AGENDA
BASEHOR CITY COUNCIL
November 15, 2010 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 October 4 & 18, 2010 City Council Minutes.
   b. Approve October Treasurer's Report
   c. Approve Ordinance no. 578 Architectural Design Standards

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)

New Business

5. **Public Hearing for 2010 Amended Budget**

6. **Approve amendment to the 2010 Budget**

7. **2011 Pay Scale**

8. **City Administrator's Report**
9. **Mayor's Report**
10. **Council Members Report**
11. **Executive Session** (if needed)
12. **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

Minutes
Basehor City Council Special Meeting
Basehor City Hall October 4, 2010

1. ***Call to Order***

Mayor Terry Hill called the meeting to order at 3:30 p.m.

2. ***Roll Call***

Council Members Present: Mayor Hill, Council President Washington and Council Members, Breuer & Mertz
Council Members Absent: Dysart and Moyer
Staff: Mark Loughry, Lloyd Martley, Corey Swisher, Gene Myracle and Mitch Pleak
Media Present: Matt Erickson with *Basehor Sentinel*

3. ***Approve 2010 Pavement Management Project lowest qualified bidder***

Washington, Breuer and Mertz requested to call a special meeting of the City Council, to be held at the City Hall, 2620 North 155th Street, Basehor, Kansas, 66007 on Monday, October 4, 2010, at 3:30 p.m. for the purpose of taking action on the bid award for the 2010 City of Basehor pavement management plan.

City Administrator Loughry explained the City received six competitive bids for the 2010 Pavement Management Project. Little Joe's Asphalt provided the lowest bid meeting all the specifications. Council Washington moved to authorize the Mayor and Staff the expenditure of up to $175,000 in the Pavement Management Plan with Little Joe's Asphalt at the unit prices in the bid opened today. Councilman Breuer seconded. Motion passed 3-0.

4. ***Mayor's Report*** -None

5. ***Council Member Reports*** - *None*

6. ***City Administrator's Report*** - *None*

7. ***Executive Session*** - *None*

8. ***Adjournment***

Councilman Breuer made the motion to adjourn with Washington seconding at approximately 3:37 p.m. The motion passed unanimously, 3-0.

_____
Terry Hill, Mayor

Attest:

_____

Corey Swisher, City Clerk

Minutes
Basehor City Council Meeting
Basehor City Hall October 18, 2010

1. ***Roll Call***

Mayor Hill called the meeting to order at 7:00 p.m.

Council Members Present: Mayor Terry Hill, President Jim Washington, David Breuer, Iris Dysart, Bill Moyer, Dennis Mertz

Staff Present: Mark Loughry, Lloyd Martley, Gene Myracle, Mitch Pleak, Corey Swisher and Patrick Reavey
Media Present: Matt Erickson, *Basehor Sentinel*

2. ***Consent Agenda***

a. Approve the October 18, 2010 minutes.
b. Approve the Treasurer's Report.

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

3. ***Call to Public***

Larkin Excavating representative David Olson reported that he was unaware why final payment for the 150th Street project had been removed from the agenda. He then said he believed the company had performed up to the standards outlined in the projects contract.

4. ***Unfinished Business***

There was no unfinished business.

5. ***Consolidated Rural Water Franchise***

Loughry explained that he wanted Council to give preliminary approval to a proposed franchise agreement with a rural water provider. Dysart asked why a franchise agreement was necessary when the water company had successfully operated in the community for 50 years. Reavey said the existing situation was inequitable as another local water company had been required to enter into a franchise agreement to operate within city limits. It was clarified the water company and City of Basehor would negotiate an agreement generally acceptable to both parties.

6. ***Recodification***

Washington moved to direct the City Administrator to enter into an agreement with the Municipal Code Corporation for recodification services for the amount of $7,930 with Moyer seconding. The motion passed unanimously, 5-0.

7. ***Consideration of Proposed Architectural Design Standards***

City Engineer Mitch Pleak explained that the City's Planning Commission had been working in conjunction with staff on revising the current commercial development guidelines for around six months. Pleak noted, "Our goals were to provide quality development surrounding higher traveled roadways throughout the City and preserve existing residential development." Planning Commission chairman Ed Bush said the standards were meant to make visible areas of Basehor attractive to passersby and prospective Basehor residents. "We want them to say how nice it is out here," Bush commented. Breuer expressed concern that the standards may hinder the development of a future commercial park. Hill said it made sense to adopt the standards such as that the synergism of the Planning Commission was outstanding. City Attorney Reavey noted that the new standards would need to be formally approved through an ordinance. Washington moved to direct the City Attorney to prepare an ordinance establishing the new design guidelines with Moyer seconding. The motion passed unanimously, 6-0.

8. ***Blacktop Paving Final Payment***

Staff reported the contractor had not yet fulfilled all punch list obligations therefore payment was not yet required.

9. ***City Administrator's Report***

Provided in the packet:

- Planning Commission Minutes, Sept. 14, 2010
- Check Register

Loughry encouraged residents to lock their vehicles while they were unattended or sitting in driveways as there had been recent automobile thefts in the community. Moyer asked if the City had ever explored the possibility of establishing a Neighborhood Watch program. Martley said Neighborhood Watch programs were most successful when they occurred as neighborhood based initiatives. Martley then encouraged residents to not hesitate to report suspicious behavior.

10. ***Mayor's Report***

Hill reported he had recently attended and spoke at a Boy Scouts of America citizenship event. He then reported he believed that revegetation efforts along the 150th Street were gradually becoming noticeable. Moyer said he had been receiving complaints from residents about the inadequate grass cultivation for months. He mentioned to the Larkin Construction representative, "You are going to have to talk a good game to get another job with the City of Basehor." Reavey noted that the City's contract with Larkin construction had performance standards and the City was not required to pay the contractor until those standards were met.

11. ***Council Member's Report***

Mertz reported he had recently attended the annual League of Kansas Municipalities conference and found it to be very informative.

12. ***Executive Session*** – There was none

13. ***Adjournment***

Washington moved to adjourn at 8:30 p.m. with Mertz seconding. The motion passed unanimously, 5-0.

Terry Hill, Mayor

Attest:

Corey Swisher, City Clerk

City of Basehor

Memo

To: City Administrator

From: Kristi Olson

CC:

Date: 11/8/2010

Re: October 2010 Monthly Financial Report

The attached report contains the financial summaries of the revenue and expenditure activities of the City of Basehor for the month ending October 31, 2010.

Revenues:

General Fund – revenue from property, back, motor and recreational vehicle taxes along with franchise fees

Sewer Fund – revenue from utility billing charges, expenditures include payment for KDHE loan

Solid Waste Fund – revenue from utility billing charges

Bond & Interest: revenue from property and special assessment taxes, expenditures include Bond payments

CITY OF BASEHOR
OCTOBER 2010 FINANCIAL SNAPSHOT

Funds

Fund	Budget	Revenues	Expenditures	% Utilized
General	$2,498,400	$1,695,608	$2,170,213	87%
Bond & Interest	$531,499	$478,493	$531,121	100%
Special Highway	$481,000	$390,283	$36,762	8%
Special Park	$35,000	$7,102	$2,570	7%
Sewer	$1,333,544	$894,388	$1,120,992	84%
Solid Waste	$211,100	$147,004	$119,831	57%
Municipal Equipment Reserve	$150,000	$307	$15,044	10%
Captial Improvement	$150,000	$244,528	$398,355	266%
Cedar Lakes Maintenance	$17,000	$37	$19,367	114%

Department

General	Budget	Expenditures	Remaining Balance	% Utilized
Administration	$311,595	$240,754	$70,841	77%
Street Department	$213,249	$166,187	$47,062	78%
Governing Body/Administrator	$166,370	$100,928	$65,442	61%
Police	$804,738	$591,216	$213,522	73%
City Facilities	$35,190	$54,986	-$19,796	156%
Park & Recreation	$18,342	$12,978	$5,364	71%
Employee Benefits	$388,496	$308,644	$79,852	79%
Planning & Zoning	$232,233	$125,785	$106,449	54%

City Debt

	2009YTD	2010YTD	% Change
General Obligation Debt	$4,795,059	$4,368,878	-9.75%
State Revolving Loans	$11,848,306	$11,299,991	-4.85%

Idle Funds

	2009YTD	2010YTD	% Change
Checking Account	$20,575	$59,080	65%
Money Market Account	$5,039,055	$4,615,593	-9%

SOLID WASTE FUND HIGHLIGHTS

MONTH	2009 SOLID WASTE COUNT	2010 SOLID WASTE COUNT	% DIFFERENCE
January	1407	1,458	3.50%
February	1411	1,463	3.55%
March	1421	1,469	3.27%
April	1427	1,475	3.25%
May	1434	1,488	3.63%
June	1443	1,493	3.35%
July	1449	1,493	2.95%
August	1460	1,496	2.41%
September	1458	1,494	2.41%
October	1459	1,492	2.21%
November			
December			
AVERAGE	1,437	1,482	3.05%

MONTH	2009 SOLID WASTE COUNT	2010 SOLID WASTE COUNT	% DIFFERENCE
January	$13,701.41	$14,625.07	6.32%
February	$13,740.05	$14,670.04	6.34%
March	$13,817.20	$14,699.83	6.00%
April	$13,904.95	$14,762.29	5.81%
May	$13,978.02	$14,892.23	6.14%
June	$14,201.35	$14,959.42	5.07%
July	$14,530.51	$14,964.73	2.90%
August	$14,596.46	$14,995.03	2.66%
September	$14,629.78	$14,985.04	2.37%
October	$14,615.12	$14,974.40	2.40%
November			
December			
TOTAL	$14,171.49	$14,852.81	4.60%

MONTH	2009 AVERAGE BILL	2010 AVERAGE BILL	% DIFFERENCE
January	$9.74	$10.03	2.89%
February	$9.74	$10.03	2.89%
March	$9.72	$10.01	2.90%
April	$9.74	$10.01	2.70%
May	$9.75	$10.01	2.60%
June	$9.72	$10.02	2.99%
July	$10.03	$10.02	-0.10%
August	$10.00	$10.02	0.20%
September	$10.03	$10.02	-0.07%
October	$10.02	$10.04	0.20%
November			
December			
AVERAGE	$9.85	$10.02	1.72%

SEWER FUND HIGHLIGHTS

MONTH	2009 SWR COUNT	2010 SWR COUNT	% DIFFERENCE
January	1601	1,655	3.26%
February	1601	1,658	3.44%
March	1606	1,663	3.43%
April	1607	1,666	3.54%
May	1622	1,671	2.93%
June	1631	1,674	2.57%
July	1636	1,668	1.92%
August	1642	1,670	1.68%
September	1639	1,672	1.97%
October	1646	1,671	1.50%
November			
December			
AVERAGE	1,623	1667	2.62%

MONTH	2009 SWR BILLED	2010 SWR BILLED	% DIFFERENCE
January	57,005.47	57,650.02	1.12%
February	57,052.65	57,919.69	1.50%
March	57,206.04	57,968.33	1.32%
April	55,256.28	58,142.23	4.96%
May	56,186.89	57,035.02	1.49%
June	56,196.84	59,123.05	4.95%
July	56,631.18	58,427.72	3.07%
August	56,972.45	58,478.41	2.58%
September	57,329.70	57,767.28	0.76%
October	57,211.36	57,921.75	1.23%
November			
December			
TOTAL	567,048.86	580,433.50	2.31%

MONTH	2009 AVERAGE SWR BILL	2010 AVERAGE SWR BILL	% DIFFERENCE
January	$35.61	$34.83	-2.23%
February	$35.64	$34.93	-2.02%
March	$35.62	$34.86	-2.19%
April	$34.38	$34.90	1.49%
May	$34.64	$34.13	-1.49%
June	$34.46	$35.32	2.43%
July	$34.62	$35.03	1.17%
August	$34.70	$35.02	0.91%
September	$34.98	$34.55	-1.25%
October	$34.76	$34.66	-0.28%
November			
December			
AVERAGE	$34.94	$34.82	-0.34%

City of Basehor **Period Ending 10/31/10**

	Budget 2010	Revenues YTD	Revenues Current Month	Balance	% Budget
Revenues					
General	$2,034,034.78	$1,695,607.65	$47,268.76	$338,427.13	83.4%
Special Park	$16,376.00	$7,101.57	$38.24	$9,274.43	43.4%
Sewer	$1,045,824.00	$894,387.76	$95,711.25	$151,436.24	85.5%
Cedar Lakes	$10,704.00	$36.77	$9.61	$10,667.23	0.3%
Bond & Interest	$498,019.94	$478,493.29	-$9.68	$19,526.65	96.1%
Solid Waste	$174,718.00	$147,003.67	$15,245.02	$27,714.33	84.1%
Consolidated Highway	$532,863.00	$390,282.95	$84,471.47	$142,580.05	73.2%
Municipal Equipment Reserve	$98,500.00	$307.32	$107.88	$98,192.68	0.3%
Capital Improvement	$339,798.00	$244,528.49	$24,194.53	$95,269.51	72.0%
Basehor Town Center Project	$0.00	$3,461,691.71	$213.26	-$3,461,691.71	
Wolf Creek Project	$0.00	$410,931.74	$63.79	-$410,931.74	

	Budget 2010	Expenses YTD	Expenses Current Month	Balance	% Budget
Expenditures					
General					
Administration	$311,595.00	$240,754.28	$11,363.70	$70,840.72	77.3%
Street Department	$213,249.00	$166,187.02	$15,744.92	$47,061.98	77.9%
Governing Body / Administrator	$166,370.00	$100,928.49	$8,963.63	$65,441.51	60.7%
Police Department	$804,738.00	$591,216.12	$54,760.44	$213,521.88	73.5%
City Facilities	$35,190.00	$54,985.70	$6,542.07	-$19,795.70	156.3%
Park & Recreation	$18,342.00	$12,977.94	$2,084.99	$5,364.06	70.8%
Employee Benefits	$388,496.00	$308,643.85	$31,608.35	$79,852.15	79.4%
Planning & Zoning	$232,233.00	$125,784.50	$9,380.69	$106,448.50	54.2%
Special Park	$35,000.00	$2,570.00	$0.00	$32,430.00	7.3%
Sewer	$1,333,544.00	$1,120,992.40	$32,192.55	$212,551.60	84.1%
Cedar Lakes	$17,000.00	$19,366.87	$0.00	-$2,366.87	113.9%
Bond & Interest	$531,122.00	$531,121.26	$0.00	$0.74	100.0%
Solid Waste	$211,100.00	$119,831.07	$13,394.76	$91,268.93	56.8%
Consolidated Highway	$481,000.00	$36,761.64	$7,957.30	$444,238.36	7.6%
Municipal Equipment Reserve	$150,000.00	$15,043.87	$0.00	$134,956.13	10.0%
Capital Improvement	$150,000.00	$398,354.50	$0.00	-$248,354.50	265.6%
Basehor Town Center Project	$0.00	$4,193,094.40	$58,343.60	-$4,193,094.40	
Wolf Creek Project	$0.00	$423,222.43	$7,492.50	-$423,222.43	

SEWER AND SOLID WASTE BILLING 2010						
MONTH	SEWER COUNT	SEWER BILLED	AVERAGE SWR BILL	SOL WASTE COUNT	SOL WASTE BILLED	AVERAGE SOL BILL
January	1,655	$57,650.02	$34.83	1,458	14,625.07	$10.03
February	1,658	$57,919.69	$34.93	1,463	14,670.04	$10.03
March	1,663	$57,968.33	$34.86	1,469	14,699.83	$10.01
April	1,666	$58,142.23	$34.90	1,475	14,762.29	$10.01
May	1,671	$57,035.02	$34.13	1,488	14,892.23	$10.01
June	1,674	$59,123.05	$35.32	1,493	14,959.42	$10.02
July	1,668	$58,427.72	$35.03	1,493	14,964.73	$10.02
August	1,670	$58,478.41	$35.02	1,496	14,995.03	$10.02
September	1,672	$57,767.28	$34.55	1,494	14,985.04	$10.03
October	1,671	$57,921.75	$34.66	1,492	14,974.40	$10.04
November						
December						
TOTAL	16,668	$580,433.50		14,821	$148,528.08	
AVERAGE	1,667		$34.82	1,482		$10.02

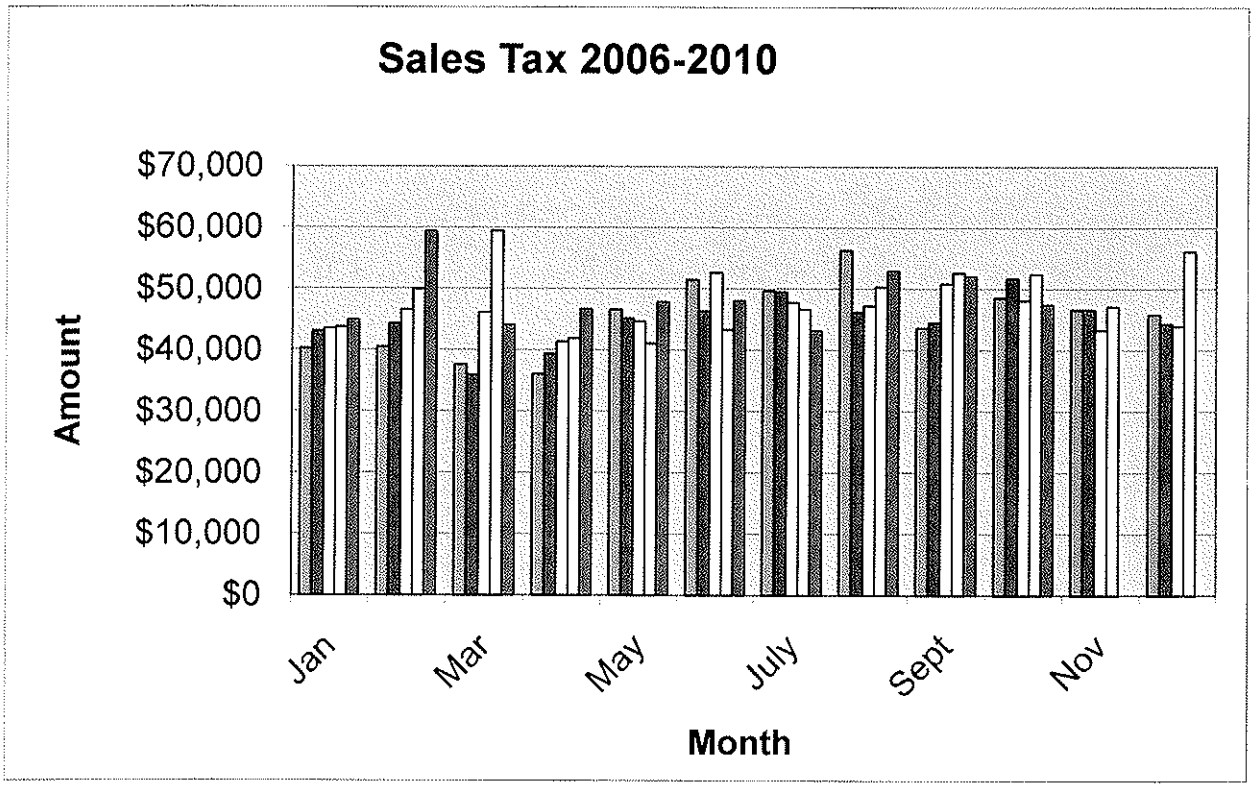
NOTE: Bills are generated at the end of the month and charges are collected the following month

City of Basehor

Sales Tax 2006 - 2010

Post Date	2006	2007	2008	2009	2010	Difference '09 - '10	% Difference	2009 YTD	2010 YTD	Difference '09 - '10	% Difference
Jan	40,240.09	43,040.41	43,516.85	43,726.32	44,933.16	1,206.84	2.8%	43,726.32	44,933.16	1,206.84	2.8%
Feb	40,459.89	44,273.79	46,544.07	49,937.92	59,338.25	9,400.33	18.8%	93,664.24	104,271.41	10,607.17	11.3%
Mar	37,554.64	35,899.77	46,125.81	59,417.29	44,064.14	-15,353.15	-25.8%	153,081.53	148,335.55	-4,745.98	-3.1%
Apr	36,071.53	39,334.11	41,298.70	41,900.26	46,686.51	4,786.25	11.4%	194,981.79	195,022.06	40.27	0.0%
May	46,565.17	45,142.71	44,634.80	41,070.02	47,865.00	6,794.98	16.5%	236,051.81	242,887.06	6,835.25	2.9%
June	51,403.77	46,335.58	52,647.16	43,320.60	48,059.05	4,738.45	10.9%	279,372.41	290,946.11	11,573.70	4.1%
July	49,662.85	49,500.52	47,720.81	46,612.85	43,151.43	-3,461.42	-7.4%	325,985.26	334,097.54	8,112.28	2.5%
Aug	56,212.59	46,173.87	47,209.53	50,284.61	52,935.19	2,650.58	5.3%	376,269.87	387,032.73	10,762.86	2.9%
Sept	43,589.74	44,486.92	50,855.51	52,550.48	52,062.71	-487.77	-0.9%	428,820.35	439,095.44	10,275.09	2.4%
Oct	48,508.43	51,633.80	48,068.36	52,382.92	47,483.47	-4,899.45	-9.4%	437,476.95	441,645.75	4,168.80	1.0%
Nov	46,597.06	46,598.51	43,264.92	47,111.87							
Dec	45,793.00	44,281.28	43,884.31	56,073.14							
	542,658.76	536,701.27	555,770.83	584,388.28	486,578.91						

Difference 2009 - 2010	-9,851.55	
	-9.4%	Down 2009 to 2010
2010 Budget Sales Tax	$652,496	
2010 To Date Sales Tax	$486,579	74.57%
2010 TDD Sales Tax	$15,227.19	
2009 TDD Sales Tax	$8,186.58	



ORDINANCE NO. 578

AN ORDINANCE APPROVING AN AMENDMENT TO ARTICLE 8 OF THE CITY ZONING REGULATIONS TO PROVIDE NEW SECTION 8, WHICH SECTION WILL INCORPORATE ARCHITECTURAL DESIGN STANDARDS APPLICABLE IN CERTAIN ZONING DISTRICTS

WHEREAS, following a properly noticed public hearing, the Planning Commission of the City of Basehor did consider and recommend for adoption Architectural Design Standards for certain zoning districts within the City; and

WHEREAS, the City Governing Body of the City of Basehor wishes to approve and adopt the Architectural Design Standards as Section 8 of Article 8 [Supplementary District Regulations] of the City Zoning Regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS AS FOLLOWS:

SECTION 1: The Governing Body hereby approves the recommendations of the Planning Commission and adopts the Architectural Design Standards as part of Section 8 of Article 8 of the City Zoning Regulations, which new Section 8 shall state the following:

8. Architectural Design Standards: The Architectural Design Standards attached hereto as Appendix B are applicable to certain zoning districts within the City, all as set forth in Appendix B hereto and incorporated herein by reference as if fully set forth, all as prepared by the city and consisting of Ordinance No. 578 and entitled, "Architectural Design Standards of the City of Basehor, Kansas." At least one copy of the Architectural Design Standards of the City of Basehor, Kansas shall be filed with the city clerk to be open for inspection and available to the public at all reasonable business hours.

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 5

Topic:
Public Hearing.

Action Requested:
Hold a public hearing for a 2010 budget amendment.

Narrative:

Presented by:
Mark Loughry, City Administrator
Corey Swisher, City Clerk

Administration Recommendation:

a. Open a public hearing.
b. Take public comment.
c. Close public hearing.

Committee Recommendation:

Attachments:
2010 State of Kansas Amended Budget Document.

Projector needed for this item?

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 6

Topic:
2010 Budget Amendment.

Action Requested:
Hold a public hearing and then vote to approve the proposed 2010 Budget Amendment.

Narrative:
The City's Capital Improvement Fund has gone over its original $150,000 budget due to the purchase of the Field of Dreams athletic facility. Current expenditures are $398,354 while the proposed amended budget is $400,000. The Cedar Lakes fund has gone over its original $17,000 budget due to unexpected machinery failure (primarily grinder pumps). Current expenditures are $19,337 and the proposed amended budget is $30,000.

Presented by:
Mark Loughry, City Administrator
Corey Swisher, City Clerk

Administration Recommendation:
Approve the proposed 2010 Budget Amendment.

Committee Recommendation:

Attachments:
2010 State of Kansas Amended Budget Document.

Projector needed for this item?

The City of Basehor

DRAFT

Date: November 9, 2010

To: Basehor City Council

From: Mark Loughry, City Administrator
Corey Swisher, City Clerk

Re: 2010 Budget Amendment

Background:

Municipalities are authorized by K.S.A 79-2929a *(Attachment A)* to amend their budget to spend funds not in the original budget. The additional expenditures are to be made from existing revenue and cannot require additional tax levies.

K.S.A. 79-2929a requires that the City hold a public hearing for a budget amendment at least ten days after publication of a notice of a public hearing. To comply with these statutory requirements, the public hearing was scheduled for Council's regular meeting on November 15, 2010. It was required that the Notice of Budget hearing page of the attached State of Kansas amended budget document be published in the City's newspaper of record *(Basehor Sentinel)* on Thursday November 4, 2010. Council is now being asked to vote on the amended budget after the public hearing.

The City's Capital Improvement Fund has gone over its original $150,000 budget due to the purchase of the Field of Dreams athletic facility. Current expenditures are $398,354 while the proposed amended budget is $400,000. The Cedar Lakes fund has gone over its original $17,000 budget due to unexpected machinery failure (primarily grinder pumps). Current expenditures are $19,337 and the proposed amended budget is $30,000.

Process:

1. Establish Public Hearing Date
2. Publish Notice
3. Conduct Public Hearing
4. Adopt Amended Budget
5. File Amended Budget with County Clerk

Staff Request:

Hold a public hearing and then vote to approve the proposed 2010 Budget Amendment.

2620 N. 155th Street
P.O. Box 406
Basehor, KS 66007-0406

913-724-1370
FAX 913-724-3388
www.cityofbasehor.org

State of Kansas
Amendment

2010

Notice of Budget Hearing for Amending the 2010 Budget

The governing body of
City of Basehor
will meet on the day of November 15 , 2010, at 7 p.m. for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at
and will be available at this hearing.

Summary of Amendments

Fund	2010 Adopted Budget			2010 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Cedar Lakes			17,000	30,000
Capital Improvement			150,000	400,000
0			0	0
0			0	0
0			0	0
0			0	0

Signature

City of Basehor 2010

Adopted Budget

Cedar Lakes	2010 Adopted Budget	2010 Proposed Budget
Unencumbered Cash Balance January 1	56,693	56,693
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
Interest on Idle Funds		
Total Receipts	**0**	**0**
Resources Available:	**56,693**	**56,693**
Expenditures:		
	17,000	30,000
Total Expenditures	**17,000**	**30,000**
Unencumbered Cash Balance December 31	39,693	26,693

revised 8/06/07

City of Basehor

Adopted Budget

Capital Improvement	2010 Adopted Budget	2010 Proposed Budget
Unencumbered Cash Balance January 1	1,346,875	1,346,875
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
Interest on Idle Funds		
Total Receipts	**0**	**0**
Resources Available:	**1,346,875**	**1,346,875**
Expenditures:		
	150,000	400,000
Total Expenditures	**150,000**	**400,000**
Unencumbered Cash Balance December 31	1,196,875	946,875

79-2929a

Chapter 79.--TAXATION

Article 29.--MISCELLANEOUS PROVISIONS

79-2929a. Amended budget; publication; electronic filing; notice; public hearing; clerical errors. (a) The governing body of any taxing subdivision or municipality which is subject to the budget law provisions of K.S.A. 79-2925 through 79-2936, and amendments thereto, which proposes to amend its adopted current budget during the year in which such budget is in effect, shall be subject to the same publication, notice and public hearing requirements as required by K.S.A. 79-2929, and amendments thereto, for the adoption of the original budget. In addition, such published budget shall show any proposed changes in the amount of expenditures, by fund. Any proposed increase in expenditures shall be balanced by previously unbudgeted increases in revenue other than ad valorem property taxes. A copy of the adopted amended budget shall be filed with the county clerk and with the director of accounts and reports. Beginning in 2009, all such budget information shall be filed electronically with the county clerk and with the director of accounts and reports.

(b) Whenever a clerical error in the calculation of the assessed valuation of any taxing subdivision or municipality which is subject to the provisions of K.S.A. 79-2925 through 79-2936, and amendments thereto, is discovered after the governing body has adopted the budget and prior to October 1, the governing body may amend such budget. Any budget amended pursuant to this subsection shall be subject to the same publication, notice and public hearing requirements as required by K.S.A. 79-2929, and amendments thereto, for the adoption of the original budget. A copy of such amended budget shall be filed with the county clerk and the director of the division of accounts and reports. Beginning in 2009, all such budget information shall be filed electronically with the county clerk and with the director of accounts and reports.

History: L. 1981, ch. 368, § 1; L. 1989, ch. 218, § 10; L. 1992, ch. 280, § 53; L. 2004, ch. 59, § 1; L. 2008, ch. 163, § 2; July 1.

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 7

Topic:
2011 Pay Scale

Action Requested:
Approve the 2011 Pay Scale and Assistant City Administrator stipend.

Narrative:

Presented by:
Mark Loughry, City Administrator

Administration Recommendation:

Committee Recommendation:

Attachments:
Memo, Mark Loughry, 10/24/10 (2 pages)
Adopted 2010 Pay Scale with changes (1 page)
Proposed 2011 Pay Scale (1 page)
Assistant City Administrator position description (1 page)

Projector needed for this item?
No

Memo

Date: 10/24/2010

To: Basehor City Council

Cc: Mayor, Terry Hill

From: Mark Loughry, City Administrator

RE: Pay Scale for 2011

Council I have attached the proposed Pay Scale for 2011. There are a few changes noted, but no across the board increase is being proposed. There are only three positions that will notice any increase in hourly pay over their 2010 rate with a total budgetary impact of $2,820.00 if this Pay Scale is adopted.

I am recommending the removal of the following positions from the pay scale; Clerical, Management Intern, Police Corporal, Planner, and City Clerk. The other recommended changes eliminate the need for these positions or the positions have never been filled. I am also recommending that the wage range currently titled as Treasurer be reclassified as Accounting Clerk and the wage range titled Planning Director be reclassified as City Engineer with no step adjustments.

I am recommending creating the position of Finance Director with a scale equivalent to the City Superintendent and Chief of Police. I would then move the current City Clerk into the position of Finance Director and expect them to fill the role of City Clerk and Treasurer. In order to move the current employee to a step in that range it will require a fifty-eight cents an hour adjustment or $1,206.40 annually.

I am recommending the creation of the scale Administrative Support equivalent to the Assistant City Clerk Range. This reflects the consolidation of the Management Intern and Clerical positions previously in the Pay Scale Plan and does not reflect any increase in wages over the 2010 rate.

The City Engineer position is eligible for a step increase and I am recommending moving that position from a step two to a step three as allowed in the pay policy. This reflects a seventy-four cent an hour increase or $1,539.20 annually.

I am recommending the implementation of a stipend for the position of Assistant City Administrator. This position was created by the Council and previously included in the City Administrator range. Since the position is not currently a full time position and may not be for some time it will continue to be filled by a senior member of the management team as additional duties. I am recommending a flat $7,500.00 stipend be added to the wages of

whichever member of management fills the position. Approval of this would create a $74 per year adjustment in the wages of the person currently filling the position.

I am attaching two Pay Scales, one clean version reflecting my recommended changes and one showing the 2010 adopted pay scale with areas of proposed change highlighted. I am also attaching the proposed job description for the Assistant City Administrator position outlining the stipend.

I do feel that with the increase in costs associated with the City benefits this is an equitable proposal for both the City and the employees.

If you have questions or require further discussion please let me know.

City of Basehor

Adopted 2010 Scale With Changes

10/26/2010

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Parks Laborer	$10.07	$10.32	$10.58	$10.84	$11.12	$11.39	$11.68	$11.97	$12.27	$12.58
	Clerical	$11.20	$11.48	$11.77	$12.06	$12.36	$12.67	$12.99	$13.31	$13.65	$13.99
	Maintenance Worker 1	$11.31	$11.59	$11.88	$12.18	$12.48	$12.80	$13.12	$13.44	$13.78	$14.12
	Police Clerk	$11.48	$11.77	$12.06	$12.36	$12.67	$12.99	$13.31	$13.65	$13.99	$14.34
2	Management Intern	$11.78	$12.07	$12.38	$12.69	$13.00	$13.33	$13.66	$14.00	$14.35	$14.71
3	Wastewater Operator 1	$13.19	$13.52	$13.86	$14.20	$14.56	$14.92	$15.30	$15.68	$16.07	$16.47
	Court Clerk	$13.80	$14.15	$14.50	$14.86	$15.23	$15.61	$16.00	$16.40	$16.81	$17.23
	Wastewater Operator 2	$14.43	$14.79	$15.16	$15.54	$15.93	$16.33	$16.73	$17.15	$17.58	$18.02
4	Assistant City Clerk	$15.07	$15.45	$15.83	$16.23	$16.63	$17.05	$17.48	$17.91	$18.36	$18.82
	Administrative Support	$15.07	$15.45	$15.83	$16.23	$16.63	$17.05	$17.48	$17.91	$18.36	$18.82
	Animal Control Officer	$15.44	$15.83	$16.22	$16.63	$17.04	$17.47	$17.91	$18.35	$18.81	$19.28
	Police Officer 2	$15.44	$15.83	$16.22	$16.63	$17.04	$17.47	$17.91	$18.35	$18.81	$19.28
	Maintenance Worker 2	$15.45	$15.84	$16.23	$16.64	$17.05	$17.48	$17.92	$18.37	$18.82	$19.29
	Accounting Clerk	$15.45	$15.84	$16.23	$16.64	$17.05	$17.48	$17.92	$18.37	$18.82	$19.29
	Police Officer 3	$15.94	$16.34	$16.75	$17.17	$17.59	$18.03	$18.49	$18.95	$19.42	$19.91
5	Police Corporal	$17.78	$18.22	$18.68	$19.15	$19.63	$20.12	$20.62	$21.13	$21.66	$22.20
	Senior Wastewter Oper	$18.50	$18.96	$19.44	$19.92	$20.42	$20.93	$21.45	$21.99	$22.54	$23.10
	Police Sergeant	$18.50	$18.96	$19.44	$19.92	$20.42	$20.93	$21.45	$21.99	$22.54	$23.10
	Building/Code Inspector	$18.85	$19.32	$19.80	$20.30	$20.81	$21.33	$21.86	$22.41	$22.97	$23.54
	Planner	$19.12	$19.60	$20.09	$20.59	$21.10	$21.63	$22.17	$22.73	$23.30	$23.88
6	Lieutenant/Detective	$20.97	$21.49	$22.03	$22.58	$23.15	$23.73	$24.32	$24.93	$25.55	$26.19
7	City Clerk	$23.61	$24.20	$24.81	$25.43	$26.06	$26.71	$27.38	$28.06	$28.77	$29.49
8	Chief of Police	$25.99	$26.64	$27.31	$27.99	$28.69	$29.41	$30.14	$30.89	$31.67	$32.46
	Chief of Police	$26.58	$27.24	$27.93	$28.62	$29.34	$30.07	$30.82	$31.60	$32.39	$33.19
	Finance Director	$26.58	$27.24	$27.93	$28.62	$29.34	$30.07	$30.82	$31.60	$32.39	$33.19
	City Superintendent	$26.58	$27.24	$27.93	$28.62	$29.34	$30.07	$30.82	$31.60	$32.39	$33.19
9	City Engineer	$29.10	$29.83	$30.57	$31.34	$32.12	$32.92	$33.75	$34.59	$35.46	$36.34
10	City Administrator	$33.42	$35.17	$37.02	$38.96	$41.00	$43.16	$45.67	$48.30	$51.05	$53.94

Light blue fill is proposed increase in 2011
Purple fill is current rate
Orange fill is proposed to be removed
Yellow fill is new line item

City of Basehor

Adopted 2011 Pay Scale

10/26/2010

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Parks Laborer	$10.07	$10.32	$10.58	$10.84	$11.12	$11.39	$11.68	$11.97	$12.27	$12.58
	Maintenance Worker 1	$11.31	$11.59	$11.88	$12.18	$12.48	$12.80	$13.12	$13.44	$13.78	$14.12
	Police Clerk	$11.48	$11.77	$12.06	$12.36	$12.67	$12.99	$13.31	$13.65	$13.99	$14.34
2	Wastewater Operator 1	$13.19	$13.52	$13.86	$14.20	$14.56	$14.92	$15.30	$15.68	$16.07	$16.47
	Court Clerk	$13.80	$14.15	$14.50	$14.86	$15.23	$15.61	$16.00	$16.40	$16.81	$17.23
	Wastewater Operator 2	$14.43	$14.79	$15.16	$15.54	$15.93	$16.33	$16.73	$17.15	$17.58	$18.02
3	Assistant City Clerk	$15.07	$15.45	$15.83	$16.23	$16.63	$17.05	$17.48	$17.91	$18.36	$18.82
	Administrative Support	$15.07	$15.45	$15.83	$16.23	$16.63	$17.05	$17.48	$17.91	$18.36	$18.82
	Animal Control Officer	$15.44	$15.83	$16.22	$16.63	$17.04	$17.47	$17.91	$18.35	$18.81	$19.28
	Police Officer 2	$15.44	$15.83	$16.22	$16.63	$17.04	$17.47	$17.91	$18.35	$18.81	$19.28
	Accounting Clerk	$15.45	$15.84	$16.23	$16.64	$17.05	$17.48	$17.92	$18.37	$18.82	$19.29
	Maintenance Worker 2	$15.45	$15.84	$16.23	$16.64	$17.05	$17.48	$17.92	$18.37	$18.82	$19.29
	Police Officer 3	$15.94	$16.34	$16.75	$17.17	$17.59	$18.03	$18.49	$18.95	$19.42	$19.91
4	Senior Wastewater Oper	$18.50	$18.96	$19.44	$19.92	$20.42	$20.93	$21.45	$21.99	$22.54	$23.10
	Police Sergeant	$18.50	$18.96	$19.44	$19.92	$20.42	$20.93	$21.45	$21.99	$22.54	$23.10
	Building/Code Inspector	$18.85	$19.32	$19.80	$20.30	$20.81	$21.33	$21.86	$22.41	$22.97	$23.54
5	Lieutenant/Detective	$20.97	$21.49	$22.03	$22.58	$23.15	$23.73	$24.32	$24.93	$25.55	$26.19
6	Chief of Police	$26.58	$27.24	$27.93	$28.62	$29.34	$30.07	$30.82	$31.60	$32.39	$33.19
	Finance Director	$26.58	$27.24	$27.93	$28.62	$29.34	$30.07	$30.82	$31.60	$32.39	$33.19
	City Superintendent	$26.58	$27.24	$27.93	$28.62	$29.34	$30.07	$30.82	$31.60	$32.39	$33.19
7	City Engineer	$29.10	$29.83	$30.57	$31.34	$32.12	$32.92	$33.75	$34.59	$35.46	$36.34
8	City Administrator	$33.42	$35.17	$37.02	$38.96	$41.00	$43.16	$45.67	$48.30	$51.05	$53.94

Approved and adopted by Council November 15, 2010

Terry Hill, Mayor

Assistant City Administrator

Immediate Supervisor: City Administrator
FLSA Classification: Exempt - $7,500 Stipend
Status Classification: Part - time (flexible with some weekends and evenings)
Education: High School Diploma/GED, Preferred degree from an accredited College or University with course work in Business and Administration or other fields related to administration.
Out-of-Town Travel: Required
Introductory Period: One year

POSITION SUMMARY

Under the supervision of the City Administrator, the Assistant City Administrator is an additional assignment given to a member of senior management. This position works with the City Administrator, Mayor, City Council, other department heads, and citizens by researching issues, providing advice, fielding complaints and assisting with the general administration of the City of Basehor. This employee should possess excellent supervisory and organizational skills as well as strong communication and public relation skills.

ESSENTIAL FUNCTIONS

- Assists City Administrator with development of the annual City budget;
- Assists with short term and long range planning for the community and organization;
- Fields questions, concerns, and complaints from the general public;
- Assists in the preparation of the council agendas;
- Conducts research and performs special projects;
- Interacts with news media and makes public presentations;
- Participates in personnel management to include, salaries and enforcement of policies;
- Assists with grant preparation and monitoring;
- Prepares necessary reports as requested;
- Attends City Council meetings;
- Assists other departments as needed;
- Assumes responsibilities for the organization during the absence of the City Administrator;
- Administration of payroll/time and attendance systems
- Performs other duties as deemed necessary or assigned.

Check Register Report

Date: 10/21/2010
Time: 1:16 PM
Page: 1

City Of Basehor

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
	Ref#	GL Number		Line Distribution Description		
18183	10/21/2010	Printed	ALERT	A.L.E.R.T, INC	RADAR CERTIFICATION	
	12358	01-004-761				280.00
					Check Amount	280.00
18184	10/21/2010	Printed	ADVANCE IN	ADVANCE INSURANCE COMPANY	EMP AD&D, LIFE INS PREM/NOV 10	
	12366	01-000-235				114.40
	12366	01-000-247				268.15
	12366	01-000-244				299.47
					Check Amount	682.02
18185	10/21/2010	Printed	ATTORNEY G	ATTORNEY GENERAL'S OFFICE	REVIEW GEN OBLIG TEMP NOTE	
	12363	18-000-863				180.00
					Check Amount	180.00
18186	10/21/2010	Printed	BREUER/RAY	RAY BREUER	REIMB OVERPAY-SEWER ACCT	
	12319	05-000-521				37.51
					Check Amount	37.51
18187	10/21/2010	Printed	BURNS & MC	BURNS & MCDONNELL	ENG SVCS/WWTP EXPANSION	
	12350	05-009-765				572.00
	12351	05-009-765				7,487.57
					Check Amount	8,059.57
18188	10/21/2010	Printed	CITY TREAS	CITY TREASURER-REVENUE	KCMO 1% EARNINGS/PAY #20	
	12343	01-000-217				42.93
	12344	01-000-217				21.70
					Check Amount	64.63
18189	10/21/2010	Printed	COMMERCE	COMMERCE PURCHASING CARD	PURCHASING CARD CHARGES	
	12320	09-010-775				11,085.36
	12320	05-009-814				282.70
	12320	05-009-804				365.17
	12320	05-009-803				512.11
	12320	05-009-758				171.41
	12320	05-009-757				128.95
	12320	01-017-801				52.96
	12320	01-017-774				60.00
	12320	01-017-758				144.44
	12320	01-011-813				1,191.97
	12320	01-008-803				30.90
	12320	01-008-792				380.00
	12320	01-008-754				141.25
	12320	01-005-803				61.36
	12320	01-005-797				4,586.59
	12320	01-005-757				341.85
	12320	01-005-754				153.00
	12320	01-004-850				817.00
	12320	01-004-803				171.21
	12320	01-004-801				84.50
	12320	01-004-799				-18.95
	12320	01-004-774				151.59
	12320	01-004-758				514.35
	12320	01-003-804				25.17
	12320	01-003-803				4.98
	12320	01-003-781				85.88
	12320	01-003-774				20.00
	12320	01-002-811				160.37
	12320	01-002-804				365.18
	12320	01-002-803				778.73
	12320	01-002-758				88.99
	12320	01-001-808				6.33
	12320	01-001-803				251.71
	12320	01-001-801				306.11
	12320	01-001-774				260.00
					Check Amount	23,763.17

Check Register Report

City Of Basehor

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
	Ref#	GL Number		Line Distribution Description		
18190	10/21/2010	Printed	CROSS FIRS	CROSS FIRST BANK	SETTLEMENT PYMNT/BTC ROW	
	12359	18-000-799				57,090.60
					Check Amount	57,090.60
18191	10/21/2010	Printed	EFTPS	EFTPS	FIT/SS/MEDICARE PAY #21	
	12348	01-000-202				4,256.66
	12348	01-000-205				1,301.98
	12348	01-000-204				5,567.16
					Check Amount	11,125.80
18192	10/21/2010	Printed	FASTENAL	FASTENAL COMPANY	CABLE TIES FOR WWTF	
	12367	05-009-803				119.17
					Check Amount	119.17
18193	10/21/2010	Printed	FIRST STAT	FIRST STATE BANK AND TRUST	SAFETY DEPOSIT BOX RENTAL	
	12352	01-001-799				65.00
					Check Amount	65.00
18194	10/21/2010	Printed	JOHNSON CL	JOHNSON COUNTY GOVERNMENT	BI MONTHLY TEST FLOW 10-7-10	
	12361	05-009-790				118.50
	12321	05-009-790				174.00
					Check Amount	292.50
18195	10/21/2010	Printed	KBI LAB	KANSAS BUREAU OF INVESTIGATION	LAB FEES/MCINTOSH, JESSI	
	12364	01-000-859				400.00
	12365	01-000-859				400.00
					Check Amount	800.00
18196	10/21/2010	Printed	KS DOR WTH	KANSAS DEPARTMENT OF REVENUE	KS ST WHOLDING PAY #21	
	12347	01-000-206				1,886.55
					Check Amount	1,886.55
18197	10/21/2010	Printed	KS EMPLOY	KANSAS EMPLOYMENT SECURITY FD	PAY #21 UNEMPLOYMENT WHOLD	
	12346	01-000-207				44.88
					Check Amount	44.88
18198	10/21/2010	Printed	KANSAS ONE	KANSAS ONE-CALL SYSTEMS, INC.	MONTHLY ONE CALL SVC	
	12322	05-009-789				33.00
					Check Amount	33.00
18199	10/21/2010	Printed	KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	
	12345	01-000-248				350.35
					Check Amount	350.35
18200	10/21/2010	Printed	KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT PAY #21	
	12353	01-000-208				3,823.69

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
	Ref#	GL Number		Line Distribution Description		
	12353	01-000-211				5.35
					Check Amount	3,829.04
18201	10/21/2010	Printed	LAWN TAMER	LAWN TAMERS	MOWING-CODES-2917 N 156TH ST	
	12341	01-000-856		MOW-CODES-2917 N 156TH		75.00
	12340	01-000-856		MOW-CODES-15525 ELM		75.00
	12339	01-000-856		MOW-CODES-1520 N 155TH		75.00
	12325	01-000-856		MOW-CODES-1919 N 152ND		175.00
	12324	01-000-856		MOW-CODES-PINES OF PH		300.00
	12323	01-000-856		MOW-CODES-FALCON LAKE		1,350.00
					Check Amount	2,050.00
18202	10/21/2010	Printed	LV SHERIFF	LEAVENWORTH COUNTY SHERIFF	JAIL FEES/SEPT 2010	
	12356	01-004-764				157.50
					Check Amount	157.50
18203	10/21/2010	Printed	LOI TECH	LOI TECHNOLOGY	MULTIPLE PHONE CHANGES	
	12326	01-005-799				90.00
					Check Amount	90.00
18204	10/21/2010	Printed	MC JANITOR	MC JANITORIAL	CLEANING/OCT/LESS 1 NO SHOW	
	12338	01-005-799				210.00
					Check Amount	210.00
18205	10/21/2010	Printed	MCBRATNEY	KIANN MCBRATNEY	PROSECUTOR FEES/OCT 2010	
	12357	01-004-767				400.00
					Check Amount	400.00
18206	10/21/2010	Printed	MERCHANT S	MERCHANT SERVICES GROUP	CC CHARGES FEES	
	12327	01-005-799				121.54
					Check Amount	121.54
18207	10/21/2010	Printed	PLEAK	MITCH PLEAK	REIMB BUSINESS MILEAGE	
	12354	01-017-782				314.00
					Check Amount	314.00
18208	10/21/2010	Printed	PROPAYROLL	PROPAYROLL	PAYROLL SVCS/PAY #21	
	12349	01-011-742				218.00
					Check Amount	218.00
18209	10/21/2010	Printed	SELECT SEC	SELECT SECURITY SYSTEMS	MONTHLY MONITOR/WWTF	
	12328	01-008-799		MONITOR-FOD BLDGS		40.00
	12330	05-009-799		MONITOR-WWTF PROCESS		30.00
	12329	01-002-799		MONITOR-PW SHOP		19.00
					Check Amount	89.00
18210	10/21/2010	Printed	SHRED IT	SHRED IT	DESTROY 1 CONSOLE	
	12332	01-005-799		DESTROY 1 CONSOLE		25.00
	12331	01-005-799		DESTROY 70 BOXES		444.00
					Check Amount	469.00
18211	10/21/2010	Printed	SMITH	RALPH SMITH	PUMP SEPTIC TANK @ FOD	
	12333	01-008-799				200.00
					Check Amount	200.00
18212	10/21/2010	Printed	SPECTRA	SPECTRA	MISC SHOP SUPPLIES-PW @ WWTF	
	12334	01-002-803				136.00
	12362	01-002-803				281.15

Check Register Report

City Of Basehor

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#		GL Number		Line Distribution Description		
					Check Amount	417.15
18213	10/21/2010	Printed	TALLMAN	TALLMAN AUTO BODY	INSTALL INSTRUMENT CLUSTER	
	12355	01-004-761				525.00
					Check Amount	525.00
18214	10/21/2010	Printed	UNDERGRND	UNDERGROUND VAULTS & STORAGE	RMV BOXES FOR DESTRUCTION	
	12335	01-001-799				260.00
					Check Amount	260.00
18215	10/21/2010	Printed	WESTAR GRP	WESTAR ENERGY	ELECTRICAL SERVICE	
	12342	05-009-753				40.01
	12336	05-009-753				230.19
					Check Amount	270.20
18216	10/21/2010	Printed	WINGFOOT	WINGFOOT COMMERCIAL TIRES	(4) TIRES/2002 RANGER/PLANNING	
	12337	01-017-761				370.88
					Check Amount	370.88
18217	10/21/2010	Printed	WRIGHT EX	WRIGHT EXPRESS	FUEL CHARGES/SEPT 2010	
	12360	01-017-804		FUEL CHGS/SEPT 2010-PLAN		70.70
	12360	01-004-804		FUEL CHGS/SEPT 2010-PD		2,623.71
					Check Amount	2,694.41

Total Checks:	**35**	**Bank Total(excluding void checks):**	**117,560.47**
Total Checks:	**35**	**Grand Total(excluding void check):**	**117,560.47**

10-21-10

Mark Loughry — Date
City Administrator

Kristi Olson 10/21/10

Kristi Olson — Date
Accounting Clerk

Check Register Report

Date: 10/25/2010
Time: 12:03 PM
Page: 1

City Of Basehor

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#		GL Number		Line Distribution Description		
18218	10/25/2010	Printed	UNITED TIT	UNITED TITLE COMPANY LLC	TITLE INS/BASEHOR BLVD &	
	12368	18-000-799				965.00
					Check Amount	965.00

Total Checks:	**1**	**Bank Total(excluding void checks):**	**965.00**
Total Checks:	**1**	**Grand Total(excluding void check):**	**965.00**

10-25-10

Mark Loughry Date
City Administrator

10/25/10

Kristi Olson Date
Accounting Clerk

Check Register Report

Date: 10/29/2010
Time: 9:05 AM
Page: 1

City Of Basehor

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
	Ref#	GL Number		Line Distribution Description		
18219	10/29/2010	Printed	AFLAC	AFLAC	CAFETERIA PLAN PREM/OCT 10	
	12373	01-000-240				271.56
	12373	01-000-239				47.88
	12373	01-000-238				39.36
	12373	01-000-237				26.68
	12373	01-000-242				25.56
	12373	01-000-241				222.04
					Check Amount	633.08
18220	10/29/2010	Printed	BLACKTOP P	BLACKTOP PAVING & CONSTRUCTION	PURCH REMAINING MATERIAL	
	12375	10-000-811				7,327.30
					Check Amount	7,327.30
18221	10/29/2010	Printed	HARTFORD	HARTFORD RETIREMENT PLANS	OCTOBER EE/ER CONTRIB	
	12372	01-000-212				7,641.96
	12371	01-000-212				7,314.98
					Check Amount	14,956.94
18222	10/29/2010	Printed	ING LIFE	ING LIFE INSURANCE & ANNUITY	EMPLYEE CONTRIB/SEPT,OCT 2010	
	12374	01-000-212				800.00
					Check Amount	800.00
18223	10/29/2010	Printed	LEAVEN JUS	LEAVENWORTH JUSTICE CENTER	BOND PYMNT/LAFFERE, J M	
	12369	01-000-421				500.00
					Check Amount	500.00
18224	10/29/2010	Printed	MIDWEST PU	MIDWEST PUBLIC RISK	GROUP DENTAL INSURANCE	
	12376	01-000-203				1,351.00
					Check Amount	1,351.00
18225	10/29/2010	Printed	UNITED TIT	UNITED TITLE COMPANY LLC	FILING FEES/AGREEMENT FEES	
	12370	18-000-799				108.00
					Check Amount	108.00
18226	10/29/2010	Printed	VISION SER	VISION SERVICES PLAN	GRP #300145360001	
	12377	01-000-200				478.27
					Check Amount	478.27

Total Checks:	**8**	**Bank Total(excluding void checks):**	**26,154.59**
Total Checks:	**8**	**Grand Total(excluding void check):**	**26,154.59**

11-1-10
Mark Loughry Date
City Administrator

10/29/10
Kristi Olson Date
Accounting Clerk

Check Register Report

Date: 11/04/2010
Time: 3:16 PM
Page: 1

City Of Basehor

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
	Ref#	GL Number		Line Distribution Description		
18227	11/04/2010	Printed	ATMOS ENER	ATMOS ENERGY	GAS SERVICE/CITY HALL-PW DEPT	
	12391	01-005-752				91.52
					Check Amount	91.52
18228	11/04/2010	Printed	BLACKTOP P	BLACKTOP PAVING & CONSTRUCTION	WOLF CREEK PARKWAY/PHASE 2	
	12390	19-000-849				204,164.24
					Check Amount	204,164.24
18229	11/04/2010	Printed	BLUE CROSS	BLUE CROSS & BLUE SHIELD OF KS	GRP MEDICAL INS/GRP #26433	
	12401	01-000-209				14,321.22
					Check Amount	14,321.22
18230	11/04/2010	Printed	CITY TREAS	CITY TREASURER-REVENUE	PAY #22 1% EARNINGS TAX	
	12392	01-000-217				21.70
					Check Amount	21.70
18231	11/04/2010	Printed	CONS WATER	CONS RURAL WATER DISTRICT #1	WATER SERVICE	
	12378	01-005-755				76.37
	12378	01-008-755				204.00
					Check Amount	280.37
18232	11/04/2010	Printed	COPY CENTE	COPY CENTER OF TOPEKA	B373-CMB LICENSE/B-400 RECEIPT	
	12379	01-001-807				55.50
					Check Amount	55.50
18233	11/04/2010	Printed	CREATIVE	CREATIVE PROMOTIONS	(4)EMBROIDER SHIRTS/COREY	
	12380	01-011-813				52.37
					Check Amount	52.37
18234	11/04/2010	Printed	EFTPS	EFTPS	FED INC TAX/SOC SEC/MEDICARE	
	12393	01-000-202				4,087.13
	12393	01-000-205				1,289.68
	12393	01-000-204				5,514.44
					Check Amount	10,891.25
18235	11/04/2010	Printed	HARTFORD	HARTFORD RETIREMENT PLANS	ER/EE RETIREMENT CONTRIB	
	12394	01-000-212				3,802.01
					Check Amount	3,802.01
18236	11/04/2010	Printed	KS DOR WTH	KANSAS DEPARTMENT OF REVENUE	STATE W/HOLDING TAX/PAY #22	
	12395	01-000-206				1,825.98
					Check Amount	1,825.98
18237	11/04/2010	Printed	KS EMPLOY	KANSAS EMPLOYMENT SECURITY FD	KS UNEMPLOYMENT TAX/PAY #22	
	12396	01-000-207				44.46
					Check Amount	44.46
18238	11/04/2010	Printed	KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	
	12397	01-000-248				350.35
					Check Amount	350.35
18239	11/04/2010	Printed	KS TREASUR	KANSAS STATE TREASURER	MANDATED COURT FEES	
	12381	01-004-767				1,527.50
					Check Amount	1,527.50
18240	11/04/2010	Printed	KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT/PAY #22	
	12398	01-000-208				3,821.36
	12398	01-000-211				5.35
					Check Amount	3,826.71

Check Register Report

Date: 11/04/2010
Time: 3:16 PM
Page: 2

City Of Basehor

Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#		GL Number		Line Distribution Description		
18241	11/04/2010	Printed	LARKIN EXC	LARKIN EXCAVATING INC	150TH ST PROJECT	
	12382	10-000-849				31,202.87
					Check Amount	31,202.87
18242	11/04/2010	Printed	LAWN TAMER	LAWN TAMERS	MOW-CODE ENF/15609 PARALLEL	
	12383	01-000-856				150.00
					Check Amount	150.00
18243	11/04/2010	Printed	LEAV TREAS	LEAVENWORTH CO TREASURER	PROPERTY TAX/FIELD OF DREAMS	
	12384	12-000-850				3,152.14
					Check Amount	3,152.14
18244	11/04/2010	Printed	MC JANITOR	MC JANITORIAL	OFFICE CLEAN TO 11/5-FINAL	
	12385	01-005-799				60.00
					Check Amount	60.00
18245	11/04/2010	Printed	MUN CODE	MUNICIPAL CODE CORPORATION	RECODIFICATION COB'S ORDINANCE	
	12386	01-001-807				2,380.00
					Check Amount	2,380.00
18246	11/04/2010	Printed	PRAY	WILLIAM E. PRAY	SVCS AS MUNICIPAL COURT JUDGE	
	12387	01-004-766				300.00
					Check Amount	300.00
18247	11/04/2010	Printed	PROPAYROLL	PROPAYROLL	PAYROLL SVCS/PAY #22	
	12399	01-011-742				191.50
					Check Amount	191.50
18248	11/04/2010	Printed	SELECT IMA	SELECT IMAGING	FILEBOUND HOSTING FEE	
	12388	01-001-799				300.00
					Check Amount	300.00
18249	11/04/2010	Printed	SMITH VET	SMITH VETERINARY CLINIC INC	VET SVCS/OCT 2010/2CATS, 1DOG	
	12389	01-004-759				92.50
					Check Amount	92.50
18250	11/04/2010	Printed	WESTAR GRP	WESTAR ENERGY	ELECTRIC SERVICE	
	12400	01-002-787				20.55
	12400	01-008-753				628.04
	12400	01-005-753				283.81
	12400	05-009-753				9,262.51
					Check Amount	10,194.91
				Total Checks:	**24**	**Grand Total(excluding void check):**	**289,279.10**

Mark Loughry 11-4-10
City Administrator Date

Kristi Olson 11/4/10
Accounting Clerk Date

Commerce Bank

VISA

COMMERCE BANK - COMMERCIAL CARDS
PO BOX 411036
KANSAS CITY MO 64141-1036

Account Number	
Payment Due Date	OCT 22, 2010
Amount Due	$23,763.17
Current Balance	$23,763.17

Sept.

COMMERCE BANK - COMMERCIAL CARDS
PO BOX 846451
KANSAS CITY MO 64184-6451

Amount Enclosed $

CITY OF BASEHOR TRAD **0000000
SUSAN ADAMS
2620 N 155TH ST
BASEHOR KS 66007-925020

To ensure your payment is posted promptly, please submit all payments to:
PO BOX 846451
KANSAS CITY, MO 64184-6451

Please detach and return with your payment

ACCOUNT MESSAGES

Visa Purchasing

YOUR NEXT AUTOPAY WILL BE PROCESSED ON YOUR PAYMENT DUE DATE. IF YOU HAVE ANY QUESTIONS, PLEASE GIVE US A CALL AT 1-800-892-7104.

CORPORATE ACCOUNT ACTIVITY

CITY OF BASEHOR TRAD

TOTAL CORPORATE ACTIVITY $20,741.01

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-20	09-20		AUTO PAYMENT - THANK YOU!	$20,741.01CR

FINANCE CHARGE SUMMARY

	Average Daily Balance	Monthly Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	$0.00	0.0000%	00.00%	$0.00
CASH ADVANCES	$0.00	0.0230%	08.15%	$0.00

For Customer Service Call:

1-800-892-7104

Outside the U.S., Call:

1-402-691-7800

Send Billing Inquiries To:

COMMERCE BANK
PO BOX 411036
KANSAS CITY MO 64141

Account Number	
Statement Date	**Payment Due Date**
SEP 27, 2010	OCT 22, 2010
Credit Limit	**Available Credit**
Amount Due	**Disputed Amount**
$23,763.17	$0.00

Account Summary	
Previous Balance	$20,741.01
Purchases & Other Charges	$23,782.12
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Charge	$0.00
Finance Charges	$0.00
Credits	$18.95
Payments	$20,741.01
New Balance	$23,763.17

Commerce Bank

VISA

Statement Date	SEP 27, 2010	Payment Due Date	OCT 22, 2010
Credit Limit		Amount Due	$23,763.17
Cash Advance Balance	$0.00	New Balance	$23,763.17
Available Credit	[illegible]		

CITY OF BASEHOR TRAD

September

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$44.53	$0.00	$0.00	$44.53

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-30	08-27	24164070240195622722992	CASEYS 00026203 BASEHOR KS	25.17
09-20	09-16	24108380260286199800100	AVELLUTO'S IT DELIG MISSION KS	19.36

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$1,319.69	$0.00	$0.00	$1,319.69

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-30	08-28	24792620240206614800126	REFURBUPS.COM 845-357-6911 NY	299.58
09-02	08-31	24399000244140000320340	THE OLIVE GARD00017954 KANSAS CITY KS	25.26
09-10	09-09	24692160252000025651704	DRI^SpyReveal Counter regnow.com/csMN	49.95
09-13	09-09	24492800253118000100315	CINZETTI'S OVERLAND PARKKS	41.26
09-13	09-10	24717050254132540693739	NEBRASKA FURNITURE KANSAS CITY KS	86.64
09-15	09-14	24692160257000813679102	DMI^ DELL K-12/GOVT 800-981-3355 TX	817.00

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$1,202.31	$0.00	$0.00	$1,202.31

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-26	08-25	24445000238407494085859	OMB POLICE SUPPLY RETAIL LENEXA KS	518.15
08-27	08-25	24445000238408426661700	OMB POLICE SUPPLY INCMOTOLENEXA KS	280.44
09-15	08-25	24445000257435255313075	OMB POLICE SUPPLY INCMOTOLENEXA KS	9.99
09-01	08-30	24445000244416064792481	OMB POLICE SUPPLY RETAIL LENEXA KS	23.99
09-02	09-01	24455010244141002282603	WAL-MART #0486 BONNER SPRIN KS	10.34
09-03	09-01	24445000245418248212963	OMB POLICE SUPPLY INCMOTO913-438-5507 KS	197.46
09-16	09-03	24445000259437270987741	OMB POLICE SUPPLY RETAIL LENEXA KS	161.94

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$52.96	$0.00	$0.00	$52.96

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-26	08-25	24275390237900010012507	DREXEL TECHNOLOGIES INC 913-3714430 KS	52.96

Commerce Bank

VISA

Statement Date	SEP 27, 2010	Payment Due Date	OCT 22, 2010
Credit Limit		Amount Due	$23,763.17
Cash Advance Balance	$0.00	New Balance	$23,763.17
Available Credit			

CITY OF BASEHOR TRAD

September

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$1,407.39	$0.00	$0.00	$1,407.39

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-13	09-09	24635650253383371305888	SUMMIT SUPPLY 970-2478858 CO	380.00
09-13	09-10	24717050253152532034594	PROFESSIONAL TURF PRODUCT972-4530190 TX	372.89
09-16	09-15	24270760258611007803005	CHAMPION AMERICA INC 800-243-6624 CT	123.93
09-16	09-15	24270760258611007805323	CHAMPION AMERICA INC 800-243-6624 CT	123.94
09-16	09-15	24270760258611007809564	CHAMPION AMERICA INC 800-243-6624 CT	123.93
09-17	09-15	24325450259900014300010	UNIVERSAL SILENCER 608-8734272 WI	282.70

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$109.99	$0.00	$0.00	$109.99

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-26	08-25	24692160237000559856498	UPS*2938308BIR9 800-811-1648 GA	6.33
09-06	09-03	24492150246849655235366	MARC 816-474-4240 MO	20.00
09-20	09-16	24445000260439129988463	DOLLAR GENERAL # 12260 BASEHOR KS	83.66

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$0.00	$0.00	$18.95	$18.95CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-13	09-09	74670900253003511691142	PHONEAGENTCS.COM 866-4075839 UT	18.95CR

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$247.17	$0.00	$0.00	$247.17

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-27	08-26	24164070236418147184801	USPS 19070405432248718 BASEHOR KS	11.08
08-30	08-28	24412950241207189700378	BARGAIN FACTORY LEAVENWORTH KS	9.98
09-21	09-19	24445000263443276208847	OFFICE MAX SHAWNEE KS	74.52
09-23	09-22	24427330265720034507284	SONIC #4760 KANSAS CITY KS	12.61
09-24	09-22	24323000266124058010437	RAMADA HAYS HAYS KS	133.98
		CHECK IN DATE:09-22-10	NUMBER OF NIGHTS:01	
		CONFIRMATION #:142		

Commerce Bank

VISA

Statement Date	SEP 27, 2010	Payment Due Date	OCT 22, 2010
Credit Limit		Amount Due	$23,763.17
Cash Advance Balance	$0.00	New Balance	$23,763.17
Available Credit			

CITY OF BASEHOR TRAD

September

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$247.17	$0.00	$0.00	$247.17

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-24	09-22	24616140266923338565882	KTA TOLLS QPS WICHITA KS	2.50
09-27	09-24	24616140269923338567604	KTA TOLLS QPS WICHITA KS	2.50

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$60.00	$0.00	$0.00	$60.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-10	09-08	24559300252400006940049	AIA KANSAS 00 OF 00785-3575308 KS	60.00

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$223.57	$0.00	$0.00	$223.57

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-27	08-25	24108380238200599400246	FELDMAN'S FARM & HOME #3 BONNER SPRINGKS	30.90
08-27	08-26	24399000238080002545437	OREILLY AUTO 00002642 BONNER SPRINGKS	72.73
09-15	09-13	24610430257010177279247	THE HOME DEPOT #2216 LEAVENWORTH KS	35.80
09-22	09-20	24108380264200599400177	FELDMAN'S FARM & HOME #3 BONNER SPRINGKS	84.14

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$305.93	$0.00	$0.00	$305.93

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-02	09-01	24399000244080001020947	OREILLY AUTO 00001461 LEAVENWORTH KS	11.52
09-09	09-08	24455010251141002164900	WAL-MART #0486 BONNER SPRIN KS	40.32
09-13	09-10	24332390254002372454416	LEAVENWORTH PAPER &OFFI LEAVENWORTH KS	57.92
09-16	09-14	24717050258642583503195	INTERSTATE ALL BATTERY CEOVERLAND PARKKS	35.88
09-23	09-22	24492800265118000110013	KNAPHEIDE TRUCK EQUIPMENT816-4724444 MO	78.99
09-24	09-23	24717050267692671960830	WW GRAINGER 877-2022594 OK	13.55
09-24	09-23	24717050267692671960848	WW GRAINGER 877-2022594 OK	67.75

Commerce Bank

VISA

Statement Date	SEP 27, 2010	Payment Due Date	OCT 22, 2010
Credit Limit		Amount Due	$23,763.17
Cash Advance Balance	$0.00	New Balance	$23,763.17
Available Credit			

CITY OF BASEHOR TRAD

September

CARDHOLDER ACTIVITY

N	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
	$380.38	$0.00	$0.00	$380.38

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-30	08-26	24455010239141006413854	WAL-MART #1151 KANSAS CITY (KS	62.77
09-10	09-08	24445000252427713057621	DOLLAR GENERAL # 12260 BASEHOR KS	11.50
09-13	09-09	24270760253166000007448	QUILL CORPORATION 800-789-8965 IL	108.51
09-13	09-11	24492800255118000100156	SUMNER GROUP INC 314-6338009 MO	78.00
09-27	09-23	24270760267166000013804	QUILL CORPORATION 800-789-8965 IL	119.60

CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
$18,428.20	$0.00	$0.00	$18,428.20

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-31	08-30	24224430243103012400642	HY VEE 1422 MISSION KS	10.33
08-31	08-31	24692160243000473546994	SPRINT *WIRELESS 800-639-6111 CO	919.19
09-01	08-31	24164070243685029500030	LEAVENWORTH CO07050602 LANSING KS	730.35
09-06	09-04	24690510247286873101183	SUNFLOWER BROADBAND 785-841-2100 KS	341.85
09-06	09-04	24690510247286873101225	SUNFLOWER BROADBAND 785-841-2100 KS	128.95
09-13	09-10	24269280253980002424019	VERSENT GROUP LLC 816-221-3900 MO	4,450.00
09-13	09-10	24480200255900012848592	DEFFENBAUGH INDUSTRIES IN913-7451563 KS	11,085.36
09-13	09-10	24480200255900012854384	DEFFENBAUGH INDUSTRIES IN913-7451563 KS	141.25
09-13	09-10	24480200255900012804454	DEFFENBAUGH INDUSTRIES IN913-7451563 KS	111.00
09-13	09-10	24480200255900012814131	DEFFENBAUGH INDUSTRIES IN913-7451563 KS	42.00
09-24	09-23	24492150266849352667007	VAZCOMCOMMU 913-438-2801 WI	207.92
09-24	09-23	24492800266118000100070	WSUFOUNDATION 316-9783040 KS	260.00