

Minutes

Audio Tapes Nos. 611-612

The City Council of the City of Leawood, Kansas, met for a Special Call Meeting at City Hall, 4800 Town Center Drive, at 6:10 P.M., on Monday, January 12, 2004. Mayor Peggy Dunn presided.

Councilmembers present: James E. Taylor, Sr., Scott E. Gullledge, Shelby Story, Gary L. Bussing, Jim Rawlings, Patrick L. Dunn, and Louis Rasmussen.

Councilmembers absent: Mike Gill.

Staff present: Scott Lambers, City Administrator
Deb Harper, City Clerk
Emily Gleasure, Deputy City Clerk

1. Discuss Governing Body Goals & Objectives

78 Mayor Dunn turned the meeting's discussion over to Scott Lambers. Mr. Lambers stated that a foundation had been laid the previous two years for goals and objectives that projected into the future over several years. He asked that the Governing Body 1) identify new initiatives that they would like the Staff to do background work on; and 2) reaffirm that the current priorities were in the proper order and still remained a priority.

556 **1. Review budget reductions and ensure that each department develops a plan to focus on efficiency and productivity for their respective areas in order to be proactive in the event of unanticipated budgeted revenue reductions or eliminations.**

UPDATE:

All new hires and equipment replacement purchases are being delayed until the 2nd quarter, pending an evaluation of the possible negative impacts to the City's budget that may result from the State Legislature or a sharp downturn in the economy [which is appearing to be more and more unlikely]. All out-of-state training is subject to prior approval by the City Administrator. Any replacement of existing positions that become vacant will also be delayed until the 2nd quarter.

Mayor Dunn complimented Mr. Lambers and Staff on the budget savings of \$1 million over the past year by implementing a budget reduction plan.

Councilmember Rasmussen voiced concerns about the Equipment Replacement Plan for the City and personnel requirements for maintaining the City's stormwater sewers. Mr. Lambers stated the Equipment Replacement Plan was in place for a period through 2012. He stated the Facilities Maintenance Plan was in place for five years as well. He felt that there was sufficient staff for the stormwater sewer maintenance as provided for currently, but that staffing would become inadequate if the City chose to use employees to perform maintenance tasks that were contracted out at this time. As part of GASB-34 requirements, all City stormwater sewers would be identified within the next three years.

1045 Councilmember Taylor asked what analysis had been made concerning staffing of the parks. Mr. Lambers stated that when staffing levels were determined, the Governing Body would be approached with a plan to utilize Staff and possible contract opportunities. He spoke specifically on the 135th Street Corridor medians that would need professional attention to maintain their attractiveness. Councilmember Taylor asked that the City look into contracting a landscape architect.

1590 Councilmember Dunn commented on the Goals & Objectives item concerning the reviewing of the Leawood Development Ordinance (LDO) as to how it dealt with some of the unusual areas in northern Leawood. Mr. Lambers stated that after several applications were received, Staff would bring back a review as to how the formulas were working in these areas.

1734 Mr. Lambers stated if the City were to be hit hard financially either by the economy or the State Legislature, Public Works would be able to bear some of the cost savings, by deferring the mill and overlay program until the end of the year.

1976 Councilmember Rawlings questioned the deference of new hires to the end of the year. Mr. Lambers advised he felt that Legislative goals would be known within the first 45 days and if necessary, recruitments could be delayed. Some types of equipment needed to be purchased at the first of the year, but there were no big-ticket items planned for this year. He added that many of the equipment replacement items had been leveled out to average \$500,000-800,000 per year through the year 2012. At that time, two fire engines would need to be replaced, adding \$600,000 to the normal expenditures.

2176 **2. Reauthorize the 1/8-cent sales tax authority and reconsider the prioritization of the allocation of these funds in order to reduce damage from storm water run-off.**

UPDATE:

Ongoing. This has been scheduled to be placed before the voters on the November 2004 ballot.

Mayor Dunn suggested moving the vote for the authorization of the 1/8-cent sales tax to August, so that it would be a stand-alone tax initiative on the ballot. She advised that by November 2004, it was likely that Bi-State II would be on a ballot, and should the tax authorization not pass in August, it could be reassigned to November's ballot.

Councilmember Taylor suggested asking for a double 1/8-cent sales tax in August and having the option of using the 1/8-cent sales tax to fund the Community Center or Justice Center.

Councilmember Rasmussen brought up the shortage of stormwater projects because of funding and that the issue should be looked at again with the allocation of bond money. Mr. Lambers indicated that with the accelerated residential street improvement program, the allocation ratio might be more tilted towards storm drainage. Councilmember Dunn asked if the City would be meeting its goal of maintaining the streets if more money was allocated to stormwater projects.

Councilmember Gullede arrived at 6:50 P.M.

Councilmember Story asked if the goal for the streets during the accelerated program was to have them all improved by 2015. Mr. Lambers replied that the goal was to eliminate the backlog, in the amount of \$16.5 million, and that by 2015 the City's streets would be back to where they were when the City was trying to maintain a pay-as-you-go plan as opposed to bonding. Bonds would continue to be paid off for ten years past 2015.

Mayor Dunn stated that while she understood the importance of stormwater issues to the residents that were affected by them, the majority of people were more interested in having their streets maintained than to put funding into stormwater projects. She felt that if the tax increase was earmarked for stormwater issues, the increase might not be authorized.

Councilmember Taylor asked that private streets be given the same consideration as public streets when it came to funding, citing the fact that individuals with private streets are taxed for those streets *and* again for public streets. He felt that a new policy should be put into place to bring private streets into compliance with public streets, and not allow the double taxation on individuals who live on private streets. He added that City Staff should not allow construction that does not comply with City standards.

- 3509 3. **Maintain the CIP schedule as it pertains to the accelerated \$10.5 million Street Reconstruction Program to reduce maintenance costs, citizen complaints, and maintain streets above the 70% standard for street condition.**

UPDATE:

Ongoing. The current program remains intact and on schedule as previously approved by the Governing Body.

No comments were offered.

- 3540 4. **Finalize the Police Department staffing needs study to verify and attain staffing levels.**

UPDATE:

A five-year personnel schedule was developed for all departments as part of the 2004 budget process that was in compliance with the budget goal constraint of three new positions per year. The next logical step in this process would be to develop a projected personnel schedule for all departments at full build-out of the City. This will be done in 2004-2005.

Councilmember Rasmussen questioned the number of officers that would need to be hired to meet the needs of the new Public Safety building. Mr. Lambers stated an evaluation had not been done. The catalyst, he said, would be the size of the Public Safety/Municipal Court facility. Those parameters needed to be established before preliminary design work was done, and at that time, numbers of employees for the facility could be determined. Another issue to resolve would be the use of the current Police facility, determining its purpose and personnel needs in light of the newly proposed facility. Mr. Lambers indicated that he believed Leawood would be fully built out by 2025, and that the Public Safety/Municipal Court building would need to be able to meet the needs of the City at full build-out. Also, by moving Municipal Court out of City Hall, space would be freed up to handle any Administrative increases that may occur.

Councilmember Story felt that the finalization of the staffing model for build-out and a service structure between the old building and the new one needed to be done in the first six months of 2004. He stated the analysis of the building should not occur until a policy was in place to determine how the Police Department would be staffed based on the level of police service the City wanted to provide.

Councilmember Rasmussen stated that although the plan was “to develop a projected personnel schedule for all departments at full build-out of the City,” police protection should take priority and be done in 2004.

Tape
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Councilmember Bussing stated he felt the issue was not staffing, but service level. He asked what kind of service the City could expect for the increased personnel in the Police Department. Councilmember Rasmussen asked that the projected police personnel schedule be completed in 2004, with the remaining departments’ personnel schedules completed by 2005.

Mayor Dunn confirmed that the projected increase in personnel that may arise from this schedule would be different than the allotted three new hires for the City per year previously approved by the Governing Body. Councilmember Story stated the projected police personnel schedule would be an indicator as to how many officers were needed for the service level decided upon. It would then be up to the Governing Body to decide how those officers would be funded.

Councilmember Taylor stated he believed there was a 5-year Special Use permit to allow temporary trailers at the Police station, and that it was to expire in 2006. Mayor Dunn stated the existence of the Special Use permit would need to be confirmed with Diane Binckley.

- 393 **5. Evaluate full-time staffing on a quarterly basis to ensure service levels are maintained.**

UPDATE:

Ongoing. Human Resources is providing such a report to the City Administrator. Turnover has been negligible in every Department except in Parks and Recreation, and that has only been on the Recreation side. The City Administrator will be monitoring the recruitment process and the retention of the new employees.

Councilmember Gullede stated that the main reason behind the goal was for recruitment and retention purposes. It would offer Mr. Lambers an opportunity to detect possible department weaknesses, in addition to programming changes and the staffing required to meet those changes. Mr. Lambers indicated that there had not been much turnover; however there had been some separations from the Recreation Division of Parks & Recreation which he would be looking into.

- 442 **6. Establish a City-sponsored diversity awareness study group to encourage acceptance of diverse cultures and religions.**

UPDATE:

Ongoing. The Mayor, Councilmember Dunn and the City Administrator attended a Diversity Awareness Seminar sponsored by the Johnson County Library. Subsequent sessions are to be offered in the future. A Citizen Committee is planned on being established.

Councilmember Dunn asked that whatever path this goal took in the future, that he be allowed to contribute to its growth. Mayor Dunn indicated that the goal would be moved from Short-Term Goals to Near-Term Goals, and that Councilmember Dunn would be involved in its development. Councilmember Dunn asked the Governing Body members to advise him of any community leaders they felt might benefit the development of the committee.

- 508 **7. Analyze and develop a policy of overtime usage to verify utilization needs.**

UPDATE:

Delayed. The City does not currently have the ability to perform this task. This project will be initiated upon the completion of the Eden software installation for Human Resources/Payroll.

Mr. Lambers stated currently, the tracking of overtime in departments was challenging, but with the installation of Eden software there would be a uniform method of tracking. He stated 2004 would be the base year, from which later years would be compared to concerning overtime. Mr. Lambers indicated that currently about 20% of the payroll was overtime expenditures. The current policy allows a Department Head to use overtime within their budgeted amount, or receive approval from the City Administrator for funding over the budgeted amount. Most overtime was related to the Police, Fire, and Public Works Departments.

- 619 **8. Review current City Code for permits required for conducting business in an attempt to minimize the complexity of the process.**

UPDATE:

Not Initiated. Due to workload constraints this project has not been started. It will be performed in 2004.

Mayor Dunn stated this was not currently an issue, but would be accomplished in 2004. Councilmember Taylor urged Staff to readdress the 2000 International Code especially as it related to roofing materials and signage enforcement. He encouraged Staff to make the City a more attractive place for builders and contractors by not requiring the procuring of complex permits.

- 708 **9. Review the mission of the Fire Department to evaluate duplication of ambulance service.**

UPDATE:

Completed. The Johnson County Board of county Commissioners have agreed to fund the placement of a Med-Act unit 24/7 starting in 2005.

Mayor Dunn stated this item had been completed.

- 716 Councilmember Taylor stated he had an additional comment for Item 1. He advised that the City's property at 114th Terrace and Tomahawk Creek Parkway should be disposed of in 2004 to assist in debt reduction or utilized for the future goals of the Justice Center or the Community Center. Mayor Dunn suggested that this goal stand-alone and not be included under Item 1.

- 776 **10. Initiate and maintain a program for the review, revision and compliance evaluation of the 135th Street Corridor Plan to ensure quality standards are met.**

UPDATE:

Pending. Three recently approved projects, Cornerstone, Parkway Plaza East and Parkway Plaza West, will each be evaluated upon the completion of their first phase with regards to their compliance with the 135th Corridor Plan and the approved Preliminary Plan and approved Final Plan. This should occur in 2005-2006.

Mr. Lambers and Councilmember Bussing stated that the reason for this goal was to prevent the occurrence of projects initially approved by the Governing Body be completed with a totally different look to them. Currently, the Governing Body does not review them again until the Final Site Plan, which in the interim, applicants have made many revisions unbeknownst to the Governing Body. Councilmember Taylor cited the example of the Bank of Blue Valley building at 135th Street and Mission Road that changed its approved roof structure from a half-dome style to flat. Mr. Lambers replied that often Staff approved administratively minor changes, however one person's minor change was sometimes major to another.

Councilmember Bussing asked for stricter enforcement of development guidelines such as erosion fences and signage. He also suggested that the Budget process be changed from the focus today where each department gave a presentation to a more strategic focus orientation where specific concerns were discussed. He felt that by doing so the Budget and Finance Committee would be more effective, with more involvement from the Governing Body. Councilmember Dunn suggested that a work session be planned ahead of time to allow the Governing Body to establish a list of priority items to discuss in regards to the Budget. Mayor Dunn advised that such a meeting was being planned by Kathy Rogers for February 2nd.

Councilmember Dunn left at 7:52 P.M.

Councilmember Taylor asked that the Governing Body establish an avenue to aid developers in procuring a Benefit District, especially in the area of the 135th Street Corridor. Mr. Lambers confirmed that should a developer come in today asking for \$5-6 million for a Benefit District, the answer would be "no," as the Staff had a self-imposed ceiling. Councilmember Taylor suggested that the policy of the self-imposed ceiling be readdressed every other year, to ensure that developers would find Leawood a desirable place to build. Mayor Dunn suggested that this goal become a stand-alone Near-Term goal and not made a part of Goal No. 10. She also advised that much of the self-imposed guidelines depended upon what Moody's dictated to the City.

- 1614 11. **Implementation of the new Human Resources/Financial software system to integrate processing features and reduce shadow systems, eliminate duplication of effort, and improve business process improvements.**

UPDATE:

Ongoing. The Eden project is approximately 40% completed and should be totally completed by mid-2006.

No comments were offered.

- 1616 **12. Forecast future infrastructure needs to service for new development to prevent a significant increase in capital needs beyond the five-year CIP.**

UPDATE:

Pending. Due to the recent downturn in the economy, development activity has been constrained to the areas of the City in which the major infrastructure is in place. With the opening of Ironwoods Park and the submittal of the Leabrooke subdivision, improvements to Mission Road and Kenneth Road between 143rd Street and 151st Street will need to be evaluated in 2004-2005.

No comments were offered.

- 1621 **13. Program remaining backlog of residential street reconstruction to continue to reduce maintenance costs for future street needs beyond the allocated \$10.5 million.**

UPDATE:

Pending. This remaining backlog of residential street improvements will be included in the City's CIP starting in 2009 with an annual program amount of \$1-2.5 million and should be completed by 2015, if not sooner.

No comments were offered.

- 1624 **14. Continue the evaluation of Municipal Court facility needs as to whether it should remain at its current City Hall location, or be moved into the Justice Center.**

UPDATE:

Pending. This evaluation will occur in 2004 prior to the start of the site selection for the facility.

Mr. Lambers stated that the evaluation of Municipal Court needed to be done in 2004 for consideration with the Justice Center project. He advised that both the Justice Center and Municipal Court needed to be housed together. Councilmember Taylor confirmed with Mr. Lambers that the Court had revenues of \$1.7 million. Councilmember Taylor suggested committing those revenues toward the cost of the Municipal Court/Justice Center.

- 1679 **15. Initiate schematic programming for the new Police Department facility to provide initial cost estimates for construction.**

UPDATE:

Pending. This project was pushed back one year to 2009 due to budget constraints. Site location will be determined by 2005, with design in 2006 and construction 2007-2008.

No comments were offered.

- 1680 **16. Evaluate the need for a freestanding Community Center to identify the public support and demand for such a facility.**

UPDATE:

No action. The issue of site location is tied to the location of the proposed Police Station/Justice Center. The currently anticipated site for the Police Station/ Justice Center on Tomahawk Creek Parkway is probably not the best location and the property can either be sold or utilized for the location of a future Community Center. The site is big enough for such a use and it is centrally located in the City. This project is not anticipated to be included in the City's CIP prior to 2010.

No comments were offered.

- 1685 Prior to the close of the meeting, the following list of goals that had been suggested were evaluated:

1. Consider authorization of additional sales tax for pursuing the Public Safety/Community Center project (Long-term goal)
2. Discuss the allocation of the August 1/8-cent sales tax funds to streets, stormwater, or both (Short-term goal)
3. Evaluate private street policy to become public streets (Short-term goal)
4. Evaluate Police Department and Municipal Court ultimate staffing levels in 2004; all other departments in 2005 (Near-term goal)
5. Evaluate the disposition of the property at 114th Street and Tomahawk Creek Parkway in 2004 (Short-term)
6. Increase code enforcement in new developments (Short-term)
7. Review the 20% debt ceiling for financing of Special Benefit District projects (Near-term)

All of these goals were approved for further evaluation and incorporation into the Goals and Objectives by Mr. Lambers, except for No. 3, which was defeated.

- 2154 Mayor Dunn adjourned the meeting at 8:10 P.M.

Subsequent to the meeting, Mayor Dunn asked that the Members consider identifying and developing the currently designated Price Chopper Park in recognition of the City's newly formed sister city relationship with the Gezer Region in Israel, as was similarly done with the I-Lan Park to recognize the sister city relationship with I-Lan, Taiwan.

Emily Gleasure, Recording Deputy City Clerk