

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

ADDRESSING THE COMMISSION: Public comment will be taken for each regular agenda item as each item is discussed. Individuals will be limited to one comment per agenda item.

Individuals are asked to come to the microphone, sign in, and state their name. We ask that you sign in so that we can get the spelling of your name correct in the minutes of the meeting. Speakers should address all comments/questions to the Commission.

WEDNESDAY, JUNE 12, 2019

5:30 p.m. BUSINESS MEETING

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
- (b) Consider approval of acquisition of permanent easement for structure replacement Project No. 2017-55. (Kevin Sontag)
- (c) Authorize the Interim County Administrator to sign a Professional Services Agreement for Mental and Behavioral Health Care Services with Heartland Community Health Center (Jill Jolicoeur)
- (d) Consider approval of the minutes for May 22, 2019; and
- (e) Accounts payable.

REGULAR AGENDA

- (2) Consider a request for a private road from Louie and Betty McElhaney (Tonya Voigt)
- (3) Presentation on LDCFM capital improvement plan for 2020-2024 (Chief Coffey)
- (4) Consider a request from the Lawrence Community Shelter to approve an additional \$148,000 for FY 2019 (Jill Jolicoeur)
- (5) Consider awarding a contract for Construction Manager at Risk Services for the expansion of construction of the Douglas County Behavioral Health Campus Housing (Jill Jolicoeur)
- (6) Consider awarding a contract for Construction Manager at Risk Services for the expansion of the Douglas County Correctional Facility (Sarah Plinsky)
- (7) Appointments:
 - Community Corrections Board Advisory Board (1) position open (Social Services)
 - Douglas County Food Policy Council (2) positions open (Local food system/Ag Producer)
 - JAAA Advisory Council (1) position
 - JAAA Board of Directors (1) position
 - Lawrence-Douglas County Advocacy Council on Aging (10) open positions
- (8) General Public Comment
General Public Comment will be at the end of each meeting with a limit of one comment per person and keep their comments brief. Individuals may not give unused time to other speakers. As a general practice, the Commission will not discuss/debate these items, nor will the Commission make decisions on items presented during this time, rather they will refer the items to staff for follow up, if necessary.
- (9) Committee Reports
- (10) Commissioner and/or Administrator Miscellaneous
- (11) Adjourn

WEDNESDAY, June 19, 2019

4:00 p.m. – WORK SESSION

-Budget

5:30 p.m. – REGULAR MEETING

Consent:

-Receive the Public Incentives Review Committee recommendation for the *2018 Annual Report: Economic Development Support & Compliance*. Review and accept the report, if appropriate. (Britt Crum-Cano)

Regular Agenda:

-Receive recommendations from the Public Incentives Review Committee (PIRC) and consider approving an amendment to the 826 Pennsylvania Street NRA Plan, adopted November 15, 2016 by Ordinance No. 9304, clarifying administration and compliance requirements for affordable housing. (Brigg Crum-Cano)

-SP-19-00200 A site plan for construction of a 24,000 square foot manufacturing building, a 240 square foot pedestrian connector structure, and additional parking for expansion of McFarlane Aviation Manufacturing. The property, Lot 1 Block 1 Vinland Airzone 2nd Plat, contains approximately 39.6 acres and is addressed as 684 E 1700 Road. Submitted by Hernly Associates, Inc. for Land and Sky, LC, property owner of record. (Mary Miller is the Planner)

WEDNESDAY, June 26, 2019

No Work Session

WEDNESDAY, JULY 3, 2019 – Cancelled

WEDNESDAY, JULY 10, 2019

-4:00 p.m. – WORK SESSION

-Downtown Masterplan

WEDNESDAY, AUGUST 28, 2019

-Proclamation for “First Responders Appreciation Month”

WEDNESDAY, OCTOBER 2, 2019- cancelled

Note: *The Douglas County Commission meets regularly on Wednesdays at 5:30 p.m., and at 4:00 p.m. for Work Sessions as needed. Meetings are held at the Douglas County Courthouse (2nd Floor) at 1100 Massachusetts Street, Lawrence, KS 66044. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*



DOUGLAS COUNTY PUBLIC WORKS

3755 E. 25th Street
Lawrence, KS 66046
(785) 832-5293 Fax (785) 842-1201
dgcopubw@douglascountyks.org
www.douglascountyks.org

Keith A. Browning, P.E.
Director of Public Works/County Engineer

MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer
Kevin R. Sontag, P.S., County Surveyor

Date : June 6, 2019

Re : Consent agenda
Acquisition of permanent easement for structure replacement
Project No. 2017-55 (Str. No. 10.00N-12.41E)

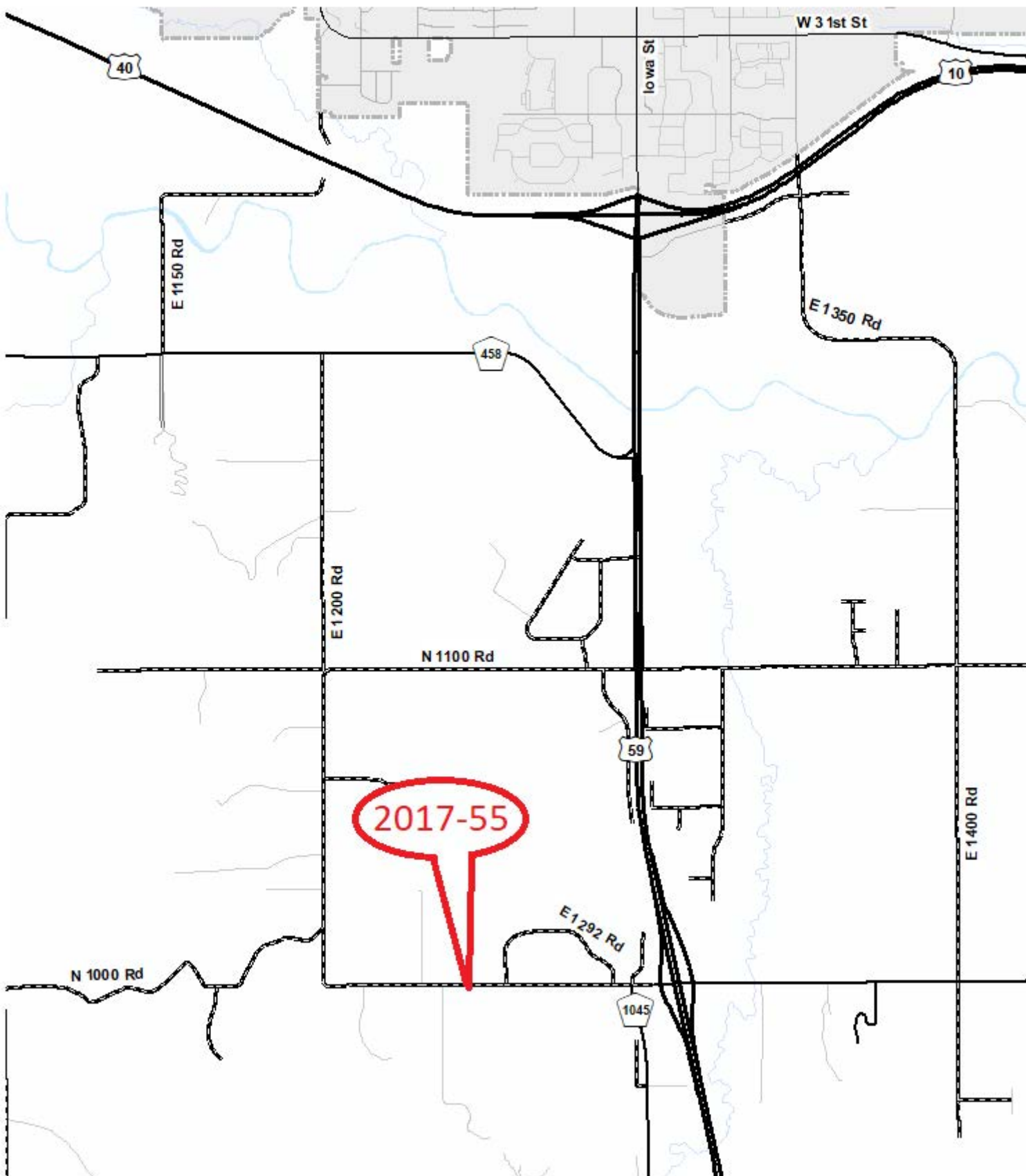
A project has been designed to replace a deficient drainage structure on N 1000 Road approximately 2 miles south of Lawrence. Plans were developed in-house and negotiations with one of the landowners for permanent easement are complete.

Construction is currently planned to begin summer 2019 and will be accomplished using county personnel.

To ensure the proper completion of a necessary construction project, approval is recommended for the attached CONTRACT FOR HIGHWAY PURPOSES.

ACTION REQUIRED: Consent agenda approval of CONTRACT FOR HIGHWAY PURPOSES for Project No. 2017-55 (Str. No. 10.00N-12.41E)

General Location Map for Project No. 2017-55





DOUGLAS COUNTY ADMINISTRATOR

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

Sarah Plinsky
Interim County Administrator

MEMO TO: Board of County Commissioners

FROM: Bob Tryanski, Director of Behavioral Health Projects

SUBJECT: Memo of Understanding with Heartland Community Health Clinic

DATE: June 6, 2019

Attached for your consideration and approval is a memorandum of understanding (MOU) between Douglas County and Heartland Community Health Clinic that outlines terms for the use of funds available through a Sunflower Foundation grant that was awarded to Douglas County in January of 2019.

The \$200,000.00 grant provides funding to develop a more formal follow-up and treatment model between Lawrence Memorial Hospital (LMH) and Heartland Community Health Center for individuals who experience a behavioral health crisis and seek care through the LMH Emergency Department. Fifty percent of the grant's resources are dedicated to capacity building; fifty percent are available to provide technical assistance. Heartland CHC will be the sub-recipient of the capacity-building funds. They will allow Heartland to collaborate with community partners to develop and pilot the model, assess its effectiveness, and then scale the model as funds allow.

The technical assistance funds will support consultation and support from CXNS Health Strategies as the Behavioral Health Leadership Coalition develops an operational plan for the Douglas County Crisis Center and continues its efforts to promote integration across our behavioral health system of care.

The following motion is recommended to approve this item:

“Approve a memorandum of understanding between Douglas County and Heartland Community Health Center to distribute funds to Heartland CHC as the sub-recipient of a grant from the Sunflower Foundation in an amount not to exceed \$100,000.00.”

**PROFESSIONAL SERVICE AGREEMENT
FOR MENTAL AND BEHAVIORAL HEALTH CARE SERVICES**

This Agreement (“**Agreement**”) is entered into effective the 26th day of April 2019, by and between the HEARTLAND COMMUNITY HEALTH CENTER, a Kansas not-for-profit corporation (hereinafter referred to as “**Heartland**”) and The Board of County Commissioners for Douglas County, Kansas (hereinafter referred to as “**Douglas County**”).

RECITALS

WHEREAS, this Agreement supersedes all prior agreements and understandings (whether written or oral) between Heartland and Douglas County, with respect to the subject matter hereof; and

WHEREAS, this Agreement provides an understanding that Heartland and Douglas County will partner to steward designated Sunflower Foundation resources to develop a more formal follow-up and treatment model between Heartland and LMH Health for individuals who experience a behavioral health crisis and seek care through the LMH Health Emergency Department (“**Project**”). Heartland will be the sub-recipient of the Sunflower Foundation funds granted to Douglas County. This Project begins in January 2019 and will end January 2021; and

WHEREAS, Heartland is a Federally-Qualified Health Center providing quality, affordable primary care; and

WHEREAS, Douglas County is the local county government committed to assisting non-profits meet the behavioral health needs of patients in Douglas County; and

WHEREAS, Heartland has determined a need to provide mental and behavioral health services on-site to its patients and through its partnership with local health care providers; and

WHEREAS, Heartland desires to be the sub-recipient of Douglas County’s 2019 Sunflower Foundation grant to provide streamlined access to psychiatric appointments for emergency department clients experiencing behavioral health crises at Heartland Community Health Center (hereinafter the “**Services**”), and Heartland agrees to provide such Services on the terms and conditions contained herein; and

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, the parties agree as follows:

TERMS AND CONDITIONS

NOW THEREFORE, it is agreed as follows:

Engagement of Douglas County. Heartland hereby engages Douglas County to designate Heartland as the sub-recipient of the 2019 Sunflower Foundation grant to develop a more formal follow-up and treatment model between Heartland and LMH Health for individuals who experience a behavioral health crisis and seek care through the LMH Health Emergency Department. Heartland shall provide exam room space, basic office supplies and equipment as needed for Heartland to provide the Services. Heartland will also provide training, orientation and administrative supervision in addition to scheduling, reception and billing services to patients served on-site.

1. Services Provided. The Services shall include:
 - A. Heartland shall provide on-site mental and behavioral health Services by adequate staff, including licensed and qualified psychiatrists, psychiatric nurse practitioners, licensed clinical social workers and other persons using that degree of learning, knowledge and skill ordinarily possessed and used by members of that profession under like circumstances and at the time of the treatment, diagnosis and services. In the application of this learning, knowledge and skill the persons providing the Services shall also use reasonable and ordinary care and diligence.
 - B. Heartland shall notify Douglas County prior to any anticipated changes in the scope of work of the Project
 - C. Heartland shall provide streamlined access to psychiatric appointments for ED clients experiencing behavioral health crises at Heartland Community Health Center.
 - D. Heartland shall assist in the creation and implementation of a Douglas County Peer Specialist Fellows Program, an initiative that will allow people with lived experience of mental illness and or addiction to participate in treatment teams as psychiatric care expands.
 - E. Heartland in conjunction with Douglas County shall be responsible for the administering the Project.
 - F. Heartland in conjunction with Douglas County shall furnish the Sunflower Foundation narrative Progress Reports, Financial (budget status) Reports, and a narrative Final Report according to the following schedule:

Due Date	Report
6/30/2019	Progress Report
12/31/2019	Progress Report

6/30/2020	Progress Report
1/31/2021	Final Report

- G. Douglas County shall distribute funds to Heartland for the Project on the following schedule:

Seq	1 st Wednesday	Amount
1	19 – Mar	\$5,000
2	19 - Apr	\$5,000
3	19 - May	\$5,000
4	19 – June	\$5,000
5	19 – July	\$5,000
6	19 – Aug	\$5,000
7	19 – Sept	\$5,000
8	19 - Oct	\$5,000
9	19 – Nov	\$5,000
10	19 - Dec	\$5,000
2019	Total	\$50,000

Seq	1 st Wednesday	Amount
1	20 – Jan	\$5,000
2	20 - Feb	\$5,000
3	20 - Mar	\$5,000
4	20 – Apr	\$5,000
5	20 – May	\$5,000
6	20 – June	\$5,000
7	20 – July	\$5,000
8	20 - Aug	\$5,000
9	20 – Sept	\$5,000
10	20 - Oct	\$5,000
2020	Total	\$50,000

2. Compensation and Billing. As compensation for the provision of mental and behavioral health care services, Douglas County shall pay Heartland based upon the Schedule attached hereto as Exhibit A, as amended in writing from time to time by the parties.

- A. Heartland shall submit an invoice to Douglas County at the conclusion of each month in which services were rendered. Heartland shall tender payment by way of check payable to Heartland within thirty (30) days from the date the invoice is received.
- B. Heartland shall retain any and all remuneration received from patients and third-party payors for services provided by Heartland.

- C. Revenues generated through use of Health Information Technology such as Meaningful Use reimbursements shall belong to Heartland.

5. Term and Termination.

- A. Term. This Agreement shall commence on the Effective Date and continue through and conclude on the one-year anniversary of the effective date, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. At the end of the term period, the agreement will conclude.
- B. Notice of Termination. Parties reserve the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to the party to be so advised. The termination of this Agreement shall be deemed effective no sooner than thirty (30) days following the receipt of the notice of termination.
- C. Compensation. In the event of termination, compensation shall be tendered for service satisfactorily performed up to and including the date of termination.

7. General Provisions.

- A. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communications shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) forty eight (48) hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular U.S. Mail.

If to Heartland: Robyn Coventon Heartland Community Health Center 346 Maine St., #150 Lawrence, KS 66044	If to Douglas County: Bob Tryanski Douglas County Government 200 Maine St. Lawrence, KS 66044
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- B. Attorneys' Fees. In the event litigation is brought by any party in connection

with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provision hereof.

- C. Governing Law. This Agreement has been executed and delivered in/and shall be interpreted, construed, and enforced pursuant to and in accordance with the laws of the State of Kansas without giving effect to that body of laws pertaining to conflict of laws. The parties hereto agree that the sole and exclusive venue for any litigation, special proceedings or other proceeding between the parties that may be brought or arise out of, in connection with or by reason of this Agreement shall be Douglas County, Kansas.
- D. Assignment. No assignment of this Agreement, or the rights and obligations hereunder, shall be valid without the specific written consent of both parties. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of consent, no subletting or assignment shall release either party of obligations to perform all other obligations to be performed hereunder for the term of this Agreement.
- E. Indemnification and Hold Harmless. For purposes of this Agreement, Heartland hereby agrees to indemnify, defend and hold harmless Douglas County, its employees and agents from any and all claims, damages, expenses or liabilities where the claim, damages, expenses or liabilities are caused or incurred as a result of the negligence or other actionable fault of Heartland, its affiliates, subsidiaries, employees, agents and subcontractors/assignees and their respective servants, agents and employees.

For purposes of this Agreement, Douglas County hereby agrees to indemnify, defend and hold harmless Heartland, its employees and agents from any and all claims, damages, expenses or liabilities where the claim, damages, expenses or liabilities are caused or incurred as a result of the negligence or other actionable fault of Douglas County, its affiliates, subsidiaries, employees, agents and subcontractors/assignees and their respective servants, agents and employees.

- F. Cooperation. In the event any claim or action is brought against either party relating to the other party's performance of services rendered under this Agreement, each shall render any reasonable assistance and cooperation

required.

- G. Privacy Protections. Each party agrees to maintain the security and privacy of any individually identifiable patient health information ("PHI"), regardless of whether it is received from or created for the other party, in accordance with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the privacy, security, and breach notification regulations promulgated pursuant thereto, including amendments and regulations which may become effective during the term of this Agreement ("HIPAA").

Each party also acknowledges that in receiving, transmitting, transporting, storing, processing, or otherwise dealing with any information received from Heartland Community Health Center identifying or otherwise relating to the patients receiving Substance Use Disorder Treatment, it is fully bound by the provisions of the federal regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2; and the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Parts 142, 160, 162 and 164 including prohibition of redisclosure of information through Heartland medical records and communications;

Neither party will use or disclose such PHI, other than as expressly permitted by this Agreement or as required by law. The parties may, however, use PHI for purposes of managing their internal business processes relating to their functions under this Agreement. The parties further agree to use appropriate safeguards to prevent the unauthorized use or disclosure of such PHI as required by HIPAA and where applicable, 42 CFR Part 2, upon reasonable request, provide each other or the Secretary of the United States Department of Health and Human Services with information regarding their respective security and privacy practices.

In the event one party uses or discloses any PHI without proper consent or authorization, or the privacy or security of such PHI is otherwise compromised, that party shall immediately report to the other the unauthorized use or disclosure or compromise and the remedial action proposed or taken with respect to mitigating any harm related to such use or disclosure to the extent practicable. Further, such party will cooperate in providing notice to affected individuals, as may be required under state and federal breach notification laws. Each party also agrees to keep a record of all disclosures of PHI consistent with HIPAA requirements and allow patients to access such record of their PHI disclosures and copy their PHI

in that party's possession.

Upon termination of this Agreement, each party shall return or destroy any PHI received from or created for the other party in accordance with HIPAA. If the return or destruction of such PHI is not feasible, each party agrees to extend the protections of this Agreement to such information and limit further use of the PHI to those purposes that make the return or destruction of the PHI not feasible. Consistent with this Section, the parties will require that their subcontractors or agents maintain the security and privacy of any PHI received from the other party in accordance with the terms of this Agreement and applicable state and federal laws and regulations. The parties agree to take such action as may be necessary, from time to time, to amend this Agreement as necessary for the parties to comply with HIPAA.

Whether or not expressly stated herein, this Section shall be construed to encompass all requirements of 45 CFR Part 160 and Part 164, as modified and amended January 25, 2013 and effective March 26, 2013, which amends, implements and incorporates provisions from the Health Information Technology and Economic Clinical Health Act as well as 42 CFR Part 2, Final Rule published March 21, 2018. Any ambiguity in the terms of this Section shall be resolved in favor of a meaning that permits the parties to comply with HIPAA and 42 CFR Part 2 as it applies to Substance Use Disorders.

- H. Ownership of Documents. Any reports, documents, information and data prepared or created by or on behalf of either party in the course of performance of this Agreement, shall be and remain the sole property of the originating party.
- I. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder, except as expressly provided herein.
- J. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of the parties expressly identified herein and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in under or to this Agreement.
- K. Non-Discrimination. Services provided in this Agreement will be made without regard to race, creed, religion, sex, handicap, sexual orientation

or national origin

- L. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.
- M. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption of burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.
- N. Amendments. Only writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.
- O. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver or any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of the waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.
- P. Severability. In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement which shall remain in full force and effect and enforceable in accordance with its terms. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provisions(s) through good faith negotiations.
- Q. Corporate Authority. The person executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this

Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

- R. Entirety. This document contains the entire Agreement, sets forth the understanding of each party, and supersedes all oral and written representations and statements between the parties. No modification, termination, or attempted waiver shall be valid unless in writing and signed by the party against whom the same is sought to be informed. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

IN WITNESS WHEREOF, the parties hereto dually intend this Agreement to be effective as of the day and year first above written.

HEARTLAND COMMUNITY HEALTH
CENTER

By: _____
Robyn Coventon, CEO

Date: _____

DOUGLAS COUNTY

By: _____
Sarah Plinsky, Interim County
Administrator

Date: _____



DOUGLAS COUNTY ZONING & CODES DEPARTMENT

3755 E 25th Street
Lawrence, Kansas 66046-5024
(785) 331-1343 Fax (785) 842-1201

MEMORANDUM

TO : Board of County Commissioners

FROM : Tonya Voigt, Interim Zoning Director
Keith Browning, Public Works Director

DATE : June 12, 2019

RE : Louie & Betty McElhaney Letter- Private Road Request

Public Works Response to the McElhaney letter written to BOCC on May 6, 2019:

Since the BOCC approved the private road with a width of only 20', it seems clear the intent was to only serve one residence. When private roads were legal, they were typically approved for 3 residences with a 70' easement width. There was also typically language that the private road would be built to county standards, which we don't see here. While there is a 70' wide "driveway easement" that was filed with the Register of Deeds in September 1996, the fact remains that in August 1996 the BOCC approved only a 20' wide private road for one residence.

Given all the facts you stated below, it seems Louie would be allowed one additional residential parcel only. Technically, this additional parcel should take access directly from Rte 1029. However, as we have discussed, it would make sense from an access management viewpoint to allow the additional parcel to access the private road. If that is the case, the private road should be improved (widened) from Rte 1029 to the new driveway.

Zoning & Codes Response to the McElhaney letter written to BOCC on May 6, 2019:

Zoning & Codes has had several meetings with the McElhaney regarding the status of the parcel referenced in his letter. This parcel is located outside the UGA. It does not qualify for a cluster development or a cross assess easement (which is essentially a private road not maintained by the county accessing several lots). E 550 is a major collector road, the road frontage requirement is 660' and the parcel frontage of this parcel is roughly 590'. Because this lot was created legally under the previous regulations, it is vested or "grandfathered" for one residence. If he wants more than one residence, he would have to meet the current regulations. Meaning he would have to have 1320' of road frontage for two residences.

In 1978 DG Co allowed private roads with no more than 3 residences. Each road was specifically approved for a determined number of residences. This specific road, N 1663, was approved by BOCC in 1996 for 1 residence only. In 1998 private roads were abolished (98-54). In 2009 a resolution was passed (HR-09-10-3) retroactively approving those that existed prior to 1998, in 2009 the resolution again prohibits the expansion any future private roads. The resolution states that neither Douglas county nor any township or government entity shall have the responsibility to improve or maintain these private roads.

As you are aware, we have 196 approved private roads that were created prior to 1998 and approved by BOCC for a private road.

If BOCC determines Louie made a mistake and the board should have approved Louie for three residences he cannot meet current subdivision regulations to split land because even though he meets the 20 acre requirement, he lacks the current road frontage requirement. He would then have lots that wouldn't be eligible for a building permit and lose the vested right he currently has for one residence.

The next option for Louie would be to petition for N 1663 to become public. The attached resolutions cover the process for establishing a public road and criteria the BOCC consider in the decision to create a public road. Part of the process requires that the proposed road would improve connectivity across a one mile square grid and the addition of a through road that would improve emergency and or safety vehicle response time. If a proposal for a new road is only for residential development purposes and does not improve the road network system, it would not meet the required criteria set forth.



May 6, 2019

Louie and Betty McElhaney
1373 N. 1100 Rd.
Lawrence, Kansas 66046

Douglas Co. Commission
Douglas Co. Court House
1100 Massachusetts St.
Lawrence, Kansas 66044

This letter is in regard to property we own in Kanwaka Township, located at E. 550 Rd. and N. 1663 Rd.

We bought this property in the 1970s and still have 39.11 acres. In the 1980s we put in a private road with the intention to build three houses which was legal at the time. On May 23, 1989, we sold Ed Steele some acreage west of this property with an agreement that he could build one house on the land he bought, leaving us the option of two (2) building permits.

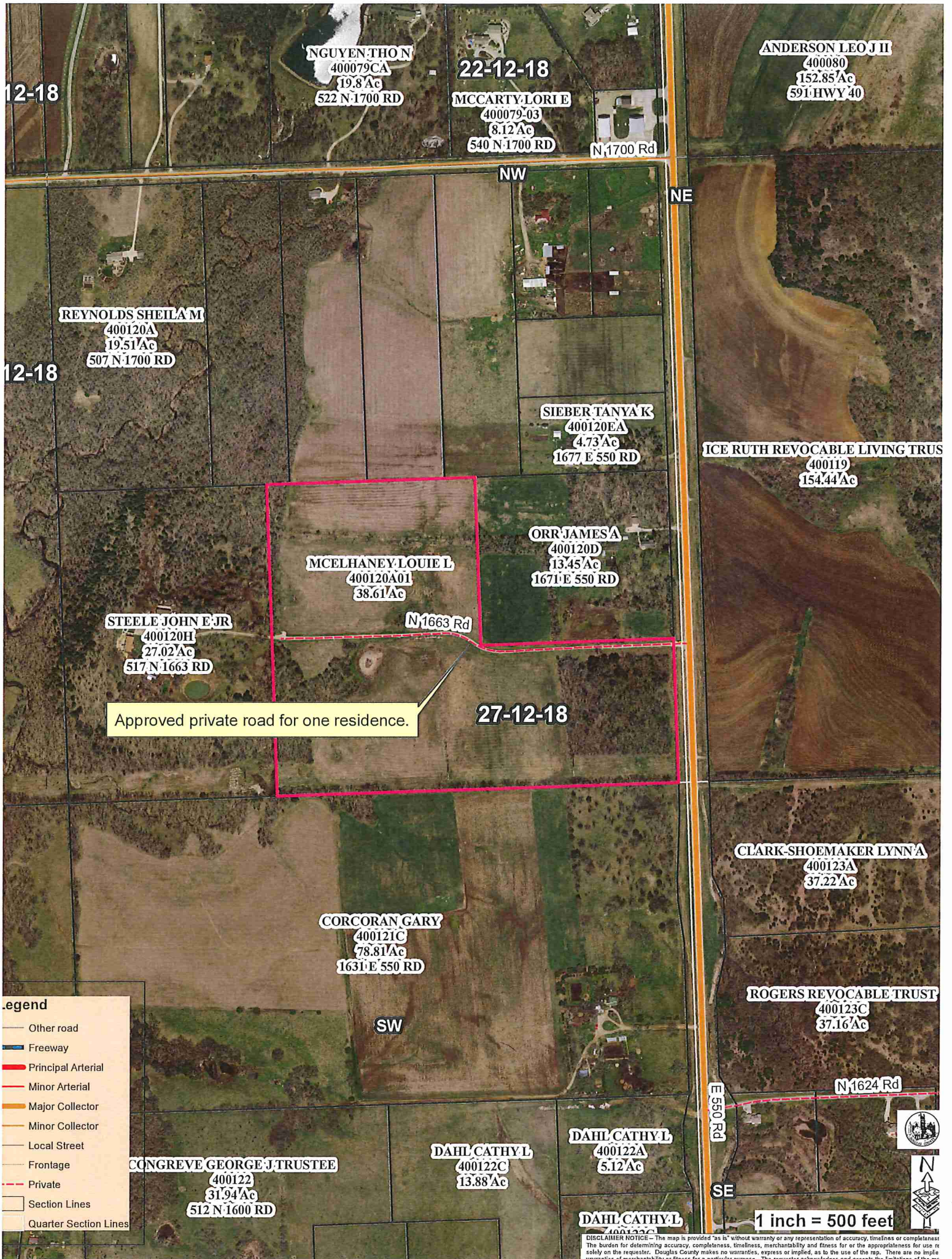
Now, we need clarification regarding obtaining two building permits with the road as is or what more needs to be done, if anything, for two additional permits.

I would like to meet with the commissioners to discuss this matter.

Thank you,

Louie M. McElhaney
Louie McElhaney

Ph. 785-843-4940



CHARTER RESOLUTION NO. 07-4-1

A Charter Resolution Exempting Douglas County, Kansas From The Provisions of K.S.A. 68-102 Relating to the Laying Out, Altering or Vacating Roads, and Providing Substitute and Additional Provisions Relating Thereto

WHEREAS, K.S.A. 19-101 *et seq.* provides that counties may exercise home rule powers, including adopting charter resolutions which exempt such counties from the acts of the Kansas Legislature.

WHEREAS, the County of Douglas, Kansas ("County") is a county, duly created and organized, under the laws of the State of Kansas.

WHEREAS, K.S.A. 68-101 *et seq.* is an enactment of the Kansas Legislature relating to the opening and laying out of roads, which enactment is applicable to the County, but is not uniformly applicable to all counties within the State of Kansas.

WHEREAS, the Board of County Commissioners (the "Board") desires, by charter resolution, to exempt the County from the provisions of K.S.A. 68-102, and to provide substitute and additional provision thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS, MEETING IN REGULAR SESSION AND INTENDING TO EXERCISE ITS POWERS OF CHARTER HOME RULE PURSUANT TO K.S.A. 19-101b, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Exemption. The County, by the power vested in it by K.S.A. 19-101b, hereby elects to exempt itself from and make inapplicable to it, the provisions of K.S.A. 68-102.

Section 2. Substitute Provisions and Additional Provisions. The County, by the power vested in it by K.S.A. 19-101b, hereby provides substitute and alternate provisions for K.S.A. 68-102 as follows:

Laying out, altering or vacating roads. (a) Upon petition of any adjacent landowner, the board of county commissioners may lay out, alter, or vacate a road. The board of county commissioners also may lay out or alter any road when deemed necessary by the board.

(b) The board of county commissioners may vacate any road in the county whenever the board determines such road is not a public utility by reason of neglect, nonuse, or inconvenience or from other cause or causes such road has become practically impassable and the necessity for such road as a public utility does not justify the expenditure of the necessary funds to repair such road or put the same in condition for public travel.

(c) Notice of the laying out, altering or vacating any road shall be given in the manner provided by K.S.A. 68-102a, and amendments thereto.

(d) As a complete alternative to the procedures set forth in subparagraph (a), (b) and (c) of this section and the procedures set in K.S.A. 68-101, *et seq.* and any other applicable law pertaining to laying out, altering, relocating, widening, or vacating any road, the board of county commissioners may, by resolution and without formal viewing, lay out, alter, relocate, widen, extend, or vacate any road or roads, with or without the presentation of a petition, as the board determines appropriate and in the public interest; provided, however, that the simple widening of road right-of-way shall not require a formal resolution of the board of county commissioners. Any resolution vacating a road pursuant to this subsection shall reserve to the county and utilities such rights-of-way and easements as, in the judgment of the board of county commissioners, are necessary or desirable for public service. All land or right-of-way required for the laying out, altering, relocating, widening, or extending of a road shall be acquired by the board of county commissioners by purchase, donation, dedication or, if the owner or owners of the land shall refuse to sell for an amount acceptable to the board of county commissioners, donate, or dedicate said land, by exercise of the right of eminent domain pursuant to article 5 of chapter 26 of Kansas Statutes Annotated, and amendments thereto. The county surveyor shall prepare a plat of survey or similar document for any road laid out, altered, relocated, widened, or vacated pursuant to this subparagraph, and the county engineer shall record in the public road records the location, relocation, extension, change, or vacation of any such road. Notice of the laying out, altering, relocating, widening, or vacating any public road pursuant to this subparagraph, containing a reasonable description of the proposed changes, shall be given to each owner of property adjoining the road, sent by first class mail to the at the address where the owner's property tax statements are sent; provided that such notice need not be given if the owner has previously granted additional right-of-way or signed any other agreement conveying land or right-of-way with respect to the road project.

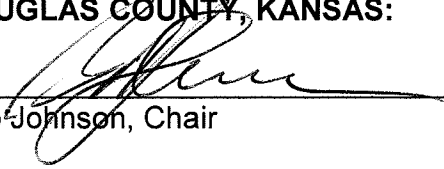
Section 3. Severability. In the event that any provision or section of this Charter Resolution is deemed or ruled unconstitutional or otherwise illegal or invalid by a court of competent jurisdiction, such illegality or invalidity shall not affect any other provision of this Charter Resolution. In such instance, this Charter Resolution shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

Section 4. Revocation. Charter Resolution 94-2-1 is hereby revoked.

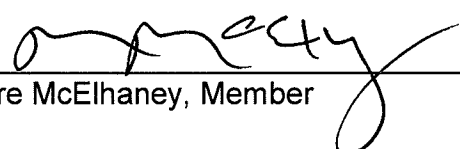
Section 5. Effective Date. The county clerk is directed to cause this Charter Resolution to be published once each week for two consecutive weeks in the official County newspaper. This Charter Resolution shall become effective 60 days after the final publication, unless a petition signed by a number of electors of the Douglas County equal to not less than 2% of the number of electors who voted at the last preceding November general election or 100 electors, whichever is the greater, shall be filed in the office of the county election officer demanding that this Charter Resolution be submitted to a vote of the electors. If such a valid petition is filed, this Charter Resolution shall not take effect until submitted to a referendum and approved by the electors of Douglas County, to be called and held in accordance with K.S.A. 19-101b.

Passed and Approved this 30th day of April, 2007, by the Board of County Commissioners of Douglas County, Kansas.

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



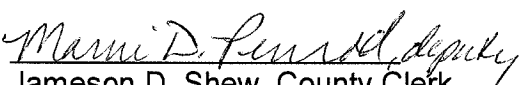
Bob Johnson, Chair



Jere McElhaney, Member

Charles Jones, Member

ATTEST:



Jameson D. Shew, County Clerk

HOME RULE RESOLUTION NO. HR 08-5-2

A HOME RULE RESOLUTION PROVIDING POLICY CONSIDERATIONS WHEN ESTABLISHING OR EXTENDING PUBLIC ROADS BASED UPON LANDOWNER-INITIATED REQUESTS AND REPEALING RESOLUTION HR-07-12-6

WHEREAS, K.S.A. 19-101a, and amendments thereto, authorizes the Board of County Commissioners (hereinafter after the "Board") to transact all County business and perform all powers of local legislation and administration it deems appropriate.

WHEREAS, K.S.A. 68-101 et seq. and Douglas County Charter Resolution 07-4-1 provide for the establishment of new and extension of existing public roads in the unincorporated areas of Douglas County if the Board determines the road will be appropriate and in the public interest or will be of public utility.

WHEREAS, by Resolution HR-07-12-6 the Board imposed a moratorium on establishing or extending public roads based upon the petition or request of one or more landowners, so that the Board could study and develop a policy to guide the Board in determining when the establishment or extension of such roads will be appropriate and in the public interest or of public utility.

WHEREAS, the Board adopts such a policy as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS, SITTING IN REGULAR SESSION THIS 21st DAY OF May, 2008, AND INTENDING TO EXERCISE THE POWERS OF HOME RULE LEGISLATION PURSUANT TO K.S.A. 19-101a, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. *Policy on Establishing or Extending Public Roads.* The Board hereby adopts the following policy evaluation & review criteria to use in the deliberation to of a petition from one or more landowners to establish a new public road, or to extend an existing public road right-of-way, and in determining whether the new road is appropriate and in the public's interest, or that it will be of public utility.

The criteria for evaluation of such petitions are provided in the following tables. A petition must be accompanied by written responses to the following criteria before it will be placed on a Commission's agenda for public discussion.

CATEGORY	EVALUATION & REVIEW CRITERIA
I. Economic Considerations	Cost benefit analysis prepared by the petitioner that provides the County Commission with the following information for review: 1. an estimate of the cost of road construction; 2. an estimate of the total maintenance cost to the Township [based on cost figures provided by the County Engineer to the petitioner]; and, 3. a realistic estimate of the tax appraisal value and the number of additional homes to be built with access from the proposed road over a period of no more than 10 years.

CATEGORY	EVALUATION & REVIEW CRITERIA
II. Road Network Considerations	The proposed road will be an improvement to the current road network in the Township it is located in and the appropriate Township Board and the County Engineer have reviewed and recommended approval.

The County Commission may also consider safety and environmental issues when deliberating on a petition for a new road. The landowners petitioning for a new road may also request review under the safety and/or environmental criteria to lend additional support to and/or justification for the request for a new public road. The safety and environmental criteria are in the following table:

CATEGORY	EVALUATION & REVIEW CRITERIA
III. Safety & Environmental Considerations	1. The proposed road will provide a safer way to access existing residential properties than currently exists; 2. The proposed road will improve connectivity across a one-mile square grid by the addition of a through road that would improve emergency and/or safety vehicle response time to residences within the one-mile square grid; 3. The proposed road would eliminate: a steep slope approach, a low water crossing, a railroad crossing, or other similar safety concern; or, 4. The proposed road will create an alternative access to an otherwise developable parcel, which reduces the development impact on environmental features such as FEMA floodplain; jurisdictional wetland; or significant stands of mature trees.

The foregoing evaluation and review criteria are not exclusive and the Board may consider other factors that it deems important to any individual case. The foregoing policy considerations need not necessarily apply to (1) widening existing public roads, (2) accepting the dedication of roads in platted subdivisions, or (3) establishing new or extending existing public roads at the Board's initiative.

SECTION 2. *Revocation of Resolution HR-07-6.* Resolution HR-07-12-6, by which the Board imposed a moratorium on establishing or extending public roads based upon the petition or request of one or more landowners, is revoked.

SECTION 3. *Severability.* If any section, clause, sentence, or phrase of this Resolution is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this Resolution.

SECTION 4. *Publication.* This is a home rule resolution and shall be effective after publication one time in the Official County newspaper.

ADOPTED this 21st day of May, 2008.

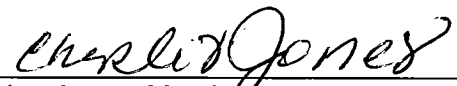
**BOARD OF COUNTY COMMISSIONERS OF
DOUGLAS COUNTY, KANSAS:**



Bob Johnson, Chair



Jere McElhaney, Member



Charles Jones, Member

ATTEST:



Jameson D. Shew, County Clerk

Proposed Capital Improvement Plan

2018 *thru* 2022

City of Lawrence, Kansas

Project # FM1703CIP
Project Name Training Burn Tower Replacement

Type Improvement **Department** Fire Medical
Useful Life 20 years **Contact** Fire Chief
Category Buildings **Priority** 1 Critical
Dept. Priority 2 Very Important **Address**
Unfunded **GIS Coordinate**
Status Active



Description **Total Project Cost:** \$1,200,000

Replacement of the Training Burn Tower at the Training Center constructed in 1993 and has been on the department's CIP request since 2010. Emergency structural repairs were completed in 2003 that extended its life, however, we are currently experiencing significant maintenance issues and have to limit our live burns and continuously monitor structural stability due to rusting of wall sections.

Justification

The 2007 and 2012 accreditation evaluation recommended replacement or remodel of the Training Tower based on the following: "The Structure is in excess of 17 years old and has outlived its usefulness. This single story training structure does not allow for basement or high rise training exercises. In addition and more importantly, it is a safety hazard. The use of Class A combustibles for training evolutions does not afford the level of safety that newer burn towers provide, which have redundant safety components and sensors built into the system."

It is anticipated with the new construction that Lawrence Police Department and other Douglas County fire departments will utilize the facility for their training needs.

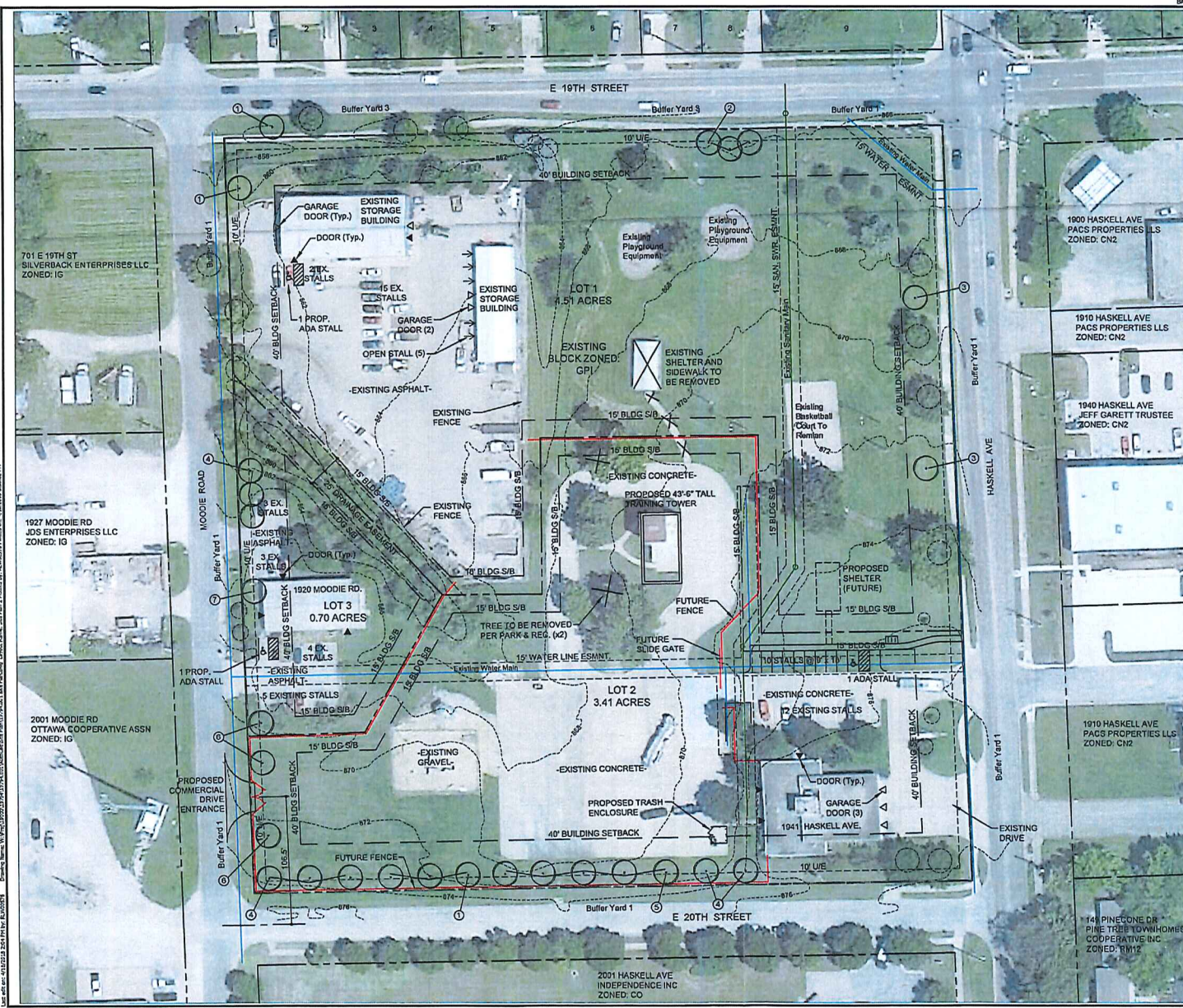
This project is cost share with Douglas County at 25.64% of actual construction cost, estimated to be \$307,680.00.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	790,000	410,000				1,200,000
Total	790,000	410,000				1,200,000

Funding Sources	2018	2019	2020	2021	2022	Total
Equipment Reserve - Infrastructure		102,320				102,320
Future General Obligation Debt Projects	790,000					790,000
Intergovernmental County			307,680			307,680
Total	790,000	102,320	307,680			1,200,000

Budget Impact/Other

BAR IS ONE INCH ON OFFICIAL DRAWINGS. 0' 1" IF NOT ONE INCH, ADJUST SCALE ACCORDINGLY.



PROPERTY OWNERS ALONG E 19th STREET

1 902 E 19TH ST DAVID J HEMPHILL ZONED: RSO	6 939 E 19TH ST THOMAS A SUPANCIC ZONED: RSO
2 920 E 19TH ST RICHARD A & JILL P HEMPHILL ZONED: RSO	7 940 E 19TH ST MARION B KUHLMAN ZONED: RSO
3 928 E 19TH ST DEAN PROPERTIES LLC ZONED: RSO	8 944 E 19TH ST JOSEPH M & KARLA S PATRICK ZONED: RSO
4 930 E 19TH ST RICHARD A & JILL P HEMPHILL ZONED: RSO	9 1800 HASKELL AVE ISLAMIC CENTER OF LAWRENCE INC ZONED: CO
5 934 E 19TH ST EARL & LYNDA FORD ZONED: RSO	

STREET TREE SCHEDULE

COMMON NAME Scientific name	QTY	CAL
1 FRONTIER ELM <i>Ulmus fraxinifolius</i>	5	2.5"
2 SAWTOOTH OAK <i>Quercus saepta</i>	3	2.5"
3 SUGAR MAPLE <i>Acer saccharum</i>	2	2.5"
4 SNOWDRIFT CRABAPPLE <i>Malus 'Snowdrift'</i>	8	2.5"
5 WHITE SHIELD OSAGE ORANGE <i>Maclura pomifera 'White Shield'</i>	5	2.5"
6 SWAMP WHITE OAK <i>Quercus bicolor</i>	3	2.5"
7 EASTERN REDBUD <i>Cercis canadensis</i>	1	2.5"

NOTE:
CONTOURS SHOWN ARE
2 FOOT CONTOURS
TRACED FROM CITY
ONLINE DATA



NOT FOR CONSTRUCTION
PLANNING LAYOUT ONLY

Approved and Released

City of Lawrence
Douglas County

Case No. _____
Approval Date: _____
Release Date: _____
Planner: _____ of _____ Sheets
Asst./Director: _____

City of Lawrence
Douglas County

Bartlett & West

LAWRENCE
PLANNING AND ENGINEERING
1000 HASKELL AVE
SUITE 200
LAWRENCE, KS 66044
TEL: 781-234-5678
WWW.BARTLETTWEST.COM

SITE PLAN

FIREFIGHTER PARK SUBDIVISION

CITY OF LAWRENCE

BLOCK BETWEEN
E 19TH ST. & E 20TH ST. AND HASKELL AVE. & MOODIE RD.
LAWRENCE, KS

DESIGNED BY: RLW
DRAWN BY: RLW
APPROVED BY: DWA
DESIGN PRG: 19794.001
SCALE: AS NOTED
DATE: APRIL 19, 2018
DRAWING NO: 2
SHEET NO: 2 of 2

Drawing Name: W:\Projects\2018\2018-04-19-Firefighter Park Subdivision\2018-04-19-Firefighter Park Subdivision.dwg Drawing Number: 2018-04-19-Firefighter Park Subdivision.dwg Date: 4/19/2018 1:53:53 PM User: RLW

Proposed Capital Improvement Plan

2020 thru 2024

City of Lawrence, Kansas

Department Facility Repair & Maintenance

Contact PW Director

Type Maintenance

Useful Life 20 years

Category Buildings

Priority 1 Critical

Status Active

Project # PW19B7CIP

Project Name Fire Medical pavement replacement

Dept. Priority 2 Very Important

Address

Unfunded

GIS Coordinate

Total Project Cost: \$3,000,000

Description

All the Fire medical facilities drives and parking areas of concrete or asphalt need to be torn and replaced.

Justification

The drives conditions are creating more wear and tear on the apparatus that uses the drives as well as customer/public and staff vehicles while using the drives or parking areas

This project is cost share with Douglas County at 25% of actual construction cost, estimated to be \$769,200.

Prior	Expenditures	2020	2021	2022	2023	2024	Total
2,230,800	Construction/Maintenance	769,200					769,200
Total	Total	769,200					769,200

Prior	Funding Sources	2020	2021	2022	2023	2024	Total
2,230,800	Intergovernmental County	769,200					769,200
Total	Total	769,200					769,200

Budget Impact/Other

To complete the entire project with engineering the upper limit is estimated to be near \$3,000,000.00

Prior
3,000,000

Total

Proposed Capital Improvement Plan

2020 *thru* 2024

City of Lawrence, Kansas

Department Facility Repair & Maintenance

Contact Fire Chief

Type Maintenance

Useful Life

Category Buildings

Priority 4 Less Important

Status Active

Project # FM2045CIP

Project Name Training Center Remodel

Dept. Priority 2 Very Important

Address

Unfunded

GIS Coordinate

Total Project Cost: \$250,000

Description

Modify existing Training Center to add a City classroom/training lab, add a tiered seating training room for City use.

Justification

We currently need an additional City/County department training space that can be used in conjunction with outside/field training. This space can be used as a computer training lab for the City.

This project is cost share with Douglas County at 25% of actual construction cost, estimated to be \$64,100.

Expenditures	2020	2021	2022	2023	2024	Total
Construction/Maintenance	250,000					250,000
Total	250,000					250,000

Funding Sources	2020	2021	2022	2023	2024	Total
General Obligation Debt	185,900					185,900
Intergovernmental County	64,100					64,100
Total	250,000					250,000

Budget Impact/Other

Douglas County will pay 25% of actual cost.

Proposed Capital Improvement Plan

2020 thru 2024

City of Lawrence, Kansas

Department Fire Medical

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Equipment

Priority 1 Critical

Status Active

Project # FM2009CIP

Project Name Mobile Radios

Dept. Priority 1 Critical

Address

Unfunded

GIS Coordinate

Total Project Cost: \$600,000

Description

Replace 100 Single-band mobile radios, which are installed in all fire medical apparatus.

Justification

Technology is outdated and exceeds 10 year electronics life.

Expenditures	2020	2021	2022	2023	2024	Total
Equip/Vehicles/Furnishings			600,000			600,000
Total			600,000			600,000

Funding Sources	2020	2021	2022	2023	2024	Total
Equipment Reserve - Infrastructure			446,160			446,160
Intergovernmental County			153,840			153,840
Total			600,000			600,000

Budget Impact/Other

City of Lawrence Capital Improvement Plan

City CIP Requests for County
Consideration
June 12, 2019



City of Lawrence

CIP Overview

- Provides long-term financial planning
- Prioritization of limited resources
- Projects must:
 - Have a useful life of 2 years or more
 - Cost \$100,000 or more



City of Lawrence

CIP Overview

- Requesting County participation in 7 projects over the next 5 years
 - 2020 includes 4 projects
 - Projects total \$1,389,380
 - 2021 includes 2 projects
 - Projects total \$980,760
 - 2022 includes 1 project
 - Project totals \$153,840



City of Lawrence

2020 Projects

- Training Burn Tower Replacement
 - Total Project Cost: \$1,200,000
 - City Portion: \$892,320
 - County Portion: \$307,680
 - Facility is used by County townships
 - Once project began, it was determined that the property needed to be replatted which increased costs



City of Lawrence

2020 Projects

- Fire Medical Pavement Replacement
 - Total Project Cost:
\$3,000,000
 - City Portion: \$2,230,800
 - County Portion:
\$769,200
 - FM facility drives and parking areas are in failing condition



City of Lawrence

2020 Projects

- Community Health Parking Surface Reconditioning
 - Total Project Cost: \$400,000
 - City Portion: \$200,000
 - County Portion: \$200,000
 - Lot is original to the facility; the repairs are expected to extend the life of the lot by 10 years



City of Lawrence



2020 Projects

- Community Health Elevator Rehabilitation
 - Total Project Cost: \$225,000
 - City Portion: \$112,500
 - County Portion: \$112,500
 - Elevators are original to the facility and reaching end of life
 - Elevator controls have been discontinued and parts are increasingly difficult to find



City of Lawrence

2021 Projects

- 19th Street Harper to O'Connell
 - Total Project Cost:
\$3,600,000
 - City Portion: \$2,850,000
 - County Portion:
\$750,000
 - Project is adjacent to the Douglas County Fairgrounds
 - Street and underlying water lines are failing



City of Lawrence



2021 Projects

- Portable Radios
 - Total Project Cost:
\$900,000
 - City Portion: \$669,240
 - County Portion:
\$230,760
 - Replace 150 units carried
by FM personnel
 - Current radios have
reached the end of their
useful life



City of Lawrence

2022 Projects

- Mobile Radios
 - Total Project Cost:
\$600,000
 - City Portion: \$446,160
 - County Portion:
\$153,840
 - Replace 100 units used
in all FM apparatus
 - Current radios have
reached the end of their
useful life



City of Lawrence

Questions?



City of Lawrence



DOUGLAS COUNTY ADMINISTRATOR

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

Sarah Plinsky
Interim County Administrator

MEMO TO: Board of County Commissioners

FROM: Jill Jolicoeur, Assistant to the County Administrator

SUBJECT: Lawrence Community Shelter FY 2019 supplemental request

DATE: June 12, 2019

On May 22nd the Commission received a report from Erika Dvorske of SS&C Solutions, Inc. regarding the Lawrence Community Shelter (LCS) to provide an assessment of the current operations and financial conditions at LCS. The presentation and discussion addressed the short and long-term financial and operational recommendations recommend to ensure this core community asset is managed and operated in a manner that is consistent with best practices. These best practices related not only to the operations and services available to clients, but in comparison to similar organizations in terms of receiving public and private revenues.

The strategic plan that was developed by SS&C lays a framework for shifting the current ratio of local government and private funding in the LCS budget from 57% local government and 35% private donations, to historic ratios of 30-40% local government, and 50-60% private funding. These historic cost share rates are also consistent with comparable organizations nationally. A copy of this plan is attached for your review.

The discussion on May 22nd highlighted the financial implications of an extensive capital improvement need list, and the ongoing operational needs related to utilities and day-to-day expenses association with the facility. The Commission requested a copy of the capital improvement need list, which is attached for your review, along with a copy of historic organizational expenses.

LCS has submitted requests to the City and County for additional budget support for FY 2019 and 2020. These requests assumed a 37% County and 63% City cost share which is consistent with funding commitment cost share to date.

	2019	2020
City		
Original	\$ 200,000	\$ 195,000
Supplemental	\$ 252,000	\$ 309,000
TOTAL	\$ 452,000	\$ 504,000
County		
Original	\$ 115,000	\$ 115,000
original indirect support (Heartland RADAC Care Coordination)	\$ 90,000	\$ 90,000
supplemental	\$ 148,000	\$ 181,000
TOTAL	\$ 263,000	\$ 296,000

**General fund and alcohol
tax*

A copy of these requests are attached. Staff recommends approving the FY 2019 funding request utilizing general fund reserves. As the FY 2020 request is discussed in greater detail in the coming days and weeks as part of the budget process, staff will meet with City staff to develop a framework for how this decision should be made and how LCS will be held accountable to demonstrate and communicate progress toward the goals outlined in the attached strategic plan.

Further Erika Dvorske has signaled an interest in continuing her engagement with LCS as they continue to develop key benchmarks for success in advancing the new operational model and providing reporting to the County and City commissions in the coming months. She will also continue to provide support to LCS staff and board they bring on a new Executive Director and establish a sustainable path forward. Capacity remains in the existing contract with SS&C to account for this work, so no additional resources will be needed.

Recommended motion: “Approve a request from the Lawrence Community Shelter for supplemental FY 2019 funding of \$148,000 from General Fund Reserves.”

Recommendation	Discussion Group/Individual	Action Step	Who	When
1. Separate Board and Staff roles and responsibilities with tools for communication and structure for accountability.	Committee to review best practices and formulate recommendations: Will & Thea	• Adopt a board job description • Board members sign off on role • Adopt Agenda framework	Committee	May Board meeting
2. Create a staff framework with management that assures at least four staff are on-site with clients for all shifts. a. Begin implementation of increased staff at all shifts. b. Begin recruitment of leadership for the new roles.	Erika to map up the plan with a head count that includes various management roles including: exec, development, operations kitchen.	• Map out a model • Create a transition plan ○ Hiring ○ Training	Kenny/Erika	In process with full implementation by September 1
3. Adopt three key program metrics around households served, average length of stay and exits to permanent housing.	Board	• Program metrics shared in 2019 requests • Plan to review program metrics on regular basis	Board	June Board Mtg
4. Modify the Mission Statement Lawrence Community Shelter offers safe haven to individuals and families facing homelessness.	Board	• Generate additional ideas for consideration of the mission statement or to be added to the vision statement. • Share with staff. • Target date of September 1 for full implementation.	Board	Approved
5. Strategy to connect and plan with key funders.	Board	• Set a plan for LCS board representatives to talk to City/County on a regular basis • Creation of a common document to track the meetings and connections between board members and funders.	Thea	Done

6. Create a multi-year capital expenditure budget.	Keith and Charles	• Clean up the most recent list of capital projects. • Gather benchmark. Information on what capital expenditures would be reasonable. • \$600K in need	• Keith & Charles	• Done
A. Create structure to document mail opening and use a cash receipt log.	Keith, Kenny	Keith will work with staff to create a plan.		June 3, 2019
B. Create a Funding reporting calendar.	Charles & Kenny	In development		June 10, 2019
Letters with Partner Organizations to include set time frames and established expectations	Jill & Erika	• Meeting held on 4/19/19 and 5/17/19 in which we asked partners to articulate in a letter how they wanted to work with LCS so that shared expectations can be outlined. • Report to map partnerships.		Partnership report shared with Board 5/20/19
<i>Rebranding</i>	TBD			

Revenue Plan				
Conduct Summer Appeal 2019 Goal \$30,000 2020 Goal \$45,000	Thea and Board	Mailed solicitation	Board	June 2019
Increase individual donor base – Strategy A 2019 Goal - \$30,000 2020 Goal - \$20,000	Executive Director with the support of two board members.	Create a list of lost donors over past five years. Reach out to each donor individually for a meeting and conversation.	Board	August 30, 2019
Increase individual donor base – Strategy B 2019 Goal - \$20,000 2020 Goal -- \$35,000	Ashan and Eileen	Outreach to the five largest faith communities and plan for a faith engagement breakfast in August.	Board	July Plan and communicate
Increase individual donor base – Strategy C 2019 Goal -- \$85,000 2020 Goal -- \$95,000	Heather	Expand planning around Chocolate and Tea to include 4 people from 2015	Board	July 1, 2019
Increase corporate support 2019 Goal - \$20,000 2020 Goal - \$35,000	Board Leader & Executive Director	Outreach to targeted companies to recruit volunteers and donations	Board	December 31, 2019
Increase regional foundation support 2019 Goal - \$35,000 2020 Goal - \$50,000	Board Leader & Executive Director	Meet with Dg Cty, Topeka and Sunflower	Board	December 31, 2019
Sustain United Way and Emergency Food and Shelter Program Support 2019 Goal - \$85,000 2020 Goal - \$85,000	Executive Director	Submit appropriate reports and applications timely	Board	December 31, 2019
Conduct Winter Appeal with a significant addition of likely donors (consider development addition of names with existing connection) 2019 Goal -- \$120,000 2020 Goal -- \$150,000	Board and Executive Director	Annual mail appeal with targeted direct person to person follow-up and invitations to visit the Shelter	Board	Mailing by the end of November

2020 Budget Request Form – Douglas County, KS

Summary and Community Partner Overview

Community Partner:	Lawrence Community Shelter
2020 Request	\$296,000
Contact Name:	FRAGER, CHARLES
Address:	3655 E 25 TH ST
City, State Zip	LAWRENCE, KS 66046
Phone No.	785-832-8864
E-mail:	cgfrager@lawrenceshelter.org

Community Partner Overview:

The Lawrence Community Shelter is the only emergency homeless shelter serving Lawrence and Douglas County in Kansas.

Service Overview - Metrics and/or data that describe the service impact:

LCS has adopted three key program metrics that are aligned with national trends within emergency shelters:

- 1) Increase the average number of households served with emergency shelter.
- 2) Decrease the average length of stay.
- 3) Increase exits to permanent housing.

Following adoption of these metrics, the staff will ensure that the current systems in place that are required data entry around clients (Bed List, Apricot and MAACLink) can provide this data on a monthly basis for oversight.

2020 Budget Request Form – Douglas County, KS

Alignment to County Focus Areas and Collaboration:

Community Partner:	LAWRENCE COMMUNITY SHELTER
--------------------	-----------------------------------

Focus Area:	HUMAN SERVICES, PUBLIC SAFETY AND EMERGENCY SERVICES
The shelter provides emergency shelter to those without the ability to do so for themselves. The shelter partners with area mental health, housing, medical and law enforcement to provide services to these individuals.	

2020 Budget Request Form – Douglas County, KS

Expenditures:						
Direct Assistance		9,342	12,418	8,909	12,990	13,000
Facility (2020 Inc. \$100,000 Capex)		217,873	255,423	336,790	301,398	300,000
Program		12,025	14,835	20,400	9,932	20,000
Fundraising		24,603	5,368	8,004	4,744	8,000
Administrative		181,066	142,144	158,242	137,528	160,000
Payroll/Personnel Expenses		714,747	666,881	615,248	712,716	820,000
Office Equipment						
Debt Payments						
Other:						
Other:						
Other:						
Total Expenditures:	0	1,159,656	1,097,069	1,147,593	1,179,308	1,321,000
Ending Fund Balance 12/31/xx	#VALUE!	(58,552)	(27,742)	(245,043)	(311,170)	(361,000)

2020 Budget Request Form – Douglas County, KS

Budget Request Analysis

Community Partner:	LAWRENCE COMMUNITY SHELTER
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Analysis of Revenue Sources:

For 2020, the budget reflects an increase of approximately \$100,000 in donations over what is expected in 2019. The request includes grant funding, outside of United Way and County/City, of \$130,000, level foundation funding and level fundraising funding. The proposed budget includes a planned surplus of \$129,000 to allow for deficient development, cost overrun in implementation of the new model and the need to begin to build a reserve that will allow, at a minimum, a smooth financial transition from one calendar year to the next and eventually an endowment capable of sustaining budget and financial fluctuations.

The LCS is requesting an increase in funding over 2019. We are requesting a total of \$800,000 from the city and county for the 2020 budget year. The amount requested from the county, \$296,000, is based on the current percentage split between city and county funding. We currently receive \$310,000 in funding from the city and county combined. \$195,000 from the city and \$115,000 from the county, 63% and 27% respectively. These percentages were applied to the total ask of the city and county, \$800,000, and resulted in the \$296,000 county request for 2020.

Additionally, the LCS is in need of \$400,000 in supplemental funding for the remainder of 2019 from the city and county. Using the same 63%, 27% city/county split, the LCS requests \$148,000 in supplemental funding from the county for 2019.

Analysis of beginning & ending fund balances, and dedicated or restricted cash reserves:

The shelter entered 2019 realizing an approximate \$250,000 operating deficit and is currently operating with an expected \$300,000 + deficit for the year. This number could be closer to \$400,000 if development remains flat and if the transition to the new model begins in the 3rd or 4th quarter due to increased personnel costs.

Analysis of expenditure changes:

2020 Budget Request Form – Douglas County, KS

All line items remained flat relative to prior year with the exception of:

Facility – decreased by \$30,000. Total number includes \$100,000 toward capex projects.

Payroll/Salaries – increased by approximately \$205,000 to staff new model.

2020 Budget Request Form – Douglas County, KS

Supplemental Request for Additional Funding

(This is in addition to the 2020 Request amount on page 1)

Community Partner:	LAWRENCE COMMUNITY SHELTER	490,000
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Purpose for additional revenue from County:

To fully fund the proposed model for the shelter.

To allow time for the new executive director to ramp up development to a level that will allow a decreased need for government funding.

Impact if supplemental request is not funded:

The new model will not be implemented.

The shelter will change the scope of operations to fit the anticipated resources available for the remainder of 2019 and beyond.

Loc	Acct	Account Name	2015 Final	2016 Final	2017 Final	2018 Final	2019 Budgeted	Monthly Breakdown
1	41010	Donations:Building Fund	\$ (500.00)	\$ (16,020.00)	\$ -	\$ -	\$ -	\$ -
1	41020	Donations:Businesses & Organizations	\$ (51,227.28)	\$ (63,697.75)	\$ (28,991.74)	\$ (19,090.78)	\$ (18,000.00)	\$ (1,500.00)
1	41030	Donations:Individual	\$ (187,910.84)	\$ (384,544.82)	\$ (302,761.59)	\$ (342,633.12)	\$ (229,000.00)	\$ (19,083.33)
1	41040	Donations:Religious	\$ (3,111.46)	\$ (1,787.50)	\$ (5,275.93)	\$ (7,590.62)	\$ (3,000.00)	\$ (250.00)
1	41050	Donations:United Way	\$ -	\$ -	Differred to grant s	\$ -	\$ -	\$ -
1	41080	Donations:In-Kind	\$ -	\$ -	\$ -	\$ (26,555.00)	\$ -	\$ -
1	41090	Donations: Other	\$ (2,257.00)	\$ (2,311.00)	\$ (3,939.61)	\$ (3,508.24)	\$ -	\$ -
1	41510	Events/Fundraisers:5K Home Run	\$ (15,159.11)	\$ (12,050.87)	\$ -	\$ -	\$ -	\$ -
1	41520	Events/Fundraisers:Board Retreat	\$ (1,977.56)	\$ -	\$ -	\$ -	\$ -	\$ -
1	41540	Events/Fundraisers:Chocolate & Tea	\$ (58,950.00)	\$ (88,284.00)	\$ (101,313.62)	\$ (45,205.00)	\$ (85,000.00)	\$ (7,083.33)
1	41550	Events/Fundraisers:Easterday Fund	\$ (5,300.00)	\$ -	\$ -	\$ -	\$ -	\$ -
1	41560	Events/Fundraisers:Garden Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	41570	Events/Fundraisers:Mailings/Newsletters	\$ (38,374.12)	\$ -	\$ -	\$ -	\$ -	\$ -
1	41590	Events/Fundraisers:Other Fundraisers	\$ (3,134.12)	\$ (4,912.00)	\$ (18,770.54)	\$ (2,980.00)	\$ -	\$ -
1	43010	Douglas Cty Comm. Foundation	\$ (27,300.00)	\$ (27,583.50)	\$ (58,500.00)	\$ (40,191.75)	\$ (50,000.00)	\$ (4,166.67)
1	43020	Easterday Charitable Foundation	\$ (4,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -
1	43030	GE Foundation	\$ (150.00)	\$ -	\$ -	\$ (500.00)	\$ -	\$ -
1	43040	Payless ShoeSource Foundation	\$ (25,000.00)	\$ (25,000.00)	\$ -	\$ -	\$ -	\$ -
1	43050	Staples Foundation	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -
1	43060	UsBank Foundation	\$ (450.00)	\$ -	\$ -	\$ (2,500.00)	\$ -	\$ -
1	43070	Westar Energy Foundation	\$ (4,754.00)	\$ (5,788.00)	\$ (2,404.00)	\$ (3,292.00)	\$ -	\$ -
1	43090	Foundation Funding: Other	\$ -	\$ (12,000.00)	\$ (7,000.00)	\$ (28,400.00)	\$ -	\$ -
1	45010	Grants/Government:Alcohol Fund	\$ (42,000.00)	\$ (84,000.00)	\$ (84,000.00)	\$ (42,000.00)	\$ (90,000.00)	\$ (7,500.00)
1	45020	Grants/Government:CDBG Grant	\$ (38,970.00)	\$ (40,000.00)	\$ (63,874.32)	\$ -	\$ (46,541.00)	\$ (3,878.42)
1	45030	Grants/Government:City of Lawrence	\$ (193,680.00)	\$ (101,548.32)	\$ (100,144.35)	\$ (145,419.81)	\$ (105,000.00)	\$ (8,750.00)
1	45040	Grants/Government:Douglas County	\$ (165,000.00)	\$ (115,300.00)	\$ (115,000.00)	\$ (115,000.00)	\$ (115,000.00)	\$ (9,583.33)
1	45045	Grants/Government:United Way	\$ (48,779.43)	\$ (32,326.06)	\$ (50,068.78)	\$ (67,251.00)	\$ (70,000.00)	\$ (5,833.33)
1	45050	Grants/Government:ECBG Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	45060	Grants/Government:ESG Grant (HPRP,HMIS)	\$ -	\$ (45,633.00)	\$ (45,000.00)	\$ -	\$ (50,755.00)	\$ (4,229.58)
1	45070	Grants/Government:FEMA Grant	\$ (14,626.00)	\$ (15,001.30)	\$ (15,000.00)	\$ (7,500.00)	\$ -	\$ -
1	45080	Grants/Government: VOC Rehab/SRS	\$ (11,713.62)	\$ (12,200.00)	\$ (8,645.00)	\$ (1,860.00)	\$ (6,000.00)	\$ (500.00)
1	45090	Grants/Government: Other	\$ (4,048.50)	\$ (15,129.93)	\$ (90,017.80)	\$ (95,164.77)	\$ (34,242.00)	\$ (2,853.50)
1	46000	Third Partyh Reimbursement	\$ -	\$ (11,156.74)	\$ -	\$ (116.44)	\$ -	\$ -
1	49000	Bank Interest	\$ (5.63)	\$ (16.46)	\$ (13.30)	\$ (9.39)	\$ (12.00)	\$ (1.00)
30	41530	E/F:Career Development Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Revenue Total			\$ (950,378.67)	\$ (1,116,291.25)	\$ (1,100,720.58)	\$ (996,767.92)	\$ (902,550.00)	\$ (75,212.50)
Loc	Acct	Account Name	2015 Final	2016 Final	2017 Final	2018 Final	2019 Budgeted	Monthly Breakdown
1	51510	Facility:Equipment Purchase	\$ 2,318.53	\$ 1,085.23	\$ 4,192.00	\$ 21,120.76	\$ 47,004.00	\$ 3,917.00
1	51520	Facility: Gasoline	\$ 3,410.83	\$ 1,857.35	\$ 678.84	\$ 656.39	\$ 1,188.00	\$ 99.00
1	51525	Facility: Vehicle Expense	\$ 224.52	\$ 315.70	\$ -	\$ 357.14	\$ -	\$ -
1	51530	Facility:General supplies	\$ 9,328.28	\$ 29,738.51	\$ 22,297.24	\$ 28,852.25	\$ 29,232.00	\$ 2,436.00
1	51540	Facility:Groceries & Kitchen Supplies	\$ 27,341.35	\$ 15,477.53	\$ 25,109.71	\$ 39,718.22	\$ 47,154.67	\$ 3,929.56
1	51550	Facility:Repairs and Maintenance	\$ 18,854.71	\$ 22,631.77	\$ 65,715.37	\$ 27,580.03	\$ 85,000.00	\$ 7,083.33
1	51560	Facility:Service Fees	\$ 2,665.14	\$ 377.46	\$ 740.03	\$ 18,603.39	\$ 16,000.00	\$ 1,333.33
1	51565	Facility: Insurance	\$ -	\$ -	\$ 1,883.20	\$ 3,794.81	\$ -	\$ -
1	51570	Facility:Gas/Elec/Water/Trash	\$ 70,899.56	\$ 77,885.77	\$ 84,269.50	\$ 82,290.87	\$ 92,981.33	
1	51572	Facility:Computer and Internet	\$ 3,661.97	\$ 24,912.89	\$ 6,226.16	\$ 19,261.31	\$ 4,960.00	\$ 413.33
1	51573	Facility:Telephone	\$ 10,193.58	\$ 4,550.43	\$ 4,223.36	\$ 12,199.58	\$ 11,085.33	\$ 923.78
1	51575	Facility:Television	\$ 1,747.10	\$ 1,759.64	\$ 1,913.64	\$ 2,019.64	\$ 2,017.33	\$ 168.11
1	51590	Facility:Other	\$ 6,816.88	\$ 223.00	\$ 624.50	\$ 5,367.60	\$ 168.00	\$ 14.00
1	51600	Family Program Expense	\$ 2,863.44	\$ -	\$ 190.00	\$ -	\$ 2,400.00	\$ 200.00
1	51605	FOF Grant Expense	\$ -	\$ -	\$ 3,232.96	\$ -	\$ -	\$ -
1	51610	Good Dog Program Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	51620	Family Program - Hope Alive	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	51630	Easterday-Women's Support Group	\$ 1,840.00	\$ 3,040.00	\$ 300.00	\$ -	\$ -	\$ -
1	52000	Program: Other	\$ 5,339.84	\$ 11,259.00	\$ 8,302.00	\$ -	\$ 18,000.00	\$ 1,500.00
1	53010	Fundraising: 5K Home Run	\$ 35.60	\$ -	\$ -	\$ -	\$ -	\$ -
1	53020	Fundraising: Credit Card Fees	next line	\$ -	\$ -	\$ -	\$ -	\$ -
1	53030	Fundraising: Credit Card Processing Fees	\$ 2,255.31	\$ 294.00	\$ 1,920.01	\$ -	\$ -	\$ -
1	53040	Fundraising: Donation Chargeback	\$ 431.41	\$ -	\$ -	\$ -	\$ -	\$ -
1	53090	Fundraising: Other	\$ 7,408.64	\$ 5,312.57	\$ 22,682.65	\$ -	\$ 8,004.00	\$ 667.00
1	55010	Bank Charges & CC Fees	\$ 2,334.91	\$ 9,559.40	\$ 8,765.03	\$ 10,665.81	\$ 13,000.00	\$ 1,083.33
1	55020	Commercial Property Coverage	\$ -		\$ 24,472.96	\$ -	\$ -	\$ -
1	55030	Gen'l & Disc, Liab, Autp, D&O	\$ 10,475.75	\$ 12,010.57	\$ 10,017.70	\$ 15,034.38	\$ 23,000.00	\$ 1,916.67
1	55040	Health Ins. (LCS)	\$ 32,841.32	\$ 34,660.60	\$ 56,502.43	\$ 38,053.26	\$ 43,014.15	\$ 3,584.51
1	55050	Workers Compensation	\$ 30,435.75	\$ 21,431.00	\$ 32,012.29	\$ 29,214.46	\$ 26,320.83	\$ 2,193.40
1	55060	Accounting & Legal Fees	\$ 14,049.00	\$ 39,425.74	\$ 32,543.27	\$ 30,241.07	\$ 28,500.00	\$ 2,375.00
1	55070	Office Supplies	\$ 2,211.27	\$ 1,321.75	\$ 176.39	\$ 4,597.32	\$ 4,570.67	\$ 380.89
1	55080	Photocopying and Printing	\$ -	\$ 1,635.46	\$ 4,250.80	\$ 4,160.03	\$ 5,426.67	\$ 452.22
1	55100	Postage	\$ 965.66	\$ 2,290.24	\$ 1,353.62	\$ 637.90	\$ 510.67	\$ 42.56

[illegible]

NEED	Priority (1=Top)	TIMELINE	CODE/ADA	COST EST.	INFORMATION NEEDED FOR COST EST.	Likelihood of Capital Grant	Notes
FOB outer doors and access control points	2	CURRENT	NO	\$5,000			
Camera Refit (Multiple Locations)	3	CURRENT	NO	\$100,000			
Rated Entry Door (Foyer)	1	CURRENT	YES	\$3,000			
Repair Fence	3	CURRENT	NO		#FEET & EST. FOR CHAIN LINK FENCE		
Sprinkler system tie in too close to main, must be moved to maintain code adherence	1	CURRENT	YES		JAYHAWK FOR BID		
IT Firewall/ Wireless upgrade (Ongoing cost increase, brings system in line with contract recommendations)	2	CURRENT	NO		NEED QUOTE		
Repair Back Door- Cafeteria	1	CURRENT	YES	\$3,000		yes	
Update Exterior Sign with new Logo	3	TBD	NO	\$5,000			
Fire Sensor (Sprinkler Main)	1	CURRENT	YES		JAYHAWK FOR BID		
Convert Stairs to Code compliant non slip ramps	1	CURRENT	YES	\$60,000		yes	
Ensure Kitchen 220 is code compliant and installed	2	TBD	NO	\$10,000			
Oven Instalation (Once electrical is addressed Oven instalation can begin)	2	TBD	NO	\$3,000			
Uprights for Laundry, Expand/ Clean if adequate	3	CURRENT	NO		NEEDS REVIEW		
ML2 Wall Repair and reframing	2	CURRENT	NO	\$2,500			
Roof repair (Spot limited)	1	CURRENT	NO		BID		
Replacement Secondary Boiler	3	CURRENT	NO	\$8,000			
Paint/Patch Drywall (Building Wide)	2	TBD	NO	\$40,000		yes	
Install Bumper Rail in Hallway	2	TBD	NO		\$6/FT - NEED # OF FEET		
Install Electric Hand Dryers- Bathrooms	3	TBD	NO	\$10,000		yes	
HVAC	3	5-10 YRS	NO	\$150,000			
Install Sanitary Product Waste Bin- WL2 Bathroom	1	CURRENT	NO	\$100			
Install Ramp- Exterior- Training Room	1	CURRENT	YES	\$7,500		yes	
Washer/Dryer	3	CURRENT	NO		VS. LEASE		
Repair Hoods	3	CURRENT	NO	\$2,000			
Dishwasher	3	CURRENT	NO	\$15,000			
Parking Lot Repair/Replace	1	TBD	?	\$150,000			
Repair Ceiling Damage- Training Room	3	CURRENT	NO	\$2,500			
Storage Rework (Warehouse)	2	CURRENT	?		APPLICABLE	yes	
Donation Sorting station/ Receiving	2	TBD	?		NEED ESTIMATE	yes	

2020 Budget Request Form – Douglas County, KS

	2016 Actuals	2017 Actuals	2018 Actuals	2019 Adopted Budget	2019 Current Estimates	2020 Budget Request
Revenues:						
Unrestricted Fund Balance 1/1/xx	36,262	248,999	153,346		(35,768)	(394,952)
Douglas County	115,300	115,000	115,000	115,000	115,000	115,000
City of Lawrence	185,548	184,144	187,420	195,000	184,000	184,000
United Way	32,329	50,069	67,251	70,000	76,000	76,000
Grants	115,764	213,363	102,780	131,538	142,538	625,000
Fundraisers	105,247	120,085	48,185	85,000	85,000	85,000
Contributions	468,361	341,498	399,378	250,000	210,588	315,000
Other: Foundations	70,372	67,904	74,884	50,000	50,000	50,000
Other: V/R	23,354	8,645	1,860	6,000		
Interest	16	13	10	12	12	0
Total Revenues:	1,116,291	1,100,721	996,768	902,550	863,138	1,450,000
Total Revenues and Fund Balance	1,152,553	1,349,720	1,150,114	902,550	827,370	1,055,048
Expenditures:						
Salaries	543,244	714,748	666,881	615,248	712,716	772,155
Employee Benefits	0	0	0	0	0	0
Health Insurance	34,661	56,502	38,053	43,014	43,014	47,845
Supplies	46,538	47,407	48,849			
Utilities, Building Maintenance	135,599	170,567	261,822	336,790	301,398	300,000
Travel & Training	4,034	2,552	275	367		
Office Equipment	0	2,000	0	0		
Debt Payments	22,176	43,008	22,176	20,400	9,932	20,000
Other: Direct Assistance	13,149	9,342	12,418	8,909	12,990	13,000
Other: Administrative	98,547	125,645	135,408	114,861	137,528	160,000
Other: Fundraising	5,606	24,603	0	8,004	4,744	8,000
Total Expenditures:	903,554	1,196,374	1,185,882	1,147,593	1,222,322	1,321,000
Ending Fund Balance 12/31/xx	248,999	153,346	(35,768)	(245,043)	(394,952)	(265,952)

0.00%



DOUGLAS COUNTY ADMINISTRATIVE SERVICES

Douglas County Courthouse
1100 Massachusetts Street, Unit 204
Lawrence, KS 66044-3064
(785) 832-5329 Fax (785) 832-5320
www.douglas-county.com

Sarah Plinsky
Assistant County Administrator

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

FROM: Sarah Plinsky, Interim County Administrator
Jackie Waggoner, Director of Purchasing

SUBJECT: Consider awarding a contract for Construction Manager at Risk Services for the construction of the Douglas County Behavioral Health Campus Housing

DATE: June 12, 2019

Per direction from the Board of County Commissioners, staff established the bidding process to secure the services of a Construction Manager at Risk to assist in the design of Tier 2 and Tier 3 Behavioral Health Housing projects. In 2018, the Commission approved design professional services to be performed by Treanor Architects.

K.S.A. 19-216e outlines the selection process for Construction Managers, and it calls for a three step process.

- Phase I is the solicitation of qualifications and prequalifying a short list of firms to advance to phase II.
- Phase II is the solicitation of a request for proposal for the project.
- Phase III includes an interview with each firm to present their qualifications and answer questions.

Four proposals were received for Phase I; BA Green Construction, Straub Construction, Mar Lan Construction, and Haren Companies. The statute specifies that only three to five firms can advance to Phase II. The evaluation committee members were Sarah Plinsky, Jill Jolicoeur, Shannon Oury, Bob Tryanski, Patrick Schmitz, and Jasmin Moore.

Based on the qualifications and experience with similar projects, the committee shortlisted all four firms to Phase II and III. The statute outlines the evaluation process used to identify the best value based on the proposal criteria and weighting factors utilized to emphasize important elements of each project. The evaluation is to be based upon objective criteria related to price, project approach, personnel, experience, financial capabilities, life-cycle costs and other factors. Below is the ranking of each firm at the end of Phase II and Phase III.

	Rank – Phase II & III
Mar Lan Construction	1
Straub Construction	2
BA Green Construction	3
Haren Companies	4

These rankings represent their numeric score turned into rank order. Mar Lan Construction is the top ranked firm and is the recommendation of the committee. They have experience with this building type and the delivery method. The Design Team has worked with this firm in the past and recommended their selection on this project. They have significant experience with pre-construction services and sustainable design. Mar Lan Construction has delivered other successful projects in Douglas County and has made a commitment to use qualified local contractors where possible.

For the Preconstruction services, the County and Mar Lan have agreed upon a flat rate of \$5,000. Once Preconstruction is complete, construction documents have been prepared and the project has been bid, Mar Lan will agree to perform the work for a Guaranteed Maximum Price (GMP) which will include within it its costs of the work, plus fixed percentages for General Conditions and Fee. The GMP and total project budget will be submitted to the Commission for approval as soon as it is available.

	Pre Construction Services	General Conditions	Overhead & Profit
Mar Lan Construction	\$5,000	5.43%	6.0%
Straub	\$35,000	5.0%	4.5%
BA Green Construction	\$27,500	5.35%	3.5%
Haren Companies	\$19,200	7.0%	6.0%

The contract documents are being finalized and reviewed by counsel and may be available at the meeting or shortly after to be executed. The committee will be available to discuss the project or answer questions.

RECOMMENDED MOTION: Award a contract to Mar Lan Construction for Construction Manager at Risk services for construction phases for the implementation of the Behavioral Health Campus Tier 2 and Tier 3 Housing Projects and authorize the Interim County Administrator to negotiate the contract.



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Sarah Plinsky
Assistant County Administrator

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

FROM: Sarah Plinsky, Interim County Administrator
Jackie Waggoner, Director of Purchasing

SUBJECT: Consider awarding a contract for Construction Manager at Risk Services for the construction of the Douglas County Behavioral Health Campus Housing

DATE: June 12, 2019

Per direction from the Board of County Commissioners, staff established the bidding process to secure the services of a Construction Manager at Risk to assist in the design of Tier 2 and Tier 3 Behavioral Health Housing projects. In 2018, the Commission approved design professional services to be performed by Treanor Architects.

K.S.A. 19-216e outlines the selection process for Construction Managers, and it calls for a three step process.

- Phase I is the solicitation of qualifications and prequalifying a short list of firms to advance to phase II.
- Phase II is the solicitation of a request for proposal for the project.
- Phase III includes an interview with each firm to present their qualifications and answer questions.

Four proposals were received for Phase I; BA Green Construction, Straub Construction, Mar Lan Construction, and Haren Companies. The statute specifies that only three to five firms can advance to Phase II. The evaluation committee members were Sarah Plinsky, Jill Jolicoeur, Shannon Oury, Bob Tryanski, Patrick Schmitz, and Jasmin Moore.

Based on the qualifications and experience with similar projects, the committee shortlisted all four firms to Phase II and III. The statute outlines the evaluation process used to identify the best value based on the proposal criteria and weighting factors utilized to emphasize important elements of each project. The evaluation is to be based upon objective criteria related to price, project approach, personnel, experience, financial capabilities, life-cycle costs and other factors. Below is the ranking of each firm at the end of Phase II and Phase III.

	Rank – Phase II & III
Mar Lan Construction	1
Straub Construction	2
BA Green Construction	3
Haren Companies	4

These rankings represent their numeric score turned into rank order. Mar Lan Construction is the top ranked firm and is the recommendation of the committee. They have experience with this building type and the delivery method. The Design Team has worked with this firm in the past and recommended their selection on this project. They have significant experience with pre-construction services and sustainable design. Mar Lan Construction has delivered other successful projects in Douglas County and has made a commitment to use qualified local contractors where possible.

For the Preconstruction services, the County and Mar Lan have agreed upon a flat rate of \$5,000. Once Preconstruction is complete, construction documents have been prepared and the project has been bid, Mar Lan will agree to perform the work for a Guaranteed Maximum Price (GMP) which will include within it its costs of the work, plus fixed percentages for General Conditions and Fee. The GMP and total project budget will be submitted to the Commission for approval as soon as it is available.

	Pre Construction Services	General Conditions	Overhead & Profit
Mar Lan Construction	\$5,000	5.43%	6.0%
Straub	\$35,000	5.0%	4.5%
BA Green Construction	\$27,500	5.35%	4.25% (corrected)
Haren Companies	\$19,200	7.0%	6.0%

The contract documents are being finalized and reviewed by counsel and may be available at the meeting or shortly after to be executed. The committee will be available to discuss the project or answer questions.

RECOMMENDED MOTION: Award a contract to Mar Lan Construction for Construction Manager at Risk services for construction phases for the implementation of the Behavioral Health Campus Tier 2 and Tier 3 Housing Projects and authorize the Interim County Administrator to negotiate the contract.



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Sarah Plinsky
Assistant County Administrator

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

FROM: Sarah Plinsky, Interim County Administrator
Jackie Waggoner, Director of Purchasing

SUBJECT: Consider awarding a contract for Construction Manager at Risk Services for the expansion of the Douglas County Correctional Facility

DATE: June 6, 2019

At Commission direction, staff has begun developing a team for the design and construction of the expansion of the Douglas County Correctional Facility. In 2017, the Commission approved design professional services to be performed by Treanor Architects. Early this year the Board approved staff to move forward with the delivery method of construction manager at risk (CMR) that can increase the efficiency and cost effectiveness of the project.

K.S.A. 19-216e outlines the selection process for Construction Managers, and it calls for a three step process.

- Phase I is the solicitation of qualifications and prequalifying a short list of firms.
- Phase II is the solicitation of a request for proposal for the project.
- Phase III includes an interview with each firm.

Five responses were received for Phase I; Loyd Builders, Universal Construction, McCown Gordon, Turner Construction, and BA Green Construction. The statute specifies that only three to five firms can advance to Phase II. The evaluation committee members were Sarah Plinsky, Kenny McGovern, Gary Bunting, David Sparkes, Robert Bieniecki, and Jasmin Moore.

Based on qualifications and experience with similar projects, the committee shortlisted three firms to Phase II and III. The statute outlines the evaluation process used to identify the best value based on the proposal criteria and weighting factors utilized to emphasize important elements of each project. The evaluation is to be based upon objective criteria related to price, project approach, personnel, experience, financial capabilities, life-cycle costs and other factors. Below is the ranking of each firm at the end of Phase II and Phase III.

	Rank – Phase II & III
Turner Construction	1
Universal Construction	2
Loyd Builders	3

These rankings represent their numeric score turned into rank order. Turner Construction is the top ranked firm and is the recommendation of the committee. They have significant experience with this building type and the delivery method. The Design Team has worked with this firm in the past and recommended their selection on this project. As a result of an overall reduction in detention equipment contractors and supply chain of materials, Turner has national buying power to secure services and supplies. Turner Construction has delivered other successful projects in Douglas County and has developed strong relationships with the local subcontractor community.

For the Preconstruction services, the County and Turner have agreed upon a flat rate of \$42,000. Once Preconstruction is complete, construction documents have been prepared and the project has been bid, Turner will agree to perform the work for a Guaranteed Maximum Price (GMP) which will include within it its costs of the work, plus fixed percentages for General Conditions and Fee. The GMP and total project budget will be submitted to the Commission for approval as soon as it is available.

	Turner Construction	Universal Construction	Loyd Builders
Pre-Construction Services	\$42,000	\$10,000	\$6,300
General Conditions	4.85%	7.1%	3.32%
Overhead & Profit	2.45%	1.75%	3.75%

The contract documents are being finalized and reviewed by counsel and may be available at the meeting or shortly after to be executed. The committee will be available to discuss the project or answer questions.

RECOMMENDED MOTION: Award a contract to Turner Construction for Construction Manager at Risk services for expansion of the Douglas County Correctional Facility and authorize the Interim County Administrator to negotiate the contract.



DOUGLAS COUNTY ADMINISTRATOR

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

Sarah Plinsky
Interim County Administrator

Memorandum

Date: June 12, 2019

To: Douglas County Board of County Commissioners

From: Sarah Plinsky, Interim County Administrator

Subject: County Administrator's Weekly Report

Schedule Items

- Judge Paula B. Martin's Retirement Reception
 - June 14, 2019 from 2:00 to 4:00 PM in the Douglas County Commission Room at the Old Courthouse

Information Items

- Register of Deeds - Deposits for May 2019. Attached are the receipts for all fees collected and paid to the Douglas County Treasurer, which includes the activity report and the general ledger.
- City of Lawrence Planning & Development Services Planning Projects. The Planning division of the Lawrence Planning and Development Services (PDS) Department compiled a list of projects currently in process. These projects include: *Plan 2040*, Downtown Master Plan, comprehensive parking chapter revisions, comprehensive county code revisions, short-term Rental code provisions, Affordable Housing text amendment related to two houses on one RS zoned lot, Retail Market Analysis, 2020 Census work, Chapter 22, Stream Buffer ordinance, and Exterior Lighting Text Amendment.
- May 28th Tornado Response Update. The Long Term Recovery Committee met on Tuesday, June 11th. The focus is securing a contract for Construction and Demolition debris pick up. Keith Browning and Jackie Waggoner are working on an informal bid proposal that will meet FEMA's specifications. We hope to have that proposal available by the end of the week. We will ask the Commission to give authority to the Interim County Administrator or the Director of Public Works to make that award. With assistance from the state, we are also working to estimate the public costs associated with the event. FEMA has a threshold of \$418,922.28 that must be met in order to be eligible for reimbursement. National resources from the Salvation Army are in the community today, reaching out to impacted citizens. The committee is looking to pull together another multi-disciplinary team to go out to impacted homes within the next week.



DOUGLAS COUNTY REGISTER OF DEEDS

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

Kay Pesnell
Registrar

TO: DOUGLAS COUNTY COMMISSIONERS

FROM: KAY PESNELL, REGISTER OF DEEDS

DATE: June 03, 2019

SUBJECT: DEPOSITS FOR THE MONTH OF: **MAY, 2019**
TOTAL DEPOSITED WITH THE TREASURER: **\$7,566.50**
TOTAL COLLECTED: **\$7,627.00**
(includes escrow transfers): **\$60.50**

The following is a copy of the receipts for all fees collected and paid to the Douglas County Treasurer.

Below is an itemized account of each fund for the month:

Recording & Service Fees:	\$5,915.00
Mortgage Registration Tax:	\$0.00
Heritage Trust Fund:	\$428.00
	\$0.00 Transferred to Recording
TOTAL Technology Fees:	\$1,284.00
Break Down by Department:	
a. ROD Tech	\$856.00
b. Clerk Tech	\$214.00
c. Treasurer Tech	\$214.00

Amount of deposit paid through credit card or electronic transfer: **\$7,448.50**

Kay Pesnell

Register of Deeds

1100 Massachusetts St., Lawrence, KS 66044

(785) 832-5282

Daily Group Activity

From 05/31/2019 to 06/02/2019

All Users

RECORDING FEES & TAXES

Fee Code	Description	# of Filings	Indebtedness (\$)	Filing Fees (\$)
RECORDING FEES:				
Fee Code Group: RECORDING FEES				
AF.MS	Affidavit	1		\$43.00
AR	Assign. of Rents	2		\$177.00
AS.MO	Mortgage Assignment	1		\$16.00
D.1	Deed	34		\$1,007.00
D.TOD	Deed-Transfer on Death	3		\$51.00
DC	Death Certificate	1		\$17.00
ES	Esmt-Easement	1		\$56.00
MO	Mortgage	22	\$5,516,044.00	\$3,983.00
RS.AR	Assign of Rents Release	1		\$30.00
RS.MO	Mortgage Release	13		\$224.00
TR63	TR-63	1		\$69.00
Fee Code Group Total:		80	\$5,516,044.00	\$5,673.00
Fee Code Group: HERITAGE TRUST FUND				
Heritage Trust Fu	1-Heritage Trust Fund	80		\$428.00
Fee Code Group Total:		80		\$428.00
Fee Code Group: CLERK TECHNOLOGY FUND				
Clerk Tech Fund	Clerk Tech Fund	80		\$214.00
Fee Code Group Total:		80		\$214.00
Fee Code Group: ROD TECH FEE				
ROD Tech Fund	ROD Tech Fund	80		\$856.00
Fee Code Group Total:		80		\$856.00
Fee Code Group: TREASURER TECHNOLOGY FUND				
Treasurer Tech Fi	Treasurer Tech Fund	80		\$214.00
Fee Code Group Total:		80		\$214.00
RECORDING FEES Totals:				\$7,385.00
Recording Fees:				\$5,673.00
Special Fund Fees:				
	CLERK TECHNOLOGY FUND	\$214.00		
	HERITAGE TRUST FUND	\$428.00		
	ROD TECH FEE	\$856.00		
	TREASURER TECHNOLOGY FUND	\$214.00		
			Special Fund Fees Total:	\$1,712.00
:				
Fee Code Group:				
Fee Code Group Total:				
Fee Code Group Total:				
Totals:				
Recording Fees:				
Special Fund Fees:				
RECORDING FEES & TAXES Totals:		80	\$5,516,044.00	\$7,385.00

SERVICE FEES

Service Code	Description	Quantity	Service Fee (\$)
CERTIFY	CERTIFY	1	\$13.00

Kay Pesnell

Register of Deeds

1100 Massachusetts St., Lawrence, KS 66044

(785) 832-5282

Daily Group Activity

From 05/31/2019 to 06/02/2019

All Users

Service Code	Description	Quantity	Service Fee (\$)
CopyFee	COPIES	20	\$29.00
ESCROW DEPOSIT	ESCROW DEPOSIT	1	\$200.00
Service Fees Total:			\$242.00

Voids

Transaction #	Void Date	Void Amount (\$)
Void Total:		

Total Recording & Service Fees:	\$7,627.00
Total Recording & Service Fees [Less Document & Special Fees]:	\$5,915.00
Total Special Fund Fees:	\$1,712.00

Activity Deposits

CASH [+]	\$14.00
CREDIT CARD [+]	\$222.50
ESCROW ACCOUNT [+]	\$60.50
ELECTRONIC TRANSFER [+]	\$7,226.00
CHECK [+]	\$104.00
CASH DRAWER DEPOSIT TOTAL	\$118.00
CREDIT CARD TOTAL	\$222.50
ESCROW ACCOUNT TOTAL	\$60.50
ELECTRONIC RECORDING TOTAL	\$7,226.00
Activity Deposit Total:	\$7,627.00

1 Ray Feshen
Register of Deeds
1100 Massachusetts St., Lawrence, KS 66044
(785) 832-5282

From 05/31/2019 to 06/02/2019

ALL USERS

ALL USERS

6/3/2019 9:14:50AM Page 1 of 1

Memorandum

City of Lawrence

Planning & Development Services

TO: Thomas M. Markus, City Manager

FROM: Scott McCullough, Director

CC: Diane Stoddard, Asst. City Manager

Date: June 4, 2019 City Commission Meeting

RE: Planning Projects

You have requested a list of projects currently in process by the Planning division of the Planning and Development Services (PDS) Department in order to receive input from the City Commission on the Planning Division's work plan. The Planning division is considered a joint city/county division within PDS with the County funding 1/6 of the department's budget and; therefore, the county has historically participated in setting out the division's priorities.

It should be noted that the majority of the Planning Division's time is devoted to "current" planning items – responding to customer inquiries, reviewing owner-initiated applications, supporting other divisions and departments in their inquiries, and staffing/presenting to the following commissions and boards:

- City Commission
- County Commission
- Joint City/County Planning Commission
- Board of Zoning Appeals
- Historic Resources Commission
- Affordable Housing Advisory Board

As applicant-initiated items, this workload must be addressed in a timely manner and is considered one of the primary charges of the division. These duties often leave little time to manage longer term projects, which are equally important to the community and often sets policy and guidance on development. We submit monthly reports on some of the larger current planning projects for the commission's information.

Long term projects are those projects that typically have a less urgent timeframe attached to them, are large in scope, and require more extensive public process than a short term project – sector plans, neighborhood plans, text amendments to the codes, etc. As long term initiatives are determined, appropriate level staff are assigned to complete the initiative but there is limited availability given the high demands of the current planning projects noted above. Over a long period of time, staff have completed all of the twelve sector and neighborhood plans currently adopted. Some initiatives are so large or technically involved as to require consultant help and so those initiatives cannot occur until funding is available. The downtown master plan, historic surveys, design guidelines, and corridor studies are recent examples of the need to wait for funding to begin a planning effort. It was determined that the revisions to *Horizon 2020* would be completed by staff in lieu of a consultant and to date it has been a five-year effort.

Prior to work beginning on *Plan 2040 (P2040)*, a draft work plan for the Planning division would be shared, typically each year at the time of completing an annual review of *Horizon 2020*, with the Planning Commission, City Commission and County Commission so that each could provide input on the division's workload. Since initiating *P2040*, however, the process of establishing new work priorities has been set aside in order to process this major plan update. Staff plans on returning to this exercise after the plan's adoption.

Long-term projects currently in progress in the Planning division and their status follows:

- *Plan 2040*: This plan is in the commission review and adoption phase and has been the highest priority project in progress for the last five years. The Planning Commission intends to complete their review at their June, 2019 meeting. After this, the plan will be forwarded to the City Commission and then the County Commission for determination. If the governing bodies concur with the Planning Commission, then the plan will likely be adopted in late summer/early fall. If misalignment occurs, then the plan will need to be returned to the commissions until agreement is reached.
- Downtown Master Plan: This plan is in the public comment and information gathering phase. Staff has recently worked with the consultant, Houseal Lavigne Associates, to revise and expand the community engagement portion of the project based on community and City Commission concerns. The City Commission approved a revised and expanded project scope at their April 2, 2019 meeting and staff and the consultant will begin in-depth analysis and public input engagement this summer. The plan is anticipated to be completed in spring 2020.

- Comprehensive parking chapter revisions: A text amendment to the parking regulations of the Land Development Code was initiated by the City Commission in 2009 and re-initiated to expand the scope in 2013. The Planning Commission has spent several meetings reviewing options related to revising the code. Staff turnover and other workload priorities have challenged staff to keep this amendment progressing. It is anticipated that the Planning Commission will review the staff recommendations at their August, 2019 meeting.
- Comprehensive county code revisions: Planning staff have been working with county staff for a few years to modernize the county's zoning code. The language is nearly complete and the code will require educating the public and then submitting the code for hearing before the Planning Commission and County Commission. Timeline:
 - Post draft language online and hold public meetings: July-August 2019.
 - Discussion and public hearing at Planning Commission: October 2019. May require several meetings.
 - Discussion and action by Board of County Commissioners: January 2020. May require several meetings.
 - Tentative completion/implementation date: early spring 2020.
- Short-term Rental code revisions: Staff has spent a great deal of recent time on building and implementing the short-term rental program. We are revisiting this program and will be exploring alternatives to the special use permit method of regulating this use.
- Affordable Housing text amendment related to two houses on one RS zoned lot: This amendment was initiated by the City Commission on October 16, 2018 at the request of Tenants to Homeowners and was reviewed by the Affordable Housing Advisory Board and the Planning Commission at their March, 2019 meetings. It is anticipated that both bodies will review additional discussion items related to this amendment at their June meetings and then staff will develop the actual code for each body's consideration later in the summer.
- Retail Market Analysis: This is a report that Planning and Development Services attempts to complete every two years. The field work was completed in the fall of 2018 and the report is currently being completed. Issues related to obtaining sales tax data from the state have delayed completing this report. This report will be shared with the Planning and City Commissions once completed.

- 2020 Census work: This has been ongoing as needed to ensure a proper census count is conducted. The Local Update of Census Addresses (LUCA) process helps ensure an accurate decennial census count for Lawrence, which helps the federal government annually allocate more than \$675 billion across 26 federal agencies for tribal, state, and local government programs and services. Additionally, this helps provide staff with necessary and quality information to ensure we can help the community plan for future needs. Planning staff completed the first phase of the process in the summer of 2018 and is preparing for the LUCA feedback process scheduled to begin in August 2019. Additionally, staff will participate in the "2020 Census New Construction Program" which provides tribal, state, and local governments an opportunity to update the U.S. Census Bureau's residential address list with living quarters for which construction is in progress during or after March 1, 2018 and completion is expected by Census Day, April 1, 2020.
- Chapter 22 (historic resources chapter of City Code): This review and revision to Chapter 22 of city code has been in process since 2014. The Historic Resources Commission (HRC) formed a subcommittee in February 2017 to change from completing minor amendments to rewriting the chapter. Subcommittee changes were sent to the State Historic Preservation Office for review in May of 2018. It is anticipated that the revised chapter will be reviewed by the HRC in August 2019.
- Stream Buffer ordinance: Establishing codes related to protecting streams was an implementation step of the Environment chapter of *Horizon 2020*. The work is technical in nature and relies heavily on the city's Storm Water Engineer, who has been challenged with workload issues to move this item forward. However, some work was performed in the fall of 2018 and a text amendment to the city code was initiated by the City Commission on August 21, 2018. Planning and MSO staff intend to keep the work moving forward throughout 2019 as resources allow.
- Exterior Lighting Text Amendment: Revise Section 20-1103 of the Land Development Code to establish standards specific to LED lighting, which are not included in the current language, and evaluate other lighting standards and update as needed. This amendment is in progress and will move forward as resources allow.

That many of these projects have been years in the making is an indication of how challenging it can be to complete long term projects given the day to day "current planning" workload compared

with staffing capacity. With these projects in various stages of development, staff is currently at capacity to accept assignments unless items are moved off the list. *Plan 2040* will potentially include many implementation items and it is planned that initiatives will be prioritized after its adoption so that expectations of the commissions and public are determined.

Several neighborhoods have contacted staff in recent years requesting assistance with establishing or updating their plans and staff has had to report that *P2040* and other efforts are currently taking priority. In addition, the Planning division can be lead on initiatives that arise from the City Commission's monthly meetings and strategic planning process and other boards' initiatives. Efforts that may compete for the department's future time, budget and services include:

- Implementation of the City Commission's strategic plan efforts
- Implementation of the outcomes of *Plan 2040*
- Implementation of the outcomes of the Downtown Master Plan
- Implementation of the Affordable Housing Advisory Board's recommended initiatives
- 23rd Street Corridor Study (Iowa St. to Massachusetts St.)
- Creation of an Indian Hills Neighborhood Plan
- Updating of the Pinckney Neighborhood Plan
- Updating of the East Lawrence Neighborhood Plan
- Revising the Commercial Design Guidelines
- Establishing design guidelines for multi-dwelling projects

These efforts should be thoughtfully considered by the governing body and commissions responsible for them in context with all of the demands for the department's time, budget and capacity. We plan on having discussions with the Planning Commission, City Commission and County Commission about prioritizing initiatives as soon as *P2040* is adopted. This will set out the department's multi-year plan as it relates to all the possible efforts. A tentative schedule for the City Commission and County Commission's review of *P2040* and the division's work plan follow up is as follows and is subject to change depending on alignment between commissions on *P2040*.

- City Commission
 - July, 2019 Work Session – receive and discuss the Planning Commission's adopted *P2040* plan.
 - Early August – Consider adopting the plan.
- County Commission
 - September/October – receive and consider adopting the *P2040* plan.

- November/December, 2019 – staff prepares a draft work plan for the Planning division.
- January – February, 2020 – PC, CC and BCC review and provide input into the work plan.