



CITY COUNCIL WORK SESSION
Council Chambers, 800 1st Terrace, Lansing, KS 66043
Thursday, June 24, 2021 at 7:00 PM

AGENDA

CALL TO ORDER

AGENDA ITEMS

1. 2022 Budget Review

ADJOURNMENT

WORKSESSION ITEM

TO: Tim Vandall, City Administrator
FROM: Elizabeth Sanford, Finance Director
DATE: June 21, 2021
SUBJECT: 2022 Budget Review

Finance Director Beth Sanford will present an overview of the 2022 budget. The presentation is attached.

The city's estimated assessed valuation increased from \$90,243,319 to \$96,989,958. The city's current mill levy rate is 41.571 mills. The Revenue Neutral Rate is 38.679 mills. The proposed 2022 Budget reflects a mill levy of 40.335, a decrease of .536 mills.

The following capital items have been requested and are included in the Proposed 2022 Budget:

- Skid steer loader and trailer \$77,000
- Paint interior of Municipal Building & carpet Library \$55,000
- Replace Activity Center exterior doors on south end of gym \$60,000

WORKSESSION ITEM

**CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2022**

I. **Department/Division:** PW/Streets

II. **Item Requested:** Skid Steer Loader

III. **Request Justification:** The unit to be replaced is the 1997 Bobcat High Flow Skid Steer. The Case skid steer has ultra-high flow hydraulics (greater capacity) and is capable of operating the attachments in a more efficient manner.

The 1997 Bobcat has had multiple engine replacements to date, and has started to present a few mechanical issues that have required a lot of attention.

The trailer as part of this request would be to allow a one ton to tow this equipment by itself.

IV. **Explain how the request will improve efficiency/effectiveness:**

There are situations where multiple attachments are required for certain jobs. Asphalt patches are the primary situation where the miller and breaker may be utilized while also using the bucket to move and place asphalt.

The skid steer attachments are as follows:

Pallet forks

Bucket

Asphalt Miller

Post Hole Digger

Hydraulic breaker

Box Broom

V. **Cost:** Estimated \$70k for Unit, \$7k for trailer

Supporting documentation attached?

(Please rank your requests if submitting more than one)

Department Ranking: #1

**CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2022**

I. Department/Division:

CED/Library/Public Works

II. Item Requested:

Paint the interior of the building and carpet the library.

III. Request Justification:

Since the CED / Library / Public Works offices were placed in this building in 2009, the interior of the building has not been painted or recarpeted. Staff feels it would be appropriate to maintain the building by recarpeting and repainting the interior to protect the longevity and appearance of the building. Recarpeting the library at the same time would be more efficient and reduce disruption to customer service.

IV. Explain how the request will improve efficiency/effectiveness:

By protecting and maintaining the interior of the building, we protect the City's investment in this facility. Preventative maintenance such as this prevents projects from becoming emergencies and ensures the long life of City facilities.

IV. Cost:

\$55,000

\$18,000 for painting entire interior

\$25,000 for carpeting library side only

\$11,700 for moving library side only

Supporting documentation attached?

Yes – A 2019 quote from Swann Painting Co. LLC, 2020 quote from Seifert's Flooring Inc, and a 2021 estimate from Kansas City Installers.

**CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2022**

I. Department/Division:

Parks and Recreation

II. Item Requested:

Exterior doors for the south end of the Activity Center gym

III. Request Justification:

To the best of my knowledge the doors are original which makes them around 70 years old. The doors are showing significant wear from time and the elements.

IV. Explain how the request will improve efficiency/effectiveness:

New doors will keep the building secure and improve the appearance.

V. Cost:

\$60,000.00

Supporting documentation attached?

Photo of existing doors

(Please rank your requests if submitting more than one)

Department Ranking:



2022 BUDGET REVIEW

Revenues	2020 Actual	2021 Budget	2022 Requested
Property Taxes	\$2,238,753	\$2,380,936	
Motor Vehicle Taxes	\$303,550	\$276,431	\$286,038
Local Alcoholic Liquor Tax	\$16,309	\$19,446	\$16,115
Local Sales and Use Tax	\$1,125,246	\$962,000	\$893,000
County Sales and Use Tax	\$1,179,468	\$1,021,000	\$1,185,000
Franchise Fees	\$654,021	\$667,450	\$668,800
Business/Occupational Licenses	\$43,495	\$42,500	\$47,500
Permits/Fees	\$67,378	\$49,500	\$49,500
Court Fees	\$33,243	\$40,000	\$40,000
Police Fines & Forfeitures	\$230,699	\$353,600	\$354,500
Animal Control	\$24,785	\$25,000	\$25,000
Other Fees/Grants	\$41,777	\$27,000	\$37,900
Federal Grants	\$1,614,263	\$0	\$0
Transfer from Solid Waste	\$62,500	\$75,000	\$75,000
Total Revenues	\$7,639,790	\$5,939,363	\$3,916,853

GENERAL FUND REVENUES

Department	2020 Actual	2021 Budget	2022 Requested	Difference	Justification
Administration	\$137,988	\$135,069	\$135,320	\$251	
Police	\$1,830,308	\$1,973,145	\$2,003,600	\$30,455	2022 includes 2 part-time officer positions and 1 police vehicle
Municipal Court	\$196,983	\$210,679	\$230,913	\$20,234	Increased expense for court probation services
Streets	\$330,030	\$181,776	\$188,085	\$6,308	Replace furnace in shop (\$4,000)
Street Lighting	\$194,435	\$205,000	\$201,000	(\$4,000)	
Building Maintenance	\$65,010	\$75,383	\$73,324	(\$2,059)	
CED	\$461,606	\$649,310	\$594,888	(\$54,422)	
Finance	\$269,175	\$283,422	\$284,389	\$967	
Public Works	\$293,211	\$284,345	\$280,128	(\$4,217)	
City Administrator	\$150,794	\$154,734	\$160,981	\$6,247	
Community Center	\$4,802	\$7,590	\$7,563	(\$28)	
Parks & Recreation	\$517,513	\$584,520	\$589,232	\$4,712	Programming software annual maintenance fee (\$4,000)
Activity Center	\$114,583	\$129,490	\$130,220	\$729	
IT	\$189,575	\$91,500	\$101,785	\$10,285	Annual maintenance fee for online licensing
Council	\$45,969	\$48,163	\$49,663	\$1,500	
Non-Departmental	\$324,449	\$474,150	\$483,950	\$9,800	Increase insurance premiums
Transfers	\$1,194,000	\$1,035,000	\$1,160,000	\$185,000	
Total	\$6,642,095	\$6,526,277	\$6,738,040	\$211,763	

GENERAL FUND EXPENSES

Transfer to	2022 Requested
Capital Improvements	\$940,000
Equipment Reserve	\$100,000
Special Parks	\$0
Special Highway	\$120,000

TAX LEVY FUNDS

2022 Projected Budget	General	Library	Debt Service
Beginning Balance	\$2,472,561	\$130,097	\$118,344
Revenues	\$6,585,603	\$510,798	\$1,671,904
Total Receipts	\$9,058,164	\$640,895	\$1,790,248
Expenses	\$6,738,040	\$469,442	\$1,546,983
Ending Balance	\$2,320,124	\$171,453	\$243,265

SPECIAL REVENUE FUNDS

2022 Projected Budget	Special Highway	Special Alcohol Liquor	Transient Guest	Sales Tax (\$.45)	CIP	Special Parks	Equipment Reserve
Beginning Balance	\$192,610	\$28,672	\$114,692	\$469,988	\$543,105	\$373,451	\$143,347
Revenues	\$459,820	\$16,115	\$123,010	\$555,020	\$1,055,010	\$125,556	\$110,010
Total Receipts	\$652,430	\$44,786	\$136,257	\$1,020,008	\$1,598,115	\$465,007	\$253,357
Expenses	\$592,562	\$2,750	\$139,556	\$638,075	\$1,210,000	\$95,150	\$128,356
Ending Balance	\$59,868	\$42,036	\$98,145	\$386,933	\$388,115	\$369,857	\$81,929

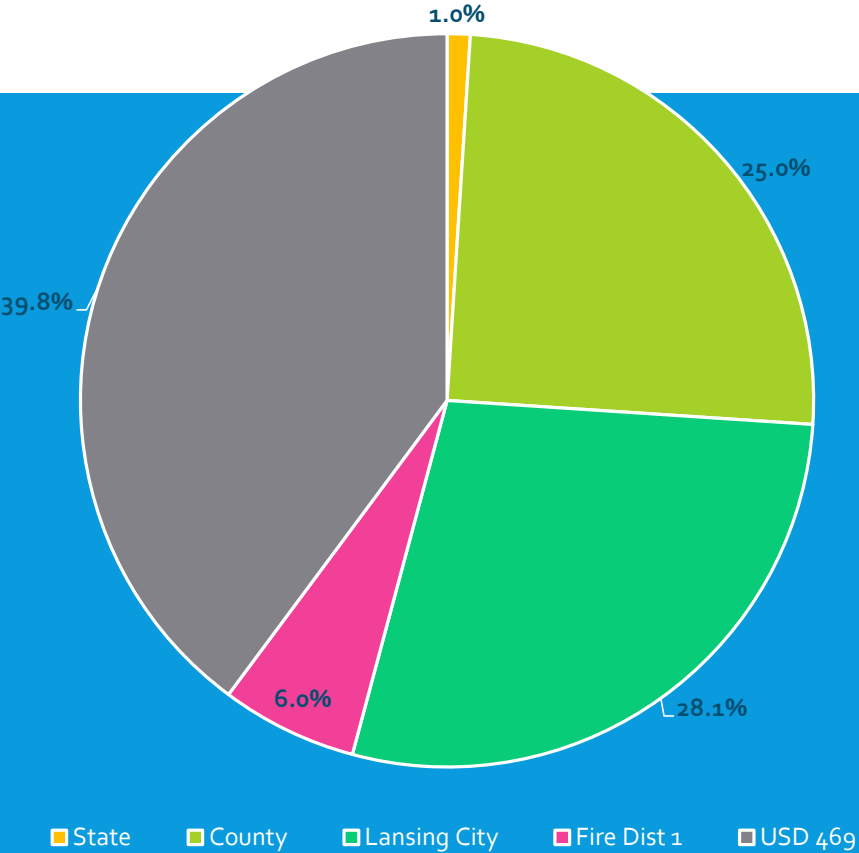
ENTERPRISE FUNDS

2022 Projected Budget	Wastewater	Solid Waste
Beginning Balance	\$3,505,563	\$163,294
Revenues	\$3,064,100	\$597,560
Total Receipts	\$6,569,663	\$760,854
Expenses	\$4,078,496	\$660,500
Ending Balance	\$2,491,167	\$200,354

C&S ITEMS REQUESTED FOR 2022

▪ Public Works/Streets	
▪ Skid steer loader and trailer	\$77,000
▪ Municipal Building (730 1 st Terr)	
▪ Paint interior of building and replace carpet in library	\$55,000
▪ Activity Center	
▪ Replace exterior doors on south end of gym	<u>\$60,000</u>
Total	\$192,000
Future C&S items (requested but not recommended for funding)	
PW/Streets – air compressor	\$20,000
PW – 730 1 st Terr – construction of north entrance	\$45,000

Mill Levy

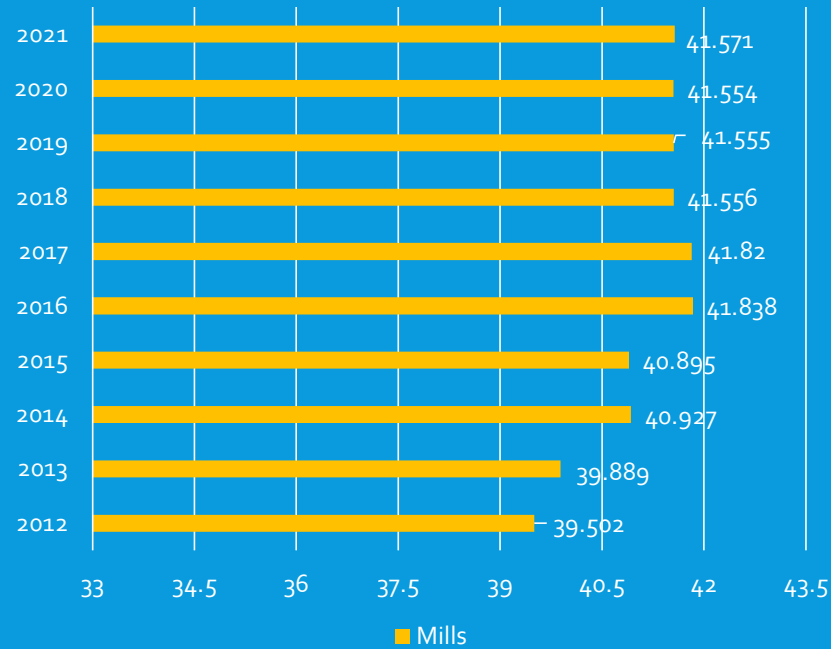


Taxing Entity	\$100,000 Home	\$200,000 Home	\$300,000 Home
State – 1.5	\$17.25	\$34.50	\$51.75
County – 36.946	\$424.88	\$849.76	\$1,274.64
Lansing City – 41.571	\$478.07	\$956.13	1434.20
Fire Dist 1 - \$8.923	\$102.61	\$205.23	\$307.84
USD 469 – 58.958	\$678.02	\$1,356.03	\$2,034.05
Total Levy – 147.898	\$1,700.83	\$3,401.65	\$5,102.48

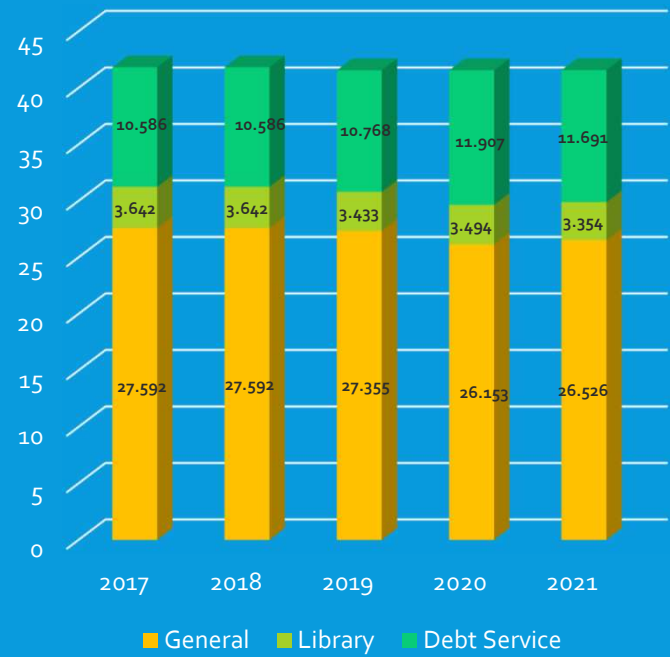
	\$100,000 Home	\$200,000 Home	\$300,000 Home
1 mill	\$11.50	\$23.00	\$34.50
2 mills	\$23.00	\$46.00	\$69.00
3 mills	\$34.50	\$69.00	\$103.50
4 mills	\$46.00	\$92.00	\$138.00

MILL LEVY

Mills



Mills by Tax Levy Fund



MILL LEVY COMPARISON

Property Tax	2021 Mill Levy	Proposed 2022 Mill Levy	Savings to homeowner
Mills	41.571	41.035	.536
on \$100,000 home	\$478.07	\$471.90	\$6.17
on \$200,000 home	\$956.13	\$943.81	\$12.32
on \$300,000 home	\$1,434.20	\$1,415.71	\$18.49

The RNR rate is 38.679 mills.

QUESTIONS?

**CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2022**

I. **Department/Division:** PW/Streets

II. **Item Requested:** Replacement of pull behind 185 CFM compressor

III. **Request Justification:** The 2006 IR 185 has been in the fleet for 15 years.

IV. **Explain how the request will improve efficiency/effectiveness:**

A more reliable piece of equipment will lead to better operations. Used primarily in crack-seal and sandblasting type operations.

V. **Cost:** \$20,000

Supporting documentation attached?

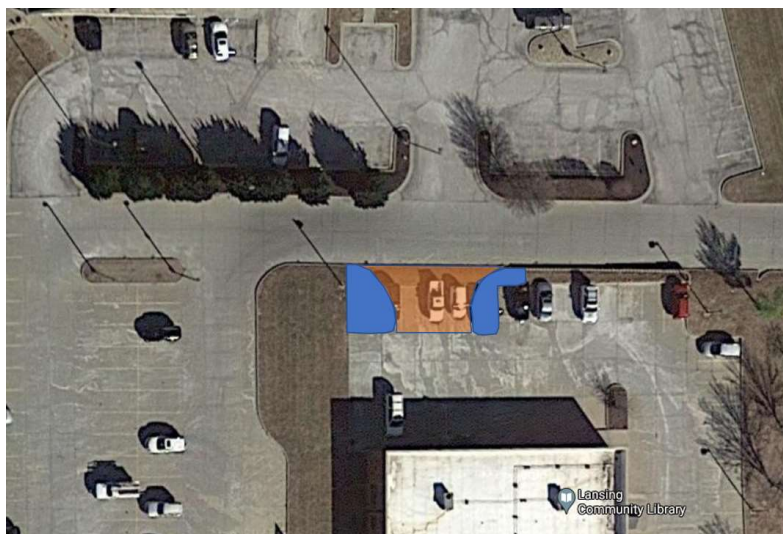
(Please rank your requests if submitting more than one)

Department Ranking: #2

**CAPITAL AND SUPPLEMENTAL
REQUEST FORM
FISCAL YEAR 2022**

- I. **Department/Division:** PW / CED
- II. **Item Requested:** Entrance from Access Road to north side of the building
- III. **Request Justification:** This entrance is more in line with efficient traffic flow to the building with the re-development of the property at 712 2st Terrace and adjacent properties.
- IV. **Explain how the request will improve efficiency/effectiveness:**

This will be a more effective traffic flow into and out of the CED/PW office on the north side of the building.



IV. **Cost:** \$50,000

PART A - ENTRANCE					
NO.	BID ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION	1	LS	\$5,000.00	\$5,000.00
2	CONSTRUCTION STAKING	1	LS	\$2,500.00	\$2,500.00
3	PAVEMENT REMOVAL	124	CY	\$100.00	\$12,400.00
4	EXCAVATION (UNCLASSIFIED)	96	CY	\$2.50	\$240.00
5	EMBANKMENT (95%) (VRF=1.15)	12	CY	\$8.50	\$102.00
6	CONCRETE PAVEMENT (6") MONOLITHIC WITH TYPE B CURB & GUTTER	211	SY	\$70.00	\$14,770.00
7	AGGREGATE BASE COURSE (6")	252	SY	\$7.00	\$1,764.00
8	QUALITY CONTROL/QUALITY ASSURANCE (TESTING)	1	LS	\$3,000.00	\$3,000.00
9	SILT FENCE	178	LF	\$4.00	\$712.00
10	INLET PROTECTION	1	EA	\$150.00	\$150.00
11	PERMANENT SEEDING	94	SY	\$2.00	\$188.00
BASE TOTAL PART A (ENTRANCE)					\$40,826.00
BASE TOTAL ESTIMATED CONSTRUCTION COSTS (PART A) =					\$40,826.00
10% CONTINGENCY =					\$4,082.60
TOTAL ESTIMATED CONSTRUCTION COST =					\$44,908.60

Supporting documentation attached? Plans attached

(Please rank your requests if submitting more than one)

Department Ranking: #3