



AGENDA
BASEHOR CITY COUNCIL
January 16, 2012 7:00 p.m.
Basehor City Hall

1. **Roll Call** by Mayor Terry Hill and Pledge of Allegiance
2. **Consent Agenda** *(Items to be approved by Council in one motion, unless objections raised)*
 - a) Approve December 19, 2011 Minutes
 - b) Approve Treasurer's Report
 - c) Accident Reporting Database

3. **Call to Public**

Members of the public are welcome to use this time to comment about any matter relating to City business that is listed on this Agenda. The comments that are discussed under "Call to Public" may or may not be acted upon by the Council during this meeting. There is a five-minute time limit. (Please wait to be recognized by the Mayor then proceed to the podium; state your name and address).

4. **Unfinished Business** - (None at this time)
5. **New Business** – (None at this time)
6. **City Administrator's Report**
7. **Mayor's Report**
8. **Council Members Report**
9. **Executive Session** (if needed)
10. **Adjournment**

Basehor City Council reserves the right to amend the agenda following its publication in the Basehor Sentinel newspaper. Citizens are encouraged to attend all public meetings. Updates to the agenda may be viewed at www.cityofbasehor.org



Basehor City Council Meeting Minutes

Basehor City Hall, 2620 N. 155th

December 19, 2011 7:00 p.m.

1. Roll Call by Mayor Terry Hill and Pledge of Allegiance

Mayor Terry Hill called the meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

Council Members present: Mayor Terry Hill, Council President Dennis Mertz, Iris Dysart, Fred Box, Travis Miles, David Breuer

Staff Present: Interim City Administrator Lloyd Martley, City Superintendent Gene Myracle, City Engineer Mitch Pleak, City Clerk/Finance Director Corey Swisher, City Attorney Shannon Marcano

2. Consent Agenda

- a. November 7 & 21, City Council Minutes
- b. Treasurer's Report
- c. Shorty's Liquor License & Casey's Malt Cereal Beverage License Renewal
- d. Basehor PRIDE Support Resolution
- e. Mutual Aid Agreement (City of Lansing)
- f. Resolution 2011-16 / City Boundary
- g. 2012 Court Services Agreement

Mertz moved to approve the Consent Agenda with Miles seconding. The motion passed unanimously, 5-0.

3. Call to Public

Jim Washington asked for the Urban Boundary to be standardized. He then spoke in favor of Council pursuing a Generally Accepted Accounting Principles (GAAP) compliant independent external audit.

Elaine Bundy asked Council to choose a GAAP compliant audit.

Martha Brooks asked for better City accounting.

Carol Washington asked Council to choose a GAAP compliant audit.

4. Unfinished Business

There was none.

New Business

5. 2011 Budget Amendment Public Hearing

Hill called the Public Hearing to order.

During a pause for public comment, Jim Washington informed the audience the proposed Solid Waste Fund budget amendment was standard operating procedure.

Miles moved to close the Public Hearing with Breuer seconding. The motion passed unanimously, 5-0.

6. Approve 2011 Solid Waste Fund Budget Amendment

Mertz moved to approve the Solid Waste Fund Budget amendment with Miles seconding. The motion passed unanimously, 5-0.

7. Establish Date to Readdress Sewer District #3 Annexation

Mertz moved to readdress the annexation of Sewer District #3 in June of 2012 with Miles seconding. The motion passed unanimously, 5-0.

8. Consider 2011 Independent External Audit

Dysart moved to perform a Generally Accepted Accounting Principles (GAAP) compliant audit for the 2011 fiscal year with Box seconding. The motion passed 3-2, with Breuer and Miles opposed.

Mertz then moved to enter Executive Session for 15 minutes for the purpose of attorney client privilege to include the Interim City Administrator, City Attorney and the City's outside legal counsel with Miles seconding. The motion passed unanimously, 5-0. The Council returned at 8:00 p.m. No action was taken.

Mertz moved to break for five minutes prior to returning to Executive Session for the purpose of attorney client privilege to include the Interim City Administrator, City Attorney and the City's outside legal counsel and return to the Council Chambers at 8:20 p.m. with Miles seconding. The motion passed unanimously, 5-0. The Council returned at 8:20 p.m. No action was taken.

9. City Administrator's Report

Martley announced the results of the Basehor Care Council donation decisions:

Basehor Chamber of Commerce - \$2,500

Basehor Kiwanis Club - \$500

Basehor PRIDE - \$2,500

BLAS - \$2,500

Bob Wiley Memorial VFW - \$1,500

Basehor Dairy Days Association - \$2,750

Basehor Historical Museum Association - \$2,750

10. Mayor's Report

Hill wished Council and the audience a Merry Christmas.

11. Council Members Report

Mertz asked if the scheduled 2.5% sewer rate increase was still necessary. He then inquired about the legality of an email that had been received by several members of the community and asked for an updated accounts receivables list and 2012 Budget Book.

12. Executive Session

Council entered Executive Session earlier in the meeting.

13. Adjournment

Miles moved to adjourn the meeting at approximately 9:30 p.m. with Breuer seconding. The motion passed unanimously, 5-0.

Terry Hill, Mayor

Attest:

Corey Swisher, City Clerk



The City of Basehor

Date: January 10, 2012

To: Basehor City Council

From: Corey Swisher, City Clerk/Finance Director

Re: December 2011, Treasurer's Report

The attached report contains the financial summaries of the revenue and expenditure activities of the City of Basehor for the month ending December 31, 2011. Some highlights include:

1. Sales tax collections increased in December for the third straight month. Total 2011, collections were only slightly behind 2010, collections.
 2. Sewer Fund revenue tracked as projected.
 3. The Solid Waste Fund remained healthy. When the 2011 Budget was developed in the summer of 2010 the cost to the City for solid waste disposal was unknown. Subsequently, expenses will end the year higher than anticipated. Council approved a budget amendment for this Fund in December.
 4. The Capital Improvement Fund expenditure column reports a negative balance as the ad valorem taxes originally paid on the Field of Dreams Athletic Complex were refunded.
 5. The Municipal Equipment Reserve Fund includes three purchases which were approved in May. These include the City Engineer's vehicle (truck), Public Works tack cart and Police Department patrol vehicle..
 6. General Fund Departments performed well through the 2011. Combined, the operating Departments ended the year approximately \$328,000 under budget.
-

CITY OF BASEHOR

JANUARY 2012 FINANCIAL SNAPSHOT (Jan. - Dec. 2011)

Funds

Fund	Budget	Revenues	Expenditures	% Utilized
General	\$2,048,180	\$1,865,621	\$1,720,143	84%
Bond & Interest	\$727,489	\$1,021,875	\$654,023	90%
Special Highway	\$1,281,000	\$394,921	\$276,014	22%
Special Park	\$67,500	\$14,904	\$60,080	89%
Sewer	\$1,666,235	\$1,785,322	\$1,420,542	85%
Solid Waste	\$280,000	\$271,015	\$255,871	91%
Municipal Equipment Reserve	\$63,000	\$69,835	\$89,119	141%
Capital Improvement	\$500,000	\$52,023	-\$1,687 *	0%
Employee Benefit	\$499,155	\$515,265	\$443,070	89%
Cedar Lake Maintenance	\$44,141	\$20,015	\$36,384	82%

*The City received back the property taxes paid on the FOD.

Department

General	Budget	Expenditures	Remaining Balance	% Utilized
Administrator	\$256,200	\$154,301	\$101,899	60%
Street Department	\$214,450	\$208,254	\$6,196	97%
Governing Body	\$59,620	\$77,499	-\$17,879	130%
Police	\$799,350	\$692,295	\$107,055	87%
City Facilities	\$79,100	\$80,115	-\$1,015	101%
Park & Recreation	\$59,450	\$60,700	-\$1,250	102%
Human Resources	\$20,000	\$13,716	\$6,284	69%
Miscellaneous	\$136,910	\$90,642	\$46,268	66%
Planning & Zoning	\$179,300	\$124,252	\$55,048	69%
Clerk/Finance	\$243,800	\$218,243	\$25,557	90%

CITY OF BASEHOR

JANUARY 2012 FINANCIAL SNAPSHOT (Jan. - Dec. 2011)

Funds

Fund	Budget	Revenues	Expenditures	% Utilized
General	\$2,048,180	\$1,865,621	\$1,720,143	84%
Bond & Interest	\$727,489	\$1,021,875	\$654,023	90%
Special Highway	\$1,281,000	\$394,921	\$276,014	22%
Special Park	\$67,500	\$14,904	\$60,080	89%
Sewer	\$1,666,235	\$1,785,322	\$1,420,542	85%
Solid Waste	\$280,000	\$271,015	\$255,871	91%
Municipal Equipment Reserve	\$63,000	\$69,835	\$89,119	141%
Capital Improvement	\$500,000	\$52,023	-\$1,687 *	0%
Employee Benefit	\$499,155	\$515,265	\$443,070	89%
Cedar Lake Maintenance	\$44,141	\$20,015	\$36,384	82%

*The City received back the property taxes paid on the FOD.

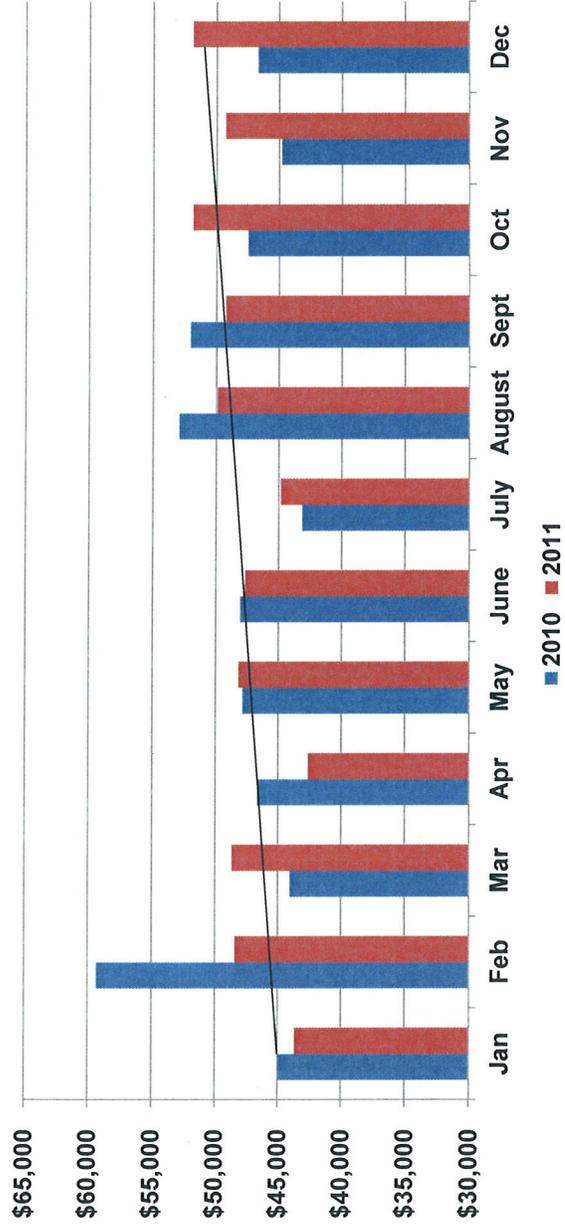
Department

Department	Budget	Expenditures	Remaining Balance	% Utilized
General				
Administrator	\$256,200	\$154,301	\$101,899	60%
Street Department	\$214,450	\$208,254	\$6,196	97%
Governing Body	\$59,620	\$77,499	-\$17,879	130%
Police	\$799,350	\$692,295	\$107,055	87%
City Facilities	\$79,100	\$80,115	-\$1,015	101%
Park & Recreation	\$59,450	\$60,700	-\$1,250	102%
Human Resources	\$20,000	\$13,716	\$6,284	69%
Miscellaneous	\$136,910	\$90,642	\$46,268	66%
Planning & Zoning	\$179,300	\$124,252	\$55,048	69%
Clerk/Finance	\$243,800	\$218,243	\$25,557	90%

SALES TAX 2007-2011

	2007	2008	2009	2010	2011	Diff. '10 - '11	% Difference	2010 YTD	2011 YTD	Diff. '10 - '11	% Difference
Jan	43,040.41	43,516.85	43,726.32	44,933.16	43,677.78	-1,255.38	-2.9%	44,933.16	43,677.78	-1,255.38	-2.8%
Feb	44,273.79	46,544.07	49,937.92	59,338.25	48,453.55	-10,884.70	-21.8%	104,271.41	92,131.33	-12,140.08	-11.6%
Mar	35,899.77	46,125.81	59,417.29	44,064.14	48,692.52	4,628.38	7.8%	148,335.55	140,823.85	-7,511.70	-5.1%
Apr	39,334.11	41,298.70	41,900.26	46,686.51	42,633.11	-4,053.40	-9.7%	195,022.06	183,456.96	-11,565.10	-5.9%
May	45,142.71	44,634.80	41,070.02	47,865.00	48,186.99	321.99	0.8%	242,887.06	231,643.95	-11,243.11	-4.6%
June	46,335.58	52,647.16	43,320.60	48,059.05	47,682.94	-376.11	-0.9%	290,946.11	279,326.89	-11,619.22	-4.0%
July	49,500.52	47,720.81	46,612.85	43,151.43	44,834.43	1,683.00	3.6%	334,097.54	324,161.32	-9,936.22	-3.0%
Aug	46,173.87	47,209.53	50,284.61	52,935.19	49,903.11	-3,032.08	-6.0%	387,032.73	374,064.43	-12,968.30	-3.4%
Sept	44,486.92	50,855.51	52,550.48	52,062.71	49,250.84	-2,811.87	-5.4%	439,095.44	423,315.27	-15,780.17	-3.6%
Oct	51,633.80	48,068.36	52,382.92	47,483.47	51,883.08	4,399.61	8.4%	486,578.91	475,198.35	-11,380.56	-2.3%
Nov	46,598.51	43,264.92	47,111.87	44,789.92	49,270.35	4,480.43	9.5%	531,368.83	524,468.70	-6,900.13	-1.3%
Dec	44,281.28	43,884.31	56,073.14	46,693.70	51,874.96	5,181.26	9.2%	578,062.53	576,343.66	-1,718.87	-0.3%
	536,701.27	555,770.83	584,388.28	578,062.53	576,343.66	-1,718.87	-0.3%				

2010-11 Month to Month Comparison





SEWER FUND HIGHLIGHTS

	2010	2011	
MONTH	SWR COUNT	SWR COUNT	% DIFFERENCE
January	1655	1679	1.43%
February	1658	1676	1.07%
March	1663	1679	0.95%
April	1666	1774	6.09%
May	1671	1781	6.18%
June	1674	1779	5.90%
July	1668	1778	6.19%
August	1670	1781	6.23%
September	1672	1774	5.75%
October	1671	1777	5.97%
November	1670	1770	5.65%
December	1676	1776	5.63%
AVERAGE	1668	1752	4.75%

	2010	2011	
MONTH	SWR BILLED	SWR BILLED	% DIFFERENCE
January	\$57,650.02	\$80,781.73	40.12%
February	\$57,919.69	\$80,627.21	39.21%
March	\$57,968.33	\$80,471.02	38.82%
April	\$58,142.23	\$80,010.76	37.61%
May	\$57,035.02	\$90,216.49	58.18%
June	\$59,123.05	\$89,998.38	52.22%
July	\$58,427.72	\$89,284.06	52.81%
August	\$58,478.41	\$90,683.38	55.07%
September	\$57,767.28	\$91,270.81	58.00%
October	\$57,921.75	\$91,521.37	58.01%
November	\$57,896.98	\$86,644.10	49.65%
December	\$57,517.53	\$86,654.61	50.66%
TOTAL	\$695,848.01	\$1,038,163.92	49.20%

	2010	2011	
MONTH	AVERAGE SWR BILL	AVERAGE SWR BILL	% DIFFERENCE
January	\$34.83	\$48.11	38.14%
February	\$34.93	\$48.11	37.72%
March	\$34.86	\$47.93	37.49%
April	\$34.90	\$45.10	29.23%
May	\$34.13	\$50.65	48.40%
June	\$35.32	\$50.59	43.23%
July	\$35.03	\$50.22	43.36%
August	\$35.02	\$50.92	45.40%
September	\$34.55	\$51.45	48.91%
October	\$34.66	\$51.50	48.60%
November	\$34.67	\$48.95	41.19%
December	\$34.32	\$48.79	42.16%
AVERAGE	\$34.77	\$49.36	41.99%



SOLID WASTE FUND HIGHLIGHTS

MONTH	2010	2011	% DIFFERENCE
	SOLID WASTE COUNT	SOLID WASTE COUNT	
January	1,458	1,639	11.04%
February	1,463	1,635	10.52%
March	1,469	1,633	10.04%
April	1,475	1,638	9.95%
May	1,488	1,639	9.21%
June	1,493	1,642	9.07%
July	1,493	1,639	8.91%
August	1,496	1,639	8.72%
September	1,494	1,645	9.18%
October	1,492	1,647	9.41%
November	1492	1633	8.63%
December	1487	1639	9.27%
AVERAGE	1,483	1,639	9.50%

MONTH	2010	2011	% DIFFERENCE
	SOLID WASTE BILLED	SOLID WASTE BILLED	
January	\$14,625.07	\$16,413.01	10.89%
February	\$14,670.04	\$23,010.32	36.25%
March	\$14,699.83	\$22,959.12	35.97%
April	\$14,762.29	\$23,033.99	35.91%
May	\$14,892.23	\$23,040.15	35.36%
June	\$14,959.42	\$23,065.60	35.14%
July	\$14,964.73	\$23,017.69	34.99%
August	\$14,995.03	\$23,030.35	34.89%
September	\$14,985.04	\$23,112.81	35.17%
October	\$14,974.40	\$23,166.10	35.36%
November	\$14,966.07	\$23,016.61	34.98%
December	\$14,899.96	\$23,041.09	35.33%
TOTAL	\$178,394.11	\$269,906.84	33.35%

MONTH	2010	2011	% DIFFERENCE
	AVERAGE BILL	AVERAGE BILL	
January	\$10.03	\$10.01	-0.20%
February	\$10.03	\$14.07	40.28%
March	\$10.01	\$14.06	40.46%
April	\$10.01	\$14.06	40.46%
May	\$10.01	\$14.06	40.46%
June	\$10.02	\$14.05	40.22%
July	\$10.02	\$14.04	40.12%
August	\$10.02	\$14.05	40.22%
September	\$10.02	\$14.05	40.18%
October	\$10.04	\$14.07	40.14%
November	\$10.03	\$14.09	40.48%
December	\$10.02	\$14.06	40.32%
AVERAGE	\$10.02	\$13.72	36.93%

Check Register Report

Date: 12/16/2011

Time: 4:10 PM

Page: 1

City Of Basehor

#	Check Date Ref#	Void/Stop Date GL Number	Status	Vendor#	Vendor Name Line Distribution Description	Check Description	Amount
19331	12/16/2011 13594	01-005-752	Printed	ATMOS ENER	ATMOS ENERGY	GAS SERVICE	596.64
						Check Amount	<u>596.64</u>
19332	12/16/2011 13595	01-001-774	Printed	BASEHOR CH	BASEHOR CHAMBER OF COMMERCE	DEC MTG/SWISHER,C	10.00
						Check Amount	<u>10.00</u>
19333	12/16/2011 13596	01-004-799	Printed	CLAIBORN/D	DANIEL C. CLAIBORN	PSYCH EVAL X2/OFFICERS	850.00
						Check Amount	<u>850.00</u>
19334	12/16/2011 13597	01-017-765	Printed	DESIGN ENE	DESIGN ENERGY GROUP	CODE REVIEW FEES/PINEHURST	715.00
						Check Amount	<u>715.00</u>
19335	12/16/2011 13598	01-000-212	Printed	HARTFORD	HARTFORD RETIREMENT PLANS	457/401A RETIREMENT CONTRIB	315.00
		13598 20-014-773					2,981.82
						Check Amount	<u>3,296.82</u>
19336	12/16/2011 13599	01-012-745	Printed	HUMAN RESO	HUMAN RESOURCE SOLUTION	HR SUPPORT PLUS/DEC 2011	350.00
						Check Amount	<u>350.00</u>
19337	12/16/2011 13600	05-009-790	Printed	JOHNSON CL	JOHNSON COUNTY GOVERNMENT	BI-MONTHLY TEST FACILITY FLOW	179.00
						Check Amount	<u>179.00</u>
19338	12/16/2011 13608	01-004-783	Printed	KS CHF POL	KANSAS ASSOC FOR CHIEF OF POL	MBRSHP/MARTLEY, LLOYD	50.00
						Check Amount	<u>50.00</u>
19339	12/16/2011 13601	01-004-799	Printed	KBI LAB	KANSAS BUREAU OF INVESTIGATION	LAB FEES/BUTLER, M G	400.00
		13602 01-004-799					400.00
						Check Amount	<u>800.00</u>
19340	12/16/2011 13609	20-014-737	Printed	KS MUNCINS	KANSAS MUNC INSURANCE TRUST	2012 WORK COMP INS PREM	20,510.00
						Check Amount	<u>20,510.00</u>
19341	12/16/2011 13603	05-009-789	Printed	KANSAS ONE	KANSAS ONE-CALL SYSTEMS, INC.	MONTHLY LOCATE SVC/NOV	51.45
						Check Amount	<u>51.45</u>
19342	12/16/2011 13604	01-000-248	Printed	KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	511.89
						Check Amount	<u>511.89</u>
19343	12/16/2011 13605	01-000-208	Printed	KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB	1,153.88
		13605 20-014-786					2,401.73
		13605 01-000-211					4.85
						Check Amount	<u>3,560.46</u>
19344	12/16/2011		Printed	LEAV TREAS	LEAVENWORTH CO TREASURER	1ST HALF PROP TAX DUE	

Check Register Report

Date: 12/16/2011

Time: 4:10 PM

Page: 2

City Of Basehor

#	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#		GL Number			Line Distribution Description		
		13607 18-000-799					1,272.05
						Check Amount	<u>1,272.05</u>
19345	12/16/2011		Printed	LV SHERIFF	LEAVENWORTH COUNTY SHERIFF	JAIL FEES/NOV 2011	
		13606 01-004-764					437.50
						Check Amount	<u>437.50</u>
19346	12/16/2011		Printed	MAC'S FENC	MAC'S FENCE	(13) BAGS-6' BLUE FENCE SLATE	
		13610 05-009-789					650.00
						Check Amount	<u>650.00</u>
19347	12/16/2011		Printed	MERCHANT S	MERCHANT SERVICES GROUP	CITY WIDE CREDIT CARD FEES	
		13611 01-005-799					109.62
						Check Amount	<u>109.62</u>
19348	12/16/2011		Printed	ODONNELL	O'DONNELL & SONS CONSTRUCTION	REPAIR DAMAGED NEW PAVED ST	
		13612 10-000-849					2,719.20
						Check Amount	<u>2,719.20</u>
19349	12/16/2011		Printed	PARIS MACH	PARIS MACHINE & WELDING	2 NEW CUTTING EDGE/LAWTON	
		13614 10-000-811					583.66
						Check Amount	<u>583.66</u>
19350	12/16/2011		Printed	PRAY	WILLIAM E. PRAY	MUNICIPAL JUDGE SERVICES	
		13625 01-004-766					300.00
						Check Amount	<u>300.00</u>
19351	12/16/2011		Printed	REAVEY LAW	REAVEY LAW LLC	LEGAL SVCS/CEDAR LAKE	
		13615 01-017-751					143.00
						Check Amount	<u>143.00</u>
19352	12/16/2011		Printed	REGISTER	REGISTER OF DEEDS	LAREDO BILLING/OCT 2011	
		13632 01-017-799					60.00
						Check Amount	<u>60.00</u>
19353	12/16/2011		Printed	SELECT SEC	SELECT SECURITY SYSTEMS	MONITOR SVC/PUB WORKS/DEC	
		13618 01-002-799					30.00
		13617 01-002-799					19.00
		13616 01-008-799					19.00
						Check Amount	<u>68.00</u>
19354	12/16/2011		Printed	SPECTRA	SPECTRA	WINTER GLOVES/ANTI SIEZE-EQUIP	
		13619 05-009-789					260.00
		13621 05-009-803					51.80
		13621 01-011-813					125.65
		13620 05-009-789					360.00
						Check Amount	<u>797.45</u>
19355	12/16/2011		Printed	SPOTS OFF	SPOTS OFF LLC	CAR WASHES/PLAN/NOV	
		13622 01-004-761					14.19
		13631 01-017-761					5.00
						Check Amount	<u>19.19</u>
19356	12/16/2011		Printed	UNRUH	PAMELA UNRUH	REIMB UTIL BILL OVERPAYMENT	
		13623 05-000-521					60.00
						Check Amount	<u>60.00</u>

Check Register Report

Date: 12/16/2011
 Time: 4:10 PM
 Page: 3

Basehor

Check #	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#	GL Number	Line Distribution Description					
19357	12/16/2011		Printed	WESTLAND C	WESTLAND CONSTRUCTION	400LF DIRECTIONAL BORS/PARK	1,800.00
	13624	04-000-850					1,800.00
						Check Amount	1,800.00
19358	12/16/2011		Printed	WHITE GROS	WHITE GOSS BOWERS MARCH	CITY ATTORNEY FEES/SPECIAL	1,141.00
	13630	01-003-751					2,018.00
	13629	01-003-751					142.50
	13628	01-017-751					652.50
	13628	01-003-751					75.00
	13628	01-001-751					173.91
	13627	01-006-799					1,631.35
	13627	01-003-751					92.63
	13627	05-009-751					293.00
	13627	01-017-751					37.81
	13627	01-004-751					115.30
	13627	01-001-751					439.81
	13626	01-006-799					857.32
	13626	01-003-751					104.43
	13626	01-017-751					530.39
	13626	01-003-751					196.81
	13626	01-001-751					8,501.76
						Check Amount	8,501.76
Total Checks:				28	Grand Total(excluding void checks):		49,002.69


 Lloyd Martley 12-19-11
 Interim City Manager Date


 Corey Swisher Date
 City Clerk/Finance Director


 Kristi Olson 12/16/11
 Accounting Clerk Date

Check Register Report

Date: 12/30/2011
 Time: 10:11 AM
 Page: 1

City Of Basehor

#	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#		GL Number			Line Distribution Description		
19359	12/21/2011		Printed	MCBRATNEY	KIANN MCBRATNEY	CITY PROSECUTOR FEES	400.00
		13633 01-004-767					400.00
						Check Amount	400.00
19360	12/21/2011		Printed	SONNTAG	SONNTAG LAW OFFICE	COURT APPOINTED ATTORNEY FEE	400.00
		13634 01-004-767					400.00
						Check Amount	400.00
19361	12/30/2011		Printed	AFLAC	AFLAC	EMPLOYEE CAFETERIA PLAN/DEC	533.10
		13644 01-000-240					40.02
		13644 01-000-239					152.64
		13644 01-000-238					71.82
		13644 01-000-237					120.78
		13644 01-000-242					417.42
		13644 01-000-241					1,335.78
						Check Amount	1,335.78
19362	12/30/2011		Printed	COMMERCE	COMMERCE PURCHASING CARD	CITY PURCHASING CARD CHARGES	1,914.00
		13655 11-000-850				NOVEMBER 2011	239.01
		13655 10-000-811					378.48
		13655 09-010-799					18,858.15
		13655 09-010-775					819.74
		13655 07-000-799					495.82
		13655 05-009-804					48.62
		13655 05-009-803					685.65
		13655 05-009-799					593.50
		13655 05-009-789					3,829.52
		13655 05-009-762					100.61
		13655 05-009-758					250.55
		13655 02-000-803					156.50
		13655 01-017-758					240.88
		13655 01-012-813					72.50
		13655 01-008-799					42.80
		13655 01-008-792					40.00
		13655 01-006-801					33.97
		13655 01-005-803					120.70
		13655 01-005-799					3,188.85
		13655 01-005-797					16.77
		13655 01-004-808					22.99
		13655 01-004-803					205.10
		13655 01-004-801					199.76
		13655 01-004-799					1,577.23
		13655 01-004-761					359.34
		13655 01-004-758					40.00
		13655 01-003-801					231.25
		13655 01-002-810					495.83
		13655 01-002-804					52.42
		13655 01-002-803					94.31
		13655 01-002-801					52.53
		13655 01-002-761					106.09
		13655 01-002-758					

Check Register Report

Date: 12/30/2011
 Time: 10:11 AM
 Page: 2

C Basehor

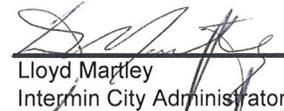
Check #	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#	GL Number	Line	Distribution	Description			
	13655 01-001-808					5.65	
	13655 01-001-801					360.40	
	13655 01-001-799					113.84	
	13655 01-001-783					150.00	
	13655 01-001-774					581.94	
					Check Amount	<u>36,775.30</u>	
19363	12/30/2011		Printed	HARTFORD	HARTFORD RETIREMENT PLANS	457/401(A) RETIREMENT CONTRIB	
	13636 01-000-212					315.00	
	13636 20-014-773					2,983.71	
					Check Amount	<u>3,298.71</u>	
19364	12/30/2011		Printed	ING LIFE	ING LIFE INSURANCE & ANNUITY	EMPLOYEE RETIREMENT CONTRIB	
	13635 01-000-212					600.00	
					Check Amount	<u>600.00</u>	
19365	12/30/2011		Printed	JOHNSON CL	JOHNSON COUNTY GOVERNMENT	TESTING WWTF FLOW/DEC 2011	
	13652 05-009-790					333.00	
					Check Amount	<u>333.00</u>	
19366	12/30/2011		Printed	KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	
	13637 01-000-248					511.89	
					Check Amount	<u>511.89</u>	
19367	12/30/2011		Printed	KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB	
	13638 20-014-786					2,599.23	
	13638 01-000-208					1,248.78	
					Check Amount	<u>3,848.01</u>	
19368	12/30/2011		Printed	LVN PROBAT	LEAVENWORTH CITY & COUNTY	CITY/COUNTY PROBATION SVCS	
	13639 01-000-421					2,486.36	
					Check Amount	<u>2,486.36</u>	
19369	12/30/2011		Printed	MILLER	MILLER SIGN SHOPPE	LETTERING/NEW PATROL CAR	
	13653 11-000-850					570.00	
					Check Amount	<u>570.00</u>	
19370	12/30/2011		Printed	REDDISERVI	REDDI SERVICES KC	JET TRUCK/SEWER STOP UP	
	13647 05-009-789					1,400.00	
					Check Amount	<u>1,400.00</u>	
19371	12/30/2011		Printed	ROYCES GLA	ROYCE'S GLASS	REPLACE BROKEN GLASS DOOR	
	13648 01-008-799					283.00	
					Check Amount	<u>283.00</u>	
19372	12/30/2011		Printed	SELECT IMA	SELECT IMAGING	FILEBOUND HOSTING FEE/DEC 2011	
	13642 01-001-799					300.00	
					Check Amount	<u>300.00</u>	
19373	12/30/2011		Printed	SELF/KEVIN	KEVIN SELF	RIFLE TRAINING/3 OFFICERS	
	13654 01-004-774					500.00	
					Check Amount	<u>500.00</u>	
19374	12/30/2011		Printed	SMITH & LO	SMITH & LOVELESS INC	MISC PARTS/LIFTSTATION REPAIRS	
	13646 05-009-789					35.16	
					Check Amount	<u>35.16</u>	

Check Register Report

Date: 12/30/2011
 Time: 10:11 AM
 Page: 3

City Of Basehor

#	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#		GL Number			Line Distribution Description		
19375	12/30/2011		Printed	SPECTRA	SPECTRA	VARIOUS DRILL BITS/PWD	
		13649 05-009-811					240.00
		13651 01-002-803					220.68
		13650 05-009-811					301.66
						Check Amount	<u>762.34</u>
19376	12/30/2011		Printed	HEART BUIL	STEPHEN R MARSDEN	JANITORIAL SERVICES/DEC 2011	
		13645 01-005-799					387.00
						Check Amount	<u>387.00</u>
19377	12/30/2011		Printed	WESTAR GRP	WESTAR ENERGY	ELECTRICAL USAGE	
		13641 01-002-787					5,107.14
		13641 05-009-753					522.75
						Check Amount	<u>5,629.89</u>
19378	12/30/2011		Printed	WINGFOOT	WINGFOOT COMMERCIAL TIRES	8 TIRES/PATROL -TIRES WORN	
		13640 01-004-761					857.36
						Check Amount	<u>857.36</u>
19379	12/30/2011		Printed	WRIGHT EX	WRIGHT EXPRESS	FUEL CHARGES/NOV 2011	
		13643 01-004-804					2,499.22
		13643 01-004-799					14.00
		13643 01-005-761					41.84
		13643 01-002-804					48.21
		13643 01-017-804					43.55
						Check Amount	<u>2,646.82</u>
Total Checks:				21	Grand Total(excluding void checks):		63,360.62

 12-30-11
 Lloyd Martley Date
 Intermin City Administrator

 01/03/11
 Corey Swisher Date
 City Clerk/Finance Director

 12/30/11
 Kristi Olson Date
 Accounting Clerk

Check Register Report

Date: 01/11/2012
 Time: 12:27 PM
 Page: 1

City Of Basehor

Check #	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#	GL Number	Line Distribution Description					
19380	12/31/2011		Printed	ATMOS ENER	ATMOS ENERGY	GAS SERVICES	1,032.88
	13656 01-005-752						
						Check Amount	<u>1,032.88</u>
19381	12/31/2011		Printed	CINTAS	CINTAS	WEEKLY CLEANING/12-29-11	45.73
	13659 05-009-799						
						Check Amount	<u>45.73</u>
19382	12/31/2011		Printed	COMMERCE	COMMERCE PURCHASING CARD	CITYWIDE PCARD CHARGES	47.73
	13674 11-000-850						
	13674 10-000-811						734.84
	13674 09-010-775						18,697.85
	13674 07-000-799						207.50
	13674 05-009-811						802.95
	13674 05-009-808						35.25
	13674 05-009-804						519.16
	13674 05-009-803						118.30
	13674 05-009-799						453.95
	13674 05-009-789						490.83
	13674 05-009-762						1,619.09
	13674 05-009-761						5,751.87
	13674 05-009-758						101.77
	13674 05-009-757						129.05
	13674 02-000-803						3,653.43
	13674 01-017-808						35.25
	13674 01-017-760						36.40
	13674 01-017-758						94.59
	13674 01-012-813						1,240.89
	13674 01-008-799						279.50
	13674 01-008-792						206.49
	13674 01-005-803						129.53
	13674 01-005-799						74.95
	13674 01-005-797						3,196.35
	13674 01-005-757						346.91
	13674 01-004-808						35.25
	13674 01-004-807						85.00
	13674 01-004-803						943.24
	13674 01-004-783						120.00
	13674 01-004-758						360.37
	13674 01-003-801						15.00
	13674 01-003-781						34.99
	13674 01-002-804						519.17
	13674 01-002-803						173.54
	13674 01-002-801						212.84
	13674 01-002-799						132.96
	13674 01-002-761						1,815.19
	13674 01-002-758						106.07
	13674 01-001-808						35.25
	13674 01-001-803						130.00
	13674 01-001-801						190.26
	13674 01-001-799						200.98

Check Register Report

Date: 01/11/2012
 Time: 12:27 PM
 Page: 2

City Of Basehor

Check #	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#	GL Number	Line Distribution Description					
	13674	01-001-760					93.00
	13674	01-001-758					59.41
	13663	01-004-761					567.95
					Check Amount		<u>44,834.90</u>
19383	12/31/2011		Printed	CONS WATER	CONS RURAL WATER DISTRICT #1	WATER SERVICE	
	13658	01-005-755					27.40
	13658	01-005-755					122.65
	13658	01-008-738					44.77
	13658	01-008-755					20.01
					Check Amount		<u>214.83</u>
19384	12/31/2011		Printed	FASTENAL	FASTENAL COMPANY	NEW PRO METER AMP PROBE	
	13661	05-009-811					118.26
					Check Amount		<u>118.26</u>
19385	12/31/2011		Printed	HOLIDAY	HOLIDAY SAND & GRAVEL CO	SAND/WINTER STORMS	
	13670	10-000-811					643.12
					Check Amount		<u>643.12</u>
19386	12/31/2011		Printed	KANSAS ONE	KANSAS ONE-CALL SYSTEMS, INC.	MONTHLY LOCATE SVC/DEC 2011	
	13662	01-002-799					42.00
					Check Amount		<u>42.00</u>
19387	12/31/2011		Printed	KS TREASUR	KANSAS STATE TREASURER	STATE MANDATED COURT FEES	
	13660	01-004-767					1,300.50
					Check Amount		<u>1,300.50</u>
19388	12/31/2011		Printed	LV SHERIFF	LEAVENWORTH COUNTY SHERIFF	JAIL BOARD FEES	
	13667	01-004-764					402.50
					Check Amount		<u>402.50</u>
19389	12/31/2011		Printed	MCAFFEE HEN	MCAFFEE HENDERSON SOLUTIONS	COB BOUNDARY UPDATE	
	13680	01-017-765					385.00
					Check Amount		<u>385.00</u>
19390	12/31/2011		Printed	MERCHANT S	MERCHANT SERVICES GROUP	CITYWIDE CREDIT CARD CHGS	
	13676	01-005-799					197.87
					Check Amount		<u>197.87</u>
19391	12/31/2011		Printed	PAVING MAI	PAVING MAINTENANCE SUPPLY INC	LIME GREEN SAFETY JACKET	
	13669	01-002-810					67.07
					Check Amount		<u>67.07</u>
19392	12/31/2011		Printed	REGISTER	REGISTER OF DEEDS	LAREDO BILLING/NOV 2011	
	13679	01-017-799					60.00
					Check Amount		<u>60.00</u>
19393	12/31/2011		Printed	SMITH & LO	SMITH & LOVELESS INC	NEW CHK VALVE/PINEHURST LIFT	
	13665	05-009-811					550.67
					Check Amount		<u>550.67</u>
19394	12/31/2011		Printed	SPOTS OFF	SPOTS OFF LLC	CAR WASHES/POLICE	
	13668	01-004-761					34.35
					Check Amount		<u>34.35</u>
19395	12/31/2011		Printed	REILLY COM	THE REILLY COMPANY LLC	CHANGE/ADD NEW PATROL CAR	

Check Register Report

Date: 01/11/2012
 Time: 12:27 PM
 Page: 3

City Of Basehor

Check #	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#	GL Number	Line Distribution Description					
	13675	01-001-799					186.00
						Check Amount	186.00
19396	12/31/2011		Printed	WESTAR GRP	WESTAR ENERGY	ELECTRIC SERVICE	
	13657	01-008-753					287.26
	13657	01-005-753					306.23
	13657	01-008-738					595.95
	13657	05-009-753					8,275.90
	13657	01-002-787					20.31
						Check Amount	9,485.65
19397	12/31/2011		Printed	WHITE GROS	WHITE GOSS BOWERS MARCH	LEGAL FEES THRU DEC 31 2011	
	13678	01-006-799					75.00
	13677	18-000-751					318.37
	13677	01-003-751					280.16
	13677	01-001-751					421.52
	13673	01-001-751					30.00
	13672	01-006-799					448.61
	13672	01-001-751					108.28
	13671	01-006-799					201.68
	13671	01-017-751					293.00
	13671	01-003-751					511.63
	13671	01-001-751					278.86
	13671	05-009-751					42.02
	13671	01-017-751					13.72
	13671	01-004-751					84.03
	13671	01-003-751					530.39
	13671	01-001-751					44.67
						Check Amount	3,681.94
19398	12/31/2011		Printed	WINGFOOT	WINGFOOT COMMERCIAL TIRES	NEW TIRES(6)/99 FORD F350	
	13666	01-002-761					887.16
						Check Amount	887.16
19399	12/31/2011		Printed	ZEP SALES	ZEP SALES & SERVICE	MISC SHOP SUPPLIES/PW & WWTF	
	13664	05-009-811					456.56
						Check Amount	456.56
19400	12/31/2011		Printed	BAKER	GAROLD BAKER	YOUTH SPORTS REBATE	
	13684	01-008-738					20.00
						Check Amount	20.00
19401	12/31/2011		Printed	DEFFENBAUG	DEFFENBAUGH DISPOSAL SERVICE	SLUDGE REMOVAL/12-8 & 12-14	
	13681	09-010-775					18,766.55
	13682	05-009-762					1,121.54
						Check Amount	19,888.09
19402	12/31/2011		Printed	ELITE ELEC	ELITE ELECTRIC INC	ELECTRICAL UPGRADES/PARK	
	13683	04-000-792					4,820.02
						Check Amount	4,820.02
				Total Checks:	23	Grand Total(excluding void checks):	89,355.10


 Lloyd Martley
 Interim City Administrator
 Date: 1-11-12


 Corey Swisher
 City Clerk/Finance Director
 Date:


 Kristi Olson
 Accounting Clerk
 Date: 12/31/11

City of sehor
Outstanding Accounts Receivable

<u>Invoice Mailed to</u>	<u>Amount Owed</u>	<u>Invoice Date</u>	<u>Bill Services</u>	<u>Address</u>	<u>Status</u>	<u>Last Action</u>
Jason Gorup	2572.14	7/24/2007	Engineer Fees	Funeral Home		Collections
Gregory Chism	80.73	9/14/2007	Mowing fees	Code Enfcmnt.		Collections
Mike Falkner	348.75	4/8/2008	Engineer Fees	Pinehurst Est.		Collections
Option One	366.75	6/4/2008	Mowing fees	Code Enfcmnt.		Collections
Benchmark-Code Enf.	538.85	12/4/2009	Mowing fees	Code Enfcmnt.	Bankruptcy (can not collect	
RAKD LLC	498.00	7/9/2009	Mowing fees	Code Enfcmnt.	Assessed	1/22/2010
Melody Gorup	268.50	7/9/2009	Mowing fees	Code Enfcmnt.	Bankruptcy (can not collect	
Quinton's Properties	294.00	7/9/2009	Mowing fees	Code Enfcmnt.	Assessed	1/22/2010
Red Barn Homes	294.00	7/9/2009	Mowing fees	Code Enfcmnt.	Assessed	1/22/2010
John & Heather Frank	247.00	8/25/2009	Mowing fees	Code Enfcmnt.	Assessed	1/22/2010
Metzger Meadows, LLC	945.00	5/25/2010	Mowing fees	Code Enfcmnt.	Assessed	8/31/2010
RAKD LLC	598.00	5/25/2010	Mowing fees	Code Enfcmnt.	Assessed	8/31/2010
CodeEnf.Abant./Haye	1125.71	5/25/2010	Code Violations	Code Enfcmnt.	Assessed	8/31/2010
David Hall-1503 150th	1475.25	6/1/2010	Code Violations	1503 N. 150th S	Assessed	8/31/2010
Quinton's Properties	267.75	6/1/2010	Code Violations	Honey Creek	Assessed	8/31/2010
Basehor Properties LL	2054.75	6/11/2010	Code Violations	Wolf Creek/MM	Assessed	8/31/2010
Erin Drozinski	321.75	6/24/2010	Code Violations	157th St.	Assessed	8/31/2010
Xa Phouaher	350.00	7/19/2010	Code Violations	15609 Parallel	Assessed	8/31/2010
John & Heather Frank	834.50	8/4 & 10/18	Code Violations	2917 N. 156th S	Assessed	12/30/2011
Xa Phouaher	1375.50	9/9/2010	Code Violations	15609 Parallel	Assessed	12/30/2011
Quinton's Properties	602.25	9/16/2010	Code Violations	Honey Creek	Assessed	12/30/2011
RAKD LLC	1083.75	9/16/2010	Code Violations	Honey Creek	Assessed	12/30/2011
HUD	602.25	9/1/2010	Code Violations	15905 Cedar St	HOLD	
Hazel Hayes	635.00	10/7/2010	Code Violations	15821 Willow St	HOLD	
Catherine DeRuse	555.50	10/7/2010	Code Violations	3601 N 155th	Assessed	12/30/2011
Mutual Savings Assoc	1271.00	10/7/2010	Code Violations	Cedar Falls	Assessed	12/30/2011
Four J Enterprises	635.00	10/7/2010	Code Violations	2805 N 155th	Assessed	12/30/2011
Corvan Properties	374.00	10/11/2010	Code Violations	Pinehurst	Assessed	12/30/2011
Magaha, Ken & Nancy	661.50	10/14/2010	Code Violations	1919 N 152	Assessed	12/30/2011

City of Sehor
Outstanding Accounts Receivable

Corvan Properties	2,664.73	5/17/2011	Code Violations	Pines of Pinehur	Assessed	12/30/2011
Mutual Savings Assoc	2,409.15	6/2/2011	Code Violations	Cedar Falls	Assessed	12/30/2011
RAKD LLC	2,946.20	6/2/2011	Code Violations	Honey Creek	Assessed	12/30/2011
Four J Enterprises	660.92	6/7/2011	Code Violations	2805 N 155th	Assessed	12/30/2011
Xa Phou-Deutsche Bank	1,383.23	6/7/2011	Code Violations	15609 Parallel	Assessed	12/30/2011
Albert Hoelting	46.24	6/21/2011	Late fees	Pr. Gardens	HOLD	
Kurt Dallman	588.83	8/18/2011	Code Violations	14113 Belrive Ci	Assessed	12/30/2011
New Beginnings Church	197.50	12/22/2011	Code Violations	2706 N 155th	Assessed	12/30/2011
Accts. Receivable						
Balance	\$ 32,173.98					

MEMO

Date: January 10, 2012

To: Mayor/Governing Body

From: Lloyd Martley – Chief of Police

Ref: Accident Reporting Database

If you are involved in a motor vehicle accident and a police report is filed the first thing your insurance company will need is a copy of the accident report. Under our current system the insurance company would be required to make a written request for the report, wait several days to receive the report and include payment for the copies produced. We then have to pull the report, copy all pages (current report is 12 pages), put the report back together, package the information for mailing, file the report and then have to do it all over again for the other insurance company involved.

Police Reports.US is a company that provides online distribution of accident reports for law enforcement agencies in the United States. By using Police Reports.US it will allow our agency to save time, effort, and money while providing better customer service to our citizens.

There is no software or costly equipment required for this service, it is all handled over the internet. Staff will upload an accident report to Police Reports.US and a link will be provided on our home website directing the person involved where and how to obtain a copy of their report. When a report is requested there is a collection fee of \$9.00, Police Reports.US fee is \$4.00 and the City of Basehor will receive the remaining \$5.00 for each report requested.

Police Reports.US is used by 400+ agencies in 27 states across the United States. Some of the advantages of using this system are:

Customer Service will be improved by saving citizens time and money.

We will significantly reduce walk-in and mail-in request for reports.

Citizens and businesses can access reports 24 hours a day 7 days a week.

We are in complete control of the reports that are placed on the system.

We will reduce administrative cost and efforts.

There is no charge to the City for this service.

This is another step towards a paperless system.

We can charge a fee for the reports requested.

We would like to sign a memorandum of agreement with Police Reports.US for a term of 2 years.

PoliceReports.US

PoliceReports.US enables law enforcement agencies to sell accident reports, crash scene photo's, and incident reports online. There is no upfront charge for software or installation. The service is available to agencies that maintain handwritten and printed reports, utilize records management systems, or use document imaging systems. Your agency will determine what reports are available online, set the requirements to retrieve reports, and specify the fees that are to be collected.

Regards,

Jerry Schroeder

Tel: 214-432-7682

Fax: 214-292-9539

Jerry.Schroeder@PoliceReports.US

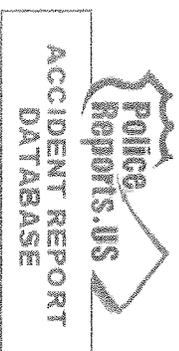
Visit us on the web at www.PoliceReports.US

PoliceReports.US

The most frequently distributed items are:

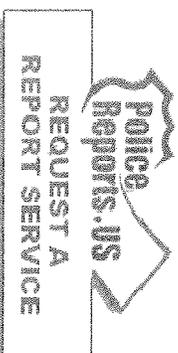
Accident Report Distribution

- Sell your reports online
- Price per report or by number of pages



Accident Scene Photo Distribution

- Optional addition to Accident Report Distribution
- Price your photo's per image or a fixed price per batch



Request-a-Report

- Respond to incident reports requested online
- Requester is notified by email when the report is available
- Requestor can immediately purchase the report online
- If the requestor does not retrieve the report within a set number of days it will no longer be available for purchase

Visit us on the web at www.PoliceReports.US

PoliceReports.US

400+ agencies in 27 states use the PoliceReports.US service (9/2011)

Alabama	Maryland
Arizona	Massachusetts
Arkansas	New England
California	New Jersey
Connecticut	New Mexico
Florida	New York
Georgia	North Carolina
Idaho	Ohio
Illinois	Rhode Island
Iowa	South Carolina
Kansas	Tennessee
Kentucky	Texas
Louisiana	Virginia
	Wisconsin

Visit us on the web at www.PoliceReports.US

PoliceReports.US

How will your agency benefit by selling reports online?

Selling reports online greatly reduces your administrative costs by significantly reducing your walk-in and mail-in requests for reports.

Consider the savings in the following areas:

Labor

- Staffing required for processing mail requests
- Counter staff can be used more productively

Supplies

- Reduce the amount of paper and printer supplies used to print reports

Expenses

- Photocopier
- Long distance phone and fax costs
- Postage cost for mail requests

Visit us on the web at www.PoliceReports.US

PoliceReports.US

How will your agency benefit by using PoliceReports.US?

By selecting the leader in online police report distribution your organization will benefit in the following areas:

Minimize your implementation risk

- No technology surprises, we deploy a standard product
- No budget risk, no charge for software and installation
- No security risk, our servers handle the transactions

Minimize Costs

- No credit card transaction fees
- No security certificates to subscribe to
- No system or software maintenance costs

Increased business efficiency

- Distribute more reports and pictures
- Enhance customer service, happier citizens and businesses
- Allow secure online access to your reports to other departments

Visit us on the web at www.PoliceReports.US

How long will training take?

- Records Staff can be trained in less than 1 hour
- Reports are uploaded to a password protected site.
- Most installations require no software to be installed

Requirements are minimal:

- Web Browser
- Internet Connection
- PDF or TIFF reports to web-enable

Visit us on the web at www.PoliceReports.US

PoliceReports.US

By letting citizens and businesses know they can purchase reports and photo's online you can reduce the walk-in and mail-in requests for the type of reports made available online by 60%~80% within a 90 day period.

Recommended Actions:

- PoliceReports.US will notify the major insurance and document retrieval companies that your reports are available online
- Place a prominent link on your departments home page and FAQ list for citizens looking for information on obtaining a report
- Update any pre-recorded information message on how to obtain a report with the online option
- Post notices in your records department lobby
- Have your traffic officers notify the citizen involved in traffic accidents that collision reports are available online
- For citizens and businesses requesting reports by mail include a notice with the returned reports
- Many agencies issue press releases and contact local newspapers requesting articles be written alerting the public that reports can be accessed online

Visit us on the web at www.PoliceReports.US

PoliceReports.US

What does the citizen or business need to do to access a report online

- **Identify the report**
 - Report Number
 - Date of Accident
 - Last Name of involved party
- **Certification**
 - Driver of vehicle, party named in report
 - Owner of vehicle
 - Insurance company named in report
- **Requesters Identity**
 - Citizen: Name, Address, Phone, Email
 - Insurance: Company Name, Adjuster ID
 - Report Retrieval Business: Company Name, Client Name
- **Payment**
 - Citizen: Credit Card transaction
 - Business: Pre-Paid account
- **Print Report**

Visit us on the web at www.PoliceReports.US



PO Box 4087
 Mooresville, North Carolina, 28117

MEMORANDUM OF AGREEMENT

Agency: Basehor Police Department

Address: PO Box 420, Basehor, Kansas 66007

Phone Number: 913-724-3397

ORI #: KS0520500

PoliceReports.US Agrees:

1. To license the software for use by the Agency.
2. To provide all upgrades, modifications, and other enhancements that are routine and necessary to maintain functioning of the online report distribution system.
3. To provide no-cost customer service to the Agency and to purchasers of reports.
4. To abide by all applicable laws and regulations relating in any way to the distribution of reports.
5. That the Agency may terminate this agreement at any time upon providing written notice.
6. To not increase the cost of service or reports during the defined "Term of Agreement" period indicated below.

Agency Agrees:

1. To not disclose any information to a third party that is considered confidential, including: strategies and technologies, product or service development information, business plans and models, commercial and marketing information, technical information, computer source and object code, memoranda, correspondence, data, documents, or analyses unless compelled by law to do so.
2. To upload the data (reports) in a timely manner.
3. To promote the use of the online distribution system through written and verbal means.
4. To allow PoliceReports.US to provide vehicular information to third parties (e.g., CARFAX). This does not include personally identifying information of driver or passengers.
5. That PoliceReports.US has no control over the content of reports submitted by the Agency and bears no liability from claims based on content.
6. That it may terminate this agreement at any time upon giving written notice.

Terms of Agreement:

- **Effective Date of Agreement:** 1-16-2012
- **Term of Agreement:** 1 Year 2 Years 3 Years
- **Cost of Service Options:** (check one) Charge Per Report Fee (e-commerce) Yearly Subscription Fee

E- Commerce	Accident	Incident Reports
The fee collected for each report distributed is:	9.00	
PoliceReports.US per report fee:	\$4.00	
Amount returned per report distributed	5.00	
Credit Card processing fee is:	Included	

Payment Terms:

- PoliceReports.US will collect the fees for all reports distributed through our system.
- Within 10 days of the end of each month, PoliceReports.US will provide a report of the number of reports distributed and a check or electronic funds transfer for the appropriate amount to be returned to the agency.

Yearly Subscription Fee Option:

With this option, there will be no charge to those requesting reports online. Please specify below which indexing option you prefer:

Agency Indexing	\$	N/A	/year total cost
Police Reports. US indexing	\$	N/A	/year total cost

Ancillary Services:

Service	Cost:
Online Crime Reports/TIPS	
Online Parking/Ticket Pay	
Accident Scene Photograph	

The parties each hereby cause this Agreement to be executed by their duly authorized representative effective as of the Effective Date.

Agency: **Basehor Police Department**

PoliceReports.US, LLC

By: *Lloyd Martley* By: _____

Print Name: *Lloyd Martley* Print Name: H. Craig Huneycutt

Title: *Chief of Police* Title: President

FOR HOME OFFICE USE ONLY:	AGREEMENT NUMBER: KS028
PROCESSED BY:	DATE PROCESSED: