

# BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

## MONDAY, MAY 11, 2009

8:10 a.m. (Commission Chamber)

-Convene

-Consider the approval of the minutes of May 4, 2009

## CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
- (b) Consider approval of the Ironman 70.3 Kansas Triathlon race to take place at Clinton State Park on June 14, 2009 (Craig Weinaug); and
- (c) Consider approval of Resolution for the Emergency Operations Plan (Teri Smith)

## REGULAR AGENDA

- (2) Consider authorizing Public Works to solicit bids for Project No. 2003-12, resurfacing Route 1057 from Route 442 to K-10 (Keith Browning)
- (3) Presentation by the County departments (Register of Deeds, County Appraiser, Clerk and Treasurer) that are involved in valuation and tax billing.
- (4) Presentation by the County departments (Emergency Management) on agency role and responsibilities. *Backup provided at meeting.*
- (5) Executive Session for the purpose of consultation with County Counselor on matters, which would be deemed, privileged under the attorney-client relationship. The justification is to maintain attorney client privilege on a matter involving Douglas County.
- (6) Other Business
  - (a) Consider approval of Accounts Payable (if necessary)
  - (b) Appointments
  - (c) Miscellaneous
  - (d) Public Comment
- (7) Adjourn

## WEDNESDAY, MAY 13, 2009

-Consider request to apply herbicides to leafy pond weed in Lone Star Lake (Keith Browning)

## MONDAY, MAY 18, 2009

Presentation by the County departments (Public Works and Maintenance) No backup

## WEDNESDAY, MAY 20, 2009

## MONDAY, MAY 25, 2009

-No Commission Meeting in observance of Memorial Day

## WEDNESDAY, MAY 27, 2009

**MONDAY, JUNE 1, 2009**

Presentation by the County departments (Sheriff, Emergency Communications and Youth Services) No backup

**WEDNESDAY, JUNE 3, 2009**

**MONDAY, JUNE 8, 2009 (Light Agenda)**

**WEDNESDAY, JUNE 10, 2009**

**MONDAY, JUNE 15, 2009**

**WEDNESDAY, JUNE 17, 2009**

**MONDAY, JUNE 22, 2009**

**WEDNESDAY, JUNE 24, 2009**

**MONDAY, JUNE 29, 2009**

**WEDNESDAY, JULY 1, 2009**

**MONDAY, JULY 6, 2009**

**WEDNESDAY, JULY 8, 2009 (Light Agenda)**

**MONDAY, JULY 13, 2009**

Public Hearing for the annexation of the former Farmland Industries property

**WEDNESDAY, JULY 15, 2009**

Public Hearing for Farmland Annexation

**MONDAY, SEPTEMBER 7, 2009**

-No Commission Meeting in Observation of Labor Day

**MONDAY, SEPTEMBER 21, 2009 (Light Agenda)**

*Note: The Douglas County Commission meets regularly on Mondays at 8:10 A.M. and Wednesdays at 6:35 P.M. at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*

**AD - Crabtree, Robin**

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**From:** AD - Weinaug, Craig  
**Sent:** Tuesday, May 05, 2009 1:04 PM  
**To:** AD - Crabtree, Robin  
**Subject:** FW: IRONMAN 70.3 Kansas

-----Original Message-----

**From:** PW - Browning, Keith  
**Sent:** Friday, May 01, 2009 5:36 PM  
**To:** AD - Weinaug, Craig  
**Cc:** PW - Perkins, Mike; PW - Stephens, Doug; PW - Gorman, Terese  
**Subject:** FW: IRONMAN 70.3 Kansas

Craig,

This will be OK.

We planned to chip seal several sections of the proposed race route in early June (these were leftover from 2008 sealing contract), but have told sealing contractor he cannot start until June 15 due to this race. We also plan to be working on Rte 458 bridge over Rock Creek arm of Clinton Lake, but this will be later in the summer.

Keith

-----Original Message-----

**From:** AD - Weinaug, Craig  
**Sent:** Friday, May 01, 2009 2:10 PM  
**To:** PW - Browning, Keith  
**Subject:** FW: IRONMAN 70.3 Kansas

Keith:

Have you reviewed this?

Craig

-----Original Message-----

**From:** sherpasports@aol.com [mailto:sherpasports@aol.com]  
**Sent:** Wednesday, April 29, 2009 6:13 PM  
**To:** AD - Weinaug, Craig  
**Subject:** IRONMAN 70.3 Kansas

Craig,

I am writing you to request to be put on the County Commission's agenda in the month of May.

The Ironman 70.3 Kansas triathlon will take place on June 14th, 2009 in Clinton State Park. Last year the event was held at Bloomington Beach at Clinton Lake...this year it will be held at Campground #3 of the State Park.

I have made traffic plan arrangements with Lt. Gary Bunting and Undersheriff Steve Hornberger of the Sherriff's Office. They feel confident they can provide the coverage needed.

I have attached a map of the bike course which covers the roads of Southwestern Douglas County. Much of the same roads as last year.

5/6/2009

This event currently has over 1900 people signed up for it from all 50 States and 11 different countries. This event is a great economic boon for the city and county throughout the year. Athletes travel to Lawrence from all over to compete and train on the course. Ironman 70.3 Kansas is one of 40 Ironman events worldwide and is a qualifier for the World Championships held in Clearwater, Florida. Last year we hosted four World Champions in Lawrence and this year we will have the reigning 2-time World Champion compete.

Respectfully,  
Ryan Robinson  
Ironman 70.3 Kansas  
Race Director  
[www.ironmankansas.com](http://www.ironmankansas.com)

Sherpa Sports  
785-331-7869

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[Big savings on Dell XPS Laptops and Desktops!](#)

**AD - Crabtree, Robin**

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**From:** AD - Weinaug, Craig  
**Sent:** Wednesday, May 06, 2009 1:09 PM  
**To:** AD - Crabtree, Robin  
**Subject:** FW: IRONMAN 70.3 Kansas

Here is the other e-mail on the IRONMAN.

Craig

-----Original Message-----

**From:** SH - Hornberger, Steve  
**Sent:** Wednesday, May 06, 2009 11:19 AM  
**To:** AD - Weinaug, Craig  
**Cc:** SH - McGovern, Ken; SH - Bunting, Gary  
**Subject:** RE: IRONMAN 70.3 Kansas

Craig:

Lt. Bunting and I have indeed met with Ryan Robinson and reviewed the route and his proposal. We believe we can provide the necessary law enforcement staff he is requesting. Additionally, we have spoken with representatives of Kansas Wildlife and Parks and they also believe the plan in the State Park is feasible.

The Commission should be aware part of the route this year goes across Clinton Dam, past Wakarusa Valley School on County Road 458 until its intersection with County Road 1029. This portion was not part of the route last year and does carry a considerable amount more traffic which might result in more complaints from citizens regarding the number of bicycles and potential delays.

Please let me know if you need additional information.

Thanks, Steve

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**From:** AD - Weinaug, Craig  
**Sent:** Tuesday, May 05, 2009 1:08 PM  
**To:** SH - Hornberger, Steve  
**Subject:** FW: IRONMAN 70.3 Kansas

Steve:

Do you all know if you all have responded to this request with comments?

Craig

-----Original Message-----

**From:** sherpasports@aol.com [mailto:sherpasports@aol.com]  
**Sent:** Wednesday, April 29, 2009 6:13 PM  
**To:** AD - Weinaug, Craig  
**Subject:** IRONMAN 70.3 Kansas

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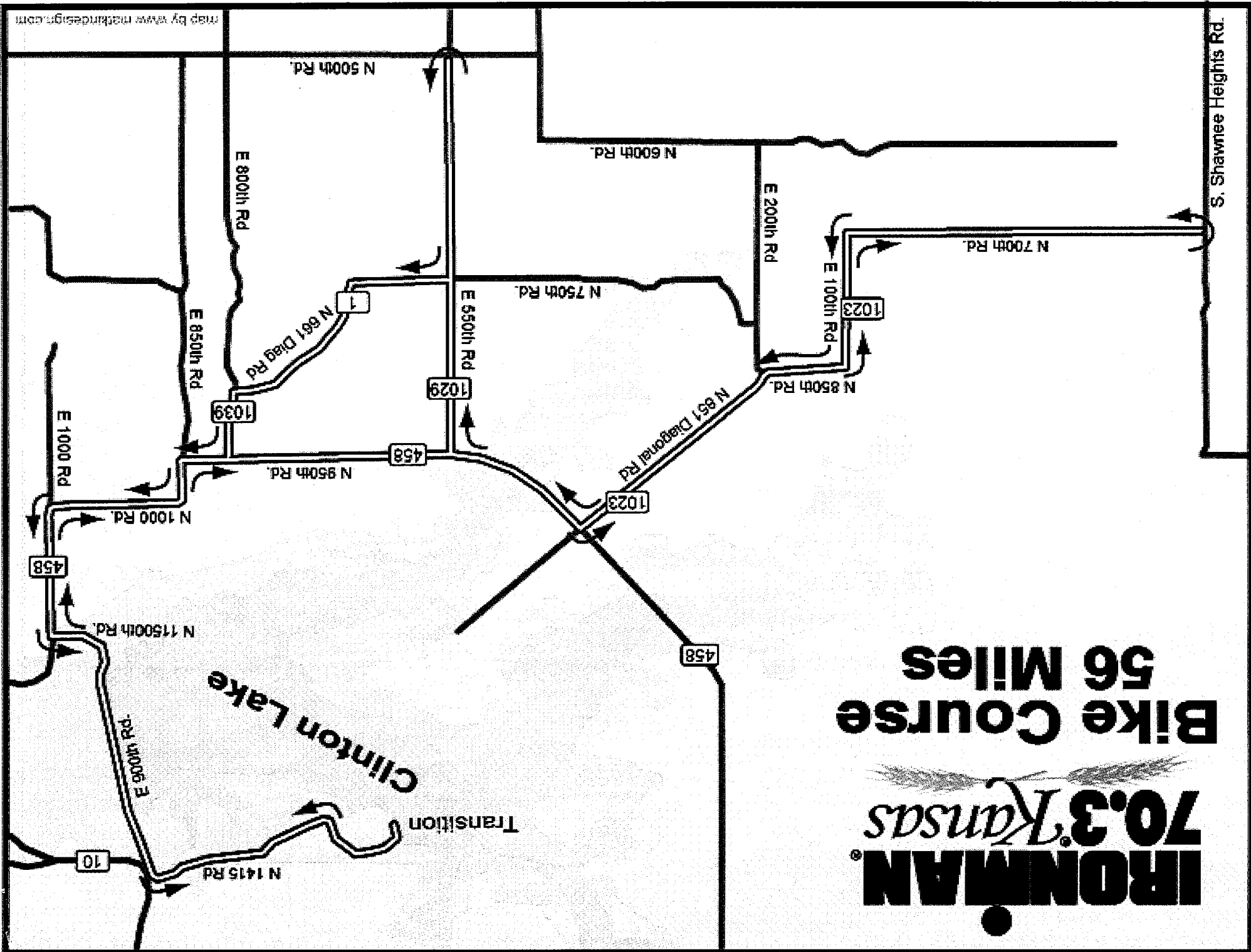
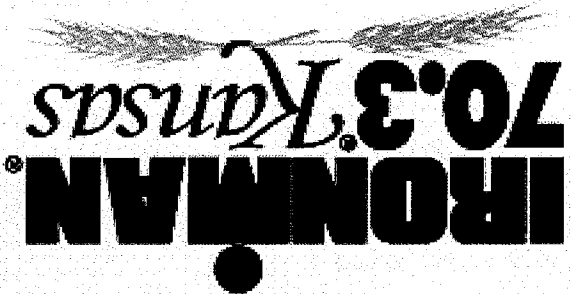
Respectfully,  
Ryan Robinson  
Ironman 70.3 Kansas  
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Sherpa Sports  
785-331-7869

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[Big savings on Dell XPS Laptops and Desktops!](#)

# Bike Course 56 Miles



1(6)

# Douglas County Emergency Management Memo

**Date:** May 4, 2009

**To:** Craig Weinaug  
Nancy Thellman  
Jim Flory  
Mike Gaughan

**From:** Teri Smith

**RE:** Douglas County Emergency Operations Plan

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The Douglas County Emergency Operations Plan (EOP) describes the management and coordination of resources and personnel during periods of major emergencies or disasters. Committees comprised of senior planners and managers of the Departments and Agencies with key roles during emergencies or disasters developed the original plan in September 1998. An update to the plan was completed in January 2009. It incorporates guidance from the Kansas Division of Emergency Management as well as lessons learned from emergencies and disasters that have threatened Douglas County. The Coordinator for each Emergency Support Function (ESF) has the responsibility of reviewing and implementing their respective support functions.

It is the responsibility of elected and appointed officials to provide the citizens of their governmental jurisdiction with required services before, during, and after a disaster or emergency. The Douglas County Emergency Operations Plan is a tool to assist in the preservation of lives and property in the event of a disaster or emergency. If you would like to view the Plan, please contact me for a username and password.

Your signature represents the willingness and commitment of all Douglas County jurisdictions and special districts to work together to accomplish goals and help protect the citizens of Douglas County.

Douglas County Emergency Management  
111 East Eleventh Street Lawrence, Kansas 66044  
Telephone: 785.838.2460 Fax: 785.832.5101  
Email: tsmith@douglas-county.com



RESOLUTION NO. 09-\_\_\_\_\_

A RESOLUTION ADOPTING THE DOUGLAS COUNTY EMERGENCY OPERATIONS PLAN, AND REPEALING RESOLUTION NO. 90-24 AND PRIOR RESOLUTIONS OF THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS RELATING TO PRIOR VERSIONS OF THE DOUGLAS COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS, K.S.A. 48-929 (d) requires that "each County. . . shall prepare and keep current a disaster emergency plan for the area under its jurisdiction, which has been approved after examination and periodic review by the (State) division of emergency preparedness"; and

WHEREAS, K.S.A. 65-5701 et. seq. adopts certain provisions of the Federal Emergency Planning and Community Right-to-Know Act (Title III of Public Law 99-499); and, among other requirements, mandates that chemical emergency operations plans be developed by local emergency planning committees for areas designated by the state emergency response commission; and

WHEREAS, the State Emergency Response Commission for Kansas designated county boundaries as local emergency planning districts; and

WHEREAS, the Douglas County Board of Commissioners last adopted an emergency operations plan on May 15, 1990, Resolution No. 90-24, as amended in 1998; and

WHEREAS, the State of Kansas Division of Emergency Management approved an Amended and Restated Douglas County Emergency Operations Plan on March 23, 2009, finding that it met the Kansas Planning Standards, SARA Title III and NIMS requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS:

Section 1. The "Douglas County Emergency Operations Plan" as approved by the Kansas Division of Emergency Management on March 23, 2009, is adopted and approved for use. Such plan shall supersede all previously adopted disaster and emergency operations plans for Douglas County, Kansas.

Section 2. Annexes and Appendices to the Basic Plan may be adopted and modified by the Douglas County personnel and agencies responsible for their development. The Basic Plan, however, may be amended only by action of the Board of County Commissioners. Annexes and Appendices that contain information, the disclosure of which would pose a substantial likelihood of revealing security measures such as intelligence information, tactical plans, resource deployment and vulnerability assessments, as further identified in K.S.A. 45-221(a)(45), shall generally not be made available to the general public pursuant to the Kansas Open Records Act.

Section 3. All agencies and individuals are directed to take appropriate actions as set forth in the Douglas County Emergency Operations Plan.

Section 4. Resolution No. 90-24 and other resolutions adopting and amending prior versions of the Douglas County Emergency Operations Plan are repealed.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS  
COUNTY, KANSAS

\_\_\_\_\_  
Nancy Thellman, Chair

\_\_\_\_\_  
Jim Flory, Member

\_\_\_\_\_  
Mike Gaughan, Member

ATTEST:

\_\_\_\_\_  
Jameson D. Shew, County Clerk



## DOUGLAS COUNTY PUBLIC WORKS

1242 Massachusetts Street  
Lawrence, KS 66044-3350  
(785) 832-5293 Fax (785) 841-0943  
dgcopubw@douglas-county.com  
www.douglas-county.com

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

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### MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer *KAB*

Date : May 6, 2009

Re : Authorization to solicit bids for resurfacing Route 1057 from Rte 442 to K-10  
Project No. 2003-12

In the recently approved CIP, \$450,000 is allocated for resurfacing Route 1057 from Route 442 to K-10. The project also includes intersection improvements at Route 442. The work was scheduled for this year. This ½-mile section has significant truck traffic accessing the K-10 interchange from the East Hills Business Park. The pavement has exhibited significant distress, and has required frequent patching.

Two bridge expansion-joint replacement projects in the CIP slated for next year are needing to be done this year due to deteriorating condition of the joints. Each of the two bridges (09.64-04.82 and 10.92-03.46) has \$150,000 allocated in the CIP. However, in addition to replacing the joints, we wish to overlay the bridge decks with silica fume concrete due to concerns with concrete delamination. This results in updated project estimates (including engineering) of \$250,729 for Bridge No. 09.64-04.82, and \$332,607 for Bridge No. 10.92-03.46.

Given the need to move the bridge projects forward to this year, we planned to delay the Route 1057 resurfacing until next year. However, following the very favorable bids for the Route 438 reconstruction project, we are rethinking that approach. It may be economically favorable to proceed with the Route 1057 project this year, in addition to the bridge rehabilitation projects.

Attached are two project estimates. In March 2009 we estimated the project cost to be \$526,906. Following the bid opening for the Route 438 project, we now estimate the project cost at \$366,544.

Action Required: Consider authorizing Public Works to solicit bids for Project No. 2003-12, resurfacing Route 1057 from Route 442 to K-10.

Date: 5/6/2009  
By: KAB

PROJECT COST ESTIMATE  
Route 1057 from Route 442 to K-10  
Proj. No. 2003-12

Estimated Construction Cost	\$ 327,767
Contingencies (10%)	<u>\$ 32,777</u>
Total Estimated Construction Cost	\$ 360,544

Construction	\$ 360,544
Construction Inspection	\$ -
Engrg. Design	\$ -
Right-of-Way	\$ -
Materials Testing	<u>\$ 6,000</u>
Total Costs	\$ 366,544

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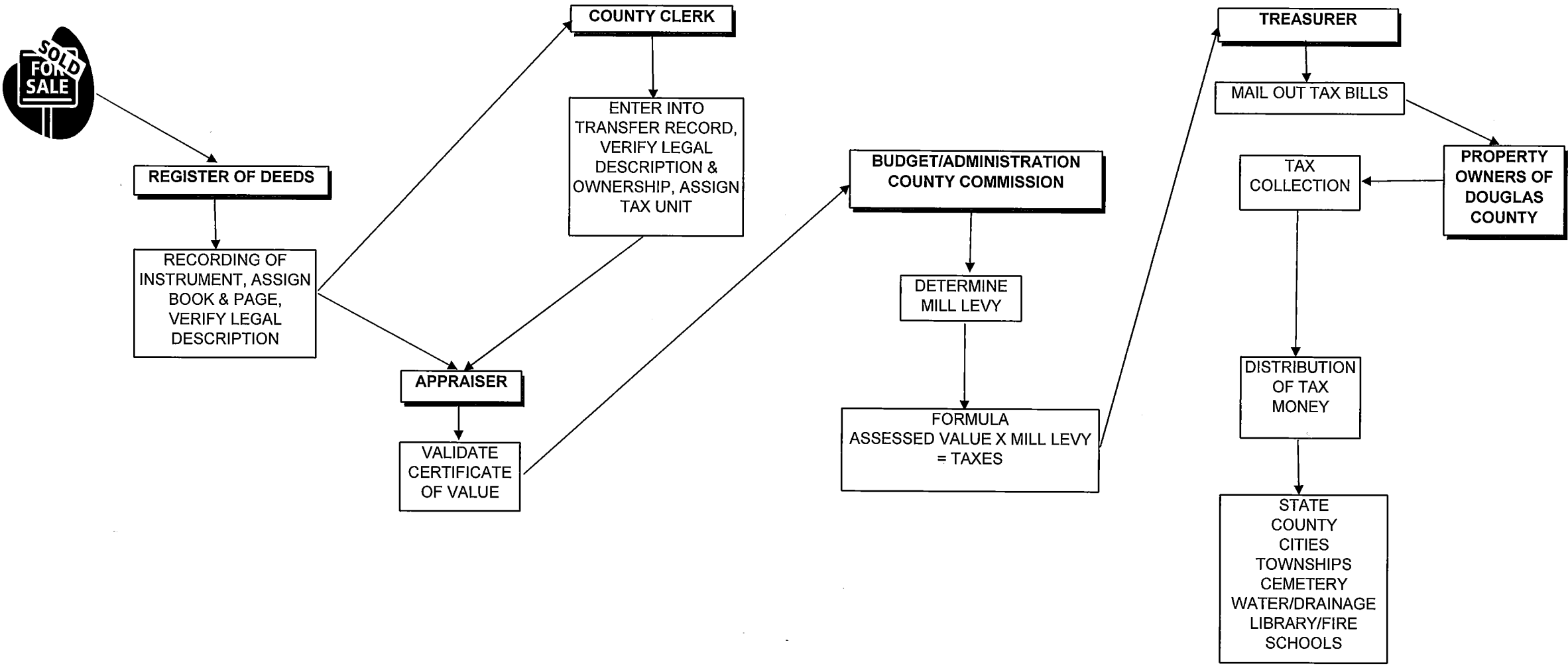
Date: 3/23/2009  
By: KAB

PROJECT COST ESTIMATE  
Route 1057 from Route 442 to K-10  
Proj. No. 2003-12

Estimated Construction Cost	\$ 473,551
Contingencies (10%)	<u>\$ 47,355</u>
Total Estimated Construction Cost	\$ 520,906

Construction	\$ 520,906
Construction Inspection	\$ -
Engrg. Design	\$ -
Right-of-Way	\$ -
Materials Testing	<u>\$ 6,000</u>
Total Costs	\$ 526,906

3



**Douglas County Register of Deeds Office**  
**Information for Commissioners**  
**May 11, 2009**

**Register of Deeds Office**

Located on 3<sup>rd</sup> Floor of County Courthouse  
Office hours: 8:00 AM to 5:00 PM

Registrar of Deeds - **Kay Pesnell - 832-5103**  
Deputy Registrar of Deeds - Carrie Moore- 832-5263  
Recording Clerks = 4 - Main Ph No – 832-5282

Since 2006 the staff in this office has been reduced by 2 part time employees and 1 full time employee. I have asked that a full time employee position be reserved in case needed in the future.

At present staff continues to give excellent public service but that becomes more difficult with vacations, illness and work load.

I have no budget other than staff. I feel I need all the staff I presently have to maintain service and the daily work load.

**Background:**

- ✚ The Register of Deeds Office was established in the 1800's
- ✚ This is an elected office
- ✚ Douglas County oldest documents date back to 1855
- ✚ Written land indexes date back to 1917

The Register of Deeds office records and preserves all records that pertain to Real Estate. Documents and requests are received from title companies, attorneys, banks, realtors, and the general public.

## **Responsibilities:**

- ✚ Record documents and collect recording fees, technology fees and mortgage registration tax.
- ✚ Make daily deposits to the general fund through the County Treasurer
  - Fees for Mortgage Registration Tax is deposited daily
  - Technology Fees are deposited 3 or 4 times a month
  - Recording Fees are deposited at the end of each month
- ✚ Provide copies of all deeds and Sales Validation Questionnaires to the Appraiser
- ✚ Provide copies of all deeds to County Clerk
- ✚ Provide monthly reports to the County Commissioners
- ✚ Required to keep land index records up to date
- ✚ Required to archive records on microfilm
- ✚ Required to keep school records before the consolidation of schools

## **Documents filed in Register of Deeds Office**

- ✚ Deeds to Real Estate
- ✚ Mortgages
- ✚ Releases & Assignments of mortgages
- ✚ Oil & Gas Leases
- ✚ Plats, Surveys, Plats of Survey, Lots Splits(Minor Subdivisions), Re-plats of property
- ✚ Covenants & Restrictions
- ✚ Easement and Right of Ways
- ✚ Powers of Attorney
- ✚ Miscellaneous Liens
- ✚ Military Discharge Papers (Recorded Free of Charge)
- ✚ Corporate papers (No longer required to file these papers at the County Level)
- ✚ Federal Tax Liens and State Tax Liens that pertain to employment
- ✚ Numerous other kinds of documents

## **Goals**

- ✚ Continue to add new information for computer access and remote access users
- ✚ Continue to keep up with current technology that would improve the office
- ✚ Use current staff to index older information and scan land index books for use on the computer and remote access users
- ✚ Complete projects that have been approved by Commissioners in 2008 which includes 3 projects. See following page.

MEMO TO: The Board of County Commissioners  
 Craig Weinaug, County Administrator

FROM: Jackie Waggoner, Purchasing Director

SUBJECT: Consider Accessing Contract for Document Preservation Projects

DATE: November 25, 2008

The Register of Deeds has funds earmarked in the Technology Fund for three document preservation projects. In September 2008 the Board awarded a contract to Microfilm & Imaging for all document preservation services. As you may recall, we participated in a cooperative bidding process through Mid-America Regional Council (MARC). The contract was established using discount ranges between 2.5-10% based on monthly volumes of the participating agencies. The three (3) projects and their estimated cost are listed below:

Project One (1): 123 deed books (approx. 78,720 images);scan, index, microfilm (silver & diazo duplicate), digitize to CD	<b>\$11,745.95</b>
Project Two (2): redo 162 rolls of microfilmed deed books (approx. 324,000 images; no hard copies); microfilm (silver & diazo duplicate), digitize to CD	<b>\$34,344.00</b>
Project Three (3): 60 years of school records	
• Scan to digital images (approx. 16,275 images), index, microfilm (silver & diazo duplicate).	<b>\$ 2,040.76</b>
• Purchase 83 industructo binders & 13,149 mylar sheets	<b>\$15,038.94 plus shipping</b>
• Labor cost	<b><u>\$ 3,960.00</u></b>
Total Cost for Project Three	<b>\$21,039.70</b>
 <b>TOTAL COST FOR ALL PROJECTS</b>	 <b>\$67,129.65</b>

All costs identified above reflect our contract prices at the ten percent (10%) discount. The only exception is the cost for the binders and mylar sheets (\$15,038.94) in Project Three. These expenses are items that are not a part of the contract for document preservation services. In an effort to ensure these costs were competitive, I solicited informal quotes from Bear Graphics (\$15,038.94) and Mid-Continent Micrographics (\$16,833.26). To be in compliance with the conditions of using the Technology Funds, the Register of Deeds needs all projects to be under one contract. We would amend our contract to include the acquisition of the binders and mylar.

As you can see, we provided approximate numbers of images to determine our cost. We would be billed based on the actual number of images. Additionally, there will be shipping expenses for the binders and mylar. Kay Pesnell and I will be available at the meeting to answer any questions you may have.

**RECOMMENDATION:** The Board of County Commissioners authorizes accessing our document preservation contract with Microfilm & Imaging of Kansas City for an estimated cost of \$67,129.65.



Review of the  
County Appraiser's Office

# County Appraiser's Office Responsibilities

- Responsible for the appraisal of all real estate (except public utilities) and the appraisal of all personal property in the county.
- Real Estate: 40,150 parcels  
(Residential, Commercial/Industrial, Agricultural and Exempt)
- Personal Property: 9,100 renditions  
(Individual, Commercial and Oil & Gas)

# Real Estate Appraisal Timeline

- January 1: tax lien date (all real estate property appraised as of this date)
- March 1: Change of value notices mailed to all real property owners in the county
- March 30<sup>th</sup>: Last day to request an informal hearing
- May 15<sup>th</sup>: Informal hearings must be completed
- May 20<sup>th</sup>: All informal hearing results must be mailed
- June 15<sup>th</sup>: Real estate values certified to County Clerk

# Real Estate Appraisal Facts

- Property appraised at market value (100% value). Except for agricultural land.
- Property taxed at assessed value (percentage of assessed value). Example: Residential assessed at 11.5% of market value.
- Classification rates. (Residential, Vacant, Commercial, Agricultural, Utilities)

# Real Estate Appraisal Facts

- Sales Ratio Study measures how well the county does at estimating market value of real estate. Conducted annually by Property Valuation Department (PVD) in Topeka. Sales ratio:  $\text{Appraised Value} / \text{Sale Price}$ . Important stats: Median appraisal level and Coefficient of Dispersion).
- Annual compliance report conducted by PVD. 50% based on sales ratio study and 50% based on office procedures/functions.

# Personal Property Appraisal Timeline

- January 1: Personal property renditions mailed to property owners who filed a rendition the previous year.
- March 15: Filing deadline for personal property renditions.
- March 31: Filing deadline for oil and gas.
- May 1: Personal property change of value notices mailed.
- May 15: Last day to file a personal property appeal.
- June 15: Personal property values certified to Clerk.

# Personal Property Appraisal Facts

- Notable exemptions:
  - Any commercial item costing less than \$1,500
  - Boats, motors, trailers, jet skis less than \$750
  - Any new commercial/industrial equipment purchased after June 30, 2006.
  - All commercial/industrial inventory and supplies

# County Appraiser Office Facts

- Staff: 14 including county appraiser
  - 7 appraisers
  - 3 personal property appraisers
  - 3 office staff



# Current Appraisal Information

- 2009 Real Estate Valuation Numbers:
  - \$1,012,772,985
  - -2.5% change from 2008
- 2009 Personal Property Valuation Numbers:
  - \$41,626,993
  - -12% change from 2008

# Current Appraisal Information

- 2009 Appeal Hearing numbers:
  - 1,275 real estate hearings
  - +37% change from 2008
  
  - /// personal property hearings
  - percent change.

# Questions

Douglas County Treasurer's Office  
Presentation to the Douglas County Commission  
Monday, May 11, 2009

Primary functions of our department:

- I. Tax billing and collection
- II. Accounting
- III. Motor Vehicle Titling & Registration as agents of the State
- IV. Investment of County idle funds

*Treasurer's department functions that have and/or will require Action by the Board of County Commissioners or that may be at issue with County citizens.*

**D. Tax Billing and Collections**

- A. Primary bank contract
  1. sweep account
  2. lock box services
- B. Printing and mailing of tax bills
- C. Manatron computer system
- D. Tax Foreclosure Sales

**A. Primary Bank Contract:** The Board of County Commissioners approves the County banking contract. The County went through the RFP process in 2005 and changed from Central National Bank to UMB Bank in 2006. UMB Bank offers banking technology that allows the Treasurer's office to deposit funds in interest bearing accounts, maximizing taxpayer dollars, as quickly as possible, primarily:

1. **Sweep Accounts** – daily deposit is invested overnight for a higher compound interest return
2. **Lock Box servicing of tax payments** – prior to contracting with

UMB, all tax payments were picked up at the post office by staff, hand opened, hand entered on the computer system, and hand deposited. With lock box services, we have a separate post office box number printed on the tax bills. A bank courier picks up the mail from the post office, delivers to UMB and UMB opens and deposits tax payments daily. Approximately 32,000, or 69%, of our tax payments are handled this way every year. It has greatly reduced the pressure on staff, allowed staff the time to follow up on incorrect payments and stay current with their work, and it has proven to be financially feasible for the County.

**Possible issue for Commissioners: Deposits would be made more timely, meaning more interest earned, if they were mailed to the Kansas City post office, where UMB's lock box service is located, instead of using a Lawrence mailing address.**

**B. Printing and Mailing of Tax Bills:** Soon the Treasurer and Purchasing Director will be coming to the **BOCC for approval of a contract with Mail Services**

for the printing and mailing of 2009 tax bills (first half due December 2009). Prior to contracting with UMB and utilizing lock box services, the County's IT department printed the nearly 50,000 tax bills twice a year. After printing, the boxes of tax bills were brought to Commission Chambers where they were manually checked for accuracy by Appraiser, Clerk and Treasurer employees, a process that took seven to ten days. The Treasurer's office ordered and stored the paper and envelopes needed for each mailing. The county contracted with a postal service to pick up the bills and envelopes, fold, insert and mail the certified tax bills.

Lock box scanners read a bar code, which meant a contract with an outside printing company rather than relying on the county's IT department. We contracted with Mail Services for the 2007 and 2008 tax cycle and have been very pleased with their service. The Treasurer's office designs the tax bill layout on-line. The IT department electronically transmits the tax data. Mail Services is one of the few printers that has an on-line service allowing Appraiser, Clerk and Treas employees to simultaneously check and certify the tax bills from their desk top computers. Within 24 hours of notifying Mail Services that we have certified the tax rolls, they print each bill and all the necessary envelopes, fold, insert and mail the tax bills. The time from printing to mailing has been cut by ten to twelve days.

**C. Manatron Computer System:** I defer to the IT department for full explanation of the transition from tax collection on the 1980's mainframe to the new Manatron PC based tax system. The change is scheduled for August of this year. For the Treasurer's office, the transition will mean hours of training, practice and adjustment to the new system. Staff will simultaneously be working to improve efficiency with the GEMS financial software we are currently using, and integrate GEMS with Manatron. **Possible issues for County Commissioners: 1). We anticipate the transition from mainframe to Manatron to go smoothly but, as with any change, there exists the opportunity for error. We will inform you of any problems if they arise. 2). Maximizing the use of technology has greatly benefited our department in the last four years, but there is more we would like to do. Current county accounting practices involve a good deal of manual book keeping and duplication of effort. When the financial condition of the County improves, we would like to release an RFP for an inter-departmental financial system.**

**D. Tax Foreclosure Sales:** On April 6, 2009 the Douglas County Board of County Commissioners passed Resolution 09-12 instructing the County Counselor to institute a real estate tax foreclosure sale in District Court under the name of the BOCC. Such action has been filed in the Court against 64 properties totaling \$581,884 in taxes delinquent for the years 2004 thru 2007. Owners of record have been notified of the case. My best guess is that it will take about six to nine months go to sale. As soon as County Counsel sets a date, information on the properties for sale and how to participate as a bidder will be posted at [www.douglas-county.com](http://www.douglas-county.com).

**II. Accounting:** The County Treasurer's office handles the UMB deposits for all County Departments and tracks deposits and expenditures in 82 separate fund accounts.

Statutes call for extensive dual accounting practices between the Treasurer's and Clerk's offices. With the financial software we are currently using, procedures involve extensive duplicate manual entry of the same information. The two departments have made progress toward streamlining the process while maintaining internal control best practices, but a new financial system is needed. The Treasurer's Office distributes tax collections six times per year: January, March, June, September, October and December. The December distribution is a special distribution to only Cities and Schools and is not required by statute.

**III. Motor Vehicle Titling & Registration as agents of the State:** In 1937 the legislature passed KSA 8-145 in order to localize the registration and titling of the growing number of motor vehicles in the State of Kansas. The statute established an agency relationship with County Treasurers, and a fee structure that gave Treasurers financing for "necessary help and expenses". The portion of state taxes and fees collected that are dedicated to motor vehicle operations in Douglas County appear as a separate Budgeted Special Revenue Fund, the Motor Vehicle Operating Fund, in the County's overall Budget. **Possible Issues for County Commissioners: 1). If you haven't already, I'm sure you will hear complaints about our long lines at the end of the month. It is what we are known for. In 2006 we surveyed customers and tracked transactions for two weeks – one slow week, and one end-of-the-month week. Throughout the year, 80% of our motor vehicle (MV) customers conduct business in person. A small percentage use mail or web services. 70% of our customers waiting in line at the end of the month are simple registration renewals, which could be handled through the mail or on line. Conclusions: a). we need to promote use of web and mail renewals, b). we need to find a more efficient way to deliver the renewal "sticker" to our customer, and c). we need more than 12 due dates per year (the last day of each month). b). and c).require a change at the state level. 2). In August of 2008 we added to our 2009 budget a \$2 fee for most satellite transactions, funding to help cover the expense of operating additional locations. I estimated that the fee would generate \$100,000 in 2009, but we will fall short of that goal. \$80,000 in 2009 is a more accurate estimate.**

**IV. Investment of Idle Funds:** KSA 9-1401 and KSA 12-1675 provide the Board of County Commissioners the authority and responsibility to deposit and invest public funds. For years, the BOCC has designated the County Treasurer as the County Investment Officer, given that the Treasurer has access to the primary bank account and the major accounting records for levied funds. "Idle Funds" are funds in reserve accounts, taxes collected and held for distribution, funds that have been collected but not yet disbursed, etc. **The loss of interest income on idle fund investments during the recent economic downturn has been a factor in the County's budget shortfall.** There is little we can do as long as interest rates remain low, and they are very low. The types of investments the County can make are limited by KSA 12-1675 and must be 100%

secured as per KSA 9-1401. Investment priorities are security first, then liquidity and yield. In 2006 I acted on a suggestion made to my predecessor and formed an Investment Advisory Committee. Jon King, Vice President and Trust Office with TCK Trust and Financial Advisors, and Don Duncan, Vice President with Morgan Stanley, are the community members of the Committee, serving with the County Treasurer, Assistant County Administrator and a representative of Lowenthal, Singleton, Webb & Wilson. With the Committee's direction, we now contact sixteen banks and request bids on the majority of our investments. We have also devised a "laddering" policy for maturities and guidelines on levels of overnight funds. With the low interest rates, the Committee has not been active. **Mr. King and Mr. Duncan's BOCC appointments will expire in the next six months and we will be determining the future of the Committee. Your input would be most welcomed.**

Respectfully Submitted  
May 7, 2009  
Paula Gilchrist  
Douglas County Treasurer