

CITY OF LANSING

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WORK SESSION AGENDA


January 25, 2018
Thursday
7:00 p.m.
Lansing City Hall

Call To Order:

- I. Residency Requirement
- II. Lansing Museum Discussion

Adjournment

WORKSESSION ITEM

TO: Mayor, Lansing City Council
FROM: Tim Vandall, City Administrator 
DATE: January 22, 2018
SUBJECT: Residency Requirement

The City Council discussed the existing residency requirement at the October 26th work session. The discussion was tabled for with the request for additional information and for further thought.

One question was whether the Council should consider DH's employed prior to the policy grandfathered. The residency requirement was established on March 19, 2009. Of the nine department heads at the previous discussion, four were department heads prior to the implementation of the policy. Of the seven department heads currently, three were department heads with the City at the time of the policy's implementation.

Another discussion point was based on whether we can implement a residency requirement for some department heads and not others. Based on information I've seen, the City could enforce a residency requirement for some department heads and not others if there was a consistent policy implemented. For instance, in my previous community, the Police Chief and City Administrator were the only staff members required to reside within City limits.

Staff was also asked to follow up with other communities that were not listed in the agenda packet back in October (list is attached). The City of Leavenworth recently repealed their residency requirement back in 2016. The City of Merriam does not have a residency requirement, and neither does The City of Louisburg. Conversely, larger communities with a more diverse housing stock do sometimes have residency requirements, such as the Unified Government of Wyandotte County, and I was also told a couple of the larger communities in Johnson County also have requirements. Based on everyone I've spoken to, roughly 25% of communities have some type of a residency requirement for department heads.

Another item that was discussed was clarifying the section of the City Code, Section 1-405E, which authorizes the City Administrator to grant waivers "in the best interest of the City" (<http://www.lansing.ks.us/DocumentCenter/View/5449>).

The materials from the previous discussion are also provided in the agenda materials.

Policy Considerations: The current City policy requires department heads to reside within City limits. However, the City Code authorizes the City Administrator to grant waivers if the exemption is "in the best interest of the City" (<http://www.lansing.ks.us/DocumentCenter/View/5449>) (Section 1-405, E).

Action: Provide staff guidance on how to proceed with the residency requirement for department heads.

WORKSESSION ITEM

Sec. 1-405. - Residency requirements for certain City employees.

- A. The following City employees are hereby required to establish and maintain a permanent residence within the incorporated boundaries of the City of Lansing, Kansas for the positions of: City Administrator and all Department Directors, including, but not limited to the following positions: City Clerk, Chief of Police, Community and Economic Development Director, Finance Director, Human Resources Director, Library Director, Parks & Recreation Director, Public Works Director, and Wastewater Utility Director.
- B. Employees as described in subsection A. of this section who are not already residents of the City of Lansing shall have a period of six (6) months after completion of their probationary period to establish residence within the City, after the end of such eighteen (18) month period their exemption from the requirements of this section shall terminate.
- C. Violation of any of the provisions of this section shall result in discharge from employment with the City.
- D. Any such individual employed at the time this section is adopted by the Governing Body shall be exempt from the requirements set forth in this section; however, in the event an exempt employee relocates into the City limits the employee's exemption status shall terminate.
- E. The City Administrator, in his sole discretion, may exempt an individual from this provision when he or she believes that such exemption is in the best interest of the City. The City Administrator will provide notification to the Governing Body on any request for an employee to be exempted from the residency requirement.

October 26, 2017 Work Session

WORKSESSION ITEM

TO: Governing Body
FROM: Michael W. Smith, Mayor
DATE: October 19, 2017
SUBJECT: Residency Requirement Consideration

At the October 5, 2017 council meeting I advised you that we would be reviewing the residency requirement for directors. Attached is a spreadsheet that shows how municipalities in our market area handle residency for directors. Also, included is a recommendation from the Austin Peters Group that the residency requirement be eliminated and a map with radius options for discussion.

Action:

Direction for residency requirement for directors.

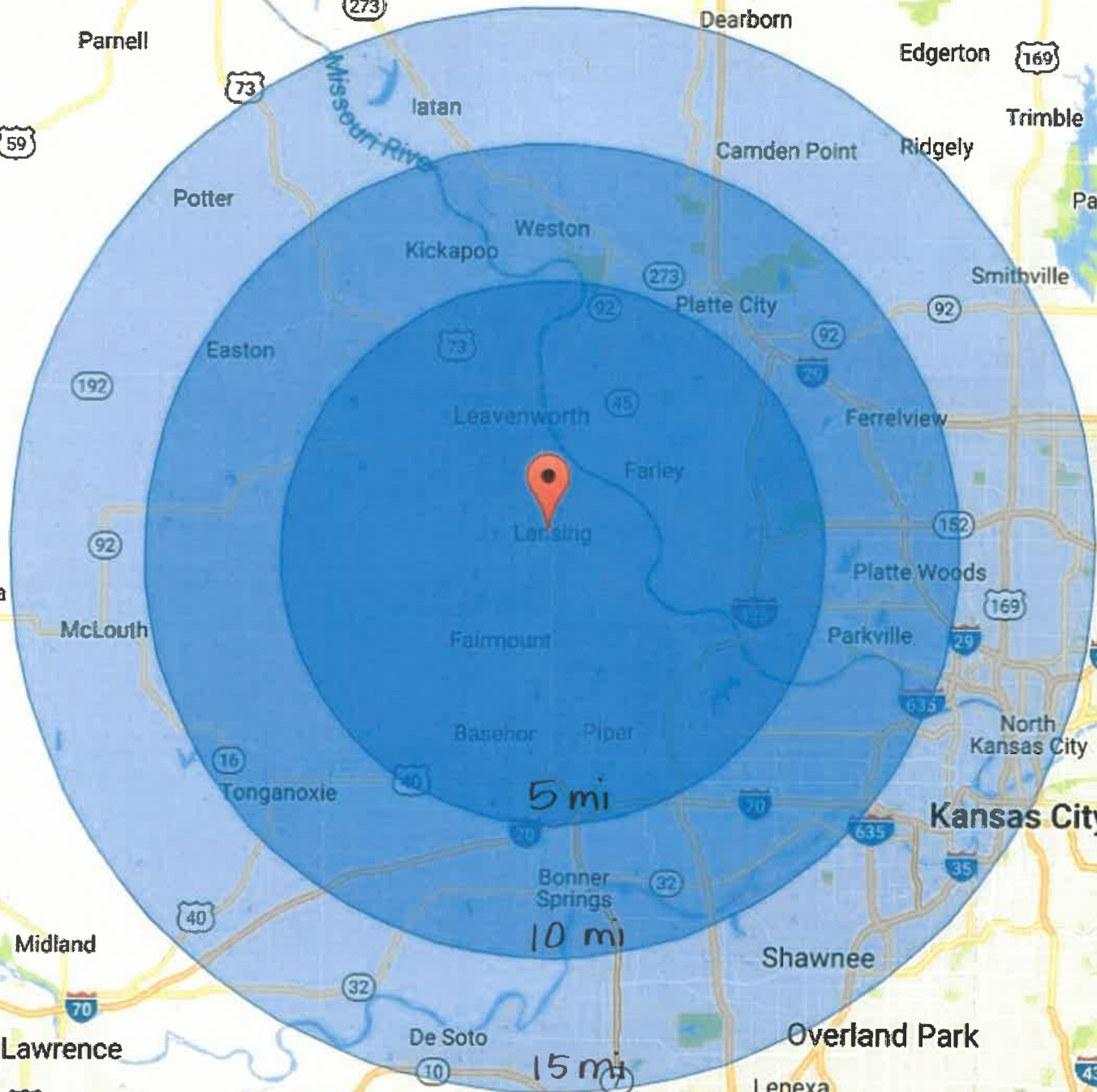
WORKSESSION ITEM #

Municipality	Residency Requirement	Median Household Income
City of Basehor, KS	Police Officers - 30 miles from boundary	\$89,994
City of Bonner Springs, KS	30 min drive	\$58,821
City of Edwardsville, KS	No	\$56,743
City of Excelsior Springs, MO	No	\$49,456
City of Grain Valley, MO	Police Chief and City Clerk	\$61,733
City of Harrisonville, MO	PW Dir, Police Chief, Fire Chief, & City Clerk within City Limits; Lieutenants within County	\$47,880
City of Kearney, MO	No	\$74,755
City of Mission, KS	No	\$48,468
City of Ottawa, KS	35 miles	\$41,611
City of Pleasant Hill, MO	No	\$57,290
City of Roeland Park, KS	No	\$63,859
City of Smithville, MO	Police Chief	\$68,756
City of Tonganoxie, KS	No	\$53,382
City of Lansing, KS	All Directors must live within the City Limits	\$92,613

C. Health Insurance and other Questions

The benefits survey was designed to determine whether the City has a competitive salary and benefits structure when compared with peers. There are no changes recommended immediately in the benefit structure; however, this information is an important framework for moving forward with future packages. Details of the benefit survey results are on file with the Administration. Of the benefits that employers provide, the percentage of employer costs are outlined in Table 2, and the amount of days for vacation and sick leave are shown by years. With regard to health insurance costs only it is estimated that per hour the City's benefits are \$.45 better (equal to slightly more than 2 percent of pay) than the peer group when looking at all health insurance choices. If the peer group were enrolled in the same plans as Lansing, Lansing would spend \$42,630 more annually on insurance. This analysis does not look at the quality of health insurance plans. In total the City provides far more leave than the peer group for vacation. Only 20 percent of the peer group provides a residency requirement, whereas Lansing requires this for department heads. It is recommended the governing body consider eliminating the residency requirement.

Table 2: Fringe Benefits		
Fringe Related Item	City of Lansing	Benchmark Group Employer Share
Health Insurance (single)	80%	95%
Health Insurance (single plus child)	80%	75%
Health Insurance (single plus spouse)	80%	74%
Health Insurance (family)	80%	63%
Vacation 1 year	12 days	11 days
Vacation 5 years	18 days	14 days
Vacation 10 years	24 days	17 days
Sick Leave 1 year	12 days	13 days
Sick Leave 5 years	12 days	12 days
Sick Leave 10 years	12 days	12 days
Tuition Reimbursement	Yes	Yes-40% Reported
Certification Pay	No	No
Residency Requirement	Dept. Head	20%
Retirement (not reported)		



5 mi

10 mi

15 mi

Effingham

Parnell

Dearborn

Edgerton

169

Trimble

Paradise

33

Kearney

Nortonville

4

Potter

Missouri River

Camden Point

Ridgely

Smithville

92

92

Way Falls

16

Easton

Kickapoo

Weston

273

Platte City

92

92

35

59

73

Leavenworth

45

Ferrelview

435

291

Oskaloosa

McLouth

92

Lansing

Farley

152

Platte Woods

169

Liberty

Lakeside Village

59

Parkville

29

35

River Bend

24

Perry

59

40

70

635

35

Kansas City

Independence

Lecompton

Midland

40

70

635

35

Raytown

ngs

Stull

40

Lawrence

70

De Soto

10

15 mi

Overland Park

Lenexa

435

435

470

Unity Village

Lee's Summit

Clinton

10

59

10


Eudora

Olathe

69

Grandview

WORKSESSION ITEM

TO: Mayor, Lansing City Council
FROM: Tim Vandall, City Administrator 
DATE: January 22, 2018
SUBJECT: Lansing Museum Discussion

As previously mentioned, we lost two Museum Supervisors within a month, as well as the Department Head who oversaw the museum shortly thereafter. Due to such significant turnover in a short period of time, I asked the council if they wanted to have a work session to discuss the museum. In the interim, the museum has been staffed four hours per week on Fridays and by request, to which we haven't received any requests. During this time period, we have also received approximately three emails/phone calls asking staff to perform research.

The museum was placed under the Economic Development Department several years ago since there was an expectation of the site becoming a tourist attraction with the Regional Prison Museum and the construction of the gallows. Now nearly a decade later, neither of those projects are expected to materialize as they were originally designed. We have a terrific museum, but based on my experiences working there and hearing from staff, it is not really a tourism destination.

In communicating and researching other communities, most communities our size do not own and operate their own museum. For instance, Leavenworth, Atchison, Ottawa, and Bonner Springs do not operate a municipal museum. If the City continues overseeing the museum, I would recommend the museum being overseen under the Library's umbrella due to it being an educational institution and the research required from requests. If this was overseen under the Library's umbrella, I would still recommend separate funds in order to keep everything separated. If there was a staffing shortfall at the museum, it's possible there could be some overlap between the museum and library staff. If there was another local historical entity that wanted to oversee the museum, that could also be something to be discussed. Greater clarification on the City's relationship with the Historical Society would be beneficial. For instance, if they schedule events at the museum without notifying staff beforehand, should staff work events outside of their City scheduled hours? If the historical society is recommending large-scale capital improvements, should the City pay for those costs? Recently, the LHS scheduled a four hour event on Sunday, January 28th, which will require staff time on a Sunday. Additionally, the LHS is requesting the City begin allocating Transient Guest Tax dollars to market the museum. A historical breakdown of the museum and our TGT Fund is enclosed.

Financial Considerations: The 2018 Budget for the museum is \$44,727. Over the last three years, we have spent an average \$36,000 per year at the museum; however, two years are skewed low due to extended staff openings.

Policy Considerations:

Action: Provide feedback and direction on how to proceed with the Lansing Historical Museum.

WORKSESSION ITEM

2

**2018 FINAL BUDGET
GENERAL FUND
LANSING HISTORICAL MUSEUM**

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED BUDGET
Expenditures						
Dept: 061 LANSING HISTORICAL MUSEUM						
40001 REGULAR PAYROLL	37,177	37,274	4,577	578	-111	0
40002 OVERTIME PAYROLL	29	2	0	49	0	0
40003 PART TIME PAYROLL	0	0	13,628	22,308	19,961	24,743
40005 HOLIDAY PAY	0	0	0	279	99	0
40011 ICMA 457	744	746	364	394	0	511
40013 KPERS	3,204	3,621	1,561	2,178	1,674	2,450
40015 FICA EXPENSE	2,807	2,805	1,421	1,807	1,526	1,897
40016 UNEMPLOYMENT	201	236	44	52	40	26
40017 INSURANCE HEALTH	3,532	3,681	20	-10	0	0
40019 INSURANCE DENTAL	0	0	0	0	0	0
TOTAL SALARIES & BENEFITS	47,693	48,364	21,616	27,635	23,188	29,627
41111 UTILITIES	3,700	3,834	2,921	2,896	2,987	3,700
41115 DUES & SUBSCRIPTIONS	50	50	50	215	165	200
41126 BLDG/GROUNDS MAINT. & SUPPLIES	3,786	2,653	1,505	2,634	1,953	3,500
41129 POSTAGE	127	166	0	0	56	150
41133 TRAINING	375	658	780	698	269	1,000
41670 PUBLICATIONS AND ADS	350	0	0	508	0	0
TOTAL CONTRACTUAL	8,387	7,362	5,256	6,951	5,430	8,550
42201 OFFICE & BUILDING SUPPLIES	256	310	559	745	630	500
42204 PRINTING	121	1,025	1,319	956	685	1,000
42212 PRESERVATION SUPPLIES	1,559	1,100	490	1,458	1,493	1,500
42214 EXHIBITS	481	532	1,597	842	741	2,000
42215 GIFT SHOP INVENTORY	50	50	161	96	116	50
42217 EDUCATIONAL PROGRAMMING	519	2,234	1,985	1,241	235	1,000
TOTAL COMMODITIES	2,986	5,251	6,111	5,338	3,900	6,050
43342 FURNITURE & FIXTURES	0	0	1,250	0	425	500
43504 MUSEUM GRANT EXPENSES	0	0	0	2,135	0	0
TOTAL CAPITAL OUTLAY	0	0	1,250	2,135	425	500
TOTAL LANSING HISTORICAL MUSEUM	59,066	60,977	34,233	42,060	32,943	44,727

2018 FINAL BUDGET
TRANSIENT GUEST TAX
FUND 63

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED BUDGET
Beginning Fund Balance	73,953	126,686	94,145	94,492	85,714	80,302
Revenues						
Dept: 009 REVENUES						
31105 TRANSIENT GUEST TAX REVENUE	96,951	87,372	104,094	102,166	89,946	95,000
31107 PRIOR YR TRANS GUEST TAX	43,688	0	0	0	0	0
36110 INTEREST ON IDLE FUNDS	2	2	4	11	124	60
36200 LANSING DAZE	0	0	0	11,303	8,901	11,000
36201 CED EVENTS	0	0	0	0	860	0
36300 BBQ CONTEST	0	0	0	5,800	6,400	5,000
36301 AUTUMN IN THE GROVE	496	301	662	1,670	2,673	500
39100 MISCELLANEOUS REVENUES	1,000	6,750	0	0	4,250	0
39400 FIREWORKS DONATIONS	550	1,000	0	3,237	1,051	1,000
Total Revenues	142,687	95,425	104,760	124,187	114,206	112,560
Expenditures						
Dept: 060 ECONOMIC DEVELOPMENT						
40001 REGULAR PAYROLL	0	14,438	0	0	0	0
40011 ICMA 457	0	289	0	0	0	0
40013 KPERS	0	1,399	0	0	0	0
40015 FICA EXPENSE	0	1,105	0	0	0	0
40016 UNEMPLOYMENT	0	78	0	0	0	0
40017 INSURANCE HEALTH	0	2,707	0	0	0	0
TOTAL COMMODITIES	0	20,015	0	0	0	0
41115 DUES & SUBSCRIPTIONS	1,665	1,570	2,200	1,300	1,199	1,500
41131 LEAV CO DEVELOPMENT CORP	0	16,280	16,679	16,688	16,924	17,054
41133 TRAINING	3,358	2,734	3,130	3,497	1,233	5,000
41670 PUBLICATIONS AND ADS	22,359	17,849	13,173	18,767	10,478	17,000
TOTAL CONTRACTUAL	27,382	38,434	35,182	40,252	29,834	40,554
42201 OFFICE & BUILDING SUPPLIES	756	587	658	329	500	750
42204 PRINTING	11,210	11,200	11,760	11,775	2,900	12,000
42213 FILM/DEV & DIGITAL SUPPLIES	0	0	0	0	0	0
TOTAL COMMODITIES	11,966	11,787	12,417	12,104	3,400	12,750
43301 ACQUISITION	0	83	0	0	0	0
43311 ECONOMIC DEVELOPMENT	0	0	0	4,250	4,975	25,000
43500 BBQ CONTEST EXPENSE	0	0	0	7,347	7,359	10,000
43501 LANSING DAZE EXPENSE	23,335	27,017	25,591	38,829	29,940	36,000
43502 FIREWORKS EXPENSE	19,529	19,465	20,185	22,486	28,575	21,000
43503 SALAD/SOLUTIONS & SAMPLER	3,277	4,366	3,853	4,276	3,383	4,000
43505 FALL FESTIVAL	4,466	6,799	7,185	3,422	8,534	7,000
43507 SAMPLER FEST & CITY BIRTHDAY	0	0	0	0	0	0
43509 CED EVENTS	0	0	0	0	3,616	1,000
TOTAL COMMODITIES	50,607	57,730	56,814	80,609	86,383	104,000
Total Expenditures	89,955	127,966	104,413	132,965	119,617	157,304
Ending Fund Balance	126,686	94,145	94,492	85,714	80,302	35,558