



CITY OF LANSING
Council Chambers
800 1st Terrace
Lansing, KS 66043

COUNCIL AGENDA
Regular Meeting
Thursday, April 16, 2015
7:00 P.M.

WELCOME TO YOUR CITY COUNCIL MEETING

Regular meetings are held on the first and third Thursday of each month at 7 pm and are televised on Cable Television Channel 2 on Monday 7 pm, Tuesday 10 am & 7 pm, Friday 5 pm, Saturday 1 pm and Sunday 7 pm.

Any person wishing to address the City Council, simply proceed to the microphone in front of the dais after the agenda item has been introduced and wait to be recognized by the Mayor. When called upon, please begin by stating your name and address. A time designated "Audience Participation" is listed on the agenda for any matter that does not appear on this agenda. The mayor will call for audience participation. Please be aware that the city council and staff may not have had advance notice of your topic and that the city council may not be able to provide a decision at the meeting. If you require any special assistance, please notify the city clerk prior to the meeting.

Call To Order

Pledge of Allegiance

Roll Call

AMENDED

OLD BUSINESS:

1. Approval of Minutes

NEW BUSINESS:

Oath of Office:

Councilmembers Gardner, Pawlowski, Garvey, and Buehler

Audience Participation

Presentations:

2. Finance Department Update

Council Consideration of Agenda Items:

3. Treasurer's Report for Quarter Ending March 31, 2015
4. Purchasing Manual
5. Library Board Appointment
6. Board of Zoning Appeals Appointment
7. Award of Bid – Activity Center Gym Floor
8. Authorization to Advertise the 2015 CIP Paving, Curb Replacement, and Sidewalk Replacement Project (Project No. 15-02) for Bids
9. Project No. 14-03 (Phase 2): Storm Sewer Inlet Replacement Project; Third Street/Connie Street – Award of Bid
10. Executive Session – Personnel Matters of Non-Elected Personnel

Reports:

City Engineer; City Attorney; City Administrator; Councilmembers

Other Items of Interest:

11. Department Monthly Reports
12. Completion of Level 2 of Municipal Leadership Academy – Tony Zell

Adjournment

TO: Mike Smith
 FROM: Sarah Bodensteiner, City Clerk
 DATE: April 13, 2015
 SUBJECT: Agenda Summary

Call To Order
 Pledge of Allegiance
 Roll Call

OLD BUSINESS:

1. Approval of Minutes

The regular meeting minutes of April 2, 2015 and the special meeting minutes of April 9, 2015 are attached.

- ACTION:** A motion to approve the regular meeting minutes for April 2, 2015 and special meeting minutes for April 9, 2015 as presented.

NEW BUSINESS:

Oath of Office: Councilmembers Gardner, Pawlowski, Garvey, and Buehler

Audience Participation

Presentation

2. Finance Department Update

- Finance Director Beth Sanford will present an update to the Council on the Finance Department.

Items for Council Consideration:

3. Treasurer's Report for Quarter Ending March 31, 2015

- The Treasurer's Report for Quarter Ending March 31, 2015 is included for your review.

- MOTION:** To approve the Treasurer's Report for the Quarter Ending March 31, 2015.

4. Purchasing Manual

- City of Lansing Purchasing Manual was presented to the Council at the March 26, 2015 Work Session.
- Applicable changes have been made pursuant to Council recommendations at the March Work Session.

- MOTION:** To approve the Purchasing Manual as presented.

5. Library Board Appointment

- Lansing Resident Ellen Hannon has applied to serve on the Library Board.
- At the monthly meeting on March 24, 2015, the Lansing Community Library Board passed a motion to recommend Mrs. Hannon for appointment to the Library Board.

- MOTION:** To appoint Ellen Hannon to the Lansing Community Library Board for a four year term ending April 30, 2019.

6. Board of Zoning Appeals Appointment

- There will be three vacancies on the Board of Zoning Appeals when terms expire on April 30, 2015.
- These positions were advertised; however, only one application has been submitted to date.

- MOTION:** To reappoint Mr. Richard Hannon to fill one of the three open positions on the Board of Zoning Appeals for a three-year term expiring April 30, 2018.

7. Award of Bid – Activity Center Gym Floor

- Advertisement ran in the Leavenworth Times on March 25, 2015 to let potential contractors know about the project. Bids were due and opened on April 3, 2015 and one bid was received.

- Funding for this project is available in the Special Parks and Recreation fund account.

- MOTION:** To contract with Acme Floor Company for the replacement of the Activity Center gym floor and to repaint the seal for the base amount of \$53,256.00.

8. Authorization to Advertise the 2015 CIP Paving, Curb Replacement, and Sidewalk Replacement Project (Project No. 15-02) for Bids

- Pavement, curb, and sidewalk condition inspections have been completed and items have been ranked.
- With favorable bids, this year's program will include mill and overlay for the following locations: City Hall parking lot, Connie Street, 1st Street between Mary Street and East Kansas Avenue, East Kansas Avenue, South Third Street, Canyonview Drive east of Southfork, Brookmeadow Road, Meadlowlark Lane, Englewood Street, Ferncliff Street, and Ethel Lane. Staff believes the funding will also allow for 1,245 lineal feet of curb replacement, 233 square yards of sidewalk replacement, and refreshing faded pavement markings.
- Staff has assembled contract documents for the project, and is ready to advertise the project for bids.

- MOTION:** To authorize advertising Project No. 15-02 for bids.

9. Project No. 14-03 (Phase 2): Storm Sewer Inlet Replacement Project; Third Street/Connie Street – Award of Bid

- Four storm sewer inlet replacement projects have been designed for damaged or deficient storm sewer inlets.
- Locations were advertised for bids as a single project, separate projects, or combinations of locations.
- There is a balance in the Drainage Maintenance line of \$33,990.00, and we are well stocked with drainage

maintenance supplies for 2015.

- Two bids were received for this project. The low bid for Third Street/Connie Street was submitted by Linaweaver Construction in the amount of \$28,500.00, and the contractor will honor his 2014 bid price.
- Since mill and overlay is scheduled for Connie Street for the 2015 CIP, it is logical to replace these inlets prior to the overlay.

- **MOTION:** to accept the low bid of Linaweaver Construction in the amount of \$28,500.00 for inlet replacements and associated work at Third Street/Connie Street, as bid under Project No. 14-03: Storm Sewer Inlet Replacement Project.

10. **Executive Session – Personnel Matters of Non-Elected Personnel**

Reports: City Attorney; City Administrator; Councilmembers

Other Items of Interest

11. **Department Monthly Reports**

12. **Completion of Level 2 of Municipal Leadership Academy – Tony Zell**

Adjournment

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
April 2, 2015

Call To Order:

The regular meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 7:00 p.m.

Roll Call:

Mayor Gene Kirby called the roll and indicated which councilmembers were in attendance.

Councilmembers Present:

Ward 1: Kevin Gardner and Dave Trinkle

Ward 2: Andi Pawlowski

Ward 3: Jesse Garvey

Ward 4: Gregg Buehler and Tony McNeill

Councilmembers Absent: Don Studnicka and Kerry Brungardt

OLD BUSINESS:

Consent Calendar: Councilmember Garvey moved to approve the regular meeting minutes of March 19, 2015. Councilmember Trinkle seconded the motion. The motion was unanimously approved.

NEW BUSINESS:

Audience Participation: Mayor Kirby called for audience participation and there was none.

Presentation: Lansing High School Scholars Bowl - Mayor Kirby and City Administrator Mike Smith recognized the Scholars Bowl Team for their outstanding achievement.

Lansing High School Powerlifting Team - Mayor Kirby and City Administrator Mike Smith recognized the Powerlifting Team for their outstanding achievements.

Lansing High School Wrestler - Mayor Kirby and City Administrator Mike Smith recognized Caleb Ward and Coach Nick Flynn for their outstanding achievements.

National Library Week Proclamation - Mayor Kirby presented the National Library Week Proclamation to Library Director Michael McDonald.

- Library Director Michael McDonald stated members of the council and Mayor Kirby, thank you for this proclamation which reinforces the significance of public libraries to communities. I believe the relationship we have is mutually beneficial; we enrich the community yet also benefit greatly from the community. On behalf of the library staff, I would like to thank all of our patrons who add to the library's positive vibe. I will be providing an update to you in May, but did want to mention a few important items for April. The bookmark design contest in celebration of National Library Week will begin the voting period next Monday thru Friday. April is National Poetry Month, and we will have some special displays in the library and possibly a special program. The Friends of the Library book sale is April 17-19 at the Lansing Activity Center gymnasium. The new teen book club will have its first meeting on Tuesday, April 21, 2015. On Saturday, April 25, 2015, we will have a special Arbor Day Story Time, and the first 40 registrants will receive a tulip tree. And finally, a big thank you to the Friends of the Library for purchasing new software for event and program registration tracking and reporting, it includes an interactive calendar, which patrons may access online via the Library page on the City's Website, so everything I just mentioned, you can find on the calendar online. Thank you very much.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Temporary Cereal Malt Beverage License for Lansing DAZE and Autumn in the Grove: Councilmember Trinkle moved to approve the temporary cereal malt beverage license for the Lansing DAZE and Autumn in the Grove Event as presented. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Tree Board Appointment: Councilmember Trinkle moved to appoint Randy Dorf to the Lansing Tree Board for a term ending December 31, 2017. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Award of Bid – Gamble Road Improvements: Project No. 06-03: Councilmember Trinkle moved to award the bid for Lansing Project No. 06-03 (Gamble Road Improvements) to Linaweaver Construction of Lansing, Kansas. Councilmember Buehler seconded the motion.

- Councilmember Garvey asked how many people did we send the information out to to try to get bids from.
 - Community Development Superintendent John Jacobson stated I don't have that number off the top of my head, but I do know that it was at least five or six.
 - Councilmember Garvey asked were the bids not attached to the Agenda.
 - Community Development Superintendent John Jacobson stated well actually the line items are on the backside, it gives the breakdown, Lexeco, Linaweaver and the Engineer's Estimate. The two low bids are on that.

- City Administrator Mike Smith stated it is on the second page.
 - Councilmember Garvey stated there it is, it keeps turning sideways on me. That's all I got.
- Councilmember McNeill stated we're saying the fifty-one thousand is coming out of next year's allotment of exchange funds.
 - Community Development Superintendent John Jacobson stated yes
 - Councilmember McNeill stated normally when we ask the question about how much are we going to get next year, that's always a we don't even know if we'll get any money next year, that's John's normal response to that, but if we did, we could exchange it, so how do we know there's fifty-one thousand dollars in this future exchange.
 - Community Development Superintendent John Jacobson stated historically, it's been one hundred and eighteen thousand dollars and that occurs in February, the allotment occurs in February. While no one can guarantee that any funds will be available next year, historically those funds have been available.
 - Councilmember McNeill asked where would that come from.
 - City Administrator Mike Smith stated as we've discussed before, we're taking it out of the reserve fund because we've talked about how we carried over one million dollars this year, and after talking to John a little bit, I found that maybe, if this happens, it's not guaranteed Tony, but if it does happen then we'll take that money with the council's blessing, we'll put it back in the general reserve fund.
 - Community Development Superintendent John Jacobson stated the thing to keep in mind is that it's a reimbursement program.
 - Councilmember McNeill stated right, we pay first, then they pay us back. So it will come out of the reserve then if we get it then it will be replaced.
 - Mayor Kirby asked the fifty-three thousand.
 - City Administrator Mike Smith stated yes sir.
 - Mayor Kirby asked the two hundred sixty-six is already in there.
 - City Administrator Mike Smith stated yes.

The motion was unanimously approved.

Conditional Use Permit – 422 North DeSoto Road: Councilmember Trinkle moved to approve the conditional use permit for 422 North DeSoto Road with the conditions set forth by the Planning Commission: all Zoning Ordinance codes and applicable building code requirements are met prior to issuance of a certificate of occupancy, and in reference to the hard surface driveway, it must be constructed within one year of City Council approval of the conditional use permit. Councilmember Garvey seconded the motion.

- Councilmember Pawlowski stated Becky, since she's the one who did this, since the gravel is put down already, was there a building permit done prior to that.
 - Building Inspector Becky Savidge stated yes.
 - Councilmember Pawlowski asked did they not know that they needed to have a hard surface driveway within one year.
 - Building Inspector Becky Savidge stated yes, but because they are trying to get the home financing to build the home there also it doesn't make sense to have concrete trucks driving on a brand new concrete driveway.
 - Councilmember Pawlowski stated my concern is the electrical. I've been in that building before.
 - Building Inspector Becky Savidge stated it's been totally redone and approved.
 - Councilmember Pawlowski replied everything was taken out and everything was redone. Was the sewer on septic?
 - Building Inspector Becky Savidge stated it's on sewer, it was dug up and verified.
 - Councilmember Pawlowski stated the Methodist church came to the City and wanted a gravel driveway and we sent them to the BZA [Board of Zoning Appeals] because it's not code.
 - Councilmember Garvey stated we gave them a variance.
 - Councilmember Pawlowski replied BZA gave them a variance and we extended it. So my question is why does this not have to go to the BZA?
 - Building Inspector Becky Savidge stated because they are going to put the driveway in, they are just asking for time to get the house built.
 - Councilmember Pawlowski stated the question I got from the church was we're not being consistent, why aren't we being consistent.

- Building Inspector Becky Savidge stated my understanding was the church was asking not to pave it, is that correct?
 - Councilmember Garvey stated the church has been granted a variance a couple of different times, haven't they.
 - Community Development Superintendent John Jacobson stated a variance is for a permanent condition and not a temporary condition, and I think the intention here is that they are asking for a year to get that hard surface driveway and not a variance to the hard surface requirement. So in essence when you have a building permit, a building permit is good for six months, if, for cause, they don't get the work done within that six month, the building inspector can reissue that permit for another six months, which in essence is a year. So what they're trying to do in the interest of transparency is let you know that they're not going to be able to put that in for a year, so they asked for that right up front. Does that answer the question?
 - Councilmember Pawlowski stated I'll tell them.
 - Building Inspector Becky Savidge stated one was more permanent than the other. This was just to avoid having to replace the driveway after construction trucks.
 - Councilmember Garvey stated that makes sense I wouldn't want them tearing up my driveway either.
- Councilmember Gardner asked from one house to another, are you moving.
 - Homeowner Michelle Portwood stated yeah, eventually, when we build the house there.
- Councilmember McNeill stated so the intent is to run the daycare on this property pending the building of your house, and then once you move into the house it will be right next door. And DeSoto Road, I mean I take DeSoto Road or try to get on DeSoto Road from Holiday which is right up there, and in the morning it's pretty heavy traffic. Is trying to get in and out of that property pretty clear, do they have good visibility.
 - Community Development Superintendent John Jacobson stated they have as good as visibility as anybody else. The other issue that you had there is the length of the driveway; with the length of the driveway you shouldn't have any stacking issues as you're turning into the driveway that you normally go through with a residential property that has about 20-30 feet of driveway and 2 parking spaces.
 - Councilmember McNeill asked can you get 1 coming in and 1 going out, is it wide enough.
 - Community Development Superintendent John Jacobson stated it appears wide enough. Driveways have a maximum, and a minimum for a driveway is actually 10 feet and a parking stall is 9 by 20. It's between 16 to 20 feet and that should allow for 2 vehicles. It's not going to be a street standard but that is much better than if a single lane went in.
 - Councilmember McNeill asked when it's paved is it going to be wide enough to bring cars in and out.
 - Community Development Superintendent John Jacobson stated it will have to meet the standard at the road right of way for cars to come in and out.
 - Councilmember McNeill you had me worried about cars stacking up out there at a busy time.
 - Community Development Superintendent John Jacobson stated so when that happens we'll make sure it meets the standard.
 - Mayor Kirby asked you're not talking about a great deal of cars anyway are you.
 - Councilmember Gardner stated you said you have 11 kids and 5 families.

The motion was unanimously approved.

Plaque Donation Policy: Councilmember Buehler moved to approve the Plaque Donation Policy as presented. Councilmember McNeill seconded the motion. The motion was unanimously approved.

REPORTS:

City Attorney: City Attorney stated I mentioned this to Mike, but didn't know if everybody had heard, but a gentleman who was our Public Defender in Municipal Court passed away, Roger Horsky, last weekend and would like to make the council aware of that. He was very dedicated in our profession and he will be sorely missed. Mayor Kirby stated a couple of the ladies from the Court Clerks took off this afternoon so they could go by.

City Administrator: City Administrator Michael Smith had nothing to report.

Governing Body: Councilmember Garvey stated congratulations to all the high school students who received awards, don't forget to vote on Tuesday.

Councilmember Buehler stated well done with the City Garage sale, I got lots of nice comments, except the weather, they would like it a little warmer next time. I had a lot of good comments from a lot of people driving around, so again, well done to Ken and the Economic Development and Visitors Bureau guys, you did a great job. Congratulations to everybody and especially to all the students who stayed.

Councilmember McNeill congratulated all the students who stayed and the ones who already left, along with their coaches and teachers.

Councilmember Gardner stated congratulations to the high schoolers and good luck in your future. The tree planting tomorrow will be at Kenneth Bernard Park at 10:00 a.m., and I think in the future we may need to narrow that window when we let everyone know, because the weatherman found out and decided to make that the coolest day in the 7 day stretch. Good luck to all the councilmembers next week, I'm not in on all the anxiousness you all go through at this time of year, but you all have a certain passion and dedication to make Lansing a better place and your ability to let the system work, where everyone has a voice but the council makes the decision is exemplary, so thank you and good luck.

Councilmember Pawlowski stated about the garage sales last week, I got behind the street sweeper in front of 3 garage sale houses and there were cars and a street sweeper trying to get through, so we might try not to do that on the same day next year; it was kind of scary.

ADJOURNMENT: Councilmember Pawlowski moved to adjourn. Councilmember Garvey seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:28 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING
CITY COUNCIL MEETING

SPECIAL MEETING MINUTES
April 9, 2015

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 7:00 p.m.

Councilmembers Present:

Ward 1: Dave Trinkle and Kevin Gardner
Ward 2: Andi Pawlowski and Don Studnicka
Ward 3: Jesse Garvey and Kerry Brungardt
Ward 4: Gregg Buehler and Tony McNeill

Roll Call:

Mayor Gene Kirby called the roll and indicated which councilmembers were in attendance.

Councilmembers Absent:

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Executive Session – Personnel Matters of Non-Elected Personnel: Councilmember Pawlowski moved to go into Executive Session to discuss personnel matters of non-elected personnel for 90 minutes beginning at 7:02 p.m. and ending at 8:32 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 8:32 p.m. Councilmember Gardner seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to go into Executive Session to discuss personnel matters of non-elected personnel for 10 minutes beginning at 8:33 p.m. and ending at 8:43 p.m. Councilmember Gardner seconded the motion. The motion was approved, with Councilmembers Trinkle and McNeill voting against the motion.

Councilmember Pawlowski moved to return to open session at 8:43 p.m. Councilmember Buehler seconded the motion. The motion was approved with Councilmember Garvey voting against the motion.

ADJOURNMENT: Councilmember Garvey moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was approved with Councilmember Garvey voting against the motion. The meeting was adjourned at 8:44 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

City of Lansing

FINANCE DEPARTMENT



Finance Department Staff

- ❖ Finance Director
- ❖ Accountant
- ❖ Utility Billing Clerk
- ❖ 2 Municipal Court Clerks

Responsibilities

- ❖ **Finance and Accounting**
 - ❖ Budget administration
 - ❖ Debt management
 - ❖ Accounting (accounts receivable and payable)
 - ❖ Payroll
- ❖ **Utility Billing**
 - ❖ Prepare and mail monthly billing statements to residents for wastewater (sewer) and solid waste services
 - ❖ Process all payments made on accounts
 - ❖ Prepare deposits and balance the cash drawer daily
 - ❖ Perform maintenance on accounts (open/close accounts, make adjustments)
 - ❖ Identify delinquent accounts and submit to collections

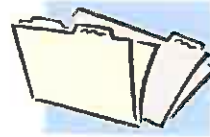
Responsibilities cont.



- ❖ **Municipal Court**
 - ❖ Process all city ordinance citations
 - ❖ Update/maintain bench warrant list
 - ❖ Prepare dockets and other court related documents
 - ❖ Attend court and assist the Judge and Prosecutor
 - ❖ Assign case numbers and assemble case files
 - ❖ Custodian for all court records
 - ❖ Process all payments and set up payment plans
 - ❖ Identify delinquent balances and submit to collections
 - ❖ Submit required reports to state agencies

Current projects

- ❖ Preparation of 2016 Budget
- ❖ Annual audit – May 4-8
- ❖ Water averaging report review
 - ❖ Sewer rate change
- ❖ Financing for upcoming projects
- ❖ Wastewater Rate Study



Sewer Rate Change

- ❖ Effective on the June 1 Billing
 - ❖ Residential Base rate charge - \$15.75
 - ❖ (current rate - \$14.50)
 - ❖ Residential Unit charge - \$4.75 per unit
 - ❖ (current rate - \$4.30)
 - ❖ (1 unit = 750 gallons of water)
 - ❖ Commercial base rate - \$17.75
 - ❖ (current rate - \$16.50)
 - ❖ Commercial unit charge - \$4.90
 - ❖ (current rate - \$4.45)

Budget calendar

- ❖ **April 17** – Base Budget worksheets are due to the City Administrator.
- ❖ **May 8** – Capital & Supplemental requests due to City Administrator.
- ❖ **May 28** – Base Budget and Capital Improvement Program work session.
- ❖ **June 2** – Staff meets to rank C&S Requests.
- ❖ **June 25** – Initial valuation received from the County Clerk.
- ❖ **June 25** – City Council Budget Work Session.
- ❖ **July 9** – City Council Budget Work Session.
- ❖ **July 20** – Publish notice of hearing for proposed budget.
- ❖ **August 6** – Public hearing on 2016 final operating budget.

Base Budget Overview

❖ **2015 Annual Program of Services**

- ❖ Table of Contents
- ❖ Tabs and cover pages
 - ❖ Detailed Fund and Department pages
- ❖ **Revenues and Fees**
- ❖ 10 year projections
- ❖ Capital and Supplemental Items
- ❖ Certified Budget
 - ❖ Final Valuation from County Clerk

CITY OF LANSING
TREASURER'S REPORT - QUARTER ENDING MARCH 31, 2015

Fund Name	Fund Number	Unencumbered Cash Balance 12/31/14 DR / (CR)	Receipts	Disbursements	Audit Adj. & Net Encumb. Liquidated 3/31/15	Unencumbered Fund Balance 3/31/15 DR / (CR)	Add Reserves, Account Payable, and Encumbrances	Subtract Receivables, Other Assets, and Net Fixed Assets	Treasurer's Cash Balance 3/31/15
General:									
Special Revenue:	16	1,017,057.11	1,304,000.20	1,407,000.80	12,114.30	1,500,000.20	100,000.00	11,267.10	1,000,000.00
Library	20	83,801.86	106,203.18	54,873.87	0.00	135,131.27	3,711.16	0.00	136,842.42
Consolidated Street & Highway	22	196,146.95	146,991.65	93,099.89	0.00	250,038.71	4,629.52	0.00	254,668.25
Special Parks & Recreation	23	271,225.31	36,271.45	15,442.02	0.00	292,054.74	0.00	0.00	292,054.74
Special Alcoholic Liquor	24	77,447.09	2,336.58	0.00	0.00	79,783.67	0.00	0.00	79,783.67
KS Regional Prisons Museum	62	136,012.34	6,212.83	0.00	0.00	142,225.17	0.00	0.00	142,225.17
Hillbrook Subdivision Escrow	66	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	20,000.00
Agency:									
Bonds Posted	41	0.00	0.00	0.00	0.00	0.00	9,235.88	0.00	9,235.88
Park Land Trust	59	11,600.00	0.00	0.00	0.00	11,600.00	0.00	0.00	11,600.00
Mayor's Christmas	61	5,223.38	0.00	0.00	0.00	5,223.38	0.00	0.00	5,223.38
Transient Guest Tax	63	94,144.85	26,415.52	17,832.09	0.00	102,728.28	0.00	0.00	102,728.28
Facilities Renovation	73	0.00	0.00	0.00	0.00	0.00	38,154.80	0.00	38,154.80
Dak Services:									
Bond & Interest	40	470,805.14	1,096,798.97	323,473.78	0.00	1,244,130.33	0.00	0.00	1,244,130.33
Enterprises:									
Wastewater Utility	50	15,596,258.69	584,424.40	466,591.63	0.00	15,694,091.46	23,588.42	14,545,781.92	1,171,897.96
Solid Waste Utility	51	400,819.88	139,892.93	95,627.38	0.00	445,175.43	0.00	190,945.77	254,229.66
Investment Fixed Assets	90	3,992,316.82	0.00	0.00	0.00	3,992,316.82	0.00	3,992,316.82	0.00
Capital Projects:									
Equipment Reserve Fund	70	32,355.17	306,251.66	82,214.27	0.00	256,392.56	0.00	0.00	256,392.56
Police Equipment Reserve Fund	80	149,435.04	19,712.41	25,866.23	0.00	143,261.22	0.00	0.00	143,261.22
147th St/98 Interceptor Fund	45	24,764.56	2,926.00	0.00	0.00	27,690.56	0.00	0.00	27,690.56
Total All Funds	79	1,303,655.99	50.00	566,234.91	0.00	737,471.08	0.00	0.00	737,471.08

STATEMENT OF BOND INDEBTEDNESS

Bonds	General Obligation	Revenue Bonds	Waste Water	Total
Outstanding as of 1/1/15	\$ 19,520,000	\$ -	\$ -	\$ 19,520,000
Retired	-	-	-	-
Issued	-	-	-	-
Refunded	-	-	-	-
Outstanding as of 3/31/2015	\$ 19,520,000	\$ -	\$ -	\$ 19,520,000
Temporary Notes	-	-	-	-
Total Outstanding 3/31/2015	\$ 19,520,000	\$ -	\$ -	\$ 19,520,000

CITY OF LANSING PURCHASING MANUAL

INTRODUCTION

Purpose of Manual
Scope

SECTION 1 – GENERAL GUIDELINES

SECTION 1-1: Local Buying
SECTION 1-2: Planning
SECTION 1-3: Taxes
SECTION 1-4: Gratuities

SECTION 2 - PURCHASING AUTHORITY

SECTION 2-1: Emergency Situations
SECTION 2-2: City Administrator
SECTION 2-3: Department Heads
SECTION 2-4: Supervisors
SECTION 2-5: Employees

SECTION 3: PURCHASE REQUISITIONS

SECTION 3-1: Purchase Requisitions

SECTION 4 - QUOTATIONS, BIDS & PROPOSALS

SECTION 4-1: Quotations

SECTION 4-2: Sealed Bids

A. Conditions for Use
B. Public Notice
C. Bid Opening
D. Award
E. Bid and Performance Bonds
F. Alternate Bids
G. Correction or Withdrawal of bids
H. Bid Conference
I. Fax Usage

SECTION 4-3: Competitive Sealed Proposals

A. Conditions for Use
B. Evaluation factor
C. Discussion after proposal opening
D. Fax proposals

SECTION 4-4: Purchases over \$5,000.00

SECTION 4-5: Professional Services

A. Selection Process for Professional Services in Excess of \$20,000
B. Selection Process for Professional Services \$20,000 or less

SECTION 4-6: Professional Trade Work

SECTION 4-7: Irresponsible Vendor

SECTION 4-8: Local Vendors

SECTION 5: REPAIR OF EQUIPMENT

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Purpose of Manual

The Purchasing manual shall be a complete source of purchasing information and detailed procedures for purchasing of all commodities, contractual services, and equipment. All City of Lansing employees should familiarize themselves with the regulations set forth and shall adhere to the procedures and practices established herein.

This manual has been prepared to serve as an informative guide for all employees purchasing in the name of the City of Lansing. Detailed explanations of department responsibilities in the procurement function are offered with this manual, as well as an overall summary of the entire purchasing process.

The Finance Department is prepared to offer assistance to any department whenever needs arise. Proper planning by departments, with assistance from the Finance Department, will eliminate duplication of effort and increase city purchasing power by consolidating purchases and encouraging competition among vendors.

Scope

The scope of this manual applies to every disposition for value or expenditure of public funds by the City, irrespective of the source of the funds. When the procurement or disposition involves federal/state assistance or contract funds and is also subject to federal/state regulations, the procurement or disposition shall be conducted in accordance with any applicable mandatory federal/state laws or regulation that is not reflected in this article. Nothing in this policy manual shall prevent the City of Lansing from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Nothing in this manual shall prevent the City of Lansing from using discretion in determining the lowest responsive and responsible bidder. Whereas a responsible bidder is a bidder whose reputation, past performance, and business and financial capabilities are such that they would be judged by the City to be capable of best satisfying the City's needs for a specific contract or purchase and a responsive bidder does not vary from the specifications and terms set out by the City.

GENERAL GUIDELINES

The general guidelines below should be considered administrative rules and are to be followed as closely as possible by all departments.

SECTION 1-1 Local Buying

Whenever practical, purchases will be made from local vendors from Lansing. This can be accomplished by ensuring that local vendors who have goods or services, which the City is in need of, are included in the competitive bidding process, which will precede most purchases. The City has a responsibility to its residents, however, to obtain the maximum value for each public dollar spent.

SECTION 1-2 Planning

Planning for purchases should be conducted on both a long-term and short-term basis. Small orders and last minute purchases should be minimized, thereby increasing the capability of each department to purchase its goods and services in large quantities in order to obtain the maximum discounts available. Planning will also assist in the reduction of clerical and supervisory time spent in documenting and receipt of purchases. Remember – the purchasing process begins with the annual budget.

SECTION 1-3 Taxes

The City is exempt from local and state sales taxes or federal excise taxes. The Finance Department will provide the necessary exemption documents to any vendor, upon request.

SECTION 1-4 Gratuities

It is a breach of ethical standards for any person to offer, give or agree to give any employee or public official a gratuity or an offer of employment in connection with any decision or recommendation concerning a possible or actual purchase on behalf of the City of Lansing. Gratuities shall not mean pens, pencils, calendars, or other novelty items used as advertising means or other meeting circumstances for the purpose of conducting or discussing official business, and totals less than fifteen dollars (\$15.00) in value.

PURCHASING AUTHORITY

SECTION 2-1 Emergency Situations

It is recognized that emergency situations occasionally arise in City operations. The City Administrator, or in his absence the Mayor, has approving authority for emergency purchases that are necessary for continued city operations when the cost exceeds the Department Head's purchasing authority. Department heads have authority for emergency purchases within their spending authority, and must report such instances to the City Administrator at their earliest opportunity.

No competitive bidding is required for emergency purchases. Emergencies are situations which require parts and labor necessary for repairs to equipment which must be kept operating, if a delay in obtaining required goods or services would create an economic hardship or personal, environmental, or health hazard. Any purchases made outside of normal purchasing procedures must be reported to the City Administrator as soon as is reasonably possible.

SECTION 2-2 City Administrator

The ultimate responsibility for all purchases for the City of Lansing is held by the City Administrator. The City Administrator shall establish the rules and regulations for the purchase and procurement of all goods and services which shall be followed by all City employees. The City Administrator, or in his absence the Mayor, possess the authority for any deviation from purchasing policy and/or manual. If improper purchasing practices or discretion may happen to appear, the City Administrator may invoke disciplinary actions upon the individual, division, and/or department. Disciplinary action may be in the form of restricted purchasing privileges, restitution, suspension, termination, or any other form deemed appropriate by the City Administrator. All capital outlay or improvement projects that total more than fifteen thousand dollars (\$15,000) must be approved by the City Council.

The City Administrator shall inform the City Council of any such exceptions as soon as is reasonably possible. The City Administrator shall also make the City Council aware of all purchases of non-routine items with an aggregate total exceeding fifteen thousand dollars (\$15,000).

SECTION 2-3 Department Heads

Department Heads are given the responsibility of ensuring that all personnel in their department are knowledgeable of and fully understand the purchasing procedures. By following the requirements established within this manual, department heads may be able to make better use of budgeted funds for their department. Through proper planning of purchases, departments will be able to realize savings through competition between vendors and will not be faced with shortages of commodities and materials.

The following goods and services must be approved by the City Administrator's office:

1. All non-routine purchases.
2. All capital outlay or improvement projects.
3. Contracts that will represent the City of Lansing.
4. Insurance.
5. Other items consistent with policy and/or practice of the City Administrator.

The requesting department shares the responsibility of not overspending annual budget limitations with the Finance Department. It is for this reason that annual budget requests should be carefully formulated and reviewed.

SECTION 2-4 Superintendent

Purchases which are routine in nature and total less than the authority limit outlined in Section 4 of the Purchasing Policy may be obtained by Superintendent if the goods and services fall within the regulations established by the Purchasing Manual. Invoices must be submitted to the Department Head who will return the invoice with completed purchase requisitions to the Finance Department on a weekly basis. Through prompt attention of invoices, the City may take advantage of discounts and bills can be paid to avoid late charges. Any damages or shortages on received shipments should be noted on freight receipt. All deliveries should be carefully accounted for by employees.

SECTION 2-5 Employees

Employees in each department or division must obtain permission from his/her supervisor or department head before making any purchase. When making purchases, the employee is to put his/her signature and department on the invoice. Invoices are also to be signed by the superintendent and/or department head and coded to the appropriate expense account. Invoices should be turned in to the employee's supervisor and/or department head, who will forward the invoice and a completed purchase requisition to the Finance Department.

PURCHASE REQUISITIONS

SECTION 3-1 Purchase Requisitions

A purchase requisition shall be used as the payment voucher for all individual purchases, except where 30 day purchase requisitions or charge cards are in effect. When items are purchased, a purchase requisition shall be forwarded with the original invoice to the Finance Department. The requesting department shall maintain a file copy of the purchase requisition. Purchase requisitions shall have affixed the required signatures as outlined in Section 4 of the Purchasing Policy.

Any department or division needing to pay an invoice shall properly prepare a purchase requisition request form in complete detail. This request, should reflect as much information that is known by the department, including the following:

1. Date of request.
2. Department making the request.
3. Authorized person requesting payment.
4. Vendor name and address.
5. Account number.
6. Quantity of requested items.
7. Brief description of items.
8. Price.
9. Brief explanation of goods or services.
10. Signature of appropriate Department Head and City Administrator if required.

QUOTATIONS, BIDS, & SEALED PROPOSALS

SECTION 4-1 Quotations

All Department Heads must plan in advance their regular budgeted purchases. Purchases in excess of the amounts outlined in Section 8 of the Purchasing Policy require that price quotes, proposals, or bids may be obtained. Award of bids, proposals or quotations will be given to the most responsible and qualified vendor, with the best price.

Quotations may be obtained by Department Heads in the following manner:

1. In person.
2. Over the phone.
3. Written quotation as per "Request for Quotation".

SECTION 4-2 Sealed Bids

A. Conditions for Use.

Contracts or purchases for capital outlay or improvement projects shall be awarded by the City Council through a competitive sealed bid process, unless the City Administrator determines that the method may not be in the best interest of the City.

B. Public Notice.

A "Notice to Contractors" or Invitation for Bids that will be awarded by the City Council shall be published in the official City newspaper, allowing a reasonable amount of time to prepare and return bids. A "Notice to Contractors" or Invitation for Bids that will be awarded by the City Council may also be emailed or mailed to prospective bidders by the requesting department. Written notice shall be sent by email to all qualified prospective bidders for the type of work being bid.

C. Bid Opening.

All sealed bids shall be delivered at the time and day designated in bid information.

Bids shall be publicly opened by the Department Head at the time and date designated. The City representative shall announce the bidders and bid amounts and state the date and provisions for awarding of contract.

D. Award.

All bids shall all be tabulated by the Department Head for review by the City Administrator, and the City Council. The responsible Department Head shall recommend to the City Administrator the most responsible bid at the best price. The City Council may accept and/or reject any or all bids and shall award the bid that shall be most advantageous to the City, taking in to consideration price and other evaluation factors as presented by the Department Head.

E. Bid Performance Bonds.

Specifications may stipulate that each bidder must submit with the bid a cashier's check, certified check, or bid bond by a cooperate company licensed to do business in the State of Kansas in an amount not less than five percent (5%) of the total bid. This requirement will be surety that the bidder, if successful, will enter into the contract.

Successful bidders may be required to furnish a performance bond equal to twenty five percent (25%) of the amount for the contract. The performance bond is surety that the successful bidder will satisfactorily comply with the terms of the contract.

F. Additional Alternate Bids.

Additional alternate bids may be required whenever it is deemed desirable or necessary by the Department Head or City Administrator.

G. Correction or Withdrawal of bids.

Correction or withdrawal of bids after opening may be allowed to the extent permitted by the City Administrator.

H. Pre-Bid Conference.

The responsible Department Head may notify prospective bidders that a conference has been scheduled in an attempt to clarify for vendors the intention of bid specifications and expectations. Conferences may be scheduled before or after invitations to bid have been issued. The pre-bid conference is an attempt to facilitate that accuracy and comprehensiveness of the bid process, but is not required.

I. Fax Usage.

Faxed sealed bids are not recommended but are acceptable at the option of the Department Head under the following conditions: Faxes are to be sent to the City Clerk's Office at (913) 828-4579; faxes are to be clearly marked "bid for Purchasing", and the product being bid on. The City Clerk will immediately secure the bid in a sealed envelope. The envelope will be clearly marked what the bid is for and be delivered to the responsible Department Head. Remember, use of the fax in these instances

could compromise the secrecy of the pricing, and compromise the integrity of the "bid" process, so act accordingly.

SECTION 4-3 Competitive Sealed Proposals

A. Conditions for Use.

Competitive sealed proposals may be issued when it is necessary to provide an opportunity for reasonable price analysis, based on technical or qualitative evaluation factors. Generally, competitive sealed proposals shall be used when the purchase is for technical equipment or specialty items, complex, professional or trade services, or the purchase of nonstandard items.

B. Evaluation Factors.

Proposal evaluation criteria should measure how well each vendor meets the desired performance requirements established before proposals are received. Final consideration for awarding of contract shall not be based solely on price. A combination of price, quantity and/or quality offered, and capacity to fulfill all requirements of the contract.

C. Discussion after Proposal Opening.

Post-opening discussions of proposals with vendors shall be allowed. Final agreement or terms may be negotiated under a proposed contract.

D. Fax Usage.

Faxed sealed proposals are not recommended but are acceptable at the option of the Department Head under the following conditions: Faxes are to be sent to the City Clerk's Office at (913) 828-4579; faxes are to be clearly marked "bid for Purchasing", and the product being bid on. The City Clerk will immediately secure the bid in a sealed envelope. The envelope will be clearly marked what the bid is for and delivered to the responsible Department Head. Remember, use of the fax in these instances could compromise the secrecy of the pricing, and compromise the integrity of the "bid" process, so act accordingly.

SECTION 4-4 Professional Services

Normal competitive procedures cannot be reasonably utilized in securing professional services such as engineers, appraisers, planners, computer-related counseling, and other professional people whose services are often based on hourly rates or a percentage of a contract amount and are not likely to enter into a competitive bidding process. In securing professional services, it is the primary goal of the city to obtain these services from a provider who has a proven record of offering such services in a professional way and is the best suited provider for the particular project. The cost of services will not be the sole criteria.

It will be the duty of the City Administrator and the requesting department to determine if a Qualification Based Selection Process shall be used. This determination will be made on an individual project basis. The selection process the city will use for acquiring Professional Services is outlined in the following sections.

- 1) Quality of work and applicability of work products to specific circumstances are the most important considerations in acquiring services performed by or under the direction of licensed professionals such as engineers, architects, geologists, appraisers, easement negotiators, and surveyors, as well as information technology professionals. Quality and effectiveness of professional design, analysis, reviews, and inspections are directly reflected in lower life cycle costs of the end products, and high quality project plans minimize project cost overruns. As such, the following qualification based selection process shall be used to select individuals or firms for services provided by or performed under the direction of licensed professionals, and for information technology, as opposed to selection by bid or price quote. If a qualified firm has been chosen utilizing the QBS process within the last 18 months for a project of a similar nature, or there is an extension of an existing project, and satisfactory services were received, the City Administrator may direct staff to solicit that same firm for additional work on other projects, and not require an additional qualifications based selection process. If the City Administrator determines that a reasonable fee for services has not been reached, city staff shall notify

the firm that negotiations are terminated, and shall follow the selection processes set forth in A or B, et seq.

A. Selection Process for Professional Services in Excess of \$20,000

- 1) Notification shall be sent describing the proposed work to be performed to three to five, or more, firms or individuals who, by prequalification or by reputation, are well qualified to perform the proposed work, inviting them, if interested, to submit a letter of interest, along with information on their firm's qualifications, experience, and resources directly related to the type of work proposed, and résumés of the specific individuals they anticipate would work on the project. The firms or individuals shall also be asked to return a completed "Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgments" form. In the event there are not three firms well qualified for the particular work in the area or that could reasonably and competitively provide the service, fewer than three is allowable.
- 2) A Selection Committee of at least three individuals, including one elected official, representing the City and/or any other entity with direct interest in the work shall be formed. Individuals from outside the City who are well suited to assess the qualifications of the submittals may be included on the Committee.
- 3) A reasonable set of criteria shall be established by City staff and the Committee upon which to assess submittals. Evaluation criteria shall include, but not be limited to, price, ability to perform, experience, technical expertise, and availability.
- 4) The Selection Committee members shall individually assess and rank submittals from all interested firms according to the criteria established.
- 5) The Selection Committee assessments shall be combined to determine the three firms that appear best qualified and best suited to the specific work, and pass those three firms without rank to the Negotiating Committee, which will invite those firms to submit a proposed detailed scope of services, schedule, and breakdown of anticipated hours by task and position (without hourly rates or price information), and shall be invited to make a presentation on their approach to the work and stand for interview questions. The Negotiating Committee shall be similar in makeup to the Selection Committee, and may be the same members as the Selection Committee.
- 6) The Negotiating Committee, with recommendations from City staff, shall establish a rating criteria for the additional submittals, presentations, and interview answers upon which to provide a final ranking of the firms in order of best qualified and best suited to the specific proposed work.
- 7) Following the presentations and questions, the Negotiating Committee will individually rank the firms, develop a composite ranking, and deliberate on the basis of their rankings, if necessary, to concur on a final rank for the firms.
- 8) The first ranked firm will be asked to submit a proposal with all the elements noted in item 5, along with hourly rates and total price for the work.
- 9) The Negotiating Committee will review the proposal, determine if the price is reasonable, and propose reductions in fee or scope if warranted.
- 10) If the Negotiating Committee determines that a reasonable fee has not been reached, they shall notify the 1st ranked firm that negotiations are terminated, and shall open negotiations with the 2nd ranked firm as set forth in 8, et seq.
- 11) As soon as the Negotiating Committee makes a determination that a reasonable fee has been proposed, said proposal will be placed on the City Council agenda with a recommendation for approval.

B. Selection Process for Professional Services \$20,000 or less:

- 2) Notification shall be sent describing the proposed work to be performed to three to five, or more, firms or individuals who, by prequalification or by reputation, are well qualified to perform the proposed work, inviting them, if interested, to submit a letter of interest, along with information on their firm's qualifications, experience, and resources directly related to the type of work proposed, and résumés of the specific individuals they anticipate would work on the project. The firms or individuals shall also be asked to return a completed "Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgments" form. In the event there are not

three firms well qualified for the particular work in the area or that could reasonably and competitively provide the service, fewer than three is allowable.

- 3) Form a Selection/Negotiation Committee of at least three individuals, including one elected official, representing the City and/or any other entity with direct interest in the work. Individuals from outside the City, but well suited to assess the qualifications of the submittals, may be included on the Committee.
- 4) A reasonable set of criteria shall be established by City staff and the Committee upon which to assess submittals.
- 5) The Selection/Negotiation Committee members shall individually assess and rank submittals from all interested firms according to the criteria established.
- 6) The Selection/Negotiation Committee will develop a composite ranking and deliberate on the basis of their rankings, if necessary, to concur on a final rank for the firms.
- 7) The first ranked firm will be asked to submit a proposal with all the elements noted in item A5, along with hourly rates and total price for the work.
- 8) The Selection/Negotiation Committee will review the proposal, determine if the price is reasonable, and propose reductions in fee or scope if warranted.
- 9) If the Selection/Negotiation Committee determines that a reasonable fee has not been reached, they shall notify the 1st ranked firm that negotiations are terminated, and shall open negotiations with the 2nd ranked firm as set forth in 8, et seq.
- 10) As soon as the Selection/Negotiation Committee makes a determination that a reasonable fee has been proposed, said proposal will be placed on the City Council agenda with a recommendation for approval.

In the case of professional services for federal or state funded projects, the Kansas Department of Transportation's selection process shall supersede this policy process.

SECTION 4-5 Professional Trade Work

Professional trade work may include but not be limited to building, mechanical, electrical, and plumbing. Guidelines for obtaining these services are outlined in Section 8 of the Purchasing Policy.

Maintenance Contracts may be used for acquiring ongoing maintenance on specific groups of items that can be easily identified and competitively bid. Maintenance contracts could include such items as:

1. Electrical maintenance on traffic control signals
2. Repair of the public safety radio system
3. Emergency jetter/CCTV work
4. Root control services
5. SCADA and GIS system updates and maintenance
6. Hydraulic modeling maintenance

Maintenance Contracts will be issued, if possible, on a two year contract with a one year extension through mutual consent of both the City and the contractor.

SECTION 4-6 Irresponsible Vendor

Any vendor who fails to comply with the terms of an awarded bid, quotation, or the required specifications contained within the bid, may be declared an irresponsible vendor upon the recommendation of the Department Head and approval of the City Administrator. An irresponsible vendor may be purged from future bid notifications. Vendors will be notified by the responsible Department Head if they are removed. Any vendor wishing to appeal this decision may request that the City Council consider the matter at a formal meeting.

SECTION 4-7 Local Vendors

The City Council is conscious of the economic impact created by purchasing goods and services locally; therefore, the City reserves the right to award bids to local vendors if it is deemed to be in the best economic interest of the City.

SECTION 4-8 Standard Specifications

Standard specifications should be established so maximum competition can be secured. Specifications for each item should be definite and precise to eliminate the possibility of misunderstanding on the part of the vendor or the purchaser. Specifications which call for only one "brand or trade name" item to be furnished shall not be issued unless prior approval is granted by the City Administrator. Such brand names may be used to establish acceptable or minimum standards that all vendors must meet or exceed, and shall include the language "- or equal".

SECTION 4-9 Preparation of Specifications

It is the responsibility of the Department Head to ensure that technical knowledge is obtained so specifications truly reflect the needs of the department. During preparation of specifications the Department Head may also work closely with and use the expertise of appropriate vendors. All specifications shall be approved by the City Administrator prior to issuance.

SECTION 4-10 Sole Source Purchases

Order requests for any material or service which can only be supplied by a sole source should be accompanied with a written explanation fully justifying why conditions exist which require the item(s) to be purchased from only one vendor.

REPAIR OF EQUIPMENT

SECTION 5-1 Repair parts

Parts required to repair equipment may be purchased if total parts cost shall not exceed the purchasing authority limitations outlined in Section 4 of the Purchasing Policy. Parts required for items whose replacement cost would currently be less than five thousand dollars (\$5,000.00) shall be limited to twenty-five percent (25%) of their replacement cost unless approved by the City Administrator.

SECTION 5-2 Contractual Repairs

If City vehicles or equipment require maintenance or repair, the Supervisor should provide the Department Head with an estimate of the cost for the repair. Upon delivery of equipment to be repaired, the Supervisor shall establish cost limitations for contracted repairs with the vendor. If required repairs exceed the approved estimate, the Supervisor shall receive approval for proceeding with repair services from the responsible Department Head and/or City Administrator.

COMMODITIES

SECTION 6-1 Office Supply Stock

Each department shall maintain and adequately stock an office supply inventory. If a department employee is in need of office supplies, the responsible Department Head should be notified of the items required. The Department Head shall be responsible for approval and purchase of the required materials.

SECTION 6-2 Contractual Printing

All contractual printing shall be managed by each department and should adhere to Section 8 of the Purchasing Policy.

CREDIT CARD PURCHASING

SECTION 7-1 Commercial Card

Use of a commercial credit cards in the name of the City of Lansing will be used only for the purchase of goods and services in support of City business. Employees must adhere to the guidelines in the Commercial Card Policies and Procedures.

Employees will be responsible for retaining all receipts. At the end of each billing cycle, the Accountant will distribute individual statements to employees. Each employee shall submit to the Finance Department a Purchase Log of Transactions (PLOT) with all receipts and the credit card statement

attached. The PLOT must be signed by the supervisor and/or department head. Employees shall submit these promptly so that the City will never be responsible for paying any interest on charges. Department heads are responsible for ensuring that departmental funds are available when credit card charges are incurred and for monitoring expenditures within available budgets.

COOPERATIVE PURCHASING

SECTION 8-1 Cooperative Purchasing Authorized

The City, acting through the City Administrator, may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the purchase of any supplies, services, or construction with one or more units of government in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between units of government and open-ended State contracts which are made available to cities.

SECTION 8-2 Restrictions on Cooperative Activities

All the participants in cooperative purchasing must agree to abide by all contractual requirements, including prompt payment of invoices.

ETHICS IN PURCHASING

SECTION 9-1 General Statement

Any attempt to realize personal gain through public employment is a breach of public trust.

SECTION 9-2 Gratuities

It is a breach of ethical standards for any person to offer, give or agree to give any employee or public official a gratuity or an offer of employment in connection with any decision or recommendation concerning a possible or actual purchase on behalf of the City of Lansing. Gratuities shall not mean pens, pencils, calendars, or other novelty items used as advertising meals or other meeting circumstances for the purpose of conducting or discussing official business, and totals less than fifteen dollars (\$15.00) in value.

SECTION 9-3 Confidential Information

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or the personal gain of others.

SOCIO-ECONOMIC POLICIES

SECTION 10-1 Affirmative Action

The City of Lansing sets forth a policy to eliminate and prevent discrimination, segregation or separation because of race, sex, religion, physical handicap, color, national origin or ancestry, and to assure equal opportunities and encouragement of every person, regardless of race, sex, religion, physical handicap, color, national origin or ancestry, in securing and holding without discrimination, employment in any field of work or labor for which the person is properly qualified.

SECTION 10-2 Contracts Greater than \$5,000.00

Federal and State of Kansas laws prohibit discrimination, segregation and separation, and provide for equal opportunities and encouragement for every person regardless of race, sex, religion, physical handicap, color, age, national origin or ancestry. Kansas Statute 44-1030 requires that all contractors or vendors whose contract with the City of Lansing is an amount greater than five thousand dollars (\$5,000.00), or any contract with a contractor or vendor who does aggregate annual business with the City in excess of five thousand dollars (\$5,000.00) shall observe the provisions of the Kansas Act Against Discrimination.

As part of the City of Lansing's on-going commitment to goals of equal opportunity for all persons, the City shall require all vendors or contractors doing business with the City of Lansing in an amount in excess of five thousand dollars (\$5,000.00) to complete a "Questionnaire of Equal Opportunity

Compliance". The questionnaire shall be submitted to the Human Resource Director annually for the calendar year and/or concurrently with or prior to any contract bid or proposal. The Human Resource Director shall receive and review the Questionnaire and notify the City Administrator of its acceptability or, if the responses to the Questionnaire do not meet established standards, the Director shall specify the necessary modifications to be acceptable. The Human Resource Director shall periodically review the City's contract compliance program and shall be available to assist any vendor or contractor in complying with state and federal equal employment opportunity laws.

SECTION 10-3 Failure to Comply

Any person or business failing or refusing to comply with the City's Equal Employment opportunity requirements shall be declared ineligible to enter into any contracts with the City until the vendor has complied with standards established by the City of Lansing and approved by the City Administrator. The City Council shall be notified of any vendor ineligible for City contracts.

CLASSIFICATION OF EXPENDITURES

SECTION 11-1 Accounts

The establishment of new accounts shall be the responsibility of the Finance Department. It is the responsibility of each Department Head and/or Superintendent to properly code each purchase to the proper accounts.

DISPOSAL OF EQUIPMENT

SECTION 12-1 Transfer

Whenever a Department Head determines that equipment assigned to his or her Department is of no further benefit to the Department's operation, he/she shall notify the Finance Department so the appropriate changes may be made to the Capital Assets Inventory. If the equipment is not to be traded in, the Department Head shall notify other city departments of the availability of the equipment which may be useful to their operation.

SECTION 12-2 Disposal

Any equipment no longer useful to City of Lansing operations shall be disposed of by sealed bid, public auction, or ebay. Items to be disposed of by bid or auction shall have been approved by the City Administrator. The Finance Department should be notified of all items being disposed of so that they may make appropriate changes to Capital Assets Inventory. No City employee may purchase equipment or materials from the City except through a formal sealed bid procedure or at the public auction. No department shall loan, destroy or remove equipment or materials from the City's custody without prior approval from the City Administrator.

SECTION 12-3 Proceeds from Sale of Equipment

Any proceeds received from the sale of equipment shall be receipted into the appropriate Equipment Reserve Fund.

APPROVED by the governing body of the City of Lansing, County of Leavenworth, State of Kansas this 16th day of April, 2015.

Louis E Kirby, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPENDIX A

CITY OF LANSING

PURCHASING POLICY

I. PURPOSE:

To establish purchasing authority levels for City of Lansing expenditures.

II. THE PROGRAM:

1. Departmental accounts shall be established in each fund. These accounts shall be divided into four (4) broad areas:
 - a. Personnel Services, Contractual Services, Commodities, and Capital Outlay. Operating accounts shall be created under each fund type as follows:
 - i. **GENERAL FUND:** Administration Department; Police Department; Municipal Court Division; Emergency Operations/Preparedness Division; Street Division; Building Maintenance Division; Street Lighting Division; Parks and Recreation Department; Community Development Division; Finance Department; Public Works Department, Community Center Division, Economic Development Department, Lansing Activity Center, Human Resources Department, Non-departmental Division, and Office of the City Administrator.
 - ii. **SPECIAL REVENUE FUNDS:** Library; Consolidated Street and Highway; Special Parks and Recreation; Special Alcoholic Liquor Fund; Mayor's Christmas Tree Fund; KS Regional Prison Museum Fund; Transient Guest Tax Fund; and Economic Development Fund.
 - iii. **DEBT SERVICE FUND:** Bond and Interest Fund.
 - iv. **ENTERPRISE FUNDS:** Wastewater Utility and Solid Waste Utility Funds.
 - v. **RESERVE FUNDS:** Capital Improvements and Equipment Reserve Funds.
 - b. During budget preparation each department/division shall establish (but are not limited to) the following accounts: Personnel Services - i.e., Regular Payroll, Part-time Payroll, Overtime and Benefits; Contractual Services - i.e., Insurance, Legal, and Utilities; Commodities - i.e., Office Supplies and Maintenance; and Capital Outlay - i.e., Acquisition and Replacement Accounts.
 - c. If other funds or accounts are necessary for efficient and effective service delivery they may be developed.
2. Upon determining the budgeted amount for operating accounts, each department is committed to expending NO MORE THAN THE BUDGETED AMOUNT FOR THAT OPERATION ACCOUNT. It is understood that certain contingencies are unforeseen in the course of operation; therefore budget authority is transferable within individual department, division, or fund (in addition to the budget amendments as authorized by statute). Each department director may petition the Finance Director for a transfer of budget authority within an individual department or division. The Finance Director, based on his/her overall supervisory authority of purchases, may deny the transfer if it is judged in the best interests of the city. The Finance

Director, in consultation with the City Administrator, may also transfer budget authority within funds (i.e., General Fund - Administration to General Fund - Streets) when it is in the best interests of the city. Budgeted transfers of money between funds (i.e., General Fund to Capital Improvements Fund) require city council authorization. The Finance Director, based on his/her overall supervisory authority of purchases, may deny any requested transfer if it is judged in the best interests of the city.

3. If a department director believes the "request for a budget authority transfer" is denied for some reason other than the best interest of the city, he/she may appeal the request to the City Administrator. If it is found that the transfer was denied for any reason other than the best interest of the city, the City Administrator may approve or disapprove the department director's request for transfer.
4. Purchasing authority limitations shall be set as follows:

<u>AUTHORITY LEVEL</u>	<u>AMOUNT</u>
a. Superintendent.....	\$ 3,000
i. Public Information Officer	
ii. Street Superintendent	
iii. Parks & Recreation Superintendent	
iv. Community Development Superintendent	
v. Wastewater Utility Superintendent	
vi. Police Captain	
b. Department Head.....	\$ 7,500
i. Finance Director	
ii. Public Works Director	
iii. Police Chief	
iv. Human Resources Director/City Clerk	
v. Parks & Recreation Director	
vi. WWT Director	
vii. Economic/CVB Director	
viii. Library Director	
c. City Administrator.....	\$ 15,000
d. Mayor.....	\$15,000
e. Where a purchase amount exceeds an authority level's limit, approval from the next purchasing level must be granted. For example, a \$3,100 purchase requested by a superintendent must also be approved by his/her department head prior to obtaining a purchase order. City council's approval is required for any purchase greater than \$15,000, except for routine monthly obligations (i.e. utility bills), and contractual obligations (i.e. bond payments, worker's compensation premiums, progress payments on contracts).	

5. The City Administrator, or in his absence the Mayor, has approving authority for emergency purchases that are necessary for continued city operations, provided the emergency is documented. Department heads have authority for emergency purchases within their spending authority, and must report such instances to the City Administrator at their earliest opportunity. No competitive bidding is required for emergency purchases.
6. Combining purchasing authority to circumvent levels of purchasing authorization is prohibited.

7. For convenience and to reduce costs, 30 day accounts with approved vendors shall be used for all routine supplies and services. Whenever possible, department heads shall establish monthly purchase requisitions with the approved vendors, and the purchases indicated shall be authorized up to the amount of the monthly purchase order.
8. Individual purchases or purchases of repair parts of an amount less than \$1,500 do not require competition. However, every effort shall be made to insure that all purchases are made in the most economic manner. For purchases of an \$1,500 or more, the following documentation is required:

<u>AMOUNT</u>	<u>DOCUMENTATION</u>
a. \$1,500 - \$2,999	Two Quotes
b. \$3,000 - \$7,499	Three Quotes
c. \$7,500 - \$19,999	Three Written Quotes
d. \$20,000 or greater	Sealed bids received in accordance with an <u>advertised</u> request for proposal.

9. When the City of Lansing solicits quotations or bids for the purchase of goods or services, it is common to receive responses from vendors domiciled both within and outside the Lansing city limits. In such circumstances, if the low quotation or bid is submitted by a vendor domiciled outside the Lansing city limits, then the vendor domiciled within the Lansing city or Leavenworth County limits may be deemed the preferred vendor and awarded the contract, provided that:
 - a. the goods or services quoted or bid by the vendor domiciled within the Lansing city or Leavenworth County limits meets the specifications of the procurement; and
 - b. the amount of the quotation or bid of the vendor domiciled within the Lansing city limits is no more than 2% greater than the amount of the low quotation or bid.
 - c. if there is no vendor domiciled within the Lansing city limits, then the amount of the quotation or bid of the vendor domiciled within the Leavenworth County limits that is no more than 1% greater than the amount of the low quotation or bid will be considered.
 - d. This section shall not apply to the procurement of goods or services that relate to public improvements governed by K.S.A. 14-440.
 - e. For the purpose of this policy, "a vendor domiciled within the Lansing city limits " is defined as a vendor who:
 - i. maintains a permanent place of business within the Lansing city limits, and
 - ii. has a valid State sales tax registration certificate.
 - f. For the purpose of this policy, "a vendor domiciled within the Leavenworth County limits " is defined as a vendor who:
 - i. maintains a permanent place of business outside the Lansing City limits but within the Leavenworth County limits, and
 - ii. has a valid State sales tax registration certificate.

- g. For the purposes of this policy, "an advertised request for proposal" is defined as:
 - i. advertisement in the local newspaper, and
 - ii. advertisement on the city's website and Channel 2.
- 10. For specialized services, or where alternate suppliers do not exist (i.e., training, seminars, utility bills, insurance, and other contractual obligations), or to utilize a previously bid State or other governmental contract; or because the services required are of a professional nature the City Administrator may waive the requirement for competitive quotes or bids.

ATTACHMENT A

CITY OF LANSING

PURCHASE REQUISITION

Send Original Requisition & Invoice to:

ACCOUNTANT

800 1st Terrace, Lansing, KS 66043

VENDOR:

Insert Vendor Name

Insert Vendor Address

Insert Vendor City

Insert State/Zip

ADMINISTRATION DEPT.

Telephone: (913) 727-3233

Fax: (913) 727-1538

Kansas Tax Exempt No.

KSHSJT208T

SHIP TO:

City of Lansing

Attn: Finance Department

800 1st Terrace

Lansing, Kansas 66043

MUST COMPLETE THE FOLLOWING:

Regulation No.

Date: _____

Department Code:

Requested by:

[illegible]

When requesting equipment, state the reason for the request in the description field above as specifically as possible. By signing below, the Department Head or designee certifies that this purchase is not unnecessary.

Purchasing Authority Limitations:

\$3,000 - Street Supt., Parks & Rec Supt., Police Captain, WW Utility Supt., Public Info. Officer, & Comm. Dev. Supt.

\$7,500 - Finance Dir., Library Dir., HR Dir., City Clerk, Economic Dev/CVB Dir., Parks & Rec Dir., Police Chief, Public Works Dir. & WW Utility Dir.

\$15,000 - City Administrator

\$15,000 - Mayor

Where an emergency purchase is necessary to continue city operations, the Mayor or City Administrator has approving authority for purchases.

Date _____

Approved: _____
Department Head or Designee

Date _____

Approved: _____
City Administrator

Date _____

Approved: _____ Mayor

Check No. Issued:

CREDIT CARD PURCHASE LOG OF TRANSACTIONS

Transaction Period:

[illegible]

I certify that the above purchases are proper and approved for payment.

Date

mm

Action: Staff recommends a motion to appoint Ellen Hannon to the Lansing Community Library Board for a four year term ending April 30, 2019.

AGENDAGENDAGENDA ITEM #5



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LIBRARY BOARD MEMBER

Name: Ellen Hannon

Lansing Address: 614 Pine Ridge Ct.

Home Phone: 913 727-6966

Secondary Phone: 913 306-6967

E-mail: ehannon0856@gmail.com

Please attach a written statement expressing your interest in being appointed to the Lansing Community Library Board. Your written statement should address the following three topics:

1. Qualifications for the position.
2. Desired accomplishments as a Board Member.
3. Willingness to attend board meetings and trustee training.

Also attach the name, address, and telephone number of three personal references.

This appointment is to fulfill a Library Board term of four years. Applicants must be a resident of Lansing in the USD 469 school district, 18 years of age, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall, marked to the "Attention of the Library Director".

My name is Ellen Hannon. I am interested in being appointed to the Lansing Community Library Board. My family has been a Lansing resident since 1996 when we moved here from Korea with the military. I am the wife of 35 years to Rich Hannon who is a Government employee on Ft. Leavenworth. Together we have three children. Justin at thirty years of age is married and attends the University of Kansas. He and his wife Chelsea honored us with our first grandchild named Caden. Matthew at twenty-seven years of age graduated from Lansing High School in 2006. He graduated from KU with a degree in electrical engineering in 2012. Matthew now lives and works in Wichita. Our daughter Sarah graduated from Lansing High School in 2012. She currently attends KU.

I have been an educator for the past thirty six years. I have taught general education, special education and served as the school counselor in Missouri, Texas, Kentucky, Germany, Massachusetts, Korea, and Kansas. Currently, I am a special education teacher at Lansing Elementary School. All of these teaching assignments have taught me diversity and acceptance.

While attending college at Northeast Missouri State University (currently Truman State University), I worked in the library for four years. I graduated with a BSE degree in elementary education and special education in 1978. I graduated with a MS degree in counseling in 1980 from Texas A and M University in Killeen, Texas.

I believe that I am qualified for the open position on the Lansing Library Board. I am an avid reader and am organized and responsible. In my interactions with others, I maintain the dignity and respect of all those individuals in which I come in contact. I am a team player focused on the goals of the organization.

As a Lansing Library Board member, I would bring ideas for future activities, support children and adults in becoming lifelong learners, and reinforce the joy of reading.

I am willing to attend the monthly board meetings and any necessary training sessions.

If you have any questions, please contact me by e-mail at ehannon0856@gmail.com or by phone at 913 727-6966.

I look forward to hearing from you soon regarding the Lansing Library Board.


Ellen Hannon

References for Ellen Hannon

Tim Newton (Principal)
450 West Mary
Lansing, KS 66043
913 727-1128

Teresa Hilliard
531 Pine Ridge Ct.
Lansing, KS 66043
913 351-5439

Michaela Bremser
719 Brookwood
Lansing, KS 66043
913 297-0374

mk
works
ment Superintendent

Action: Staff recommends the Council reappoint Mr. Richard Hannon to fill one of the three open positions on the Board of Zoning Appeals for a three-year term expiring April 30, 2018.

6



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3233 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LANSING BOARD OF ZONING APPEALS

Name: Richard J. Hannon *RJH 9mar15*

Lansing Address: 614 Pine Ridge Ct., Lansing, KS 66043

Home Phone: 913-727-6966

Cell Phone: 913-306-6968

Business Phone: 913-684-8219

Email: Hannon@pobox.com

Please attach a written statement expressing your interest in being appointed to the Lansing Board of Zoning Appeals (BZA). Your written statement should address the following our topics:

1. Qualifications for the position.

I have been a Lansing resident since 1996 when we purchased a home in the Hickory Ridge Subdivision. In 1996, I retired from the US Army and began a civilian career on Fort Leavenworth. My wife Ellen and I raised our three children in Lansing, two of which graduated from Lansing High School. Many activities and changes have occurred in our Lansing Community since 1996. A few of the changes are the new elementary school, Town Center, new housing areas, Kenneth Bernard Park, the opening of the new High School and the new Angel Falls Trail. I have followed these events with keen interest and curiosity for the betterment of our community. I have served in numerous leadership and managerial positions while on active duty with the US Army. Currently, I am a Department of the Army Civilian at the National Simulation Center, Fort Leavenworth, Kansas as a Technical Program Manager (Simulation Specialist). I grew up on a farm in Northern Missouri. During these formative years, I did not experience an atmosphere of volunteerism and organizational participation. This experience helped shape my genuine belief of giving-back and helping others. I also learned there are many ways to give-back without sacrificing other critical responsibilities such as raising a family and being a responsible American.

2. Personal philosophy of the Lansing Board of Zoning Appeals.

The City of Lansing, with a population of around 11,000 people should have

representatives and volunteers that are actively responsive and open to the citizens of the city. As a member of the BZA, I can represent the citizens of Lansing and be part of a team focusing on appeals. It is important to bring a concerned human dimension to the process. One method to accomplish this is to visit each site/location before the board meets to ensure the variance is accurately portrayed.

3. Desired accomplishments as a BZA Member
I have been a member of the BZA since March 7, 2013. I have learned that while we must abide by the contents of Article 13 of the Zoning Ordinance of the City of Lansing there is the human dimension and common sense that must also be considered. My primary accomplishment would be to accurately and fairly represent the citizens of Lansing as a member of the BZA Board. While there will be differences of opinion and agendas, we can still listen, understand and be respectful. In the end, we will vote with the best interest of our constituents' in mind.

4. Willingness to attend meeting on an as needed basis.

I will attend the meetings as long as I am in the area and not TDY for work. Additionally, I will spend additional time reading and preparing for the meetings as appropriate.

5. Personal References:

- Charles(Mike) M. Black, 3217 Meadow Road, Leavenworth, KS 66048, 913-682-5833(Home)
- Ralph Taylor, 622 Pine Ridge Ct., Lansing, KS 66043, 913-250-0386(Home)
- Frank Hannon, 2600 Valhalla Place, Leavenworth, KS 66048, 913-682-3677(Home)

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk" no later than March 31, 2015.

TO: Michael W. Smith, City Administrator *MS*

FROM: Jason Crum, Parks and Recreation Director *JC*

DATE: April 8, 2015

SUBJECT: Activity Center Gym Floor

At the February 26 Work Session we asked if the City Council would like for us to solicit bids for replacement of the Activity Center gym floor. Since that time, we have been working on documents to bid the project. We ran an advertisement in the Leavenworth Times on March 25 to let potential contractors know about the project. Bids were due and were opened on April 3 at 2:00 P.M. We received the following bid:

Acme Floor Company	Primary	\$52, 456.00
	Alternate	\$62,033.00
	Center Court Art	\$800.00

The Primary bid is for removing the existing maple floor only and repairing the subfloor for reuse if possible. There will be additional costs for labor and materials for repair to the subfloor that will have to be determined. The alternate bid is for a total floor and subfloor replacement if the subfloor is unusable. If this is the case, there will most likely be repair to the slab as well. This price also does not include removal and disposal of the subfloor. The Center Court artwork is the cost to repaint the City of Lansing seal. Funding for this project is available in the Special Parks and Recreation fund account number 23-030-43301.

Staff recommends a motion to contract with Acme Floor Company for the replacement of the Activity Center gym floor and to repaint the seal for the base amount of \$53,256.00.

Action: A motion to contract with Acme Floor Company for the replacement of the Activity Center gym floor and to repaint the seal for the base amount of \$53,256.00.

AGENDAGENDAGENDA ITEM

#

7

Gym Floor Bid – Lansing Activity Center

Total Cost of Primary Bid \$52,456.00

Total Cost of Alternate Bid No Bid

Total Cost of Center Court Artwork \$800.00

Starting Date Aug 3rd, 2015

Completion Date September 31, 2015

Company Name Acme Floor Co., Inc.

Address 10100 Marshall Drive

City & Zip Lenexa, KS 66215

Telephone# 913-888-3200 Fax# 913-479-0526

Contact Person (Please print) Randy Hamilton

Signature  Date April 3, 2015
Emily Kenney-Moore Vice President CFO

Please see voluntary alternate on a separate sheet.

Acme FLOOR CO., INC.

10100 MARSHALL DRIVE

LENEXA, KANSAS

(913) 888-3200

FAX (913) 888-1936

April 3, 2015

Lansing Activity Center
108 S 2nd St
Lansing, KS 66043

RE: Gym Floor Voluntary Alternate

Acme Floor is pleased to submit a voluntary alternate for the Gym Floor Replacement.

1. Acme will remove the maple flooring but will not remove the existing sub-floor.
(sub-floor to be removed by owner or By Acme Floor on a time and material basis, if indeed it can be removed)
2. Install Connor Rezill Panel Sub-Floor system consisting of the following:
 - 6-Mil Poly Vapor Barrier
 - Rezill Pads (possibly with blocking to meet a slab depression)
 - 2 layers of ½" CDX Plywood
 - 25/32" x 2 ¼" 2nd & Better Northern Hard Maple
3. Apply 2 coats of Hillyard Gold Medalist Seal
4. Apply Game Lines
5. Apply 2 coats of Hillyard Gold Medalist Finish
6. Install 3x4 Black Vented Cove Base
7. Install K20-41-11 Transitions

Total cost for this scope of work is \$62,033.00

After visiting the site Acme cannot determine the exact sub-floor system or the slab depression. We cannot determine exactly how the sub-floor system is installed, whether it is a true bulldog clip system or if the sleepers are imbedded in concrete cannot be determined until a portion of the maple floor is removed.



This scope excludes tax, tearing out the sub-floor system, disposing of the sub-floor system, any work to gymnasium equipment, fine dust clean up, protecting finished floor, concrete leveling.

If you have any questions please feel free to contact me at (913) 888-3200.

Sincerely,
ACME FLOOR CO., INC.



Randy Hamilton
Commercial Sales

TO: Michael W. Smith, City Administrator 
FROM: John W. Young, Director of Public Works 
DATE: April 10, 2015
SUBJECT: Authorization to Advertise the 2015 CIP Paving, Curb Replacement, and Sidewalk Replacement Project (Project No. 15-02) for Bids

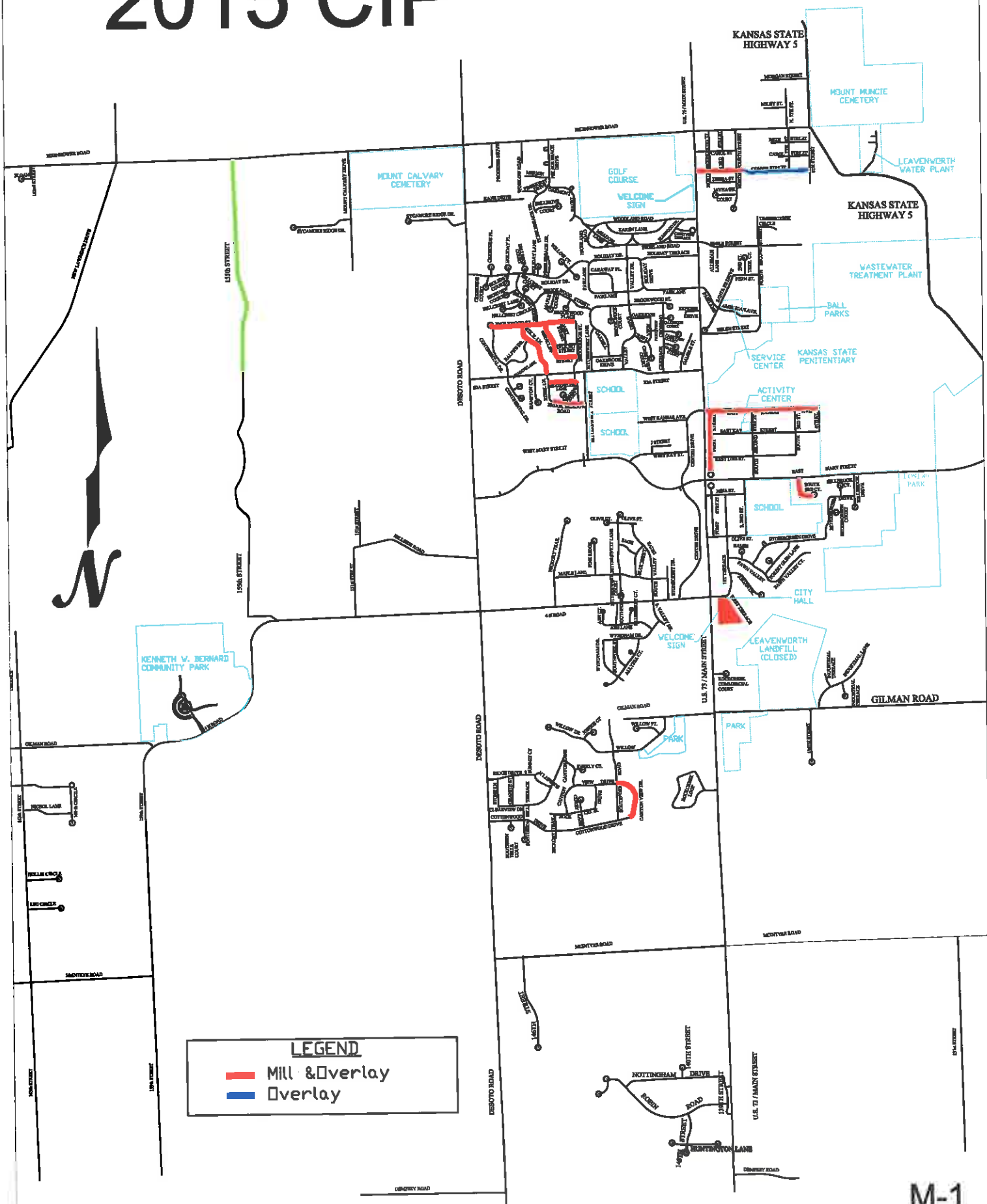
Pavement, curb, and sidewalk condition inspections have been completed. The items have been ranked, and our analysis indicates that, with favorable bid prices, this year's program will include mill and overlay for the following locations: City Hall parking lot, Connie Street, 1st Street between Mary Street and East Kansas Avenue, East Kansas Avenue, South Third Street Court, Canyonview Drive east of Southfork, Brookmeadow Road, Meadowlark Lane, Englewood Street, Ferncliff Street, and Ethel Lane. This will result in 2.95 miles of new pavement, which constitutes about 5% of our street mileage.

We believe the funding will also allow for 1,245 lineal feet of curb replacement, 233 square yards of sidewalk replacement, and refreshing faded pavement markings. Staff has assembled contract documents for the project, and is ready to advertise the project for bids.

Action: Staff recommends the Council authorize advertising Project No. 15-02 for bids.

AGENDAGENDAGENDAGENDA-ITEM # 8

2015 CIP



DEFECTS	Ward #	Overall Ride Quality												Length (ft.)	Width (ft.)	Square Yards	Tons	Estimated Cost	Estimated Cumulative Cost
		Transverse Cracks	Longitudinal Cracks	Alligator Cracks	Shrinkage Cracks	Rutting	Corrugations	Raveling	Showing or Pushing	Pot Holes	Excess Asphalt	Polished Aggregate	Deficient Drainage	Overall Ride Quality	Sum of Deficiencies				
CITY HALL PARKING LOT SOUTH	2	6	6	0	0	0	0	0	0	0	0	0	0	6	18	4080	468	\$40,800	\$40,800
CONNIE ST.	1	4	3	6	0	0	0	0	0	0	0	0	0	4	17	6973	800	\$69,733	\$110,533
1ST FROM MARY N. TO E. KANSAS	2	3	3	6	0	0	0	0	0	0	0	0	0	4	16	4160	477	\$41,600	\$152,133
E. KANSAS	1	3	3	6	0	0	0	0	0	0	0	0	0	3	15	9422	1081	\$94,222	\$246,356
S. 3RD ST. CT.	1	3	2	6	0	0	0	0	0	0	0	0	0	4	15	2560	294	\$25,600	\$271,956
CANYONVIEW DR. E. OF SOUTHFORK	2	3	3	5	0	0	0	0	0	0	0	0	0	3	14	3080	353	\$30,800	\$302,756
BROOKMEADOW RD.	3	3	3	5	0	0	0	0	0	0	0	0	0	3	14	2567	295	\$25,667	\$328,422
MEADOWLARK LN.	3	4	3	4	0	0	0	0	0	0	0	0	0	3	14	3593	412	\$35,933	\$364,356
ENGLEWOOD ST.	4	4	2	5	0	0	0	0	0	0	0	0	0	3	14	5400	620	\$54,000	\$418,356
FERNCLIFF	4	3	3	5	0	0	0	0	0	0	0	0	0	3	14	3487	398	\$34,867	\$453,022
ETHEL LN.	4	3	2	6	0	0	0	0	0	0	0	0	0	3	14	3613	415	\$36,133	\$489,156
2015																		\$79,893	\$525,000
PEBBLE BEACH IN FAIRWAY ESTATES	4	3	3	3	0	0	0	0	0	2	0	0	0	2	13	7988	917	\$79,893	
HILLBROOK CT.	1	3	3	4	0	0	0	0	0	0	0	0	0	3	13	375	24	\$3,750	\$10,000
W. KANSAS	3	3	3	3	0	0	0	0	0	0	0	0	0	3	12	3667	421	\$36,667	
MEADOW CT.	3	3	3	4	0	0	0	0	0	0	0	0	0	2	12	871	100	\$8,711	
CONTINENTAL DR.	4	2	2	3	0	0	0	1	0	0	0	0	0	3	11	1307	24	\$34,853	
RALPH DR.	4	3	2	4	0	0	0	0	0	0	0	0	0	2	11	1035	24	\$27,600	
CRESTVIEW CT.	3	2	6	0	0	0	0	0	0	0	0	0	0	3	11	486	24	\$12,960	
BROOKWOOD ST. E. TO VALLEY	3	2	0	7	0	0	0	0	0	0	0	0	0	2	11	1030	24	\$27,467	
MERION	4	3	2	2	0	0	0	0	0	0	0	0	0	2	11	650	24	\$17,333	
E. BETH	1	3	2	4	0	0	0	0	0	0	0	0	0	2	11	870	20	\$19,333	
CRESTVIEW TERRACE	4	2	2	3	0	0	0	0	0	0	0	0	0	3	10	495	22	\$12,100	
N. SECOND	1	2	1	4	0	0	0	0	0	0	0	0	0	3	10	1170	22	\$28,600	
TIMBERCREEK CIRCLE	1	2	2	4	0	0	0	0	0	0	0	0	0	2	10	600	26	\$17,333	
S. 2ND ST. KANSAS S. TO MARY ST.	1	2	2	3	0	0	0	0	0	0	0	0	0	3	10	1596	24	\$42,560	
ROCK CREEK LOOP	2	3	1	3	0	0	0	0	0	0	0	0	0	2	9	3520	25	\$97,778	
MAPLE LN. STONECREST W. TO VALLEY	3	3	3	0	0	0	0	0	0	0	0	0	0	3	9	1126	129	\$11,262	

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**City of Lansing
Bid Tabulations
Project No. 14-03**

				LINAWEAVER CONSTRUCTION		WESTLAND CONSTRUCTION	
LOCATION NO.	BIDDING ITEMS	UNIT	QTY.	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	3rd and Connie Streets	L.S.	1	\$28,500.00	\$28,500.00	\$33,433.20	\$33,433.20
2	Near 222 Holiday Terrace	L.S.	1	\$13,000.00	\$13,000.00	\$16,500.00	\$16,500.00
3	2nd and Kay Streets	L.S.	1	\$12,500.00	\$12,500.00	\$15,500.00	\$15,500.00
4	Timbercreek Circle	L.S.	1	\$8,000.00	\$8,000.00	\$15,500.00	\$15,500.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
	TOTAL				\$62,000.00		\$80,933.20

AGENDAGENDAGENDA

ITEM # 0

**Lansing Public Works Department
Monthly Fleet Report**

Month March Year 2015

Vehicles

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	LT	LT. Pick-up Ext	35,657	36,717	1,060	
2007	Ford	LT	LT. Pick-up Ext	27,322	27,645	323	
1998	Ford	1/2 ton	Pick-up	54,294	54,648	354	
2001	Ford	LT	LT. Pick-up Ext	111,294	111,297	3	
2005	Ford	LT	LT. Pick-up Ext	35,739	35,843	104	
2000	Ford	Explorer	SUV	173,431	174,091	660	
2005	Sterling	LT 8500	Dump Truck	42,877	42,974	97	
2007	Elgin	Crosswind J+	Street Sweeper	3,578	3,746	168	
1992	Ford	700	Dump Truck	62,234	62,236	2	
1999	Ford	F350 4x4	Dump Truck	82,371	82,373	2	
2000	Ford	F350 4x4	Pick-up Utility	89,583	89,664	81	
2002	Ford	F350 4x4	Dump Truck	65,496	65,574	78	
2011	International	7400	Dump Truck	7,716	7,855	139	

Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	4,882	4,888	6	
2004	IR	DD-24	Asphalt Roller	230	231	1	
2006	IR	185	Air Compressor	156	157	1	
1993	Ford	5030	Tractor	291	291	0	
1997	Bobcat	763	Skid Steer	1,889	1,900	11	
2014	Case	580 SNWT	Backhoe	118	132	14	
2002	Crafco	110	Crack Sealer	716	725	9	
2003	Kubota	L3710	Tractor	1,309	1,309	0	
2009	Case	465	Skid Steer	433	435	2	
2004	Case	621D	Front Loader	2,013	2,013	0	at wastewater plant

Lansing Police Department
Vehicle Fleet End of Month Report

Mar-2015

Unit	Year	Make/Model	Mileage as of 03/02	Mileage as of 04/02	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	30521	31274	753	Patrol	Patrol	Fit for patrol duty
2	2012	Dodge Charger	12266	12496	230	Lieutenant	Lieutenant	Limited Use - Lieutenant
3			0		0			
4	2007	Dodge Charger	119749	120566	817	Sergeants	Sergeants	Fit for patrol duty
5	2012	Dodge Charger	13006	13453	447	Captain	Captain	Limited Use - Captain
6	2013	Ford Explorer	19491	21498	2007	Patrol	Patrol	Fit for patrol duty
7	2002	Ford Explorer	109901	110246	345	Detective	Detective	Special Use - Investigations
8	2011	Dodge Charger	39108	40545	1437	Patrol	Patrol	Fit for patrol duty
9	2012	Chevy Tahoe	49851	50928	1077	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	19770	20234	464	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	70377	70828	451	Animal Control	Animal Control	Fit for Animal Control duties
13	2010	Dodge Charger	68820	69589	769	Patrol	Patrol	Fit for patrol duty
14	1995	Ford EOC Vehicle	162630	162630	0	EOC	EOC	Limited Use - EOC
15	2006	Dodge Charger	103672	105405	1733	Sergeants	Sergeants	Fit for patrol duty
16	2007	Ford Van	12821	12821	0	Transport	Transport	Limited Use - Transport
17	2010	Dodge Charger	75445	76485	1040	Patrol	Patrol	Fit for patrol duty
					0			
				Mileage Total:	11570			

Lansing Wastewater Utility Department
Monthly Lab Data and Vehicle Report

Mar-15

City Influent	28.274	City Avg Daily	.910 MG
LCF Influent	11.857 MG	LCF Daily Avg	.382 MG
Total Biosolids	1.033 MG	Precip	.76"

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1995	Dodge	3500	Flatbed Truck	86519	86586	67	Collection System	
1999	Sterling	Vactor	Jet Truck	7751	7753	2	Collection System	
2002	Ford	350	Pick Up Truck	82019	82571	552	Ops/Maint.	
2002	Ford	Cr Vic	Sedan	139223	139508	285	Ops/Maint.	
2005	Ford	550	Flatbed Truck	39728	39738	10	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	16099	16202	103	Biosolids Disposal	
Total						1019		

Year	Make	Model	Description	Mileage Start	Mileage Ending	Hours Used	Current Use	Comments
1990	Ag Chem	2004	Solids Tanker	6506	6506	0	Spare	
1991	Case	1825	Uni-Loader	923.6	927	3.4	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2163	2164	1	Collection System	
1999	Aries	Saturn III	Camera Trailer	327.5	327.5	0	Collection System	
2004	John Deere	7920	Tractor	969	986	17	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	788	794.7	6.7	Operations	
2004	Case	621D	Loader	2031	2052	21	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	857	869	12	Maintenance	
2006	JCB	531-70	Telehandler	450	451	1	Plant Activities	



March 31, 2015

Anthony Zell, Jr.
City of Lansing
800 First Terrace
Lansing KS 66043-

Dear Anthony:

Congratulations! According to our records, you have completed the necessary requirements to graduate Level 2 of the Municipal Leadership Academy (MLA).

The graduation ceremony is set to be held in conjunction with the Governing Body Institute on Friday, May 15th at 6:00 p.m. in the Sunflower Ballroom at the Maner Conference Center in Topeka. As a graduate, you and a guest are invited to attend the dinner event, compliments of LKM. Should you choose to invite additional guests to dinner, there will be an additional \$35 charge per person.

You are welcome to register and attend the entire Governing Body Institute, May 15th & 16th, at a discount rate of \$100. Additional details of the conference are posted online;
<http://lkm.org/training/gbi/>

Please contact me to RSVP for this event, (785) 354-9565 or kcooley@lkm.org.

Also, your information in our MLA database is the following: Anthony Zell, Jr.

Please contact me no later than April 10 if you prefer your name be printed on your certificate any differently than previously listed.

Thank you!

Kate Cooley

Conference/Marketing Coordinator