

CITY OF LANSING

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WORK SESSION AGENDA

October 25, 2018
Thursday
7:00 p.m.
Lansing City Hall

Call To Order:

- I. City Clerk Updates to Council
- II. Non-Profit Organization Funding Policy
- III. Urban Growth Management Area - Update
- IV. Request for Proposal – Retail Recruitment

Adjournment



WORKSESSION ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: October 19, 2018
SUBJECT: City Clerk Updates to Council

The City Clerk will brief the Council on the following topics:

- 2018 Code Update – Summary of Code updates included
- Document Storage Research Update

WORKSESSION ITEM #

2018 SUMMARY OF CODE UPDATES:

All of the following will be incorporated into the City Code. A Codification Ordinance will be presented in December, to Codify all ordinances passed since last December.

❖ Chapter 2. Animal Control and Regulation:

2-105 Animals prohibited in residentially zoned areas – Incorporated revised language regarding bees/apiaries in R-1 and R-2 zones areas via a Conditional Use Permit per Ordinance No. 1010, passed and approved 10/18/2018.

2-108 Penalty – Updated penalty information to apply to all or Article 1 and not just a specific section per Ordinance No. 1010, passed and approved 10/18/2018.

❖ Chapter 13 Parks/Public Property, Article 4 Lansing Community Library:

13-401 thru 13-410 – Incorporated revised language regarding Lansing Community Library & Lansing Community Library Advisory Board per Ordinance No. 1008, passed and approved 9/16/2018.



❖ Chapter 12. Public Offenses:

12-101 – Incorporated 2018 Uniform Public Offense Code per Ordinance No. 1006, passed and approved 8/16/2018.

❖ Chapter 15. Traffic:

15-101 thru 15-103 – Incorporated 2018 Standard Traffic Ordinances per Ordinance No. 1005, passed and approved 8/16/2018.

WORKSESSION ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: October 19, 2018
SUBJECT: Non-Profit Organization Funding Policy

At the August 2, 2018 council meeting, the council requested that the Non-Profit Organization Funding Policy be reviewed and discussed at a work session. The current policy is attached.

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Non-Profit Organization Funding Policy

I. PURPOSE

The goal of the City's Non-Profit funding program is to establish a policy for consistent response to requests for resources on behalf of non-profit organizations. This policy shall provide the necessary guidance to both the City and the Non-Profits on these types of funding arrangements

II. POLICY

While the City of Lansing has no financial responsibility to assist non-profit organizations with funding, services, resources, or providing labor, it is anticipated that there may be requests in the future. In an effort to ensure consistency and fairness, the following guidelines have been established:

- a. The City will budget no more than the amount that can be accommodated from ongoing operating revenues which are in excess of operating expenditures, after all contingency and fund balance reserves have been met.
- b. The City would assume no liability for any project for which the City provides funding and/or labor.
- c. The non-profit organization must tie the funding request to a service which will directly benefit the citizens of Lansing; and the non-profit shall in return perform such services as are being funded to residents by the City.
- d. As a general rule, funding for non-profit organizations serving Leavenworth County should be provided by Leavenworth County to ensure that Lansing residents are not subject to double payment through their municipal and county taxes. However, City Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs of Lansing residents based upon the merit of the request. Requests for funding for non-profit organizations shall not require matching funds; however, evaluations of such funding request will be made based upon the services delivered to citizen's and the perceived need of such services. Additionally, funding requests may be prorated based upon the total annual budget of the organization and the percentage of Lansing residents served by the organization in comparison to the total number of people they serve. The amount of funding provided shall be the lesser of: the amount of the total annual budget of the non-profit compared to the Lansing residents served, or an amount deemed appropriate by the Mayor and City Council and available in the annual budget. The percentage of Lansing residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. These funds, once identified, will be budgeted for the proposed budget year only, and no guarantees of future year funding is implied or assured.
- f. Each request for funding/labor will be considered by the City of Lansing Mayor and City Council during the annual budget process. A decision will be made at that time regarding appropriation of funding for the non-profit based upon services to be provided and the merit of the request.
- g. Funds will be forwarded to the agency in a grant-style manner, on a reimbursement basis once the purpose has been justified.



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Non-Profit Organization Funding Policy

- h. Organizations receiving funds under this policy will be required to provide reports to the government which ensure compliance with the services to be delivered, the expenditure of resources and funds, and adherence to the contract between the two parties.
- i. The City reserves the right to review, audit, and require additional documentation evidencing compliance with the funds awarded under this policy.
- j. All requests for funding must be made using the attached form (Non-Profit Request Form). 501(c)(3) non-profit organizations should include a copy of the previous calendar year form 990. Other nonprofits should attach a copy of their current fiscal year budget.

III. RESPONSIBILITY FOR POLICY

The Director of Finance is responsible for compiling all Non-Profit funding requests and advising the City Administrator of the financial impact on the operating budget for each individual request and the cumulative total impact. The City Council is responsible for evaluating the appropriateness of each Non-Profit funding request and providing direction to the City Administrator of funding approvals. The City Administrator is responsible for recommending a prudent, balanced annual operating budget to the City Council for adoption.

END OF POLICY STATEMENT
(See attached Non-Profit Request Form)



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Non-Profit Organization Funding Policy

NON-PROFIT REQUEST FORM

1) Organization Information:

Organization Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Title/Position: _____

Email Address: _____

Name of Service/Program(s) for which funds are requested: _____

2) Financial Summary (budget for fiscal year of funds being requested):

BUDGETED EXPENDITURES:		BUDGETED REVENUES:		% of Total Revenues
Total Annual Budget:	\$	Donations/In-Kind	\$	%
(Less) Non-Recurring Capital Expenditures included in Budget:	\$	Federal Funding	\$	%
		State Funding	\$	%
		Service/Program Fees	\$	%
		City of Lansing Funding Request	\$	%
= NET OPERATING BUDGET	\$	= TOTAL REVENUES	\$	100 %

3) Client Service Summary (Based on prior year actual):

1. Total Individual Clients Served Annually: _____
(Individual, distinct clients - do NOT count repeat services/visits)

2. Total Cumulative Clients Served Annually: _____
(Based on total provision of services, includes "repeating" individuals)

3. Individual Lansing Residents Served Annually: _____

4. Percent of Lansing (#3) to Total Individual Clients Served (#1): _____ %

(Supporting documentation on Lansing residents who will benefit from the services/program must be included with the funding request application. See Section 5.c.)



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Non-Profit Organization Funding Policy

4) Please provide a brief narrative of services/programs that will be reduced or eliminated if the City Of Lansing cannot fund your request:

5) Please attach documents detailing the following information:

- a. Funding amount requested;
- b. Funding uses and scope of services to be provided using the funds;
- c. Supporting documentation on Lansing residents who will benefit from the services/program;
- d. A brief synopsis of the reporting which will be provided to the City to ensure compliance with the use of the funds;
- e. A copy of the organizations annual budget;
- f. 501(c)(3) Non-Profit organizations must provide a copy of the previous calendar year form 990; other organizations must submit the previous calendar year's Income Statement and Balance Sheet; or a copy of the last annual audit completed by the organization
- g. A listing of board/organization members.

6) Authority for Funding Request:

Signed: _____

Date: _____

Name: _____

Title/Position: _____

NOTE: Incomplete Funding Request submissions, or submissions that appear to have inaccuracies, will be considered ineligible for consideration of funding by the City Of Lansing.

WORKSESSION ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Director of Community and Economic Development 
DATE: October 25, 2018
SUBJECT: Urban Growth Management Area - Update

Staff would like to discuss with the Council the Urban Growth Management Area (UGMA). The County has expressed that they would support Lansing expanding building codes from the City out into the UGMA, but they will not financially support this. What this means is that the City would be responsible for inspections and enforcement within the UGMA, and it would be entirely funded by the City.

Staff had originally discussed a partnership with the County and perhaps an additional City such as Basehor (although no contact has been made with Basehor to get their opinion to date), where a full-time position would be funded through each entity paying approximately one-third the Salary and Benefits of that position. The county has expressed that they are not willing to financially support this, so that would leave it to the City to move forward alone, or for the City to reach out to Basehor to examine a potential partnership between Basehor and Lansing to provide for these services.

If the Council wishes to examine the potential partnership with Basehor, Staff will reach out and begin discussions to determine if that is a possibility.

As the Director, I believe that we should consider extending our building codes into the UGMA to provide for the continued growth of the City. I would like to obtain feedback from the Council on this matter and examine possibilities for implementation of the City's building codes and enforcement within the UGMA.

Action: General feedback from the Council.

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WORKSESSION ITEM

TO: Tim Vandall, City Administrator 
FROM: Matthew R. Schmitz, Director of Community and Economic Development 
DATE: October 25, 2018
SUBJECT: Request for Proposal – Retail Recruitment

Staff would like to discuss with the Council the potential for releasing a request for proposal for a retail recruitment firm. Staff has talked with multiple firms about the potential for assisting the City in recruitment of retail and is seeking guidance from the Council regarding this topic.

As the Director, I believe that we should consider the addition of a partnership with a retail recruitment firm, as it will provide staff with the ability to make connections with retail developers and companies. All the firms we have talked with have established long-term relationships with developers and companies themselves.

We have seen estimates from several firms, of what the annual costs would be, but we expect the annual costs to run around \$40,000 - \$50,000 a year the first year, with potentially some reduction for following years after the initial work of setup is complete.

Action: General feedback from the Council.

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