

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

*Public comment will be received for each item as it is discussed.

WEDNESDAY, DECEMBER 12, 2018

4:00 p.m.

-Presentation from Douglas County Fire Chief Association honoring Craig Weinaug (Lyle Bowlin)

CONSENT AGENDA

(1) (a) Consider approval of Commission Orders;

REGULAR AGENDA

(2) Consider accessing Cooperative Agreement Contract for new furniture in Register of Deeds (Kay Pesnell)

(3) Consider approval of January 1, 2019 increase to Motor Vehicle Registration Satellite Office Fees from \$2 to \$5 per vehicle (Paula Gilchrist)

(4) Presentation on jail needs (Sarah Plinsky/Gary Bunting) – Presentation only. No action.

(5) Consider approval of Accounts Payable (if necessary)

(6) Appointments:

- Board of Zoning Appeals (1) position open 10/17
- Building Code of Appeals Board (2) positions open 12/16
- Community Corrections Advisory Board (1) position open 08/31/18 (educator)
- Criminal Justice Coordinating Council (2) positions
- Fire District No. 2 (2) positions
- JAAA Advisory Council (2) position
- JAAA Board of Directors (1) position
- Joint Economic Development Council (2) positions
- Lawrence-Douglas County Advocacy Council on Aging (2) open positions
- MPO Bicycle Advisory Committee (1) position
- Mental Health Board (1) position open 04/18
- Property Crimes Compensation Board (1) position
- Senior Resource Center (1) position open 12/31/18

(7) General Public Comment

(8) Commissioner and/or Administrator Miscellaneous

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6:00 P.M.

(9) Consider approval of Amended 2018 Budget and Public Hearing (Cammy Owens)

(10) Adjourn

WEDNESDAY, DECEMBER 19, 2018

Consent:

-4:00 p.m. - Petition to vacate utility easement for Kanwaka Township (Kevin Sontag)

WEDNESDAY, DECEMBER 26, 2018 – cancelled

WEDNESDAY, JANUARY 2, 2019 – cancelled

WEDNESDAY, JANUARY 9, 2019

WEDNESDAY, JANUARY 16, 2019

WEDNESDAY, JANUARY 23, 2019

WEDNESDAY, JANUARY 30, 2019

***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.*



DOUGLAS COUNTY REGISTER OF DEEDS

1100 Massachusetts Street
P.O. Box 747
Lawrence, KS 66044-0747
(785) 832-5282 Fax (785) 330-2807
www.douglascountyks.org

Kay Pesnell
Registrar

MEMO TO: The Board of County Commissioners
Sarah Plinsky, Interim County Administrator

FROM: Kay Pesnell, Register of Deeds
Jackie Waggoner, Purchasing Director

SUBJECT: Consider Accessing Cooperative Contract for New Furniture in Register of Deeds

DATE: December 6, 2018

As you may recall, in the 2019 budget hearings Register of Deeds had a supplemental request to reconfigure their existing work stations. At that time the Board of County Commissioners wanted to understand the impact of this request with suggested changes resulting from the county space study.

Following internal discussions it was determined furniture could address staff's immediate needs, and could be relocated if the space study determined this office would be moved. Painting, carpet replacement, and lighting upgrades would not be addressed at this time.

With a relatively new software system in this office it restructured the department's operations. New workstations would increase efficiency of their current workflow and improve customer service, as well as, provide ergonomic work space for staff.

While exploring options for their furniture solution Purchasing accessed the national US Communities contract thru Spaces Inc. This contract was awarded to manufactures thru a competitive bidding process. Spaces has worked closely with staff to ensure the best design solution was created. The proposed cost under the contract is \$56,689.29. Funds were not budgeted for this project in 2018. If approved, this project will be taking out year end fund balances.

Recommendation: The Board of County Commissioners approves staff to access the US Communities contract with Spaces Inc. for new furniture for the Register of Deeds Office at a cost not to exceed \$56,689.29.



DOUGLAS COUNTY ADMINISTRATOR

1100 Massachusetts Street
Lawrence, KS 66044-3064
(785) 832-5328 Fax (785) 832-5148
cweinaug@douglscountyks.org

G. Craig Weinaug
County Administrator

MEMO TO: Board of County Commissioners

FROM: Paula Gilchrist, County Treasurer

SUBJECT: Motor Vehicle Satellite Fee Increase

DATE: December 12, 2018

The FY 2019 Budget identified the opportunity to increase motor vehicle satellite office fees from \$2.00 per vehicle to \$5.00 per vehicle at the three satellite office locations in an effort to increase County revenues which could offset Motor Vehicle Office operation expenses that require General Fund support.

Current satellite offices locations are as follows:

- 2000 West 31st Street, Ste. B
- 3000 W. 6th St.
- 112 8th St. in Baldwin City

This increase would yield approximately \$110,000 annually to the special revenue fund. Transactions processed at the Courthouse or via mail are not subject to the satellite fee, and paperwork can be dropped off at a satellite office and processed the next day for free. The Online renewals are processed by the State with a ten-day grace period agreement with law enforcement.

While the county treasurer's statewide association is pursuing legislation to revamp the fee structure to allow local operations more revenue with minimal impact on the taxpayers, the timeline and outcome are yet to be determined.

Throughout the US, titling and registration of cars and trucks is a state function. In 1935, at the bequest of the Legislature, County Treasurers were asked to partner with the State of Kansas to provide vehicle services locally as a convenience to taxpayers. County Treasurers agreed and the Legislature created "a special fund... for the use of the county treasurer in paying for necessary help and expenses..." This Special Revenue Fund is included in the Douglas County Budget and is the main source of funding for motor vehicle operations. The arrangement worked well and was mutually satisfactory for nearly sixty years, but over the last two decades State funding has remained virtually stagnant while motor vehicle registration expenses have increased. Statewide, County Treasurers increasingly depend on additional County support to fund motor vehicle operations.

The single revenue enhancement that has passed the Kansas Legislature in the last fifteen years is the “satellite” or “annex” fee. K.S.A. 8-145d allows the County Treasurer to charge “an amount not to exceed \$5 per vehicle” if the county has multiple vehicle registration facilities.

As Douglas County grew in the 1980’s and ‘90s, the Board of County Commissioners supported the County Treasurer’s expansion into “satellite offices”. In 1993 a satellite office with extended hours (7 a.m. – 6 p.m. Tues – Fri) opened on the western edge of Lawrence and in 1999 a second satellite, with a focus on handicap accessibility, was opened. In March of 2009, following revenue shortages resulting from the economic downturn, a “satellite fee” of \$2 per vehicle was added at all offices except the Courthouse, adding approximately \$73,500 to the annual budget for the past nine years. Those funds have been used to offset expenses associated with staffing, technology and facilities in order to improve accessibility and convenience through the additional satellite locations.

The following motion is recommended to approve these items: ***“Approve January 1, 2019 increase to Motor Vehicle Registration Satellite Office Fees from \$2 to \$5 per vehicle.”***

2018

**Amended
Certificate
For Calendar Year 2018**

To the Clerk of Douglas County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
Douglas County
certify that: (1) the hearing mentioned in the attached publication was
held;(2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year.

			2018 Amended Budget		
			Amount of 2017 Tax that was Levied	Adopted 2018 Expenditures	Proposed Amended 2018 Expenditures
Table of Contents:		Page No.			
Fund	K.S.A.				
General	79-1946	1	39,742,290	53,924,905	58,299,192
Road & Bridge	68-5,101	2	3,398,549	6,678,065	7,318,683
Ambulance	65-6113	3	5,088,540	8,039,174	8,593,274
Special Liability	75-6110	4	570,925	656,317	710,000
Youth Services/Criminal Justice Services	38-546	5	1,650,049	2,087,194	3,089,418
Grants	12-1663	6			625,000
Totals		xxxxxxx	50,450,353	71,385,655	78,635,567
Summary of Amendments		7			

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

Douglas County

2018

Adopted Budget

General	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance Jan 1	2,622,369	3,843,962
Receipts:		
Ad Valorem Tax	39,742,290	38,772,976
Delinquent Tax	360,000	392,000
Motor Vehicle Tax	3,318,002	3,500,000
Recreational Vehicle Tax	24,072	30,000
16/20M Vehicle Tax	22,755	22,755
Commercial Vehicle Tax	83,000	86,000
Watercraft Tax	21,686	28,000
Gross Earnings (Intangible) Tax	0	0
LAVTR	0	0
City and County Revenue Sharing	0	0
1% County Sales Tax	7,100,000	7,300,000
County Fees	70,000	70,000
County Clerk Fees	6,500	2,000
Court Fees	38,700	38,700
Court Trustee Fees	368,600	368,600
District Attorney Fees	71,000	47,000
Fairgrounds Rental Income	60,000	85,000
Fees & Interest Delinquent Taxes	100,000	695,000
Lease of County Property	28,700	28,700
Misc Reimbursements	10,200	30,200
Misc Revenues	25,500	85,000
Mortgage Registration Tax	800,000	800,000
Public Works Fees	10,000	30,000
Register of Deeds Fees	600,000	750,000
Register of Deeds Heritage Fees	30,000	30,000
Sale of Chemicals	70,000	80,000
Sale of Commodities	0	1,000
Sheriff Fees	60,000	60,000
Special Alcohol Tax	17,527	17,527
Transfer from Motor Vehicle Operations	0	0
Transfer from Other Fund	0	0
Treasurer Fees	18,000	18,000
Vehicle Rental Excise Tax	32,000	32,000
Zoning & Building Permits	220,000	220,000
In Lieu of Taxes (IRB)		
Interest on Idle Funds	451,100	890,000
Total Receipts	53,759,632	58,354,420
Resources Available:	56,382,001	62,198,382
Expenditures:		
Administrative Services	936,280	969,936

Administrative Services (BHC)	165,000	0
Appraiser	781,181	751,508
Behavioral Health Projects	0	1,600,500
CIP Capital Projects	5,156,631	6,339,494
Community Partners	7,646,469	7,646,469
Commissioners	2,651,636	454,918
Coroner	330,875	330,875
County Administrator	384,056	370,167
County Administrator CJC	0	175,467
County Clerk	433,772	637,311
County Clerk Elections	696,432	315,305
Countywide	955,465	943,465
Court Trustee	451,194	447,873
Criminal Justice Services (CJS) Coordination	144,945	0
CJS Behavioral Health Court	281,468	0
CJS Behavioral Health Court DA	36,477	0
CJS Pre-Trial Services	153,663	0
CJS House Arrest	77,017	0
CJS Surveillance Services	137,885	0
District Attorney	2,350,781	2,328,207
District Court Community Service Work	44,964	0
District Court Operations	1,096,863	1,133,565
Economic Development & Shared Costs	1,533,014	1,487,934
Emergency Communication Center	659,446	661,694
Emergency Management	254,721	250,296
Fairgrounds	415,960	378,514
First Responders	128,550	123,550
First Responders Rapid Intervention Team	20,750	20,750
Fleet Operations	1,495,466	1,261,865
Heritage Conservation	300,000	300,000
Information Technology	1,634,293	1,625,634
Information Technology GIS	209,548	193,973
Maintenance	875,932	844,484
Noxious Weeds	369,225	380,218
Parks	224,074	214,719
Recycling & Hazardous Waste	69,400	74,000
Register of Deeds	393,449	391,181
Sheriff Jail	8,973,936	8,710,184
Sheriff Operations	5,586,666	5,513,510
Sustainability Management	110,462	119,318
Transfers Out	3,730,000	4,823,692
Treasurer	355,840	343,338
Utility Building Maintenance	58,000	56,500
Utilities	1,196,865	1,169,510
Zoning & Building Codes	416,254	409,268
Transfer to Equipment Reserve		4,500,000
Total Expenditures	53,924,905	58,299,192
Unencumbered Cash Balance December 31	2,457,096	3,899,190

Adopted Budget

Road & Bridge	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	1,291,696	1,839,688
Receipts:		
Ad Valorem Tax	3,398,549	3,340,000
Delinquent Tax	45,000	62,653
Motor Vehicle Tax	295,809	345,000
Recreational Vehicle Tax	2,146	2,900
16/20M Vehicle Tax	2,811	2,900
Commercial Vehicle Tax	9,700	9,700
Watercraft Tax	1,933	2,500
Special City & County Highway	1,750,000	1,900,000
Vehicle Rental Excise Tax	3,900	3,115
Public Works Fees	7,500	12,000
Sale of Commodities	181,000	150,000
Hesper Maint Reimbursements	16,813	19,061
Misc Reimbursements	50,000	10,000
Interest on Idle Funds		
Miscellaneous	5,000	9,000
Total Receipts	5,770,161	5,868,829
Resources Available:	7,061,857	7,708,517
Expenditures:		
Personnel	2,801,214	2,719,903
Contractual	1,759,251	1,643,580
Commodities	1,479,600	2,317,200
Capital Outlay	13,000	13,000
Transfer to Equipment Reserve	625,000	625,000
Total Expenditures	6,678,065	7,318,683
Unencumbered Cash Balance December 31	383,792	389,834

Douglas County

2018

Adopted Budget

Ambulance	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	229,369	511,345
Receipts:		
Ad Valorem Tax	5,088,540	4,890,000
Delinquent Tax	35,000	22,060
Motor Vehicle Tax	385,729	440,000
Recreational Vehicle Tax	2,798	2,798
16/20M Vehicle Tax	2,528	2,400
Commercial Vehicle Tax	8,400	9,900
Watercraft Tax	2,521	3,100
County Ambulance Fees	2,400,000	3,000,000
Reimbursements	5,000	5,000
Vehicle Rental Excise	3,400	4,300
Interest on Idle Funds		
Total Receipts	7,933,916	8,379,558
Resources Available:	8,163,285	8,890,903
Expenditures:		
Contractual	344,736	360,736
Commodities	160,000	160,000
Capital Outlay	98,000	98,000
City of Lawrence EMS	5,193,824	5,193,824
Eudora EMS	905,300	905,300
Transfer to Ambulance Capital Reserve	1,337,314	1,875,414
Miscellaneous		
Total Expenditures	8,039,174	8,593,274
Unencumbered Cash Balance December 31	124,111	297,629

Douglas County

Adopted Budget

Special Liability	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	41,761	44,374
Receipts:		
Ad Valorem Tax	570,925	557,000
Delinquent Tax	1,000	2,100
Motor Vehicle Tax	58,156	25,700
Recreational Vehicle Tax	422	300
16/20M Vehicle Tax	444	250
Commercial Vehicle Tax	600	600
Watercraft Tax	380	250
Vehicle Rental Excise Tax	300	400
Transfer from General Fund	0	150,000
Interest on Idle Funds		
Total Receipts	632,227	736,600
Resources Available:	673,988	780,974
Expenditures:		
Contractual	75,000	75,000
Transfer to Workers Compensation	475,000	625,000
Cash Forward	100,000	
Miscellaneous	6,317	10,000
Total Expenditures	656,317	710,000
Unencumbered Cash Balance December 31	17,671	70,974

Douglas County

2018

Adopted Budget

Youth Services/Criminal Justice Services	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	164,398	166,481
Receipts:		
Ad Valorem Tax	1,650,049	1,619,900
Delinquent Tax	15,000	10,402
Motor Vehicle Tax	152,989	125,000
Recreational Vehicle Tax	1,110	1,000
16/20M Vehicle Tax	711	750
Commercial Vehicle Tax	3,500	3,000
Watercraft Tax	1,000	1,000
Vehicle Rental Excise Tax	1,000	1,500
City Reimbursements	0	26,970
Other County Reimbursements	125,000	150,000
State Reimbursements	30,000	10,000
Ks Youth Advocacy Program	0	0
Miscellaneous	1,100	1,100
Transfer from General Fund		1,093,692
Interest on Idle Funds	3,000	1,700
Total Receipts	1,984,459	3,046,014
Resources Available:	2,148,857	3,212,495
Expenditures:		
Youth Services-Personnel	1,624,517	1,280,129
Youth Services-Contractual	113,735	51,350
Youth Services-Commodities	111,775	56,450
Youth Services-Capital Outlay	4,800	25,672
Adult Services-Personnel	0	457,609
Adult Services-Contractual	0	270,500
Adult Services-Commodities	0	17,200
Adult Services-DCCCA	0	148,695
Adult Services-Bert Nash	0	207,312
Adult Services-Misc.	0	14,800
Operations-Personnel		346,941
Operations-Contractual		78,935
Operations-Commodities		58,825
Operations-Capital Outlay		0
Transfer to Equipment Reserve	75,000	75,000
Miscellaneous	157,367	
Total Expenditures	2,087,194	3,089,418
Unencumbered Cash Balance December 31	61,663	123,077

Douglas County

Adopted Budget

Grants	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1		
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Grants	0	625,000
Interest on Idle Funds		
Total Receipts	0	625,000
Resources Available:	0	625,000
Expenditures:		
Grant Programs	0	625,000
Total Expenditures	0	625,000
Unencumbered Cash Balance December 31	0	0

2018

**Notice of Budget Hearing for Amending the
2018 Budget**

The governing body of

Douglas County

will meet on the day of December 12, 2018 at 6:00 pm at the Douglas County Courthouse Commissioner Meeting Room for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at the County Budget Office, 1100 Massachusetts St., Lawrence, KS and will be available at this hearing.

Summary of Amendments

Fund	2018 Adopted Budget			2018 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
General	30.275	39,742,290	53,924,905	58,299,192
Road & Bridge	2.589	3,398,549	6,678,065	7,318,683
Ambulance	3.876	5,088,540	8,039,174	8,593,274
Special Liability	0.435	570,925	656,317	710,000
Youth Services/Criminal Justice Services	1.257	1,650,049	2,087,194	3,089,418
Grants			0	625,000

Jamie Shew

Official Title: County Clerk