

Budget Information by Department

City Commission

Department Location

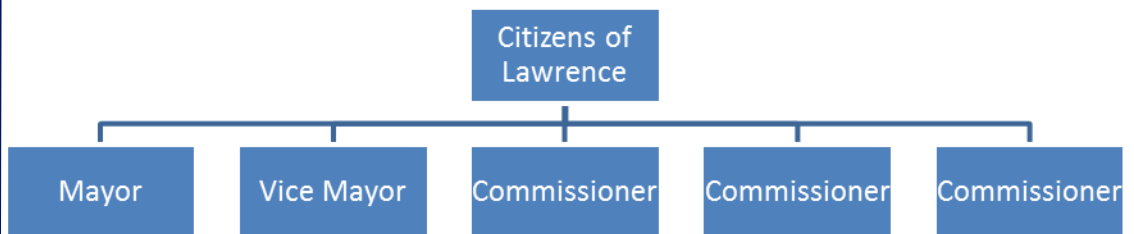
City Hall

6 East 6th St.
Lawrence, KS
(785) 832-3400

Department Overview

The City Commission is a five-member body which performs the legislative and policy-making functions of the City. Under the council-manager form of government, the City Commission, as representatives of the people, determine the goals and objectives of the City and policies that shall be followed in attaining those goals and objectives. The Commission appoints a City Manager who is responsible for carrying out their established policies as well as the efficient administration of City services and programs.

Organizational Chart



City of Lawrence

City Commission Department Overview

Division	General Fund	Special Alcohol Fund	Housing Trust Fund	Total
City Commission	\$ 122,700	\$ -	\$ -	\$ 122,700
City Auditor	62,300	-	-	62,300
Special Alcohol Programming	-	750,000	-	750,000
Affordable Housing Program	-	-	300,000	300,000
Total	\$ 185,000	\$ 750,000	\$ 300,000	\$ 1,235,000

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 399,436	\$ 110,040	\$ 110,180	\$ 161,000	\$ 50,820
Contractual Services	438,737	772,417	1,053,289	1,073,400	20,111
Commodities	4,190	600	700	600	(100)
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	77,085	-	-	-
Total	\$ 842,363	\$ 960,142	\$ 1,164,169	\$ 1,235,000	\$ 70,831

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ 131,740	\$ 132,440	\$ 133,000	\$ 185,000	\$ 52,000	5.0
213 Special Alcohol Fund	710,623	827,702	751,100	750,000	(1,100)	0.0
607 Housing Trust Fund	-	-	280,069	300,000	19,931	0.0
Total	\$ 842,363	\$ 960,142	\$ 1,164,169	\$ 1,235,000	\$ 70,831	5.0

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
City Commission	\$ 72,160	\$ 71,590	\$ 72,000	\$ 122,700	\$ 50,700	5.0
City Auditor	59,580	60,850	61,000	62,300	1,300	0.0
Special Alcohol Funding	710,623	827,702	751,100	750,000	(1,100)	0.0
Affordable Housing Program	-	-	280,069	300,000	19,931	0.0
Total	\$ 842,363	\$ 960,142	\$ 1,164,169	\$ 1,235,000	\$ 70,831	5.0

Personnel Summary

Position	2017 Budgeted FTEs
City Commissioner	5.0
City Auditor	1.0
Total	6.0



City of Lawrence

Division Summary

City Commission

The City Commission is a five-member body which performs the legislative and policy-making functions of the City. The City Commission allocates funding for various social services from the Special Alcohol fund.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$50,540	\$54,990	\$ 55,000	\$100,900	\$ 45,900
Contractual Services	19,368	16,000	16,400	21,200	4,800
Commodities	2,251	600	600	600	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$72,160	\$71,590	\$ 72,000	\$122,700	\$ 50,700

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$72,160	\$71,590	\$ 72,000	\$122,700	\$ 50,700	5.0
Total All Funds	\$72,160	\$71,590	\$ 72,000	\$122,700	\$ 50,700	5.0

Significant Budget Changes:

- Personal Services increases due to healthcare being budgeted at department level beginning in 2017.



City Commission

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Changed how the budget was presented to increase transparency. • Created a 5-year Capital Improvement Plan. • Completed an energy audit to determine where energy savings can be made. 	<ul style="list-style-type: none"> • Demands for City services continues to increase, however revenues are not able to keep pace with these demands. • Significant budgetary cuts, including personnel, had to be made to have a structurally balanced budget. 	<ul style="list-style-type: none"> • Maintain a high level of public safety within the community. • Increase the investment in mental health services. • Improve the infrastructure throughout the community. • Increase non-motorized transportation through ADA ramp improvements, the sidewalk gap program, and increasing the shelters and amenities at bus stops. • Increase funding and improve policies regarding affordable housing. • Continue funding various economic development activities.

Division Summary

City Auditor

The City Auditor is appointed by and reports to the City Commission pursuant to the City Code. The City Auditor examines and evaluates the activities of the City to help the City Commissioners effectively make decisions. The City Auditor's work complies with the U.S. Comptroller General's Government Auditing Standards.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$54,683	\$55,050	\$ 55,180	\$60,100	\$ 4,920
Contractual Services	4,897	5,800	5,820	2,200	(3,620)
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$59,580	\$60,850	\$ 61,000	\$62,300	\$ 1,300

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$59,580	\$60,850	\$ 61,000	\$62,300	\$ 1,300	1.0
Total All Funds	\$59,580	\$60,850	\$ 61,000	\$62,300	\$ 1,300	1.0

Significant Budget Changes:

- No significant budget changes.

City Auditor

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> Expected to release 3 performance audits and 2 audit recommendation follow-ups in 2016. 	<ul style="list-style-type: none"> Improving the usability of the City Auditor's Office webpage. Meeting auditing standard's requirement for continued education in a cost-effective manner. 	<ul style="list-style-type: none"> Maintain compliance with Government Auditing Standards. Release 6 performance audit products. Track the status of implementation of audit recommendations.

Performance Indicators

Target of 6 performance audit products per year:

	2008	2009	2010	2011	2012	2013	2014	2015	2016 Est.
Performance Audits	3	4	6	3	3	4	3	3	3
Follow-up Memos	0	2	2	2	2	2	1	2	2
Other	0	0	0	2	1	0	0	1	0
Total	3	6	8	7	6	6	4	6	5

Recommendation Status (as of Aug. 2016)	Recommendations made (2008-2016)
New recommendations with no follow-up as of Aug. 2016	28%
Implemented	46%
In Progress	22%
Not implemented	1%

Division Summary

Special Alcohol Fund Programming

The City Commission allocates funding for various social services from the Special Alcohol fund.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$294,212	\$ -	\$ -	\$ -	\$ -
Contractual Services	414,472	750,617	751,000	750,000	(1,000)
Commodities	1,939	-	100	-	(100)
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	77,085	-	-	-
Total	\$710,623	\$827,702	\$ 751,100	\$750,000	\$ (1,100)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
213 Special Alcohol Fund	\$710,623	\$827,702	\$ 751,100	\$750,000	\$ (1,100)	0.0
Total All Funds	\$710,623	\$827,702	\$ 751,100	\$750,000	\$ (1,100)	0.0

Significant Budget Changes:

- No significant budget changes.



Division Summary

Affordable Housing Program

Affordable housing was determined to be a priority by the City Commission, as such the 2017 budget includes funds to support this need.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	280,069	300,000	19,931
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ -	\$ -	\$ 280,069	\$ 300,000	\$ 19,931

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
607 Housing Trust Fund	\$ -	\$ -	\$ 280,069	\$ 300,000	\$ 19,931	0.0
Total All Funds	\$ -	\$ -	\$ 280,069	\$ 300,000	\$ 19,931	0.0

Significant Budget Changes:

- Contractual Services increased due to General Obligation Debt being issued for Affordable Housing beginning in 2017.



Summary of Outside Agency Allocations

Agency	Fund	2017 Budget
Ballard Community Services	Special Alcohol Fund	\$16,702
Bert Nash		
Community Mental Health Center	General Fund	\$143,970
WRAP Program	Special Alcohol Fund	\$321,815
Big Brothers Big Sisters		
One-to-One Mentoring	Special Alcohol Fund	\$9,570
One-to-One Mentoring	General Fund	\$17,637
Boys and Girls Club		
After School/Out of School Program	Special Alcohol Fund	\$98,372
After School/Out of School Program	General Fund	\$115,978
Communities in Schools		
Liberty Memorial Central Middle School Program	Special Alcohol Fund	\$0
Kennedy Elementary School Program	General Fund	\$2,290
DCCCA		
First Step at Lake View	Special Alcohol Fund	\$37,180
Lawrence Outpatient Treatment Services	Special Alcohol Fund	\$93,524
Destination Management Inc. (DMI)	Guest Tax Fund	\$30,000
Douglas County		
Court Services	Special Alcohol Fund	\$0
Health Department	General Fund	\$671,401
Douglas County Court Appointed Special Advocates for Children (CASA)	General Fund	\$21,520
Douglas County Dental Clinic	General Fund	\$15,000
Douglas County Special Olympics	Special Recreation Fund	\$500
eXplore Lawrence	Guest Tax Fund	\$990,000
Health Care Access		
Primary Care Approach to Substance Use	Special Alcohol Fund	\$6,946
Clinic Program	General Fund	\$23,331
Hearthstone	Special Alcohol Fund	\$7,000
Heartland Community Health Center		
Behavioral Health Integration	Special Alcohol Fund	\$30,000
Behavioral Health Integration	General Fund	\$31,167
Housing and Credit Counseling	General Fund	\$15,650
Just Food of Douglas County	General Fund	\$5,000
K-10 Connector	Transit Fund	\$120,000
KU Leadership Involvement and Leadership Center	Special Alcohol Fund	\$0
Lawrence Alliance	Special Recreation Fund	\$4,000

Summary of Outside Agency Allocations

Agency	Fund	2017 Budget
Lawrence Arts Center		
Facilities Maintenance	General Fund	\$55,000
Scholarships	Special Recreation Fund	\$30,000
Lawrence Children's Choir	Special Recreation Fund	\$5,000
Lawrence Community Food Alliance	General Fund	\$5,748
Lawrence Community Shelter Inc.		
General Operations and Program Development	General Fund	\$100,000
Prevention Programs and Services	Special Alcohol Fund	\$84,000
Bus Passes	Public Transportation Fund	\$15,600
Lawrence Cultural Arts Commission	Special Recreation Fund	\$41,500
Lawrence Humane Society	General Fund	\$360,000
Lawrence Public Library	Library Fund	\$4,033,737
Ryan Gray Playground	Special Recreation Fund	\$15,000
Salvation Army of Douglas County		
Bus Passes	General Fund	\$2,375
Pathway of Hope	General Fund	\$5,083
Sexual Trauma and Abuse Care Center	General Fund	\$8,200
Shelter, Inc.	General Fund	\$28,575
Sister Cities Advisory Board	Guest Tax Fund	\$8,000
Success by 6 Coalition of Douglas County	General Fund	\$25,033
TFI Family Services	General Fund	\$6,503
The Willow Domestic Violence Center		
Adults' and Children's Art Program	Special Alcohol Fund	\$18,618
Outreach	General Fund	\$5,500
Work Clothes	General Fund	\$2,500
Van Go, Inc.		
JAMS and The Arts Train	Special Alcohol Fund	\$26,273
Arts-Based Employment Training	General Fund	\$29,460
Warm Hearts	General Fund	\$4,480
Watkins Museum	Guest Tax Fund	\$40,000
Total		\$7,784,738

Office of the City Manager

Department Location

City Hall

6 East 6th St.
Lawrence, KS
(785) 832-3400

Department Overview

The City Manager Department is responsible for the oversight of departmental operations, personnel functions, preparation of the recommended annual budget, and communication with citizens, employees, and the media. The City Manager's Department has six divisions: City Manager, Public Information, City Clerk, Human Resources, Public Transit, and Risk Management.

Organizational Chart



City of Lawrence

Office of the City Manager

Budget Overview

Division	General Fund	Transit Fund	Outside Agency Grants	Total
City Manager's Office	\$ 827,074	\$ -	\$ -	\$ 827,074
City Clerk's Office	255,350	-	-	255,350
Public Information Office	232,290	-	-	232,290
Human Resources	567,927	-	-	567,927
Public Transit	-	5,820,207	3,595,254	9,415,461
Risk Management	705,089	-	-	705,089
Total	\$ 2,587,730	\$ 5,820,207	\$ 3,595,254	\$ 12,003,191

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,881,016	\$ 1,917,323	\$1,917,253	\$ 2,107,713	\$ 190,460
Contractual Services	5,031,400	7,193,676	6,693,799	7,098,600	404,801
Commodities	692,137	1,166,519	1,166,342	965,878	(200,464)
Capital Outlay	1,312,016	180,000	180,000	1,831,000	1,651,000
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	3,334,500	-	-	-
Total	\$8,916,569	\$13,792,018	\$9,957,394	\$12,003,191	\$2,045,797

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$2,282,426	\$ 2,380,851	\$2,380,000	\$ 2,587,730	\$ 207,730
611 Outside Agency Grants	3,853,172	3,578,394	3,578,394	3,595,254	16,860
210 Transit Fund	2,780,971	7,832,773	3,999,000	5,820,207	1,821,207
Total	\$8,916,569	\$13,792,018	\$9,957,394	\$12,003,191	\$2,045,797

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
City Manager's Office	\$ 702,628	\$ 718,184	\$ 718,000	\$ 827,074	\$ 109,074	4.0
City Clerk's Office	248,220	273,002	273,000	255,350	(17,650)	3.0
Public Information Office	262,505	216,340	216,000	232,290	16,290	2.0
Human Resources	515,358	512,495	512,000	567,927	55,927	5.5
Public Transit	6,601,044	11,411,167	7,577,394	9,415,461	1,838,067	3.0
Risk Management	586,814	660,830	661,000	705,089	44,089	2.0
Total	\$8,916,569	\$13,792,018	\$9,957,394	\$12,003,191	\$2,045,797	19.5



City of Lawrence

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Admin Support II	0.0
Admin Support III	2.0
Admin Support IV	1.0
Assistant City Manager*	2.0
Assistant to the City Manager	1.0
City Clerk	1.0
City Manager	1.0
Communications Manager	1.0
Director of Arts and Culture	1.0
Economic Development Coordplan	1.0
Human Resources Generalist	1.0
Human Resources Manager	1.0
Human Resources Spec PartTime	0.5
Human Resources Specialist	1.0
Management Analyst II	1.0
Marketing Specialist PartTime	1.0
Public Transit Administrator	1.0
Risk Management Specialist	1.0
Risk Manager	1.0
Transportation Specialist	1.0
Web Content Administrator	1.0
Total	21.5

*Denotes the Assistant City Manager positions that are funded 50% by the General Fund and 50% by the Water & Sewer Fund

- Position Staffing Table reflects the following changes:
 - Reduction of 1.0 FTE Communication Specialist position in the Public Information Office.
 - Reduction of 1.0 FTE Administrative Support II position in the City Clerk’s Office.

Division Summary

City Manager's Office

The City Manager is the City's Chief Administrative Officer and is responsible for ensuring the provision of efficient, effective, equitable and timely municipal services to the citizens of Lawrence. The City Manager is appointed by and serves at the pleasure of the City Commission. The Commission is responsible for establishing City policies, and the Manager is charged with implementing those policies.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$606,504	\$639,005	\$ 638,975	\$747,695	\$108,720
Contractual Services	88,907	72,897	72,800	73,097	297
Commodities	7,217	6,282	6,225	6,282	57
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$702,628	\$718,184	\$ 718,000	\$827,074	\$109,074

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$669,529	\$718,184	\$ 718,000	\$827,074	\$109,074	4.0
611 Outside Agency Grants	33,099	-	-	-	-	0.0
Total All Funds	\$702,628	\$718,184	\$ 718,000	\$827,074	\$109,074	4.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.



City Manager's Office

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Presented a structurally balanced budget. • Changed how the budget was presented to increase transparency. • Created a 5-year Capital Improvement Plan. • Starting a comprehensive strategic plan. 	<ul style="list-style-type: none"> • Significant budgetary cuts, including personnel, had to be made to have a structurally balanced budget. • The property tax lid legislation goes into effect in 2018, the City will need to determine the impact that legislation will have on the next budget cycle. • Demands for City services continues to increase, however revenues are not able to keep pace with these demands. 	<ul style="list-style-type: none"> • Align the budget process with the strategic plan. • Maintain structural balance. • Create an internal succession plan in conjunction with Human Resources. • Increase economic development opportunities.

Division Summary

City Clerk's Office

The City Clerk's Office administers various city licensing/ permitting processes and coordinates public notices, legal publications, and public bid openings. In addition, the City Clerk is the Freedom of Information Officer for the City, managing retention, maintenance and access to official city records.

Division Summary by Category

Expenditures by Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$212,736	\$238,120	\$ 238,120	\$213,818	\$ (24,302)
Contractual Services	32,592	28,250	28,248	34,900	6,652
Commodities	2,892	6,632	6,632	6,632	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$248,220	\$273,002	\$ 273,000	\$255,350	\$ (17,650)

Division Summary by Fund

Expenditures by Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$248,220	\$273,002	\$ 273,000	\$255,350	\$ (17,650)	3.0
Total All Funds	\$248,220	\$273,002	\$ 273,000	\$255,350	\$ (17,650)	3.0

Significant Budget Changes:

- Personal Services decreased due to the reduction of 1.0 FTE Administrative Support II position.

City Clerk's Office

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Developed and adopted new format for City Commission meeting minutes. • Coordinated the City's response to 80 requests for public records. • Administered 640 licenses and permits. 	<ul style="list-style-type: none"> • Enhancing efficiency in light of reduction in force through the 2017 budget process. • Leading multiple policy development projects. 	<ul style="list-style-type: none"> • Develop records management and retention policy. • Revisions to City Code Chapter 6, Business Licensing: Merchant Security, Tree Trimmer, Alarm Company. • Develop new special assessment database and tracking system.

Division Summary

Public Information Office

The Public Information Office manages the City's media relations, public education activities and communications functions. The focus of the office is to educate audiences about City services and current issues, utilize communication tools that meet the changing communication needs of the Lawrence community and provide public engagement & feedback opportunities.

Division Summary by Category

Expenditures by Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$231,408	\$187,990	\$ 187,950	\$203,840	\$ 15,890
Contractual Services	11,996	6,500	6,500	6,600	100
Commodities	19,101	21,850	21,550	21,850	300
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$262,505	\$216,340	\$ 216,000	\$232,290	\$ 16,290

Division Summary by Fund

Expenditures by Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$262,505	\$216,340	\$ 216,000	\$232,290	\$ 16,290	2.0
Total All Funds	\$262,505	\$216,340	\$ 216,000	\$232,290	\$ 16,290	2.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.



Public Information Office

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • In 2016, the Communications Division completed a review of city-wide communications efforts and developed a new Communications Plan for the organization. • Completed a revision of the city’s media policy. • Social media use continues to grow as a primary form of communication. The city manages 12 Facebook accounts, 5 Twitter profiles and is active on LinkedIn and YouTube. • The Communications Staff developed a new process for interactive City Commission minutes which links agendas and the related video for the end user to review. • Completely redesigned and migrated web site to new content management system. 	<ul style="list-style-type: none"> • The way we communicate is an ever-evolving process. New technologies and customer demands for upgraded communication tools guides the work plan for the division. We continue to evaluate and review opportunities to increase social media presence, video production, and online access to city services and programs. • Citizen engagement, both in-person and electronically, is an area that needs focus. Engagement needs to be an organization-wide value and utilized as part of planning processes and efforts. The Communications Division would like to see engagement efforts discussed in order to become more effective and useful for the organization as a whole. 	<ul style="list-style-type: none"> • Increase use of citizen engagement tools and opportunities. • Grow e-news subscription lists for city services, programs and events. • Continue web site redesign efforts and employ additional technology for residents/end users through the website. Work with Departments to review and evaluate third-party technology that can be utilized to increase ease of access to city government. • Increase social media effectiveness and reach. • Develop a formal media relations program to promote city services, programs and events through local and regional media outlets.

Division Summary

Human Resources

The Human Resources division serves as a strategic business partner with City management and staff in developing, implementing, and administering a centralized human resource management program for all City employees with emphasis in the following areas: benefits, classification / compensation, employment / retention, employee relations, employee recognition and leadership and employee professional development.

Division Summary by Category

Expenditures by Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$411,232	\$405,121	\$ 405,121	\$481,840	\$ 76,719
Contractual Services	87,886	96,080	95,585	76,441	(19,144)
Commodities	16,240	11,294	11,294	9,646	(1,648)
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$515,358	\$512,495	\$ 512,000	\$567,927	\$ 55,927

Division Summary by Fund

Expenditures by Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$515,358	\$512,495	\$ 512,000	\$567,927	\$ 55,927	5.5
Total All Funds	\$515,358	\$512,495	\$ 512,000	\$567,927	\$ 55,927	5.5

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.

Performance Indicators

Indicator	2014 Actual	2015 Actual	2016 Target
Percent of employee turnover (regular)	3.2%	6.1%	6.1%
Percent of pay grades 50th percentile or better in market	75.0%	75.0%	100.0%
Percent of employees rating human resources staff as friendly, professional and treats them with courtesy and respect.	95.0%	95.0%	95.0%



City of Lawrence

Human Resources

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Developed a draft City Succession Planning Process and worked with test department to implement for key positions. • Monitored/modified merit program to ensure equitable distribution among departments. • Monitored/modified strategic plan for wellness program with a focus on environmental and policy changes in order to reduce the rate of increases to Employee Healthcare Plan. • Managed a cost effective, benefit rich healthcare plan and made modifications as warranted. • Completed an internal payroll software conversion. • Conducted an internal customer service satisfaction survey and set goals based on results. • Conducted RFP process for Employee 457 Deferred Compensation Program and implement any changes warranted by the outcome. 	<ul style="list-style-type: none"> • Maintaining a benefit appropriate Employee Healthcare Plan while maintaining the overall fiscal stability of the plan itself, the health reimbursement accounts (HRA) and WellCare Clinic staying within established fiscal parameters. • Ability to finance, implement and maintain a variety of recommended software within a Human Resources Information System to include automated succession planning, employee development, performance and job description software, employee benefit enrollment system, electronic personnel file storage and workflow system for incoming documents, updated employee job application with applicant tracking system, employee portal and updates to the electronic time keeping system. • Provide the services desired by operational departments such as FMLA expertise, additional recruitment support and leadership development. 	<ul style="list-style-type: none"> • Finish the policy development and implementation of the City's Succession Planning Process initially for key positions which align with the City strategic plan. • Monitor market compensation trends and continue to refine the City's Compensation Program in order to provide a market competitive program aligned with the City strategic plan. • Provide a benefit appropriate, fiscally stable Employee Healthcare Plan. • Implementation of electronic personnel files storage system and initiate at least one electronic workflow for incoming documents. • Implement components of the Human Resources Information System (HRIS) such as job applications, employee appraisals and on line learning system. • Continue the centralization of organizational functions such as FMLA, ADA, FLSA, leadership development and recruitment in order to improve organizational efficiency and meet City strategic plan goals.

Division Summary

Public Transit

Lawrence Transit is a department of the City of Lawrence which provides both fixed route and paratransit services. The service is highly coordinated with transit services provided by the University of Kansas. Currently 6 of 12 routes operated by Lawrence Transit operate every 30 minutes.

Division Summary by Category

Expenditures by Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 277,528	\$ 301,012	\$ 301,012	\$ 298,520	\$ (2,492)
Contractual Services	4,368,893	6,481,194	5,981,911	6,387,973	406,062
Commodities	642,607	1,114,461	1,114,471	897,968	(216,503)
Capital Outlay	1,312,016	180,000	180,000	1,831,000	1,651,000
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	3,334,500	-	-	-
Total	\$6,601,044	\$11,411,167	\$7,577,394	\$9,415,461	\$1,838,067

Division Summary by Fund

Expenditures by Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
210 Transit Fund	\$2,780,971	\$ 7,832,773	\$3,999,000	\$5,820,207	\$1,821,207	0.6
611 Outside Agency Grants	3,820,073	3,578,394	3,578,394	3,595,254	16,860	2.4
Total All Funds	\$6,601,044	\$11,411,167	\$7,577,394	\$9,415,461	\$1,838,067	3.0

Significant Budget Changes:

- Commodities decreased due to the assumptions in the 2016 budget related to the Transit Transfer Station, which did not proceed in 2016.
- Capital Outlay increased due to the replacement of transit buses and installation of additional transit amenities.
- No contingency is budgeted for 2107.



Public Transit

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Improved level of service on four routes, from 60 minute to 30 minute frequency. • Acquired five vehicles to use with the improved level of service. • Received FTA award for highest ridership in Kansas. • Performed first Comprehensive Operational Analysis (COA) of public transit service in Lawrence. • Restructured five routes to improve use of resources. • Installed passenger benches at several locations throughout our community. • Installed smoking urns at several bus stops throughout our community. 	<ul style="list-style-type: none"> • Finding a permanent location for a transit center and transfer operations. • Addressing potential issues associated with the sunset of the 10-year sales tax funding. 	<ul style="list-style-type: none"> • Take action on appropriate recommendations for service resulting from the COA. • Continue to address shortages in amenities within our community. • Continue to work on improved coordination with KU. • Find a permanent location for a transit center. • Pass a local funding element to support transit operations.

Division Summary

Risk Management

The Risk Management division identifies, recommends, and implements strategies to reduce adverse effects of accidental and business losses . Risk Management administers the City's self-funded Workers' Compensation, General Liability, Subrogation and Safety programs, and Auto Liability programs and manages the City's portfolio of insurance coverage, including property, public entity and law enforcement liability, fire-medical auto liability and workers' compensation reinsurance.

Division Summary by Category

Expenditures by Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$141,608	\$146,075	\$ 146,075	\$162,000	\$ 15,925
Contractual Services	441,127	508,755	508,755	519,589	10,834
Commodities	4,080	6,000	6,170	23,500	17,330
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$586,814	\$660,830	\$ 661,000	\$705,089	\$ 44,089

Division Summary by Fund

Expenditures by Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$586,814	\$660,830	\$ 661,000	\$705,089	\$ 44,089	2.0
Total All Funds	\$586,814	\$660,830	\$ 661,000	\$705,089	\$ 44,089	2.0

Significant Budget Changes:

- Commodities increased due to additional software fees.



Risk Management

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Worker’s compensation basics training. • Active shooter training. • Blood borne pathogen training. • Improved insurance coverages. • Saved premium dollars. • Improved Riskmaster reports. • Removed files from Senior Center. • Elevated cost-of-living status with Kansas PRIMA. • Networking with KS Dept. of Labor & KS SIA. • Hosting KS PRIMA Education Day. • City ERC Participant. • NEO training, • Finance Department Ergonomic Training. • Hartford Loss Control Analysis. 	<ul style="list-style-type: none"> • Working with Riskmaster—an outdated data gathering and reporting system. • Timely injury reporting from outside departments—some are very late. • Coordinating medical care with our Medical Vendors. • Maintaining complete and accurate statistical reports. • Improve working conditions and work environment in the Risk Management Department. 	<ul style="list-style-type: none"> • Driver training for departments. • First Aid Training. • Begin to look for better data gathering and reporting system. • Cross training of skill sets. • Everbridge emergency system. • Additional worker’s compensation for departments. • Ergonomic training for desk workers. • Continue active shooter training.

Division Budget

Economic Development

Agency	Fund	2017 Budget
Bioscience and Technology Business Center (BTBC)		
BTBC Operations	General Fund	\$200,000
BTBC Economic Development Fund	General Fund	\$25,000
BTBC Incubator	General Fund	\$75,000
Douglas County Senior Services ReINVENT	General Fund	\$7,500
Downtown Lawrence Inc.	General Fund/Transient Guest Tax	\$49,000
Lawrence Chamber of Commerce		
Lawrence Chamber of Commerce	General Fund	\$200,000
KU Small Business Development Center	General Fund	20000
Peaslee Center		
Growth	General Fund	\$25,000
Technical Training Center	General Fund	\$125,000

Planning and Development Services

Department Location

Planning Facilities

6 East 6th St.
Lawrence, KS
(785) 832-3150

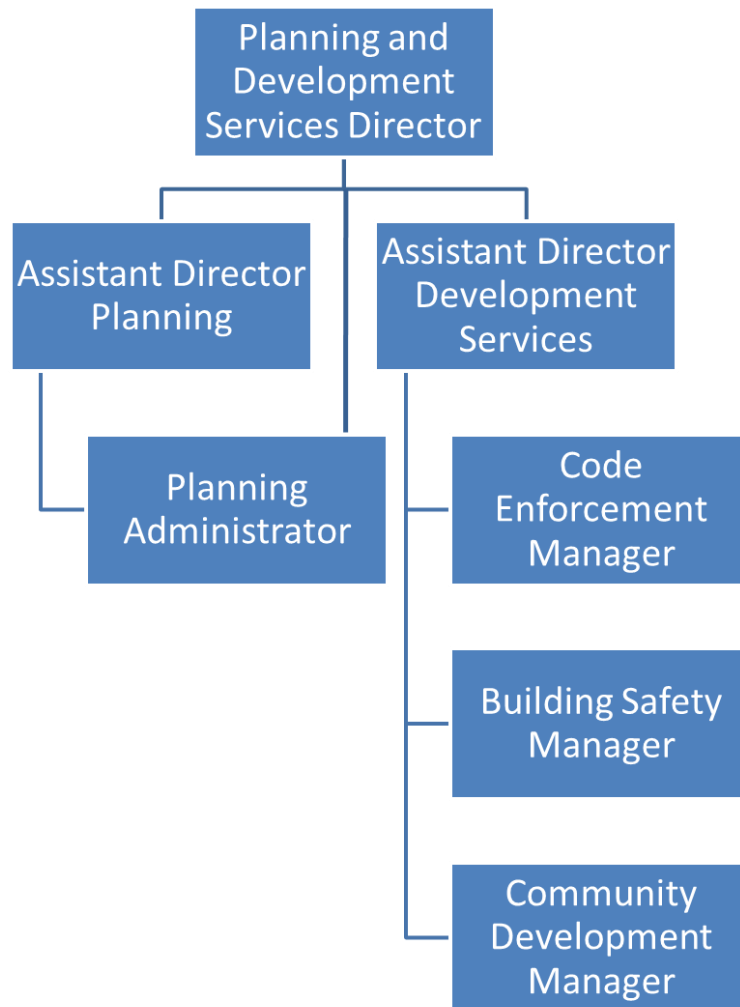
Development Services Facilities

1 Riverfront Plaza,
Suite 110
Lawrence, KS
(785) 832-7700

Department Overview

The Planning & Development Services department is responsible for processing planning applications, code enforcement cases, building safety permits, contractor licenses, rental licenses and various inquiries related to development in the community. The department has four divisions: Planning (including the Metropolitan Planning Organization—Transportation), Code Enforcement, Building Safety, and Community Development.

Organizational Chart



City of Lawrence

Planning & Development Services

Budget Overview

Division	General Fund	Community Development Grants	Home Program Fund	Transportation Planning	Total
Planning	\$ 1,268,892	\$ -	\$ -	\$ 262,900	\$ 1,531,792
Building Safety & Plan Review	851,650	-	-	-	851,650
Code Enforcement	791,179	-	-	-	791,179
Community Development	-	917,077	532,909	-	1,449,986
Total	\$ 2,911,721	\$ 917,077	\$ 532,909	\$ 262,900	\$ 4,624,607



City of Lawrence

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 2,636,554	\$ 2,767,745	\$ 2,517,915	\$ 3,029,121	\$ 511,206
Contractual Services	1,070,336	181,400	1,281,400	1,516,336	234,936
Commodities	90,984	72,900	73,070	79,150	6,080
Capital Outlay	-	25,000	25,000	-	(25,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 3,797,873	\$ 3,047,045	\$ 3,897,385	\$ 4,624,607	\$ 727,222

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$ 2,376,780	\$ 2,623,830	\$ 2,624,000	\$ 2,911,721	\$ 287,721
202 Capital Improvement Reserve	-	25,000	25,000	-	(25,000)
631 Community Development Grants	826,687	206,900	800,000	917,077	117,077
633 Home Program Fund	385,147	42,930	300,000	532,909	232,909
641 Transportation Planning	209,259	148,385	148,385	262,900	114,515
Total	\$ 3,797,873	\$ 3,047,045	\$ 3,897,385	\$ 4,624,607	\$ 727,222

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Planning	\$ 1,302,658	\$ 1,336,925	\$ 1,337,385	\$ 1,531,792	\$ 194,407	13.65
Building Safety / Plan Review	638,484	694,200	693,910	851,650	157,740	9.43
Code Enforcement	644,897	766,090	766,090	791,179	25,089	9.68
Community Development	1,211,834	249,830	1,100,000	1,449,986	349,986	2.75
Total	\$ 3,797,873	\$ 3,047,045	\$ 3,897,385	\$ 4,624,607	\$ 727,222	35.50



City of Lawrence

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Admin Support III	6.5
Assistant PDSD Director Dev Sv	1.0
Assistant PDSD Director Plan	1.0
Building Codes Manager	1.0
Building Inspector	3.0
CDBG Program Analyst	1.0
Code Enforcement Manager	1.0
Code Enforcement Officer	4.0
Community Development Manager	1.0
Field Supervisor/Code Enforcem	1.0
Planner I	1.0
Planner II	7.0
Planning & Dev Serv Director	1.0
Planning Administrator	1.0
Plans Examiner	1.0
Senior Building Inspector	1.0
Senior Planner	1.0
Senior Plans Examiner	1.0
Senior Project Specialist	1.0
Small Business Facilitator	0.0
Total	35.5

- Position Staffing Table reflects the following changes:
 - Reduction of 1.0 FTE Small Business Facilitator position.
 - Reduction of 0.5 FTE Administrative Support position.
 - Reclassification of 1.0 FTE Rental Inspector position to a 1.0 FTE Senior Building Inspector position.

Division Summary

Planning

The Planning Division is responsible for the implementation of the Comprehensive Land Use & Transportation Plans through development and administration of regulatory tools. This division is partially funded through Douglas County.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,165,522	\$1,230,925	\$1,230,925	\$1,288,492	\$ 57,567
Contractual Services	101,845	75,650	75,650	205,300	129,650
Commodities	35,291	30,350	30,810	38,000	7,190
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$1,302,658	\$1,336,925	\$1,337,385	\$1,531,792	\$194,407

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$1,093,399	\$1,188,540	\$1,189,000	\$1,268,892	\$ 79,892	12.05
641 Transportation Planning	209,259	148,385	148,385	262,900	114,515	1.60
Total All Funds	\$1,302,658	\$1,336,925	\$1,337,385	\$1,531,792	\$194,407	13.65

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.
- Contractual Services increased due to grant funds being budget for in 2017 but not in prior years.



Planning

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Processed the Oread Design Guidelines through the Historic Resources Commission and Planning Commission with recommendations for approval. • Continued work with <i>Horizon 2020</i> Steering Committee related to the Issue/Action Report and preparation of a draft updated comprehensive plan. • Processed a new Urban Agriculture text amendment through the Planning Commission and City Commission. • Processed new code standards to address wind energy facilities in the County in consultation with the City/County Sustainability Coordinator. • Completed analysis of East Lawrence rezoning and North Lawrence RS5 drainage concerns. • Revised land use fees to capture a greater percent of the costs to process applications. • Listed five city and two private properties on the Lawrence Register of Historic Properties, as of Aug. 18, 2016. • The Small Business Facilitator sold \$257,000 in tax credits in 2015 to help fund the first City of Lawrence Metropolitan E-Community Partnership Revolving Loan Fund. • Provided staff assistance to the Affordable Housing Advisory Board. • The Metropolitan Transportation Organization led or participated in the Regional Pedestrian Plan, Bicycle Corral Pilot Program, the Bike Share Feasibility Study, and the Transit Comprehensive Operations Analysis. 	<ul style="list-style-type: none"> • Meeting high expectations for customer service while the department is physically segregated. 	<ul style="list-style-type: none"> • Making progress on a One Stop Shop to bring the department and other agencies under one roof to enhance the customer service levels and customer's convenience. • Complete the new joint city-county comprehensive plan. • Continue staff development to provide back-up in subject matter specialties.



Division Summary

Building Safety & Plan Review

The Building Safety Division is responsible for enforcement of the City's adopted building codes. Major programs administered include review of plans and applications, issuance of building permits, inspection of buildings and building systems during construction to verify compliance with applicable codes, issuance of Certificates of Occupancy upon completion of building projects, and administration of contractor and trades licensing regulations.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$567,112	\$598,950	\$ 598,950	\$780,600	\$181,650
Contractual Services	43,318	46,750	46,750	49,050	2,300
Commodities	28,054	23,500	23,210	22,000	(1,210)
Capital Outlay	-	25,000	25,000	-	(25,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$638,484	\$694,200	\$ 693,910	\$851,650	\$157,740

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$638,484	\$669,200	\$ 668,910	\$851,650	\$182,740	9.43
202 Capital Improvement Reserve	-	25,000	25,000	-	(25,000)	0.00
Total All Funds	\$638,484	\$694,200	\$ 693,910	\$851,650	\$157,740	9.43

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017 as well as a reduction in funding from community development block grants for Personal Services.

Building Safety & Plan Review

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Began working with stakeholders on revising the sign code. • As of Aug. 1, 2016 significantly exceeded target goals to initially review residential and commercial permits within 5 and 15 days, respectively, 90% of the time. Through July, 2016, 97.1% of residential permits and 94.9% of commercial permits were reviewed within 5 and 15 days respectively. The average review times for residential and commercial permits were 2.3 and 7.2 business days, respectively. • As of Aug. 1, 2016 completed 6,353 building code inspections, with total inspections for 2016 expected to exceed 10,000. • Implemented the 2015 edition of the International Code Council's building codes with little to no issues, and provided code change education with stakeholders and via the City's website. 	<ul style="list-style-type: none"> • Meeting performance goals within current resources as development activities remain high. • Meeting high expectations for customer service while the department is physically segregated. 	<ul style="list-style-type: none"> • Making progress on a One Stop Shop to bring the department and other agencies under one roof to enhance the customer service levels and customer's convenience. • Process sign code amendments to the City Commission for their consideration. • Integrate a new combination Senior Building Inspector position into operations to enhance service to projects of all sizes.

Division Summary

Code Enforcement

The primary responsibility of the Code Enforcement Division is to preserve the livability and integrity of residential and commercial districts and prevent deterioration and blighting influences within the community. The division oversees the rental inspection program, site plan inspections, environmental code, development code, property maintenance code, weed ordinance and the sign code.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 580,860	\$ 688,040	\$ 688,040	\$ 707,729	\$ 19,689
Contractual Services	39,714	59,000	59,000	64,300	5,300
Commodities	24,322	19,050	19,050	19,150	100
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 644,897	\$ 766,090	\$ 766,090	\$ 791,179	\$ 25,089

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ 644,897	\$ 766,090	\$ 766,090	\$ 791,179	\$ 25,089	9.68
Total All Funds	\$ 644,897	\$ 766,090	\$ 766,090	\$ 791,179	\$ 25,089	9.68

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.

Code Enforcement

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Implemented the 2015 edition of the International Code Council's Property Maintenance Code with no issues. • Licensed a total of 6,379 rental units (552 Master Licenses) for a total of 19,089 dwelling units. • Percentage of rental units with violations that were corrected in less than 60 days is 90%. • A total of 1,614 rental violations have been cited. 	<ul style="list-style-type: none"> • Maintaining code enforcement service expectations as the city's population and physical boundaries grow and the volume of complaints increases. • Enforcement of new urban agriculture land development and property maintenance code regulations adopted in 2016, including community education. 	<ul style="list-style-type: none"> • Continue delivering outstanding service to the community to minimize blight and code violations. • Rental Licensing and Inspection Program. <ul style="list-style-type: none"> • Continue to proactively identify and license new or previously unlicensed rental dwelling units. • Achieve correction of rental unit violations within 60 days of initial inspection for at least 90% of all units with identified rental code violations.

Division Summary

Community Development

The Community Development Division administers the Community Development Block Grant, HOME, and Emergency Shelter Grant programs serving low-to-moderate income individuals and families in the City of Lawrence. This division also staffs the Homeless Issues Advisory Committee and the Affordable Housing Advisory Board.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 323,060	\$ 249,830	\$ -	\$ 252,300	\$ 252,300
Contractual Services	885,458	-	1,100,000	1,197,686	97,686
Commodities	3,316	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$1,211,834	\$ 249,830	\$ 1,100,000	\$ 1,449,986	\$ 349,986

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
631 Community Development Grants	\$ 826,687	\$ 206,900	\$ 800,000	\$ 917,077	\$ 117,077	2.25
633 Home Program Fund	385,147	42,930	300,000	532,909	232,909	0.50
Total All Funds	\$1,211,834	\$ 249,830	\$ 1,100,000	\$ 1,449,986	\$ 349,986	2.75

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017 as well as a reduction in funding from community development block grants for Personal Services.
- Contractual Services increased due to grant funds being budget for in 2017 but not in prior years.



Community Development

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Continued to recoup loan payoffs from out-of-compliance borrowers. • Provide staff assistance to the Affordable Housing Advisory Board. • Awarded an additional \$215,000 in Neighborhood Stabilization Funding. 	<ul style="list-style-type: none"> • Higher agency demand with fewer resources. • Full reassessment needed for the Comprehensive Housing Rehabilitation Program. • Demand for new initiative not covered in the 2013-2017 Consolidated Plan. 	<ul style="list-style-type: none"> • Completion of the Assessment of Fair Housing (AFH) for HUD. • Planning for the 2018-2022 Consolidated Plan for HUD. • Continued work on the Division's Language Access Plan. • Implementation of the Grantee Application Orientation policy.

Finance

Department Location

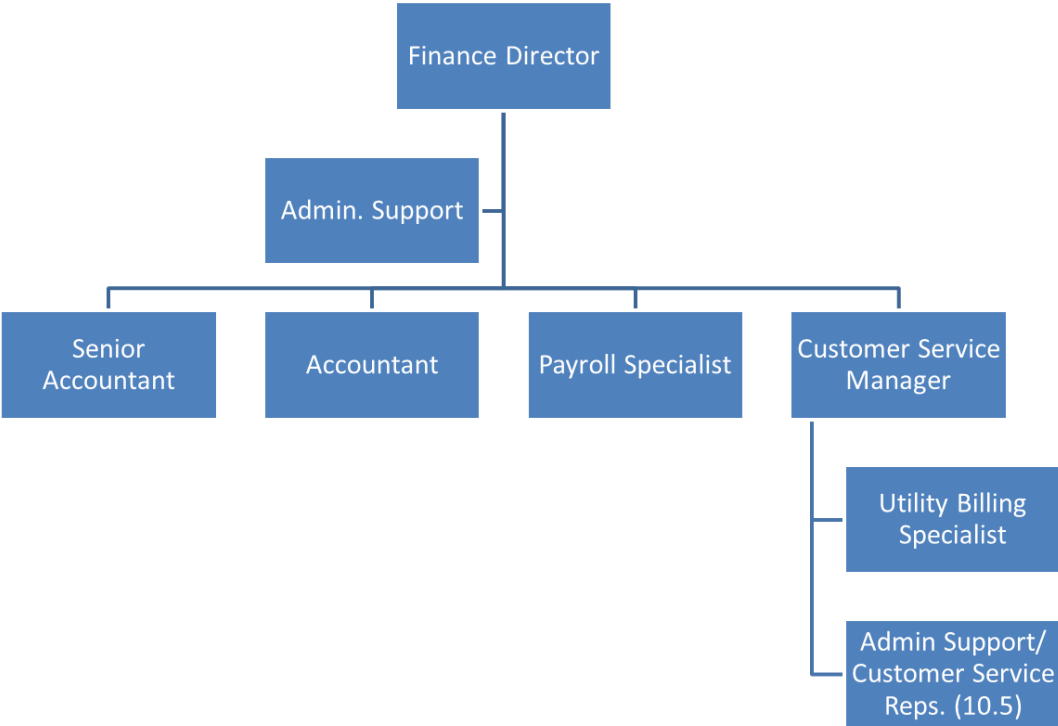
City Hall

6 East 6th St.
Lawrence, KS
(785) 832-3000

Department Overview

The Finance department provides overall financial support to the City as well as preparing and collecting utility bills. The department has two divisions: Administration and Utility Billing.

Organizational Chart



Department of Finance

Budget Overview

Division	General Fund	Water & Sewer Fund	Bond & Interest	Multi	Total
Financial Administration	\$ 328,611	\$ -	\$ -	\$ -	\$ 328,611
Utility Billing & Collections	-	1,949,772	-	-	1,949,772
General Overhead	4,331,892	-	-	-	4,331,892
Transfers	2,747,898	-	-	-	2,747,898
Bond & Interest	-	-	12,195,000	-	12,195,000
Economic Development Funds Administration	-	-	-	1,850,829	1,850,829
Total	\$ 7,408,401	\$ 1,949,772	\$ 12,195,000	\$ 1,850,829	\$ 23,404,002

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 6,698,996	\$ 6,906,019	\$ 6,905,729	\$ 1,585,048	\$(5,320,682)
Contractual Services	5,648,222	6,088,153	6,764,778	6,219,481	(545,297)
Commodities	112,837	128,977	128,977	87,584	(41,393)
Capital Outlay	-	103,000	103,000	-	(103,000)
Debt Service	10,865,034	11,659,248	10,959,248	12,195,000	1,235,752
Transfers	14,674,692	22,250,709	5,592,450	2,839,348	(2,753,102)
Contingency	-	4,453,287	7,500	477,541	470,041
Total	\$37,999,781	\$51,589,393	\$30,461,682	\$23,404,002	\$(7,057,681)

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$24,231,997	\$33,091,378	\$15,066,498	\$ 7,408,401	\$(7,658,097)
501 Water & Sewer Fund	2,197,915	2,274,707	2,274,707	1,949,772	(324,936)
301 Bond & Interest	10,865,034	14,739,035	10,959,248	12,195,000	1,235,752
Multi Economic Development Funds	704,835	1,484,273	2,161,229	1,850,829	(310,400)
Total	\$37,999,781	\$51,589,393	\$30,461,682	\$23,404,002	\$(7,057,681)

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Financial Administration	\$ 310,468	\$ 315,331	\$ 315,000	\$ 328,611	\$ 13,611	4.13
Utility Billing & Collections	2,197,915	2,274,707	2,274,707	1,949,772	(324,936)	15.63
General Overhead	4,587,462	5,686,498	4,320,498	4,331,892	11,394	0.00
Transfers	19,334,067	27,089,549	10,431,000	2,747,898	(7,683,102)	0.00
Bond & Interest	10,865,034	14,739,035	10,959,248	12,195,000	1,235,752	0.00
Economic Development Funds Administration	704,835	1,484,273	2,161,229	1,850,829	(310,400)	0.00
Total	\$37,999,781	\$51,589,393	\$30,461,682	\$23,404,002	\$(7,057,681)	19.76



City of Lawrence

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Accountant	2.00
Admin Support II	8.00
Admin Support II PartTime Reg	1.76
Admin Support III	1.00
Admin Support IV	2.00
Assistant Finance Director	-
Billing Specialist	1.00
Customer Service Supervisor	-
Finance Director	1.00
Payroll Specialist	1.00
Purchasing Officer	-
Senior Accountant Fiscal Analyst	1.00
Utility Billing Manager	1.00
Total	19.76

- Position Staffing Table reflects the following changes:
 - Reduction of 1.0 FTE Assistant Finance Director position.

Division Summary

Financial Administration

The Administration Division is responsible for the overall financial administration of the City. The financial operations of the City are guided by independent standards established for accounting, internal control functions, state statutes and internal policies. Major responsibilities include accounting, investing, purchasing, accounts payable, and debt management.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 287,315	\$ 292,830	\$ 292,830	\$ 295,290	\$ 2,460
Contractual Services	12,023	13,625	13,294	19,869	6,575
Commodities	11,130	8,876	8,876	13,452	4,576
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 310,468	\$ 315,331	\$ 315,000	\$ 328,611	\$ 13,611

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ 310,468	\$ 315,331	\$ 315,000	\$ 328,611	\$ 13,611	4.13
Total All Funds	\$ 310,468	\$ 315,331	\$ 315,000	\$ 328,611	\$ 13,611	4.13

Significant Budget Changes:

- Personal Services increases due to healthcare being budgeted at department level beginning in 2017.



Financial Administration

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Worked with management in the Water Utility Department to design and implement a new rate model. • Completed a comprehensive review and updated the City's purchasing and travel policies. • Implemented a new process aimed at gathering more input from stakeholders during the creation of the annual Capital Improvement Plan (CIP) and Financial Forecast. • Refunded 2005 revenue bond, 2009 revenue bond and revolving loan funds for a total savings of \$4,134,410. • Implemented the capital financing and rate plan for the Water and Wastewater Fund. 	<ul style="list-style-type: none"> • Reduction of the Assistant Finance Director position. • Training of new accounting staff. 	<ul style="list-style-type: none"> • Evaluate the City's outstanding debt for arbitrage liability. • Design and implement a comprehensive reporting model for economic development projects. • Select and contract a vendor as an investment advisor. • Implement a new Innoprise payroll system. • Successfully issue the first Green Bonds in the State of Kansas. • Complete a comprehensive review of all Finance policies and procedures.

Division Summary

Utility Billing & Collections

The Utility Billing Division is responsible for the billing and collecting of water, wastewater, sanitation, and storm sewer charges. Each week, utility bills are prepared for approximately one-fourth of the City's 32,000 customers.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,660,856	\$1,682,899	\$1,682,899	\$1,289,758	\$(393,142)
Contractual Services	385,222	384,608	384,608	521,783	137,175
Commodities	60,387	85,250	85,250	39,281	(45,969)
Capital Outlay	-	23,000	23,000	-	(23,000)
Debt Service	-	-	-	-	-
Transfers	91,450	91,450	91,450	91,450	-
Contingency	-	7,500	7,500	7,500	-
Total	\$2,197,915	\$2,274,707	\$2,274,707	\$1,949,772	\$(324,936)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$2,197,915	\$2,274,707	\$2,274,707	\$1,949,772	\$(324,936)	15.63
Total All Funds	\$2,197,915	\$2,274,707	\$2,274,707	\$1,949,772	\$(324,936)	15.63

Significant Budget Changes:

- Effective as of July 24, 2016, 10 FTE positions were transferred from Finance/Utility Billing to Utilities/Water Distribution System for improved efficiency. The corresponding financial adjustments have been made in the 2017 budget numbers only. This is resulting in the decreases seen in personal services, commodities, and capital outlay.
- Contractual Services increased due to additional temporary help during student rush and additional recruiting, training, and communication costs.

Utility Billing & Collection

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Restructured Utility Billing Department to include a Manager role. • Changed credit card processing fees to an absorbed model and decreased fees from \$3.25 to \$2.00 per transaction. Transaction cap was increased from \$200 to \$2,500 per transaction. • Accepted credit card payments at front counter. 	<ul style="list-style-type: none"> • Adequate staffing to handle requests during Student Rush in July and August. • Adjust staff to new rules and expectations after office restructure. 	<ul style="list-style-type: none"> • Research and implement a new customer portal for Utility Billing. • Research and identify new billing software that will integrate well with AIM. • Hire seasonal employees during Student Rush instead of Manpower temporary staff. • Provide IVR push notifications on delinquent accounts. • Remodel office to improve customer interactions. • Implement a customer satisfaction survey.

Division Summary

General Overhead

The General Overhead division is where outside agency funding requests are paid from. It also includes budgeted expenditures that are non-departmental.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	4,546,141	4,205,647	4,205,647	3,827,000	(378,647)
Commodities	41,321	34,851	34,851	34,851	-
Capital Outlay	-	80,000	80,000	-	(80,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	1,366,000	-	470,041	470,041
Total	\$4,587,462	\$5,686,498	\$4,320,498	\$4,331,892	\$ 11,394

Division Summary by Division

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$4,587,462	\$5,686,498	\$4,320,498	\$4,331,892	\$ 11,394	0.0
Total All Funds	\$4,587,462	\$5,686,498	\$4,320,498	\$4,331,892	\$ 11,394	0.0

Significant Budget Changes:

- No significant budget changes.

Division Summary

Transfers

The Transfers division is used to budget for transfers made from the General Fund to other funds. In previous years sales tax proceeds from the Infrastructure and Transit sales taxes were included in this budget and were transfers to other City Funds. In addition, the City's contribution to healthcare for City employees from General Operating Fund departments was budgeted in this division. In 2017, sales tax proceeds from the Infrastructure and Transit sales taxes will be recorded as revenue and expenditures in other city funds. Healthcare will be budgeted in the General Operating Fund and the department level.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 4,750,825	\$ 4,930,290	\$ 4,930,000	\$ -	\$(4,930,000)
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	14,583,242	22,159,259	5,501,000	2,747,898	(2,753,102)
Contingency	-	-	-	-	-
Total	\$19,334,067	\$27,089,549	\$10,431,000	\$2,747,898	\$(7,683,102)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$19,334,067	\$27,089,549	\$10,431,000	\$2,747,898	\$(7,683,102)	0.0
Total All Funds	\$19,334,067	\$27,089,549	\$10,431,000	\$2,747,898	\$(7,683,102)	0.0

Significant Budget Changes:

- Transfers decrease due to infrastructure sales tax and transit sales tax. In 2016, these funds were budgeted as a transfer from the General Operating Fund to other City funds. Beginning in 2017, these sales tax proceeds will be directly deposited into and expended from other City funds. In addition, the 2016 budget included funding for future projects that are not budgeted in 2017.

Division Summary

Bond & Interest

This is funding for the City's principal and interest payments for property tax supported debt.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	10,865,034	11,659,248	10,959,248	12,195,000	1,235,752
Transfers	-	-	-	-	-
Contingency	-	3,079,787	-	-	-
Total	\$10,865,034	\$14,739,035	\$10,959,248	\$12,195,000	\$1,235,752

Division Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
301 Bond & Interest	\$10,865,034	\$14,739,035	\$10,959,248	\$12,195,000	\$1,235,752	0.0
Total All Funds	\$10,865,034	\$14,739,035	\$10,959,248	\$12,195,000	\$1,235,752	0.0

Significant Budget Changes:

- Debt Service includes bond and interest payments for the City's General Obligation debt. The increase in 2017 is due to new debt being issued for capital projects.



Division Summary

Economic Development Funds Administration

Finance performs administrative functions for the City's economic development funds in support of the City Manager's Office Economic Development Program.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	704,835	1,484,273	2,161,229	1,850,829	(310,400)
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 704,835	\$ 1,484,273	\$ 2,161,229	\$ 1,850,829	\$ (310,400)

Division Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
Economic Development Funds	\$ 704,835	\$ 1,484,273	\$ 2,161,229	\$ 1,850,829	\$ (310,400)	0.0
Total All Funds	\$ 704,835	\$ 1,484,273	\$ 2,161,229	\$ 1,850,829	\$ (310,400)	0.0

Significant Budget Changes:

- No significant budget changes.



Information Technology

Department Location

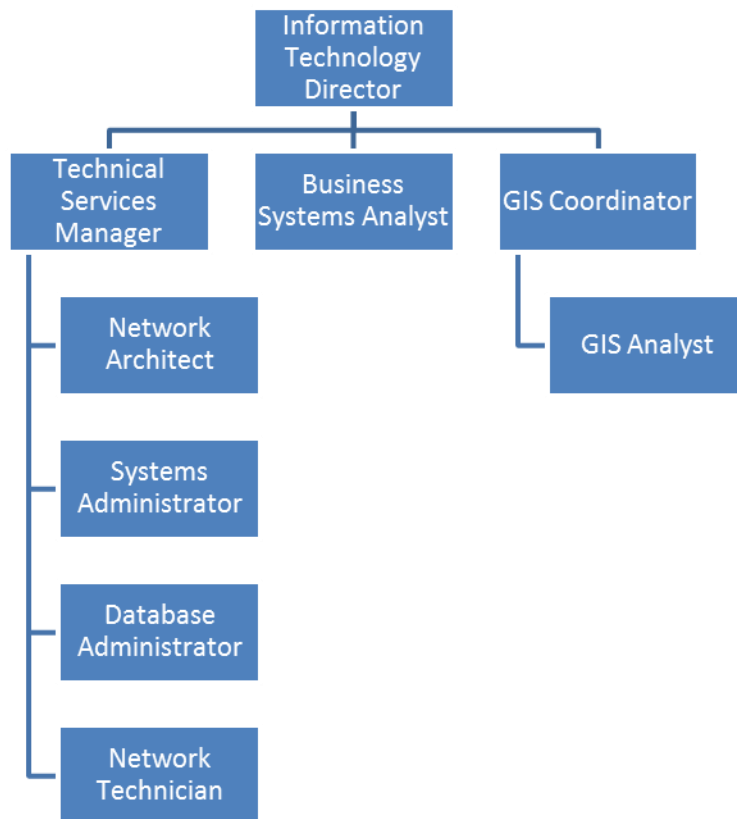
City Hall

6 East 6th St.
Lawrence, KS
(785) 832-3326

Department Overview

The Information Technology Department has the responsibility to promote and optimize the delivery of information technology services to all City departments in support of Lawrence citizens. The department's employees provide technology support in these primary areas: network management, security, desktop and server management, database management, geographic information systems (GIS), ERP and Business applications support, document imaging, telecommunications, fiber projects, and e-government services.

Organizational Chart



City of Lawrence

Information Technology

Budget Overview

Division	General Fund	Equipment Reserve Fund	Total
Information Technology	\$ 1,065,415	\$ 49,500	\$ 1,114,915
Total	\$ 1,065,415	\$ 49,500	\$ 1,114,915



City of Lawrence

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 587,127	\$ 645,960	\$ 645,960	\$ 746,300	\$ 100,340
Contractual Services	313,405	232,880	232,880	261,115	28,235
Commodities	26,920	48,000	48,000	48,000	-
Capital Outlay	5,133	80,000	80,000	59,500	(20,500)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 932,584	\$ 1,006,840	\$ 1,006,840	\$ 1,114,915	\$ 108,075

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$ 932,584	\$ 936,840	\$ 936,840	\$ 1,065,415	\$ 128,575
205 Equipment Reserve Fund	-	70,000	70,000	49,500	(20,500)
Total	\$ 932,584	\$ 1,006,840	\$ 1,006,840	\$ 1,114,915	\$ 108,075

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Information Technology	\$ 932,584	\$ 1,006,840	\$ 1,006,840	\$ 1,114,915	\$ 108,075	7.00
Total	\$ 932,584	\$ 1,006,840	\$ 1,006,840	\$ 1,114,915	\$ 108,075	7.00

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017. This is partially offset by the reduction of 0.5 FTE Administrative Support position.



Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Business Systems Analyst	2.0
Database Administrator	1.0
GIS Analyst	1.0
GIS Coordinator	1.0
Information Technology Dir	1.0
Network Architect	1.0
Network Technician*	1.0
Network Technician*	1.0
System Administrator**	1.0
Technical Services Manager**	1.0
Total	11.0

*Denotes positions that are funded in the Fire Medical Department in the General Fund

**Denotes positions that are funded in the Water Utilities Department in the Water & Sewer Fund

- Position Staffing Table reflects the following changes:
 - Reduction of 0.5 FTE Administrative Support position.

Information Technology

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • VoIP telecommunication systems have been completed at City Hall, Wastewater, Riverfront Offices, South Park, Transit, Law Enforcement Center, Investigation and Training Center, Kaw Plant, and the Clinton Plant. • Replaced 150+ workstations and laptops. • Implemented a document management system for Municipal Court and converted more than 75,000 records into the new system. • Indoor Aquatic Center, Fire Station #2, Fire Station #3, Harper Water Tower, Kasold Water Tower, multiple utilities lift stations, and traffic signals have been added to the city's fiber connectivity. • Fiber agreement addendums were accomplished with USD-497, Douglas County, and Lawrence Memorial Hospital. • Implemented road centerline to NG911 Standard in the GIS System. • Implemented mobile device friendly GIS Interactive Map. • Implemented changes in credit and debit card usage for citizens. 	<ul style="list-style-type: none"> • I.T. is supporting more than 750 additional devices with the same staffing levels as 2007. • I.T. funds are decentralized making it more challenging to control the implementation of new technology and ideas. • Completing the migration of the last AS/400 applications to SQL based technologies, which include Payroll, Cemetery System, Special Assessments, and LandSync. • Completing the VMware server environment and storage refresh. • Completing the replacement of the core network switches used for the city's network. • Upgrading telecommunications to VoIP for approximately ten more buildings by year's end. • Upgrading SelecTron integrated voice response (IVR) for Utility Billing to allow for the cancellation of trunk lines. 	<ul style="list-style-type: none"> • Implementing Microsoft Office 365 and full suite of Exchange online services to improve the ability for departments to collaborate on projects. • Continue to improve the document imaging workflows for departments. • Continue fiber improvements, connecting city infrastructure and collaborating with public and private fiber partners. • Improve or replace Public Works database systems used for work orders, traffic signs and other Public Works operations. • Implement access layer switches as budgeted in the Capital Improvement Plan. • Assist the implementation of Automated Meter Reading Interface (AMI) with Utilities. • Completion of any remaining ERP Software Project components not completed.

Office of the City Attorney

Department Location

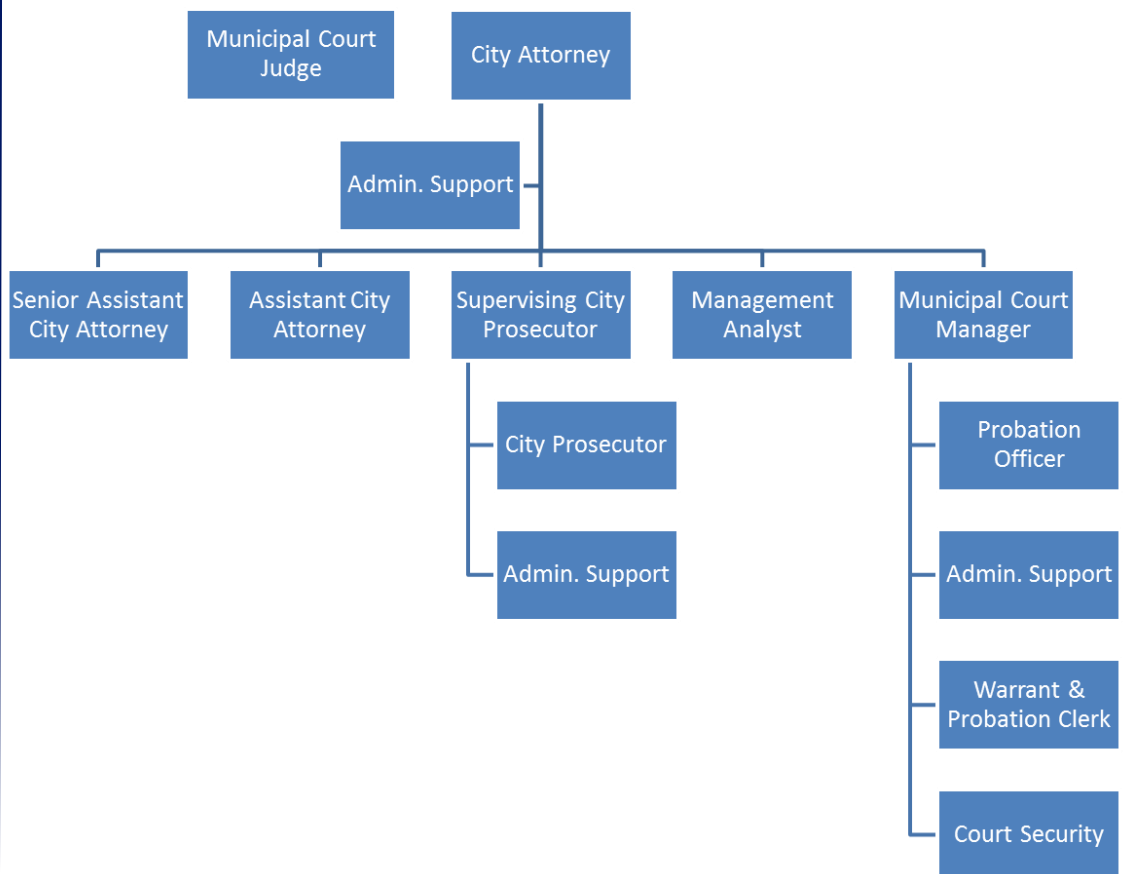
City Hall

6 East 6th St.
Lawrence, KS
(785) 832-3405

Department Overview

The City Attorney's Office provides legal advice and support to the City Commission, City departments and City advisory boards. The City Attorney's Office is comprised of three divisions: City Attorney, Human Relations, and Municipal Court.

Organizational Chart



City of Lawrence

Office of the City Attorney

Budget Overview

Division	General Fund	Public Parking System	Fair Housing Grant	Total
City Attorney's Office	\$ 1,229,146	\$ -	\$ -	\$ 1,229,146
Human Relations	9,730	-	11,800	21,530
Municipal Court	947,912	216,302	-	1,164,214
Total	\$ 2,186,788	\$ 216,302	\$ 11,800	\$ 2,414,890

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 1,387,749	\$ 1,445,334	\$ 1,445,334	\$ 1,679,252	\$ 233,918
Contractual Services	937,416	808,648	808,648	693,444	(115,204)
Commodities	40,609	37,735	37,735	42,194	4,459
Capital Outlay	-	-	3,118	-	(3,118)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 2,365,774	\$ 2,291,717	\$ 2,294,835	\$ 2,414,890	\$ 120,055

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$ 2,179,294	\$ 2,070,573	\$ 2,070,573	\$ 2,186,788	\$ 116,215
205 Equipment Reserve Fund	-	-	3,118	-	(3,118)
503 Public Parking System	173785.27	209736	209736	216301.68	6565.68
621 Fair Housing Grant	12,695	11,408	11,408	11,800	392
Total	\$ 2,365,774	\$ 2,291,717	\$ 2,294,835	\$ 2,414,890	\$ 120,055

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
City Attorney's Office	\$ 806,018	\$ 883,016	\$ 886,134	\$ 1,229,146	\$ 343,012	8.90
Human Relations	23,122	21,138	21,138	21,530	392	0.10
Municipal Court	1,536,634	1,387,563	1,387,563	1,164,214	(223,349)	11.76
Total	\$ 2,365,774	\$ 2,291,717	\$ 2,294,835	\$ 2,414,890	\$ 120,055	20.76



City of Lawrence

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Admin Support II	6.0
Admin Support III	5.0
Assistant City Attorney	1.0
City Attorney	1.0
City Prosecutor	1.0
Court Security Officer	0.8
Management Analyst I	1.0
Municipal Court Judge	1.0
Municipal Court Manager	1.0
Probation Officer	1.0
Senior Assistant City Attorney*	1.0
Supervising City Prosecutor	1.0
Warrant & Probation Clerk	1.0
Total	21.8

*Denotes position funded by the Water & Sewer Fund

Division Summary

City Attorney's Office

The City Attorney's Office provides legal advice and support to the City Commission, City departments and City advisory boards. Staff prepares and reviews City ordinances and resolutions, negotiates contracts, leases, and other agreements, acquires real property interests for city projects, monitors state legislation, and represents the City in civil litigation.

Division Summary by Category

Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 646,434	\$ 667,570	\$ 667,570	\$ 823,700	\$ 156,130
Contractual Services	151,736	201,196	201,196	388,346	187,150
Commodities	7,849	14,250	14,250	17,100	2,850
Capital Outlay	-	-	3,118	-	(3,118)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 806,018	\$ 883,016	\$ 886,134	\$ 1,229,146	\$ 343,012

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ 806,018	\$ 883,016	\$ 883,016	\$ 1,229,146	\$ 346,130	8.90
205 Equipment Reserve Fund	-	-	3,118.0	-	(3,118.0)	0.00
Total All Funds	\$ 806,018	\$ 883,016	\$ 886,134	\$ 1,229,146	\$ 343,012	8.90

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.
- Contractual Services increased due to outside counsel being budgeted in City Attorney's Office, previously budgeted in General Overhead.



City Attorney's Office

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Drafted and/or reviewed ordinances and resolutions amending the City Code. • Negotiated and prepared contracts, license agreements, and lease agreements for City. • Provided training to city staff and advisory boards on relevant law and legislative changes. 	<ul style="list-style-type: none"> • Meeting the complex legal needs of our organization with current staffing levels. 	<ul style="list-style-type: none"> • Assume additional right-of-way management responsibilities for the City in 2017. • Develop improved processes for approving and managing fiber and other telecommunications installations in City right-of-way.

Division Summary

Human Relations

This Human Relations division is responsible for investigating allegations of the City's anti-discrimination laws found in Chapter 10 of the City Code. The division also performs outreach to educate the community regarding the rights and responsibilities under Chapter 10 of the City Code.

Division Summary by Category

Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$11,260	\$11,408	\$ 11,408	\$11,800	\$ 392
Contractual Services	6,109	4,450	4,450	4,450	-
Commodities	5,753	5,280	5,280	5,280	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$23,122	\$21,138	\$ 21,138	\$21,530	\$ 392

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$10,427	\$ 9,730	\$ 9,730	\$ 9,730	\$ -	0.00
621 Fair Housing Grant	12,695	11,408	11,408	11,800	392	0.10
Total All Funds	\$23,122	\$21,138	\$ 21,138	\$21,530	\$ 392	0.10

Significant Budget Changes:

- No significant budget changes.



Human Relations

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Sponsored a successful poster competition in elementary and secondary schools to highlight and celebrate our local fair housing laws. • Hosted a continuing education course for housing providers and tenants on service, therapy, and emotional support animals. 	<ul style="list-style-type: none"> • Balancing Human Relations division duties with other current responsibilities to the organization. 	<ul style="list-style-type: none"> • Commemorate the 50th anniversary of Lawrence’s first fair housing law with a first rate oral history. The oral history will record the memories of individuals in our community who were instrumental to the passage of our first law.

Division Summary

Municipal Court

The Municipal Court division files, manages and adjudicates alleged violations of City ordinances in a timely and professional manner. The Municipal Court of the City of Lawrence adjudicates alleged violations of the City Code. The City Prosecutor's office represents the City in all cases brought by the City and University Police Departments.

Division Summary by Category

Category	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 730,055	\$ 766,356	\$ 766,356	\$ 843,752	\$ 77,396
Contractual Services	779,572	603,002	603,002	300,648	(302,354)
Commodities	27,007	18,205	18,205	19,814	1,609
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$1,536,634	\$1,387,563	\$1,387,563	\$1,164,214	\$(223,349)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$1,362,849	\$1,177,827	\$1,177,827	\$ 947,912	\$(229,915)	7.76
503 Public Parking System	173,785	209,736	209,736	216,302	6,566	4.00
Total All Funds	\$1,536,634	\$1,387,563	\$1,387,563	\$1,164,214	\$(223,349)	11.76

Significant Budget Changes:

- Contractual Services decreased due to prisoner care being moved to the Police Department budget in 2017.



Municipal Court

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Maintained high levels of customer service and professionalism amid the high volume of criminal, traffic, parking, and parking meter citations and tickets. • Streamlined document management of closed case files resulting in increased efficiency. 	<ul style="list-style-type: none"> • Identify a long-term, secure, and economical facility for the court and prosecutors' office. 	<ul style="list-style-type: none"> • Continue to collaborate with Douglas County and local service providers on the mental health court pilot program in Douglas County. • Evaluate and identify technology enhancements to improve court operations and customer service.

Police Department

Department Locations

Law Enforcement Center

111 E. 11th St.
Lawrence, KS
(785) 832-7501

Investigations & Training Center

4820 Bob Billings Parkway
Lawrence, KS
(785) 832-7400

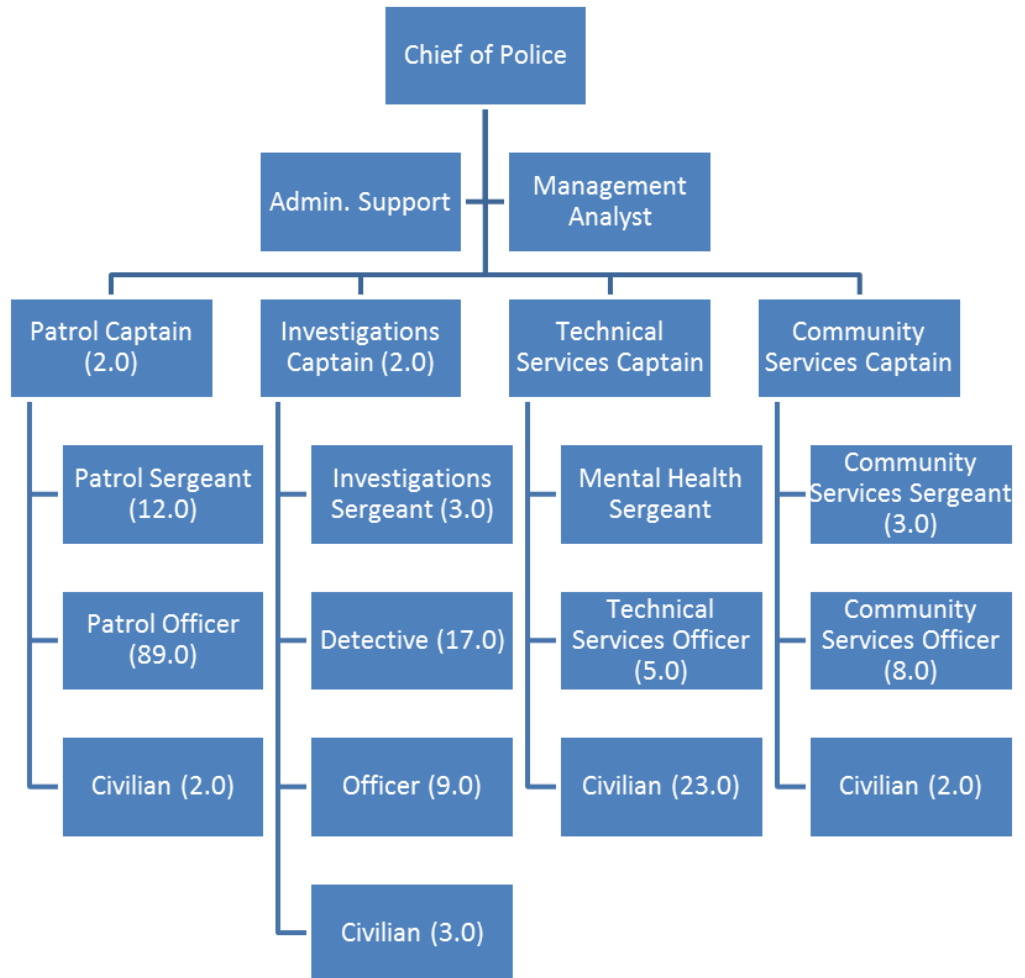
Animal/Parking Control

935 New Hampshire
Lawrence, KS
(785) 832-7501

Department Overview

The Lawrence Police Department currently operates with an authorized strength of 152 commissioned police officers and a 32 member civilian support staff. The department is comprised of five divisions: Administration, Patrol, Investigations, Technical Services, and Community Services.

Organizational Chart



City of Lawrence

Police Department Budget Overview

Division	General Fund	Capital Improvement Reserve	Public Parking System	Outside Agency Grants	Law Enforcement Trust Fund	Total
Police Administration	\$ 994,000	\$ -	\$ -	\$ 250,000	\$ 80,000	\$ 1,324,000
Community Service	2,561,063	-	-	-	-	2,561,063
Investigations	3,928,065	-	-	-	-	3,928,065
Patrol	12,375,250	-	-	-	-	12,375,250
Technical Services	2,441,685	-	851,172	-	-	3,292,857
Total	\$ 22,300,063	\$ -	\$ 851,172	\$ 250,000	\$ 80,000	\$23,481,235

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$16,345,117	\$16,610,371	\$16,610,371	\$19,823,656	\$3,213,285
Contractual Services	977,170	959,296	1,031,247	1,788,300	757,053
Commodities	982,279	938,653	946,619	1,003,279	56,660
Capital Outlay	365,030	983,800	975,834	866,000	(109,834)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$18,669,595	\$19,492,120	\$19,564,071	\$23,481,235	\$3,917,164

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$17,649,290	\$18,310,696	\$18,382,647	\$22,300,063	\$3,917,416
202 Capital Improvement Reserve	75	266,000	266,000	-	(266,000)
503 Public Parking System	697,667	825,424	825,424	851,172	25,748
611 Outside Agency Grants	215,749	-	-	250,000	250,000
652 Law Enforcement Trust Fund	106,813	90,000	90,000	80,000	(10,000)
Total	\$18,669,595	\$19,492,120	\$19,564,071	\$23,481,235	\$3,917,164

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Administration	\$ 1,151,142	\$ 1,001,495	\$ 1,073,446	\$ 1,324,000	\$ 250,554	3.0
Community Service	1,227,556	1,426,661	1,426,661	2,561,063	1,134,402	14.0
Investigations	3,397,140	3,524,279	3,524,279	3,928,065	403,786	32.0
Patrol	10,426,525	10,836,265	10,836,265	12,375,250	1,538,985	104.0
Technical Services	2,467,233	2,703,420	2,703,420	3,292,857	589,437	33.0
Total	\$18,669,595	\$19,492,120	\$19,564,071	\$23,481,235	\$3,917,164	186.0



City of Lawrence

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Admin Support II	7.0
Admin Support III	4.0
Animal Control Officer	3.0
Animal/Parking Control Manager	1.0
Civilian Teleserve Officer	2.0
Crime Analyst	2.0
Crime Scene Technician	1.0
Evidence Clerk	1.0
Management Analyst II	2.0
Network Administrator	1.0
Network Manager	1.0
Parking Control Officer	5.0
Parking Control Technician	1.0
Police Captain	6.0
Police Chief	1.0
Police Detective	17.0
Police Officer	111.0
Police Sergeant	18.0
Records Manager	1.0
System Administrator	1.0
Total	186.0

- Position Staffing Table reflects the following changes:
 - Increase of 1.0 FTE Police Sergeant position to create a Mental Health Squad.

Division Summary

Administration

The Administration Division provides administrative support to the other divisions of the Police Department. This division includes the Office of the Chief as well as additional operational costs.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 465,348	\$ 303,580	\$ 303,580	\$ 592,700	\$289,120
Contractual Services	268,164	254,715	326,666	334,500	7,834
Commodities	312,600	54,200	54,200	61,800	7,600
Capital Outlay	105,030	389,000	389,000	335,000	(54,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$1,151,142	\$1,001,495	\$1,073,446	\$1,324,000	\$250,554

Division Summary by Fund

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ 828,504	\$ 857,495	\$ 929,446	\$ 994,000	\$ 64,554	3.0
202 Capital Improvement Reserve	75	54,000	54,000	-	(54,000)	0.0
652 Law Enforcement Trust Fund	106,813	90,000	90,000	80,000	(10,000)	0.0
216 Special Recreation Fund	-	-	-	-	-	0.0
611 Outside Agency Grants	215,749	-	-	250,000	250,000	0.0
Total All Funds	\$1,151,142	\$1,001,495	\$1,073,446	\$1,324,000	\$250,554	3.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017 as well as additional personnel being hired.

Administration

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Continue our goal of community outreach, interaction, transparency and education. • Encouraging and supporting staff to seek out leadership trainings and professional continuing educational opportunities. • Continuing to provide leadership and guidance to department personnel as well as support for family members. • Continuing policy and procedure review and updates to reflect best practices. 	<ul style="list-style-type: none"> • Hiring, retention and providing realistic and practical response to public expectations through budget management and related priorities. 	<ul style="list-style-type: none"> • Continue reviewing staffing study for allocating police resources and strategic planning initiatives. • Continuing the Needs Assessment and evaluation process for a modern propose-built police facility. • Continue to work with City Management and Commission to address staffing, infrastructure and equipment for the department. • Enhancing our commitment to Community Oriented Policing goals.

Division Summary

Community Service

The Community Services Division is comprised of the Training Unit, whose primary function is to facilitate all in-house trainings and Basic Recruit Academies and the School Resource Officer (SRO) and Neighborhood Resource Officer (NRO) programs. The Community Services Division also encompasses the Office of Professional Accountability and Public Affairs Sergeant.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,038,599	\$1,073,164	\$1,073,164	\$1,459,780	\$ 386,616
Contractual Services	89,504	131,784	131,784	794,300	662,516
Commodities	99,454	137,713	137,713	238,983	101,270
Capital Outlay	-	84,000	84,000	68,000	(16,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$1,227,556	\$1,426,661	\$1,426,661	\$2,561,063	\$1,134,402

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$1,227,556	\$1,342,661	\$1,342,661	\$2,561,063	\$1,218,402	14.0
202 Capital Improvement Reserve	-	84,000	84,000	-	(84,000)	0.0
Total All Funds	\$1,227,556	\$1,426,661	\$1,426,661	\$2,561,063	\$1,134,402	14.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017 as well as additional personnel being hired.
- Contractual Services increased due to prisoner care being moved from the City Attorney's Office in 2017.

Community Service

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Continue to successfully facilitate the 37th Basic Recruit Academy with 14 recruits and 6 Douglas County Sheriff deputies. • Initial Implementation of PowerDMS as a training tool. • Developed a media relations and community engagement strategy, which has led to the engagement of hundreds of thousands of people. • Implemented new strategy for managing certain budget line items. • Combined Office of Professional Accountability with the Training Unit to begin implementing a Professional Standards Unit. • Increased social media footprint by over 100% on Facebook and almost 400% on Twitter since March of 2016. 	<ul style="list-style-type: none"> • Finding adequate facilities to host and hold mandatory department training events and academy related requirements. • School Resource Officers are covering multiple schools with insufficient time to accomplish goals set for the program and requiring additional support from patrol to respond to calls for service. • Identifying and recruiting qualified applicants for the position of police officer. 	<ul style="list-style-type: none"> • Attract high caliber, interested and qualified candidates for police officer positions through increased recruitment efforts and improvements in the application process. • Continue to attract quality outside training opportunities that challenge our personnel and staff. • 100% CIT trained department by the end of 2018. • Implement the Blue Courage training program. • Increase social media footprint. • Implement training plans for the department.

Division Summary

Investigations

The Investigative Division is directly responsible for all major case investigations and provides specialized services to include, crime scene processing, juvenile investigations, electronic/computer forensics as well as manage the City/County Drug Enforcement Unit.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$3,243,151	\$3,300,930	\$3,300,930	\$3,813,500	\$512,570
Contractual Services	80,300	86,220	86,220	15,000	(71,220)
Commodities	73,689	78,329	86,295	99,565	13,270
Capital Outlay	-	58,800	50,834	-	(50,834)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$3,397,140	\$3,524,279	\$3,524,279	\$3,928,065	\$403,786

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$3,397,140	\$3,524,279	\$3,524,279	\$3,928,065	\$403,786	32.0
Total All Funds	\$3,397,140	\$3,524,279	\$3,524,279	\$3,928,065	\$403,786	32.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.



Investigations

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • In the first half of 2016, over 85 cases were assigned to the division, these cases are often labor intensive and require multiple disciplines on scene or working the case. • Over 58 cases have been assigned to the three juvenile officers since January 2016. • Drug Enforcement Unit/ Perpetrator Oriented Policing Unit is focused on career criminals in our area. • Obtained grant funding to modernize existing interview rooms at the Investigative and Training Center and one at the Law Enforcement Center to 100% digital. 	<ul style="list-style-type: none"> • Authorized staffing levels for the division is inadequate for caseloads assigned. The division is still feeling the effects of the major cases (homicides) from 2014-2015 to include increased court time and case management to ensure successful outcomes. • The division is faced with the challenge to replace years' worth of experience and talent due to several detectives reaching retirement eligibility. 	<ul style="list-style-type: none"> • Continue to provide outstanding investigative service to victims, witnesses and suspects involved in the cases assigned to the division. • Continue to provide service to outside agencies when requested. • Continue the quality partnerships in place with Heart of America Regional Computer Forensics Lab and City/County Drug Enforcement Unit. • Continue to identify and develop the next generation of personnel to be promoted to detective.

Division Summary

Patrol

The Patrol Division is directly responsible for 24/7 service delivery on the city's 852.4 lane miles of streets and protect a population of approximately 95,000 residents, including various primary, secondary and higher educational institutions, retail and industrial businesses.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 9,368,890	\$ 9,671,123	\$ 9,671,123	\$11,176,200	\$1,505,077
Contractual Services	418,315	367,346	367,346	449,600	82,254
Commodities	379,320	477,796	477,796	385,450	(92,346)
Capital Outlay	260,000	320,000	320,000	364,000	44,000
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$10,426,525	\$10,836,265	\$10,836,265	\$12,375,250	\$1,538,985

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$10,426,525	\$10,776,265	\$10,776,265	\$12,375,250	\$1,598,985	104.0
202 Capital Improvement Reserve	-	60,000	60,000	-	(60,000)	0.0
506 Golf Course	-	-	-	-	-	0.0
Total All Funds	\$10,426,525	\$10,836,265	\$10,836,265	\$12,375,250	\$1,538,985	104.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017 as well as additional personnel being hired.



Patrol

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Provide service resulting in a greater reduction of violent crime within Lawrence than other benchmark comparable communities using Data Driven Approaches to Crime and Traffic Safety and applied to patrol strategies. • Provide service meeting the significantly increased challenges and steadily increasing volume of mental health related police service provision. • Maintained meaningfully effective Patrol Shift deployments despite a steady decline in the number of officers within the Patrol Division. • The Patrol Division continues to receive ongoing compliments and praise from the community. • Patrol officers attend Crisis Intervention Team training as well as Crucial Conversations, equipping them with additional tools to assist in responding to individuals who are experiencing a mental health crisis and scene de-escalation. All officers will complete CIT training program by 2018. 	<ul style="list-style-type: none"> • Patrol was hit hardest with staffing shortages due to retirements and normal attrition. The Patrol Division has eliminated safety initiatives proven to deter crime and victimization as a result of low staffing levels as well as limiting other proactive directed patrols. • Working to assure the safety of employees who now have fewer coworkers available to aid them when service calls turn dangerous and violent. • Staffing challenges are impacting the ability to send officers to training beyond that which is necessary to meet certification requirements. • Continued separation of patrol officers at the Law Enforcement Center from administration, investigations and training staff at the ITC prove to be a substantial barrier in the communication and collaboration required of an effective police agency. 	<ul style="list-style-type: none"> • Place a strong emphasis on each and every law enforcement officer being responsible for and committed to efforts to combat negative police perceptions and establishing a positive community-police relationship. • Re-assess deployment and patrol strategies in order to find ways to continue to maintain the ongoing reduction of violent crime in Lawrence. • Meeting basic service expectations of the community despite staffing challenges. Though proactive patrol may be limited, officers will continue to focus on calls for service while exercising sound safety practices and striving to have positive interactions and outcomes.

Division Summary

Technical Services

The Technical Services Division provides network and systems support to the Police Department. In addition, this division is responsible for maintaining criminal and accidents records and evidence for LKPD and DGSO. The Technical Services Division also consists of animal and parking control services and school crossing guards.

Division Summary by Category

Expenditure	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$2,229,129	\$2,261,574	\$2,261,574	\$2,781,476	\$519,902
Contractual Services	120,887	119,231	119,231	194,900	75,669
Commodities	117,217	190,615	190,615	217,481	26,866
Capital Outlay	-	132,000	132,000	99,000	(33,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$2,467,233	\$2,703,420	\$2,703,420	\$3,292,857	\$589,437

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$1,769,565	\$1,809,996	\$1,809,996	\$2,441,685	\$631,689	24.0
202 Capital Improvement Reserve	-	68,000	68,000	-	(68,000)	0.0
503 Public Parking System	697,667	825,424	825,424	851,172	25,748	9.0
Total All Funds	\$2,467,233	\$2,703,420	\$2,703,420	\$3,292,857	\$589,437	33.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017 as well as additional personnel being hired.



Technical Services

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Information Technology continues to upgrade and/or maintain existing infrastructures as well as researching the best IT solutions for the department. • Evidence Unit has worked throughout the current year to review cases and statutes related to disposal and/or destruction of evidence. This helps to reduce the number of items which reduce the overall storage needs of this unit. With the assistance of staff from other divisions, Evidence custodians have been able to out-process 22,627 items from January to August this year. This presents over 15% of the number of items held in Evidence previously. • Increasing information available to the public on-line; for example, RAIDS On-Line. 	<ul style="list-style-type: none"> • Researching, purchasing and installing technology that has ease of use as well as meeting the requirements of the Department. • IT needs additional personnel resources. Current commissioned officers are being utilities to support IT functions. 	<ul style="list-style-type: none"> • Storage and/or continued destruction of evidence following State and Federal guidelines.

Fire and Medical Department

Department Location

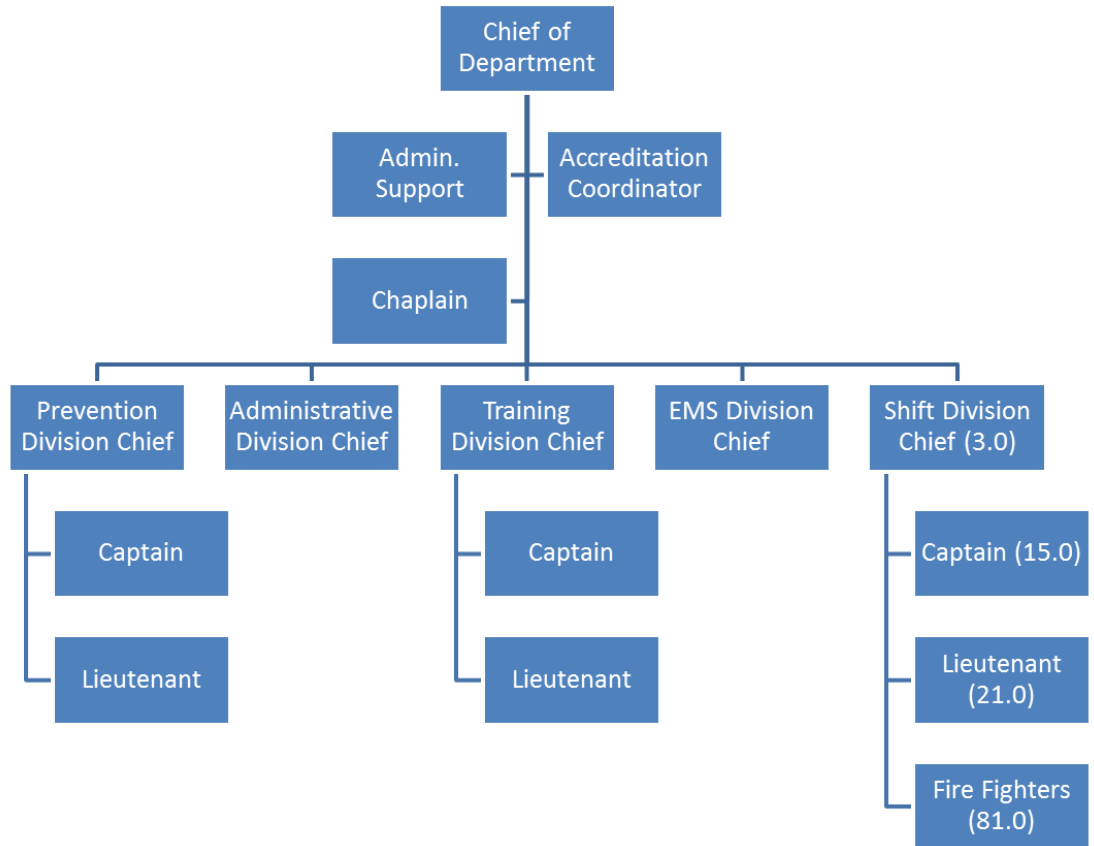
Administration

1911 Stewart Ave.
Lawrence, KS
(785) 830-7000

Department Overview

The Lawrence-Douglas County Fire Medical department is a joint agreement between the City and County to provide fire and medical services. Fire services are provided by the department for all City of Lawrence residents while EMS and hazardous material responses are provided for all Douglas County residents. This department is partially funded through Douglas County.

Organizational Chart



City of Lawrence

Fire and Medical Department Budget Overview

Division	General Fund	Equipment Reserve Fund	Total
Emergency Medical Service	\$ 13,869,466	\$ 50,000	\$ 13,919,466
Fire Service	5,328,337	-	5,328,337
Combined Costs	-	100,000	100,000
Total	\$ 19,197,803	\$ 150,000	\$ 19,347,803

Department Budget Summary

Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$13,963,535	\$14,023,950	\$14,023,950	\$17,179,944	\$ 3,155,994
Contractual Services	973,655	1,145,448	1,165,448	1,371,653	206,205
Commodities	490,613	547,280	527,280	646,206	118,926
Capital Outlay	651,423	858,000	358,000	150,000	(208,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$16,079,226	\$16,574,678	\$16,074,678	\$19,347,803	\$ 3,273,125

Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$15,512,234	\$15,716,678	\$15,716,678	\$19,197,803	\$ 3,481,125
202 Capital Improvement Reserve	-	48,000	48,000	-	(48,000)
205 Equipment Reserve Fund	566,992	810,000	310,000	150,000	(160,000)
Total	\$16,079,226	\$16,574,678	\$16,074,678	\$19,347,803	\$ 3,273,125

Summary by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Fire Service	\$ -	\$ -	\$ -	\$ 5,328,337	\$ 5,328,337	150.0
Emergency Medical Service	566,992	500,000	310,000	13,919,466	13,609,466	0.0
Combined Cost Center	15,512,234	16,074,678	15,764,678	100,000	(15,664,678)	0.0
Total	\$16,079,226	\$16,574,678	\$16,074,678	\$19,347,803	\$ 3,273,125	150.0



City of Lawrence

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Accreditation Coordinator	1.0
Admin Support III	3.0
Admin Support IV	2.0
Fire Captain 2080	2.0
Fire Captain 2912	15.0
Fire Chief	1.0
Fire Division Chief 2080	4.0
Fire Division Chief 2912	3.0
Fire Engineer Basic 2912	1.0
Fire Engineer AEMT 2912	47.0
Fire Engineer Paramedic 2912	18.0
Fire Lieutenant AEMT 2912	11.0
Fire Lieutenant Paramedic 2080	2.0
Fire Lieutenant Paramedic 2912	9.0
Firefighter AEMT 2912	10.0
Firefighter Paramedic 2912	5.0
Firefighter-Extra Board	6.0
Network Technician	2.0
Eudora Paramedic Crew	8.0
Total	150.0

- Position Staffing Table reflects the following changes:
 - Increase of 8.0 FTE positions to staff a new Emergency Medical Service station in Eudora. The positions and operational costs are funded 100% by Douglas County.
 - Reduction of 1.0 FTE Administrative Support III position which is 100% City funded.

Performance Indicators

Emergency Medical Service Performance Indicators

For 90 percent of all priority medical incidents, the total response time for the arrival of the first-due unit (minimum of 1 paramedic and 1 AEMT) shall be: 6 minutes and 30 seconds in urban areas, 12 minutes and 30 seconds in rural areas, and 9 minutes and 30 seconds countywide.

Note: Due to the increase in emergency calls, we can no longer achieve a 90 percent emergency medical response in 6 minutes and 30 seconds within the city. Our three year time exceeds 7 minutes and 34 seconds as shown below.

Year	Urban (City)	Rural	Countywide
Benchmark	6:30	12:30	9:30
2016 Year to Date (YTD)	8:09	19:00	12:20
2015 End of Year	8:11	19:28	12:20
2014 End of Year	7:35	18:56	11:27

Fire Service Performance Indicators

For 90 percent of all low, moderate, and high risk structure fire responses, the total response time for the arrival of the first-due unit shall be: 6 minutes and 30 seconds.

Note: Due to the increase in emergency calls, we can no longer achieve a 90 percent structure fire response in 6 minutes and 30 seconds. Our three year time exceeds 7 minutes and 29 seconds as shown below.

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year End
Benchmark	6:30	6:30	6:30	6:30	6:30
2016	7:26	6:23			7:47 (YTD)
2015	7:03	7:56	6:40	8:22	7:56
2014	6:15	6:10	8:36	7:41	7:30

Division Summary

Emergency Medical Service

The Medical division provides emergency medical response as well as hazardous material response to all Douglas County residents. This division is partially funded through Douglas County.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$12,990,060	\$12,990,060
Contractual Services	-	-	-	565,648	565,648
Commodities	-	-	-	313,758	313,758
Capital Outlay	566,992	500,000	310,000	50,000	(260,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$566,992	\$500,000	\$ 310,000	\$13,919,466	\$13,609,466

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ -	\$ -	\$ -	\$13,869,466	\$13,869,466	0.0
205 Equipment Reserve Fund	566,992	500,000	310,000	50,000	(260,000)	0.0
Total All Funds	\$566,992	\$500,000	\$ 310,000	\$13,919,466	\$13,609,466	0.0

Significant Budget Changes:

- Fire Medical budget reorganized in 2017 to allocate costs by division (Emergency Medical Service and Fire Service).
- 2017 budget includes staffing and operational costs for a newly proposed Eudora Emergency Medical Service station, contingent on Douglas County approval. If approved, the costs would be funded 100% by County reimbursements to the City.
- Personal Services increases due to healthcare being budgeted at department level beginning in 2017.



Emergency Medical Service

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • New Medic Unit on order for Northeast Douglas County location. • Two Auto-Vent Units purchased for respiratory assistance during out-of-town transfers. • All Automatic External Defibrillator (AED) equipment for 1st responders has been updated to meet current standards. • New interactive training manikin purchased and implemented for high quality EMS scenarios. • Electronic Health Care reporting software has been updated with enhancements. • Zoll Monitors are being replaced in all units. • Autopulse Resuscitation Systems added to all frontline medic units. • Tactical Medic Team implemented in partnership with Lawrence Police Department. • In 2015, we responded to 11,857 total incidents (a 4.1% increase), 9,438 being EMS incidents (a 4.9% increase). 	<ul style="list-style-type: none"> • Due to the increase in emergency calls, we can no longer achieve a 90% emergency medical response time 6 minutes and 30 seconds within our city. Out three year time exceeds 7 minutes and 34 seconds*. • Station 1 Remodel—temporary quarters for staff and apparatus during remodel. • Meeting new Kansas Board of EMS increase requirements for continued education training hours. • Infrastructure and hiring of staff for Northeast Douglas County Medic Unit. • Special Event requests are increasing and impacting staffing needs. • Increase demands for all services, which effect staffing needs, response times, employee safety and training. • Equalizing EMS response to the county due to county growth and increasing call volume. County call volume has increase by 16.1% from 2014 to 2015. 	<ul style="list-style-type: none"> • Identify and enhance training along with educational opportunities and the manner in which they are delivered to effectively achieve our mission. • Ensure staffing levels meet expectations of the community and the risk assessment model. • Continually review, research, acquire, and implement technology systems to increase efficiency and effectiveness of department funds and operations. • Continue to strengthen and enhance relations with external partners to meet our mission. • Identify, acquire, and maintain physical resource needs that allow the department to meeting its mission. Keep department policies, procedure and medical treatment protocol updated and relevant to reflect organizational needs in an evolving and changing environment.

*See Performance Measures

Division Summary

Fire Service

The Fire division provides fire suppression, technical rescue, fire prevention and inspection to the City of Lawrence and public education to all Douglas County residents.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$4,189,884	\$4,189,884
Contractual Services	-	-	-	806,005	806,005
Commodities	-	-	-	332,448	332,448
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$5,328,337	\$5,328,337

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ -	\$ -	\$ -	\$5,328,337	\$5,328,337	150.0
Total All Funds	\$ -	\$ -	\$ -	\$5,328,337	\$5,328,337	150.0

Significant Budget Changes:

- Fire Medical budget reorganized in 2017 to allocate costs by division (Emergency Medical Service and Fire Service).
- 2017 budget includes staffing and operational costs for a newly proposed Eudora Emergency Medical Service station, contingent on Douglas County approval. If approved, the costs would be funded 100% by County reimbursements to the City.
- Personal Services increases due to healthcare being budgeted at department level beginning in 2017.



Fire Service

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Two Public Education Specialists successfully completed Youth Firesetting Intervention training and are certified specialists. • Fire Inspector I certification received by all fire medical management team. • New Engine ordered to replace current unit. • Inspections and permit reviews have been on a steady increase. As of July 31, 2016 fire medical has completed 363 plan reviews, which is already 80% of the total reviews in 2015. • Thermal Imaging Cameras for rescue have been placed in all fire and EMS units. • In 2015, Fire Medical responded to 11,857 total incidents (4.1% increase, based on 2015/2014 data) of which 2,220 were fire incidents (0.8% increase, based on 2015/2014 data). 	<ul style="list-style-type: none"> • Due to the increase in emergency calls, we can no longer achieve a 90% structure fire response in 6 minutes and 30 seconds. Our three year time exceeds 7 minutes and 29 seconds*. • Station 1 remodel—temporary quarters for staff and apparatus during remodel. • Meeting mandated fire related training hour requirements. • Infrastructure and hiring of staff for Northeast Douglas County Medic Unit. • Special Event request are increasing and impacting staffing needs (6% increase based on 2015/2014 data). • Increased demands for all services, which effect staffing needs, response times, employee safety and training. • Drill tower repairs and meeting safety compliance. • Continued increase of inspections (22% increase, based on 2015/2014 data) and plan reviews (64% increase, based on 2015/2014 data) with limited staff. 	<ul style="list-style-type: none"> • Identify and enhance training along with educational opportunities and the manner in which they are delivered to effectively achieve our mission. • Ensure staffing levels meet expectations of the community and the risk assessment model. • Continually review, research, acquire, and implement technology systems to increase efficiency and effectiveness of department functions and operations. • Continue to strengthen and enhance relations with external partners to meet or mission. • Identify, acquire and maintain physical resource needs that allow the department to meet its mission. • Keep department policies, procedures and medical treatment protocols updated and relevant to reflect organizational needs in an evolving and changing environment.

*See Performance Measures

Division Summary

Combined Costs

Prior to the 2017 budget, Fire and Medical service costs were combined as in one budget. Beginning in 2017, the department's budget is reorganized to include the two divisional budgets of Emergency Medical Service and Fire Service. This 2017 division budget includes \$100,000 in vehicle purchase costs consistent with the infrastructure sales tax spending plan. Future departmental overhead costs will be budgeted in this divisional budget.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$13,963,535	\$14,023,950	\$14,023,950	\$ -	\$ (14,023,950)
Contractual Services	973,655	1,145,448	1,165,448	-	(1,165,448)
Commodities	490,613	547,280	527,280	-	(527,280)
Capital Outlay	84,431	358,000	48,000	100,000	52,000
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$15,512,234	\$16,074,678	\$15,764,678	\$100,000	\$ (15,664,678)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$15,512,234	\$15,716,678	\$15,716,678	\$ -	\$ (15,716,678)	0.0
202 Capital Improvement Reserve	-	48,000	48,000	-	(48,000)	0.0
205 Equipment Reserve Fund	-	310,000	-	100,000	100,000	0.0
Total All Funds	\$15,512,234	\$16,074,678	\$15,764,678	\$100,000	\$ (15,664,678)	0.0

Significant Budget Changes:

- Fire Medical budget reorganized in 2017 to allocate costs by division (Emergency Medical Service and Fire Service).



Public Works

**Department
Location**

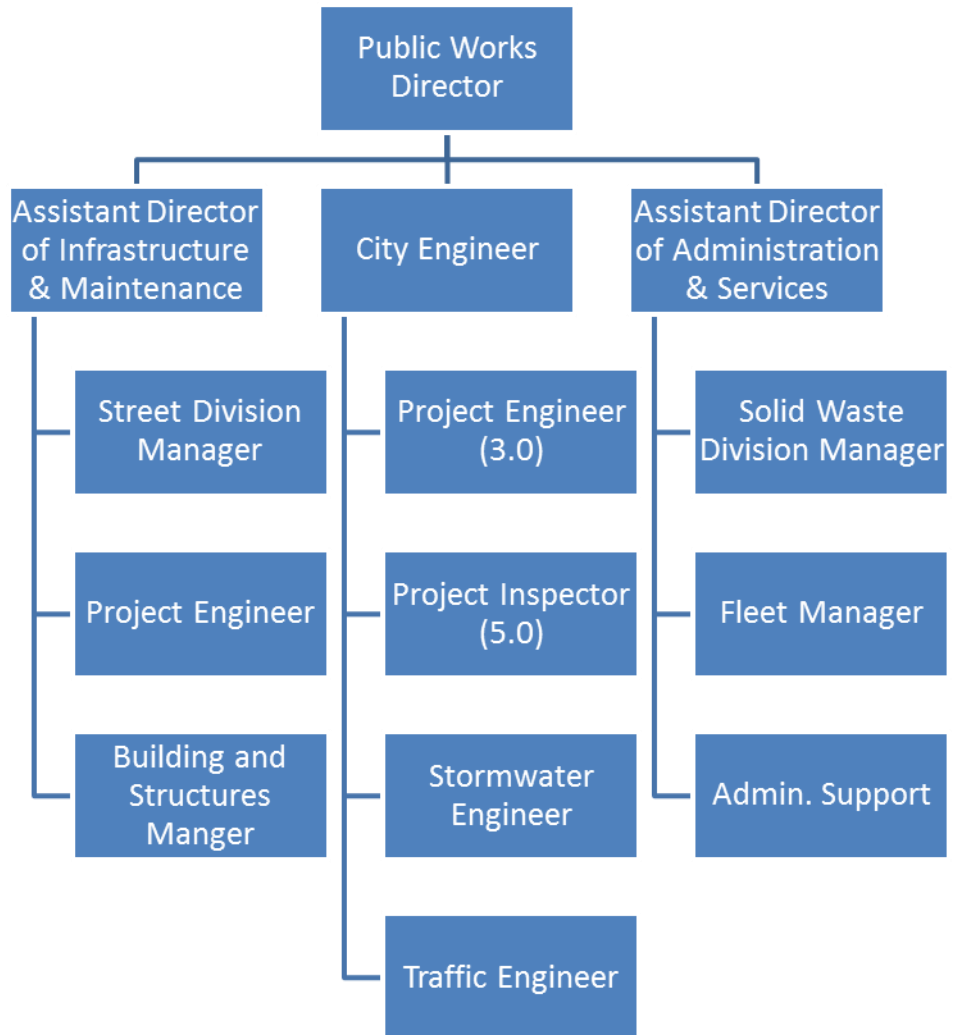
Administration

6 East 6th St.
Lawrence, KS
(785) 832-3123

Department Overview

Public Works is a full service, front-line operational department. The Public Works Department provides community services in infrastructure and maintenance (facilities & structures, street and stormwater maintenance, pavement management), engineering (engineering design and technical support, stormwater and traffic engineering), services (solid waste and fleet management, and administrative functions). Public Works projects and services are vital to the growth, health, safety, comfort and quality of life for our community.

Organizational Chart



City of Lawrence

Public Works Department

Budget Overview

Division	General Fund	Airport Improvement Fund	Capital Improvement Reserve	Special Gas Tax Fund	Solid Waste Fund
Public Works Engineering	\$ 1,127,803	\$ -	\$ -	\$ -	\$ -
Sales Tax Construction	-	-	8,000,000	-	-
Property Maintenance	753,788	-	-	-	-
Arts Center Maintenance	152,525	-	-	-	-
Airport Maintenance	159,770	81,000	-	-	-
Public Works Public Parking	-	-	-	-	-
Street Maintenance	3,477,390	-	500,000	3,001,680	-
Traffic	817,150	-	-	-	-
Fiber Backbone	166,979	-	-	-	-
Street Lights	886,000	-	-	-	-
Solid Waste Operations	-	-	-	-	12,416,950
Solid Waste Nonbonded Construction	-	-	-	-	-
Stormwater Mgmt.	-	-	-	-	-
Levee Maintenance	224,680	-	-	-	-
Total	\$ 7,766,085	\$ 81,000	\$ 8,500,000	\$ 3,001,680	\$ 12,416,950

Public Works Budget Overview

Public Parking System	Storm Water Utility	Solid Waste Construction	Farmland Remediation	Total
\$ -	\$ -	\$ -	\$ -	\$ 1,127,803
-	-	-	-	8,000,000
-	-	-	-	753,788
-	-	-	-	152,525
-	-	-	-	240,770
515,503	-	-	-	515,503
-	-	-	-	6,979,070
-	-	-	-	817,150
-	-	-	-	166,979
-	-	-	-	886,000
-	-	-	-	12,416,950
-	-	2,700,000	-	2,700,000
-	3,791,117	-	497,800	4,288,917
-	-	-	-	224,680
\$ 515,503	\$ 3,791,117	\$ 2,700,000	\$ 497,800	\$ 39,270,135

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$11,106,417	\$11,728,350	\$11,728,350	\$11,892,483	\$ 164,133
Contractual Services	6,917,518	6,262,643	6,190,692	6,398,963	208,271
Commodities	3,750,180	4,373,221	4,373,221	4,555,840	182,619
Capital Outlay	10,402,774	8,411,551	8,862,370	14,219,000	5,356,630
Debt Service	1,069,329	1,059,871	1,059,871	1,017,624	(42,247)
Transfers	2,361,025	861,025	5,042,870	861,025	(4,181,845)
Contingency	-	3,797,003	-	325,200	325,200
Total	\$35,607,243	\$36,493,664	\$37,257,374	\$39,270,135	\$2,012,761

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$ 6,720,796	\$ 7,210,319	\$ 7,138,368	\$ 7,766,085	\$ 627,717
201 Airport Improvement Fund	138,633	24,000	24,000	81,000	57,000
202 Capital Improvement Reserve	9,351,030	6,539,551	10,522,897	8,500,000	(2,022,897)
205 Equipment Reserve Fund	102,222	120,000	377,727	-	(377,727)
214 Special Gas Tax Fund	2,447,748	3,274,430	2,682,430	3,001,680	319,250
502 Solid Waste Fund	12,607,639	14,480,622	12,755,963	12,416,950	(339,013)
503 Public Parking System	208,206	239,955	214,755	515,503	300,748
505 Storm Water Utility	2,689,548	4,065,294	2,860,491	3,791,117	930,626
562 Solid Waste Construction	-	-	141,250	2,700,000	2,558,750
604 Farmland Remediation	1,341,422	539,493	539,493	497,800	(41,693)
Total	\$35,607,243	\$36,493,664	\$37,257,374	\$39,270,135	\$2,012,761

Department Budget Summary

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Engineering	\$ 977,555	\$ 1,079,775	\$ 1,079,775	\$ 1,127,803	\$ 48,028	11.16
Capital Improvement Res	6,286,141	6,485,551	6,485,551	8,000,000	1,514,449	0.00
Property Maintenance	755,460	791,405	719,454	753,788	34,334	5.00
Art Center Maintenane	133,546	152,525	152,525	152,525	-	0.00
Airport Maintenance	272,695	191,404	291,404	240,770	(50,634)	1.00
Public Parking	208,206	239,955	266,597	515,503	248,906	1.00
Street Maintenance	8,558,616	6,617,952	10,115,183	6,979,070	(3,136,113)	33.50
Traffic Engineering	758,140	765,988	765,988	817,150	51,162	8.00
Fiber Backbone	-	-	-	166,979	166,979	1.00
Street Lights	767,132	885,460	885,460	886,000	540	0.00
Solid Waste Operations	12,665,652	14,480,622	12,755,963	12,416,950	(339,013)	97.34
Solid Waste Nonbonded Construction	9,607	-	141,250	2,700,000	2,558,750	0.00
Stormwater Mgmt	4,030,970	4,604,787	3,399,984	4,288,917	888,933	13.00
Levee Maintenance	183,524	198,240	198,240	224,680	26,440	2.00
Total	\$35,607,243	\$36,493,664	\$37,257,374	\$39,270,135	\$2,012,761	173.00

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Admin Support II	4.0
Admin Support III	2.0
Assistant Public Works Dir	2.0
Building & Structures Manager	1.0
City Engineer	1.0
City Surveyor	1.0
Custodian II	1.0
Engineering Technician	1.0
Environmental Technician	1.0
Fiber Technician	1.0
Field Supervisor/Property Main	1.0
Field Supervisor/Solid Waste	5.0
Field Supervisor/Streets	4.0
Maintenance Worker	19.0
Project Engineer I (EIT)	1.0
Project Engineer II (PE)	3.0
Project Inspector	5.0
Public Works Director	1.0
Senior Maintenance Worker	28.0
Senior Traffic Signal Tech	1.0
Solid Waste Division Manager	1.0
Solid Waste Loader	38.0
Solid Waste Operator I	26.0
Solid Waste Operator II	11.0
Solid Waste Ops Supervisor	2.0
Stormwater Engineer	1.0
Street Division Manager	1.0
Traffic Control Technician	2.0
Traffic Signal Systems Tech	1.0
Traffic Signal Technician	1.0
Traffic Supervisor	1.0
Transportation/Traffic Eng	1.0
WR/R Specialist	4.0
WR/R Specialist PartTime	0.0
Total	173.0

- Position Staffing Table reflects the following changes:
 - Reduction of 0.5 FTE Waste Reduction/ Recycling Specialist position.
 - Reduction of 1.0 FTE Project Engineer/ Stormwater Engineer position.
 - Reclassification of 1.0 FTE Traffic Control Technician position to 1.0 FTE Fiber Technician position.
 - Increase of 2.0 FTE positions for a culvert inspection crew.
- Position Staffing Table does not include:
 - 17.0 FTE positions allocated to the Central Maintenance Fund, an internal service fund.
 - 1.0 FTE position allocated to the Health Fund. This position is reported in the Health Budget staffing table.



Division Summary

Engineering

The Engineering Division is responsible for the review and approval of all plans for streets, sidewalks and storm sewers, some project design services are completed in-house, and some are contracted. The division administers projects and inspects project construction, evaluates pavement condition and contracts for major pavement restoration and replacement. The Engineering Division solicits grants and other funding for major reconstruction or new construction projects.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$876,921	\$ 907,830	\$ 907,830	\$1,003,758	\$ 95,928
Contractual Services	47,452	51,525	51,525	55,725	4,200
Commodities	53,182	56,420	56,420	58,320	1,900
Capital Outlay	-	64,000	64,000	10,000	(54,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$977,555	\$1,079,775	\$1,079,775	\$1,127,803	\$ 48,028

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$977,555	\$1,025,775	\$1,025,775	\$1,127,803	\$102,028	11.16
202 Capital Improvement Reserve	-	54,000	54,000	-	(54,000)	0.00
Total All Funds	\$977,555	\$1,079,775	\$1,079,775	\$1,127,803	\$ 48,028	11.16

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.

Engineering

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Major infrastructure program management, including 31st Street extension, Maple Street Pump Station, Bob Billings reconstruction (Foxfire to Wakarusa), 19th and Ousdahl intersection plus subdivision projects. • Annual project management, including project inspection – overlay, curb repair, micro-surfacing and KLINK contracts. • Staffing and assistance to the Pedestrian and Bicycle Issues Task Force. • Pedestrian and bicycle improvements, including the CDBG gap program. • Award winning Breezedale monument restoration. • Right-of-way management and street events. • In-house design services for small projects. 	<ul style="list-style-type: none"> • Major reconstruction projects take 18-24 months to develop/ design. Need timely direction / decisions on project elements to ensure continued progress on design to meet construction timeframes (such as Kasold). • Limited resources for infrastructure maintenance to meet demands, as indicated by pavement condition inventories. • Need to update driveway inspection program and right-of-way permitting. • Implementing recommendations of ped-bike task force including a sidewalk maintenance program. 	<ul style="list-style-type: none"> • Major upcoming projects include Kasold and Wakarusa. • In-house engineering design services for projects: Wakarusa & Inverness, airport taxiway, traffic calming projects, sidewalk gap projects and bike path projects. • Complete next phase of inventory for pavement maintenance condition assessment. • Provide timely and thorough inspection of all public improvements. • Creation of Transportation Commission.

Engineering

Performance Indicators

Indicator	2014 Actual	2015 Actual	2016 Target
% of pavement rated as acceptable or better (PCI)			
Arterials	66.5%	72%	72%
Collectors	75.8%	81%	82%
Residential	86.5%	88%	88%
% of residents satisfied with street maintenance			
Street resurfacing completed by contract			
Overlay (lane miles)	11.9	17	20
Micor-surfacing (lane miles)	29.7	14	30
Concrete (square yards)	3,464	3,314	6,000
Curb and gutter (linear feet)	15,622	20,775	15,000

Division Summary

Capital Improvement Reserve Projects

The Capital Improvement Reserve Projects include: bike/pedestrian improvements and ADA ramps, Kasold reconstruction from 6th street to Bob Billings Parkway, Wakarusa reconstruction from Inverness to 6th street and the street maintenance program.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	205,104	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	6,081,037	6,485,551	6,485,551	8,000,000	1,514,449
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$6,286,141	\$6,485,551	\$6,485,551	\$8,000,000	\$1,514,449

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
202 Capital Improvement Reserve	\$6,286,141	\$6,485,551	\$6,485,551	\$8,000,000	\$1,514,449	0.0
Total All Funds	\$6,286,141	\$6,485,551	\$6,485,551	\$8,000,000	\$1,514,449	0.0

Significant Budget Changes:

- Capital Outlay increased due to the construction of several Capital Improvement Plan projects scheduled in 2017.

Division Summary

Property Maintenance

This Property Maintenance Division is responsible for building maintenance for municipal buildings except where such services are provided contractually. In addition to maintenance costs, utility costs for some buildings are paid out of this division's budget. The costs of operation of the Law Enforcement Center, which are shared with the County, were moved from this division to the Police Department budget in 2017.

Division Summary by Category

Expenditures	2015	2016	2016	2017	2017/2016
	Actual	Adopted	Estimated	Adopted	+/-
Personal Services	\$ 335,092	\$ 333,490	\$ 333,490	\$ 366,700	\$ 33,210
Contractual Services	359,027	402,332	330,381	325,588	(4,793)
Commodities	61,341	55,583	55,583	61,500	5,917
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 755,460	\$ 791,405	\$ 719,454	\$ 753,788	\$ 34,334

Division Summary by Fund

Fund	2015	2016	2016	2017	2017/2016	2017
	Actual	Adopted	Estimated	Adopted	+/-	FTEs
1 General Fund	\$ 755,460	\$ 791,405	\$ 719,454	\$ 753,788	\$ 34,334	5.0
Total All Funds	\$ 755,460	\$ 791,405	\$ 719,454	\$ 753,788	\$ 34,334	5.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.

Property Maintenance

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> Monitored and modified janitorial contracts for 13 buildings to improve quality control, standard of service, and manage costs. Examples of projects for the year include: Constructed office inside Traffic Division; Upgraded lighting at Fire Station 5 truck bay; Replaced AC condenser and air handler at Douglas County Senior Center; Created additional storage at ITC; Upgraded exterior lighting at the Willow Center; City Hall modifications; moving copying room and creating employee break area; and City Commission room carpet project and installation of hearing loop. 	<ul style="list-style-type: none"> Increasing fuel, energy, and materials costs. Aging building infrastructure. Staffing or resources to provide desired levels of custodial services (by building users). Maintaining active preventive maintenance programs with limited staff. 	<ul style="list-style-type: none"> Participate and assist in implementation of FCIP plan as determined by City Commission. Refine work order system to provide comprehensive facilities maintenance information to allow for comprehensive facility planning. Provide appropriate levels of support and responsiveness for customer departments within given budget constraints. Provide core maintenance for municipal buildings assigned (> 40). Provide for custodial services. Analyze services and determine best method of completion, such as bringing filter change services back in

Performance Indicators

Indicator	2014 Actual	2015 Actual	2016 Estimate
% of scheduled repairs completed on time	83%	85%	90%
% of emergency requests responded to within 2 hours	50%	75%	96%
% of respondents rating cleanliness of facilities as good or excellent	N/A	N/A	92%
% of respondents rating timeliness of repairs as good or excellent	94%	94%	95%

Division Summary

Arts Center Maintenance

The Arts Center Maintenance division is the Public Works Department portion of funds allocated for maintaining the Arts Center building.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	133,546	152,525	152,525	152,525	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 133,546	\$ 152,525	\$ 152,525	\$ 152,525	\$ -

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ 133,546	\$ 152,525	\$ 152,525	\$ 152,525	\$ -	0.0
Total All Funds	\$ 133,546	\$ 152,525	\$ 152,525	\$ 152,525	\$ -	0.0

Significant Budget Changes:

- No significant budget changes.

Division Summary

Airport Maintenance

The Lawrence Municipal Airport is operated by a fixed base operator under agreement with the City. The Airport Manager function is shared by the Public Works Director (liaison to the Airport Advisory Board and the FAA) and the Building and Structures Manager (t-hangar leases and operational functions).

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 65,552	\$ 67,100	\$ 67,100	\$ 76,100	\$ 9,000
Contractual Services	64,672	68,444	68,444	71,900	3,456
Commodities	142,470	11,860	11,860	11,770	(90)
Capital Outlay	-	44,000	144,000	81,000	(63,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$272,695	\$191,404	\$ 291,404	\$240,770	\$ (50,634)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$134,062	\$147,404	\$ 147,404	\$159,770	\$ 12,366	1.0
201 Airport Improvement Fund	138,633	24,000	24,000	81,000	57,000	0.0
205 Equipment Reserve Fund	-	20,000	120,000	-	(120,000)	0.0
Total All Funds	\$272,695	\$191,404	\$ 291,404	\$240,770	\$ (50,634)	1.0

Significant Budget Changes:

- No significant budget changes.

Airport Maintenance

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Overgrowth brush removal. • Weed control, mowing. • Installation of wind stock and REIL lighting. • Replacement of AC condenser unit on Gutswork building. • Worked with Utilities to identify and correct water infiltration to the sewer holding tank. 	<ul style="list-style-type: none"> • Provision of adequate equipment for safe, effective, and efficient operations at the airport. • Adequate funding for routine maintenance. • Determining consistent policy for appropriate level of service for snow removal. • FAA has undergone significant staff changes and the Capital Improvement Program has been reprioritized. 	<ul style="list-style-type: none"> • Continue maintenance of primary runways and taxiways. • Renew all leases and rental agreements. • Provide routine inspections for regulatory compliance. • Evaluate alternative snow removal and ice control methodologies for runways. • Maintain waiting list for t-hanger space, with adequate communication to renters and potential renters. • Update spill prevention and containment plan.

Division Summary

Public Parking

The Public Parking Division is charged with the responsibility of enforcing parking regulations and meter time limits in the Central Business District to provide adequate parking turnover in the downtown area. This division also maintains the Riverfront Parking Garage, New Hampshire Parking Garage and Vermont Parking Garage.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 67,783	\$ 70,926	\$ 70,926	\$ 71,197	\$ 271
Contractual Services	138,321	121,909	121,909	247,536	125,627
Commodities	2,102	6,920	6,920	6,570	(350)
Capital Outlay	-	15,000	66,842	15,000	(51,842)
Debt Service	-	-	-	150,000	150,000
Transfers	-	-	-	-	-
Contingency	-	25,200	-	25,200	25,200
Total	\$208,206	\$239,955	\$ 266,597	\$515,503	\$ 248,906

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
503 Public Parking System	\$208,206	\$239,955	\$ 214,755	\$515,503	\$ 300,748	1.0
202 Capital Improvement Reserve	-	-	51,842	-	(51,842)	-
Total All Funds	\$208,206	\$239,955	\$ 266,597	\$515,503	\$ 248,906	1.0

Significant Budget Changes:

- Contractual Service increased due to the engineering evaluation/assessment for City parking garages as well as an increase in electricity for the Vermont Street parking garage, which was not budgeted for in 2016.



Public Parking

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Upgrade electrical distribution at Riverfront Parking Garage. • Replaced rusted pipes on fire system lines in New Hampshire Parking Garage. • Began installation of cameras at Riverfront. • Installed security camera in New Hampshire garage. 	<ul style="list-style-type: none"> • Adequate funding for major repairs needed. • Continuous sprinkler line and drain line repairs. • Vandalism and graffiti are a constant driver of lost time for staff. 	<ul style="list-style-type: none"> • Complete structural engineering assessments for all three garages. • Complete resurfacing and painting for all stairways at New Hampshire garage. • Continue with restriping of lots and garages as needed.

Division Summary

Street Maintenance

The Street Maintenance Division is responsible for the routine maintenance of the City's streets, alleys, curbs, and gutters. The budget provides funds for concrete, asphalt, sand and rock for street repairs, and salt for snow and ice control. Additional funds are budgeted for outside firms to assist in removing snow. The work crews require the use of a variety of equipment and vehicles. The cost of equipment maintenance and fuel is included in this budget.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 2,215,616	\$ 2,320,070	\$ 2,320,070	\$ 2,386,900	\$ 66,830
Contractual Services	496,411	528,650	528,650	532,050	3,400
Commodities	2,482,788	2,707,232	2,707,232	2,960,120	252,888
Capital Outlay	3,363,800	470,000	627,727	1,000,000	372,273
Debt Service	-	-	-	-	-
Transfers	-	-	3,931,504	-	(3,931,504)
Contingency	-	592,000	-	100,000	100,000
Total	\$ 8,558,616	\$ 6,617,952	\$ 10,115,183	\$ 6,979,070	\$ (3,136,113)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ 3,011,378	\$ 3,243,522	\$ 3,243,522	\$ 3,477,390	\$ 233,868	8.0
202 Capital Improvement Reserve	2,997,268	-	3,931,504	500,000	(3,431,504)	0.0
205 Equipment Reserve Fund	102,222	100,000	257,727	-	(257,727)	0.0
214 Special Gas Tax Fund	2,447,748	3,274,430	2,682,430	3,001,680	319,250	25.5
Total All Funds	\$ 8,558,616	\$ 6,617,952	\$ 10,115,183	\$ 6,979,070	\$ (3,136,113)	33.5

Significant Budget Changes:

- Commodities increased due to contracted milling.
- Capital Outlay increased due to ITS project video camera upgrade and replacements.
- Transfers decreased due to fund balance not being budgeted in 2017.

Street Maintenance

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Provide routine maintenance for City's streets, alleys, curbs, and gutters (852 lane miles). • Provided snow and ice control for winter season of 12 events. • Patched approximately 8,900 potholes. • Completed a major crack-sealing project. Over 82,500 points of materials was placed by City crews. • Examples of special projects in 2015 include: Major patching on Kasold, between 9th Street and Bob Billings Parkway; Repairs at K-10 and O'Connell; Alley grading; Crossgate intersection; Traffic calming on 27th Street • Acceptable rating from USACE levee inspection. 	<ul style="list-style-type: none"> • Achieving appropriate levels of funding for major rehabilitation and routine maintenance. • Equipment replacement. • Right-of-way management. 	<ul style="list-style-type: none"> • Review right-of-way fees. • Provide comprehensive pavement management and implement multi-year program. • Provide timely preventive maintenance for streets by applying the most cost effective maintenance treatments abased on specific condition assessments. • Maximize pavement life through an aggressive crack-sealing program. • Effective snow and ice control for public roadways. • Support, personnel, and equipment during emergency response and disaster recovery operations.

Performance Indicators

Indicator	2014 Actual	2015 Actual	2016 Estimate	2017 Target
% of residents satisfied with snow removal on major city streets	74%*	80%**	80%	80%
% of residents satisfied with the condition of major city streets	39%*	52%**	52%	52%
% of residents satisfied with the timeliness of street maintenance repairs	29%*	33%**	33%	33%

*2011 Citizen Survey

**2015 Citizen Survey



City of Lawrence

Division Budget

Fiber Backbone

In coordination with the Information Technology and Water and Wastewater Utility departments, Public Works maintains a fiber optic network spanning over 40 linear miles in support of numerous City facilities, operations and systems. Currently unused dark fiber is leased by the City to private internet service providers serving Lawrence residents and business. The 2017 budget includes the new Fiber Backbone Division, consisting of a new Fiber Technician position (1.0 FTE) and supporting equipment and inventory.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ 66,979	\$ 66,979
Contractual Services	-	-	-	-	-
Commodities	-	-	-	10,000	10,000
Capital Outlay	-	-	-	90,000	90,000
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 166,979	\$ 166,979

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$ -	\$ -	\$ -	\$ 166,979	\$ 166,979	1.0
Total All Funds	\$ -	\$ -	\$ -	\$ 166,979	\$ 166,979	1.0

Significant Budget Changes:

- Increases due to the creation of the Fiber Optic Management Division in 2017.

Division Summary

Traffic Engineering

The Traffic Engineering Division reviews plats and site plans, street plans, analyzes traffic data, and provides professional and technical data to the Traffic Safety Commission. Field crews are responsible for signal maintenance, signal timing, street signs, and pavement markings. Crews also maintain school beacons, conduct electronic and manual traffic counts and school crossing counts.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$581,877	\$574,120	\$ 574,120	\$621,600	\$ 47,480
Contractual Services	53,272	43,550	43,550	51,500	7,950
Commodities	97,991	138,318	138,318	144,050	5,732
Capital Outlay	25,000	10,000	10,000	-	(10,000)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$758,140	\$765,988	\$ 765,988	\$817,150	\$ 51,162

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$758,140	\$765,988	\$ 765,988	\$817,150	\$ 51,162	8.0
Total All Funds	\$758,140	\$765,988	\$ 765,988	\$817,150	\$ 51,162	8.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.



City of Lawrence

Fiber Backbone and Traffic Engineering

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Worked with neighborhoods and localized areas on traffic calming plans. • Optimized traffic signal coordination plans throughout city. • Oversight of major projects, including the 31st Street extension and Bob Billings Parkway interchange with K-10/GWW. • Over 52 lineal miles of pavement marking painted. • Achieved 41 total installed miles of fiber optic lines. 	<ul style="list-style-type: none"> • Multiple vendors need access to right-of-way and City infrastructure agreements/fees/licenses. • Provisions of adequate equipment for the safe, effective, and efficient traffic engineering operations. • Adequate facility. • Provide for technology growth. • Ability to upgrade technology at intersections for video detection systems, both for installation and replacement. • Completing locates. • Identify funding sources for emergency repairs of signal cabinets due to car crashes. • Implementation and integration of fiber technician to support fiber backbone. 	<ul style="list-style-type: none"> • Provide traffic signal, signing, pavement marking, and fiber coordination services for a growing community. • Continue implementation of comprehensive Intelligent Transportation Systems (ITS) Plan. • Inventory approximately 20% of traffic control signs in place. • Inventory pavement marking condition and develop prioritization plan for replacement. • Hire first fiber technician, train, and provide with equipment sufficient to support mission and goals.

Performance Indicators

Indicator	2014 Actual	2015 Actual	2016 Estimate
% of downed signs reinstalled within 3 days of completed locates	100%	100%	100%
% of intersections with video detection	60%	65%	70%
% of intersections with battery back up	75%	80%	85%
% of arterial and collector pavement markings in good condition, as rated by staff	N/A	N/A	60%



Division Summary

Street Lights

The City does not own streetlights, with the exception of downtown lighting, roundabouts, and some specialty area lighting. Westar Energy owns and maintains the lights. Cost for lighting varies based on the wattage of the light used and the type of pole that the light is mounted on (steel, aluminum, or wood). This division also funds electricity fees for traffic signals.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	767,132	885,460	885,460	886,000	540
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 767,132	\$ 885,460	\$ 885,460	\$ 886,000	\$ 540

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTE s
1 General Fund	\$ 767,132	\$ 885,460	\$ 885,460	\$ 886,000	\$ 540	0.0
Total All Funds	\$ 767,132	\$ 885,460	\$ 885,460	\$ 886,000	\$ 540	0.0

Significant Budget Changes:

- No significant budget changes.

Division Summary

Solid Waste Operations

The Solid Waste Division of the Public Works Department is charged with collection of refuse generated from residential, commercial, multi-family, industrial, and institutional customers. For residential customers, trash and yard waste are collected weekly; single-stream recycling, is collected every other week. The Solid Waste Division is a self-supporting enterprise fund.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 6,023,198	\$ 6,466,639	\$ 6,466,639	\$ 6,261,746	\$ (204,893)
Contractual Services	3,256,529	3,605,318	3,605,318	3,659,009	53,691
Commodities	566,835	1,034,240	1,034,240	925,020	(109,220)
Capital Outlay	561,980	653,000	653,000	823,000	170,000
Debt Service	346,085	335,400	335,400	337,150	1,750
Transfers	1,911,025	411,025	661,366	411,025	(250,341)
Contingency	-	1,975,000	-	-	-
Total	\$12,665,652	\$14,480,622	\$12,755,963	\$12,416,950	\$ (339,013)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
202 Capital Improvement Reserve	\$ 67,621	\$ -	\$ -	\$ -	\$ -	0.00
502 Solid Waste Fund	12,598,031	14,480,622	12,755,963	12,416,950	(339,013)	97.34
Total All Funds	\$12,665,652	\$14,480,622	\$12,755,963	\$12,416,950	\$ (339,013)	97.34

Significant Budget Changes:

- Personal Services decreased due to the reduction of a 0.5 FTE position.
- Commodities decreased due to fuel savings.
- Capital Outlay increased due to scheduled vehicle replacements.
- Transfers decreased due to fund balance not being budgeted in 2017.



Solid Waste Operations

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> Construction of new household hazardous waste building, which started operation in 2016. Provide solid waste collection services for more than 30,000 residential and 1,500 commercial accounts with high levels of customer satisfaction. Continued modification of routes to increase automation. Created a pilot project to take source-separated recycling to the material recovery facility instead of processing internally and directly selling to fiber brokers. Created pilot programs with a small number of large apartment complexes to assist with volume reduction and beneficial reuse of materials during the move-out, move-in. 	<ul style="list-style-type: none"> Automate services (residential and commercial) so we can provide efficient collection of waste, given a growing customer base and expanding geographic area. Improve efficiency and effectiveness of yard waste collection and processing. Expand and improve recycling services to commercial customers. Accommodate growth in commercial section with excellent service. Address roll-off service demand and facilitate compactor installations. Coordinate with the University of Kansas dormitory closing and opening to handle large volumes of waste. 	<ul style="list-style-type: none"> Begin construction of Solid Waste facility at 2215 Kresge Road, to address long-standing facility issues for staff and crews. Continue automation of services, by replacing semi-automated equipment with an automated side loader, and adding a front loader with variable capabilities to handle individual carts. Continue automation by replacing rear-load dumpsters with front-load dumpsters where feasible. Efficiently use staff resources to provide all services needed, while being judicious stewards of all resources. Plan for equipment replacement cost-effective and achieves goals. Implement single-stream recycling collection for commercial customers on a fee-for-service basis.

Performance Indicators

Indicator	2014 Actual	2015 Actual	2016 Estimate	2017 Target
% of residents satisfied or very satisfied with solid waste collection services	93.2%*	93.3%**	93.3%	93.3%
% of residents satisfied or very satisfied with yard waste collection services	88.3%*	87.8%**	88.3%	88.3%
Pounds of municipal solid waste disposed per person per day ¹	3.7	3.9	3.7	3.7
Tons of material managed per FTE	833	872	880	890

1. Includes all waste tonnage landfilled, using Planning Department population numbers as of July 1, 2014.

*2011 Citizen Survey, **2015 Citizen Survey



Division Summary

Solid Waste Non-Bonded Construction

The Non-Bonded Construction division consists of cash funding for the Kresge Road Solid Waste Facility.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	9,607	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	141,250	2,700,000	2,558,750
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 9,607	\$ -	\$ 141,250	\$ 2,700,000	\$ 2,558,750

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
502 Solid Waste Fund	\$ 9,607	\$ -	\$ -	\$ -	\$ -	0.0
562 Solid Waste Construction	-	-	141,250	2,700,000	2,558,750	0.0
Total All Funds	\$ 9,607	\$ -	\$ 141,250	\$ 2,700,000	\$ 2,558,750	0.0

Significant Budget Changes:

- Capital Outlay increased due to the construction of several Capital Improvement Plan projects scheduled in 2017.



Division Summary

Stormwater Management

The Storm Water Engineering Division is responsible for scheduled capital improvements to the storm drainage system, maintenance of the existing storm drainage system, review of drainage design in new development and compliance with federal water quality regulations. These tasks are funded by storm water utility fees administered by division personnel.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 843,603	\$ 893,315	\$ 893,315	\$ 916,903	\$ 23,588
Contractual Services	1,321,788	322,850	322,850	336,950	14,100
Commodities	321,378	339,348	339,348	354,590	15,242
Capital Outlay	370,957	670,000	670,000	1,500,000	830,000
Debt Service	723,244	724,471	724,471	530,474	(193,997)
Transfers	450,000	450,000	450,000	450,000	-
Contingency	-	1,204,803	-	200,000	200,000
Total	\$4,030,970	\$4,604,787	\$3,399,984	\$4,288,917	\$ 888,933

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
604 Farmland Remediation	\$1,341,422	\$ 539,493	\$ 539,493	\$ 497,800	\$ (41,693)	1.0
505 Storm Water Utility	2,689,548	4,065,294	2,860,491	3,791,117	930,626	12.0
Total All Funds	\$4,030,970	\$4,604,787	\$3,399,984	\$4,288,917	\$ 888,933	13.0

Significant Budget Changes:

- Capital Outlay increased due to the construction of several Capital Improvement Plan projects scheduled in 2017.



Stormwater Management

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Continued focus on existing infrastructure maintenance, including cleaning of storm water pipe, catch basin repairs and builds. • Began construction of Maple Street Pump Station, a \$6 million project. • Storm sewer installed at 11th and Mississippi, in advance of the HERE project. • Armored riparian area adjacent to sewer in Orchards Golf Course. • Rerouted surface ground water along 700 block of 7th Street. • Replaced existing storm sewers on south side of 10th street between Ohio and Tennessee. 	<ul style="list-style-type: none"> • Adequate staffing for compliance with NPDES permits and federal requirements • Adequate planning for funding for future storm water priority projects as identified in the maser plan. 	<ul style="list-style-type: none"> • Replacement of aging equipment. • Implementation of storm sewer inspection crew (including camera truck) to assess condition of existing system more adequately. • Develop project needs resulting from inspections. • Continued implementation of storm water pollution prevention ordinance. • Watershed modeling for one to two watershed each year. • Drainage project for 23rd Street and Ousdahl. • On-going maintenance of stormwater system.

Performance Indicators

Indicator	2014 Actual	2015 Actual	2016 Target
% of residents satisfied or very satisfied with City's stormwater management program	51.3%	53%	53%
\$ of stormwater problems that require action after issuance of a notice of violation	32%	10%	10%
Number of storm water quality violations issued	31	31	25
Number of storm water education program participants	1,120	1,500	1,000



Division Summary

Levee Maintenance

The Levee Maintenance Division provides for personnel, equipment, and materials to maintain the flood control levee along the Kansas River and Mud Creek. This budget provides for weed control, mowing, and slope repair along the length of the levee as well as maintenance of the flood control gates. Maintenance requirements for the levee are regulated by the U.S. Army Corps of Engineers and inspected annually.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 96,775	\$ 94,860	\$ 94,860	\$120,600	\$ 25,740
Contractual Services	64,657	80,080	80,080	80,180	100
Commodities	22,092	23,300	23,300	23,900	600
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$183,524	\$198,240	\$ 198,240	\$224,680	\$ 26,440

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$183,524	\$198,240	\$ 198,240	\$224,680	\$ 26,440	2.0
Total All Funds	\$183,524	\$198,240	\$ 198,240	\$224,680	\$ 26,440	2.0

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.



Park & Recreation

Department Location

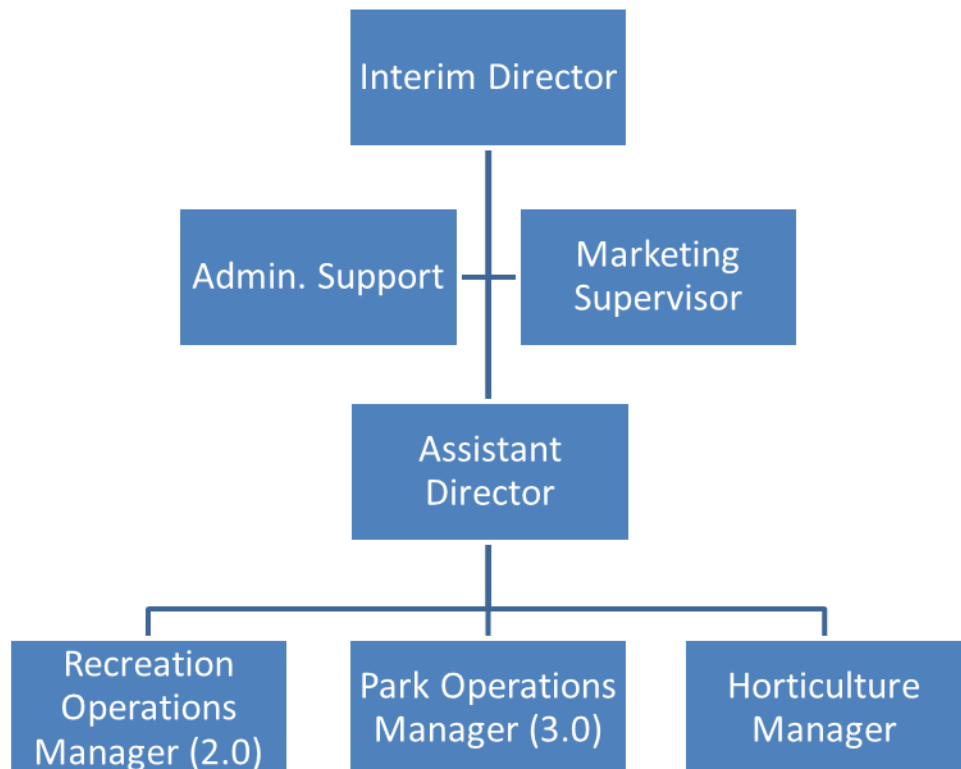
Administrative Offices

1141 Mass. St.
Lawrence, KS
(785) 832-3450

Department Overview

The Parks and Recreation department operates, manages, and maintains all City parks and recreation facilities. The Park and Recreation mission is to provide excellent City services that enhance the quality of life of the Lawrence community. The Park and Recreation Department has three divisions: Parks, Recreation, and Golf Course.

Organizational Chart



Parks and Recreation Department

Budget Overview

Division	General Fund	Guest Tax Fund	Recreation	Special Recreation Fund
Parks	\$ 5,561,258	\$ 232,071	\$ -	\$ -
Recreation	-	-	5,676,830	769,130
Golf Course	-	-	-	-
Total	\$ 5,561,258	\$ 232,071	\$ 5,676,830	\$ 769,130

Parks and Recreation

Department Budget Overview

Golf Course	Cemetery Perp Care Fund	Outside Agency Grants	Wee Folks Scholarship	Total
\$ -	\$ 5,000	\$ -	\$ -	\$ 5,798,329
-	-	15,000	50,000	6,510,960
946,185	-	-	-	946,185
\$ 946,185	\$ 5,000	\$ 15,000	\$ 50,000	\$ 13,255,474

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 6,879,175	\$ 7,317,637	\$ 7,256,637	\$ 7,879,114	\$ 622,477
Contractual Services	1,904,045	2,148,499	2,137,912	2,392,140	254,228
Commodities	966,498	1,029,385	1,142,673	1,047,220	(95,453)
Capital Outlay	344,141	457,000	537,723	1,697,000	1,159,277
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	922,000	-	240,000	240,000
Total	\$10,093,858	\$11,874,521	\$11,074,945	\$13,255,474	\$2,180,529

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$ 3,321,848	\$ 3,582,766	\$ 3,582,796	\$ 5,561,258	\$1,978,462
202 Capital Improvement Reserve	-	108,000	108,000	-	(108,000)
206 Guest Tax Fund	-	234,614	234,614	232,071	(2,543)
211 Recreation	5,093,827	5,886,846	5,420,055	5,676,830	256,775
216 Special Recreation Fund	665,973	920,515	730,500	769,130	38,630
503 Public Parking System	194,486	-	-	-	-
506 Golf Course	766,188	1,121,780	799,980	946,185	146,205
601 City Parks Memorial Fund	8,019	-	99,000	-	(99,000)
605 Cemetery Perp Care Fund	3,254	-	70,000	5,000	(65,000)
611 Outside Agency Grants	10,732	-	-	15,000	15,000
612 Wee Folks Scholarship	29,531	20,000	30,000	50,000	20,000
Total	\$10,093,858	\$11,874,521	\$11,074,945	\$13,255,474	\$2,180,529



City of Lawrence

Department Budget Summary

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Parks	\$ 3,527,607	\$ 3,925,380	\$ 4,094,410	\$ 5,798,329	\$1,703,919	37.00
Recreation	5,800,063	6,827,361	6,180,555	6,510,960	330,405	38.78
Golf Course	766,188	1,121,780	799,980	946,185	146,205	6.50
Total	\$10,093,858	\$11,874,521	\$11,074,945	\$13,255,474	\$2,180,529	82.28



City of Lawrence

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Admin Support I PartTime Reg	0.6
Admin Support II	2.0
Admin Support III	4.0
Admin Support IV	1.0
Aquatic Assistant Supervisor	1.0
Aquatic Center Programmer	1.0
Aquatic Maintenance Technician	1.0
Aquatic Supervisor	1.0
Assistant Parks & Rec Director	2.0
Electrical Technician	1.0
Facilities Maint Supervisor	1.0
Facility Operations Supervisor	1.0
Field Supervisor/Forestry	1.0
Field Supervisor/Golf Course	1.0
Field Supervisor/Horticulture	1.0
Field Supervisor/Park&Fac Main	6.0
Forester	4.0
Golf Course Asst Professional	2.0
Golf Course Professional	1.0
Horticulture Manager	1.0
Horticulturist II	7.0
HVAC Technician	1.0
Marketing Specialist	1.0
Naturalist	1.0
Naturalist PartTime Reg	0.7
Nature Center Supervisor	1.0
Park & Facility Maintenance II	15.0
Park District Supervisor	1.0
Park Operations Manager	3.0
Parks & Recreation Director	0.0
Recreation Ctr Programmer	3.0
Recreation Operations Manager	2.0
Recreation Program Supr	5.0
Recreation Programmer	6.0
Senior Park & Fac Maint	2.0
Total	82.3

- Position Staffing Table reflects the following changes:
 - Reduction of 1.0 FTE Parks & Recreation Director position which is currently vacant.



City of Lawrence

Division Summary

Eagle Bend Golf Course

The Golf Course Division operates and maintains Eagle Bend Golf Course. This facility is an 18-hole municipal golf course facility located just east of the Clinton Lake Dam.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 459,400	\$ 545,633	\$ 488,633	\$ 530,735	\$ 42,102
Contractual Services	128,528	145,550	149,198	159,450	10,252
Commodities	158,964	156,797	162,149	176,000	13,851
Capital Outlay	19,296	30,000	-	80,000	80,000
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	243,800	-	-	-
Total	\$ 766,188	\$ 1,121,780	\$ 799,980	\$ 946,185	\$ 146,205

Division Summary by Fund

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
506 Golf Course	\$ 766,188	\$ 1,121,780	\$ 799,980	\$ 946,185	\$ 146,205	6.50
Total All Funds	\$ 766,188	\$ 1,121,780	\$ 799,980	\$ 946,185	\$ 146,205	6.50

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.
- Capital Outlay increased due to capital maintenance and improvements, previously made from the Sales Tax Reserve Fund, now being budgeted in the General Fund.



Eagle Bend Golf Course

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Continued fairway and tee renovation program that increases playability and cuts cost on maintenance. • Improved the volunteer program to maximize hours worked to improve customer service due to tight budgets. • New entrance landscaping. • Opened a new short game practice area that includes a putting green and bunkers. 	<ul style="list-style-type: none"> • Continue to operate the Eagle Bend Golf Course facility as an enterprise account with fees exceeding operating expenses. • Increase event space for tournament operations. • Maximize revenues while maintaining affordability with a high level of service. • Use social media as data base to attract and inform players. • Increasing part-time wages to allow us to compete with other businesses that employ these seasonal laborers. • To be the best value for golf courses in Northeast Kansas. 	<ul style="list-style-type: none"> • Continue to develop customer service offerings in the pro shop with enhanced retail and concession sales with possible expansion of the event space needed to host tournaments.

Division Summary

Parks

The Parks Division is responsible for over 3900 acres of park land, 3 cemeteries, construction and maintenance of facilities and equipment, 44 athletic fields, landscaping, forestry, and public right-of-way beautification throughout the City.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$2,399,481	\$2,515,688	\$2,511,688	\$3,054,939	\$ 543,251
Contractual Services	774,409	845,643	820,741	993,540	172,799
Commodities	327,696	428,049	505,743	411,850	(93,893)
Capital Outlay	26,021	136,000	256,238	1,338,000	1,081,762
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$3,527,607	\$3,925,380	\$4,094,410	\$5,798,329	\$1,703,919

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
1 General Fund	\$3,321,848	\$3,582,766	\$3,582,796	\$5,561,258	\$1,978,462	35.00
206 Guest Tax Fund	-	234,614	234,614	232,071	(2,543)	2.00
503 Public Parking System	194,486	-	-	-	-	0.00
601 City Parks Memorial Fund	8,019	-	99,000	-	(99,000)	0.00
605 Cemetery Perp Care Fund	3,254	-	70,000	5,000	(65,000)	0.00
202 Capital Improvement Reserve	-	108,000	108,000	-	(108,000)	0.00
Total All Funds	\$3,527,607	\$3,925,380	\$4,094,410	\$5,798,329	\$1,703,919	37.00

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017 as well as additional staffing for the Emerald Ash Borer program.
- Commodities increased due to the management needs of the Emerald Ash Borer program.
- Capital Outlay increased due to capital maintenance and improvements, previously made from the Sales Tax



City of Lawrence

Division Codes: 2340, 4020, 4660, 4670, 4010

Parks

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Completed multiple maintenance projects on the recreation centers and park facilities. • Completed multiple upgrades to ball diamonds and athletic fields. • Increased use of contractual labor to complete tasks previously performed by employees. 	<ul style="list-style-type: none"> • Increase funding needed in the following areas: Infrastructure Repair, Equipment and Vehicle Replacement, Contractual Services Lines for Mowing, tree removal and cleaning services. • Begin implementation of the Emerald Ash Borer management program in our Forestry Division. This will include the removal of over 400 ash trees and planting of nearly 500 replacement trees. Also included is the chemical treatment of 350 high value ash trees. 	<ul style="list-style-type: none"> • To provide quality and efficient maintenance of all Parks and Recreation facilities. • To provide quality and efficient maintenance of parkways and city entrances within the City's right-of-way. • To continue to propose and oversee maintenance and construction projects funded by the General Fund & Sales Tax. • Continue to evaluate the benefits of contractual labor vs. in-house labor.

Division Summary

Recreation

The Recreation Division is responsible for providing a broad cross-section of recreation programs and services for the citizens of Lawrence. The division is directly responsible for staffing, scheduling, operating and programming for four recreation centers, two historic buildings, four swimming facilities, a nature center and lake, softball, baseball, soccer, football complexes and a wide variety of multipurpose play areas.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 4,020,294	\$ 4,256,316	\$ 4,256,316	\$ 4,293,440	\$ 37,124
Contractual Services	1,001,108	1,157,306	1,167,973	1,239,150	71,177
Commodities	479,838	444,539	474,781	459,370	(15,411)
Capital Outlay	298,823	291,000	281,485	279,000	(2,485)
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	678,200	-	240,000	240,000
Total	\$ 5,800,063	\$ 6,827,361	\$ 6,180,555	\$ 6,510,960	\$ 330,405

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
211 Recreation	\$ 5,093,827	\$ 5,886,846	\$ 5,420,055	\$ 5,676,830	\$ 256,775	38.78
216 Special Recreation Fund	665,973	920,515	730,500	769,130	38,630	0.00
611 Outside Agency Grants	10,732	-	-	15,000	15,000	0.00
612 Wee Folks Scholarship	29,531	20,000	30,000	50,000	20,000	0.00
Total All Funds	\$ 5,800,063	\$ 6,827,361	\$ 6,180,555	\$ 6,510,960	\$ 330,405	38.78

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.
- Contingency is decreasing due to revenue constraints in multiple funds.



Recreation

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Sports Pavilion Lawrence has hosted 33 tournaments generating over 4.5 million dollars of economic impact for the City of Lawrence. • There have been over 1.7 million visits to Lawrence Parks & Recreation facilities in 2016. • The Department continued to expand program opportunities in gymnastics programming and Lifelong (50+) programming. • The Department developed and instituted a tobacco free parks policy. • The Adult Sports division completely restructured league offerings by reorganizing competition levels, days programs are offered and adding post season tournaments. 	<ul style="list-style-type: none"> • Ability to internally develop and implement appropriate charges for pool entrance fees. • The need for appropriate funding support to raise the minimum wage per hour for part-time seasonal employees. • Ability to secure funds for capital improvements, while meeting the rising costs of general and preventative maintenance of aging recreational facilities. • Ability to increase safety and security at recreation center by installing key card access system. 	<ul style="list-style-type: none"> • Continue to market and schedule the Sports Pavilion Lawrence as a premier tournament venue. • Increase Aquatic and Nature Center attendance through programming and targeted promotions. • Continue to be a community leader championing health, and wellness services and programs. • Further develop a cost recovery program for all recreation program areas. • Enhance and expend educational offerings to schools, day care centers and special groups. • Enhance concession operations by providing healthier options while creating additional revenue. • Enhance sponsorship opportunities.



Health Department

Facility Maintenance and Program Funding

Department Location

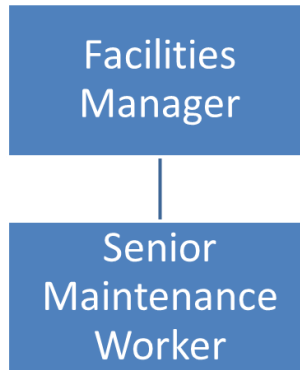
Health Department

200 Maine St.
Lawrence, KS
(785) 843-0721

Department Overview

The City makes an annual appropriation to the Lawrence/Douglas County Health Department (LDCHD), whose mission is to protect and promote the health of the people in Douglas County. We work on the public behalf to leverage community action to support conditions in which people can be healthy. As one of only 115 accredited local health departments in the nation the Health Department has demonstrated a strong capacity to: 1) deliver essential public health services aimed at improving population health, 2) safeguard community health through swift response to illness outbreaks, 3) receive and analyze public health informatics to identify health trends and problems, 4) promote health an wellness by fostering community health initiatives, and 5) collaborate with community partners to assess health inequities. The 2016 budget includes \$671,401 for the City's share of the LDCHD operating budget. The Health Department augments City funding with County, federal, state and fee revenue to support a budget of \$3.8M and 45 FTE.

Organizational Chart



Health Department

Facility Maintenance and Program Funding

Budget Overview

Division	General Fund	Outside Agency Grants	Total
Health	\$ 1,055,999	\$ 155,000	\$ 1,210,999
Total	\$ 1,055,999	\$ 155,000	\$ 1,210,999

Personnel Summary

Position	2017 Budgeted FTEs
Senior Maintenance Worker	1.0
Total	1.0

Performance Indicators

Indicator	2015 Actual	2016 Estimated	2017 Target
% of first time contraception users who continue method for more than 3 months	68%	73%	75%
% of communicable disease investigations initiated within standards	New for 2016	85%	80%
% of Healthy Families program children receiving bi-annual developmental screens.	New for 2016	94%	100%
% of child care facilities processed prior to	97%	94%	≥ 90%
% of environmental health inspections	96%	90%	≥ 90%
# of <i>Idchealth.org</i> website page views	98,554	97,440	103,340
Earned media coverage (interviews/stories)	184 / 343	175 / 310	160 / 290

Health Department

Facility Maintenance and Program Funding

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 67,101	\$ 66,980	\$ 66,980	\$ 76,000	\$ 9,020
Contractual Services	1,122,403	959,711	959,711	1,115,302	155,591
Commodities	14,138	16,987	16,987	19,697	2,710
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$1,203,642	\$1,043,678	\$1,043,678	\$1,210,999	\$167,321

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
1 General Fund	\$1,037,480	\$1,043,678	\$1,043,678	\$1,055,999	\$ 12,321
611 Outside Agency Grants	166,162	-	-	155,000	155,000
Total	\$1,203,642	\$1,043,678	\$1,043,678	\$1,210,999	\$167,321

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Health	\$1,203,642	\$1,043,678	\$1,043,678	\$1,210,999	\$167,321	1.00
Total	\$1,203,642	\$1,043,678	\$1,043,678	\$1,210,999	\$167,321	1.00

Significant Budget Changes:

- Personal Services increased due to healthcare being budgeted at department level beginning in 2017.
- Contractual Services increased due to additional outside agency funding.



Health Department—Facility Maintenance and Program Funding

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Improve the department-wide performance management system by engaging all staff in new metrics development and strengthening our sense of shared purpose. • Safe Routes to School collaboration with the City of Lawrence and USD 497 resulted in significant progress, including funding of \$236,445 for school route improvements and bike safety education for 270 elementary school students. • Partners with USD 497 to provide sexuality education to all 8th grade students in the Lawrence School District. In the 2015-2016 school year, approximately 830 students received the content with 28 students choosing to opt out. 	<ul style="list-style-type: none"> • Maintaining and expanding our capacity to receive and analyze population health information will require additional investments in technology and workforce development. • Maintaining a robust capacity to respond to emerging infectious disease. We continue to see an increase in the prevalence of Hepatitis C and in the past five years we have developed and at times implemented response plans for H1N1 influenza, Ebola and Zika virus. • The national rise in opioid addiction calls for a public health response that we are under resourced for locally. • Establishing new funding to maintain our capacity to address chronic disease, our largest health concern. We currently rely heavily on short term federal grant funds. 	<ul style="list-style-type: none"> • As a nationally accredited health department we will continue our quality improvement and community engagement efforts. • Reduce the burden of chronic disease by creating healthier environments and behaviors. • Prevent disease by protecting individuals of all ages against vaccine-preventable diseases. • Protect the health of the community by enforcing health and safety codes and regulations. • Provide communicable disease case investigation and follow-up in order to prevent or reduce the spread of disease. • Promote health by helping parents become self-sufficient through goal setting and life skills development. • Promote health by helping mothers and pregnant women meet their nutritional needs and those of their children.

Lawrence Public Library

Location

Lawrence Public Library

707 Vermont St.
Lawrence, KS
(785) 843-3833

Library Overview

The mission of the Lawrence Public Library is to provide and promote informational, intellectual, and cultural resources for our Community. Under City Charter Ordinance No. 16, "The Governing Body of the City of Lawrence, shall annually levy a tax for the equipping, operating and maintaining of the Free Public Library of the City of Lawrence, Kansas, in such sum as the Library Board shall determine not to exceed 4.0 mills on each dollar of the assessed tangible valuation of the City and an additional sum not to exceed .5 mills on each dollar of the assessed tangible valuation of the City for the purpose of paying both the Library's social security tax and contributions to the Kansas Public Employees Retirement System (KPERs). Any future increase or decrease to the tax levy provisions of this Section may be made by ordinary ordinance passed by the Governing Body of the City of Lawrence."

	2015 Budget	2016 Budget	2017 Budget
Millage Rate	3.757	3.757	4.039



City of Lawrence

Lawrence Public Library

Budget Overview

Division	Library Fund	Total
Library	\$ 4,033,737	\$ 4,033,737
Total	\$ 4,033,737	\$ 4,033,737

Lawrence Public Library Budget Summary

Lawrence Public Library Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	3,550,000	3,750,000	3,750,000	4,033,737	283,737
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ 3,550,000	\$ 3,750,000	\$ 3,750,000	\$ 4,033,737	\$ 283,737

Lawrence Public Library Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
209 Library Fund	\$ 3,550,000	\$ 3,750,000	\$ 3,750,000	\$ 4,033,737	\$ 283,737
Total	\$ 3,550,000	\$ 3,750,000	\$ 3,750,000	\$ 4,033,737	\$ 283,737

Lawrence Public Library Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Library	\$ 3,550,000	\$ 3,750,000	\$ 3,750,000	\$ 4,033,737	\$ 283,737	-
Total	\$ 3,550,000	\$ 3,750,000	\$ 3,750,000	\$ 4,033,737	\$ 283,737	-

Significant Budget Changes:

- Additional millage was attributed to the Library Fund to support increased expenditures for employee wages and digital collections as determined by the Public Library Board.



Lawrence Public Library

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Since the grand reopening, in July of 2014, the library has welcomed well over 1 million visitors. • The Lawrence Public Library is one of seven libraries to win the 2016 American Institute of Architects/American Library Association Library Building Award. • The Lawrence Public Library has been nationally recognized as a <i>Library Journal</i> Landmark Library. 	<ul style="list-style-type: none"> • Keeping up with the market rate for wages and salaries. • The demand for digital content continues to increase. 	<ul style="list-style-type: none"> • Institute a new strategic plan. • Expand outreach based on data from community needs assessment. • Establish digital collections portal for local historians/stories.

Tourism

Department Location

City Hall

6 East 6th St.
Lawrence, KS
(785) 832-3400

Department Overview

The City of Lawrence collects a 6% Transient Guest Tax on the rental of rooms, lodging, or other sleeping accommodations. This revenue is used to support tourism through specific outside agencies as well as specific parks programs designed to provide beautification to downtown. The City of Lawrence created a \$150,000 grant program to fund events and programs encourage travel to Lawrence through event creation and promotion.

eXplore Lawrence, the Lawrence Convention and Visitors Bureau, manages and represents travel and tourism interests for Lawrence and Douglas County. eXplore Lawrence, is a 501c(6) not-for-profit corporation. The organization is dedicated to creating economic development by attracting visitors, conventions and events to our city.

There are several key indicators in Douglas County which support the importance and growth of tourism in the county:

- Visitors spent \$227 million in Douglas County in 2014 with spending growing 7.7%.
- Visitor spending in Douglas County ranks 5th among all counties in the state.
- This spending directly supports 2,548 jobs with overall visitor-supported economic activity supporting more than 3,450 jobs – one out of every 13 jobs in the county.
- Tourism in Douglas County generated \$36.3 million in tax revenues in 2014, with \$21.4 million accruing to state and local governments.

Recent Accomplishments

Lawrence has ranked high in these lists published in 2015 and 2016:

- 23rd Top City for Entrepreneurs: *Entrepreneur* magazine.
- Baker Wetlands – The most beautiful place in Kansas: *House Beautiful* magazine
- One of 12 finalists for *Midwest Living's* Greatest Town contest.
- 7th Best Dynamite Day Trips: *USA Today*
- Bourgeois Pig – One of the 15 Greatest College Coffee Shops in America: *Travel+Leisure*
- Ninth most Coolest Town in America: *Matador Network*



City of Lawrence

Tourism Budget Overview

Division	Guest Tax Fund	Total
Tourism	\$ 1,925,491	\$ 1,925,491
Total	\$ 1,925,491	\$ 1,925,491

Personnel Summary

Position	2017 Budgeted FTEs
Communications Specialist	1.0
Total	1.0

Organizational Chart



Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ (504,151)	\$ 108,000	\$ 108,000	\$ 160,850	\$ 52,850
Contractual Services	1,392,506	1,234,500	1,104,887	1,344,600	239,713
Commodities	22,874	-	-	-	-
Capital Outlay	37,931	-	-	175,000	175,000
Debt Service	-	150,000	150,000	245,041	95,041
Transfers	-	-	-	-	-
Contingency	-	830,500	-	-	-
Total	\$ 949,159	\$ 2,323,000	\$ 1,362,887	\$ 1,925,491	\$ 562,604

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
206 Guest Tax Fund	\$ 949,159	\$ 2,323,000	\$ 1,362,887	\$ 1,925,491	\$ 562,604
207 Guest Tax Reserve Fund		0	-	-	-
Total	\$ 949,159	\$ 2,323,000	\$ 1,362,887	\$ 1,925,491	\$ 562,604

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Tourism	\$ 949,159	\$ 2,323,000	\$ 1,362,887	\$ 1,925,491	\$ 562,604	1.00
Total	\$ 949,159	\$ 2,323,000	\$ 1,362,887	\$ 1,925,491	\$ 562,604	1.00

Significant Budget Changes:

- Contractual Services increased due to additional outside agency funding.
- Capital Outlay increased due to Capital Improvement Plan projects that are scheduled for 2017.



Tourism

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> eXplore Lawrence is in their second year of a new marketing brand — Unmistakably Lawrence— and a new mobile-friendly website (unmistakablylawrence.com). The new brand and marketing efforts received recognition and awards statewide and internationally. eXplore Lawrence received three awards from the Travel Industry Association of Kansas (TIAK) at the 2015 Kansas Tourism Conference: First Place – 2015-16 Visitors Guide, First Place – Integrated Marketing Campaign, and People’s Choice Award for the overall marketing and rebranding effort. MarCom Awards, an international creative competition, gave Gold Awards to the new website and branding campaign. The CVB functions were reorganized in 2015 with a Governing Board now overseeing the operations of the CVB and it’s staff. The Executive Director was hired in April 2016 and has since been implementing the program of work for the CVB. The City Commission has approved a \$150,000 grant program to encourage, promote and strengthen events and programs that benefit the Lawrence community and/or enhance the visitor experience in Lawrence. The program looks to support events which demonstrate a measurable economic benefit including enhancing the cultural economy or travel/tourism economy, create additional transient guest tax and sales tax; enhance Lawrence’s character and reputation for tourist activities and demonstrate pull of regional visitors; and generate new events and/or grow existing events. 	<ul style="list-style-type: none"> The marketing of a destination is key to the success of the organization. The organization will continue to focus efforts on marketing Lawrence through their Unmistakably Lawrence brand campaign with the development of a new blog, digital marketing programs, video and additional photo content. Competition for travel and tourism dollars is always increasing based on access to amenities, accommodations and the provision for special events and unique opportunities that enhance travel experiences. Lawrence needs to continue to focus on creating opportunities and amenities that help enhance a traveler’s decision to visit Lawrence and experience the vibrancy of our community. 	<ul style="list-style-type: none"> In December 2015, Lawrence was selected to host the 2017 USA Track & Field Junior Olympic Championships. The championship, July 23 through 30, 2017. At least 9,500 athletes and 33,000 family members, coaches and spectators are expected to visit Lawrence for the championships which will be held at Rock Chalk Park. eXplore Lawrence is partnering with the Douglas County Heritage Conservation Council to create a dedicated marketing campaign that drives cultural/heritage tourism to and within Douglas County. The first ever National African American Quilt Conference will be hosted in Lawrence July 12-15, 2017. This citywide event is expected to bring 3,500 registered attendees to Lawrence.

Water & Wastewater Utility

Department Location

Administration

720 West 3rd St.

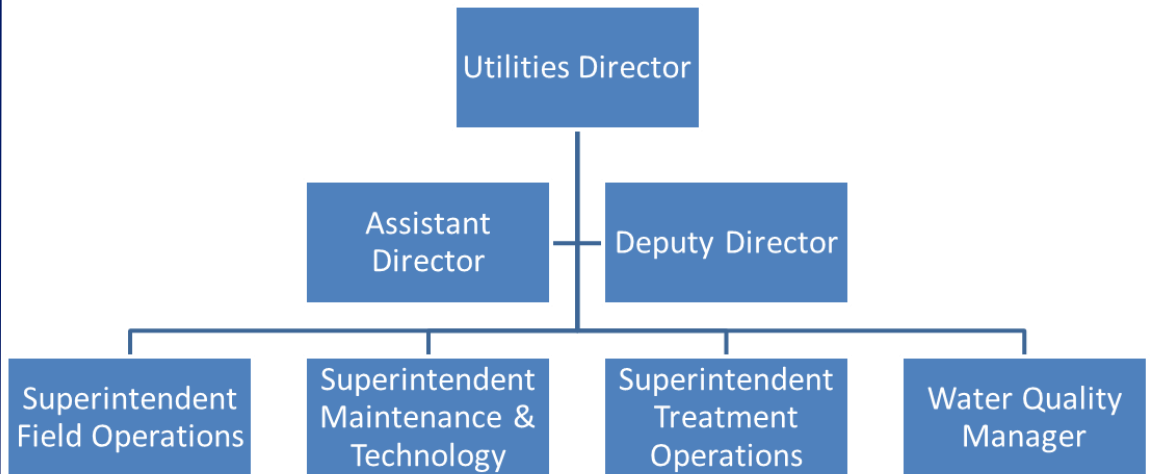
Lawrence, KS

(785) 832-7800

Department Overview

The Utilities Department is responsible for treating and distributing the City's drinking water, maintaining adequate water supply for fire protection, collecting and treating the City's wastewater, assuring compliance with all Federal, State, and local regulations regarding water and wastewater facility operations, and ensuring optimum operations of the water distribution and sanitary sewer collection systems.

Organizational Chart



City of Lawrence

Water and Wastewater Utility

Budget Overview

Division	Water & Sewer Fund	Water & Sewer Non-bonded Construction	Total
Utilities Administration	\$ 4,255,476	\$ -	\$ 4,255,476
Utilities Engineering	1,020,518	-	1,020,518
Clinton Water Plant	2,847,492	-	2,847,492
Kaw Water Plant	2,897,213	-	2,897,213
Kansas River Wastewater Treatment Plant	4,293,572	-	4,293,572
Wakarusa River Wastewater Treatment Plant	762,000	-	762,000
Sanitary Sewer System	3,266,445	-	3,266,445
Water Quality	986,353	-	986,353
Water Distribution System	3,869,082	-	3,869,082
Debt Service	15,971,074	-	15,971,074
Non-Bonded Construction	-	2,500,000	2,500,000
Transfer to Non-Bonded Construction	1,500,000	-	1,500,000
Total	\$ 40,169,225	\$ 2,500,000	\$ 44,169,225

Department Budget Summary

Department Overview by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 9,162,705	\$ 9,588,356	\$ 9,588,356	\$10,373,035	\$ 784,678
Contractual Services	4,765,575	5,497,050	5,498,176	5,961,820	463,644
Commodities	2,990,462	3,465,489	3,465,489	3,696,550	231,061
Capital Outlay	75,459	461,024	1,961,024	3,243,300	1,282,277
Debt Service	10,638,100	13,603,802	13,603,802	15,971,074	2,367,272
Transfers	4,866,211	23,848,815	4,843,446	4,843,446	-
Contingency	-	149,000	149,000	80,000	(69,000)
Total	\$32,498,513	\$56,613,536	\$39,109,293	\$44,169,225	\$5,059,932

Department Overview by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
501 Water & Sewer Fund	\$32,498,513	\$56,613,536	\$37,609,293	\$41,669,225	\$4,059,932
552 Water & Sewer Non-bonded Construction	-	-	1,500,000	2,500,000	1,000,000
Total	\$32,498,513	\$56,613,536	\$39,109,293	\$44,169,225	\$5,059,932



Department Budget Summary

Department Overview by Division

Division	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	FTEs
Administration	\$ 4,165,417	\$ 4,343,852	\$ 4,344,978	\$ 4,255,476	\$ (89,502)	8.00
Engineering	992,394	1,050,385	1,050,385	1,020,518	(29,867)	10.00
Clinton Water Plant	2,457,824	2,858,412	2,858,412	2,847,492	(10,920)	11.00
Kaw Water Plant	2,223,141	2,964,758	2,964,758	2,897,213	(67,546)	13.00
Kansas River Wastewater Treatment Plant	3,763,517	4,238,718	4,238,718	4,293,572	54,854	26.00
Wakarusa River Wastewater Treatment Plant	-	-	-	762,000	762,000	5.00
Sanitary Sewer System	2,964,109	3,005,756	3,005,756	3,266,445	260,689	16.00
Water Quality	768,008	854,799	854,799	986,353	131,554	6.00
Water Distribution System	3,003,239	3,187,685	3,187,685	3,869,082	681,397	30.00
Debt Service	10,638,100	13,603,802	13,603,802	15,971,074	2,367,272	-
Non-Bonded Construction	-	-	1,500,000	2,500,000	1,000,000	-
Transfers to Non-Bonded Construction	1,522,765	20,505,369	1,500,000	1,500,000	-	-
Total	\$32,498,513	\$56,613,536	\$39,109,293	\$44,169,225	\$5,059,932	125.00

Department Budget Summary

Personnel Summary

Position	2017 Budgeted FTEs
Admin Support II	2.0
Admin Support III	1.0
Assistant City Manager*	-
Assistant to the Director	1.0
Assistant Utilities Director	1.0
City Auditor*	-
Control System Technician	6.0
Field Services Representative	4.0
Field Supervisor/Field Svs	1.0
Field Supervisor/Utilities	7.0
GIS Analyst	1.0
Inflow & Infiltration Manager	1.0
Management Analyst II	1.0
Meter Reader	5.0
Project Engineer II (PE)	3.0
Project Inspector	3.0
Senior Assistant City Attorney*	-
System Administrator*	-
Technical Services Manager*	-
Utilities Deputy Director	1.0
Utilities Director	1.0
Utilities Engineer	1.0
Utilities Manager	5.0
Utilities Specialist	5.0
Utilities Superintendent	3.0
Utility Operator	66.0
Water Quality Manager	1.0
Water Quality Technician	5.0
Total	125.0

*Denotes the positions that are funded in whole or in part by the Water & Sewer Fund.

- Position Staffing Table reflects the following changes:
 - Increase of 1.0 FTE Water Quality & Programmatic Support position.
 - Increase of 4.0 FTE positions to staff the Wakarusa River Wastewater Treatment Plant.



Division Summary

Administration

The Administrative Division provides department wide direction, analysis, and support services for budgeting, management system, policy development, employee development, meter service requests, hydrant meter rentals, backflow prevention, wholesale water contracts, and public communications and other programs.

Division Summary by Category

Expenditure	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,506,213	\$1,436,042	\$1,436,042	\$1,370,266	\$(65,776)
Contractual Services	246,693	315,000	316,126	242,000	(74,126)
Commodities	106,701	97,000	97,000	107,400	10,400
Capital Outlay	-	175,000	175,000	220,000	45,000
Debt Service	-	-	-	-	-
Transfers	2,305,810	2,305,810	2,305,810	2,305,810	-
Contingency	-	15,000	15,000	10,000	(5,000)
Total	\$4,165,417	\$4,343,852	\$4,344,978	\$4,255,476	\$(89,502)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$4,165,417	\$4,343,852	\$4,344,978	\$4,255,476	\$(89,502)	8.00
Total All Funds	\$4,165,417	\$4,343,852	\$4,344,978	\$4,255,476	\$(89,502)	8.00

Significant Budget Changes:

- No significant budget changes.

Please note that Personal Services amount includes the positions that are partially funded from the Water & Sewer Fund. These FTEs are NOT reflected in the total FTE count above.



City of Lawrence

Administration

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Public tours of facilities by various staff. • Collaboration with Planning & Development Services on more customer friendly permit and water service application process. • Expanded training programs for staff technical knowledge to meet changing regulations and technologies. • Various presentations regarding Integrated Plan initiatives to National Association of Clean Water Agencies, collaborated with EPA in the development of a technical document on wet weather treatment titled - Wet Weather Treatment Technology Compendium. • Over 95% accuracy in inventory tracking. • Customer service improvements, including increased staff knowledge and customer accessibility to Lead Awareness program and EcoFlow Hotline. 	<ul style="list-style-type: none"> • Maintain revenue to support operations, maintenance, regulatory requirements, and growth. • Continued investment in replacing aging capital equipment, including vehicles, large rolling equipment, basin drives, variable frequency drives and roofs. • Increasing regulatory requirements for water and wastewater operations. • Update policies and ordinances. • Timely replacement and modernization of computer equipment, with functional integration to other software applications and databases, including automated meter reading. • Identification of appropriate, sufficient structures to house department staff and store equipment and vehicles needed for various department operations. 	<ul style="list-style-type: none"> • Facilitation and implementation of water and wastewater capital improvement programs as outlined in the water and wastewater master plans and approved capital improvement plan. • Increase energy efficiency across all operations, reduce fuel usage and substitute clean energy wherever possible. • Strategically develop and use employee strengths to address department needs through cross-training, professional certifications and ongoing safety and competency training. • Streamline and simplify business practices.

Division Summary

Engineering

The Engineering Division manages all Utilities capital improvements projects, design, contract administration and inspection services for internal and contracted projects. The Division maintains Utilities' GIS data and mapping; administers contracts for, and inspects, developer-designed and funded utility extensions; and provides technical support for electronic data initiatives.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$885,168	\$ 903,087	\$ 903,087	\$ 895,001	\$ (8,086)
Contractual Services	25,133	49,450	49,450	38,250	(11,200)
Commodities	69,077	70,831	70,831	64,250	(6,581)
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	13,017	13,017	13,017	13,017	-
Contingency	-	14,000	14,000	10,000	(4,000)
Total	\$992,394	\$1,050,385	\$1,050,385	\$1,020,518	\$(29,867)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$992,394	\$1,050,385	\$1,050,385	\$1,020,518	\$(29,867)	10.00
Total All Funds	\$992,394	\$1,050,385	\$1,050,385	\$1,020,518	\$(29,867)	10.00

Significant Budget Changes:

- No significant budget changes.



Engineering

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Completion and/or management of CIP Projects, including Wakarusa WWTP and Pump St PS10 and Forcemains; Watermain replacements - Michigan St, Iowa St, 15th St, Harper St; Kaw WTP MCC Replacement; Clinton Raw Water Pump Station Electrical Room Addition & Pump Replacement w/ 10MGD pump and VFD; Oread Tank Replacement; 19th & Kasold Booster Pump Station Replacements; and Clinton WTP Process Improvements. • Ongoing project management of numerous CIP projects, including Wakarusa WWTP and Oread Tank Replacement. • Completion of the Kaw WTP MCC Replacement Project. 	<ul style="list-style-type: none"> • Adequate resources in management of expanded Capital Improvements Program, including Wakarusa WWTP. • Implementation of Taste and Odor Report recommendations and increased watermain replacement projects. 	<ul style="list-style-type: none"> • Coordination with the University of Kansas on utility requirements for the Central District Project. • Ongoing management of the Capital Improvement Projects launched with the adoption of the Water and Sanitary Sewer Integrated Plans, including Wakarusa WWTP and Oread Tank Replacements. • Addressing demands on aged infrastructure as infill development trends continue. • Continued implementation of the Rapid I&I Reduction Program and Private I&I Program.

Division Summary

Clinton Water Treatment Plant

The mission of the Clinton Water Treatment Plant Division is to produce an adequate supply of potable water for public consumption and fire suppression in compliance with all regulatory requirements through operation and maintenance of a 20-million gallons per day capacity water treatment facility (subject to filter profiling).

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 750,455	\$ 842,910	\$ 842,910	\$ 814,238	\$ (28,672)
Contractual Services	756,985	825,600	825,600	811,100	(14,500)
Commodities	929,130	1,128,648	1,128,648	1,155,900	27,252
Capital Outlay	-	25,000	25,000	35,000	10,000
Debt Service	-	-	-	-	-
Transfers	21,254	21,254	21,254	21,254	-
Contingency	-	15,000	15,000	10,000	(5,000)
Total	\$2,457,824	\$2,858,412	\$2,858,412	\$2,847,492	\$ (10,920)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$2,457,824	\$2,858,412	\$2,858,412	\$2,847,492	\$ (10,920)	11.00
Total All Funds	\$2,457,824	\$2,858,412	\$2,858,412	\$2,847,492	\$ (10,920)	11.00

Significant Budget Changes:

- No significant budget changes.



Clinton Water Treatment Plant

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Treated and pumped combined total of 3.7 billion gallons of water in 2015 from Clinton and Kaw Plants. • Ongoing progress with in-house SCADA system upgrade, including flow-paced chemical feed system and filter controls. • Installation of low distortion variable frequency drives, high efficiency electric motors and LED fixtures improving energy efficiency. • Expansion of online process instrumentation for improved data on treatment processes and increased operational efficiencies. • Completion of HMI design and Wonderware implementation. • Electrical/mechanical improvements, including MCC panel replacements and replacement of the carbon building's raw water line and mag meter. • KDHE approval of updated filter loading rates to allow for design treatment of 25 MGD. 	<ul style="list-style-type: none"> • Maintaining recent improvements to department standards. • Increased regulatory requirements for water operations. • Treatment management of Clinton Reservoir source water variations due to algae blooms and other compounds. • Continued improvement of staff technical knowledge about changing regulations and more complex technologies. • Assessment of zebra mussel control and treatment for Clinton Intake and Raw Water Transmission Line. 	<ul style="list-style-type: none"> • Completion of Taste and Odor Study Phase I, with ongoing management of taste and odor concerns and improved early warning awareness of source water changes. • Continued maintenance of aging infrastructure. • Increased energy efficiency via lighting, vehicle use, equipment selection and operations. • Continued optimization of treatment chemical usage and plant processes. • Continued implementation of online process instrumentation. • Corrosion control study to assess water quality corrosively on distribution system.

Division Summary

Kaw Water Treatment Plant

The mission of the Kaw Water Treatment Plant Division is to produce an adequate supply of potable water for public consumption and fire suppression in compliance with all regulatory requirements through operation and maintenance of a 16.5 million gallons per day capacity water treatment facility.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ 961,337	\$1,154,021	\$1,154,021	\$1,049,476	\$(104,546)
Contractual Services	709,619	1,123,450	1,123,450	1,137,950	14,500
Commodities	526,148	611,250	611,250	638,750	27,500
Capital Outlay	-	25,000	25,000	35,000	10,000
Debt Service	-	-	-	-	-
Transfers	26,037	26,037	26,037	26,037	-
Contingency	-	25,000	25,000	10,000	(15,000)
Total	\$2,223,141	\$2,964,758	\$2,964,758	\$2,897,213	\$ (67,546)

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$2,223,141	\$2,964,758	\$2,964,758	\$2,897,213	\$(67,546)	13.00
Total All Funds	\$2,223,141	\$2,964,758	\$2,964,758	\$2,897,213	\$ (67,546)	13.00

Significant Budget Changes:

- No significant budget changes.



Kaw Water Treatment Plant

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Treated and pumped combined total of 3.7 billion gallons of water in 2015 from Clinton and Kaw Plants. • Ongoing progress with in-house SCADA system upgrades, including flow-paced chemical feed system and filter controls. • Installation of low distortion variable frequency drives, high efficiency electric motors and LED fixtures improving energy efficiency. • Expansion of online process instrumentation for improved data on treatment processes and increased operational efficiencies. • Completion of HMI design and Wonderware implementation. • Assessment of aging basin structures to identify and prioritize repairs. • Electrical/mechanical improvements, including replacement of MCC Panels. 	<ul style="list-style-type: none"> • Addressing infrastructure and equipment needs of aging plant facility. • Increased regulatory requirements for water operations. • Maintaining recent improvements to department standards. • Treatment management of Kansas River source water variations due to algae blooms and other compounds in upstream reservoirs. • Continued improvement of staff technical knowledge about changing regulations and more complex technologies. 	<ul style="list-style-type: none"> • Ongoing management of taste and odor concerns and improved early warning awareness of source water changes. • Installation of chlorine contact basin covering for reduced chlorine residual loss. • Continued maintenance of aging infrastructure. • Continued optimization of treatment chemical usage and plant processes. • Continued implementation of online process instrumentation. • Assessment, and recommendations of filter structures and media condition. • Corrosion control study to assess water quality corrosively on distribution system. • Increased energy efficiency via lighting, vehicle use, equipment selection and operations.

Division Summary

Kansas River Wastewater Treatment Plant

The mission of the Kansas River Wastewater Treatment Division is to treat wastewater and return treated water and biosolids to the environment through use of environmentally safe standards in compliance with all regulatory requirements through operation and maintenance of a 12.5-million gallons per day capacity treatment plant, with a 40-million gallons per day capacity ActiFlo system for wet weather treatment and associated pump stations.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,763,386	\$1,880,797	\$1,880,797	\$1,991,461	\$110,664
Contractual Services	1,514,933	1,549,500	1,549,500	1,601,000	51,500
Commodities	452,137	550,360	550,360	563,050	12,690
Capital Outlay	-	200,000	200,000	95,000	(105,000)
Debt Service	-	-	-	-	-
Transfers	33,061	33,061	33,061	33,061	-
Contingency	-	25,000	25,000	10,000	(15,000)
Total	\$3,763,517	\$4,238,718	\$4,238,718	\$4,293,572	\$ 54,854

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$3,763,517	\$4,238,718	\$4,238,718	\$4,293,572	\$ 54,854	26.00
Total All Funds	\$3,763,517	\$4,238,718	\$4,238,718	\$4,293,572	\$ 54,854	26.00

Significant Budget Changes:

- No significant budget changes.



Kansas River Wastewater Treatment Plant

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Treated and released 3.49 billion gallons of wastewater to the Kansas River in 2015. • Integrated Plan and NPDES permitting for Kansas WWTP and new Wakarusa WWTP. • Installation of low distortion variable frequency drives, high efficiency electric motors and LED fixtures for improved energy efficiency. • Expansion of online process instrumentation for improved data on treatment processes and increased operational efficiencies. • Ongoing pilot research programs and technical consultation with University of Kansas staff for technical improvements. • Ongoing collaboration with Parks and Recreation on using treated water for City properties with minimal public exposure as conservation measure. • Substantial progress on in-house SCADA system upgrades. • Beneficial reuse of an estimated 8,000 cubic yards of biosolids on agricultural land. 	<ul style="list-style-type: none"> • Addressing infrastructure and equipment needs of aging plant facility. • Continued improvement of staff technical knowledge about changing regulations and more complex technologies. • Implementing Capital Improvement Projects throughout construction and incorporating operation into current activities. • Increased regulatory requirements for wastewater operations, including implement of a plan to meet new nitrogen removal permit requirements. • Maintaining recent improvements to department standards. 	<ul style="list-style-type: none"> • Beneficially reuse 100% of biosolids through Class A Biosolids public distribution and Class B Agricultural land application. • Continued optimization of treatment chemical usage and plant processes. • Continued maintenance of aging infrastructure. • Continued implementation of online process instrumentation. • Ongoing process adjustments for increased nutrient removal consistent with permit goals. • Evaluate treatment train flow rates and return pumping requirements for adjustment as needed in anticipation of future Wakarusa River WWTP treatment processes.

Division Summary

Wakarusa River Wastewater Treatment Plant

The mission of the Wakarusa River Wastewater Treatment Plant Division is to treat wastewater and return treated water and biosolids to the environment through use of environmentally safe standards in compliance with all regulatory requirements through operation and maintenance of a 2.5-million gallons per day capacity treatment plant.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$294,500	\$294,500
Contractual Services	-	-	-	442,500	442,500
Commodities	-	-	-	25,000	25,000
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$762,000	\$762,000

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$ -	\$ -	\$ -	\$762,000	\$762,000	5.00
Total All Funds	\$ -	\$ -	\$ -	\$762,000	\$762,000	5.00

Significant Budget Changes:

- 2017 is the first budgeted year for the Wakarusa River Wastewater Treatment Plant.



Wakarusa River Wastewater Treatment Plant

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Completed construction of the force mains between Pump Station 10 and the Wakarusa River Wastewater Treatment Plant in 2015. • Construction is currently within budget and on schedule to meet the substantial completion date in early 2018. 	<ul style="list-style-type: none"> • Increase staff knowledge on operating the new Biological Nutrient Removal type treatment plant and Pump Station 10. • Commissioning of the various systems within the new plant and pump station. • Timely connection of the new plant and pump station to the City data network. 	<ul style="list-style-type: none"> • Ongoing construction of the Wakarusa River Wastewater Treatment Plant and Pump Station 10 to achieve substantial completion and operation in early 2018. • Completing the automation, integration, and programming systems work being performed by Utilities staff. • Continuing inspection services provided by Utilities staff to reduce the cost of construction inspection by consultant engineers.

Division Summary

Sanitary Sewer Collection

The mission of the Sanitary Sewer Collection Division is to convey wastewater from customers to the Wastewater Treatment Plants, prevent sanitary sewer overflows and maintain the wastewater collection system by preventing significant health, safety and environmental impacts. Division responsibilities include maintenance of approximately 420 miles of sanitary sewer gravity main, 33 miles of sanitary sewer force main, 10,536 manholes, and 1,500 clean outs.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,235,489	\$1,256,102	\$1,256,102	\$1,283,191	\$ 27,089
Contractual Services	1,229,521	1,213,900	1,213,900	1,249,700	35,800
Commodities	174,914	190,800	190,800	254,600	63,800
Capital Outlay	14,231	15,000	15,000	159,000	144,000
Debt Service	-	-	-	-	-
Transfers	309,954	309,954	309,954	309,954	-
Contingency	-	20,000	20,000	10,000	(10,000)
Total	\$2,964,109	\$3,005,756	\$3,005,756	\$3,266,445	\$260,689

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$2,964,109	\$3,005,756	\$3,005,756	\$3,266,445	\$260,689	16.00
Total All Funds	\$2,964,109	\$3,005,756	\$3,005,756	\$3,266,445	\$260,689	16.00

Significant Budget Changes:

- Capital Outlay increased to fund various CIP projects.

Sanitary Sewer Collection

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Maintained the continued low number of sanitary sewer overflows. • Cleaned 1,144,138 feet and TV inspected 222,782 feet of sanitary sewer main. • Ongoing pump station improvements. • Completed 49 city-owned sanitary sewer point repairs. • Ongoing progress with Rapid Inflow/Infiltration Reduction Program, including manhole inspection, smoke testing, and TV inspections of target areas in the Private I&I Program. 	<ul style="list-style-type: none"> • Continue to address deferred maintenance of sewer mains (wet weather capacity and CIPP) concurrently with system expansion of gravity sewer mains, water mains, treatment facilities, and pump stations. • Significant inflow and infiltration from the private and public infrastructure causing capacity and treatment challenges. • High costs of addressing collection line and treatment impacts of fats, oils and grease. 	<ul style="list-style-type: none"> • Recurring maintenance of 25% of the collection system through a four-year Section Cleaning Program and scheduled preventive maintenance. • Ongoing reduction of City main blockages through proactive maintenance programs, including cured in place pipe program, point repairs, chemical root control program, section cleaning, scheduled preventive maintenance, grease program and TV inspections. • Rehabilitate aging collection system infrastructure and replace aging equipment. • Reduce inflow and infiltration from public and private infrastructure through the Rapid I&I Program. • Implement a more comprehensive Fats/Oils/Grease Program.

Division Summary

Water Quality

The mission of the Water Quality Division is to ensure compliance with the Clean Water Act and the Safe Drinking Water Act. The Division operates three accredited laboratories and the industrial pretreatment program, supports the biosolids program and provides technical support to plant operations.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$451,273	\$470,794	\$ 470,794	\$552,548	\$ 81,754
Contractual Services	89,428	141,350	141,350	130,800	(10,550)
Commodities	212,902	213,250	213,250	223,600	10,350
Capital Outlay	-	-	-	55,000	55,000
Debt Service	-	-	-	-	-
Transfers	14,405	14,405	14,405	14,405	-
Contingency	-	15,000	15,000	10,000	(5,000)
Total	\$768,008	\$854,799	\$ 854,799	\$986,353	\$131,554

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$768,008	\$854,799	\$ 854,799	\$986,353	\$131,554	6.00
Total All Funds	\$768,008	\$854,799	\$ 854,799	\$986,353	\$131,554	6.00

Significant Budget Changes:

- Personal Services increased due to additional personnel being hired for the Wakarusa River Wastewater Treatment Plant.
- Capital Outlay increased to fund various CIP projects.



Water Quality

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Annual Compliance Summary for Industrial Pretreatment Program completed February 2016. • Industrial Pretreatment Permits, onsite inspections and surveys of industrial facilities completed as required by City ordinance. • Water and Wastewater Compliance Reports submitted within established deadlines. • Laboratory accreditation under the National Environmental Laboratory Accreditation Program for Year 2016. • 2016 Consumer Confidence Report completed and available to customers. 	<ul style="list-style-type: none"> • Balance available resources with expanded needs for testing for the on-going improvement of water quality. • Improve technical knowledge of staff in order to keep up with water quality challenges, changing regulations and new technologies. • Implement new testing procedures for the Wakarusa River Wastewater Treatment Plant in the areas of nutrients. 	<ul style="list-style-type: none"> • Testing, reporting, technical support and other services to water and wastewater operations. • Respond and track customer taste and odor calls and other water quality calls. • Identify potential water quality issues through expanded data analyses. • Continue laboratory testing support at the Lawrence Venture Park site and MS4 (storm water) to ensure permit compliance. • Continue participation in blue green algae studies in the Kaw River and the effect of water treatment on removal of algal by-products. • Expand education and outreach to water customers on lead awareness.



Division Summary

Water Distribution System

The mission of the Water Distribution System Division is to install, maintain and repair the water distribution system. The distribution system is the network of pipes conveying clean, safe, potable water for consumption to residences, businesses, industries and rural water districts. The Division responsibilities include maintenance of approximately 521 miles of water main, 13,606 valves, 3,489 fire hydrants and 32,000 service connections.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$1,609,384	\$1,644,604	\$1,644,604	\$2,122,354	\$477,750
Contractual Services	193,264	278,800	278,800	308,520	29,720
Commodities	519,454	603,350	603,350	664,000	60,650
Capital Outlay	61,228	21,024	21,024	144,300	123,277
Debt Service	-	-	-	-	-
Transfers	619,908	619,908	619,908	619,908	-
Contingency	-	20,000	20,000	10,000	(10,000)
Total	\$3,003,239	\$3,187,685	\$3,187,685	\$3,869,082	\$681,397

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$3,003,239	\$3,187,685	\$3,187,685	\$3,869,082	\$681,397	30.00
Total All Funds	\$3,003,239	\$3,187,685	\$3,187,685	\$3,869,082	\$681,397	30.00

Significant Budget Changes:

- Effective as of July 24, 2016, 10 FTE positions were transferred from Finance/Utility Billing Department for improved operational efficiency and expanded customer service delivery. The corresponding financial adjustments have been made in the 2017 budget numbers only. This adjustment results in the increased costs associated with personal services, contractual services, and commodities.



Water Distribution System

Current Year Accomplishments	Significant Challenges for 2017	Major Goals and Objectives for 2017
<ul style="list-style-type: none"> • Exercised and inspected 2,441 distribution system valves. • Distribution flow testing to ensure adequate fire protection. • Continued cross training for expanded staff expertise to assist in both emergency leak repairs and sanitary sewer overflow activities. • Repaired 144 water main leaks. • In-house installation of 11,737 feet of water mains. • Began the process of business planning for the implementation of automated water meters in the distribution system. 	<ul style="list-style-type: none"> • Large number of incidents of water distribution system leaks. • Aging and deteriorating distribution system. • Continuation of the small watermain replacement program. • Continue to address deferred maintenance of water mains with concurrent system expansion of gravity sewer mains, water mains, treatment facilities, and pumps stations. • Progress in water meter automation for improved infrastructure monitoring and integrity. • Assessment and incorporation of workload activities formerly performed by Finance/Utility Billing for meter reading and related field services, with concurrent consolidation of 10 transferred positions. 	<ul style="list-style-type: none"> • Continue pro-active maintenance programs guided by American Water Works Association standards to assure continuous distribution reliability and delivery of clean, safe water to customers. • Continued progress in business planning for implementation of automated water meters in the distribution system. • Continue to replace deteriorating water mains. • Continue completion of CIP-related projects. • Improve operational efficiency and expanded customer service delivery.

Division Summary

Utility Debt Service

The Utility Debt Service accounts for all projects that have been bonded and payments are still due. These projects are generally large-scale with a life span over 10 years.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	10,638,100	13,603,802	13,603,802	15,971,074	2,367,272
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$10,638,100	\$13,603,802	\$13,603,802	\$15,971,074	\$2,367,272

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$10,638,100	\$13,603,802	\$13,603,802	\$15,971,074	\$2,367,272	0.00
Total All Funds	\$10,638,100	\$13,603,802	\$13,603,802	\$15,971,074	\$2,367,272	0.00

Significant Budget Changes:

- Debt Service increased to fund various CIP projects.



Division Summary

Non-Bonded Construction

The Non-Bonded Construction accounts for construction costs that are not bonded but rather paid for using cash. It is funded through a transfer from the Water & Sewer Fund.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	1,500,000	2,500,000	1,000,000
Debt Service	-	-	-	-	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	-
Total	\$ -	\$ -	\$1,500,000	\$2,500,000	\$1,000,000

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
552 Water & Sewer Non-bonded Construction	\$ -	\$ -	\$1,500,000	\$2,500,000	\$1,000,000	-
Total All Funds	\$ -	\$ -	\$1,500,000	\$2,500,000	\$1,000,000	-

Significant Budget Changes:

- Capital Outlay increased to fund various CIP projects.



Division Summary

Transfer to Non-Bonded Construction

The Water & Sewer Fund transfers money to the Non-Bonded Construction Fund for projects that are cash funded rather than bond funded.

Division Summary by Category

Expenditures	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers	1,522,765	20,505,369	1,500,000	1,500,000	-
Contingency	-	-	-	-	-
Total	\$1,522,765	\$20,505,369	\$1,500,000	\$1,500,000	\$ -

Division Summary by Fund

Fund	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted	2017/2016 +/-	2017 FTEs
501 Water & Sewer Fund	\$1,522,765	\$20,505,369	\$1,500,000	\$1,500,000	\$ -	0.00
Total All Funds	\$1,522,765	\$20,505,369	\$1,500,000	\$1,500,000	\$ -	0.00

Significant Budget Changes:

- No significant budget changes.





City of Lawrence