

Background Materials

2017-2021 Capital Improvement Plan and 2017 Budget Calendar

Red indicates City Commission Meeting

Green indicates Work Session

Blue indicates Public Input

January	Capital Improvement Plan software installed and departments trained
Friday, February 19	Deadline for Department CIP items to be entered into software
Tuesday, March 1	City Commission meeting (5:45 pm) @ City Hall Consideration of CIP criteria and calendars
Wednesday, March 2	Capital Improvement Plan forms and instructions posted on the City's website and distributed to the public
Thursday, March 10	Management team assigned CIP projects for scoring
Monday, March 21	Deadline for legal notice for May Planning Commission meeting
Friday, March 25	Management team completed scoring for CIP projects
Tuesday, March 29	City Commission meeting (5:45 pm) @ City Hall Review of Sales Tax Reserve Fund
Wednesday, March 30	Executive Team review scorings and make adjustments to CIP scoring
Friday, April 1	Public input for CIP sheet submittals due
Friday, April 8	Budget team score public CIP submittals and complete financing plan for first and second priority proposed CIP projects
Thursday, April 28	Kickoff memo to staff, run baseline payroll projections and letters to outside agencies
Tuesday, May 3	City Commission Study Session (3:00 – 5:15 pm) @ City Hall 2015 Year-end 2016 Fund projections 2017 possible tax lid implications
Wednesday, May 4	Budget 101 meeting for outside agencies (11:00 am) @ City Hall
Thursday, May 12	Budget Listening Session (6:00 – 8:00 pm) @ East Lawrence Rec Center
Friday, May 13	Department Budget Information Submitted to City Manager's Office

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Monday, May 16	Budget Listening Session (6:00 – 8:00 pm) @ Holcom Rec Center
Tuesday, May 17	Executive Team CIP Discussions
Thursday, May 19	Draft CIP due for inclusion in study session
Monday, May 23	Projects in Capital Improvement Plan distributed to Planning department for inclusion in planning commission packet.
Tuesday, May 24	<p>City Commission Budget Work Session (3:00 – 5:15 pm) @ City Hall</p> <p style="padding-left: 40px;">CIP review and scoring financing and scoring review</p> <p>City Commission Meeting (5:45 pm)</p> <p style="padding-left: 40px;">Public Comment on CC Regular Agenda</p>
Wednesday, May 25	<p>Motor, Recreational, and 16/20 vehicle tax estimates due from County</p> <p>Budget Information provided to Douglas County for Fire Med and Planning</p>
Friday, May 27	Department Summary Pages updated in “Pages to Publish” folder on network
Tuesday, May 31	Requests due from social service agencies and vendor services
Wednesday, June 1	State Assessed numbers released to County
Tuesday, June 14	<p>City Commission Budget Work Session (3:00 pm) @ City Hall</p> <p style="padding-left: 40px;">Department Presentations 3:00-5:15 pm</p> <p style="padding-left: 40px;">Break 5:15-5:45 pm</p> <p>City Commission Meeting: Proclamations and Consent Agenda only (5:45 pm)</p> <p style="padding-left: 40px;">City Commission Work Session continuation approximately 6 pm @ City Hall</p> <p style="padding-left: 40px;">Department Presentations continued</p>
Tuesday, June 21	<p>City Commission Budget Work Session (3:00 – 5:15 pm) @ City Hall:</p> <p style="padding-left: 40px;">Outside agency funding requests</p> <p style="padding-left: 40px;">Recommendations from social service funding advisory board, economic development</p> <p style="padding-left: 40px;">Fund Overview and rate adjustments</p>
Friday, July 1	Budget information from County Clerk and Treasurer should be received

2017-2021 Capital Improvement Plan and 2017 Budget Calendar

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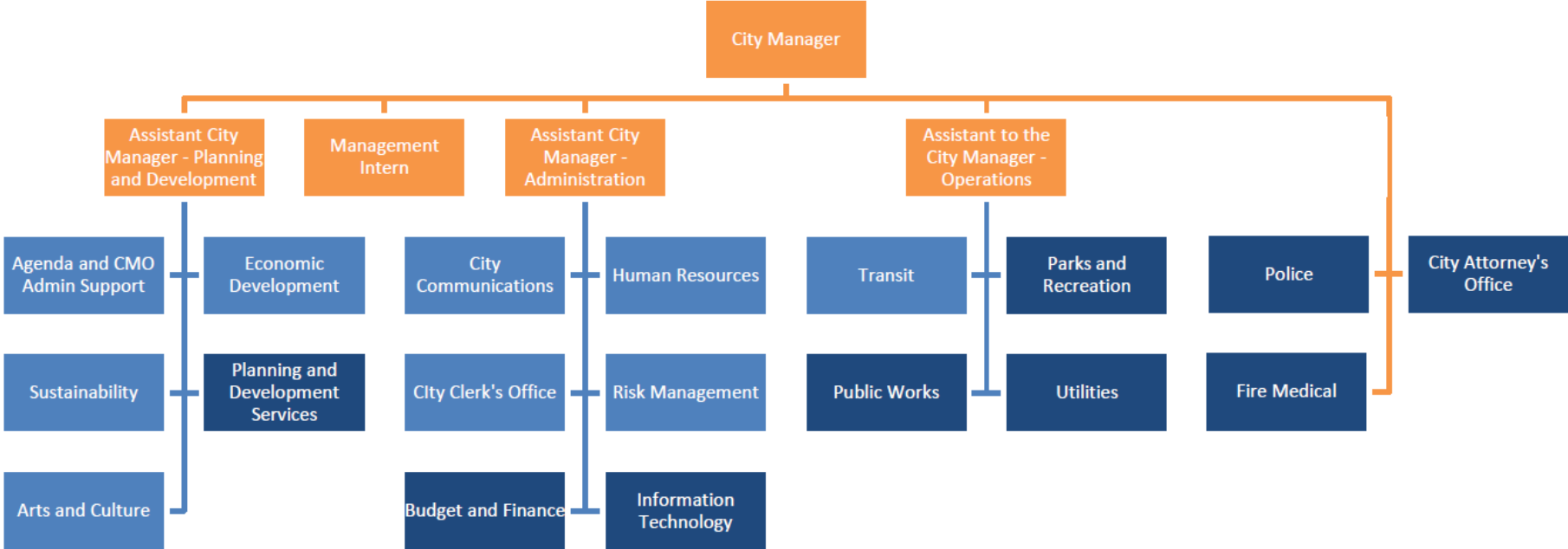
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Thursday, July 7	Recommended Budget Distributed to City Commission and posted on website
Tuesday, July 12	<p>City Commission Budget Work Session (3:00 pm) @ City Hall</p> <p>Recommended budget review 3:00-5:15 pm</p> <p>Break 5:15-5:45 pm</p> <p>City Commission Meeting: Proclamations and Consent Agenda only (5:45 pm)</p> <p>City Commission Work Session continuation approximately 6 pm @ City Hall</p> <p>Recommended budget review continuation</p>
Tuesday, July 19	<p>City Commission authorizes publication of Budget</p> <p>Set maximum expenditure amount</p>
Wednesday July 20 – Noon	Budget material provided to Journal World for publication Friday 07/22/16 (ten days between publication and hearing)
Monday, July 25	Planning Commission meeting – review CIP and, if appropriate, approve projects as being in conformity with the comprehensive plan
Tuesday, August 2	Public Hearing on Budget – Budget Ordinance first reading (no later than 8/15)
Tuesday, August 16	Budget and CIP adopted by City Commission – Budget Ordinance second reading
Wednesday August 17 – Noon	Budget ordinance provided to Journal World for publication Friday,08/19/2016
Thursday, August 25	Statutory deadline for budget submittal. 2017 budget, along with certified copy of ordinance, filed with County Clerk (at least ten days from hearing)
Tuesday, August 30	Notify Outside Agencies of budget allocations
Friday, September 30	<p>Adopted Budget posted on the web</p> <p>Outside Agency agreements mailed</p>
Friday, November 11	Budget submitted to GFOA for review (90 days following second reading)



City of Lawrence Organizational Chart



Departments
Divisions of the City Manager's Office

City of Lawrence Elected Officials

Mike Amyx, Mayor

Leslie Soden, Vice Mayor

Stuart Boley, Commissioner

Matthew Herbert, Commissioner

Lisa Larsen, Commissioner

City of Lawrence Executive Staff

Tom Markus, City Manager

Diane Stoddard, Assistant City Manager

Casey Toomay, Assistant City Manager

Brandon McGuire, Assistant to the City Manager

Megan Gilliland, Communications Manager

Sherri Riedemann, City Clerk

Danielle Buschkoetter, Management Intern

Mark Bradford, Fire Medical
Chief

Ernie Shaw, Interim Parks and
Recreation Director

Tarik Khatib, Chief of Police

Chuck Soules, Public Works
Director

Scott McCullough, Planning
and Development Services
Director

Dave Wagner, Utilities Director

Toni Wheeler, City Attorney

James Wisdom, Information
Technology

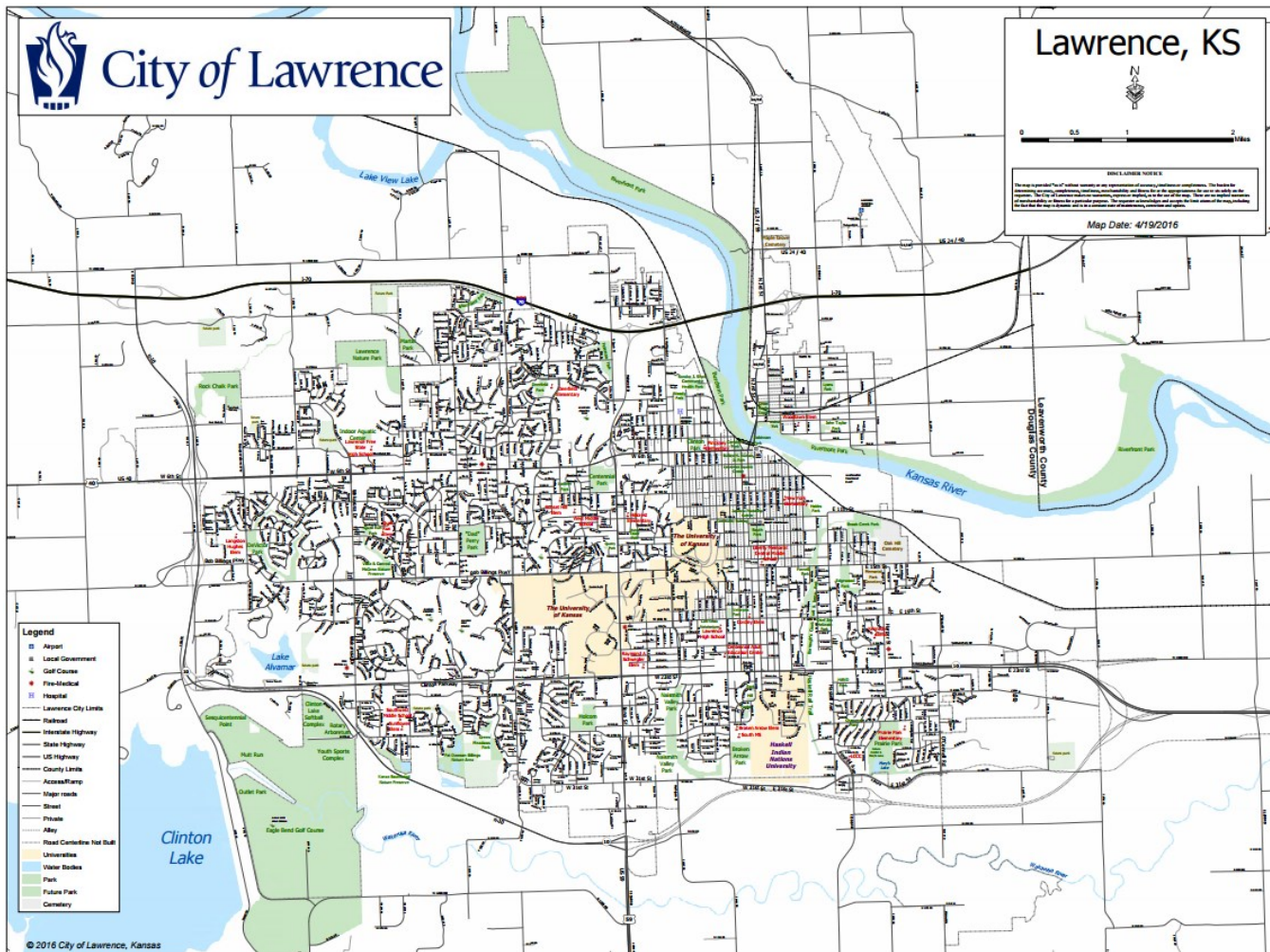
Bryan Kidney, Finance Director



City of Lawrence

Form of Government

The City of Lawrence, established in 1854, operates a Council-Manager form of government, although the council is known as the City Commission and its members are referred to as Commissioners. The City Commission consists of five Commissioners elected at-large on a non-partisan basis. Three Commissioners are up for election every two years. The top two vote-getters win a four-year term, and the third place finisher wins a two-year term. This ensures that during every election a majority of the Commission can be replaced. The Commission determines all matters of policy and approves all City ordinances and resolutions as well as adopts the annual City budget. The City Manager is responsible for the administration of all City services and programs as well as ensuring that all laws and ordinances are enforced.



City Commission Goals

The budget was developed with the following City Commission goal areas at the forefront.

- **Public Safety**
- **Infrastructure**
- **Affordable Housing**
- **Mental Health**
- **Non-Motorized Transportation/ Transit**
- **Economic Development**



Lawrence at a Glance

Tax Information

2015 Mill Levies

City of Lawrence	31.448
Douglas County	41.098
School District	56.906
State of Kansas	<u>1.500</u>
Total	130.992

Tax Assessment Rates

Industrial/Commercial	25.00%
Machinery & Equipment	25.00%
Residential Property	11.50%

2015 Assessed Valuation

City of Lawrence	\$891,563,514
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Sales Tax

State of Kansas	6.50%
City of Lawrence	1.55%
Douglas County	<u>1.00%</u>
Total	9.05%

Mean Travel Time to Work

18.9 minutes

City Services

Building Permits

Single Family	161
Duplex	78
Multi-Family	7 (467 total units)

Fire/Medical

Stations	6
Number of Calls	11,857
Staff	150
Number of Inspections	6,847
Fire Insurance Rating	1

Police

Stations	2
Commissioned Officers	152
Marked Units (vehicles)	43
Calls for Service	89,252

Transportation

Location

Lawrence is located 37 miles west of Kansas City, Missouri, and 25 miles east of Topeka. It enjoys access to Interstate 70 and Hwy 10, and is located a short distance from Hwy 435, Hwy 635 and Interstate 35.



Lawrence at a Glance

City Services Continued

Water System

Plants	2
Miles of Water Mains	520
Service Connections	33,220
City Owned Fire Hydrants	3,480

Parks & Recreation

Number of Parks	63
Park Acreage	4,035
Total Miles of Shared Use Paths	43.3
Total Miles of Soft Surface Paths	43
Total Acres of Landscape/Right-of-way Areas	307.5

Sanitary Sewer

Plants	1
Miles of Sanitary Sewers	452
Service Connections	32,395
Average Daily Treatment	10 Million Gallons
Pump Stations	31

Services Provided by Other Governmental Units

Education

Unified School District #497
University of Kansas
Haskell Indian Nations University

Hospital

Lawrence Memorial Hospital

Library Services

Lawrence Public Library

Public Employment Agency

Kansas Job Service Center

Public Housing

Lawrence-Douglas County Housing Authority

Crime

Crime Indices (per 1,000)

Violent Crime Index	2.4
Property Crime Index	<u>35.9</u>
Total Crime Index	38.3

Lawrence at a Glance

Income Statistics (U.S. Census Bureau, American Community Survey)

Personal Income per Capita

\$25,989

Median Household Income

\$46,929

Employment Statistics (Kansas Department of Labor and U.S. Bureau of Labor Statistics)

<u>Unemployment Rate</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
City of Lawrence	4.2	5.7	5.9	5.7	5.1	4.8	4.1	3.7
State of Kansas	4.7	6.9	7.0	6.4	5.7	5.2	4.5	4.1
United States	5.8	9.3	9.6	8.9	8.1	7.4	6.2	5.3

Top Ten Largest Employers (Lawrence Chamber of Commerce)

<u>Employer</u>	<u>Number of Employees</u>
The University of Kansas	10,089
Lawrence Public Schools	1,856
City of Lawrence	1,455
Lawrence Memorial Hospital	1,403
Berry Plastics	750
Amarr Garage Doors	750
Hallmarks Card, Inc.	700
HyVee	540
Dillons	465
Boston Financial Data Services	405



Lawrence at a Glance*

Demographics

*Information from Lawrence Chamber of Commerce, 2010 ACS U.S. Census, Kansas Dept. of Labor, and U.S. Dept. of Labor

Population

1970	45,698
1980	52,738
1990	65,657
2000	80,098
2010	87,643

Population by Gender

Male	50.2%
Female	49.8%

Median Age

26.7

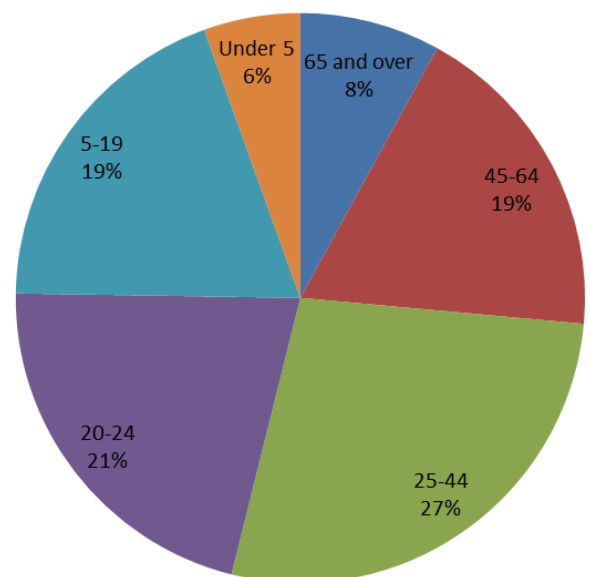
Population Distribution

65 and over	8.0%
45-64	18.5%
25-44	27.5%
20-24	21.4%
5-19	19.3%
Under 5	5.5%

Ethnic Composition

African American	4.7%
American Indian	3.1%
Asian	4.5%
Hispanic or Latino	5.7%
Other	1.6%
Two or more races	4.1%
White	82.0%

Population Distribution



Education Attainment (over age of 25)

9-12, No Diploma	3.4%
High School Diploma	16.9%
Some College	19.7%
Associates Degree	5.7%
Bachelor's Degree	28.6%
Graduate Degree	24.2%



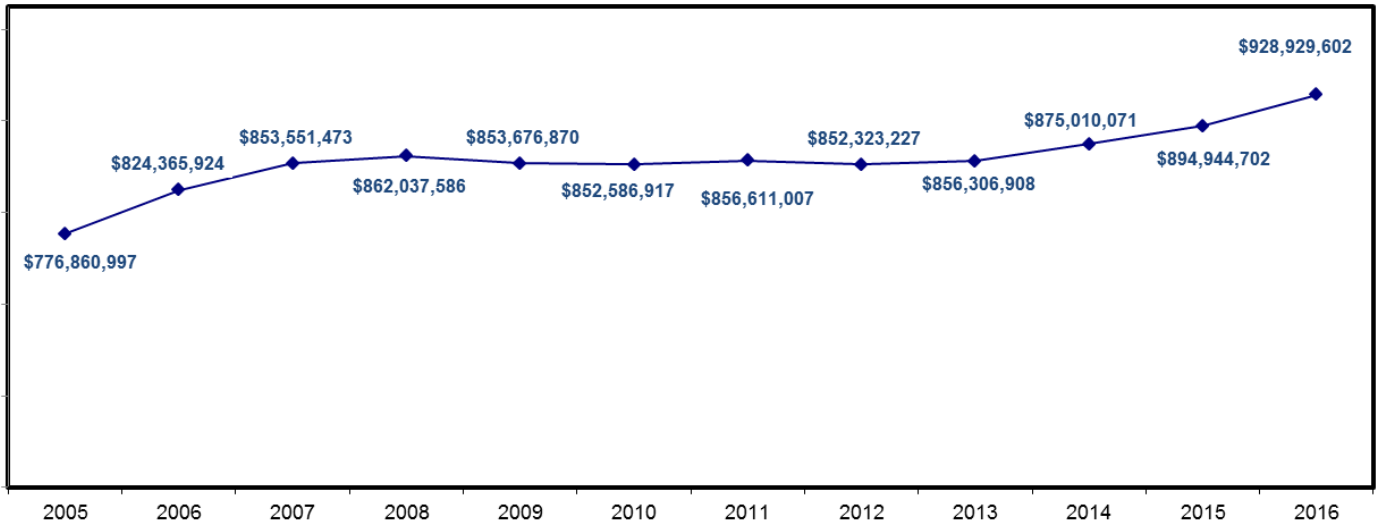
City of Lawrence

Computation of Ad Valorem Tax Requirements and Mill Levy

2016 Estimated Assessed Valuation for 2017 Budget: \$928,929,602

Fund Number	Fund	2017 Requirements	2.7% Delinquent Taxes	Ad Valorem Tax Amount	Mill Rate
Property Tax Levy Funds					
001	General Operating	18,091,243	475,622	17,615,621	19.475
209	Library	3,752,392	98,651	3,653,741	4.039
	<i>Sub Total Property Tax Levy Funds</i>	21,843,635	574,273	21,269,362	23.514
Supplemental Tax Levy Funds					
301	Bond and Interest	7,899,315	207,674	7,691,641	8.504
	<i>Sub Total Supplemental Tax Levy Funds</i>	7,899,315	207,674	7,691,641	8.504
	GRAND TOTAL	29,742,950	781,947	28,961,003	32.018

City of Lawrence
Assessed Valuation
2005-2016



Value of your City of Lawrence Property Tax Dollars

To estimate you City Property Tax bill for 2017:

First, determine the assessed valuation for your residential property by multiplying the market value of your home by 11.5%:

$$\begin{array}{r}
 \text{Market Value of Home} = 175,000.00 \\
 \times 11.50\% \\
 \hline
 \text{Assessed Valuation} = \$20,125
 \end{array}$$

Second, multiply your assessed valuation by the mill rate levied by the City for 2017 and divide by \$1,000:

$$\begin{array}{r}
 \text{Assessed Valuation } \$ 20,125 \\
 \times \text{ City Mill Rate } 32.018 \\
 \hline
 \$ 644,362.25 / 1,000
 \end{array}$$

Estimated 2017 City Tax liability =\$644.36

Fair Market Value of Home	Assessed Valuation	Approximate City Tax Bill Mill Rate = 32.018
100,000	\$ 11,500.00	\$ 368.21
125,000	\$ 14,375.00	\$ 460.26
150,000	\$ 17,250.00	\$ 552.31
175,000	\$ 20,125.00	\$ 644.36
200,000	\$ 23,000.00	\$ 736.41
225,000	\$ 25,875.00	\$ 828.47
250,000	\$ 28,750.00	\$ 920.52
275,000	\$ 31,625.00	\$ 1,012.57
300,000	\$ 34,500.00	\$ 1,104.62
350,000	\$ 40,250.00	\$ 1,288.72
400,000	\$ 46,000.00	\$ 1,472.83
450,000	\$ 51,750.00	\$ 1,656.93
500,000	\$ 57,500.00	\$ 1,841.04

For residential property, the 2017 City tax bill equates to approximately \$3.68 for each \$1,000 of the fair market value.



Total Mills Levied in City by all Units 2006-2015

Mill Levy Year	City	County	USD 497	State of Kansas	Total
2006	26.358	30.013	57.804	1.500	115.675
2007	26.787	29.995	57.562	1.500	115.844
2008	26.647	32.820	57.399	1.500	118.366
2009	26.693	32.803	57.894	1.500	118.890
2010	26.697	35.748	59.646	1.500	123.591
2011	28.612	35.773	59.438	1.500	125.323
2012	29.534	35.769	58.005	1.500	124.808
2013	30.042	37.152	57.788	1.500	126.482
2014	31.474	41.01	55.752	1.500	129.936
2015	31.488	41.098	56.906	1.500	130.992

The levy year is the year in which the mill levy is adopted. That mill levy is used to levy taxes for the following years budget. For example, a mill levy is set in 2015 (levy year) for the 2016 budget.

State of Kansas
1% ↘

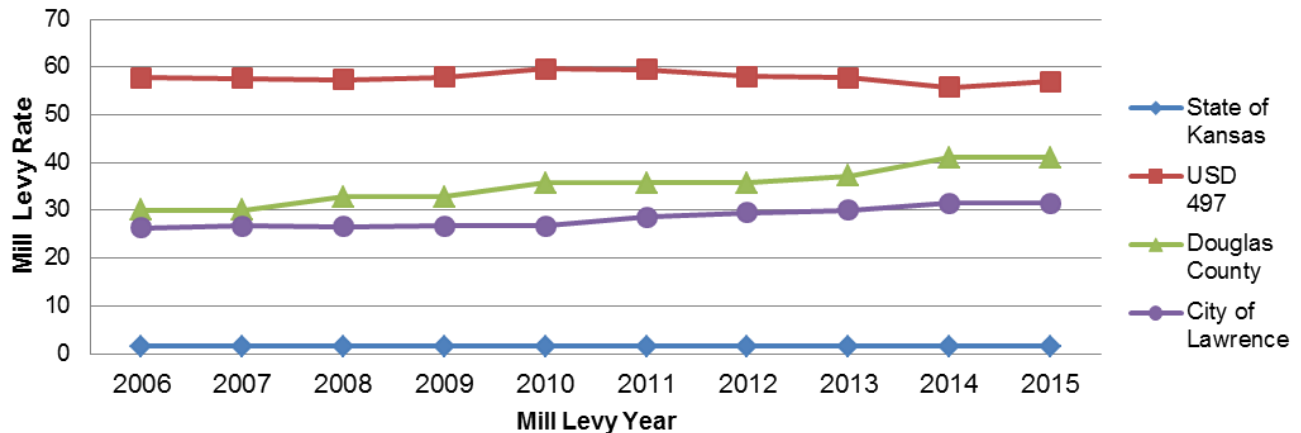
USD #497
44%

Douglas County
31%

City of Lawrence
24%



**Comparison of Local Mill Levy Rates
2005 - 2015**





City of Lawrence