City of Bonner Springs
KANSAS

Monday, September 9, 2024
200 East Third Street, Bonner Springs, KS 66012
Bonner Springs City Hall
Council Chambers

WORKSHOP MEETING - 6:30 p.m.
REGULAR CITY COUNCIL MEETING - 7:30 p.m.

The meeting is open to the public.

WORKSHOP - 6:30 P.M.

1. McGrath Compensation Study Presentation

Action

Recommendation

Documents:
1. Bonner Springs KS Final Presentation 9.9.24
2. City of Bonner Springs Final Report 8.21.24

CITY COUNCIL MEETING - 7:30 P.M.

CITIZEN CONCERNS ABOUT ITEMS NOT ON TODAY'S AGENDA. (COPIES OF MATERIAL PRESENTED TO THE CITY COUNCIL MUST ALSO BE PROVIDED TO THE CITY CLERK.)

This item is for comments and questions from the audience about items that are not included on today's agenda.

CONSENT AGENDA

1. Minutes of the August 26, 2024 City Council meeting.

Action	Make a motion to approve the minutes as presented.
Recommendation	Staff recommends approval.

Documents:
1. 082622024 CCM Minutes

2. Claims for City Operation

Action	Make a motion to approve the claims for City operations as presented.
Recommendation	Staff recommends approval.

Documents:
1. Supplement Check Register
2. Supplement Expense Approval Report
3. Main Check Register
4. Main Expense Approval Report
5. Refund Check Register

OLD BUSINESS

NEW BUSINESS

1. Public Hearing for 2025 Budget

Action	1. Make a motion to open a Public Hearing for the 2025 Budget beginning at ______p.m. 2. Make a motion to close the Public Hearing at ______p.m.
Recommendation	Recommend the hearing take place as noticed.

Documents:
1. 2025 Budget Hearing - Published 8-29-2024
2. State Budget Fund Pages

2. Approve 2025 Budget

Action	Make a motion to adopt the 2025 Budgeted Expenditures of $34,536,001 and the 2024 Ad Valorem Tax for the 2025 Budget in the amount of $5,198,475.
Recommendation	Staff recommends approval

Documents:

3. Award Selection for RFP for Executive Search Services

Action | Make a motion to authorize the Mayor to execute a contract with Strategic Government Resources, for executive recruitment services to fill the city manager position for an amount not to exceed $30,000.

Recommendation

Documents:

1. Strategic Government Resources

4. Executive Session for Consultation with an Attorney, K.S.A. 75-4319(b)(2)

Action | 1. Make a motion to go into executive session for consultation with an attorney pursuant to exception K.S.A. 75-4319(b)(2). The open meeting will resume in the Council Chamber at _____p.m.
2. Make a motion to resume the open meeting with no action taken at _________p.m.

Recommendation

Documents:

REPORTS

1. City Manager's Report

Documents:

1. City Managers Update 9-6-24
2. 311 Solid Waste Reports - 2024
3. InCode Building Permit Report
4. InCode Code Enforcement Report
5. 9.3.24 Pending Planning Projects
6. 9.3.24 Completed Planning Projects

2. City Council Items

3. Mayor's Report

ADJOURNMENT

1. Make a motion to adjourn the City Council Meeting at ___ p.m.

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From:

Subject: McGrath Compensation Study Presentation

Recommendation:

Action:

Background:

Discussion: McGrath Human Resources Group will give a presentation on the Final Report of the Compensation and Benefits Study.

Financial Impact:

City of Bonner Springs
KANSAS

Compensation and Benefits Study

September 9, 2024

McGrath
HUMAN RESOURCES GROUP

Human Capital

Public employers are battling for talent because:

- 30%-40% of local government workers are retirement eligible (Silver Tsunami).
- Long term employment has less appeal to the younger workforce.
- There is a real or perceived decline in public support for government workers.
- Cost and erosion of benefits. Fewer flexible benefit offerings.
- There is a growing skills gap. Many government jobs now require specialized education or training. Fewer positions are 'learn on the job.'
- Public employers are not able to offer the same level of flexible work arrangements.
- There are limited financial resources.
- Not all work cultures are pleasing and supportive.

Evolution of Compensation Factors 2020-2024

Silver Tsunami

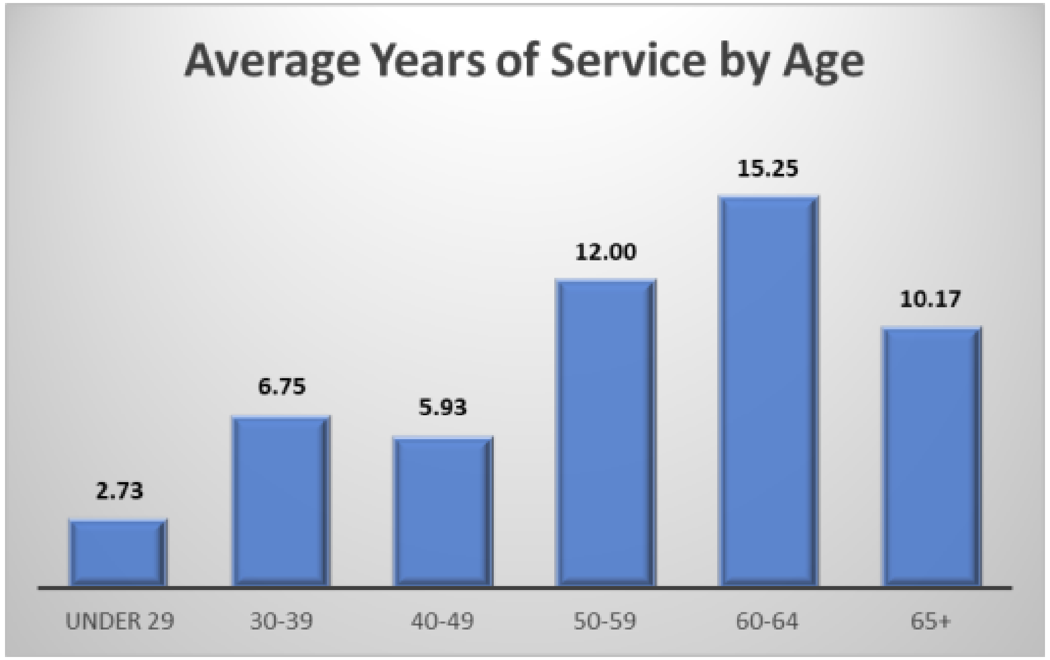
Pandemic

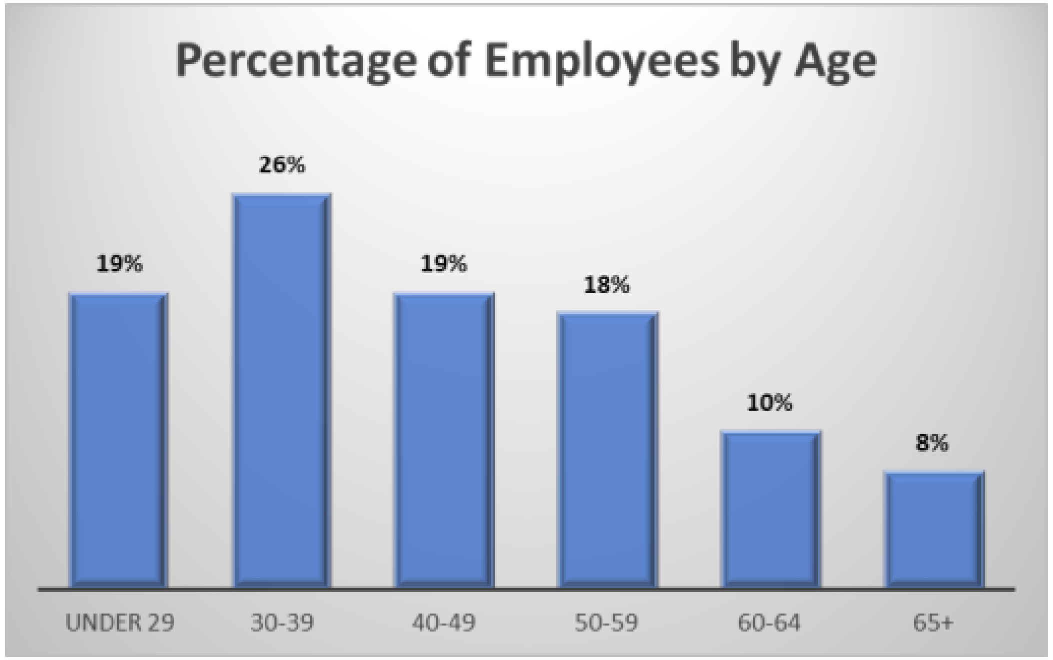
Economic Growth (Financial Infusion)

Great Resignation

Inflation

Demographics





Tenure: 7.9 years
National Average: 6.9 years

36% of workforce eligible for retirement over next decade

45% of workforce under age 40 (mobile workforce)
Recruitment <u>and</u> Retention Focus

Compensation Philosophy

May also be referred to as Compensation Strategy

An organization's commitment of compensation for its employees. The goal of a compensation philosophy (and practice) is to attract, retain, and motivate qualified people. A consistent philosophy sets the direction for determining the compensation package to offer employees and should align with the overall Mission of the organization.

- Lead the local market for competitive recruitment/retention by setting the ranges over average market. *Can the City afford to lead or be a leader in the current market?*
- Meet the local market by aligning the ranges to the average market. *Most organizations strive for average.*
- Follow the local market by not reaching average. *This typically only happens for financial purposes, and fiscal resources will then be allocated to recruitment and turnover.*

Total Payout Cost + Recruitment Cost + Replacement Compensation/Benefit Cost + Training Cost.

Turnover Costs will typically calculate around 1.5 times the cost of the original position (up to two times the cost for sworn law enforcement), which is in addition to the impact to operations that can be felt to its constituents over time.

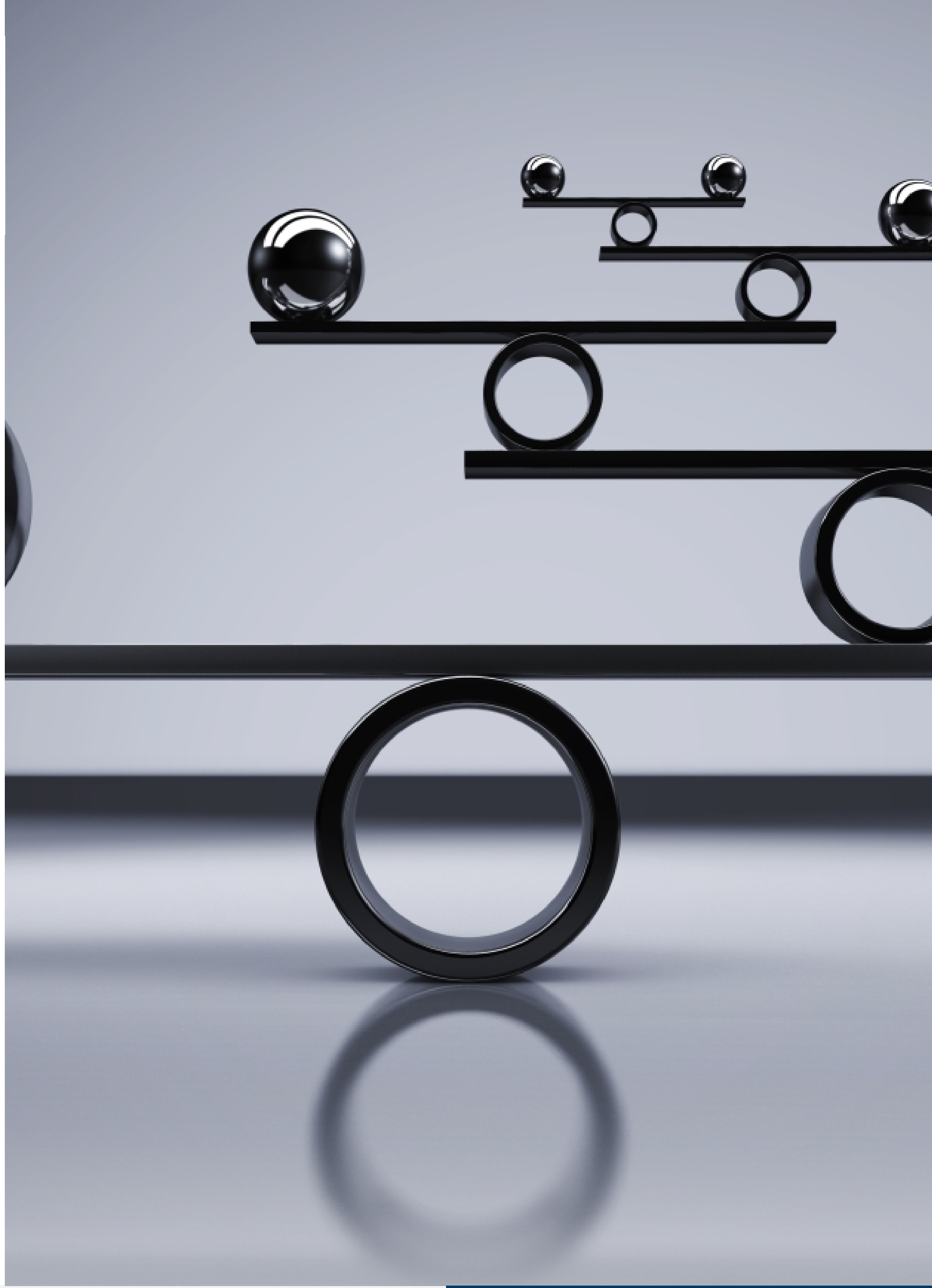
Organizations with limited financial resources should find balance with competitive salaries or the organization will be using its limited financial resources on turnover costs.

Methodology

- Interviews with Administration and Department leaders.
- Review of data from current Compensation System, current job descriptions, and current policies.
- All positions requested to complete a Position Questionnaire (PQ). At least one (1) PQ was required per position.
- Solicited compensation data from public organizations (Minimum, Midpoint, Maximum, and Incumbent Salary).
- Upon completion of the draft compensation schedule, the Consultant met with Administration, followed by Department Directors for final feedback.

Public Comparable Organizations

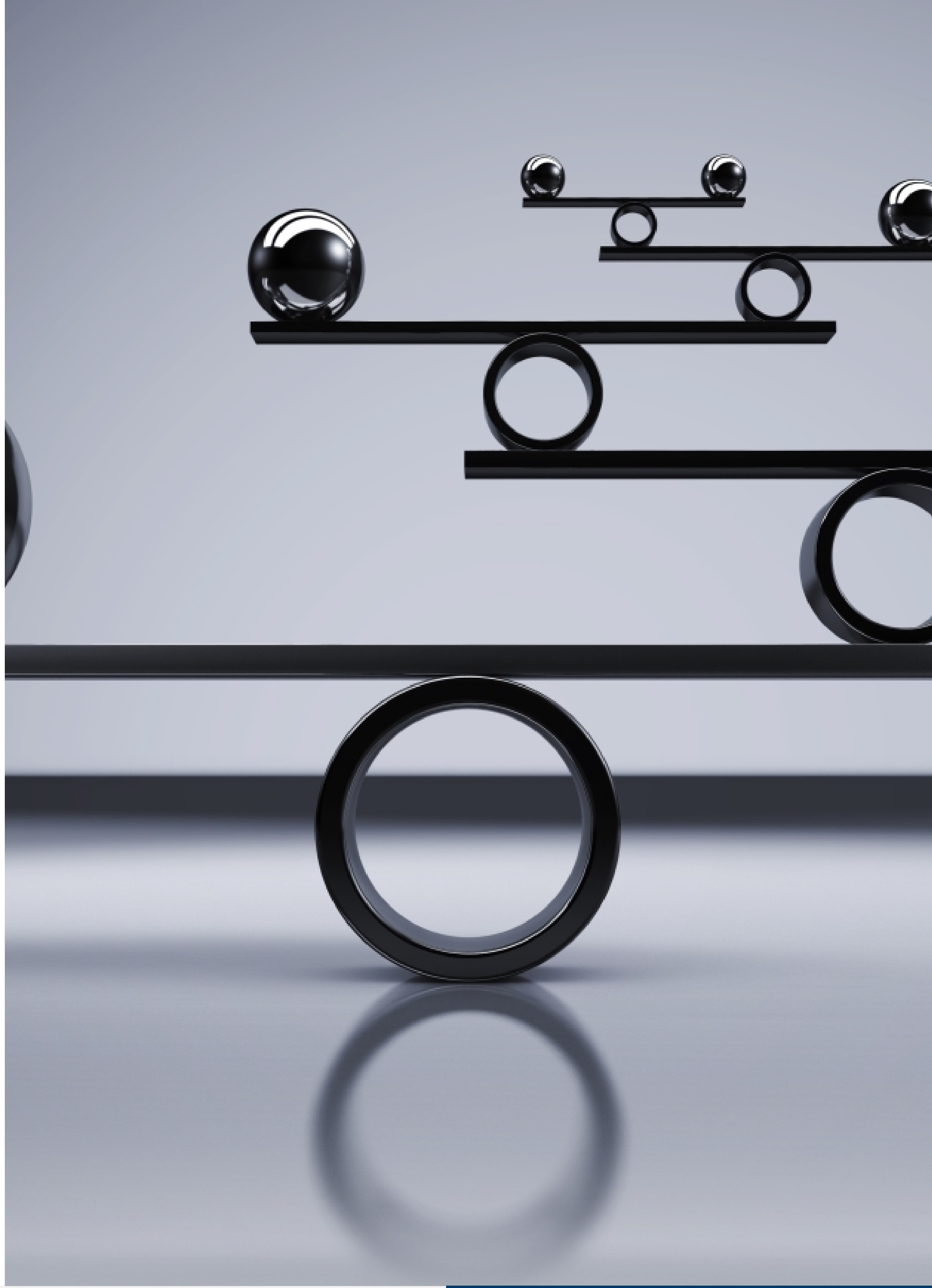
Comparable Organizations	Focus
Basehor	All
De Soto	All
Edwardsville	All
Gardner	All
Johnson County	All
Kansas City	All
Lansing	All
Leavenworth	All
Leavenworth County	All
Lenexa	All
Merriam	All
Mission	All
Olathe	All
Shawnee	All
Spring Hill	All
Tonganoxie	All
Fire District #1 Johnson County	Fire only
Leavenworth County Fire District	Fire only
Northwest Consolidated Fire District	Fire only
Lawrence	Police, Fire, Transportation only
Atchison	Library only
Linwood	Library only
Fairway	Recreation only
Board of Public Utilities	Utility only
Water One	Utility only



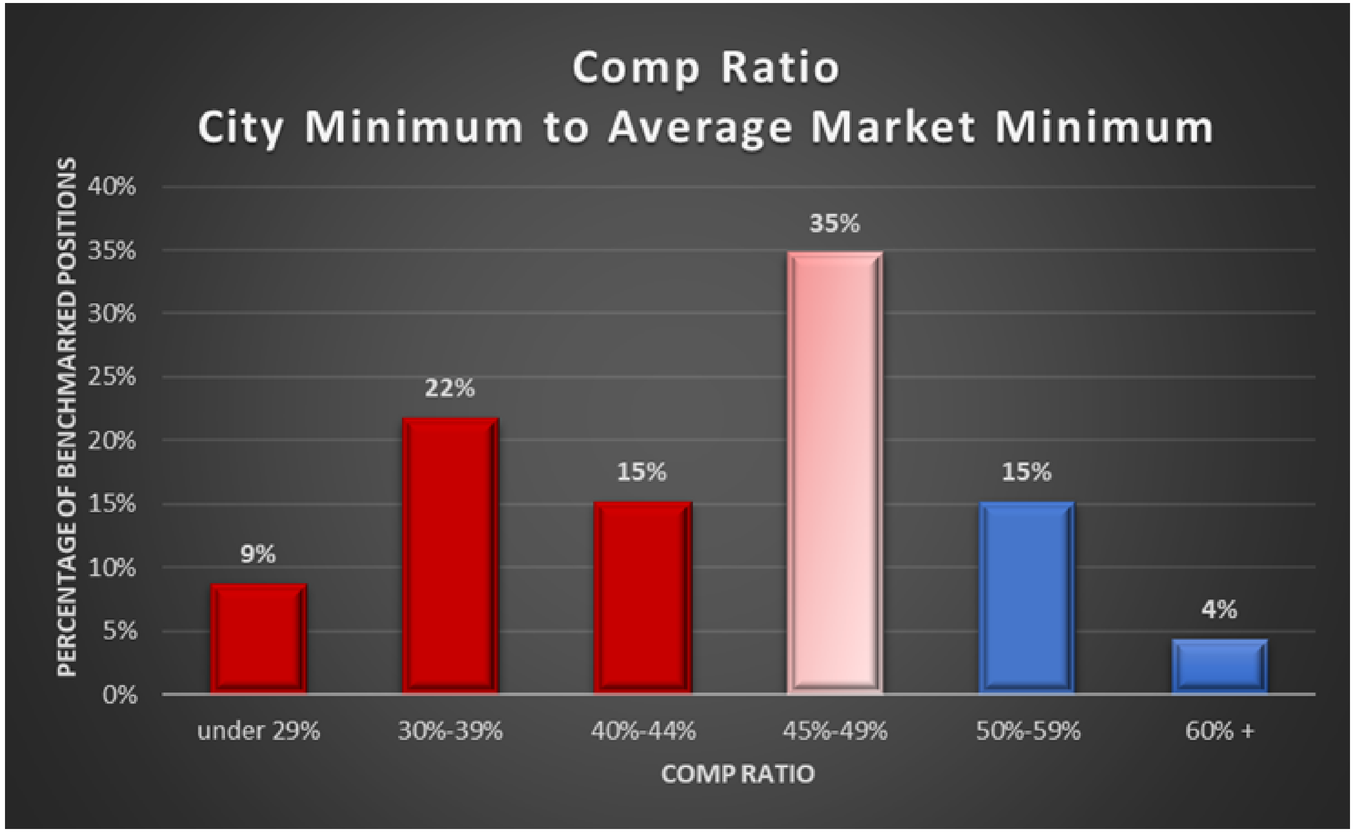
Market Analysis

Comp Ratio

- A comparison of the City's Salary Range and/or salaries to the “Market”
- Average Market Rate: 50% Comp Ratio
- Acceptable Comp Ratio Range: 45% - 60%



Minimum Salary Analysis



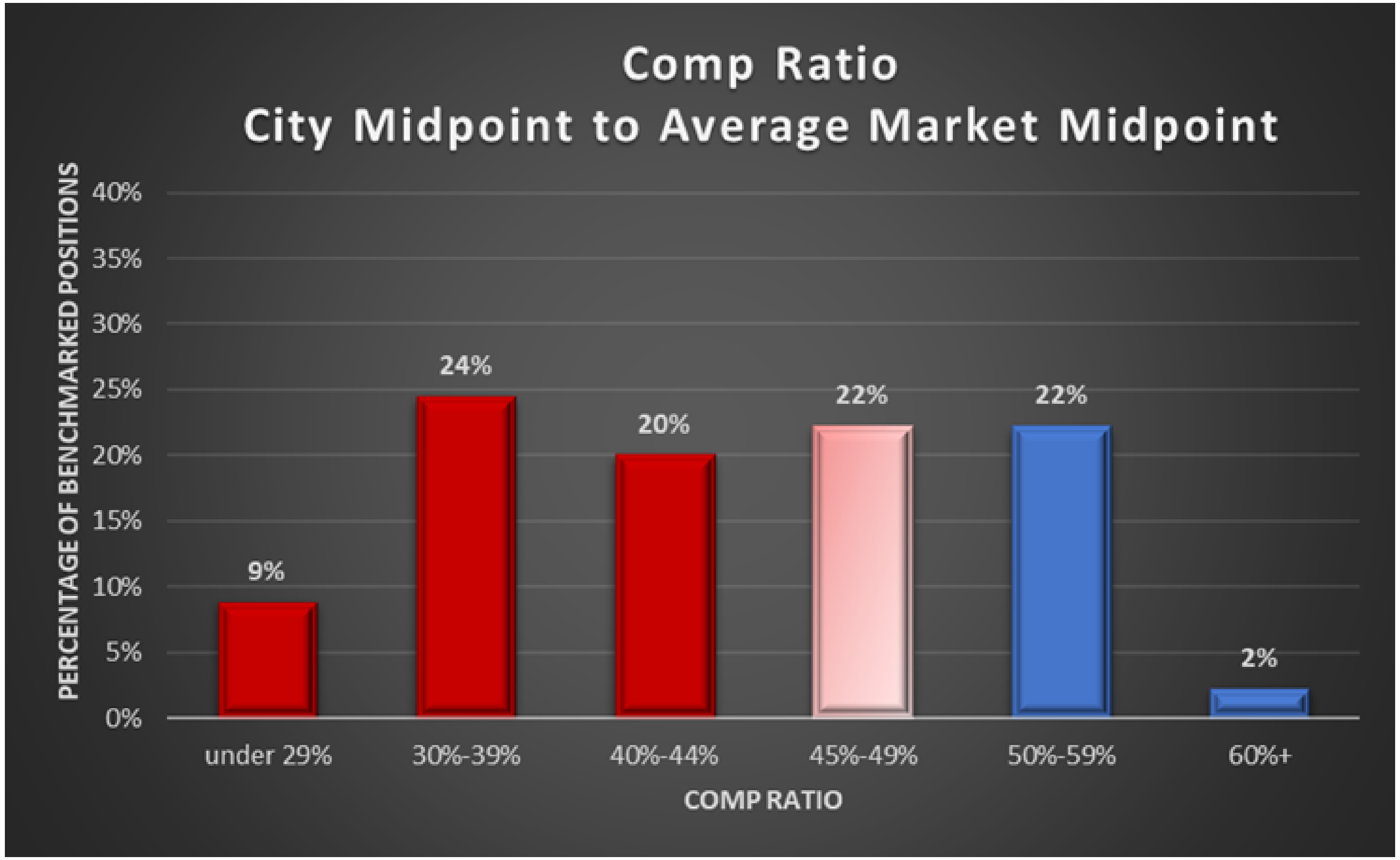
Rounding may not result in 100%

46% under Average Market

19% aligned with Average Market

35% at risk

Midpoint Salary Analysis



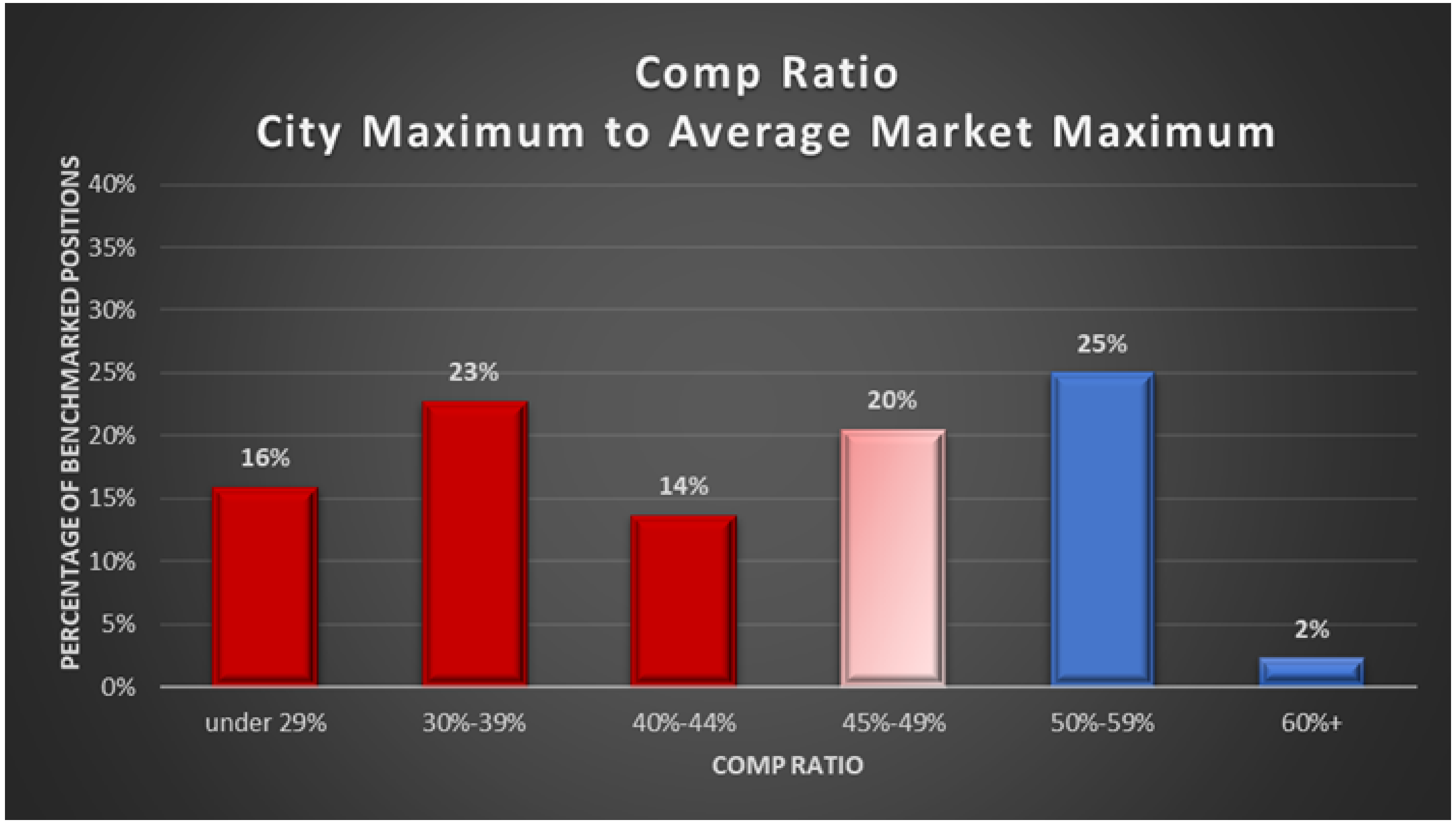
Rounding may not result in 100%

53% under Average Market

24% aligned with Average Market

22% at risk

Maximum Salary Analysis



53% not aligned with Market

Rounding may not result in 100%

Current Salary System

1. Range Model
2. 20 Pay Grades
3. 6% Grade Separation
4. 43% Spread
5. Police and Fire are separate but developed in the same manner

Recommendations

Compensation Philosophy set to market average

Range System

- 20 Pay Grades
- 5%-10% separation between grades
- 3 data points in the range (Minimum, Control Point, Maximum)
- 15% to Control Point
  35% Spread (Minimum – Maximum)
- Control Point is aligned to Average Market

- Police and Fire are also structured in this manner

- Bilingual Pay

Position Placement

Utilization of several factors used to place positions:

Based on the Position NOT the Person

Managing the Structure

Determine an economic indicator to rely on annually

- Be consistent
- CPI-U, survey comparators to average their adjustments

Salary Schedule Adjustments

- Annual adjustment to keep the ranges aligned to the market

Performance Adjustments

- Annual employee progression (based on performance)

Market Updates

- Every 3 years while current market conditions continue
- Metrics

Salary Schedule Implementation

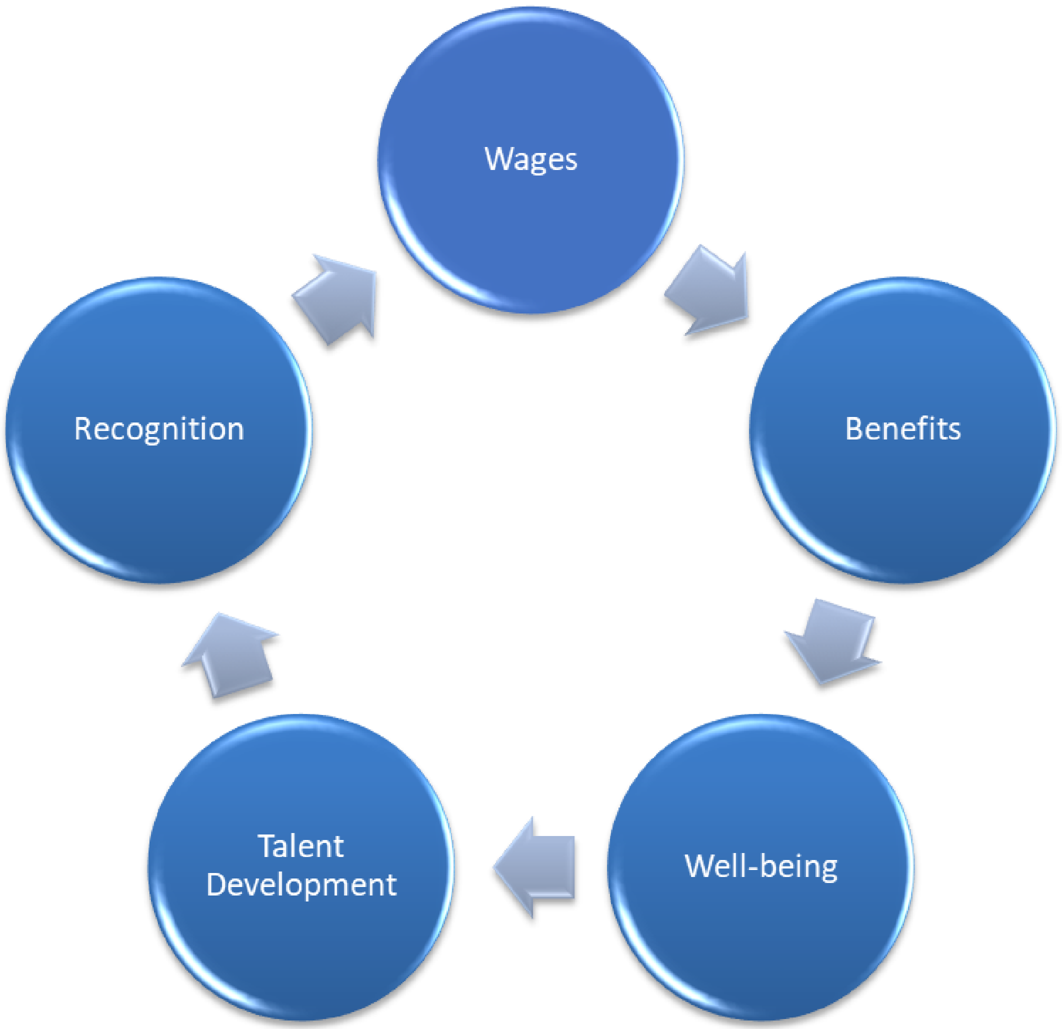
October 1, 2024

- Employees are placed to the minimum of the 2024 Salary Schedule
- In-range adjustments provided based on years of service in position with City

January 1, 2025

- Employees are placed in the 2025-2026 Salary Schedule

Total Reward View



Benefit Review

Health Insurance

- Premiums
- Expected Employee Cost = Premium + Deductible
- Maximum Employee Cost = Premiums + OOP Maximum
  - HDHP Single plan and Family plan ranks strong

Dental and Vision Insurance

- Aligned to the market

Other Voluntary Benefit Offerings included for your information

Benefit Review

Time-Off Benefits

- Holiday and Personal Days- Aligned with the market
- Vacation – Aligned with the market
- Sick – Aligned with the market

Opportunities

- Paid Time-Off (PTO) option
- Parental and Elder Care Leave

Benefit Review

Retirement Contributions

- 457(b) option – no employer match
- Aligned with the market
- New trend in KS starting to offer small match

Other Opportunities

- Tuition Reimbursement
- Longevity
- Other long-term options provided

Questions

McGrath
HUMAN RESOURCES GROUP

Compensation and Benefits Study
Final Report

for

City of Bonner Springs
KANSAS

August 2024

McGrath Consulting Group, Inc.
P.O. Box 865
Jamestown, TN 38556
Office (815) 728-9111
www.mcgrathconsulting.com

Table of Contents

Project Summary **5**
Compensation Structure Recommendations 5
Classification Structure Recommendations 6
System Maintenance Recommendations 6
Compensation Policy Recommendations 7
Methodology **7**
Data Collection 7
Labor Market 8
Market Data Solicited 9
Market Analysis **9**
Minimum Salary Analysis 10
Midpoint Salary Analysis 10
Market Maximum Analysis 11
Average Market Analysis 12
Market Data Summary 13
Current Compensation System **13**
Compensation Philosophy **13**
Employee Demographics 14
The Evolution of Recruitment and Retention with Compensation Since 2020 15
Geography 17
Salary Schedule Options **17**
Step Model 17
Range Model 18
Performance 18
Recommendations **18**
Compensation Structure 18
Classification Structure 19
Job Levels 19
Position Placement 19
Compensation Policy Recommendations 19
Specialty Pay 20
Bilingual Pay 20
Implementation Recommendation **20**
System Management Recommendations **21**
Maintenance of Salary Schedule 21
Salary Schedule Adjustments 21
Annual Merit Adjustments 21
Market Adjustments 21
Metrics 22
Market Updates 23
Total Rewards **23**
Benefits **23**
Health Insurance 23
Plan Design Overview 23
Premiums 24
Expected Employee Cost 27
Maximum Employee Cost 29

Health Insurance Summary 30
Dental Insurance 31
Vision Insurance 31
Ancillary Insurance 31
Time-Off Benefits 32
Holidays 32
Vacation 33
Sick Leave 34
Paid Time-Off 34
Parental and Elder Care Leave 35
Retirement Contributions 36
Payout Provisions 36
Tuition Reimbursement 37
Longevity 37
Other Opportunities 38
Volunteering Time-Off 38
Childcare Assistance 38
Long Term Care Insurance 38
529 College Savings Plan 39
Expanded EAP Services 39
Employee Recognition 39
Appendix A: 2025 Recommended Compensation and Classification Schedule 41
Appendix B: 2024 Recommended Compensation and Classification Schedule 43
Appendix C: Library Wages 45
Appendix D: Recommended Compensation Policy Guidelines 47

Figure 1: Minimum Analysis Summary 10
Figure 2: Midpoint Analysis Summary 11
Figure 3: Maximum Analysis Summary 12
Figure 4: City - Incumbent Analysis Summary 12
Figure 5: Employee Demographics by Years of Service 14
Figure 6: Employee Demographics by Age Group 15
Figure 7: Percentage of Applications for Government Employment 2020-2023 16
Figure 8: Observed Holidays 33

Table 1: Comparable Organizations 8
Table 2: Metrics Recommendations 22
Table 3: Health Plan Summary 24
Table 4: Single Plan Premium Comparison 25
Table 5: Current Sick Leave Model 34
Table 6: Comparable Payout Options 34
Table 7: Voluntary Retirement Plan Employer Match 36
Table 8: Longevity Program Option 37
Table 9: 2025 Adjusted Library Salary Ranges 45
Table 10: 2025 Recommended Library Salary Ranges 46

Project Summary

The intent of the Project Summary is to provide an overview of the most important issues and opportunities identified by the Consulting team during the Study. Recipients of this Report are highly encouraged to read the document in its entirety to gain an understanding of the recommendations presented within the Report. This introduction alone does not provide enough context or information upon which to base decisions or to judge the recommendations provided.

McGrath Human Resources Group, Inc., an organization that specializes in public sector consulting, was commissioned by the City of Bonner Springs, Kansas to conduct a comprehensive Compensation and Benefits Study. The Scope of services included:

- Compensation and Benefits Study
- Job Audit and Analysis
- Job Description updates

The Consultants utilized the following steps to make these compensation recommendations:

- Discussions with City Administration and Department Directors and Managers.
- Analysis of the current salary schedule, compression, and current compensation policies.
- External market data was solicited from comparable public organizations, selected jointly between the Consulting team and the City.
- Internal position analysis based upon extensive information provided by incumbent employees describing job responsibilities, skills, and various competencies of the position; a review of job descriptions; and meetings with each Department Director.
- Feedback on recommendations by Administration in addition to each Department Director.

The following recommendations have been developed as a result of the Study:

Compensation Structure Recommendations

1. In order for Bonner Springs to maintain a competitive edge with recruitment and retention, it is recommended the City establish its compensation philosophy to that of average compensation by paying wages aligned to the market average within the region. This compensation strategy may increase the supply of candidates, increase selection rates of qualified applicants, maintain productivity, and decrease unwanted employee turnover. This type of strategy is appropriate for an organization like Bonner Springs, because it is located in close proximity to a highly competitive labor market, but also has other opportunities such as offering a quality benefits program, is an area that is experiencing community growth which will be rewarding and

challenging for the management team, and is an organization that values its employees, its most critical resource. The blend of these high performing qualities with market competitive wages should support the City's desire for retention and attraction of a highly qualified workforce.

2. The City should continue utilizing a range model compensation system for flexibility in recruitment and continuation of market competitive compensation adjustments for performance, while having a defined maximum limit on wages for each salary range.

3. The City should adopt the 2025 range model developed for the City. The updated ranges have a 35% spread, down from 43%. The minimum rate of each pay range is set at 15% below that Control Point which is the maximum recommended range between these data points. This spread will help maintain financial sustainability while supporting retention through performance management efforts. This range model, coupled with the City's performance management program, should be a performance motivator and a tool for professional growth and development, and allows the City to explore and develop succession opportunities. If the City is able, it should start the implementation in 2024. Implementation measures for 2024 into 2025 have been provided.

4. The City should retain the percentages built between pay ranges to help alleviate compression between career levels.

Classification Structure Recommendations

1. The City's classification system has been modestly re-aligned to better follow the hierarchy within the organization and also to align titles to better recognize the importance of duties and responsibilities for each position and the value each position brings to the organization. This is also critical for recruitment, so job seekers understand the position. Some industry best titles were retained, which may deviate from the classification structure, but are understood.

2. The City is recommended to rely on a position analysis process (point factoring) to evaluate the internal equity of positions within the City in the future, and to develop pay ranges where there is insufficient or no market data.

System Maintenance Recommendations

1. It is recommended that on a set date each year, the Salary Schedule be adjusted by the Consumer Price Index – Urban (CPI-U) percentage or by a local economic indicator, if preferred. Since budgeting is done at approximately the same time each

year, the City should establish a specific month in which to capture the average of the previous twelve (12) months of the selected economic indicator for a recommended adjustment. The City should then use a percentage of the economic indicator or a multi-year average to move the structure.

2. The City is recommended to ensure that employee progression through the salary ranges will cover both cost-of-living economic adjustment and merit, so its workforce does not fall behind within their respective ranges. This can happen once per year or it can be split to two (2) dates within a year.

3. The City is recommended to conduct a market update in three (3) years. Analyzing turnover and other human resource-type metrics should help indicate if an external market update is required sooner or can be pushed back a year.

4. The City is recommended to maintain human resource-type metrics to monitor recruitment, retention, and turnover trends.

Compensation Policy Recommendations

Compensation policy recommendations have been provided and it is recommended these be reviewed by Human Resources for recommendation for incorporation into the City's policies.

Methodology

Data Collection

The project involved several steps: collection of data, interviews, and data analysis. The first step of this Study involved gathering data that pertains to current compensation practices within the City. The Consultants received information relating to current salaries, specific policies, collected market data, and current job descriptions.

Interviews were conducted with the City Manager, Assistant City Manager, Department Directors, and other management personnel within each Department. The purpose of these meetings was to first, gain an understanding of the City's current compensation practices and philosophy; second, to solicit ideas and input from these stakeholders for future compensation methodologies and practices; and finally, to determine if there were any positions within the City that were difficult to recruit, retain, or were otherwise unique in the position's responsibilities.

Employees from each Job Classification were then asked to complete a Position Questionnaire (PQ) which provided extensive information about the position. The Consultants utilized the Position Questionnaires completed by the employees, which had been reviewed by supervisory employees, to gain a better understanding of the job responsibilities, skills, and various competencies of the position.

During the second virtual visit, the Consultants met with the City Manager and Assistant City Manager to provide a visual summary of the City's compensation compared to the comparable market

Upon completion of the draft compensation schedule, the Consultants met with the City Manager and Assistant City Manager, followed by Department Directors separately to review the recommended Salary Schedule and gain their perspective. Any recommendations and feedback provided was reviewed by the Consultants and taken into consideration in both its relation to the position analysis, the external market data, as well as the impact to internal equity within the entire Compensation System.

Labor Market

In order to gain information from the external market, through interviews with the Department Directors and City Administration, a list of comparable organizations was established. That list was reviewed and approved by the Administration. Each of the comparable organizations were contacted requesting current salary schedules and incumbent data. The following comparable organizations were contacted:

Table 1: Comparable Organizations

Comparable Organizations	
Basehor	All
De Soto	All
Edwardsville	All
Gardner	All
Johnson County	All
Kansas City	All
Lansing	All
Leavenworth	All
Leavenworth County	All
Lenexa	All
Merriam	All
Mission	All
Olathe	All
Shawnee	All
Spring Hill	All
Tonganoxie	All

Fire District #1 Johnson County	Fire only
Leavenworth County Fire District	Fire only
Northwest Consolidated Fire District	Fire only
Lawrence	Police, Fire, Transportation only
Atchison	Library only
Linwood	Library only
Fairway	Recreation only
Board of Public Utilities	Utility only
Water One	Utility only

The collection of this compensation data was utilized to analyze the average Market Minimum, Midpoint and Maximum Rates per defined benchmark positions. A comparison of the average salary of the positions to the salary of incumbents within the City was also performed. When necessary, evaluation of the comparable organization's job description, when available online, was utilized to resolve conflicts. In some cases, titles were altered to better align with the industry or responsibility. Not all positions are reflected in the following data analysis. In some situations, data was not available in the external market, data was insufficient, or there were no internal matches at the time of the Study.

Market Data Solicited

The market survey gathered the following 2024 information: Minimum, Midpoint, and Maximum salary for the positions as well as the average salaries of the incumbents. There was a great deal of time spent analyzing the data to ensure that each position was examined based on the data available and how the responsibilities of each position align within the City.

Market Analysis

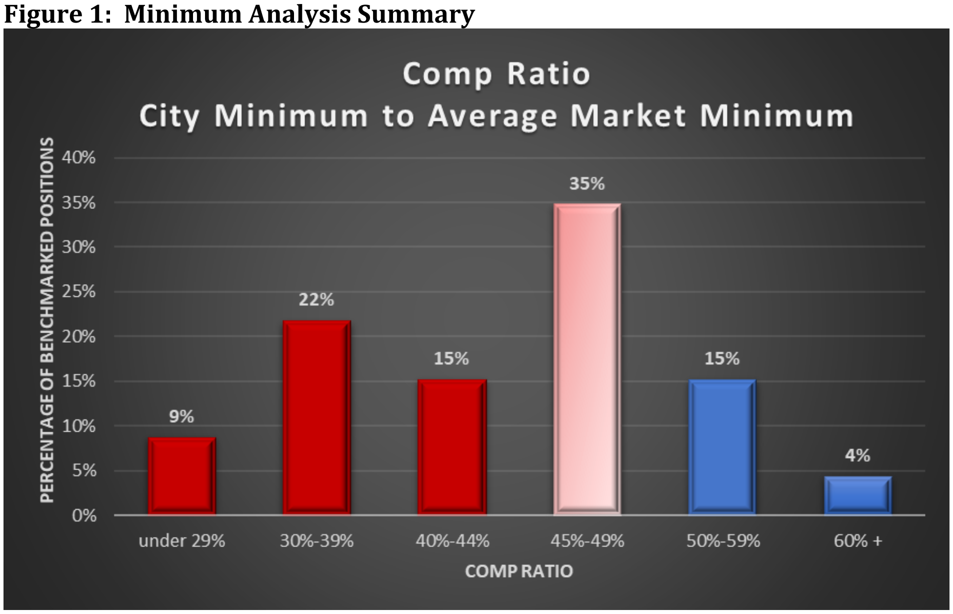
In order to analyze the ranges, a comp ratio is used, which is a ratio of the City's salary in relation to the external market data. A 50% comp ratio would mean that the salary is in line with the external market while utilizing +/-5% range around each data point. Thus, if a position has a comp ratio of 45% or greater, the employee is considered to be competitively compensated. However, given current labor market conditions, these comp ratios may still be facing challenges with recruitment or retention and have been identified separately.

Minimum Salary Analysis

The analysis of the minimum salary range gives an initial indication of whether starting salaries are within an acceptable market range. When building a salary schedule, consideration of this information will ensure the City's minimums are within an acceptable range to the average market minimum; however, this analysis is only the beginning in the development of a compensation schedule.

Approximately 46% of the benchmarked job titles are below the average market for minimums. Overall, 54% of the positions are within the acceptable average market minimum, with 35% in a lower comp ratio that may be falling short of competitiveness. Figure 1 below provides a summary of findings.

Figure 1: Minimum Analysis Summary

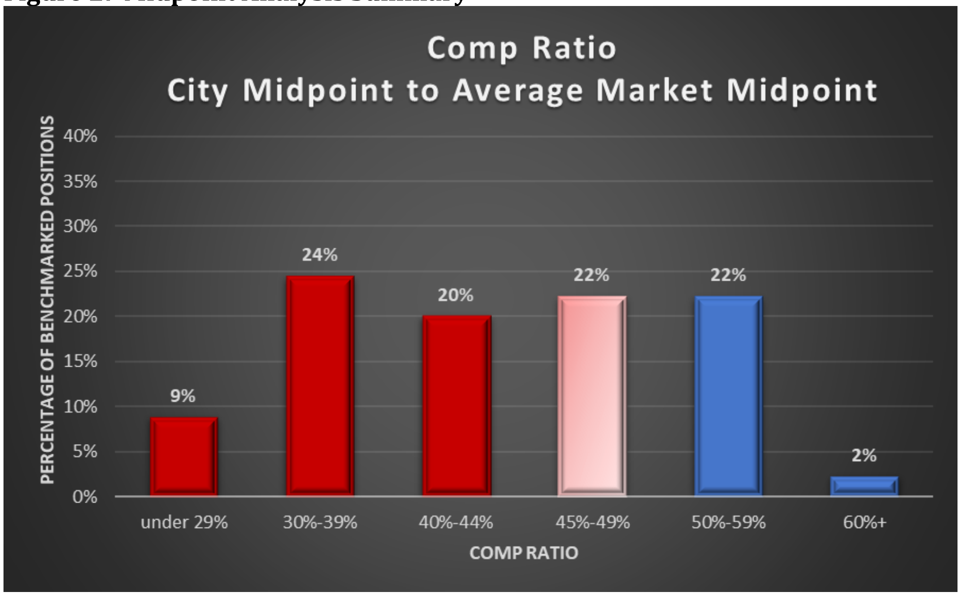


*May not total 100% due to rounding

Midpoint Salary Analysis

The Consultants wanted to know if the midpoint of the existing salary schedule was aligned with the average market; therefore, a midpoint analysis between the City's midpoint and the market's midpoint average was conducted. Again, a comp ratio less than 45% would indicate the salary ranges are not aligned to the market. Approximately 53% of the midpoint of benchmarked positions are lower than the average market. Overall, 46% of the positions are within the acceptable average market at the midpoint with 22% of the positions in a lower comp ratio that are just falling short of competitiveness. The following is a summary of findings.

Figure 2: Midpoint Analysis Summary



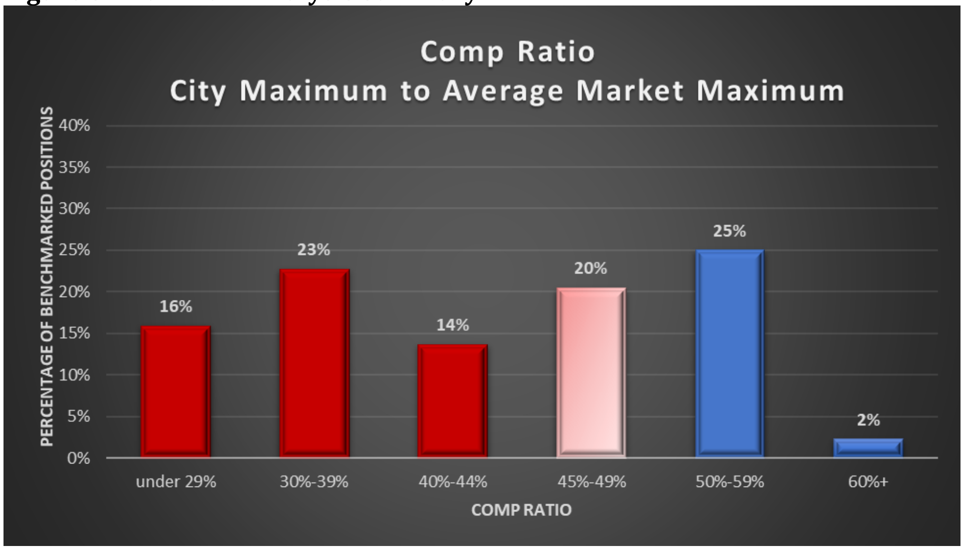
*May not total 100% due to rounding

This swing between the minimum to the midpoint may be because many comparable communities' salary ranges are not as wide as Bonner Springs's salary ranges.

Market Maximum Analysis

The Consultants wanted to know how the maximum rates aligned with the average market; therefore, a maximum rate analysis between the City's maximums and the market's maximum average was conducted. Again, a comp ratio less than 45% would indicate the salary ranges are not aligned to the market. Approximately 53% of the maximum rates of benchmarked positions are lower than the average market. Overall, 47% of the positions are within the acceptable average market at the maximum, although maximum rates by the nature of compensation philosophy may vary significantly. The following is a summary of findings.

Figure 3: Maximum Analysis Summary

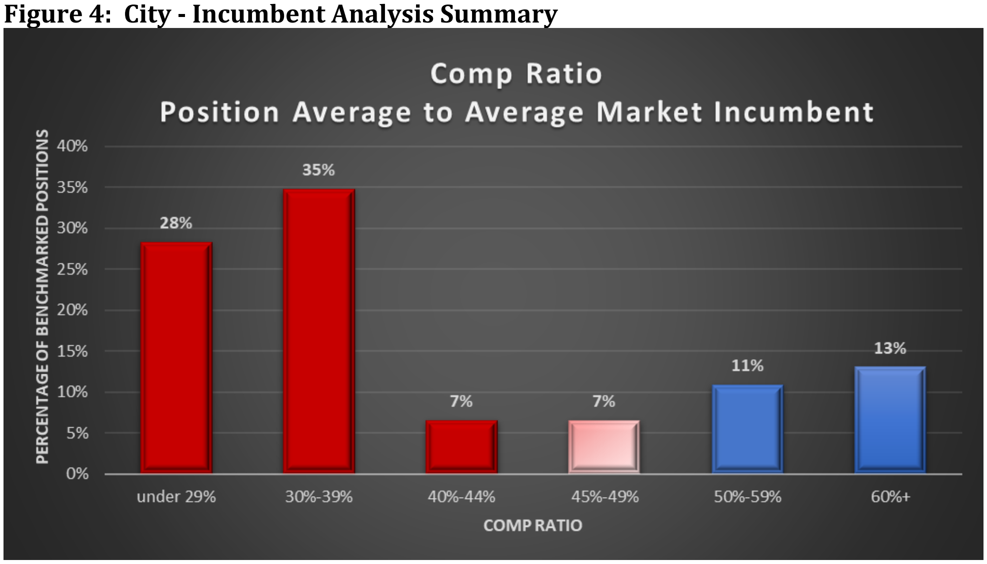


*May not total 100% due to rounding

Average Market Analysis

The next step is to compare the City's current incumbent salaries to the average market rate to assess how competitive incumbent wages are within the market. For this purpose, an *average* of current employee wages is utilized for positions with more than one (1) incumbent. Overall, 70% of the positions are below the average market rate, with thirty-one percent (31%) of the positions within the City are at or above the average market rate. One needs to consider tenure of employees, which is discussed in the Employee Demographics section. The Figure below provides a summary of findings.

Figure 4: City - Incumbent Analysis Summary



*May not total 100% due to rounding

Market Data Summary

The City has not kept pace with the external market; a portion of the current salary schedule has fallen behind in the market. Significant adjustment to the ranges is necessary to the minimums to identify and capture the market rate and realign positions for position responsibility and internal comparability, once placed in the pay grades.

Current Compensation System

The City currently has a range model. The Salary Structure is made up of 20 Pay Grades or Salary Ranges. Each Pay Grade has an identified Minimum, Midpoint, and Maximum. The difference between Pay Grades is 6%, with two exceptions. The spread between Minimum and Maximum is about 43%. There is also standalone a Police and Fire salary schedule, developed in the same manner.

Compensation Philosophy

A compensation philosophy is an organization's financial commitment to how it values its employees. The goal of this philosophy is to attract, retain, and motivate qualified people. A consistent philosophy provides a strong foundation in determining the type of total compensation package to offer employees.

There are foundational aspects of compensation to assist with the development of a compensation philosophy to ensure the goals of compensation align with the goals of the organization. First, there are basic questions to consider:

1. What is considered a fair wage?
2. Are wages too high for the financial health of the organization?
3. Does the compensation system reflect the value of positions within the organization?
4. Is your compensation strong enough to retain employees?
5. Do you currently have a defined compensation philosophy?
6. If so, is your compensation philosophy keeping in line with labor market change, industry change, and organizational change?

The City is in business to provide services to the citizens, businesses, and visitors of the community. It does that through hiring qualified employees who lend their skills and talents to various positions within the organization. Without those individuals, the City would cease to provide infrastructure, safety, court services, and other essential services and process the necessary functions to keep those systems in place. Employees expect a compensation system that pays a competitive wage for the skills, education, and responsibilities of the position, and the City is in close proximity to larger communities and organizations that lead the market's wages.

In order for the City to be competitive with recruitment and retention, it is recommended the City establish its compensation philosophy that is based on an average market compensation so the City can be competitive in the current labor market. The following sections support that recommendation.

Employee Demographics

In reviewing the City's employee demographics for positions covered in the Study, the tenure of the organization ranges from new hire – 33 years. The overall tenure average of the employees is 7.9 years. The national average in the public sector is currently 6.9 years (Local Government-Bureau of Labor Statistics, September 2022), showing the City is over the national average, which is positive. In order to have a full picture of the City, one needs to explore these demographics further. These findings are in the following Figures.

Figure 5: Employee Demographics by Years of Service

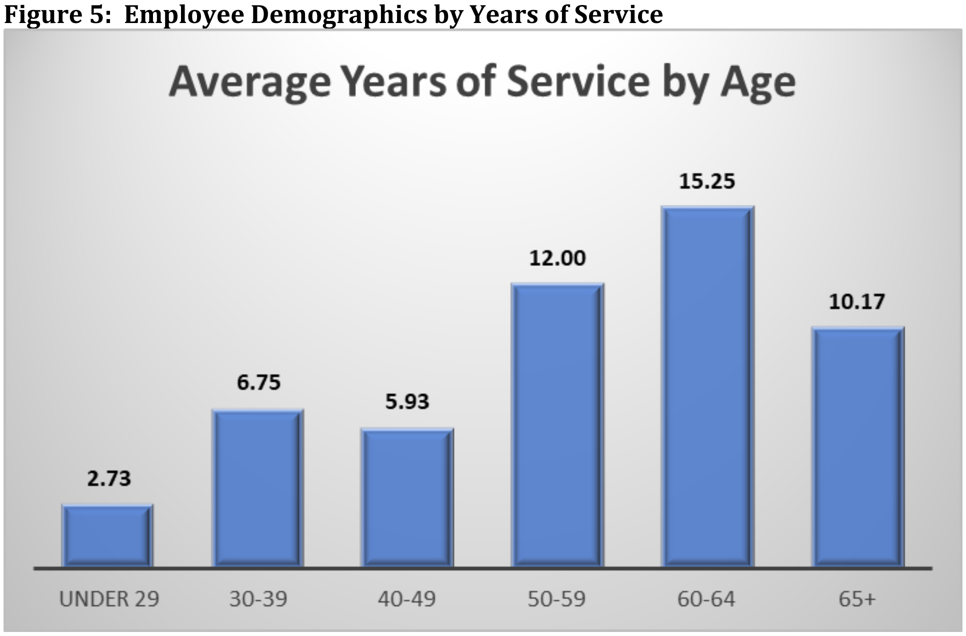
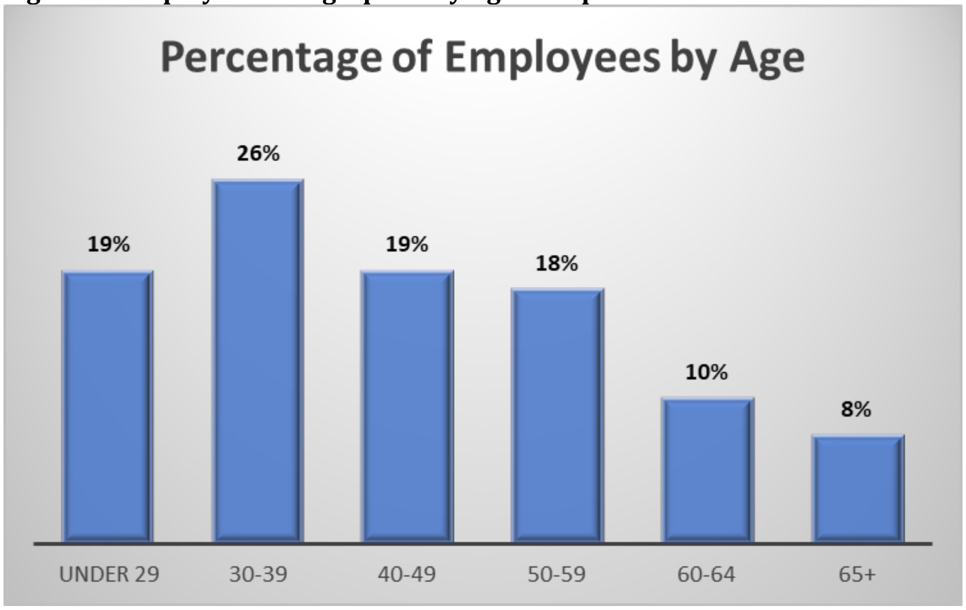


Figure 6: Employee Demographics by Age Group



The above Figures show those in age groups 50 and above have the longest tenure of the organization and represent 36% of employees covered under this Study. The City should expect turnover simply due to retirements over the next decade and beyond. When these employees leave the City, the average tenure of the organization is expected to decline. This data should be monitored at least annually.

The demographics profile also illustrates that 45% of the workforce is under the age of 40, and this is likely the cross-section of employees who are seen as more mobile in today's workforce, focus heavily on work/life balance, and consider non-compensatory benefits for the purposes of retention. This group also changes jobs quickly because it results in earning higher wages as opposed to remaining with one organization for a longer period of time. What is notable is the tenure in these age groups, which is not often seen.

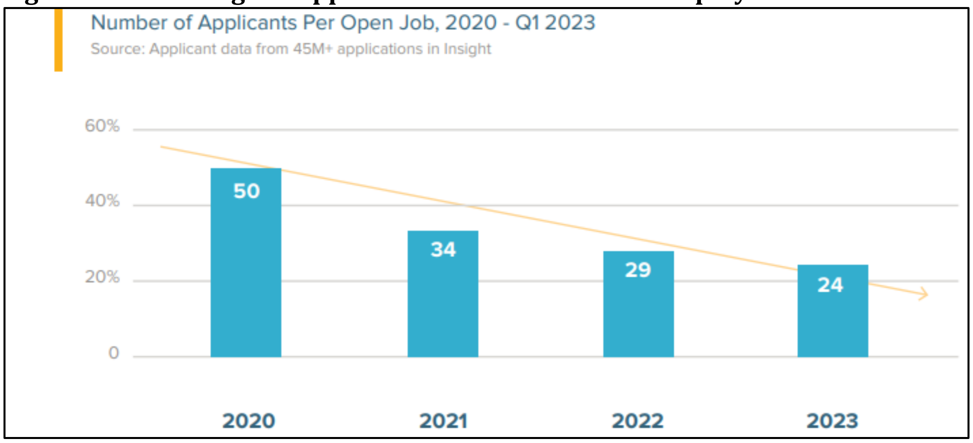
The City is recommended to monitor demographics periodically to properly respond to shifts within the organization as needed. Although the Consultants acknowledge compensation is not the only reason for unwanted turnover, it is a consideration of the larger picture. In order to ensure competitive recruitment/retention, the City is recommended to follow the compensation philosophy of average market compensation to ensure the City can stay competitive to support retaining its personnel as long as possible.

The Evolution of Recruitment and Retention with Compensation Since 2020

According to human resources professionals across the United States, it is becoming progressively harder to hire qualified personnel. Looking at a tight labor market, recruitment and retention of qualified personnel with the necessary skills for public service has topped the list of workforce challenges for the last several years, and nearly all human resources professionals reported moderate to significant increases in vacancies within their organizations.

The Public Sector is described as being caught in a cycle between turnover and burnout because employees work harder and longer to compensate for staff shortages. Over time they burn out and leave their organization often earlier than planned. HR tries to fill critical roles but there are not enough qualified applicants to compensate for the turnover rates. Public sector job openings reached a new peak in 2022 reflecting a 78% increase since the year 2000, meaning the number of applications has remained flat.

Figure 7: Percentage of Applications for Government Employment 2020-2023



This is not necessarily a new issue, but some employers do state it has become increasingly problematic to operations. Public employers have been experiencing ongoing challenges of this nature for almost a decade. Governments historically have had a compelling proposition to offer workers with secure lifetime employment and generous health benefits followed by a robust pension for retirement, which is no longer the case. Public employers are battling for their talent because:

- The "Silver Tsunami" identifies between 30%-40% of local government workers eligible to retire, and there is a workforce gap.
- Long-term employment has less appeal for the younger workforce.
- There is a real or perceived decline in public support for government workers.
- Public employers do not feel they can compete with salaries and benefits as benefits erode and the private sector is more competitive.
- There is a growing skills gap. Many government jobs now require specialized education or training. Fewer positions are 'learn on the job.'
- Public employers are not able to offer the same level of flexible work arrangements to all employees.
- Limitations in technologies prevent efficiency and automation.
- There are limited financial resources.
- Not all work cultures are satisfying and supportive.
- Public Sector does not usually market themselves as a career industry.

In addition, compounding the public sector recruitment challenges, the country has experienced continued private industry prosperity (with record inflation, record retirements, and record turnover from an otherwise qualified workforce), causing all industries, both public and private, to be competing for already limited human resources. This has led employers to increase wages for all positions to help recruit and retain their talent. The effect has been substantial, and nearly every employer has been experiencing recruitment and retention challenges. Many businesses report the lack of available workers and have curtailed their ability to meet current work demands, while raising wages.

Geography

Bonner Springs is a short drive from the Kansas City metropolitan area. The metro area encompasses 14 counties between Missouri and Kansas City and has a population of approximately 2.2 million. Unemployment rates for the Kanas City region are below the national average at 3.5% (May 2024). Several municipalities on the Kansas side of the metro area lead the region's public sector wages. In order for the City to continue to provide its services to the community and its constituents at its current level of service, there will need to be a consideration to ensure the Compensation System is set to attract and retain not only the local employment market, but also individuals who are willing to commute from surrounding communities.

Salary Schedule Options

The salary structure is one of the basic building blocks of a base compensation program. The type of structure sends a clear message about an organization's approach to job design, work processes, and organization structure. The type of salary structure an organization chooses must fit its culture, business needs, and operating cycle. The options discussed included the following:

Step Model

A compensation system that is common in the public sector, is the step system. Within this system, individuals receive a set increase based upon years in position to advance to the market rate. Individual performance should be a factor of compensation, as movement to the next step should be based upon acceptable documented performance. Step models are also generally predictable so employees can see their advancement through the range, are easy to budget for, and can be administered with administrative ease.

Range Model

When considering a compensation system, some organizations gravitate toward a range model, with a standard mechanism to progress through the system. This gives the City flexibility in hiring based on qualifications and allows the employee to progress toward the market rate for the respective position within a reasonable period of time.

Performance

During the Study, the Consultants asked about the support for Merit, and from a management level, departments were supportive; they simply want a fair, objective, and equitable model. The Consultants are recommending a re-packaging of merit. All too often merit systems require good employees to continually prove their performance and justify why 'extra' compensation should be provided in a process that can be subjective. Within the City of Bonner Springs, management employees are held to a higher expectation in performing their responsibilities and they take pride in the level of service they provide to their community. Therefore, it is recommended that the merit simply correlate to these higher expectations, so the management team be awarded the merit purely on the basis of the expectations, unless the employee has underperformed and subsequently loses their opportunity for a merit adjustment for that year.

Recommendations

Compensation Structure

The recommended 2025 Compensation System is a range system, provided as Appendix A. Embedded within the System are 20 different pay grades with a 5%-10% spread between pay grades. There is a 15% range between the Minimum and the Control Point within each pay grade. The total spread from Minimum to Maximum is 35%. The Schedule has been developed around the Control Point of the Schedule, which is set to the 50th Percentile. The Schedule does still have some overlap in some occupational career levels, which is not uncommon. The recommended Salary Schedule, however, will help minimize compression between ranks and levels within departments and allows for growth of positions. Should the City consider a 2024 implementation, an additional 2024 Salary Schedule is provided as Appendix B, and is described further in the Implementation section of this Report.

Recommendations for the Library have been provided as Appendix C. Because the State of Kansas provides statutory powers to Public Library Boards under K.S.A. 12-1225 which allows the Library Board the authority to set salaries, these positions are not included in the published Salary Schedules, but may easily incorporated should the Library Board determine to follow the City's Compensation System at a future date.

Classification Structure

Job Levels

Levels have been confirmed within the job classification concerning the type of work and job complexity, as well as outlined career levels. Levels are categorized by the type and complexity of responsibilities of the position, including the amount of accountability, judgment, discretion and expertise needed to perform the duties of the position. As the complexity of the position increases, so does the pay grade. The Position Questionnaire and corresponding point factor system has been utilized to confirm the levels.

Separation between job levels has been reviewed and is incorporated into the final recommendations. Proper pay grade separation helps to reduce compression because overlap of pay ranges between promotional positions does occur on the recommended salary schedule and is an acceptable compensation practice. Having sufficient separation between pay grades will help to keep compression at a manageable level.

Position Placement

Placement onto the respective Salary Schedule is based upon several criteria:

- Job Analysis
- Market analysis
- Compression analysis
- Internal equity

After considering all these elements, placement of some positions on the Salary Schedule has changed. This is not an indication that any given position has more or less value, or that a specific position is even to be compared with the other positions in that respective pay grade, so employees are advised not to compare themselves with other positions given the complexity of the factors that are considered during placement of positions. Similarly, this is not a “reclassification” process, where a position is being evaluated on changes in responsibility, authority, or decision making that may place the position in a higher or lower pay grade, etc. This process is a complete reset of the historical compensation systems used.

Compensation Policy Recommendations

A comprehensive summary of recommended compensation guidelines has been provided in Appendix D. The City’s Administration is recommended to consider these established guidelines and update the City’s compensation policy accordingly.

Specialty Pay

Bilingual Pay

Many departments provide services to diverse populations, and with multiple languages present. In a service industry that relies on effective communication, the ability to provide information in the correct language adds to the depth of service provided to the community. As such, the Consultants recommend bilingual pay to incumbents of positions requiring use of conversational language (as designated by the appointing authority and the City Manager). The positions that require bilingual proficiency and assessing that bilingual proficiency is the sole prerogative of the City. This should be developed in the form of a Citywide policy. Positions should be designated to receive the bilingual pay when:

- Conversational language is critical to the day-to-day operations of the department; or
- the need of the position to use conversational language is routine.

Bilingual pay is considered non-discretionary in accordance with the Fair Labor Standards Act (FLSA), which means this pay must be included in the calculation of overtime.

Implementation Recommendation

The City expressed an interest in the possibility of implementation in 2024. If the City opts to consider this, a 2024 Salary Range has been provided to the City. The 2024 option has reduced the Minimum and Control Point by 3% for purposes of a fourth quarter rollout. With the implementation of the 2025 salary recommendations, all employees should then receive a 3% salary adjustment, which is the difference between the 2024 and 2025 ranges.

For purposes of implementation, employees are recommended to be placed the Minimum of the Pay Range if currently under the new Rate. Employees already within the Range require no 'implementation' changes but because retention is a long-term goal for the City, placement of employees within their new salary range commensurate with time in their current position should be considered in the future to offset compression issues. This is a one-time in-range adjustment for employees. The adjustments do not have to be identical to the salary range changes but should be incremental in nature to consider time in position and distance from the Control Point. This will also help provide separation between existing employees and future hires.

System Management Recommendations

Maintenance of Salary Schedule

It is important for the City to have a standardized procedure to adjust the Salary Schedules for consistency and for budgetary forecasting. The Consultants recommend that on a set date each year, the Salary Schedule be increased by the Consumer Price Index – Urban (CPI -U) percentage <u>or</u> by a local economic indicator, if preferred. For example, since budgeting is done at approximately the same time each year, the City should establish a specific month in which to capture the average of the previous twelve (12) months of the selected economic indicator for a recommended adjustment. The City will still maintain control if conditions and finances fluctuate in a specific year. The following are the types of increases recommended:

<u>Salary Schedule Adjustments</u>

Annually, the Salary Schedules should be adjusted for economic reasons. Without maintaining the Salary Schedule, it will fall below the Market and the City will end up spending dollars to get it updated. Annual Salary Schedule adjustments will keep a competitive Salary Schedule. It is important the City budgets dollars for increases to the overall Schedule each year. There may be years when the economy cannot support such increases; however, that should be the exception, not the norm.

<u>Annual Merit Adjustments</u>

The Salary Schedule is based on the premise of an annual merit adjustment. Each year, employees can receive the salary increase set by the Governing Body for merit, unless an employee is on a Performance Improvement Plan. The City currently has differing dates of change, and it is recommended the City move all employees to a set date in the year for budgeting.

<u>Market Adjustments</u>

Each budget cycle, the City Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a Market Adjustment to those incumbent employees could be given, which would be an adjustment to the range. The City is recommended to exercise caution in its use however, because this option is not intended to be a means to simply increase the wages of any employee. In order for the City to offer this, there should be written parameters in place, because this should only be used in a controlled manner for positions that have been verified by the City Manager as having challenges with recruitment/retention based on market fluctuations. These parameters would include:

1. A documented and verified review of local comparables by the City Manager, their designee, or a third-party consultant.
2. A consistent pattern of recruitment/retention concerns in isolated classifications, as verified by the City Manager.

Metrics

Salary Schedules need to be balanced between what is competitive for recruitment/retention, as well as what is affordable and financially sustainable long term. The City should monitor metrics as an internal indicator to identify if there is a possible concern with the City's placement in the market. Internally, metrics are standards of measurement used to assess what is occurring within an organization. Metrics tell an organization how well or poorly they are doing, allowing an organization to review, assess, problem solve, and adjust processes, as well as identify challenges or stressors to the organization that may be having a negative impact. Specific metrics may help identify where dollars are being expended that can be costly, including turnover. Although the Consultants acknowledge compensation is not the only reason for unwanted turnover, it is a consideration of the larger picture. In order to ensure competitive recruitment/retention, the City is advised to follow the recommended compensation philosophy to ensure it can stay competitive to support retaining its personnel. Metrics will help identify that success. It is recommended the City Manager designate a staff member to compile these metrics for ongoing review.

Table 2: Metrics Recommendations

METRIC	FORMULA TO CALCULATE	PURPOSE
Applicant Tracking	Total number of applications received	Assessing for reduced application stream
Turnover	Number of separations ÷ Number of approved FTE	Effectiveness of compensation and benefits; may identify trends that need further analysis within departments
Early Turnover	Number of employees leaving the job in the first 12 months of employment ÷ average actual # of employees in the job for same time period	Effectiveness of compensation and benefits; may identify trends that need further analysis within departments
Offer Acceptance	The number of employment offers accepted ÷ number of employment offers made	Effectiveness of compensation package
Employee Demographics	Percentage of employees in age categories and years of service categories	Assess work demographic for trends in lower tenure and higher percentage of employees in mobile generation groups (under 40)
Exit Interviews Metrics	NA	Documenting reasons for turnover for trends in compensation package

Market Updates

One of the main concerns in any Salary Schedule is the ability to keep it current. Often, an organization spends time and resources to review and reevaluate their Salary Schedule, resulting in providing employees or Pay Grades significant increases because either the positions or the Schedule is not in line with the external market. A Salary Schedule has a typical life span of 3-5 years, at which time market conditions typically necessitate a review. The City can strive to prolong the life of their Schedule if it continues to commit to maintaining its competitiveness with the external market by ensuring market updates occur. Given the current competitive market, the City is recommended to conduct a market update in three (3) years. Analyzing turnover and other human resource type metrics should help indicate if an external market update is required sooner or can be pushed back a year.

Total Rewards

Attraction, motivation, engagement and retention are critical issues facing all employers. Successfully addressing these issues begins with, at a minimum, having a strategy that aligns certain elements of the employment experience with the goals and objectives of the employer. A Total Rewards model encompasses specific employment elements to drive performance and a positive employment experience, which should then help to promote retention. A Total Rewards strategy includes compensation, benefits, wellbeing, professional development, and recognition opportunities. This model provides a framework for employers to assess, design, and implement future offerings to help make the employment experience better for employees. It is important that organizations focus on what is valued and important to their employees. This can be considered when reviewing the following section.

Benefits

In addition to compensation, the City asked that a comparison of major benefits be completed. The following is a summary of how the City is fairing in the market and future opportunities.

Health Insurance

Plan Design Overview

The City currently offers two plan designs through Midwest Public Risk summarized as follows:

Table 3: Health Plan Summary

PLAN DESCRIPTION	DEDUCTIBLE AMOUNTS	MONTHLY EMPLOYEE CONTRIBUTION (S/F)
INO 500	$500/$1,500	$127.22/$583.52
QHDHP 1500	$1,500/$3,000	$0.00/$262.80

Most organizations have been forced to add higher deductibles and coinsurance limits onto health plans to push costs back onto the end users/consumers, which is now a standard across the nation. Offering multiple plan options gives employees the opportunity to select the coverage that best matches their personal situation, which is a positive attribute to the benefits package.

The City also provides a Wellness Program, "Be Bonner Strong." Employees earn points by participating in activities and completing health screenings. Participating employees can submit earned points for items and earn a one-time Health Savings Account (HSA) contribution or premium reduction. Many comparables offer similar programs paired with discounted health insurance premiums for participating employees.

Many employers also include contributions to a Health Savings Account (HSA) or Health Reimbursement Account (HRA). The City contributes to an HSA as a means to help employees build a portable medical account. The City contributes $1,500 annually for single coverage and $3,000 annually for family coverage. Comparables contribute, on average, $980 for single coverage and $1,975 for family coverage. Several comparables also reported providing contributions to an HRA to offset deductibles for their employees. Those participating in this benefit contribute, on average, $600 for single coverage and $1,200 for family coverage annually.

Premiums

It is extremely difficult to compare health insurance, as the number of plans and the plan designs are significantly different among organizations. What can be compared is the amount the employee contributes toward the cost of that insurance. As the City is aware, the cost of health insurance is a large budget item for any organization. Health insurance is also often the single largest benefit looked at by potential new hires with the City, so a review of employee contributions to this benefit is imperative for offering a comprehensive benefit package.

The Consultants conducted a comparison between the City's 2023-2024 health plan and the comparable organization's health plans for a more accurate assessment of insurance within its specific peer group. Below are the results from comparable entities that provided benefit data, categorized into single and family coverage.

Table 4: Single Plan Premium Comparison

COMPARABLE	PLAN DESCRIPTION	SINGLE MONTHLY PREMIUM	DEDUCTIBLE AMOUNT
Bonner Springs	QHDHP 1500	$0.00	$1,500.00
Edwardsville	HDHP	$0.00	Not provided
Gardner	HDHP	$0.00	$1,500.00
Leavenworth County	HDHP Plan	$0.00	$3,000.00
Merriam	HDHP	$0.00	$3,200.00
Olathe	Cigna OAP	$0.00	$800.00
Johnson County FD 1	Bronze Plan	$0.00	$5,000.00
Water One	Spira Care EPO w/wellness	$21.60	$1,000.00
Lawrence	Aetna	$21.68	$1,000.00
Johnson County	BlueSaver QHDHP	$23.00	$1,750.00
Johnson County FD 1	Silver Plan	$25.29	$3,000.00
Wyandotte County/KCK	Traditional	$28.32	$700.00
Wyandotte County/KCK	HDHP	$28.32	$1,400.00
Water One	Traditional PPO w/wellness	$40.96	$1,500.00
Merriam	PPO	$47.86	$1,000.00
Leavenworth County	PPO Plan	$55.00	$1,500.00
Johnson County FD 1	Gold Plan	$55.64	$1,000.00
Olathe	Cigna CIP	$63.00	$1,500.00
Lansing	HSA-DFKL Base Plan	$74.58	$6,350.00
Edwardsville	INO 500	$77.00	Not provided
Johnson County	PPO Plan	$78.00	$750.00
Shawnee	PPO Plan w/wellness	$88.00	$500.00
Shawnee	HDHP Plan w/wellness	$88.00	$3,000.00
Lenexa	QHDHP w/wellness	$91.00	$1,600.00
Atchison (Lib)	Affordable Plan	$93.62	$2,000.00
Bonner Springs	INO 500	$127.22	$500.00
Mission	Base PPO Plan	$139.78	$2,500.00
Mission	Spira Care EPO	$140.49	$2,000.00
Lenexa	PPO w/wellness	$148.00	$750.00
Gardner	PPO Base	$149.33	$750.00
Gardner	PPO Buy-Up	$161.70	$250.00
Mission	Buy-Up PPO Plan	$169.69	$2,000.00
Lansing	Primary PPO Plan	$180.56	$5,000.00

Table 4: Family Plan Premium Comparison

COMPARABLE	PLAN DESCRIPTION	FAMILY MONTHLY PREMIUM	DEDUCTIBLE AMOUNT
Merriam	HDHP	$0.00	$6,400.00
Olathe	Cigna OAP	$0.00	$1,600.00
Merriam	PPO	$96.79	$3,000.00
Johnson County	BlueSaver QHDHP	$108.00	$3,200.00
Johnson County	PPO Plan	$219.00	$1,500.00
Edwardsville	HSHP	$257.00	Not provided
Lansing	HSA-DFKL Base Plan	$259.18	$12,700.00
Bonner Springs	QHDHP 1500	$262.80	$3,000.00
Lenexa	QHDHP w/wellness	$264.00	$3,200.00
Water One	Spira Care EPO w/wellness	$270.16	$2,000.00
Leavenworth County	HDHP Plan	$288.38	$6,000.00
Johnson County FD 1	Bronze Plan	$299.43	$10,000.00
Gardner	HDHP	$321.30	$3,000.00
Lawrence	Aetna	$361.84	$2,000.00
Water One	Traditional PPO w/wellness	$372.90	$3,000.00
Shawnee	PPO Plan w/wellness	$378.00	$1,000.00
Shawnee	HDHP Plan w/wellness	$378.00	$6,000.00
Johnson County FD 1	Silver Plan	$380.38	$6,000.00
Leavenworth County	PPO Plan	$400.32	$3,000.00
Wyandotte County/KCK	HDHP	$407.54	$2,800.00
Gardner	PPO Base	$410.65	$1,500.00
Mission	Base PPO Plan	$419.32	$5,000.00
Mission	Spira Care EPO	$421.46	$4,000.00
Olathe	Cigna CIP	$424.00	$3,000.00
Lenexa	PPO w/wellness	$438.00	$1,500.00
Edwardsville	INO 500	$439.20	Not provided
Gardner	PPO Buy-Up	$444.64	$500.00
Wyandotte County/KCK	Traditional	$461.80	$1,400.00
Johnson County FD 1	Gold Plan	$477.49	$3,000.00
Mission	Buy-Up PPO Plan	$509.08	$4,000.00
Bonner Springs	INO 500	$583.52	$1,500.00
Lansing	Primary PPO Plan	$627.46	$10,000.00
Atchison (Lib)	Affordable Plan	$1,089.43	$6,000.00

The above information indicates that Bonner Springs' high deductible health plan is more competitive and the PPO plan less competitive within the comparable market in terms of premium only. However, that is not a comprehensive picture because employees have actual claims costs as well.

Expected Employee Cost

Because premiums and deductibles are varied in the region, when considering the cost of the monthly premium plus the deductible, this is a truer look at the expected employee cost.

Table 5: Single Plan Comparable Review

COMPARABLE	PLAN DESCRIPTION	SINGLE ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	HSA/HRA CONTRIB	EXPECTED ANNUAL RISK TO EMPLOYEE
Bonner Springs	QHDHP 1500	$0.00	$1,500.00	$1,500.00	$0.00
Gardner	HDHP	$0.00	$1,500.00	$1,500.00	$0.00
Olathe	Cigna OAP	$0.00	$800.00		$800.00
Lawrence	Aetna	$260.16	$1,000.00	$400.00	$860.16
Wyandotte County/KCK	Traditional	$339.84	$700.00		$1,039.84
Wyandotte County/KCK	HDHP	$339.84	$1,400.00	$525.00	$1,214.84
Water One	Spira Care EPO w/wellness	$259.20	$1,000.00		$1,259.20
Johnson County	BlueSaver QHDHP	$276.00	$1,750.00	$600.00	$1,426.00
Olathe	Cigna CIP	$756.00	$1,500.00	$800.00	$1,456.00
Shawnee	PPO Plan w/wellness	$1,056.00	$500.00		$1,556.00
Merriam	PPO	$574.34	$1,000.00		$1,574.34
Johnson County FD 1	Gold Plan	$667.68	$1,000.00		$1,667.68
Johnson County	PPO Plan	$936.00	$750.00		$1,686.00
Lenexa	QHDHP w/wellness	$1,092.00	$1,600.00	$750.00	$1,942.00
Water One	Traditional PPO w/wellness	$491.52	$1,500.00		$1,991.52
Bonner Springs	INO 500	$1,526.64	$500.00		$2,026.64
Leavenworth County	PPO Plan	$660.00	$1,500.00		$2,160.00
Gardner	PPO Buy-Up	$1,940.38	$250.00		$2,190.38
Merriam	HDHP	$0.00	$3,200.00	$900.00	$2,300.00
Lenexa	PPO w/wellness	$1,776.00	$750.00		$2,526.00
Gardner	PPO Base	$1,791.92	$750.00		$2,541.92
Leavenworth County	HDHP Plan	$0.00	$3,000.00		$3,000.00
Shawnee	HDHP Plan w/wellness	$1,056.00	$3,000.00	$1,000.00	$3,056.00
Atchison (Lib)	Affordable Plan	$1,123.44	$2,000.00		$3,123.44
Johnson County FD 1	Silver Plan	$303.42	$3,000.00		$3,303.42
Mission	Spira Care EPO	$1,685.88	$2,000.00		$3,685.88
Mission	Buy-Up PPO Plan	$2,036.28	$2,000.00		$4,036.28
Mission	Base PPO Plan	$1,677.36	$2,500.00		$4,177.36
Johnson County FD 1	Bronze Plan	$0.00	$5,000.00		$5,000.00
Lansing	HSA-DFKL Base Plan	$894.96	$6,350.00	$625.00	$6,619.96
Lansing	Primary PPO Plan	$2,166.72	$5,000.00		$7,166.72

***Comparables that did not provide deductible amounts excluded**

Table 6: Family Plan Comparable Review

COMPARABLE	PLAN DESCRIPTION	FAMILY ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	HSA/HRA CONTRIB	EXPECTED ANNUAL RISK TO EMPLOYEE
Olathe	Cigna OAP	$0.00	$1,600.00		$1,600.00
Bonner Springs	QHDHP 1500	$3,153.60	$3,000.00	$3,000.00	$3,153.60
Johnson County	BlueSaver QHDHP	$1,296.00	$3,200.00	$1,200.00	$3,296.00
Gardner	HDHP	$3,855.54	$3,000.00	$3,000.00	$3,855.54
Johnson County	PPO Plan	$2,628.00	$1,500.00		$4,128.00
Merriam	PPO	$1,161.42	$3,000.00		$4,161.42
Merriam	HDHP	$0.00	$6,400.00	$1,500.00	$4,900.00
Water One	Spira Care EPO w/wellness	$3,241.92	$2,000.00		$5,241.92
Lenexa	QHDHP w/wellness	$3,168.00	$3,200.00	$1,000.00	$5,368.00
Shawnee	PPO Plan w/wellness	$4,536.00	$1,000.00		$5,536.00
Lawrence	Aetna	$4,342.08	$2,000.00	$800.00	$5,542.08
Gardner	PPO Buy-Up	$5,335.72	$500.00		$5,835.72
Gardner	PPO Base	$4,927.78	$1,500.00		$6,427.78
Olathe	Cigna CIP	$5,088.00	$3,000.00	$1,600.00	$6,488.00
Wyandotte County/KCK	HDHP	$4,890.48	$2,800.00	$1,050.00	$6,640.48
Lenexa	PPO w/wellness	$5,256.00	$1,500.00		$6,756.00
Wyandotte County/KCK	Traditional	$5,541.60	$1,400.00		$6,941.60
Water One	Traditional PPO w/wellness	$4,474.80	$3,000.00		$7,474.80
Shawnee	HDHP Plan w/wellness	$4,536.00	$6,000.00	$2,800.00	$7,736.00
Leavenworth County	PPO Plan	$4,803.84	$3,000.00		$7,803.84
Bonner Springs	INO 500	$7,002.24	$1,500.00		$8,502.24
Johnson County FD 1	Gold Plan	$5,729.88	$3,000.00		$8,729.88
Mission	Spira Care EPO	$5,057.52	$4,000.00		$9,057.52
Leavenworth County	HDHP Plan	$3,460.56	$6,000.00		$9,460.56
Mission	Base PPO Plan	$5,031.84	$5,000.00		$10,031.84
Mission	Buy-Up PPO Plan	$6,108.96	$4,000.00		$10,108.96
Johnson County FD 1	Silver Plan	$4,564.56	$6,000.00		$10,564.56
Johnson County FD 1	Bronze Plan	$3,593.20	$10,000.00		$13,593.20
Lansing	HSA-DFKL Base Plan	$3,110.16	$12,700.00	$1,375.00	$14,435.16
Lansing	Primary PPO Plan	$7,529.52	$10,000.00		$17,529.52
Atchison (Lib)	Affordable Plan	$13,073.16	$6,000.00		$19,073.16

***Comparables that did not provide deductible amounts excluded**

Looking at deductible amount with premium cost, the City is in the lower to middle of the market depending on the plan. A final look at the City in relation to out-of-pocket maximums, follows.

Maximum Employee Cost

The following tables show employees that experience a major medical event that exceeds the deductible costs will have a lower financial risk on the high deductible plan and a higher financial risk on the PPO Plan than other comparables when considering the maximum out of pocket expenses.

Table 7: Single Plan Maximum Risk Comparative Review

COMPARABLE	PLAN DESCRIPTION	SINGLE ANNUAL PREMIUM	OUT OF POCKET MAXIMUM	HSA/HRA CONTRIB	HIGHEST ANNUAL RISK TO EMPLOYEE
Water One	Spira Care EPO w/wellness	$259.20	$1,000.00		$1,259.20
Bonner Springs	QHDHP 1500	$0.00	$3,000.00	$1,500.00	$1,500.00
Gardner	HDHP	$0.00	$3,000.00	$1,500.00	$1,500.00
Wyandotte County/KCK	HDHP	$339.84	$2,300.00	$525.00	$2,114.84
Olathe	Cigna OAP	$0.00	$2,300.00		$2,300.00
Shawnee	PPO Plan w/wellness	$1,056.00	$1,500.00		$2,556.00
Johnson County	BlueSaver QHDHP	$276.00	$3,250.00	$600.00	$2,926.00
Olathe	Cigna CIP	$756.00	$3,000.00	$800.00	$2,956.00
Shawnee	HDHP Plan w/wellness	$1,056.00	$3,000.00	$1,000.00	$3,056.00
Lenexa	PPO w/wellness	$1,776.00	$1,500.00		$3,276.00
Johnson County	PPO Plan	$936.00	$2,500.00		$3,436.00
Lenexa	QHDHP w/wellness	$1,092.00	$3,200.00	$750.00	$3,542.00
Mission	Spira Care EPO	$1,685.88	$2,000.00		$3,685.88
Atchison (Lib)	Affordable Plan	$1,123.44	$3,000.00		$4,123.44
Water One	Traditional PPO w/wellness	$491.52	$4,000.00		$4,491.52
Johnson County FD 1	Gold Plan	$667.68	$4,000.00		$4,667.68
Gardner	PPO Base	$1,791.92	$3,000.00		$4,791.92
Lawrence	Aetna	$260.16	$5,000.00	$400.00	$4,860.16
Johnson County FD 1	Silver Plan	$303.42	$5,000.00		$5,303.42
Leavenworth County	PPO Plan	$660.00	$5,000.00		$5,660.00
Leavenworth County	HDHP Plan	$0.00	$6,350.00		$6,350.00
Johnson County FD 1	Bronze Plan	$0.00	$6,500.00		$6,500.00
Lansing	HSA-DFKL Base Plan	$894.96	$6,350.00	$625.00	$6,619.96
Mission	Base PPO Plan	$1,677.36	$5,000.00		$6,677.36
Lansing	Primary PPO Plan	$2,166.72	$5,000.00		$7,166.72
Wyandotte County/KCK	Traditional	$339.84	$6,850.00		$7,189.84
Mission	Buy-Up PPO Plan	$2,036.28	$5,500.00		$7,536.28
Bonner Springs	INO 500	$1,526.64	$6,850.00		$8,376.64
Gardner	PPO Buy-Up	$1,940.38	$6,500.00		$8,440.38

***Comparables that did not provide deductible amounts excluded**

Table 8: Family Plan Maximum Risk Comparative Review

COMPARABLE	PLAN DESCRIPTION	FAMILY ANNUAL PREMIUM	OUT OF POCKET MAXIMUM	HSA/HRA CONTRIB	HIGHEST ANNUAL RISK TO EMPLOYEE
Olathe	Cigna OAP	$0.00	$4,600.00		$4,600.00
Water One	Spira Care EPO w/wellness	$3,241.92	$2,000.00		$5,241.92
Bonner Springs	QHDHP 1500	$3,153.60	$6,000.00	$3,000.00	$6,153.60
Johnson County	BlueSaver QHDHP	$1,296.00	$6,500.00	$1,200.00	$6,596.00
Gardner	HDHP	$3,855.54	$6,000.00	$3,000.00	$6,855.54
Shawnee	PPO Plan w/wellness	$4,536.00	$3,000.00		$7,536.00
Johnson County	PPO Plan	$2,628.00	$5,000.00		$7,628.00
Shawnee	HDHP Plan w/wellness	$4,536.00	$6,000.00	$2,800.00	$7,736.00
Lenexa	PPO w/wellness	$5,256.00	$3,000.00		$8,256.00
Wyandotte County/KCK	HDHP	$4,890.48	$4,600.00	$1,050.00	$8,440.48
Lenexa	QHDHP w/wellness	$3,168.00	$6,400.00	$1,000.00	$8,568.00
Mission	Spira Care EPO	$5,057.52	$4,000.00		$9,057.52
Olathe	Cigna CIP	$5,088.00	$5,600.00	$1,600.00	$9,088.00
Gardner	PPO Base	$4,927.78	$6,000.00		$10,927.78
Water One	Traditional PPO w/wellness	$4,474.80	$8,000.00		$12,474.80
Lawrence	Aetna	$4,342.08	$10,000.00	$800.00	$13,542.08
Johnson County FD 1	Gold Plan	$5,729.88	$8,000.00		$13,729.88
Lansing	HSA-DFKL Base Plan	$3,110.16	$12,700.00	$1,375.00	$14,435.16
Johnson County FD 1	Silver Plan	$4,564.56	$10,000.00		$14,564.56
Leavenworth County	PPO Plan	$4,803.84	$10,000.00		$14,803.84
Mission	Base PPO Plan	$5,031.84	$10,000.00		$15,031.84
Leavenworth County	HDHP Plan	$3,460.56	$12,700.00		$16,160.56
Johnson County FD 1	Bronze Plan	$3,593.20	$13,000.00		$16,593.20
Mission	Buy-Up PPO Plan	$6,108.96	$11,000.00		$17,108.96
Lansing	Primary PPO Plan	$7,529.52	$10,000.00		$17,529.52
Gardner	PPO Buy-Up	$5,335.72	$13,000.00		$18,335.72
Wyandotte County/KCK	Traditional	$5,541.60	$13,700.00		$19,241.60
Bonner Springs	INO 500	$7,002.24	$13,700.00		$20,702.24
Atchison (Lib)	Affordable Plan	$13,073.16	$9,000.00		$22,073.16

***Comparables that did not provide deductible amounts excluded**

Health Insurance Summary

Overall, the City has multiple plan options, which is favorable to the employees. Employees can participate in a Wellness Program to provide improved overall wellness and HSA employer contributions. The HSA is an essential feature that is contributing to position the City favorably among the comparable market. Although some of the newer workforce does not always appreciate the value of health insurance benefits, most existing employees and more mature applicants do. The City is recommended to ensure future plan design and premium changes to continue to poise the City competitively. This will present a total wage and benefit package that aligns with the market average.

Dental Insurance

Currently, the City offers one (1) dental plan through Delta Dental. The single coverage premiums are covered by the City and the employee shares the premium cost for dependent coverage. The comparables reported the following distribution of dental coverage premium responsibilities:

- Similar Premium Distribution: 21% of comparables report a similar premium distribution to the City, where the employer covers the full premium for single coverage and the employee shares the cost for dependent coverage.
- Shared Premium Distribution: 79% of comparables require employees to contribute to single and dependent coverage sharing the cost with the employer.

The City will remain competitive in the comparable market if the premium distribution remains as it is today.

Vision Insurance

The City offers one (1) vision plan through Vision Care. The single coverage premiums are covered by the City and the employee shares the premium cost for dependent coverage.
The comparables reported the following distribution of vision coverage premium responsibilities:

- Similar Premium Distribution: 60% of comparables report a similar premium distribution to the City, where the employer covers the full premium for single coverage and the employee shares the cost for dependent coverage.
- Full Employee Coverage: 30% of comparables require employees to cover the full premium for both single and dependent coverage options.
- Full Employer Coverage: 10% of comparables report that the employer covers the full premium cost for all coverage options.

This comparison indicates that the City's approach to vision plan premium distribution is consistent with common practices among similar entities.

Ancillary Insurance

Many comparables reported offering a variety of voluntary insurance to select from. Providing these benefit options for employees allows them to hand pick coverage that will be beneficial to them and/or families on an annual basis. Coverage and premium responsibility reported by the comparables are provided below.

- Accident Insurance: employee covers full premium

- Hospital Indemnity Coverage: employee covers full premium
- Critical Illness/Cancer Insurance: employee covers full premium
- Identity Theft and Legal Protection: employee covers full premium
- Basic Life Insurance and Accidental Death & Dismemberment (AD&D): employer covers full premium
- Voluntary Life and AD&D with Dependent Life Insurance: employee covers full premium
- Short Term Disability Insurance: mixed employee premium responsibility
- Long Term Disability: mixed employee/employer premium responsibility

These are opportunities for the City in the future.

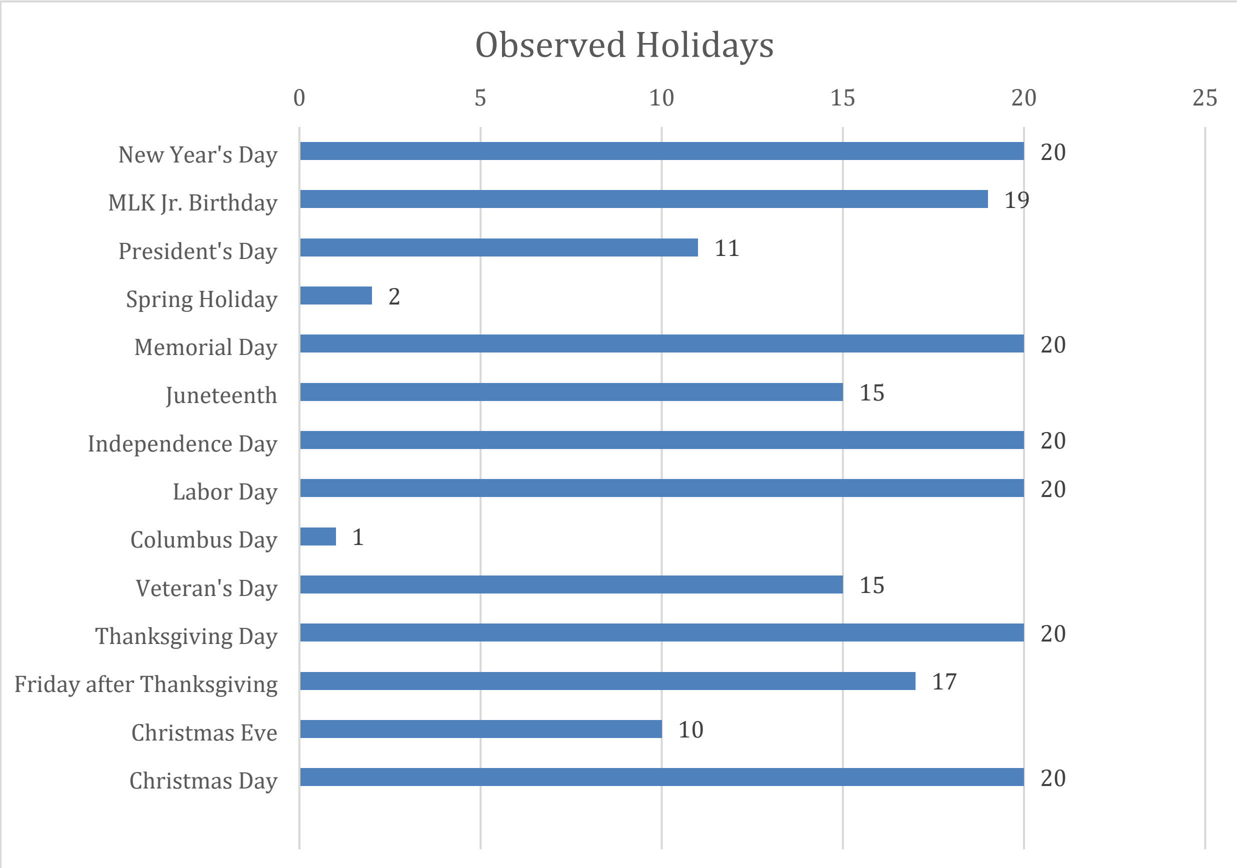
Time-Off Benefits

Time-off and work/life balance continue to be top areas candidates and employees look at when considering employment and retention. Therefore, the City's paid time-off benefits were also reviewed.

Holidays

Currently the City offers a total of 11 observed holidays and one (1) personal day per year. The comparables that provided holiday information reported total observed holidays between 8-13 days, with most reporting 11 days. The figure below shows the observed holidays as reported by the comparables. The comparables reported providing, on average, two (2) personal days/floating holidays per year. The City is commended for its observed holidays and personal days. The Consultants recommend no changes to this benefit.

Figure 8: Observed Holidays



Vacation

The City has two (2) vacation models summarized as follows:

Table 9: Current Vacation Model

Vacation Plan Description	Levels of Accrual	Minimum Accrual	Maximum Accrual	Years to Reach Maximum
Full-time regular shift	4	96 hours	168 hours	15 years
24 hr. shift, Fire/EMS	4	96 hours	240 hours	15 years

Most of the comparables provide 80-104 hours during the first year of service, with most providing 80 hours. The maximum number of vacation accruals range from 120 - 240 hours, with the median accrual of respondents at 200 hours, which is occurring between the 10th - 20th year of employment. Another area of comparison is the number of hours an employee's vacation balance can carryover or remain during the year. The City is ranking in the middle range with a carryover balance at 240 hours while the comparables have a maximum balance range of 120 - 336 hours. There are no recommended vacation benefit changes.

Sick Leave

The City provides two (2) sick leave models as summarized as follows:

Table 5: Current Sick Leave Model

Sick Leave Description	Annual Accrual Years 0-4	Annual Accrual Years 5+	Maximum Balance
Full-time regular shift	96 hours	120 hours	480 hours
24 hr. shift, Fire/EMS	144 hours	168 hours	480 hours

The Consultants recognize the City's grandfathered plan for employees hired prior to January 1, 2006 which provides higher accruals after 15 years of service and a maximum balance of 720 hours. The majority of reporting comparables provide 96 hours per year and a maximum balance range of 240-unlimited hours with the median maximum at unlimited accrual hours.

The City currently provides employees with a payout of their sick leave upon retirement under the Kansas Public Employees Retirement System (KPERS) and/or Kansas Police and Fire Plan (KP&F). Comparable organizations reported a wide range of payout options outlined in the table below.

Table 6: Comparable Payout Options

Employee Requirement	Payout Details	Maximum Hours for Payout
15 years of service	75% of sick leave balance	
5 years of service	20% of sick leave balance	320 hours
5 years of service	20% of sick leave balance	
15 years of service and retire (Police/Fire)	Full balance up to maximum	720 hours
Retirement under KPERS/KP&F	% of balance based on years of service	1,040 hours
Separation in good standing	50% of sick leave balance	
1 year of service	20% of sick leave balance	
Retirement under KPERS/KP&F	25%-30% of sick leave balance	
No requirements	25% of sick leave balance	1,040 hours

The Consultants recommend the City explore payout options to the sick leave benefit.

Paid Time-Off

Although the City has sufficient time-off benefits, work-life balance, flexibility, and paid time -off topics are very important to the total compensation package. Having the rules and variations for each of the traditional methods of time-off may be confusing and frustrating for employees and managers, and it is likely a significant administrative burden to the administrative staff who setup and monitor the use of these forms of leave. Many organizations add stringent rules for the use of benefits to help the employees manage their personal situations, but that often makes programs more difficult to manage, so considering an alternative time-off program option may be beneficial to the City. This may also be very advantageous for future recruitment, when candidates are looking for increased flexibility with time off.

Paid Time-Off (PTO) is a single bank of time-off, which is then used for sick, vacation, and even bereavement time, instead of having different banks of time for different purposes. Some organizations include holidays into this program, while others do not. Generally, PTO has a larger overall rate than vacation, but less than vacation and sick time combined as a tradeoff for the increased flexibility provided under a PTO program, and there is an overall payout on the benefit. The benefit has administrative ease, simplification, and new flexibility for employees. Oftentimes the biggest challenge is transitioning accumulated sick and vacation hours into a new program, but this can be done successfully without loss of accumulated time. Organizations that have done this are satisfied with the result once the transition is complete. One comparable reported using a PTO benefit for their employees with an annual minimum accrual of 145 hours and a maximum balance of 368 hours. Although few comparable organizations identify PTO as a program they offer, the City could consider the concept of PTO to offer more flexibility within their benefits in the future.

Typically, when an organization transitions to a PTO program, there is discussion of what to do with the current banks of time. It is customary for vacation to be rolled over into the PTO program so employees start with a balance of time. Available sick time can then be rolled into an Extended Leave Bank, in which employees may utilize this bank for major illness/accident events and FMLA qualifying events. This way, the sick time the employee has already accumulated is still available for significant events in their personal life. For hours that have been earned and are vested, there will need to be a payout mechanism built into these banks so there is no loss to the employee as a result of the change in programs, but the banks simply do not need to accumulate new hours, if not desired by the City. Extended Leave Banks could be a grandfathered provision for current employees with sick time, so new employees would not be eligible. Other programs allow employees to move PTO into the Extended Leave Bank annually.

Parental and Elder Care Leave

There is a notable trend of employers providing paid leave for new parents, a benefit that several of the City’s comparable organizations have already implemented. Among the municipalities providing this benefit, the reported duration of paid parental leave ranges from 4 - 12 weeks. The median benefit duration is six (6) weeks.

There is also growing interest in including employees who need support in other facets of life including providing care and support to aging parents, and to expand this benefit for other needs.

Retirement Contributions

The City asked that a comparison of retirement plans be completed. In addition to the KPERS and the KP&F plans, the City currently offers two Deferred Compensation 457(b) and Roth IRA voluntary retirement options. The Consultants reviewed the retirement plan offerings in addition to the KPERS and KP&F plans. The majority of these comparables offer a voluntary Deferred Compensation 457(b) plan, with varying levels of employer match contributions. The data is summarized in the table below.

Table 7: Voluntary Retirement Plan Employer Match

Voluntary Plan	Employer Match	Percentage of Comparables
457b Plan	No match	55%
457b Plan	1%-3%	27%
457b Plan	4%	18%

Some comparables offer a voluntary 401(a) plan, with employer matching contributions ranging from 2% to 10%. The City's current retirement offerings are competitive with those of comparable municipalities. While the City's Deferred Compensation 457(b) plan aligns well with the majority of the market, it is important to monitor trends in employer matching contributions to ensure continued competitiveness.

Payout Provisions

In terms of payouts, the City's payout provision is in the form of cash. This payment is then considered taxable to the employee, and the City pays related employment taxes on these amounts. Further, these payments need to be recorded as liabilities on the City's financial statements. The City could consider enhancing the payout provisions in a way that will assist employees with their future healthcare needs since the main reason employees choose not to retire is that they financially are not able to or cannot afford to continue healthcare coverage. These payouts could be developed to create a post-employment medical trust for the employee in which deposits are tax-free for both the employee and employer, are not considered income to the employee, and are to be used for medical expenses by the employee/qualified beneficiaries.

Tuition Reimbursement

A Tuition Reimbursement program supports employees' professional development and educational advancement. Through this benefit, employees are typically provided with financial assistance to pursue further education or professional certifications. The City provides reimbursement for full-time employees with at least one (1) year of service. If the employee maintains an average grade of B or higher, the City will reimburse half of the education costs up to $2,000 per year. Employees agree to a remain with the City for two (2) years after receiving reimbursement; otherwise, they must repay the reimbursement.

Comparable organizations that offer this benefit have reported similar guidelines. Most require employees to have at least one (1) year of service, with the average annual reimbursement amount totaling $2,900. Additionally, 55% of these organizations mandate an average grade of B or higher, while 45% require an average grade of C. The majority also stipulate that employees must remain employed for one (1) year before repayment is required.

Tuition Reimbursement programs often improve employee retention rates, employee morale, and skill levels. The City is commended for providing this benefit to the employees.

Longevity

Longevity is a traditional and tenured benefit intermittently found in the public sector that has never been proven to be effective toward promoting efficient and effective services, nor is it typically considered a retention tool simply because the amount is not intended to augment wages, nor is it base building. Sometimes, organizations find they need the financial resources to be reallocated to support market competitive wages to all employees instead, which is a necessary and more impactful tool for retention. Recommendations on longevity programs are based on the financial means to continue the program, and the internal perceptions of the value of the program.

Longevity is considered a recognition benefit. It should not be considered base wages. It is recommended that if the City wishes to recognize longevity, to do so as a separate program. An example of a longevity program for the City is as follows:

Table 8: Longevity Program Option

Years of Service	Longevity Payment
5	$250.00
10	$500.00
15	$750.00
20	$1,000.00
25	$1,250.00
30	$1,500.00
35	$1,750.00
40	$2,000.00

Longevity programs are non-discretionary in nature, which means they need to be included in the calculation of overtime for non-exempt positions.

Other Opportunities

The following are other opportunities for the City to explore in the future.

Volunteering Time-Off

Volunteer time-off is a paid leave system that allows employees to donate their time to local nonprofit organizations. Volunteer leave policies make an organization appealing to potential and existing employees who have a strong desire to give back to their community. In addition, this type of program allows employers to give back to their communities and nonprofits. Volunteer leave is when workers devote their leave period to charitable or community service activities. Some employers give their employees the freedom to choose where they want to spend their volunteer leave time, while others limit it to pre-approved locations. Volunteer time-off is typically 1-2 days per year.

Childcare Assistance

Childcare is one of the most expensive household expenses, and often is a barrier to employment for that reason. Offering a childcare discount can increase employee satisfaction and engagement and can be a major recruitment tool. Similar to how the City provides contributions to a Health Savings Account, pre-tax contributions can be made to a Dependent Care Flexible Spending Account. Alternately, the City could consider a percentage, flat rate, or scholarship program to subsidize this expense. Although this was not a benefit found in the comparable market, this is a benefit some employers are considering on a national level.

Long Term Care Insurance

Long-term care (LTC) is different from traditional medical care. Long-term care goes beyond medical treatment and nursing care to helping people cope in the face of a chronic illness or disability. Long-term care provides support in performing everyday tasks. People need long-term care for a number of reasons, but often it is simply for the process of getting older. Long-term care services are typically needed by individuals unable to perform activities of daily living or who become cognitively impaired. As the City’s workforce matures, there is a greater need for long-term care services which can be a significant financial burden without proper insurance coverage. Because this is a critical component to retirement planning, more employers nationally are offering LTC insurance programs and education.

529 College Savings Plan

A 529 plan is a tax-advantaged savings plan designed to help families save for college and a range of other qualified education expenses which is outlined in Section 529 of the Internal Revenue Code. This is a voluntary benefit option for the City to include in its benefits portfolio, while the preferred vendor works directly with the employee for enrollment and fund management.

Expanded EAP Services

Employee well-being is a tangible metric that has an impact on productivity and retention, and there is a need for ensuring sufficient services exist for employees. Standard Employee Assistance Programs typically provide free and confidential services to help deal with life's stresses. Expanded EAP Services provide assistance on a broader basis, to include services for the employees and their dependents, such as financial planning, credit counseling, estate planning, adoption assistance, wellness coaching, and assistance to find resources in the community for long term care needs, elder care support, etc. Often times, these expanded EAP services can provide literature, Lunch and Learn options, and even web or podcast access, etc., which can expand opportunities for employee utilization beyond what the behavioral health services provides through the onsite clinic.

Employee Recognition

When employees feel valued at work, it typically increases engagement, satisfaction, and productivity. Recognition shows employees that they are valued by the organization. In order for that to be successful, recognition has to be done properly, and there isn't a one-size-fits-all approach. The City should look at its recognition programs to enhance this area. Some items for the City to consider when developing the program include:

- Be genuine and authentic.
- Make it personal.
- Recognize behavior and effort as well as achievement.
- Allow for peer recognition as well as supervisor recognition.
- Recognize employees in the way that they prefer to be recognized.

The purpose of a recognition program acknowledges the exceptional work of employees who are striving to exceed their employment goals by accomplishing assignments that go above and beyond their traditional work efforts. Recognition can be at the Committee or City Council level and can be recognized on the City website. Recognition does not need to be tied to compensation.

As an example, a recognition program can include (but not be limited to):

1. Demonstrated completion of innovative activities that result in economic savings for the Department/City.

2. Customer service enhancement, and/or elimination of duplicative or redundant manual service efforts.
3. Demonstrated customer service on a continual basis that exceeds City standards resulting in communication from community members acknowledging the employee's exceptional outreach and support.
4. Demonstrated commitment to the City's values such as conflict and difficulty concerning work-related matters that is constructively resolved for the good of all parties, including establishing and restoring long-term relationships with citizens.
5. Demonstrated acceptance of additional work assignments above and beyond the standard range of assigned duties, especially as the City experiences challenges and changing expectations of the community.
6. Demonstrated innovation in the use of technology/artificial intelligence and advanced resources to complete projects and services.

Appendix A: 2025 Recommended Compensation and Classification Schedule

Pay Grade	Job Title	Department	2025 SALARY RANGE Minimum	Control Point	Maximum
5			$17.70	$20.36	$23.90
			$36,816.00	$42,342.16	$49,712.00
10			$18.85	$21.68	$25.45
			$39,208.00	$45,094.40	$52,936.00
	Driver I	Municipal Court/City Clerk			
15			$20.08	$23.09	$27.11
			$41,766.40	$48,027.20	$56,388.80
	Customer Service Associate	Finance			
	Driver II	Municipal Court/City Clerk			
	Transportation Dispatcher	Municipal Court/City Clerk			
	Customer Service Associate	Recreation			
20			$21.38	$24.59	$28.84
			$44,470.40	$51,147.20	$59,987.20
	Animal Control Officer	Police			
	Utility Maintenance Worker I	Public Works			
	Public Worker Maintenance Worker I	Public Works			
25			$22.77	$26.19	$30.72
			$47,361.60	$54,475.20	$63,897.60
	HR Assistant	City Manager			
	Permit Technician	Community Development			
	Billing Specialist	Finance			
	Assistant City Clerk	Municipal Court/City Clerk			
	Municipal Court Clerk	Municipal Court/City Clerk			
	Records & Evidence Technician	Police			
	Administrative Specialist	Public Works			
	Building Maintenance Technician I	Public Works			
	Public Works Maintenance Worker II	Public Works			
	Utility Maintenance Worker II	Public Works			
30			$24.25	$27.89	$32.73
			$50,440.00	$58,011.20	$68,078.40
	Building Inspector I	Community Development			
	Code Enforcement Officer	Community Development			
	Senior Records Specialist	Police			
	Building Maintenance Technician II	Public Works			
	Meter Technician	Public Works			
	Plant Operator I	Public Works			
	Public Works Maintenance Worker III	Public Works			
	Utility Maintenance Worker III	Public Works			
35			$25.83	$29.70	$34.86
			$53,726.40	$61,776.00	$72,508.80
	Accounting Specialist	Finance			
	Paramedic	Fire			
	Plant Operator II	Public Works			
40			$27.50	$31.63	$37.12
			$57,200.00	$65,790.40	$77,209.60
	Building Inspector II	Community Development			
	Fire Inspector	Fire			
	Plant Operator III	Public Works			
45			$29.30	$33.69	$39.57
			$60,944.00	$70,075.20	$82,305.60
	Assistant Public Works Superintendent	Public Works			
	Plant Operator IV	Public Works			
	Utilities Maintenance Foreman	Public Works			
	Recreation Coordinator	Recreation			
	Senior Center Programmer	Recreation			
50			$31.20	$35.88	$42.13
			$64,896.00	$74,630.40	$87,630.40
	Communication Specialist	City Manager			
	Building Inspector III	Community Development			

	Planner I	Community Development			
	Plant Operator V	Public Works			
55			$33.23	$38.21	$44.87
			$69,118.40	$79,476.80	$93,329.60
	Systems/Network Administrator	City Manager			
	Planner II	Community Development			
	Zoning Coordinator	Community Development			
	Plant Operator VI	Public Works			
	Public Works Superintendent	Public Works			
60			$35.38	$40.69	$47.76
			$73,590.40	$84,635.20	$99,340.80
	Planner III	Community Development			
	Plant Operator VII	Public Works			
65			$37.68	$43.33	$50.86
			$78,374.40	$90,126.40	$105,788.80
	Plant Operator VIII	Public Works			
70			$40.13	$46.15	$54.18
			$83,470.40	$95,992.00	$112,694.40
	City Clerk	Municipal Court/City Clerk			
	Economic Development Manager	City Manager			
75			$42.74	$49.15	$57.69
			$88,899.20	$102,232.00	$119,995.20
	Recreation Director	Recreation			
80			$47.02	$54.07	$63.48
			$97,801.60	$112,465.60	$132,038.40
	Battalion Chief	Fire			
	Police Captain	Police			
	Utility Operations Superintendent	Public Works			
	Utility Maintenance Superintendent	Public Works			
85			$51.72	$59.48	$69.82
			$107,577.60	$123,718.40	$145,225.60
	Deputy Fire Chief	Fire			
	Police Major	Police			
	Deputy Public Works Director	Public Works			
	Utilities Manager (Grandfathered)	Public Works			
90			$56.90	$65.43	$76.83
			$118,352.00	$136,094.40	$159,806.40
	Assistant City Manager	City Manager			
	Community Development Director	Community Development			
	Finance Director	Finance			
95			$59.74	$68.70	$80.65
			$124,259.20	$142,896.00	$167,752.00
	Fire Chief	Fire			
	Police Chief	Police			
	Public Works Director	Public Works			
100			$74.68	$85.88	$100.82
			$155,334.40	$178,630.40	$209,705.60
	City Manager	City Manager			

40	Firefighter/EMT	Fire	$57,200.00	$65,790.40	$77,209.60
			$19.13	$22.00	$25.82
50	Firefighter/Paramedic	Fire	$64,896.00	$74,630.40	$87,630.40
			$21.70	$24.96	$29.31
55	Fire Lieutenant	Fire	$69,118.40	$79,476.80	$93,329.60
			$23.12	$26.58	$31.21
65	Fire Captain	Fire	$78,374.40	$90,126.40	$105,788.80
			$26.21	$30.14	$35.38

*Fire Annual Divisor is 2,990 hours

40	Police Officer	Police	$57,200.00	$65,790.40	$77,209.60
			$26.19	$30.12	$35.35
55	Detective	Police	$69,118.40	$79,476.80	$93,329.60
			$31.65	$36.39	$42.73
65	Police Sergeant	Police	$78,374.40	$90,126.40	$105,788.80
			$35.89	$41.27	$48.44

**Police Annual Divisor is 2,184 hours

Appendix B: 2024 Recommended Compensation and Classification Schedule

Pay Grade	Job Title	Department	2024 SALARY RANGE Minimum	Control Point	Maximum
5			$17.17	$19.75	$23.90
			$35,713.60	$41,071.89	$49,712.00
10			$18.29	$21.03	$25.45
			$38,043.20	$43,741.57	$52,936.00
	Driver I	Municipal Court/City Clerk			
15			$19.48	$22.40	$27.11
			$40,518.40	$46,592.00	$56,388.80
	Customer Service Associate	Finance			
	Driver II	Municipal Court/City Clerk			
	Transportation Dispatcher	Municipal Court/City Clerk			
	Customer Service Associate	Recreation			
20			$20.75	$23.86	$28.84
			$43,160.00	$49,628.80	$59,987.20
	Animal Control Officer	Police			
	Utility Maintenance Worker I	Public Works			
	Public Worker Maintenance Worker I	Public Works			
25			$22.10	$25.41	$30.72
			$45,968.00	$52,852.80	$63,897.60
	HR Assistant	City Manager			
	Permit Technician	Community Development			
	Billing Specialist	Finance			
	Assistant City Clerk	Municipal Court/City Clerk			
	Municipal Court Clerk	Municipal Court/City Clerk			
	Records & Evidence Technician	Police			
	Administrative Specialist	Public Works			
	Building Maintenance Technician I	Public Works			
	Public Works Maintenance Worker II	Public Works			
	Utility Maintenance Worker II	Public Works			
30			$23.53	$27.06	$32.73
			$48,942.40	$56,284.80	$68,078.40
	Building Inspector I	Community Development			
	Code Enforcement Officer	Community Development			
	Senior Records Specialist	Police			
	Building Maintenance Technician II	Public Works			
	Meter Technician	Public Works			
	Plant Operator I	Public Works			
	Public Works Maintenance Worker III	Public Works			
	Utility Maintenance Worker III	Public Works			
35			$25.06	$28.82	$34.86
			$52,124.80	$59,945.60	$72,508.80
	Accounting Specialist	Finance			
	Paramedic	Fire			
	Plant Operator II	Public Works			
40			$26.69	$30.69	$37.12
			$55,515.20	$63,835.20	$77,209.60
	Building Inspector II	Community Development			
	Fire Inspector	Fire			
	Plant Operator III	Public Works			
45			$28.42	$32.68	$39.57
			$59,113.60	$67,974.40	$82,305.60
	Assistant Public Works Superintendent	Public Works			
	Plant Operator IV	Public Works			
	Utilities Maintenance Foreman	Public Works			
	Recreation Coordinator	Recreation			
	Senior Center Programmer	Recreation			
50			$30.26	$34.80	$42.13
			$62,940.80	$72,384.00	$87,630.40
	Communication Specialist	City Manager			
	Building Inspector III	Community Development			
	Planner I	Community Development			
	Plant Operator V	Public Works			
55			$32.23	$37.06	$44.87

			$67,038.40	$77,084.80	$93,329.60
	Systems/Network Administrator	City Manager			
	Planner II	Community Development			
	Zoning Coordinator	Community Development			
	Plant Operator VI	Public Works			
	Public Works Superintendent	Public Works			
60			$34.32	$39.47	$47.76
			$71,385.60	$82,097.60	$99,340.80
	Planner III	Community Development			
	Plant Operator VII	Public Works			
65			$36.56	$42.04	$50.86
			$76,044.80	$87,443.20	$105,788.80
	Plant Operator VIII	Public Works			
70			$38.93	$44.77	$54.18
			$80,974.40	$93,121.60	$112,694.40
	City Clerk	Municipal Court/City Clerk			
	Economic Development Manager	City Manager			
75			$41.46	$47.68	$57.69
			$86,236.80	$99,174.40	$119,995.20
	Recreation Director	Recreation			
80			$45.61	$52.45	$63.48
			$94,868.80	$109,096.00	$132,038.40
	Battalion Chief	Fire			
	Police Captain	Police			
	Utility Operations Superintendent	Public Works			
	Utility Maintenance Superintendent	Public Works			
85			$50.17	$57.70	$69.82
			$104,353.60	$120,016.00	$145,225.60
	Deputy Fire Chief	Fire			
	Police Major	Police			
	Deputy Public Works Director	Public Works			
	Utilities Manager (Grandfathered)	Public Works			
90			$55.19	$63.47	$76.83
			$114,795.20	$132,017.60	$159,806.40
	Assistant City Manager	City Manager			
	Community Development Director	Community Development			
	Finance Director	Finance			
95			$57.95	$66.64	$80.65
			$120,536.00	$138,611.20	$167,752.00
	Fire Chief	Fire			
	Police Chief	Police			
	Public Works Director	Public Works			
100			$72.43	$83.30	$100.82
			$150,654.40	$173,264.00	$209,705.60
	City Manager	City Manager			

40	Firefighter/EMT	Fire	$55,515.20	$63,835.20	$77,209.60
			$18.57	$21.35	$25.82
50	Firefighter/Paramedic	Fire	$62,940.80	$72,384.00	$87,630.40
			$21.05	$24.21	$29.31
55	Fire Lieutenant	Fire	$67,038.40	$77,084.80	$93,329.60
			$22.42	$25.78	$31.21
65	Fire Captain	Fire	$76,044.80	$87,443.20	$105,788.80
			$25.43	$29.25	$35.38

*Fire Annual Divisor is 2,990 hours

40	Police Officer	Police	$55,515.20	$63,835.20	$77,209.60
			$25.42	$29.23	$35.35
55	Detective	Police	$67,038.40	$77,084.80	$93,329.60
			$30.70	$35.30	$42.73
65	Police Sergeant	Police	$76,044.80	$87,443.20	$105,788.80
			$34.82	$40.04	$48.44

**Police Annual Divisor is 2,184 hours

Appendix C: Library Wages

The State of Kansas provides statutory powers to Public Library Boards under K.S.A. 12-1225, which allows the Library Board the authority to set salaries. This is an interesting balance, in that the employees of the Library are City employees, but wages are set by the Library Board, and is independent of how the City has historically set wages for other positions.

Because the Library a part of the City, and employees receive all the same benefits as other City employees, it makes sense for all employees to be on the same structure. This will allow equity for all employees throughout the organization.

With the outcomes of the Study, it is recommended the Library work toward positioning the Library positions in alignment with the City's Salary Schedule so there is a singular salary structure for all non-represented City employees, regardless of what department they work at. In essence, the recommendation for the Library Board, who has authority to set wages, would be to set the salary ranges in alignment to the City's salary schedules. This is not intended to limit the authority of the Library Board.

Because the Library is independent of the City in terms of budget, the 2025 Salary Ranges have been adjusted down by 9% to better align with the current fiscal position of the Library. The Library can then consider developing a financial plan to work toward aligning salary ranges between the City and Library. The recommended Pay Grades and adjusted salary ranges are as follows:

Table 9: 2025 Adjusted Library Salary Ranges

		2025 SALARY RANGE - ADJUSTED		
CITY RANGE / PAY GRADE	RECOMMENDED TITLE	MINIMUM	CONTROL POINT	MAXIMUM
5	Library Assistant	$15.83	$18.68	$21.37
10	Library Associate	$16.86	$19.89	$22.76
10	Farmer's Market Coordinator	$16.86	$19.89	$22.76
20	Library Services Coordinator - Children/Teens	$19.12	$22.56	$25.81
20	Library Services Coordinator - Weekend	$19.12	$22.56	$25.81
20	Library Services Coordinator - Circulation/ILL	$19.12	$22.56	$25.81
30	Youth Services Librarian	$21.69	$25.59	$29.28
45	Assistant Library Director	$26.19	$30.91	$35.36
70	Library Director	$35.90	$42.36	$48.47

Non-Adjusted salary ranges for long term consideration are as follows:

Table 10: 2025 Recommended Library Salary Ranges

		2025 SALARY RANGE		
CITY RANGE / PAY GRADE	RECOMMENDED TITLE	MINIMUM	CONTROL POINT	MAXIMUM
5	Library Assistant	$17.25	$20.36	$23.29
10	Library Associate	$18.37	$21.68	$24.80
10	Farmer's Market Coordinator	$18.37	$21.68	$24.80
20	Library Services Coordinator - Children/Teens	$20.84	$24.59	$28.13
20	Library Services Coordinator - Weekend	$20.84	$24.59	$28.13
20	Library Services Coordinator - Circulation/ILL	$20.84	$24.59	$28.13
30	Youth Services Librarian	$23.64	$27.89	$31.91
45	Assistant Library Director	$28.55	$33.69	$38.54
70	Library Director	$39.11	$46.15	$52.80

Appendix D: Recommended Compensation Policy Guidelines

These guidelines are provided to the City to utilize in conjunction with the new compensation system. The City is recommended to assess these guideline recommendations.

New Hires

Employees start at the Minimum Rate of the Pay Grade if the employee has the minimum skills and abilities required in the job description. The hiring supervisor, with the approval of the City Manager, can start experienced individuals at a higher rate of pay, up to the Control Point.

Cost of Living Adjustment

On January 1st of each year (or alternative date identified by the City), employees should receive cost of living adjustment equivalent to the percentage adjustment of the Salary Schedule.

Merit Adjustment

On January 1st of each year, employees should receive an incremental merit increase based on the City's pay for performance program. Employees on a Performance Improvement Plan will have their annual increase held until such time as performance improves, or when approved by the City Manager.

Market Adjustments

Each budget cycle, the Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a Market Adjustment to those incumbent employees could be given, which would be an adjustment to the range. A market adjustment requires:

1. A documented and verified review of local comparables by the City Manager, their designee, or a third-party consultant.
2. A consistent pattern of recruitment/retention concerns with isolated classifications, as verified by the City Manager or designee.

Promotions

An individual who moves to a position with a higher Pay Grade will be placed at the Minimum Rate of the new salary range; OR a rate which provides a 5% increase, if over the Minimum Rate.

Demotions

There are a number of situations that can occur resulting in an employee's pay being lowered and the pay may not be within the established Salary Range. Dependent upon the circumstances, an individual's pay can be handled differently. It will be the responsibility of the Department Head and City Manager to determine the pay implications due to employee demotions. The following are suggested guidelines:

A. Demotions that occur because of position changes and/or position consolidations (not based on the performance of the employee), the salary can be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.

B. Demotions that occur because the employee voluntarily applied for and accepted a position in a lower Pay Grade, the salary will be reduced within the new Salary Range as close to the current salary as possible. If the salary is above the new salary range, then treatment will be as described in "A" above.

C. Demotion is a result of the employee's performance, the employee's salary is decreased to a placement within the Salary Range of the new Pay Grade, as determined by the Department Head and confirmed by the City Manager. Demotions of this nature are rare circumstances.

Top of the Range

When an employee reaches the Maximum of their Pay Grade, they will be eligible only for the cost-of-living Salary Schedule adjustments. Some employers see this as a deterrent for tenured employees to continue to perform at the City's level of expectation. Therefore, the City may consider the option for employees who reach the Maximum to receive the equivalent annual increase in the form of a lump-sum non-base building payment. This method of payment still provides additional compensation to an employee but does not compromise the Schedule.

Red Circle

When an employee has exceeded the Maximum of their Pay Grade, they will not be eligible for any base building adjustments. The City may provide the employee with an equivalent lump-sum payment.

Position Pay Grade Changes

Pay Grades may change under the following circumstances:

A. Management request for a Pay Grade Evaluation

A Department Director may request a Pay Grade evaluation for any position in their Department, via procedures identified by the City. The request should be in writing, including job duty changes or other circumstances that have precipitated the evaluation. This should include the old job description along with either a new job description or a document that illustrates the changes. It will be the responsibility of the City Manager to determine if the position should be sent to the Consultants for evaluation. It should be noted that significant changes to a position's responsibility that could prompt reclassification should receive prior approval from the City Manager in order to avoid unapproved position creep.

B. Administration Initiation of a Pay Grade Evaluation

City Administration may determine a position needs to be evaluated as a result of a City-initiated position and/or program changes, organizational structure changes, recurring minimal modifications to positions that over time may result in substantive change in a position, and recruitment or retention challenges.

If after a Pay Grade Evaluation, it is determined the employee's current salary is below the Minimum Rate of the new Pay Grade, the employee should be placed at the Minimum Rate of the new Pay Grade. If the current salary is within the new Salary Range, the City Manager will determine whether any further adjustment occurs.

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From: Christina Brake

Subject: Minutes of the August 26, 2024 City Council meeting.

Recommendation: Staff recommends approval.

Action: Make a motion to approve the minutes as presented.

Background:

Discussion:

Financial Impact:

City of Bonner Springs
KANSAS

City Council Meeting Minutes
August 26, 2024

WORKSHOP – 7:00 P.M.

1. **Review RFPs for Executive Search Services -** The city clerk reviewed the submissions received for the RFP for executive search services. Council recommended the review committee check references on each of the three proposals submitted and present the item for consideration at the regular council meeting on September 9th.

CITY COUNCIL MEETING - 7:30 P.M.

Council Present: Mayor Stephens, Councilmembers Gurley, Reeves, Long, Wood, McMahan, Shannon and Blanks. Councilmember Kipp was absent.

City Staff present: Amber Vogan, Interim City Manager; Chris Brake, City Clerk; Tillie LaPlante, Finance Director; Tim Richards, Fire Chief; Jack Granath, Library Director

Invocation – No invocation presented.

CITIZEN CONCERNS ABOUT ITEMS NOT ON TODAY'S AGENDA. –
Bobby Hodge, 13702 Lawrence, was concerned about potholes at Kerry Roberts Park.

CONSENT AGENDA The City Council will consider consent agenda items by one motion with no discussion unless a councilmember, staff or the audience member requests removal of an item from the consent agenda. The City Council will consider a removed item as the next item after the consent agenda**.**
Reeves moved and Shannon seconded to approve the consent agenda as presented. Unanimous approval.

1. Minutes of the August 12, 2024, City Council meeting.
2. Claims for City Operation
3. Massage Therapy Business Establishment and Therapist License Renewal - Essential Massage
4. Public Use Request - Homecoming Parade
5. Amendment to Medical Director Agreement

OLD BUSINESS - None presented.

NEW BUSINESS -

1. **Public Hearing to Levy a Property Tax Rate Exceeding the Revenue Neutral Rate -** Gurley moved and Blanks seconded to open a Public Hearing to Exceed the Revenue Neutral Rate beginning at 7:34 p.m.
   - Scott Harding, 13786 Valleyview, stated he is concerned about the seniors and poor in Bonner Springs that can't afford new taxes and asked the council to vote “no” to exceed revenue neutral. Harding stated ten people have moved out of his neighborhood because the property values have increased too much, causing their insurance rate to increase.

- Craig Istas, 13520 Pioneer, asked the council to vote against revenue neutral, he stated people can't afford the increases every year.

- Randy Ney, 101 S. Park, stated he is representing Robert and Carol Holmes. He asked how many years in the last ten years has the council voted to exceed revenue neutral? Ney stated his in-laws live on a fixed income and he has to choose between paying for medicine, food or paying his taxes.

- Keith Session, 169 Emerson, stated property values have shot up, and he believes that brought a huge windfall to the City. He believes the city is requesting to increase the property tax rate. He wants to know if the windfall was spent on the new police cars, the library and the new water treatment plant. Session stated everyone is under a lot of inflationary challenges and living on fixed incomes.

- Karen Lesher, 13324 Metropolitan, stated taxes are affecting those who are still working. Lesher stated taxes are going up, but income isn't increasing.

Shannon moved and Blanks seconded to close the Public Hearing at 7:45 p.m.

2. **Resolution to Levy a Property Tax Rate Exceeding the Revenue Neutral Rate -** Shannon moved and Long seconded to adopt a resolution to levy a property tax rate exceeding the revenue neutral rate. Motion carried on a vote of 5-2. McMahan and Blanks dissented.

3. **Approve Notice of Public Hearing and Schedule Public Hearing for Proposed 2024 Budget Amendments -** Blanks moved and McMahan seconded to approve the public hearing notice and schedule a public hearing for the 2024 Budget Amendments for Monday, September 9, 2024. Unanimous approval.

4. **Approve Notice of Public Hearing and Schedule Public Hearing for Adoption of the 2025 Budget** - Shannon moved and Reeves seconded to approve the Public Hearing Notice Option 2, and schedule a public hearing for the 2025 Budget for Monday, September 9, 2024. Unanimous approval.

REPORTS

1. **City Manager's Report –**
The Interim City Manager thanked everyone for coming to the meeting. She Thanked everyone for their contribution to Tiblow Days. She stated postcards went out with information as to what to expect when the new water plant comes online.

2. **City Council Items**
- Blanks - welcomed back Councilmember Wood. Thanked city staff for their support on Tiblow Days. She clarified that the BS/EDW Chamber of Commerce pays for Tiblow Days, not the City. Staff provides support. She invited council and others to the annual Chamber golf tournament on Wednesday, Oct. 2, 2024. The tournament raises funds for scholarships. She stated Bonner Springs is a small community with a lot of service organizations, and encouraged people to join a service organization.
- Long - thanked everyone for coming to the meeting. Thanked Emily and Megan for their work on Tiblow Days. She encouraged everyone to consider voting, and to run for local elections.
- Reeves – agreed that others should run for office. He stated his church is responsible for providing water during Tiblow Trot runners and he enjoyed interacting with runners. He encouraged people to Volunteer.

- McMahan - stated the energy brought to the meeting should be present at every meeting. Attendees showed they are invested in the town. He asked attendees to not let it be a one-time event, stay invested. Farmers market, City Band- fantastic, turn out for events is phenomenal.
- Wood – stated it is the residents who create what the council does, because they bring ideas and information.
- Gurley – stated she appreciated everyone for being here.
- Shannon – stated people don't understand the depth of what the finance director does. He thanked the finance director for her work on the budget.

Mayor's Report – The Mayor thanked everyone for coming to the meeting. Encouraged people to email or call him; he's always open to talk and listen. He welcomed back Councilmember Wood. Stated this was his first Tiblow Days as Mayor, and he received one compliment after another from the public about Tiblow Days. He commended city staff, the chamber, the education foundation, Rotary members and all the individuals who give up their time and energy. He stated Public Works gets unnoticed; they are out before the event starts, out during event, out after event is over. They don't get recognition they deserve.

ADJOURNMENT - Reeves moved and Blanks seconded, to adjourn the City Council meeting at 9:21 p.m. Unanimous approval

________________________________ Christina Brake, City Clerk

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From: Sarah Frehe

Subject: Claims for City Operation

Recommendation: Staff recommends approval.

Action: Make a motion to approve the claims for City operations as presented.

Background: Staff enclosed the supplement claims for City operations in the amount of $15,588.29, regular claims in the amount of $456,645.51 and utility refunds in the amount of $1,680.80.

Discussion:

Financial Impact:

Check Report

By Check Number

Date Range: 08/30/2024 - 08/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP BANK-AP BANK						
	Void	08/30/2024	Regular	0.00	0.00	154472
	Void	08/30/2024	Regular	0.00	0.00	154473
	Void	08/30/2024	Regular	0.00	0.00	154474
11698	AT&T	08/30/2024	Regular	0.00	594.52	154475
2470	ATMOS ENERGY	08/30/2024	Regular	0.00	244.21	154476
11793	CHARTER COMMUNICATIONS HOLDING LLC	08/30/2024	Regular	0.00	586.96	154477
10942	EVERGY KANSAS CENTRAL INC FKA WESTAR ENI	08/30/2024	Regular	0.00	13,317.60	154478
9879	MAINSTREET CREDIT UNION	08/30/2024	Regular	0.00	845.00	154479

Bank Code AP BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	5	0.00	15,588.29
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	7	**8**	**0.00**	**15,588.29**

Expense Approval Report

Bonner Springs, KS

By Vendor Name

Post Dates 8/30/2024 - 8/30/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 11698 - AT&T				
AT&T	3000432900	08/30/2024	FIBER OPTICS SERVICE	198.18
AT&T	3000432900	08/30/2024	FIBER OPTICS SERVICE	198.17
AT&T	3000432900	08/30/2024	FIBER OPTICS SERVICE	198.17
			Vendor 11698 - AT&T Total:	**594.52**
Vendor: 2470 - ATMOS ENERGY				
ATMOS ENERGY	0004178	08/30/2024	GAS SERVICE	76.34
ATMOS ENERGY	0004180	08/30/2024	GAS SERVICE	167.87
			Vendor 2470 - ATMOS ENERGY Total:	**244.21**
Vendor: 11793 - CHARTER COMMUNICATIONS HOLDING LLC				
CHARTER COMMUNICATIONS…	152145501081424	08/30/2024	PD INTERNET SERVICE	329.98
CHARTER COMMUNICATIONS…	152416701081424	08/30/2024	FD INTERNET SERVICE	256.98
			Vendor 11793 - CHARTER COMMUNICATIONS HOLDING LLC Total:	**586.96**
Vendor: 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC				
EVERGY KANSAS CENTRAL INC…	0004179	08/30/2024	STREETLIGHT ELECTRICAL SERVICE	13,317.60
			Vendor 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC Total:	**13,317.60**
Vendor: 9879 - MAINSTREET CREDIT UNION				
MAINSTREET CREDIT UNION	0004182	08/30/2024	Payroll for 8/30/2024	845.00
			Vendor 9879 - MAINSTREET CREDIT UNION Total:	**845.00**
			Grand Total:	**15,588.29**

Report Summary

Fund Summary

Fund		Expense Amount
071 - Payroll Clearing		845.00
300 - General Fund		14,102.74
420 - Wastewater Coll & Treat		274.51
430 - Water Treat & Distribu		366.04
	Grand Total:	**15,588.29**

Account Summary

Account Number	Account Name	Expense Amount
071-000-000-021380	CREDIT UNION DEDUCTI...	845.00
300-165-000-702925	UTILITIES	256.98
300-185-000-702925	UTILITIES	329.98
300-190-000-702370	IT SERVICES	198.18
300-190-000-702925	UTILITIES	13,317.60
420-000-000-702370	IT SERVICES	198.17
420-000-000-702925	UTILITIES	76.34
430-000-000-702370	IT SERVICES	198.17
430-000-000-702925	UTILITIES	167.87
	Grand Total:	**15,588.29**

Project Account Summary

Project Account Key		Expense Amount
None		15,588.29
	Grand Total:	**15,588.29**

Check Register

Bonner Springs, KS

Packet: APPKT00814 - 9/3/2024 Check Run

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP BANK-AP BANK						
12061	AARON CALDWELL	09/03/2024	Regular	0.00	675.00	154480
3167	ACE PIPE CLEANING INC	09/03/2024	Regular	0.00	2,652.32	154481
11099	ALEXIS STANLEY	09/03/2024	Regular	0.00	720.00	154482
11999	ALL COPY PRODUCTS INC	09/03/2024	Regular	0.00	218.63	154483
11701	ALL COPY PRODUCTS INC	09/03/2024	Regular	0.00	690.14	154484
10078	AMAZON CAPITAL SERVICES INC	09/03/2024	Regular	0.00	767.94	154485
6656	ANCHOR SALES & SERVICE	09/03/2024	Regular	0.00	495.55	154486
12720	ANDREA HILL	09/03/2024	Regular	0.00	100.00	154487
12726	ANDREW RUNDBERG	09/03/2024	Regular	0.00	700.00	154488
12162	ANIMAL CARE CLINIC OF OAK VALLEY	09/03/2024	Regular	0.00	43.20	154489
3303	ASPHALT SALES CO INC	09/03/2024	Regular	0.00	773.79	154490
5615	AT&T	09/03/2024	Regular	0.00	306.33	154491
3664	AUSTIN SALES INC	09/03/2024	Regular	0.00	590.09	154492
9842	AUTOZONE	09/03/2024	Regular	0.00	60.70	154493
12165	BLUE CARDINAL CHEMICAL LLC	09/03/2024	Regular	0.00	563.01	154494
12688	BOARD OF PUBLIC UTILITIES	09/03/2024	Regular	0.00	7,760.68	154495
2798	BONNER SPRINGS AUTO REPAIR LLC	09/03/2024	Regular	0.00	63.13	154496
4172	BOUND TREE MEDICAL LLC	09/03/2024	Regular	0.00	2,488.93	154497
12718	CAMERON RAE MITCHENER	09/03/2024	Regular	0.00	7,000.00	154498
11659	CAPITAL ONE/WALMART COMMUNI	09/03/2024	Regular	0.00	788.34	154499
12656	CECELIA CORREA	09/03/2024	Regular	0.00	27.00	154500
10027	CINTAS	09/03/2024	Regular	0.00	737.89	154501
2410	CITY TREASURER KCK	09/03/2024	Regular	0.00	36,529.67	154502
1735	CMI INC	09/03/2024	Regular	0.00	103.00	154503
11908	CMRS-FP	09/03/2024	Regular	0.00	800.00	154504
12681	COLEMAN EQUIPMENT INC	09/03/2024	Regular	0.00	226.28	154505
12725	CONRAD FIRE EQUIPMENT INC	09/03/2024	Regular	0.00	89,472.78	154506
12689	CORE & MAIN LP	09/03/2024	Regular	0.00	31,248.22	154507
	Void	09/03/2024	Regular	0.00	0.00	154508
2290	CRAFCO INC	09/03/2024	Regular	0.00	1,702.50	154509
2216	CROSBY PLUMBING	09/03/2024	Regular	0.00	4,925.00	154510
6509	CS CAREY INC	09/03/2024	Regular	0.00	120.00	154511
10911	CULINARY VENTURES LTD	09/03/2024	Regular	0.00	4,445.00	154512
7487	CULLUM & BROWN OF KANSAS CITY	09/03/2024	Regular	0.00	50.00	154513
12684	DEFFENBAUGH INDUSTRIES INC	09/03/2024	Regular	0.00	3,016.64	154514
12625	DOUBLE D VENTURES INC	09/03/2024	Regular	0.00	1,268.00	154515
11899	EASY ICE, LLC	09/03/2024	Regular	0.00	140.00	154516
12721	ELLIA LANE	09/03/2024	Regular	0.00	250.00	154517
1942	GRASS PAD INC	09/03/2024	Regular	0.00	851.37	154518
7383	GREAT PLAINS SOCIETY FOR PREVEN	09/03/2024	Regular	0.00	3,111.00	154519
1532	GT DISTRIBUTORS INC	09/03/2024	Regular	0.00	853.20	154520
12160	GUARDIAN SECURITY SYSTEMS INC	09/03/2024	Regular	0.00	222.57	154521
12532	H2O INNOVATION USA INC	09/03/2024	Regular	0.00	8,868.77	154522
12685	HACH COMPANY	09/03/2024	Regular	0.00	2,695.00	154523
12717	HARRY DOG LLC	09/03/2024	Regular	0.00	157.00	154524
1089	HAWKINS INC	09/03/2024	Regular	0.00	1,982.84	154525
4275	HAYNES EQUIPMENT CO INC	09/03/2024	Regular	0.00	2,687.44	154526
12690	HOLLIDAY SAND AND GRAVEL CO	09/03/2024	Regular	0.00	352.27	154527
11590	IMAGEQUEST INC.	09/03/2024	Regular	0.00	148.47	154528
11590	IMAGEQUEST INC.	09/03/2024	Regular	0.00	65.00	154529
10304	INSTITUTE FOR BUILDING TECHNOLO	09/03/2024	Regular	0.00	12,307.00	154530
12727	JAMIE HUTCHINS	09/03/2024	Regular	0.00	176.00	154531
12354	JEFFREY COX	09/03/2024	Regular	0.00	1,175.00	154532
11598	JOHNSON & WYANDOTTE COUNTIES	09/03/2024	Regular	0.00	350.00	154533

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
12553	JUNGLE DISK LLC	09/03/2024	Regular	0.00	755.67	154534
12722	KANSAS DEPARTMENT OF REVENUE	09/03/2024	Regular	0.00	6.00	154535
10555	KBI LAB	09/03/2024	Regular	0.00	850.00	154536
10415	KELLY STRAIN	09/03/2024	Regular	0.00	1,600.00	154537
3517	KEY EQUIPMENT & SUPPLY CO	09/03/2024	Regular	0.00	4,650.97	154538
2384	KU PUBLIC MANAGEMENT CENTER	09/03/2024	Regular	0.00	3,900.00	154539
11728	LABAN CONTRACTING LLC	09/03/2024	Regular	0.00	200.00	154540
3003	LAKE OF THE FOREST INC	09/03/2024	Regular	0.00	247.00	154541
8048	LAYNE CHRISTENSEN COMPANY	09/03/2024	Regular	0.00	862.69	154542
3030	LEAGUE OF KANSAS MUNICIPALITIES	09/03/2024	Regular	0.00	900.57	154543
11747	LENEXA PARK & RECREATION	09/03/2024	Regular	0.00	2,496.60	154544
11619	LESLIE LLOYD HAROLD	09/03/2024	Regular	0.00	500.00	154545
12724	LINDSAY BADORINE-LEWISON	09/03/2024	Regular	0.00	100.00	154546
12266	LOGAN CONTRACTORS SUPPLY, INC	09/03/2024	Regular	0.00	1,170.00	154547
1836	LOWE'S CREDIT SERVICES	09/03/2024	Regular	0.00	604.17	154548
7587	MCANANY OIL CO INC	09/03/2024	Regular	0.00	4,656.38	154549
6137	METRO COURIER INC	09/03/2024	Regular	0.00	55.76	154550
7036	MIDWEST PUBLIC RISK OF KANSAS, I	09/03/2024	Regular	0.00	1,000.00	154551
7935	NANCY L. GOSS	09/03/2024	Regular	0.00	175.00	154552
5003	NATIONAL SIGN COMPANY INC	09/03/2024	Regular	0.00	4,900.00	154553
3094	NORRIS EQUIPMENT CO LLC	09/03/2024	Regular	0.00	1,102.36	154554
5820	OLATHE FORD SALES	09/03/2024	Regular	0.00	2,370.05	154555
12692	OLATHE WINWATER WORKS CO	09/03/2024	Regular	0.00	2,000.00	154556
7565	OPTIV SECURITY INC	09/03/2024	Regular	0.00	186.75	154557
12682	O'REILLY AUTOMOTIVE INC	09/03/2024	Regular	0.00	618.13	154558
	Void	09/03/2024	Regular	0.00	0.00	154559
12723	PABLO HANKE	09/03/2024	Regular	0.00	100.00	154560
3393	PACE ANALYTICAL SERVICES LLC	09/03/2024	Regular	0.00	1,952.60	154561
2955	PB HOIDALE CO INC	09/03/2024	Regular	0.00	3,871.66	154562
11541	PEREGRINE CORPORATION	09/03/2024	Regular	0.00	1,277.50	154563
3531	PERRY AND TRENT LLC	09/03/2024	Regular	0.00	11,109.00	154564
11867	PI MANAGED SERVICES LLC	09/03/2024	Regular	0.00	4,725.00	154565
12674	PUSHWATER ENTERPRISES INC	09/03/2024	Regular	0.00	66.00	154566
10030	QUALITY SPEAKS LLC	09/03/2024	Regular	0.00	88.38	154567
8031	REDDI SERVICES INC	09/03/2024	Regular	0.00	456.39	154568
10641	REDISHRED KANSAS INC	09/03/2024	Regular	0.00	127.16	154569
11773	RONALD TILDEN	09/03/2024	Regular	0.00	3,685.30	154570
6010	SCHUETZ CONSTRUCTION	09/03/2024	Regular	0.00	4,492.00	154571
7670	STAPLES CONTRACT & COMMERCIAL	09/03/2024	Regular	0.00	78.21	154572
6662	STRUCTURAL TECHNOLOGY INC	09/03/2024	Regular	0.00	275.90	154573
10854	THE JATH GROUP INC	09/03/2024	Regular	0.00	6,943.12	154574
6802	TOTAL ELECTRIC CONTRACTORS INC	09/03/2024	Regular	0.00	8,295.52	154575
11556	U.S. BANK EQUIPMENT FINANCE	09/03/2024	Regular	0.00	537.26	154576
12392	UNION BANK & TRUST	09/03/2024	Regular	0.00	103,943.97	154577
12719	UNION PACIFIC RAILROAD	09/03/2024	Regular	0.00	500.00	154578
12598	UPS SUPPLY CHAIN SOLUTIONS INC	09/03/2024	Regular	0.00	12.36	154579
8404	VESTA LEE LUMBER COMPANY	09/03/2024	Regular	0.00	120.00	154580
12683	W W GRAINGER INC	09/03/2024	Regular	0.00	599.62	154581
2169	WALMART	09/03/2024	Regular	0.00	145.69	154582
7375	WATCHMEN SECURITY SERVICES LLC	09/03/2024	Regular	0.00	3,181.44	154583
2845	WATTS UP	09/03/2024	Regular	0.00	47.88	154584
2043	WEIS FIRE & SAFETY EQUIPMENT	09/03/2024	Regular	0.00	2,894.56	154585
12609	WERT GROUP LLC	09/03/2024	Regular	0.00	120.00	154586
11618	WESTERN DIESEL SERVICES INC	09/03/2024	Regular	0.00	11,057.20	154587

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10810	WILLIAM F TUCKER	09/03/2024	Regular	0.00	11,511.00	154588

Bank Code AP BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	247	107	0.00	456,645.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	247	**109**	**0.00**	**456,645.51**

Expense Approval Report
By Vendor Name

Bonner Springs, KS

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 12061 - AARON CALDWELL				
AARON CALDWELL	24118	09/03/2024	REPLACE SPRINGS OF DIST MAINT SHOP DOOR	675.00
			Vendor 12061 - AARON CALDWELL Total:	**675.00**
Vendor: 3167 - ACE PIPE CLEANING INC				
ACE PIPE CLEANING INC	149451	09/03/2024	CCTV SANITARY LINES	1,084.16
ACE PIPE CLEANING INC	149452	09/03/2024	CCTV SANITARY LINES	1,568.16
			Vendor 3167 - ACE PIPE CLEANING INC Total:	**2,652.32**
Vendor: 11099 - ALEXIS STANLEY				
ALEXIS STANLEY	911491	09/03/2024	RESTITUTION FROM ELIZABETH ELLIOTT	720.00
			Vendor 11099 - ALEXIS STANLEY Total:	**720.00**
Vendor: 11701 - ALL COPY PRODUCTS INC				
ALL COPY PRODUCTS INC	82956943	09/03/2024	JULY USAGE (COPY) CHARGES	128.66
ALL COPY PRODUCTS INC	82956943	09/03/2024	SEPTEMBER COPIER LEASE/FEES	561.48
			Vendor 11701 - ALL COPY PRODUCTS INC Total:	**690.14**
Vendor: 11999 - ALL COPY PRODUCTS INC				
ALL COPY PRODUCTS INC	37261737	09/03/2024	POSTAGE METER RENTAL	218.63
			Vendor 11999 - ALL COPY PRODUCTS INC Total:	**218.63**
Vendor: 10078 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I...	13GJ-JJMJ-FMCY	09/03/2024	OFFICE SUPPLIES	116.25
AMAZON CAPITAL SERVICES I...	13JD-PKD9-QDHK	09/03/2024	WINDOW EPOXY	15.48
AMAZON CAPITAL SERVICES I...	1HG3-1K1V-NC1X	09/03/2024	KEYBOARD	16.79
AMAZON CAPITAL SERVICES I...	1HG3-1K1V-NC1X	09/03/2024	WEBCAM	19.99
AMAZON CAPITAL SERVICES I...	1K3X-QHHL-VCGL	09/03/2024	HOLSTER FOR DETECTIVE	29.00
AMAZON CAPITAL SERVICES I...	1K6P-CQRN-1YL6	09/03/2024	METAL BADGE BELT HOLDER	27.09
AMAZON CAPITAL SERVICES I...	1NT4-V7GF-C4WF	09/03/2024	OFFICE SUPPLIES	49.99
AMAZON CAPITAL SERVICES I...	1NT4-V7GF-C4WF	09/03/2024	STROBE LIGHTS FOR VID #520	38.98
AMAZON CAPITAL SERVICES I...	1NT4-V7GF-C4WF	09/03/2024	OFFICE SUPPLIES	97.95
AMAZON CAPITAL SERVICES I...	1PQ1-N4MN-NNWY	09/03/2024	AIR FILTERS	16.99
AMAZON CAPITAL SERVICES I...	1PQ1-N4MN-NNWY	09/03/2024	TIRE SHINE FOR PATROL CARS	33.45
AMAZON CAPITAL SERVICES I...	1TNJ-MWGR-V9X4	09/03/2024	OFFICE SUPPLIES	14.50
AMAZON CAPITAL SERVICES I...	1TNJ-MWGR-V9X4	09/03/2024	STROBE LIGHTS FOR VID #520	38.98
AMAZON CAPITAL SERVICES I...	1TNJ-MWGR-V9X4	09/03/2024	OFFICE SUPPLIES	59.98
AMAZON CAPITAL SERVICES I...	1TNJ-MWGR-V9X4	09/03/2024	STROBE LIGHTS FOR VID #519	31.99
AMAZON CAPITAL SERVICES I...	1TVX-GDQY-3L3H	09/03/2024	OFFICE SUPPLIES	80.27
AMAZON CAPITAL SERVICES I...	1TVX-GDQY-3L3H	09/03/2024	OFFICE SUPPLIES	80.26
			Vendor 10078 - AMAZON CAPITAL SERVICES INC Total:	**767.94**
Vendor: 6656 - ANCHOR SALES & SERVICE				
ANCHOR SALES & SERVICE	123755	09/03/2024	REPAIR STAIR LIFT AT WWTP	495.55
			Vendor 6656 - ANCHOR SALES & SERVICE Total:	**495.55**
Vendor: 12720 - ANDREA HILL				
ANDREA HILL	74479270	09/03/2024	REFUND DEPOSIT FOR SUNFLOWER ROOM ON 8/25/24	100.00
			Vendor 12720 - ANDREA HILL Total:	**100.00**
Vendor: 12726 - ANDREW RUNDBERG				
ANDREW RUNDBERG	24EMT-AR	09/03/2024	REIMBURSE EMT CLASS TUITION	700.00
			Vendor 12726 - ANDREW RUNDBERG Total:	**700.00**

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 12162 - ANIMAL CARE CLINIC OF OAK VALLEY PA				
ANIMAL CARE CLINIC OF OAK ...	417869	09/03/2024	EUTHANAISA OF AGGRESSIVE DOG	43.20
			Vendor 12162 - ANIMAL CARE CLINIC OF OAK VALLEY PA Total:	**43.20**
Vendor: 3303 - ASPHALT SALES CO INC				
ASPHALT SALES CO INC	156770	09/03/2024	ASPHALT	535.29
ASPHALT SALES CO INC	157076	09/03/2024	ASPHALT	238.50
			Vendor 3303 - ASPHALT SALES CO INC Total:	**773.79**
Vendor: 5615 - AT&T				
AT&T	0790469593-082524	09/03/2024	SPECIAL CIRCUITS AND ALARMS	32.12
AT&T	0790469593-082524	09/03/2024	SPECIAL CIRCUITS AND ALARMS	134.10
AT&T	0790469593-082524	09/03/2024	SPECIAL CIRCUITS AND ALARMS	140.11
			Vendor 5615 - AT&T Total:	**306.33**
Vendor: 3664 - AUSTIN SALES INC				
AUSTIN SALES INC	38460	09/03/2024	REPLACE DUMP BOX SHOCK ON VID #530	64.99
AUSTIN SALES INC	RO9012	09/03/2024	TRAILER CHAIN ASSEMBLY/SAFETY CLIPS	525.10
			Vendor 3664 - AUSTIN SALES INC Total:	**590.09**
Vendor: 9842 - AUTOZONE				
AUTOZONE	3784947411	09/03/2024	SEAT ORGANIZER/LITTER BAGS FOR VID #530	20.84
AUTOZONE	3784951039	09/03/2024	SOLDER FOR PW SHOP	5.88
AUTOZONE	3784953214	09/03/2024	WIPER BLADES FOR VID #617	33.98
			Vendor 9842 - AUTOZONE Total:	**60.70**
Vendor: 12165 - BLUE CARDINAL CHEMICAL LLC				
BLUE CARDINAL CHEMICAL LLC	14265	09/03/2024	LIFT STATION CLEANER	563.01
			Vendor 12165 - BLUE CARDINAL CHEMICAL LLC Total:	**563.01**
Vendor: 12688 - BOARD OF PUBLIC UTILITIES				
BOARD OF PUBLIC UTILITIES	8122024	09/03/2024	7/1/24 - 8/3/24 WATER USAGE	7,760.68
			Vendor 12688 - BOARD OF PUBLIC UTILITIES Total:	**7,760.68**
Vendor: 2798 - BONNER SPRINGS AUTO REPAIR LLC				
BONNER SPRINGS AUTO REPA...	27262	09/03/2024	OIL CHANGE ON VID #478	63.13
			Vendor 2798 - BONNER SPRINGS AUTO REPAIR LLC Total:	**63.13**
Vendor: 4172 - BOUND TREE MEDICAL LLC				
BOUND TREE MEDICAL LLC	35458430	09/03/2024	MEDICAL SUPPLIES	295.32
BOUND TREE MEDICAL LLC	85435680	09/03/2024	MEDICAL SUPPLIES	816.19
BOUND TREE MEDICAL LLC	85440338	09/03/2024	MEDICAL SUPPLIES	981.18
BOUND TREE MEDICAL LLC	85440339	09/03/2024	MEDICAL SUPPLIES	396.24
			Vendor 4172 - BOUND TREE MEDICAL LLC Total:	**2,488.93**
Vendor: 12718 - CAMERON RAE MITCHENER				
CAMERON RAE MITCHENER	1	09/03/2024	MURAL DESIGN FOR 135 OAK ST	7,000.00
			Vendor 12718 - CAMERON RAE MITCHENER Total:	**7,000.00**
Vendor: 11659 - CAPITAL ONE/WALMART COMMUNITY CARD				
CAPITAL ONE/WALMART CO...	644663981	09/03/2024	ICE CREAM FOR PARKS & REC PROF DAY	47.54
CAPITAL ONE/WALMART CO...	645187758	09/03/2024	HYDRATION SUPPLIES	24.41
CAPITAL ONE/WALMART CO...	645187758	09/03/2024	HYDRATION SUPPLIES	24.41
CAPITAL ONE/WALMART CO...	645477246	09/03/2024	CAMP SUPPLIES	31.94
CAPITAL ONE/WALMART CO...	645481119	09/03/2024	WALL ANCHOR	5.88
CAPITAL ONE/WALMART CO...	645819143	09/03/2024	MISC SUPPLIES FOR POOL	45.43
CAPITAL ONE/WALMART CO...	646085617	09/03/2024	MISC TOOLS	336.12
CAPITAL ONE/WALMART CO...	646191998	09/03/2024	MISC SUPPLIES FOR POOL	13.94
CAPITAL ONE/WALMART CO...	646556365	09/03/2024	BATTERIES FOR TOOLS	119.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CAPITAL ONE/WALMART CO…	646625618	09/03/2024	SUPPLIES FOR DOGGIE POOLOOZA	65.82
CAPITAL ONE/WALMART CO…	646756263	09/03/2024	SOCCER BALLS/CONES	73.85
			Vendor 11659 - CAPITAL ONE/WALMART COMMUNITY CARD Total:	**788.34**
Vendor: 12656 - CECELIA CORREA				
CECELIA CORREA	24-Jul	09/03/2024	JULY WATER TAI CHI INSTRUCTOR SERVICES	27.00
			Vendor 12656 - CECELIA CORREA Total:	**27.00**
Vendor: 10027 - CINTAS				
CINTAS	4202903344	09/03/2024	FLOOR MATS FOR PW/WATER OFFICE	42.06
CINTAS	4202903344	09/03/2024	FLOOR MATS FOR PW/WATER OFFICE	42.06
CINTAS	4202903416	09/03/2024	FLOOR MATS FOR WWTP	45.35
CINTAS	4203493771	09/03/2024	PD JANITORIAL SUPPLIES	351.78
CINTAS	4203614513	09/03/2024	COMMUNITY CENTER JANITORIAL SUPPLIES	256.64
			Vendor 10027 - CINTAS Total:	**737.89**
Vendor: 2410 - CITY TREASURER KCK				
CITY TREASURER KCK	SEPTEMBER	09/03/2024	REFUSE/TRASH COLLECTION FOR 2024	36,529.67
			Vendor 2410 - CITY TREASURER KCK Total:	**36,529.67**
Vendor: 1735 - CMI INC				
CMI INC	8067845	09/03/2024	BREATH ALCOHOL MOUTHPIECES	103.00
			Vendor 1735 - CMI INC Total:	**103.00**
Vendor: 11908 - CMRS-FP				
CMRS-FP	SEPTEMER	09/03/2024	POSTAGE FOR METER	800.00
			Vendor 11908 - CMRS-FP Total:	**800.00**
Vendor: 12681 - COLEMAN EQUIPMENT INC				
COLEMAN EQUIPMENT INC	625121	08/06/2024	CHAIN	108.58
COLEMAN EQUIPMENT INC	626927	08/06/2024	BLADES FOR VID #557	109.14
COLEMAN EQUIPMENT INC	631172	09/03/2024	MISC REPAIR PART FOR MOWER	8.56
			Vendor 12681 - COLEMAN EQUIPMENT INC Total:	**226.28**
Vendor: 12725 - CONRAD FIRE EQUIPMENT INC				
CONRAD FIRE EQUIPMENT INC	577075	09/03/2024	PPE Jackets	50,054.63
CONRAD FIRE EQUIPMENT INC	577075	09/03/2024	PPE Bunker Pants	30,894.00
CONRAD FIRE EQUIPMENT INC	577030	09/03/2024	PPE Structural Fire Fighter Boot Sets	7,986.20
CONRAD FIRE EQUIPMENT INC	577228	09/03/2024	UPFIT VEHICLE MOUNTS/TOOLS ON TRUCK 91	537.95
			Vendor 12725 - CONRAD FIRE EQUIPMENT INC Total:	**89,472.78**
Vendor: 12689 - CORE & MAIN LP				
CORE & MAIN LP	V028271	09/03/2024	DIST MAINT PARTS	2,240.00
CORE & MAIN LP	V164021	09/03/2024	ADJUSTABLE SPANNER WRENCH	356.50
CORE & MAIN LP	V169201	09/03/2024	DIST MAINT PARTS	780.00
CORE & MAIN LP	V204035	08/06/2024	CREDIT FOR DIST MAINT PARTS	-2,400.00
CORE & MAIN LP	V210880	08/06/2024	DIST MAINT PARTS	215.52
CORE & MAIN LP	V280306	08/06/2024	DIST MAINT PARTS	546.20
CORE & MAIN LP	V282306	08/06/2024	DIST MAINT PARTS	214.90
CORE & MAIN LP	V312581	08/06/2024	DIST MAINT PARTS	946.80
CORE & MAIN LP	V347026	09/03/2024	REPAIR PARTS FOR WTP	1,673.68
CORE & MAIN LP	V348056	09/03/2024	PARTS FOR METER REPLACEMENT PROJECT	1,418.48
CORE & MAIN LP	V370530	09/03/2024	DIST MAINT PARTS	2,450.09
CORE & MAIN LP	V386967	09/03/2024	DIST MAINT PARTS	1,363.32
CORE & MAIN LP	V388078	09/03/2024	DIST MAINT PARTS	738.88

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CORE & MAIN LP	V388664	09/03/2024	METER LIDS FOR METER REPLACEMENT PROJECT	14,837.20
CORE & MAIN LP	V430853	09/03/2024	DIST MAINT PARTS	1,046.79
CORE & MAIN LP	V431097	09/03/2024	DIST MAINT PARTS	990.00
CORE & MAIN LP	V435860	09/03/2024	DIST MAINT PARTS	62.20
CORE & MAIN LP	V436234	09/03/2024	DIST MAINT PARTS	331.50
CORE & MAIN LP	V436278	09/03/2024	MISC PARTS - METER REPLACEMENT PROJECT	84.00
CORE & MAIN LP	V449066	09/03/2024	DIST MAINT PARTS	1,150.00
CORE & MAIN LP	V449139	09/03/2024	DIST MAINT PARTS	1,150.00
CORE & MAIN LP	V474097	09/03/2024	DIST MAINT PARTS	632.96
CORE & MAIN LP	V484211	09/03/2024	DIST MAINT PARTS	419.20
			Vendor 12689 - CORE & MAIN LP Total:	**31,248.22**
Vendor: 2290 - CRAFCO INC				
CRAFCO INC	9403246691	09/03/2024	STREET MARKING/PAINT SUPPLIES	1,702.50
			Vendor 2290 - CRAFCO INC Total:	**1,702.50**
Vendor: 2216 - CROSBY PLUMBING				
CROSBY PLUMBING	41227422	09/03/2024	INTSTALL GRINDER PUMP AT 13703 RUBY	4,925.00
			Vendor 2216 - CROSBY PLUMBING Total:	**4,925.00**
Vendor: 6509 - CS CAREY INC				
CS CAREY INC	U-82544	09/03/2024	MULCH	120.00
			Vendor 6509 - CS CAREY INC Total:	**120.00**
Vendor: 10911 - CULINARY VENTURES LTD				
CULINARY VENTURES LTD	2811	09/03/2024	CATERING FOR MAYOR'S BANQUET	4,445.00
			Vendor 10911 - CULINARY VENTURES LTD Total:	**4,445.00**
Vendor: 7487 - CULLUM & BROWN OF KANSAS CITY INC				
CULLUM & BROWN OF KANSA…	113131 # 7	09/03/2024	RESTITUTION FROM ANTHONY JEFFREY	50.00
			Vendor 7487 - CULLUM & BROWN OF KANSAS CITY INC Total:	**50.00**
Vendor: 12684 - DEFFENBAUGH INDUSTRIES INC				
DEFFENBAUGH INDUSTRIES I…	0022114-4861-4	09/03/2024	SLUDGE HAULING 8/1/24 - 8/15/24	3,016.64
			Vendor 12684 - DEFFENBAUGH INDUSTRIES INC Total:	**3,016.64**
Vendor: 12625 - DOUBLE D VENTURES INC				
DOUBLE D VENTURES INC	822024	09/03/2024	SANDBLAST EXPANSION WHEELS	616.00
DOUBLE D VENTURES INC	8222024	09/03/2024	SANDBLAST EXPANSION WHEELS	652.00
			Vendor 12625 - DOUBLE D VENTURES INC Total:	**1,268.00**
Vendor: 11899 - EASY ICE, LLC				
EASY ICE, LLC	1354855	09/03/2024	AUGUST PW ICE MACHINE RENTAL	70.00
EASY ICE, LLC	1354855	09/03/2024	AUGUST PW ICE MACHINE RENTAL	70.00
			Vendor 11899 - EASY ICE, LLC Total:	**140.00**
Vendor: 12721 - ELLIA LANE				
ELLIA LANE	63535322	09/03/2024	REFUND DEPOSIT FOR SUNFLOWER ROOM ON 8/24/24	250.00
			Vendor 12721 - ELLIA LANE Total:	**250.00**
Vendor: 1942 - GRASS PAD INC				
GRASS PAD INC	543537	09/03/2024	TOPSOIL FOR OAK ST LANDSCAPE BEDS	151.60
GRASS PAD INC	543544	09/03/2024	TOPSOIL - DIST MAINT	91.80
GRASS PAD INC	543545	09/03/2024	TOPSOIL FOR OAK ST LANDSCAPE BEDS	151.60

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
GRASS PAD INC	543552	09/03/2024	TOPSOIL FOR OAK ST LANDSCAPE BEDS	151.60
GRASS PAD INC	543555	09/03/2024	TOPSOIL FOR OAK ST LANDSCAPE BEDS	151.60
GRASS PAD INC	543569	09/03/2024	SPRAY TANK BOTTLE FOR GARDEN HOSE	21.95
GRASS PAD INC	543580	09/03/2024	TOPSOIL - DIST MAINT	118.44
GRASS PAD INC	543634	09/03/2024	DECORATIVE ROCK - DIST MAINT	12.78
			Vendor 1942 - GRASS PAD INC Total:	**851.37**
Vendor: 7383 - GREAT PLAINS SOCIETY FOR PREVENTION CRUELTY TO ANIMALS				
GREAT PLAINS SOCIETY FOR P...	0724BS	09/03/2024	ANIMAL TRANSFERS (7)	3,111.00
			Vendor 7383 - GREAT PLAINS SOCIETY FOR PREVENTION CRUELTY TO ANIMALS Total:	**3,111.00**
Vendor: 1532 - GT DISTRIBUTORS INC				
GT DISTRIBUTORS INC	INIV0052975	09/03/2024	UNIFORM SHIRTS	448.20
GT DISTRIBUTORS INC	UNIV0052241	09/03/2024	UNIFORM SHIRTS/PANTS	243.00
GT DISTRIBUTORS INC	UNIV0052325	09/03/2024	UNIFORM PANTS	162.00
			Vendor 1532 - GT DISTRIBUTORS INC Total:	**853.20**
Vendor: 12160 - GUARDIAN SECURITY SYSTEMS INC				
GUARDIAN SECURITY SYSTEMS..	14655190	09/03/2024	FD SECURITY ALARM MONITORING	60.00
GUARDIAN SECURITY SYSTEMS..	14675932	09/03/2024	ALARM SYSTEM	38.93
GUARDIAN SECURITY SYSTEMS..	14675932	09/03/2024	ALARM SYSTEM	84.72
GUARDIAN SECURITY SYSTEMS..	14675932	09/03/2024	ALARM SYSTEM	38.92
			Vendor 12160 - GUARDIAN SECURITY SYSTEMS INC Total:	**222.57**
Vendor: 12532 - H2O INNOVATION USA INC				
H2O INNOVATION USA INC	CD141701	09/03/2024	Special filter cleaning chemicals new water plant	1,520.00
H2O INNOVATION USA INC	CD141701	09/03/2024	Special filter cleaning chemicals new water plant	966.00
H2O INNOVATION USA INC	CD141701	09/03/2024	Special filter cleaning chemicals new water plant	6,382.77
			Vendor 12532 - H2O INNOVATION USA INC Total:	**8,868.77**
Vendor: 12685 - HACH COMPANY				
HACH COMPANY	14138675	09/03/2024	ANNUAL WTP LAB EQUIPMENT SERVICE AGREEMENT	2,695.00
			Vendor 12685 - HACH COMPANY Total:	**2,695.00**
Vendor: 12717 - HARRY DOG LLC				
HARRY DOG LLC	7252024	09/03/2024	BOARDING FOR AGGRESSIVE DOG	157.00
			Vendor 12717 - HARRY DOG LLC Total:	**157.00**
Vendor: 1089 - HAWKINS INC				
HAWKINS INC	6808562	09/03/2024	CHLORINE CYLINDER RENTAL	70.00
HAWKINS INC	6809734	09/03/2024	CHLORINE - WTP	2,703.27
HAWKINS INC	6837788	09/03/2024	CHLORINE CYLINDER RENTAL	70.00
HAWKINS INC	6844129	09/03/2024	CREDIT FOR FREIGHT CHARGE ON REQ00340	-1,434.87
HAWKINS INC	6844130	09/03/2024	CREDIT FOR FREIGHT CHARGE ON REQ00340	-28.50
HAWKINS INC	6847416	09/03/2024	CHLORINE FOR WTP	602.94
			Vendor 1089 - HAWKINS INC Total:	**1,982.84**
Vendor: 4275 - HAYNES EQUIPMENT CO INC				
HAYNES EQUIPMENT CO INC	29652E	09/03/2024	GRINDER PUMP REPAIR AT 13663 BARBER AVE	474.05
HAYNES EQUIPMENT CO INC	29735E	09/03/2024	GRINDER PUMP REPAIR AT 13744 MARTIN LUTHER KING	817.10
HAYNES EQUIPMENT CO INC	29738E	09/03/2024	GRINDER PUMP REPAIR AT 1709 S 138TH ST	751.11

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
HAYNES EQUIPMENT CO INC	29739E	09/03/2024	GRINDER PUMP REPAIR AT 13717 MARTIN LUTHER KING	645.18
			Vendor 4275 - HAYNES EQUIPMENT CO INC Total:	**2,687.44**
Vendor: 12690 - HOLLIDAY SAND AND GRAVEL CO				
HOLLIDAY SAND AND GRAVEL…	1500654066	09/03/2024	ROCK FOR SOUTH PARK PARKING AREA	352.27
			Vendor 12690 - HOLLIDAY SAND AND GRAVEL CO Total:	**352.27**
Vendor: 11590 - IMAGEQUEST INC.				
IMAGEQUEST INC.	IN5384801	09/03/2024	QUARTERLY COPIER OVERAGE CHARGE	74.24
IMAGEQUEST INC.	IN5384801	09/03/2024	QUARTERLY COPIER OVERAGE CHARGE	74.23
IMAGEQUEST INC.	IN5386013	09/03/2024	TONER WASTE CONTAINER	65.00
			Vendor 11590 - IMAGEQUEST INC. Total:	**213.47**
Vendor: 10304 - INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY				
INSTITUTE FOR BUILDING TEC…	R730-BK1-0724R2	09/03/2024	JULY PLAN REVIEW FEES	2,035.00
INSTITUTE FOR BUILDING TEC…	R730-BK1-0724R2	09/03/2024	JULY INSPECTION FEES	10,272.00
			Vendor 10304 - INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY Total:	**12,307.00**
Vendor: 12727 - JAMIE HUTCHINS				
JAMIE HUTCHINS	865881	09/03/2024	BOND REFUND FOR JAMIE HUTCHINS	176.00
			Vendor 12727 - JAMIE HUTCHINS Total:	**176.00**
Vendor: 12354 - JEFFREY COX				
JEFFREY COX	2408	09/03/2024	TRAINING SERVICES	1,175.00
			Vendor 12354 - JEFFREY COX Total:	**1,175.00**
Vendor: 11598 - JOHNSON & WYANDOTTE COUNTIES COUNCIL OF MAYORS				
JOHNSON & WYANDOTTE CO…	812024	09/03/2024	2024-2024 ANNUAL DUES	350.00
			Vendor 11598 - JOHNSON & WYANDOTTE COUNTIES COUNCIL OF MAYORS Total:	**350.00**
Vendor: 12553 - JUNGLE DISK LLC				
JUNGLE DISK LLC	INVODS-44383	09/03/2024	JULY VCC BACKUP	755.67
			Vendor 12553 - JUNGLE DISK LLC Total:	**755.67**
Vendor: 12722 - KANSAS DEPARTMENT OF REVENUE				
KANSAS DEPARTMENT OF RE…	8292024	09/03/2024	APPLICATION FEE FOR FUEL TAX REFUND	6.00
			Vendor 12722 - KANSAS DEPARTMENT OF REVENUE Total:	**6.00**
Vendor: 10555 - KBI LAB				
KBI LAB	K22-01189	09/03/2024	LAB FEE FOR JAYLEENE SNOKE	50.00
KBI LAB	K23-00854	09/03/2024	LAB FEE FOR SHANNON DAHLKE	400.00
KBI LAB	K23-01200	09/03/2024	LAB FEE FOR CRISELDA SALAZAR	400.00
			Vendor 10555 - KBI LAB Total:	**850.00**
Vendor: 10415 - KELLY STRAIN				
KELLY STRAIN	122296 # 3	09/03/2024	RESTITUTION FROM LASHONDA YOUNG	1,600.00
			Vendor 10415 - KELLY STRAIN Total:	**1,600.00**
Vendor: 3517 - KEY EQUIPMENT & SUPPLY CO				
KEY EQUIPMENT & SUPPLY CO	KC213458	09/03/2024	REPLACE BATTERY ON VI…	953.95
KEY EQUIPMENT & SUPPLY CO	KC213472	09/03/2024	REPLACE HOSE ON VID # 568	2,416.92
KEY EQUIPMENT & SUPPLY CO	KC213579	09/03/2024	REPLACE DOOR SEAL ON VID #568	1,280.10
			Vendor 3517 - KEY EQUIPMENT & SUPPLY CO Total:	**4,650.97**
Vendor: 2384 - KU PUBLIC MANAGEMENT CENTER				
KU PUBLIC MANAGEMENT CE…	287F6599	09/03/2024	CERTIFIED PUBLIC MANAGER PROGRAM FOR CRAIN	3,900.00
			Vendor 2384 - KU PUBLIC MANAGEMENT CENTER Total:	**3,900.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 11728 - LABAN CONTRACTING LLC				
LABAN CONTRACTING LLC	INV20241439	09/03/2024	RESTROOM RENTALS FOR CITY BAND	200.00
			Vendor 11728 - LABAN CONTRACTING LLC Total:	**200.00**
Vendor: 3003 - LAKE OF THE FOREST INC				
LAKE OF THE FOREST INC	SEPTEMBER	09/03/2024	LAKE OF THE FOREST - REFUSE PAYMENT	247.00
			Vendor 3003 - LAKE OF THE FOREST INC Total:	**247.00**
Vendor: 8048 - LAYNE CHRISTENSEN COMPANY				
LAYNE CHRISTENSEN COMPA...	2776324	09/03/2024	REPLACEMENT PACKING FOR WELL #1	862.69
			Vendor 8048 - LAYNE CHRISTENSEN COMPANY Total:	**862.69**
Vendor: 3030 - LEAGUE OF KANSAS MUNICIPALITIES				
LEAGUE OF KANSAS MUNICIP...	200013979	09/03/2024	CODE ENFORCEMENT TRAINING	75.00
LEAGUE OF KANSAS MUNICIP...	20013879	09/03/2024	SERVICE AWARD GIFTS	825.57
			Vendor 3030 - LEAGUE OF KANSAS MUNICIPALITIES Total:	**900.57**
Vendor: 11747 - LENEXA PARK & RECREATION				
LENEXA PARK & RECREATION	8282024	09/03/2024	90% DUE FOR WI TRIP	2,496.60
			Vendor 11747 - LENEXA PARK & RECREATION Total:	**2,496.60**
Vendor: 11619 - LESLIE LLOYD HAROLD				
LESLIE LLOYD HAROLD	1996	09/03/2024	REPLACE SENSOR ON PUMP 1 AT LS # 4	500.00
			Vendor 11619 - LESLIE LLOYD HAROLD Total:	**500.00**
Vendor: 12724 - LINDSAY BADORINE-LEWISON				
LINDSAY BADORINE-LEWISON	69902327	09/03/2024	REFUND DEPOSIT FOR GYM	100.00
			Vendor 12724 - LINDSAY BADORINE-LEWISON Total:	**100.00**
Vendor: 12266 - LOGAN CONTRACTORS SUPPLY, INC				
LOGAN CONTRACTORS SUPPL...	E15395	09/03/2024	CONCRETE SAW	1,170.00
			Vendor 12266 - LOGAN CONTRACTORS SUPPLY, INC Total:	**1,170.00**
Vendor: 1836 - LOWE'S CREDIT SERVICES				
LOWE'S CREDIT SERVICES	983874-NLRCRS	09/03/2024	CONSTRUCTION SUPPLIES	35.58
LOWE'S CREDIT SERVICES	992470-NOICOC	09/03/2024	MISC SUPPLIES FOR TIBLOW DAYS	279.23
LOWE'S CREDIT SERVICES	993571-NMHQMW	09/03/2024	TRUCK BED TOOL BOX FOR BID #519	284.05
LOWE'S CREDIT SERVICES	998697-NKPQOI	09/03/2024	SUPPLIES FOR NEW LIGHTS AT PW SHOP	5.31
			Vendor 1836 - LOWE'S CREDIT SERVICES Total:	**604.17**
Vendor: 7587 - MCANANY OIL CO INC				
MCANANY OIL CO INC	15497	09/03/2024	DIESEL FOR FUEL TANKS	4,656.38
			Vendor 7587 - MCANANY OIL CO INC Total:	**4,656.38**
Vendor: 6137 - METRO COURIER INC				
METRO COURIER INC	55271	09/03/2024	SAMPLE DELEVERY SERVICES	55.76
			Vendor 6137 - METRO COURIER INC Total:	**55.76**
Vendor: 7036 - MIDWEST PUBLIC RISK OF KANSAS, INC				
MIDWEST PUBLIC RISK OF KA...	MPR240491	09/03/2024	DEDUCTIBLE FOR CLAIM # MPR240491	1,000.00
			Vendor 7036 - MIDWEST PUBLIC RISK OF KANSAS, INC Total:	**1,000.00**
Vendor: 7935 - NANCY L. GOSS				
NANCY L. GOSS	90324	09/03/2024	QUARTERLY PEST CONTROL AT COMMUNITY CENTER	175.00
			Vendor 7935 - NANCY L. GOSS Total:	**175.00**
Vendor: 5003 - NATIONAL SIGN COMPANY INC				
NATIONAL SIGN COMPANY INC	IN-208345	09/03/2024	SIGN POSTS/NO PARKING SIGNS/MISC HARDWARE	4,900.00
			Vendor 5003 - NATIONAL SIGN COMPANY INC Total:	**4,900.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 3094 - NORRIS EQUIPMENT CO LLC				
NORRIS EQUIPMENT CO LLC	80068	09/03/2024	REPAIR PARTS FOR VID #542	646.96
NORRIS EQUIPMENT CO LLC	80297	09/03/2024	REPLACE STARTER ON VI…	66.00
NORRIS EQUIPMENT CO LLC	SO1045347	09/03/2024	STARTER FOR VID #542	389.40
			Vendor 3094 - NORRIS EQUIPMENT CO LLC Total:	**1,102.36**
Vendor: 5820 - OLATHE FORD SALES				
OLATHE FORD SALES	2299903	09/03/2024	FIX DOOR ON ANIMAL CONTROL VAN	204.97
OLATHE FORD SALES	231114	09/03/2024	REPAIR OIL LEAK/STRUTS/REPLACE SENSOR ON UNIT 66	2,165.08
			Vendor 5820 - OLATHE FORD SALES Total:	**2,370.05**
Vendor: 12692 - OLATHE WINWATER WORKS CO				
OLATHE WINWATER WORKS …	19464301	09/03/2024	WATER METER GASKETS	2,000.00
			Vendor 12692 - OLATHE WINWATER WORKS CO Total:	**2,000.00**
Vendor: 7565 - OPTIV SECURITY INC				
OPTIV SECURITY INC	INV-10025879218	09/03/2024	SECURITY FOB TOKENS FOR COURT	186.75
			Vendor 7565 - OPTIV SECURITY INC Total:	**186.75**
Vendor: 12682 - O'REILLY AUTOMOTIVE INC				
O'REILLY AUTOMOTIVE INC	0264-322546	09/03/2024	A/C RECHARGE KIT	45.99
O'REILLY AUTOMOTIVE INC	0264-322547	09/03/2024	EXCHANGE A/C RECHARGE KIT	74.00
O'REILLY AUTOMOTIVE INC	0264-322550	09/03/2024	RETURN A/C RECHARGE KIT	-119.99
O'REILLY AUTOMOTIVE INC	0264-326624	09/03/2024	TURN SIGNAL BULB FOR UNIT 49	7.54
O'REILLY AUTOMOTIVE INC	0264-326677	09/03/2024	AIR BLOW GUN	8.99
O'REILLY AUTOMOTIVE INC	0264-328010	09/03/2024	BATTERY FOR 18 CHARGER	203.32
O'REILLY AUTOMOTIVE INC	0264-328027	09/03/2024	BATTERY CORE RETURN CHARGE	-22.00
O'REILLY AUTOMOTIVE INC	0264-328165	09/03/2024	ELECTRICAL SUPPLIES	113.90
O'REILLY AUTOMOTIVE INC	0264-328224	09/03/2024	VEHICLE CLEANING SUPPLIES	12.78
O'REILLY AUTOMOTIVE INC	0264-328433	09/03/2024	ANITFREEZE/OIL	32.98
O'REILLY AUTOMOTIVE INC	0264-328887	09/03/2024	VEHICLE SUPPLIES	27.98
O'REILLY AUTOMOTIVE INC	0264-329012	09/03/2024	MISC AUTOMOTIVE SUPPLIES	99.29
O'REILLY AUTOMOTIVE INC	0264-329093	09/03/2024	WIPER BLADES FOR UNIT 69	54.92
O'REILLY AUTOMOTIVE INC	0264-329100	09/03/2024	WIPER BLADES FOR VID # 562	20.90
O'REILLY AUTOMOTIVE INC	0264-330204	09/03/2024	MIRROR ADHESIVE	4.99
O'REILLY AUTOMOTIVE INC	0264-331312	09/03/2024	VEHICLE SUPPLIES	14.98
O'REILLY AUTOMOTIVE INC	0264-331413	09/03/2024	LIGHT BULB/BATTERIES	17.59
O'REILLY AUTOMOTIVE INC	0264-331784	09/03/2024	MISC SUPPLIES FOR VID # 519	19.97
			Vendor 12682 - O'REILLY AUTOMOTIVE INC Total:	**618.13**
Vendor: 12723 - PABLO HANKE				
PABLO HANKE	64289128	09/03/2024	REFUND DESPOSIT FOR GYM	100.00
			Vendor 12723 - PABLO HANKE Total:	**100.00**
Vendor: 3393 - PACE ANALYTICAL SERVICES LLC				
PACE ANALYTICAL SERVICES L…	2460211505	09/03/2024	WTP SAMPLES	150.00
PACE ANALYTICAL SERVICES L…	2460211892	09/03/2024	WWTP SAMPLES	473.00
PACE ANALYTICAL SERVICES L…	2460212118	09/03/2024	WELL # 4 AND # 6 SAMPLES	224.00
PACE ANALYTICAL SERVICES L…	2460212298	09/03/2024	STORMWATER SAMPLES AT MISSION CREEK	552.80
PACE ANALYTICAL SERVICES L…	2460212299	09/03/2024	STORMWATER SAMPLES AT WOLF CREEK	552.80
			Vendor 3393 - PACE ANALYTICAL SERVICES LLC Total:	**1,952.60**
Vendor: 2955 - PB HOIDALE CO INC				
PB HOIDALE CO INC	INV9232	09/03/2024	JULY FUEL TANK INSPECTION	235.00
PB HOIDALE CO INC	INV9989	09/03/2024	REPLACE ANODES ON SOUTH TANK	1,818.33

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
PB HOIDALE CO INC	INV9989	09/03/2024	REPLACE ANODES ON SOUTH TANK	1,818.33
			Vendor 2955 - PB HOIDALE CO INC Total:	**3,871.66**
Vendor: 11541 - PEREGRINE CORPORATION				
PEREGRINE CORPORATION	0024064	09/03/2024	AUGUST ROUTE 2 UTILITY BILLS (955/918)	620.42
PEREGRINE CORPORATION	0024546	09/03/2024	JULY ROUTE 4 UTILITY BILLS (989/961)	657.08
			Vendor 11541 - PEREGRINE CORPORATION Total:	**1,277.50**
Vendor: 3531 - PERRY AND TRENT LLC				
PERRY AND TRENT LLC	04726	09/03/2024	MAY PROSECUTOR SERVICES	5,845.00
PERRY AND TRENT LLC	4858	09/03/2024	JULY PROSECUTOR SERVICES	5,264.00
			Vendor 3531 - PERRY AND TRENT LLC Total:	**11,109.00**
Vendor: 11867 - PI MANAGED SERVICES LLC				
PI MANAGED SERVICES LLC	INV0031699	09/03/2024	IT SERVICES	140.00
PI MANAGED SERVICES LLC	INV0031993	09/03/2024	DUO SETUP AND DEPLOYMENT	4,585.00
			Vendor 11867 - PI MANAGED SERVICES LLC Total:	**4,725.00**
Vendor: 12674 - PUSHWATER ENTERPRISES INC				
PUSHWATER ENTERPRISES INC	21977	09/03/2024	FORMER MAYOR BANNERS FOR TIBLOW PARADE	66.00
			Vendor 12674 - PUSHWATER ENTERPRISES INC Total:	**66.00**
Vendor: 10030 - QUALITY SPEAKS LLC				
QUALITY SPEAKS LLC	7513829	09/03/2024	PD PHONE SERVICES	88.38
			Vendor 10030 - QUALITY SPEAKS LLC Total:	**88.38**
Vendor: 8031 - REDDI SERVICES INC				
REDDI SERVICES INC	234580802	09/03/2024	PLUMBING REPAIR	456.39
			Vendor 8031 - REDDI SERVICES INC Total:	**456.39**
Vendor: 10641 - REDISHRED KANSAS INC				
REDISHRED KANSAS INC	1517688	09/03/2024	CITY HALL SHREDDING SERVICES	64.81
REDISHRED KANSAS INC	1517708	09/03/2024	PD SHREDDING SERVICES	62.35
			Vendor 10641 - REDISHRED KANSAS INC Total:	**127.16**
Vendor: 11773 - RONALD TILDEN				
RONALD TILDEN	113594	09/03/2024	OIL CHANGE/TIRE ROTATION ON UNIT 69	89.90
RONALD TILDEN	113609	09/03/2024	NEW TIRES FOR VID #519	778.20
RONALD TILDEN	113611	09/03/2024	NEW TIRES FOR VID #517	758.20
RONALD TILDEN	113643	09/03/2024	NEW TIRES FOR VID #480	384.10
RONALD TILDEN	113687	09/03/2024	OIL CHANGE/TIRE ROATION ON UNIT 70	89.90
RONALD TILDEN	113688	09/03/2024	OIL CHANGE/TIRE ROTATION ON UNIT 68	89.90
RONALD TILDEN	113709	09/03/2024	NEW TIRES FOR VID #520	1,405.20
RONALD TILDEN	113711	09/03/2024	OIL CHANGE/TIRE ROTATION ON UNIT 67	89.90
			Vendor 11773 - RONALD TILDEN Total:	**3,685.30**
Vendor: 6010 - SCHUETZ CONSTRUCTION				
SCHUETZ CONSTRUCTION	4727	09/03/2024	REPAIR WATER MAIN AT 1805 S 136TH ST	4,492.00
			Vendor 6010 - SCHUETZ CONSTRUCTION Total:	**4,492.00**
Vendor: 7670 - STAPLES CONTRACT & COMMERCIAL INC				
STAPLES CONTRACT & COMM…	6009456755	09/03/2024	LAMINATING POUCHES	58.47
STAPLES CONTRACT & COMM…	6010622315	09/03/2024	ADDRESS LABELS FOR DYMO LABEL MAKER	19.74
			Vendor 7670 - STAPLES CONTRACT & COMMERCIAL INC Total:	**78.21**
Vendor: 6662 - STRUCTURAL TECHNOLOGY INC				
STRUCTURAL TECHNOLOGY I…	14573	09/03/2024	LADDER TESTING	275.90
			Vendor 6662 - STRUCTURAL TECHNOLOGY INC Total:	**275.90**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 10854 - THE JATH GROUP INC				
THE JATH GROUP INC	86622	09/03/2024	CITY HALL JANITORIAL SERVICES	1,870.00
THE JATH GROUP INC	86623	09/03/2024	COMMUNITY CENTER JANITORIAL SERVICES	1,480.00
THE JATH GROUP INC	86624	09/03/2024	PW JANITORIAL SERVICES	148.33
THE JATH GROUP INC	86624	09/03/2024	PW JANITORIAL SERVICES	148.33
THE JATH GROUP INC	86624	09/03/2024	PW JANITORIAL SERVICES	148.34
THE JATH GROUP INC	86625	09/03/2024	PD JANITORIAL SERVICES	1,195.00
THE JATH GROUP INC	87190	09/03/2024	JANITORIAL SERVICES AT LIONS PARK	660.00
THE JATH GROUP INC	87191	09/03/2024	JANITORIAL SERVICES AT NORTH PARK	560.00
THE JATH GROUP INC	S-15594	09/03/2024	COMMUNITY CENTER JANITORIAL SUPPLIES	414.67
THE JATH GROUP INC	S-15596	09/03/2024	CITY HALL JANITORIAL SUPPLIES	318.45
			Vendor 10854 - THE JATH GROUP INC Total:	**6,943.12**
Vendor: 6802 - TOTAL ELECTRIC CONTRACTORS INC				
TOTAL ELECTRIC CONTRACTO…	240457K7/CCD-1	09/03/2024	I-70/K7 TRAFFIC SIGNAL REPLACEMENT	5,795.52
TOTAL ELECTRIC CONTRACTO…	240457K7/CCD-2	09/03/2024	I-70/K7 TRAFFIC SIGNAL REPLACEMENT	2,500.00
			Vendor 6802 - TOTAL ELECTRIC CONTRACTORS INC Total:	**8,295.52**
Vendor: 11556 - U.S. BANK EQUIPMENT FINANCE				
U.S. BANK EQUIPMENT FINAN…	534377205	09/03/2024	PW PRINTER LEASE	134.32
U.S. BANK EQUIPMENT FINAN…	534377205	09/03/2024	PW PRINTER LEASE	134.31
U.S. BANK EQUIPMENT FINAN…	536617848	09/03/2024	PW PRINTER LEASE	134.32
U.S. BANK EQUIPMENT FINAN…	536617848	09/03/2024	PW PRINTER LEASE	134.31
			Vendor 11556 - U.S. BANK EQUIPMENT FINANCE Total:	**537.26**
Vendor: 12392 - UNION BANK & TRUST				
UNION BANK & TRUST	LOAN2630535B	09/03/2024	AERIAL LEASE PURCHASE	103,943.97
			Vendor 12392 - UNION BANK & TRUST Total:	**103,943.97**
Vendor: 12719 - UNION PACIFIC RAILROAD				
UNION PACIFIC RAILROAD	320074847	09/03/2024	5 YEAR LEASE FOR WWTP	500.00
			Vendor 12719 - UNION PACIFIC RAILROAD Total:	**500.00**
Vendor: 12598 - UPS SUPPLY CHAIN SOLUTIONS INC				
UPS SUPPLY CHAIN SOLUTION…	1801665571	09/03/2024	SHIPPING CHARGES	12.36
			Vendor 12598 - UPS SUPPLY CHAIN SOLUTIONS INC Total:	**12.36**
Vendor: 8404 - VESTA LEE LUMBER COMPANY				
VESTA LEE LUMBER COMPANY	175883	09/03/2024	SIGN STAKES FOR TIBLO…	120.00
			Vendor 8404 - VESTA LEE LUMBER COMPANY Total:	**120.00**
Vendor: 12683 - W W GRAINGER INC				
W W GRAINGER INC	9168065515	09/03/2024	SURGE PROTECTOR - WTP	17.93
W W GRAINGER INC	9170494976	09/03/2024	HYDRATION SUPPLIES	63.65
W W GRAINGER INC	9184666437	09/03/2024	480/600V LOCKOUT BREAKER - WWTP	20.90
W W GRAINGER INC	9185698967	09/03/2024	MISC HARDWARE - WTP	5.14
W W GRAINGER INC	9189294797	09/03/2024	SIB FIRE EXTINGUISHERS	258.80
W W GRAINGER INC	9191528190	09/03/2024	BENCH GRINDER SHIELD	59.89
W W GRAINGER INC	9194274834	09/03/2024	ABSORBENT SOCKS	173.31
			Vendor 12683 - W W GRAINGER INC Total:	**599.62**
Vendor: 2169 - WALMART				
WALMART	120503 # 3	09/03/2024	RESTITUTION FROM SHEIRRA SIMMS	0.79
WALMART	23-00243	09/03/2024	RESTITUTION FROM CHASE YOUNGER	144.90
			Vendor 2169 - WALMART Total:	**145.69**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 7375 - WATCHMEN SECURITY SERVICES LLC				
WATCHMEN SECURITY SERVIC…	91201	09/03/2024	SERVICE CALL FOR POOL CAMERAS	230.00
WATCHMEN SECURITY SERVIC…	92329	09/03/2024	SECURITY MONITORING AT COMMUNITY CENTER	138.29
WATCHMEN SECURITY SERVIC…	92576	09/03/2024	SECURITY MONITORING AT AQUATIC PARK	60.65
WATCHMEN SECURITY SERVIC…	92819	09/03/2024	FIRE ALARM INSPECTION	2,752.50
			Vendor 7375 - WATCHMEN SECURITY SERVICES LLC Total:	**3,181.44**
Vendor: 2845 - WATTS UP				
WATTS UP	INV055178	09/03/2024	LIGHTING	47.88
			Vendor 2845 - WATTS UP Total:	**47.88**
Vendor: 2043 - WEIS FIRE & SAFETY EQUIPMENT				
WEIS FIRE & SAFETY EQUIPM…	195013	09/03/2024	PPE GLOVES	2,687.25
WEIS FIRE & SAFETY EQUIPM…	195085	09/03/2024	PPE GLOVES	207.31
			Vendor 2043 - WEIS FIRE & SAFETY EQUIPMENT Total:	**2,894.56**
Vendor: 12609 - WERT GROUP LLC				
WERT GROUP LLC	5731-1	09/03/2024	SERVICE FITNESS EQUIPMENT	120.00
			Vendor 12609 - WERT GROUP LLC Total:	**120.00**
Vendor: 11618 - WESTERN DIESEL SERVICES INC				
WESTERN DIESEL SERVICES INC	SVC003348	09/03/2024	CREDIT FOR SERVICE CHARGES ON SVI117915	-1,029.00
WESTERN DIESEL SERVICES INC	SVI128839	09/03/2024	SERVICE GENERATOR	846.60
WESTERN DIESEL SERVICES INC	SVI129026	09/03/2024	REPLACE WATER PUMP/THERMOSTAT ON WWTP GENERATOR	11,239.60
			Vendor 11618 - WESTERN DIESEL SERVICES INC Total:	**11,057.20**
Vendor: 10810 - WILLIAM F TUCKER				
WILLIAM F TUCKER	724	09/03/2024	MOWING SERVICES	745.00
WILLIAM F TUCKER	724	09/03/2024	MOWING SERVICES	185.00
WILLIAM F TUCKER	724	09/03/2024	MOWING SERVICES	120.00
WILLIAM F TUCKER	724	09/03/2024	MOWING SERVICES	4,376.00
WILLIAM F TUCKER	724	09/03/2024	MOWING SERVICES	1,115.00
WILLIAM F TUCKER	724	09/03/2024	MOWING SERVICES	4,970.00
			Vendor 10810 - WILLIAM F TUCKER Total:	**11,511.00**
			Grand Total:	**456,645.51**

Bonner Springs, KS

Refund Check Register

Refund Check Detail

UBPKT02437 - August Utility Refunds

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-05021-07	Veritas Land Company LLC	9/3/2024	154589	42.48			42.48	Generated From Billing
02-15171-27	Marquez-Ramirez, Cinthia Merce	9/3/2024	154590	42.04			42.04	Generated From Billing
04-14078-11	Grable, Hunter Jo	9/3/2024	154591	17.35			17.35	Generated From Billing
04-14866-08	Freeman, Dennis Paul	9/3/2024	154592	25.46			25.46	Generated From Billing
04-15150-06	Lavery, Dustin Christopher	9/3/2024	154593	7.42			7.42	Generated From Billing
05-03407-02	Maldonado-Padilla, Stacy Elizabeth	9/3/2024	154594	9.58			9.58	Generated From Billing
05-04283-07	Hurt, Rita F	9/3/2024	154595	40.68			40.68	Generated From Billing
05-13833-15	Schlemmer, Alex J	9/3/2024	154596	10.27			10.27	Generated From Billing
05-15417-03	Service, MWM Rail	9/3/2024	154597	1,485.52			1485.52	Generated From Billing
Total Refunds: 9			**Total Refunded Amount:**	1,680.80				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	1680.80
Revenue Total:	1680.80

General Ledger Distribution

Posting Date: 09/03/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 430 - Water Treat & Distribu			
430-000-000-011999	Claim On Cash	-1,680.80	Yes
430-000-000-021205	Unapplied Utility Credits	1,680.80	
	430 Total:	0.00	
Fund: 999 - POOLED CASH			
999-000-000-011100	Cash In Bank	-1,680.80	
999-000-000-021500	Due To Other Funds	1,680.80	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From: Tillie LaPlante

Subject: Public Hearing for 2025 Budget

Recommendation: Recommend the hearing take place as noticed.

Action: 1. Make a motion to open a Public Hearing for the 2025 Budget beginning at ______p.m.
2. Make a motion to close the Public Hearing at ______p.m.

Background: On August 26, the City Council approved the public announcement of the upcoming hearing for the 2025 Budget to be held on September 9. This notice outlines the highest possible expenditures for each fund for the 2025 budget, as well as the maximum Ad Valorem Tax for each fund within the 2025 Budget. As mandated by state legislation, this notice was published in the Wyandotte Echo on August 29.

Discussion:

2025 City Budget Highlights

The City maintains three major funds supported by property tax: General Fund, Debt Service Fund, and Library Fund.

- The **General Fund** accounts for the bulk of the city's services. Our 2025 budget reflects a balanced budget, with estimated operating revenues equaling operating expenditures.
- The **Debt Service Fund** is responsible for all city-issued debt payments. The 2025 budget matches the 2024 property tax contribution.
- The **Library Fund** is funded with property taxes for library operations. The 2025 budget is also supplemented by county contributions and other miscellaneous revenue.

Other significant funding sources include the Utility Funds and Special Revenue Funds. The primary source of funding for the Utility Fund Budgets is user fees. There are no budgeted increases to user rates in the 2025 Water, Wastewater and Storm Water Budgets. The Solid Waste Fund has a budgeted rate increase of 5.38%. The Solid Waste rate change is accounted for by increasing contract costs with Waste Management.

Key items featured in the **2025 Budget**:

- The 2025 Budget reflects a 1.038 property tax levy reduction from the 2024 Budget.
- Transfer to CIP to fund current and future Capital Improvements and Equipment Plans
- Addition of Full-Time IT/Systems Analyst position
- Addition of Part-Time Fire Inspector position
- $1.1 Million Street Improvements (not funded by property tax levy)
- Equipment Building in Utility Funds
- Replacement of Belt Filter Press in Wastewater Fund

- Addition of Debt Payments for New Water Treatment Plant in Water Fund

Attached is the published 2025 Budget Certificate, the proposed budget with expenditures, revenues and property tax levies per fund for 2025.

Financial Impact:

NOTICE OF BUDGET HEARING

2025

The governing body of
City of Bonner Springs
will meet on September 9, 2024 at 7:30 p.m. at City Hall, 200 E. 3rd Street for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax. Detailed budget information is available at City Hall, 200 E. 3rd Street and will be available at this hearing.

SUPPORTING COUNTIES
Wyandotte County (home county) Johnson County, Leavenworth County

BUDGET SUMMARY
Proposed Budget 2025 Expenditures and Amount of 2024 Ad Valorem Tax establish the maximum limits of the 2025 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2023		Current Year Estimate for 2024		Proposed Budget for 2025		
FUND	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2024 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	10,125,398	30.120	18,324,148	29.658	19,131,935	3,883,893	29.013
Debt Service	2,267,043	7.814	2,019,145	6.686	2,220,668	818,971	6.118
Library	455,900	3.942	475,288	3.527	561,680	495,611	3.702
Special Highway							
Spec. Rev. CIP Sales Tax	107,228		2,210,000		732,772		
Spec. Rev. Cemetery	117,754		135,199		144,567		
Spec. Rev. Tourism	177,154		191,035		219,955		
Spec. Rev. Drug & Alcohol	53,753		76,265		103,195		
Spec. Rev. Emerg. Serv. Cap.	867,899		1,243,323		746,000		
Spec. Rev. Library Sales Tax	40,715		201,400		190,300		
Spec. Rev. Park Dedication							
Spec. Rev. Recreation Prog.	173,193		227,198		271,875		
Spec. Rev. Risk Mgmt	71,398				332,700		
Spec. Rev. Senior Center	91,930		135,765		138,099		
Spec. Rev. Sidewalk Escrow					51,134		
Spec. Rev. Soccer	16,111		24,714		24,655		
Spec. Rev. Spec Parks & Rec	69,181		75,000		58,000		
Spec. Rev. Street Projects	894,114		1,885,431		1,600,000		
Bonner Spgs Ctr City Contr.	14,201		17,610		16,079		
Enterprise Fund - Solid Wast	430,941		464,917		497,071		
Enterprise Fund - Storm Wtr	149,429		261,619		280,111		
Enterprise Fund - Wastewater	2,221,921		2,239,324		2,922,578		
Enterprise Fund - Water	2,062,600		2,893,922		4,292,628		
Non-Budgeted Funds-B	12,642,515						
Totals	33,050,379	41.876	33,101,303	39.871	34,536,001	5,198,475	38.833
						*Revenue Neutral Rate***	*36.609*
Less: Transfers	0		0		0		
Net Expenditure	33,050,379		33,101,303		34,536,001		
Total Tax Levied	4,420,687		4,900,584		xxxxxxxxxxxxxxxx		
Assessed Valuation	105,566,409		122,911,549		133,867,979		
Outstanding Indebtedness, January 1,	2022		2023		2024		
G.O. Bonds	21,175,000		20,435,000		18,750,000		
Revenue Bonds	0		0		0		
Other	631,850		591,308		549,848		
Lease Purchase Principal	0		0		0		
Total	21,806,850		21,026,308		19,299,848		

*Tax rates are expressed in mills

*** Revenue Neutral Rate as defined by KSA 79-2988*

Tillie LaPlante
City Official Title: Finance Director

Page No.

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **General**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	7,784,481	11,805,186	6,214,210
Receipts:			
Ad Valorem Tax	3,066,439	3,645,352	xxxxxxxxxxxxxxxxx
Delinquent Tax	30,823	0	0
Motor Vehicle Tax	255,571	278,937	287,668
Recreational Vehicle Tax	1,912	2,119	2,036
16/20M Vehicle Tax	312	445	361
Commercial Vehicle Tax	11,162	13,806	13,465
Watercraft Tax	0	2,049	1,342
Gross Earning (Intangible) Tax	0	0	0
City Sales/Use Tax	3,618,041	3,475,000	3,475,000
County Sales/Use Tax	1,584,119	1,600,000	1,600,000
Casino Revenue	743,253	725,000	725,000
Franchise Fees	779,610	710,000	710,000
Fines	343,996	320,000	320,000
Amusement Tax	66,606	60,000	60,000
Reimbursed Expenses	140,458	135,000	150,000
Liquor Tax	118,735	100,000	100,000
Permits	115,265	70,000	70,000
Court Fees	86,696	85,000	85,000
Licenses	59,233	56,000	56,000
Service Charges	10,762	15,000	10,000
Ambulance Fees	248,401	230,000	230,000
Recreation Fees	30,964	30,000	30,000
Animal Fees	7,300	7,500	6,500
Miscellaneous Fees	56,024	40,000	35,000
Historic Tax Credit Proceeds	1,663,847	0	0
Grants	17,461	7,000	5,000
Transfers:			
From Water	145,130	157,542	161,350
From Wastewater	119,920	122,113	127,900
From Solid Waste	25,701	23,597	24,841
From Special Drug & Alcohol	25,500	26,265	28,195
From Stormwater	11,238	11,345	11,450
From Bonner Springs Center CID	60,463	105,000	105,000
In Lieu of Taxes (IRB)	56,589	62,283	61,507
Interest on Idle Funds	533,371	640,000	550,000
Neighborhood Revitalization Rebate	0	-38,181	-23,783
Miscellaneous	111,201	15,000	15,000
Does miscellaneous exceed 10% of Total R			
Total Receipts	**14,146,103**	**12,733,172**	**9,033,832**
Resources Available:	**21,930,584**	**24,538,358**	**15,248,042**

FUND PAGE - GENERAL

Adopted Budget General	Prior Year Actual Actual for 2023	Current Year Estimate Estimate for 2024	Proposed Budget Year Year for 2025
Resources Available:	21,930,584	24,538,358	15,248,042
Expenditures:			
Budget & Finance	507285	572847	580105
City Clerk	286284	183186	195667
City Council	23008	24844	25344
City Manager	389040	582538	596501
Community Development	649219	676812	718419
City Hall Operations	193425	222610	368697
Municipal Court	282133	339329	341372
Fire	1914753	3354703	3421415
Police	3007210	3585677	3660628
Public Works	1394967	1816063	1872513
Recreation	447030	538158	563245
Transfers	1006121	6390320	3150957
Miscellaneous	24923	37061	407862
0	0	0	0
0	0	0	0
0	0	0	0
Subtotal detail (Should agree with detail)	10125398	18324148	15902725
Cash Reserve (2025 column)			3,229,210
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**10,125,398**	**18,324,148**	**19,131,935**
Unencumbered Cash Balance Dec 31	11,805,186	6,214,210	xxxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amoun	16,984,534	22,030,318	19,131,935
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	19,131,935
		Tax Required	3,883,893
	Delinquent Comp Rate:	0.0%	0
		Amount of 2024 Ad Valorem Tax	3,883,893

CPA Summary

City of Bonner Springs 2025

Adopted Budget General Fund - Detail Expend	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Expenditures:			
Budget & Finance			
Salaries	389,643	439,110	446,070
Contractual	113,341	126,137	129,335
Commodities	4,301	4,600	4,700
Capital Outlay	0	3,000	0
Total	**507,285**	**572,847**	**580,105**
City Clerk			
Salaries	126,043	142,426	152,225
Contractual	159,190	36,160	38,842
Commodities	1,051	4,600	4,600
Capital Outlay			
Total	**286,284**	**183,186**	**195,667**
City Council			
Salaries	9,830	12,194	12,194
Contractual	12,615	11,000	11,100
Commodities	563	1,650	2,050
Capital Outlay			
Total	**23,008**	**24,844**	**25,344**
City Manager			
Salaries	269,500	494,347	498,801
Contractual	116,369	81,733	91,200
Commodities	3,171	6,458	6,500
Capital Outlay			
Total	**389,040**	**582,538**	**596,501**
Community Development			
Salaries	442,604	529,760	549,019
Contractual	175,898	110,052	132,400
Commodities	4,093	10,500	10,500
Capital Outlay	26,624	26,500	26,500
Total	**649,219**	**676,812**	**718,419**
City Hall Operations			
Salaries	0	0	116,447
Contractual	182,584	213,910	243,300
Commodities	10,841	8,700	8,950
Capital Outlay	0	0	0
Total	**193,425**	**222,610**	**368,697**
Municipal Court			
Salaries	139,548	155,299	157,972
Contractual	140,974	180,130	180,000
Commodities	1,611	3,400	3,400
Capital Outlay	0	500	0
Total	**282,133**	**339,329**	**341,372**
Fire			
Salaries	1,429,414	2,650,525	2,653,415
Contractual	295,250	434,178	495,000
Commodities	108,778	188,500	217,000
Capital Outlay	81,311	81,500	56,000
Total	**1,914,753**	**3,354,703**	**3,421,415**
Page Total	**4,245,147**	**5,956,869**	**6,247,520**

City of Bonner Springs 2025

Adopted Budget General Fund - Detail Page 2	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Expenditures:			
Police			
Salaries	2,430,434	3,018,196	3,039,425
Contractual	426,396	433,981	477,703
Commodities	136,758	133,500	143,500
Capital Outlay	13,622	0	0
Total	**3,007,210**	**3,585,677**	**3,660,628**
Public Works			
Salaries	858,085	1,116,258	1,139,913
Contractual	381,303	482,805	513,100
Commodities	155,579	217,000	219,500
Capital Outlay	0	0	0
Total	**1,394,967**	**1,816,063**	**1,872,513**
Recreation			
Salaries	309,897	384,338	390,425
Contractual	119,526	137,305	150,300
Commodities	14,211	16,515	22,520
Capital Outlay	3,396	0	0
Total	**447,030**	**538,158**	**563,245**
Transfers			
To Special Revenue	237,121	416,320	786,957
To Enterprise Funds	0	4,000	4,000
To Cap & Equip Reserve	769,000	5,970,000	2,360,000
Total	**1,006,121**	**6,390,320**	**3,150,957**
Miscellaneous			
Salaries			282,862
Contractual	24,923	37,061	125,000
Commodities			
Capital Outlay			
Total	**24,923**	**37,061**	**407,862**
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**
Page 2 -Total	5,880,251	12,367,279	9,655,205
Page 1 -Total	**4,245,147**	**5,956,869**	**6,247,520**
Grand Total	**10,125,398**	**18,324,148**	**15,902,725**

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

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Debt Service**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	572,274	595,543	585,071
Receipts:			
Ad Valorem Tax	795,506	821,727	xxxxxxxxxxxxxxxxx
Delinquent Tax	9,680	0	
Motor Vehicle Tax	81,433	72,364	64,845
Recreational Vehicle Tax	586	550	459
16/20M Vehicle Tax	119	115	81
Commercial Vehicle Tax	3,479	3,582	3,035
Watercraft Tax	0	532	303
Payment in Lieu of Taxes	14,681	14,040	12,970
Special Assessments	118,102	105,000	85,000
Transfer from Wastewater Fund	505,843	259,709	261,579
Transfer from Wastewater Fund - GSC	17,000	0	0
Transfer from Water Fund	363,719	358,564	290,708
Transfer from Water Fund - GSC	0	0	0
Transfer from Stormwater Fund	78,044	78,774	77,661
Transfer from Emerg Svc Sales Tax Fund	249,253	253,323	0
Interest on Idle Funds	52,867	49,000	25,000
Neighborhood Revitalization Rebate		-8,607	-5,015
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**2,290,312**	**2,008,673**	**816,626**
Resources Available:	**2,862,586**	**2,604,216**	**1,401,697**
Expenditures:			
Principal	1,685,000	1,495,000	1,195,000
Interest	582,043	524,145	478,698
Cash Reserve (2025 column)			546,970
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**2,267,043**	**2,019,145**	**2,220,668**
Unencumbered Cash Balance Dec 31	595,543	585,071	xxxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amoun	2,783,138	2,596,879	2,220,668
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	2,220,668
		Tax Required	818,971
	Delinquent Comp Rate:	0.0%	0
		Amount of 2024 Ad Valorem Tax	818,971

Adopted Budget **Library**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax	401,329	433,505	xxxxxxxxxxxxxxxxx
Delinquent Tax	4,919	0	
Motor Vehicle Tax	40,175	36,507	34,209
Recreational Vehicle Tax	291	277	242
16/20M Vehicle Tax	57	58	43
Commercial Vehicle Tax	1,723	1,807	1,601
Watercraft Tax	0	268	160
Payment in Lieu of Taxes	7,406	7,406	7,849
Interest on Idle Funds			
Neighborhood Revitalization Rebate		-4,540	-3,035
Miscellaneous			25,000
Does miscellaneous exceed 10% of Total R			
Total Receipts	**455,900**	**475,288**	**66,069**
Resources Available:	**455,900**	**475,288**	**66,069**
Expenditures:			
Tax Distribution	455,900	475,288	536,680
Miscellaneous			25,000
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**455,900**	**475,288**	**561,680**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amoun	461,445	500,288	561,680
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	561,680
		Tax Required	495,611
	Delinquent Comp Rate:	0.0%	0
		Amount of 2024 Ad Valorem Tax	495,611

CPA Summary

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Special Highway**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
State of Kansas Gas Tax		0	0
County Transfers Gas		0	0
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2023/2024/2025 Budget Authority Amoun	0	0	0

Adopted Budget **Spec. Rev. CIP Sales Tax**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	1,215,805	1,906,919	441,919
Receipts:			
City Sales Tax	600,864	575,000	575,000
City Use Tax	122,744	120,000	120,000
Interest on Idle Funds	74,734	50,000	10,000
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**798,342**	**745,000**	**705,000**
Resources Available:	**2,014,147**	**2,651,919**	**1,146,919**
Expenditures:			
Major Capital			200,000
Transfers to Other Funds	107,228	2,210,000	532,772
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**107,228**	**2,210,000**	**732,772**
Unencumbered Cash Balance Dec 31	1,906,919	441,919	414,147
2023/2024/2025 Budget Authority Amoun	1,850,000	500,000	732,772

See Tab C

CPA Summary

Page No.

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Spec. Rev. Cemetery**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	0	0	5,968
Receipts:			
Grave Openings	20,920	23,000	20,000
Cemetery Lot Sales	19,470	13,000	20,000
Monument Permits	925	700	300
Transfer from General Fund	76,439	104,467	104,267
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**117,754**	**141,167**	**144,567**
Resources Available:	**117,754**	**141,167**	**150,535**
Expenditures:			
Personnel	76,348	81,349	86,917
Contractual	39,391	49,500	54,050
Commodity Items	2,015	4,350	3,600
Major Capital items			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**117,754**	**135,199**	**144,567**
Unencumbered Cash Balance Dec 31	0	5,968	5,968
2023/2024/2025 Budget Authority Amoun	133,173	135,199	144,567

Adopted Budget **Spec. Rev. Tourism**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	327,383	360,220	348,185
Receipts:			
Transient Guest Tax	190,266	165,000	165,000
Reimbursed Expenses	740	0	0
Donations	350	0	0
Interest on Idle Funds	18,635	14,000	10,000
Does miscellaneous exceed 10% of Total R			
Total Receipts	**209,991**	**179,000**	**175,000**
Resources Available:	**537,374**	**539,220**	**523,185**
Expenditures:			
Personnel	51,625	54,195	64,925
Contractual	59,852	91,740	129,930
Commodities	12,023	100	100
Capital	53,654	45,000	25,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**177,154**	**191,035**	**219,955**
Unencumbered Cash Balance Dec 31	360,220	348,185	303,231
2023/2024/2025 Budget Authority Amoun	208,972	191,035	219,955

CPA Summary

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Spec. Rev. Drug & Alcohol**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	230,194	306,997	340,732
Receipts:			
Liquor Tax	118,735	100,000	100,000
Interest on Idle Funds	11,822	10,000	8,000
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**130,557**	**110,000**	**108,000**
Resources Available:	**360,750**	**416,997**	**448,732**
Expenditures:			
Contractual	11,500	50,000	75,000
Commodities			
Capital Items	16,753	0	0
Transfer to Other Funds	25,500	26,265	28,195
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**53,753**	**76,265**	**103,195**
Unencumbered Cash Balance Dec 31	306,997	340,732	345,537
2023/2024/2025 Budget Authority Amount:	55,500	76,265	103,195

Adopted Budget **Spec. Rev. Emerg. Serv. Cap.**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	969,890	884,786	376,463
Receipts:			
City Sale/Use Tax	723,608	695,000	695,000
Sale of Property	7,500		
Interest on Idle Funds	51,479	40,000	5,000
Miscellaneous	208		
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**782,795**	**735,000**	**700,000**
Resources Available:	**1,752,685**	**1,619,786**	**1,076,463**
Expenditures:			
Capital Items	618,646	990,000	746,000
Transfers to Other Funds	249,253	253,323	0
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**867,899**	**1,243,323**	**746,000**
Unencumbered Cash Balance Dec 31	884,786	376,463	330,463
2023/2024/2025 Budget Authority Amount:	911,393	837,823	746,000

See Tab C

CPA Summary

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Spec. Rev. Library Sales Tax**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	568,850	554,407	373,007
Receipts:			
Interest on Idle Funds	26,271	20,000	15,000
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**26,271**	**20,000**	**15,000**
Resources Available:	**595,121**	**574,407**	**388,007**
Expenditures:			
Capital	40,715	201,400	190,300
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**40,715**	**201,400**	**190,300**
Unencumbered Cash Balance Dec 31	554,407	373,007	197,707
2023/2024/2025 Budget Authority Amoun	77,300	201,400	190,300

Adopted Budget **Spec. Rev. Park Dedication**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	1,030	13,789	75,614
Receipts:			
Impact Fees	12,500	61,500	4,000
Interest on Idle Funds	259	325	900
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**12,759**	**61,825**	**4,900**
Resources Available:	**13,789**	**75,614**	**80,514**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	13,789	75,614	80,514
2023/2024/2025 Budget Authority Amoun	0	0	0

CPA Summary

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Spec. Rev. Recreation Prog.**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	184,316	207,930	185,007
Receipts:			
Grants	84,000	1,600	0
Reimbursed Expenses	0	2,700	0
Youth Activities	6,835	9,000	8,000
Adult Activities	2,063	1,500	2,000
Educational Activities	1,175	1,500	2,000
Family Activities	961	5,000	5,000
Summer Youth Camp	86,993	166,725	236,600
Cancellation Fees	30	0	0
Youth Volleyball Fees	4,445	8,250	6,000
Interest on Idle Funds	10,295	8,000	2,000
Miscellaneous	11		
Does miscellaneous exceed 10% of Total F			
Total Receipts	**196,807**	**204,275**	**261,600**
Resources Available:	**381,123**	**412,205**	**446,607**
Expenditures:			
Personnel	72,912	135,045	220,706
Contractual	10,714	26,903	27,494
Commodity	10,606	20,100	19,250
Capital	76,744	40,000	0
Youth Volleyball Program	2,217	5,150	4,425
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**173,193**	**227,198**	**271,875**
Unencumbered Cash Balance Dec 31	207,930	185,007	174,732
2023/2024/2025 Budget Authority Amount	267,961	227,198	271,875

Adopted Budget **Spec. Rev. Risk Mgmt**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	101,535	76,900	80,700
Receipts:			
Transfer from General Fund			250,000
Reimbursed Expenses	41,951		
Interest on Idle Funds	4,813	3,800	2,000
Miscellaneous			
Does miscellaneous exceed 10% of Total F			
Total Receipts	**46,764**	**3,800**	**252,000**
Resources Available:	**148,299**	**80,700**	**332,700**
Expenditures:			
Contractual Services	71,398	0	332,700
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**71,398**	**0**	**332,700**
Unencumbered Cash Balance Dec 31	76,900	80,700	0
2023/2024/2025 Budget Authority Amount	103,397	109,135	332,700

CPA Summary

Page No.

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Spec. Rev. Senior Center**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	25	0	4,531
Receipts:			
Wy Co Social Services	6,450	6,450	8,223
Grants	3,000	0	0
Senior Activites	82	5,000	5,000
Senior Trips	43,159	75,000	75,000
Cancellation Fees	0	0	0
Transfer from Senior Activy Fund	0	0	0
Transfer from General Fund	39,214	53,846	49,876
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**91,905**	**140,296**	**138,099**
Resources Available:	**91,930**	**140,296**	**142,629**
Expenditures:			
Personnel Services	46,941	51,765	54,389
Contractual	43,085	83,600	83,310
Commodity Items	1,904	400	400
Capital Items			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**91,930**	**135,765**	**138,099**
Unencumbered Cash Balance Dec 31	0	4,531	4,531
2023/2024/2025 Budget Authority Amount:	89,922	90,765	138,099
	See Tab A	**See Tab C**	

Adopted Budget **Spec. Rev. Sidewalk Escrow**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	46,122	48,334	50,134
Receipts:			
Interest on Idle Funds	2,212	1,800	1,000
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**2,212**	**1,800**	**1,000**
Resources Available:	**48,334**	**50,134**	**51,134**
Expenditures:			
Sidewalks	0	0	51,134
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**0**	**0**	**51,134**
Unencumbered Cash Balance Dec 31	48,334	50,134	0
2023/2024/2025 Budget Authority Amount:	45,788	49,722	51,134

CPA Summary

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Spec. Rev. Soccer**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	13,271	20,645	14,971
Receipts:			
Soccer Fees	21,340	18,700	20,000
Soccer Camp Rebate	110	0	50
Sponsor Fees	1,000	300	300
Interest on Idle Funds	1,035	40	250
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**23,485**	**19,040**	**20,600**
Resources Available:	**36,756**	**39,685**	**35,571**
Expenditures:			
Personnel Services	1,595	1,114	4,855
Contractual	6,544	9,600	4,300
Commodity Items	7,971	10,000	9,500
Capital Items	0	4,000	6,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**16,111**	**24,714**	**24,655**
Unencumbered Cash Balance Dec 31	20,645	14,971	10,917
2023/2024/2025 Budget Authority Amount	18,813	24,714	24,655

Adopted Budget **Spec. Rev. Spec Parks & Rec.**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	114,783	170,634	202,634
Receipts:			
Liquor Tax	118,735	100,000	100,000
Interest on Idle Funds	6,297	7,000	4,000
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**125,032**	**107,000**	**104,000**
Resources Available:	**239,815**	**277,634**	**306,634**
Expenditures:			
Contractual	3,610	0	0
Major Capital	64,040	50,000	35,000
Transfer to Other Funds	1,532	25,000	23,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**69,181**	**75,000**	**58,000**
Unencumbered Cash Balance Dec 31	170,634	202,634	248,634
2023/2024/2025 Budget Authority Amount	103,500	87,000	58,000

CPA Summary

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Spec. Rev. Street Projects**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	394,061	368,561	303,610
Receipts:			
State Highway Tax	209,154	195,000	195,000
County Highway Tax	168,830	145,000	145,000
State Connecting Link	24,770	24,000	24,000
County Infrasturcture Fund Initiative (CIFI)	150,000	500,000	500,000
Transfer from General Fund	0	100,000	200,000
Grants	0	344,480	0
Transfer from Capital Improvement Tax	0	500,000	500,000
Transfer from Powell Drive	290,000	0	0
Interest on Idle Funds	25,861	12,000	5,000
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
Total Receipts	**868,614**	**1,820,480**	**1,569,000**
Resources Available:	**1,262,675**	**2,189,041**	**1,872,610**
Expenditures:			
Contractual Services	894,114	1,232,756	1,100,000
Captial		652,675	500,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	**894,114**	**1,885,431**	**1,600,000**
Unencumbered Cash Balance Dec 31	368,561	303,610	272,610
2023/2024/2025 Budget Authority Amount:	1,030,496	1,630,000	1,600,000

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Enterprise Fund - Solid Waste**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	119,292	123,402	130,430
Receipts:			
User Charges	424,658	462,245	487,112
Penalties	4,355	4,700	4,700
Interest on Idle Funds	6,039	5,000	5,000
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**435,052**	**471,945**	**496,812**
Resources Available:	**554,344**	**595,347**	**627,243**
Expenditures:			
Contractual	405,240	441,320	472,230
Transfer to Other Funds	25,701	23,597	24,841
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**430,941**	**464,917**	**497,071**
Unencumbered Cash Balance Dec 31	123,402	130,430	130,172
2023/2024/2025 Budget Authority Amount	513,776	464,917	497,071

CPA Summary

Page No.

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Enterprise Fund - Storm Wtr**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	46,495	117,488	85,769
Receipts:			
Stormwater Fees	214,645	223,000	223,000
Penalties	2,050	1,900	2,000
Interest on Idle Funds	3,728	5,000	4,000
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**220,422**	**229,900**	**229,000**
Resources Available:	**266,917**	**347,388**	**314,769**
Expenditures:			
Contractual	60,147	141,500	141,000
Commodities	0	0	40,000
Major capital	0	30,000	10,000
Transfer to Other Funds	89,282	90,119	89,111
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**149,429**	**261,619**	**280,111**
Unencumbered Cash Balance Dec 31	117,488	85,769	34,658
2023/2024/2025 Budget Authority Amount	175,782	261,619	280,111

CPA Summary

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Enterprise Fund - Wastewater**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	686,944	954,706	1,428,632
Receipts:			
Sewer Surcharges	40,516	70,000	30,000
User Charges	2,287,110	2,336,250	2,435,000
Sewer Impact Fees	54,590	230,000	40,000
Penalties	20,735	18,000	18,000
Reimbursed Expenses	42,055	0	0
Trfr From General Fund - Dev Fees	0	4,000	0
Interest on Idle Funds	44,678	55,000	35,000
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**2,489,683**	**2,713,250**	**2,558,000**
Resources Available:	**3,176,627**	**3,667,956**	**3,986,632**
Expenditures:			
Personnel	548,390	691,542	765,807
Contractual	666,781	771,960	821,435
Commoditites	79,810	74,000	84,000
Major Capital	284,176	320,000	835,000
Transfer to Other Funds	642,763	381,822	389,479
Cash Reserve (2025 column)			
Miscellaneous			26,857
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**2,221,921**	**2,239,324**	**2,922,578**
Unencumbered Cash Balance Dec 31	954,706	1,428,632	1,064,054
2023/2024/2025 Budget Authority Amount	2,313,742	2,239,324	2,922,578

CPA Summary

Page No.

City of Bonner Springs 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Enterprise Fund - Water**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	2,551,957	3,702,214	4,206,131
Receipts:			
User Charges	2,906,843	2,944,839	3,050,000
Connection Fees	16,350	16,000	16,000
Termination Notice Fees	20,475	19,000	19,000
Water Setting Fees	15,856	55,000	15,000
Penalties	22,602	20,000	24,000
Water Impact Fees	36,832	145,000	35,000
Miscellaneous Fees	1,250	0	0
Interest Credit Refund	-7,035	0	-7,000
Reimbursed Expenses	3,657	0	0
Sale Of Property	667	8,000	0
Cancell Prior Yr Encumbrances	34,214	0	0
Interest on Idle Funds	157,207	190,000	75,000
Miscellaneous	3,939		
Does miscellaneous exceed 10% of Total R			
Total Receipts	**3,212,857**	**3,397,839**	**3,227,000**
Resources Available:	**5,764,814**	**7,100,053**	**7,433,131**
Expenditures:			
Personnel	541,373	697,638	769,291
Contractual	370,213	605,646	664,335
Commodities	535,101	557,000	502,000
Major Capital	0	58,000	1,024,000
Debt Service KDHE Loan	95,582	459,532	853,938
Transfer to Other Funds	520,331	516,106	452,058
Cash Reserve (2025 column)			
Miscellaneous			27,006
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**2,062,600**	**2,893,922**	**4,292,628**
Unencumbered Cash Balance Dec 31	3,702,214	4,206,131	3,140,502
2023/2024/2025 Budget Authority Amount	2,822,823	2,893,922	4,292,628

CPA Summary

Page No.

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From: Tillie LaPlante

Subject: Approve 2025 Budget

Recommendation: Staff recommends approval

Action: Make a motion to adopt the 2025 Budgeted Expenditures of $34,536,001 and the 2024 Ad Valorem Tax for the 2025 Budget in the amount of $5,198,475.

Background: Per Kansas State Law (K.S.A. 79-2925 -- 79-2937), the City must adopt a budget annually. Once approved, the budget will be submitted and certified by the City Clerk to the County Clerk.

Discussion:

Financial Impact:

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From: Christina Brake

Subject: Award Selection for RFP for Executive Search Services

Recommendation:

Action: Make a motion to authorize the Mayor to execute a contract with Strategic Government Resources, for executive recruitment services to fill the city manager position for an amount not to exceed $30,000.

Background: On July 29th, the City posted a request for proposals for executive recruitment services for the city manager position with a deadline of August 16, 2024. Staff received nine submissions prior to the deadline. The review committee reviewed the nine submissions and presented the City Council with three at the workshop on August 26th. Council asked the review committee to come back with one recommendation. The committee checked references and compared the services offered by the three, and narrowed the selection to Strategic Government Resources.

Discussion:

Financial Impact: This item was not included in the 2024 Budget. Funds for this contract will come from unspent 2024 general fund budget.

PROPOSAL FOR
EXECUTIVE RECRUITMENT SERVICES

City Manager
City of Bonner Springs, Kansas

Submission Due Date: August 16, 2024
This proposal is valid for 60 days.

Response to RFP for Executive Recruitment Services for City Manager

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

August 16, 2024

Hon. Mayor Tom Stephens & City Council
City of Bonner Springs, Kansas

Dear Mayor Stephens & Councilmembers,

Thank you for the opportunity to submit this proposal to assist the City of Bonner Springs in your recruitment for a new City Manager. At SGR, we take pride in our unique ability to provide personalized and comprehensive recruitment services to meet your specific needs.

We would like to highlight some key aspects that set SGR apart from other recruitment firms and enable us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR has conducted executive recruitments for over 450 local government clients in 37 states, and we value the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.
- We have a broad community of over 18,000 followers on LinkedIn, one platform we utilize to connect with a wide range of active and passive candidates across the nation.
- Our Servant Leadership e-newsletter, with a subscriber base of over 40,000 in all 50 states, announces all SGR recruitments, further extending our reach. Your position will also be posted on SGR's website and our Job Board.
- In addition, SGR sends targeted emails to our opt-in Job Alert subscriber database including over 5,000 city management professionals.

We are enthusiastic about the prospect of conducting this recruitment for the City of Bonner Springs, and we are available to schedule a meeting at your convenience to discuss further.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

TABLE OF CONTENTS

1 About SGR

2 Unique Qualifications

3 DEI in Recruitments

4 Project Personnel

5 Approach and Methodology

6 Typical Timeline

7 Fee Proposal

8 Terms and Conditions

9 Placement Guarantee

10 SGR City Management Recruitments

11 References

12 Sample Position Profile Brochure

13 Sample Contract: Full Service Recruitment

About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 28 full-time employees, 1 part-time employee, 27 recruiters, 17 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Missouri, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

View all SGR team members and their bios at: https://sgr.pub/MeetTeamSGR.

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 40,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, https://sgr.pub/SGRWebsite, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, https://sgr.pub/SGRJobBoard, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a “boutique” firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility and Communication

Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process for a full-service recruitment includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded one-way semifinalist interviews.
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

Executive Recruitment Clients

SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

View a full list of our Executive Recruitment Clients at: https://sgr.pub/ERClientList.

DEI in Recruitments

SGR is deeply committed to equal employment opportunity and considers it an ethical imperative. We unequivocally reject any form of bias, expecting that candidates be assessed solely based on their ability to perform the job. Encouraging underrepresented demographic groups to apply is a vital aspect of our commitment. While we cannot guarantee the composition of semifinalist or finalist groups, SGR actively fosters relationships and contacts on a national scale to ensure meaningful participation of underrepresented groups. Our recruitment process is consistently evaluated and refined to incorporate a focus on equity and inclusion.

Statistics are a testament to our commitment to diversity and inclusion. In our 2023 placements, 31% of candidates were female and 23% indicated they were a person of color. Within SGR, our team of six executives includes three women and one person of color, and 79% of SGR's staff members are women. Our internal hiring practices are designed to attract diverse talent from various backgrounds and experiences. We understand the importance of words, ensuring our recruitment materials are inclusive and reflect an equity-focused perspective.

We also actively recommend advertising placements to attract a diverse applicant pool, leveraging partnerships with organizations such as the League of Women in Government, the Local Government Hispanic Network, and the National Forum of Black Public Administrators. Tracking candidate demographic data helps us proactively recruit traditionally underrepresented candidates for senior management positions in local government. We welcome feedback from our clients and candidates, using post-recruitment surveys to refine our processes and outcomes.

Project Personnel

Debra Stapleton, Senior Vice President

DebraStapleton@GovernmentResource.com
817-337-8581

Debra Stapleton serves as a Sr. Vice President for SGR's Executive Recruitment. Prior to joining SGR, Debra served as Assistant City Manager for the City of Chandler, Arizona for 23 years. Prior to becoming the Assistant City Manager, she also served as the Human Resources Director and Administrative Services Director.

Before joining the City of Chandler, Debra worked for a Fortune 200 company in various roles in Human Resources including workforce management information systems, training, and organizational development.

Debra holds a Master's in Organizational Management from The University of Phoenix and a BS in business administration from Sacred Heart University in Fairfield, CT.

In her spare time Debra enjoys being with her family, traveling, and reading. Debra also likes to volunteer her time on her Homeowners Association Board and several non-profit organizations.

Approach and Methodology

A full-service recruitment typically entails the following steps:

1. **Organization/Position Insight and Analysis**
    - Project Kickoff Meeting and Develop Anticipated Timeline
    - Stakeholder Interviews and Listening Sessions
    - Develop Recruitment Brochure
2. **Recruitment Campaign and Outreach to Prospective Applicants**
    - Advertising and Marketing
    - Communication with Prospective Applicants
    - Communication with Active Applicants
3. **Initial Screening and Review by Executive Recruiter**
4. **Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
5. **Evaluation of Semifinalists**
    - Written Questionnaires
    - Recorded One-Way Semifinalist Interviews
    - Media Searches - Stage 1, as described below
6. **Search Committee Briefing to Select Finalists**
7. **Evaluation of Finalists**
    - Comprehensive Media Searches - Stage 2, as described below
    - Background Investigation Reports
    - DiSC Management Assessments (if desired, supplemental cost)
    - First Year Plan or Other Advanced Exercise
    - Press Release Announcing Finalists (if requested)
8. **Interview Process**
    - Face-to-Face Interviews
    - Stakeholder Engagement (if desired)
    - Deliberations
    - Reference Checks (may occur earlier in process)
9. **Negotiations and Hiring Process**
    - Determine Terms of an Employment Offer
    - Negotiate Terms and Conditions of Employment
    - Press Release Announcing New Hire (if requested)

Step 1: Organization/Position Insight and Analysis

Project Kickoff Meeting and Develop Anticipated Timeline

SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

Stakeholder Interviews and Listening Sessions

Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding of your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

Develop Recruitment Brochure

After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:
https://sgr.pub/OpenRecruitments

Step 2: Recruitment Campaign and Outreach to Prospective Applicants

Advertising and Marketing

The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 40,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospective Applicants

SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes.

As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

Step 3: Initial Screening and Review by Executive Recruiter

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

Written Questionnaires

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

Recorded One-Way Semifinalist Interviews

Recorded one-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

Media Searches - Stage 1

“Stage 1” of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any “red flags” or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

Step 7: Evaluation of Finalists

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate's press coverage throughout their career. View a sample media report at: https://sgr.pub/SGRMediaReport.

Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: https://sgr.pub/SGRBackgroundReport.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate's preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: https://sgr.pub/SGRDiSCReport.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style. View a sample comparison report at: https://sgr.pub/SGRDiSCCompare.

First-Year Plan or Other Advanced Exercise

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

Step 8: Interview Process

Face-to-Face Interviews

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

Stakeholder Engagement

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

Deliberations

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine Terms of an Employment Offer

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

Press Release (if requested)

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

Satisfaction Surveys

SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

Post-Hire Services

We offer post-hire services, such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit https://www.governmentresource.com/leadership-development-training-resources.

Typical Timeline *

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted.

Initial Steps Prior to Posting Position:	
• Contract Execution • Kickoff Meeting to Discuss Recruitment Strategy and Timeline • Organization/Position Insight and Analysis • Stakeholder Interviews and Listening Sessions • **Deliverable**: Draft Recruitment Brochure • **Deliverable**: Recommended Ad Placements • Organization Approves Ad Placements • Search Committee Reviews and Approves Brochure	*Timing varies and usually takes a minimum of 2-3 weeks.*

Task	Week
• Post Position and Firm up Timeline • Recruitment Campaign and Outreach to Prospective Applicants • Initial Screening and Review by Executive Recruiter	Weeks 1-4
• Search Committee Briefing to Review Applicant Pool and Select Semifinalists	Week 5
• Questionnaires • Recorded One-Way Semifinalist Interviews • Media Searches - Stage 1, as described in Approach/Methodology	Week 6
• **Deliverable**: Semifinalist Briefing Books via Electronic Link • **Deliverable**: Recorded Online Interviews, if applicable	Week 7
• Search Committee Briefing to Select Finalists	Week 8
• Comprehensive Media Searches - Stage 2, as described in Approach/Methodology • Background Investigation Reports • Disc Management Assessments (if desired, supplemental cost) • First-Year Plan or Other Advanced Exercise (if desired)	Weeks 9-10
• **Deliverable**: Finalist Briefing Books via Electronic Link	Week 11
• Face-to-Face Interviews • Stakeholder Engagement (if desired) • Deliberations • Reference Checks (may occur earlier in process) • Negotiations and Hiring Process	Week 12

** Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.*

Fee Proposal

Not-to-Exceed Price: $28,900

Not-to-Exceed Price is comprised of:

- **Fixed Fee of $26,400**
- **Up to $2,500 in Ad Placements (billed at actual cost)**

The Fixed Fee includes:

- Stakeholder Interviews and Listening Sessions
- Production of a Professional Recruitment Brochure
- Recruitment Campaign and Outreach:
  - Outreach to Prospective Applicants
  - Custom Graphics for Email and Social Media Marketing
  - Announcement in SGR's Servant Leadership e-Newsletter
  - Post on SGR's Website
  - Ad on SGR's Job Board
  - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
  - Promotion on SGR's LinkedIn
- Application Management, Screening, and Evaluation
- Semifinalist Evaluation:
  - Questionnaires for up to 15 Semifinalists
  - Recorded One-Way Interviews for up to 15 Semifinalists
  - Media Searches – Stage 1 Reports for up to 15 Semifinalists
- Semifinalist Briefing Books via Electronic Link
- Comprehensive Stage 2 Media Reports for up to Five (5) Finalists
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- Up To Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

Reimbursable Expenses <u>included</u> in the not-to-exceed price:

- Ad placements up to $2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

Reimbursable Expenses <u>not included</u> in the not-to-exceed price:

- Ad placements over and above $2,500 will be billed back at actual cost with no markup for overhead.

Supplemental Services/Other Expenses not included in the fixed or not-to-exceed price:

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.
- At your request, SGR can conduct an online stakeholder survey for $1,500 to help identify key issues or priorities that you may want to consider prior to launching the search. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the Organization. Please note that this type of survey may extend the recruitment timeline.
- Online interviews over and above the 15 included in the Fixed Fee - $250 per candidate.
- Additional comprehensive stage 2 media reports over and above the maximum of five (5) included in the fixed price above - $750 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - $500 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the fixed price above - $250 per candidate.
- DiSC Management assessments - $175 per candidate.
- Semifinalist and finalist briefing materials will be provided to the Organization via an electronic link. Should the Organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits by the recruiter over and above the two (2) onsite visits included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of $1,000 per day. Meals are billed back at a per diem rate of $15 for breakfast, $20 for lunch, and $30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.
- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

Billing

SGR will bill the fixed fee in four (4) installments: 30% upon contract execution, 30% after the applicant pool is presented, 30% after finalist interviews, and 10% upon acceptance of employment. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Terms and Conditions

- The organization agrees not to discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.
- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

Placement Guarantee

SGR is committed to your satisfaction with the results of our full service recruitment process. If, for any reason, you are not satisfied, we will repeat the entire process one additional time, and you will be charged only for expenses as described in the Fee Proposal under Supplemental Services. Additionally, we promise not to directly solicit any candidate selected under this engagement for another position while they are employed with your organization.

In the event that you select a candidate fully vetted by SGR, who subsequently resigns or is released for any reason within 12 months of their hire date, we are committed to conducting a one-time additional executive search to identify a replacement. In this case, you will only be charged for related expenses as described in the Fee Proposal.

If your organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee will be null and void. Additionally, SGR does not provide a guarantee for candidates placed as a result of a partial recruitment effort or limited scope recruitment.

City & County Management Recruitments, 2019-Present

In Progress

- Kilgore, Texas (pop. 14,000) – City Manager
- Leavenworth, Kansas (pop. 37,351) – City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Miami, Oklahoma (pop. 13,000) - City Manager
- New Rochelle, New York (pop. 82,000) – City Manager
- New Smyrna Beach, Florida (pop. 32,000) - City Manager
- Scarsdale, New York (pop. 18,000) - Village Manager
- Treasure Island, Florida (pop. 6,500) - City Manager

2024

- Coffeyville, Kansas (pop. 9,000) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- DuPont, Washington (pop. 10,000) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Leander, Texas (pop. 80,000) - City Manager
- Manhattan, Kansas (pop. 55,000) – City Manager
- Medford, Oregon (pop. 90,000) - City Manager
- Orono, Maine (pop. 11,000) - Town Manager
- San Juan County, Washington (pop. 18,000) - County Manager
- Topeka, Kansas (pop. 125,000) - City Manager

2023

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 33,000) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Laredo, Texas (pop. 256,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager

- Lawton, Oklahoma (pop. 90,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator

- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator

- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager

- West Lake Hills, Texas (pop. 3,000) - City Administrator

References

City of Manhattan, Kansas
Mayor Susan Adamchak
Susan.adamchak@cityofmhk.com
785-587-2404
Similar Recruitment: City Manager, August 2024

City of Safford, Arizona
Danielle Nelson, Human Resources Officer
dnelson@saffordaz.gov
928-432-4021 office
928-965-3039 cell
Similar Recruitment: Assistant City Manager, June 2024

City of Dupont, Washington
Mayor Ronald Frederick
rfrederick@dupontwa.gov
253-344-3927
Similar Recruitment: City Administrator, February 2024

CITY ADMINISTRATOR

DuPont, Washington

EXECUTIVE RECRUITMENT PROVIDED BY SGR

THE COMMUNITY

Tucked against the Nisqually Reach along the southern end of Puget Sound, about 15 miles north of Olympia and 20 miles south of Tacoma along the I-5 corridor, the City of DuPont is an island of calm amid the hustle and bustle of Western Washington, a small-town community bolstered by rich history and strong commercial growth.

The 5.86-square-mile city, home to just under 10,200 residents, has a long tradition of welcoming visitors and providing homes to families. The fertile plains, abundant wildlife, and easy access to the Puget Sound made it an ideal environment for early Nisqually tribes to trade and thrive. In 1833, the British-owned Hudson's Bay Company established Fort Nisqually, a center of trade and agriculture for decades.

Growth began in earnest in 1906, as hundreds of workers and their families settled around the E.I. DuPont de Nemours Company's explosive manufacturing plant. The plant's explosives were used for some of the world's most significant construction projects, including the Panama Canal and Grand Coulee Dam, and munitions for both World Wars. The company town's village became the city's first planned community, offering parks, walking trails, a clubhouse, a general store, and a hotel. "The Village" has since earned a spot on the National Register of Historic Places, and it remains the only company town in the state with most of its 110 historic homes intact.

Today, DuPont is home to a wide variety of local businesses as well as several corporations, including CalPortland, Amazon, Kimberly Clark, FedEx, and Dania, and the community pairs its commercial success with exceptional quality of life for its residents.

DuPont's other community partners include the Nisqually and Cowlitz Indian Tribes, the Joint Base Lewis-McChord military base and the Steilacoom school district.

Like the rest of Western Washington, the area is a playground for nature lovers. The City boasts nearly 500 acres of open space and natural areas and maintains 50 acres of developed parks as well as 12 miles of trails and bike lanes. Puget Sound offers opportunities for fishing, boating, and other watersports, and the nearby Billy Frank Jr. Nisqually National Wildlife Refuge features four miles of hiking trails, birding, hunting, and more. Adventurers can head over to Anderson Island for camping, swimming, and wildlife watching. Golfers have their choice of several courses, including DuPont's The Home Course, which will be hosting the Pelzer Golf Northwest Open in 2024.

DuPont hosts a slew of festivals throughout the year as well, including Concerts in the Park, the DuPont-Hudson's Bay Festival & BBQ Competition, the Mayor's Cup golf tournament, the annual Parks & Recreation Auction, and Holiday Tree Lighting. Over the summer, families also enjoy browsing the DuPont Farmers Market — and year-round, they can take a step back in time at the Lewis Army Museum or DuPont Historical Museum. Beyond the restaurants, shopping, and cultural opportunities within

DuPont's city limits, residents have easy access to communities in Pierce, King, and Snohomish counties through area highways and the ST Express Bus, into Tacoma and Seattle thanks to Sounder commuter rail, and to the world thanks to Seattle-Tacoma International Airport.

The Steilacoom Historical School District serves DuPont schoolchildren, and families interested in a Montessori education can attend Children's Village Montessori through age 7. Residents seeking higher education have their choice of Pierce College Fort Steilacoom, Clover Park Technical College, Pacific Lutheran University, and Saint Martin's University within 10 miles, or Tacoma Community College, Bates Technical College, University of Puget Sound, South Puget Sound Community College, University of Washington Tacoma, Faith Evangelical College & Seminary, and The Evergreen State College within 25 miles.

The median household income in DuPont runs just north of $98,400, and average homes are priced around $385,500. Property owners enjoy one of the lowest property tax rates in the region.

A rich history, a vibrant future

GOVERNANCE & ORGANIZATION

The City of DuPont is a code city with a mayor-council form of government. The City Council consists of seven part-time, nonpartisan members elected at large to serve staggered, four-year terms with elections held every two years.

The City Council is responsible for enacting legislation and making general policy decisions governing the City, while the mayor — also a nonpartisan, part-time elected position — serves as the organization's chief executive officer, assisted by a full-time professional city administrator. The mayor also appoints commissioners to the City's municipal agencies with approval by the City Council, including the Civil Service Commission, DuPont Historical Society, Lodging Tax Advisory Committee, Parks & Recreation Commission, Planning Commission, Tree Advisory Commission, and Transportation Benefit District.

DuPont has nearly 70 employees and an annual budget of just under $28 million this year. The community is a proud recipient of the Well City Award and Tree City USA designation and is a Purple Heart City.

MISSION

To provide high-quality municipal services that are affordable, accessible, and encourage maximum participation.

VISION

To be a welcoming and inclusive community with a balance of public safety, quality of life, economic vitality, and environmental and historic preservation.

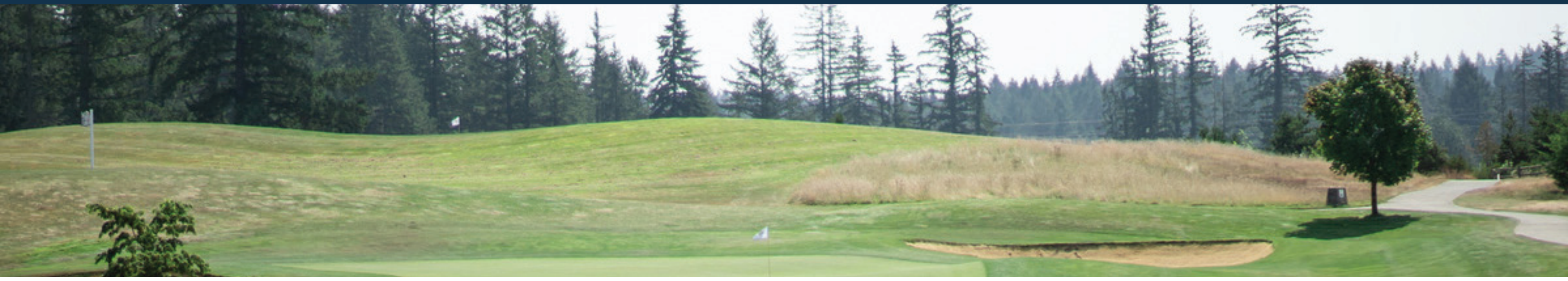
ABOUT THE POSITION

Under the mayor's authority, DuPont's City Administrator is the organization's chief administrative officer and directs all aspects of city government, providing operational leadership, supervision of City employees, customer service and response, media liaison, and staff support to the mayor and City Council.

This position oversees all City departments including Police, Fire, Legal Services, Public Services/ Planning, Finance, Human Resources, and Community Relations/City Clerk. The City Administrator also oversees the functions of economic development, parks and recreation, information technology services, risk management, community relations, and intergovernmental relations. This position assists with the mayor's administrative and policy-related responsibilities and directs the preparation of the City's budget while balancing service-level demands with scarce financial resources and personnel.

Essential duties include:

- Working closely with departmental leaders in the shared pursuit of the City's vision, goals, and strategies as identified in the City's adopted Strategic Plan.
- Providing leadership and direction in developing short- and long-term plans; gathering, interpreting, and preparing data for studies, reports, and recommendations; and ensuring the implementation of all adopted policies.
- Ensuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Providing professional advice to the Mayor, City Council, department leadership, agencies, commissions, and civic groups.
- Preparing and submitting a preliminary annual City budget consistent with the organization's vision and goals and administering the adopted budget.
- Representing the City's positions and interests at regional forums, state legislature, committees, and workgroups.



OPPORTUNITIES & CHALLENGES

Developing trust and credibility with the leadership team, Mayor and City Council, and residents — as well as DuPont's diverse community groups, business community, school district, and the state legislature — will be critical to the new City Administrator's success and should be their top priority. Other opportunities and challenges to focus on in the years ahead include:

- *Economic Development and Sustainable Growth* - DuPont is a small city on the verge of growth, and appropriate land development is key to the community's future. The new City Administrator will be integral in developing a strategic and sustainable growth plan that pairs long-term financial planning with land use, infrastructure, environmental protection, and affordable housing policies. This plan must include evaluating revenue, exploring additional revenue sources, land use policies, and staffing resources needed to support and sustain the community's infrastructure and growth. A focus on tourism and strategic development will also be essential to assist in revenue generation.
- *Affordable Housing* - DuPont is planning for an additional 5,184 people and needs to accommodate 1,960 more housing units by 2050. A significant project in the planning stages, Patriot's Landing, will allow for the construction of two multifamily buildings, and state mandates regarding affordable housing will be an important component of upcoming land use and development discussions.

Key Priority Projects:

- Comprehensive Plan update in 2024
- Planning for new community center
- State Farm flagship site development
- Old Fort Lake sub-area plan
- Strategic Plan for Tourism

- *Organizational Efficiency* - Working closely with the leadership team, the selected candidate will seek opportunities to streamline workflow processes using technology to provide the highest level of service to internal and external customers.
- *Community and Business Engagement* - The new hire will develop a robust communication plan that uses a variety of sources, including social media and DuPont's website, to keep residents and stakeholders informed of projects, events, and other points of interest.
- *Public Safety* - Keeping DuPont residents safe is among leadership's highest priorities. The development of a plan for the recruitment and retention of police officers, maintaining collaborative working relationships with Police and Fire labor groups, keeping a focus on crisis management, and evaluating future needs for emergency services will be a priority for the new City Administrator.

IDEAL CANDIDATE

The City of DuPont is seeking an experienced and forward-thinking leader with a strong knowledge base in municipal operations to become its next City Administrator. This is a rare career opportunity to make a difference in a beautiful, close-knit community that celebrates its past while looking to its bright future.

Candidates should be seasoned and politically savvy leaders with a successful track record of creating and sustaining an organizational culture that encourages teamwork and promotes health and productive relationships with City staff, the Mayor, and the City Council, as well as among regional and statewide stakeholders. The next City Administrator will be comfortable working with diverse community and cultural groups and ideally have worked with private/public partnerships. City leaders are looking for someone approachable, open-minded, creative, and collaborative who guides staff when needed while trusting and empowering them to perform.

DuPont is searching for a strategic leader who can efficiently evaluate needs, execute solutions, and make tough, ethical decisions while modeling respect, integrity, collaboration, and a commitment to excellence.

The ideal candidate is a strong communicator who understands how to be responsive to the needs of a diverse constituency, a visible leader who regularly engages with staff and community partners, and someone who embraces an open-door policy, approaching their work with a steady temperament and warm sense of humor. They are confident and progressive, with a mind for strategy, efficiency, and effectiveness, and they hold themselves and their staff accountable while supporting the work/life balance that keeps DuPont so desirable.

WHY DUPONT?

- Join a talented, committed, cohesive leadership team with a supportive mayor and City Council and work collaboratively to continue delivering this award-winning community's high-quality services and amenities.
- Be part of the team that leads DuPont to the next level in its strategic and sustainable development plan.
- Embrace an opportunity to initiate strategic economic development initiatives that bring thoughtful growth and prosperity to DuPont.
- Enjoy a small-town environment surrounded by natural beauty.

EDUCATION & EXPERIENCE

The ideal candidate will have graduated from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field or other administrative experience; plus five (5) years of experience as a municipal administrator or executive.

Master's degree, ICMA-CM and/or CPM is desirable.

Experience in municipal finance, long-range planning, land use, and working with public safety in a full-service city of similar or larger size and complexity is very desirable.

COMPENSATION & BENEFITS

The City of DuPont is offering a competitive salary of $163,896- $190,000 for this position, commensurate with experience and qualifications. The City's comprehensive benefits package includes medical, dental, and vision insurance; health reimbursement accounts; 11 paid holidays, six floating holidays, monthly sick leave accruals, and 21 vacation days annually; and flexible work schedules.

DuPont also participates in the Washington State Department of Retirement Systems and contributes $100 monthly to 457(b) plans.

APPLICATION PROCESS

Please apply online

For more information on this position, contact:

Debra Stapleton, Senior Vice President
DebraStapleton@GovernmentResource.com
602-206-3536

The City of DuPont, Washington, is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

City of DuPont
dupontwa.gov

Administration Department
dupontwa.gov/65/Administration

Economic Development Department
dupontwa.gov/139/Active-Development-Projects

DuPont Comprehensive Plan
dupontwa.gov/138/Planning-Documents

Tacoma Chamber of Commerce
tacomachamber.org

**Agreement for Executive Recruitment Services ("PROJECT")
to City of Bonner Springs, Kansas ("CLIENT") between
CLIENT and Strategic Government Resources, Inc., DBA SGR ("SGR")**

SGR and CLIENT (together, "Parties") agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

1. **SGR promises and agrees:**
   A. To perform the services described in SGR's Proposal for PROJECT dated August 16, 2024 ("PROPOSAL") in response to CLIENT's Request for Proposals for Executive Recruitment Services for City Manager dated July 29, 2024 ("RFP"), substantially in the timeframe projected in the PROPOSAL.

   B. To honor the Placement Guarantee stated in the PROPOSAL.

   C. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

2. **CLIENT promises and agrees:**
   A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

   B. To timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening and interviews; failure to do so may, in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.

   C. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR's reasonable discretion, extend timelines and can negatively impact the outcome of the process.

   D. To refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.

   E. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.

   F. That if CLIENT receives an open records request, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt and that CLIENT shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to CLIENT releasing the required information with protected information redacted.

   G. To directly reimburse finalists for travel-related expenses relating to in-person interviews.

H. That CLIENT is ultimately responsible for candidate selections and CLIENT will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, or applicable state, or local law.

I. To comply with the Fair Credit Reporting Act.

J. To cooperate with SGR to enable SGR to perform its obligations to CLIENT.

3. **Additional Terms and Conditions:**

A. The PROPOSAL is incorporated herein for all purposes including all terms defined therein, but if there is any conflict or inconsistency between the terms or conditions of this Agreement, this Agreement controls.

B. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.

C. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.

D. Remedies

i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to perform. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

E. CLIENT acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects through the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates with whom SGR may be having conversations as part of the recruitment process, may be damaging to the prospects, CLIENT, and SGR. Accordingly, CLIENT acknowledges and, to the extent permitted by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with CLIENT.

F. There are no third-party beneficiaries to this Agreement.

G. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.

H. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.

I. This Agreement will be governed by the substantive laws of the State of Kansas without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Wyandotte County of the State of Kansas.

J. To the extent it may be permitted to do so by applicable law, CLIENT does hereby agree to defend, hold harmless, and indemnify SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken by SGR, its officers, employees, and contractors, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of SGR acting within the course and scope of SGR's engagement with CLIENT; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that SGR committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of SGR's legal counsel shall be with the mutual agreement of SGR and CLIENT if such legal counsel is not also CLIENT's legal counsel. A legal defense may be provided through insurance coverage, in which case SGR's right to agree to legal counsel provided will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or SGR's engagement with CLIENT.

K. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.

   i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.

   ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

Legal Notices:

SGR
Attn: Melissa Valentine, Corporate Secretary
PO Box 1642
Keller, TX 76244
Melissa@GovernmentResource.com

CLIENT
Attn: ______________________________
Address: ___________________________
Email: _____________________________

PROJECT Representative:

SGR
Jeri J. Peters
President of Executive Recruitment
JJPeters@GovernmentResource.com
817-337-8581

CLIENT
Name: ______________________________
Title: ______________________________
Email: ______________________________
Phone: ______________________________

Billing and Invoicing:

SGR
Attn: Finance
Finance@GovernmentResource.com
817-337-8581

CLIENT
Name: ______________________________
Title: ______________________________
Email: ______________________________
Phone: ______________________________

L. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, of information disclosure, any representations and warranties, and placement guarantee survive this Agreement.

M. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party's respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.

N. Time is of the essence to this Agreement.

O. This Agreement may be executed in counterparts which together will comprise the Agreement.

P. This Agreement is subject to appropriation of funds by CLIENT.

Strategic Government Resources, Inc., DBA SGR

____
Signature

Printed Name: Jeri J. Peters

Title: President of Executive Recruitment

____
Date

CLIENT

____
Signature

Printed Name: ______________________________

Title: ______________________________

____
Date

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From:

Subject: Executive Session for Consultation with an Attorney, K.S.A. 75-4319(b)(2)

Recommendation:

Action: 1. Make a motion to go into executive session for consultation with an attorney pursuant to exception K.S.A. 75-4319(b)(2). The open meeting will resume in the Council Chamber at _____p.m.
2. Make a motion to resume the open meeting with no action taken at _________p.m.

Background:

Discussion:

Financial Impact:

City Manager's Update

Date: September 6, 2024

To: Mayor and City Council

GENERAL:

- **Evenings on Oak:** Our last Evenings on Oak for the year is Thursday, 9/12 from 5-8PM! Join us for food trucks, vendors, the Farmers' Market, the boutique's Sip N Shop, and live music.

- **Water Treatment Plant Ribbon Cutting:** The ribbon-cutting event is scheduled for September 27th at 10:00 a.m.

- **Bonner Springs/Edwardsville Chamber Golf Tournament:** Playing, sponsor, or donate a raffle prize for the 2024 Chamber Golf Tournament on Wed., 10/2/24, at Dub's Dread. Proceeds create college scholarships for our 2025 BSHS seniors! Click **HERE** for information on the tournament and how to get involved.
- **Body Sculpt Boutique Ribbon Cutting:** There is a new component inside Bonner Springs Integrative Health. The ribbon cutting will be there on Thursday, September 12th at 4:30PM.

CITY CLERK'S OFFICE:

- **Renaissance Festival:** We have issued 122 vendor license applications so far. The 2024 season is August 31 – October 14.
- The Solid Waste Report for August is enclosed.

LIBRARY:

- There are several events coming up at the Bonner Springs Library. Visit the library's website HERE for more details.

PARKS, RECREATION, AND SENIOR CENTER:

- **Citywide Garage Sale** will be on September 21st. You can register your sale to be on the map HERE no later than September 18th. The interactive map will be available on the Parks & Recreation page of the City website on Friday, September 20th.

- **Bio-Blitz** returns all September! The Parks for Pollinators campaign aims to raise public awareness of the pollinator crisis and encourage local action through public parks and recreation and likeminded organizations. The national Parks for Pollinators BioBlitz event intends to engage, educate and help more people understand the importance of pollinators and native habitats in their local communities.

  Each agency or organization who signs up to host a BioBlitz event will be entered into a drawing to win one of three $1,000 prizes and one of three ScottsMiracle-Gro Prize Packs to put toward creating/enhancing a pollinator habitat. See official rules for details. The Parks for Pollinators BioBlitz is supported by ScottsMiracle-Gro Foundation to raise awareness and support the protection of pollinators in their local communities. Find more information HERE.

POLICE DEPARTMENT:

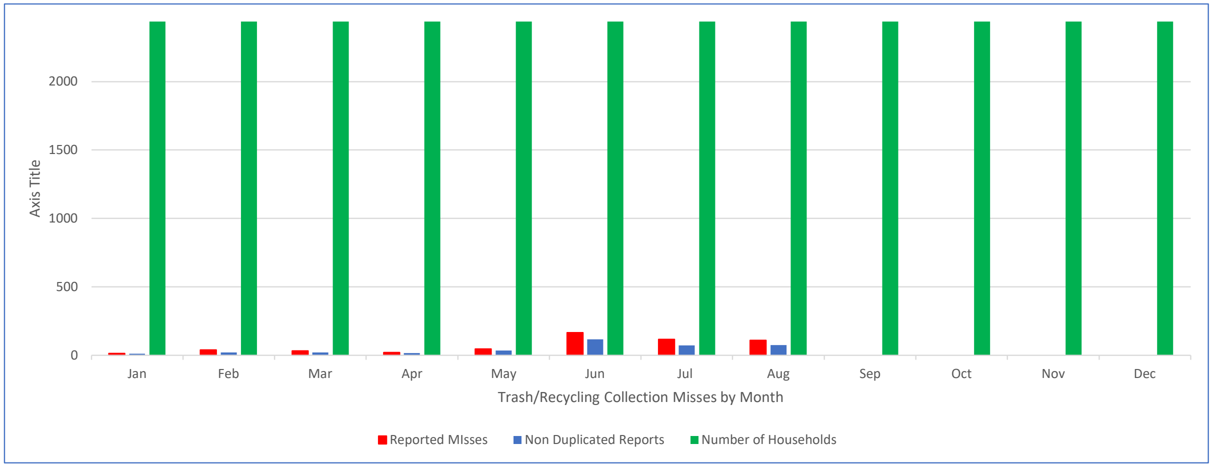
- **IA Pro Software:** Following Council's approval of the software at the last meeting, staff is working through the onboarding process.

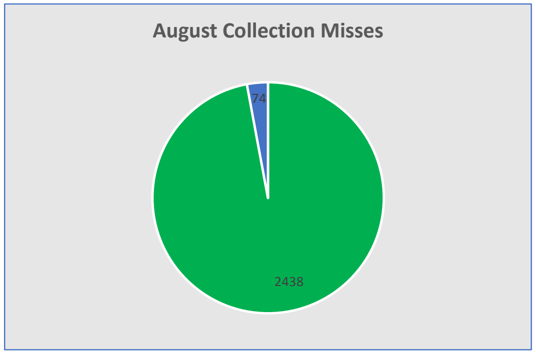
- **Fleet Graphics:** To help clean up the fleet, several police cars will have new graphics. We will be removing the white doors as the graphics appear to be being peeled off and damaged. The new graphic scheme (already deployed on one vehicle) will hopefully help with the appearance of the aging fleet.

- **Animal Control:** The Animal Control facility received a surprise inspection from the State of Kansas. The facility passed its inspection with a recommendation for added clerical software.

Month	Total	Reported misses	Non duplicated reports*	percentage
Jan	2438	14	10	0.41%
Feb	2438	40	21	0.86%
Mar	2438	32	19	0.78%
Apr	2438	19	15	0.62%
May	2438	45	33	1.35%
Jun	2438	164	115	4.72%
Jul	2438	115	71	2.91%
Aug	2438	108	74	3.04%
Sep	2438			
Oct	2438			
Nov	2438			
Dec	2438			

* Duplicated reports are ones that the resident reported the miss multiple times in one day or one pick-up cycle. They may have called 311 and then called us or they may have called us multiple times for the same miss.





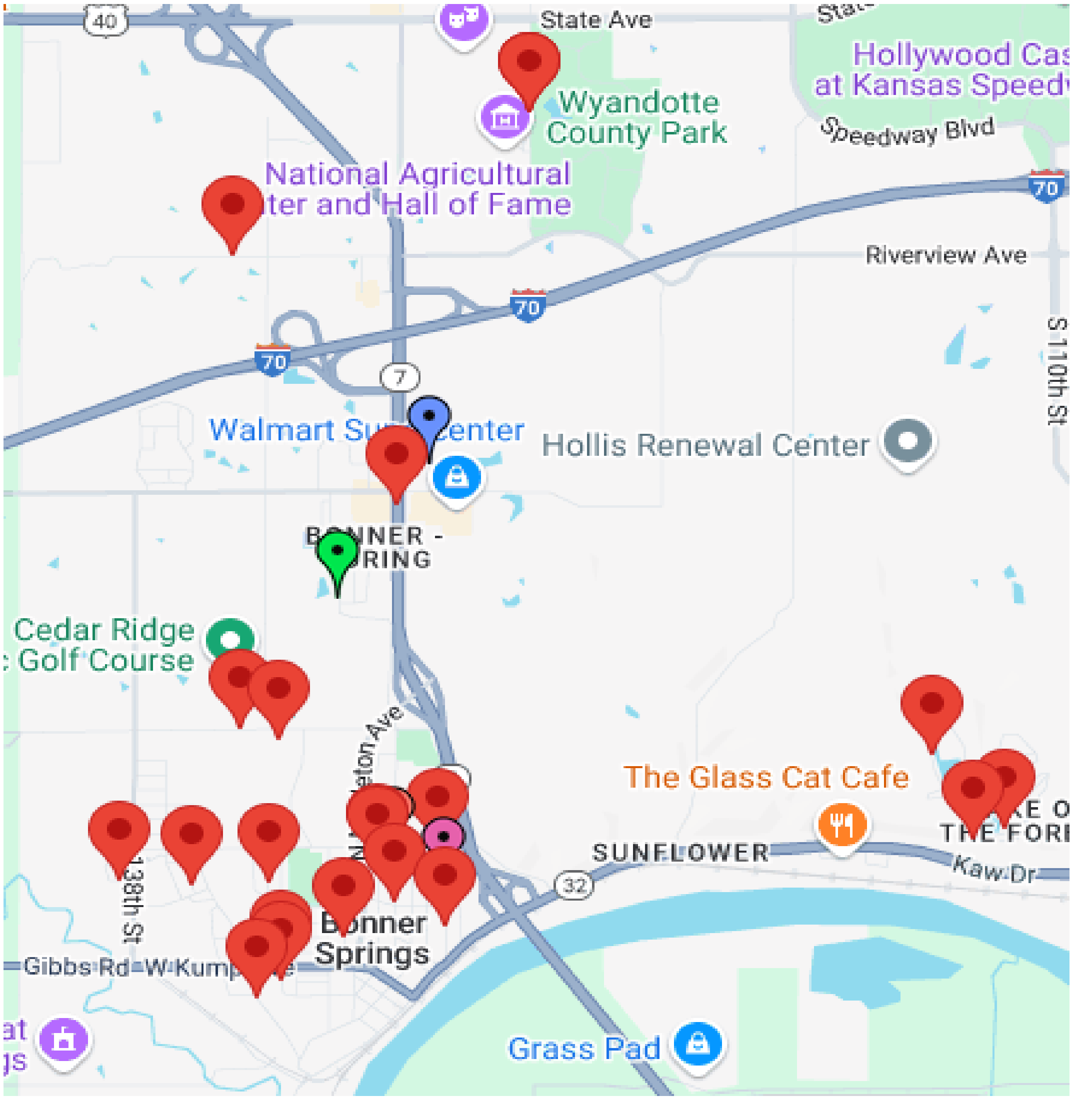
REPORT OF BUILDING PERMITS ISSUED

ISSUED DATES: 8/19/2024 THRU 9/1/2024

STATUS: OPENED, COMPLETED

****

TYPE OF PERMIT	NUMBER OF PERMITS
COMMERCIAL NEW/ADDITION	1
COMMERCIAL REMODEL	0
COMMERCIAL ROOF	0
DECK	1
DRIVEWAY	0
DEMOLITION	0
ELECTRICAL	1
FENCE	1
FIREWORKS	1
GENERAL INSPECTION	0
MECHANICAL	3
OPEN FLAME	0
PLUMBING	5
POOL, ABOVE GROUND	0
POOL, IN GROUND	0
RESIDENTIAL ACCESSORY STRUCTURE	1
RESIDENTIAL MANUFACTURED MOVE-IN	0
RESIDENTIAL NEW/ADDITION	0
RESIDENTIAL REMODEL	1
RESIDENTIAL ROOF	11
RIGHT OF WAY	1
SIGN	0
TENT	2
UTILITIES OFF	1
TOTAL NEW PERMITS	**30**
TOTAL ACTIVE PERMITS	**130**


State Ave
Wyandotte County Park
National Agricultural
Riverview Ave
Speedway Blvd
Walmart Su
Hollis Renewal Center
S 110th St
Cedar Ridge
Golf Course
The Glass Cat Cafe
SUNFLOWER
Kaw Dr
138th St
Gibbs Rd
Springs
Grass Pad

2

CODE ENFORCEMENT INCIDENT ACTIVITY REPORT

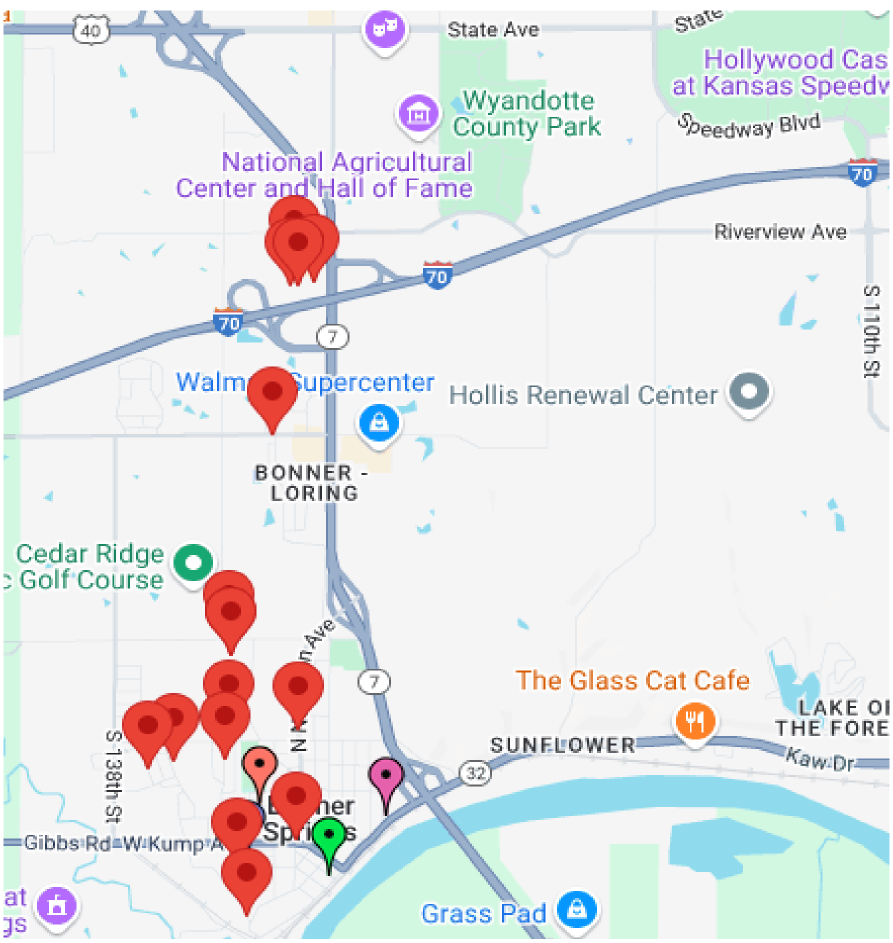
INCIDENT CODE: *-All USER: mstites

DATES: 8/19/2024 THRU 9/1/2024

****

	NEW INCIDENTS	RESOLVED/ CLOSED	CUMULATIVE ACTIVE CASES
BRUSH	0	30	9
GENERAL	0	188	18
INOPERABLE/UNLICENSED/ON-GRASS	5	395	83
OUTSIDE STORAGE	1	308	65
PERMIT CHECK	11	476	0
PROPERTY MAINTENANCE	3	186	47
SIGNS	0	545	0
SNOW & ICE	0	7	0
TALL GRASS/WEEDS	10	377	63
TOTALS	**30**	**2512**	**218**

Report shows number of locations with multiple violations at many locations; does not include site re-inspections.



Case No.	Application Date	Project Name	Address	Project Type	Review Process(es)	Project Status	Board of Zoning Appeals	Approved/ Denied	Planning Commission	Approved/ Denied	Governing Body	Approved/ Denied	Applicant	Current Zoning or Future Land Use	Requested Zoning	No. Lots	Total Acres
Pending Planning Projects List - 2023																	
FDP-02-22	*November 15, 2022*	*APAC*	*1800 S. 122nd Street*	*Floodplain Development Permit*		*PENDING FEMA APPROVAL*							*Dan Jones, APAC-Kansas, Inc*	*I-2*	*NA*	*1*	*745+/-*
Pending Planning Projects List - 2024																	
Case No.	**Application Date**	**Project Name**	**Address**	**Project Type**		**Project Status**	**Board of Zoning Appeals**	**Approved/ Denied**	**Planning Commission**	**Approved/ Denied**	Governing Body	**Approved/ Denied**	**Applicant**	**Current Zoning or Future Land Use**	**Requested Zoning**	**No. Lots**	**Total Acres**
JANUARY 2024 SUBMITTALS - CUT OFF DATE 1/17/2024 FOR 3/19/2024 PC MEETING																	
LS-01-24	February 14, 2024	Loun Property	13230 Riverview Ave	Minor Plat	SR	PENDING							Phillip Loun	RR	NA	1	9.86+/-
FEBRUARY 2024 SUBMITTALS - CUT OFF DATE 2/14/2024 FOR 4/16/2024 PC MEETING																	
EV-01-24	February 29, 2024	The 120 on Oak	120 Oak Street	Vacating Plat	PC/CC	PENDING			April 16, 2024	PENDING	May 13, 2024	PENDING	Katfish Inc.	CC	NA	1	
JUNE 2024 SUBMITTALS - CUT OFF DATE 6/19/2024 FOR 8/20/2024 PC MEETING																	
BZA-05-24	June 19, 2024	QuikTrip Corp.	300 S. 129th St	Variance	BZA	PENDING	August 20, 2024	PENDING					QuikTrip Corp.	GC	NA	1	5.5 +/-
JULY 2024 SUBMITTALS - CUT OFF DATE 7/17/2024 FOR 9/17/2024 PC MEETING																	
ST-02-24	July 19, 2024	Scannell Properties	110 S. 110th St Bldg. 1	Site and Landscape Review	SR	PENDING							Scannell	LI	NA	1	17.10+/-
AUGUST 2024 SUBMITTALS - CUT OFF DATE 8/14/2024 FOR 9/17/2024 PC MEETING																	
PP-02-24	July 17, 2024	Scannell Properties	110 S. 110th St	Preliminary Plat	PC/CC	PENDING			August 20, 2024	PENDING	October 14, 2024	PENDING	Scannell	LI	NA	5 +1	159+/-
FP-02-24	July 17, 2024	Scannell Properties	110 S. 110th St	Final Plat	PC/CC	PENDING			August 20, 2024	PENDING	October 14, 2024	PENDING	Scannell	LI	NA	5 +1	159+/-
ST-04-24	August 2, 2024	Scannell Properties	110 S. 110th St Bldg. 2	Site and Landscape Review	SR	PENDING							Scannell Properties	LI			
BZA-06-24	August 9, 2024	Kimberly Phillips	1134 S. 130th St	Setback Variance	BZA	PENDING							Kimberly Phillips				
SUP-03-24	August 14, 2024	Greg Erzen	23920 W. 43rd St	Special Use Permit	PC/CC	PENDING			September 17, 2024	PENDING	October 14, 2024	PENDING	Greg Erzen	LI	NA	1	

COMPLETED PLANNING PROJECTS - 2024																	
Case No.	Application Date	Project Name	Address	Project Type	Review Process(es)	Project Status	Board of Zoning Appeals	Approved/ Denied	Planning Commission	Approved/ Denied	Governing Body	Approved/ Denied	Applicant	Current Zoning or Future Land Use	Requested Zoning	No. Lots	Total Acres
NOVEMBER 2023 SUBMITTALS - CUT OFF DATE 12/20/2023 FOR 2/20/2024 PC MEETING																	
~~SUP-06-23~~	~~November 21, 2023~~	~~Daycare - First Pentecostal Church~~	~~224 W. Morse Ave~~	~~Special Use Permit~~		~~WITHDRAWN~~			~~Insufficient application information~~	~~WITHDRAWN~~	~~Insufficient application information~~	~~PENDING~~	~~First Pentecostal Church of Bonner Springs~~	~~R-1~~	~~NA~~	~~1~~	~~1.25ac~~
	~~Pending~~	~~Compass 70 Logistic Center~~	~~110 S. 110th St~~	~~Preliminay Plat~~		~~WITHDRAWN~~											
	~~Pending~~	~~Compass 70 Logistic Center~~	~~110 S. 110th St~~	~~Final Plat~~		~~WITHDRAWN~~											
FEBRUARY PLANNING COMMISSION - MARCH GOVERNING BODY																	
ST-03-23	November 27, 2023	QuikTrip	300 S. 129th St	Site and Landscape Plan Review	SR	APPROVED			February 20, 2024	APPROVED			QuikTrip/ODFL	C-2	NA	1	
PP-01-24	January 1, 2024	ODFL	12900 Speaker Road	Preliminay Plat	PC/CC	APPROVED			February 20, 2024	APPROVED			Old Dominion Freight Lines	I-1	NA	7	80 +/-
BSRZ-02-23	November 27, 2023	QuikTrip	300 S. 129th St	Rezoning	PC/CC	APPROVED			February 20, 2024	APPROVED	March 11, 2024	APPROVED	QuikTrip/ODFL	A-1	GC	1	
FP-01-24	January 1, 2024	ODFL	12900 Speaker Road	Final Plat	PC/CC	APPROVED			February 20, 2024	APPROVED	March 11, 2024	APPROVED	Old Dominion Freight Lines	I-1	NA	7	80 +/-
FDP-01-24	March 11, 2024	Magellan Pipeline Bank Stabilization	Wolf Creek - 13625 State Ave	Bank Stabilization - gas pipeline exposed	SR	APPROVED							Magellan Midstream Partners	RR	NA	NA	NA
MARCH PLANNING COMMISSION - APRIL GOVERNING BODY																	
SUP-01-24	January 17, 2024	Country Stampede	633 N. 130th St - Azura Amp & AG Hall of Fame	Special Use Permit	PC/CC	APPROVED			March 19, 2024	APPROVED	April 8, 2024	APPROVED	Country Stampede	RR	NA	2	82 +/-
SUP-02-24	January 22, 2024	Ad Trend, Inc. Digital Billboard	14110 Minnesota Ave	Special Use Permit	PC/CC	APPROVED			March 19, 2024	APPROVED	April 8, 2024	APPROVED	Ad Trend, Inc.	LI	NA	1	
BZA-01-24	January 17, 2024	The 120 on Oak	120 Oak Street	Variance	BZA	APPROVED	April 16, 2024	APPROVED					The 120 Society, LLC	CC	NA	1	1.92+/-
ST-01-24	January 17, 2024	The 120 on Oak	120 Oak Street	Site and Landscape Plan Review	SR	APPROVED							The 120 Society, LLC	CC	NA	1	1.92 +/-
BSRZ-01-24	February 14, 2024	Loun Property	13230 Riverview Ave	Rezoning	PC/CC	APPROVED			March 19, 2024	APPROVED	April 18, 2024	APPROVED	Phillip Loun	RR	GR	2	
~~BZA-02-24~~	~~February 14, 2024~~	~~Loun Property~~	~~13230 Riverview Ave~~	~~Variance~~		~~WITHDRAWN~~	~~April 16, 2024~~						~~Phillip Loun~~				
APRIL PLANNING COMMISSION - MAY GOVERNING BODY																	
BZA-03-24	February 14, 2024	Miller Variance	401 Lake Forest Dr.	Variance	BZA	APPROVED	April 16, 2024	APPROVED					Tom Miller	RR	NA	1	
FP-02-24	February 26, 2024	Sandstone Townhomes	546 N. 130th St	Final Plat	PC/CC	APPROVED			April 16, 2024	APPROVED	May 13, 2024	APPROVED	Sandstone Townhomes	MR	NA	22	15.43+/-
~~BZA-04-24~~	~~April 24, 2024~~	~~Shadyside Setback Variance~~	~~231 Shadyside~~	~~Variance~~	~~BZA~~	~~ALLOWED THROUGH NEW UDO~~	~~June 25, 2024~~	~~ALLOWED THROUGH NEW UDO~~	~~A change in setback distances now allows for Mr. Crosby's covered porch to remain.~~				~~Ken Crosby~~	~~GR~~	~~NA~~	~~1~~	
BSRZ-02-24	April 19, 2024	Mitchell Rezoning	3911 S. 142nd Street	Withdrawn	PC/CC	WITHDRAWN			June 25, 2024	WITHDRAWN	July 8, 2024	WITHDRAWN	Mark Mitchell	LA	LR for a portion	1	31.4 +/-
MAY 2024 SUBMITTALS - CUT OFF DATE 5/15/2024 FOR 7/16/2024 PC MEETING																	
BSCP-01-24		Planning Sustainable Places - Downtown Master Plan	City Wide	Comp Plan Change	PC/CC	APPROVED			July 16, 2024	APPROVED	############	PENDING	Staff				
BSCP-02-24	June 7, 2024	Comp Plan Change	720 N. 118th St	Comp Plan Change	PC/CC	APPROVED			July 16, 2024	APPROVED	############	PENDING	EMAP KC, LLC (Mattel Adventure Park)	INDUSTRIAL	(MIXED COMME RCIAL)	1	79 +/-
BSZO-03-24	April 24, 2024	Recreational Vehicle Park - Zoning District Creation	City Wide	Zoning Ordinance Amendment	PC/CC	APPROVED			July 16, 2024	APPROVED	############	PENDING	Staff				
JUNE PLANNING COMMISSION - JULY GOVERNING BODY																	
BSZO-01-24	April 24, 2024	Accessory Building Regulations	City Wide	Zoning Ordinance Amendment	PC/CC	APPROVED			June 25, 2024	APPROVED	July 8, 2024	APPROVED	Staff				
BSZO-02-24	April 24, 2024	Amendments to the Table of Uses	City Wide	Zoning Ordinance Amendment	PC/CC	APPROVED			June 25, 2024	APPROVED	July 8, 2024	APPROVED	Staff				
ST-03-24	August 2, 2024	Snak Atak - Convinience Store	11575 Kaw Drive	Site and Landscape Review	SR	APPROVED							Moe Shah	GC	NA	1	.736 +/-
ECP-01-24	July 12, 2024	Scannell Properties	110 S. 110th St	Earth Change Permit	CE/SR	APPROVED							Scannell	LI	NA		160 +/-

Memorandum

Date: September 9, 2024
To: Mayor and City Council
From:

Subject: Make a motion to adjourn the City Council Meeting at ___ p.m.

Recommendation:

Action: Make a motion to adjourn the City Council Meeting at ___ p.m.

Background:

Discussion:

Financial Impact: