

CITY OF HAYSVILLE

Agenda

July 9, 2012

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastoral Staff, River of Life Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

PRESENTATION AND APPROVAL OF MINUTES

- A. Minutes of June 25, 2012

ITEM #1 CITIZENS TO BE HEARD

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements

ITEM #5 OTHER BUSINESS

- A. Consideration to Establish July 16, 2012 as a Budget Workshop

- B. Consideration of Bids for Valley Gutters

- C. Consideration of a Records Retention Schedule

ITEM #6 OLD BUSINESS

ITEM #7 DEPARTMENT REPORTS

- A. Administrative Services – Will Black

- B. City Clerk – Janie Cox

- C. Police – Jeff Whitfield
- D. Public Works – Randy Dorner
- E. Recreation – Georgie Carter

ITEM #8 APPOINTMENTS

- A. Tom Gibson, 247 Ranger, Appointment to Library Board

ITEM #9 OFF AGENDA CITIZENS TO BE HEARD

ITEM #10 EXECUTIVE SESSION

- A. Executive Session for Non-Elected Personnel- Not to Exceed 20 Minutes

ITEM #11 BILLS TO BE PAID

- A. Bills to be Paid for the First Half of July

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL CONCERNS

ITEM #14 ADJOURNMENT

The Regular Council Meeting was called to order by Mayor Ken Hampton at 7:01 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Jessica Chilcote: Conrady here, Slocum here, Ewert here, Kanaga here, Kessler here, Rardin here, Konkel here and Pierce here.

Invocation was given by Jim Shellenberger of Haysville United Methodist Church.

Mayor Ken Hampton led everyone present in the Pledge of Allegiance.

Under Special Order of Business, Mayor Ken Hampton presented Police Department Promotions.

Chief of Police Jeff Whitfield announced the promotion of Master Police Officer Malcolm Young to Sergeant.

Under Special Order of Business, Mayor Ken Hampton presented a Public Hearing for Vacation of Complete Access Control-344 Main St.

Motion by Kanaga- Second by Rardin

Mr. Mayor, I move that we open a public hearing to consider vacation of the access control.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Mayor Ken Hampton stated the Public Hearing was now open and if anyone had any questions to come to the podium. There were no questions from the public. Mayor Hampton stated the hearing was now closed to the public and opened it to Council. Mayor Hampton asked if any Council members had any outside contacts regarding the access control. No Council members had. Mayor Hampton asked if any Council members had a conflict of interest with the access control. No Council members did. Mayor Hampton asked if the City had received any written or electronic communication on the matter. Planning/Community Relations Coordinator Jeana Morgan advised she had one phone conversation with the owner of 360 N. Main that included general questions about what was being requested and possible effects on surrounding properties. Morgan advised the calling party did not give an opinion either for or against the vacation request. Morgan stated the requesting party is Sedgwick County and they are requesting to vacate the North 90 feet of the South 219 feet of the West line of Lot Two Block A, Main Street Place, Second Addition, commonly known as 344 N. Main. Morgan advised Sedgwick County recently purchased the property from the City in order to construct a new fire station. Morgan stated they are requesting the access control be vacated to allow for the fire trucks to directly exit from the station on to North Main Street. Morgan stated the property currently has two improved entrances. Mayor Hampton asked the requesting parties to the podium to state the reason for the request. Chris Rose of Baughman Company, agent for Sedgwick County, asked for the vacation of 90 feet of access control

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for the exiting of emergency vehicles, with very little incoming traffic. Mayor Hampton asked if anyone from the public wanted to speak. There were no questions or comments from the public. There were no questions or comments from Council.

Motion by Slocum- Second by Ewert

I move that we approve the vacation of complete access control at 344 N. Main Street. Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Motion by Kanaga- Second by Ewert

Mr. Mayor, I move that we close the public hearing on the vacation request. Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Presentation and Approval of Minutes, Mayor Ken Hampton presented for approval the Minutes of June 11, 2012.

City Clerk Janie Cox advised two changes were needed in the minutes, including correcting Jeana Morgan's title of Planning/Community Relations Coordinator on page four and facade instead of sod on page five.

Motion by Konkel- Second by Rardin

Mr. Mayor, I move that we approve the minutes for the June 11th meeting, with the recommended changes from staff.

Conrady abstain, Slocum abstain, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Citizens to be Heard, Mayor Ken Hampton introduced Jack Elgin, Masonic Lodge Re: Masonic Lodge Signage.

Jack Elgin, 8029 S. Berniece, addressed Council and stated the Masonic Lodge holds a breakfast once a month. Elgin advised they had a portable sign they put up for the week before, announcing the breakfast. Elgin asked if they could have permission to put the sign by Lee's Cleaners, South of the electronic sign, North of the Library. Mayor Hampton stated the library had stated concerns about the sign being so close to their electronic sign. Councilperson Konkel asked where the sign had been placed before. Mayor Hampton advised they placed it on the West side of Seneca, but the City had recently put up fencing that made it hard to see. Councilperson Pierce asked why the library had concerns about the placement of the sign. Public Works Director Randy Dorner advised they stated they were concerned it would block their sign, but by putting it South of their sign, it would not be a problem.

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Motion by Pierce- Second by Ewert

Mr. Mayor and Council, if there is no other questions on this, I move that we say yes and approve the request for them to put this sign, indeed where we are talking about.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Citizens to be Heard, Mayor Ken Hampton introduced Marion Renner, Friends of the Library Re: City Wide Garage Sale Permits.

Marion Renner, 1207 E. Riley, addressed Council and asked that the City suspend selling garage sale permits from August 9th through August 11th and let the Library sell the permits for the annual City Wide Garage Sale. Councilperson Konkel asked if the City could get the word out that no garage sales were allowed on the Thursday and Friday before the City Wide. Renner stated they do the best they can to get the word out. Renner advised a permit for both Saturday, August 11th and Sunday, August 12th was only ten dollars.

Motion by Ewert- Second by Slocum

If there is no other questions, I move that we allow the library to sell the garage sale permits for Saturday, August 11th and Sunday, August 12th and that no garage sale permits will be sold for Thursday, August 9th and Friday, August 10th.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There were no Licenses or Bonds.

Mayor Ken Hampton introduced Chuck Bouly of George K. Baum and Company. Bouly presented A RESOLUTION AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION TEMPORARY NOTES, SERIES A, 2012, OF THE CITY OF HAYSVILLE, KANSAS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX, IF NECESSARY, FOR THE PURPOSE OF PAYING THE PRINCIPLE OF AND INTEREST ON SAID NOTES AS THEY BECOME DUE; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS CONNECTED THEREWITH. Bouly advised the resolution authorizes \$406,000.00 in temporary notes, to temporarily finance the construction of the street improvements in Country Plaza Villas. Bouly stated Intrust Bank has agreed to purchase the notes at eight-tenths of one percent interest rate. Bouly also stated once the construction was completed, the final costs will be compiled and the property owners will then be assessed for those costs. Bouly advised the property owner can either pay that amount up front or financing will be put in place. Councilperson Konkel asked if the property owner

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financed the amount if they would be charged interest. Bouilly stated yes, they would have to pay the accrued interest.

Motion by Konkel- Second by Rardin

Mr. Mayor, I move that we approve A RESOLUTION AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION TEMPORARY NOTES, SERIES A, 2012, OF THE CITY OF HAYSVILLE, KANSAS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX, IF NECESSARY, FOR THE PURPOSE OF PAYING THE PRINCIPLE OF AND INTEREST ON SAID NOTES AS THEY BECOME DUE; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS CONNECTED THEREWITH.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Notices and Communications, Mayor Ken Hampton asked for Governing Body Announcements.

There were no announcements.

Mayor Ken Hampton announced a Memorandum of Understanding with Sedgwick County Re: Outdoor Warning Devices.

Police Chief Jeff Whitfield advised this was an agreement between the City and Sedgwick County. Whitfield stated the County has been working on a project to upgrade the outdoor warning devices. Whitfield advised the County is proposing to take ownership of the City's existing sirens to build a digital system that will be capable of providing geographically targeted warnings using information supplied by the National Weather Service. Whitfield asked authorization from Council to have Mayor Hampton sign the Memorandum of Understanding with Sedgwick County to allow this project to continue.

Motion by Konkel- Second by Rardin

If there is no questions, I move that we allow the Mayor to sign a Memorandum of Understanding for outdoor warning sirens with Sedgwick County.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Other Business, Mayor Ken Hampton presented a Consideration of Agreement for Engineering Services between the City of Haysville and PEC.

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City Engineer Joe Hickle advised this was a design contract with PEC, for design and rehabilitation of a sanitary sewer on Turkle. Hickle stated before Turkle can be repaved, the sewer needs to be fixed. Hickle advised the contract is for \$5,200.00 for design, \$1,500.00 for construction administration and \$3,750.00 for construction inspection for a total of \$10,450.00.

Motion by Konkel- Second by Rardin

Mr. Mayor, I move that we approve the agreement before us with Professional Engineering Consultants.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Mayor Ken Hampton presented a Consideration of Mutual Aid Agreement with Riverside Township.

Deputy Administrative Officer Will Black advised the City sent crews from the Public Works department to help clean up Oaklawn after the April 14th tornado. Black stated the Emergency Mutual Aid Agreement will allow the City to bill Riverside Township for wages and equipment usage used during clean up. Black advised Riverside Township would be reimbursed through federal and state funding.

Motion by Konkel- Second by Rardin

If there is no questions, I move that we approve a consideration of mutual aid agreement with Riverside Township.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Mayor Ken Hampton presented an Authorization to Sell Pool Passes for Half Price.

Recreation Director Georgie Carter stated the pool season will be half over as of July 4th, and asked to be able to sell pool passes at half price beginning Wednesday, July 5th. Carter advised family passes will be \$57.50 and \$12.50 for each additional person and individual passes will be \$30.00 each.

Motion by Kanaga- Second by Ewert

If there is no questions, I would move that we allow Georgie to sell the pool passes at half price beginning July 5th.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Mayor Ken Hampton presented a Consideration of Soccer Field Agreement with USD 261.

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Recreation Director Georgie Carter advised this is the annual agreement with USD 261, with the only changes being dates and names. Carter stated this agreement would be for the Fall and Spring season.

Motion by Konkel- Second by Ewert

I move that we approve the soccer field agreement with Haysville USD 261.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There was no Old Business.

Mayor Ken Hampton asked for Department Reports.

Deputy Administrative Officer Will Black advised City had received their new evaluation and it is \$53,837,000.00 and is \$302,000.00 less than the last evaluation.

City Clerk Janie Cox stated the primary election would be on August 7th, with voter registration closing on Tuesday, July 17th and will reopen again on Wednesday, August 8th.

Chief of Police Jeff Whitfield reminded everyone that fireworks sales would be July 27 through July 4th. Whitfield stated firework detonation is allowed from June 27th to July 2nd from 8 a.m. and 10:30 p.m. Fireworks can be shot on July 3rd and 4th from 8 a.m. until midnight. Whitfield advised fireworks should only be used on private property and to clean up when done detonating them. Whitfield reminded everyone to be safe, watch children with fireworks and don't drink and drive. Whitfield stated if anyone had firework complaints, not to call 911, which is for emergencies only. Whitfield advised the new number to call for complaints is 290-1011. Whitfield also stated that with July 4th being on a Wednesday this year, he had received a lot of questions about whether or not people could shoot off fireworks later on the weekends. Whitfield advised the police department is bound to enforce the ordinance as it is. Mayor Ken Hampton asked if there had been any problems in the past with complaints about fireworks on weekends when July 4th falls during a weekday. Whitfield stated they had less than 20 calls last year, when it fell on a Monday. Mayor Hampton asked if Council wished to do anything with the ordinance or if they wanted to leave it the way it is. Councilperson Slocum asked what would be required to change the ordinance on short notice. City Attorney Alison McKinney-Brown advised the action would have to be taken at that Council meeting and she would have to rewrite the ordinance. Councilperson Konkel advised he would like to see the ordinance change for less problems in the future. Konkel asked if there was anyway to suspend the ordinance for this year. McKinney-Brown stated it would have an action by ordinance, since it would be a modified ordinance. McKinney-Brown stated they only usually do that if it is an emergency situation, so if Council believes it to be an emergency she would be able to write something up. Councilperson Pierce stated he

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would like to leave the ordinance alone for this year, and get it done beforehand for next year. Councilpersons Conrady and Kanaga agreed with Pierce that the ordinance could wait until next year. Councilperson Ewert asked how long before next year they needed to do the change. McKinney-Brown stated they could do it with the annual code updates to take effect January 1.

Public Works Director Randy Dorner advised they had removed the trees on Maynard and put the curbs in the north half of the street and will be starting on the driveways. Dorner stated they have also replaced the storm sewer on Maynard as well. Dorner advised the Country Plaza Villas project should start soon, and there will be road closures with that.

Recreation Director Georgie Carter stated there would be a blood drive on Saturday, June 29 at the HAC from 8:30 a.m. to noon. Carter advised the Fourth of July Celebration would be on Wednesday, July 4th. Carter stated the parade would be at 8:30 a.m. this year with the fishing derby starting at 9:30 a.m., frog races at 10:45 a.m., raft races at 11:45 a.m., the water carnival will run from 1 p.m. to 6 p.m., the youth firecracker parade would be at 5:45 p.m. and the concert by Second Nature will be at 6:45 p.m. with fireworks following at 9:45 p.m. Carter advised the rain out day would be July 5th.

Under Appointments, Mayor Ken Hampton introduced Luetta Yoder, 141 Wayne, Reappointment to City Parks and Community Forestry Board, Ward III (2 year term) and Ken Bell, 138 Ranger, Reappointment to City Parks and Community Forestry Board, Ward IV (2 year term).

Motion by Kessler- Second by Rardin

Mr. Mayor, I would recommend we allow you to reappoint Luetta Yoder, 141 Wayne for Ward III and Ken Bell at 138 Ranger for Ward IV, both to two year terms.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There was no Off Agenda Citizens To Be Heard.

Mayor Ken Hampton presented an Executive Session for Non-Elected Personnel for a period not to exceed 20 minutes to include Council, Mayor, City Attorney, and Deputy Administrative Officer.

Motion by Kanaga- Second by Ewert

Mr. Mayor, I move that we retire into executive session for a period of time not to exceed 20 minutes. The executive session to include the Mayor, Council, City Attorney and Will Black.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

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Council went into Executive Session at 7:42 p.m. and reconvened at 8:03 p.m.

Mayor Ken Hampton stated that no binding action was taken during the Executive Session.

Mayor Ken Hampton presented the Bills to be Paid for the Last Half of June.

Motion by Ewert- Second by Rardin

Yes, I would like to make a motion to pay the last half of June bills.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There was nothing on the Consent Agenda.

Under Council Items Mayor Ken Hampton asked for any Council concerns.

Councilperson Rardin thanked Public Works Director Randy Dorner for fixing the lights on the bike path.

Mayor Ken Hampton stated he had been approached by a Planning Board member asking him to bring up carports to City Council. Planning/Community Relations Coordinator Jeana Morgan explained carports are not allowed in the front setbacks of homes and have to be located in the side or rear yard. Morgan advised this is consistent with other communities in our area. Morgan stated the reason structures are not allowed in a front set back is for uniformity. Morgan advised the Planning Commission had denied changing the ordinance in the past. Councilperson Konkel asked what the person wanted and if they wanted to change the current ordinance. Morgan advised he wanted to change the ordinance to allow structures in the front setback. Konkel stated he did not agree with changing the ordinance. Councilperson Pierce asked how many requests the City normally got for the issue. Morgan stated on average, she was asked about it ten times a year.

Motion by Slocum- Second by Kessler

I move that we leave the ordinance regarding carports the way it is, without any changes.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Mayor Ken Hampton presented for approval Adjournment.

Motion by Pierce- Second by Ewert

Mr. Mayor and Council, I move that we adjourn tonight's meeting.

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Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea,
Pierce yea.

Motion declared carried.

The Regular Council Meeting adjourned at 8:09 p.m.

Janie Cox, City Clerk



CITY OF HAYSVILLE, KANSAS

401 S. Jane-P.O. Box 404-Haysville, Kansas 67060

(316) 529-5940~Fax (316) 529-5945

www.haysville-ks.com

TO: The Honorable Mayor, Kenneth Hampton
Haysville City Councilmembers

FROM: Randal Dorner
City of Haysville, Public Works Director

DATE: July 5, 2012

RE: Valley Gutter Replacements
4th & Stearns, 4th & Wire, Spring & VanArsdale, Ward Parkway &
Sunnyside, Cottonwood & Sunnyside

We have received bids for the Valley Gutter Replacements of the above named areas.

The bids are as follows:

Cornejo Corporation	\$50,857.00
Barkley Construction	\$31,000.00
Helmets	\$25,407.00
LaFarge	\$53,364.00

We are asking for authorization to accept the bid from Helmets for the total price of \$25,407.00

Randal Dorner
City of Haysville
Public Works Director

MEMORANDUM

from the desk of the City Clerk

TO: The Honorable Mayor Ken Hampton and
City Council Members

FROM: Janie Cox, City Clerk/Treasurer

DATE: July 3, 2012

SUBJECT: Record Retentions Schedule

.....

I would like to request formal governing body approval of the attached records retention schedule.

All retention periods have been researched, approved by the appropriate Department Head or personnel and approved by the City Attorney.

This matter is now before you for action.



Janie Cox

CITY OF HAYSVILLE, KANSAS

Retention Schedule for City Records

Adopted by the Governing Body

July 9, 2012

The Honorable Ken Hampton, Mayor

**Keith Pierce
Seth Konkel
Bob Rardin
Russ Kessler**

**Mike Conrady
Derrick Slocum
Pat Ewert
Mike Kanaga**

**CITY OF HAYSVILLE
RECORDS RETENTION SCHEDULE
REVISED 07/09/12**

ABBOT LABS FILES

Disposition: permanent

ABSTRACTS

Disposition: permanent

ACCIDENT REPORTS

Reports and related documents concerning accidents involving local government property or personnel; safety violations

Active: 5 years

Disposition: destroy

ACCOUNTS PAYABLE CHECK REGISTERS

Active: 5 years

Disposition: destroy

ACCOUNTS RECEIVABLE RECORDS

Documents related to the collection of payments due including UB balance reports, franchise fees, county and state distribution notices, etc.

Inactive: 5 years after last payment received

Disposition: destroy

ACH FORMS

Active: keep as long as active

Inactive: 1 year

Disposition: destroy

ACTIVITY REPORTS (Senior Center)

Includes Senior Center daily sign in sheets, class registration forms, event lists, etc.

Active: 2 years (keep electronic monthly activity report 5 years)

Disposition: destroy

AERIAL PHOTOGRAPHS

Disposition: permanent

AGENDAS & MINUTES

Includes agendas, minutes and related documents for meetings and hearings of Planning Commission, BZA, subcommittees, panels and advisory bodies

Disposition: permanent – 1 copy

ANIMAL IMPOUNDS

Includes license report from Police Dept. and original general receipt (white copy) of payment that is attached

Active: 3 years

Disposition: destroy

ANNEXATION CASE FILES

Includes consents, petitions, and other related documents

Disposition: permanent

ANNUAL REPORTS - CITY AGENCIES

Disposition: permanent

ANNUAL REPORTS – OTHER AGENCIES

Active: while useful, but not to exceed 5 years

Disposition: destroy

APPOINTMENT BOOKS/CALENDARS

Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meetings, etc.

Active: retain until no longer useful

Disposition: delete/destroy

ASSESSMENTS

Includes public improvement, code enforcement, and other assessments

Active: until all accounts paid or written off

Inactive: 3 years

Disposition: destroy

ASTRO PRODUCTS INDUSTRIAL REVENUE BOND DEFAULT

Disposition: permanent

AUDIT REPORTS

Includes materials provided to auditors for audits and results of audits conducted by local, state, federal and/or non-governmental auditing agencies

Disposition: permanent

AUDIT REPORTS (EXTRA COPIES)

Includes audit report extra copies received from auditing agency

Active: 5 years

Disposition: destroy

BANKING RECORDS

Includes bank statements, bank reconciliation, deposit security reports, deposit books and slips, cancelled checks, and voided checks in any format

Active: 5 years

Disposition: destroy

BILLS TO BE PAID LEDGERS

Active: 5 years

Disposition: destroy

BLOOD-BORNE PATHOGEN FILES

Includes claims files and program monitor files

Active: 30 years

Disposition: destroy

BOND DOCUMENTS

Includes coupons, bond analysis (for arbitrage), and other related documents. (See also Bond Transcripts of Proceedings.)

Active: until all obligations are paid

Inactive: 5 years after maturity

Disposition: destroy; retain 1 returned bond of each series permanently

BOND TRANSCRIPTS OF PROCEEDINGS

Includes industrial revenue bonds, revenue bonds, no-fund warrants, general obligation bonds, certificates of participation, and financing documents. (See also Bond Documents.)

Disposition: permanent

BONDS OF PUBLIC OFFICIALS/EMPLOYEES

Inactive: 10 years after expiration or termination

Disposition: destroy

BUDGET

Certified budget approved by council

Disposition: permanent

BUDGET PREPARATION FILE

Active: close of subsequent budget process

Inactive: 1 year

Disposition: destroy

BUILDING & GROUNDS MAINTENANCE RECORDS

Includes documents associated with repairs and other maintenance to the physical plant or office

Active: retain for life of equipment or facilities; major maintenance retain permanently

Disposition: destroy

BUILDING PERMITS

Includes building permits, site plans, drawings, applications, reports, and registers

Disposition: permanent

BUSINESS LICENSE FILES

Includes business license application, copy of business license, insurance information, if applicable, and all other pertinent information

Active: until business is no longer operating

Inactive: 5 years

Disposition: destroy

BYLAWS & POLICY STATEMENTS

Pertaining to advisory bodies, boards, councils, commissions, committees, and panels

Disposition: permanent – 1 copy

CABLE TV FILES

Correspondence and other related documents concerning cable TV franchise and daily operation of cable channel 7

Active: retain while useful; but not more than 5 years

Disposition: destroy

CAPITAL IMPROVEMENT PLANS

Disposition: permanent

CASH BONDS

Retain cash bond list permanently. Retain related paperwork for 52 years.

CATALOGS

Active: retain while current

Disposition: destroy

CBI INDUSTRIAL REVENUE BOND FILES

Disposition: permanent

CERTIFICATES OF DEPOSIT

Active: until maturity

Disposition: return to bank

CERTIFICATES TO ESTABLISH SIDEWALK & CURB GRADES

Disposition: permanent

CHARTER ORDINANCES

Disposition: permanent

CHILD CARE – CENTER

Includes rosters, enrollment files, teacher and volunteer lists, special event planning, and other related documents

Active: 5 years

Disposition: destroy

CHILD CARE FILE – INDIVIDUAL

Includes health assessment, payment records, pick-up/release forms, field trip permission slips, individual program plan, and related documents on specific children in child care

Active: until child leaves program

Inactive: 5 years

Disposition: destroy

CHILD CARE FILE - STAFF

Includes physical, TB test result, background check, First Aid Certificate, Illness, Abuse and Neglect Certificate, annual course record sheet, and related documents

Active: while employee is under direct supervision

Inactive: 5 years

Disposition: destroy

CITY CODE BOOK

Includes supplements

Disposition: permanent – 1 copy

CITY COUNCIL BOOKS

Disposition: permanent

CITY COUNCIL ITEMS THAT WERE WITHDRAWN OR NOT ADOPTED

Active: 5 years

Disposition: destroy

CITY COUNCIL MINUTES

Record of all council actions

Disposition: permanent

CITY COUNCIL PACKETS

Record of all council actions, including agendas, action requests, handouts, zoning cases, project budgets, and other related documents

Disposition: permanent

CLAIM FILES

Includes real and personal property for which insurance has been purchased
Active: 5 years or until all statutes of limitation have run, whichever is longer
Disposition: destroy

CLOSED CUSTOMER UB ACCOUNT INFORMATION

Utility account record, orange card, and (1) year of history
Active: 10 years
Disposition: destroy

COBRA FORMS

Active: 6 years from the date of record
Disposition: destroy

COMMITTEE FILES

Includes minutes, agendas, and other related documents from committees (includes Safety Committee)
Active: permanent – 1 copy

Includes other correspondence and rosters from committees (Wellness Committee and United Way Committee)
Active: retain while useful
Disposition: destroy

COMMODITIES

Active: 3 years
Disposition: destroy

COMMUNITY DEVELOPMENT PROPOSALS

Disposition: permanent

COMMUNITY INVOLVEMENT FILES

Documents cooperative relationships as well as community relations
Active: retain while useful; but not more than 5 years
Disposition: destroy

COMMUNITY STUDIES

Includes final reports and tabulations of results
Disposition: permanent

COMPLAINT FILES

Includes correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change permanently. Retain others as follows:
Active: retain while useful; but not more than 5 years
Disposition: destroy

COMPREHENSIVE PLANS & AMENDMENTS

Disposition: permanent – 1 copy

COMPUTER BACKUPS (Daily)

Tapes which hold daily backups for City computer system

Disposition: rotate and reuse every 20 days (kept in safe deposit box at bank)

COMPUTER BACKUPS (Year End)

Tapes which hold year end backups for City computer system

Active: 5 years

Disposition: re-used or overwritten

CONDEMNATIONS / RIGHT OF WAY ACQUISITIONS

Disposition: permanent

CONNECT/DISCONNECT ORDERS (Blue Slips)

Active: 5 years

Disposition: destroy

CONSENTS OF RESIDENTS TO REZONING & ANNEXATIONS

Disposition: permanent

CONTRACTS

All contracts signed by City: includes bids, specifications, change orders and addendums

Disposition: permanent

CORRESPONDENCE (Routine)

Includes mail, letters, memos, telephone messages, etc.

Active: retain while useful; but not more than 5 years

Disposition: destroy

CUSTOMER CARDS (Orange Cards)

Customer information cards used when setting up utility billing accounts. (See also Closed Customer Account Information.)

Active: while service is active

Inactive: 10 years

Disposition: destroy

DAILY ACCOUNTING REPORTS

Includes Daily Sheet, Transaction By Receipt Report, Cash Posting Transaction Update Report, UB General Ledger Summary, Receipt Update Report, Swimming Pool Daily Track Sheets and Swimming Pool Pass Sheets

Active: 5 years

Disposition: destroy

DEDICATIONS

Disposition: permanent

DEEDS

Original deeds for all property owned by City
Disposition: permanent (as long as owned)

DEFERRED COMPENSATION

Includes plan documents, agreements and reports
Disposition: permanent

DEMOLITION OF STRUCTURE DOCUMENTS

Disposition: permanent

DOG TAG LETTERS

Includes dog tag letters and dog vaccination forms
Active: 3 years
Disposition: destroy

EASEMENTS

Original easement agreements
Disposition: permanent

EEO-4 INFORMATION REPORT

Active: 3 years
Disposition: destroy

ELECTION CANDIDATE FILING DOCUMENTS

Active: 3 years
Disposition: destroy

ELECTION COMMISSION CORRESPONDENCE

Active: 3 years
Disposition: destroy

ELECTION RESULTS FILES

These are filed with correspondence files.
Disposition: permanent

ELECTRONIC RECORDS

Includes electronic or imaged documents. Use the retention schedule of the record series listed herein. The hard copy of a document can be destroyed after a document has been scanned or stored on electronic device, provided the image has been verified for accuracy. Any exception to this rule will be listed with that record series.

EMPLOYEE PERSONNEL MANUAL

Disposition: permanent – 1 copy

EMPLOYMENT APPLICATIONS

Active: Those that are hired (see Personnel Files). Those that are not interviewed, retain 1 year from date of application. Those that are interviewed, retain with background check, interview questions and employment testing for 5 years from date of application.

Disposition: destroy

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

Active: 3 years after date of hire or 1 year after employment ends, whichever is greater

Disposition: destroy

EXTENSION AGREEMENTS

Includes utility billing extension agreements and rolodex cards showing the number of extensions given per year

Active: 1 year

Disposition: destroy

FINAL PLATS

Disposition: permanent

FINANCIAL REPORTS (Monthly)

Active: 5 years

Disposition: destroy

FINANCIAL REPORTS (Year End)

Includes December's monthly reports and general ledger history

Disposition: permanent – 1 copy

FIXED ASSET RECORDS

Includes copy of purchase order for fixed asset and electronic yearly list of fixed assets

Disposition: permanent

FLOOD CONTROL DOCUMENTS

Includes any documents not covered by other entries

Disposition: permanent

FLOW CHARTS

Active: 5 years

Disposition: destroy

FORMS (Blank)

Active: until superceded or obsolete
Disposition: destroy

FRANCHISE FILE

Includes cable TV, telephone, gas and electricity
Disposition: permanent

FUEL RECORDS

Includes details of fuel purchased and in tanks
Active: 5 years
Disposition: destroy

GOVERNING AGENCY REGULATIONS

Includes City, State Statutes, and Federal governing agencies' manuals and requirements
Active: until superceded or obsolete
Disposition: destroy

GRANT FILES

Includes agreements, applications, and final reports
Disposition: permanent

Includes all other documents
Active: 5 years after audit completed and final reports submitted
Disposition: destroy

GRIEVANCE FILES

Includes transcripts, exhibits, and other related documents
Active: until settled
Inactive: 62 years
Disposition: destroy

HAC ATTENDANCE RECORDS

Includes Haysville Activity Center daily admission sign in sheets and attendance records for classes
Active: 2 years
Disposition: destroy

HAC COMPARISON REPORTS

Weekly or monthly reports showing receipts, attendance, and other statistical information. Retain final report each year permanently. Retain others as follows:
Active: 3 years
Disposition: destroy

HAC COMPETITION SCHEDULES

Includes brackets, heats, and finals for tournaments and other competition sponsored by Recreation Department

Active: 2 years after event

Disposition: destroy

HAC EDUCATIONAL MATERIALS

Documents prepared to instruct users of Haysville Activity Center facility policies or rules of a given sport

Active: until superceded or obsolete

Disposition: destroy

HAC FACILITY CHECKLISTS & CLEANING LIST

List of cleaning duties for rooms in Haysville Activity Center facility and condition of rooms at set intervals during the day. Keep sheets involving incidents for 5 years. Keep all others as follows:

Active: 1 year

Disposition: destroy

HAC FACILITY RENTALS

Applications by groups to use Haysville Activity Center facility for a program

Active: 5 years

Disposition: destroy

Rationale: K.S.A. 60-511

HAC FEE SCHEDULES

List of user costs for various services

Disposition: permanent – 1 copy

HAC FITNESS EQUIPMENT INFORMATION

Includes records of Haysville Activity Center fitness equipment: year purchased, mileage, and maintenance records

Active: until equipment is sold or obsolete

Disposition: destroy

HAC LICENSING FILES

Includes information maintained about summer camp and child care as well as food service; includes inspection reports, administrative forms, and other related documents

Active: until license expires

Inactive: 5 years

Disposition: destroy

HAC PARTICIPANT FORMS

Includes youth and adult sports participant forms, special events participant forms, and aquatic participant forms

Active: 5 years

Disposition: destroy

HAC PERSONAL TRAINING FILES

Includes health assessments, individual performance plans, and liability waivers

Active: while current

Inactive: 3 years

Disposition: destroy

HAC PROGRAM INFORMATION FILES

Record of specific programs (including wellness program) or classes sponsored by Recreation Department. Keep one copy of final report and publicity created permanently. Keep other documents as follows:

Active: 2 years

Disposition: destroy

HAC REFUND INFORMATION

Listing of who received a refund and for which program

Active: 3 years

Disposition: destroy

HAC SALES RECORDS

Includes concessions and other sales records

Active: 3 years

Disposition: destroy

HAC SPORTS ROSTERS

Active: 5 years

Disposition: destroy

HISTORIC DISTRICT MINUTES

Includes minutes of historic district meetings and items purchased

Disposition: permanent

HISTORIC STRUCTURE FILES

Includes property in Historic District

Disposition: permanent

HOUSE NUMBER RECORDS

Disposition: permanent

INCIDENT REPORTS

Includes documentation of incidents from all city departments

Active: 5 years

Disposition: destroy

INSPECTION RECORDS

Includes inspection reports, registers, log books, and cards for inspections conducted. Also includes fire, plumbing, electrical, and any other inspection reports which are posted.

Disposition: permanent

INSUFFICIENT FUNDS DOCUMENTS (Those that have been paid for)

Includes bank notification, copy of letter sent to citizen, and documentation of all action taken to recover funds

Active: 5 years

Disposition: destroy

INSUFFICIENT FUNDS DOCUMENTS (Those that have been sent to Police Dept.)

Includes bank notification, copy of letter sent to citizen, documentation of all action taken to recover funds, and copy of police report

Disposition: permanent (unless paid, then destroy after 5 years)

INSURANCE CERTIFICATES

Copies of city policies that pertain to certain facilities and volunteer programs

Active: until expired or cancelled

Disposition: destroy

INSURANCE CLAIMS

Includes claims filed against the City by the public

Active: until claim is settled

Inactive: 10 years

Disposition: destroy

INSURANCE POLICIES

Active: until cancellation or expiration

Inactive: 5 years

Disposition: destroy

INTERN FILES

Includes evaluations, special projects, instructions, and other related documents

Active: 5 years

Disposition: destroy

INVENTORIES

Includes equipment, real estate, vehicles, uniforms, and other inventories

Active: until superceded or obsolete

Disposition: destroy

INVESTIGATIONS – INTERNAL / SPECIAL

Includes investigations of internal matters; special investigations of or by the City

Disposition: permanent

INVOICE FILES

Copies of invoices paid - filed in vendor files

Active: 5 years

Disposition: destroy

JOB DESCRIPTIONS

See Employee Personnel Manual.

JOURNAL ENTRIES

Bookkeeping journal entries (includes general ledger journal reports and associated backup documents)

Active: 3 years

Disposition: destroy

LABORATORY ANALYSIS DATA

Includes monthly laboratory summary data

Active: 5 years (required by DMR – KDHE)

Disposition: destroy

LABORATORY TESTS FOR PLANT OPERATIONS & FLOWS

Includes monthly summary reports and registers of water and sewage samples

Active: 3 years (required by KDHE)

Disposition: destroy

LAND USE ANALYSIS

Includes land use analysis, reports, maps, studies

Disposition: permanent

LANDLORD GUARANTEES

Active: while service is active

Inactive: 10 years

Disposition: destroy

LAWSUITS

Related documents of legal cases involving the City

Disposition: permanent

LEASES – REAL PROPERTY & CAPITAL EQUIPMENT

Active: until superceded or inactive
Inactive: 5 years
Disposition: destroy

LEGAL NOTICES

Active: 5 years
Disposition: destroy

LICENSES & PERMITS (PUBLIC WORKS)

Includes applications and related documents; investigations and inspections, compliance problems, registers, reports, conditional use, house-moving, non-conforming use, and contractor's licenses

Disposition: permanent

LOCATION RECORDS

Includes location records for water meters, valves, mains, and hydrants

Disposition: permanent

MAPS / DIAGRAMS / BLUEPRINTS

Includes maps, plans, diagrams, and blueprints of utility plants and systems and all City owned structures. Also includes zoning, land use, and boundary maps.

Disposition: permanent – 1 copy

MATERIAL SAFETY DATA SHEETS

Includes documents relating to the precautions taken for the safe handling of the various hazardous chemicals used in the routine operation of the facility

Active: until superceded or hazardous chemical is no longer on site

Disposition: destroy

MEMBERSHIP LISTS

Includes membership lists of advisory bodies, boards, commissions, committees, panels and staff

Disposition: permanent

MEMBERSHIPS (Senior Center)

Annual senior memberships

Active: 2 years (keep electronic membership list 5 years)

Disposition: destroy

MEMORANDA OF UNDERSTANDING OR AGREEMENT (Interoffice)

Includes formal agreements reached between state, local, and/or federal agencies

Disposition: permanent

METER DOCUMENTS

Includes books, cards, sheets and notes related to meter readings, documents concerning meter service and repairs, and meter test records

Active: 5 years

Disposition: destroy

MOTOR VEHICLE RECORDS FILE

Includes copy of valid driver's license for all full time employees

Active: keep for length of employment

Disposition: destroy

MUNICIPAL COURT DOCUMENTS

Includes all court related documents (Exception - cash bond list and restitution list should be retained permanently)

Active: 52 years

Disposition: destroy

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

Includes current edition of FEMA documents and publications

Active: retain until superceded

Disposition: destroy

Includes flood insurance rate maps (FIRM) and all related documents

Disposition: permanent – 1 copy

NEWSPAPERS (Haysville-Sun Times)

Disposition: permanent - 1 copy

NUISANCE ABATEMENT FILES (Housing, Nuisance, and Weeds)

Includes bills sent to property owners for abatement costs, copies of purchase orders, contractor invoices, and requests to add to tax rolls

Disposition: permanent

OATHS OF OFFICE FOR PUBLIC OFFICIALS

Disposition: permanent (kept in personnel file)

OPEN MEETING CALENDAR

Recorded dates and times for all committees, boards, and council

Active: 3 years

Disposition: destroy

OPEN RECORD REQUESTS

Includes requests to view, copy, or reproduce public records; denial of access

Active: 3 years

Disposition: destroy

OPERATORS' CERTIFICATES

Active: until expired
Inactive: 2 years
Disposition: destroy

ORDINANCES

Disposition: permanent

ORGANIZATION CHART

See Employee Personnel Manual

PARK BOARD MINUTES

Includes minutes of park board meetings and items purchased
Disposition: permanent

PARK MAINTENANCE RECORDS

Active: while under maintenance
Disposition: destroy

PARK SHELTER & COMMUNITY BUILDING RENTALS

Applications for rental and scheduling calendars
Active: 5 years
Disposition: destroy
Rationale: K.S.A. 60-511

PAY & BENEFIT PLANS

Disposition: permanent – 1 copy

PAYROLL DEDUCTION FILES

Includes Deduction Lists and copies of billings for, PPK, Delta, United Way, Savings Bonds, Central United, Colonial, AFLAC, ING, Prepaid Legal, Equishare, VSP, Pinnacle, BCBS, Advance Life Insurance
Active: 5 years
Disposition: destroy

PAYROLL REPORTS

Includes Update Journal, Trial Balance, Payroll Deductions Report, Payroll Benefits Report, ACH Transactions Update, Roll Totals Report, Tax Totals Report, Payroll Miscellaneous Reports, Payroll Check Registers, Pension Reports, KPERs Deduction Lists, State Payroll Tax Deduction Lists

Active: 5 fiscal years

Disposition: destroy

Includes Time/Pay Entry Journal, Calculation & Verification Journal, and Roll Totals Reports

Disposition: keep until after yearly audit and then destroy

Includes all Payroll History Reports (bi-weekly and year end)

Disposition: permanent

PERSONNEL FILES

Includes employment application, letters of reference, resume, interview notes, background check, oath of office, policy signatures, tax forms, payroll actions, discipline actions, awards, training, performance evaluations, position description, garnishments, insurance enrollment/change forms, payroll history reports, payroll envelopes, leave requests, absence reports, KPERs annual reports, etc.

Inactive: 65 years

Disposition: destroy

PETITIONS – MISCELLANEOUS

Includes petitions from citizens

Disposition: permanent

PETITIONS TO PLACE ISSUE ON BALLOT

Disposition: permanent

PETTY CASH RECORDS

Includes check stubs, supporting documents, and refund letters

Active: 5 years

Disposition: destroy

PHOTOGRAPHIC & VIDEO MATERIALS

Digital prints, films, negatives, photo-prints, slides, and videotapes that were used in official publications

Active: 1 year

Disposition: destroy

PLANNED UNIT DEVELOPMENT APPLICATIONS

Disposition: permanent

PLANNING COMMISSION / DEPARTMENT DOCUMENTS

Includes hand-outs and other documents not included in transcript file

Active: 5 years

Disposition: destroy

PLANNING PROJECTS & SURVEYS

Includes final plans, reports, and tabulations of results

Disposition: permanent

Includes all others documents not mentioned above

Active: 5 years

Disposition: destroy

PLANNING / ZONING CASE FILES

Includes appeals, conditional use permits, lot splits, nonconforming uses, vacation requests, variances, warranty deedding, zone change requests, and street name changes (includes withdrawn, incomplete, denied, and superceded of the above)

Disposition: permanent

PLANS FOR NEW COMMERCIAL DEVELOPMENTS WITH REQUIRED UTILITIES & STREET IMPROVEMENTS

Disposition: permanent

POPULATION DATA

Disposition: permanent

POPULATION ESTIMATES & PROJECTIONS

Disposition: permanent

PROCLAMATIONS

Disposition: permanent

PROJECT BUDGETS

Disposition: permanent

PROJECT FILES

Disposition: permanent

PROOF OF PUBLICATION

Active: 5 years

Disposition: destroy

PUBLIC IMPROVEMENTS RECORDS

Includes appraisals, budgets, certificates of completion and acceptance, contracts, engineers' studies and proposals, environmental impact review documents, inspection and test records, minutes of hearings and resolutions, plans, blueprints and drawings, specifications, standards, and survey records

Disposition: permanent

Includes certificates of insurance

Active: 5 years after expiration

Disposition: destroy

Includes certificates of deposit, change orders, cost estimates, daily diaries, estimates of work completed, monthly payment estimates, monthly reports, progress reports, update reports, and all related documents not covered by other entries

Active: 5 years after project completed

Disposition: destroy

Includes certified checks accompanying bids

Active: until contracts are signed

Disposition: return to bidders

Includes contractor's final quantity statements

Active: 5 years

Disposition: destroy

Includes feasibility reports

Active: 5 years after project completed

Disposition: destroy (retain permanently if project not initiated)

Includes performance bonds of contractors

Active: 1 year after obligation fulfilled

Disposition: destroy

Includes tickets for supplies purchased

Active: 5 years after project completed and all claims settled

Disposition: destroy

Includes work orders

Active: 2 years after project completed

Disposition: destroy

PUBLIC NOTICES

Includes those pertaining to water contaminants

Disposition: permanent – 1 copy

PUBLIC OFFICIAL BONDS

Signed by Mayors, Commissioners, etc.

Active: while in office

Inactive: 10 years after termination of bond

Disposition: destroy

PUBLIC WORKS ORANGE CARDS

Used to track time spent daily and used to help with splits for budgeting process

Active: 1 year

Disposition: destroy

PUBLICATIONS

Includes brochures, booklets, e-newsletters, newsletters, fliers, posters, labels, and other publications published by the City of Haysville

Disposition: permanent – 1 copy

PURCHASE ORDERS

Includes purchase order, original invoice, check stub (filed by check number)

Active: 5 years

Disposition: destroy

QUANTITIES OF WATER PUMPED

Includes all related records and reports

Disposition: permanent

RADIO & TELEPHONE LOGS

Active: 2 years

Disposition: destroy

RECEIPTS

Includes copies of receipts and used receipt books for the following: animal license, animal rabies vaccination and permit application receipts (from vets), bicycle license, business license, dog license, general receipts, HAC, municipal court receipts only (used books kept at court), pool, Public Works receipts only (used books kept at PW), water and sewer

Active: 3 years

Disposition: destroy

RECORDS MANAGEMENT

Includes list of records, destruction lists and other related documents

Disposition: permanent

RED TAG LISTS, PINK CARDS & GREEN CARDS

Monthly list of water accounts that are shut off for non payment and monthly list of accounts that receive pink cards and green cards – also kept electronically.

Active: 5 years

Disposition: destroy

REFERENCE BOOKS / JOURNALS

Also includes outside newsletters and seminar notebooks

Active: until superceded or obsolete

Disposition: destroy

REPORTS - MISCELLANEOUS

Includes City committees, councils, boards, panels, and advisory bodies

Disposition: permanent

REQUEST FOR PROPOSALS (RFP'S) / BIDS

Requests for bids, quotations, or estimates on projects, equipment, etc.

Active: for major structures retain while structure exists, for all others retain 5 years

Disposition: destroy

RESOLUTIONS

Disposition: permanent

RESTITUTION

Restitution list

Disposition: permanent

Related paperwork

Disposition: 52 years

REVENUE FUND ANALYSIS

Study used as basis for water and wastewater rate increases

Disposition: permanent

RIGHT OF WAY ACQUISITION AGREEMENTS

Disposition: permanent

RIGHT OF WAY AGREEMENTS (Utilities)

Disposition: permanent

SAFETY VIOLATIONS

Includes reports by State Department of Human Resources.

Disposition: permanent

SALES TAX RECORDS

Includes concessions sales tax, vending machine sales tax, water sales tax, water protection fee, etc.

Active: 5 years

Disposition: destroy

SCRAPBOOKS & ALBUMS OF HISTORICAL INFORMATION

Collection of miscellaneous documents, special event news releases, newspaper clippings, and pictures regarding city's history

Disposition: permanent

SEWAGE TREATMENT MONITORING RECORDS

Active: 5 years

Disposition: destroy

SEWER LINE LOCATION RECORDS

Disposition: permanent

SIDEWALK IMPROVEMENTS & MAINTENANCE REGISTERS

Disposition: permanent

SNOW REMOVAL PROCEDURES MANUAL

Disposition: permanent – 1 copy

SNOW REMOVAL ROUTE SHEETS

Includes documentation of precipitation accumulation, snow removal workers, hours worked, and other related documents

Active: 5 years

Disposition: destroy

SOFTWARE LICENSING

Active: retain while current

Disposition: destroy

SPECIAL ASSESSMENT SPREADSHEETS

These are sent to the county in order to add to tax rolls

Disposition: permanent

SPECIAL EVENT PERMITS

Applications and Certificates of Insurance (where applicable) for community parades, block parties, etc.

Active: 5 years

Disposition: destroy

SPECIFICATIONS

For city projects and purchases

Active: until contract signed

Inactive: 5 years

Disposition: destroy

STANDARDS

Includes standards for streets, sidewalks, roads, signs, trees, improvements, etc.

Disposition: permanent

STATE DEPARTMENT OF TRANSPORTATION AGREEMENTS

Includes all related documents

Disposition: permanent

STATE SET OFF FILES

Disposition: permanent

STATUTES

See Governing Agency Regulations.

STORM DRAINAGE PLANS

Disposition: permanent

STREET ADDRESSES ASSIGNED

Includes new streets and name changes of streets

Disposition: permanent – 1 copy

STREET & ALLEY DOCUMENTS

Includes registers and annual lists of streets and alleys and documents concerning their creation

Disposition: permanent

STREET LIGHT AUTHORIZATIONS

Active: 2 years

Disposition: permanent

STUDIES OF HOUSING, LAND USE, & OTHER SPECIAL TOPICS

Includes final report and tabulations of results

Disposition: permanent

All other documents

Active: 5 years

Disposition: destroy

STUDIES / SURVEYS DIRECTLY RELATED TO LOCAL GOVERNMENT AGENCIES

Includes final report and tabulations of results

Disposition: permanent

Includes all documents not covered by other entries

Active: 5 years

Disposition: destroy

STUDIES / SURVEYS DIRECTLY NOT RELATED TO LOCAL GOVERNMENT AGENCIES

Active: retain while useful

Disposition: destroy

SUBDIVISION RECORDS / PLATTING

Includes developer proposals, applications, petitions, plats, and correspondence related to the subdivision or plat content

Disposition: permanent

SUBDIVISION REGULATIONS

Disposition: permanent – 1 copy

SUMMONS

Presented to City Clerk on behalf of City Department

Active: until case is closed

Inactive: 5 years

Disposition: destroy

SUNFLOWER IMPROVEMENT DISTRICT FILES

Disposition: permanent

SURVEYS & STUDIES – FINAL REPORT

Includes surveys and studies done in-house or paid for by City agencies

Disposition: permanent – 1 copy

SURVEYS & STUDIES – RELATED DOCUMENTS

Includes surveys and studies done in-house or paid for by City agencies

Active: 5 years

Disposition: destroy

SWIMMING POOL MAINTENANCE RECORDS

Includes water quality tests and other related documents

Active: 5 years

Disposition: destroy

SWIMMING POOL OPERATION MANUALS

Instructions on swimming pool facility

Disposition: permanent – 1 copy

TANK PERMITS

Active: until tank is removed
Inactive: 2 years
Disposition: destroy

TAP RECORDS (Water & Sewer)

Includes tap permits, registers of taps installed and related records
Disposition: permanent

TAX EXEMPTIONS / APPEALS

Includes applications for tax exemption for city property, city projects, exempt projects, and appeals
Disposition: permanent

TAX REPORTS

Includes, but is not limited to 1096 Forms, 1099 Forms, W-2 Forms, 941 Forms, K-3 Forms, undeliverable W-2 Forms, and Unemployment Insurance Quarterly Reports
Active: 5 years
Disposition: destroy

TAX ROLLS (ASSESSMENTS)

Active: until superceded
Inactive: 1 year
Disposition: destroy

TAX VALUATION NOTICES

Disposition: 5 years

TEMPORARY NOTE TRANSCRIPTS

Disposition: permanent

TIMESHEETS & TIME CARDS

Active: 5 years
Disposition: destroy

TRAFFIC LIGHT SIGNAL DIAGRAMS

Active: until obsolete or superceded
Disposition: destroy

TRAFFIC LIGHT SIGNAL MAINTENANCE FILES

Includes scheduled and emergency signal maintenance
Active: 5 years
Disposition: destroy

TRAFFIC STUDIES

Includes final reports and tabulations of results
Disposition: permanent – 1 copy

Includes all other related documents
Active: 5 years
Disposition: destroy

TRAVEL DOCUMENTS

Active: 1 year
Disposition: destroy

TREASURER’S REPORTS

Includes quarterly reports showing status of city funds
Disposition: permanent

U.S. CENSUS BUREAU DOCUMENTS

Includes preliminary census data review printouts, surveys, studies and report forms
Disposition: permanent (retain in fire proof secured storage area)

U.S. HIGHWAY 81 PROJECT FILES

Disposition: permanent

UTILITY BILL PAYMENT STUBS (Water Bill Stubs)

Active: 3 years
Disposition: destroy

UTILITY BILLING MISCELLANEOUS RECORDS

Bulk water billing sheets, books with original re-reads, books with original temporary water, re-read sheets (meter readings), re-read sheets (customer requests), yellow pages of water turn on and turn off and read and leave ons

Active: 5 years
Disposition: destroy

UTILITY BILLING MONTHLY JOURNALS

Includes UB Billing Journals, Adjustments Journal, Meter Reading Journal, Penalty Calculations Reports Journal, Final Bills Reports Journal, ACH Journals, UB Consumption Reports

Active: 5 years
Disposition: destroy

VACATION OR ALTERATION OF STREETS, ALLEY, PLATS, EASEMENTS, & SETBACKS

Includes all related documents. Also includes vacation of public property, easements, setbacks, alleys, etc.

Disposition: permanent

VEHICLE & EQUIPMENT REPAIR RECORDS

Includes preventive and emergency repairs

Active: as long as vehicle and equipment is owned

Disposition: destroy after vehicle and equipment no longer owned

VEHICLE FILES

Includes titles certificates, copies of insurance identification cards, and all other related documents for all city-owned vehicles

Active: while vehicle is owned

Disposition: pass title to new owner and destroy remaining documents

VIDEO RECORDINGS

Includes audio and video tapes of City Council and Planning Commission meetings and workshops

Active: 7 years

Disposition: destroy upon verification of approved minutes

VOTER REGISTRATION BOOKS/LISTS

Disposition: permanent – 1 copy

WARRANTY FILES

Includes warranties, promises, and other related documents

Active: 5 years or life of warranty, whichever is greater

Disposition: destroy

WATER ANALYSIS REPORTS

Active: 5 years

Disposition: destroy

WATER CONTAMINANTS

Includes water contaminants public notices

Disposition: permanent

WATER MAIN BREAK & TAP REPORTS

Active: 5 years

Disposition: destroy

WATER RIGHTS & APPROPRIATION PERMITS

Includes all related documents

Disposition: permanent

WATER TREATMENT RECORDS

Includes records of chemicals used and tests conducted in treating water

Active: 5 years

Disposition: destroy

WATER USE ANNUAL REPORTS

Includes copies of water use annual reports that are sent to State Board of Agriculture, Division of Water Resources)
Disposition: permanent

WATER WELL DOCUMENTS

Includes capacity test records, information sheets, drilling permits, well water level records, and related documents
Disposition: permanent

WATER WELL MAINTENANCE & REPAIR CARDS

Active: retain for life of well
Disposition: destroy

WELL HOURS OF OPERATION

Active: 5 years
Disposition: destroy

WORK ORDERS

Includes requests for signs and markings
Active: 5 years
Disposition: destroy

WORKERS COMPENSATION CLAIM FILES

IMA (work comp carrier) retains computerized history 30 years. Retain hard copy as follows:
Active: 5 years from date file is closed.
Disposition: destroy

ZONING & PLANNING ORDINANCES

See also City Clerk Ordinances
Disposition: permanent – 1 copy

ZONING & SUBDIVISION AMENDMENT FILES

Includes amendments to zoning and subdivision regulations, as well as the transportation, neighborhood, and comprehensive plans
Disposition: permanent

ZONING REGULATIONS

Disposition: permanent – 1 copy

ZONING VIOLATIONS

Includes all documents not covered by other entries
Disposition: permanent

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VENDOR NO NAME	PAYMENT AMT
10 A & E ANALYTICAL	80.00
100 AMSAN	397.51
150 ACME LITHOGRAPH	155.00
261 ALL SIZE SHED CO	1,742.50
292 AMERICAN FUN FOOD CO INC	174.33
365 AMSOIL INC	2,882.33
415 AQUATIC ECO-SYSTEMS INC	5,040.14
430 ARLAN CO INC	426.60
565 AWARDS FACTORY INC	32.60
577 B & B ELECTRIC MOTOR CO	450.00
777 BIG TOOL STORE	122.11
836 BRENNTAG SW	745.57
844 BROOKS JIM	35.00
987 CALIFORNIA CONTRACTORS	287.28
996 CAPITAL ONE BANK N A	1,356.32
1155 CINTAS CORPORATION	297.80
1325 COX COMMUNICATIONS	774.99
1395 CULVER FISH FARM INC	570.00
1674 E GRAF-X INC	900.00
1781 EXPRESS SERVICES INC	3,287.04
1825 FASTENAL COMPANY	19.59
1943 FLYING COLORS LLC	393.00
2168 GRAYBAR	79.48
2261 HARPER DAVE	35.00
2345 HAYSVILLE RENTAL CENTER	45.00

VENDOR NO NAME	PAYMENT AMT
2360 HAYSVILLE SUN TIMES	780.00
2673 INSTANT TIRE SERVICE	945.25
2835 JOJAC'S LANDSCAPE &	186.00
2838 JOLIVET ROY	35.00
2874 K & A PROPERTY MAINT	681.25
2940 KANSAS DISC	240.66
3065 KK OFFICE SOLUTIONS INC	187.13
3140 KDOR-CONCESSION	829.32
3150 KDOR WATER SALES TAX	811.76
3230 KS GAS SERVICE-PRIMARY	363.83
3248 KANSASLAND TIRE	179.50
3295 KANSAS ONE-CALL SYSTEM IN	243.60
3335 KANSAS SECURED TITLE	1,000.00
3350 KANSAS STATE TREASURER	1,152.00
3385 KANSAS USSSA	330.00
3435 KEN'S PRINTING	74.30
3502 KONICA MINOLTA PREMIERE	564.85
3550 KANSAS SECRETARY OF STATE	125.25
3681 LEE MATHEWS EQUIPMENT INC	90.00
3790 M6 CONCRETE ACCESSORIES	1,094.56
3848 MASSCO INC	275.57
4010 MID-CONTINENT SAFETY	206.00
4048 MIDWEST SINGLE SOURCE INC	239.95
4070 MICHAEL WATSON HEATING	579.28
4346 NEW DAVID	80.90

VENDOR NO NAME	PAYMENT AMT
4348 NEW MEDICAL HEALTH CARE	142.50
4392 ONE BODY BILT PL	25.44
4406 PACE ANALYTICAL SERVICES	731.00
4470 PAX THE CLOWN	125.00
4520 PETTY CASH	1,500.98
4648 POORMAN'S AUTO SUPPLY #5	377.98
4750 PROFESSIONAL ENGINEERING	44,305.05
4780 PRO-KEM SUPPLIES INC	88.00
5056 RINEHART SEAN	35.00
5162 RBH MILL & ELEVATOR	20.60
5170 R A RUUD SON INC	408.00
5231 SAM'S CLUB	2,195.16
5320 SECURITY 1ST TITLE	2,000.00
5345 SEDG CTY CODE ENFORCE	3,212.50
5420 SHAMROCK TIRE & AUTO	324.75
5430 SHERWIN-WILLIAMS COMPANY	111.78
5441 SIGNATURE PEST	45.00
5450 SIMS ELECTRIC SERVICE INC	866.85
5480 SMITH & LOVELESS INC	642.50
5537 SOUTH CENTRAL KS CT	600.00
5770 SUPERIOR COMP SUPPLY INC	1,204.79
5784 SWART KENNETH	35.00
6104 USD 261 HOPE PROGRAM	4,112.00
6350 WASTE MANANGEMENT OF WICH	772.86
6355 WATCHGUARD VIDEO	711.00

VENDOR NO NAME	PAYMENT AMT
6407 WESTAR ENERGY	33,792.79
6472 WICHITA AIR FILTER SUPPLY	900.72
10090 KENDRICK RICH	80.00
	=====
REPORT TOTAL	130,992.40

FUND	NAME	TOTAL
01	GENERAL FU	25,711.99
10	SEWER FUND	30,191.32
11	WATER FUND	9,540.74
12	MUNICIPAL	7,486.78
14	STORMWATER	427.08
21	STREET FUN	3,054.64
24	LAW ENFORC	37.68
30	RECREATION	10,169.00
31	SP. PARKS	5,610.14
32	HAYSVILLE	1,742.50
36	CAPITAL IM	4,054.98
51	SPECIAL PA	487.48
92	TR GUEST T	20.00
93	BOND SERIE	318.00
94	TN 2012 CO	32,140.07
		=====
	TOTAL	130,992.40

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
INTRUST GENERAL FUND													
4520 PETTY CASH													
PO 10895	14	I	7/10/2012	7/05/2012	REIMBURSE FUND	150.00		150.00	150.00	01			1
								01-00-5016	GENERAL BUILDING RENTAL FEES				
					** VENDOR TOTALS *	150.00		150.00	150.00				
5345 SEDGWICK COUNTY													
JUN 2012	1	I	7/10/2012	7/01/2012	INSPECTION RECEIPTS JUN	3212.50		3212.50	3212.50	01			1
								01-00-5008	GENERAL PERMITS				
					** VENDOR TOTALS *	3212.50		3212.50	3212.50				
					REVENUE FUNDS	3362.50		3362.50	3362.50				
1325 COX COMMUNICATIONS													
JUL 2012	4	I	7/10/2012	7/06/2012	DATA SERVICES	45.00		45.00	45.00	01			1
								01-01-2002	CITY CLERK TELEPHONE				
					** VENDOR TOTALS *	45.00		45.00	45.00				
2360 HAYSVILLE SUN-TIMES													
12267	2	I	7/10/2012	6/29/2012	ORD 988-RE AUCTION FEES	120.00		120.00	120.00	01			1
								01-01-2014	CITY CLERK LEGAL PRINTING				
	3	I			ORD 989-RE TRASH COLLEC	102.00		102.00	102.00	01			1
								01-01-2014	CITY CLERK LEGAL PRINTING				
					* INVOICE TOTALS	222.00		222.00	222.00				
					** VENDOR TOTALS *	222.00		222.00	222.00				
4520 PETTY CASH													
PO 10895	1	I	7/10/2012	7/05/2012	REIMBURSE FUND	6.00		6.00	6.00	01			1
								01-01-2015	CITY CLERK TRG/EDUC/TRAVEL				
					** VENDOR TOTALS *	6.00		6.00	6.00				
					CITY CLERK	273.00		273.00	273.00				
1325 COX COMMUNICATIONS													
JUL 2012	5	I	7/10/2012	7/06/2012	DATA SERVICES	142.00		142.00	142.00	01			1
								01-02-2002	POLICE TELEPHONE				
					** VENDOR TOTALS *	142.00		142.00	142.00				
1674 E GRAF-X													
7392	1	I	7/10/2012	6/22/2012	UNIT #5 TAHOE GRAPHICS	450.00		450.00	450.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
	2	I			UNIT #3 TAHOE GRAPHICS	450.00		450.00	450.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
					* INVOICE TOTALS	900.00		900.00	900.00				
					** VENDOR TOTALS *	900.00		900.00	900.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

2940 KANSAS DIVISION OF INFORMATION													
31101	1 I	7/10/2012	6/30/2012	TELETYPE PHONE LINE SER	240.66		240.66		240.66	01			1
								01-02-2002	POLICE TELEPHONE				
				** VENDOR TOTALS *	240.66		240.66		240.66				
3230 KANSAS GAS SERVICE													
JUN 2012	1 I	7/10/2012	7/03/2012	GAS UTILITIES	46.41		46.41		46.41	01			1
								01-02-2013	POLICE ANIMAL CONTROL				
				** VENDOR TOTALS *	46.41		46.41		46.41				
3248 KANSASLAND TIRE													
131170	1 I	7/10/2012	6/14/2012	2 TIRES P225/R16 CAR #9	179.50		179.50		179.50	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
				** VENDOR TOTALS *	179.50		179.50		179.50				
3550 KANSAS SECRETARY OF STATE													
PO 10853	1 I	7/10/2012	7/03/2012	2012 SESSION LAWS 2EA	83.50		83.50		83.50	01			1
								01-02-2004	POLICE OFFICE EXPENSE				
				** VENDOR TOTALS *	83.50		83.50		83.50				
4392 ONE BODY BILT PLACE													
393758	1 I	7/10/2012	6/28/2012	CHAIR - LEFT ARM PAD	19.00		19.00		19.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
	2 I			SHIPPING & HANDLING	6.44		6.44		6.44	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	25.44		25.44		25.44				
				** VENDOR TOTALS *	25.44		25.44		25.44				
4520 PETTY CASH													
PO 10895	3 I	7/10/2012	7/05/2012	REIMBURSE FUND	6.00		6.00		6.00	01			1
								01-02-2015	POLICE TRAINING/EDUC/TRAVEL				
	4 I			REIMBURSE FUND	10.00		10.00		10.00	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
				* INVOICE TOTALS	16.00		16.00		16.00				
				** VENDOR TOTALS *	16.00		16.00		16.00				
4648 POORMAN AUTO SUPPLY #5													
JUN 2012	1 I	7/10/2012	6/25/2012	PD VEHICLE MAINT	150.78		150.78		150.78	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
				** VENDOR TOTALS *	150.78		150.78		150.78				
4780 PRO-KEM SUPPLIES INC													
6840	1 I	7/10/2012	7/03/2012	AIR FRESHNER PD 5EA	40.00		40.00		40.00	01			1
								01-02-2004	POLICE OFFICE EXPENSE				
				** VENDOR TOTALS *	40.00		40.00		40.00				
6355 WATCHGUARD VIDEO													
17055	1 I	7/10/2012	6/18/2012	CEILING MOUNT VIDEO KIT	365.00		365.00		365.00	01			1
								01-02-2005	POLICE RECORDING SUPPLIES				
17091	1 I	7/10/2012	7/03/2012	RADAR INTERFACE CABLE	90.00		90.00		90.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
17144	1 I	7/10/2012	6/25/2012	300 DVD+RW	256.00		256.00		256.00	01			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
					01-02-2005		POLICE RECORDING SUPPLIES						
** VENDOR TOTALS *					711.00		711.00		711.00				
6407 WESTAR ENERGY													
JUN 2012	1 I	7/10/2012	6/26/2012	MONTHLY ELECTRIC UTILIT	62.09		62.09		62.09	01			1
					01-02-2013		POLICE ANIMAL CONTROL						
** VENDOR TOTALS *					62.09		62.09		62.09				
POLICE					2597.38		2597.38		2597.38				
1155 CINTAS CORPORATION #451													
PO 10881	4 I	7/10/2012	7/05/2012	2WKS UNIFORM RENT/CLEAN	36.46		36.46		36.46	01			1
					01-03-2012		PARK MISCELLANEOUS						
** VENDOR TOTALS *					36.46		36.46		36.46				
1325 COX COMMUNICATIONS													
JUL 2012	12 I	7/10/2012	7/06/2012	DATA SERVICES	31.80		31.80		31.80	01			1
					01-03-2002		PARK TELEPHONE						
** VENDOR TOTALS *					31.80		31.80		31.80				
1781 EXPRESS SERVICES INC													
111639324	2 I	7/10/2012	6/20/2012	C FLOWERS 40.12HRS	488.59		488.59		488.59	01			1
					01-03-2040		PARK CONTRACTUAL						
	3 I			M MCGREW 23.79HRS	289.29		289.29		289.29	01			1
					01-03-2040		PARK CONTRACTUAL						
* INVOICE TOTALS					777.88		777.88		777.88				
111860961	2 I	7/10/2012	6/26/2012	C FLOWERS 35.61HRS	433.02		433.02		433.02	01			1
					01-03-2040		PARK CONTRACTUAL						
	3 I			M MCGREW 24.17HRS	293.91		293.91		293.91	01			1
					01-03-2040		PARK CONTRACTUAL						
* INVOICE TOTALS					726.93		726.93		726.93				
** VENDOR TOTALS *					1504.81		1504.81		1504.81				
3435 KEN'S PRINTING & COPYING													
5145	1 I	7/10/2012	7/03/2012	PARK SHELTER FORMS 100E	64.80		64.80		64.80	01			1
					01-03-2004		PARK OFFICE EXPENSE						
	2 I			THREE HOLE PUNCH	4.50		4.50		4.50	01			1
					01-03-2004		PARK OFFICE EXPENSE						
	3 I			COMPOSITION CHANGE PHON	5.00		5.00		5.00	01			1
					01-03-2004		PARK OFFICE EXPENSE						
* INVOICE TOTALS					74.30		74.30		74.30				
** VENDOR TOTALS *					74.30		74.30		74.30				
6350 WASTE MANANGEMENT OF WICHITA													
JUL 2012	6 I	7/10/2012	7/01/2012	RIGGS PARK 706 SARAH LA	160.00		160.00		160.00	01			1
					01-03-2012		PARK MISCELLANEOUS						
** VENDOR TOTALS *					160.00		160.00		160.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

6407 WESTAR ENERGY													
JUN 2012	2 I	7/10/2012	6/26/2012	MONTHLY ELECTRIC UTILIT	905.20		905.20		905.20	01			1
								01-03-2003	PARK UTILITIES				
				** VENDOR TOTALS *	905.20		905.20		905.20				
				PARK	2712.57		2712.57		2712.57				
996 CAPITAL ONE BANK N A													
JUN 2012	2 I	7/10/2012	7/05/2012	2012 KAFM MEMBERSHIPS J	150.00		150.00		150.00	01			1
								01-04-2012	PL COMM MISCELLANEOUS				
	7 I			ASSOC OF FLOODPLAIN MEM	110.00		110.00		110.00	01			1
								01-04-2012	PL COMM MISCELLANEOUS				
				* INVOICE TOTALS	260.00		260.00		260.00				
				** VENDOR TOTALS *	260.00		260.00		260.00				
1325 COX COMMUNICATIONS													
JUL 2012	6 I	7/10/2012	7/06/2012	DATA SERVICES	4.70		4.70		4.70	01			1
								01-04-2002	PL COMM TELEPHONE				
				** VENDOR TOTALS *	4.70		4.70		4.70				
2360 HAYSVILLE SUN-TIMES													
12267	1 I	7/10/2012	6/29/2012	PUB HEARING-6441 S BDWY ZONE CHANGE REQUEST 7/	72.00		72.00		72.00	01			1
								01-04-2014	PL COMM LEGAL PRINTING				
	5 I			PUB HEARING-556 CALEB VACATE EASEMENT 7/23/1	54.00		54.00		54.00	01			1
								01-04-2014	PL COMM LEGAL PRINTING				
	6 I			PUB HEARING-COMP PLAN & ZONING REGS 7/26/12	66.00		66.00		66.00	01			1
								01-04-2014	PL COMM LEGAL PRINTING				
				* INVOICE TOTALS	192.00		192.00		192.00				
				** VENDOR TOTALS *	192.00		192.00		192.00				
4520 PETTY CASH													
PO 10895	5 I	7/10/2012	7/05/2012	REIMBURSE FUND	6.00		6.00		6.00	01			1
								01-04-2012	PL COMM MISCELLANEOUS				
				** VENDOR TOTALS *	6.00		6.00		6.00				
				PLANNING COMMISSI	462.70		462.70		462.70				
1325 COX COMMUNICATIONS													
JUL 2012	7 I	7/10/2012	7/06/2012	DATA SERVICES	10.90		10.90		10.90	01			1
								01-06-2002	MUN COURT TELEPHONE				
				** VENDOR TOTALS *	10.90		10.90		10.90				
3350 KANSAS STATE TREASURER													
JUN 2012	1 I	7/10/2012	7/05/2012	REINSTATEMENT FEES	59.00		59.00		59.00	01			1
								01-06-2060	MUN COURT REINSTATEMENT FEES				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	2	I		JUDICIAL BRANCH SURCHAR	22.00		22.00		22.00	01			1
						01-06-2060			MUN COURT REINSTATEMENT FEES				
	3	I		JUDICIAL BRANCH EDU FUN	27.00		27.00		27.00	01			1
						01-06-2073			MUN COURT JUDGES' TRAINING FEE				
	4	I		CT COSTS/ LAW ENF TRN C	1044.00		1044.00		1044.00	01			1
						01-06-2074			MUN COURT LAW ENF TRAINING FEE				
				* INVOICE TOTALS	1152.00		1152.00		1152.00				
				** VENDOR TOTALS *	1152.00		1152.00		1152.00				
				3550 KANSAS SECRETARY OF STATE									
PO 10853	2	I	7/10/2012	7/03/2012 2012 SESSION LAWS	41.75		41.75		41.75	01			1
						01-06-2064			MUN COURT DUES & SUBSCRIPTIONS				
				** VENDOR TOTALS *	41.75		41.75		41.75				
				5537 CHRISTOPHER M DAVIS PCO									
APR 2012	1	I	7/10/2012	7/03/2012 COTY BULLOCK #10-4507	150.00		150.00		150.00	01			1
						01-06-2012			MUN COURT MISCELLANEOUS				
	2	I		JOSHUA ELLISON #10-4877	150.00		150.00		150.00	01			1
						01-06-2012			MUN COURT MISCELLANEOUS				
	3	I		NATHAN GIBSON #12-0350	150.00		150.00		150.00	01			1
						01-06-2012			MUN COURT MISCELLANEOUS				
	4	I		TYSON SUMMERS #11-0187	150.00		150.00		150.00	01			1
						01-06-2012			MUN COURT MISCELLANEOUS				
				* INVOICE TOTALS	600.00		600.00		600.00				
				** VENDOR TOTALS *	600.00		600.00		600.00				
				MUNICIPAL COURT	1804.65		1804.65		1804.65				
				6407 WESTAR ENERGY									
JUN 2012	3	I	7/10/2012	6/26/2012 MONTHLY ELECTRIC UTILIT	619.91		619.91		619.91	01			1
						01-08-2003			STREET LIGHT UTILITIES				
	14	I		MONTHLY ELECTRIC UTILIT	6058.23		6058.23		6058.23	01			1
						01-08-2003			STREET LIGHT UTILITIES				
				* INVOICE TOTALS	6678.14		6678.14		6678.14				
				** VENDOR TOTALS *	6678.14		6678.14		6678.14				
				STREET LIGHTS	6678.14		6678.14		6678.14				
				2874 K & A PROPERTY MAINTENANCE LLC									
2757	1	I	7/10/2012	7/01/2012 CLEAN ADMIN OFFICES RES	75.00		75.00		75.00	01			1
						01-09-2040			BLDG & GROUNDS CONTRACTUAL				
	2	I		CLEAN COURT/PD RESTROOM	125.00		125.00		125.00	01			1
						01-09-2040			BLDG & GROUNDS CONTRACTUAL				
	3	I		CLEAN COMMUNITY BLDG RE	56.25		56.25		56.25	01			1
						01-09-2040			BLDG & GROUNDS CONTRACTUAL				
				* INVOICE TOTALS	256.25		256.25		256.25				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					256.25		256.25		256.25				
3230 KANSAS GAS SERVICE													
JUN 2012	2 I	7/10/2012	7/03/2012	GAS UTILITIES	59.03		59.03		59.03	01			1
								01-09-2003					
** VENDOR TOTALS *					59.03		59.03		59.03				
4780 PRO-KEM SUPPLIES INC													
6840	2 I	7/10/2012	7/03/2012	AIR FRESHNER CITY BLDG	32.00		32.00		32.00	01			1
								01-09-2012					
** VENDOR TOTALS *					32.00		32.00		32.00				
5441 SIGNATURE PEST CONTROL													
32674	1 I	7/10/2012	6/28/2012	INSECT CONTROL PD/COURT	45.00		45.00		45.00	01			1
								01-09-2040					
** VENDOR TOTALS *					45.00		45.00		45.00				
6350 WASTE MANANGEMENT OF WICHITA													
JUL 2012	2 I	7/10/2012	7/01/2012	CITY BLDG 200 W GRAND	40.00		40.00		40.00	01			1
								01-09-2040					
	7 I			COMMUNITY BLDG 130 E 2N	50.00		50.00		50.00	01			1
								01-09-2040					
* INVOICE TOTALS					90.00		90.00		90.00				
** VENDOR TOTALS *					90.00		90.00		90.00				
6407 WESTAR ENERGY													
JUN 2012	4 I	7/10/2012	6/26/2012	MONTHLY ELECTRIC UTILIT	2579.31		2579.31		2579.31	01			1
								01-09-2003					
	12 I			MONTHLY ELECTRIC UTILIT	82.58		82.58		82.58	01			1
								01-09-2003					
* INVOICE TOTALS					2661.89		2661.89		2661.89				
** VENDOR TOTALS *					2661.89		2661.89		2661.89				
6472 WICHITA AIR FILTER SUPPLY CO													
112900	1 I	7/10/2012	6/22/2012	AIR FILTERS	411.00		411.00		411.00	01			1
								01-09-2009					
	2 I			AIR FILTERS	116.64		116.64		116.64	01			1
								01-09-2048					
* INVOICE TOTALS					527.64		527.64		527.64				
** VENDOR TOTALS *					527.64		527.64		527.64				
CITY BUILDINGS &					3671.81		3671.81		3671.81				
150 ACME LITHOGRAPHERS & ENVELOPE													
643-Q	1 I	7/10/2012	6/25/2012	2EA MINUTE BOOKS	155.00		155.00		155.00	01			1
								01-10-2077					
** VENDOR TOTALS *					155.00		155.00		155.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

565 AWARDS FACTORY INC													
12-2461	1 I	7/10/2012	6/29/2012	5X7 PLAQUE	32.60		32.60		32.60	01			1
								01-10-2054	SP FUNDS SPECIAL EVENTS				
				** VENDOR TOTALS *	32.60		32.60		32.60				
996 CAPITAL ONE BANK N A													
JUN 2012	3 I	7/10/2012	7/05/2012	IDRIVE 500GB BACK-UP PL	49.33		49.33		49.33	01			1
								01-10-2040	SP FUNDS CONTRACTUAL				
	18 I			ORIENTAL TRADING NOVELT	115.76		115.76		115.76	01			1
								01-10-2054	SP FUNDS SPECIAL EVENTS				
				* INVOICE TOTALS	165.09		165.09		165.09				
				** VENDOR TOTALS *	165.09		165.09		165.09				
3502 KONICA MINOLTA PREMIERE													
206572885	1 I	7/10/2012	6/28/2012	KONICA C550 COPIER LEAS CONTRACT 500-0181823-00	343.75		343.75		343.75	01			1
								01-10-2040	SP FUNDS CONTRACTUAL				
				** VENDOR TOTALS *	343.75		343.75		343.75				
4048 MIDWEST SINGLE SOURCE INC													
646911-0	1 I	7/10/2012	7/02/2012	HASLER WJ INK CARTRIDGE	239.95		239.95		239.95	01			1
								01-10-2077	SP FUNDS SHARED OFFICE EXPENSE				
				** VENDOR TOTALS *	239.95		239.95		239.95				
4520 PETTY CASH													
PO 10895	2 I	7/10/2012	7/05/2012	REIMBURSE FUND	133.98		133.98		133.98	01			1
								01-10-2054	SP FUNDS SPECIAL EVENTS				
				** VENDOR TOTALS *	133.98		133.98		133.98				
5770 SUPERIOR COMPUTER SUPPLY INC													
236592-0	1 I	7/10/2012	6/29/2012	OFFICE SUPPLIES	1204.79		1204.79		1204.79	01			1
								01-10-2077	SP FUNDS SHARED OFFICE EXPENSE				
				** VENDOR TOTALS *	1204.79		1204.79		1204.79				
				SPECIAL FUNDS	2275.16		2275.16		2275.16				
1325 COX COMMUNICATIONS													
JUL 2012	1 I	7/10/2012	7/06/2012	SR CTR CABLE & DATA SER	109.42		109.42		109.42	01			1
								01-12-2003	SR CENTER UTILITIES				
				** VENDOR TOTALS *	109.42		109.42		109.42				
2874 K & A PROPERTY MAINTENANCE LLC													
2757	4 I	7/10/2012	7/01/2012	SENIOR CNTR CLEANING	425.00		425.00		425.00	01			1
								01-12-2025	SR CENTER BUILDING MAINTENANCE				
				** VENDOR TOTALS *	425.00		425.00		425.00				
3230 KANSAS GAS SERVICE													
JUN 2012	3 I	7/10/2012	7/03/2012	GAS UTILITIES	33.95		33.95		33.95	01			1
								01-12-2003	SR CENTER UTILITIES				
				** VENDOR TOTALS *	33.95		33.95		33.95				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

4780 PRO-KEM SUPPLIES INC													
6840	3 I	7/10/2012	7/03/2012	AIR FRESHNER SENIOR CNT	16.00		16.00		16.00	01			1
								01-12-2025					
									SR CENTER BUILDING MAINTENANCE				
				** VENDOR TOTALS *	16.00		16.00		16.00				
6350 WASTE MANANGEMENT OF WICHITA													
JUL 2012	1 I	7/10/2012	7/01/2012	SR CENTER 160 KARLA	50.00		50.00		50.00	01			1
								01-12-2003					
									SR CENTER UTILITIES				
				** VENDOR TOTALS *	50.00		50.00		50.00				
6407 WESTAR ENERGY													
JUN 2012	5 I	7/10/2012	6/26/2012	MONTHLY ELECTRIC UTILIT	524.60		524.60		524.60	01			1
								01-12-2003					
									SR CENTER UTILITIES				
				** VENDOR TOTALS *	524.60		524.60		524.60				
				SENIOR CENTER	1158.97		1158.97		1158.97				
996 CAPITAL ONE BANK N A													
JUN 2012	8 I	7/10/2012	7/05/2012	VIRGIN MOBILE CELL INTE	100.00		100.00		100.00	01			1
								01-18-2012					
									GEN GOVT MISCELLANEOUS				
	9 I			USTREAM CHANNEL 7 ON IN	49.00		49.00		49.00	01			1
								01-18-2012					
									GEN GOVT MISCELLANEOUS				
				* INVOICE TOTALS	149.00		149.00		149.00				
				** VENDOR TOTALS *	149.00		149.00		149.00				
1325 COX COMMUNICATIONS													
JUL 2012	8 I	7/10/2012	7/06/2012	DATA SERVICES	13.20		13.20		13.20	01			1
								01-18-2002					
									GEN GOVT TELEPHONE/POSTAGE				
	11 I			DATA SERVICES	4.70		4.70		4.70	01			1
								01-18-2002					
									GEN GOVT TELEPHONE/POSTAGE				
				* INVOICE TOTALS	17.90		17.90		17.90				
				** VENDOR TOTALS *	17.90		17.90		17.90				
4346 DAVID NEW													
JUNE 2012	1 I	7/10/2012	7/05/2012	MILEAGE 90 MILES @ .51	45.90		45.90		45.90	01			1
								01-18-2015					
									GEN GOVT TRAINING/EDUC/TRAVEL				
	2 I			PERSONAL CELL PHONE REI	35.00		35.00		35.00	01			1
								01-18-2002					
									GEN GOVT TELEPHONE/POSTAGE				
				* INVOICE TOTALS	80.90		80.90		80.90				
				** VENDOR TOTALS *	80.90		80.90		80.90				
4520 PETTY CASH													
PO 10895	6 I	7/10/2012	7/05/2012	REIMBURSE FUND	18.00		18.00		18.00	01			1
								01-18-2012					
									GEN GOVT MISCELLANEOUS				
				** VENDOR TOTALS *	18.00		18.00		18.00				
				GENERAL GOVERNMEN	265.80		265.80		265.80				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
					01-28-2012		NOXIOUS WEEDS MISCELLANEOUS						
** VENDOR TOTALS *					186.00		186.00		186.00				
NOXIOUS WEEDS					234.00		234.00		234.00				
GENERAL FUND					25711.99		25711.99		25711.99				
SEWER FUND													
10 A & E ANALYTICAL LAB INC													
2569	1 I	7/10/2012	6/27/2012	E COLI ANALYSIS	40.00		40.00		40.00	10			1
					10-30-2040		SEWER CONTRACTUAL						
2586	1 I	7/10/2012	6/29/2012	E COLI ANALYSIS	40.00		40.00		40.00	10			1
					10-30-2040		SEWER CONTRACTUAL						
** VENDOR TOTALS *					80.00		80.00		80.00				
365 AMSOIL INC													
14330537RI	1 I	7/10/2012	6/20/2012	BULK OIL & FRT CHGS	960.78		960.78		960.78	10			1
					10-30-2009		SEWER MATERIALS						
** VENDOR TOTALS *					960.78		960.78		960.78				
577 B & B ELECTRIC MOTOR CO													
57851	1 I	7/10/2012	6/29/2012	WELD & MACHINE SHAFT	250.00		250.00		250.00	10			1
					10-30-2006		SEWER EQUIPMENT MAINTENANCE						
	2 I			STAINLESS WELDING MATER	100.00		100.00		100.00	10			1
					10-30-2006		SEWER EQUIPMENT MAINTENANCE						
* INVOICE TOTALS					350.00		350.00		350.00				
57852	1 I	7/10/2012	6/29/2012	IMPELLER WASHERS 6EA	100.00		100.00		100.00	10			1
					10-30-2006		SEWER EQUIPMENT MAINTENANCE						
** VENDOR TOTALS *					450.00		450.00		450.00				
987 CALIFORNIA CONTRACTORS													
JJ17741	1 I	7/10/2012	6/15/2012	2 DOZEN WORK GLOVES	95.76		95.76		95.76	10			1
					10-30-2009		SEWER MATERIALS						
** VENDOR TOTALS *					95.76		95.76		95.76				
996 CAPITAL ONE BANK N A													
JUN 2012	5 I	7/10/2012	7/05/2012	PAYFLOW ONLINE GATEWAY	9.98		9.98		9.98	10			1
					10-30-2040		SEWER CONTRACTUAL						
	10 I			NORTHERN TOOL	31.99		31.99		31.99	10			1
					10-30-2012		SEWER MISCELLANEOUS						
	13 I			NORTHERN TOOL	10.49		10.49		10.49	10			1
					10-30-2012		SEWER MISCELLANEOUS						
* INVOICE TOTALS					52.46		52.46		52.46				
** VENDOR TOTALS *					52.46		52.46		52.46				
1155 CINTAS CORPORATION #451													
PO 10881	1 I	7/10/2012	7/05/2012	SHOP TOWELS & SUPPLIES	29.95		29.95		29.95	10			1
					10-30-2009		SEWER MATERIALS						
	6 I			2WKS UNIFORM RENT/CLEAN	63.02		63.02		63.02	10			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
					10-30-2016		SEWER UNIFORMS						
				* INVOICE TOTALS	92.97		92.97		92.97				
				** VENDOR TOTALS *	92.97		92.97		92.97				
1325 COX COMMUNICATIONS													
JUL 2012	14	I	7/10/2012	7/06/2012 DATA SERVICES	31.80		31.80		31.80	10			1
					10-30-2002		SEWER TELEPHONE						
				** VENDOR TOTALS *	31.80		31.80		31.80				
1781 EXPRESS SERVICES INC													
111639324	1	I	7/10/2012	6/20/2012 B NELSON 32.3HRS	392.77		392.77		392.77	10			1
					10-30-2040		SEWER CONTRACTUAL						
111860961	1	I	7/10/2012	6/26/2012 B NELSON 40.2HRS	490.05		490.05		490.05	10			1
					10-30-2040		SEWER CONTRACTUAL						
				** VENDOR TOTALS *	882.82		882.82		882.82				
1943 FLYING COLORS LLC													
28373	1	I	7/10/2012	6/26/2012 XXXL SHIRTS & SHIPPING	196.50		196.50		196.50	10			1
					10-30-2016		SEWER UNIFORMS						
				** VENDOR TOTALS *	196.50		196.50		196.50				
2261 DAVE HARPER													
JUN 2012	1	I	7/10/2012	7/03/2012 CELL PHONE REIMBURSEMEN	35.00		35.00		35.00	10			1
					10-30-2002		SEWER TELEPHONE						
				** VENDOR TOTALS *	35.00		35.00		35.00				
2345 HAYSVILLE RENTAL CENTER													
8677	1	I	7/10/2012	7/03/2012 WELD TANK ANNUAL LEASE	15.00		15.00		15.00	10			1
					10-30-2040		SEWER CONTRACTUAL						
				** VENDOR TOTALS *	15.00		15.00		15.00				
2673 INSTANT TIRE SERVICE													
20576	1	I	7/10/2012	6/11/2012 TIRE REPLACEMENT SERVIC	315.08		315.08		315.08	10			1
					10-30-2006		SEWER EQUIPMENT MAINTENANCE						
				** VENDOR TOTALS *	315.08		315.08		315.08				
2838 ROY JOLIVET													
JUN 2012	1	I	7/10/2012	7/03/2012 REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.66		11.66		11.66	10			1
					10-30-2002		SEWER TELEPHONE						
				** VENDOR TOTALS *	11.66		11.66		11.66				
3065 KK OFFICE SOLUTIONS INC													
138216	1	I	7/10/2012	6/25/2012 COPIER SET-UP	45.00		45.00		45.00	10			1
					10-30-2004		SEWER OFFICE EXPENSE						
				** VENDOR TOTALS *	45.00		45.00		45.00				
3230 KANSAS GAS SERVICE													
JUN 2012	4	I	7/10/2012	7/03/2012 GAS UTILITIES	97.09		97.09		97.09	10			1
					10-30-2003		SEWER UTILITIES						
				** VENDOR TOTALS *	97.09		97.09		97.09				
3295 KANSAS ONE-CALL SYSTEM INC													

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

3295 KANSAS ONE-CALL SYSTEM INC													
2060277	1 I	7/10/2012	6/30/2012	LOCATE FEES	81.20		81.20		81.20	10			1
								10-30-2040	SEWER CONTRACTUAL				
				** VENDOR TOTALS *	81.20		81.20		81.20				
3790 M6 CONCRETE ACCESSORIES													
679820	1 I	7/10/2012	7/05/2012	GRADED SAND FINE&MED 33	497.29		497.29		497.29	10			1
								10-30-2009	SEWER MATERIALS				
680078	1 I	7/10/2012	6/20/2012	NV400 COLD TUBE MASK	33.32		33.32		33.32	10			1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	530.61		530.61		530.61				
3848 MASSCO INC													
1527229	1 I	7/10/2012	6/18/2012	MISC CLEANING SUPPLIES	137.79		137.79		137.79	10			1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	137.79		137.79		137.79				
4070 MICHAEL WATSON HEATING-COOLING													
44779	1 I	7/10/2012	7/05/2012	ROOF A/C REPAIRS -WASTE PLANT	490.28		490.28		490.28	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
44780	1 I	7/10/2012	6/05/2012	DIAGNOSTICS WWTP	89.00		89.00		89.00	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	579.28		579.28		579.28				
4406 PACE ANALYTICAL SERVICES INC													
12611617	1 I	7/10/2012	6/26/2012	MONTHLY SAMPLING 6-13-1	175.00		175.00		175.00	10			1
								10-30-2040	SEWER CONTRACTUAL				
126116820	1 I	7/10/2012	6/28/2012	2012 SLUDGE SAMPLE 6-13	556.00		556.00		556.00	10			1
								10-30-2040	SEWER CONTRACTUAL				
				** VENDOR TOTALS *	731.00		731.00		731.00				
4520 PETTY CASH													
PO 10895	7 I	7/10/2012	7/05/2012	REIMBURSE FUND	2.00		2.00		2.00	10			1
								10-30-2015	SEWER TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	2.00		2.00		2.00				
4648 POORMAN AUTO SUPPLY #5													
JUN 2012	2 I	7/10/2012	6/25/2012	SEW VEHICLE MAINT	74.99		74.99		74.99	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	74.99		74.99		74.99				
4750 PROFESSIONAL ENGINEERING													
431136	1 I	7/10/2012	6/21/2012	COWSKIN CREEK SEWER REP	11000.00		11000.00		11000.00	10			1
								10-30-2080	SEWER CAPITAL OUTLAY				
431154	1 I	7/10/2012	6/21/2012	PROFESSIONAL SERVICES M	66.66		66.66		66.66	10			1
								10-30-2040	SEWER CONTRACTUAL				
				** VENDOR TOTALS *	11066.66		11066.66		11066.66				
5056 SEAN RINEHART													
JUN 2012	1 I	7/10/2012	7/03/2012	REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.66		11.66		11.66	10			1
								10-30-2002	SEWER TELEPHONE				
				** VENDOR TOTALS *	11.66		11.66		11.66				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

5420 SHAMROCK TIRE & AUTOMOTIVE													
701553	1 I	7/10/2012	7/03/2012	3 TIRES FOR GOOSENECK T	108.25		108.25		108.25	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	108.25		108.25		108.25				
5430 SHERWIN-WILLIAMS COMPANY													
3341-6	1 I	7/10/2012	6/25/2012	PAINT LIGHT POLES	55.89		55.89		55.89	10			1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	55.89		55.89		55.89				
5480 SMITH & LOVELESS INC													
83327	1 I	7/10/2012	6/15/2012	HDW SEAL SPARE C SHAFT	463.55		463.55		463.55	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	2 I			QUAD RING C 4EA	16.80		16.80		16.80	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3 I			GASKET VOLUTE 13-1/8" 4	155.72		155.72		155.72	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	4 I			FREIGHT CHARGES	6.43		6.43		6.43	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	642.50		642.50		642.50				
				** VENDOR TOTALS *	642.50		642.50		642.50				
6350 WASTE MANANGEMENT OF WICHITA													
JUL 2012	3 I	7/10/2012	7/01/2012	CITY BLDG 200 W GRAND	40.00		40.00		40.00	10			1
								10-30-2040	SEWER CONTRACTUAL				
	8 I			PUBLIC WORKS 401 & 429	33.33		33.33		33.33	10			1
								10-30-2040	SEWER CONTRACTUAL				
				* INVOICE TOTALS	73.33		73.33		73.33				
				** VENDOR TOTALS *	73.33		73.33		73.33				
6407 WESTAR ENERGY													
JUN 2012	6 I	7/10/2012	6/26/2012	MONTHLY ELECTRIC UTILIT	12655.40		12655.40		12655.40	10			1
								10-30-2003	SEWER UTILITIES				
				** VENDOR TOTALS *	12655.40		12655.40		12655.40				
6472 WICHITA AIR FILTER SUPPLY CO													
112900	3 I	7/10/2012	6/22/2012	AIR FILTERS	78.84		78.84		78.84	10			1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	78.84		78.84		78.84				
				SEWER	30191.32		30191.32		30191.32				
				SEWER FUND	30191.32		30191.32		30191.32				
WATER FUND													
365 AMSOIL INC													
14330537RI	2 I	7/10/2012	6/20/2012	BULK OIL & FRT CHGS	960.78		960.78		960.78	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	960.78		960.78		960.78				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

844 JIM BROOKS													
JUN 2012	1 I	7/10/2012	7/03/2012	REIMBURSE CELL PHONE US ON CALL PERSONNEL	17.50		17.50		17.50	11			1
								11-31-2002	WATER TELEPHONE				
				** VENDOR TOTALS *	17.50		17.50		17.50				
987 CALIFORNIA CONTRACTORS													
JJ17741	2 I	7/10/2012	6/15/2012	2 DOZEN WORK GLOVES	95.76		95.76		95.76	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	95.76		95.76		95.76				
996 CAPITAL ONE BANK N A													
JUN 2012	4 I	7/10/2012	7/05/2012	IDRIVE 500GB BACK-UP PL	75.89		75.89		75.89	11			1
								11-31-2040	WATER CONTRACTUAL				
	6 I			PAYFLOW ONLINE GATEWAY	9.97		9.97		9.97	11			1
								11-31-2040	WATER CONTRACTUAL				
	11 I			NORTHERN TOOL	32.00		32.00		32.00	11			1
								11-31-2012	WATER MISCELLANEOUS				
	14 I			NORTHERN TOOL	10.49		10.49		10.49	11			1
								11-31-2012	WATER MISCELLANEOUS				
				* INVOICE TOTALS	128.35		128.35		128.35				
				** VENDOR TOTALS *	128.35		128.35		128.35				
1155 CINTAS CORPORATION #451													
PO 10881	2 I	7/10/2012	7/05/2012	SHOP TOWELS & SUPPLIES	29.95		29.95		29.95	11			1
								11-31-2009	WATER MATERIALS				
	7 I			2WKS UNIFORM RENT/CLEAN	65.23		65.23		65.23	11			1
								11-31-2016	WATER UNIFORMS				
				* INVOICE TOTALS	95.18		95.18		95.18				
				** VENDOR TOTALS *	95.18		95.18		95.18				
1325 COX COMMUNICATIONS													
JUL 2012	15 I	7/10/2012	7/06/2012	DATA SERVICES	31.80		31.80		31.80	11			1
								11-31-2002	WATER TELEPHONE				
				** VENDOR TOTALS *	31.80		31.80		31.80				
1781 EXPRESS SERVICES INC													
111639324	4 I	7/10/2012	6/20/2012	J BAKER 41.21HRS	508.47		508.47		508.47	11			1
								11-31-2040	WATER CONTRACTUAL				
111860961	4 I	7/10/2012	6/26/2012	J BAKER 32.15HRS	390.94		390.94		390.94	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	899.41		899.41		899.41				
1943 FLYING COLORS LLC													
28373	2 I	7/10/2012	6/26/2012	XXXL SHIRTS & SHIPPING	196.50		196.50		196.50	11			1
								11-31-2016	WATER UNIFORMS				
				** VENDOR TOTALS *	196.50		196.50		196.50				
2345 HAYSVILLE RENTAL CENTER													
8677	2 I	7/10/2012	7/03/2012	WELD TANK ANNUAL LEASE	15.00		15.00		15.00	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	15.00		15.00		15.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

2673 INSTANT TIRE SERVICE													
20576	2 I	7/10/2012	6/11/2012	TIRE REPLACEMENT SERVIC	315.08		315.08		315.08	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	315.08		315.08		315.08				
2838 ROY JOLIVET													
JUN 2012	2 I	7/10/2012	7/03/2012	REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	11			1
								11-31-2002	WATER TELEPHONE				
				** VENDOR TOTALS *	11.67		11.67		11.67				
3065 KK OFFICE SOLUTIONS INC													
138216	2 I	7/10/2012	6/25/2012	COPIER SET-UP	45.00		45.00		45.00	11			1
								11-31-2004	WATER OFFICE EXPENSE				
				** VENDOR TOTALS *	45.00		45.00		45.00				
3150 KANSAS DEPT OF REVENUE													
JUNE 2012	1 I	7/10/2012	7/05/2012	WATER SALES TAX RETURN JUNE 2012	811.76		811.76		811.76	11			1
								11-31-2022	WATER SALES TAX				
				** VENDOR TOTALS *	811.76		811.76		811.76				
3230 KANSAS GAS SERVICE													
JUN 2012	5 I	7/10/2012	7/03/2012	GAS UTILITIES	60.63		60.63		60.63	11			1
								11-31-2003	WATER UTILITIES				
				** VENDOR TOTALS *	60.63		60.63		60.63				
3295 KANSAS ONE-CALL SYSTEM INC													
2060277	2 I	7/10/2012	6/30/2012	LOCATE FEES	81.20		81.20		81.20	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	81.20		81.20		81.20				
3790 M6 CONCRETE ACCESSORIES													
679820	2 I	7/10/2012	7/05/2012	GRADED SAND FINE&MED 33	497.29		497.29		497.29	11			1
								11-31-2009	WATER MATERIALS				
680078	2 I	7/10/2012	6/20/2012	NV400 COLD TUBE MASK	33.33		33.33		33.33	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	530.62		530.62		530.62				
3848 MASSCO INC													
1527229	2 I	7/10/2012	6/18/2012	MISC CLEANING SUPPLIES	137.78		137.78		137.78	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	137.78		137.78		137.78				
4010 MID-CONTINENT SAFETY													
3079612	1 I	7/10/2012	7/02/2012	RESPIRATOR FACE 4EA	88.00		88.00		88.00	11			1
								11-31-2009	WATER MATERIALS				
	2 I			ACID GAS CARTRIDGE 10PK	85.00		85.00		85.00	11			1
								11-31-2009	WATER MATERIALS				
	3 I			SUNSCREEN TOWELETTE 2/5	33.00		33.00		33.00	11			1
								11-31-2009	WATER MATERIALS				
				* INVOICE TOTALS	206.00		206.00		206.00				
				** VENDOR TOTALS *	206.00		206.00		206.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

4520 PETTY CASH													
PO 10895	8 I	7/10/2012	7/05/2012	REIMBURSE FUND	2.00		2.00		2.00	11			1
								11-31-2015	WATER TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	2.00		2.00		2.00				
4648 POORMAN AUTO SUPPLY #5													
JUN 2012	3 I	7/10/2012	6/25/2012	WATER VEHICLE MAINT	74.99		74.99		74.99	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	74.99		74.99		74.99				
4750 PROFESSIONAL ENGINEERING													
431154	2 I	7/10/2012	6/21/2012	PROFESSIONAL SERVICES M	66.67		66.67		66.67	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	66.67		66.67		66.67				
5056 SEAN RINEHART													
JUN 2012	2 I	7/10/2012	7/03/2012	REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	11			1
								11-31-2002	WATER TELEPHONE				
				** VENDOR TOTALS *	11.67		11.67		11.67				
5420 SHAMROCK TIRE & AUTOMOTIVE													
701553	2 I	7/10/2012	7/03/2012	3 TIRES FOR GOOSENECK T	108.25		108.25		108.25	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	108.25		108.25		108.25				
5430 SHERWIN-WILLIAMS COMPANY													
3341-6	2 I	7/10/2012	6/25/2012	PAINT LIGHT POLES	55.89		55.89		55.89	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	55.89		55.89		55.89				
5784 KENNETH SWART													
JUN 2012	1 I	7/10/2012	7/03/2012	REIMBURSE CELL PHONE US ON CALL PERSONNEL	35.00		35.00		35.00	11			1
								11-31-2002	WATER TELEPHONE				
				** VENDOR TOTALS *	35.00		35.00		35.00				
6350 WASTE MANANGEMENT OF WICHITA													
JUL 2012	4 I	7/10/2012	7/01/2012	CITY BLDG 200 W GRAND	40.00		40.00		40.00	11			1
								11-31-2040	WATER CONTRACTUAL				
	9 I			PUBLIC WORKS 401 & 429	33.33		33.33		33.33	11			1
								11-31-2040	WATER CONTRACTUAL				
				* INVOICE TOTALS	73.33		73.33		73.33				
				** VENDOR TOTALS *	73.33		73.33		73.33				
6407 WESTAR ENERGY													
JUN 2012	7 I	7/10/2012	6/26/2012	MONTHLY ELECTRIC UTILIT	4394.08		4394.08		4394.08	11			1
								11-31-2003	WATER UTILITIES				
				** VENDOR TOTALS *	4394.08		4394.08		4394.08				
6472 WICHITA AIR FILTER SUPPLY CO													
112900	4 I	7/10/2012	6/22/2012	AIR FILTERS	78.84		78.84		78.84	11			1
								11-31-2009	WATER MATERIALS				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					78.84		78.84		78.84				
				WATER	9540.74		9540.74		9540.74				
				WATER FUND	9540.74		9540.74		9540.74				
MUNICIPAL POOL													
4520 PETTY CASH													
PO 10895	15 I	7/10/2012	7/05/2012	REIMBURSE FUND	350.00		350.00		350.00	12			1
								12-00-5016					MUN POOL RENTALS
** VENDOR TOTALS *					350.00		350.00		350.00				
				REVENUE FUNDS	350.00		350.00		350.00				
100 AMSAN													
268894326	1 I	7/10/2012	7/02/2012	CONTROLLED HARD ROLL TO	50.26		50.26		50.26	12			1
								12-32-2009					MUNICIPAL POOL MATERIALS
	2 I			RENOWN BATH TISSUE	51.48		51.48		51.48	12			1
								12-32-2009					MUNICIPAL POOL MATERIALS
	3 I			RENOWN 1250ML SOAP 2EA	96.66		96.66		96.66	12			1
								12-32-2009					MUNICIPAL POOL MATERIALS
* INVOICE TOTALS					198.40		198.40		198.40				
** VENDOR TOTALS *					198.40		198.40		198.40				
292 AMERICAN FUN FOOD CO INC													
157646-0	1 I	7/10/2012	6/29/2012	GEH CHEESE BNB SHRP 3EA	174.33		174.33		174.33	12			1
								12-32-2031					MUNICIPAL POOL CONCESSIONS
** VENDOR TOTALS *					174.33		174.33		174.33				
430 ARLAN CO INC													
4358	1 I	7/10/2012	6/27/2012	26" LADDER SLOPING 2EA	198.00		198.00		198.00	12			1
								12-32-2025					MUNICIPAL POOL BLDG MAINTENANC
	2 I			19" LADDER VERTICAL 4EA	196.00		196.00		196.00	12			1
								12-32-2025					MUNICIPAL POOL BLDG MAINTENANC
	3 I			SHIPPING	32.60		32.60		32.60	12			1
								12-32-2025					MUNICIPAL POOL BLDG MAINTENANC
* INVOICE TOTALS					426.60		426.60		426.60				
** VENDOR TOTALS *					426.60		426.60		426.60				
836 BRENNTAG SOUTHWEST INC													
BSW330224	1 I	7/10/2012	6/27/2012	900# CHLORINE	645.57		645.57		645.57	12			1
								12-32-2009					MUNICIPAL POOL MATERIALS
	2 I			FUEL CHARGE	75.00		75.00		75.00	12			1
								12-32-2009					MUNICIPAL POOL MATERIALS
	3 I			SECURITY CHARGE	25.00		25.00		25.00	12			1
								12-32-2009					MUNICIPAL POOL MATERIALS
* INVOICE TOTALS					745.57		745.57		745.57				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					745.57		745.57		745.57				
3140 KANSAS DEPT OF REVENUE													
2ND QTR 12 2	I	7/10/2012	7/05/2012	POOL CONCESSIONS	675.58		675.58		675.58	12			1
								12-32-2031	MUNICIPAL POOL CONCESSIONS				
** VENDOR TOTALS *					675.58		675.58		675.58				
4348 NEW MARKET HEALTH CARE LLC													
164293	1	I	7/10/2012	7/03/2012 UDS/BAT MARY MILLER	47.50		47.50		47.50	12			1
								12-32-2012	MUNICIPAL POOL MISCELLANEOUS				
166025	1	I	7/10/2012	6/22/2012 UDS/BAT ALEX VULGAMORE	47.50		47.50		47.50	12			1
								12-32-2012	MUNICIPAL POOL MISCELLANEOUS				
** VENDOR TOTALS *					95.00		95.00		95.00				
5231 SAM'S CLUB / GEGRB													
JUN 2012	2	I	7/10/2012	7/03/2012 SUPPLIES FOR POOL	101.69-		101.69-		101.69-	12			1
								12-32-2009	MUNICIPAL POOL MATERIALS				
	5	I		CONCESSIONS FOR POOL	1603.75		1603.75		1603.75	12			1
								12-32-2031	MUNICIPAL POOL CONCESSIONS				
* INVOICE TOTALS					1502.06		1502.06		1502.06				
** VENDOR TOTALS *					1502.06		1502.06		1502.06				
5450 SIMS ELECTRIC SERVICE INC													
14179	1	I	7/10/2012	6/27/2012 MISC MATERIALS	246.85		246.85		246.85	12			1
								12-32-2025	MUNICIPAL POOL BLDG MAINTENANC				
	2	I		JOURNEYMAN LABOR 8HRS	480.00		480.00		480.00	12			1
								12-32-2025	MUNICIPAL POOL BLDG MAINTENANC				
	3	I		APPRENTICE LABOR 3.5HRS	140.00		140.00		140.00	12			1
								12-32-2025	MUNICIPAL POOL BLDG MAINTENANC				
* INVOICE TOTALS					866.85		866.85		866.85				
** VENDOR TOTALS *					866.85		866.85		866.85				
6350 WASTE MANANGEMENT OF WICHITA													
JUL 2012	11	I	7/10/2012	7/01/2012 POOL 525 SARAH LANE	80.00		80.00		80.00	12			1
								12-32-2003	MUNICIPAL POOL UTILITIES				
** VENDOR TOTALS *					80.00		80.00		80.00				
6407 WESTAR ENERGY													
JUN 2012	8	I	7/10/2012	6/26/2012 MONTHLY ELECTRIC UTILIT	2372.39		2372.39		2372.39	12			1
								12-32-2003	MUNICIPAL POOL UTILITIES				
** VENDOR TOTALS *					2372.39		2372.39		2372.39				
MUNICIPAL POOL					7136.78		7136.78		7136.78				
MUNICIPAL POOL					7486.78		7486.78		7486.78				
STORMWATER SEWER													
996 CAPITAL ONE BANK N A													
JUN 2012	15	I	7/10/2012	7/05/2012 ATWOODS HOSES & SPRINKL	194.83		194.83		194.83	14			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	19	I		FAR FROM NORMAL VINYL	130.00		130.00		130.00	21			1
								21-41-2009	STREET MATERIALS				
	20	I		PROBUILD LUMBER SIDENOA	75.08		75.08		75.08	21			1
								21-41-2012	STREET MISCELLANEOUS				
				* INVOICE TOTALS	211.58		211.58		211.58				
				** VENDOR TOTALS *	211.58		211.58		211.58				
				1155 CINTAS CORPORATION #451									
PO 10881	3	I	7/10/2012	7/05/2012 SHOP TOWELS & SUPPLIES	29.94		29.94		29.94	21			1
								21-41-2009	STREET MATERIALS				
	9	I		2WKS UNIFORM RENT/CLEAN	27.23		27.23		27.23	21			1
								21-41-2016	STREET UNIFORMS				
				* INVOICE TOTALS	57.17		57.17		57.17				
				** VENDOR TOTALS *	57.17		57.17		57.17				
				1325 COX COMMUNICATIONS									
JUL 2012	16	I	7/10/2012	7/06/2012 DATA SERVICES	31.80		31.80		31.80	21			1
								21-41-2002	STREET TELEPHONE				
				** VENDOR TOTALS *	31.80		31.80		31.80				
				1825 FASTENAL COMPANY									
KSW1225091	1	I	7/10/2012	6/21/2012 ASST FASTENERS	19.59		19.59		19.59	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	19.59		19.59		19.59				
				2345 HAYSVILLE RENTAL CENTER									
8677	3	I	7/10/2012	7/03/2012 WELD TANK ANNUAL LEASE	15.00		15.00		15.00	21			1
								21-41-2040	STREET CONTRACTUAL				
				** VENDOR TOTALS *	15.00		15.00		15.00				
				2673 INSTANT TIRE SERVICE									
20576	3	I	7/10/2012	6/11/2012 TIRE REPLACEMENT SERVIC ALLIS FIAT LOADER	315.09		315.09		315.09	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	315.09		315.09		315.09				
				2838 ROY JOLIVET									
JUN 2012	3	I	7/10/2012	7/03/2012 REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	21			1
								21-41-2002	STREET TELEPHONE				
				** VENDOR TOTALS *	11.67		11.67		11.67				
				3230 KANSAS GAS SERVICE									
JUN 2012	6	I	7/10/2012	7/03/2012 GAS UTILITIES	33.13		33.13		33.13	21			1
								21-41-2003	STREET UTILITIES				
				** VENDOR TOTALS *	33.13		33.13		33.13				
				3295 KANSAS ONE-CALL SYSTEM INC									
2060277	3	I	7/10/2012	6/30/2012 LOCATE FEES	81.20		81.20		81.20	21			1
								21-41-2040	STREET CONTRACTUAL				
				** VENDOR TOTALS *	81.20		81.20		81.20				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

680078	3 I	7/10/2012	6/20/2012	3790 M6 CONCRETE ACCESSORIES NV400 COLD TUBE MASK	33.33		33.33		33.33	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	33.33		33.33		33.33				
PO 10895	9 I	7/10/2012	7/05/2012	4520 PETTY CASH REIMBURSE FUND	2.00		2.00		2.00	21			1
								21-41-2015	STREET TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	2.00		2.00		2.00				
JUN 2012	4 I	7/10/2012	6/25/2012	4648 POORMAN AUTO SUPPLY #5 STREET VEHICLE MAINT	77.22		77.22		77.22	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	77.22		77.22		77.22				
431154	3 I	7/10/2012	6/21/2012	4750 PROFESSIONAL ENGINEERING PROFESSIONAL SERVICES M	66.67		66.67		66.67	21			1
								21-41-2040	STREET CONTRACTUAL				
				** VENDOR TOTALS *	66.67		66.67		66.67				
JUN 2012	3 I	7/10/2012	7/03/2012	5056 SEAN RINEHART REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	21			1
								21-41-2002	STREET TELEPHONE				
				** VENDOR TOTALS *	11.67		11.67		11.67				
RB015779	1 I	7/10/2012	6/26/2012	5162 RBH MILL & ELEVATOR SUPPLY 2" WHITE MILL HOSE 10'	20.60		20.60		20.60	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	20.60		20.60		20.60				
701553	3 I	7/10/2012	7/03/2012	5420 SHAMROCK TIRE & AUTOMOTIVE 3 TIRES FOR GOOSENECK T	108.25		108.25		108.25	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	108.25		108.25		108.25				
JUL 2012	10 I	7/10/2012	7/01/2012	6350 WASTE MANANGEMENT OF WICHITA PUBLIC WORKS 401 & 429	33.34		33.34		33.34	21			1
								21-41-2040	STREET CONTRACTUAL				
				** VENDOR TOTALS *	33.34		33.34		33.34				
JUN 2012	9 I	7/10/2012	6/26/2012	6407 WESTAR ENERGY MONTHLY ELECTRIC UTILIT	650.35		650.35		650.35	21			1
								21-41-2003	STREET UTILITIES				
				** VENDOR TOTALS *	650.35		650.35		650.35				
112900	5 I	7/10/2012	6/22/2012	6472 WICHITA AIR FILTER SUPPLY CO AIR FILTERS	78.84		78.84		78.84	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	78.84		78.84		78.84				
				STREET	3054.64		3054.64		3054.64				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
STREET FUND					3054.64		3054.64		3054.64				
LAW ENFORCEMENT FUND													
3140 KANSAS DEPT OF REVENUE													
2ND QTR 12 1 I		7/10/2012	7/05/2012	LAW ENFORCEMENT VENDING	37.68		37.68		37.68	24			1
								24-44-2031	LAW ENF VENDING MACHINE EXPENS				
				** VENDOR TOTALS *	37.68		37.68		37.68				
				LAW ENFORCEMENT	37.68		37.68		37.68				
				LAW ENFORCEMENT F	37.68		37.68		37.68				
RECREATION DEPARTMENT													
4520 PETTY CASH													
PO 10895 12 I		7/10/2012	7/05/2012	REIMBURSE FUND	100.00		100.00		100.00	30			1
								30-00-5078	RECREATION DEPT MISCELLANEOUS				
				** VENDOR TOTALS *	100.00		100.00		100.00				
				REVENUE FUNDS	100.00		100.00		100.00				
100 AMSAN													
268894326 4 I		7/10/2012	7/02/2012	CONTROLLED HARD ROLL TO	150.78		150.78		150.78	30			1
								30-50-2009	RECREATION DEPT MATERIALS				
	5 I			RENOWN 1250ML SOAP	48.33		48.33		48.33	30			1
								30-50-2009	RECREATION DEPT MATERIALS				
				* INVOICE TOTALS	199.11		199.11		199.11				
				** VENDOR TOTALS *	199.11		199.11		199.11				
996 CAPITAL ONE BANK N A													
JUN 2012 17 I		7/10/2012	7/05/2012	ORIENTAL TRADING NOVELT	28.80		28.80		28.80	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
				** VENDOR TOTALS *	28.80		28.80		28.80				
1325 COX COMMUNICATIONS													
JUL 2012 2 I		7/10/2012	7/06/2012	ACT CTR CABLE TV	117.67		117.67		117.67	30			1
								30-50-2003	RECREATION DEPT UTILITIES				
	3 I			ACT CTR DATA SERVICES	159.00		159.00		159.00	30			1
								30-50-2002	RECREATION DEPT TELEPHONE				
				* INVOICE TOTALS	276.67		276.67		276.67				
				** VENDOR TOTALS *	276.67		276.67		276.67				
3065 KK OFFICE SOLUTIONS INC													
138317 1 I		7/10/2012	7/02/2012	COPIER MAINTENANCE BILL	84.27		84.27		84.27	30			1
								30-50-2004	RECREATION DEPT OFFICE EXPENSE				
				** VENDOR TOTALS *	84.27		84.27		84.27				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

3140 KANSAS DEPT OF REVENUE													
2ND QTR 12 3	I	7/10/2012	7/05/2012	PC BALL FIELDS	34.23		34.23		34.23	30			1
								30-50-2026	RECREATION DEPT	P-C	CONCESSION		
	4	I		HAC CONCESSIONS	81.83		81.83		81.83	30			1
								30-50-2031	RECREATION DEPT	CONCESSIONS			
				* INVOICE TOTALS	116.06		116.06		116.06				
				** VENDOR TOTALS *	116.06		116.06		116.06				
3230 KANSAS GAS SERVICE													
JUN 2012 7	I	7/10/2012	7/03/2012	GAS UTILITIES	33.59		33.59		33.59	30			1
								30-50-2003	RECREATION DEPT	UTILITIES			
				** VENDOR TOTALS *	33.59		33.59		33.59				
3385 KANSAS USSSA													
JUN 23 12 1	I	7/10/2012	7/03/2012	TOURNAMENT SANCTION FEE	50.00		50.00		50.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
	2	I		REGISTERED TEAMS 7EA	70.00		70.00		70.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
				* INVOICE TOTALS	120.00		120.00		120.00				
				** VENDOR TOTALS *	120.00		120.00		120.00				
JUN 30 12 1	I	7/10/2012	7/03/2012	TOURNAMENT SANCTION FEE	50.00		50.00		50.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
	2	I		REGISTERED TEAMS 16EA	160.00		160.00		160.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
				* INVOICE TOTALS	210.00		210.00		210.00				
				** VENDOR TOTALS *	330.00		330.00		330.00				
3502 KONICA MINOLTA PREMIERE													
206573008 1	I	7/10/2012	6/27/2012	KONICA C360 COPIER LEAS	126.10		126.10		126.10	30			1
								30-50-2004	RECREATION DEPT	OFFICE EXPENSE			
	2	I		ONE TIME ORIGIN FEE	95.00		95.00		95.00	30			1
								30-50-2004	RECREATION DEPT	OFFICE EXPENSE			
				* INVOICE TOTALS	221.10		221.10		221.10				
				** VENDOR TOTALS *	221.10		221.10		221.10				
4348 NEW MARKET HEALTH CARE LLC													
164200 1	I	7/10/2012	5/30/2012	UDS/BAT MELISSA PAPPAN	47.50		47.50		47.50	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
				** VENDOR TOTALS *	47.50		47.50		47.50				
4470 PAX THE CLOW													
PO 10857 1	I	7/10/2012	7/03/2012	PERFORMANCE FOR SUMMER	125.00		125.00		125.00	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
				** VENDOR TOTALS *	125.00		125.00		125.00				
4520 PETTY CASH													
PO 10895 10	I	7/10/2012	7/05/2012	REIMBURSE FUND	6.00		6.00		6.00	30			1
								30-50-2015	RECREATION DEPT	TRG/EDUC/DUES			
	11	I		REIMBURSE FUND	610.00		610.00		610.00	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
	13	I		REIMBURSE FUND	79.00		79.00		79.00	30			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
					30-50-2092		RECREATION DEPT PROGRAMS						
* INVOICE TOTALS					695.00		695.00		695.00				
** VENDOR TOTALS *					695.00		695.00		695.00				
5231 SAM'S CLUB / GEGRB													
JUN 2012	3	I	7/10/2012	7/03/2012	SUPPLIES FOR LATCHKEY	487.94		487.94	487.94	30			1
					30-50-2094		RECREATION DEPT LATCHKEY PROG						
	4	I			SUPPLIES FOR HAC	54.40		54.40	54.40	30			1
					30-50-2009		RECREATION DEPT MATERIALS						
	6	I			SUPPLIES FOR PC SPORTS	42.84		42.84	42.84	30			1
					30-50-2046		RECREATION DEPT P-C SPORTS COM						
* INVOICE TOTALS					585.18		585.18		585.18				
** VENDOR TOTALS *					585.18		585.18		585.18				
6104 USD 261 HOPE PROGRAM													
PO 10896	1	I	7/10/2012	7/03/2012	REG FEES HOPE JUMPSTART	4112.00		4112.00	4112.00	30			1
					30-50-2094		RECREATION DEPT LATCHKEY PROG						
** VENDOR TOTALS *					4112.00		4112.00		4112.00				
6350 WASTE MANANGEMENT OF WICHITA													
JUL 2012	5	I	7/10/2012	7/01/2012	ACTIVITY CENTER 7106 S	80.00		80.00	80.00	30			1
					30-50-2003		RECREATION DEPT UTILITIES						
	12	I			PC PARK 665 W 63RD ST S	132.86		132.86	132.86	30			1
					30-50-3065		RECREATION DEPT P-C UTILITIES						
* INVOICE TOTALS					212.86		212.86		212.86				
** VENDOR TOTALS *					212.86		212.86		212.86				
6407 WESTAR ENERGY													
JUN 2012	10	I	7/10/2012	6/26/2012	MONTHLY ELECTRIC UTILIT	1714.52		1714.52	1714.52	30			1
					30-50-2003		RECREATION DEPT UTILITIES						
	11	I			MONTHLY ELECTRIC UTILIT	1070.78		1070.78	1070.78	30			1
					30-50-3065		RECREATION DEPT P-C UTILITIES						
* INVOICE TOTALS					2785.30		2785.30		2785.30				
** VENDOR TOTALS *					2785.30		2785.30		2785.30				
6472 WICHITA AIR FILTER SUPPLY CO													
112900	6	I	7/10/2012	6/22/2012	AIR FILTERS	136.56		136.56	136.56	30			1
					30-50-2009		RECREATION DEPT MATERIALS						
** VENDOR TOTALS *					136.56		136.56		136.56				
10090 RICHARD J KENDRICK													
PO 10876	1	I	7/10/2012	7/05/2012	UMPIRE SERVICES 4 GAMES	80.00		80.00	80.00	30			1
					30-50-1100		RECREATION DEPT SALARY/GRANT						
** VENDOR TOTALS *					80.00		80.00		80.00				
RECREATION DEPART					10069.00		10069.00		10069.00				
RECREATION DEPART					10169.00		10169.00		10169.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHK	SQ
SP. PARKS & RECREATION													
415 AQUATIC ECO-SYSTEMS INC													
163362	1 I	7/10/2012	6/20/2012	2HP FOUNTAIN 240V	3607.00		3607.00		3607.00	31			1
								31-51-2012	SP PARK/REC MISCELLANEOUS				
	2 I			LIGHT KIT W/150' CORD	1075.00		1075.00		1075.00	31			1
								31-51-2012	SP PARK/REC MISCELLANEOUS				
	3 I			50WATT HALOGEN BULBS 3E	172.80		172.80		172.80	31			1
								31-51-2012	SP PARK/REC MISCELLANEOUS				
	4 I			FREIGHT	185.34		185.34		185.34	31			1
								31-51-2012	SP PARK/REC MISCELLANEOUS				
				* INVOICE TOTALS	5040.14		5040.14		5040.14				
				** VENDOR TOTALS *	5040.14		5040.14		5040.14				
1395 CULVER'S FISH FARM INC													
PO 10836	1 I	7/10/2012	6/28/2012	200LBS CHANNEL CATFISH	450.00		450.00		450.00	31			1
								31-51-2054	SP PARK/REC JULY 4TH (FISH)				
	2 I			200LBS 3-4" BLUEGILL	120.00		120.00		120.00	31			1
								31-51-2054	SP PARK/REC JULY 4TH (FISH)				
				* INVOICE TOTALS	570.00		570.00		570.00				
				** VENDOR TOTALS *	570.00		570.00		570.00				
				SP. PARKS & RECRE	5610.14		5610.14		5610.14				
				SP. PARKS & RECRE	5610.14		5610.14		5610.14				
HAYSVILLE HISTORICAL FUND													
261 ALL SIZE SHED CO													
8218	1 I	7/10/2012	6/22/2012	8X10 BARN SHED W/LOFT GABLE VENT, ANCHORS, OS	1742.50		1742.50		1742.50	32			1
								32-52-2012	HY HISTORIC MISCELLANEOUS EXP				
				** VENDOR TOTALS *	1742.50		1742.50		1742.50				
				HAYSVILLE HISTORI	1742.50		1742.50		1742.50				
				HAYSVILLE HISTORI	1742.50		1742.50		1742.50				
CAPITAL IMPROVEMENTS													
3335 KANSAS SECURED TITLE													
PO 10847	1 I	7/10/2012	7/03/2012	STRELOW 232 TIMBERLANE	1000.00		1000.00		1000.00	36			1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
				** VENDOR TOTALS *	1000.00		1000.00		1000.00				
3681 LEE MATHEWS EQUIPMENT INC													
36565	1 I	7/10/2012	5/02/2012	1 DAY RENTAL - 4HP PUMP RIGGS POND PARK PROJECT	90.00		90.00		90.00	36			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHK	SQ	CK	
					36-56-3001		CAP IMPR MISCELLANEOUS PROJECT								
** VENDOR TOTALS *					90.00		90.00		90.00						
4750 PROFESSIONAL ENGINEERING															
431137	1 I	7/10/2012	6/21/2012	MAYNARD AVE PAVING	964.98		964.98		964.98	36				1	
					36-56-3001		CAP IMPR MISCELLANEOUS PROJECT								
** VENDOR TOTALS *					964.98		964.98		964.98						
5320 SECURITY 1ST TITLE LLC															
PO 10862	1 I	7/10/2012	7/03/2012	BOWMAKER 401 6TH CLOSIN	1000.00		1000.00		1000.00	36				1	
					36-56-3001		CAP IMPR MISCELLANEOUS PROJECT								
PO 10875	1 I	7/10/2012	7/05/2012	1654 WINDROSE CT-MARK G CLOSING COST GRANT	1000.00		1000.00		1000.00	36				2	
					36-56-3001		CAP IMPR MISCELLANEOUS PROJECT								
** VENDOR TOTALS *					2000.00		2000.00		2000.00						
CAPITAL IMPROVEME					4054.98		4054.98		4054.98						
CAPITAL IMPROVEME					4054.98		4054.98		4054.98						
SPECIAL PARK IMPR RESERVE															
5170 R A RUUD SON INC															
20704	1 I	7/10/2012	6/12/2012	VOLLEYBALL CRTS ROCK MI	407.00		407.00		407.00	51				1	
					51-00-2001		SPECIAL PARK IMP RES PRIOR YR								
** VENDOR TOTALS *					407.00		407.00		407.00						
REVENUE FUNDS					407.00		407.00		407.00						
2168 GRAYBAR															
960732539	1 I	7/10/2012	6/07/2012	100EA PVC SCH40 COND 10	32.83		32.83		32.83	51				1	
					51-66-3005		SP PARK IMPR RES FIREWORKS EXP								
	2 I			QUART QUICK SET CEMENT	8.47		8.47		8.47	51				1	
					51-66-3005		SP PARK IMPR RES FIREWORKS EXP								
* INVOICE TOTALS					41.30		41.30		41.30						
961076861	1 I	7/10/2012	6/27/2012	2 MINI 20A CIRCUIT BREA	18.22		18.22		18.22	51				1	
					51-66-3005		SP PARK IMPR RES FIREWORKS EXP								
	2 I			1 MINI 30A CIRCUIT BREA	19.96		19.96		19.96	51				1	
					51-66-3005		SP PARK IMPR RES FIREWORKS EXP								
* INVOICE TOTALS					38.18		38.18		38.18						
** VENDOR TOTALS *					79.48		79.48		79.48						
5170 R A RUUD SON INC															
20704	2 I	7/10/2012	6/12/2012	VOLLEYBALL CRTS ROCK MI	1.00		1.00		1.00	51				1	
					51-66-3005		SP PARK IMPR RES FIREWORKS EXP								
** VENDOR TOTALS *					1.00		1.00		1.00						
RESERVE/PROJECT F					80.48		80.48		80.48						

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
SPECIAL PARK IMPR					487.48		487.48		487.48				
TR GUEST TAX													
4520 PETTY CASH													
PO 10895	16	I	7/10/2012	7/05/2012 REIMBURSE FUND	20.00		20.00		20.00	92			1
						92-66-3001			TR GUEST TAX EXPENSE				
** VENDOR TOTALS *					20.00		20.00		20.00				
RESERVE/PROJECT F					20.00		20.00		20.00				
TR GUEST TAX													
					20.00		20.00		20.00				
BOND SERIES 2012													
2360 HAYSVILLE SUN-TIMES													
12267	4	I	7/10/2012	6/29/2012 ORD 987-WATER SYSTEM IM	168.00		168.00		168.00	93			1
						93-66-3001			BOND SERIES 2012 EXPENSE				
	8	I		ORD 987-WATER SYSTEM IM	150.00		150.00		150.00	93			1
						93-66-3001			BOND SERIES 2012 EXPENSE				
* INVOICE TOTALS					318.00		318.00		318.00				
** VENDOR TOTALS *					318.00		318.00		318.00				
RESERVE/PROJECT F					318.00		318.00		318.00				
BOND SERIES 2012					318.00		318.00		318.00				
TN 2012 COUNTRY PLAZA VIL													
4750 PROFESSIONAL ENGINEERING													
431139	1	I	7/10/2012	6/21/2012 PAVING DESIGN CNTRY PLA	30500.00		30500.00		30500.00	94			1
						94-66-3001			TN 2012 COUNTRY PLAZA VILLAS				
431140	1	I	7/10/2012	6/21/2012 PAVING DESIGN CNTRY PLA	1640.07		1640.07		1640.07	94			1
						94-66-3001			TN 2012 COUNTRY PLAZA VILLAS				
** VENDOR TOTALS *					32140.07		32140.07		32140.07				
RESERVE/PROJECT F					32140.07		32140.07		32140.07				
TN 2012 COUNTRY P					32140.07		32140.07		32140.07				
BANK TOTALS					130992.40		130992.40		130992.40				
TOTAL MANUAL CHECKS									.00				
TOTAL E-PAYMENTS									.00				
TOTAL PURCH CARDS									.00				

HKMESSAGE
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City of Haysville
SCHEDULED CLAIMS LIST

OPER: SA

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INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

				TOTAL OPEN PAYMENTS					130992.40				
				GRAND TOTALS	130992.40		130992.40		130992.40				

VENDOR NO NAME	PAYMENT AMT
1147 CHICAGO TITLE	1,000.00
2340 HAYSVILLE POST OFFICE	966.81
5477 SMITH DEE	1,800.00
	=====
REPORT TOTAL	3,766.81

FUND	NAME	TOTAL
01	GENERAL FU	1,800.00
36	CAPITAL IM	1,000.00
39	CRA GRANT	966.81
		=====
	TOTAL	3,766.81

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHK	SQ

INTRUST													
GENERAL FUND													
5477 DEE SMITH													
JUL 4, 12	1 I	7/03/2012	6/27/2012	PERFORMANCE CONTRACT	1800.00		1800.00		1800.00	01			1
				'SECOND NATURE' 7/4/12									
								01-10-2054	SP FUNDS SPECIAL EVENTS				
				** VENDOR TOTALS *	1800.00		1800.00		1800.00				
				SPECIAL FUNDS	1800.00		1800.00		1800.00				
				GENERAL FUND	1800.00		1800.00		1800.00				
CAPITAL IMPROVEMENTS													
1147 CHICAGO TITLE													
PO 10824	1 I	7/03/2012	6/28/2012	825 ERIN CT-STRANATHAN	1000.00		1000.00		1000.00	36			1
				CLOSING ASSISTANCE GRAN									
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
				** VENDOR TOTALS *	1000.00		1000.00		1000.00				
				CAPITAL IMPROVEME	1000.00		1000.00		1000.00				
				CAPITAL IMPROVEME	1000.00		1000.00		1000.00				
CRA GRANT													
2340 POSTMASTER													
PO 10825	1 I	7/03/2012	7/02/2012	HELP CLASSES AD, NNO	966.81		966.81		966.81	39			1
				HOMETOWN MARKET-MAILING									
								39-59-2014	CRA GRANT ADVERTISING				
				** VENDOR TOTALS *	966.81		966.81		966.81				
				CRA GRANT	966.81		966.81		966.81				
				CRA GRANT	966.81		966.81		966.81				
				BANK TOTALS	3766.81		3766.81		3766.81				
				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					3766.81				
				GRAND TOTALS	3766.81		3766.81		3766.81				

JUNE TRANSFERS

TRANSFER TO:	DESCRIPTION	FUND	AMOUNT	TOTAL
Capital Improvements	Transfer 1/2 Sales/Use Tax/May Collection	General Fund	57,275.11	57,275.11
General - Office Rent	Transfer for June 2012	Wastewater Water	150.00 150.00	300.00
W/W Revenue Bond Debt Service	Transfer for June 2012	Wastewater	33,109.58	33,109.58
W/W G.O. Bond Debt Service Fund	Transfer for June 2012	Wastewater	5,642.15	5,642.15
General	Transfer Employee Benefits - June 2012	Wastewater	7,654.82	7,654.82
General	Transfer Employee Benefits - June 2012	Water	9,831.18	9,831.18
General	Transfer Employee Benefits - June 2012	Street	4,850.80	4,850.80
General	Transfer Employee Benefits - June 2012	Stormwater	817.57	817.57
Special Park Improvement Reserve	Transfer 10% Building Permits & Fireworks	General Fund	40,827.25	40,827.25

No Supporting Documents