

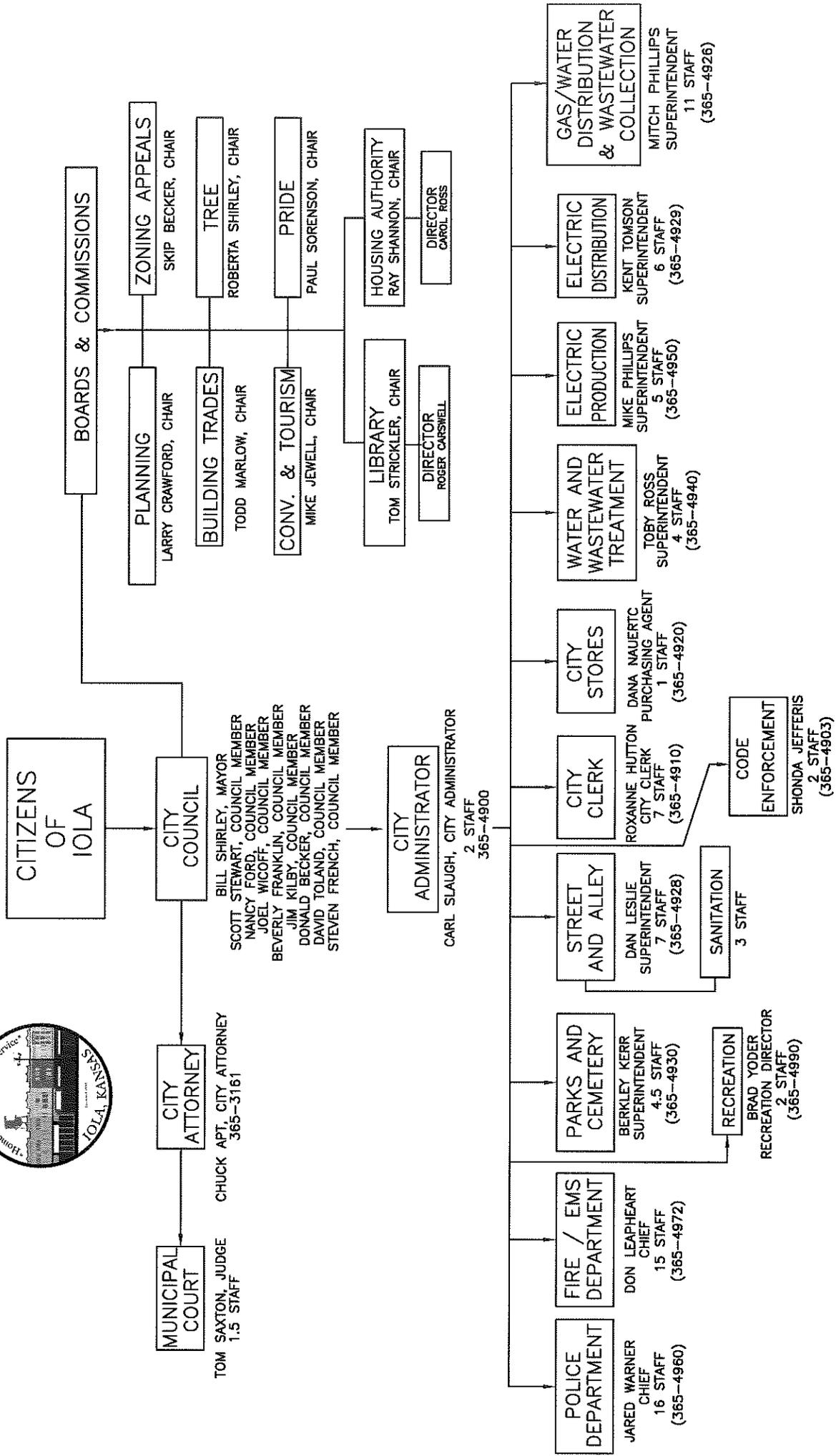
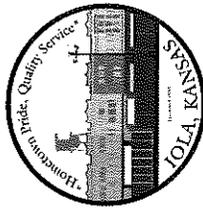
ADMINISTRATIVE POLICY BOOK

The purpose of the Administrative Policy Book is to provide a clarification of existing ordinances, procedures and charges for certain items to be used by City employees in the enforcement of City ordinances and these policies, and a guide line setting forth a standard operating procedure of items or programs that may supplement or enforce existing City ordinances. Many administrative policies contained herein pertain chiefly to such items that require frequent change by City ordinance and thereby causing a great expense or on the other hand items that are so rarely used or referred to as not to warrant publication in ordinance form.

The administrative policies shall have full force and effect as if published in ordinance form. The policy book will be furnished to the following listed personnel who will need to maintain and keep a complete master copy of all written policies.

Mayor
Council Members
City Attorney
City Administrator
Assistant Administrator
Administrative Assistant
Human Resource
Code Services
City Clerk
2/Chief of Police
Municipal Court Clerk
Fire Chief
Foreman, Water Plant
Foreman, Power Plant
Foreman, Gas, Water & Sewer
Foreman, Street & Alley, Sanitation
Foreman, Electric Distribution
Park and Cemetery
Recreation Director
Purchasing Agent
City Library

2012 ORGANIZATIONAL CHART FOR THE CITY OF IOLA



Administrative Policy Handbook

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CITY OF IOLA, KANSAS

Administrative Policy

Subject: Cellular Phone Allowance Plan	Original Date: Nov. 16, 2006 Effective Date: Nov. 16, 2006 Revised Date: April 1, 2010
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The following job positions are subject to this policy: City Administrator, Assistant City Administrator, Police Chief, Police Detective, Fire Chief, Parks Recreation & Cemetery Superintendent, Purchasing Agent, Water Production Superintendent, Electric Generation Superintendent, Gas, Water, & Wastewater Superintendent, Electric Distribution Superintendent, Street & Alley / Sanitation Superintendent, Recreation Director, Recreation Coordinator, Code Enforcement Officer, Meter Reader, Electric Service Truck Operator, Gas Water Utility Truck Operator.

The employees previously mentioned are subject to the following cellular phone allowance plan and the following conditions:

- Employee will provide their cellular phone number to administration and the phone must remain on while on duty or on call.
- Employee understands that the allowance will be paid through regular payroll (\$50.00 x 12 Months / 26 Pays) and will be subject to all appropriate taxes.
- Employee shall acquire the cell phone in their name and it will not be tied in any way to the City of Iola. Employee will be responsible for all billings, purchases of phones and accessories, special features, and for repairs, maintenance, damages or loss of phones.
- Employee will not be required to submit monthly bills to the city for the allowance. Should employees have extraordinary usage due to emergency city matters, additional reimbursement shall be available upon the City Administrator's approval and submission of bills to demonstrate the additional use was for city business.
- Employees who change jobs or whose duties no longer require a phone may be eligible for reimbursement of any cancellation penalty. Billing from the cell phone provider showing the penalty charge shall be submitted to the City in order to receive consideration for reimbursement.
- Employees who fail to meet all requirements to secure and maintain a cell phone while receiving an allowance may face disciplinary action.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Classified or Controversial Items Of City Business	Original Date: April 16, 1963 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Certain information of classified or controversial nature should be handled in a confidential manner, the following rules are to be adhered to at all times, both on and off the job:

1. All information or statistics of a controversial or confidential nature will be confined only to those officers and employees responsible for the recording or handling of same.
2. Information concerning employee wages, unless specifically requested by a Council Member, a department head, or a city employee. *What about the information?* While these are public records, information concerning a raise granted to an employee or to a particular department should be confined to City Office personnel directly involved with payroll preparation, except in instances cited above.
3. Information having to do with a customer's paying habits, delinquency, insufficient checks, etc. These are areas which can often be annoying to a customer and should be handled with utmost discretion – by only personnel *who* necessarily must be involved.
4. Radio conversations, particularly those having to do with disconnections or reconnection of utilities because of delinquency, should avoid, whenever possible, mentioning names. Since the message, when given on the radio, goes to all departments, including Fire Station where two or three loud speakers are installed, a simple statement such as, "Please disconnect 666 S. Elm," or "Please reconnect 614 S. State" will possibly save some person unnecessary embarrassment. *Use phone not radio*
5. Information regarding Council action which is, or could be, of controversial nature. While we are free to form our own opinions on all matters, care should be exercised not to start something which could in any way undermine the work of the Council, or cause unnecessary embarrassment.
6. Strive to keep all conversation on a quiet basis. This will create a much more favorable atmosphere in which to work, to concentrate on the job at hand, and will do much to improve public relations.

CITY OF IOLA, KANSAS

Confined Space Entry Program

To insure all confined spaces are properly evaluated and necessary precautions are taken to protect employees entering the confined spaces, the following confined space entry program has been developed.

Definitions

The following words and terms have been defined by OSHA Standard 1910.146 and shall have the following meaning when used in this program unless the context clearly indicates otherwise.

1. "Confined space" means any space not intended for continuous employee occupancy, having a limited means of egress, and which is also subject to either the accumulation of an actual or potentially hazardous atmosphere as defined in this subsection or a potential for engulfment as defined in this subsection. Confined spaces generally include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, manholes, underground utility vaults, acid tanks, digesters, ovens, kiers, pulpers, tunnels, and pipelines. Open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels may also be confined spaces if the three criteria above are met.
2. "Hazardous atmosphere" means an atmosphere presenting a potential for death, disablement, injury, or acute illness from one or more of the following causes:
 - i. a flammable gas, vapor, or mist in excess of 10% of its lower explosive limit (LEL);
 - ii. an oxygen deficient atmosphere containing less than 19.5% oxygen by volume or an oxygen enriched atmosphere containing more than 23% oxygen by volume;
 - iii. an atmospheric concentration of any substance listed in Subpart Z of Part 1910 Standards above the listed numerical Value of the permissible exposure limit (PEL); or
 - iv. a condition immediately dangerous to life or health as defined in this subsection.
3. "Immediately dangerous to life or health (IDLH)" means any condition that poses an immediate threat to life, or which is likely to result in acute or immediately severe health effects. See Appendix A for concentrations at which several chemicals exhibit IDLH effects.
4. "Immediate severe health effects" means that an acute clinical sign of serious, exposure-related reaction is manifested within 72 hours of exposure.
5. "Engulfment" means the surrounding and effective capture of a person by finely divided particulate matter or a liquid. There is a potential for engulfment when such particulate matter or liquid exists in a sufficient quantity or at a sufficient pressure to surround a person before normal exit can be effected.

6. "Entrant" means any employee who enters a confined space. "Entry" means any action resulting in any part of the employee's face breaking the plane of any opening of the confined space, and includes any ensuing work activities inside the confined space.
7. "Entry permit" means the employer's written authorization for employee entry into a confined space under defined conditions for a stated purpose during a specified time.
8. "Field Checked" means a method of checking an instrument for a proper response in the field. It is a check of the instrument's functionality and is a pass-fail or go/no-go check. When an adequate response is not obtained then the equipment should be removed from service and adjusted or repaired by a factory authorized service center, or a factory trained technician, or a trained company technician.
9. "Ground-fault circuit-interrupter" means a device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds a predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.
10. "Attendant" means an individual with no other duties assigned to remain immediately outside the entrance to the confined space and who may render assistance as needed to employees inside the space.
11. "Blind or "blinding" or "blanking"" means the absolute closure of a pipe, line or duct, to prevent passage of any material (e.g., by fastening a solid plate or "cap" across the pipe).
12. "Calibration" or "Recalibration" means a laboratory or bench-top re-setting of alarm points, spans and zeros, if applicable, according to manufacturer's specifications. "Calibration" or "recalibration" shall be conducted by a factory authorized service center, a factory trained technician, or a trained company technician.
13. "Lockout or tagging" means placing locks or tags on the energy isolating device. Tags shall indicate that the energy isolated device shall not be operated until the removal of the tag.
14. "Qualified person" means a person who is trained to recognize the hazard(s) of the confined space and how to evaluate those anticipated hazards and shall be capable of specifying necessary control measures to assure worker safety. The employer may designate an employee as employer representative for the purpose of assuring safe confined space entry procedures and practices at a specific site.
15. "Rescue team" means those persons whom the employer has designated prior to any confined space entry to perform rescues from confined spaces. A rescue team may consist of outside emergency personnel, provided the training requirements of this program have been met.

16. "Retrieval line" means a line or rope secured at one end to a worker's safety belt, chest or body harness, or wristlets with the other end secured to an anchor point or lifting device located outside the entry portal. The anchor point shall not be a motor vehicle. Retrieval lines must be of sufficient strength to remove an entrant when necessary.
17. "Zero mechanical state" means that the mechanical potential energy of all portions of the machine or equipment is set so that the opening of the pipe(s), tube(s), hose(s) or actuation of any valve, lever, or button, will not produce a movement which could cause injury.

Scope and Application

- A. This program prescribes basic mandatory practices and procedures which must be established and used for employee entry into and work within confined spaces.
- B. This program applies to all VF Corporation Divisions covered by OSHA Standards for General Industry (Part 1910) and OSHA Standards for Construction Industry (Part 1926).

Confined Space Entry Preparation

Entry into a confined space shall not be made unless the qualified person has assured that the following procedures have first been completed:

- A. All pumps or lines which may convey flammable, infurious, or incapacitating substances into a space shall be disconnected, blinded, double blocked and bled, or effectively isolated by other means to prevent, the development of dangerous levels of air contamination or oxygen deficiency within the space. The closing of valves alone, or the closing of valves and locking or tagging them, is not considered effective protection. The disconnection or blind shall be so located or done in such a manner that inadvertent reconnection of the line or removal of the blind are effectively prevented.
 1. This does not apply to public utility gas distribution systems.
 2. This does not require blocking of all laterals to sewers or storm drains unless experience or knowledge of industrial use indicates materials resulting in dangerous air contamination may be dumped into an occupied sewer.
- B. All fixed mechanical devices and equipment that are capable of causing injury shall be placed at zero mechanical state (ZMS). Electrical equipment, excluding lighting, shall be locked out in the open (off) position with a key-type padlock except in cases where locking is impossible; in such cases equipment shall be properly tagged in accordance with 1910.145(f). The key shall remain with the person working inside the confined space. Installations under the exclusive control of electric utilities and companies performing the same functions as electric utilities on their own property for the purpose of communication, or

metering, or for the generation, control, transformation, transmission, and distribution of electric energy located in buildings used exclusively for such purposes or located outdoors on property owned or leased by the utility or such companies or on public highways, streets, roads, etc., or outdoors by established rights on private property, are exempt from the requirements of this paragraph.

- C. All confined spaces shall be emptied, flushed, or otherwise purged of flammable, injurious, or incapacitating substances to the extent feasible. Initial cleaning shall be done from outside the confined space to the extent feasible.
- D. Where the existence of a hazardous atmosphere is demonstrated by tests performed by the qualified person, the confined space shall be mechanically ventilated until the concentration of the hazardous substance(s) is reduced to a safe level, and ventilation shall be continued as long as the recurrence of the hazard(s) is possible or appropriate personal protective equipment shall be used by all employees during entry.

Atmospheric Testing of Confined Spaces

- A. The qualified person shall assure that each confined space into which an employee may be required to enter is tested immediately prior to entry by a qualified person using direct reading instruments with remote sampling capacity for the following conditions:
 - 1. oxygen level;
 - 2. potential flammable hazard; and
 - 3. toxic materials known or expected to be present.

The testing of the atmosphere for a particular toxic material is not necessary where the presence of that material is known by virtue of a previous test and appropriate personal protective equipment to protect against that material is utilized.

- B. When an attendant has been assigned, a qualified person shall perform atmospheric testing during occupancy at intervals dependent on the possibility of changing conditions, but in no case less frequently than hourly. Atmospheric test results must be recorded on the permit at least hourly.
- C. When a non-attendant entry is permitted, at least one entrant shall wear a continuous monitoring device equipped with an alarm and capable of evaluating oxygen concentrations and combustible gas concentrations in the confined space. When large confined spaces are entered, a sufficient number of monitoring devices shall be either worn or located in the work area to adequately monitor the atmosphere. The qualified person shall assess the need for mechanical ventilation in all confined spaces in accordance with the written permit system.
- D. Each atmospheric testing instrument shall be calibrated according to the manufacturer's instructions or, if no manufacturer's specifications exist, at least yearly, and field checked immediately prior to its use. Instruments which are out of calibration or fail a field check cannot be used until they are properly calibrated.

Confined Space Attendants and Rescue Teams

- A. The qualified person shall evaluate each confined space that an employee may be required to enter by identifying and evaluating the hazards and potential hazards of that space. The qualified person then may allow an employee to make an unaccompanied, non-attendant entry into a confined space which has no potential for engulfment or IDLH atmosphere, and only low potential for hazardous atmosphere.
- B. An attendant shall be stationed immediately outside every confined space which has been found to have an IDLH atmosphere, a hazardous atmosphere or a potential for engulfment. The attendant shall be trained, be within sight or call of the entrant, and have the means available to summon assistance.
- C. Rescue teams shall be available where the confined space has been found to have an IDLH atmosphere, a hazardous atmosphere or a potential for engulfment.

Confined Space Entry Permit Systems

- A. No confined space will be entered without first obtaining and completing a confined space entry permit. Develop and implement a written entry permit system for all confined space entries which include a written permit procedure that provides the following minimum information:
 - 1. the minimum acceptable environmental conditions which are acceptable to the employer for entry and work in the confined space;
 - 2. a record of atmospheric test results conducted prior to entry and at least hourly thereafter when an attendant is required;
 - 3. the last calibration date(s) for the oxygen detector and combustible gas indicator being used;
 - 4. the signature of the qualified person responsible for securing the permit and reviewing conditions prior to entry;
 - 5. a written description of the location and type of work to be done;
 - 6. each permit shall be dated and carry an expiration time of not more than 12 hours; the permit may be extended for another 12-hour period pending recertification of acceptable conditions.
- B. Entry permit forms shall be retained until the corresponding entry has been successfully completed.

Employee Training

- A. Those employees that are required to enter or work in confined space shall be informed of the hazards of working in confined spaces and given specific training before they are authorized to enter a confined space.

1. General. Assure that the qualified person and all employees who may be required to enter a confined space have received training covering the following subjects:
 - a. hazard recognition;
 - b. use of respiratory protection equipment if the use of such equipment will be required. Training requirements are specified in OSHA Standard 1910.134;
 - c. use of atmospheric testing devices for those employees required to perform atmospheric tests. Training shall cover field checks as specified by the manufacturer, normal use, and specific limitations of the equipment.
 - d. lockout and tagging procedures;
 - e. use of special equipment and tools;
 - f. emergency and rescue methods and procedures.
2. Rescue Teams. Rescue teams shall be trained to use the equipment they may need to perform rescue functions assigned to them.
 - a. Rescue teams shall practice removing victims through openings and portals of the same size, configuration and accessibility as those of spaces from which an actual rescue could be required.
 - b. The attendant or at least one member of each rescue team shall hold current certification in basic first aid and CPR (Cardio Pulmonary Resuscitation).

Record Keeping

- A. Maintain the records of the most recent training program conducted. These records shall include the date(s) of the training program, the instructor(s) of the training program, and the employee(s) to whom the training was given.

Use of Special Equipment and Tools

- A. No sources of ignition shall be introduced into a confined space until the implementation of the appropriate provision of this section has ensured that dangerous air contamination due to flammable and/or explosive substances does not exist.
- B. All electrical cords, tools, and equipment shall be inspected for visually detectable defects before use in a confined space. In the absence of low voltage circuits and equipment or double insulated tools, equipment shall be of the heavy duty insulation type or ground fault circuit interrupters shall be used. Temporary lighting shall conform with OSHA Standard 1926.405(a) (2) (ii) (G).

- C. No fan or other equipment used for removing flammable gases or vapors shall create an ignition hazard.
- D. Cylinders of compressed gases shall never be taken into a confined space, and shall be turned off at the cylinder valve when not in use. When to be left unattended the torch and hose shall be removed from the confined space. Open end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas consuming device.

Exempt from this rule are cylinders that are part of self-contained breathing apparatus or resuscitation equipment.

Use of Tripods, Safety Harnesses, Retrieval Lines and Respiratory Protection

- A. Where the existence of an IDLH atmosphere, a hazardous atmosphere or potential for engulfment has been demonstrated by the qualified person, the following requirements shall also apply:
 - 1. An appropriate retrieval device with retrieval line shall be used by any entrant(s), except where the retrieval lines themselves could cause a hazard because of structures, equipment, or becoming entangled with other lines inside the confined space. Where a retrieval line is used, the free end of the retrieval line shall be secured outside the entry opening either by another person holding the line or by securing it in some other manner.
 - 2. When entry is made through a top opening, a hoisting device such as A tripod shall be provided for lifting employees out of the space.
- B. When a person is required to enter a confined space which has either an IDLH atmosphere or a hazardous atmosphere there shall be either a positive-pressure air-lines respirator with an auxiliary self-contained air supply immediately outside the entrance to the confined space.
- C. When a person(s) must enter a confined space which contains either an IDLH atmosphere or a hazardous atmosphere without a retrieval line attached, then each entrant shall be supplied with and wear a MSHA/NIOSH approved positive pressure self-contained breathing apparatus.

Clearing Confined Space After Work Has Been Completed

After the work has been completed in the confined space entry, the following shall be done;

- 1. Remove all tools and equipment from the space.
- 2. Make sure all employees are out of the space.
- 3. Reconnect all process lines and systems.

4. Remove all locks and tags from control equipment.
5. Recheck space to assure no employee exposure or possible process hazards.
6. Return the space to normal operation.

Outside Contractors

1. Inform all contractors (or their representatives) working in confined spaces of all potential hazards – and
2. Confined space entry requirements, safety rules, and emergency action plans (1910.38) pertain to contractor employees.

CONFINED SPACE ENTRY PROGRAM

1. PURPOSE

The purpose of this policy is to protect the health of employees, as well as to reduce the number of accidental injuries associated with entering and/or working in a confined space.

2. DEFINITIONS

Confined Space - is an enclosed area that has the following characteristics:

- A. Is large enough and so configured that an employee can bodily enter and perform assigned work;
- B. Has limited or restricted means for entry or exit (tanks, vessels, silos, storage bins, hoppers, vaults, manholes, sewers, lift-pump stations, etc., and
- C. Is not designed for continuous employee occupancy.

3. CONFINED SPACE HAZARD IDENTIFICATION

Each department head will evaluate their workplace to determine if any spaces are permit-required confined spaces.

NOTE - Proper application of the decision flow chart will facilitate compliance with this requirement. (See Attachment A)

If the workplace contains permit spaces, the department head shall inform employees, by posting signs or by any other equally effective means, of the location and the danger posed by the permit spaces.

4. **PERMIT SYSTEM**

If the department head decides that its employees will enter permit spaces, the following steps shall be followed:

- A. Implement measures necessary to prevent unauthorized entry;
- B. Isolate the permit space;
- C. Purge, flush or ventilate the permit space as necessary to eliminate or control atmospheric hazards;
- D. Provide barriers as necessary to protect entrants from external hazards;
- E. Employees authorized by the department head shall document the completion of items 5(a), (b), (c) and (d), before entering the confined space, by preparing an Confined Space Entry Permit. (See Attachment B).
- F. The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- G. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- H. The department head shall terminate entry and cancel the entry permit when: 1. The entry operations covered by the entry permit have been completed; or 2. A condition that is not allowed under the entry permit arises in or near the permit space.
- I. The department head shall retain each canceled entry permit for at least one (1) year.

5. **TRAINING**

The department head shall provide training so that all employees whose work is affected by this policy acquire the understanding, knowledge and skills necessary for the safe performance of the duties assigned under this policy.

The training shall establish employee proficiency in the duties required by this policy and shall introduce new or revised procedures, as necessary, for compliance with this policy.

The department head shall certify that their employees have been trained in the duties required by this policy. The certification shall contain each employee's name the dates of training.

ATTACHMENT "B"

CONFINED SPACE ENTRY PERMIT

Date/Time Issued _____ Expire _____
Job Site _____
Equipment to be worked on _____
Work to be performed _____

Pre-Entry Checklist:

- | | | | | |
|--|-------------------------|-----------------|----------------|-----|
| 1. Atmospheric | | | | |
| Check: | Before (#2 & #3) | After (#2 & #3) | | |
| | Time _____ | _____ | | |
| | Oxygen _____% | _____% | > 19.5% | |
| | Explosive _____% L.F.L. | _____% L.F.L. | < 10.0% | |
| | Toxic _____PPM | _____PPM | < 10.0 PPM H2S | |
| 2. Source isolation (No Entry): | | N/A | Yes | No |
| Pumps or lines blinded,
disconnected or blocked | | () | () | () |
| 3. Ventilation Modification: | | | | |
| Mechanical | | () | () | () |
| Natural Ventilation Only | | () | () | () |

If conditions are in compliance with the above requirements and there is no reason to believe conditions may change adversely, then proceed to the Permit Space Pre-Entry Checklist. Complete and post with this permit. If conditions are not in compliance with the above requirements or there is reason to believe that conditions may change adversely, proceed to the Entry Checklist portion of the permit.

Permit Space Pre-Entry Checklist

This checklist must be filled out whenever a job site meets the criteria given under definitions for a confined space.

- | | | |
|--|-----|-----|
| | Yes | No |
| 1. Did your survey of the surrounding area show it to be free of hazards such as drifting vapors from tanks, piping or sewers? | () | () |
| 2. Does your knowledge of industrial or other discharges indicate this area is likely to remain free of dangerous air contaminants while occupied? | () | () |
| 3. Are you certified in operation of the gas monitor to be used? | () | () |

- | | | |
|--|-----|-----|
| 4. Has a gas monitor functional test (Bump Test) been performed on the gas monitor to be used? | () | () |
| 5. Did you test the atmosphere of the confined space prior to entry? | () | () |
| 6. Did the atmosphere check as acceptable (no alarms given)? | () | () |
| 7. Will the atmosphere be continuously monitored while the space is occupied? | () | () |

NOTICE: IF ANY OF THE ABOVE QUESTIONS ARE ANSWERED "NO" DO NOT ENTER.

Entry Checklist:	N/A	Yes	No
1. Entry, standby and back up persons:	()	()	()
a. Successfully completed required training?	()	()	()
b. Is it current?	()	()	()
2. Equipment:			
a. Direct reading gas monitor tested?	()	()	()
b. Safety harnesses and lifelines for entry and standby persons?	()	()	()
c. Hoisting equipment?	()	()	()
d. Protective clothing?	()	()	()
3. Rescue Procedure -- <u>CALL "911"</u>			

We have reviewed the work authorized by this permit and the information contained herein. Entry cannot be approved if any squares are marked in the "NO" column. This permit is not valid unless all appropriate items are completed. This permit is to be kept at job site.

Permit and Checklist Prepared By: _____

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Use of City Credit Card	Original Date: October 10, 1995 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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1. The City credit cards are maintained for the convenience of city staff when traveling or for emergency purchases transacted over the telephone which require a credit card number. *travel*
2. The City credit cards are to be used only for city purchases. No personal items may be charged to the city credit card, even if the employee plans to reimburse the city for the purchase.
3. If a motel/hotel room is charged on the city credit card, the employee must pay for any personal debits (i.e. movies, etc.) at the hotel using their own funds.
4. While attending out of town conferences employees may charge meals, gasoline, and other city items to the credit card. Employees must keep dated and itemized receipts for such purchases and turn them in with their travel request upon returning to Iola. Any unexplained discrepancies between the valid receipts and the actual credit card bill received in the mail by the Clerk's Office will be the employees responsibility. *receipts
meals
gasoline*
5. Employees may not charge alcoholic beverages on the city credit card, nor use advance money from the city for such purchases. Alcohol may only be purchased by the employee using the employee's own funds and these costs will not be reimbursed by the city. *alcohol*
6. If, during a conference or out of town meeting, an employee offers to purchase the meal of a business associate using the city credit card, the following must apply; the associate must be attending the same conference or event, the meal must be an adjunct to a formal or informal meeting and not for the sole purpose of company or sustenance, the employee may not accept cash payment from their associate for their portion of the meal and then keep the cash payment, alcohol may not be included on the meal (receipt) using the city credit card. A written explanation of these types of expenditures *why?*

must be submitted by the employee, and reviewed and accepted by the City Administrator, prior to payment of the credit card bill by the City Clerk's Office.

7. City credit card bills shall be paid by the City Clerk's Office before late payment fees apply following review by Accounts Payable employee of all itemized receipts.
8. Employees needing to use the city credit card for travel reasons must check out the card from the City Clerk's Office and acknowledge that they are fully aware of all restrictions which apply to its use under this Administrative Policy.
9. Failure to comply with this Policy may result in disciplinary procedures, up to and including termination and criminal charges of theft and/or falsification of records.

CERTIFICATION OF LOST SALES RECEIPT

I HEREBY CERTIFY THAT I HAVE LOST THE RECEIPT FOR THE FOLLOWING PURCHASE, WHICH WAS MADE IN ACCORDANCE WITH THE CITY OF IOLA PURCHASING POLICY:

NAME OF VENDOR: _____

DATE OF PURCHASE: _____

ITEM(S) PURCHASE: _____

AMOUNT OF PURCHASE: \$ _____

Employee Name: _____

Signature: _____

Date: _____

Department Head Signature: _____

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Employment Procedure	Original Date: February 1998 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Probably the most important decision you can make as department head is the selection and hiring of your employees. As you know, the wrong selection can end up ruining your entire team and undermining your operations—ultimately morale may be hurt and good employees lost. On the positive side, hiring a good employee who works hard, gets along with others, and sets a positive example can lead your department to more productivity and enjoyment in their accomplishments.

The following information is designed to help guide you in the selection process-- from the day a vacancy occurs, to the first day the new employee is on the job. Some of the things described below are policy. Others are simply suggestions. *Q* have tried to emphasize the "must-do" features which are designed to protect the City (and you individually) from the legal pitfalls which surround personnel hiring decisions.

who is "I"
If ANY part of this guide is unclear to you, call me and we'll meet to discuss it.

VACANCY

The following process should be used when a vacancy occurs in your department.

- City Administrator needs to approve filling the vacancy, prior to any other activity. The position must be funded in the City's annual budget.
- For a newly added and budgeted position, a job description needs to be written by the department head and approved by City Administrator. If the job title already exists, then the job description needs to be reviewed by the department head, modified as needed, and the Administrator needs to approve. Essential duties, job requirements and physical abilities need to be reviewed.
- Once the job description has been finalized, you may proceed to advertise for the position.

ANNOUNCEMENT & ADVERTISEMENT

- A job announcement needs to be written for publication in regional newspapers and trade or professional journals. The Human Resource Manager will take care of publishing the position, both in-house and in appropriate newspapers. The job announcement must include the title, pay range, basic qualifications and duties, some of the benefits, and a cutoff date for accepting applications. The more information you provide, the more likely you will get candidates who are specifically interested in the position. There is nothing worse than finding a good candidate who turns down an offer at the end of a long interview, because they were never told the pay rate. A sample announcement is provided below:

The City of Iola is accepting applications for a _____. Must be 18 years old, HS degree or GED, and valid KS Class C drivers license. Education in _____ and/or two years experience in _____ required. Starting annual pay range is \$_____ to \$_____ (DOQ). Work is 24-hour shifts, 9-10 days per 28-day pay period. Major benefits include City paid health insurance, KPERs, vacation, sick leave, and 457-retirement plan. Application and job description may be picked up from the City Clerk's Office, City Hall, 2 West Jackson, Iola, KS 66749, or call (316) 365-4910. Applications will be accepted until 5:00 p.m. September 30, 1998. EOE/ADA.

To Iola Register: Please run September 11,14,18,21,25, and 28. Please call and confirm receipt of this request (316) 365-4910.

- Anytime a City application is given out for a specific position it must include a job description. If someone asks for an application but there are no openings, then inform them that the City will keep their application on file for 90 days. Also tell the applicant that if and when an opening occurs it is up to the applicant to ask in writing to have their application considered for the open position. Applications older than 90 days should be destroyed.
- All applications must be turned in to the City Clerk's Office or the Human Resource Manager. For every application received for a specific open position, the Human Resource Manager will record the following information on a spreadsheet: name of applicant, date and time application was received, whether the applicant marked the box on the application indicating they read the job description. Any attachments should be stapled to the application (i.e. resumes, letters of reference, etc.). This ensures that we have a record of all applications received.
- Always make certain the candidate has signed the Release of Information form that is part of the application since this allows us to perform a background and education check.

SCREENING APPLICATIONS

- Prior to viewing any of the applications or resumes, the department head needs to develop rating criteria for use in evaluating the applications. Point systems are the preferred method, with more points given for areas of special importance. For example, it may be more important for a candidate to have specific experience versus education, or more important for them to have a degree in a specific field than to have a certification. Points may be given for how the candidate's work history looks, quality of resume, familiarity with the lola area, experience with certain machinery, or other criteria which is important to the particular job. You can also take away points for areas of concern (i.e. the candidate has had 11 jobs in the past 11 months; their resume is written in crayon, etc.).
- A committee (usually 3-5 people) needs to review each application, rank them on the criteria sheet, and use the total number of points received to decide which candidates will move to the next round of evaluation. You can select the highest five or seven, use a percentage of the entire number of applicants, or take the average score and interview everyone with an above average score. Sometimes there is a natural break in the points separating the top candidates from the others. *Using a point system protects people from making a biased decision, and allows for a more objective process. It is also more defensible in court should a candidate who was not hired challenge the process and say he or she was discriminated against. A sample is provided below:*

NAME	28 TOTAL	Relevant EDUC	0 - 4 pts	Relevant CERTIFICATES	0 - 3 pts	STREET/ALLEY EXPERIENCE Heavy Equip/ Personnel/ Proj Mngt	0 - 10 pts	SANITATION EXPERIENCE Equip/ Legal/ Mngt	0 - 5 pts	TRANSFERABLE SKILLS Bridges/ Drainages/ Proj Mngt	0 - 3 pts
	22	Some Comm Coll	1	Hazmat, KDOT, CPR	3	14 yrs in County, Road Foreman	10	County Landfill, equip, Title-D	5	Bridges, CDL, street/traffic, autobody	3
	17	Some college	1	Asbestos, Engineer	3	Lots of street, bridge, water, sewer, Pr Mngt.	8	Legal, lots proj mngt	2	Bridges, stormwater, computer, budget	3
	13	Some college	1	Engineering	2	Variety street projects, proj mngt	5	legal & proj mngt exper & knowledge	2	sewer, street, constrtn projects.	3
	12	HS	0	Hazmat	1	9 yrs + 3 as Asst, little prsnl and proj mngt	7	Equip knowldg, little legal or prj mngt	2	heavy equipment	2
	9	BA Accounting	1	none listed	0	Some road, proj mngt	5	no municipal sanitation listed	0	Heavy equipmt exper and computer	3
	7	BS Bus Adm.	2	none listed	0	4 yrs cnstrctn roads, some prsnl, heav equip	4	no municipal sanitation listed	0	Heavy equip	1
	4	HS	0	none listed	0	13 yrs st. const, no personel, no proj mngt	3	no municipal sanitation listed	0	construction work	1
	7	1 yr college	1	Trades Apprentice	1	Loader, Backhoe, No S/A, Some Pr. Mngt	3	No sanitation, some legal, mngt	0	Large proj mngt, construction	2
	6	BS Mech Eng	3	none listed	0	none, some personel, some proj mngt	2	no municipal sanitation listed	0	Engineering related mngt	1
	3	BS Bus Adm.	2	none listed	0	Wrote specs for street/bridge	1	no municipal sanitation listed	0	none	0
	0	No Application received after resume submitted	0		0		0		0		0
Average	9.1		1.2		0.9		4.4		1.0		1.7

- In the above case, all candidates at or above the average cumulative score were then interviewed.
- In evaluating the applications be sure to note any areas of concerns that need to be clarified. For instance, if one of your top candidates has an unexplained three-year gap in employment, you should mark this as a question to ask him or her in the interview (or by phone prior to the interview). You might find out they were in Leavenworth doing time, or maybe they had volunteered for the Peace Corps or were in the military. Either way, red flags need to be marked and answered to clear up the question.

- If you follow up on a red flag and determine that an applicant has lied or “fudged” on their application, this is cause for disqualifying them from further consideration. In fact, if an employee working for the City is discovered at anytime to have lied on their application it is cause for dismissal (since they were hired under false pretenses).
- Once the points have been totaled and the applications have been ranked you can either decide on interviewing the top candidates or consider using some sort of test to separate the next level of applicants.
- The Human Resource Manager or department head should send the letters of rejection to those who do not make the first cut, *as soon as possible*. In the letter you should thank the applicant for their interest in working for the City, but make it clear that they are no longer considered for the position. These letters often mention the number of applications received and how many will be interviewed, but this is not necessary. Applications no longer considered need to be filed with the Human Resource Manager for short term storage. This is especially useful if there is a challenge to our employment decision later.

TESTING

- Sometimes it helps to develop a written or skills test to cut a large list down to a smaller one to be interviewed. Since interviewing takes so much time, this approach can also help demonstrate whether an individual really can do what they said they could. For instance, if a candidate says they can type 125 words-per-minute, but they are tested and only type 43 WPM, then they might not meet the minimum qualifications for the job and would not be interviewed. They might also have lied on their application.
- Skills tests may be given to determine a candidate’s ability to satisfy an essential duty of the position. Reading a water meter, working a specific piece of heavy machinery, or balancing a cash drawer can easily be tested. Of course, if you have many candidates who do not know how to operate a specific machine, but are perfectly capable and eager to learn, then you might not want to use this type of test.
- Written tests are more typical. Besides asking questions in written form, you will benefit by seeing the candidate’s writing abilities, as well as their math, grammar, spelling, and reasoning abilities (if essential to the job).
- Developing a written test is often difficult, since the questions need to be very clearly written and you need to have a good idea what answer you are looking for. A math test is easier than writing a scenario test, since there may be several right answers in a scenario, but usually only one right answer in a math test.
- If your job requires a certain level of certification, you can always take some of the certification questions and use these as your own written test. Some candidates may have been certified a long time ago. Although they meet the qualification, some things might have changed in your particular field, and a candidate who was certified many years ago might not remember a lot of the information.

INTERVIEWS

- By phone, either the Human Resource Manager or department head should contact each of the candidates you wish to interview, and ask if they are still interested in the position. Follow up the conversation with a letter which states the time and place of the interview and which position they are being interviewed for. Also include in your letter that, should the candidate require any special accommodations, they need to contact you as soon as possible (ADA). If they are no longer interested in the position, write them a letter and state in the letter that you are disappointed that they turned down the interview, but appreciate their initial interest in working for the City of Iola. Keep a copy of the dated letter.
- *All interviews must have questions that have been pre-approved by the Administrator. All interviews must start with the following question:*

You have been given a job description of the duties and responsibilities for the position of _____ with the City of Iola. Have you read the entire job description? _____. Considering the essential duties, is there any reason, either with or without reasonable accommodation, why you can not accomplish the duties of the position?

Candidate's response _____.

- If the candidate says they did not receive a job description you must **STOP** the interview, hand them a copy, allow them time to read it, then again ask the questions. If the candidate says that even with reasonable accommodation they can not perform the essential duties of the position, then you must **STOP** the interview, thank the applicant, and tell them they are no longer considered for the position. Do not ask them to explain why they can not do the job.
- The rest of the interview questions should be designed to learn about the candidate, expand on their experience with machinery or equipment, learn about their ability to think and reason, and get a general sense of their character. Some questions may ask for an opinion or a description of actual experience, while others may ask the candidate to describe what they would do in a certain situation. Generally, try to avoid asking for information that is already on the application or resume, unless you need them to expand or clarify.
- A typical interview list is actually a form with a point system and room for the interviewers to record the candidate's answers. A sample question is provided below:

7. What approaches have you used successfully to motivate employees to work harder?

1 Poor	2 Good	3 Very Good	4 Excellent

- Usually, the interview panel will take turns asking questions. Keeping eye contact with the candidate and writing down their answers is a little tricky, so rotating the questions lets others record the answer while you listen to the candidate. Also, it gets boring for panelists to ask the same question all day long.
- As much as possible, stick to the interview questions. It is all right to ask probing follow up questions based on an applicant's response since you are trying to clarify what they have said. For instance, if an applicant says "I think being aggressive is the most important trait of a good Police Officer", then you might follow up with "Can you tell me why you think being aggressive is more important than being honest or fair?" As an interviewer, you are trying to discover in a short period of time as much as possible about someone you might be working with for the next 20 years. Think about how you might answer the question, and try to understand why the candidate's answer is different. They might not understand the question, or they might have a new idea about something.
- As you know, there are certain questions that can NOT be asked in an interview. These questions are usually personal in nature (i.e. concerning marriage, physical or mental problems, sexuality, the person's appearance, religious beliefs, race, national origin, etc.). This is why your questions need to be pre-approved by the Administrator, and why it is safest to stick to the list of questions. A discrimination lawsuit can be very costly.

BACKGROUND AND REFERENCE CHECKS

- References and criminal history checks are usually done after the interviews since they take a lot of research and time, and it is cumbersome to investigate someone who might end up failing an interview.
- References are usually friends who support the candidate. Prior employers, on the other hand, may be less favorably biased and have a different perspective since they have worked closely with the candidate.

- On the City's application, the candidate must give the reason for leaving their former job(s), a description of their duties, the dates of employment, and their wages. All of this information needs to be verified for at least the last two jobs. If there are gaps on the application, get them explained before or during the interview.
- It is something of an art to ask a previous employer for information about a candidate. Under current law, you can verify the information above, as well as request a copy of the candidate's last performance evaluation-- but *the request must be in writing*. In speaking with a former employer, try to listen to what the employer is and is not saying. A few questions to ask are "would you hire the employee back again", and "did the employee work well in a team environment". You should write down all comments made and keep them in the applicant's file.
- The Iola Police Department can provide the following services in criminal background checks: (a) Convictions in Iola and in Allen County, (b) Driving records and outstanding felony warrants from any place in the U.S., and (c) A request for convictions from other communities (though this might not be made available).
- *All criminal background information is highly confidential and should be kept secured with the candidate's file.*
- If a specific education degree is required, you need to contact the school, send them a copy of the Release of Information form, and get verification of the date and type of degree granted.

THE FINAL SELECTION

After all of this work, you might still have multiple candidates that are almost equal in their experience, skills and abilities, interview and testing points and background clearance. At this point what most managers will do is a one-on-one interview with the final applicants. At this interview, you are trying to determine which candidate will "fit in" the best with your department. You might have a candidate who is qualified on paper but who is obnoxious and insulting in person. These are obviously subjective judgements you need to make and can be the hardest decisions in the entire process. As long as you are fair and honest about your assessment of the final candidates, and you reached this point by being as objective as possible, your decision should be all right. If you have any questions or need further guidance at this point, please contact the City Administrator and discuss the situation.

OFFERING THE JOB

- If references and background information checked out, you should be ready to make your selection. Contact the top candidate and ask if they are still interested in the job. If they are, then tell them you would like to make them an offer, contingent on Council approval and to satisfactorily passing various pre-employment tests. Contact the City Administrator, inform him/her of the status of your hiring process, and make certain you can proceed.
- The candidate needs to have a physical examination scheduled through the Human Resources Manager. Other requirements, such as a psychological test or drug screening, also need to be successfully completed.
- Before a starting employment date is given to the candidate all paperwork needs to be completed and the results of the physical, psychological, drug tests, background and criminal history, must be approved. Make certain the employee understands that they should not give notice to their current employer until it is certain that they have passed all of our pre-employment requirements and have been approved by the City Council.
- Once all tests have been passed and the Council has approved the hiring, you may give the candidate their starting employment date.

CHECKLIST FOR NEW HIRE

- In order to ensure that all new employees receive useful information about the City organization, they are required to meet with the Human Resource Manager and/or department head to cover the following items on their first day.

- Receive copy of the Personnel Policy Handbook. The employee must read this and sign their statement of understanding within 30-days of starting employment.
- Sign a copy of the BELO agreement if they are an employee of the Police Department.
- Receive written information and verbal explanation about KPERS, ICMA-457, health insurance, compensation and other City benefits.
- Receive annual year-end report about other City departments and operations, and be slated for a tour of other City departments by the department head.
- Be slated for the next City Council meeting for introduction.
- Set up any payroll deductions or garnishments, as needed.
- Fill out their W-4 form for income tax purposes and I-9 for verification of citizenship (must have copy of their social security card and valid Kansas Driver's License).
- Be photographed for Employee ID card.

CITY OF IOLA

RELEASE OF INFORMATION

I understand that any omission or misrepresentation of material facts in this application may result in refusal of, or separation from, employment. I hereby authorize the City of Iola to make any investigations of my background deemed necessary, including, but not limited to, criminal convictions, driving record, and verification of education and certification credentials. I have no objection to signing an employee agreement or taking a medical examination. I understand, also, that any consummation of any employment agreement is contingent upon successful completion of the background investigation and medical examination. I also understand that neither this employment application nor acceptance of an offer of employment by me constitutes in any respect an oral or written contract of employment.

Signature of Applicant

Date

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Six Month Evaluations & Potential Salary Increases	Original Date: June 6, 2005 Effective Date: June 6, 2005 Revised Date: April 1, 2010
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The City of Iola Personnel Policy Handbook provides for a probation period of 6 months for all employees from the original hire, transfer or promotion date with the exception of those in the Police and Fire Departments who are on probation for 12 months.

All Department Heads are expected to provide a 6 month evaluation to any employee who has been newly hired, transferred into another position, or promoted. The evaluation should occur prior to the six month anniversary of the qualifying event. This applies to all personnel within the City of Iola to include both Police and Fire. This applies to employees who are classified as regular full time or regular part time. Temporary or contract employees are not included in this policy.

If the Department Head is pleased with the performance of the employee and the employee receives at least a satisfactory performance evaluation the Department Head at his/her discretion may recommend a salary increase to be effective at the 6 month anniversary of the qualifying event. The employee does not automatically qualify for the next pay step. The Department Head should increase the salary relative to the employee's performance.

An employee with a satisfactory evaluation would be eligible for a step pay increase on their anniversary date, if they are within their pay grade.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Flowers for Funerals	Original Date: February 1, 1995 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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It shall be the policy of the City to send flowers to the funerals of formally retired and current employees and the immediate families of current employees. If the family requests no flowers, a memorial contribution in an equal amount to a flower arrangement may be given. For the purpose of this policy, immediate family consists of:

1. Current employee's spouse
2. Current employee's parents
3. Current employee's children
4. Current employee's siblings

The Purchasing Agent or Administrative Assistant is directed to make the necessary arrangements for sending these flowers or memorials as outlined above. Other departmental policies shall not be affected by this policy. If employees in a city department wish to send flowers to funerals of individuals not on this list, they are free to use non-city funds to do so.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: An Outline of the Hazard Communication Standard	Original Date: Feb. 8, 1994 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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1. Chemical manufacturers must evaluate chemicals to determine if they are hazardous.
 - a. Physical hazards, health hazards, and other important chemical information must be written on a material safety data sheet (MSDS).
 - b. Employers must obtain an MSDS for all hazardous chemicals used at the work place and make these sheets accessible to employees.
 - c. The MSDS must be in English, show the date it was prepared and state:
 - The chemical name or common (trade) name.
 - The manufacturer's name, address and phone number
 - The physical and chemical characteristics and hazards of the chemical.
 - The acute (short-term) and chronic (long-term) health effects, and other health related information such as the way the chemical causes cancer.
 - The acceptable limits of exposure (e.g. TLV & PEL).
 - Whether the chemical causes cancer.
 - Emergency and first air procedures for the chemical.
 - Precautionary measurer (e.g. safe handling and use, Proper disposal methods, personal protective equipment, etc.)
2. Employee must ensure that hazardous chemicals in the work place are properly labeled. Each container of hazardous chemicals must be labeled, tagged or marked to:
 - a. Identify the chemical so a cross-reference can be made with the label, the MSDS, and the list of hazardous chemicals.
 - b. Indicate the chemical hazard with an appropriate warning, i.e., acute hazard and personal protective equipment.
3. Employers must establish employee training to inform workers about:
 - a. Operations where hazardous chemicals are used and a list of the hazardous chemicals involved.

- b. Location of the material safety data sheets, the written hazard communication program, and the complete list of known hazardous chemicals in the work place.
 - c. An explanation of the information on the label, MSDS, and interpretation of hazardous chemical information.
 - d. Specific procedures for protective measures such as work practices and personal protective equipment to be utilized.
 - e. Methods of detecting hazardous chemicals such as visual appearance, odor, and monitoring devices.
4. Employers must develop and implement a written Hazardous Communication Program which:
- a. Contains a complete list of known hazardous chemicals at the work place.
 - b. Gives details about hazardous chemical container labeling, MSDS files, and the employee training programs.
 - c. States how employees will be informed on non-routine tasks, as well as how contractor employees will be informed of chemical hazards, etc.
 - d. Is available for review by employees and the Secretary of Labor.

CITY OF IOLA, KANSAS

HAZARD COMMUNICATION PROGRAM

A. GENERAL COMPANY POLICY

City of Iola is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200 by the following:

1. Compiling a hazardous chemical list
2. Using MSDS's – material safety data sheets
3. Labeling containers that contain chemicals
4. Providing training for all employees
5. Department Heads – implementers for their department
6. Will review and update as needed
7. Keep employees informed of:
 - a. Contents of Hazard Communication Standard
 - b. Hazardous properties of chemicals in their work area
 - c. Safe handling procedures for chemicals
 - d. Protective measures to use when working with chemicals
 - e. Hazards associated with non-routine tasks

B. LIST OF HAZARDOUS CHEMICALS

The department head and or supervisor in each work area will post in work area the following:

1. ~~Compile~~ a hazardous chemical list
 - a. Update list as necessary
 - b. MSDS for each chemical
 - c. ~~Add all new chemicals to master list~~ *of all chemicals*

C. MATERIAL SAFETY DATA SHEETS

The Storeroom will have a master list of chemicals with MSDS on every substance on the list of hazardous chemicals.

1. OSHA Form 174 will be completed
2. Each work site will maintain an MSDS for hazardous materials used in that area
3. Sheets will be posted at each work area
4. Contact vendor/chemical manufacturer if MSDS not provided with purchased chemicals
5. Master list updated as new chemicals purchased
6. New procurements approved by department heads

D. LABELS AND OTHER FORMS OF WARNING

The department heads will ensure that all hazardous chemicals in work areas are properly labeled.

1. Labels will include the following:
 - a. Chemical identity
 - b. Appropriate hazard warnings
 - c. Name and address of manufacturer or importer
 - d. Labels provided by City when none given by manufacturer
 - e. Stationary containers will be labeled by City if manufacturer's label cannot be used
 - f. Pipes or piping systems contents will be discussed and described in training sessions (no labels required)

E. NON-ROUTINE TASKS

Training information on working in confined spaces and or special cleaning of confined spaces that pertain to hazardous chemicals will be covered in conjunction with the "confined spaces program" implemented by the department heads.

F. TRAINING

Initial training of all employees will be provided on the Hazard Communication Standard and the safe use of hazardous chemicals.

1. Audiovisual materials and handout materials
 - a. Additional training as needed and for new employees
 - b. Regular refresher safety meetings/films
 - c. Department heads/supervisors implement protective measures
 - d. Training plan will emphasize:
 1. Summary of the standard and this written program
 2. Chemical and physical properties of hazardous materials and methods that can be used to detect the presence or release of chemicals (including ones in unlabeled pipes)
 3. Health hazards, including signs and symptoms on exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical
 4. Procedures to protect against hazards (protective equipment required, proper use and maintenance; work practices or

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 3. Health hazards, including signs and symptoms on exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical
 4. Procedures to protect against hazards (protective equipment required, proper use and maintenance; work practices or

- methods to assure proper use and handling of chemicals; and procedures for emergency response)
5. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks
 6. Where MSDS's are located, how to read and interpret on labels and MSDS's and how employees may obtain additional hazard information
 7. Schedule retraining as new chemicals are introduced into the workplace or new employees are hired

G. CONTRACTOR EMPLOYERS

Department heads will notify outside contractors in person of any chemical hazards they may encounter in the normal course of work on the premises, the labeling system used and the protective measures to be taken and the safe procedures to be used in handling the chemicals. The location and availability of MSDS will be provided to the contractor also. Each contractor bringing chemicals on site must provide the City with the appropriate hazard information on these substances, labels used and precautionary measures to be taken in working with these chemicals.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Internet Policy	Original Date: February, 1998
	Effective Date: August 1, 1999
	Revised Date: November 10, 2009

Purpose.

This policy is intended to encourage responsible and acceptable use of the Internet services provided by the City of Iola, Kansas, while continuing to support the needs of citizens and city employees. The policy reflects a realization that efficient utilization of the Internet for communications and research can:

- Enhance partnership, community involvement and the exchange of information and ideas between citizens, businesses and local government.
- Provide information both internally and to the public about the activities and services of the city.
- Improve the quality, productivity and general cost-effectiveness of the city's work force.

This policy applies to all regular and contract city employees, volunteers and other affiliates who use city-provided Internet facilities.

Who will receive access.

A city Internet account is a resource granted to increase productivity and provide opportunities for professional growth. It must be used with these goals in mind. Improper use could result in the cancellation of a user's city Internet account and possible disciplinary actions.

If a department head determines that an employee's job duties require frequent use of the Internet as a routine part of their job, the department head may submit a request to the City Administrator or his/her designee. The City Administrator or his/her designee will maintain a register of all their Internet users. A condition of authorization is that all city Internet users must read and sign a copy of this policy and return it to the Human Resource Manager to be filed in the employee's personnel folder. When an employee with an Internet account leaves city employment, the department must notify the City Administrator's Office and the individual's account will be closed, if the employee used a joint account the password shall be changed.

Responsibilities.

Each user of a city-provided Internet account is responsible and accountable at all times for the proper use of that account. All Internet users are expected to know the tools, rules and etiquette of the Internet, and behave accordingly.

Legalities

Employees must use the Internet in accordance with all applicable laws and regulations. This includes compliance with copyright and license laws covering programs, data and written material accessed, obtained or provided to others via the Internet.

Users may not transmit threatening, obscene or harassing materials, nor engage in any form of sexual harassment.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Acceptable Use.

The following policy for acceptable use of the Internet shall apply to all persons using a city-provided Internet account:

- Users are prohibited from using the city's Internet connections for private gain or profit.
- Users shall not violate the privacy of others.
- Users must be sensitive to the fact that news group postings, certain e-mail messages, Web sites and various other communications on the Internet are public. No personnel matters should be sent via the Internet.
- Users are prohibited from using or viewing obscene, racist or sexist language or images.
- User shall not interfere with or disrupt any city network or Internet users, services, programs or equipment. Disruptions include but are not limited to propagation of computer viruses or other debilitating programs, and using the city network to make unauthorized entry to any other machine accessible via the network or Internet.

Security, viruses and downloading.

City employees shall not share with others their assigned Internet passwords, access codes or other authentication devices. Employees may only use their city Internet account while on city property or while conducting city business, although it is permissible to check and send e-mail while out of town.

Employees whose PCs are enabled to accept files via the Internet (FTP, attachments, news groups) are individually and directly responsible for checking them for viruses using the latest version of a reliable virus-checking program. The city's Anti-virus Policy must be strictly adhered to. Departments shall report all virus outbreaks to the City Administrator's Office **IMMEDIATELY**.

Internet e-mail.

Electronic mail (both internal and via the Internet) is considered to be a public record and may be subject to public disclosure in accordance with applicable law.

Web pages.

In order to maintain a consistent, quality presence on the Internet, the City Administrator's Office will assist departments in creating and publishing information in this medium. City departments interested in developing content for the Internet must coordinate and receive approval from City Administrator before information may be made available on the Internet. No city department may create or contract for its own physical web site without the approval of the City Administrator.

Information published on the Internet should be written in a clear and concise manner and presented in a graphically appealing format. Once information is published, it is the ongoing responsibility of the corresponding department to ensure the timeliness and accuracy of the content. Significant changes to the content of web pages must receive approval from the City Administrator before the information is published on the Internet. The City Administrator's Office will review all city-related web pages on a periodic basis to ensure that the department is keeping their pages up-to-date.

Disclaimers.

A wide variety of information exists on the Internet. Some persons may find part of that information to be offensive or otherwise objectionable. Employees should be aware that the city has no control over and can therefore not be responsible for the content of information on the Internet other than what it as an organization has placed there.

The city's Internet host computer is traceable to the city. Persons using city-provided Internet accounts should not assume they are provided any degree of anonymity. Outside users who want to identify machines associated with the city can do so easily.

Employees also must understand that e-mail messages and other methods of transferring information via the Internet are currently **not** secure. Persons desiring to send someone confidential or sensitive communications should not use the Internet.

Enforcement.

Departments will be responsible for the enforcement of the city's Internet policy. The City Administrator and department head will review reported and perceived violations of this policy. Department heads will take remedial action when an employee does not adhere to this policy.

Violations that are not promptly remedied may result in disciplinary action, including termination or any other action deemed necessary under this policy, the Personnel Policy Handbook, or policies or regulations governing use of city equipment.

Monitoring.

The City does not routinely monitor electronic mail messages. The City may at any time examine any messages or files on the system or an employee's personal computer. No user should have any expectation of privacy.

I have read the City of Iola's Internet policy and the attached Anti-virus Policy, and agree to all terms as a condition of my use of a city-provided Internet account.

Name (print) _____ Department _____

Signature _____ Date _____

Administrative Policy: _____

Date created: _____

Date to be reviewed: _____

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Employees Belonging to US Military - Vacations	Original Date: May 23, 1961 Effective Date: August 1, 1999 Revised Date: Dec. 16, 2010
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Any employee of the City of Iola belonging to the Reserves, National Guard, or other uniformed services of the United States who is ordered or otherwise required to attend mandatory training (i.e. Guard Camp) at such time as designated by the organization, may elect to utilize all or part of their accrued vacation for the period of such absence. In the event the employee is only eligible to accrue 10 days of vacation in the year, the employee may at his or her option, be permitted to take five (5) additional days of time off without pay following approval of their supervisor. A copy of the written orders must be provided to the supervisor as soon as the orders are available to the employee.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Personal Telephone Calls	Original Date: April 1, 1998 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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It is the policy of the City of Iola that telephone facilities shall be available during working hours for effective communications with the public and for conducting City business. Accordingly, personal telephone calls should be limited to those absolutely necessary and should be as brief as possible.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Safety/Cold Weather Gear / Boot Allowance	Original Date:	Dec. 27, 1994
	Effective Date:	August 1, 1999
	Revised Date:	Dec. 16, 2010

The City of Iola will purchase safety/cold weather gear for specific employees with the approval of the City Administrator. Gear purchased using City funds must be properly marked to easily identify the wearer as a City of Iola employee, and to identify the gear as City property, subject to all other policies which regulate the use of public property. Safety/cold weather gear is only to be worn by a current City employee while on duty. Employees should leave the gear at their work place in a secure location, and only take the gear home to be cleaned. Employees using city-provided safety/cold weather gear are responsible for keeping the garments in a clean and presentable condition.

Department Heads are responsible for enforcing this policy and for ensuring that the City logo patch is permanently sewed to the upper right-hand breast area of each jacket, and to the center breast pocket area of each set of coveralls. The placement of the patches should be uniform for all departments, and carried out at City expense.

The City of Iola will allow a boot allowance under the safety/cold weather gear policy starting in January 2008. Maximum dollar amount of \$130.00 will be paid for one pair of boots per year, (January thru mid December). The boots are only to be worn by a current city employee. Receipts for boots are to be approved by Department Head, then forwarded to City Clerk's office for payment. According to IRS any fringe benefit provided by the City of Iola is taxable and must be included in the employee's pay.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Traffic Violations	Original Date: March 7, 1961
	Effective Date: August 1, 1999
	Revised Date: April 1, 2010

Any City employee arrested for a traffic violation while operating city owned vehicles will pay their own fine.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Travel Policy	Original Date: July 8, 1996
	Effective Date: August 1, 1999
	Revised Date: Dec. 16, 2010

The current policy on travel, as described in the Personnel Policy Handbook, is:

Travel and Training Expenses

It is the policy of the City to afford employees appropriate educational and training opportunities to improve their skills and abilities as may be appropriate to their duties and responsibilities. When training classes, seminars, conferences or college courses are either required, or approved by the City Administrator or Department Head ahead of time, expenses associated with those training opportunities will be paid or reimbursed by the City. Expenses including fuel for City vehicles, mileage, food, lodging, tuition, registration fees and other related expenses shall be paid by the City. No personal items or alcoholic beverages may be charged to the city credit card, even if the employee plans to reimburse the city for the purchase. All expenses shall be documented by appropriate receipt or other documentation and approved by the employee's Department Head. In certain cases, necessary training expenses will be paid in advance or a cash advance authorized.

Since the current policy does not cover personal calls or other such expenses, the following shall apply until further notice:

An employee can make one reasonable length personal call per day, at City expense. Generally, this is to allow the employee a chance to contact their family, let them know they arrived safely, what room and phone number they have, etc. If a family emergency arises which requires additional personal telephone calls, the employee should use their own calling card or call collect. If this is not an option, the call can be charged to the room, and upon returning to work in Iola the employee needs to solicit for City payment by describing the event in writing and submitting it to the City Administrator for consideration. All other personal costs such as movies, alcoholic beverages, the purchase of personal effects, etc., shall be the responsibility of the employee to pay. It is highly recommended that personal expense not be placed on the City credit card, but should be paid separately by the employee, to avoid the problems of reimbursement.

TRAVEL REQUEST

(Employee) _____ (Type of Meeting)

(Location) _____ (Inclusive Dates)

TRAVEL ADVANCE
ESTIMATED EXPENDITURES

Travel (Total Miles) @ \$.50/mile \$ _____
Meals \$ _____
Lodging \$ _____
Registration \$ _____
Other Miscellaneous \$ _____
Total Estimated Expenditures (Ck.# _____) \$ _____

Date: _____ Account Code: _____

Approvals:

(Dept. Supervisor) (City Administrator) (City Clerk)

EXPENSE VOUCHER

Motel Room (Receipt Attached) \$ _____
Meals (Receipt Attached) \$ _____
Other (Receipt Attached) \$ _____
Gasoline & Vehicle Expense (Receipt Attached) \$ _____
Mileage (No City Vehicle Furnished)
_____ Miles @ \$.50/mile \$ _____
Total Expenses \$ _____
Amount Advanced \$ _____
Amount Expended \$ _____
Amount Returned/Reimbursed (Ck.# _____) \$ _____

Account Code: _____ Date: _____

(Signature) _____ (Position)

(Department Supervisor) _____ (City Clerk)

(City Administrator)

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Use of City Vehicles	Original Date: October 25, 1966
	Effective Date: August 1, 1999
	Revised Date: Dec. 16, 2010

City vehicles are to be used for official City business only. Only City employees, and other specifically authorized persons, may ride in City owned vehicles, unless a further exception is authorized by the City Administrator. Employees are required to wear seat belts at all times while operating a city vehicle.

Absolutely **no smoking in or personal use** of the above vehicles shall be allowed.

Supervisors who are subject to emergency calls and are required to have their vehicles after hours, shall be responsible to see that the vehicle is returned to the city warehouse for periodical servicing.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Workmen's Compensation Requirements for Contractors	Original Date: October 9, 1962 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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All firms doing contract work for the City of Iola, shall furnish a Certificate of Insurance showing that they have in force Workmen's Compensation Insurance.

The Insurance Certificate shall be submitted to the City Clerk's Office and a copy to the City Administrator's Office prior to commencing any work for the City.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Discontinue Renting City Equipment	Original Date: Sept. 15, 1987 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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The City of Iola will discontinue renting out equipment. The only exception to this change will be if it is an emergency or no other resource is available in the area or surrounding areas within a reasonable time, and that it does not interfere with the normal city work. Such rental will be based on applicable existing rate schedules.

In case of extreme emergencies, i.e. flood, tornado and similar disasters, city equipment may be used at no charge for the benefit of the entire community in such cases.

The change in policy is brought about for several reasons:

1. Interference with private enterprise.
2. Disruption of normal work practices of city forces.
3. Additional normal wear and tear of equipment originally purchased for city functions.
4. Criticism of the customer ultimately benefited by the equipment usage regarding charges made for rental. These charges purposely held higher than private enterprise charges to encourage the use of private enterprise equipment.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Equipment Charge Rates	Original Date: Sept. 15, 1987 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Electric Distribution Department

#15 - Line Truck with auger	\$55.00/hr. plus oper. time & 28% for ins. etc.
#42 - Aerial Bucket, 54 foot	\$48.00/hr. " " " " " " " "
#19 - Aerial Bucket, 54 foot	\$48.00/hr. " " " " " " " "
#22 - Truck, One Ton, w/aerial bucket	\$30.00/hr. " " " " " " " "
#65 - Aerial Bucket, 60 foot – Tree Trimmers	\$38.00/hr. " " " " " " " "
#28 - Pickup, 1 Ton	\$20.00/hr. " " " " " " " "

Electric Generation Department

# 4 - Service Pickup	\$15.00/hr. " " " " " " " "
#59 - Pickup Truck, 1 Ton	\$20.00/hr. " " " " " " " "

Gas, Water & Sewer Departments

#E-22 – Backhoe 4WD	\$75.00/hr. " " " " " " " "
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Water Department

#14 - Service Truck 2" or 3" water pump	\$30.00/hr. plus oper. time & 28% for ins. etc. \$10.00/hr. " " " " " " " "
#E-19 - Trencher	\$70.00/hr. " " " " " " " "
#E-11 - 4WD Backhoe	\$75.00/hr. " " " " " " " "
#58 - Dump Truck	\$50.00/hr. " " " " " " " "
#E-24 - Air Compressor	\$35.00/hr. " " " " " " " "
#E-55 - Concrete Saw	\$20.00/hr. " " " " " " " "
Piercing Tools	\$30.00/hr. " " " " " " " "
Tapping Machine	\$39.00 Flat Charge

Gas Department

#35 - Welding Truck	\$40.00/hr. plus oper. time & 28% for ins. etc.
# 5 - Welding Truck	\$40.00/hr. " " " " " " " "
#41 - Dump Truck	\$50.00/hr. " " " " " " " "
Welding Fusion Equip.	\$20.00/hr. " " " " " " " "
#E-02 - Air Compressor	\$35.00/hr. " " " " " " " "
#10 or #49 – Service Pickups	\$15.00/hr. " " " " " " " "
#E-7 - 853 H Steer Loader	\$43.00/hr. " " " " " " " "
#E-35 – Backhoe	\$70.00/hr. " " " " " " " "

Sewer Department

#27 & E-51- Combination	\$150.00/hr.	“	“	“	“	“	“	“	“
#39 - Camera Equipment & Van	\$60.00/hr.	“	“	“	“	“	“	“	“
#E-29 - 4” Water Pump	\$12.00/hr.	“	“	“	“	“	“	“	“

Street & Alley Department

Dump Truck	\$25.00/hr.	plus	oper.	time	&	28%	for	ins.	etc.
Street Sweeper	\$40.00/hr.	“	“	“	“	“	“	“	“
Motor Grader	\$105.00/hr.	“	“	“	“	“	“	“	“
Track Loader	\$38.00/hr.	“	“	“	“	“	“	“	“
TKT 35 Trailer	\$25.00/hr.	“	“	“	“	“	“	“	“
Wheel Loader	\$78.00/hr.	“	“	“	“	“	“	“	“
Tractor	\$30.00/hr.	“	“	“	“	“	“	“	“
Tractor with Bush Hog	\$45.00/hr.	“	“	“	“	“	“	“	“
Tractor with Boom Mower	\$60.00/hr.	“	“	“	“	“	“	“	“
Vibrating Steel Roller	\$18.00/hr.	“	“	“	“	“	“	“	“
Asphalt Distributor	\$160.00/hr.	“	“	“	“	“	“	“	“
Pneumatic Roller	\$33.00/hr.	“	“	“	“	“	“	“	“
Chat Spreader/Dump Truck (Material Extra)	\$30.00/hr.	“	“	“	“	“	“	“	“
Paint Striper (less paint)	\$20.00/hr.	“	“	“	“	“	“	“	“
Mosquito Fogger/Pickup (with chemicals)	\$150.00/hr.	“	“	“	“	“	“	“	“
Service Pickup	\$15.00/hr.	“	“	“	“	“	“	“	“
Service Truck, 1 Ton	\$20.00/hr.	“	“	“	“	“	“	“	“

Fill Dirt \$50.00/load

Solid Waste Department

Trash Compactor Truck \$50.00/hr. plus oper. time & 28% for ins. etc.
(3 man crew)

Park Department

#55 - Service Pickup \$15.00/hr. plus oper. time & 28% for ins. etc.
#45 - Service Truck, 1 Ton \$20.00/hr. “ “ “ “ “ “ “ “

Stores Department

#50 - Service Pickup \$15.00/hr. plus oper. time & 28% for ins. etc.

All equipment must be operated by city employees.

Above amounts to be used in computing charges for repair of damage of city property and/or installation of facilities on customer side of meter.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Use of City Owned Traffic Cones, Yellow Flashing Lights and Barricades	Original Date: Nov. 24, 1964 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Department Heads and all personnel of the City are cautioned not to loan, rent, or in any manner allow the use of City owned barricades, flares, or lanterns. These items are to be used only by City personnel on city projects.

In the event of a disaster such as a fire, collision, or similar catastrophe said flares, lanterns and barricades may be properly used upon direction and request for them by the police and fire department or City Administrator.

In the event general contractors working on or near public right-of-way leaves an area unattended which may be a safety hazard, the City Administrator, or Department Head may order barricades to protect the general public and inform the general contractor to remedy ASAP. The contractor will be billed for use of cones and/or barricades per fee schedule established in the Administrative Policy "Equipment Charge Rates."

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Snow and Ice Control Policy	Original Date: April 1, 1998 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Introduction

The City of Iola believes that it is in the best interest of the residents for the City to assume basic responsibility for the control of snow and ice on City streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns.

When will city start snow and ice control operations

The Street Superintendent will determine when to begin snow or ice control operations. The criteria for that decision are:

- a) Snow accumulation of 3 inches or more;
- b) Drifting of snow that causes problems for travel;
- c) Icy conditions which seriously affect travel;
- d) Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than 3 inches.

How snow will be plowed

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. When a plow goes on a bridge, the driver shall slow down so that snow does not go over the bridge if possible. When a plow goes through an intersection, the driver will turn plow straight, as to carry the material past the cross street, then turn plow back to the boulevard area. The exception to this plowing technique will be on and around the downtown square area where the snow will be piled toward the median, then hauled off later. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

Snow removal

The Street Superintendent will determine when snow will be removed by truck from an area, mainly the downtown square area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal

operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow will be removed and hauled to a snow storage area, by the compost facility. The snow storage area will be located so as to minimize environmental problems.

Priorities and schedule for which streets will be plowed

The City has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified, as first priority will be plowed first. These are high volume, which connect major sections of the city and provide access for emergency fire, police, and medical services.

The second and third priority streets are those streets providing access to schools and commercial businesses. The fourth priority streets are lower volume residential streets.

Work schedule for snowplow operators

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. Operators will take a fifteen-minute break every two hours with a half hour meal break after four hours. After a twelve-hour day, the operators will be replaced if additional qualified personnel are available.

Weather conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include; severe cold, significant winds and limited visibility.

Use of sand, salt and other chemicals

The City will use chat, salt, and other chemicals designated for such activities when there are hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

Sidewalks and driveways

Due to equipment, manpower, and time constraints involved in emergency snow and ice control operations, the City does not assume any responsibility for the removal or clearance of snow, ice, or sleet, or the opening of windrows of such material, upon any portion of any driveway or sidewalk along any street or alley, even though snow, ice, or sleet, is deposited or wind-rowed by City equipment engaged in winter snow removal operations.

Snow and Ice Control Priority List

#1 Priority

- US 54 Highway – west city limits to east city limits
- State St. – north city limits to south city limits

#2 Priority

- Kentucky St. – Rock St. to Oregon Rd.
- Miller Rd. – Kentucky St. to Marshmallow Ln.
- Cottonwood St. – Miller Rd. to Madison Ave.
- Lincoln St. – State St. to Kentucky St.
- Marshmallow Ln. – Kansas Ave. to Patterson Ave.
- Patterson Ave. – Marshmallow Ln. to State St.
- Kansas Ave. – State St. to Marshmallow Ln.
- Square – around all four sides and 1 block in each direction
- Alley behind City Hall
- Washington Ave. – Square to Lincoln St.
- Alley behind Fire Station
- West St. – Square to State St.
- Jackson Ave. – Square to State St.
- Oregon Rd. – State St. to Kentucky St.

#3 Priority

- Allen County Hospital – east & west sides
- Iola Post Office
- Lincoln School
- Iola High School
- Iola Middle School
- McKinley School
- Jefferson School
- Broadway St. – Ohio St. to State St.
- Montana Rd. (Gates Rd.) – State St. to end of concrete pavement
- Bassett area – S. Washington Ave. and Portland Rd.
- Riverside Park and back entrance to park
- Davis St. – Bruner St. to Madison St.
- Water Plant and Power House
- Buchanan St. - State St. to Cottonwood St. (check when to barricade hill)
- Garfield St. – State St. to E. Garfield Rd. N. (Nursing Home)
- First St. – Lincoln to 54 Hi-way
- Jefferson Ave. – Monroe to Highland Cemetery

#4 Priority

- White Blvd.
- N. Walnut – Garfield to Northwestern (Nursing Home)
- Carpenter St. – Cottonwood St. to Briarwood
- Kansas Dr. – East St. to Willow Dr.
- Monroe – Kentucky to Kansas Dr.
- Intersections off both highways
- City Hall parking lot
- Washington Ave. – Broadway to Acers
- W. Lincoln – State St. to Old Compost Site
- Concrete street area's -
N. Walnut Rd. East - Northwestern St. - Wilson Ln. - Eisenhower Ln. - Kansas Dr.
Check with Cemetery for any services



CITY OF IOLA

PARKS & RECREATION DEPARTMENTS

REGULATIONS FOR USE OF CITY FACILITIES

POLICY

Municipal buildings and facilities are public property and as such, are available for the general use of the public in accordance with procedures outlined herein, and in policies and practices formally approved by the City Council.

PURPOSE OF USE

City buildings containing meeting rooms, chambers and related furnishing may be used for meetings and activities that are civic in nature, are of high moral or cultural caliber, and do not interfere with City business. Use of all outdoor facilities should be done in such a manner as to protect the public interest.

PRIORITIES OF USE shall be in the following order:

1. City, County (includes Election dates and Extension Office events) & State Government sponsored events.
2. City of Iola, Iola Parks & Recreation and Iola Public Library sponsored events.
3. USD #257 sponsored events (includes all schools, even Iola Preschool and Safebase activities).
4. Service organizations: Veterans, Auxiliaries, Community Blood Mobile, S.O.C.K., Allen County Fair, R.S.V.P., Scout Groups, W.I.C. and 4-H Clubs
5. Private individual interest groups, civic clubs, charitable events and Chamber of Commerce events.
6. Commercial activities and Fund raiser functions sponsored by non-profit organizations.

Conflicts in use and/or schedules shall be resolved by the Parks Superintendent and/or Recreation Director. Any exceptions to City facility policies will be made by the City Administrator and/or City Council at a regular scheduled Council meeting.

A yearly calendar of activities will be established with all scheduled events being entered on this calendar. Request for usage of building or other public facilities can be made beforehand, but no further in advance than eighteen months or no later than forty-eight hours before the planned event. Schedules will be done on a first come first serve basis. However, a higher priority group may displace a lower priority scheduled group event, provided that the displaced group gives the lower priority group thirty days notice and secures another meeting place acceptable for the displaced group.

PROCEDURE OF USE

Any person or groups of persons desiring to use a City facility must contact the Iola Recreation Department for scheduling information. Upon advance reservations being made, such person may be required to complete a reservation form and contract agreement before using city facilities. The request should include the name of the group who they are affiliated with and the dates, times, facilities requested and nature of the function. Permission to use a City facility may be subject to the following:

A. Such group or groups of persons will be required to satisfy the City that meetings or activities will be conducted in an orderly manner. Such persons or groups of persons may be required to provide a Certificate of Liability Insurance naming the City of Iola, Kansas as additional insured in an amount of \$500,000.

B. Such persons or groups of persons may be required to pay a fee to the City for direct and overhead costs. A deposit will also be required and must be paid no later than 48 hours after the facility reservation is made. If the deposit is not paid within 48 hours of the reservation, the reservation will be cancelled. If a person or group cancels reservation less than two weeks before the date of the reservation, the deposit will not be returned. The booking fees and deposit will be paid at the Iola Recreation Department office.

POLICIES FOR PUBLIC USE OF CITY BUILDINGS

- A. (Re: Priority #2 Only - City of Iola Recreational Events) Any recreational events held in City Community buildings must be used in such a manner that anyone in the general public wishing to join the event may do so if all the requirements for the event are met. Each group shall be responsible for doing normal cleaning of the facilities after events and setting up and putting away all tables and chairs used for these events. Each organization or group must obtain a key to the facility from the Iola Recreation Department and designate one person to be responsible for unlocking and locking the building at the agreed upon times. No alcoholic beverage may be consumed during these events and all arrangements for payment of user fees must be made in advance.
- B. City buildings may not be used for personal gain. No sales may be made on the premises, except by non-profit organizations and individuals that are participating in a function sponsored by a non-profit organization. Commercial users may use these facilities for presentations and seminars, but may not conduct any sales of equipment, merchandise or services. No user will be allowed to charge admission to these facilities without approval from the City Council.
- C. A reservation form must be completed and signed by the renter and the required deposit must be paid within 48 hours of the day the event was scheduled. The required rental fee must be paid 48 hours before the planned event. In the event of a cancellation without at least two weeks notification, the deposit will be charged and paid to the City of Iola Recreation Department.
- D. The sponsor will be responsible for hiring all help associated with the event (Security guards, technician's etc.) and will provide adequate security to enforce all rules and regulations.
- E. Sponsoring party must be at least 21 years of age. The sponsor is responsible for conduct of these events and the behavior at the activity. In case of damage to facilities or its contents or extra cleaning directly associated to use of the facilities such as tables not cleared, trash strewn on floors or outside around building, etc., an additional fee of \$25.00 for each maintenance staff employee per hour plus materials will be charged to the responsible organization or individual who has rented the facility.
- F. Public or community dances sponsored by the Iola Recreation department are permitted in city buildings. Private parties may also rent city buildings for private dances as long as they are in no way open to the general public and no admission fee is charged.
- G. Alcoholic beverages may not be consumed on city property, except inside the Riverside Park Community Building, the North Buckeye Community Building, and the Recreation Community Building (Ordinance#3374, Signed August 25, 2009) that are being a rented by an individual or group for a private party and may in no way be open to the general public.
- H. No event may begin after 9:00 p.m. or start before 8:00 a.m. All events must be concluded, facilities cleaned and the premises vacated by 12:00 a.m. (Midnight). The renter may enter the facility at the agreed upon times only. A renter may schedule more than one day, paying the rental fee assessed for each day. If a renter schedules the building for one day, and enters the building the day prior to the scheduled event, the renter will be charged two days rental fee.
- I. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the constitution of the United States.
- J. All persons or groups of persons are responsible for setting up and taking down personal equipment, props, materials, etc. needed for their individual event. The renter or sponsor using city buildings (Riverside Park Community Building, North Buckeye Community Building & Recreation Community Building) will be responsible for opening and closing the facility at the agreed upon times. Keys will be checked out through the Iola Recreation department office and all deposits will be held until the keys are returned.
- K. Parks and Recreation personnel will set up tables and chairs and will put tables and chairs away for scheduled events in the North Buckeye & Riverside Park Community Buildings at no extra charge. The renter or responsible individual who has scheduled a facility will be responsible for doing normal basic cleaning of the facility they have scheduled after the event has concluded or the next day if they have scheduled the facility for this purpose. Normal cleaning consists of cleaning off tables and chairs, placing trash and garbage in the containers provided, dust mopping floors or vacuuming carpeted areas if needed, mopping up spills if occurred during the event, normal cleaning restroom facilities and normal cleaning of kitchen facilities if used for your event, picking up trash around or outside the facility if left due to your event, etc.
- L. All persons or groups of persons must abide by all other codes, ordinances and laws of the City of Iola and the State of Kansas.

POLICIES FOR PUBLIC USE OF CITY FACILITIES & BALL FIELDS

The City Council will consider permission for the use of the Riverside Park for any circus (only at regular scheduled council meetings) on an individual basis. No circus will be permitted to set up on parking areas due to damage caused by tent stakes driven into the asphalt.

The City Council will consider permission for the use of the Riverside Park for carnivals (only at regular scheduled council meetings) on an individual basis.

Concessions - only non-profit organizations will be allowed to operate a concession. Permission for concessions at the park will be considered on an individual basis and may not interfere with other scheduled events.

Sportsmanlike conduct will be expected at all recreational activities on city premises. Recreational officials, scorekeepers, coaches, spectators, parents and players are to abide by the rules and policies of the game. We expect all parties to maintain a positive attitude and uphold the ideals of fair play and good sportsmanship behavior. All parties are expected to demonstrate appropriate behavior before, during and after games, scrimmages, and practices. The City of Iola Recreation Department has adopted a "Zero Tolerance Policy" towards verbal or physical abuse or harassment by anyone involved in Recreation Programs in any capacity on city premises. Officials may ask anyone involved in altercations to vacate city premises. If said person or persons do not comply with the official's request, the Iola Police department may be contacted to escort them off the premises or to take the proper legal actions.

All scheduling of organized recreational activities, practices, tournaments, USD #257 events, Allen County Fair activities, Chamber of Commerce activities or any individual interest group using city owned facilities will be done through the Iola Recreation Department.

All events must have local sponsorship by some Iola or Allen County organization, having officers who are residents of Iola or Allen County.

Ball Diamonds

1. Iola High School Baseball and Softball teams may use the facilities for regular practices and league games, the months of February through May. Schedules must be confirmed with the City of Iola Recreation Department.
2. Men's Slowpitch Softball League teams may use the facilities for regular practices, league games and tournaments, the months of June through September. Schedules must be confirmed with the City of Iola Recreation Department.
3. Recreation league practices, games and tournaments, scheduled through the City of Iola Recreation Department will be allowed to play using the lights unless arrangements are made in advance with the Recreation Director. Scheduled team practices and practice games using the lights, must be completed and lights shut off by 10:30 p.m.
4. Depending on the priority of use, a set fee and deposit, plus a specified per hour rate for each field that is being used may be charged for the use of the ball field lights for certain events held before ball season starts or after the season is over.
5. No baseball or softball games or practices may be conducted during fair week if schedules are conflicting with Allen County Fair events due to limited parking space.
6. All teams or persons using the diamonds each day or night will be responsible for picking up trash on and around the diamonds after each game or practice is completed. Trash will be placed in trash containers provided at each field. Parks & Recreation personnel will empty containers and dispose of the trash.
7. Persons or groups of persons using ball fields or other city facilities may be required to abide by some or all policies pertaining to use of city buildings.

Any unethical conduct, of any activity sponsored by an organization or individual, will be reason for the refusal of the use and privileges of the facility. All individuals must comply with policies concerning city facilities in order to use such facilities. The cooperation of users in abiding by these policies and using the facilities in a sane and sensible manner will be necessary for continuation of privileges hereby granted. Refusal for the use of city facilities will be by the action the Parks Superintendent or Recreation Director. All deposits will be refunded after such use if inspection reveals that the premises are clean and have not been damaged. Said deposit does not relieve contracting part of any other charges which may be assessed due to extra cleaning or damages to public facilities.

RENTAL FEES AND DEPOSITS

Persons or group of persons desiring to use city facilities must make advance reservations with the Iola Recreation Department. Until further action by the City Council the following rental fees and deposits will be in effect.

Facilities: North Buckeye Community Building and Riverside Park Community Building		
Priority	Fees	Deposit
#1	\$50.00	\$50.00
#2	10% of fees charged or no charge if fees aren't charged	No Charge
#3	No Charge	No Charge
#4	\$50.00	\$50.00
#5	\$50.00	\$50.00
#6	\$65.00	\$50.00

Facilities: Recreation Community Building Gymnasium and Little Theater Room		
Priority	Fees	Deposit
#1	\$100.00 Gym, \$50.00 Little Theater, \$150.00 Both	\$50.00
#2	10% of fees charged or no charge if fees aren't charged	No Charge
#3	No Charge	No Charge
#4	\$100.00 Gym, \$50.00 Little Theater, \$150.00 Both	\$50.00
#5	\$100.00 Gym, \$50.00 Little Theater, \$150.00 Both	\$50.00
#6	\$100.00 Gym, \$50.00 Little Theater, \$150.00 Both	\$50.00

Facilities: Riverside Park Baseball and Softball Fields – Without Lights		
Priority	Fees	Deposit
#1, 2, 3, 4, 5, & 6	No Charge	No Charge

Facilities: Riverside Park Ball Fields #1 and #4 – With Lights		
Priority	Fees	Deposit
#1	\$20.00 Fee plus \$15.00 per hour for each field used	\$50.00
#2 & 3	No Charge	No Charge
#4 & 5	\$20.00 Fee plus \$15.00 per hour for each field used	\$50.00
#6	\$35.00 Fee plus \$15.00 per hour for each field used	\$50.00

Facilities: Riverside Park Ball Fields #2 – With Lights		
Priority	Fees	Deposit
#1	\$20.00 Fee plus \$20.00 per hour for each field used	\$50.00
#2 & 3	No Charge	No Charge
#4 & 5	\$20.00 Fee plus \$20.00 per hour for each field used	\$50.00
#6	\$35.00 Fee plus \$20.00 per hour for each field used	\$50.00

Facilities: Riverside Park Ball Fields #3 – With Lights		
Priority	Fees	Deposit
#1	\$20.00 Fee plus \$45.00 per hour for each field used	\$50.00
#2 & 3	No Charge	No Charge
#4 & 5	\$20.00 Fee plus \$45.00 per hour for each field used	\$50.00
#6	\$35.00 Fee plus \$45.00 per hour for each field used	\$50.00

Facilities: Riverside Park Ball Fields #5 & #6 – With Lights		
Priority	Fees	Deposit
#1	\$20.00 Fee plus \$10.00 per hour for each field used	\$50.00
#2 & 3	No Charge	No Charge
#4 & 5	\$20.00 Fee plus \$10.00 per hour for each field used	\$50.00
#6	\$35.00 Fee plus \$10.00 per hour for each field used	\$50.00

Date Reviewed and Readopted: August 6, 2010

Community Building Information:

(New 2009) Riverside Park Community Building - Capacity 112
(600 South State St.) - Auditorium measurements 32' 6" wide x 50' 6" long
Tables -14 Beige Plastic 8 ft and 4 Beige Plastic 6 ft / Chairs Dark Brown 112

North Buckeye Community Building - Capacity 176
(505 North Buckeye St.) - Auditorium measurements 47' 6" wide x 55' 6" long
Tables -24 Grey Plastic 8 ft and 2 Grey wooden 5 ft / Chairs Grey 159 & Light Brown 17

Recreation Building Gymnasium – Capacity 350
(600 South State St.) - Gym floor area 90' wide X 120' long
Basketball Court 50' wide X 84' long

Recreation Building Little Theater – Capacity 100-120
Little Theater auditorium 40' wide X 65' long
Tables -36 Beige Plastic 8 ft and 4 Beige Plastic 6 ft / Chairs Dark Brown 263

CITY OF IOLA

Cemetery Operations Policy

SECTION I

CONTROL OF CEMETERIES. The cemeteries owned and controlled by the City of Iola, Kansas, known as the Iola Cemetery and Highland Cemetery, or cemeteries that may be hereafter acquired by said City, shall be controlled as hereinafter designated. The general management and control of Iola cemeteries shall be under the supervision of the Cemetery Superintendent of the City of Iola, Kansas with the general daily maintenance and care under the supervision of cemetery staff as assigned. The Cemetery Superintendent shall formulate rules and regulations governing and relating to the operation / maintenance and improvement of such cemeteries. Including the fixing of fees for maintenance, interments of remains or parts of remains of deceased persons and other fees to be approved by the governing body of the City of Iola. The City Administrator and/or Governing body of the City of Iola reserves the right to make any additional rules and regulations for the government and operation of these Iola cemeteries.

APPEALS. Any person aggrieved by the decision of the Cemetery Superintendent is authorized by this article to appeal to the City administrator and / or the governing body of the City of Iola. The city administrator and /or the governing body shall hear and decide appeals when any person is aggrieved by any requirement, decision or determination made by the Cemetery Superintendent in the enforcement or administration of this article. The appeal shall be in writing by the aggrieved person and shall be presented to the city administrator. If the city administrator is not able to resolve the appealed grievance with any individual after discussing the grievance with the Cemetery Superintendent it will then be forwarded to the governing body at the next regularly scheduled commission meeting. The governing body must make a decision on the appeal not later than its next regular scheduled commission meeting after the appeal is presented to them. Decisions by the Governing Body on any appeal shall be final.

FEES AND CHARGES. The Cemetery Superintendent shall establish a schedule of fees and charges for the opening and closing of graves and for performance of other services in Iola cemeteries by city personnel. The schedule of fees shall be approved by the governing body of the City of Iola and a copy thereof kept permanently on file in the office of the city clerk for distribution to all interested persons at such times and in such manner as the city clerk deems appropriate. (See SECTION IV)

SALE OF LOTS / ISSUANCE AND TRANSFER OF DEEDS. The lots in such cemeteries shall be sold at such price and on such terms as may from time to time be fixed by the Cemetery Superintendent. All lots so sold shall be transferred to the purchaser in writing, signed by the City Clerk and shall bear the seal of the City. The City Clerk shall make a record to be kept for the purpose of each sale and transfer, showing the name of the purchaser, the date of purchase, the consideration, and such other information as the Cemetery Superintendent may require, provided, however, that all such sales and transfers shall be subject to all rules and regulations and ordinances now in force or hereafter adopted, governing, restricting or regulating the use or control of said cemeteries and of the lots therein.

All deeds for cemetery lots or individual burial spaces purchased shall be signed by the City of Iola, City Clerk under the seal of this city and the City Clerk shall keep a record of each and every lot or part of lots sold. No deed shall be delivered until the purchase price is paid in full. No transfer of any lot or part of lot by an individual purchaser, his or her heirs or assigns shall be valid until the city of Iola has been provided with all legal documentation they may deem necessary to prove said person or persons have acquired lawful claim to said property. All such sales and transfers shall be subject to all rules and regulations and ordinances now in force or hereafter adopted, governing, restricting or regulating the use or control of said cemeteries and of the lots therein.

CITY OF IOLA

Cemetery Operations Policy

FAILURE TO PAY PURCHASE PRICE. In case any lot or parts of a lot has been sold or conveyed to any purchaser and such purchaser shall fail to pay for a period of thirty days following the date of the agreement to pay the purchase price thereof, such agreement at the option of the city, shall be and remain canceled, void and of no effect. No burials will be permitted on any lot or parts of a lot until a funeral director has notified the City of Iola and agreed that the purchase price be billed to the funeral director's establishment for payment in full otherwise the purchase price must be paid in full and the city clerk must have issued a deed to the purchaser.

SECTION II

SUPERINTENDENT TO REPORT SALES. The superintendent of Iola cemeteries shall report all sales and entombment, burials, staking fees, and disinterment charges on a regular monthly report to the City Clerk. The superintendent of Iola cemeteries shall inform the City Clerk of any agreement made by an individual to purchase any lot or parts of a lot in Iola cemeteries and must also maintain records with the pertinent information relative to all of the above.

RECORD OF FUNDS. The City Clerk shall keep suitable records of funds collected and expended, invested funds and various other monies received and disbursed in conjunction with Iola Cemeteries. The City Clerk shall as often as said governing body may direct invest trust funds or other funds accumulating in reserves, etc. of the City of Iola or any portion thereof as designated by the governing body.

The Cemetery Superintendent shall propose annual budget funds needed for cemeteries operations to be approved by the governing body of the city of Iola, Kansas. Following the annual approval by the governing body the Cemetery Superintendent will then have full authority to administer these funds.

SECTION III

MONUMENTS AND MARKERS. All monuments and markers at or above the surface of the ground shall be of granite, marble or granite and marble composition of approved standard quality. Rubbing of stones with abrasive materials is prohibited.

Only one monument shall be erected upon a lot except that where a lot is divided into separate burial plots under separate ownership's. In which case additional monuments may be erected. All monuments erected and located on burial plots shall be in accordance with the regulations of the City of Iola. A flange six inches wide on markers and monuments, together with a uniform foundation extending to the outside width of the flange, shall be placed on all settings.

Only one above ground monument, marker, mausoleum or ledger permitted per individual burial space. Family lots or parts of lots may use a monument or marker to be designed for an entire family or more than one individual as long as all other markers or monuments for these individuals are placed flush with surface and do not extend above the surface of the ground. All foot markers and markers designating the corners or boundaries of lots shall be placed flush with surface and shall not extend above the surface of the ground. No permanent decorations will be permitted in the front or rear of monuments. Cemetery personnel will pick up all temporary markers placed in Iola cemeteries if markers are left in place after two years from date of placement.

CITY OF IOLA

Cemetery Operations Policy

MASOLEUMS, LEDGERS AND FOUNDATIONS. All individual surface mausoleums and ledgers are required to have a six-inch concrete ribbon along the outer borders. Where two are placed on burial spaces side by side, the area between the two must be filled with concrete. No individual mausoleums, building mausoleums or ledgers permitted in blocks # 15, 16, 17, 25, 26 and 27 as of July 11, 1985.

Wire or rebar must be used in all concrete foundations with a gravel and sand concrete mixture. No sand caps will be allowed. All footings must be one continuous piece of concrete and concrete may not be added to the end of any existing footings. Cemetery personnel will check all prefabricated concrete slabs used for this purpose with a metal detector to verify that wire or rebar has been installed. Any prefabricated concrete slabs constructed without rebar or wire will not be allowed.

INDIVIDUAL VAULTS. All individual vaults must comply with the requirements of the laws of Kansas, and shall be placed in the ground so that no part of the vault or attachment thereto shall be above the natural surface of the ground. An individual may use an approved sectional concrete box in place of a vault. No wooden boxes will be allowed for burials as of February 7, 1974.

COMMERICAL AND OTHER USES PROHIBITED. No person or persons with refreshments, merchandise for sale, firearms, or dogs not on a leash, shall be permitted to enter any cemetery or to be therein.

STAKING FEES. Before any monument or marker or foundation for the same shall be placed in any cemetery belonging to the City of Iola, Kansas, all persons are required to pay a staking fee. Individuals must contact the cemetery superintendent or his assistant who will locate the line along which monument or foundation shall be erected, showing the lot where such monument or marker or foundation for the same is to be erected and along what boundary line of such lot such monument or foundation shall be erected. Monuments should be in line with four space lots on the east $\frac{1}{2}$ or the west $\frac{1}{2}$, but not in the center. No monument or foundation shall be erected without prior approval and at no time may a monument or foundation be erected at a different place on said lot.

PLANTING ON LOTS. No trees, shrubs, vines or flowers shall be planted on burial lots or any place within the cemeteries of the city and no trees shall be cut down or trimmed except by direction of the Cemetery Superintendent or his assistant.

CARE OF LOTS. All graves and lots shall be kept clean and free from rubbish and waste matter and shall as nearly as possible be kept level with the general contour of the ground. Grading up or filling of lots is prohibited. No fence, curb, hedge, flower border or enclosure of any kind will be permitted on burial lots. Boxes, shells, toys, glass items and similar articles placed upon graves or lots are inconsistent with proper keeping of the grounds, and will not be permitted. No wild daisies or other flowers having seed thereon that may become scattered about the cemeteries shall be used for decorative purposes or placed upon any grave or lot.

Urns and vases shall be set on continuous footings with a minimum of four inches of the footing extending past said item in each direction. Shepherd hooks placed on burial plots may not interfere with the on going maintenance of the cemetery grounds. Any such urn, vase or shepherd hook installed improperly shall be picked up by cemetery personnel until corrective action has been taken by the owner.

CITY OF IOLA

Cemetery Operations Policy

TRESSPACING. It shall be unlawful for any person other than an officer in the performance of his or her duties, to discharge any firearms or other explosive; or to in any way disturb the peace and quiet; or to mutilate, injure, deface or remove any grave, mound, gravestone or other monument, corner-stone, stake, post, ornament, tree, shrub, plant, flower, enclosure, railing or vault, within any burying ground owned by the City of Iola, Kansas, or to take or carry away therefrom, or from their place therein, any of the things of value left therein, or to dig up and disturb the soil therein, or to break or injure or remove the fence inclosing same or any part thereof. Provided that nothing in this section shall be so construed as to in any way interfere with the officers, or owners of the lots therein or their employees from exercising reasonable care and control over said cemetery or the lots therein, in such a manner as shall not unnecessarily interfere with others or the rights of the public.

IMMORAL PRACTICES. It shall be unlawful for any person, male or female, to resort to said cemetery for any immoral or indecent purposes or practice or to indulge therein in any immoral, indecent or lewd act or practice, or to assume any lewd, immoral or indecent position, or to make any lewd, immoral or indecent exposure of their person or of the person of another therein. Any person violating any of the provisions of this section shall be deemed guilty of a trespass therein.

SUNDAY FUNERALS. Burials will not be permitted in the Iola Cemetery or the Highland Cemetery of Iola, Kansas, except in cases where a funeral on said day is necessary because of a death from contagious disease or where the deceased person specifically requested a Sunday funeral, or for bodies shipped to the City of Iola for a Sunday burial or funeral. Before approval from the Cemetery Superintendent, all individual requests must be made in writing, under oath, providing the City of Iola with all legal documentation they may deem necessary to prove that such burial comes under the provisions of this Section.

RESTRICTING USE OF CEMETERY STREETS. No person shall use any road or street in any Iola cemetery except for lawful purposes and uses directly pertaining to said cemetery. All persons are hereby forbidden to ride or drive through either of the said cemeteries or the roads or streets thereof faster than at a rate of fifteen miles per hour. It shall be unlawful to park vehicles on, drive upon, or over, or across any cemetery lot or other place in said cemetery (except by authorized city personnel in the performance of their duties) other than upon the streets and roads laid out and established for that purpose. The Governing body of the City of Iola reserves the right to close any walkway, street or driveway now existing in Iola cemeteries providing sufficient access is left to all lots.

PENALTY FOR VIOLATIONS. Any person, firm, or corporation violating any of the provisions of this article shall be deemed guilty of a misdemeanor, and shall be fined in a sum not exceeding \$100.00 plus costs and confinement in the City jail until such fine and costs are paid and each day's continuance of a violation shall constitute a separate offense hereunder.

CITY OF IOLA

Cemetery Operations Policy

SECTION IV

Fees and Charges

PURCHASE PRICE OF INDIVIDUAL BURIAL SPACES

All spaces in Highland and Iola Cemetery	\$200.00
Urn Space Rental	\$ 25.00
Infant Space Rental	\$ 25.00

CHARGES FOR OPENING AND CLOSING OF BURIAL SPACES

All individuals are required to contact the Iola cemetery superintendent before scheduling a burial in Iola Cemetery, Highland Cemetery or cemeteries that may be hereafter acquired by the city of Iola, no later than 8:30 A.M. on the calendar day prior to the scheduled burial date.

***Infant – up to 6 years old and All Cremation Urn Burials**

Scheduled beginning from 8:00 A.M. and Graveside service must be concluded by 3:00 P.M. on weekdays	\$ 75.00
Graveside Service beginning after 3:00 P.M. on weekdays	\$125.00
Saturday Burials – Scheduled beginning from 8:00 A.M. and Graveside service must be concluded by 12:00 P.M.	\$125.00
Saturday Burials - Graveside Service beginning after 12:00 P.M.	\$175.00
Designated City Holidays and approved Sunday Burials	\$175.00

***All other Burials**

Scheduled beginning from 8:00 A.M. and Graveside service must be concluded by 3:00 P.M. on weekdays	\$200.00
Graveside Service beginning after 3:00 P.M. on weekdays	\$300.00
Saturday Burials – Scheduled beginning from 8:00 A.M. and Graveside service must be concluded by 12:00 P.M.	\$300.00
Saturday Burials Graveside service beginning after 12:00 P.M.	\$400.00
Designated City Holiday Burials and approved Sunday Burials	\$400.00
Transfer from one burial space to another within the same cemetery. (Double opening & Closing + \$400.00)	\$800.00

STAKING FEES FOR MONUMENTS

Staking for placement of each monument	\$ 15.00
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Iola Cemeteries Information To Aid In Keeping Your Cemeteries In Better Condition:

1. Artificial flowers contained in permanent floral display are to be either attached to the gravestone or may be placed in vases or urns at the ends of the gravestone, if the stone has a continuous concrete footing with a minimum of four inches of the footing extending past said item in each direction. All permanent decorative items must also have a minimum of four inches of the footing extending past said item in each direction.
2. Special Holiday decorations are to be removed by 8:00 A.M. on the 10TH day following any designated principal Holiday, if not placed in permanent vases or urns. Shepherd hooks may be placed on burial plots as long as they do not interfere with the on going maintenance of the cemetery grounds.
3. Cut flowers may be placed on or adjacent to graves at anytime, however maintenance staff may dispose of flowers as they determine necessary.
4. Generally planting of any kind of trees, shrubbery, flowers, etc. is prohibited except by authorized personnel. However individuals may gain authorization if such planting does not interfere with regular operations and ongoing maintenance of the cemetery. All planting sites must first be approved by the cemetery superintendent before planting may begin.
5. Items such as glass containers, landscaping rock and other items that may be determined unsafe by maintenance staff are prohibited as decorative items on gravesites and will be considered a public safety hazard. These items will be picked up and disposed of on sight.
6. Cemetery Maintenance staff is authorized to remove and dispose of any temporary markers, fixtures, urns, vases, containers or other items not in compliance or not permanently maintained so as not to interfere with the regular operation and ongoing maintenance of the cemeteries.

Additional information about cemetery operational policies and procedures may be obtained by contacting Cemetery Maintenance Personnel or by calling the

City Of Iola

Cemetery Superintendent's Office 620-365-4930

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Channel 6 Guidelines	Original Date: July 22, 2008
	Effective Date: August 1, 2008
	Revised Date: April 1, 2010

The City of Iola Channel 6 is for City Government purposes only: meaning any department within the City of Iola: Recreation Department; Parks and Cemetery Dept.; Administration Office; Utilities Office; Street and Alley Dept.; Gas, Water and Sewer Dept.; Electric Dept.; Warehouse; Code Services Dept.; Iola Fire Dept.; Iola Police Dept.; Iola Public Library and any board or commission assigned by the administration office; such as Tree Board, Iola Pride Committee, Library Board, Convention and Tourism, Electrical Board, Planning Commission and other boards as assigned. Channel 6 may also be used to inform the surrounding community of emergency situations and help available, such as the 2007 flood. When the City of Iola is a participating sponsor of an event, it is at the City's discretion if they announce any public information for the event.

Channel 6 may be used for informing the surrounding community about upcoming classes or activities available, registrations and deadlines, notice of meetings or holiday closings, employment opportunities, services available to citizens, informational guides and etc.

Channel 6 may display pictures of participants, volunteers, paid personnel or any helpers involved in any activity provided by the City of Iola, given the said person has signed a consent form.

Channel 6 may not be used as a way to sell advertisement. No copyrighted music may be played in the background during the slide show. These are restrictions from Cox Communications.

STATEMENT OF POLICY AND PROCEDURES

TAX ABATEMENT AND INCENTIVES FOR ECONOMIC DEVELOPMENT

CITY OF IOLA, KANSAS

Section 1. Purpose. The purpose of this statement is to establish the policy and procedures of the City of Iola for the granting of property tax abatements and tax incentives for real and personal property used for economic development purposes, in accordance with the provisions of KSA. 79-251, Section 13 of Article 11 of the Constitution of the State of Kansas, and their amendments.

Section 2. General Objective. Securing private economic growth and development, and the addition of new jobs within the community, are important current and long-term objectives of the City. The granting of property tax abatements and tax incentives is one of the tools available under Kansas law to help secure these public objectives. This Statement is intended to establish the procedure and policy standards to govern the fair, effective and judicious use of the power to grant such abatements and incentives in the City of Iola.

Section 3. Legal Authority. The Governing Body of Iola may exempt certain property used for industrial or primary economic development purposes from up to 100% of property taxes, for a maximum of 10 years, in accordance with the provisions of State Statute, subject to such limitations or prohibitions as may be enacted by the legislature that are uniformly applicable to all cities. This authority is discretionary with the City, and the City may provide for tax abatements and incentives in an amount, and for purposes more restrictive, than that authorized by the Constitution or any such legislation. Pursuant to its home rule powers, the City of Iola may:

- (a) Require the owners of any property for which an exemption is requested to provide certain information.
- (b) Condition the granting of an exemption to an agreement providing for the payment of in lieu charges or taxes under the provisions of K.S.A. 12-147 and 12-148.
- (b) Require the payment of initial application and annual renewal fees reasonably necessary to cover the costs of administration.
- (c) Require that a certain number of jobs are created or retained, certain attainable goals are established and achieved, or some other measure of public benefit is produced in support of the abatement or incentive.

Section 4. General Procedure. The following basic procedure shall govern the issuance of tax abatements and incentives within this City:

- (a) The applicant business shall apply for a tax abatement or incentive by filing a written application as provided in Section 13.
- (b) The City shall then determine whether the requested tax exemption or incentive (i) may be lawfully granted, and (ii) should be granted, using a cost benefit analysis, with the amount and length of time thereof later determined.
- (c) If it is determined that some amount of tax exemption or incentive should be granted, an abatement of that property of the business legally eligible for exemption shall be provided, abased upon the results of the analysis and recommendation of staff. In-lieu payments may also be required.
- (d) The amount of the tax incentive, which will be an amount less than the taxes otherwise payable if the property were not exempt, will then be determined in accordance with this Statement.
- (e) Upon the failure of the business to fully and timely pay the in-lieu tax payments, or accomplish the requirements as outlined in Section 3 (c), or as may otherwise be required as a condition of the granting of an exemption, or to provide reports or other information requested by the City and reasonably necessary for the implementation of this policy, the City may either deny, revoke, or modify the length or degree, or not renew, the authorization of such an exemption.

All requests for a tax abatement or incentive for economic development purposes shall be considered and acted upon in accordance with this Statement.

Section 5. Tax Incentive Defined. Various words and terms used in this Statement are defined in Section 23. The terms "tax incentive", "tax exemption-incentive", or "tax-abatement-incentive" shall mean the difference between the amount of ad valorem property taxes the affected business would pay if there were no City-granted exemption, and the amount required to be paid as in-lieu taxes or charges. For example, if the taxes required with no exemption were \$5,000, and the required in lieu payments were \$3,000, the "tax incentive" would be \$2,000.

Section 6. Jurisdiction. The City shall grant tax abatements or incentives only to property located within the City limits. The City encourages the Board of County Commissioners to consult with the City as to applications outside the City and within the three-mile area.

Section 7. Nominal Tax Determination. All tangible property of a business receiving a tax abatement or incentive under this Statement shall be annually assessed by the County Appraiser in the same manner as if it were not exempt, but the amount thereof shall not be placed on the assessment rolls. The amount of the property taxes which would be payable shall also be determined annually by the County Clerk and Treasurer, in the same manner as if the property were not exempt, but such amount shall not be placed on the tax rolls. Separate tax calculations shall be made for the land, for the improvements thereon, and for any tangible personal property associated therewith, of the exempt business. The appropriate County officers are requested to provide the City with this information as early as possible, but not later than November 15 of each year.

Section 8. Minimum Payment in-Lieu of Taxes. Applicants receiving a tax abatement or incentive pursuant to this Statement are required to make a minimum payment in-lieu of taxes which equals the amount of property tax which was paid or was payable for the most recent year on the appraised valuation of the real estate, including either buildings together with land or land only, prior to the construction of new buildings or added improvements to buildings on such property or prior to the acquisition of the property of the new business. The purpose for requiring the minimum in-lieu tax payment is to insure that the City, County, School District and any other taxing jurisdictions affected by the exemption will not receive less tax revenue from the exempted property than was received prior to the exemption. For extraordinary reasons, such as when vacant buildings are acquired for a new business, when the market value of the property decreases, or as an exceptional incentive, this requirement may be waived in part or in whole by the Governing Body.

Section 9. Special Assessments. Any tax abatement granted for real property under this Statement shall not affect the liability of such property for any special assessments levied or to be levied against such property.

Section 10. Pirating. It shall be the policy of the City to discourage applications for tax abatements or incentives, or to grant such tax incentives, which deliberately encourage and cause the pirating of business from another Kansas community to this community, or from this community to another Kansas community. It is the intent of the City to avoid participation in "bidding wars" between cities or areas competing for the location of new businesses or expansion of existing businesses, through attempts to offer the largest tax incentive or other public inducement, which is detrimental to the State's economy and the public interest.

Section 11. No Exemptions. (a) No tax exemption shall be granted if the exemption would create, in the judgment of the Governing Body, an unfair advantage for one business over another competing business within the City limits of Iola. (b) No tax exemption shall be granted to any business that commenced operations prior to October 1, 1988, nor for the expansion of a business unless such expansion created new employment.

Section 12. Amount of Tax Incentives and Special Conditions. The two primary objectives of the City in granting tax abatement for economic development are to (a) provide needed jobs, and (b) expand the economic and tax base of the City. Support for an exemption will be based on the following factors:

1. "Full-time equivalent job" means employment for 2,000 hours per calendar year. In the initial year of operation of a firm, the property that is granted an exemption from ad valorem taxes, such number of hours shall be prorated based upon the number of full months of operation during such calendar year.
2. Only residents of Allen County will be counted in determining the number of new full time equivalent jobs created which will qualify for an exemption.
3. A minimum of 10 full time equivalent jobs must be created before an employer will qualify for an exemption.

Section 13. Application Required. The City of Iola will not consider the granting of any tax abatement-incentive unless the business submits a full and complete BOTA application, and provides such additional information as may be required to determine the public benefit. The City Administrator is hereby authorized and empowered to prepare a standard application form (if so desired), and prepare or cause to be prepared a cost/benefit analysis, which upon completion will provide the Governing Body with adequate and sufficient information to determine whether a tax abatement incentive should be granted and the amount thereof. The accuracy of the information provided in the application shall be verified by the applicant. Any misstatement of, or error in, fact may render the application null and void and may be cause for the repeal of any ordinance adopted in reliance on said information.

Section 14. Initial Review Procedure. On receipt of the completed application form and cost/benefit analysis, the City Administrator shall determine (a) whether the application is complete and sufficient for review, and (b) whether the applicant business is eligible for an exemption under the State Statute, this Statement and any other applicable laws. If the application is incomplete, the City Administrator shall immediately notify the applicant, noting the need for such changes or additions as deemed necessary. If questions arise as to whether the business is legally eligible for an exemption, the matter shall be referred to the City Attorney, who shall consult with the applicant business. If the application is found complete, and is for a purpose that appears to be authorized by law, the City Administrator shall so notify the City Council.

The City Administrator is authorized to issue administrative letters of intent when requested by the applicant upon a finding that the public interest requires confidentiality in order to successfully negotiate the location of the prospective business within the city or the expansion of an existing business. Such administrative letters of intent shall not be binding on the Governing Body, and shall be superseded by any final action by the Governing Body or by any letter of intent issued by the Governing Body.

Section 15. Initial Governing Body Action. Upon receiving the recommendations of the City Administrator, or his/her designee, the Governing Body shall first determine whether to reject the requested exemption or to further consider the request. Upon a favorable vote for further consideration, the Governing Body shall either (a) issue a letter of intent as provided by Section 17, or (b) schedule a public hearing thereon.

Section 16. Notice and Hearing. No tax exemption shall be granted by the City prior to a public hearing thereon, pursuant to KSA 79-251 et seq. Notice of the public hearing shall be published at least seven days prior to the hearing in the official city newspaper, giving the time and place, and the hearing may be held at a regular or special meeting of the Governing Body. The City Clerk shall thereupon notify the Board of County Commissioners, the superintendent of the appropriate school district, and the clerk of any other taxing jurisdiction, excluding the state, which derives or could derive property taxes from the affected business, advising them of the scheduled public hearing and inviting their review and comment. Upon request, the City Clerk shall provide any such public agency with a copy of the application. The applicant business shall be invited, but not required, to attend the public hearing.

Section 17. Letter of Intent. Upon receiving the recommendations of the City Administrator, or his/her designee, the Governing Body may issue a letter of intent, setting forth in general terms its proposed plans for granting a tax abatement and any conditions of performance (such as those described in Section 3 c) required. Such letters of intent shall be issued only with approval of the Governing Body, and as an expression of good faith intent, but shall not in any way bind the City to the granting of an exemption-incentive. Such letters of intent shall expire six months after issuance, but may be renewed. A public hearing shall not be required prior to the issuance of letters of intent. No elected or appointed officer, employee or committee of the City, and no chamber, board, development council or other public or private body or individual, shall be authorized to speak for and commit the Governing Body to the granting of a tax abatement or incentive. Letters of intent issued by the Governing Body shall supersede any letters issued by the City Administrator.

Section 18. Annual Renewal. The extent and term of any tax abatement granted may be subject to annual review and determination by the Governing Body to insure that the ownership and use of the property and any other qualifying criteria of the business for the tax exemption-incentive continue to exist. The review shall be completed by not later than February 1 of each year. The City may require an annual renewal application to be filed or other information necessary to assure the continued qualification of the exempt business.

Section 19. Transfer of Ownership or Use. No abatement or tax incentives granted by the City shall be transferred as a result of a change in the majority ownership of the business. Any new owner shall file a new application for a tax abatement-incentive. Further, the City shall be notified by the business of any substantive change in the use of a tax-abated property.

Section 20. Distribution of Revenue. The granting of tax exemptions-incentives by the City is hereby declared to be a contract under the provisions of K.S.A. 12-147. The in lieu of taxes payment which may be required of a business granted a tax exemption under this Statement shall be paid to the County Treasurer, with notice of the amount and date paid provided to the City. The County Treasurer is directed to apportion the payment, under the provisions of subsection (3) of K.S.A. 12-148, to the general fund of all taxing subdivisions, excluding the state, which levy taxes on property where the business is situated. The apportionment shall be based on the relative amount of taxes levied, for any and all purposes, by each of the applicable taxing subdivisions.

Section 21. Exemption Ordinance. The City Clerk shall provide a copy of the ordinance, as published in the official city newspaper, granting an exemption from taxation to the applicant for use in filing an initial request for tax exemption as required by K.S.A. 79-213, and by K.S.A. 79-210 for subsequent years.

Section 22. Tax Abatement Forms. A copy of the exemption applications required by K.S.A. 79-213 and 79-210, and the statement required by K.S.A. 79-214 for the cessation of an exempt use of property shall be filed with the City Clerk by the property owners, and a copy of the notice of public hearing required under K.S.A. 79-251 shall be placed on file by the City Clerk.

Section 23. Definitions. For the purpose of this Statement, in application to the City of Iola, the words or phrases as used in either State Statute or this Statement shall have meaning or be construed as follows:

- (a) "Applicant" shall mean the business, property owner or owners, and their officers, employees and agents.
- (b) "Associated therewith" as used with respect to tangible personal property shall mean being located within, upon or adjacent to buildings or added improvements to buildings.
- (c) "Commenced operations" shall mean the start of the business activity housed in the building for which a tax exemption or incentive is requested.
- (d) "Economic development purposes" shall mean the establishment of a new business or the expansion of an existing business, engaged in manufacturing articles of commerce, conducting research and development, or storing goods or commodities which are sold or traded in interstate commerce, which results in additional employment.
- (e) "Expansion" shall mean the enlargement of a building or buildings, construction of a new building, the addition of tangible personal property, or any combination thereof, which increases the employment capacity of a business eligible for a tax exemption-incentive and which results in the creation of new employment.
- (f) "Manufacturing articles of commerce" shall mean a business engaged in the mechanical or chemical transformation of materials or substances into new products, as defined in the "Standard Industrial Classification Manual."
- (g) "Research and development" shall mean the application of science or technology to the improvement of either the process of manufacturing or manufactured products or both.
- (h) "Storing goods or commodities which are sold or traded in interstate commerce" shall refer to the business of storing property which may be exempt from ad valorem taxation under the provisions of K.S.A. 79-201f.
- (i) "Tangible personal property" shall mean machinery and equipment used during the term of the tax exemption which may be granted.

CITY OF IOLA, KANSAS

APPLICATION FOR PROPERTY TAX EXEMPTION
FOR ECONOMIC DEVELOPMENT PURPOSES

To: City Administrator, City of Iola, Kansas

Exemption from ad valorem property taxation pursuant to KSA 79-251 and Article 11, Section 13 of the Kansas Constitution is requested for all, or a portion of, the appraised value of items or property used exclusively for the purpose of manufacturing articles of commerce, conducting research and development, or storing goods or commodities which are sold or traded in interstate commerce, as described herein. This application is submitted in conformance with the applicable Statement of Policy and Procedures of the City of Iola and it is understood that the City may require in-lieu of payments for property which becomes tax exempt.

Part I - Applicant Identification

Name of Applicant Firm: _____

Contact Person (Name and Title): _____

Address: _____
Street or P. O. Box City State Zip

Telephone Number: _____

List names and percent of ownership of all principal owners and officers of the Applicant Firm:

If applicant is a tenant, identify property owner(s):

Name(s): _____

Address: _____
Street or P. O. Box City State Zip

Telephone Number: _____

Part II - Property Identification. List only taxable property for which an exemption is requested.

- (1) Land. Attach legal description of property and plat showing location of buildings, added improvements to buildings, or both.
- (2) Building(s). Attach description.
- (3) Added improvements to buildings. Attach description.
- (4) Tangible personal property. Attach list of each item with identifying nomenclature. Proof of purchase after August 5, 1986 must be provided for each item on list.

Part III - Business Information

Type of business organization _____
(i.e. corporation, subsidiary, partnership, sole proprietorship, etc.)

Date and place business organized or incorporated _____

Name of parent company, if applicable _____

Type of business _____

Line(s) of product(s) manufactured; or research and development conducted, or goods or commodities stored in buildings, for which tax exemption is requested:

Percentage building occupied by applicant business qualifying for tax-exemption: _____%.

List principal competition of the business within the City. If none, please check ____.

Name and location of the firms: _____

Describe nature of competition: _____

Please indicate if the business is NEW _____ or EXISTING _____.

Part V - Appraised Value of Property Identified in Part II Above
(To be completed by County Appraiser)

Date of Valuation: _____

Buildings: _____

Added Improvements to Buildings: _____

Land: _____

Tangible Personal Property: _____

SIGNED _____ Date _____

Part VI - Taxes Due and Payable in Current Tax Year on Property Identified in Part II for which exemption is requested (To be completed by County Treasurer).

Taxes for Year: 19 _____

Building (s) \$ _____ Land \$ _____

Personal Property \$ _____ Total \$ _____

SIGNED _____ Date _____

Part VII - Description of Public Benefits

Please attach a narrative description not to exceed two pages, of the public benefits which you believe will occur if the requested abatement is granted. Address all relevant factors found in the City's Statement of Policy and Procedures.

Part VIII - Certification of Applicant

I, _____, hereby certify that the foregoing and attached information is true and correct to the best of my knowledge.

Further, it is understood that additional information may be requested by the City to assist the Governing Body in its consideration of this matter.

Date _____ Signed _____
Name

Title

CITY OF IOLA, KANSAS

Administrative Policy

Subject: City of Iola Map Prices	Original Date: May 24, 1996 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Black and white copies of Blue Line maps and Plans sets are available at the cost listed below.

"C" size (16" x 21")	\$3.00
"D" size (24" x 36")	4.00
"E" size (36" x 48")	5.00

CAD Maps will be produced at the following prices for black and white or color on regular opaque plotter paper in stock. Velum or Mylar not available. Any or all information layers may be included, additional or special drawing added to existing base maps will be priced at the cost below plus labor involved for additions.

"A" size (8.5" x 11")	\$ 6.50
"B" size (11" x 17")	7.50
"C" size (16" x 21")	8.50
"D" size (24" x 36")	10.50
"E" size (36" x 48")	12.50

All above maps may be produced at no charge for Economic Development or other purposes granted on a case by case basis and approved by the Administrator.

No charges will be made to city departments for internal use base maps. Special drawings may require labor reimbursement, which will be on a case by case basis and approved by the Administrator.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Dogs	Original Date: July 23, 1963 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Where a Meter Reader, or other City Employees, in the discharge of his duties, encounters a threatening or vicious dog which prevents him from carrying out his duties, he shall notify the Police Department which shall give notice to the owner of said dog to tie or pen the dog in another location so as to enable the Meter Reader to obtain his reading, or other City employee to carry out his duties. If the owner fails to comply, either at the time of the Police notification or at any subsequent date, the City Clerk shall notify the owner to correct the situation within three (3) days or be subject to a disconnection of utility service until such situation is corrected.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Police Department Fees on Services and Information	Original Date: Jan. 9, 1997 Effective Date: August 1, 1999 Revised Date: July 28, 2010
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The Police Department provides information for various organizations and individuals. The cost of providing information for non-criminal justice purposes is not necessarily the responsibility of the Iola Police Department and should be born by the individual or organization that requests the information.

Some fees have been assessed on an informal basis in the past and this General Order will serve as documentation of all fees assessed by the Police Department for information and services. Below is a listing of services and/or information normally requested by various individuals and organizations and the fee assessed for providing such services.

CHRI for non-criminal justice agencies	Per hour, per employee	\$20.00
	Minimum fee per request	\$10.00
	Copy per page	\$ 0.25
	(Copies on discs see fee below)	

(State law reference K.S.A. 45-218, 45-219)

Police accident, criminal and incident reports: Walk-in & mail	\$10.00
DMV print outs for insurance	\$15.00 (\$10.00 to State)
CD's/Audio discs/Photos on Disc	\$35.00 (per disc)
Non-Criminal Fingerprints: (Excluding Military & Iola Housing Authority)	\$10.00

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Weather Policy	Original Date: September 1995
	Effective Date: August 1, 1999
	Revised Date: July 28, 2010

I. PURPOSE

To provide a heightened awareness and preparation for response to adverse weather conditions that could affect the City of Iola.

II. POLICY

The City will respond to adverse weather conditions with a sufficient number of personnel and equipment to ensure the safety of the citizens of Iola.

III. PROCEDURE

A. Weather Notifications

1. In the event that the National Weather Service (NWS) issues a weather watch notification, the following personnel shall be notified by the Allen County Critical Response Center:

- a. Police Chief; (620) 363-2446
- b. City Administrator; (620) 365-1615
- c. Fire Chief; (620) 365-4620
- d. On-Duty Police personnel;
- e. On-Duty Fire personnel;

2. In the event that the NWS issues a weather warning with a threat or tornadoes and/or severe weather, the following personnel shall be notified by the Allen County Critical Response Center in addition to Section III.A.1., above:

- a. Off-Duty Police Supervisors; (as requested by the Chief or on-duty Supervisor)
- b. Off-Duty Officers (as requested by the Chief or on-duty Supervisor)
- c. On-Duty Police Personnel
- d. On-Duty Fire Personnel

3. In the event of an actual confirmed sighting of an imminent threat, such as tornadoes, flooding, etc., the following alerts will be issued:
 - a. The Allen County Critical Response Center shall:
 1. Notify all on-duty city personnel and storm watch volunteers of the location of the sighting.
 - a. Personnel and/or departments who have public address systems will initiate their use in the areas imminently affected by the threat.
 2. Activate the outdoor emergency siren network.
 3. Notify local radio station(s) and television station(s).
4. In the event there is a likelihood of injury, death, destruction, and/or a long-term threat to the health, safety and well being of the community, the City Administrator shall initiate a systematic call-out or notification of all Department Heads, who shall, in turn, notify their respective employees for immediate response to the situation as directed.

B. Categories of Notifications

1. The following list includes, but is not limited to, the type of warnings that may be issued affecting the City of Iola:
 - a. Tornado;
 - b. Flood;
 - c. Flash Flood;
 - d. Severe Thunderstorm; and
 - e. Winter Storm.

C. Preparedness

1. Each Department Head will develop a set of internal policies and procedures, and maintain a current roster of employees, complete with methods of contact, in response to notification for a call-out for their department.
 - a. Each Department shall conduct a test on their call-out lists and procedures on no less than an annual basis.
 - b. The City Administrator will develop and maintain a complete, updated call-out list of all Department Heads.
 - c. The Allen County Critical Response Center will be supplied with an updated list of those personnel and agencies identified in Section III.A.1, 2, and 3, above, when changes occur.
2. Each department shall maintain an inventory of all equipment, tools, and supplies available for response to a weather related incident.
3. Prior to seasonal weather related concerns (i.e., Springtime thunderstorm season, Winter snow and ice season, etc.), or when a weather condition or concern is forecast, each department shall ensure the operational readiness of their vehicles, equipment, and tools.

IV. WEATHER-RELATED TERMINOLOGY

- A. Alert- Indicates that a particular weather hazard has occurred and immediate response is necessary to save life and property (e.g., a tornado has touched down and devastation and/or loss of life has occurred, and ice storm has interrupted essential services such as power, water, closed streets, etc.).
- B. Condensation Funnel – A funnel-shaped cloud associated with rotation and consisting of condensed water droplets (as opposed to smoke, dust, debris, etc). Compare with Debris Cloud.
- C. Debris Cloud – A rotating “cloud” of dust or debris, near or on the ground, often appearing beneath a condensation funnel and surrounding the base of a tornado.

D. Fujita Scale (or F Scale)

1. F0 – Weak, winds 40-72 mph, light damage;
2. F1 – Weak, winds 73-112 mph, moderate damage;
3. F2 – Strong, winds 113-157 mph, considerable damage;
4. F3 – Strong, winds 158-206 mph, severe damage;
5. F4 – Violent, winds 207-260 mph, devastating damage;
6. F5 – Violent, winds 261-318 mph, incredible damage.

E. Funnel Cloud – A condensation funnel extending from the base of a towering cumulus cloud, associated with a rotating column or air that is not in contact with the ground.

F. High Risk – Severe weather is expected to affect more than 10 percent (10%) of the area. A high risk is rare, and implies an unusually dangerous situation and usually the possibility of a major severe weather outbreak.

G. Microburst – A small, concentrated downburst affecting an area less than roughly 2.5 miles across. Most microbursts are rather short-lived (5 minutes or so) but on rare occasion they have been known to last up to 6 times as long.

H. Moderate Risk – Severe thunderstorms are expected to affect between 5 and 10 percent of the area. A moderate risk indicates the possibility of a significant severe weather episode.

I. Rain Free Base – A dark, horizontal cloud base with no visible precipitation beneath it. It typically marks the location of the thunderstorm updraft. Tornadoes may develop from wall clouds attached to the rain-free base, or from the rain-free base itself, especially when the rain-free base is on the south or southwest side of the main precipitation area.

J. Severe Thunderstorm – A thunderstorm which produces tornadoes, hail 0.75 inches or more in diameter, or winds of 50 knots (58 mph) or more. Structural wind damage may imply the occurrence of a severe thunderstorm.

K. Slight Risk – Severe thunderstorms are expected to affect between 2 and 5 percent of the area. A slight risk generally implies that severe weather events are expected to be isolated.

L. Straight Line Winds – Generally, any wind that is not associated with rotation, used mainly to differentiate them from tornadic winds.

M. Super cell – A thunderstorm with a persistent rotating updraft. Super cells are rare, but are responsible for a remarkably high percentage of severe weather events, especially tornadoes, extremely large hail, and damaging

straight-line winds. They frequently travel to the right of the main environmental winds. Visual characteristics often include a rain-free base, tail cloud, flanking line, overshooting top, and back-sheared anvil, all of which normally are observed in or near the right rear or southwest part of the storm.

- N. Tail Cloud – A horizontal, tail-shaped cloud (not a funnel cloud) at low levels extending from the precipitation cascade region of a Super cell toward the wall cloud (i.e., it usually is observed extending from the wall cloud toward the north or northeast). The base of the tail cloud is about the same as that of the wall cloud. Cloud motion in the tail cloud is away from the precipitation and toward the wall cloud, with rapid upward motion often observed near the junction of the tail and wall clouds.
- O. Tornado – A violently rotating column of air in contact with the ground and extending from the base of a thunderstorm. A condensation funnel does not need to reach the ground for a tornado to be present. A debris cloud beneath a thunderstorm is all that is needed to confirm the presence of a tornado, even in the total absence of a condensation funnel.
- P. Wall Cloud – A localized, persistent, often abrupt lowering from a rain-free base. Wall clouds can range from a fraction of a mile up to nearly 5 miles in diameter, and normally are found on the south or southwest (inflow) side of the thunderstorm. When seen from within several miles, many wall clouds exhibit rapid upward motion and cyclonic rotation. However, not all wall clouds rotate. Rotating wall clouds usually develop before strong or violent tornadoes, by anywhere from a few minutes up to nearly an hour. Wall clouds should be monitored visually for signs of persistent, sustained rotation and/or rapid vertical motion.
- Q. Warning – Indicate that a particular weather hazard is either imminent or has been reported. A warning indicates the need to take action to protect life and property. The type of hazard is reflected in the type of warning (tornado warning, winter storm warning, flash flood warning, severe thunderstorm warning, etc.).
- R. Watch – Indicates that a particular hazard is possible, i.e., that conditions are more favorable than usual for its occurrence. A watch is a recommendation for planning, preparation, and increased awareness (e.g., to be alert for changing weather, listen for future information, and think about what to do if the danger materializes).

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Abandon Water, Gas and Sewer Services	Original Date: April 28, 1992 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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A water tap will not be replaced if the city needs to abandon the tap due to maintenance related problems or new construction if the water tap has not been active for a period of three years.

The same applies to gas and sewer taps.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Inspection of Existing Buildings	Original Date: June 11, 1991 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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The City of Iola will no longer inspect buildings for individuals that are not the legal owner or tenant of the building at the time of the inspection. If a interested party other than the owner wishes to have the building inspected he/she should contact a City licensed electrician and/or plumber. The City of Iola Code Enforcement Officer will continue to inspect structures to insure that they meet minimum housing standards or if a complaint is made by the tenant of the building. A copy of the inspection will be mailed only to the property owner and/or renter if applicable.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Electric Service Lines, Buried	Original Date: April 11, 1961 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Buried house or industrial electric service lines may be installed by the property owner. The meter will be placed on the pole in the alley or lot line which ever is applicable. Future maintenance of the buried line is the responsibility of the owner and not that of the City. The City will not share in any of the cost of such a buried line.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Change Out of "A Base Electric Meters"	Original Date: Feb. 24, 1998 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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The City has the right to change out the old "**A Base Electric Meters**" when time and funds permit. For safety purpose, the City may request a Main Disconnect be installed below the electric meter if one is not present in the panel box, which must be completed by a City licensed electrician. Changing out of the meter (only) will be no cost to the customer.

If a customer requests an up grade in service or electric work is done by an electrician and the electrician requests an up grade in service, the customer will be charged the following:

100 AMP Service	\$ 75.00
200 AMP Service	\$131.23

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Electric Primary and Secondary Service, Buried	Original Date: April 21, 1964 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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The City of Iola will furnish customers buried primary lines and provide pad-mounted transformers and material if said customers will pay the difference in cost for the buried facilities and pad-mounted transformers than what the conventional overhead lines and pole mounted transformer cost, except for a sub-division which is underground.

The meter serving said customers will be mounted on the pad mounted transformer and it will be the responsibility of the house hold owner to have an electrician go underground from the meter setting to the house and such underground service serving the house will become the responsibility of the property owner.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Electrical Service	Original Date: Sept. 27, 1978 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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The maximum size electrical service for residential customers will be 200 amps unless it can be firmly demonstrated that larger service is required.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Furnaces	Original Date: Dec. 16, 1996 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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This article is for the protection and safety of the homeowner. Anyone selling and setting furnaces, installing the venting system on a furnace, and/or running the supply line to the furnace must have a gas fitters or a master plumbers license. This article was approved 6-0 by the Plumbing Board of the City of Iola and shall be made part of the Administrative Policy for the City of Iola, Kansas.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Fuses Replaced	Original Date: Sept. 15, 1987
	Effective Date: August 1, 1999
	Revised Date: April 1, 2010

Due to the liability risk involved, no replacing of fuses or other work on the customer's side of the meter will be performed by the Electric Department personnel. The City's responsibility stops at the top of the meter and any work necessary past the meter should be done by a licensed electrician of the owner's choice.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Lockout Program/ Procedures for Employees In the Electric Dept.	Original Date: Feb. 8, 1994 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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PURPOSE: This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that the machine or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

PREPARATION FOR LOCKOUT OR TAGOUT: Make a survey to locate and identify all isolating devices to be certain which switch(s), valves(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

SEQUENCE OF LOCKOUT OR TAGOUT SYSTEM PROCEDURE: (1) Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefor. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof. (2) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.) (3) Operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc. (4) Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s). (5) After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION:** Return operating control(s) to "neutral" or "off" position after the test. (6) The equipment is now locked or tagged out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS: (1) After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed. (2) After all tools have been removed from the machine or equipment, guards have been installed and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON: In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) must be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURE: All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Installation of Entranceway Whistles	Original Date: Sept. 15, 1987 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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The City will install entranceway whistles at residences where there is no curb and gutter.

The owner of the property requesting the whistle will first pick up two (2) small marker flags from the City storekeeper, and mark the location where the whistle is to be installed.

The owner will purchase the pipe from the City Storeroom at the Street and Alley Department cost or may purchase the pipe elsewhere as long as the size is approved by the Street and Alley Foreman.

The Street and Alley Department will properly position the whistle and cover with one load of rock per section. Any additional rock required will be billed to the property owner.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Meter Reader Lockouts	Original Date: Sept. 15, 1987 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Those occasions where a meter reader is locked out at a certain location and unable to obtain a reading for that month, the meter reader is to try to obtain a reading on the next following day and if still unable to gain access to the meter, he is to return the meter slip to the City Clerk's office and the bill will be estimated for the month only. That estimate to be based on the experience of the same month one year previous; if there is no such past experience covering the occupants at this address then the most reasonable estimate that the City Clerk's office can make will have to suffice.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Random Water Sales	Original Date: Aug. 8, 1972 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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For the sale of water at other than regularly metered points, the charge shall be the applicable City or Rural rate, but in no event shall the charge be less than \$5.00.

CITY OF IOLA, KANSAS

Administrative Policy

Subject:	Sale of Gas Meters And Regulators from City Storeroom	Original Date:	June 9, 1987
		Effective Date:	August 1, 1999
		Revised Date:	April 1, 2010

Due to potential liability, no sale of gas meters and/or gas regulators is to be made to any person, firm or corporation, except a bonafide municipally.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Three-Phase Power	Original Date: Feb. 28, 1989
	Effective Date: August 1, 1999
	Revised Date: April 1, 2010

Three-phase power will be extended to any industrial or commercial property at no cost to the owner, as long as the property is inside the City limits and within 1,000 feet of a three-phase power system.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Adjustment of Utility Bills	Original Date: May 11, 1993 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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The City Clerk shall have the authority to make corrections, adjustments or refunds in disputed gas, electric and water bills.

Adjustments may be due to City errors, large leaks or damage caused by other than the persons responsible for payment of the utility bill.

The adjustments may be made by considering the usage of the prior six months and the corresponding six months, one year prior to the disputed bill. Also to be considered shall be the extreme temperatures during both the disputed period and the prior periods.

CITY OF IOLA, KANSAS

Administrative Policy

Subject:	Charge-Off of Bad	Original Date:	Nov. 10, 1987
	Debts – Utilities	Effective Date:	August 1, 1999
	Departments	Revised Date:	April 1, 2010

The City Clerk or Assistant City Clerk is authorized to cause utilities accounts deemed to be uncollectable after a period of 60 days to be removed from the active accounts and charged off. A record of all such accounts shall be kept on file, to allow for possible recovery in the future.

In order to collect bad debt accounts all new utility customers that are over the age of 18 and residing at the billing address are required to provide a copy of social security card and photo ID.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Utility Shut Off For Non-Pay	Original Date: Oct. 22, 1991 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Pursuant to Ordinance No. 3300, the Iola City Commission designates the City Clerk or in his or her absence the City Administrator as the City's Hearing Officer. The Hearing Officer's authority shall be limited to determining whether utility shut off will be dangerous to the health of the customer, customers family or the residents of the premises in which the utility bill was incurred. In certain cases weather conditions, medical conditions, age or disability of the customer or customers family or resident of the premise may be considered to determine if a hardship does exist. In the absence of any demonstrated hardship, a utility bill which is not paid in full within 40 days after the original billing date, shall be determined to be delinquent and termination of utilities at that location shall commence as soon as reasonably possible.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Customer Taps; Gas, Water, Electric Sewer	Original Date: April 1, 1998 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Before any building is removed from a lot the owner or contractor will take out a Building Demolition Permit at the City Administrator's Office. The person taking out the permit will need to clarify if gas, water or electric service should be removed from the lot. It should also be explained that if future service is not reinstated for a residence or building on the lot within one (1) year from the date of removal. The services will automatically be plugged or cut off at the main.

It will also be understood that new tap fees will be charged for new services unless it is for a new residential house. Fees have been waived until the year 2000 for new residential houses.

The sewer connection will be plugged at the right-of-way in the following manner. The wye, or wye saddle on the main, or lateral, shall have a vitrified clay or metal stopper placed in the opening with jute surrounding the stopper. Sufficient concrete shall be placed to completely encase the wye or wye saddle for a minimum distance of eight (8) inches in all directions laterally from the wye opening. Additional concrete shall be placed around the main or lateral to provide for a minimum thickness of eight (8) inches from the main and eight (8) inches laterally in each direction from the opening. If there is wye or wye saddle on the main, but only an opening through which the sewer has been inserted, then the sewer insert shall be removed and a piece of sheet metal applied to the main or lateral in such a manner that it completely encircles the main. Such metal shall extend eight (8) inches laterally in each direction from the opening in the main and shall be tightly secured by wire in three places completely encircling such sheet metal. Sufficient concrete shall then be applied to the main to completely encase the main with concrete not less than eight (8) inches laterally in each direction from the opening.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Gas Service Outside The City Limits	Original Date: July 28, 2004 Effective Date: July 28, 2004 Revised Date: April 1, 2010
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Due to the potential liability residential and commercial users outside the city limits of Iola requesting service from the City of Iola municipal gas system, will be required to follow all plumbing codes and requirements that are in place for residents inside the city limits of Iola.

This is for the protection and safety of the homeowner.

CITY of IOLA, KANSAS

Administrative Policy

Policy on Demolition of Structures with an Incentive for Development

This policy applies to single-family and two-family residential structures that have been condemned, deemed hazardous, or which do not meet the minimum housing standards and are unsuitable for habitation, as determined by the City's Code Services Officer under the City's International Property Maintenance Code. The policy has been developed to help remove blight and encourage development.

Under this policy, the City will use the following guidelines to charge for the demolition and clean up.

<u>One-Story</u>	<u>with basement</u>	<u>Two-Story</u>	<u>with basement</u>	<u>accessory buildings</u>
\$3500.00	\$4000.00	\$4500.00	\$5000.00	Under 600 sq. ft. +\$500 Over 600 sq. ft. +\$750

The property owner must pay this amount to the City before any work may commence by City crews. The City retains the option to advertise the location and condition of the structure, to allow private parties the opportunity to purchase and relocate the building (this does not apply to condemned structures). If no entity wishes to relocate the building, the City will remove the structure and level the property. If an entity relocates the structure, the City will clean and level the property. Funds in excess of those needed to cover the full cost of the City's work in leveling and cleaning the property will be returned to the property owner if costs exceed the amount deposited the owner will be billed for excess, payable in 30 days.

If the property owner expects to rebuild a residential structure on the property within one year, they may be eligible to receive an incentive under this policy. Under this policy, "residential" structure is generally defined as a building primarily used as a dwelling (e.g. a home, duplex, apartment, etc.) Anyone wishing to use the policy must first complete the attached application form and submit it to the Code Services Officer.

As an incentive, all costs paid by the property owner to the City for removal of a structure from a property will be placed in an interest bearing escrow account. If within one year after demolition the property owner completes construction of a new residential or commercial structure on the same lot, the City will reimburse to the property owner the amount of the demolition deposit, plus earned interest, less a \$150.00 administrative fee. If no qualifying structure is completed on the property in the one-year period the funds in escrow are forfeited. The forfeited funds would then be placed in an account to be used for neighborhood improvement projects.

The Code Services Officer may grant the property owner a one-time extension of 180 days to complete the construction. The extension must be requested in writing and must be submitted to the Code Services Officer prior to the expiration of the one-year time period.

If the property owner has no intention of rebuilding on the property, then this policy does not apply. The property owner needs to either bring the structure into compliance or contract with a private demolition service to remove the structure, clean up debris, and level the property.

Homes that are scheduled for demolition will be inspected by the Code Services Officer (or their designee) for asbestos. Should regulated asbestos material be found, the City would not proceed with demolition until a licensed contractor or the owner removes the material, and the building is re-inspected. Costs for testing and removing asbestos will be paid by the property owner and are non-reimbursable. All state, federal and local laws regulating disposal of hazardous materials apply, and costs for these activities are the property owner's responsibility.

The property owner is also responsible for the cost of plugging the sanitary sewer, as well as costs incurred by the City to retain a valid Certificate of Title (unless provided to the City by the property owner) and any publication and/or postage cost associated with the demolition of the property. The City retains the right to remove the structure at the City's convenience. No unessential earthwork will be conducted by the City (i.e. removing trees which are not in the way of demolition). All City codes must be complied with for any new construction project.

(Also see "In-fill Housing Incentive Policy and Waiver of Utility Connection Fees")

BUILDING DEMOLITION PERMIT

Date _____ Received By _____

Name _____ Address _____

Signature _____ Telephone _____

Proof of Ownership _____

Describe property and what you want done: _____

In the next one year, do you plan to rebuild upon the above described property?

_____ Yes _____ No If Yes, what are you going to rebuild: _____

	Yes	No
Plug gas line (by City)	_____	_____
Remove electric line (by City)	_____	_____
Remove water service (by City)	_____	_____
Plug sewer line (by Owner)	_____	_____

CODE SERVICES OFFICER

Certificate of Title submitted by owner? _____ Yes _____ No

Has an inspection been made on the above structure? _____ Yes _____ No

Value of structure(s) from Assessors Office: \$ _____

Can the structure be repaired within 50% of its value? _____ Yes _____ No

Asbestos inspection and sampling cost: \$ _____

Re-inspection cost following removal of all asbestos materials: \$ _____

Demolition Fee: \$ _____

Cost for advertising relocation: \$ _____

Title Certificate Fee: \$ _____

Total amount paid to City: \$ _____ Date Paid: _____

Value of new construction completed within one year: \$ _____

Amount reimbursed to property owner (include interest): \$ _____

DEMOLITION CONTRACT

THIS AGREEMENT, made and entered into this ____ day of _____ 20__, by and between _____ (hereinafter called the "OWNER") and the City of Iola, Kansas (hereinafter called the "City"). In consideration of the mutual premises and agreements contained herein, the undersigned OWNER and City agree as follows:

I. INCENTIVE PROCEDURE

- (1) OWNER is the record titleholder of a piece of property in the City of Iola, Kansas, commonly referred to as, _____.
- (2) OWNER wishes to have this structure removed in accordance with the City's "Demolition of Structures with an Incentive for Development" Policy, a copy of which is attached hereto and with the terms and conditions of said policy incorporated herein by this reference.
- (3) OWNER acknowledges that he has read such policy and agrees to be bound by the requirements thereof and hereby deposits with the city the amount of \$ _____; for the removal of a one / two-story house, with / without a basement and with / without accessory building, under / over 600 square feet. (Circle the appropriate description.)
- (4) OWNER specifically understands that if the OWNER completes a new residential or commercial structure on the same lot(s), the City will reimburse to the OWNER the demolition deposit, plus earned interest, less an administrative fee of \$150.00.

II. GENERAL PROVISIONS:

- (1) This Contract embodies all the representations, rights, duties and obligations of the parties, and any prior oral or written agreement not embodied herein shall not be binding upon or inure to the benefit of any of the parties.
- (2) Nothing in this Contract is intended to, nor shall it be construed as, making OWNER either a partner or joint venture with the City.
- (3) This contract may not be assigned without the approval of the City.
- (4) OWNER hereby indemnifies and holds the City or the City's agents harmless from any and all claims that may arise from the City's efforts to have this contract fulfilled by the razing of the structure(s) at the address indicated above.

THIS CONTRACT AND ALL TERMS AND CONDITIONS CONTAINED HEREIN ARE APPROVED AND ACCEPTED AS OF THE DATE FIRST ABOVE WRITTEN.

OWNER:

CITY: CITY OF IOLA, KANSAS

By: _____

By: _____
Judith Brigham, City Administrator

Address: _____

ATTEST:

Telephone Number: _____

Roxanne Hutton, City Clerk

DEMOLITION AUTHORIZATION

Date: _____

To: Street & Alley Dept.

City crews are hereby requested to proceed with the demolition and clearing of the property described below:

Residential structure: _____

Garage: _____

Storage Shed: _____

Other: _____

Special Instructions: _____

Code Services Dept.

Jeff Bauer

CITY OF IOLA

Policy Creating Incentives to Promote Residential In-fill: Waiving Permit and Tap Fees

Effective Date: November 13, 2001

Updated Date: April 1, 2010

Termination Date: As Decided by the City Commission.

Budgetary Impact: About \$645 per home (lot) of unrealized revenue. No additional costs to City.

Statement of Public Purpose.

The City of Iola recognizes that one of the most fundamental needs of its citizens is safe, decent and affordable housing. Unfortunately, development, new construction, and residential renovation projects on private property have not kept pace with needs of our citizens, changes in population, and removal of deteriorated and substandard housing stock.

The City of Iola In-fill Incentive Policy is designed to attract new home construction on lots which used to have residential units on them and already have utility infrastructure available on site. Permit, tapping and connection fees may be waived under this policy to entice new construction on such lots. This is deemed to serve the public purpose since it offers market enticements to construct new homes, and results in vacant lots having homes built on them which will use City gas, electric, water, wastewater and sanitation services. Revenue which is lost to the City from waiving the fees would be made up by increased real estate and personal property taxes, additional sales tax during construction, revenues realized from sale of utilities, increased value of surrounding property, and the ripple effect of population growth and local expenditures. Additionally, the City can continue to attract new business and industry, and support industrial expansion, by having an adequate housing stock to offer new employees and citizens at various economic levels.

Policy.

Properties which previously had single- or multi-family residential units located on them, which are located within the City of Iola and already have utility infrastructure available on site, will be considered eligible under this policy. This Policy does not apply to commercial or industrial construction, nor to new residential construction which occurs on property which has not previously had residential units and City utilities available on site (see New Residential Construction Incentive Policy).

Fees associated with permit requirements (building \$25.00), (electric \$25), (plumbing \$25), (mechanical \$15) and utility service hook up fees (electric \$150), (gas \$150), and (water tap \$225) and connection fees (\$10 per utility) will be waived if a housing unit is built or located upon the property. All housing must meet City of Iola building codes, as enforced by the City's Code Enforcement Officer, and all other City policies regarding utility installation and hook up must be complied with.

[City will install the gas line from City main to meter, install gas meter as close to the main as possible on public right-of-way. Provided a gas service is in place and is to be moved to accommodate the new construction, the property owner will be responsible for cost to plug the old/abandoned service by city. The resident is responsible for hiring a certified plumber, operating under KCC rules, to install the gas service line.]

[City will provide "Y" material for new sewer tap, or may allow resident to connect to existing sewer service line which has been plugged.]

[City will install the electric line to the residential meter located either on the home or the utility pole.]

[City will install the water line from main to meter, install water meter and pit as close to the main as possible on public right-of-way, or allow resident connect to existing water line. Resident is responsible for hiring certified plumber to install new water service from meter to the home.]

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Insufficient Check Charge	Original Date: November 9, 2006 Effective Date: January 1, 2007 Revised Date: April 1, 2010
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The City of Iola's charge for each insufficient fund check received in payment for any services provided by the City will be \$30.00 effective January 1, 2007

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Quotations and Bids	Original Date: May 4, 1965 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Quotations: All Department Heads must plan in advance their regular budgeted purchases so that the Purchasing Office may obtain quotations, bids or proposals in a timely manner. Orders will be given to the most responsible and qualified vendor, with the best price and value. The Purchasing Department may obtain quotations either in person, by telephone, written quote or facsimile quote.

Bids: A formal bid process is generally only used on major projects such as road and building construction, water tower painting, new trucks or large equipment. Specifications are generally researched and developed by the Department Head, reviewed with the City Administrator, drafted by a certified professional engineer, then sent to pre-qualified bidders or to the open market. The Purchasing Department also uses a formal bid process for the yearly fuel purchases. The City of Iola reserves the right to accept or reject any or all quotations or bids. Alternate quotations or bids may be required when deemed necessary by the Department Head, Purchasing Agent or City Administrator. City staff will recommend the best value for purchase, even if the item is not the lowest bid.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Purchase Orders	Original Date: July 16, 1963 Effective Date: August 1, 1999 Revised Date: April 1, 2010
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Purchase orders are no longer required for all purchase transactions, but are upon a suppliers request or when deemed necessary by the purchasing agent or department head.

Department heads have authority to purchase material themselves or through the purchasing department.

When material is received from an outside supplier, the invoice must be signed by the person obtaining the merchandise, unit number noted, budget coded with signed approval of department head.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Sidewalk Replacement Program	Original Date:	April, 1991
	Effective Date:	August 1, 1999
	Revised Date:	April 1, 2010

The Sidewalk Replacement Program was started in 1991 as a way to encourage property owners to replace substandard residential and commercial sidewalks. Each year the City budget includes an amount that is split equally between residential and commercial sidewalks. The program involves the City reimbursing participating residential and commercial owners \$1.25 for each square foot of sidewalk they remove and replace. The property owner is responsible for having the old sidewalk removed. There is a cap on maximum individual project costs set at \$1,250 for residential and \$2,500 for commercial projects. The City also funds installation of handicapped ramps at street corners – paying \$150 towards the cost of each ramp.

**SIDEWALK AND DRIVEWAY SPECIFICATIONS
FOR THE CITY OF IOLA**

1. DESCRIPTION. Construction materials and specifications for all sidewalks and driveways in the City of Iola, Kansas, hereinafter referred to, as City, along the streets, avenues, alleys, and other public places of said City, shall be constructed in the manner herein specified.
2. CONSTRUCTION REQUIREMENTS.

A. CLASSIFICATION AND PROPORTIONING -

Concrete shall consist of a mixture of: Portland Cement, Water, and Mixed Aggregate (course and fine), with Air-entrainment or other Admixtures in accordance with Section 402 of the Kansas Department of Transportation Standard Specifications.

- Minimum requirements on mix design are:
- (1) Cement - 6 Bags / cu. yd. - 564 #
 - (2) Water - Cement Ratio - .45
 - (3) Course Aggregate- 1" max.
 - (4) Fine Aggregate- Natural Sand
 - (5) Air-entrainment - 6 - 8 %
 - (6) Slump - 1.75" +/- .75"
 - (7) Minimum Strength - 4,000 # after 28 days

If contractor is going to open fresh concrete to vehicle traffic within 4 days they must submit, to the City, a different mix design for approval.

B. MIXING -

Concrete shall be mixed in quantities required for immediate use. Concrete shall be mixed until each particle of aggregate is coated with cement. Minimum of 70 revolutions at mixing speed. Adding water, on site, shall be permitted no more than one time per load, water-cement ratio shall not exceed the design ratio, and a minimum of 30 revolutions at mixing speed following water addition. Mixing to be in accordance with Section 402.07 of the Kansas Department of Transportation Standard Specifications.

C. FORMS -

Shall be of lumber or steel, rigid enough to give a true line. Flexible strips may be used on curves. They shall be rigidly held to line and grade by stakes or braces, approved by the City. Do not remove forms for 24 hours after concrete has been placed. The City must approve removal of forms before 24 hours. After form removal, clean ends of joints and point up any minor honeycombed areas. Remove and replace areas or sections with major defects, as directed by the City.

D. SUBGRADE -

Shall be well drained and compaction of earthwork below sidewalk and driveway approaches by rolling, tamping or any combination of these methods for Type B, MR-90 compaction, in accordance with Section 210 of the Kansas Department of Transportation Standard Specifications.

E. DRAINS -

Where necessary, drains of 4" pipe, approved by the City, shall be laid to protect the walk from damage by frost action.

F. THICKNESS -

The sidewalk shall never be less than 4" thick; driveway approaches shall have a minimum thickness of 6".

G. PLACING and FINISHING -

Concrete shall be placed immediately after mixing. It shall tamped and struck off with a template and shall be floated until the surface is a true contour. Care shall be taken not to bring to the surface an excess of water and fine sand by over finishing. The final finishing shall be done with a hair broom at right angles to the sidewalk surface so as to provide a light broom finish leaving a semi-rough granular wearing surface. The surface shall slope away from the property at a rate of 1/4" per foot. The surface trueness shall not vary more than 1/8" in 10 feet. Liquid membrane-forming curing compound approved by the City, will be used on all concrete work, in accordance with Section 1406 of the Kansas Department of Transportation Standard Specifications. Concreting in hot or cold weather conditions must be in accordance with Section 402 of the Kansas Department of Transportation Standard Specifications.

H. JOINTS-

(1) CONTRACTION JOINTS -

To avoid random cracks, contraction joints are used to create straight-line planes of weakness in the slab. The slab shall be cut into separate square slabs not greater than 6 feet on any one side. The planes of weakness may be established by jointing tools, or by sawing after the concrete has been finished. The surface edges of each slab shall be rounded to a 1/4" radius. Markings shall be exactly at cuts between slabs. The plane of weakness groove, whether sawed or grooved, will be 1/4" - thickness of the slab.

(2) ISOLATION JOINTS -

Isolation joints in slabs on grade permit horizontal and vertical movement between the slab and any walls, columns, or footings that the slab abuts. Isolation Joint material shall be pre-molded strips of bitumen filled fiber or mineral aggregate, 1/2" thick, as wide as the thickness of the sidewalk and as long as the width of the sidewalk.

(3) CONSTRUCTION JOINTS -

Construction joints are placed in a slab where concreting operations are concluded for the day, usually conforming to a predetermined joint layout. However, if concreting is interrupted long enough for the placed concrete to harden, you should install a construction joint regardless of the planned layout. If possible, keep construction joints 5 feet or more from any other joint to which they are parallel.

(4) EXPANSION JOINTS -

Shall extend from the sub-grade and shall be at right angles to the sidewalk surface. A 1" expansion joint shall be made across the walk at approximately 50-foot intervals and where the walk intersects a curb line. Silicone sealant with backer rod can be used in lieu of pre-molded expansion joints, with the approval of the City of Iola.

(5) SAWING OF JOINTS -

The relief cut shall be made as soon as the concrete has hardened enough so that no excess raveling or spalling occurs but before any random cracks develop, jointing must be done within 24 hours.

I. BACKFILLING -

The area adjacent to new sidewalks, steps, driveways, or reconstructed sidewalks shall be backfilled with suitable material, to be approved by the City, and the material shall be satisfactorily compacted. Adequate precautions shall be observed to prevent injury to the fresh concrete during the compacting operations.

J. DISPOSITION OF EXCAVATED MATERIAL -

Excess excavated material remaining after the backfilling has been completed, shall be disposed of, and the entire area shall be left in a neat and presentable condition.

K. SIDEWALK WIDTH -

All sidewalks hereafter constructed in the City of Iola shall be not less than 4 feet wide; provided that the City may require 5-foot width where it is found that a 4-foot width will be insufficient for the purposes thereof. All sidewalks that are adjunct to street side curbing shall be not less than 6 feet wide.

BASIS OF PAYMENT The sidewalk will be paid for at the contract unit prices per square foot for 4" paving. The driveway will be paid for at the contract unit prices per square foot for 6" paving. The prices shall be full compensation for furnishing and placing all materials, labor, equipment, forms, tools and incidentals necessary to complete the work.

**CITY OF IOLA
SIDEWALK REPLACEMENT PROGRAM**

APPLICATION NO. _____

DATE: _____

I, _____ owner of _____
(PRINT Full Name) (Give Full Address)

hereby make application to the City of Iola for it's Sidewalk Replacement Program. I understand that under this Program the cost of replacing the sidewalk will be on a shared basis, with the City paying no more than \$1.25 per square foot for each individual project, and remaining costs are my responsibility. I understand that applications are on a first come basis. I hereby agree that if my sidewalk is not completed by August 2, 1999; the money that was approved for my use will go back into the program for someone else to use.

(Signature of Applicant)

ITEMS TO BE SUBMITTED FOR VERIFICATION OF PROJECT COMPLETION:

1. The frontage of your lot(s): _____ feet
2. Concrete invoice showing mix design and amount of air entriainment in mix

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Tree Trimming	Original Date: January 29, 2008
	Effective Date: January 29, 2008
	Revised Date: April 1, 2010

ALLEY TRIMMING

- Power lines – Preventive Maintenance, help cut down on outages by trimming back limbs around lines.
- Side Trimming – Alley Maintenance, trim back lower limbs so City equipment can get down alleys when blading alleys, Dump Trucks need 17' of clearance when tailgating AB-3 rock in alleys. To keep Trash Truck handlers from being struck by lower limbs when on back of truck or walking down alleys.
- Sight Vision – Trimming back lower limbs blocking view of traffic at end of alleys, before you drive out into streets.
- Street & Alley & Electric Dept. crews do a annual tree trimming of alleys during winter months, usually requires 2 to 3 weeks to cover the whole town.

STREET TRIMMING

- Annual Chip Seal Program – Dump Trucks need 17' of clearance overhead when spreading chips.
- Street Sweeper – Need lower limbs trimmed back, due to sweeper having to run gutter line and to keep from scratching or breaking out bubble window, striking operator.
- Power Lines – Preventive Maintenance, some Electric lines are located along Street side throughout City.
- Sight Vision – Visibility, we trim back lower limbs at corner of intersections that may be blocking view of on coming traffic, around Traffic Signs, Street Lights.
- Tree List – City does an annual survey in the fall of dead tree's on City right-of-way, we cut down these trees and remove stumps usually in the winter months.
- Street & Alley & Electric Dept. crews do a bi-annual trimming of streets during the winter months, 2 to 3 wks., depending on weather conditions.
- Street & Sidewalk Damage – We have had to remove tree's that were causing integrity of street to change due to tree roots, sidewalks up lifting due to this same reason.
- Ice Storms & Tornadoes – City personnel being able to clear streets to get emergency vehicles through. Is City responsible for damage to vehicles struck by falling limbs parked along streets? We have had complaints in the past from citizens wanting the City to pay for damages.
- Sidewalks – Citizens complain about low hanging limbs over sidewalks on right-of-way.

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Investment and Cash Management	Original Date: 1987
	Effective Date: 1987
	Revised Date: April 1, 2010

SECTION I. POLICY.

It is a policy of the City of Iola to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the city and conforming to all state and local statutes governing the investment of public funds.

SECTION II. SCOPE.

This policy applies to the cash management and investment activities of the City of Iola. Debt service funds, reserve funds and other financial assets held by various financial agents and trustees as provided by the appropriate bond ordinances shall not be subject to this policy. Those funds shall be administered according to requirements of the respective ordinances. The financial assets of all other funds shall be administered in accordance with provisions of this policy.

SECTION III. OBJECTIVES.

The cash investments of the City of Iola shall be undertaken in a manner that seeks to maximize investment income while insuring the preservation of capital in the portfolio. To obtain this objective, diversification is required so that the potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The investment portfolio shall be designated to attain at a minimum a market average rate of return throughout budgetary and economic cycles, taking into account the city's investment risk, constraints and the cash flow characteristics of the portfolio.

SECTION IV. PRUDENCY.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

SECTION V. DELEGATION OF AUTHORITY.

Authority to manage the City of Iola Investment Program is derived from K.S.A. 12-1675 et. seq. and all revisions thereto as may be made by the Kansas Legislature. Management responsibility for the investment program is hereby delegated to the City Administrator who shall establish written procedures for the operation of the investment program consistent with this investment policy. Below is the summary of acceptable investments under the current law.

1. Collateralized Public Deposits (non-negotiable certificates of deposits). Instruments issued by banks or savings and loans that states specified sums have been deposited for specified periods of time at a specified rate of interest. The certificate of deposits are required to be backed by acceptable collateral securities as directed by Kansas Statutes.
2. Repurchase Agreements. Contractual agreements between the city and commercial banks, trust companies, state or federally chartered savings and loan associations, federally chartered savings banks, the repurchase agreement (repo) the issuer receives cash and, in turn, provides securities to the city as collateral for the cash. There exists a contractual agreement for the city to resell the securities back to the issuer on a specific future date at the original purchase price plus negotiated interest payment.
3. U.S. Treasury Bills or Notes. Investment in Treasury Bills or Notes for up to two years.
4. Temporary Notes of the City of Iola.
5. Commercial Banks Savings/Checking accounts.

Other types of investments may be added to this list as changes to this statutes govern such investments are revised.

SECTION VI. CONTRACTS WITH FINANCIAL INSTITUTIONS.

The City of Iola may invest funds with depositories having offices located in the City of Iola as provided by K.S.A. 9-1401. The City shall have a separate contract with the "Operating Bank" which will execute a contract once every two years in accordance with the practices and bidding banking services. Such financial institutions shall provide such financial data to the City Clerk as may be required by the city to evaluate the financial condition of the institution. Such data will be in the form of audited financial statements Federal Deposit Insurance Corporation regulatory reports, and shall be provided at least annually by the financial institution.

- A. Safekeeping of Securities-Collateral for certificates of deposits and repurchase agreements will be registered

in the City of Iola's name. The City Clerk will hold all safekeeping receipts of pledge securities used as collateral for certificate of deposits and repurchase agreements. A custodial account at the city's financial institution will be used to hold pledged securities.

Safekeeping receipts of pledge securities may be "faxed" to the city in order to accommodate timely and legal investment transactions. The financial institution will mail the original safekeeping receipt of pledge securities on the day the facsimile was sent.

- B. Collateralization. The city requires both collateralization of all city investments other than obligations of the United States Government as stated in state statutes. The city will allow the use of FDIC coverage as part of the calculation for full collateralization. Peak period agreements permitted under K.S.A. 9-1403 as amended will not be accepted by the city and are not included as part of the depository contracts with the financial institution.

The city will accept as collateral for certificate of deposits securities as listed in K.S.A. 9-1403. Collateral repurchase agreements is limited to obligations in the United States Government and its agencies. The City Clerk will at least monthly monitor the adequacy of the collateralization. The City requires monthly reports with the market values of the pledge securities from all financial institutions with which the city has certificates of deposits or repurchase agreements.

SECTION VII. Investment Liquidity.

The City of Iola's demand for cash shall be projected using reliable cash forecasting techniques. To insure liquidity the appropriate maturity date and investment option available will be chosen.

1. General City Funds. The maximum maturity for city investments shall be one year. The City Clerk will monitor the maturity level and recommend changes as appropriate.
2. Enterprise Funds. The maximum maturity for city investments on enterprise funds shall be four years. The Investment Review Committee has the authority to invest enterprise funds for a period not to exceed two years. Any investments in excess of two years shall be approved by a majority of the Iola City Council.
3. Bond and Interest Funds. No investment shall have a maturity exceeding the next principal and/or interest payment date

SECTION XII. DAILY CASH MANAGEMENT PRACTICES AND POLICIES.

It is the policy of the City of Iola that all departments collecting cash receipts whether in cash or other forms of payment, shall turn in such receipts to the City Clerk on a daily basis together with records required to verify the accuracy of such collections. No receipts will be held overnight in any location for any reason. All receipts shall be deposited daily by the City Clerk. Investments of idle funds will be made in accordance with this policy. Any violation of this section of this policy by any employee of the city may result in disciplinary action.

SECTION XIII. ETHICS AND CONFLICTS OF INTEREST.

City Council, officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Iola City Council any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Iola's portfolio. Council Members, employees and officers shall subordinate their personal investment transactions to those of the City of Iola, particularly with regard to the time of purchase and sales.

SECTION XIV. INVESTMENT POLICY ADOPTION.

The City of Iola's investment policy shall be adopted by resolution of the Iola City Council. The policy shall be reviewed on an annual basis by the City Clerk and any modifications made thereto must be approved by the State of Kansas.