

III. Examples

- A. Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex or gender-specific traits, sexual propositions, threats
- B. Non-verbal: Suggestive or insulting sounds, leering, whistling, obscene gestures
- C. Physical: touching, pinching, brushing the body, coerced sexual intercourse, assault

IV. Complaint Mechanism

Any incident of discrimination, insult, intimidation or sexual harassment should be promptly reported. Complaints should be made to the employee's immediate supervisor, unless such incident involves conduct by such supervisor, in which case the

incident shall be reported to the city clerk or mayor ~~either verbally or in writing.~~
Complaints involving the mayor should be made to the council president.

Workplace Violence Policy

I. Workplace Violence Policy

The safety and security of City employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the City's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on city-owned property may be removed from the premises pending the outcome of an investigation.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from City property, terminating business relationships with that individual, and/or prosecuting the person(s) involved.

Employees are responsible for notifying the employee's immediate supervisor, unless such incident involves conduct by such supervisor, in which case the incident shall be reported to the city clerk or mayor either verbally or in writing.

II. Protective or Restraining Order

Each employee who receives a protective or restraining order shall provide the city clerk and/or mayor with a copy of the order.

III. Reporting Procedures

A. Report the following, no matter how minor the act appears. The list is illustrative, not exhaustive.

1. incidents of threats, harassment, or other aggressive behavior
2. conditions where employees are subjected to excessive or unnecessary risk of violence
3. suggestions for reducing risk of violence or improving negative working conditions

B. As a follow-up, provide a written report to the city clerk or mayor documenting the incident.

Always feel free to contact local law enforcement authorities when threatening incidents occur. Immediately notify the ~~city clerk or mayor~~ after notifying law enforcement. This is in addition to internal reporting procedures.

Office Procedures

Purchasing

I. Statement

City employees are encouraged to plan for major purchases in advance. Each employee shall provide a list of proposed purchases prior to the preparation of the annual budget. Inclusion in the budget does not constitute purchase approval.

II. Purchases Exceeding \$800-1,000 (excluding training)

A. The employee making the purchase must obtain council approval. In the event of an emergency, the mayor may approve the purchase and report to the council at the next meeting.

B. The request shall include: 1) name of the item, 2) reason for the purchase and 3) approximate cost.

III. Contracts

The mayor and council shall review contracts or agreements before they are executed.

Training

I. Statement

In an effort to improve the services provided to customers, as well as to cultivate and promote excellence within the workforce, the City supports opportunities for employees to enhance their knowledge and skills whenever possible.

Each employee is required to maintain full certification for his/her position. A copy of all current training certificates must be submitted to the city clerk for placement in the employee's personnel file.

II. Approval

Prior approval for training must be granted by the mayor and council. In most cases, the City shall pay for registration, travel, and lodging directly related to the training. A cost estimate, including work hours to be utilized, must be provided to the City when requesting approval.

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Appendix

Discipline Record

Employee _____ Department _____

Describe each incident on the lines provided or attach a separate sheet of paper.

Written Reprimand _____

I have read and understand this warning.

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Suspension _____

Suspension Date(s): _____ to _____

I have read and understand this warning.

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Probation _____

Probation Date(s): _____ to _____

I have read and understand this warning.

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Dismissal _____

Dismissal Date: _____

Employee _____ Date Signed _____
Mayor _____ Date Signed _____
Supervisor/Council Member _____ Date Signed _____

Handbook Signature Form

I have read the employee handbook and hereby acknowledge that I understand the contents of the handbook and will adhere to the policies set forth in the handbook.

Date

Employee's Signature

D-7 ON-CALL POLICY. On-Call means a period of time outside an employee's regularly scheduled work hours during which the employee is required to remain available to the City within a specified response time.

(a) Policy Specifics

- i. On-Call assignments shall be limited to work situations where a probability of recall of employee(s) exists as determined by Department Head.
- ii. The on-call employee must remain within a 30- minute response time to City Hall throughout the duration of the on-call period.
- iii. The on-call employee must remain fit for duty throughout the duration of the on-call period in compliance with these regulations.
- iv. An employee who is unfit for duty as a result of violating these regulations is subject to disciplinary actions, up to and including termination.
- v. Any on-call employee who is not available when called or fails to fulfill the responsibilities assigned to on-call status and who does not present a reasonable justification (as determined by Department Head) for failure to report, may lose on-call compensation for the entire on-call period and may be subject to disciplinary action, up to and including termination.
- vi. Other details including the rotation of on-call duty shall be determined by the Department Head in a departmental policy.

(b) Compensation

- i. The on-call employee will be compensated at the rate described below:
 - a. Monday through Friday: \$50 per day
 - b. Saturday or Sunday: \$100 per day
 - c. City Observed Holiday: \$100 per day
 - d. City Holiday: \$150 per day
- ii. The time during which an employee is on-call is not considered work time and, thus, any compensation for it is considered gratuitous by the City.
- iii. On-call time will not count as part of the employee's hours worked for determining whether an employee should be paid at an overtime rate.
- iv. An on-call employee who is called into work shall be compensated a minimum of one (1) hour of actual time worked.
- v. Actual time worked while on-call will be calculated at the employee's regular rate of pay. Overtime compensation is applicable only when total hours actually worked (plus any applicable holiday hours) exceed 40 hours in a workweek.

**CITY OF SILVER LAKE
2023-2024 GOALS**

GOAL #1: INVESTIGATE A POTENTIAL SPECIAL ELECTION FOR CITY SALES TAX TO FUND INFRASTRUCTURE PROJECTS.

Would you support increased funding to the city to pay for items identified as most important to you?

- Resident Survey Results
 - The majority (79.0%) of respondents indicated they would support increased funding, while 21.0% would not.
- Stakeholder Survey Results
 - The majority (90.2%) of respondents indicated they would support increased funding while 9.8% would not.

Shawnee County Communities with a Sales Tax.

Auburn	1.5%	Generates	\$166,700
Rossville	1%	Generates	\$99,800
Topeka	1.5%	Generates	\$46,059,000
Willard	0.75%	Generates	\$3,545

- Based on Shawnee County collections, a 1.0% citywide sales tax in Silver Lake in 2022 would have generated sales tax revenue of about \$124,000.
- Visiting with the City of Rossville Clerk, they have had a sales tax for over 30 years. The revenue is currently dedicated to the city swimming pool payment.

GOAL #2: PROMOTE THE CITY OF SILVER LAKE AND SILVER LAKE SCHOOL DISTRICT (USD 372) COLLABORATION

Collaboration could include

- The use of district and city equipment.
- Sponsorships of community events.
- Developing ways where school and city organizations could work together for the betterment of both the district and city.
- Jointly work together to provide community activities in recreation, exercise, and social events.
- Establish volunteer opportunities for student groups.
- Work together to address housing and economic opportunities for current and future residents.
- Actively support capital improvement projects of both district and city if in the interest of both entities.
- Create structured meeting times to share concerns and ideas for the benefit of Silver Lake.

GOAL #3: IMPLEMENT A COORDINATED EFFORT TO UPDATE AND ENFORCE CITY CODES REGARDING COMMERCIAL AND RESIDENTIAL PROPERTIES

- The city will develop a plan to review, implement, and enforce city codes on a yearly basis.

GOAL #4: IMPROVE SHARED COMMUNITY PLACES AND SPACES FOR RECREATION AND LEISURE TIME

- The city will explore grant opportunities to enhance city parks and recreation activities.
- The city will support the efforts to utilize the Lake of Silver Lake for recreation and educational prospects.
- The city will develop a planning commission(new entity or current commission?) to explore and recommend utilizing city parks and property for the benefits of the community to enhance recreational and leisure activities.
- The city will work with Shawnee County Parks & Rec to bring recreation and leisure activities to the community.



2023 Strategic Planning Executive Summary

The City Council (Council) of Silver Lake, Kansas, conducted strategic planning activities from December 2022 through April 2023. The Council contracted with the Center of Community Supports at Greenbush (CCS) to design surveys for community residents and stakeholders to gather information regarding city priorities, facilitate an onsite strategic planning process for staff, the community, and City Council members; and design an action plan for the Council based on the information gathered.

From January 13, 2023 to February 16, 2023, more than four hundred (424) online resident surveys and 52 stakeholder surveys were gathered and analyzed. On March 6, 2023, the results of the survey, including priorities and demographic information, were shared with city staff and stakeholders. The survey results provided suggestions for Council priorities and a demonstrated willingness of citizens to help pay for those priorities. The results were overwhelmingly positive and suggested support for future investments.

After survey results were shared with the staff and the community, an online data collection system collected the beliefs, desires, and priorities of those stakeholder groups.

Data from all sources was presented to the Council at the meeting on April 4, 2023. The Council participated in the same process and developed the following goals for 2023 and 2024.

- Investigate a potential special election for city sales tax to fund infrastructure projects
- Promote the City of Silver Lake and Silver Lake School District (USD 372) collaboration
- Implement a coordinated effort to update and enforce city codes regarding commercial and residential properties
- Improve shared community places and spaces for recreation and leisure time

An action plan to operationalize the priorities was approved at the Council meeting on April 17, 2023.



**CITY OF SILVER LAKE
CAPITAL IMPROVEMENT PLAN**

WHEREAS, pursuant to Ordinance No. 2021, the City has established a Capital Improvement Fund; and

WHEREAS, pursuant to K.S.A. § 12-1,118, the City is to transfer certain amounts from the budgeted funds of the City to the Capital Improvement Fund; and

WHEREAS, the City desires to establish a multi-year plan for the expenditures of funds in the Capital Improvement Fund in accordance with the ordinance and the laws of the State of Kansas.

NOW, THEREFORE, the City adopts the following as its Capital Improvement Plan:

1. The City notes that there will be an annual transfer to the Capital Improvement Fund in amounts to be determined as available to the City, as the same is determined by the Council. The City may provide additional amounts to the fund as may be established in budgets or by other official action.
2. In general order of importance by each department, as determined by the City Council for the City, the following general capital improvements are designated by the City as capital improvements that may be funded by the use of amounts held in the Capital Improvement Fund, as the City will designate:

Water Department/Sewer/Storm Sewer Improvements

Utility Vehicle
Water Main Replacement
Water Meter Replacement
Valve Replacement
Storm Drain Replacement
Lift Stations
Lagoon Improvements
Storage Shed(Salt & Sand)
Utility/Storage Buildings
Railroad Street Water Tower
Lake Street Water Tower
RWD Connection
Generator for Well House

Prepared For

CARY DEITER
CITY OF SILVER LAKE
218 W RAILROAD STREET PO BOX 92
SILVER LAKE , K
MBKIRK83@YAHOO.COM
785-221-0937

Prepared By

Rodney Blythe
Schwant Tractor & Service Inc (#430046)
13552 SW K4 Hwy
Dover, KS 66420
(785) 256-6242
schwant.tractor@sbcglobal.net

Quote # **1020109**
Quote Type **Bid**
Created On
6/27/2023

Equipment	CSP	Price	Quantity	Extended Price
Lazer Z X-Series 25.5 HP* Kaw FX801V w/60" UltraCut Series 6 Deck, Susp Seat & Wide Semi-Pneum	\$16,699.00	\$13,359.00	2	\$26,718.00
	Equipment Total			\$26,718.00
	TRADE IN EXMARK LZS80TDYM604W0 716 HRS			(\$10,250.00)
Notes	Sales Tax (0.000 %)			\$0.00
	Total Savings Amount)			\$20,604.00
	Total			\$16,468.00

*Prices subject to change.
Prices shown are in USD.*

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

Budgeted Funds for 2023	Ad Valorem Levy Tax Year 2022	Allocation for Year 2024				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	364,439	54,840	562	481	1,394	391
Debt Service						
Library						
TOTAL	364,439	54,840	562	481	1,394	391

County Treas Motor Vehicle Estimate 54,840
 County Treas Recreational Vehicle Estimate 562
 County Treas 16/20M Vehicle Estimate 481
 County Treas Commercial Vehicle Tax Estimate 1,394
 County Treas Watercraft Tax Estimate 391

Motor Vehicle Factor 0.15048
 Recreational Vehicle Factor 0.00154
 16/20M Vehicle Factor 0.00132
 Commercial Vehicle Factor 0.00383
 Watercraft Factor 0.00107

DRAFT

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2022	Current Amount for 2023	Proposed Amount for 2024	Transfers Authorized by Statute
General	Capital Improvement	65,000			K.S.A. 19-120
Water/Sewer Utility	Utility Reserve	40,000			K.S.A. 19-120
Totals		105,000	0	0	
Adjustments*					
Adjusted Totals		105,000	0	0	

*Note: Adjustments are required only if the transfer is being made in 2023 and/or 2024 from a non-budgeted fund.

City of Silver Lake

2024

Adopted Budget General Fund - Detail Expenditures	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Expenditures:			
Administrative			
Salaries & Benefits	56,868	61,000	72,000
Contractual	108,933	100,000	123,500
Commodities	38,293	10,435	15,000
Capital Outlay	3,980	85,000	85,000
Misc	6,277	10,000	11,000
Total	214,351	266,435	306,500
Law Enforcement			
Salaries & Benefits	226,888	270,000	305,000
Contractual	38,527	38,700	39,000
Commodities	31,059	33,000	43,000
Capital Outlay	28,800	50,000	67,000
Total	325,274	391,700	454,000
Street			
Salaries & Benefits	49,932	56,000	61,000
Contractual	19,583	12,500	25,000
Commodities	988	2,000	7,000
Capital Outlay	3,255	5,500	0
Total	73,758	77,500	93,000
Park			
Salaries			
Contractual	4,475	5,000	5,500
Commodities	1,145	2,000	2,000
Capital Outlay		2,000	2,000
Total	5,620	9,000	9,500
Street Lighting			
Salaries			
Contractual	7,897	7,000	9,000
Commodities			
Capital Outlay			
Total	7,897	7,000	9,000
Transfers			
Transfer to Capital Improvement	65,000		0
Contractual			
Commodities			
Capital Outlay			
Total	65,000	0	0
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	0	0	0
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	0	0	0
Page Total	691,900	751,635	872,000

(Note: Should agree with general sub-totals.)

City of Silver Lake

2024

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Highway	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	109,434	70,020	33,700
Receipts:			
State of Kansas Gas Tax	36,927	38,330	38,040
County Transfers Gas	22,492	20,350	20,240
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	59,419	58,680	58,280
Resources Available:	168,853	128,700	91,980
Expenditures:			
Capital Outlay	98,833	95,000	50,000
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	98,833	95,000	50,000
Unencumbered Cash Balance Dec 31	70,020	33,700	41,980
2022/2023/2024 Budget Authority Amount:	126,500	20,000	50,000

Adopted Budget

Special Parks & Recreation	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	15,388	17,087	17,230
Receipts:			
alcohol tax	1,699	1,143	1,545
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,699	1,143	1,545
Resources Available:	17,087	18,230	18,775
Expenditures:			
Capital Outlay		1,000	18,000
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	0	1,000	18,000
Unencumbered Cash Balance Dec 31	17,087	17,230	775
2022/2023/2024 Budget Authority Amount:	13,000	11,000	18,000

CPA Summary

City of Silver Lake

2024

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Water/Sewer Utility	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	162,428	160,495	219,895
Receipts:			
Charges for Service	460,259	561,000	561,000
Intrest	1,023	1,500	1,500
Tower Rent		27,900	27,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	461,282	590,400	589,500
Resources Available:	623,710	750,895	809,395
Expenditures:			
Salaries & Benefits	209,280	245,000	285,000
Contractual	86,282	95,000	100,000
Commodities	56,160	40,000	50,000
Capital Outlay	5,704	75,000	100,000
Debt Service	64,946	65,000	65,000
Transfers	40,000	10,000	5,000
Cash Forward (2024 column)			
Miscellaneous	843	1,000	1,000
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	463,215	531,000	606,000
Unencumbered Cash Balance Dec 31	160,495	219,895	203,395
2022/2023/2024 Budget Authority Amount:	517,000	535,000	606,000

Adopted Budget

Dare	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	3,311	1,556	1,556
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	0	0	0
Resources Available:	3,311	1,556	1,556
Expenditures:			
Commodities	1,634		1,556
Miscellaneous	121		
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,755	0	1,556
Unencumbered Cash Balance Dec 31	1,556	1,556	0
2022/2023/2024 Budget Authority Amount:	3,854	3,211	1,556

CPA Summary

	Budget 2024	Request 2024	Budget 2023	Request 2023	Budget 2022	Request 2022	Budget 2021	Request 2021	Budget 2020	Request 2020	Budget 2019	Request 2019	Budget 2018	Request 2018
General Fund														
General Capital Outlay														
Mower/Equipment (repair)	5,000.00	5,000.00	11,000.00	50,000.00	30,000.00	30,000.00	20,000.00	20,000.00	40,000.00	40,000.00	15,000.00	15,000.00	15,000.00	
Generator				35,000.00	35,000.00	35,000.00	27,500.00	27,500.00						
Vehicle/UTV	20,000.00	20,000.00	40,000.00	40,000.00	20,000.00	20,000.00	17,500.00	17,500.00	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	
Computer for City Hall	2,500.00	2,500.00	2,000.00	2,000.00	3,000.00	3,000.00	2,500.00	2,500.00						
Office Equipment/Office Carpet	6,000.00	6,000.00	7,500.00	7,500.00										
City Hall Exterior Repairs	15,000.00	15,000.00		11,000.00										
Council Room Repairs/updates				16,500.00										
Shop update	10,000.00	10,000.00												
Miscellaneous	26,500.00	10,000.00	20,000.00	20,000.00										
General Fund-General Capital Outlay Total	85,000.00	68,500.00	89,000.00	182,000.00	88,000.00	88,000.00	67,500.00	67,500.00	42,500.00	42,500.00	36,575.00	17,500.00	30,000.00	20,000.00
Law Enforcement Capital Outlay														
Building Expansion				333,000.00										
New Vehicle	42,000.00	42,000.00	35,000.00	35,000.00	35,000.00	35,000.00	2,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00	3,000.00	
Misc Equip (Radar/Car Camera)	14,000.00	14,000.00	10,000.00	10,000.00	9,000.00	9,000.00								
Bulletproof Vests			5,000.00	5,000.00										
Computer and Software	4,000.00	4,000.00	12,000.00	12,000.00	8,000.00	8,000.00								
Office Furniture	2,000.00	2,000.00	6,000.00	6,000.00										
New Sign at 100 Beebelein	5,000.00	5,000.00	5,000.00	5,000.00										
Miscellaneous			6,000.00	6,000.00										
Law Enforcement Capital Outlay Total	67,000.00	67,000.00	79,000.00	412,000.00	52,000.00	172,000.00	13,600.00	13,600.00	16,800.00	16,800.00	14,500.00	14,000.00	4,500.00	4,500.00
General Street														
Miscellaneous														
General Street Capital Outlay Total	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
General Park														
Miscellaneous	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
General Park Total	2,000.00	2,000.00	2,000.00	2,000.00	-	-	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Special Highway														
Street Repairs & maintenance	50,000.00	50,000.00	120,000.00	80,000.00	126,500.00	80,000.00	156,000.00	80,000.00	147,000.00	80,000.00	150,000.00	80,000.00	120,000.00	
Special Highway Capital Outlay Total	50,000.00	50,000.00	120,000.00	80,000.00	126,500.00	80,000.00	156,000.00	80,000.00	147,000.00	80,000.00	150,000.00	80,000.00	120,000.00	84,000.00
Special Park & Rec														
Miscellaneous	8,000.00	8,000.00	11,000.00	2,000.00	13,000.00		11,000.00		10,000.00		9,000.00		10,000.00	
Special Park & Rec Capital Outlay Total	8,000.00	8,000.00	11,000.00	2,000.00	13,000.00	-	11,000.00	-	10,000.00	-	9,000.00	-	10,000.00	-
Water/Sewer Utility														
Backhoe Repair	-	-	-	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
Fire Hydrant	20,000.00	20,000.00	-	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
Water Main & Leaks	-	-	7,500.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
Water Main Replacement	-	-	-	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	
Upgrade Billing Software	3,500.00	3,500.00	2,500.00	2,500.00										
RWR #2 Connection	-	-	-	125,000.00	100,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	
Radio Read Water Meters	3,000.00	3,000.00	3,000.00	3,000.00										
Water Tower (200,000 gallons)	-	-	-	30,000.00										
Well/Liftstation Notification System	-	-	-	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	
Water Well	-	-	-	60,000.00	60,000.00	60,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
Generator Well House	-	-	-	17,500.00	17,500.00	17,500.00								
Computers for City Hall	2,500.00	2,500.00	2,000.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
Vehicle (UTV)	20,000.00	20,000.00	40,000.00	40,000.00	20,000.00	20,000.00	17,500.00	17,500.00						
Valve Replacement	31,000.00	50,000.00	5,000.00	15,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
Tools	10,000.00	10,000.00	20,000.00	20,000.00	15,500.00	22,000.00	40,000.00	40,000.00	40,000.00	40,000.00	36,500.00	36,500.00	5,000.00	
Misc	10,000.00	10,000.00	20,000.00	550,500.00	121,000.00	730,500.00	105,000.00	733,000.00	255,500.00	640,500.00	530,000.00	483,500.00	483,000.00	
Water Sewer Capital Outlay Total	100,000.00	119,000.00	80,000.00	80,000.00	121,000.00	730,500.00	105,000.00	733,000.00	255,500.00	640,500.00	530,000.00	483,500.00	483,000.00	483,000.00

CITY OF SILVER LAKE
 BUDGET
 PERSONNEL

	Salaries with Insurance Rates, KPERs, & Payroll Taxes Bonuses										Use Per Council 2024	
	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Expected Actual 2023	Total Estimate with 4% Increase 2024	Total Estimate with 5% Increase 2024	Total Estimate with 7.5% Increase 2024	Total Estimate with 10% Increase 2024		
General General Personnel	42,473	50,223	41,961	45,939	58,882	66,775	60,300	68,331	68,719	69,691	70,663	-
General Streets Personnel	42,772	46,737	46,882	49,278	50,504	55,766	55,500	57,321	57,710	58,682	59,654	-
General Law Personnel	185,709	198,044	172,109	214,568	227,877	279,422	256,000	290,291	292,578	298,294	304,011	-
TOTAL GENERAL	270,954	295,004	260,953	309,784	337,263	401,963	371,800	415,943	419,007	426,667	434,328	-
Water/Sewer Personnel	158,712	179,519	168,164	172,636	207,704	264,332	245,000	272,080	274,017	278,859	283,701	-
TOTAL	429,666	474,523	429,117	482,420	544,967	666,295	616,800	688,023	693,024	705,526	718,029	-

DRAFT

CITY OF SILVER LAKE, KANSAS

General/General Budget

General Operating Expenses FY 2024

Prepared by Liz Steckel
City Clerk

RECURRING EXPENSES

1. Legal expenses; City Attorney	10,000
2. City Engineer	2,000
3. Utilities, telephone, internet, cellular	20,000
4. Software; Jayhawk, Quickbooks, Microsoft et al.	5,000
5. Insurance	70,000
6. Audit	7,000
7. Memberships/Dues	2,000
8. Donations	11,000
9. Website	1,000

TOTAL: \$128,000

OPERATING EXPENSES

1. Computers City Hall	2,500
2. Office Equipment	4,000
3. Promotional items	3,000
4. Grant Writing/Monitoring	2,000
5. Miscellaneous Services/Items	3,000
6. Office supplies/postage	4,000
7. Training	3,000
8. Hospitality	2,000
9. Mowers	5,000
10. Mosquito Spray	4,000
11. Miscellaneous Capital Outlay	1,500

TOTAL: \$34,000

NEW REQUESTS

1. Exterior Paint & Siding Repairs City Hall	15,000
2. Office furniture	2,000
3. Shop Remodel	10,000
4. Utility Vehicle Public Works	20,000
5. FT City Clerk Salary @\$56,867.20	In Salaries
6. FT Assistant Clerk Salary @\$53,040.00	In Salaries

TOTAL: \$47,000

TOTAL: \$209,000

CITY OF SILVER LAKE, KANSAS

Waterworks Budget

Waterworks Expenses FY 2024

Prepared by Liz Steckel
City Clerk

RECURRING EXPENSES

1. City Engineer	2,000
2. Utilities, telephone, internet, cellular	24,000
3. Software/upgrade Jayhawk	3,500
4. Memberships/Dues	1,000
5. Radio Read Meters	3,000
6. Water Tower Maintenance Program	12,000
7. Maintenance & Repair	48,000
8. Maintenance Supplies	21,500

TOTAL: \$115,000

OPERATING EXPENSES

1. Computers City Hall	2,500
2. Uniforms	3,000
3. Miscellaneous Expenses	11,000
4. Rock/Dirt for Lagoon	4,000
5. Postage/Water Bills	6,000
6. Training	3,000
7. Tools	10,000
8. Fuel for Vehicles	5,500

TOTAL: \$45,000

NEW REQUESTS

1. Shop Remodel	10,000
2. Valve Replacement	30,000
3. Fire Hydrant	20,000
4. Equipment Rental	5,000
5. Utility Vehicle Public Works	20,000
6. Raise Part-Time Employee to \$18.50/hr	In Salary Budget
7. Raise Part-Time Employee to \$18.50/hr	In Salary Budget

TOTAL: \$85,000

TOTAL: \$245,000

CITY OF SILVER LAKE, KANSAS

General Budget

Park, Street, and Street Lighting Expenses FY 2024

Prepared by Liz Steckel
City Clerk

PARK

1. Utilities	1,500
2. Other Contractual Services	4,000
3. Supplies	2,000
4. Landscape	2,000

TOTAL: \$ 9,500

STREET

1. Street Sweeper(Street)	5,500
2. Utilities	15,000
3. Supplies	7,000
4. Other Contractual Services	4,000

TOTAL: \$31,500

STREET LIGHTING

1. Utilities	9,000
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TOTAL: \$9,000

TOTAL: \$50,000

CITY OF SILVER LAKE, KANSAS

General Law Budget

Police Department Budget Proposal FY 2024

Prepared by Marc J. McCune
Chief of Police

RECURRING EXPENSES

1. Legal expenses; City Attorney and Magistrate fees	16,000
2. Utilities, telephone, internet	8,000
3. Software; New World/Digi Ticket/Microsoft et al.	9,000
4. Verizon, cellular and jet pack service	3,000
	<hr/>
	\$36,000

OPERATING EXPENSES

1. Ammunition	1,500
2. Uniforms and equipment	5,000
3. Promotional items	3,000
4. Miscellaneous	8,000
5. IT hardware/software	4,000
6. Fuel	12,000
7. Office supplies/postage	2,000
8. Training	3,000
9. Vehicle maintenance	8,000
10. Patrol vehicle replacement	42,000
	<hr/>
	\$88,500

NEW REQUESTS

1. Traffic RADAR replacement	3,000
2. Office furniture	2,000
3. Building signage at 100 Beaubien Street	5,000
4. In-car video camera replacement x3	11,000
	<hr/>
	\$21,000
	<hr/>
TOTAL	\$145,500

Month: June 2023

Public Works
Monthly Report

Activity	Quantity	Remarks
WATER PUMPED	2821300	
WATER LEAK MAIN	0	
WATER LEAK SERVICE	0	
ni		
SEWER BACKUP	0	
LOCATES	9	
BUILDING PERMITS	2	
LAGOON REPORT	0	
PUMPED TO LAGOON	1,771200	
WATER SAMPLES	3	Meet all requirements

2023 League Convention of Voting Delegates

The 2023 League Annual Conference will be October 7-9, 2022 in Wichita. The Annual Business Meeting & Convention of Voting Delegates will be on Monday, October 9.

The League is now collecting registrations for Voting Delegates and Alternates. K.S.A. Supp. 12-1610f provides that "The governing body of each member city may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities."

Article 2, Section 2 of the League Bylaws states "When a city is a member of the League, any elected or appointed officers of such city may be elected by the city governing body as voting delegates and alternate voting delegates, in accordance with the provisions of Article 4 of these bylaws, to represent the city in any meeting of the voting delegates and in the conduct of any other affairs of the instrumentality requiring action of the member cities. Alternate voting delegates may vote on matters before a meeting of voting delegates in the absence of the regular delegate. A voting delegate or alternate shall qualify by having his or her name, city, title and address registered with the executive director and shall hold such position while qualified in the year in which they are named."

To complete registrations for your city, please complete an online form by Friday, September 22 at 5:00pm. The links to the online forms are in the population column in the table below, so please click the link in the table based on your city's population.

Please call Kerry Pancoast at (785) 354-9565 if you need to submit a form after the deadline.

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367



Phone: 785-296-1535
Fax: 785-559-4264
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

July 10, 2023

Mack Smith, Mayor
City of Silver Lake
218 W. Railroad St.
Silverlake, Kansas 66539

Re: Kansas Public Water Supply Loan Fund (KPWSLF)
Replace Waterlines
KPWSLF Project No. 3238

The Kansas Department of Health and Environment regrets to inform you that the above referenced project for the City of Silver Lake was not ranked high enough on our Project Priority List of the 2024 Intended Use Plan (IUP) to receive first round funding from the Kansas Public Water Supply Loan Fund. However, there is still a possibility that the project can be funded. After October 16th, 2023, if any projects that were ranked high enough for first round funding did not submit a complete application, the funds reserved for those projects will become available for lower ranked projects. When that happens, the City of Silver Lake will be notified that funds are available and will be given a deadline to submit a complete an application.

If desired, the City of Silver Lake can complete and submit an application before receiving notice from KDHE that funds are availble, however there is no garentee that funding will be availble unless the City of Silver Lake is notified by KDHE. Application forms and instructions can be found by clicking the "Drinking Water Loan Application" link found at www.kdhe.ks.gov/516/Applications. Please note, projects needed solely for fire flow or future projected growth, are not eligible.

No response is required from City of Silver Lake at this time. The project will remain on the Project Priority List and considered for funding when funds are available.

William J. Carr

William J. Carr
Assistant Director
Bureau of Water
Kansas Department of Health and Environment

WJC:lw

pc: NE District
City of Silver Lake KPWSLF Project No. 3238