

Agenda

Basehor City Council Work Session

December 8, 2021 ~ 7:00 p.m.
Basehor City Hall



1. 5 Year Capital Improvement Plan Presentation
2. Resolution 2021-36: Basehor Debt Management Policy
3. Resolution 2021- 37: 2021 Budget Amendments
4. Resolution 2021- 38: Investment Management
5. Resolution 2021-39: 2022 Wage Plan
6. Resolution 2021-40: Animal License Review- Approval of City Staff as Appointed Agent
7. Executive Session (If Needed)

Per K.S.A. 75-438 the City Council Meeting agenda is available for review at Basehor City Hall, 2620 North 155th

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 1

Topic: 5 Year Capital Improvement Plan Presentation

Narrative: A capital improvement plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period — usually 4-6 years.

City staff along with Bruce Kimmel from Ehlers will be presenting Basehor's Capital Improvement Plan for 2022.

Action Requested: Staff respectfully requests input from the governing body on the CIP. There is no formal action needed on this item.

Attachments: None- Presentation and CIP will be presented during the meeting and sent to the governing body electronically thereafter.

Projector Needed for this item?

Yes

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 2

Topic: Resolution 2021-36: Basehor Debt Management Policy

Narrative: On May 22nd, 2019, the Governing Body approved Resolution No. 2019-10: Basehor's Debt Management Policy.

During the 2022 Budget process questions and input related to the City's fund balance and target reserve amounts were discussed. Understanding the City has a relatively small but healthy budget, the importance of establishing percentages and target balances to reflect fiscal responsibility and conservancy was the take-away.

The attached resolution is an amended Debt Management Policy that includes recommended revisions to the Reserve Funds portion of the policy to reflect the long term and strategic visions of the Governing Body as provided during the 2022 Budget process.

Action Requested: Approval of Resolution No. 2021-36 Basehor Debt Management Policy

Attachments:

Resolution 2021-36

Exhibit A (City of Basehor Debt Management Policy)

Projector Needed for this item?

No

RESOLUTION NO. 2021-36

A RESOLUTION APPROVING THE CITY OF BASEHOR DEBT MANAGEMENT POLICY

WHEREAS, the City Basehor wishes to adopt the amended City of Basehor Debt Management Policy, attached hereto as Exhibit A.

WHEREAS, the amended City of Basehor Debt Management Policy is limited to the Reserve Funds portion only.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

Section 1. That the City of Basehor Debt Management Policy attached hereto as Exhibit A is hereby approved.

Section 2. That this resolution shall become effective upon passage.

PASSED by the Governing Body this 15th December, 2021.

APPROVED by the Mayor this 15th day of December, 2021.

[SEAL]

David K Breuer, Mayor

ATTEST:

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

EXHIBIT A

City of Basehor Debt Management Policy

CITY OF BASEHOR, KANSAS

DEBT MANAGEMENT POLICY

INTRODUCTION

The management of governmental debt requires good legal advice and a good understanding of the principles of public finance. A formal debt policy is crucial for effective financial management. A debt policy provides justification for the structure of the debt issuance, identifies goals, establishes a commitment to long-term financial planning, and improves the quality of decisions.

Over-indebtedness limits a government's ability to issue additional debt. Excessively large payments strain future operating budgets and reduce financial flexibility.

PURPOSE

The purpose of the Debt Management Policy is to establish a framework in which the City Administrator, Governing Body, and all city departments may work to effectively use the financing options available to provide quality services to the citizens of Basehor, while maintaining financial integrity.

- The City will seek to achieve and maintain the highest bond rating available.
- The City will follow a policy of full disclosure as required by legal and professional guidelines in its relations with rating agencies, Government Finance Officers Association, Securities and Exchange Commission rules, National Federation of Municipal Analysts and the investment community.
- The City will have a specific set of debt issuance guidelines consistent with Federal, State, and local laws and practices. The debt guidelines will recognize how much debt the community can support, not only based on the debt of the city but also debt of overlapping jurisdictions.

For the purpose of this document, debt is defined as long-term financing instruments, even those that future payments are only guaranteed by continuing annual appropriations through the budget process (including leases and lease-purchase agreements).

RESPONSIBILITY FOR POLICY

The primary responsibility for administering this policy rests with the City Treasurer, who shall be assisted by the City Administrator, the City's Financial Advisor and the City's Bond Counsel. Together these four members shall comprise the Debt Management Committee.

The responsibilities of the committee shall be:

- Address the need for debt financing through the annual Capital Improvement Plan process and other improvements/programs deemed necessary by the City Administrator.
- Meet at least annually to test compliance to this policy statement and review applicable debt ratios serving as benchmarks as set forth on page 4.
- Review changes in federal and state legislation that affect the City's ability to issue debt and report such findings as appropriate.
- Review annually the provisions of ordinances authorizing issuance of bonds.
- Review at least annually the opportunities for refinancing current debt and

- Review at least annually the services provided by the City’s financial advisor, bond counsel, paying agents, and other debt financing services providers.
- In developing financing recommendations, the Debt Management committee will consider:
 - Options for interim financing including short-term and inter-fund borrowing, where allowable
 - Effects of proposed actions on tax rates and user charges
 - Trends in bond market structures
 - Other factors deemed appropriate

USES OF DEBT FINANCING

The City of Basehor will not issue long-term debt for routine operations; including routine repairs and maintenance, small tools, or equipment of the type normally paid from the operations budget, or to capitalize expenses.

Long-term debt will be used only for capital projects or specialized equipment that cannot be financed from current revenue sources.

The project for which debt issuance is being considered shall be on the City’s five-year Capital Improvement Plan and can’t be acquired without causing an unacceptable spike in revenue sources or unacceptable reduction of reserves. However, the project can be considered without being on the five-year capital improvement plan if it is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the

City or in the event the City has an emergency situation.

Debt will not be issued for longer than the useful life of the improvement or asset it is funding. There must be sufficient revenues to repay the debt, whether from future property taxes, user fees, project revenues, cost sharing revenues, or other specified and reserved sources.

Long-term financing must be able to be marketed with an appropriate credit rating, which can be maintained, market conditions must present favorable interest rates and demand for City debt obligations.

STRUCTURE AND TERMS OF DEBT FINANCING

The City will only use level or declining debt repayment schedules; it will not use back-loaded or ballooning repayment schedules or variable-rate debt. The City will avoid the use of certificates of participation, or similar types of instruments for the acquisition of facilities or equipment, except in the case of those revenue backed issuances of the Basehor Public Utilities, which are enterprise funds and are not subject to the vote of the people.

Debt will be structured to match cash flows, minimize the impact on future property tax levies, and maintain a relatively rapid repayment of principal.

Debt will be structured to achieve the lowest possible true interest cost to the City within the current market conditions, the urgency of the proposed capital project, and the nature and type of security provided.

Public funds, property, and resources will not be used directly or indirectly to influence the outcome of ballot questions. No financial advisor, bond counsel, underwriter, broker/dealer, or other entities involved or potentially involved with the outcome of the issuance of the debt shall provide contributions to influence the outcome of ballot questions.

The instruments of investment of debt proceeds for construction type projects will be limited to those identified in the City's investment policy.

Selection of consultants for the providing of professional services for any bond issue will be based upon qualifications, through a formal request for qualifications for proposals.

Any Financial Advisor to the City also capable of providing underwriting services shall be prohibited from participating in the underwriting of any City debt for a period of two years after the last service provided as Financial Advisor.

The Financial Advisor and Bond Counsel shall be prohibited from engaging in such relationships or agreements without prior consent of the Governing Body. The Financial Advisor and Bond Counsel shall certify in writing their compliance with this policy.

MAXIMUM AMOUNTS OF DEBT FINANCING

There are several key ratios that investors and financial analysts use to determine credit worthiness and the soundness of the City's financial position. The City has established a set of guidelines to be used when reviewing the debt ratios. These numbers are indicators of financial stability and are listed below.

For debt issued by the general government the ratios to be used are:

STATUTORY

Net Direct Bonded Debt as a percentage of Assessed Value (In accordance with K.S.A. 10-308)	30%
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INTERNAL GOALS

Net Direct Bonded Debt Per Capita	\$2,500
Net overall debt per capita (overlapping debt) \$10,000	

FOR REVENUE FUNDED DEBT, THE RATIOS TO BE USED ARE:

Debt Service Coverage	125%
Debt Service Safety Margin	125%

Gross income needs to pay all of the following:

- Operating expenses
- Scheduled long-term debt
- Capital improvements
- Minimum reserves

The City of Basehor will integrate the capital improvement plan and debt funding activities so that the City works to effectively maximize available financing options.

Any capital financing proposal of a City department, agency, or utility involving the pledge or other extension of the City's credit through sale of bonds, execution of loans or leases, or otherwise involving directly or indirectly the lending or pledging of the City's credit, shall be referred to the Finance Department Debt Management Committee for review before such pledge is considered by the Governing Body.

Bond Fund

Generally, payment of general obligation bonds and special assessment bonds shall be made from the City's Debt Service Fund. However, in situations in which general obligation bonds are to be paid from user fees or sales taxes, bond payments should be made from the fund that receives the revenue. The Debt Service Fund balance will be managed to eliminate or minimize arbitrage rebate liability.

Reserve Funds

Adequate reserve funds are important to ensure the continuation of fundamental City operations in the event of a local catastrophe or sustained economic downturn.

With its General, Employee Benefit, and Parks & Recreation Funds, the City will maintain a minimum aggregate year-end fund balance equal to \$2,000,000 or 40% of the next year's budgeted expenses in those Funds, whichever is greater.

In its Wastewater Fund, the City will maintain a minimum year-end fund balance equal to \$1,000,000 or 30% of the next year's budgeted expenses in that Fund, whichever is greater.

With its Consolidated Highway, Capital Improvement, and Bond & Interest Funds, the City will maintain a minimum aggregate year-end fund balance of \$1,500,000. In addition, Staff will notify the City Council in the event that it expects the combined balance to be less than \$2,000,000 in any year.

POST ISSUANCE MANAGEMENT

The City will establish procedures for ensuring the City complies with tax-exempt financing rules and regulations.

Federal arbitrage legislation is intended to discourage governmental entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the City will issue obligations only when it appears the proceeds will be utilized in a timely fashion. Because of the complexity of arbitrage regulations and the severity of non-compliance penalties, the City will engage outside consultants when arbitrage related questions arise and to calculate potential arbitrage liability.

The City is committed to meeting secondary disclosure requirements on a timely and comprehensive basis. The City is committed to full and complete primary and secondary financial disclosure and to cooperating fully with rating agencies, institutional and individual investors, City departments and agencies, other levels of government, and the general public to share clear, comprehensible, and accurate financial information.

Official statements accompanying debt issues, Annual Financial Reports, and continuing disclosure statements will meet (at a minimum), the standards articulated by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, the

Securities and Exchange Commission (SEC), and Generally Accepted Accounting Principles (GAAP).

The City shall take care to maintain compliance with all continuing disclosure agreements entered into in connection with issuance of debt. The City should thoroughly understand its obligations to gather and keep current the required information. The City will post the year-end financial report along with any other required information to the Electronic Municipal Market Access (EMMA) Web site maintained by the Municipal Securities Rulemaking board (MSRB) within the time required by the disclosure agreement. If a material event occurs as identified by the agreement, the City will file a notice to EMMA within 10 business days.

CREDIT RATINGS:

The City Treasurer and City's Financial Advisor shall be responsible for determining whether a rating shall be requested on a particular financing and which of the major rating agencies shall be asked to provide such a rating.

Once a rating has been requested, the City Treasurer shall be responsible for maintaining relationships with the rating agency(ies) that currently assign ratings to the City's debt. This effort shall include periodic updates on the City's general financial condition along with coordinating meetings and presentations in conjunction with debt issuance.

Full disclosure of operations and open lines of communication shall be provided to rating agencies used by the City. The staff of the Finance Department, with assistance from the City's financial advisor, shall prepare the necessary materials and presentations to the rating agencies.

GLOSSARY

Arbitrage - refers to the rebate or penalty amount due to the Internal Revenue Service where funds received from the issuance of tax-exempt debt have been invested and excess interest earnings have occurred, or where tax-exempt bond proceeds are not spent for their intended purpose within the times permitted by federal regulation. As used in this policy, 'excess interest earnings' means interest earned at a rate in excess of the arbitrage permitted yield on any individual bond issue.

Bond-a written promise to pay a specific amount of money, called face value, at a fixed time in the future, called the date of maturity, and carrying interests at a fixed rate, payable periodically.

Bond Indebtedness-the portion of a government's debt represented by outstanding bonds.

Capital Assets-assets of significant value and having a useful life extending beyond a single reporting period. These include such items as land, improvements, buildings, building improvements, easements, vehicles, equipment, machinery, works of art, historical treasures, infrastructure, and all other tangible and intangible assets used in operations.

GLOSSARY (continued)

Capital Expenditures- an expenditure which results in the acquisition of or addition to capital assets.

Capital Improvements-expenditures related to the acquisition, expansion, or rehabilitation of an element of the government's physical facilities or infrastructure.

Capital Outlay- payments made in cash or cash equivalents to purchase a capital asset or extend a capital asset's useful life.

Capital Project-major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increases their useful life.

Capital Improvement Program-a plan that serves as a guide for the efficient and effective provision of public facilities, outlining timing and financing schedules of capital projects for a five-year time period.

Debt- An obligation resulting from borrowing money or purchasing goods and services. It includes general obligation bonds, revenue bonds, temporary notes, state revolving loans, and lease purchase agreements.

Debt Capacity-An assessment of the amount of debt an entity can repay in a timely manner without jeopardizing its financial viability and/or without violating restrictions placed by governing bodies.

General Obligation Bonds - Bonds backed by the full faith and credit of the City. Bondholders have the power to compel the City to levy property taxes to repay the bonds, if necessary.

Lease/Purchase Agreements - The City enters into a lease/purchase agreement with another party (typically a third-party vendor) to lease an asset over a defined period of time at a pre-arranged annual payment. Lease/purchase payments are made primarily from operating revenues. The Governing Body appropriates annual lease/purchase payments unless it chooses not to appropriate under the Kansas cash basis law. If lease/purchase payments are not appropriated, ownership of the property remains in the leasing party. At the conclusion of the lease term, the City either receives unencumbered ownership of the asset or receives an option to purchase the asset at a predetermined price.

Lease Agreements - The City enters into a lease agreement with another party (typically a third-party vendor) to take temporary possession of an asset over a defined period of time at a pre-arranged payment, made from operating revenues. The Commission appropriates lease payments unless it chooses not to under Kansas cash basis law. At the end of the leasing term, ownership of the asset remains in the leasing party.

Special Assessment Bonds - Bond issued to develop facilities and basic infrastructure for the benefit of properties within the assessment district. Assessments are levied on properties benefited by the project. The issuer's recourse for nonpayment is foreclosure and the remaining debt becomes the City's direct obligation, repaid from property taxes.

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 3

Topic: Resolution 2021- 37: 2021 Budget Amendments

Narrative: KSA 79-2929(a) allows municipalities to amend their budget. KSA requires the City to hold a Public Hearing on the budget amendments prior to a vote by Council. The Public Hearing is scheduled at this regular meeting on December 15, 2021.

The proposed budget amendment for the Solid Waste Fund expenditures is to account for population growth during the year which increases the expenses to Waste Management Services.

The proposed budget amendment for the Municipal Equipment Reserve Fund (MERF) expenditures is to account for the new equipment lease purchases and the 1st payments made on our 2 leases (Police Department vehicle leases and Public Works dump truck lease).

The proposed budget amendment for the Capital Projects Fund expenditures is to account for the new projects created in 2021 which include 155th St, MetroGreen trail and Civic Campus Stormwater.

The proposed budget amendment for the American Rescue Plan Act (ARPA) Fund is to account for the dollars allocated to the City of Basehor under the act.

Action Requested: Approve Resolution 2021-37

Attachments:

Resolution 2021-37

Exhibit A

Projector Needed for this item?

No

RESOLUTION NO. 2021-37

A RESOLUTION APPROVING BUDGET AMENDMENTS FOR CERTAIN FUNDS AS AUTHORIZED BY KANSAS STATUTES ANNOTATED

WHEREAS, the City is required by Kansas law to adopt a budget every year; and

WHEREAS, the City is authorized to amend such budgets for fluctuations in certain funds from time to time; and

WHEREAS, in order to adopt budget amendments the City must first hold a Public Hearing; and

WHEREAS, the City wishes to amend the 2021 budget for the Solid Waste, Municipal Equipment Reserve, Capital Projects and American Rescue Plan Act funds; and

WHEREAS, a Public Hearing for the 2021 budget amendments was properly noticed for and held on December 15, 2021; and

WHEREAS, the City now wishes to adopt the 2021 budget amendments for the Solid Waste, Municipal Equipment Reserve, Capital Projects and American Rescue Plan Act funds as reflected on the Amended Budget Certificate, attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BASEHOR KANSAS:

Section 1. That the Governing Body approves and hereby adopts the 2021 budget amendments for the Solid Waste, Municipal Equipment Reserve, Capital Projects and American Rescue Plan Act funds as reflected in the Amended Budget Certificate, attached as Exhibit A.

Section 2. That this resolution shall become effective upon passage.

PASSED by the Governing Body this 15th day of December, 2021.

APPROVED by the Mayor this 15th day of December, 2021.

[SEAL]

David K. Breuer, Mayor

ATTEST:

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

Exhibit A
Amended Budget Certification 2021

**Notice of Budget Hearing for Amending the
2021 Budget**

The governing body of

City of Basehor

will meet on the day of December 15, 2021 at 7:00 PM at City Hall 2620 N. 155th St., Basehor, KS 66007 for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall 2620 N. 155th St., Basehor, KS 66007
and will be available at this hearing.

Summary of Amendments

Fund	2021 Adopted Budget			2021 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Solid Waste			541,232	556,232
Mun Equip Reserve Fund			196,500	448,500
Capital Projects			460,000	1,484,075
ARPA Fund			0	495,674
			0	0
			0	0

Katherine M. Renn

Official Title: City Clerk

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 4

Topic: Resolution 2021- 38: Investment Management

Narrative: As a municipality in Kansas, investment of City funds must be managed in strict accordance with Kansas Statute. As such, City staff has researched municipal investment firms to manage the City's investment portfolio for maximum return on its investments. With a growing community, it is imperative to continually evaluate the trends of the market and make recommendations about investments accordingly.

Ryan Miles, Managing Director of Investments for Ehlers Public Finance Advisors, will be presenting a brief presentation of their proposal to manage the City's investments to maximize return on its investments.

Action Requested: Approve Resolution 2021-38 authorizing the agreement between Ehlers Public Finance Advisors and the City of Basehor for the purposes of managing City investments.

Attachments:

Resolution 2021-38

Exhibit A

Projector Needed for this item?

No

RESOLUTION NO. 2021-38

A RESOLUTION AUTHORIZING AGREEMENT BETWEEN EHLERS PUBLIC FINANCE ADVISORS AND THE CITY OF BASEHOR FOR THE PURPOSE OF MANAGEMENT OF CITY INVESTMENTS

WHEREAS, the City has historically managed its investments internally; and

WHEREAS, the City recognizes the importance of professional expertise in managing investments to ensure compliance with all Kansas Statutes related to municipal investments; and

WHEREAS, the City has maintained a conservative approach to managing public resources and desires to make adjustments to the market in an expedient manner; and

WHEREAS, the City wishes to expand its engagement with Ehlers Public Finance Advisors in addition to financial advisement to include management of City investments; and

WHEREAS, the City now wishes to formally enter into an agreement with Ehlers Public Finance Advisors as outlined in the Engagement Letter provided by Ehlers, attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BASEHOR KANSAS:

Section 1. That the Governing Body approves and hereby authorized the City to formally enter into an agreement with Ehlers Public Finance Advisors as outlined in the Engagement Letter provided by Ehlers, attached as Exhibit A.

Section 2. That this resolution shall become effective upon passage.

PASSED by the Governing Body this 15th day of December, 2021.

APPROVED by the Mayor this 15th day of December, 2021.

[SEAL]

David K. Breuer, Mayor

ATTEST:

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marciano, City Attorney

Exhibit A
Engagement Letter from Ehlers



December 3, 2021

Leslee Rivarola
City Administrator
City of Basehor
2620 N 155th Street
Basehor, KS 66007

RE: Ehlers' Summary Proposal for Independent Investment Advisory Services

Ms. Rivarola,

Thank you again for discussing with us Basehor' needs in regard to fulfilling its investment function in a prudent manner. We are pleased to present this proposal to provide independent investment advisory services to Basehor (the "City"). We believe our experience, exclusive focus on public sector investors and dedication to outstanding client service provide a compelling relationship option for Basehor to consider.

For more than 60 years, Ehlers has partnered with public sector clients to build strong and vibrant communities through financial planning, debt issuance and management, economic development consulting, arbitrage, and investment advisory services.

We believe the following factors set us apart from other firms:

Public Sector Focus. Our only clients are governmental entities, agencies, school districts and special authorities. Ehlers' exclusive focus on the public sector uniquely positions us to provide a level of service that is unsurpassed in the markets we serve. We have an extensive understanding of our clients' operations, which allows us to speak to best practices and specifically tailor our advice to meet their needs and surpass their expectations.

Fiercely Independent. Ehlers' fiduciary responsibility is to you and you alone. We will always place your interests first, delivering investment advisory solutions that fulfill your needs as cost-effectively as possible and provide maximum benefit to your learning community. We adhere strictly to the prioritized principles of safety, liquidity and yield. We have no investment banking affiliation, no brokerage activities and do not maintain a securities inventory from which we would engage in principal trading activities. Our interests are always aligned with yours.

Fully integrated. Using a collaborative approach in advising our clients, Ehlers offers a fully integrated suite of services designed to help clients navigate every facet of public finance, including investments, treasury management consulting, arbitrage, financial management planning, debt issuance and management, paying agent services and continuing disclosure. We believe this approach delivers the greatest insight, highest value and the most reasonable cost to our clients.



Fee Only. Ehlers' investment advisory fees are based solely on assets under management. We receive no additional compensation or commission on securities or other transactions. Further, we do not offer any proprietary pooled investment vehicle or other form of liquidity product from which an administrative or other fee is derived. All client portfolios are managed as separate accounts.

Scope of Services

The Ehlers Investment Advisory service offering shall remain in place as noted in the Investment Advisory Agreement as a month-to-month engagement. Ehlers proposes the following scope of work in our role as the City's investment advisor:

- Review the City's investment policy and provide any recommendations for amendment.
- Establish any investment or cash management accounts, as requested and necessary.
- Review the City's existing portfolio and set investment objectives with City staff, including (but not limited to) near- and long-term objectives that incorporate cash flow requirements, diversification parameters, policy limitations, risk tolerance and portfolio duration and average maturity measures. Provide recommendations, accordingly.
- Input all client securities/investment holdings in Ehlers' systems.
- Coordinate notification to any of the City's third-party service providers of our engagement as the City's advisor of record.
- Prepare a comprehensive cash forecast.
- Provide for all trade execution on the City's behalf, including managing settlement procedures for all investment transactions. Maintain records for all cash and investment transactions and provide reporting to the City for its own records.
- Investment Management of Governmental, Proprietary, ARP and Bond Proceed Funds
- Act as the City's agent to qualify trading counterparties, using industry-standard due diligence.
- Act as the City's agent with respect to its custodian and custodial account(s). Provide reconciliations with the custodian's balances for all accounts we manage.
- Provide GASB-compliant investment and other (performance, holdings, etc.) reporting to the City no less frequently than monthly, as well as any required attestations to the City's auditor for which we are qualified to do so.
- Participate in meetings with City personnel, as requested, including in-person meetings.
- Participate in Committee and Board meetings to present information related to the City's investment portfolio.
- Perform any compliance duties on behalf of the City, as needed.
- Other duties, as requested, and customary under our investment advisory agreement.

Ehlers would provide additional services/scopes of work under separate engage upon mutual agreement of both parties billed through flat or hourly fee arrangements. These may include, but are not limited to the following:

- Coordinate with any third-party(ies) with respect to regulatory examinations, i.e. IRS examinations or audits of tax advantaged bonds.
- Evaluation of banking relationships/services or other treasury management providers.
- Assist with requests for proposals for banking or other treasury management services.
- Escrow portfolio bidding agent



Fees For Services

Ehlers proposes an assets under management fee for our scope of work as investment advisor. Investment advisory fees shall be incurred for all assets under the management of Adviser.

Investment advisory fees shall be charged based on average daily assets under management calculated on market value of said assets, payable and deducted monthly from interest earnings.

2 basis points (0.02%) total fixed annualized rate
Assessed monthly at 0.00167% out of Interest Earnings

Fees are all inclusive of other services provided by Adviser to the Client under an investment advisory engagement. This fee shall be all-inclusive for all services rendered, including any materials, time and travel.

This fee structure shall remain in place through December 31, 2024.

Please refer to our Investment Advisory Agreement for specific disclosures regarding conflicts, including those associated with our fees and affiliations.

The primary contact for this engagement shall be Ryan Miles, Senior Investment Advisor. Ehlers' personnel authorized to provide instructions on behalf of the City shall be assigned at the time of engagement with notice provided to Basehor of those individuals.

We sincerely appreciate the opportunity to build on our relationship and look forward to further discussing how we can best serve Basehor as your investment advisor. It would be our pleasure to deliver immediate value to your community with the highest level of integrity.

Sincerely,

Ryan Miles, CIPFM
Managing Director – Investments

Cliff Janney
Client Service Advisor

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 5

Topic: Resolution 2021-39: 2022 Wage Plan

Narrative: Included for City Council's consideration is the updated pay plan to reflect changes in the market to ensure the city's compensation plan remains competitive.

These assumptions of the cost-of-living adjustments are incorporated in the City's budget annually.

Action Requested: Approve Resolution 2021-39 as presented in Exhibit A.

Attachments:

Resolution 2021-39

Wage plan 2022

Baker Tilly Wage Study Schedule

Projector Needed for this item?

No

RESOLUTION NO. 2021-39

A RESOLUTION APPROVING THE CITY OF BASEHOR 2022 WAGE PLAN

WHEREAS, the City of Basehor's Personnel Policies and Procedures provides for the adoption of a City Pay Plan, which establishes pay ranges for certain classes of employee positions; and

WHEREAS, the City of Basehor wishes to remain competitive in recruiting and retaining talent for its organization; and

WHEREAS, the City of Basehor budgets annually for a cost-of-living adjustment to the City's Wage Plan; and

WHEREAS, the City of Basehor wishes to adopt the City of Basehor 2022 Wage Plan, attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

Section 1. That the City of Basehor 2022 Wage Plan attached hereto as Exhibit A. is hereby approved and authorizes the City Administrator to implement adjustments to salaries within the pay ranges established by the 2022 Pay Plan, and otherwise administer the 2022 Pay Plan in accordance with the approved 2022 Budget and other policies of the City.

Section 2. That this resolution shall become effective upon passage.

ADOPTED by the Governing Body this 15th December, 2021.

SIGNED by the Mayor this 15th day of December, 2021.

SEAL

David K Breuer, Mayor

ATTEST:

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

EXHIBIT A

City of Basehor 2022 Wage Plan

City of Basehor

2022 Pay Scale

Resolution 2021-39

Title	Grade	Minimum	Midpoint	Maximum
Mayor		\$15,600		
Council Members		\$7,800		
City Administrator		Contract		
Project Manager/Assistant City Administrator	23	\$102,939.08	\$126,100.38	\$149,261.67
Management Analyst	12	\$54,227.03	\$66,428.10	\$78,629.19
Accounting Clerk	6	\$38,227.92	\$46,829.19	\$55,430.47
Utility Billing Clerk	6	\$38,227.92	\$46,829.19	\$55,430.47
City Clerk/Assistant to City Administrator	15	\$64,585.26	\$79,116.93	\$93,648.62
Treasurer	15	\$64,585.26	\$79,116.93	\$93,648.62
Permit Technician	6	\$38,227.92	\$46,829.19	\$55,430.47
Building Inspector	9	\$45,530.06	\$55,774.31	\$66,018.58
City Planner	11	\$51,157.57	\$62,668.02	\$74,178.48
Planning & Zoning Director	20	\$86,429.64	\$105,876.31	\$125,322.97
Police Clerk	4	\$34,022.70	\$41,677.81	\$49,332.92
Court Clerk	5	\$36,064.07	\$44,178.48	\$52,292.90
Animal Control - Code Enforcement	5	\$36,064.07	\$44,178.48	\$52,292.90
Police Officer	10	\$48,261.86	\$59,120.78	\$69,979.69
Police Detective	12	\$54,227.03	\$66,428.10	\$78,629.19
Police Sergeant	13	\$57,480.64	\$70,413.79	\$83,346.93
Police Lieutenant	15	\$64,585.26	\$79,116.93	\$93,648.62
Police Captain	17	\$72,567.99	\$88,895.78	\$105,223.59
Chief of Police	22	\$97,112.34	\$118,962.62	\$140,812.90
Seasonal Employee		\$14/hour		
Administrative Assistant - Public Works	4	\$34,022.70	\$41,677.81	\$49,332.92
Maintenance Worker	5	\$36,073.25	\$44,178.48	\$52,292.90
Streets Supervisor	12	\$54,227.03	\$66,428.10	\$78,629.19
Wastewater Operator	6	\$38,227.92	\$46,829.19	\$55,430.47
Sewer Supervisor	14	\$60,929.49	\$74,638.62	\$88,347.75
City Superintendent	22	\$97,112.34	\$118,962.62	\$140,812.90

*City of Basehor Pay Scale and Grades Attached and Adopted by Reference

Approved and Adopted by City Council

David K. Breuer, Mayor

The City of Basehor, Kansas

Pay Scale

% Between Grades:	6%
Range:	45.00%
Starting midpoint:	34,307.35

Grade	Salary Range		
	Min	Mid	Max
1	28,566.12	34,993.50	41,420.87
2	30,280.09	37,093.11	43,906.12
3	32,096.89	39,318.69	46,540.50
4	34,022.70	41,677.81	49,332.92
5	36,064.07	44,178.48	52,292.90
6	38,227.92	46,829.19	55,430.47
7	40,521.59	49,638.94	58,756.30
8	42,952.88	52,617.28	62,281.68
9	45,530.06	55,774.31	66,018.58
10	48,261.86	59,120.78	69,979.69
11	51,157.57	62,668.02	74,178.48
12	54,227.03	66,428.10	78,629.19
13	57,480.64	70,413.79	83,346.93
14	60,929.49	74,638.62	88,347.75
15	64,585.26	79,116.93	93,648.62
16	68,460.37	83,863.95	99,267.53
17	72,567.99	88,895.78	105,223.59
18	76,922.07	94,229.54	111,537.00
19	81,537.39	99,883.31	118,229.22
20	86,429.64	105,876.31	125,322.97
21	91,615.42	112,228.89	132,842.35
22	97,112.34	118,962.62	140,812.90
23	102,939.08	126,100.38	149,261.67
24	109,115.43	133,666.40	158,217.37
25	115,662.35	141,686.38	167,710.41

Provided by Baker Tilly 2021

City of Basehor

Agenda Item Cover Sheet

Agenda Item No. 6

Topic: Resolution 2021-40: Animal License Review- Approval of City Staff as Appointed Agent

Narrative: Chapter 6, Division 2, Section 6-109 of the Basehor Kansas Code of Ordinances states every owner of a dog or cat over six months of age must register that animal with the Basehor Police Department and file the required paperwork as part of the application process. The limit to the number of registered pets per the ordinance of the same is four.

On November 15, 2021, City staff received a request from a resident in Basehor to license 8 animals (5 dogs, 3 cats) at the same residency address.

Within the section, the Mayor, City Council, or an appointed agent may review any applications to exceed the allowable maximum of four registered animals to determine if the approval of such an exception would be a nuisance or detriment to the general welfare of the area.

City staff is requesting the approval to operate as the appointed agent to review the application and ultimately approve or disapprove the application on behalf of the City. The City staff assigned to review the application will be assigned and overseen by the City Administrator and the Chief of Police.

This approval is only for this specific application.

Action Requested: Approval of Resolution 2021-40: Animal License Review- Approval of City Staff as Appointed Agent

Attachments:

Resolution 2021-40

Exhibit A

Projector Needed for this item?

No

RESOLUTION NO. 2021-40

A RESOLUTION APPROVING THE CITY OF BASEHOR STAFF AS APPOINTED AGENT IN REVIEW OF ANIMAL LICENSE APPLICATION

WHEREAS, Chapter 6, Division 2, Section 6-109 of the Basehor Kansas Code of Ordinances states every owner of a dog or cat over six months of age must register that animal with the Basehor Police Department and file the required paperwork as part of the application process; and

WHEREAS, the limit to the number of registered pets per ordinance of the same is four; and

WHEREAS, on November 15, 2021, City staff received a request from a resident in Basehor to license 8 animals (5 dogs, 3 cats) at the same residency address; and

WHEREAS, the Mayor, City Council, or an appointed agent may review any applications to exceed the allowable maximum of four registered animals to determine if the approval of such an exception would be a nuisance or detriment to the general welfare of the area; and

WHEREAS, City staff is requesting the approval to operate as the appointed agent to review the application and ultimately approve or disapprove the application on behalf of the City; and

WHEREAS, this approval is only for this specific application.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

Section 1. That the City of Basehor staff can act as the authorized agent to review the aforementioned application and approve or disapprove the application.

Section 2. That this resolution shall become effective upon passage.

ADOPTED by the Governing Body this 15th December, 2021.

SIGNED by the Mayor this 15th day of December, 2021.

SEAL

David K Breuer, Mayor

ATTEST:

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

EXHIBIT A

Sec. 6-109. - Required.

- (a) Every owner of any dog or cat over six months of age shall annually register with the police department his name, address and phone number with the name, sex, description and rabies tag number of each dog or cat owned and kept within the city. It shall be unlawful for the owner of any newly acquired dog or cat or any dog or cat brought into the city to fail to register such animal within 30 days from acquisition or bringing the dog or cat into the city. It shall be unlawful for the owner of any previously registered dog or cat to fail to maintain current registration of such dog or cat.
- (b) Upon registration, the owner shall present a current, completed certificate of immunization against rabies showing the dog or cat has been inoculated or vaccinated within 11 months prior to the date of application. No registration shall follow without evidence of this document, and it shall be unlawful for the owner of any dog or cat over six months of age to fail to maintain effective rabies immunization of such dog or cat.
- (c) The police department shall collect an annual registration fee for each dog or cat in the amount provided in the city fee schedule.
- (d) Registration shall be required on a yearly basis from the date the first tag was purchased, to coincide with the renewal of a required rabies vaccination.
- (e) The police department shall not register nor issue license on more than four animals that are to be kept at the same address or on the same premises without the consent of the mayor and city council. In such cases where an owner or keeper desires to keep more than four animals at the same address or on the same premises, the mayor and city council or an appointed agent shall first view the premises, and if it is determined by the mayor and city council or an appointed agent that the keeping of more than four animals would be a nuisance or detrimental to the general welfare of the area, then the mayor and city council may refuse to register or issue the license.

(Ord. No. 793, § 1, 6-24-2020)