



**Executive Committee
Meeting Agenda
3:00 PM, January 9, 2013**
Wichita Seminar Room, Wichita State University
Commissioner Dave Unruh, Chair

1. Welcome: *Commissioner Dave Unruh*

2. REAP 2012 4th Quarter Treasurer's Report: *Mr. Joe Yager (pgs 2-9)*

The Executive Committee is charged to serve as the treasury for REAP, collect all REAP revenues, make disbursements in accord with the budget adopted by REAP, and conduct financial management of REAP assets in accord with REAP fiscal procedures. Staff will recommend making 4th Quarter payments in accord with REAP annual budgets.

Recommended Action: *Approve payments per staff recommendation for the fourth quarter of 2012.*

3. REAP Staffing Update: *Mr. Joe Yager and Dr. Nancy McCarthy Snyder*

An update will be provided on the search for the REAP Assistant Director position.

Recommended Action: *Receive and file.*

4. Hugo Wall School Staffing Update: *Dr. Nancy McCarthy Snyder*

An update will be provided on the recent changes with staffing at the Hugo Wall School.

Recommended Action: *Receive and file.*

5. HUD Sustainable Communities Grant Update and Discussion: *Ms. Paula Downs (pgs 10-14)*

The Committee will be provided an update on the Sustainable Communities Planning Grant.

Recommended Action: *Review and provide direction as necessary.*

6. REAP Strategic Planning Process for 2013: *Mr. Joe Yager (pgs 15-17)*

The 2013 work plan identifies determining a process to review the mission and strategic plan that is designed to engage REAP members and stakeholders in discussion on the future direction and sustainability of REAP over the next three to five years as a priority.

Recommended Action: *Discuss and provide direction.*

7. Assessment Discussion: *Mr. Joe Yager (pg 18)*

The 2013 work plan identifies the examination of available resources for REAP and recommendation of sustainable funding sources to provide REAP necessary operating resources for the future as a priority. The Committee is asked to discuss a process for evaluating the assessment structure.

Recommended Action: *Discuss and provide direction.*

8. Other Business

Note: REAP has been invited to present to area legislators at the annual South Central Kansas legislative delegation meeting on Thursday, January 10, 2013 at the Hughes Metropolitan Complex. REAP is scheduled to present at 4:20 PM and will also serve as a co-host of a reception for elected officials in the region at the conclusion of the delegation meeting. All members are encouraged to attend.

9. Adjourn

Item

REAP 2012 4th Quarter Treasurer’s Report

Background

The Executive Committee is charged to serve as the treasury for REAP, collect all REAP revenues, make disbursements in accord with the budget adopted by REAP, and conduct financial management of REAP assets in accord with REAP fiscal procedures.

REAP Budget for 4th Quarter, 2012

REAP Operating

Under the agreement approved December 9, 2011 with the Center for Urban Studies, Hugo Wall School of Urban and Public Affairs, Wichita State University, staff support and assistance is provided to REAP in calendar year 2012.

This support includes, but is not limited to:

- Secretariat functions;
- Assistance and advice on financial management;
- Assistance and advice in administration of the Kansas Affordable Airfares Program;
- Consultation and technical assistance in addressing work plan priorities and conducting research in support of these priorities;
- Consultation and technical assistance for the Local Elected Officials Board; and
- Maintaining the website.

In addition, under the agreement approved February 13, 2012 with H. Edward Flentje, consultation and assistance is provided to REAP in the capacity of Senior Consultant in calendar year 2012.

In accordance with these agreements, REAP will make payments on a quarterly basis to Wichita State University and H. Edward Flentje for this support.

REAP Operating 4th Quarter Payments

WSU – Staffing	\$23,017.25
HWS – Operations	\$24,741.17
H. Edward Flentje – Senior Consultant	\$1,250.00
Total 4 th Quarter Expenditures	\$49,008.42

REAP Water Resources

In addition, under another agreement approved December 9, 2011 with the Center for Urban Studies, Hugo Wall School of Urban and Public Affairs, Wichita State University, staff support and assistance is provided to the REAP Water Resources Committee in calendar year 2012.

This support includes, but is not limited to:

- Secretariat functions;
- Consultation and technical assistance in addressing work plan priorities and conducting research in support of these priorities;
- Development and distribution of information pertaining to water related meetings, activities, and projects;
- Identification and monitoring of water related legislative issues;
- Development and coordination of educational forums;
- Identification of grant opportunities; and
- Attending and reporting on the meetings and activities of water related committees and agencies as necessary.

In addition, under the agreement approved February 13, 2012 with H. Edward Flentje, consultation and assistance is provided to REAP WRC in the capacity of Senior Consultant in calendar year 2012.

In accordance with this agreement, REAP will make payments on a quarterly basis to Wichita State University for this support.

REAP WRC 4th Quarter Payments

WSU – Staffing	\$17,767.00
HWS – Operations	\$4,554.47
H Edward Flentje – Senior Consultant	<u>\$1,250.00</u>
Total 4 th Quarter Expenditures	\$23,571.47

Staff Recommendation

That the REAP Executive Committee approve payments for the fourth quarter of 2012 to

- 1) Wichita State University in the amount of \$23,017.25 for REAP staffing and \$17,767.00 for Water Resources staffing;
- 2) Hugo Wall School in the amount of \$24,741.17 for REAP Operating expenses and \$4,554.47 for Water Resources Operating expenses; and
- 3) H. Edward Flentje in the amount of \$2,500.00 for Senior Consulting Services, with \$1,250 from the REAP Operating account and \$1,250 from the Water Resources account.

REAP Treasurer's Report

REAP Expenditures by Quarter, 2012

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2012 Year End Totals	Percentage Expended	Description
Staffing								
Executive Officer	\$76,019.00	\$19,004.75	\$19,004.75	\$19,004.75	\$19,004.75	\$76,019.00	100%	Compensation and benefits
Graduate assistant	\$16,050.00	\$4,012.50	\$4,012.50	\$4,012.50	\$4,012.50	\$16,050.00	100%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$92,069.00</i>	<i>\$23,017.25</i>	<i>\$23,017.25</i>	<i>\$23,017.25</i>	<i>\$23,017.25</i>	<i>\$92,069.00</i>	<i>100%</i>	
Operating								
Current office expense	\$9,210.00	\$2,302.50	\$2,302.50	\$2,302.50	\$2,302.50	\$9,210.00	100%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance*	\$10,000.00	\$833.50	\$1,250.00	\$1,250.00	\$1,250.00	\$4,583.50	46%	Additional assistance through WSU/other
Other operating—general	\$4,000.00	\$1,254.95	\$1,761.21	\$1,199.49	\$1,626.00	\$5,841.65	146%	Meeting expense, memberships, travel, etc.
Other operating—KAAP	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%	Accounting, auditing, reporting, legal counsel
Legislative liaison	\$26,000.00	\$3,303.18	\$3,000.00	\$0.00	\$15,785.52	\$22,088.70	85%	Topeka-based representation, receptions, travel
Project funds	\$1,580.00	\$0.00	\$0.00	\$1,500.00	\$27.15	\$1,527.15	97%	
<i>Operating Subtotal</i>	<i>\$55,790.00</i>	<i>\$7,694.13</i>	<i>\$8,313.71</i>	<i>\$6,251.99</i>	<i>\$25,991.17</i>	<i>\$48,251.00</i>	<i>86%</i>	
Total	\$147,859.00	\$30,711.38	\$31,330.96	\$29,269.24	\$49,008.42	\$140,320.00	95%	

* REAP entered into an independent contract for Senior Consultant assistance on 2-13-12, initial quarter expenditures are pro-rated.

REAP Treasurer's Report

Revenues to Date, 2012

Revenues	Projected	Received	Percentage	Description
Annual membership assessments	\$103,831	\$101,725	98%	Membership dues
Special assessments	\$0	\$0	n/a	Special assessments
Workforce oversight agreement*	\$16,000	\$5,450	34%	CEOB oversight duties
Kansas Affordable Airfares Program	\$25,000	\$25,000	100%	KAAP administration
Other revenues received	\$1,200	\$1,879	n/a	Other revenues received
Carryover funds	\$1,828	\$1,316	72%	Prior-year carryover
Total	\$147,859	\$135,370	92%	

Notes:

Other revenues received accounts for interest through 9/30/12 and \$1,750 of the \$4,750 sponsorship money for the Policy Summit.

Workforce agreement runs on fiscal year, July 1 to June 30. Invoice submitted in amount of \$5,450 is outstanding and final qtr was recently billed.

2012 REAP Available Funds

	Total Revenues	Total Expenditures	Total Encumbrances	Total Available Funds	Percentage Available
2012 to Date (12/31/12)	\$135,370.47	\$140,320.00	\$0.00	(\$4,949.53)	-4%

REAP Banking Account Balances

	Operating	KAAP	Water Resources
2012 to Date (1/9/13)	\$48,446.64	\$1,320,245.60	\$75,581.91

** Balances include interest through 12/31/12.*

REAP Treasurers Report

Assessments of REAP Members for Calendar-Year 2012

(as of 12/31/12)

Jurisdiction	Population	Assessment	Paid Assessment
Andover	11,791	\$3,766	\$3,766
Augusta	9,274	\$1,603	\$1,603
Bel Aire	6,769	\$1,440	\$1,440
Bentley	530	\$234	\$234
Benton	880	\$257	\$257
Butler County	65,880	\$4,647	\$4,647
Cheney	2,094	\$336	\$336
Clearwater	2,481	\$361	\$361
Colwich	1,327	\$286	\$286
Conway Springs	1,272	\$283	\$283
Derby	22,158	\$4,440	\$4,440
El Dorado	13,021	\$3,846	\$3,846
Garden Plain	849	\$255	\$255
Goddard	4,344	\$1,282	\$1,282
Halstead	2,085	\$336	\$336
Harvey County	34,684	\$2,367	\$2,367
Haysville	10,826	\$3,704	\$3,704
Hesston	3,709	\$1,241	\$1,241
Hutchinson	42,080	\$5,735	\$5,735
Kechi	1,909	\$324	\$324
Kingman County	7,858	\$1,696	\$1,696
Maize	3,420	\$1,222	\$1,222
McPherson County	29,180	\$2,230	\$2,230
Mount Hope	813	\$253	\$253
Mulvane	6,111	\$1,397	\$1,397
Newton	19,132	\$4,244	\$4,244
Park City	7,297	\$1,474	\$1,474
Reno County	64,511	\$4,613	\$4,613
Rose Hill	3,931	\$1,256	\$1,256
Sedgwick	1,695	\$310	\$310
Sedgwick County	498,365	\$15,459	\$15,459
Sumner County	24,132	\$2,103	\$0
Valley Center	6,822	\$1,443	\$1,443
Wellington	8,172	\$1,531	\$1,531
Wichita	382,368	\$27,854	\$27,854
Total		\$103,831	\$101,725

REAP Treasurer's Report

Water Resources Expenditures by Quarter, 2012

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2011 Year End Totals	Percentage Expended Description
Staffing							
Executive Officer	\$55,018.00	\$13,754.50	\$13,754.50	\$13,754.50	\$13,754.50	\$55,018.00	100% Compensation and benefits
Graduate assistant	\$16,050.00	\$4,012.50	\$4,012.50	\$4,012.50	\$4,012.50	\$16,050.00	100% Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$71,068.00</i>	<i>\$17,767.00</i>	<i>\$17,767.00</i>	<i>\$17,767.00</i>	<i>\$17,767.00</i>	<i>\$71,068.00</i>	100%
Operating							
Current office expense	\$7,110.00	\$1,777.50	\$1,777.50	\$1,777.50	\$1,777.50	\$7,110.00	100% Computing, telephone, fax, equipment, etc.
Consultation and technical assistance*	\$5,000.00	\$833.50	\$1,250.00	\$1,250.00	\$1,250.00	\$4,583.50	92% Additional assistance through WSU/other
Other operating—general	\$8,000.00	\$874.91	\$799.98	\$806.56	\$384.82	\$2,866.27	36% Meeting expense, memberships, travel, etc.
Legislative liaison	\$5,000.00	\$0.00	\$3,000.00	\$0.00	\$2,000.00	\$5,000.00	100% Topeka representation, receptions, travel
Project funds	\$15,000.00	\$1,967.00	\$2,689.88	\$3,303.19	\$392.15	\$8,352.22	56%
<i>Operating Subtotal</i>	<i>\$40,110.00</i>	<i>\$5,452.91</i>	<i>\$9,517.36</i>	<i>\$7,137.25</i>	<i>\$5,804.47</i>	<i>\$27,911.99</i>	70%
Total	\$111,178.00	\$23,219.91	\$27,284.36	\$24,904.25	\$23,571.47	\$98,979.99	89%

* REAP entered into an independent contract for Senior Consultant assistance on 2-13-12, initial quarter expenditures are pro-rated.

^ REAP expenditures for the Legislative Liaison were not captured in the 3rd quarter and will be reflected in the 4th quarter.

REAP Treasurer's Report

Water Resources Revenues to Date, 2012

Revenues	Projected	Received	Percentage Description
Annual membership assessments	\$81,692	\$76,045	93% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Other revenues received	\$4,000	\$3,295	82% Other revenues received
Carryover funds	\$127,214	\$80,944	64% Prior-year carryover
Total	\$212,906	\$160,284	75%

Notes:

The other revenues denotes interest earned on the account through 9/30/12 and \$3000 in conference registration and sponsorships.

2012 REAP Water Resources Available Funds

	Total Revenues	Total Expenditures	Total Encumbrances	Total Available Funds	Percentage Available
2012 to Date (9/30/12)	\$160,283.99	\$98,979.99	\$0.00	\$61,304.00	38%

REAP Treasurers Report

Assessments of Water Resources Committee for Calendar-Year 2012

(as of 12/31/12)

Jurisdiction	Population	Assessment	Paid Assessment
Andover	11,791	\$3,884	\$3,884
Augusta	9,274	\$1,696	\$1,696
Bel Aire	6,769	\$1,508	\$1,508
Benton	880	\$366	\$366
Butler Co.	65,880	\$800	\$800
Clearwater	2,481	\$486	\$486
Conway Springs*	1,272	\$395	\$395
Derby	22,158	\$5,662	\$5,662
El Dorado	13,021	\$3,977	\$3,977
Goddard	4,344	\$1,326	\$1,326
Harvey Co.	34,684	\$800	\$800
Hesston	3,709	\$1,278	\$1,278
Hutchinson	42,080	\$7,156	\$7,156
Kechi	1,909	\$443	\$443
Kingman Co.	7,858	\$800	\$800
Maize	3,420	\$1,257	\$0
McPherson	13,155	\$3,987	\$0
McPherson Co.	29,180	\$800	\$800
Mount Hope	813	\$361	\$361
Newton	19,132	\$4,435	\$4,435
Park City	7,297	\$1,547	\$1,547
Rose Hill	3,931	\$1,295	\$1,295
Sedgwick	1,695	\$427	\$427
Sedgwick Co.	498,365	\$800	\$800
Sumner Co.	24,132	\$800	\$0
Valley Center	6,822	\$1,512	\$1,512
Wellington	8,172	\$1,613	\$1,613
Wichita	382,368	\$32,678	\$32,678
Total		\$82,087	\$76,045

* The City of Conway Springs became a member for 2012 and was not originally accounted for in previous assessments.

Item

REAP Sustainable Communities Grant Report

Background

By entering into the Fiscal Year 2011 Sustainable Communities cooperative agreement REAP officially began the 36 month (February 15, 2012 to February 14, 2015) grant performance period making funds available for the purposes of the grant.

Work Plan Development Update

- Logic Model that addresses activities, measures and outcomes for the grant, was submitted with our semi-annual reports. We are waiting for feedback from HUD.
- The budget document will be updated and submitted to HUD to better reflect how funds will be spent during the project. This document will be formally updated at the end-of-year reporting period, January 2013.

Financial Oversight Update

- There is currently a reimbursement request being prepared for expenses and payroll ending December, 2012.
- Payroll expenses are sent to Sedgwick County on a monthly basis. Reimbursement for “non-personnel” expenses will be requested no less than quarterly.

Grant Workshop Session

- Paula Downs and Dane Baxa attended the grantee convening in Washington, DC December 3 – 5. This was a planned expense incorporated into the Budget.
- Staff attended general education sessions along with break-out sessions on specific project topics, such as: communications; community engagement;, etc.
- Staff met with grantees from across the country to talk about project approach, lessons learned, outside the box options, and what did and didn’t work well in plan preparation.

Annual Reporting

- HUD requires annual reporting which consists of completing documents that addresses performance, goals and progress on the grant. Year-end reports are due by January 31, 2013.
- Staff is working on the documents for submission.

Consortium Leadership Team

- The governance of the grant sets out that REAP will appoint a Consortium Leadership Team (CLT). John Waltner, Harvey County Administrator, was appointed as the CLT chair.

- The CLT had three (3) meetings in 2012. CLT meetings will be held on the 2nd Thursday of each month in 2013, beginning January 10th. Meetings will be held at the MetroPlex from 9:00 – 10:30.
- The CLT has been working on: the project kick-off event to be held on February 1st; confirming work team co-chairs and members; and overseeing progress on hiring communication and planning consultants.

Project Kick-Off Event

- Event will be held on Friday, February 1st from 9:00 – 11:30 a.m. at the National Center for Aviation Training facility.
- Event will include an elected official breakfast from 7:30 – 8:30 a.m. with the Keynote Speaker.
- Keynote Speaker is Dean Katerndahl, Director of Government Innovations Forum, with the Mid-America Regional Council.
- The specific agenda is still being finalized, but the event will include a presentation by WSU- Hugo Wall School on; financial performance indicators, demographics, and affordability of the REAP jurisdictions within the Sustainable Community Grant area.

Request for Proposals

- The planning effort will require consultant assistance in the areas of planning and communications. The RFP's have followed the Sedgwick County (grant fiscal agent) processes.
- The Communication RFP was reviewed and approved by CLT members. Shockey Consulting was awarded the contract. They are initially working on: brand/logo development; talking points/messaging; and kick-off event materials. We have draft brand/logo designs that are being reviewed by the CLT Communications Team.
- The Planning RFP has been reviewed by CLT members and a recommendation is being made to the Sedgwick County Board of Bids and Contracts on Thursday, January 3rd. The RFP will go before Sedgwick County Commissioners on Wednesday, January 9th.
- Consultants will work with the CLT, Work Teams, and the Project Team to develop information necessary to successfully complete the regional plan.

Website Design/Set-Up

- A purchase order was issued to 360Wichita to develop and host a website in order to provide information about the planning effort. They are building the technical portion of the website.
- A preliminary URL has been secured and we are preparing information to place on the website when it goes "live".
- The Communications Consultant is developing the brand/logo and initial set-up information for the website. Staff will be confirming a "go live" date within the next few weeks.

**REAP Board Meeting
January 9, 2013
Communications Consultant**

On November 2, 2012, a Request for Proposal (RFP) was issued to hire a communication consultant to provide communication services for the Regional Sustainable Communities planning initiative. The RFP was issued through Sedgwick County, who is the fiscal agent for the project. The RFP was prepared and reviewed by CLT members.

The RFP required responding firms to: develop a project communication strategy and messaging; develop media materials including information packets and news releases; develop a project brand, logo, and tagline; develop content and design for website page and newsletter; and prepare presentation materials for a kick-off event and community engagement meetings.

On November 20th, proposals were received from Shockey Consultants and Vireo, both firms from Kansas City. A review committee, comprised of Joe Thomas, Sedgwick County Acting Purchasing Director, Marty Hughes, Sedgwick County Revenue Manager, Paula Downs, Project Director, WSU Hugo Wall School, and Dane Baxa, Assistant Project Director, WSU Hugo Wall School, determined that both consultants would be interviewed.

After evaluating their proposal and after their in-depth interview, Shockey consulting Services was unanimously recommended for award based on meeting RFP requirements, specifications, references, cost and overall approach to the project. Shockey Consultants meets or exceeds all request for proposal mandatory requirements and has exhibited specialized experience and technical competence related to the scope of work required to successfully provide communication services for the Regional Sustainable communities planning initiative.

The project team has strong professional backgrounds and their project experience makes them extremely qualified to develop a communication strategy that meets the needs for the project. They exhibited a clear understanding of the project and the dynamics associated with messaging the planning effort. Their proposal and interview presentation clearly showed their familiarity with planning, issues of sustainability, and the topics associated with the planning initiative.

They suggested several tools that could be used during the course of the project, one of which is MindMixer, an interactive tool that can be used for communication and engagement purposes. Their proposal includes programming and development time for this tool, which will be very valuable moving forward with the planning effort.

Their responses during their interview made it clear that they could work with a compressed timeline upon award in order to meet immediate communication demands.

Shockey's proposal specifies total fees and expenses, including MindMixer programming and development, for a total low proposal cost of \$73,948.50. The projected budget for communications services was listed as \$75,000.

**REAP Board Meeting
January 9, 2013
Planning Consultant**

On November 20, 2012, a Request for Proposal (RFP) was issued to hire a planning consultant to provide planning services for the Regional Sustainable Communities Planning initiative. The RFP was issued through Sedgwick County, who acts as the fiscal agent for the project. The RFP was prepared and reviewed by CLT members.

The planning consultant will assist the region to develop a plan that will establish priorities and tools to address trends and patterns which, left unchanged, may impede the region's competitiveness in the future. The effort engages stakeholders in planning efforts that integrate economic development, housing, natural resources, water, transportation, and workforce in a manner that considers how these factors work together to help create more jobs and economic opportunities. The project will focus on local leaders and citizens to create the long-term strategy. The effort will have many levels of engagement to ensure the project is successful.

The RFP required responding firms to: create a written/graphic comprehensive Regional Sustainable Communities plan; conduct a regional scenario planning process and develop models for each topic; develop a written community engagement plan; and develop an implementation plan.

On December 11, 2012, proposals were received by AECOM, PEC, and RDG. Each team is a consortium of professionals that will provide services required by the RFP. A review committee comprised of Joe Thomas, Sedgwick County Acting Purchasing Director, Marty Hughes, Sedgwick County Revenue Manager, Paula Downs, Project Director, WSU Hugo Wall School, Dane Baxa, Assistant Project Director, WSU Hugo Wall School, Nancy Scott, Director of Planning-City of Hutchinson, and John Schlegel and Dave Barber, MAPD, determined that all three consultants would be interviewed. After evaluating their proposal and after their in-depth interview, AECOM was recommended for award based on meeting requirements, specifications, references, cost and overall approach to the project.

AECOM meets or exceeds all request for proposal mandatory requirements and has exhibited specialized experience and technical competence related to the scope of work required to successfully provide planning services for the Regional Sustainable Communities planning initiative.

The project team has strong professional backgrounds and extensive experience in working on HUD funded projects. They understand the reporting requirements and performance measurements, including flagship indicators, necessary to the administration of the project. The team exhibited a clear understanding of the project and the dynamics associated with the planning effort. Their proposal and interview presentation clearly showed their familiarity with planning, issues of sustainability, and the topics associated with the planning initiative.

Their responses during their interview made it clear that they have previously worked together and have a good understanding of working through the planning effort in a timely and efficient manner so that momentum is not lost. They are flexible on their schedule and are willing to work with the project team to accomplish all tasks and deliverables on an appropriate timeline.

The team includes Shockey Consulting, the project's communications consultant. They are preparing the community engagement plan, which is critical to the success of the project. Shockey's involvement with communications will offer efficiency for the project related to engagement and preparing the overall plan.

Key to the planning effort being successful is the community engagement element. The team understands the need to conduct and be involved in extensive community engagement efforts to develop regional values, which will provide the framework for the regional plan.

AECOM's proposal specifies total fees and expenses, for a total proposal cost of \$400,000. The projected maximum budget for planning services was listed as \$400,000.

Item

REAP Strategic Planning Process for 2013

Background

In 2010 a strategic planning process was determined to be the best process to reinforce the value of the REAP organization, strengthen commitment to the REAP mission and set forth a framework for the direction of the REAP organization.

In coordination with the REAP strategic planning process, staff conducted individual interviews with key partners and stakeholders (GWEDC, SCKEDD, WA, WAMPO, WSU, Regional ED Partners group, etc.) to identify critical issues for the REAP organization. In addition, at the beginning of October, staff conducted strategic planning focus groups with former REAP leaders and city and county managers. The meetings and interviews were to help identify REAP's strengths, determine current and future challenges, and help define its role and purpose for the region. In addition, staff utilized the annual survey to collect data from the membership at large on current operations.

REAP then held a strategic planning session on November 1, 2010 designed to engage REAP members and stakeholders in discussion on the future direction and sustainability of REAP over the next three to five years. The retreat was facilitated by Ms. Misty Bruckner of the Hugo Wall School, Wichita State University, and it provided good input into the process, including some roles and strategies for REAP to consider. These were then used in combination with information from the annual surveys during the November Committee meetings to develop work plans or action steps for 2011.

The current strategic plan was approved in February of 2011 and designed to run through 2013. The 2013 work plan identifies determining a process to review the mission and strategic plan that is designed to engage REAP members and stakeholders in discussion on the future direction and sustainability of REAP over the next three to five years as a priority. It is recommended that a planning process be initiated that will lead to a new or revised three year strategic plan to be presented to the REAP Board by July of 2013. The 2011-2013 Strategic Plan is attached.

In the past, planning meetings have been facilitated by both an outside consultant and the Chief Executive Officer. The Executive Committee should determine the most appropriate method for leading and facilitating the planning process. Staff recommends bringing in an outside facilitator to lead the meeting(s).

Staff Recommendation

Discuss and provide direction.

REAP Three Year Strategic Plan: 2011-2013

Adopted February 14, 2011

The Regional Economic Area Partnership (REAP) is comprised of thirty-seven city and county governments in nine counties of South Central Kansas, which include Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Sedgwick and Sumner counties. Since its inception, REAP has been guided by the following mission:

To guide state and national actions that affect economic development in the region, and to adopt joint actions among member governments that enhance the regional economy.

In order to meet this mission, REAP has assigned several ongoing elements of its annual work plans to the four standing committees. The four committees and their ongoing commitments as defined through actions of REAP are detailed below:

The **REAP Executive Committee** (EC) assists the Chair in developing agenda items, policy issues, or administrative matters to be presented to REAP; handling special tasks, as determined by the Chair, which require action between regular meetings of REAP; and monitoring adherence to the fiscal procedures of REAP by serving as the treasury for REAP, collecting all REAP revenues, making disbursements in accord with the budget adopted by REAP, and conducting financial management of REAP assets in accord with REAP fiscal procedures. In addition, in 2006 the Executive Committee was assigned the task of administering the Kansas Affordable Airfares Program by assuring that all statutory requirements for programming, evaluation, accounting and auditing, financial management, and reporting are met.

The **REAP Economic Development Committee** (EDC) identifies regional economic development issues and recommends action on those issues to REAP. In addition, since 2000 through an agreement entered into by counties in Local Area IV as defined by the State of Kansas, the EDC has been designated to serve as the Chief Elected Officials Board (CEOB), as defined in the Workforce Investment Act of 1998 in Local Area IV, which includes Butler, Cowley, Kingman, Harper, Sedgwick and Sumner counties. In performing duties as Chief Elected Officials Board under the Workforce Investment Act of 1998 the EDC ensures regional representation of the Local Workforce Investment Board and is generally responsible for conducting oversight and evaluation activities for all WIA programs.

The **Legislative Committee** (LC) identifies legislative issues of regional concern and recommends to REAP legislative action at the state or federal level. In particular the LC monitors the progress on the annual legislative priorities and since 2000 has provided guidance to the legislative liaison as issues arise. The LC also develops and recommends legislative priorities to REAP for the following year.

The **Water Resources Committee** (WRC) identifies and coordinates collaborative efforts on regional issues of water quality and supply in South Central Kansas. In May of 2007 REAP created the WRC to serve as a regional conduit for dissemination to members of information and education while providing a regional voice on behalf of the members before federal, state, regional and local agencies and organize member involvement in the activities of those agencies.

Based on the discussions at the REAP retreat, Committee meetings, and survey results the following five goals were identified for REAP to work towards in the next 3 years. Each goal is followed by objectives that will then have action steps (work plans associated with them that will be specific and measurable).

REAP Three Year Strategic Plan: 2011-2013

***Mission:** To guide state and national actions that affect economic development in the region, and to adopt joint actions among member governments that enhance the regional economy.*

- 1) **Provide a unified voice** to promote regional economic development.
 - a) Collaborate with private, non-profit, and public sector stakeholders on regional economic issues.
 - b) Strengthen relationships with existing partners.
 - c) Encourage dialogue on regional economic development.
 - d) Instill regional identity through coordinated branding.

- 2) **Guide state and national policies** that impact regional economic development.
 - a) Engage local leadership to represent the region at the state and national level.
 - b) Develop relationships with state and federal governmental officials.
 - c) Establish a process to identify policies affecting specific industries.
 - d) Coordinate a unified agenda for regional economic development.

- 3) **Engage stakeholders** on issues shaping our regional economy.
 - a) Provide regional forums that connect REAP membership with private, non-profit, and public sector stakeholders.
 - b) Conduct outreach on the purpose and accomplishments of REAP.
 - c) Involve REAP membership in educational opportunities.

- 4) **Support inter-jurisdictional planning** on issues affecting economic development.
 - a) Promote the benefits of a sustainable regional economy.
 - b) Determine REAP's role in regional planning.
 - c) Engage professional staff in multiple jurisdictions for sustainable planning.

- 5) **Lead the region** in addressing future economic needs.
 - a) Create a vision for regional economic development through REAP.
 - b) Determine the organizational capacity to support the future structure and needs of REAP.
 - c) Be proactive in identifying and discussing emerging issues.

Item

Assessment Discussion

Background

Annual fees for membership in REAP are assessed each calendar year, in accord with REAP Bylaws as follows:

Cities

- *Cities with population above 10,000: \$3,000 plus \$.065 per capita.*
- *Cities with population between 3,000 and 10,000: \$1,000 plus \$.065 per capita.*
- *Cities with population under 3,000: \$200 plus \$.065 per capita.*

Counties

- *Counties with population above 50,000: \$3,000 plus \$.025 per capita*
- *Counties with population less than 50,000: \$1,500 plus \$.025 per capita*

Annual fees for membership in the REAP WRC are assessed each calendar year, in accord with REAP Bylaws as follows:

Cities

- *Cities with population above 20,000: \$4,000 plus \$.075 per capita.*
- *Cities with population between 10,000 and 20,000: \$3,000 plus \$.075 per capita.*
- *Cities with population between 3,000 and 10,000: \$1,000 plus \$.075 per capita.*
- *Cities with population under 3,000: \$300 plus \$.075 per capita.*

Counties

- *Counties: \$800 flat base assessment*

REAP 2014 Member Assessments

With the creation of the Executive Director and Assistant Director Positions REAP decided that the positions would be funded initially by both REAP and the REAP WRC. However, the budgets for REAP operations and the WRC would be combined into a single operating budget. In addition, it was suggested that the REAP Executive Committee evaluate the current operations of REAP, including:

1. Development of a single assessment model for funding operations.
2. Identification of other revenue sources to offset potential changes in assessment funding.

The Executive Committee has been assigned the task of examining available resources for REAP and recommend sustainable funding sources to provide REAP necessary operating resources for the future as part of the 2013 work plan. The Executive Committee is asked to discuss options with the goal of providing sufficient revenue in order to allow REAP to maintain operations and to have the ability to address regional challenges.

Staff Recommendation

Discuss and provide direction.