CITY OF LANSING
800 1st Terrace
Lansing, KS 66043
913-727-3233 Fax: 913-828-4579
www.lansing.ks.us

WORK SESSION AGENDA

June 24, 2015
Wednesday
7:00 p.m.
Lansing City Hall

Call To Order:

I. Change Order Request for Consideration (9B/9D Sanitary Sewer Interceptor Project)

II. 2016 Base Budget Review

III. Capital and Supplemental Requests

Adjournment

TO: Tim Vandall, City Administrator

FROM: Sarah Bodensteiner, City Clerk

DATE: June 19, 2015

SUBJECT: Work Session Summary

I. **Change Order Request for Consideration (9B/9D Sanitary Sewer Interceptor Project)**
   - Staff will present information regarding a Change Order Request for the 9B/9D Sanitary Sewer Interceptor Project.

II. **2016 Base Budget Review**
   - Staff will present an overview of the General Funds base budget.

III. **Capital and Supplemental Requests**
   - Staff will present Capital and Supplemental Requests to Council.

IV. **Adjournment**

WORK SESSION SUMMARY

WORK SESSION SUMMARY

TO: Tim Vandall, City Administrator

FROM: Anthony J Zell, Jr., Wastewater Utility Director

DATE: June 19, 2015

SUBJECT: Change Order Request for Consideration (9B/9D Sanitary Sewer Interceptor Project)

Linaweaver Construction has submitted a change order request in the amount of $116,096.48 for unstable soil conditions and rock encountered on the City/USD 469 benefit district project. A copy of Mark Linaweaver's explanation is attached, as well as a response from the design engineer. The total cost of the sanitary sewer project as bid was $1,265,995.00, and there is approximately $18,000 available in the contingency fund for the benefit district.

The construction contract for the sewer interceptor project was bid unclassified, per our Technical Specifications, which means that if the contractor encounters conditions such as the ones encountered, they are not payable items. It is an inherent risk of doing business. However, it was discovered that there was an error with the geotechnical information provided to the bidders, and the contractor contends that he bid the project based on that information. The conditions encountered on the project differ from the information contained within the report.

Staff and representatives from Linaweaver Construction will be available to answer questions.

WORKSESSIONWORKSESSION ITEM # 1

LINAWEAVER CONSTRUCTION, INC.

719 E. GILMAN ROAD
LANSING, KANSAS 66043
PHONE: (913) 351-3474
FAX: (913) 351-2749

City of Lansing
Wastewater
Lansing, KS 66043
ATTN: Tony Zell

05/11/2015

RE: Change Order Request to Project No 13-06 Lansing 9-D & 9-B Watershed Sanitary Sewer Interceptor

Linaweaver Construction, Inc. is requesting a change order to the contract dated October 16, 2014 for Project No 13-06 Lansing 9-D & 9-B Watershed Sanitary Sewer Interceptor for the following reasons:

During the bidding process the City of Lansing furnished Linaweaver Construction with boring logs that were produced by Alpha Omega GeoTech, Inc. During construction Linaweaver encountered material, specifically rock, at elevations not consistent with the borings. Also there was a lack of boring reports specifically from Structures 9D-4 to 9B-3, which was where a large majority of rock was found.

During my explanation I want you to keep in mind the following:
#1. The difference between "refusal" and "rock" in regard to a boring report. Refusal means it is unknown what is below the ground surface, but something will not allow penetration. Rock means something hard was hit and usually fragments are pulled back making the determination of rock below fairly obvious.

I'm going to attempt to explain my bidding process on this project and how I averaged the material Linaweaver Construction would be digging using the information provided to me in the plans and boring logs. I will then present to you what was actually found from manhole 9D-1 to 9B-3.

Bidding Information:

Plan Boring B-1 Bore is at MH 9D-1 and shows the water tables being at 15' below the surface with lean clay to the bottom of the bore.

Plan Boring B-2 Bore is at MH 9D-2 and shows no water and auger refusal at 14.5' deep. *In this area I thought there may be rock or concrete or something similar that we would have to contend with, so I figured 50cy @ $100.00 per cy = $5,000.00.*

Plan Boring B-3 Bore is at MH 9D-3 and shows the water table at 9' deep and lean clay down to black shale 5.5' below the manhole which was elevation 803, however rock was discovered at elevation 811. ***This is very important because there are no additional borings until 147th Street, MH 9B-3.***

From years of experience in dealing with rock excavations I have found that in low lying areas, specifically creek channels, rock runs flat or at a gradual slope. When estimating such areas I usually figure a variance of 1 to 2 foot up or down if I do not have any boring logs to review. The only information I had for subsurface conditions from MH 9-D3 to MH 9B-3 in preparing the bid was a Wildcat Dynamic Cone at MH B-2 that shows a dense material at 5' deep. The next two closest

borings provided were at structures 9D-3, which shows black shale at 804 and the boring provided at structure 9B-3, which shows a hard shale (diggable) material at 827 which was actually found to be Limestone (non-diggable) at 829.

With the information provided there was no evidence that I would encounter any limestone (non-diggable) rock (which was encountered at MH 9B-3 at elevation 829). After putting all of this together I concluded that the material encountered at MH B-2 with the Wildcat Dynamic Cone was possibly floating rock (a piece of rock that has broken away from other larger rocks at one time, or that the creek moved), or a piece debris buried from previous excavations.

In conclusion, with the lack of information (bore logs) provided from MH-9D-3 to MH 9B-3 I priced this run of pipe as having no rock in the excavation from MH 9D-3 to MH 9B-3 since we were following the creek bed and no limestone rock was present in the boring results provided. The below is a description of what was actually discovered during the pipe installations at specific borings.

Actual conditions:

Plan Boring B-1 Same as above - correct.

Plan Boring B-2 MH 9D-2 shows auger refusal at 14.5 feet deep.
Actual rock was encountered at 11.5 feet deep. Instead of running 50' each way of MH 9D-2 like I figured about 150' out of MH 9D-1 we encounter rock and it ran all the way to MH 9D-2 (284' long) from 1' deep to the MH at 4' deep (the plan bore was wrong by 3').

Plan Boring B-3 MH 9D-3 shows boring terminated at 20.5' deep (no refusal), which is 5.5' below the manhole.
We started at MH 9D-2 in rock 4' deep and we stayed in rock 4' deep all the way to manhole 9D-3 (the plan boring was wrong by at least 9' - 10'). This was the last boring provided to me at this point.

Log Boring B-2 MH 9B-3 boring shows that there is no rock or refusal at elevation 826.5'.
After we figured out that the plan borings were incorrect we dug test holes to see what was actually correct. At MH 9B-3 we dug a test hole and rock was present at 829' (which is wrong by a minimum of 2.5'). The Table #1 Boring B1 that shows refusal at elevation 830', 477' down stream of MH 9B-3 turned out to be the only thing that was correct.

If Boring Plan B2 & B3 & Log Bore B-2 would have been correct I would have projected rock being steady all the way between MH 9D-3 - MH 9B-3 and the bids would have reflected that change accordingly. Since I was provided with information that lead me to believe rock would not be present, I am asking you for a change order for the following for:

DESCRIPTION	QUANTITY	PRICE	TOTAL
*Blasting	Lump Sum	$45,000.00	$45,000.00
*Rock Grinding	480 CY	$50.00	$24,000.00

*Invoices can be furnished upon request

Additionally included in our Change Order request is compensation for additional rock bedding material from Sanitary MH 9-B6 to 9-B12. Per the geotechnical reports nearly all reports showed a lean/fat clay material at the flow line of the pipe with a few areas showing "sand and rock mixture" which Linaweaver bid our base rock accordingly(STA 43+00 to 49+00 and STA 54+50 to 58+00). During excavations the majority of the material at the flow line of the pipe was found to be sand. The sand not only presented a problem from a production standpoint but also added additional bedding material (rock) costs.

Most of the boring reports in this project show the water table being in the excavations; however there is a big difference when you mix water with sand versus clay. When water mixes with sand it makes quicksand; especially when digging or constantly moving material, water runs in and there is rarely a solid bottom to the excavation. These conditions present a much more time consuming excavation than laying pipe in Lean/Fat clay. The only way to establish a good foundation for the pipe is to over excavate and fill the pipe bed with a combination of 6" rock and ¾" clean material. The excavations averaged 2.5' to 3.5' foot below pipe which was much deeper than the anticipated 4" to 6" and our ditch width went from 4' wide to 6' wide.

Please see the below is a breakout of additional material cost:

Total ¾" Clean Rock Used from 9D-3 to 9B-3 4377.11 TN (Backfill 1' above pipe)
Total 6" Bedding Material from 9D-3 to 9B-3 758.24 TN

Originally Bid ¾" Clean Rock 1' above pipe (less 24"pipe)-
Approx 2500 LF
2014 TN of ¾" Rock @ 17.00/TN=$34,238.00
893 TN of ¾" Rock @ 17.00/TN=$15,181.00 (Additional Rock figured in bid per Boring Logs)

Actual 3/4" of Rock Placed
3/4" Base Rock= 4378 TN @ 17.00/TN= $ 74,426.00
Difference= $74,426.00-$49,419.00=$34,238.00

Originally Bid 12" of 6" Base Rock in Sand/Gravel Areas per Boring Logs
(STA 43+00 to 49+00 and STA 54+50 to 58+00)
Bid 950' of Trench at = 282 TN @ 27.00/TN= $7614.00

Actual 12" of 6" Base Rock Placed
6" Base Rock= 758.24 @ 27.00/TN= $20,472.48
Difference= $20472.48 - $7614.00= $12,858.48

***Total Additional Rock Costs=$47,096.48**
*rock tickets can be furnished upon request

In conclusion Linaweaver Construction, Inc. is requesting additional compensation for the added rock excavations and additional pipe bedding material, please keep in mind that we are only asking for the material, blasting, and grinding costs that we have incurred. Linaweaver Construction, Inc. is willing to bare our additional labor and equipment cost which has doubled compared to our original estimate. We are requesting total compensation of **$116,096.48** and an additional **60 days** added to our schedule for the delays caused by the AT&T line which was not moved until the 17th of December (5 weeks

Past November 10th NTP) and the balance of additional time requested is time lost dealing with the rock excavation encountered.

Please feel free to contact me with any questions regarding my quantities or explanations regarding this request.

Respectfully,
Mark Linaweaver, Vice President
Linaweaver Construction, Inc.
913.351.3474
Mark@Linaweaver.com

McAfee Henderson Solutions
Civil Engineering • Land Surveying

June 3, 2015

Tony Zell
City of Lansing, Kansas
800 First Terrace
Lansing KS 66043

RE: Lansing 9D-9B Sanitary – Project No. 13-06
Linaweaver Change Order Request 5-11-15

Tony:

We've examined the Contractor's Change Order Request (COR) and exhibit dated May 11, 2015 with the understanding the contractor is claiming actual project subsurface conditions throughout the project being extraordinarily different than documents provided during the bidding phase. The COR and contractor's colored exhibit focuses on a specific area of the project that did not have any geotechnical information provided due to site access limitations pre-construction. The request also concludes the information provided in the geotechnical report that no rock (or very little) would be encountered during excavation and placement of the sanitary sewer.

For your information, the geotechnical report provided logs of all borings that included standard penetration tests to show geotechnical engineering properties of the soil. The report also summarizes in Table 1 the depth of termination or augur refusal in each of the test borings with a depth to rock. For example, B1 (Manhole 9B-02) lists the depth of rock below surface at approximately 5.75-ft, which is 9-inches higher in elevation than information provided by the contractor of subsurface conditions experienced. Also provided on the geotechnical boring logs is the location of the water table beneath the surface that was experienced during drilling operations which was found to be 5 to 8 feet beneath the ground surface at Manholes 9B-4, 9B-6, 9B-7, 9B-8, 9B-9, 9B-10, and 9B-11).

For graphical purposes, we've enclosed Exhibit A that plots out the Existing Ground Elevations, Sanitary Flow Line, and Geotechnical Information of boring locations along the entire length of project from Manhole 9D-1 to Manhole 9B-12. The Rock (Geotech) line in purple represents rock locations of each boring location. If no rock was encountered by the geotechnical engineer, the rock depth was presumed 1-ft below the bottom of boring (Manholes 9D1, 9B-4, 9B-7, 9B-8, 9B-10 and 9B-12). Also plotted on the chart in orange, is the rock data provided by the contractor from Manhole 9D-2 to Manhole 9B-3. With exception of Manhole 9D-3, review of Alpha Omega's Geotechnical Report compared to information provided by the contractor of subsurface conditions experienced closely match the contractor's exhibit (blue clouded area). As such, MHS understands there are areas the contractor may have claim to encountering additional rock than was originally anticipated; however, there are large areas the contractor should have anticipated rock, but is not apparent that any credit is being provided.

15700 College Blvd. – Suite 202 • Lenexa, KS 66219 • 913.888.4647 fax: 913.390.9865

Regardless of the amount of rock encountered or trench stabilization, the Project Construction Documents and City of Lansing Technical Specifications Section 5000 have specific language regarding trench excavation being unclassified material and any rock removal, trench stabilization, or trench dewatering are subsidiary to other pay items. As such, the contract is set up for payment related to the sanitary line with two pay items which include Pipe (Size) in Linear Feet and Trench (Depth) in Linear Feet, regardless of soil conditions.

MHS not being retained for resident inspection nor provided with inspection logs is not able to verify actual quantities of rock removals, blasting, or trench stabilization. As such MHS is not in a position to verify contractor quantities and pricing for the rock grinding and blasting, or quantity verification of the additional rock bedding figures provided. However, MHS can verify 2014 and 2015 KDOT Bid averages for rock excavation throughout the Metro Area is approximately $15 per Cubic Yard. MHS also consulted with Metro Area quarries and find the price per ton of ¾" Clean Rock and 6" Base Rock provided by the contractor to be reasonable.

In summary, MHS is also not able to discern the contractor's (or the other contractors that bid the project) assumptions made of the subsurface conditions between the boring information provided as supplemental information in preparing their bids. Common knowledge of the construction industry is that geotechnical borings are representative of subsurface conditions of a 4-inch column and not necessarily representative of all subsurface conditions. The information provided to all contract bidders clearly shows rock would be encountered on the project and portions of trench conditions would be saturated likely requiring stabilization. In the end, it is a judgment call of the City on the amount of additional payment, if any, should be made to the contractor.

Please contact me should you have any questions or would like to discuss further.

Sincerely,

Matt Henderson, PE
McAfee Henderson Solutions

cc: File/2013062/Docs/CA

TO: Tim Vandall, City Administrator

FROM: Beth Sanford, Finance Director BS

DATE: June 18, 2015

SUBJECT: 2016 Base Budget Review

Staff will present an overview of the general fund base budget. The presentation is attached.

WORKSESSIONWORKSESSION ITEM # 2

GENERAL FUND BASE BUDGET REVIEW

Department	2015 Budget	2016 Requested	Difference	Justification
Administration	$64,057	$64,736	$679	Increase training for new city clerk
Police	$1,513,203	$1,512,996	($207)	Decrease in KP&F rate; health and dental insurance changes
Municipal Court	$248,661	$254,308	$5,647	Potential increase for County Probation Services
Streets	$166,410	$164,987	($1,423)	Decrease in KPERS rate and health insurance
Street Lighting	$177,300	$182,900	$5,600	Increase for additional signals on 147th St
Building Maintenance	$47,801	$47,208	($593)	New employee – change in benefits
Community Dev	$252,237	$256,360	$4,123	Increase training, mowing, and structure removal
Finance	$210,262	$210,369	$107	Increase software maintenance expense and audit expense
Public Works	$285,512	$287,828	$2,316	Increase in City Engineer services and dues
City Administrator	$155,278	$140,220	($15,058)	New employee – change in benefits
Community Center	$11,361	$12,904	$1,543	Increase laundering service and building/grounds maintenance
Parks & Recreation	$459,351	$465,974	$6,623	Increase for additional seasonal maintenance employee
Activity Center	$111,936	$112,378	$442	Increase building/grounds maintenance expense
Economic Development	$262,042	$264,924	$2,882	Increase in health/dental insurance salary moved back into dept
Historical Museum	$38,716	$39,483	$767	Increase postage, training, and educational programming
Council	$39,493	$39,493	$0	
Human Resources	$89,314	$88,971	($343)	Decrease in KPERS rate and health insurance
Non-Departmental	$346,582	$469,100	$122,518	4% performance evaluation; increase prop/liab/veh insurance

BASE BUDGET REVIEW CONT.

Transfer to	2015 Budget	2016 Requested	Difference
Capital Improvement	$612,500	$740,495	$127,995
Equipment Reserve	$75,000	$100,000	$25,000
Special Parks	$34,000	$34,000	$0
Wastewater	$175,000	$50,000	($125,000)
Special Highway	$120,000	$120,000	$0

	2015 Budgeted	2016 Requested	Difference
Total	$5,496,016	$5,659,634	$163,618

TO: Tim Vandall, City Administrator

FROM: Beth Sanford, Finance Director BS

DATE: June 18, 2015

SUBJECT: Capital and Supplemental Requests

Staff will present capital and supplemental requests.

This year, only new capital and supplemental requests will be presented. These requests will be added to the 2016 base budget, as directed by council.

Replacement equipment requests will be presented at a work session in October, and funded from Equipment Reserve Funds. The general fund budget includes a budgeted transfer to the Equipment Reserve Fund to provide for the replacement of equipment that has exceeded its useful life, and to fund unanticipated equipment failures.

WORKSESSIONWORKSESSION ITEM # 3

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV
RANK 1 **FUNDED: YES** ___ **NO**___

I. **DEPARTMENT/DIVISION:**
City Clerk's Office/Building Maintenance

II. **DESCRIPTION:**
Replacement of roof at City Hall

III. **WHAT CITY SERVICE WILL THE REQUEST SUPPORT?:**

Replacement of the roof will service the City Clerk's Office, Finance, Human Resources, and Police Departments

IV. **EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:**

The roof at City Hall was originally installed when the construction was completed in 1990. The average life span of a commercial roof is seven to ten years. The life span can be extended to twenty years with annual inspections and maintenance which we currently conduct each year. Over the past two years there have been several incidents where the roof has needed repair. The most significant issues have been leaks in the Finance Department vault and the northwest corner of the Police Department resulting in damage to ceiling tiles and furniture. Staff was able to prevent extensive damage to carpeting and walls by cleaning up the water. However, if the leak had occurred after hours or on the weekend the damage would have been severe since there were multiple areas with standing water. Damage could also result in the disruption of services to the community provided by the departments located at City Hall. Additionally, repair costs will continue to rise in an effort to prolong the life of the roof that has exceeded its life span of twenty years. Because we have surpassed the twenty year mark the roof is no longer under warranty and the City must bear 100% of repair costs.

V. **COST: $78,000.00 (includes 2 yr. guarantee and 20 yr. warranty)**

SUPPORTING DOCUMENTATION ATTACHED: Yes

American Roofing, Inc

2500 South Second
Leavenworth, Kansas 66048
(913) 772-1776

PROPOSAL SUBMITTED TO:	Phone	Date
Lansing City Hall	913-727-3036	06-03-2015
STREET:		
CITY, STATE AND ZIP CODE		
Lansing, Kansas 66043	JOB PHONE	
Attention: Sarah		

Re-roof main 3 sections of City Hall Bldg.

Scope of Work:

1. **Tear off all old roofing and roof related sheet metal. Lower all debris to the ground and properly dispose of.**
2. **Mechanically attach one layer of 1.5 inch polyisocyanurate roof insulation (R-Value of 9) to the existing metal deck. Install ½ inch polyisocyanurate crickets between roof drains.**
3. **Fully adhere Firestone Roofing Product's 60 mill EPDM (rubber) roof membrane to the new roof insulation in Firestone's Bonding Adhesive.**
4. **Flash all roof penetrations; ie (roof curbs, pitch pans, vent pipes roof drains ect.) according to Firestone Roofing Products strict warranty requirements.**
5. **New galvanized flat saddles around all heat vent pipes.**
6. **Install new treated wood nailers set on Firestone Walk Pads at all freestanding HVAC units. Install walk pads at the roof hatch also.**
7. **Fabricate and install new, 24 gauge color-clad metal coping cap with continuous galvanized metal cleat.**

American Roofing Inc. will guarantee our work against all leaks for a period of two years and provide the owners with a 20 year Red Shield Warranty from Firestone Building Products.

Needed Additions:

Add the sum of $ 1,200.00 to switch the roof insulation to a 2 inch polyisocyanurate. R-Value of 12.1. This is the cost of the insulation difference only and a very good investment in terms of utility cost savings.

Add the sum of $950.00 to spray a waterproofing brick sealant to the two interior common walls between roof sections. These walls have a prior history of moisture infiltration.

The above work could be performed as described for a budget figure of: $75,000.00---$77,500.00

We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:
$
Payment to be made as follows: Due upon completion unless other arrangements have previously been made.

American Roofing Authorized Signature _____

Acceptance of Proposal – The above prices, specifications and Conditions are satisfactory and are hereby accepted. You are Authorized to do the work as specified. Payment will be made as outlined above.

Signature_____

Signature_____

Date of Acceptance ….----------

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV
RANK 1 **FUNDED: YES** ___ **NO**___

I. **DEPARTMENT/DIVISION:** **POLICE DEPARTMENT**

II. **DESCRIPTION:** **Four (4) Patrol Officer**

III. **WHAT CITY SERVICE WILL THE REQUEST SUPPORT?:**
One of these positions is a replacement position that has not been filled for 5 years. The other three officers are to increase the department size by three. This request is to bring the police department staffing level of 21 officers.

IV. **EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:**
With the addition of additional personal to the patrol division both the efficiency and the effectiveness of the police department will be increased. The increase to patrol will also increase ability to respond to critical incidents that could occur at any one of the schools. The response time to calls for assistance should be decreased and the visible presence of additional officers will improve the effectiveness of the department. One of the position is a reinstatement the other is an addition to the staff. With vacation, sick leave usage, and military duty for a couple of officers we are able to staff shifts, but the reduction in manpower has reduced our effectiveness with as a police department.

IV. **COST:** **$_37,689.60_for Salaries per officer** **$150,758.40 for all four officers**
$_21,365.92_for Benefits **$ 85,463.68 for all four officers**

$_236,222.08_total cost for four (4) Officer

SUPPORTING DOCUMENTATION ATTACHED: No

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV
RANK 2 **FUNDED: YES ___ NO___**

I. **DEPARTMENT/DIVISION:** **POLICE DEPARTMENT**

II. **DESCRIPTION:** **One (1) part time clerk**

III. **WHAT CITY SERVICE WILL THE REQUEST SUPPORT?:**
Will support the police department in that this position will be responsible for the evidence room, all NCIC activities, and also support the full time police clerk position.

IV. **EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:**
This part time person will be responsible for the evidence room. To process incoming evidence and to make use that outdated and evidence no longer needed is purged from the evidence room. Will also be responsible for all NCIC protocol. Entering information, making sure that all files entered are correct and making sure that the department is following NCIC guidelines lines. This position will also support the full time police clerk.

IV. **COST:** **$_13.90 per hour x 30 hours $21,684.00_for Salaries**
$_15,077.71 for Benefits

$_36,761.71_total cost for one (1) part time clerk

SUPPORTING DOCUMENTATION ATTACHED: yes

Terminal Agency Coordinator (TAC) Duties & Responsibilities

Each agency with KCJIS terminal access is required to have a person assigned as a TAC. Each agency may also assign a maximum of two alternate TAC's.

TAC duties include:

- Overseeing the usage and administration of the Kansas Criminal Justice Information System (KCJIS) for your agency to ensure all KCJIS policies are strictly adhered to.

- Serve as the agency point of contact for matters concerning KCJIS and the National Crime Information Center (NCIC), if applicable, as well as being your agency's point of contact for personnel issues.

- Monitor the KCJIS website for current KCJIS and NCIC publications and distribute the information to users of the system at your agency, and any served agency.

- The monthly validation of agency records entered into NCIC and/or the Kansas Warrant File.

- TAC & alternate TAC(s) must attend formal TAC training classes. Refresher training must be attended on a biennial basis.

- For agencies having access to NCIC, oversees NCIC certifications and re-certifications for your agency.

- Coordinate agency's KCJIS terminal requests and manage the terminal users for the agency. Enter new users into KACIS, OpenFox Configurator and the nexTEST application for your agency, as well as notify the regional KHP Trainer/Auditor.

- Inform the KHP of changes in your agency head within five (5) working days and within three (3) days of an agency TAC, alternate TAC or LASO change by means of the KCJIS188 form which must be completed and faxed to KHP GHQ CJIS Unit.

- Assign and administer your agency's SecurID tokens used for KCJIS access. Monitor the use of the tokens. Assist the KHP and/or KBI with any inquiry involving the misuse of tokens.

- Assist the KHP Training and Audit Unit with your agency's triennial, special or random audits.

- Assuring agency personnel have access to, have read and understand the on line NCIC

Evidence Custodian Duties and Responsibilities:

- Attends and successfully completes training at the Kansas Law Enforcement Training Center, and obtains part-time police officer certification from the Kansas Commission on Police Officer Standards and Training
- Receives, logs, and files all submitted evidence and associated documentation received.
- Reviews all submitted evidence and associated documentation for errors.
- Prepares transfer documentation and transports evidence to the Kansas Bureau of Investigation for additional processing and/or testing.
- Manages the evidence room and all temporary evidence storage lockers.
- Complies with requests from various courts and officers to provide and make available previously submitted evidence.
- Complies with subpoenas or similar orders to provide evidence/testimony regarding chain of custody, evidence storage, storage facilities/conditions, evidence processing/transfer, and associated documentation.
- Conducts annual inventory of all evidence to maintain accountability.
- Processes all final disposition orders from all courts regarding the final status of for each piece of evidence.
- Returns, transfers, or destroys evidence in accordance with federal and state law, and/or final disposition by the court.
- Cross references evidence case records with court dispositions to determine what evidence may be disposed of.
- Prepares and submits disposition orders.
- Provides annual in-service training.

TAC

Monthly validation/auditing has not been done for at least the last six months.

Validation processing can be time consuming, and the assigned TAC (currently the detective) must place all other duties/responsibilities on hold to complete all validations/audits.

All items/articles that had not been previously validated have been automatically purged from the system. All of these items need to be re-entered into the system. The re-entry of purged items/articles will be a very time consuming process.

There are approximately 400 items that need to be validated/audited.

Failure to carry out the duties and responsibilities of the terminal area coordinator can lead to suspension or loss of access to the Regional Justice Information Service (ReJIS), Kansas Criminal Justice Information Systems (KCJIS), National Crime Information Center (NCIC) system, and Kansas Department of Motor Vehicle Records (KDOR). The loss of these systems will not only impact the day to day operations of the police department, but the municipal court as well since they also utilize the same systems.

Evidence Room

The evidence room is approximately 10ft by 10ft.

The storage capacity of the evidence room was met a number of years ago.

Evidence has to currently be stored from floor to ceiling and on rolling shelving units.

Rolling shelving units must be removed first in order to access and work in the evidence room.

The evidence room contains approximately 1,954 evidence case files consisting of more than 3,000 individual pieces of evidence.

An annual inventory has not been done for at least four years.

Two people working for five days was only able to inventory the two rolling carts. All other duties/responsibilities of both people were placed on hold during this same five day period.

During the inventory process the evidence custodian must cross reference evidence case files with municipal and district court case disposition to determine if evidence may be disposed of.

Dispositioning and disposal is a very time consuming process and has not been done for at least four years.

Failure to properly store, track, handle, and disposition of evidence can lead to civil liability for the police department and the city.

Recommendation

It is recommended that a certified part-time police officer is hired to assume the duties and responsibilities as evidence custodian and terminal agency coordinator.

Photo 01

Photo 02

Photo 03

Photo 04

Photo 05


01650
25
STORAGE BOX
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STORAGE BOX
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STORAGE BOX
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MIXED SKU'S
brother
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Photo 06

Photo 07

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV
RANK 3 FUNDED: YES___NO___

I. DEPARTMENT/DIVISION: **POLICE DEPARTMENT**

II. DESCRIPTION: 2016 Side by Side 4 x 4 and equipment

III. WHAT CITY SERVICE WILL THE REQUEST SUPPORT: This will support the patrol division with patrol and medical emergencies at events and activities within the city.

IV. EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE: With the development of the city trail system beginning the police department is requesting a utility vehicle to allow the police department to patrol the trail system. This vehicle will also be equipped to handle medical situations that may occur on the trail system. Will allow the ability to load a patient and transport them to the nearest road for treatment by EMS personnel. This vehicle will also be used at the numerous events within the City of Lansing, Lansing DAZE, Fishing Derby, and the 4th of July.

V. COST: $14,000

SUPPORTING DOCUMENTATION ATTACHED: YES__X__NO____

2016 4x4 ATV Utility
based on 2015 information

Company	Kawasaki	Honda	Polaris	Yanaha	Kubota
Model	Mule	Pioneer 700	Crew	Viking FI	RTV1140
Engine	953cc Diesel	675cc Gas	1028cc Diesel	686cc Gas	3 cyc Diesel
Cargo Capacity	350 lbs	1000 lbs	1750 1bs total	600 lbs	661 lbs
Cost	$13,999.00	$10,299.00	$14,999.00	$14,999.00	$15,400.00


RANGER

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV RANK [1]

FUNDED: YES: [ ] **NO:** [ ]

I. DEPARTMENT/DIVISION:

Parks and Recreation

II. DESCRIPTION:

Side by Side Utility Vehicle

III. WHAT CITY SERVICE WILL THE REQUEST SUPPORT:

The Parks and Recreation Department and other departments as needed

IV. EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:

This piece of equipment would be very similar to the equipment currently used at the wastewater treatment plant. The utility vehicles would be used in a wide variety of ways to include trail maintenance, sports field preparation, trash removal, and special event transportation. This piece of equipment would be very useful for accessing remote, off road areas for maintenance, like Kelly Grove and Bernard Park.

V. COST: $15,000.00

SUPPORTING DOCUMENTATION ATTACHED: YES: [X] **NO:** [ ]


POLARIS
RANGER
4x4

City of Lansing
Parks and Recreation

CIP 2016

Project Discription	CIP Funds	Grant	Other	Cost at Completion	Remarks
Trail Expense	$9,000.00			$9,000.00	
Acquisition Set Aside	$25,000.00			$25,000.00	
Total	$34,000.00			$34,000.00	

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV RANK ☐

FUNDED: YES: ☐ **NO:** ☐

I. DEPARTMENT/DIVISION:

Economic Development/CVB

II. DESCRIPTION:

Economic Development Incentives: A budgeted dollar amount that would be in place should the City choose to incentivize a company being recruited to the City or to incentivize an existing company expanding or being retained in the City. In some cases, the Leavenworth County Port Authority and/or Leavenworth County is a partner and would match the City funds going towards a project.

III. WHAT CITY SERVICE WILL THE REQUEST SUPPORT:

Business recruitment and/or existing business expansion and retention programs.

IV. EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:

Throughout the year the City, often in partnership with the Leavenworth County Development Corporation (LCDC), will submit a proposal to a company that is looking for a new or additional location. It is common that the City may consider an incentive to a company based upon a variety of factors, including but not limited to job creation, wages, capital investment, and return on investment. Alternatively, the City may choose to use an incentive package to retain an existing employer or assist an existing business looking to expand. Currently, the City does not budget for these incentives. Thus, this request would allow the City to allocate funds and reduce budgetary liability if the City decides to approve an incentive package. These funds would only be issued in conjunction with a development agreement approved by the City Council.

V. COST: $50,000

SUPPORTING DOCUMENTATION ATTACHED: YES: ☐ **NO:** ☒

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV RANK __1__ **FUNDED: YES_____NO_____**

I. DEPARTMENT/DIVISION:

Wastewater Utility Department

II. DESCRIPTION:

Twelve-Foot Snow Push Box Blade for Telehandler

III. WHAT CITY SERVICE WILL THE REQUEST SUPPORT:

This attachment for the telehandler will be used to remove snow from all city owned parking lots.

IV. EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:

The Wastewater Utility Department purchased a four-wheel drive telehandler in 2007. An attachment is available for the front boom that will allow much better snow removal at city owned parking lots. These locations include City Hall, Community Center, Municipal Services Building, Activity Center, Library, Public Works, Street Department, and the Wastewater Treatment Facility.

A box blade is used by commercial contractors for clearing snow and ice from large parking areas due to its ease of use and minimal effort. The traditional method in use by the city requires a truck to windrow the snow and continue to move in parallel lines to move snow across an area. This operation requires the driver to back up many more times than necessary, which results in increased labor cost for snow removal, increased wear and tear on the aging vehicle fleet, and exposes the operator to additional opportunities for an accident. Further, navigation around obstacles presents the driver with operational difficulties in locating proper areas for snow deposition.

A box blade pushes all the snow in a swath as wide as the box, and contains that snow as the vehicle passes over the area. The snow is then pushed into a pile without the need for windrowing. It is estimated that this method is at least fifty percent more efficient than the traditional method. The unit will be operated by Wastewater Department staff to clean the Wastewater Treatment Facility, and then in support emergency snow removal operations.

V. COST: $10,000

SUPPORTING DOCUMENTATION ATTACHED: YES

ANBO®
ATTACHMENTS
www.anbomanufacturing.com

Site Plow Extreme

MADE IN AMERICA

Push more material in front of the blade and with less material spilling out the ends of the blade.

Set your blade height to fit your application. Pull snow or other material away from a structure in confined spaces.

Clamp it to your existing bucket or it can be ordered with your machine's specific mounts.

Site Plow Extreme — Approx. 45-160 Horsepower

Model	Weight	Mold Board Thickness	Blade Height	Max Angle
8'SPE	1180	1/4"	31 1/2"	Straight
10'SPE	1200	1/4"	31 1/2"	Straight
11'SPE	1240	1/4"	31 1/2"	Straight
12'SPE	1285	1/4"	31 1/2"	Straight

Wider Sizes available upon request.
Blades can be build to fit pin-on or quick attach style mounts and fit over bucket lip and front 3-point.

Options

- Cross-Over Valve
- Blade Height Extension For Snow
- Rubber Cutting Edge
- Heavy-duty Pin On Box Ends
- Pull back upper cutting edge
- Quick-attach or pin-on mounts for most loaders

All items are subject to change without notice.
ANBO's Standard 1 year parts and labor warranty are included.
No other warranties are implied.

*** ALL MEASUREMENTS ARE APPROXIMATE**

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ANBO® ATTACHMENTS
ANBO Manufacturing
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Fax 1-509-684-1997
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CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV RANK __2___ **FUNDED: YES_____NO_____**

I. DEPARTMENT/DIVISION:

Wastewater Utility Department / Collection System Division

II. DESCRIPTION:

Full Time Collection System Operator

III. WHAT CITY SERVICE WILL THE REQUEST SUPPORT:

The employee will work full time in the collection system division.

IV. EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:

The Wastewater Utility Department currently has only one employee that it has dedicated to the maintenance of the wastewater collection system and the field work required for sanitary sewer locates. On average, this department processes around 100 locate requests a month, which is equivalent to five per workday. This call volume does not show any signs of decreasing in the future. Currently, the sole employee in this division is responsible for marking these facilities, which leaves little time for other essential functions. These include manhole condition assessment, pretreatment facility inspection, grease trap inspections, interim capital project inspections, and coordination of collection system repairs and rehabilitation.

V. COST: Wages $35,346 + Benefits $17,789 = $53,135

SUPPORTING DOCUMENTATION ATTACHED: YES

City of Lansing
POSITION DESCRIPTION

POSITION TITLE: Wastewater Collection System Operator II
DEPARTMENT: Wastewater
REPORTS TO: Wastewater Utility Superintendent
LEVEL: 8

JOB SUMMARY

General operation, maintenance, and repair of the wastewater collection system. Responsible for cleaning and videotaping sanitary sewers, working with hand and power tools, and operation of vehicles and equipment. Performs routine and emergency maintenance and repair to the collection system to prevent and eliminate blockages, all in an effort to meet CMOM legislation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1) Responsible for the daily operation, maintenance, and repair of the Wastewater Collection System infrastructure to include: manholes, sewer mains, and lift stations as directed.
2) Assists with the planning, scheduling, and inspecting maintenance and repairs to the collection system.
3) Performs collection system maintenance and repair tasks, and maintains up to date collection system maps.
4) Accomplishes routine cleaning and general grounds maintenance of all the department's facilities.
5) Operates and maintains a variety hand and power tools, including welders, machine shop tools, digital amp, voltage multimeters, and lawnmowers.
6) Performs regular inspection of industrial pretreatment facilities and users to enforce compliance with the cities Sanitary Sewer Ordinances.
7) Operates and maintains all Wastewater Department Vehicles.
8) Responds promptly to after hours emergencies for the Wastewater Plant and collection system as directed by thei supervisor.
9) Work with and supervise minimum-security inmates from the Lansing Correctional Facility.
10) Responds tactfully and courteously to all inquiries from citizens, staff, and the city administrator; advises the supervisor of the inquiry.
11) Performs locates for Kansas One Call to clearly identify and locate underground sanitary and storm sewer appliances and appurtenances.
12) Complies with the safety policies of the city, including wear and use of appropriate protective and safety equipment.
13) Performs other related duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

Able to keep records when doing checks and maintenance on equipment. Mathematical and science aptitude. Ability to read blueprints and shop drawings, and enter data for record keeping. Ability to maintain effective relations with staff, elected officials, and the general public.

PHYSICAL REQUIREMENTS

Able to stand, walk, climb, bend, sit, ride, grasp, kneel, push, pull, and perform a variety of similar body movements. Have the ability to exert 50 to 100 pounds occasionally, or 25 to 50 pounds frequently, or 10 to 20 pounds constantly. Ability to climb 40-foot ladder with no fear of heights, and enter 24-inch manholes, 4 to 16 feet deep, for inspections and cleaning. Able to collect various samples of effluents, raw sewage, and sludge, and work in an environment with odor characteristic of a wastewater treatment plant. Must possess hand/eye/foot coordination adequate to operate equipment and vehicles, the ability to talk and hear in person, by telephone and two-way radio, see and read

instructions, shop drawings and operation and maintenance manuals. Able to perform laborious tasks for extended periods of time under adverse weather conditions.

Physical Capacity Level requirement is 4.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

City's safety requirements include wearing city issued steel toe safety shoes, uniforms, and all other personal protective equipment. Mandatory seat belt usage when driving or riding in a vehicle during paid time. Compliance with wear and use of all site specific equipment, including safety helmets, safety glasses, and body harness when operating in a confined space environment.

EDUCATION, TRAINING, AND EXPERIENCE

a) High School diploma or equivalent.
b) Wastewater experience is not required, but must possess sound mechanical aptitude and ability.
c) Training in related fields such as plumbing, auto mechanics, shop fabrication, or equipment operation.
d) On-the-job training and wastewater correspondence courses will be provided and must successfully pass a State of Kansas Class I Wastewater Collection System Operator Certification Exam within 18 months from the date of employment.
e) Within 6 months of hire date must obtain KS Class B Commercial Driver's License with air brake and tanker endorsements.

SELECTION GUIDELINES

Formal application, rating of education, and experience; oral interview and reference check; job related tests may be required.

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

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

SIGNATURE/APPROVAL

Employee: _____ Date: _____

Department Head: _____ Date: _____

Reviewed and approved by City Administrator: _____ Date: _____

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV RANK __3___ **FUNDED: YES____NO____**

I. DEPARTMENT/DIVISION:

Wastewater Utility Department

II. DESCRIPTION:

System Wide Sanitary Sewer Evaluation Study (SSES)

III. WHAT CITY SERVICE WILL THE REQUEST SUPPORT:

This study will identify the current deficiencies of the collection system that require repair and replacement due to field conditions encountered during intensive internal pipe and manhole inspections.

IV. EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:

A sanitary sewer master plan was completed in 2014. This study identified areas of the current collection system that are undersized due to capacity issues. The study also created a work log of future collection system maintenance in areas identified with excessive inflow and infiltration. The last element of the master plan was to generate a list of projects needed to deal with immediate capacity issues for the existing system and develop planning costs for the future pipe network.

One of the major benefits of having a SSES is that it demonstrates to the federal and state regulatory officials that the City of Lansing is practicing best management practices and making an effort to reduce and eliminate collection system permit violations, maintain adequate mapping records, and develop short and long term maintenance activities. A cost/benefit analysis would be developed to determine where best to spend the utility's funds, and to use the most cost effective repair solutions to maximize the ratepayer's dollar.

Department personnel have consulted with an engineering firm to try to come up with an initial scope of work to complete a sanitary sewer evaluation study and to help identify preliminary goals of such a plan. These include identifying existing system deficiencies due to age and condition decline, inflow and infiltration identification and reduction, future flow meter locations, a formal collection system rehabilitation and replacement schedule, CMOM compliance, and an annual CIP program. Components and activities of such a plan can vary widely depending on the level of complexity desired.

The primary activities identify of an SSES would be to investigate the areas of the collection system that are prone to flooding and areas that receive a lot of groundwater from rainfall. This groundwater peaks the flows in the system by four to five times the normal dry weather flow. This leads to backups into homes and businesses, and hydraulic overload at the new treatment plant. The plant is designed to handle these flows, but these flows need to be reduced by making repairs or modifications to the system. By eliminating these flows, power costs and equipment run times are lessened, and backups and overflows will be minimized. There is a definite reduction in operating costs as all of these "leakers" are repaired or replaced.

In addition to the above activities, smoke testing and TV inspection could be done of *some or all* areas of the collection system to confirm what the best course of action should be. A formal

report would provide a future work schedule for the city to consider when making budgets and setting rates for the coming years.

As stated earlier, the costs for a SSES can vary depending on the amount of information and depth of assessment needed. But, the more information we have, then the better the decisions we can make. Initial cost estimates for such a plan can range from $250,000 to $350,000, but these costs can be broken down over budget cycles to minimize the initial annual cost. More detailed information can be attained once a consulting engineering firm has been selected.

V. COST: $250,000 to $350,000

SUPPORTING DOCUMENTATION ATTACHED: NO

CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2016

DEPT/DIV RANK __4___ **FUNDED: YES_____NO_____**

I. DEPARTMENT/DIVISION:

Wastewater Utility Department / Operations Division

II. DESCRIPTION:

Full Time Wastewater Facility Operator/Lab Technician

III. WHAT CITY SERVICE WILL THE REQUEST SUPPORT:

The employee will work full time at the wastewater treatment facility.

IV. EXPLAIN HOW THE REQUEST WILL IMPROVE THE EFFICIENCY OR EFFECTIVENESS OF THIS CITY SERVICE:

For the past several years, the staff the Wastewater Utility Department consisted of seven full time employees and one inmate from the Lansing Correctional Facility. Since January 2010, this department has done without an inmate that it has counted on for completion of a variety of tasks. The inmate program was disbanded after wastewater rate negotiations between the two entities concluded and entered a new service contract. Further, the seventh employee from the department was eliminated in 2011. This employee is needed to continue to provide full spectrum operations of the facility.

V. COST: Wages $35,346 + Benefits $17,789 = $53,135

SUPPORTING DOCUMENTATION ATTACHED: YES

CITY OF LANSING
POSITION DESCRIPTION

POSITION TITLE: Wastewater Operator II
DEPARTMENT: Wastewater
REPORTS TO: Chief Plant Operator
LEVEL: 8

JOB SUMMARY

Aids licensed operators in daily operations, maintenance, and repairs to Wastewater Treatment Plant and the Wastewater Collection System as directed. Must obtain Kansas Class B CDL with air brake and tanker endorsements within 6 months of hire date.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists with the daily operation, maintenance, and repair of the Wastewater Treatment Plant equipment and facilities as directed.
2. Accomplishes routine cleaning of all Wastewater Treatment facilities.
3. Operates and maintains a variety of both hand and power tools, including, welders, machine shop tools, digital amp and voltage multimeters.
4. Performs general grounds maintenance, including mowing and weed eating, general cleanup, painting preparation and painting.
5. Operates and maintains all Wastewater Department Vehicles.
6. Possess computer skills to be able to enter and edit data in spreadsheets, operate touch screen controls for various pieces of equipment, and operate inventory control devices for maintenance management.
7. Responds tactfully and courteously to all inquires and complaints from citizens, city staff, the city administrator, elected officials, and advises their immediate supervisor of the request/complaint.
8. Work with and supervise minimum-security inmates from the Lansing Correctional Facility.
9. Complies with the safety policies of the city, including wear and use of appropriate protective and safety equipment.
10. Responds promptly to after hours emergencies at both the Wastewater Plant and the collection system as directed by their supervisor.
11. Operates and maintains the biosolids dewatering, disposal, composting; land application equipment and application of biosolids.
12. Collects various samples of wastewater, including, but not limited to; raw influent, mixed liquor, effluent, leachate, sludge, soil, and biosolids.
13. Assist lab personnel with analysis of various samples and aid with the adjustment of processes to obtain desired results.
14. Performs sanitary and storm sewer collection system maintenance and repair, including manholes, sewer mains, and lift stations.
15. Performs locates for Kansas One Call to clearly identify and locate underground sanitary and storm sewer appliances and appurtenances.
16. Performs all other related duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

Ability to keep records when doing checks and maintenance on equipment. Knowledge regarding proper selection and use of tools to obtain desired outcome. Mathematical and scientific aptitude. Excellent troubleshooting skills and techniques to analyze and repair equipment and processes. Ability to maintain effective relations with staff, elected officials, and the general public.

PHYSICAL REQUIREMENTS

Able to stand, walk, climb, bend, sit, ride, grasp, kneel, push, pull, and perform a variety of similar body movements. Ability to exert 50 to 100 pounds occasionally, or 25 to 50 pounds frequently, or 10 to 20 pounds constantly. Ability to climb 40-foot ladder with no fear of heights, and enter 24-inch manholes, 4 to 16 feet deep, for inspections and cleaning. Able to collect various samples of effluents, raw sewage, and sludge, and work in an environment with odor characteristic of a wastewater treatment plant. Possess hand/eye/foot coordination adequate to operate equipment and vehicles, the ability to talk and hear in person, by telephone and two-way radio; to see and read instructions, shop drawings, documents, plans, specifications, and operation and maintenance manuals. Must be able to perform laborious tasks for extended periods of time, under adverse weather conditions.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Safety requirements include, but are not limited to wearing city issued steel toe safety shoes, uniforms, and all other personal protective equipment. Mandatory seat belt usage. Required to comply with wear and use of all site specific equipment, including safety helmets, safety glasses, and body harness when operating in a confined space environment.

EDUCATION, TRAINING, AND EXPERIENCE

High School diploma or equivalent. Prior wastewater experience is not required, but must possess sound mechanical aptitude and ability. Training in related fields such as plumbing, auto mechanics, shop fabrication, or equipment operation is desired. On-the-job training and wastewater correspondence courses will be provided with the knowledge, skills and abilities to successfully pass a KS Class I Wastewater Treatment Plant Operator or Biosolids Operator Certification Exam within 18 months from the date of employment. Additionally, within 6 months of hire date must obtain KS Class B Commercial Driver's License with air brake and tanker endorsements.

SIGNATURE/APPROVAL

Employee: _____ Date: _____ Wastewater Utility Supt: _____ Date: _____

Wastewater Utility Director: _____ Date: _____

Reviewed and approved by City Administrator: _____ Date: _____

Revised: March 2006