



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

COUNCIL AGENDA
Regular Meeting
Thursday, November 17, 2016
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

OLD BUSINESS:

1. Approval of Minutes

NEW BUSINESS:

Audience Participation

Presentations:

2. Lansing Visitor & Relocation Guide Photo Contest Winners

Council Consideration of Agenda Items:

3. Unified Development Ordinance – Award of Bid
4. Equipment Replacement Requests
5. Executive Session – Consultation with Attorney

Reports:

Department Heads; City Attorney; City Engineer; City Administrator; Councilmembers


Proclamations

Other Items of Interest:

6. Department Vehicle and Equipment Mileage Reports
7. Financial Summary and Economic Indicators Report

Adjournment

AGENDA SUMMARY

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk 
DATE: November 10, 2016
SUBJECT: Agenda Summary

Call To Order
Pledge of Allegiance
Roll Call

OLD BUSINESS:

1. Approval of Minutes

- The regular meeting minutes of November 3, 2016, are attached.
- **MOTION:** To approve the regular meeting minutes of November 3, 2016.

NEW BUSINESS:

Audience Participation

Presentations:

2. Lansing Visitor & Relocation Guide Photo Contest Winners

Items for Council Consideration:

3. Unified Development Ordinance – Award of Bid

- Request for proposals were sent to firms and individuals for the creation of a Unified Development Ordinance.
- Four proposals were received and members of the Planning Commission and city staff reviewed the submitted proposals based on the criteria of the RFP, and the group has recommended Gould Evans for this project.
- **MOTION:** To authorize the City to enter into a professional services agreement with Gould Evans for the completion of the Unified Development Ordinance.

4. Equipment Replacement Requests

- The City Administrator will brief the Council and present his recommendations.
- **MOTION:** To authorize the lease purchase of up to \$119,000.00 of replacement equipment.

5. Executive Session – Consultation with Attorney

- **MOTION:** To recess into executive session for consultation with an attorney on matters that would be privileged in Attorney-Client relationship for _____ minutes, beginning at _____ PM and returning at _____ PM.

Reports: Department Heads; City Attorney; City Engineer; City Administrator; Councilmembers
Proclamations

Other Items of Interest:

6. Department Vehicle and Equipment Mileage Reports
7. Financial Summary and Economic Indicators Report

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Sarah Bodensteiner, City Clerk

DATE: November 7, 2016

SUBJECT: Approval of Minutes

The regular meeting minutes for November 3, 2016, are enclosed for your review.

Action: Staff recommends a motion to approve the regular meeting minutes for November 3, 2016.

AGENDA ITEM #

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 and Don Studnicka
Ward 3: Jesse Garvey and Kerry Brungardt
Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent:

OLD BUSINESS:

Approval of Minutes: Councilmember McNeill moved to approve the regular meeting minutes of October 20, 2016. Councilmember Buehler seconded the motion. The motion was unanimously approved.

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

Presentation: Kansas Reads to Preschoolers Week Proclamation: Councilmember Pawlowski presented a proclamation to Youth Services Librarian Emily Stratton declaring November 13-19, 2016 as Kansas Reads to Preschoolers Week.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Ordinance No. 973 – Codification of Ordinance for the 2016 Code of the City of Lansing:

Councilmember Pawlowski moved to adopt Ordinance No. 973. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Ordinance No. 974 – Fine, Bond, Court Fees & Costs, and Motor Carrier Schedules Established by the Municipal Court Judge: Councilmember McNeill moved to adopt Ordinance No. 974. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

Ordinance No. 975 – Approval of Fee Schedule: Councilmember Pawlowski moved to adopt Ordinance No. 975. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Reservation for Street De-icing Salt: Councilmember Brungardt moved to approve the bid of Hutchinson Salt Company of Baxter Springs, Kansas, for de-icing salt at delivered unit price of \$52.85 a ton, and authorize the Public Works Department to purchase up to 500 tons as needed. Councilmember Trinkle seconded the motion. The motion was unanimously approved.

REPORTS:

Department Heads: Department Heads has nothing to report.

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer had nothing to report.

City Administrator: City Administrator had nothing to report.

Governing Body: Councilmember Garvey reminded everyone to vote and wished Mayor Kirby luck in the election. Councilmember Buehler provided a "This Day in History": on this day in history in 1957, Sputnik 2 took the first animal into space, a stray dog from Moscow named Laika, who died within hours of takeoff. He also wished Mayor Kirby luck in the election.

Councilmember Trinkle reminded everyone to vote on Tuesday.

Mayor Kirby stated that the Trunk or Treat event was a huge success at the High School. He also thanked the Parks & Rec. Department, employees, and volunteers for another successful Spooky Center event.

Councilmember Gardner stated that the staff has really been wonderful over the last year and that with their dedication and expertise the City has transitioned well and continues to thrive.



ADJOURNMENT: Councilmember Gardner moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was approved, with Councilmember Trinkle voting against the motion. The meeting was adjourned at 7:08 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Stefanie Leif, Community & Economic Development Director 
DATE: November 10, 2016
SUBJECT: 2017-18 Lansing Visitor & Relocation Guide Photo Contest Winners



The Community & Economic Development Department is working with the Leavenworth Times to produce the 2017-18 Lansing Visitor & Relocation Guide. In order to increase community connection with the guide and recognize the creativity in our community, the city publicized a photo contest for the cover page of the guide. The cover will incorporate two photos from the contest – one from a youth and one from an adult.

The city received over 20 high quality submissions from community members, and it was a very difficult decision. The judging panel consisted of Mayor Gene Kirby, City Administrator Tim Vandall, and Community & Economic Development Director Stefanie Leif.

The youth category winner and the adult category winner will be presented with awards at the November 17, 2016 city council meeting.

Action: Recognize youth and adult category winners and present awards

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Stefanie Leif, Community & Economic Development Director 
DATE: November 10, 2016
SUBJECT: Consultant Selection for the Creation of a Unified Development Ordinance (UDO)

Background: The Community & Economic Development Department released a Request for Proposals (RFP) for individuals and firms to submit proposals for the creation of a Unified Development Ordinance (UDO). The UDO will update the zoning, subdivision, and other development codes and unify them into one user-friendly document. The RFP was advertised as follows:

- *The Leavenworth Times*: October 1, 2016
- City of Lansing website: Sept. 27, 2016
- American Planning Association website: Sept. 28, 2016
- Kansas and Missouri Chapters of the American Planning Association websites: Sept. 28, 2016
- Kansas City Metro Chapter of the American Planning Association website: Sept. 29, 2016

Proposals were due to the city by October 28, 2016. Four proposals were received, and a committee comprised of the Chair and Vice Chair of the Planning Commission and city staff reviewed the proposals based on the selection criteria listed in the RFP.

All four of the proposals were of high merit, and the committee has recommended Gould Evans for this project. City staff has talked with references, and the feedback has been positive. The proposal submitted by Gould Evans is attached to this agenda memo.

Financial Considerations: The city has budgeted \$70,000 for this project. Gould Evans submitted a budget of \$70,000 and the timeline for completion is by December 2017.

Action: Authorize the city to enter into a professional services agreement with Gould Evans for the completion of the Unified Development Ordinance.

AGENDA ITEM #

3



The City of Lansing

Community & Economic Development Department

REQUEST FOR PROPOSALS CREATION OF A UNIFIED DEVELOPMENT ORDINANCE (UDO)

I. Purpose of Request:

The city of Lansing, Kansas, ("the City"), a community of 11,500 within the Kansas City metropolitan area, is requesting proposals from interested and qualified individuals and firms ("consultant") to be the lead project manager and author of a Unified Development Ordinance ("UDO") for the city of Lansing.

II. Background

The city of Lansing has adopted a Zoning Ordinance and Subdivision Regulations that were last substantially revised in 2003. Minor amendments to the codes have occurred since 2003 but no substantial re-writes of sections of the code. The City seeks to combine the Zoning Ordinance and Subdivision Regulations into one document, a UDO.

The City adopted a revised comprehensive plan on October 16, 2014. The comprehensive plan, titled "Lansing 2030: A Vision for Tomorrow," includes the goal of updating the zoning and subdivision regulations to reflect the comprehensive plan. Some of the concepts referred to in the 2014 plan include, but are not limited to, the following:

- Creation of a city-wide UDO
- Expand the Main Street Overlay District to include portions of Eisenhower Road, one of two commercial corridors within the city limits
- Coordinate Trails System Master Plan with subdivision design standards
- Consider establishment of new zoning regulations for concepts such as: rural residential large lots (20 acres or greater), conservation or cluster development, office district, mixed use, civic and/or park district, traditional neighborhood design, and patio home/zero lot line standards

The current zoning ordinance, subdivision regulations, and the 2014 comprehensive plan are available on the City's website, www.lansing.ks.us, under the Community & Economic Development Department page.

III. Scope of Work

The City's objective for the UDO project and scope of work involve the following elements:

- A. Diagnostic review: A comprehensive review of deficiencies in the current regulations
- B. Integrate the zoning and subdivision regulations, update out of date ordinances, and introduce new regulations and concepts where applicable. Provide Microsoft Word documents of all final deliverables to enable city staff to make future revisions.
- C. Ensuring regulations adhere to federal and state laws
- D. Implement the vision, goals, and guiding principles of the 2014 comprehensive plan
- E. Create development regulations that utilize best practices that are effective and practical within the existing and future economic, social, and political climate.
- F. Incorporate public outreach, involving the Planning Commission, Board of Zoning Appeals, development community, citizens, business owners, and others in a comprehensive community engagement process.
- G. Incorporate graphics in code sections where they would enhance the understanding of requirements.
- H. Suggest online platforms to host the UDO to ensure the UDO is accessible and searchable to all users.

IV. Budget and Timeline:

The City has budgeted \$70,000 for this project. This budget takes into consideration that City staff will provide limited assistance with code writing, public meetings, and other components of the project scope. The proposal should divide the project into phases with costs for each phase. Further, the consultant should identify key areas that could be handled by city staff in order to make the best use of the consultant's time and skills.

V. Instruction for Submittal:

- A. Please send **three (3) bound copies and one electronic copy** of the proposal clearly labeled "**RFP UDO**" by **4:00 PM on Friday, October 28, 2016**, to the following:

Stefanie Leif, AICP, Community & Economic Development Director
City of Lansing
730 1st Terrace, Suite 2
Lansing, KS 66043

- B. All proposals must include the following information:

- i. Identification of consulting team and contact information
- ii. Qualifications
 - a. Resumes of all principals and professional staff who would be involved in this project.
 - b. Descriptions of similar projects successfully completed by the project team
 - c. Detailed descriptions of public participation processes used with a similar project.
 - d. Descriptions of other relevant projects.

- iii. Responses to the criteria for selection as indicated in this RFP.
- iv. Three (3) references who would be familiar with the consultant's work on a project similar in scope in a community of comparable size.
 - a. Name of reference, brief description of project(s), and telephone number.

VI. Criteria for Selection:

- Responsiveness: The City of Lansing will consider if the proposed consultant is in compliance with all requirements listed in the RFP.
- Familiarity with small cities similar to Lansing, preferably other Midwestern communities
- Experience with UDO creation
- Scope of work includes phases and costs for each phase
- Proposal identifies areas where city staff can complete elements of the project in order to maximize consultant's time and skills
- Ability to complete the project within budget. If additional elements could enhance the project but are beyond the budget, consultant should list these elements and provide costs.
- Ability to begin work on the project in November 2016 and complete the project by December 2017.

VII. Selection Process:

- Proposals are due on Friday, October 28, 2016 by 4:00 PM
- The consultant selected for recommendation to the City Council will be notified of staff recommendation by Wednesday, November 9, 2016. Consultants who submitted proposals but were not selected will be notified following the final City Council decision.
- City staff will make a recommendation to the Lansing City Council based on the criteria for selection listed within this RFP.
- The City Council will consider the recommendation at its regular meeting on Thursday, November 17, 2016 at 7:00 PM.
- The selected consultant will be notified following the City Council decision.

VIII. Notice to Consultants:

The City of Lansing, Kansas, reserves the right to reject any or all bids and to waive technicalities, and to award the contract to the bidder that the City deems best suited to accomplish the work.

The City of Lansing, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

For additional information or questions, please contact Stefanie Leif at 913.727.5488 or sleif@lansing.ks.us.

REQUEST FOR PROPOSAL CREATION OF A UNIFIED DEVELOPMENT ORDINANCE

CITY OF LANSING, KANSAS
OCTOBER 28, 2016

LANSING HIGH SCH

Lansing, Kansas

*Marching
Lions*

gouldevans



PAGE 1	COVER LETTER
PAGE 3	FIRM PROFILE
PAGE 5	PROJECT TEAM
PAGE 11	EXPERIENCE
PAGE 19	PROPOSAL AND COST
PAGE 26	ADDITIONAL INFORMATION

Date: October 28, 2016

To: Stefanie Leif, AICP, Community and Economic Development Director
City of Lansing
730 1st Terrace, Suite 2
Lansing, KS 66043

Re: The City of Lansing – Creation of a Unified Development Ordinance

Dear Ms. Leif:

Gould Evans is pleased to submit our proposal to the City of Lansing for the creation of a Unified Development Ordinance. We are very excited about this opportunity and believe our unique approach to development regulations and our experience with issues facing Lansing can be an outstanding asset to the City on this important project. This is what we do—the Kansas City Planning Studio of Gould Evans routinely helps our clients draft practical and effective regulatory strategies to implement their plans.

Since joining Gould Evans in 2001, I have been fortunate to serve as project manager for over 25 development regulation projects. Several of these projects have been recognized by our peers for state or regional planning awards, leading the profession in meeting our communities' calling for better regulatory solutions to contemporary planning challenges. These projects have ranged from comprehensive rewrites of Unified Development Codes to strategic amendments to existing regulations. We have addressed issues ranging from the most cutting-edge sustainable development strategies to simply closing loopholes in special use permit procedures. From this experience, I know that understanding “what to regulate and how” is only scratching the surface—how to organize it, how to write and illustrate it, and how to administer it are all critical questions that will determine the success of this project.

In our proposal you will find projects that highlight several key aspects of our experience and approach that we believe are important to your project:

- We understand that public engagement on development regulation projects is fundamentally different from other types of planning projects, and we have an approach to help facilitate a successful outcome.
- We understand how to balance the desire for streamlined and simplified regulations, with the need for tools and procedures that help staff and public officials make effective decisions.
- We understand that while regulations are legal documents, they are also the most widely used ordinances in your community—and they must be written with that in mind.
- We understand design, not only from team's work with municipal clients, but from our work in a full-service architecture firm that deals daily with the impact of our regulations on community design and projects.
- We understand the issues that are most important to the City of Lansing—particularly in our experience you will find profiles for projects aimed at:
 - » Implementing large-scale neighborhood design through subdivision regulations that integrate trails, greenways, neighborhood streetscapes into development patterns
 - » Strengthening and promoting investment in the unique character of small downtown's
 - » Enabling alternative development patterns such as cluster subdivisions, conservation districts, and special overlay districts

- » Emphasizing streetscapes and street design standards as a crucial investment in the public realm, balancing street trees, pedestrian facilities, traffic capacity, and bicycle connections
- » Promoting investment in “mixed-use” development through the nuances that create valuable places, as opposed to simply enabling multiple uses
- » Adding housing choices while continuing to contribute to the growth and character of strong, quality neighborhoods
- » Improving options for development and enhancing the ability to implement the plan, while at the same time consolidating zoning districts
- » Improving “planned zoning” processes so flexibility comes with clear decision-making criteria that raise expectations, rather than vague standards and procedures that obscure planning goals

No two development code projects are ever alike, but we can draw on these experiences from similar communities to help find the right solutions for Lansing. The needs of our clients always demand new, innovative approaches in order to meet the planning and implementation challenges of that city, and to create regulations tailored to their plan.

As a planner and attorney (with past municipal attorney experience working specifically with public works and community development)—I know well the challenges of this project. Working in a collaborative, multidisciplinary manner with all of the stakeholders that have a role in implementing the Comprehensive Plan and building the city you envision is essential. In contacting any of our past clients you will find that I am a tireless partner in finding the right regulatory approach for your situation—one that is practical and as simple as possible, and most importantly, effective.

It would be our pleasure and privilege to work with the City of Lansing and community stakeholders on this important project. We look forward to discussing further with you how our team and our approach can best meet the city’s needs.

Sincerely,



Chris Brewster, AICP, JD
Associate Vice President/Project Manager

816.701.5655
chris.brewster@gouldevans.com

FIRM QUALIFICATIONS AND REFERENCES

We recognize that a successful community is measured by generations and not just by a single initiative or project.

FIRM PROFILE: GOULD EVANS

WE VALUE collaborative, multidisciplinary approaches that lend a variety of perspectives and professional expertise to the most challenging community development issues. We believe communities are best prepared to steward long-term collective goals when they consider a wide range of possibilities for the future. We support these possibilities through well-researched analysis that leads to pragmatic outcomes.

WE VALUE our project partners and community stakeholders who provide critical insights that lead to action-oriented steps. We believe that design and planning strategies, no matter how innovative and stylish, must be economically and politically sound to be successful. We do not champion theories or trends that contradict realities and characteristics of a particular community or initiative.

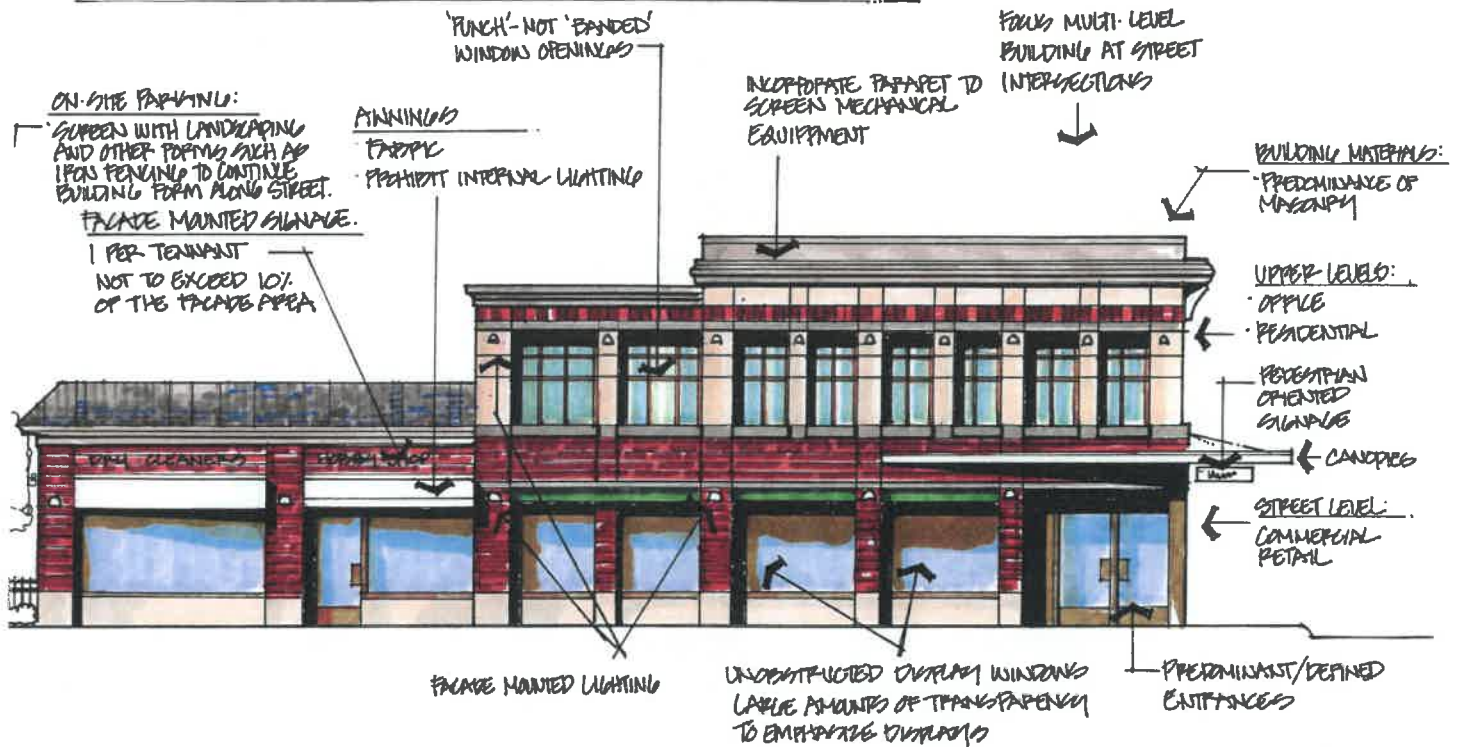


WE VALUE comprehensive and long-range perspectives, and the power of leveraging incremental decisions into significant change. We believe that sustainable community development starts with the region and ends at a site or building; it is not just about what is new and exciting, but more about what is time-tested and resilient. We recognize that the success of a community is measured by generations and not just by a single initiative or project.

WE ADVOCATE:

- **Ownership** – A bold vision requires people who care enough to be there every day.
- **Education** – Commitment by the community translates a vision into actions.
- **Innovation** – Research converts progressive ideas into strategies.
- **Integration** – Comprehensive perspectives organize complex systems into great communities.
- **Implementation** – Pragmatic courses of action create your legacy.

GENERAL DOWNTOWN CORE BUILDING PRINCIPLES



The Gould Evans Urban Planning and Design Studio is comprised of a multidisciplinary team of professionals with deep municipal experience, including certified planners, landscape architects, urban designers, and an attorney specializing in development regulations. We focus on three interrelated planning services that allow our clients to envision and create great places:

WE PLAN

We understand the complexities of the development process, and in particular how comprehensive planning can best guide complex, incremental decisions towards a greater community vision.

WE DESIGN

We understand that urban design is the glue that holds a community together, and that through effective urban design policies, a multitude of individual projects and sites over time can add up to a larger and greater whole.

WE IMPLEMENT

We understand that development regulations are not just a collection of standards, but are a tool to implement a logical, long-range plan for the physical form and urban design principles that will define your community for generations.

We translate community vision and values into workable plans, urban design strategies and development regulations.

Gould Evans is a design firm dedicated to using our creative powers to move the world forward. Our firm culture is built on using the design process to solve problems and improve our client's competitive edge. We reward thought leadership that aims high—from high-performance buildings to high-performance cities.

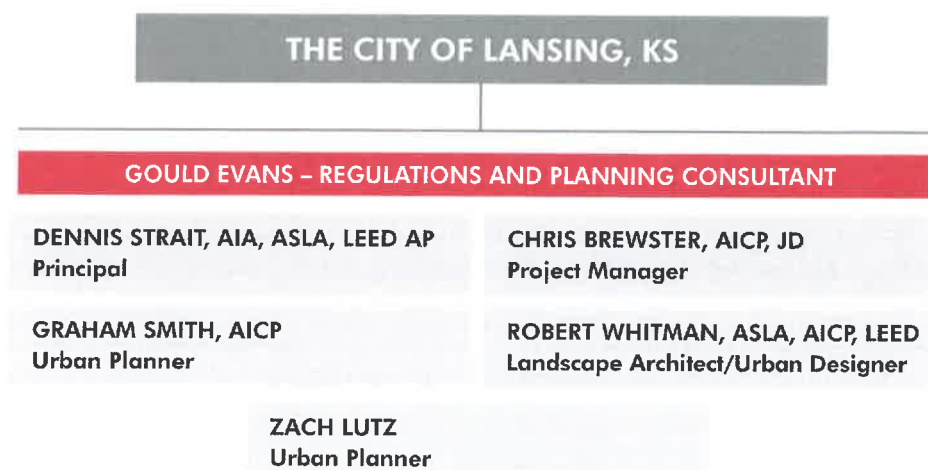
To complement our services, the Urban Planning and Design Studio also offers the support of a leading full-service architecture firm providing building design, landscape architecture, environmental graphics, interior design, marketing communications, and construction management services. We also have strategic and long-standing relationships with allied professionals that share our philosophy and passion for building strong and enduring communities, including transportation, economic development, and engineering specialists.

RESUMES OF KEY PERSONNEL

Below is an organization chart of our key personnel. Distinguishing aspects of our team include:

- A multidisciplinary firm of professional planners, reflecting four different professions—architecture, urban design, and landscape architecture with an attorney specializing in development regulations. We understand how regulations impact the design and development of your community.
- A wealth of public sector experience and is committed to serving communities. Our team brings past experience of a municipal attorney and a city planner. We understand Lansing's needs not only from our professional training and project experience, but also from years of working in the public sector.

We have strategic and longstanding relationships with allied professionals that share our philosophy and passion for building strong and enduring communities, including transportation, economic development, and engineering specialists. Our interdisciplinary approach to planning and regulations leads to unique solutions for our clients, tailored to their specific needs. This enables us to lead our clients in responding to their community's calling for better regulatory solutions to current development issues.





DENNIS STRAIT, AIA, ASLA, LEED AP
Principal

EDUCATION

Master of Architecture,
University of Texas

Bachelor of Landscape Architecture,
Oklahoma State University

REGISTRATION

Licensed Architect

Licensed Landscape Architect

LEED Accredited Professional

INVOLVEMENT

American Institute of Architects

Westport Regional Business League,
Board Member

Urban Land Institute

Downtown Council of Kansas City, Member

Penn Valley Park Conservancy Board

CONTACT

816.701.5347

dennis.strait@gouldevans.com

Dennis is a skilled leader and manager who inspires confidence and values relationships. An architect, planner and landscape architect, Dennis's ability to recognize opportunities at the site and community scales results in buildings that contribute to the life of a place. An emphasis of his work is higher education projects that enhance student life and student achievement.

The Managing Principal of the firm's Kansas City studio, Dennis excels at directing large teams through complicated projects, with an innate sense of when the team needs more gas or more brake. His sense of perspective and relaxed, straightforward demeanor helps build consensus for a design direction among client stakeholders and with communities.

City of Fairway, KS

Zoning Ordinance

Unified Government of Wyandotte County and Kansas City, KS

Downtown Parkway District Implementation Plan;

Chamber of Commerce Building Renovation

City of Kansas City, MO

Midtown/Plaza Area Plan; Penn Valley Park Master Plan;

Liberty Memorial Improvements at Penn Valley Park

University of Kansas – Lawrence, KS

West Campus Master Plan; McCollum Hall Housing Study

University of Kansas Edwards Campus – Overland Park, KS

Campus Master Plan

Fort Hays State University – Hays, KS

Campus Master Plan; New Fine Arts Building

Pittsburg State University – Pittsburg, KS

Campus Master Plan

Ottawa University – Ottawa, KS

Campus Master Plan and Feasibility Study

Emporia State University – Emporia, KS

150th Year Campus Master Plan

City of Overland Park, KS

Matt Ross Community Center; Deanna Rose Farmstead Master Plan

Missouri University of Science & Technology – Rolla, MO

Campus Master Plan; Castleman Hall Renovation and Expansion Plan

University of Central Missouri – Warrensburg, MO

Missouri Innovation Campus; Campus and Residential Life Master Plan; The Crossings Housing and Mixed-Use Development Design



CHRIS BREWSTER, AICP, JD
Project Manager

EDUCATION

Juris Doctorate,
University of Missouri-Kansas City
BS in Business Administration
Marketing, University of Delaware

REGISTRATION

American Institute of Certified Planners
Missouri Bar

INVOLVEMENT

American Planning Association
LEED ND Corresponding Committee
UMKC Adjunct Faculty, Planning Law
MO APA County Statutes
Committee contributing author
Legal Guide to Urban and Sustainable
Development for Planners, Developers,
and Architects, John Wiley and
Sons, 2008, contributing author

CONTACT

816.701.5655
chris.brewster@gouldevans.com

Chris specializes in integrating physical planning policies, urban design principles and form-based development strategies into development regulations and capital improvement policies. As a planner and an attorney, Chris provides a creative approach to planning, development and urban design issues that need legal and technical solutions. Since joining Gould Evans in 2001, he has worked on all scales of planning and urban design issues, from regional and comprehensive plans focusing on policy, to neighborhood and street scale plans that focus on design and implementation. Chris has managed several development regulation, design guideline and implementation projects for municipal clients, many of which have been recognized for awards and excellence among planning peers. Before joining the firm, Chris served as the Assistant City Attorney for the City of Lee's Summit, Missouri, and previously worked for Johnson County Kansas Transit.

City of Gardner, KS

Land Development Code

City of Fairway, KS

Zoning Ordinance

City of Blue Springs, MO

Unified Development Code and Comprehensive Plan

City of Cheyenne, WY

Unified Development Code/Form-Based Code

Mid-America Regional Council – Kansas City, MO MPO

Model Sustainable Development Code and Code Audits

Shelby County, AL

Subdivision Regulations

City of Lenexa, KS

Unified Development Ordinance Sustainability Audit

City of North Kansas City, MO

Burlington Corridor Overlay Ordinance, Design Guidelines;
Sign Ordinance; On-Call Services (past 15 years)

City of Kansas City, MO

Midtown/Plaza Area Plan

City of Fairhope, AL

Comprehensive Plan, Subdivision Regulations, and Zoning Ordinance
(*APA Alabama Outstanding Planning Awards, 2001 and 2004*)



GRAHAM SMITH, AICP
Urban Planner

EDUCATION

Bachelor of Science in Geography;
Master of Regional and Community
Planning, Kansas State University

REGISTRATION

American Institute of Certified Planners

INVOLVEMENT

American Planning Association
Urban Land Institute

CONTACT

816.701.5315
graham.smith@gouldevans.com

Graham, as the Vice President of the Kansas City Planning Studio of Gould Evans, focuses on providing policy and urban design guidance to communities and clients. Through the preparation of community, area, neighborhood, corridor, special project plans, design guidelines and regulations, Graham provides the clients he engages with visionary, implementable plans for the future. A significant portion of Graham's work has emphasized infill and redevelopment strategies within urban settings to create and reinvigorate places for people. One constant among Graham's projects has been the innovative and involved stakeholder engagement. From defining the vision to carrying out implementation actions, the stakeholders in any process are the key to success. With extensive professional planning experience in both the public and private sectors, Graham brings a unique perspective to projects. Prior to joining Gould Evans, he worked in the long-range planning division of the Planning and Development Department for the City of Kansas City, Missouri.

City of Gardner, KS

Land Development Code

City of Blue Springs, MO

Unified Development Code and Comprehensive Plan

Unified Government of Wyandotte County and Kansas City, KS

Healthy Campus Master Plan; Downtown Neighborhoods
Master Plan; State Avenue Transit Improvement Plan

City of Kansas City, MO

Midtown/Plaza Area Plan; Brush Creek Corridor Economic
Development Plan; 63rd Street CIP Plan (Southtown Council)

City of Mountain Brook, AL

Commercial Villages Master Plan and Zoning Ordinance

City of Wichita, KS

Arena Neighborhood Plan

City of Salina, KS

Comprehensive Plan

City of Sedalia, MO

Comprehensive Plan

City of Warrensburg, MO

Maguire Street Corridor Study



ROBERT WHITMAN, ASLA, AICP, LEED
Landscape Architect/Urban Designer

EDUCATION

Bachelor of Landscape Architecture;
Minor in Community and Regional
Planning; Certificate in Land Use Planning,
Kansas State University

REGISTRATION

Licensed Landscape Architect
Certified Planner
LEED Accredited Professional

INVOLVEMENT

American Society of Landscape Architects
American Institute of Certified Planners
Empire Estates Homes Association,
President, 2000-present
Legacy of Greenery Committee, City of
Overland Park Tree Board, 2002-2008
Community Advisory Committee for
Vision Metcalf, City of Overland Park
Steering Committee,
Heartland Tree Alliance, 2012

CONTACT

816.701.5460
robert.whitman@gouldevans.com

Robert has considerable experience in site development, landscape architecture, urban design, and community planning projects. For the last 18 years, he has worked with several institutional clients to plan and design community spaces, such as playgrounds, arboretums, gardens, and parks, trails, and open space. Robert is an expert on regional plant materials having developed a catalogue of plant material, growing criteria, and other pertinent information. For several years, he has worked with the City of Overland Park and community volunteers to inventory street trees and develop strategies for preserving the city's green space legacy. Robert frequently shares his design and horticultural expertise as a speaker or panel member at regional events. He also consults with communities on their street tree programs and similar endeavors.

City of Gardner, KS

Land Development Code

City of Blue Springs, MO

Unified Development Code and Comprehensive Plan;
Adam's Pointe Golf Club

City of Kansas City, MO

Midtown/Plaza Area Plan; Kansas City Sculpture Garden at the Nelson-Atkins Museum of Art; Broadway Streetscape; Nelson-Atkins Museum of Art Bloch Building Site Development; Liberty Memorial Improvements, Penn Valley Park; Riverfront Heritage Trail; Independence Boulevard Streetscape Improvements

City of Overland Park, KS

Overland Park Arboretum and Botanical Gardens Master Plan;
Welcoming Garden, Iris Garden and Train Garden; Campus Master Planning (Including Trails and Arboretum); Courtyard; and Japanese Garden Concept Design, Johnson County Community College

City of Cheyenne, WY

Citywide Park Standards

City of Independence, MO

Soccer Fields, Metropolitan Community College - Blue River

City of Westminster, CO

Westminster Promenade



ZACH LUTZ
Urban Planner

EDUCATION

Master of Urban Design; Bachelor of
Urban Planning and Development,
Ball State University

CONTACT

816.701.5327
zach.lutz@gouldevans.com

Zach, a new addition to the Gould Evans team, brings a diverse set of skills to the Urban Design Studio. His ability to analyze and convey data and ideas, both through illustration and narrative, enhances the projects on which he works. Zach specializes in the communication of planning concepts, urban design elements, and regulatory standards through various media including GIS, CAD, and illustrative tools.

City of Gardner, KS

Land Development Code

City of Rapid City, SD

Downtown Area Master Plan

City of Blue Springs, MO

Unified Development Code and Comprehensive Plan

City of North Kansas City, MO

On-Call Planning Services

City of Tonganoxie, KS

On-Call City Planning Services

City of Prairie Village, KS

On-Call Planning Services

City of Rapid City, SD

Downtown Area Master Plan

Cerner Corporation – Kansas City, MO

Innovations Campus Master Plan

The following projects were performed by Gould Evans over the past 10 years. Most projects apply the studio's interdisciplinary philosophy and approach of planning, design guidelines, and development regulations.

DEVELOPMENT REGULATIONS

- Windsor, CO – Development Code Update
- Parkville, MO – Zoning and Regulation Update
- Gardner, KS – Land Development Code Rewrite
- Leavenworth, KS – Development Regulations Update
- Fairway, KS – Zoning Ordinance
- Blue Springs, MO – Unified Development Code
- Mid-America Regional Council (Kansas City MPO) – Sustainable Development Code Framework and Community Code Audits
- North Kansas City, MO – Burlington Corridor Design Guidelines and Overlay Ordinance
- Cheyenne, WY – Unified Development Code and Form-Based Code
- Salina, KS – Interim Growth and Development Standards
- Lenexa, KS – Unified Development Ordinance Sustainability Audit
- Hastings, NE – Zoning Ordinance and Subdivision Regulations
- North Kansas City, MO – Sign Code
- Cuyahoga Falls, OH – Development Code
- Mountain Brook, AL – Commercial Villages Master Plans, Zoning Overlay and Design Guidelines
- Shelby County, AL – Subdivision Regulations
- Webster Groves, MO – Commercial and Urban Residential Zoning Regulations and Design Guidelines
- Fairhope, AL – Zoning Ordinance and Subdivision Regulations
- Boerne, TX – Zoning Ordinance and Subdivision Regulations
- Maize, KS – Zoning Ordinance, Subdivision Regulations, and Design Guidelines
- Red Oak, IA – Zoning Ordinance and Subdivision Regulations

URBAN DESIGN

- Leavenworth, KS – Downtown / North Neighborhood Redevelopment Plan
- Webster Groves, MO – Development Foundation Plan
- St. Charles, MO – Riverfront Design Plan
- Fairhope, AL – Downtown Streetscape Improvement Plan
- Clive, IA – NW 86th Street Corridor Plan
- Green Bay, WI – Downtown Design Plan
- Wichita, KS – Downtown Arena Neighborhood Plan
- Raytown, MO – CBD Master Redevelopment Plan
- Kansas City, KS – Downtown Master Plan
- Helena, AR – Downtown Master Development Plan
- Kansas City, MO – 63rd Street Corridor Master Plan
- Lawrence, KS – Downtown Design and Development Plan
- Clive, IA – Northwest 86th Street Corridor Plan
- Roeland Park, Westwood, and Kansas City, KS – 47th and Mission Corridor Plan and Design Guidelines
- Mason City, IA – Willow Creek Master Plan

PLANNING

- Blue Springs, MO – Comprehensive Plan
- Des Moines, IA – North River Area Development Plan
- North Kansas City, MO – On-Call Planning Services
- Salina, KS – Comprehensive Plan
- Shawnee, KS – Shawnee Mission Parkway/I-435 Corridor Study
- Hastings, NE – Comprehensive Plan
- Augusta, KS – Westward Expansion Plan
- Sioux City, IA – Comprehensive Plan
- Overland Park, KS – Downtown Master Plan and Design Guidelines
- Sedalia, MO – Comprehensive Plan
- Waukegan, IA – Comprehensive Plan
- Roeland Park, KS – Comprehensive Plan

GARDNER, KS

LAND DEVELOPMENT CODE

CHALLENGE

The City of Gardner, Kansas, is a small town on the fringe of metropolitan Kansas City's suburban growth, with strong connections to regional multi-modal transportation networks. The City developed a new comprehensive plan and economic development strategy that emphasized "place-making" and a well-designed public realm. The plan also identified many different contexts within the community and stressed the need to develop a greater range of housing choices within all of these contexts to meet demographic and market changes. The City's development regulations did not reflect the urban design values of the community and were disjointed from their planning and development policies.

ACTION

Gould Evans led stakeholders through a layered process that focused on the seven major themes of the comprehensive plan and economic development strategy. This involved a section-by-section analysis of their code, discussion papers analyzing the critical planning and urban design issues, and several work sessions and focus groups. The outcome of these meetings formed organizing principles for the new code, which allowed a streamlined and simplified development code—emphasizing the most important aspects of planning and community design for Gardner.

RESULTS

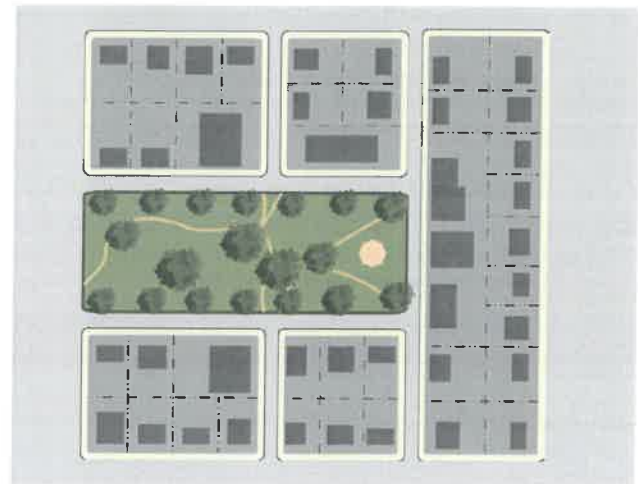
The new Land Development Code includes:

- Integration of urban design principles into the code, focusing on the design of the public realm as the first organizing principle for many other context-based strategies

LOCATION: Gardner, Kansas

CLIENT REFERENCE:

Kelly Drake Woodward, AICP, Chief Planner
City of Gardner, KS
913.856.0954; kdwoodward@gardnerkansas.gov



- Four distinct "street design types" that overlay typical functional classifications and better support different contexts and development patterns
- A wide range of building types—particularly housing, that expand options for integrating more projects and a better mix of housing and uses for improved "place-making"
- Emphasis on "frontage types" which focus the site and building design standards on creating better relationships between development and the public realm
- An improved approach to planned districts, adding flexibility and criteria to master planned developments
- A user-friendly format, including the use of many tables and graphics
- A refined sit plan review process with increased administrative flexibility and streamlined development approvals



CHALLENGE

ACTION

- A General Plan addressing broad, comprehensive city-wide development policies and focusing on the systems and frameworks that create distinct places in the city
- Specific Plans addressing unique contexts and coordinating the relationships between public realm and private development patterns
- Development/Project Plans that enable incremental and strategic action by the public and private sector

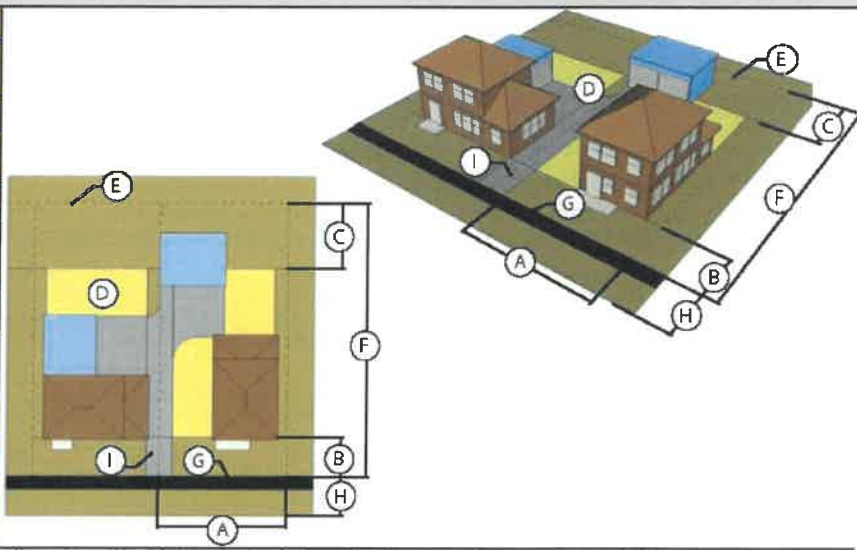
RESULTS

- Renewed emphasis on the City's unique access to natural amenities as the organizing urban design framework for the City
- A system of Street Types that reinforce public realm design as a key contributor to community identity and distinct places in the community
- Reinforcing neighborhoods as the fundamental planning element of the community and exploring opportunities to strengthen or introduce the "gathering places" as a focal point of all neighborhoods
- Integrating housing options into smaller-scale redevelopment projects
- Identifying strategic and incremental redevelopment opportunities within aging automobile-oriented corridors
- Improving multi-modal networks with connections off of the major corridors
- Unified Development Ordinance updates to implement Specific Plans and Development Concepts identified in the planning process

CLIENT REFERENCE:

Scott Allen, AICP, Community Development Director
City of Blue Springs, MO
816.228.0211; sallen@bluespringsgov.com

TYPE DD7: DETACHED DWELLING / SMALL LOT			
Lot Area		5,000 square feet	
Lot Frontage		48' 60' on corner lots	
Setbacks: (Principal Building)	Front	25'	
	Side	5'	
	Rear	25'	
Setbacks: (Accessory Building)	Front	10' behind front building line	
	Side	2'	
	Rear	2' 5' if alley loaded	
Total Lot Coverage		60%	
Building Height	Principal	Up to 2.5 stories	
	Accessory	Up to 2 stories but in no case higher than the principal building	



CHEYENNE UNIFIED DEVELOPMENT CODE AND FORM-BASED CODE

CHALLENGE

The City of Cheyenne had recently completed an award-winning comprehensive plan. However, the City's dated development regulations conflicted with many concepts in the plan, and the development process remained cumbersome and contentious as development was regulated by three different codes—the zoning ordinance, subdivision standards, and street and site design standards often with differing or even conflicting regulatory approaches.

ACTION

The project philosophy was to "clarify, streamline, and improve" the City's development regulations and processes. Gould Evans lead a highly participatory and unique code update process using a community design charrette, focus groups and special topic workshops, a multi-layered public information program, and a project website to guide a wide variety of stakeholders through discussion on a new development code. PlanCheyenne prioritizes many urban design principles, mixed-use development patterns and smart growth policies that can better be implemented through form-based regulations. Gould Evans developed a code structure that blends many of the current regulations with new form-based techniques to implement the planning and urban design policies of PlanCheyenne.

RESULTS

The new Unified Development Code includes:

- Consolidation and elimination of conflicts between Cheyenne's existing development regulations
- Explicit purpose and intent statements that tie the regulations directly to concepts in the plan
- Integrating form-based and urban design standards into the City's regulatory structure.
- A template form-based code that can accommodate planning, design and development of new mixed-use activity centers and replace the current and cumbersome "planned district" process
- Increased administrative flexibility, supported by specific design objectives and decision-making criteria.
- Streamlined development approvals with clear decision-making criteria
- A user-friendly format, including the use of many tables and graphics

LOCATION: Cheyenne, Wyoming

CLIENT REFERENCE:

Matt Ashby, Planning Services Director (Former)
City of Cheyenne, WY
307.634.9888; ashbym@ayresassociates.com



Reinvestment



Transportation Choice



Housing Choice

Corridors & Activity
CentersDesign for Healthier
LifestylesUnique Community
CharacteristicsResource Conservation
& Energy Efficiency

Explore Projects



Lenexa Fire Station #5



Mill Creek Terrace Flats



Mill Creek Townhomes



Mission Farms - Site 2



Briercreek Village



Bristol Park South

MID-AMERICA REGIONAL COUNCIL MODEL SUSTAINABLE DEVELOPMENT CODE

CHALLENGE

The Kansas City area has incorporated a regional sustainable planning program—Creating Sustainable Places—through the area's metropolitan planning organization Mid-America Regional Council. This program identifies a wide range of key sustainable development issues in diverse contexts of the region. However many jurisdictions still struggle with which of these issues to prioritize, and how to best implement them in their unique context. A model sustainable development code and a code audit program will help jurisdictions compare current codes to different model approaches of other jurisdictions, and help identify their own priorities and code strategies.

LOCATION: Greater Kansas City

CLIENT REFERENCE:

Dean Katerndahl, Government Innovations Forum Director
Mid-America Regional Council
816.701.8243; deank@marc.org

ACTION

The model sustainable development code website is based on MARC's seven established Sustainable Development Principles. Through interaction with eight participating municipalities, the seven principles were expanded to 22 related "Sustainable Development Concepts" that are most impacted by development regulations. The concepts identify and prioritize sustainability issues that the metropolitan and these jurisdictions are confronting. Each concept includes a policy summary, a list of planning benefits, and typical regulatory strategies used to address the concept. Users of model code website can prioritize their sustainable development concepts most relevant to their context, and then explore development codes that best align with their needs. A code audit program will review each of the initial eight municipal stakeholders based on these development concepts.

RESULTS

The model sustainable development code will be set up to continue to evolve and add new information as jurisdictions continue to implement different sustainability policies in the area. Additionally, the code audit program will let jurisdictions not included in the initial eight audits to "self-audit" their own codes using the seven Principles and 22 development concepts. Jurisdictions will assess their role in a greater sustainable metropolitan region and prioritize their own unique needs through a Sustainability Profile. This profile is used to identify and evaluate appropriate model code strategies, and create an action plan for strategic code amendments considering short-term and long-term goals.

CUYAHOGA FALLS GENERAL DEVELOPMENT CODE

CHALLENGE

Cuyahoga Falls—through annexation and a merger with a township—includes an industrial-based downtown, urban and suburban neighborhoods and the commercial centers to support them, and a rural area that features a large national park and several existing hamlets and residential settlements. The City staff's update of the Comprehensive Plan addressed the diverse physical framework of the City through a planning concept known as the Transect—a continuum from urban to rural environments. The City's dated regulations conflicted with both the changing context and structure of the City, but also the emerging policies and public priorities of the comprehensive planning effort.

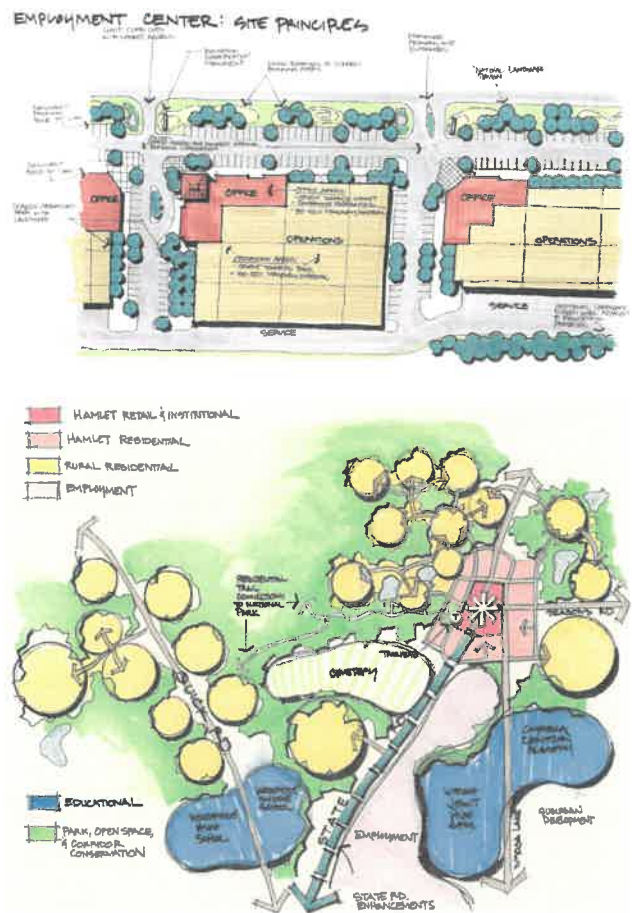
ACTION

Gould Evans tracked the City-led comprehensive planning process by identifying development prototype areas within each of these diverse contexts, and preparing development or redevelopment concepts through several public design charrettes. The concepts dealt with alternatives for scale of development, building forms and placement, site design elements, open space design, streetscapes, and transportation networks.

LOCATION: Cuyahoga Falls, Ohio

CLIENT REFERENCE:

Fred R. Guerra, AICP; Planning Director
City of Cuyahoga Falls
330.971.8136; GuerraFr@cityofcf.com



RESULTS

The City completely revised its street design and connectivity standards, open space standards, and infrastructure requirements to implement context-based solutions tracking the rural, suburban and urban planning areas. The City also converted all of its commercial zoning districts to mixed-use districts with new design standards that incorporate form-based principles and tied the character and scale of development to the rural, suburban, or urban context. All of the residential zoning districts were consolidated into six "neighborhood districts" based on a range of housing types, with density and extent of these districts more closely tied to the new mixed-use districts.

Recipient of the Friendly Community Award from the Northeast Ohio Smart Growth Coalition.



In addition to the references on the individual project pages, here's what some of Gould Evans' clients have said.

"The approaches you have taken and the innovations are outstanding. There are things in here that I think a lot of people are going to get excited about. I'm amazed at the level of detail that's been paid and the clarity as to the changes that are being proposed. I'm not sure there's ever been a code process that's so transparent. I continue to be very impressed with the project."

Matt Ashby
Planning Services Director, Cheyenne, WY

"You and your company's staff have been great to work with. This plan sets into place many changes for our community that are very positive and will make us a better place to live and work."

Gary Hobbie
Community and Development
Services Director, Salina, KS

I appreciate the quality of work that you and your firm has done on this project. It's been a pleasure working with you all."

Dave Barber
Advanced Plans Manager, Metropolitan
Planning Department, Wichita, KS

"This is an outstanding plan, and you both were very responsive to our many requests. I thoroughly enjoyed the project."

Scott Knebel
Principal Planner, Wichita, KS

"I just wanted you to know how pleased we have been with the process, the approach, and the team efforts that have been expended in order to get to this point. I believe that hiring Gould Evans will prove to be a great decision that will be beneficial to our future."

Charles S. Houser
Mayor, Town of Magnolia Springs, AL

SCOPE OF SERVICES

Development regulations are more than just a collection of standards. They are a tool to implement a logical, long-range plan established to meet the vision and goals of the community.

APPROACH TO REGULATIONS

Development regulations are legal and technical documents, which must withstand heavy scrutiny and which occasionally may need to be defended in court. However, they are also perhaps the most widely used laws in your community, constantly encountered by lay people, citizens, property owners, non-legal professionals, and appointed and elected officials. Therefore, they should not necessarily be documents drafted for experts and specialists.

We advocate the following drafting techniques for all development regulation projects:

- Use a **“plain language” drafting style**, avoiding legalese, planning jargon, and unnecessary words.
- Use **graphics and tables** to support or replace text for maximum user-friendliness.
- Use **purpose and intent statements** to allow clear ties to the comprehensive plan and aid the administration and interpretation of regulations.
- Build in **flexibility**, but only through clear, consistent and accurate guidance and criteria.
- Develop a **logical framework and structure** for all regulations, so future amendments and updates can be easily integrated and the regulations maintain a long shelf life.
- Develop standards specific to the **context, scale and forms** that are characteristic of the places you envision.

Our approach to development regulations creates tools that are understandable, implementable, enforceable, and defensible, but most importantly that reinforce the most crucial aspects of the built environment—**creating great places that endure.**

ARTICLE 6
DESIGN REGULATIONS

6.2 PARKING, LOT ACCESS AND CIRCULATION

Standards and Location Criteria of the Civic Open Space System in Section 4.4 of the Subdivision Standards, and shall be in addition to the minimum open space requirements for the site. Alternatively, the excess area may be designed as Civic Open Space, that has the capability of accommodating overflow parking at limited peak times, such as a plaza surface or stabilized green surface which can accommodate cars on limited occasions.

c. Landscape material requirements for the site shall be increased by 15% percent above the minimum amount required in the Landscape Design standards of Section 6.2, and shall be allocated to provide enhanced buffering of all on-site parking.

d. Internal landscape areas for the on-site parking shall be increased by an additional 5% percent above the minimum percentage requirements of Section 6.2.8.

6.2.8 Parking Design

a. **Location, Size and Landscape Requirements.** All on-site parking shall be broken into smaller “parking blocks” and include landscape design according to the following Table 6-5. Specific zoning districts or design standards may further limit the general size and location of on-site parking spaces and parking blocks.

Figure 6-3: Internal Landscape Standards

TABLE 6-5: PARKING LOCATION, SIZE AND LANDSCAPE REQUIREMENTS

	Front	Side	Rear
250+ spaces	Must be broken into smaller parking blocks*	Must be broken into smaller parking blocks*	<ul style="list-style-type: none"> 5% internal landscape AND 8' perimeter buffer
151 to 250 spaces	<ul style="list-style-type: none"> 10% internal landscape AND 12' perimeter buffer 	<ul style="list-style-type: none"> 8% internal landscape AND 10' perimeter buffer 	<ul style="list-style-type: none"> 1% internal landscape AND 8' perimeter buffer
101 to 150	<ul style="list-style-type: none"> 8% internal landscape AND 10' perimeter buffer 	<ul style="list-style-type: none"> 5% internal landscape AND 8' perimeter buffer 	<ul style="list-style-type: none"> 5% internal landscape OR 8' perimeter buffer
51 to 100 spaces	<ul style="list-style-type: none"> 5% internal landscape OR 8' perimeter buffer 	<ul style="list-style-type: none"> 5% internal landscape OR 8' perimeter buffer 	No requirement
30 and under spaces	<ul style="list-style-type: none"> 5% internal landscape OR 8' perimeter buffer 	<ul style="list-style-type: none"> 5% internal landscape OR 8' perimeter buffer 	No requirement

* Where individual lots require or provide parking requirements larger than the maximum size, parking lots shall be broken into smaller blocks.

Figure 6-2: Parking Screening in Pedestrian Districts

Table 17 • Chicago Unified Development Code Adoption Draft - OCT 2011 6 - 8



Involvement of citizens, stakeholders, staff, and public officials makes the difference between successful planning and successful implementation.

APPROACH TO PUBLIC PARTICIPATION

We understand that public buy in is essential for any successful development code reforms to occur. However, public participation for code projects is fundamentally different than public participation on a typical planning project. The easiest way to bog down a code-writing process is to get citizens and stakeholders mired in debates about specific regulatory language, and the easiest way to make the adoption process contentious or unsuccessful is to inadvertently exclude interested stakeholders.

We advocate the following public participation principles in every development regulation project to help facilitate community discussions on planning, urban design, and development issues:

- **Informative** – Create a common foundation of understanding and make sure everyone has access to the same level information.
- **Strategic** – Target different types of information to different audiences—from the conceptual and visionary to the technical and detailed.
- **Inclusive** – Diverse perspectives are essential—a viewpoint not considered can quickly become a focal point for the most vocal and principled opposition.
- **Interactive** – Clearly define the role of different stakeholders in shaping future policy direction, and the technical aspects of code development—then rely on the process.
- **Cooperative** – The engagement process must build and strengthen relationships necessary for plan implementation—long after the process has ended.

Our approach to public participation is about putting the **right information, in the right hands, at the right time**—from this point more effective community development decisions and actions follow.





DOWNTOWN PARKWAY DISTRICT MASTER PLAN – KANSAS CITY, KS

PHASE 1 – INITIATION

The Initiation phase quickly mobilizes stakeholders and establishes key benchmarks and a timeline for the project.

TASK 1.1 Work Plan: A detailed Work Plan will establish a formal timeline and benchmarks for key deliverables.

TASK 1.2 Public Engagement Strategy: Gould Evans will work with City Staff and key stakeholders to develop a public participation strategy specific to Lansing’s planning issues, past public participation experiences, existing communication networks and constituency groups. Based on our experience on similar past projects, at a minimum we see this involving the following groups:

- **Advisory Committee** – Broad cross-section of stakeholders to provide general oversight, project advocacy, policy direction, and general regulation review.
- **Technical Committee** – A small group of those most familiar with the day-to-day administration of the City’s zoning regulations and subdivision regulations. This group will provide technical support and direction, and perform detailed review, and comment on draft regulations.
- **Focus Groups/Special Issue Subcommittees** – Depending on the make-up of the Advisory Committee, and other input, special topic groups may need to be formed to provide more detailed guidance and oversight of certain topics. These groups will typically align with the Critical Issues tasks in Phases 2 and 3.

- **Planning Commission and City Council** – In addition to any role on the above committees, these groups will be provided periodic project status updates at regular meetings and their role in the official adoption process.

A critical component of our public engagement strategy is outlining the different types and levels of information that each of these groups will need to perform their roles on this project.

TASK 1.3 Kick-off Meetings: Outline the Work Plan and Public Engagement Strategy, identify primary objectives, establish timelines, and assign roles and responsibilities for different participants.

CONSULTANT RESPONSIBILITIES:

- Collect and review all relevant background data
- Develop detailed Work Plan
- Finalize Public Engagement Strategy
- Review all relevant planning and regulatory documents
- Prepare project website
- Conduct project kick-off meeting

CLIENT RESPONSIBILITIES:

- Provide all relevant background data, plans and reports, in electronic versions where applicable
- Assist with Work Plan and Public Engagement Strategy
- Assemble project teams (Technical Committee and Advisory Committee)
- Coordinate and schedule kick-off meetings

MEETINGS:

- Work Plan and Public Engagement Strategy
- Project orientation meeting with staff and Planning Commission
- Kick-off meetings with Technical and Advisory Committee

PHASE 2 – ANALYSIS

The Analysis phase sets the foundation for the informed discussion among all stakeholders regarding regulatory strategies appropriate to achieve Lansing's planning goals.

TASK 2.1 Plan Conformance Report: This report will build off of the preliminary analysis of the Targeted Zoning Ordinance Assessment Report, but expand on this by identifying specific connections to the Comprehensive Plan. In direct response to the City's most recent policies, it is important to determine what is working, what is not, and what is missing.

TASK 2.2 Critical Issues Summaries: These summaries provide a brief (2-6 page) white paper on the key topics identified in the Kick-off Meeting, Analysis, or Plan Conformance Report. A typical code re-write may have five to eight of these critical issues that are most important to the success of the project and require special facilitation. This format has proven successful in getting broad input and endorsement of concepts and approaches, without getting mired in specific regulatory language. With this direction, a more "technical" group can set about the task of drafting, reviewing, and revising regulations.

CONSULTANT RESPONSIBILITIES:

- Assist with selecting applicable critical issues.
- Prepare Ordinance Evaluation Report
- Participate in bi-monthly project management team meetings/conference calls with client
- Prepare Critical Issues Summaries (5 to 8 anticipated)
- Present Plan Compliance Report and Critical Issues summaries to the Technical Committee and Advisory Committee for review and comment
- Update website

CLIENT RESPONSIBILITIES:

- Provide staff list of most common regulatory issues impacting implementation of the Plan (recurring problems, past difficult project files, etc.)
- Participate in bi-monthly project management team meetings/conference calls with consultant

- Coordinate and schedule Advisory Committee and Technical Committee meetings
- Review and comment on Plan Conformance Report
- Assist with identification and prioritization of critical issues for further analysis

MEETINGS:

- Technical Committee and Advisory Committee meetings on Plan Conformance Report and Critical Issues Summaries

PHASE 3 – DISCUSSION

The Discussion phase help builds understanding and ownership in the direction of the project.

TASK 3.1 Public Open House: This is the public kick-off event. The open house, exhibits and supporting materials will have three key objectives: (1) provide clear links to the policies and priorities of the Comprehensive Plan; (2) elevate the understanding of important development concepts and potential regulatory strategies; and (3) clearly convey the physical impact that existing and potential regulations have on development and investment in the community. Discussions at this Open House will focus on high-level direction of the project and assessments of concepts. Public input from this session will be summarized for the Advisory Committee to consider.

TASK 3.2 Critical Issues Workshop: Some issues require a more in-depth discussion with stakeholders and those impacted by potential regulatory strategies. The Critical Issues Summaries will provide a foundation for these discussions. The format of these discussions may include sub-committees, focus groups, or special invites to defined constituencies, but will depend on the issues selected in the Analysis phase and on the final Public Engagement Strategy.

TASK 3.3 Draft Regulation Framework: Based on the outcomes of these initial public engagement tasks, a Draft Regulation Framework will be created. It will be an annotated outline of the subdivision and zoning regulations identifying: (1) areas in need of change—new provisions that are needed or old approaches that do not align with current policies; (2) areas to maintain in current form; and (3) areas to revise and amend, but keep the substantive provisions and intent the same.

CONSULTANT RESPONSIBILITIES:

- Prepare materials and facilitate Public Open House.
- Prepare materials and facilitate Critical Issues Workshop(s)
- Prepare Draft Framework
- Update website

CLIENT RESPONSIBILITIES:

- Assist with Public Open House and Critical Issues Workshop(s)
- Review and comment on Draft Framework

MEETINGS:

- Public Open House
- Critical Issues Workshop(s)
- Technical and Advisory Committee meetings on Draft Framework

PHASE 4 – INITIAL DRAFTS

The Initial Draft will be the first point in the project to review in a comprehensive perspective the many regulatory strategies and concepts that have been discussed with the project to date.

TASK 4.1 Initial Draft: Based on the input from the Analysis phase and the Discussion phase, our team has the ability to craft specific regulatory strategies appropriate to Lansing. We will prepare an initial draft of the Unified Development Ordinance that best implements the Lansing Comprehensive Plan.

TASK 4.2 Special Issue Sub-committees/Interim Drafts: Typically the drafting process involves at a minimum an Initial Draft and a Final Draft to be reviewed by the Technical Committee and Advisory Committee. Additionally, past projects have proven that an “Interim Drafts,” refining technical issues and reviewed by staff, a technical committee or a special topic sub-committee is often necessary. Interim Drafts are usually topic specific or focused on things that have been the most contentious in the Critical Issue Discussion. This “three tiered” approach to drafts and reviews can result in more streamlined review and comment process. It focuses attention on the correct details for the correct people, and organizes the efforts of groups who may not want to be bogged down by the overall code or may have special interest in an issue. It also respects the time commitments of many individuals who volunteer time to this significant effort.

TASK 4.3 Review and Comment Period: The Initial Draft and any necessary Interim Drafts are vetted through a review and comment period. Typically this involves only the Technical Committee, Advisory Committee, and any necessary sub-committees. Following delivery of the documents, a two- to three-week period is typically necessary for these groups to consider the documents and provide feedback.

CONSULTANT RESPONSIBILITIES:

- Prepare Initial Draft of the LDC
- Participate in project management team meetings/conference calls with client
- Prepare Executive Summary/Status Reports for Planning Commission and City Council
- Conduct Initial Draft discussion meeting with Technical and Advisory Committee
- Develop review and comment process open for Technical Committee and/or Advisory Committee
- Assist in the identification any “special topic” subcommittees that are needed
- Update website

CLIENT RESPONSIBILITIES:

- Identify any needed “special topic” subcommittees for particular regulatory topics that need additional discussion
- Participate in project management team meetings/conference calls with consultant
- Participate in Technical Committee review and comment process and provide direction
- Provide one consolidated set of review and comment notes from the Technical Committee on the Initial Draft and any necessary Interim Drafts

MEETINGS:

- Technical and Advisory Committee meeting on Initial Draft
- Special Issue Sub-committees

PHASE 5 – FINAL DRAFT

The Final Draft is the first professional recommendation of the consultant team on regulations appropriate for the City of Lansing.

TASK 5.1 Final Draft: Using the input gained from the review and comment of the Initial Draft we will prepare the Final Draft of the UDO.

Much of the text is nearly finalized, allowing us to develop detailed graphics to support the text and finalize formatting.

TASK 5.2 Review and Comment Period: Similar to the Initial Draft phase, the Final Draft is available for a second round of review and comment by the Technical Committee and Advisory Committee.

TASK 5.3 Public Open House/Public Official Work Session: The Final Draft also provides a good opportunity to reveal the full set of regulations to the general public. "Executive summaries" and "How to Use" guidance will be created to orient people to key regulatory strategies. Additionally, this same information will be presented at a joint work session of the Lansing Planning Commission and City Council. It is important that this first introduction of a complete draft be presented in an informal setting outside of the official public hearing process. This will enable a better understanding of what is changing and why, and still allow time for feedback and adjustment.

CONSULTANT RESPONSIBILITIES:

- Review and evaluate comments from the Initial Draft review process
- Finalize format and layout of regulations, and prepare final graphics
- Prepare Final Draft of UDO based upon Phase 4 input
- Review Final Draft of regulations with Technical Committee and Advisory Committee
- Hold one public open house or other stakeholder review on Final Draft
- Conduct Final Draft work sessions with the Lansing Planning Commission and City Council
- Update website

CLIENT RESPONSIBILITIES:

- Provide direction on final format and layout of the regulations
- Assist in coordination of review and comment process with the Advisory Committee and give direction on the proposed drafts
- Provide one consolidated set of review and comment notes from the Technical Committee on the Final Draft

MEETINGS:

- Technical and Advisory Committee meetings on Final Draft
- Public Open House – Final Draft
- Joint Planning Commission/City Council Work Session

PHASE 6 – ADOPTION

The Adoption Phase provides the official review and comment process, and allows formal adoption of the new Unified Development Ordinance.

TASK 6.1 Adoption Draft: The Adoption Draft will incorporate comments from the discussion and review of the Final Drafts of the regulations. This draft will enter the formal review and comment process.

TASK 6.2/6.3 Planning Commission Hearing: Our team will support up to three meetings for the adoption process, at least one of which is anticipated to be a public hearing before the Lansing Planning Commission, and at least one of which is anticipated to be the official adoption by the City Council.

CONSULTANT RESPONSIBILITIES:

- Review and evaluate comments from the Final Draft review process
- Prepare proposed Adoption Draft regulations based on Phase 5 input
- Prepare Executive Summary
- Present Adoption Draft of regulations at formal public hearings and meetings
- Prepare Publication Copy of formally adopted regulations
- Update website

CLIENT RESPONSIBILITIES:

- Direct consultant on all officially adopted changes to the adoption drafts that resulted from the formal public review process
- Coordinate distribution of all review and meeting materials
- Coordinate scheduling of all public hearings and meetings

MEETINGS:

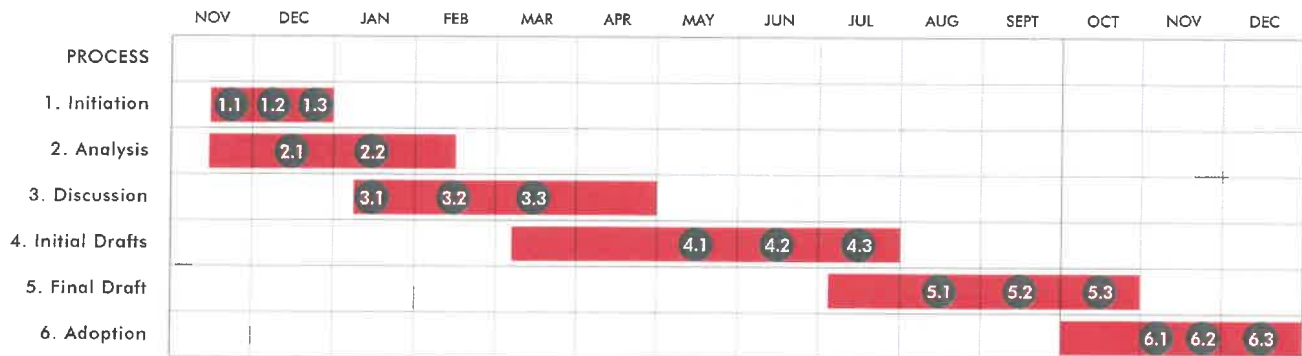
- Planning Commission Hearing(s)
- City Council Formal Adoption
- Final adopted deliverable

TOTAL COST

This estimated cost is a proposed lump sum fee based on the RFP and proposed scope of services. It is negotiable in any manner that best meets the needs of the community and the budget and priorities of the City. This fee includes a 5% contingency for travel and ordinary reimbursable such as materials, freight, and other incidental costs. Other extraordinary costs, such as production printing, large-scale maps, or other items not ordinarily included in the project, or travel outside of proposed locations, or number of meetings can be billed at cost.

	Fee
Phase 1 Initiation	\$3,200
Phase 2 Analysis	\$11,400
Phase 3 Discussion	\$13,100
Phase 4 Initial Draft	\$21,700
Phase 5 Final Draft	\$15,000
Phase 6 Adoption	\$5,600
Ongoing Implementation	No Cost
TOTAL FEE	\$70,000

SCHEDULE



Task 1.1 Work Plan
Task 1.2 Public Engagement Strategy
Task 1.3 Kick-off Meeting

Task 2.1 Plan Conformance Report
Task 2.2 Critical Issues Summaries/Case Study Analysis

Task 3.1 Public Open House
Task 3.2 Critical Issues Workshop
Task 3.3 Draft Regulation Framework

Task 4.1 Initial Draft
Task 4.2 Special Issue Sub-committees/Interim Drafts
Task 4.3 Review and Comment Period

Task 5.1 Final Draft
Task 5.2 Review and Comment Period
Task 5.3 Public Open House/Public Official Work Session

Task 6.1 Adoption Draft
Task 6.2 Public Hearings
Task 6.3 Formal Adoption

SAMPLE OF WORK

GARDNER, KS, LAND DEVELOPMENT CODE

Land Development Code: <http://www.gardnerkansas.gov/home/showdocument?id=1838>

BLUE SPRINGS, MO, COMPREHENSIVE PLAN AND UNIFIED DEVELOPMENT CODE

Comprehensive Plan: <http://www.bluespringsgov.com/455/Comprehensive-Plan>

Unified Development Code: [ecode360.com/BL3243](http://www.ecode360.com/BL3243)

MID-AMERICA REGIONAL COUNCIL MODEL SUSTAINABLE DEVELOPMENT CODE

<http://codes.sustainable-kc.org/>

CHEYENNE, WY, UNIFIED DEVELOPMENT CODE

<http://www.cheyennecity.org/index.aspx?nid=1824>

SHELBY COUNTY, AL, SUBDIVISION REGULATIONS

<https://www.shelbyal.com/DocumentCenter/View/47>

RAPID CITY DOWNTOWN AREA MASTER PLAN - RAPID CITY, SD



REFERENCES

GARDNER, KS LAND DEVELOPMENT CODE

Kelly Drake Woodward, AICP, Chief Planner
City of Gardner, KS
913.856.0954; kdwoodward@gardnerkansas.gov

BLUE SPRINGS COMPREHENSIVE PLAN AND UDO UPDATE

Scott Allen, AICP, Community Development Director
City of Blue Springs, MO
816.228.0211; sallen@bluespringsgov.com

CHEYENNE, WY, UNIFIED DEVELOPMENT CODE

Matt Ashby, Planning Services Director (Former)
City of Cheyenne, WY
307.634.9888; ashbym@ayresassociates.com

Please see experience pages for project descriptions.

AVAILABILITY

The current project commitments of the Gould Evans team allow us to accommodate the Lansing Unified Development Ordinance project into our workload. We currently have projects that will be finished in the next two to three months, providing capacity in our schedules to undertake your project. Given the relative short term of many of our project it is important for us to continually identify new projects that match the capabilities and vision of our team.

If the Gould Evans team were awarded the proposed project, it would be staffed adequately by senior level planning and technical professionals and integrated into our schedule, helping to fill the gap between workload commitments and staffing level. We stand ready to begin this project upon selection. By utilizing staff projections and strategic marketing, our team members have succeeded in retaining its planning staff over a long period of time thus, offering our clients stability throughout their planning projects, and retain many clients for additional projects or ongoing on-call services.



STAFF ASSISTANCE

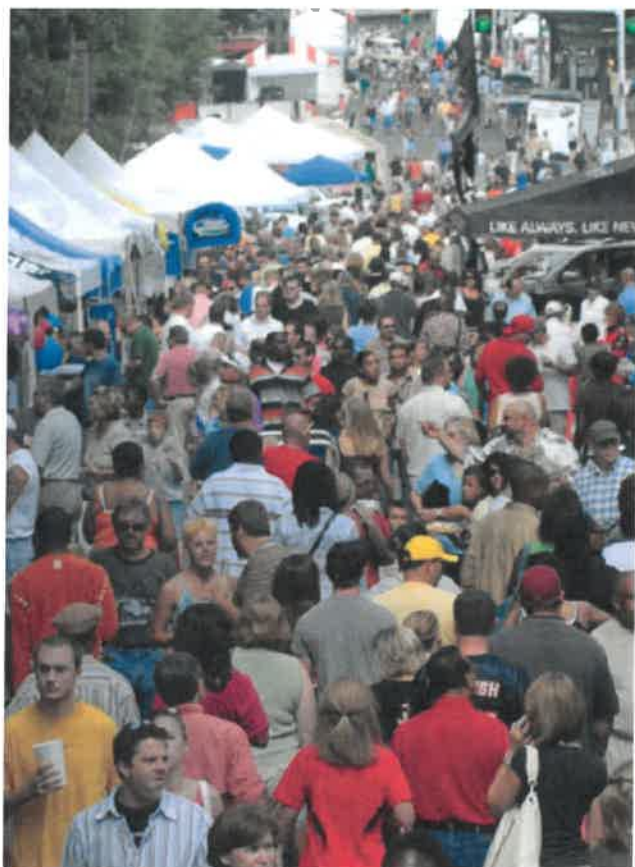
As noted in our proposal and project approach, our process is focused and efficient to achieve a regulatory product that best serves the Lansing community. In our experience with regulatory updates, we have found the best use of the city staff resources include the following tasks:

EXPANDED PUBLIC ENGAGEMENT

Our coding process is built upon the policies and direction provided by the City's Comprehensive Plan. The public engagement that was used shape the plan and provide the necessary foundation for the code work to implement the vision for the community. If additional broad public engagement is sought, staff could lead this effort with support from the Gould Evans Team. This teamwork not only keeps us focused on the community vision and content of the regulations, but saves the City money by targeting the consultant's engagement efforts.

WEBSITE MANAGEMENT

We have found that the best places to locate project information, reports, and draft regulations is on the existing City website. A specific link or page within the City website will act a repository for any information generated during the project as well as a project page with an overview of the project and schedule information. We understand that the final online platform to host the UDO has not yet been decided, but for the purposes of the project the existing website will allow the public review of the process and products. The management of a webpage by staff, with the content supplied by Gould Evans, will allow expedited updating and dissemination of information to the public.



PROJECT LOGISTICS

The logistics of any project can be time consuming. In an effort to maximize the efficiency and effectiveness of the process, we would request assistance in handling those project logistics. Items such as data compilation, committee creation and notification, meeting scheduling and location reservation, coordinated staff review of products, and public notifications are some of the tasks that are most appropriate handled by the City Staff. Our scope of services further defines those items that we would anticipate assistance with.

We view our clients as project partners and it takes a coordinated effort to achieve a successful project. We are ready to assist the City of Lansing in any manner necessary to provide the necessary regulatory guidance to move the community forward.

WHAT IF YOUR NEXT PROJECT WAS
SOMETHING UNEXPECTED, REMARKABLE, MEANINGFUL?
WHAT IF?



gouldevans

4041 Mill Street
Kansas City, MO 64111

phone 816.931.6655
fax 816.931.9640

gouldevans.com

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: November 9, 2016
SUBJECT: Equipment Replacement Requests

Attached are the equipment replacement requests submitted by Department Heads. The total cost of the requested items is \$183,000. The City Administrator recommends purchasing the following:

- | | |
|--|----------|
| ○ 4x4 Heavy Duty Diesel Truck & 8ft snow plow (Parks #1) | \$47,000 |
| ○ 72" Zero Turn Mower (Parks #4) | \$15,000 |
| ○ 25' 20,000lb Heavy Duty Trailer (Streets #1) | \$10,000 |
| ○ 1 Ton Pickup & 8ft snow plow (Streets #2) | \$47,000 |

Action:

Staff recommends that the City Council authorize the lease/purchase of up to \$119,000 of replacement equipment.

VEHICLE AND EQUIPMENT REPLACEMENT REQUESTS

Rank	Item	Division	Item being Replaced	Estimated Cost	Frequency of Use	Additional Information
1	4x4 Heavy Duty Diesel Truck & 8' Snow Plow	Parks	1998 Ford F250 (95,000 miles) with rusted out bed and frame	\$ 47,000.00	DAILY	Used to pull trailers, pick up supplies, brush disposal, trash removal, park equipment construction, building maintenance, and snow removal.
2	Sports Field Paint Line Striper	Parks	Sports field line striper (shop built)	\$ 15,000.00	WEEKLY APR-NOV	Used to line sports fields and mark lines for city events.
3	4x4 Crew Cab Heavy Duty Diesel Truck & 8' Snow Plow	Parks	2003 Ford F350 (106,000 miles) with corrosion in fenders	\$ 49,000.00	DAILY	Used to pull trailers, pick up supplies, brush disposal, trash removal, park equipment construction, building maintenance, and snow removal.
4	72" Zero Turn Mower	Parks	2010 Wright Stander Mower	\$ 15,000.00	DAILY APR-NOV	This will replace the most unreliable piece of equipment in the fleet.
1	25' 20,000 Pound Heavy Duty Trailer	Streets	1999 Redi-Haul Tandem Haul Trailer	\$ 10,000.00		Used for milling and asphalt program; hauling asphalt roller, case skid steer, loads of culvert pipes.
2	1 ton pickup & 8' Snow Plow	Streets	2000 Ford F-350 w/snow plow (94,600 miles)	\$ 47,000.00	DAILY	Used to put up/pick up signs, investigate complaints, snow removal, and pull the crack sealer and air compressor.
Total				\$183,000.00		

Equipment Replacement Request

Department: Parks and Recreation

Requested Item: 4x4 heavy duty diesel truck with 8ft snow plow

Item being replaced: 1998 Ford F250 (95,000 miles).

Approximately \$1,700 has been spent on repairs since 2010. While repairs have been minimal, this vehicle has an under-powered motor, and can't be used to pull a trailer. This vehicle has significant rust to the bed and frame that will need attention if it is kept in the fleet.

Justification for replacement:

This vehicle would be one of the primary vehicles used daily by the Parks and Recreation maintenance staff. It would be used to pull trailers for mowing purposes, to pick up supplies, and on many other activities such as trimming, park equipment construction, building maintenance, and trash removal. This vehicle would be used daily in these capacities. In addition this vehicle would add to the snow removal capability of the city. Because of this, a snow plow is included as part of this request.



Replacement Cost: \$47,000.00

Equipment Replacement Request

Department: Parks and Recreation

Requested Item: Sports field paint line striper

Item being replaced: Sports field line stripper (shop built)

Justification for replacement:

This request is for a paint line striper to replace a shop built machine that we currently have. We currently paint as many as 6 soccer fields and 4 football fields during the fall season. We also paint soccer fields in the spring and baseball foul lines in the summer as well as the parking area for the Independence Day fireworks. We currently use walk behind aerosol can sprayers primarily. With this machine this task could be completed by a single person in less time with a higher quality finish. It is also more cost effective to by bulk paint instead of the aerosol cans. The machine could also be used on parking lots if needed.



Replacement Cost: \$15,000.00

Equipment Replacement Request

Department: Parks and Recreation

Requested Item: 4x4 crew cab heavy duty diesel truck with 8ft snow plow

Item being replaced: 2003 Ford F-350 (106,000 miles).

Approximately \$12,000 has been spent on repairs since 2009. Items replaced on this truck include the transmission, front end, and steering column. Staff is preparing to take it in again for front end repairs. This vehicle is starting to have corrosion in the fenders.

Justification for replacement:

This vehicle would be one of the primary vehicles used daily by the Parks and Recreation maintenance staff. It would be used to pull trailers for mowing purposes, to pick up supplies, and on many other activities such as trimming, park equipment construction, building maintenance, and trash removal. This vehicle would be used daily in these capacities. In addition this vehicle would add to the snow removal capability of the city. Because of this, a snow plow is included as part of this request.



Replacement Cost: \$49,000.00

Equipment Replacement Request

Department: Parks and Recreation

Requested Item: 72" Zero turn mower

Item being replaced: 2010 Wright stander mower

Approximately \$2,000 has been spent on repairs since 2014. This is the least reliable piece of equipment in the mower fleet. . I would recommend keeping the 2010 for trail and rough mowing.

Justification for replacement:

Mowing is one of the most time consuming routine tasks that the department performs during the growing season. Because of this, we need to retain a reliable fleet of mowing equipment.



Replacement Cost: \$15,000.00

Equipment Replacement Request

Department: PW/Street Division

Requested Item: 25 foot, 20,000 lb Heavy Duty Trailer

Item being replaced: 1999 Redi-Haul Tandem Haul Trailer

Justification for replacement:

This trailer will replace our existing trailer that is 17 years old. This trailer is used for our milling and asphalt program. We haul the asphalt roller and the case skid steer with the miller head on this trailer. We cannot legally haul both pieces of equipment at the same time. We also use this trailer to haul loads of culvert pipes from Topeka. The present trailer is not big enough to handle our needs.



Replacement Cost: \$10,000.00

Equipment Replacement Request

Department: PW/Street Division

Requested Item: 1 ton pickup (F-350) with 8 ½ ft snow plow

Item being replaced: 2000 Ford F-350 with snow plow (94,600 miles).

Approximately \$13,500 has been spent on repairs to this truck since it was bought. We've replaced the transmission, turbo, injectors, steering box, front steering stabilizer, 4x4 lockouts, and front bearings. We have also replaced the truck bed with a used truck bed and rebuilt the snow plow twice. If the current truck is not replaced, the front end will have to be rebuilt, the 4x4 lockouts replaced, and a new set of tires purchased at a cost of approximately \$3,000.



Justification for replacement:

This truck is used for daily tasks, such as putting up signs, picking up sign orders, plowing snow, and checking out complaints. This truck is also used to pull the crack sealer, the trailer, and the air compressor.



Replacement Cost: \$47,000.00

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: November 10, 2016
SUBJECT: Executive Session – Consultation with Attorney

Executive Session will be called for consultation with Attorney.

AGENDA ITEM #

5

Lansing Police Department
Vehicle Fleet End of Month Report

Nov-2016

Unit	Year	Make/Model	Mileage as of 10/03	Mileage as of 11/02	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	53436	54030	594	Patrol	Patrol	Fit for patrol duty
2	2012	Dodge Charger	25814	26974	1160	Sergeants	Sergeants	Limited Use - Sergeants
3	2015	Ford Explorer	14779	16156	1377	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	10656	11227	571	Patrol	Patrol	Fit for patrol duty
5	2012	Dodge Charger	19964	20664	700	Captain	Captain	Limited Use - Captain
6	2013	Ford Explorer	36934	37346	412	Patrol	Patrol	Fit for patrol duty
7	2011	Dodge Charger	94516	95176	660	Detective	Detective	Limited Use - Detective
8	2011	Dodge Charger	64472	65617	1145	Patrol	Patrol	Fit for patrol duty
9	2012	Chevy Tahoe	75399	76203	804	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	31950	32177	227	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	74047	74047	0	Animal Control	Animal Control	Fit for Animal Control duties
13	2010	Dodge Charger	90123	91923	1800	Patrol	Patrol	Fit for patrol duty
14	1995	Ford EOC Vehicle	162138	162138	0	EOC	EOC	Limited Use - EOC
15	2016	Dodge Charger	3331	4140	809	Patrol	Patrol	Fit for patrol duty
17	2016	Dodge Charger	3837	4856	1019	Patrol	Patrol	Fit for patrol duty
					0			
				Mileage Total:	11278			

6

Lansing Public Works Department**Monthly Fleet Report**Month October Year 2016**Vehicles**

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	LT	LT. Pick-up Ext	50,413	50,831	418	
2007	Ford	LT	LT. Pick-up Ext	33,378	33,854	476	
1998	Ford	1/2 ton	Pick-up	58,997	59,067	70	
2001	Ford	Ranger	LT. Pick-up Ext	114,936	115,007	71	
2005	Ford	Ranger	LT. Pick-up Ext	38,459	38,606	147	
2000	Ford	Explorer	SUV	182,566	182,837	271	
2005	Sterling	LT 8500	Dump Truck	46,344	46,344	0	
2007	Elgin	Crosswind J+	Street Sweeper	4,947	4,947	0	
1992	Ford	700	Dump Truck	62,594	62,594	0	
2000	Ford	F350 4x4	Pick-up Utility	94,363	94,629	266	
2002	Ford	F350 4x4	Dump Truck	69,688	69,743	55	
2011	International	7400	Dump Truck	10,728	10,783	55	
2016	Ford	F350 4x4	One-ton Dump Truck	628	706	78	
2006	Dodge	Charger	Sedan	120,446	120,727	281	

Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	4,974	4,974	0	
2004	IR	DD-24	Asphalt Roller	250	251	1	
2006	IR	185	Air Compressor	167	167	0	
1993	Ford	5030	Tractor	414	422	8	
1997	Bobcat	763	Skid Steer	2,006	2,014	8	
2014	Case	580 SNWT	Backhoe	423	427	4	
2002	Crafco	110	Crack Sealer	748	748	0	
2003	Kubota	L3710	Tractor	1,440	1,455	15	
2009	Case	465	Skid Steer	511	514	3	
2004	Case	621D	Front Loader	2,013	2,013	0	at wastewater plant

Lansing Wastewater Utility Department
Lab Data and Fleet Report

Oct-16

City Influent	34.47 MG	City Avg Daily	1.11 MG
LCF Influent	12.88 MG	LCF Daily Avg	.415 MG
Total Biosolids	1.01 MG	Precip	2.19

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1995	Dodge	3500	Flatbed Truck	87345	87345	0	Collection System	
1999	Sterling	Vactor	Jet Truck	8030	8030	0	Collection System	
2002	Ford	350	Pick Up Truck	88929	89220	291	Ops/Maint.	
2006	Ford	Cr Vic	Sedan	146451	146857	406	Ops/Maint.	
2005	Ford	550	Flatbed Truck	41490	41600	110	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	17755	17832	77	Biosolids Disposal	
Total						884		

Equipment

Year	Make	Model	Description			Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	937	937	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2215	2215	0	Collection System	
1999	Aries	Saturn III	Camera Trailer	342	342	0	Collection System	
2004	John Deere	7920	Tractor	1107	1111	4	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1075	1098	23	Operations	
2004	Case	621D	Loader	2148	2151	3		
2005	Polaris	Ranger #2	Utility Vehicle	1011	1025	14	Maintenance	
2006	JCB	531-70	Telehandler	504	508	4	Plant Activities	

CITY OF LANSING



FINANCIAL SUMMARY & ECONOMIC INDICATORS REPORT

SEPTEMBER 2016

CITY ADMINISTRATOR, TIM VANDALL

*Prepared by:
Beth Sanford
Director of Finance*

7

INDEX

Finance Director's Report	1
Major Fund Fiscal Status Summary	2
Major Fund Fiscal Reports:	
General Fund	3
Wastewater Fund	4
Solid Waste Fund	5
Capital Improvement Program Fiscal Summaries:	
Fund 22 Consolidated Street and Highway	6
Fund 70 Capital Improvements	7
Fund 79 147 th St/9B Interceptor	8
Fund 82 7 Mile Creek Project	9
Equipment Reserve	10
Key Economic Indicators Summary	11
Unemployment Chart	12
Sales Tax Chart	13
Transient Guest Tax Chart	14
Permits Chart	15
Utility Customer Count Chart	16

**FINANCE DIRECTOR'S REPORT
SEPTEMBER 2016**

November 18, 2016

Mayor and City Council Members:

We are pleased to submit the *Financial Summary* and *Economic Indicators Report* for the quarter ended September 30, 2016. This information provides a brief analysis on how local businesses are faring.

The Finance Department prepared and submitted the 2017 Budget for council review in July. City Council approved the 2017 Budget at the August 4, 2016 city council meeting. The budget reflected a flat mill levy.

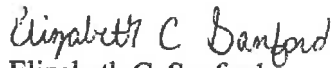
The city issued general obligation bonds (2016-A) on August 10, 2016, in the amount of \$8,135,000 to pay off the 2015-1 temp notes for the 7 Mile Creek Project, refinance the remainder of the 2006-A bonds, and finance the 9 Mile Creek Project.

Following are the results from two key economic indicators of the U.S. Economy:

- *Federal Fund Rate*: The Federal Reserve left the targeted range for the federal funds rate unchanged at 0.25% to 0.5% at its September meeting.
- *Unemployment Rate*: According to the Bureau of Labor Statistics, the national unemployment rate for September is 5.0 percent.

Key economic indicators of the local economy continue to reflect the general state of the U.S. economy. Three out of five indicators monitored in the *Economic Indicators* portion of the monthly report are positive, while transient guest tax and utility customers remain neutral. These indicators are discussed in detail in the attached *Economic Indicators summary*.

Respectfully submitted,


Elizabeth C. Sanford
Director of Finance

**CITY OF LANSING
MAJOR FUND FISCAL STATUS REPORT
SEPTEMBER 2016**

There are three major operating funds monitored in this report, as well as reports for funds accounting for major capital improvement projects. These reports are intended to provide a snapshot of the financial condition of the funds that have the most significant fiscal activity. The goal is to provide management with information on potential budgetary challenges due to revenue and expenditure trends.

GENERAL FUND

- The beginning unreserved cash fund balance for CY2016 was \$1,066,288.
- Ad Valorem revenues collected through September totaled \$2,121,350, approximately 99.5% of the annual budgeted ad valorem, and a 12.3% increase over last year's \$1,889,117 receipts through September.
- Combined Local and County Sales and Use taxes collected in September totaled \$173,430, an increase of 5.8% over the same period last year (\$163,848). Year-to-date Sales and Use Tax receipts totaled \$1,428,303, a 2.5% increase over last year's \$1,394,079 total.
- Year-to-date Franchise fees of \$503,919 are 2.8% lower than last year's total of \$518,604.
- Year-to-date Court Fines & Fees totaled \$340,621, a .9% decrease from last year's \$343,607.
- Total General Fund revenues year to date through September were \$4,769,584 as compared to \$4,577,399 over the same period last year. Total revenues collected are 85.8% of the annual budget.
- All operating departments remained within expectations for their budget authority, with total expenditures of \$380,118 for September, as compared to \$504,031 last year. Additionally, year-to-date expenditures across departments totaled \$4,153,538, a 3.4% decrease over last year's \$4,298,511.
- The estimated year end unreserved cash fund balance is \$1,069,648.

WASTEWATER FUND

- The beginning unreserved cash fund balance was \$1,108,507.
- September's receipts from Usage Charges were \$187,656, a slight increase over last September's revenues of \$180,483. Year to date Usage Charges totaled \$1,819,961, an 8.54% increase over last year's \$1,676,722.
- Approximately 91 delinquent accounts have been assessed onto the County tax rolls.
- Overall, operating expenditure accounts remain within budget expectations, with year to date expenditures through September totaling \$1,637,396, a 4.09% decrease over last year's expenditures of \$1,707,210 for the same period.

SOLID WASTE FUND

- The estimated beginning unreserved cash fund balance is \$264,031.
- September's receipts from Usage Charges totaled \$43,646, a 31.7% decrease over the prior year's revenue of \$63,889. Year to date Usage Charges totaled \$408,122, a .5% decrease over last year's \$410,363.
- Operating expenditure accounts remain within budget expectations, with year to date expenditures through September totaling \$367,979, a 1% decrease over last year's expenditures of \$371,626 for the same period.

CAPITAL IMPROVEMENT PROJECTS – MULTIPLE FUNDS

The reports contained herein represent the various funds for which the city has ongoing capital improvement projects (CIP). CIP that is financed solely through debt proceeds are shown in a format to reflect the total project revenues since inception and total expenditures since inception. This format allows the user to see the funding source, the contractual obligations, and the remaining unreserved cash fund balances (if any) for each individual project.

**GENERAL FUND
FISCAL YEAR 2016
SEPTEMBER**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	% of Budget Year-to-Date
UNRESERVED CASH BALANCE FORWARD				\$ 1,004,383	\$ 1,066,288	6.2%	\$ 1,066,288	
REVENUES								
Ad Valorem Tax	\$ 46,708	\$ 77,173	65.2%	\$ 1,889,117	\$ 2,121,350	12.3%	\$ 2,132,262	99.5%
In Lieu of	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Motor Vehicle Tax	111,005	100,934	-9.1%	\$ 189,436	\$ 177,080	-6.5%	\$ 215,796	82.1%
Recreational Vehicle Tax	1,097	1,116	1.8%	\$ 1,915	\$ 1,800	-6.0%	\$ 2,184	82.4%
Local Alcohol Liquor Tax	2,790	2,531	-9.3%	\$ 7,625	\$ 7,853	3.0%	\$ 10,476	75.0%
16M and 20M Truck Tax	-	139	-0-	\$ 5,557	\$ 8,999	61.9%	\$ 6,130	146.8%
Local Sales & Use Tax	80,491	83,515	3.8%	\$ 676,850	\$ 695,606	2.8%	\$ 845,000	82.3%
County Sales & Use Tax	83,357	89,915	7.9%	\$ 717,229	\$ 732,697	2.2%	\$ 880,000	83.3%
Franchise Taxes	55,599	59,929	7.8%	\$ 518,604	\$ 503,919	-2.8%	\$ 650,800	77.4%
Licenses	805	1,421	76.6%	\$ 25,153	\$ 21,819	-0-	\$ 35,000	62.3%
Permits	2,768	2,840	2.6%	\$ 112,497	\$ 57,603	-48.8%	\$ 65,700	87.7%
Court Fees and Fines	34,594	32,185	-7.0%	\$ 343,607	\$ 340,621	-0.9%	\$ 603,900	56.4%
Animal Control	1,243	393	-68.4%	\$ 9,348	\$ 7,360	-21.3%	\$ 7,800	94.4%
Community Center	770	645	-16.2%	\$ 11,305	\$ 9,740	-13.8%	\$ 12,000	81.2%
Activity Center	75	240	220.0%	\$ 611	\$ 550	-10.0%	\$ 1,700	32.4%
Interest Earnings	6	32	453.0%	\$ 97	\$ 276	185.5%	\$ 100	275.9%
Museum & Gift Shop	-	20	-0-	\$ -	\$ 61	-0-	\$ 50	122.0%
Grants	-	1,200	-0-	\$ 800	\$ 2,000	150.0%	\$ -	-0-
Transfers	6,250	6,250	0.0%	\$ 56,250	\$ 56,250	0.0%	\$ 75,000	75.0%
Other	-	20,609	-0-	\$ 10,988	\$ 24,001	118.4%	\$ 13,000	184.6%
TOTAL REVENUES	\$ 427,558	\$ 481,088	12.5%	\$ 4,576,989	\$ 4,769,584	4.2%	\$ 5,556,898	85.8%
EXPENDITURES								
Administration	\$ 5,595	\$ 6,432	15.0%	\$ 48,032	\$ 53,049	10.4%	\$ 65,181	81.4%
Police	113,938	122,901	7.9%	\$ 1,055,222	\$ 1,012,788	-4.0%	\$ 1,529,244	66.2%
Municipal Court	9,416	11,351	20.6%	\$ 157,488	\$ 117,964	-25.1%	\$ 254,238	46.4%
Emergency Operations	-	-	-0-	\$ -	\$ -	-0-	\$ 3,000	0.0%
Streets	9,043	12,446	37.6%	\$ 110,429	\$ 103,336	-6.4%	\$ 164,945	62.6%
Street Lighting	13,343	14,338	7.5%	\$ 109,152	\$ 122,587	12.3%	\$ 182,900	67.0%
Building Maintenance	2,580	3,456	34.0%	\$ 31,280	\$ 82,815	164.8%	\$ 130,184	63.6%
Community Development	25,384	13,688	-46.1%	\$ 200,474	\$ 219,603	9.5%	\$ 453,261	48.4%
Finance	14,573	39,295	169.6%	\$ 150,627	\$ 164,351	9.1%	\$ 210,277	78.2%
Public Works	24,747	22,819	-7.8%	\$ 217,194	\$ 208,519	-4.0%	\$ 294,717	70.8%
City Administrator	11,261	12,045	7.0%	\$ 95,197	\$ 99,090	4.1%	\$ 140,168	70.7%
Community Center	962	172	-82.2%	\$ 5,233	\$ 5,420	3.6%	\$ 12,902	42.0%
Parks & Recreation	31,039	34,148	10.0%	\$ 312,576	\$ 325,162	4.0%	\$ 465,787	69.8%
Activity Center	6,769	9,385	38.6%	\$ 76,277	\$ 79,462	4.2%	\$ 112,329	70.7%
Economic Development	25,342	22,350	-11.8%	\$ 183,195	\$ 196,930	7.5%	\$ 274,824	71.7%
Historical Museum	3,789	4,998	31.9%	\$ 22,266	\$ 34,367	54.3%	\$ 39,461	87.1%
Council Expenses	1,848	2,292	24.0%	\$ 30,680	\$ 30,996	1.0%	\$ 47,487	65.3%
Human Resources	7,704	7,630	-1.0%	\$ 65,710	\$ 66,791	1.6%	\$ 88,934	75.1%
Non Departmental	196,698	40,374	-79.5%	\$ 1,427,477	\$ 1,230,307	-13.8%	\$ 1,512,095	81.4%
TOTAL EXPENDITURES	\$ 504,031	\$ 380,118	-24.6%	\$ 4,298,511	\$ 4,153,538	-3.4%	\$ 5,981,934	69.4%
NET REVENUES OVER EXPENDITURES	\$ (76,472)	\$ 100,970		\$ 278,478	\$ 616,046		\$ (425,036)	
ENDING FUND BALANCE				\$ 1,282,861	\$ 1,682,334	31.1%	\$ 641,253	262.35%

**WASTEWATER FUND
FISCAL YEAR 2016
SEPTEMBER**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	% of Budget Year-to-Date
UNRESERVED CASH BALANCE FORWARD				\$ 836,872	\$ 1,108,507	32.46%	\$ 1,108,507	
REVENUES								
Interest Earnings	\$ 1	\$ 8	413.70%	\$ 24	\$ 67	181.71%	\$ -	-0-
Usage Charges	180,483	187,656	3.97%	\$ 1,676,722	\$ 1,819,961	8.54%	\$ 2,301,810	79.1%
Sewer Connection Fees	-	-	-0-	\$ 35,500	\$ 49,000	38.03%	\$ 38,300	127.9%
Late Charges & Penalties	(815)	(964)	18.27%	\$ 67,055	\$ 77,981	16.29%	\$ 25,000	311.9%
Collections Revenue	82	122	48.31%	\$ 319	\$ 212	-33.62%	\$ 15,000	1.4%
Other Revenues	4,563	3,395	-25.60%	\$ 5,279	\$ 3,470	-34.26%	\$ 2,500	138.8%
Transfer from General Fund	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Transfer from Bond & Interest	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL REVENUES	\$ 184,315	\$ 190,216	3.20%	\$ 1,784,899	\$ 1,950,690	9.29%	\$ 2,382,610	81.9%
EXPENDITURES								
Operations	\$ 200,945	\$ 72,943	-63.70%	\$ 836,253	\$ 668,702	-20.04%	\$ 1,117,006	59.9%
Bond Principal & Interest	-	-	-0-	\$ 782,565	\$ 907,900	16.02%	\$ 782,565	116.0%
KDHE Loan Principal	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
KDHE Loan Interest/Service Fees	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Acquisition	-	-	-0-	\$ 88,392	\$ 60,794	-31.22%	\$ 93,500	65.0%
Depreciation	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL EXPENDITURES	\$ 200,945	\$ 72,943	-63.70%	\$ 1,707,210	\$ 1,637,396	-4.09%	\$ 1,993,071	82.2%
NET REVENUES OVER EXPENDITURES	\$ (16,630)	\$ 117,273		\$ 77,690	\$ 313,295		\$ 389,539	
ENDING FUND BALANCE				\$ 914,562	\$ 1,421,802	55.46%	\$ 1,498,046	94.9%

**SOLID WASTE FUND
FISCAL YEAR 2016
SEPTEMBER**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	% of Budget Year-to-Date
UNRESERVED CASH BALANCE FORWARD				\$ 242,128	\$ 264,031	9.0%	\$ 264,031	
REVENUES								
Usage Charges	\$ 63,889	\$ 43,646	-31.7%	\$ 410,363	\$ 408,122	-0.5%	\$ 515,800	79.1%
Recycling Charges	-	-	-0-	\$ 18	\$ -	-100.0%	\$ -	-0-
Late Charges & Penalties	12,693	20,487	61.4%	\$ 44,535	\$ 61,246	37.5%	\$ 35,000	175.0%
Collections Revenue	35	52	48.4%	\$ 94	\$ 167	77.7%	\$ 15,000	1.1%
Interest & Misc Revenues	1,235	1,541	24.7%	\$ 2,923	\$ 2,427	-17.0%	\$ 2,225	109.1%
Transfer from General Fund	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL REVENUES	\$ 77,853	\$ 65,727	-15.6%	\$ 457,933	\$ 471,963	3.1%	\$ 568,025	83.1%
EXPENDITURES								
Operations	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Recycling Contract	-	-	-0-	\$ 7,720	\$ 3,296	-57.3%	\$ 6,500	50.7%
Solid Waste Contract	38,368	38,579	0.5%	\$ 307,656	\$ 308,433	0.3%	\$ 478,000	64.5%
Acquisition	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Transfer to General Fund	6,250	6,250	0.0%	\$ 56,250	\$ 56,250	0.0%	\$ 75,000	75.0%
TOTAL EXPENDITURES	\$ 44,618	\$ 44,829	0.5%	\$ 371,626	\$ 367,979	-1.0%	\$ 559,500	65.8%
NET REVENUES OVER EXPENDITURES	\$ 33,235	\$ 20,898		\$ 86,307	\$ 103,984		\$ 8,525	
ENDING FUND BALANCE				\$ 328,436	\$ 368,015	12.1%	\$ 272,556	135.0%

**CONSOLIDATED STREET & HIGHWAY
FISCAL YEAR 2016
SEPTEMBER**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	YTD % of Budget
UNRESERVED CASH BALANCE FORWARD				\$ 196,147	\$ 310,207	58.2%	\$ 310,207	
REVENUES								
Interest Earnings	\$ 1	\$ 5	508.1%	\$ 13	\$ 38	197.6%	\$ 25	153.8%
Spec City/Cty Highway (CNTY)	8,669	8,240	-4.9%	\$ 25,524	\$ 25,459	-0.3%	\$ 32,780	77.7%
Permits	65	-	-100.0%	\$ 1,405	\$ 1,156	-17.8%	\$ 2,500	46.2%
Inspection Fees	-	-	-	\$ 30,833	\$ -	-	\$ -	-
Spec City/Cty (STATE)	437	1,225	180.2%	\$ 229,749	\$ 240,535	4.7%	\$ 301,000	79.9%
FEMA	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
State/Federal Grants*	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Transfers	10,000	10,000	0.0%	\$ 90,000	\$ 90,000	-	\$ 120,000	75.0%
Other	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL REVENUES	\$ 19,172	\$ 19,469	101.6%	\$ 377,524	\$ 357,188	94.6%	\$ 456,305	78.3%
EXPENDITURES								
Payroll & Benefits	\$ 22,054	\$ 19,869	-9.9%	\$ 190,079	\$ 190,808	0.4%	\$ 291,756	65.4%
Engineering Services	-	5,021	-0-	\$ 8,584	\$ 26,494	208.7%	\$ 24,000	110.4%
Maintenance/Equip & Facilities	833	814	-2.2%	\$ 11,429	\$ 22,441	96.4%	\$ 30,000	74.8%
Training	-	-	-0-	\$ 1,711	\$ -	-100.0%	\$ 2,000	0.0%
Ice Control	-	-	-0-	\$ 35,253	\$ 23,102	-34.5%	\$ 35,000	66.0%
Gas & Oil	574	446	-22.2%	\$ 9,077	\$ 6,591	-27.4%	\$ 21,000	31.4%
Mowing - State & Local	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Gen Street Maintenance	4,680	3,149	-32.7%	\$ 29,499	\$ 19,599	-33.6%	\$ 65,861	29.8%
Curb Replacements	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Acquisition	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Other	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL EXPENDITURES	\$ 28,140	\$ 29,299	4.1%	\$ 285,632	\$ 289,035	1.2%	\$ 469,617	61.5%
NET REVENUES OVER EXPENDITURES	\$ (8,969)	\$ (9,830)		\$ 91,893	\$ 68,154		\$ (13,312)	
ENDING FUND BALANCE				\$ 288,040	\$ 378,361	31.4%	\$ 296,895	127.4%

**CAPITAL IMPROVEMENT PROJECT FUND
FISCAL YEAR 2016
SEPTEMBER**

FUND 70 - CAPITAL IMPROVEMENTS

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	% of Budget Year-to-Date
UNRESERVED CASH BALANCE FORWARD				\$ 32,355	\$ 47,132	45.7%	\$ 47,132	
REVENUES								
Interest Earnings	\$ 0	\$ 2	400.0%	\$ 5	\$ 12	144.8%	\$ -	-0-
Sale of Assets	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
County Participation	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
147th Street	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Main Street Enhancement	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Other Revenues	88,521	-	(1)	\$ 90,725	\$ -	-100.0%	\$ -	-0-
Transfer from General Fund	163,000	-	(1)	\$ 775,500	\$ 700,495	-9.7%	\$ 700,495	100.0%
Transfer from Other Funds	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL REVENUES	\$ 251,522	\$ 2	0.0%	\$ 866,231	\$ 700,507	80.9%	\$ 700,495	100.0%
EXPENDITURES								
Drainage Maintenance	\$ -	\$ 61	-0-	\$ 35,000	\$ 2,447	-93.0%	\$ 36,750	6.7%
Street Contract	-	482,822	-0-	\$ 455,331	\$ 483,122	6.1%	\$ 560,000	86.3%
Curb Replacement	-	-	-0-	\$ -	\$ 26,802	-0-	\$ 38,850	69.0%
Drainage Contract	-	-	-0-	\$ -	\$ 32,652	-0-	\$ 48,620	67.2%
147th Street	-	-	-0-	\$ -	\$ 921	-0-	\$ -	-0-
DeSoto Road	-	26,347	-0-	\$ 64	\$ 31,295	49176.3%	\$ -	-0-
Gamble Street	-	-	-0-	\$ 320,908	\$ -	-100.0%	\$ -	-0-
Sidewalk Construction	14,261	-	(1)	\$ 14,261	\$ -	-100.0%	\$ 16,275	0.0%
Bittersweet Rd/Bridge	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Economic Development	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Main Street Enhancement Project	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Signal Lights	-	386	-0-	\$ 72,915	\$ 386	-99.5%	\$ -	-0-
Trail Expenses	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL EXPENDITURES	\$ 14,261	\$ 509,616	3473.4%	\$ 898,479	\$ 577,625	-35.7%	\$ 700,495	82.5%
NET REVENUES OVER EXPENDITURES	\$ 237,260	\$ (509,615)		\$ (32,248)	\$ 122,882		\$ -	
ENDING FUND BALANCE				\$ 107	\$ 170,014	158658.3%	\$ 47,132	360.7%

**CAPITAL IMPROVEMENT PROJECT FUND
FISCAL YEAR 2016**

FUND 79 - 147TH ST/9B INTERCEPTOR

	FY 2014	FY 2015	FY 2016	Cumulative Total	Available Funds
UNRESERVED CASH BALANCE FORWARD	\$ -	\$ 1,303,656	\$ 3,501	0	\$ -
REVENUES					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Reimbursed Expenses	\$ -	\$ -	\$ 28,414	\$ 28,414	\$ -
Temp Note Proceeds	2,170,000	-	-	2,170,000	2,198,894
Plan/Plat Review Fees	430	50	-	480	-
TOTAL REVENUES	\$ 2,170,430	\$ 50	\$ 28,414	\$ 2,198,894	\$ 2,198,894
EXPENDITURES				Cumulative Project Expenditures	Contractual Obligations
Bond Issuance Costs	\$ 19,022	\$ -	\$ -	\$ 19,022	\$ 19,022
Issuance Discount	4,095	-	-	4,095	4,095
147th - Signalization/Geometric Imp	340,816	329,303	-	670,120	784,368
9B Interceptor extension	7,190	-	-	7,190	1,115,264
Engineer Studies & Easement Acquisition	495,311	970,820	-	1,466,131	224,272
Publications and Ads	340	82	-	422	422
Transfer to Debt Service	-	-	31,915	31,915	-
TOTAL EXPENDITURES	\$ 866,774	\$ 1,300,205	\$ 31,915	\$ 2,198,894	\$ 2,147,443
NET REVENUES OVER EXPENDITURES	\$ 1,303,656	\$ (1,300,155)	\$ (3,501)	\$ -	\$ 51,451
ENDING FUND BALANCE	\$ 1,303,656	\$ 3,501	\$ (0)	\$ -	\$ 51,451

PROJECT COMPLETE. FUND CLOSED.

**CAPITAL IMPROVEMENT PROJECT FUND
FISCAL YEAR 2016**

FUND 82 - 7 MILE CREEK PROJECT (SEWER)

	FY 2015	FY 2016	Cumulative Total	Available Funds
UNRESERVED CASH BALANCE FORWARD	\$ -	\$ 3,075,642		\$ -
REVENUES				
Interest Earnings	\$ -	\$ -	\$ -	\$ -
Temp Note Proceeds	4,450,000	-	4,450,000	4,450,000
Original Issue Premium	58,523	-	58,523	58,523
Plan/Plat Review Fees	-	-	-	-
TOTAL REVENUES	\$ 4,508,523	\$ -	\$ 4,508,523	\$ 4,508,523
EXPENDITURES			Cumulative Project Expenditures	Contractual Obligations
Bond Issuance Costs	\$ 32,125	\$ -	\$ 32,125	\$ 32,125
Issuance Discount	-	-	-	-
Construction Costs	1,400,756	2,118,322	3,519,078	4,395,000
Publications and Ads	-	-	-	-
Transfer to Debt Service	-	-	-	-
TOTAL EXPENDITURES	\$ 1,432,881	\$ 2,118,322	\$ 3,551,203	\$ 4,427,125
NET REVENUES OVER EXPENDITURES	\$ 3,075,642	\$ (2,118,322)	\$ 957,320	\$ 81,398
ENDING FUND BALANCE	\$ 3,075,642	\$ 957,320	\$ 957,320	\$ 81,398

**EQUIPMENT RESERVE
FISCAL YEAR 2016
SEPTEMBER**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	% of Budget Year-to-Date
UNRESERVED CASH BALANCE FORWARD				\$ 149,435	\$ 146,342	-2.1%	\$ 146,342	
REVENUES								
Interest Earnings	\$ 0	\$ 2	600.0%	\$ 6	\$ 19	206.0%	\$ -	-0-
Reimbursed Expenses	-	-	-0-	\$ 960	\$ 145,544	15054.8%	80,000	181.9%
Transfer from General Fund	6,250	8,333	33.3%	\$ 56,250	\$ 75,000	33.3%	100,000	75.0%
Interest Earnings	-	-	-0-	\$ -	\$ -	-0-	-	-0-
TOTAL REVENUES	\$ 6,250	\$ 8,335	133.4%	\$ 57,217	\$ 220,562	385.5%	\$ 180,000	122.5%
EXPENDITURES								
Acquisition	\$ -	\$ -	-0-	\$ 34,054	\$ 171,777	404.4%	240,000	71.6%
Depreciation	-	-	-0-	\$ -	\$ -	-0-	-	-0-
Other	-	-	-0-	\$ -	\$ -	-0-	-	-0-
TOTAL EXPENDITURES	\$ -	\$ -	-0-	\$ 34,054	\$ 171,777	404.4%	\$ 240,000	71.6%
NET REVENUES OVER EXPENDITURES	\$ 6,250	\$ 8,335		\$ 23,162	\$ 48,785	110.6%	\$ (60,000)	-81.3%
ENDING FUND BALANCE				\$ 172,597	\$ 195,127	13.1%	\$ 86,342	226.0%

Current Year Expenditures:

In-car video cameras	Police	\$ 8,050.00
2016 Dodge Chargers	Police	\$ 48,066.00
Graphic kits for Chargers	Police	\$ 793.00
2016 Ford F350 Truck	Streets	\$ 61,642.00
Cages & Equip for Chargers	Police	\$ 10,163.42
Lease payment - 2016 vehicles	Police/Streets	\$ 43,062.59

Total Expenditures FY16

\$ 171,777.01

**CITY OF LANSING
KEY ECONOMIC INDICATOR'S REPORT SUMMARY
SEPTEMBER 30, 2016**

There are five economic indicators monitored in this report. These reports are intended to provide an overall perspective of historical trends and analysis of current economic activity. Two indicators reflect a neutral trend at this time—transient guest tax and utility customers—with the unemployment rate, permits and fees, and sales tax showing a positive trend.

UNEMPLOYMENT RATE:

(POSITIVE)

The preliminary unemployment rate for the Leavenworth County area for the month of September is 4.1%. In comparison, the national unemployment rate stands at 4.4%, while the State unemployment rate registers at 5% for the same period.

SALES TAX:

(POSITIVE)

Combined City and County Sales and Use Tax for the third quarter totaled \$497,833, a 3.23% increase over last year's \$482,226 total for July through September.

TRANSIENT GUEST TAX:

(NEUTRAL)

Total revenue received from the State represents the remaining gross four percent (7%) city guest tax. The State retains a 2% administration fee and submits 98% to the City. The receipt is split, with a 2% credit to the *Facilities Renovation Fund* and a 5% credit to the *Transient Guest Tax Fund*. The revenues are received from the State on a quarterly basis (February, May, August, and November of each year) thus the revenue received through September was \$88,877 as compared to last year's receipts of \$91,761 for the same period.

PERMITS AND FEES:

(POSITIVE)

The City issued 94 residential and commercial permits valued at \$982,727 between July and September 2016, with a total of 273 permits valued at \$5,721,154 year-to-date. This reflects an increase the previous year's 227 permits issued and a decrease compared to the previous year's valuation of \$10,250,455.

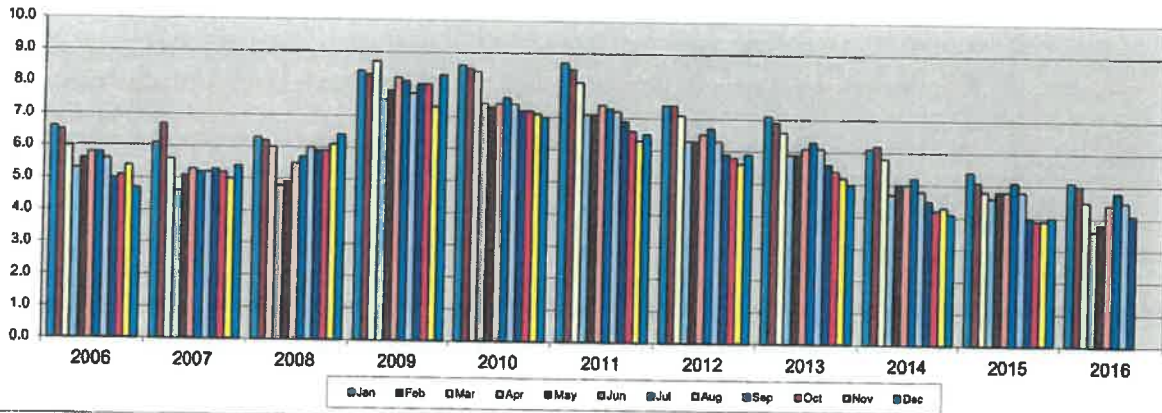
UTILITY CUSTOMERS:

(NEUTRAL)

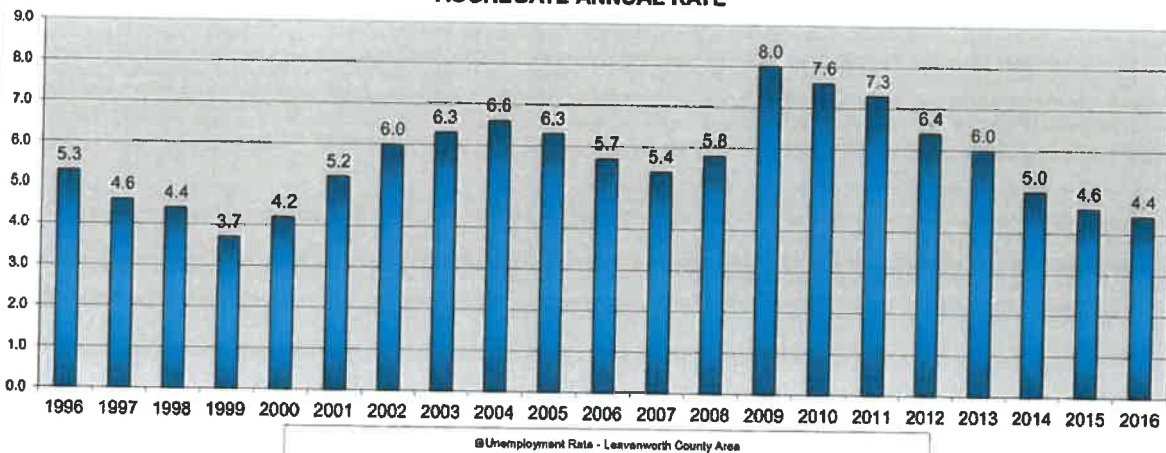
Third Quarter's final billing cycle reflected 2501, 2499, and 2481 residential accounts for July, August, and September respectively; and 116 (July and September), and 115 (August) commercial accounts for the same period. Total wastewater accounts have increased by 9.1% since 2006, which correlates to an average annual increase of .91%.

UNEMPLOYMENT RATE

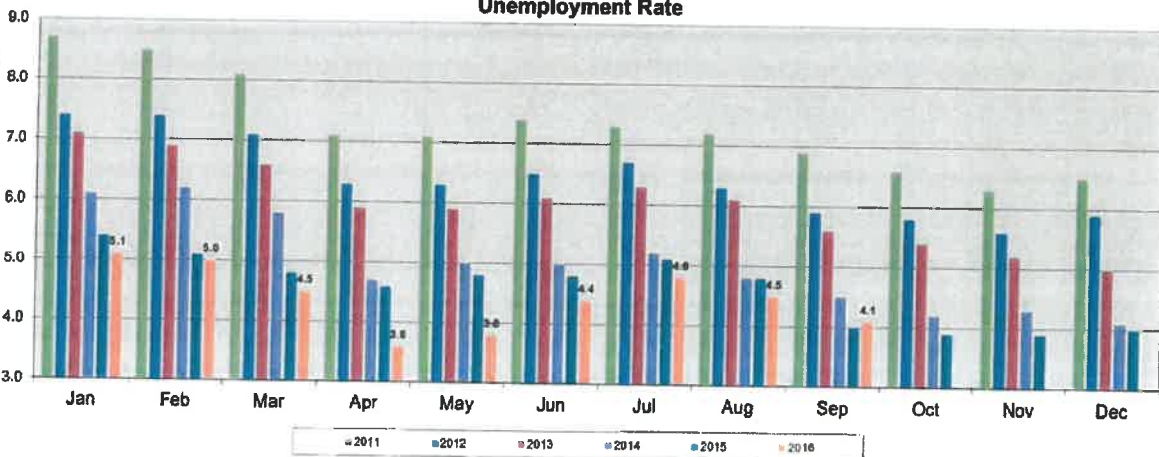
**Leavenworth County Unemployment Rate
MONTHLY HISTORICAL TRENDS**

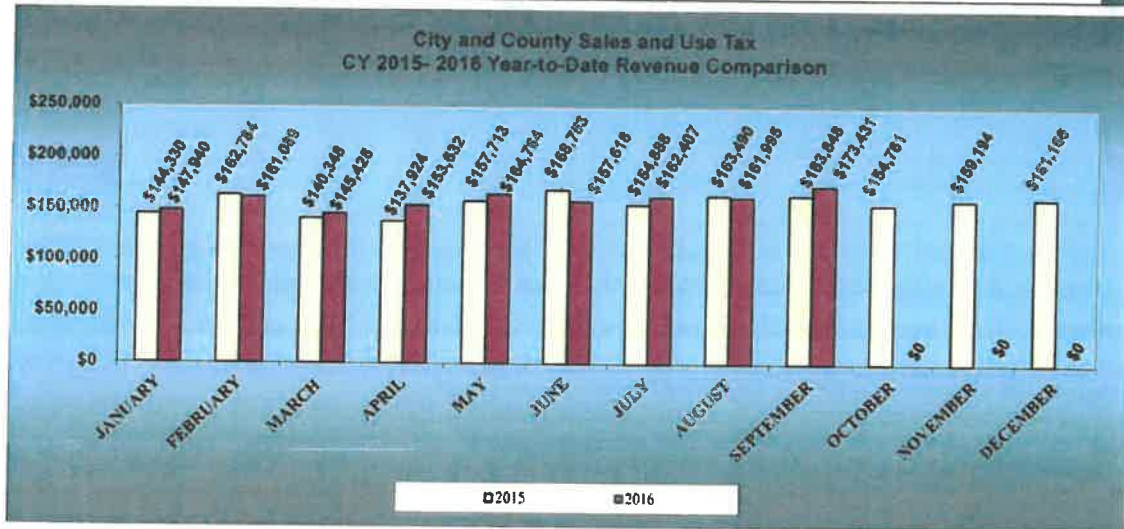
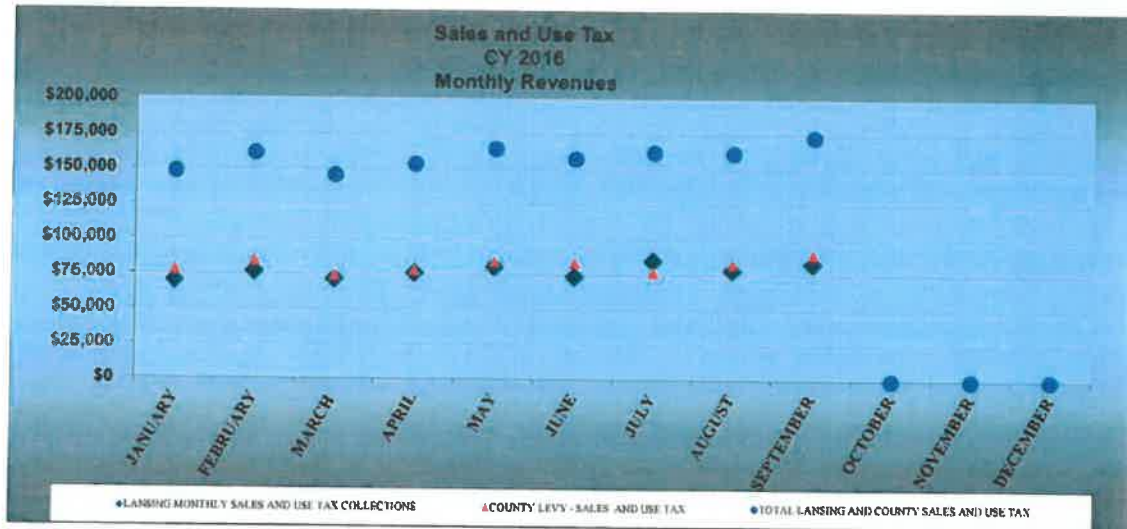
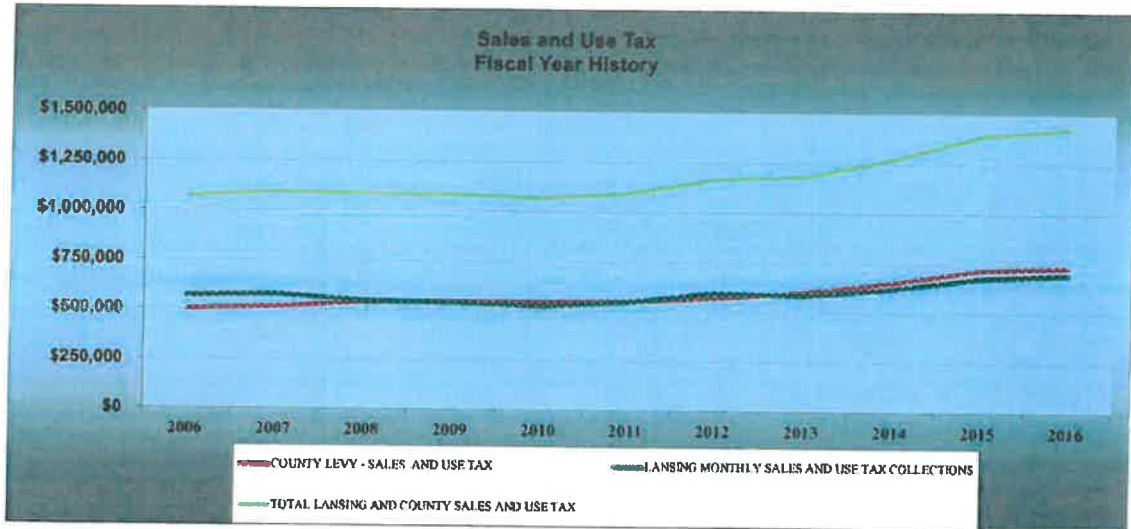


**Leavenworth County Unemployment Rate
AGGREGATE ANNUAL RATE**

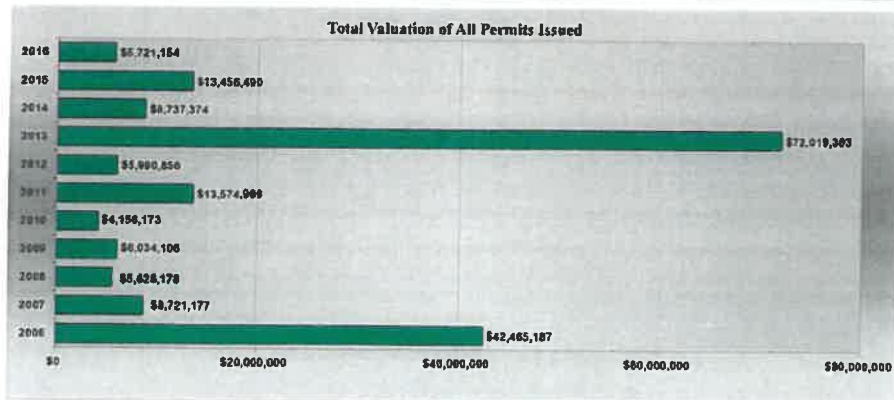
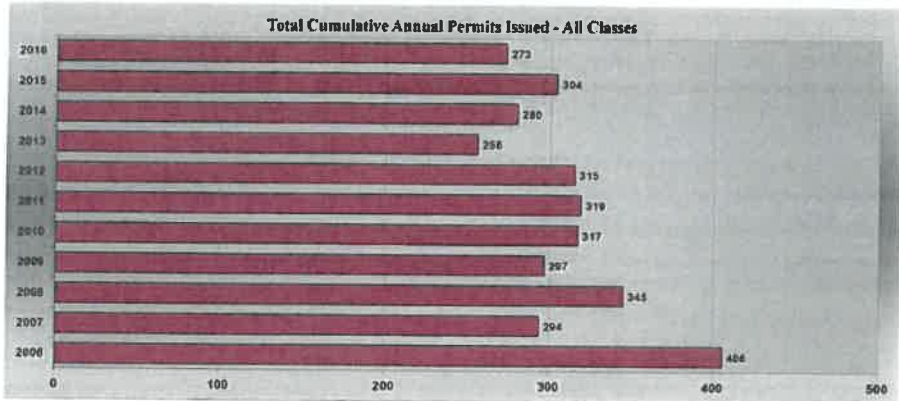
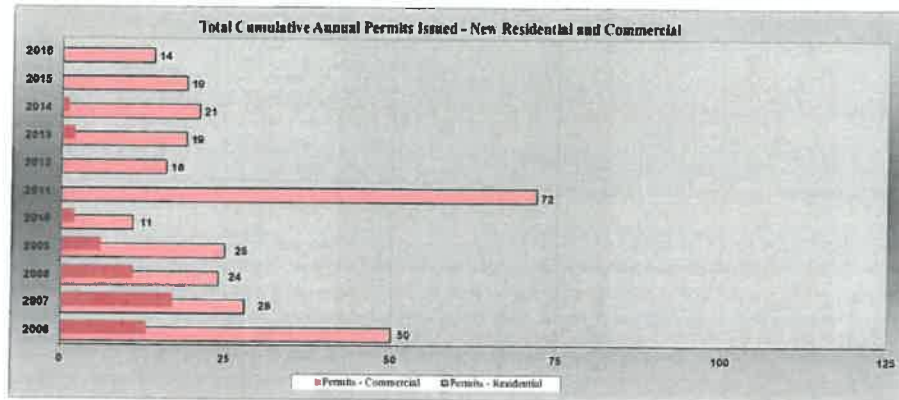
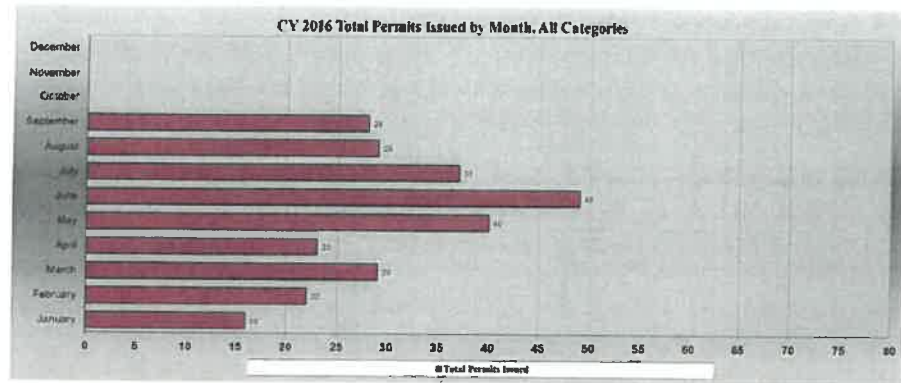


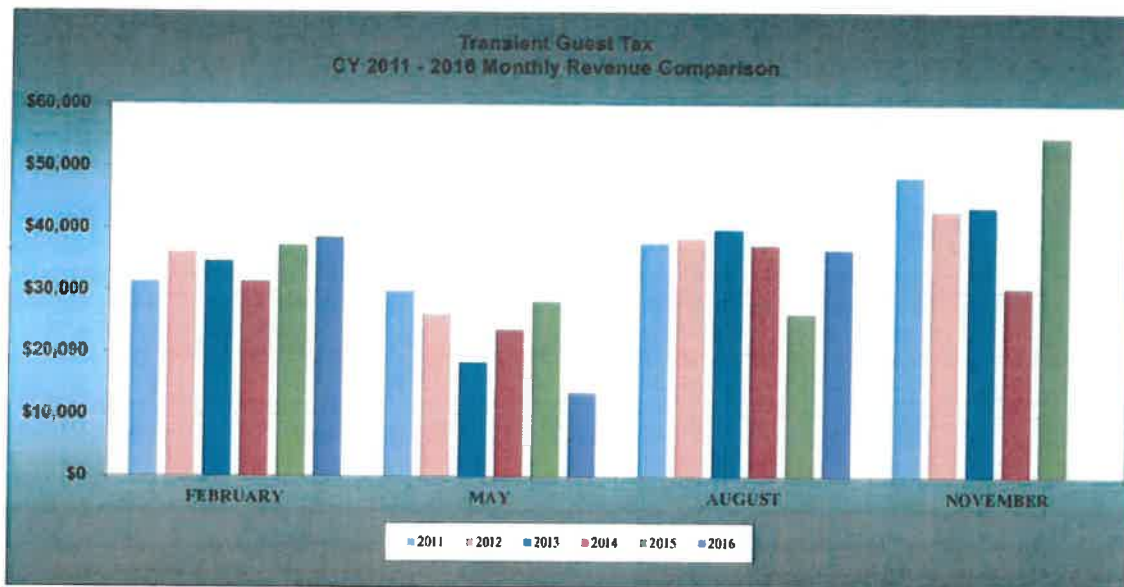
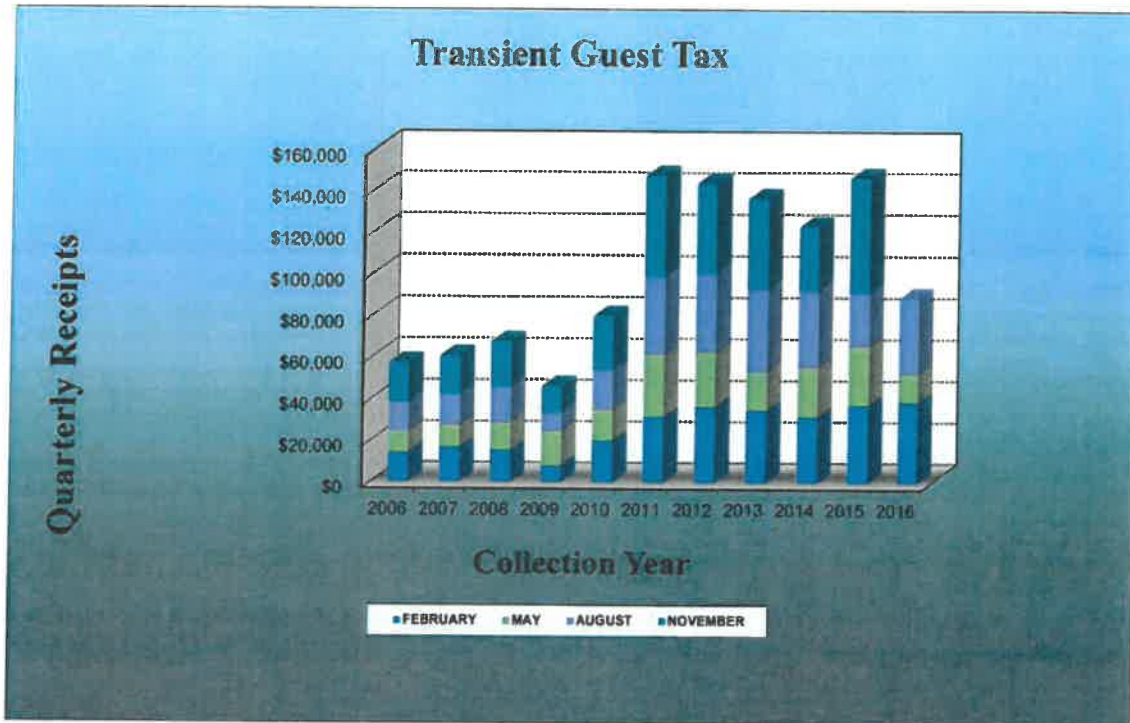
**Leavenworth County
Unemployment Rate**



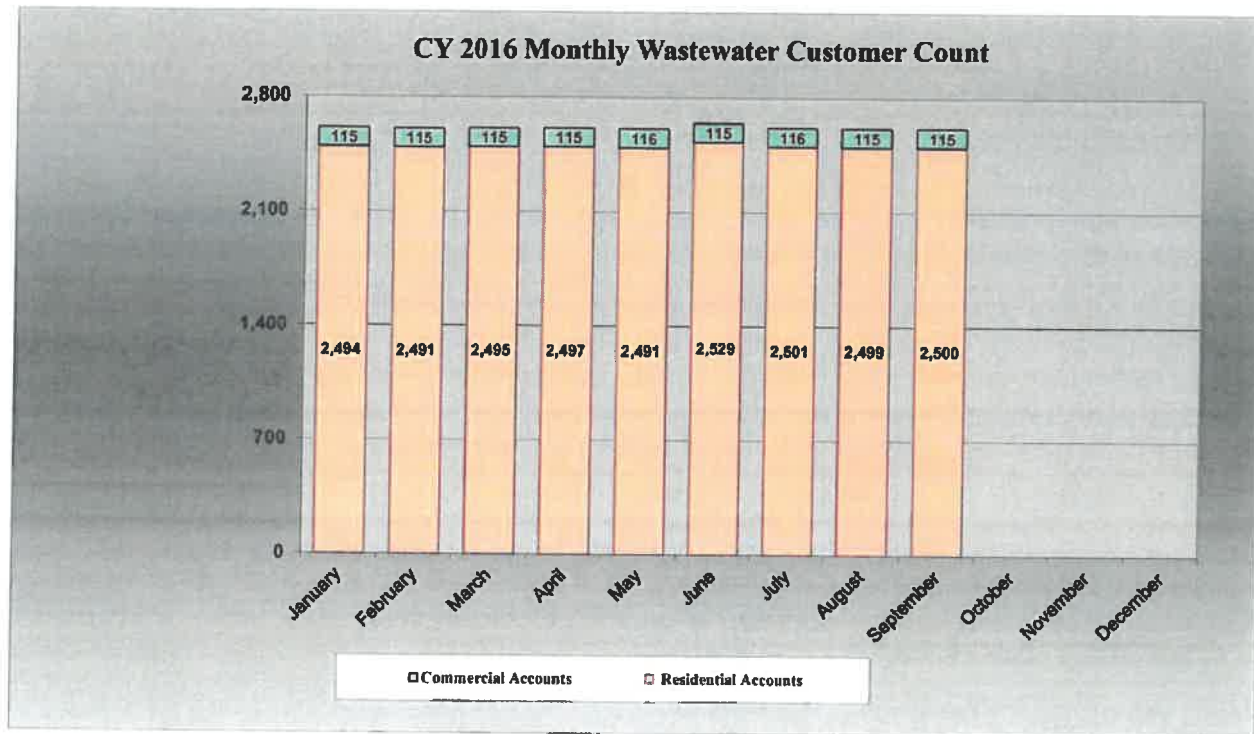
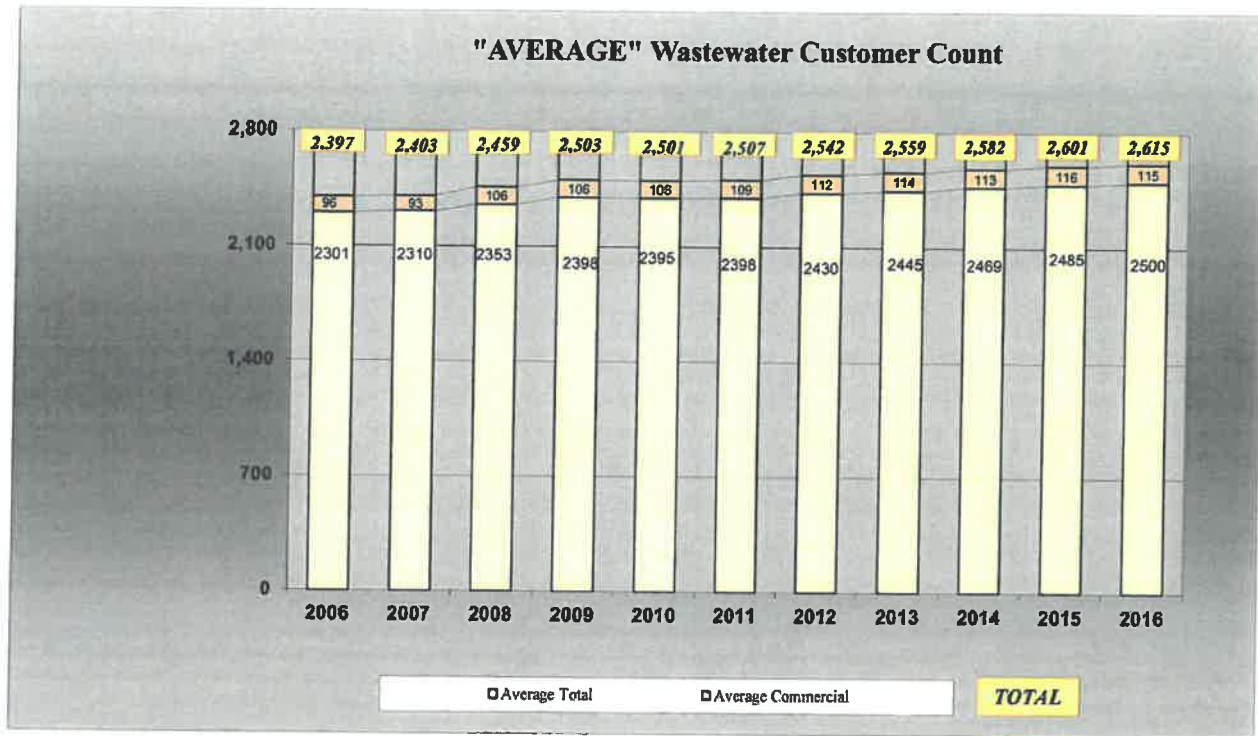


PERMITS ISSUED AND TOTAL VALUATION HISTORY





WASTEWATER UTILITY CUSTOMER HISTORY





End of Report