

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

WEDNESDAY, APRIL 11, 2018

4:00 p.m.

-Proclamation for "National Public Safety Telecommunicator's Week" (Rich Bar)

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
- (b) Consider approval of changes to the Capitalized Assets (Fixed Assets) section of the financial policy (Marni Penrod)

REGULAR AGENDA

- (2) Update on Peer Support and the Integrated Crisis Team at Lawrence Memorial Hospital (Bob Tryanski and Sarah Plinsky) – No back up
- (3) (a) Consider approval of Accounts Payable (if necessary)
- (b) Appointments
 - Board of Zoning Appeals (1) positions 10/17
 - Building Code of Appeals Board (2) positions 12/16
 - Community Corrections Advisory Board (1) position
 - JAAA Advisory Council (2) position
 - JAAA Board of Directors (1) position
- (c) Public Comment
- (d) Miscellaneous
- (4) Adjourn

THURSDAY, APRIL 12, 2018

-7:00 p.m. – Mental Health & Jail Information Session at Lawrence Free State High School Auditorium; 4700 Overland Drive

MONDAY, APRIL 16, 2018

-7:00 p.m. – Mental Health & Jail Information Session at Baldwin City Library, 800 7th Street, Baldwin City

TUESDAY, APRIL 17, 2018

-7:30 p.m. – Mental Health & Jail Information Session at Carnegie Building, Heritage Room, 200 W 9th Street, Lawrence

WEDNESDAY, APRIL 18, 2018

-Approval of 2018-2019 health insurance plan (Sarah Plinsky)

WEDNESDAY, APRIL 25, 2018 -4 p.m. only

WEDNESDAY, MAY 2, 2018

6:00 p.m.

-CUP-18-00021: Consider a Conditional Use Permit for an Event Center space for O'Connell Youth Ranch, located at 1623 N 1320 Rd. Submitted by O'Connell Youth Ranch Inc, property owner of record. (Becky Pepper is the Planner)

WEDNESDAY, MAY 9, 2018

WEDNESDAY, MAY 16, 2018

WEDNESDAY, MAY 23, 2018

-Receive Transportation Plan 2040 (Ashley Myers)

WEDNESDAY, MAY 30, 2018

***Note:** The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and/or 6:00 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*



Office of the County Commission

P R O C L A M A T I O N

NATIONAL PUBLIC SAFETY TELECOMMUNICATOR'S WEEK

APRIL 9-15, 2017

WHEREAS, emergencies can occur at any time that require sheriff, police, fire or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of law enforcement, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our sheriffs, police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Douglas County Emergency Communications Center; and

WHEREAS, public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, public Safety Dispatchers are the single vital link for our police officers, and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, the Public Safety Dispatchers of the Douglas County Emergency Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Douglas County, Kansas, hereby proclaim the week of April 8-14, 2018 as "NATIONAL PUBLIC SAFETY TELECOMMUNICATOR'S WEEK" and joins in honoring the men and women whose diligence and professionalism keep our county and citizens safe.

ADOPTED this 11th day of April, 2018.

**BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY, KANSAS**

Nancy Thellman, Chairman

Michelle Derusseau

Mike Gaughan



JAMIE SHEW
DOUGLAS COUNTY CLERK
1100 Massachusetts
Lawrence, KS 66044

Marni Penrod-Chief Deputy Clerk
Heather Dill-Deputy Clerk Elections

MEMORANDUM

TO: Board of County Commissioners
FROM: ERP Steering Committee- Paula Gilchrist, Jim Lawson, Sarah Plinsky & Jamie Shew
DATE: April 6, 2018

RE: Changes to Capitalized Assets (Fixed Assets) section of financial policy

ACTION REQUIRED: Please authorize staff to update the Douglas County Financial Policy, Capitalized Assets section in two places:

- 1. Change the threshold amount to \$5,000.**
- 2. Remove the software requirement.**

Currently, Douglas County's Financial Policy in the Capitalized Assets Section states:

SECTION 7 CAPITALIZED ASSETS

Policy Background:

The term "Fixed assets" in this policy refers to items with useful life in excess of one year. Fixed assets, including property, equipment, software, and infrastructure (e.g., roads, bridges, and similar items) need to be reported to Administrative Services. This will include property and infrastructure assets with initial individual costs that exceed \$50,000. **Equipment and software is considered an asset when the initial cost exceeds \$10,000.**

Policy Objective:

The objective of this policy is to safeguard the investments of the County in fixed assets by identifying and establishing responsibility for the custody and use of County equipment.

Policy Statement:

The Department of Administrative Services shall maintain a fixed assets inventory for all items with a useful life in excess of one year. Property and infrastructures that exceed \$50,000 and equipment **and software** that exceed **\$10,000** need to be reported.

Maintenance and repair costs may need to be capitalized to the asset. The following improvements will be considered maintenance and not capitalized: tuck pointing, roof repair or replacement (unless it extends the life of the building, such as going from a flat roof to a pitched roof), window replacement (unless replaced with energy

efficient windows), repainting, epoxy repair, re-carpeting, etc. Administrative Services will establish procedures for the capitalization of maintenance and repair.

Individual departments or agencies shall maintain individual items in their inventory under the following guidelines:

- A. Items of personal property with a unit purchase price greater than \$1,000.00 and less than \$10,000.00, which are easily transportable and commonly used by the general populace, shall be maintained on the department's fixed asset inventory for security control purposes.
- B. Assets with a value less than \$1,000 should be inventoried as needed for the prudent care of County funds and property.
- C. Items such as file cabinets, desks, chairs and monitors with purchase price less than \$10,000.00 or aggregate purchase price over \$10,000.00 **do not** have to be maintained on the department's fixed asset inventory.

Department heads shall establish procedures to ensure that county property is not misused, borrowed, stolen or otherwise abused in any manner. Department heads are encouraged to maintain a departmental inventory at any level that the department head deems advisable for security purposes.

After discussions with the departments, we have found that they prefer a \$5,000 threshold amount. There are items that Douglas County needs to track for inventory and insurance purposes in the \$5,000 to \$10,000 range and it is easier for the departments to do this as part of their fixed assets record keeping in ONESolution, than keep a separate database. Additionally, the Steering Committee has discussed software as a fixed asset and decided that is not applicable. Douglas County does not own software outright, but instead purchases rights and/or licenses to vendor owned applications. We recommend removing the word software from the Capitalized Assets section.