

Work Session - 2018 Annual Budget Presentation

THE LEAWOOD CITY COUNCIL

June 12, 2017

Minutes

The Budget and Finance Committee of the City of Leawood, Kansas, met for a Special Call Meeting at City Hall, 4800 Town Center Drive, at 6:00 P.M., on Monday, June 12, 2017. Mayor Peggy Dunn presided.

Councilmembers Present: Jim Rawlings, Julie Cain, Andrew Osman, Debra Filla, James Azeltine, Lisa Harrison and Chuck Sipple

Councilmembers Absent: None

Staff Present: Scott Lambers, City Administrator	Patty Bennett, City Attorney
Richard Coleman, Comm. Dev. Director	Dawn Long, Finance Director
Kathy Byard, Budget Manager	Chief Dave Williams, Fire Dept.
Chief Troy Rettig, Police Department	Chris Claxton, Parks & Rec. Director
Mark Andrasik, Information Services Director	Joe Johnson, Public Works Director
Nic Sanders, Human Resources Director	David Ley, City Engineer and Interim
Cindy Jacobus, Assistant City Clerk	Public Works Director

Budget & Finance Committee Members Present: Jim Morris
Linda Hanson
Anab Abdulahi

Others Present: Kevin Jeffries, President, Chief Executive Officer and Director of Economic Development, Leawood Chamber of Commerce

2018 ANNUAL BUDGET PRESENTATION

Welcome by the Mayor

Mayor Dunn called the meeting to order and introductions were made by those present, with special recognition of the attendance and support of the appointed citizen members of Budget & Finance Committee. Mayor Dunn stated City Clerk Debra Harper was unable to attend due to a family health issue and wished her well. She noted that today is the last day of employment with the City for Mr. Andrasik and Mr. Johnson, who are in attendance to support their respective department budgets as they depart. Mayor Dunn welcomed Mr. David Ley, City Engineer and Interim Public Works Director. She expressed appreciation to Mr. Lambers, Ms. Long, Ms. Byard and Mr. Andrasik for the organization, preparation and advance distribution of budget materials. She gave special praise for the budget manual cover and its pages highlighting art pieces in Leawood.

Mr. Lambers stated the goal of the Work Session is to review the City's operational budget for the past year, this year and next year. He stated the budget presented is similar to prior years and it is stable, expressing his disbelief that other cities and state, seem to have difficulty with budgeting. The information provided in the budget manual is a guideline. Expenditures 18 months in the future can only be estimated. As time passes, budget amendments are expected. Tonight's meeting should be straightforward, with questions answered by Ms. Long and Ms. Byard.

Mr. Lambers confirmed to Councilmember Filla the Governing Body Work Session tentatively scheduled for discussion of the 2018 Budget Tax Lid Election on June 19, 2017, had been cancelled. Mr. Lambers stated the City is in good position with the 2018 budget and without issues in regard to the state tax lid legislation. Exemptions are in place today to take out of the property tax revenue stream and the Kansas Legislature is out of session. Debt-service is the biggest driver. It would not be necessary to go before the voters for the 2018 Budget.

2018 Annual Budget – Budget Manager Kathy Byard

Ms. Byard referred to Tab 13 of the 2013 Annual Budget Manual containing the overall budget and department presentations. She reviewed policy highlights of the three main components of the City's mission.

Sustaining Financial Stability

- Increase in reserves for all operating funds from 51% last year to 54% due to a cash-forward balance.
- Debt service levels remain at 35% or above throughout the financial planning period.
- 2018 mill levy remains at 24.513, same as in 2017. No increase in the mill levy is planned.
- Assessed valuation growth of 5.21%, up from 5% last year.
- Sales tax growth of 2.95% for all areas. Sales tax growth has been about 3% each year. The City should receive data from the Johnson County Appraiser on June 15, 2017.
- Continued Aaa bond rating. Another Moody's review will occur this Summer.

Sustaining Service Levels

- Maintain equitable and competitive employee compensations.
- Mandates and operating costs of capital are funded.
- Provide 1.8 commissioned officers per 1,000 citizens.
- Coverage of 620 residents per 1 firefighter.
- Maintain City streets at an average Pavement Condition Index [PCI] of 77.7. PCI was 77.4 last year, so remaining stable.

Sustaining Efficient Delivery Services

- Continuation of employee training and certifications.
- Performance measures are linked to resources needed to meet expected performance levels.
- Improved productivity and service levels with technology, fiber and communications systems.

Councilmember Sipple inquired how the number of commissioned police officers per 1,000 citizens, 1.8, and the coverage of 620 residents per firefighter compared to Overland Park, Lenexa and Prairie Village. Chief Rettig stated for police, the range is about 2.0 to 1.8, so the City is on the low end of the range. Chief Williams stated assumption for firefighters that Leawood is comparable to those cities. He agreed with Councilmember Sipple there are many factors for consideration such as square miles and the amount of commercial development. Mayor Dunn shared that other cities have stated Leawood has more police per 1,000 citizens, which they complain makes them think they should hire additional. Councilmember Azeltine stated if other cities know Leawood's data in this regard, Leawood needs to obtain the information of other cities.

2017/2018 Budget Changes

- 2018 mill levy remains at 24.513, same as in 2017 due to a cash-forward balance. No increase is planned.
- The 2018 budget reflects 293.98 full-time equivalent [FTE] employees, but two police casual/seasonal intern positions, an additional 0.23 FTE, will be added in 2018. As noted in "2018 Personnel" [Page 20], two of four Parks Maintenance casual/seasonal positions were eliminated to add one full-time Parks Maintenance position.
- The City's financial advisors continue to review current debt to determine potential bond refundings in 2017. All bond debt was reviewed and two bond series considered, but the savings percentage was below City policy. There will be one small refunding this year.
- No new debt was issued in 2016. In 2017, a total of \$20 Million in General Obligation Debt will be issued for the 143rd Street, Nall-Windsor Project, the 2015 and 2016 Curb Replacement Projects, and the 89th Street and Mission Storm Sewer Improvement Project. In 2018, two projects will be bonded; the 2017 Residential Streets and the replacement of the College Boulevard wall totaling \$4 Million.
- Inclusion of \$600,000 in 2017 and \$1 Million in 2018 for park improvements; funded with \$600,000 each year with Special Parks/Recreation funds and \$400,000 in General Fund transfers for 2018.
- Salaries are budgeted to increase 2.8%, or \$578,618, across all departments. Benefits will increase 10.2%, or \$764,282, from 2017. Salaries are consistent with last year. Benefits cost increased more this year than last year, mostly for health insurance.
- Included in 2018 is \$25,000 for the replacement and addition of banners to be placed throughout the City. Ms. Claxton and Cultural Arts Coordinator April Bishop will spearhead this effort.
- A total of \$50,000 has been included in 2018 to treat walking trails which are parallel to the street.

Mayor Dunn inquired if the benefits cost increase was a confirmed estimate; she had heard that Johnson County and Overland Park had budgeted three times as much. Mr. Sanders confirmed the budget estimate, stating that the City's increase was actually 32%, but the budgeted estimate would be reached through negotiation, modification of plans or plan design.

2018 Budgeted Revenue

Revenue for all budgeted funds fairly evenly distributed in thirds between Property Taxes of 39%, All Other [Governmental] of 31% and Sales & Use Taxes of 30%, for projected total of about \$58 Million. "All Other" revenue includes franchise fees, licenses, permits, and charges for services.

Revenue by Source

Largest change is in grants, from 2017 estimate of \$3.6 Million to 2018 budget of \$1.3 Million, or 64.1%. This is expected as grant funding from Stormwater Management Advisory Council [SMAC], County Road Assistance System [CARS] and other agencies fluctuate depending on the project/year.

Revenue Increase (Decrease)

The projected 5.21% increase in Assessed Valuation would result in about \$1 Million more revenue from property taxes in 2018. Sales Tax revenue for all categories reflects a 2.95% increase, or about \$500,000.

2016 Mill Levy Comparisons

Leawood's mill levy maintained its ranking as the 2nd lowest property tax rate of the 27 cities of the First Class in the Kansas, followed by Shawnee and Olathe. Shawnee's mill levy increased, but the mill levy of other area cities remained about the same. Overland Park's mill levy of 13.800 is the lowest. As depicted and per footnote, Prairie Village's mill levy of 31.240 includes 19.471 for the city and 11.769 for the Johnson County Consolidated Fire District #2. Prairie Village retains its designation as a city of First Class once achieved, though its population has dropped below 25,000.

Average Appraised Value

Average appraised of home in the Leawood is \$498,269, an increase of 5.7% over last year's average appraised value of \$471,583, and the highest it has been in the past eight to 10 years.

Where Your Property Tax Dollars Go / Average Residential Property Taxes / Monthly Property Tax

The average Leawood residence in the Blue Valley School District pays \$19.00 of \$100.00, or 19% of 100%, in property tax payments to the City. The remainder is distributed to other taxing entities such as State of Kansas, Johnson County, Johnson County Community College, School District #229 and Blue Valley Parks. The average Leawood residence in the Blue Valley School District pays approximately \$1,405 per year, \$117 a month, in property taxes to the City.

Mayor Dunn expressed appreciation for the graphic presentation of "Where Your Property Tax Dollar Goes". As requested by Councilmember Cain, Ms. Byard will provide the graphic as a Portable Document Format [PDF] file. Ms. Byard stated she would also prepare the same graphic for Shawnee Mission School District. The construction of new facilities in the Shawnee Mission School District impacts taxes.

Mayor Dunn pointed out the monthly property tax increase from \$102.25 in 2008 to \$117.05 in 2018, stating this was extraordinary.

Budgeted Expenditures

The \$62.2 Million expenditure for all budgeted funds in the 2018 Budget is a projected decrease of \$1,489,600, or 2.3%, from the 2017 Estimated Budget expenditures for all budgeted funds of \$63.6 Million. The reduction is due largely due to inclusion of several larger-costing projects in the 2017 Budget.

Mr. Lambers stated it might be viewed that the City is in a “deficit spending mode” if comparing expenditures and revenue. However, the City has always accumulated funding for anticipated draw-down of balances. Ms. Byard stated the City budgets for full spending and typically about 13% remains in a year and revenues are usually about 4% higher than anticipated than conservative estimates.

Expenditures Increase (Decrease) / Expenditures by Department

Decrease in General Operations expenditures from 2017 Estimated Budget to the 2018 Budget due to carryover of two years of Transient Guest Tax funds not spend for economic development activities. Both Public Works and Parks & Recreation plan on lower Capital expenses in 2018. Increases in expenditures are a result of planned wage and benefit changes, annual maintenance for new Police records management and ticketing systems, and higher capital costs in Information Services and Neighborhood Services.

Budgeted Expenditures

The largest expenditure for all funds/all departments is for personnel, which increased slightly from 2017 to 2018. Capital decreases in 2018 because of the completion of street and stormwater projects and debt increases due to the issue of General Obligation Bonds in 2017 and due in 2018.

Expenditures by Function

Expenditure for debt-service is projected to increase because of new debt issued in 2017, totaling \$20.2 Million. Expenditure for personnel services will increase by 4.8% over the 2017 Estimated Budget, an average between 2.8% for wages and 10.2% for benefits.

2018 Personnel

We have 257 full-time employees and 293.98 FTEs. The number of personnel per 1,000 citizens has decreased every year. As mentioned in “2017/2018 Budget Changes,” two police casual/seasonal intern positions, an additional 0.23 FTE, will be added in 2018. Two of four Parks Maintenance casual/seasonal positions were eliminated to add one full-time Parks Maintenance position. The financial planning model adds one new position every other year, beginning in 2019.

Councilmember Filla inquired if the additional positions were due to an increase in population. Ms. Byard stated population is estimated to increase about 4% to 5% each year. Chief Rettig expressed hope the Police interns would be able to assist with recruitment.

2018 PAYG Capital Budget

The majority of Pay-As-You-Go [PAYG] expenses are for Public Works street and mill and overlay programs, and Parks & Recreation for \$1 Million for city-wide park improvement. Most of these expenses are financed from the General Fund through cash transfers to the City Equipment and Capital Improvement Funds. Grant dollars from SMAC and CARS are placed in the Grants Fund. The amount received for the Alcohol Tax Fund has steadily increased, and contains approximately \$1.6 Million. Ms. Byard mentioned she would revise the category of “Justice Center” to state “Public Safety Fund”; this is not really for the Justice Center. Mr. Lambers stated Leawood is the only Johnson County city to place Public Safety dollars in a separate fund. Other cities lumping funding, then spend. Leawood receives and has approximately \$1 Million that can be used each year.

Ms. Byard confirmed to Mr. Morris that \$20 Million in General Obligation Bond debt would be issued in 2017 with first payment due in 2018 and \$4 Million would be bonded in 2018 with first payment due in 2019. Typically, bonding occurs mid-summer for completed projects, with Temporary Note financing used until bonded. Temporary Notes are typically used for less than one year. Mayor Dunn stated Temporary Notes have been used for more than one year. Ms. Long stated Temporary Notes can be used for up to four years.

Mr. Morris asked for the rationale in bonding the failed retaining wall on College Boulevard, rather than funding from reserves. Mr. Lambers stated the unanticipated \$900,000 cost was not enough to justify a reserve expenditure and the amount was not readily accessible. The bond interest adds very little to the overall project cost. Borrowing is an exemption that helps keep the City under the tax lid; debt-service is an exemption. The City has a strong history of PAYG, but tax lid legislation is prohibitive to use of PAYG. A voter-approved mill levy increase for funding a project would be uncertain and the state still does not have a formal procedure for doing this in regard to budget approval schedule.

Mr. Morris inquired about the interest rate for temporary notes and bonds. Ms. Byard stated Temporary Note interest rate is about 0.2% and General Obligation Bond interest rate is about 4%.

Councilmember Cain inquired about the wall repair timeline, and if project status and updates would be posted on the City's website. Mr. Johnson stated the contract is for 95 working days, about 2.5 months, to be complete near the end of September. Mayor Dunn stated she would to see the Roe Boulevard project completed first. Mr. Johnson stated he had spoken with the Tiehen Group that manages Hallbrook, advising them the contract had been approved by the Governing Body at their meeting on June 5, 2017 and work should commence in a couple of weeks, after materials are ordered. The collapsed wall would be demolished and rebuilt immediately following arrival of materials. Mr. Johnson stated his belief that the Tiehen Group had distributed this information with their residents by email blast. Mayor Dunn stated residents near the wall had been relieved to learn they would not be responsible for the repair cost. Mr. Lambers stated he had received a message from a news reporter that mentioned the wall had been down for one year.

Reserves – Operating Funds

Operating funds as a percent of expenditures projected at 54% for 2018 through 2022; City policy requires 11% to keep a reserve of 1 to 1.5 months of reserve available.

Reserves – Debt-Service Fund

Debt-service reserve in the 2018 Budget is 96% of debt-service expenditure. Per City policy, minimum reserve is 35%, which is forecast through 2022. This minimum provides flexibility to switch between debt-service, mill levy and bonding.

Ms. Hanson inquired if the City conducts a capital reserve study. Mayor Dunn stated the City utilizes a 10-year Capital Improvement Program [CIP], which is recommended by the Planning Commission and approved by the Governing Body. The CIP is reviewed in the Spring and updated annually.

2018 Budget Calendar

- June 15, 2017: County Clerk releases valuation information used in the levy limit calculation.
- June 19, 2017: Tentative Governing Body Work Session, if needed, to discuss tax lid.
- June 19, 2017: Resolution calling for a public hearing on August 7, 2017.
- June 27, 2017: Publication of the August 7, 2017 public hearing notice.
- July 1, 2017: Deadline to notify the County Clerk if an election is desired.
- August 7, 2017: Public hearing on the 2018 Budget; and 2018 Budget approval.
- August 25, 2017: Deadline to file the 2018 Budget with the County Clerk, if no election is needed.
- September 20, 2017: Date of Mail Ballot Election, if an election is needed.
- October 1, 2017: 2018 Budget due to County Clerk, if an election is needed.

Ms. Byard stated the tentative Work Session on June 19, 2017 for tax lid discussion was not needed and had been cancelled, but Governing Body would have a Council meeting that day. The 2018 Budget as proposed should not require the City to have a voter election this year.

Mr. Lambers confirmed to Councilmember Azeltine the tax lid Work Session had been cancelled based on good briefing information from Mr. Paul Welcome, Johnson County Appraiser. Ms. Byard stated Mr. Welcome indicated the City would have an assessed valuation growth of about 6.21%, or 1% higher than the percentage used in the 2018 Budget. The City's assessed valuation growth was 5% last year. Ms. Byard stated she would research and supply the percentage for 5-year average assessed valuation growth.

Mayor Dunn stated Leawood's assessed valuation growth had dipped during the past inflationary period, but not as much as that of other area cities.

**Administration Departments – Finance Director Dawn Long
Budgeted Expenditures**

General Operations is 8% and Administration is 11%, for a total of 19% of the 2018 Budgeted Expenditures.

Administration

The Administration Department is comprised of City Administration, Finance, Information Services, Human Resources, Legal Services, Community Development and Municipal Court, with all Department Heads in attendance at this meeting.

Ms. Long confirmed to Councilmember Sipple that the positions are budgeted, but there are some vacant positions at this time.

Program Accomplishments

Many program accomplishments are similar to past years. Transitioned to a new on-line benefits administration system for Human Resources, Municipal Court and Police selected a vendor for an electronic ticket system, public meetings were conducted for the 135th Street Implementation Plan, the Comprehensive and Master Plans were updated, election ordinances were updated, ward boundaries were revised, and fiber network expansion continues.

Councilmember Filla expressed thanks for a more interfaced and user friendly website. The website contains a database of Home Owner Association [HOA] information, a single source for notifications. Database development revealed the City has 111 HOAs, rather than only 55. Technology helps citizens to self-serve and easily find information they need, and citizens have volunteered to improve the website with pictures and links.

Council Priorities

- 18.3% ratio of administrative employees to direct service employees (overhead).
- Aaa bond rating and GFOA awards.
- \$3.0 Million total revenue from Administration programs.
- 100% of inspections performed on time.
- Approximately 14,000 neighborhood and code inspections per year.

Ms. Long stated priorities are set by the Council and all are ranked green for continued positive measure. Customer service is being maintained.

Ratio of Administrative Employees to Direct Service Employees

The ratio has remained steady between 15% to 20%, after a slight increase in 2010.

Administration Departments by Program / Administration Departments By Function

General Operations program comprises 42% of \$11.4 Million funding for the Administration Department. General Operations is 8% of the total 2018 Budget. A breakdown of General Operations is found in Tab 4, Page 49, of the 2018 Budget manual.

Councilmember Azeltine expressed concern that presentation of General Operations information was inconsistent and its name could create confusion. Ms. Byard stated General Operations has many expenses that are not associated with Administration. General Operations appears to be large because it includes City-wide expenses such as workers' compensation, all insurances, Transient Guest Tax, and grants. Ms. Byard stated in the future this would be broken out. Mr. Lambers stated the reason for having a General Operations budget is for expenses that cannot be attributed to a department. If these expenses were made part of the individual department budgets, it would be more difficult to extract the information if a total cost for an expense such as insurance was needed.

Councilmember Azeltine summarized that Administration is associated with departments and General Operations is all department costs together. He stated twenty years ago, a much larger budget manual was produced. Mayor Dunn stated she believed presentation format was changed last year or two years ago. She stated many years ago, the budget discussion took five nights and every paper clip, ladder and gun bullet were counted. Mr. Lambers displayed the detailed budget book that he works from, the book being much larger than the manual provided for the meeting. Councilmember Azeltine stated he was happy that details had been filtered, but expressed concern the summary of information may have gone too far. An 8% slice of the budget should have details presented, but he would not want to see detail to the level of contractor name. Mr. Andrasik stated that it is difficult to track internet use to a certain department. Ms. Long stated this would be provided. Ms. Byard stated she could group information by expenditure type.

Ms. Long stated the next several pages of the budget manual present different views of the same information. The largest increase is for Information Services, 13%, which is due to final phase of fiber connectivity for the southern part of the City, connecting redundantly to Overland Park and Johnson County. Mr. Andrasik noted a decrease should be seen for this in the 2019 Budget.

Ms. Long confirmed to Councilmember Sipple that the City typically does not finance fleet vehicles or equipment, except for fire trucks and golf carts.

Ms. Byard announced some information requested during the meeting. Leawood's 10-year average assessed valuation growth since 2009 is 1.8%; she will research 5-year average. Per 1,000 citizens, Shawnee has 1.4 police officers and 1 firefighter, Lenexa has 1.9 police officers and 1.8 firefighters, and Olathe and Overland Park each have 1.3 police officers and 0.9 firefighters. Leawood's firefighter per 1,000 citizens would be 1.6. Data was not available for Prairie Village. Leawood is comparable to Lenexa.

Councilmember Sipple thanked Ms. Byard for the research results.

Police Department – Chief Troy Rettig

Budgeted Expenditures

Police is 17% of the 2018 Budgeted Expenditures, quite similar to the 2017 Budget, with shifting of staff and funding.

Police

The police department has 84.23 positions and a budget of \$10.6 Million, the bulk of which is used for Patrol and Traffic Unit, which is a sizeable portion of the department.

Councilmember Sipple inquired if staffing was adequate. Chief Rettig stated there are no open civil positions [23 positions], but there are four open sworn positions. To ensure the Patrol and Traffic Unit is fully staffed in the interim, staff is borrowed from other units as necessary. Two conditional offers have been made and background checks are underway. Staffing may total 82 by end of the year, but notice of another retirement was received today. Attempting to keep up the status quo and some good applicants have been seen.

Program Accomplishments

- Creation of a Leadership Development Program for Officers. This program is built and will be implemented by Officer Brad Robbins to ready a strong group of officers for the future of the department.
- Completion of a recruiting video for the department, funded by a past budget decision-package.
- Coordinated county-wide Hostile Event training sessions.
- Decreased emergency response time to 3:25 minutes for the fourth consecutive year.
- Four lifesaving events occurred with officers receiving awards.
- A Patrol Officer received the Kansas Association of Chiefs of Police Silver Award for Valor, for a lifesave.
- The department received the AAA Platinum Traffic Safety Award.
- A paperless municipal arrest warrant system was developed and built by Dispatcher, now Supervisor, Mr. Greg Dameron.

- Assisted with two notable bank robbery captures and prosecutions, a nationwide credit card skimming ring, three Metro Squad investigations, and two Johnson County officer-involved shooting investigations.
- Over 2,000 children participated in the Drug Abuse Resistance Education [DARE], and the School Resource Officers provided over 2,600 hours of service.
- Community outreach included planning and co-hosting the Barktober Fest at Leawood Dog Park.

Council Priority

- 3:25 minute average response times for emergency calls. Response time remains low since keeping Patrol and Traffic staffed.
- Crime rate – 27.6 per 1,000 residents. Compared to rates of neighboring cities and especially compared nationwide, crime remains low.
- 95% of survey respondents feel safe in their neighborhood.
- 10,368 traffic citations issued.
- 92.6% survey respondents [not just citizens] rating dispatch services good or better.
- 245 active cases cleared.
- 86% of respondents satisfied with police service.
- 67% of DARE funded by the Alcohol Tax.
- Overtime is 8% of salaries.
- 16% cost recovery on boarding stray animals.
- 6,657 case management entries per Records Unit employee.
- 1,076 Animal Control calls, a change from 1,141 calls.

Mayor Dunn noted for the minutes the number of citations issued is not a Council priority. Councilmember Rawlings questioned if the seven-member Investigation Unit had cleared 245 active cases. Chief Rettig stated there is a filtering process and assignment for cases. A shoplifting realized a few days after the incident is not assigned to the Investigation Unit.

Councilmember Osman inquired if Animal Control was available to assist with foxes and coyotes which are prevalent in north Leawood. Chief Rettig stated many cities are having difficulties dealing with wildlife. There have been instances of aggressive coyotes in the City, and raccoons can also be aggressive. Animal Control would like to be able to assist with all wildlife, but may only be able to offer education unless an animal is injured or is killing. For squirrel and raccoon infestations, citizens are advised to contact agencies such as Critter Control. Animal Control is on duty during the weekends until 9:00 P.M.

Ms. Abdulahi and Councilmember Filla agreed some instances may be due to human-placed food sources, such as dog food or pond fish, that wildlife finds enticing. Mayor Dunn stated the City was lucky to have such a fine Animal Control Unit. Chief Rettig stated Animal Control Officer Carla Lewis may be running the Kansas Animal Control Association and is also part of a national recovery group, travelling to areas impacted by hurricanes and disasters. Chief Rettig confirmed to Councilmember Cain that no certification is required to be an Animal Control Officer.

Councilmember Osman inquired if there was adequate undeveloped square footage in the Leawood Justice Center for Police needs. Chief Rettig confirmed a tremendous amount of space is available. Some space is being used for firearms simulation training. A two-room “shoot house” was built with spare wood. No live ammunition rounds are fired; the house is used for firearm tactics training.

Average Response Time / Average Response Time Comparison

The department continues to attempt to maintain a low average response time. There is much more traffic in the City over the last 10 years. Data for emergency call response times for Leawood, Olathe, Overland Park and the Johnson County Sheriff are provided in the manual. Leawood’s 3:25 minute response time helps with “Safe Cities” designation. Response time cannot get low enough when someone is waiting. The long north-south shape of the City is unique and a challenge. Moving the department from the north to the central section of the City has been beneficial. The City has three districts and a north area car may need to travel to Wyandotte County for a warrant arrest. A Zone-Two car may assist with incidents on 435 Highway depending on the nature of the incident. The Kansas Highway Patrol is great to work with and they take ownership of the interstate. Mayor Dunn recalled a time in City’s history when response took only two minutes.

Councilmember Osman inquired if there had been an increase in use of City resources due to street construction projects, including KDOT projects, and bottlenecks created by detours, which would use more resources. Chief Rettig stated the number of vehicle crashes for the City has remained consistent between 2016 and 2017.

Councilmember Harrison asked if Leawood Police patrol both sides of State Line Road. Chief Rettig per state law, Kansas enforcement is not allowed to do business in Missouri. Simply stated, Leawood patrols both sides north of 89th Street, both sides south of 103rd Street, and south from Carondelet. A map is referenced as needed. Mr. Lambers noted the line between states is straight, but State Line Road is not.

Police Department by Program / Police Department by Function

As a personnel-driven department, personnel cost of 81% of budgeted funds is the largest expenditure by function. Patrol and Traffic Unit employs the greatest number of people in the department and accounts for 49% of expenditures by program. One DARE Officer position was moved to Police Administration for Information Technology expertise, resulting in a decrease in budget for the program of 36%. A DARE Officer does not have to be a Police Officer; the entire DARE program was designed with this in mind. Mayor Dunn stated the DARE Program is about building relationships, not just law enforcement. She stated the City has the best DARE Officers.

Chief Rettig confirmed to Councilmember Filla the new electronic ticketing system was fully operational last month.

Councilmember Azeltine requested additional information on the two new police intern positions. Councilmember Filla inquired why recruitment was challenging. Chief Rettig stated internship allows the intern and the department to learn about each other. Both interns would help with recruiting and one intern is currently on-board. The department would consider hire of this intern after graduation in December. Recruitment effort may be hampered by a “hangover of hate” that needs to be left behind. A results of a 2016 nationwide gallop poll of citizen perception of law enforcement resulted in an all-time high approval. The City Police receives a large amount of support in the form of cards, candy and food. Many of the best candidates have come from a military background, often from verbal referrals. Colleges do reach out for their job recruitment fairs and salary is competitive. Sometimes after six weeks of field training, a candidate may decide not to pursue a career in law enforcement. Hires from other area department may have varied success.

Councilmember Sipple inquired about the number of vehicles in the department. Chief Rettig stated 11 vehicles would be replaced this year. Replacement is governed by policy and can be dependent on the vehicle quality, which is improving, and vehicle usage. Patrol vehicle use is about three years, typically a bit less than 150,000 miles. Administration and Investigation vehicle use is about five years and vans about 10 years. Councilmember Azeltine and Mr. Lambers added Patrol vehicle use had been two years. The engine of a Patrol vehicle is constantly running.

Mr. Morris inquired if trails were patrolled. Chief Rettig stated trails are patrolled by bicycle officers and he confirmed to Councilmember Azeltine that trail patrols have increased due to the recent trail crimes at 103rd Street and Wornall. Ms. Claxton stated City parks have certain hours of operation based on season. Kansas City, Missouri, parks have not been closed in response and if closed, they would not have the resources to enforce. Mayor Dunn stated there are many homeless persons living on the trails. It was noted that area trails may or may not have video surveillance.

Ms. Hanson inquired if opioid use which has made national headlines, was seen in the City. Chief Rettig stated there had been some incidences in the City involving heroin and fentanyl, which is an elephant tranquilizer, and Johnson County has its share of opioid use. As of July 1, law enforcement officers will carry Narcan [naloxone HC1] for the emergency treatment of known or suspected opioid overdose. There are two upcoming meetings on the topic of opioid awareness and preparation for carrying Narcan. Councilmember Filla stated after prescribing physicians came under scrutiny, the price per pill increased to \$80 and a Mexico-based urban delivery system started. The main Johnson County user demographic of this nice vehicle, clean delivery system for heroin is young women.

Councilmember Cain inquired how fentanyl is administered. Chief Rettig stated just a few grains of the drug can be lethal. Officers have overdosed during evidence processing of the drug. It is unknown how illegal drug dealers are avoiding when they handle. They may use a very low level which still supplies a kick in the manufacture of their drug.

Ms. Hanson inquired if additional DARE Officers would help. Chief Rettig stated the number of DARE Officers used at elementary and middle schools is adequate. Leawood does not have a High School, but perhaps a DARE program at the High School level could be of benefit. Mayor Dunn stated that Blue Valley District had dropped their DARE program many years ago. DARE is offered in the Shawnee Mission and parochial schools. Councilmember Filla stated Blue Valley District offers similar education as a class to High School sophomores.

Fire Department – Chief Dave Williams**Budgeted Expenditures**

The Fire Department comprises 13% of the 2018 budgeted expenditures.

Fire

The department has 53.49 positions and a total budget of \$7.8 Million, with most of the positions and budget allotted to Operations.

Program Accomplishments

- Received Class 1 rating from the Insurance Services Offices [ISO] about one year ago, moving up from a Class 3 rating. Class 1 is the best rating that can be achieved. Only about 50 departments in the nation have received Class 1 rating. Access to water and dispatch play an important role for the ranking. Only about forty departments in the country are both accredited and have ISO Class 1 rating; Leawood is one of these. ISO training is conducted off-shift, 8-hour day.
- Received a \$9,898 Fire Grant for Fall Prevention for Senior Citizens. Councilmember Cain had suggested small fire-truck shaped ice packs might be a useful promotional item in regard to falls. “Watch Your Step” packs were ordered and have been received.
- Co-hosted the Police and Fire Open House, and attended the HOA Sustainability Summit.
- Conducted Live Burn training at Southern Platte Fire Protection District. This training has been conducted for many years in a three-story tower. This training has been conducted annually for many years. The facility is a three-story burn tower, where firefighters can advance lines, move up steps, cut holes in roofs and experience the heat/feel of a Class A fire. The tower is built to burn down and there are temperature gauges to show areas of heat/fire. This is good training for the department.
- Completed annual reporting for accreditation to the Commission on Fire Accreditation. Accreditation process was completed in 2015, but a required report is completed and submitted each year in regard to self-identified improvement items. To maintain accreditation, the department will need to appear before the Commission every five years.
- Two Fire Officers completed the National Fire Academy Managing Officer program. As part of the program each officer authored a report. One report was on fall prevention and the other report was on cancer prevention within fire service personnel. Firefighters are 66% more apt to get certain types of cancers. This may be due to the use of synthetic rather than natural fabrics such as wool and cotton. Synthetics typically burn fast and exposure to fumes can be harmful. A video shows materials used in the 1950s took 20 minutes to burn, while materials used in 2014 took 3 minutes to burn. Also, there has been much learned from 9-1-1 tragedy, such as no reuse of mesh head hoods or at least washing and replacing to keep particulate residue off of skin.
- Installed 113 car seats, and conducted 187 public education/relation events. The department enjoys providing this education. Training for the department is a 40-hour class. If an outdated model of car seat is brought to the department, requestor is advised and seat is not installed.

- Reviewed 112 construction plans, issued 11 special permits and performed 1,038 building inspections. Plans are reviewed for items such as smoke detectors and exit lights.
- Coordinated/delivered fire safety training to over 2,800 elementary children, and trained 325 students in cardiopulmonary resuscitation [CPR], or CPR/Automated External Defibrillator [AED]/First Aid. The department enjoys speaking with children about fire protection.

Councilmember Cain stated approximately 80% to 85% of car seats are installed incorrectly.

Councilmember Sipple inquired about staffing. Chief Williams stated the department has no openings at this time. On occasion over the summertime, he will advertise for a part-time position. During this time, the part-time employee and the staff get to know each other, then if someone retires the position can be filled within a week.

Chief Williams confirmed to Councilmember Sipple that ISO rating benefits insurance rates charged for commercial developments like Town Center Plaza and Park Place, but it would be a good idea for residents to inform that insurance companies in the event this might be taken into consideration if the insurance company would want to raise rates. Councilmember Cain inquired if the information had been shared. Mayor Dunn stated it had been when the rating was received. Councilmember Sipple stated the rating might be a way to keep business in the City.

Mayor Dunn complimented Chief Williams and his department for all the advances and advocacy that has come under his leadership.

Council Priority

- Each firefighter protects an average of 614 residents.
- Response to 88 total fire calls per 1,000 residents.
- First unit on scene travel time [90th percentile] was 5:25 minutes in 2016. Travel time is expressed as a percentile rather than average and increased from 5:21 minutes last year. The time does not include putting gear into the truck, which averages 1:21 minutes. The department has been advised to slow down. The other vehicle most likely would be the loser in a collision with a fire truck. The weight of a fire truck carrying 500 gallons of water is similar to a semi-tractor trailer truck.
- 100% of City sirens test and in working condition. One siren will be replaced this year and another next year.
- The 2018 budgeted expenditure per citizen for Fire/EMS protection is \$253.
- An average of 24 hours of training per firefighter, per month, occurred in 2016. Training has increased as part of ISO rating. Training is continuous, about 70% to 80% in-house and at external facilities. Part of training is to “teach how to teach.”
- 8% overtime as a percent of regular salaries. Overtime hours are needed to ensure minimal staffing during vacations, illness and training. Overall level of staffing is good, and it is more economically sound to pay overtime than hire.

Mayor Dunn stated the Accreditation Commission reviewers were astonished the City's first unit on scene travel time was so quick. Chief Williams stated response time is a priority and part of their mission statement. The department has been repeatedly instructed that when the alarm sounds, the response team is out the door. Getting out the door as quickly as possible is the only variable that can be controlled.

Chief Williams clarified to Councilmember Azeltine there are few house fires; calls were mostly for alarms and items left on a heated stove. The 88 total fire calls per 1,000 residents does not include medical calls.

Councilmember Harrison inquired if the increasing number of senior living homes had increased the number of medical calls. Chief Williams stated there had not been an increase seen at this time, but eventually an increase would be expected. In the future, the City may need to consider the option of running a two-person squad with apparatus for nursing home calls. However, the City does not want to become involved with transport of people. Mr. Lambers stated the first two-person crew would operate out of Fire Station No. 1 and utilize a vehicle like a Suburban. There would be no transport. Goal would be to have such a crew at every station that does not have Med-Act ambulance service. This service would free up firefighters with a minimal increase in FTE, since it would not be necessary to add a two-man crew per station, per shift.

Councilmember Azeltine asked if the department also responds for a Med-Act call. Chief Williams stated the department always responds, and many times the City is first on the scene. As of June 9, 2017, the department has its first Advanced Life Support [ALS] and Basic Life Support [BLS] paramedic license program. ALS paramedics can administer defibrillation, perform more advanced procedures and communicate directly with physicians. This would be a real improvement in medical care that could save lives. Mayor Dunn stated she was thrilled.

Chief Williams reminded that sirens are only meant to be heard when outside, though they may be heard while inside. Mayor Dunn stated is good information to know and be able to share.

Fire Department by Program / Fire Department by Function

Personnel cost is biggest expenditure. Expenditures include lease payments for fire trucks. Currently the City has a 10-year lease on a ladder truck costing \$1.2 Million. About \$100,000 in lease interest is paid annually.

Ms. Byard confirmed to Councilmember Azeltine there are no planned capital replacements in 2018. Fire Stations No. 2 and No. 3 had purchases in 2017 for carpet and HVAC. Mayor Dunn stated as-needed maintenance is being done on Fire Station No. 1. No work on Fire Station No. 1 is planned at this time.

Public Works Department – Director Joe Johnson

Public Works expenditures are 35% of total funds in the 2018 Budget. Slight increase from last year due to capital road equipment. Divisions include Administration, Street Maintenance, Street Improvements, Fleet Maintenance, Facilities Maintenance, Engineering, and Stormwater Management, with the number of positions and budget for a division staying fairly consistent. Street Maintenance has the largest number of personnel and Street Improvements has the largest portion of the department budget. The number of street projects were up in 2017 and will also be up in 2018. Stormwater budget of \$1.4 Million is down \$3 Million from last year. The Heritage Stormwater Improvements, a project funded by SMAC and PAYG funding, is complete and no stormwater projects are planned for next year. The budget contains \$1.2 Million for bay expansion at Public Works Maintenance facility.

Program Accomplishments

- Installed LED lighting on Town Center Drive, 117th Street and Tomahawk Creek Parkway. LED lighting on Roe Boulevard will be finished as part of the Roe improvement project. LED lighting is planned for Roe to 135th Street and on 135th Street. Hallbrook has been paid their first reimbursement for their LED lighting installation. There was a savings of \$11,000 by using LED over six or seven months; expect 10-year payback. The City plans to replace more bulbs with LEDs as part of street projects to realize additional savings.
- Replaced 432 feet of concrete sidewalk and 4,134 feet of curbing.
- Replaced/installed 648 traffic/street signs and 965 temporary No Parking signs. Replacements are made for signs due to reflectivity, or for those signs that are knocked down or stolen. High Drive street signs are the most frequently stolen. Temporary No Parking signs are requested through the Police Department. Public Works typically erects these signs on Fridays and removes on Mondays.
- Swept 3,216 curb-line miles of street. Twelve or thirteen tons of debris was collected.
- Placed 2,368.71 tons of asphalt and 22,500 pounds of crack sealant in pavement.
- Completed concrete repairs to Mission Road from Lee Boulevard to 103rd Street and State Line Road from I-435 Highway to 103rd Street.
- Completed the mill and overlay of 4.7 miles of residential streets.
- Placed 22 replacement vehicles and four heavy construction units into service.
- Completed the 4-year \$20 Million Curb Replacement program. The curbs are supposed to last 75 years.
- Televised 27,452 feet of storm pipe and cleaned 3,200 feet of pipe.
- Maintained over 286,841 sq. ft. of City-owned facilities.

Councilmember Cain pointed out that Overland Park street signs contain a tree/their logo, and she inquired if Leawood could do something similar to increase Leawood's branding beyond the use of banner signs. Mr. Johnson stated that Prairie Village does something by placing a star on their street signs. Mr. Lambers recalled that he and Mayor Dunn had discussed this long ago and it was decided Leawood would not implement. Mr. Johnson stated replacing street signs is very costly. Mayor Dunn stated new banner signs are being developed.

Councilmember Harrison stated street signs in Hallbrook cannot be read at night which does not seem safe. Mr. Johnson stated Hallbrook, and a couple of other private subdivisions in the City, have private street signs and lighting. At some time in the future, the Federal Government may impose reflectivity requirements on private signs.

Council Priority

- \$7,672 annual maintenance expenditures per mile, an increase from \$7,382.
- 7.0 average annual street sweepings per street.
- 36.5% of streets slurry-sealed within 7 years.
- Potholes repaired on average within 1 day of request.
- 449 lane miles rated at an average of 77.7 PCI, in PCI rating from last year. About 16 years ago when streets were being built, PCI was higher. PCI is an average of three types of streets: arterial, collector and residential.
- 98.0% street lights outages restored within 48-hour response.
- Two illicit discharges in stormwater system. One was a spill from a truck's side tank that had parked on 133rd Street and one leak of diesel from a landscape truck hit on 151st Street, for which insurance paid to clean-up.
- Average age of vehicles is 6.0 years, an increase of one year over previous due to revised retention policy. Older vehicles can be more costly to maintain.
- \$3,079 maintenance expense per vehicle, a decrease from \$3,270 last year.
- Responded to 393 requests for service per Public Works Facility Worker, a decrease from 530.
- 63% of Public Works employees maintain professional certifications. Not all positions have certifications.
- \$0.48 utility cost per sq. ft. of buildings, an increase from \$0.48 last year.

Councilmember Filla suggested including the term “eligible” in regard to certifications.

Councilmember Filla requested energy usage in kilowatt hours for City facilities. Mr. Johnson stated this would be a lot of data to track and analyze. She stated the information would be similar to energy ratings on appliances, noting that Kansas City was selected as one of the ten model cities for the national Energy Efficiency Project. She stated it would behoove the City to use the same unit of measure. Councilmember Sipple noted this could be a way to identify inefficient buildings. Mr. Johnson noted that natural gas heating is at Justice Center and at Maintenance Facilities. Such facilities cannot be expected to be efficient since they have large doors that are frequently opened and closed.

Overall Pavement Condition Index

Pave Condition Index [PCI] average trend had been decreasing since 2010 after reaching a high in 2008 and 2009 because of new streets. Anticipate PCI rating to begin to rise in the future. The City's minimum PCI rating is 70.

Mr. Johnson stated the City had changed its slurry seal program, now combining with a one-inch thin overlay. This should help increase the City's PCI rating. Area cities do not compare PCI. Ms. Byard stated she would research and provide this comparison information.

Public Works Department by Program / Public Works Department by Function.

Total funds of \$22.1 Million by program and function. Data includes General Obligation Debt for streets.

Mr. Johnson clarified for Councilmember Filla that if a street project does not receive Federal Aid project design runs about 8% to 10% of cost. If a street project involves Federal Aid, design cost is about 15% of cost. The cost of easements may increase the total cost of a project. The Kansas Department of Transportation [KDOT] projects take about two years from design to time to bid for construction.

Mr. Johnson confirmed to Councilmember Filla that the one inch drop in street pavement around 87th Street and Mission that occurred five or six years ago was due to a force main issue in the sanitary sewer. Street repair cost was paid by Johnson County Wastewater. It was fortunate that the roadway did not collapse. One to two years later during storm sewer replacement, there was a second failure about 20 ft. to the south.

Councilmember Sipple inquired when construction would begin on 143rd Street in Phase 2. Mr. Johnson stated construction work would not begin until 2019 because of Federal aid. There is a Williams Company underground pipeline in the area. A design fee will be requested and then cost developed, then agreement made for relocations. Up to three relocations may be needed. The City has budgeted \$1 Million easements, twice what was used for previous. The City must wait on appraisals and easements until approval by KDOT. On the south side, most property is owned by Camden Home Owners Association so there will be fewer property owners to work with. Mayor Dunn inquired if there was any resolution to the Phase 1 lawsuit. Ms. Bennett stated the suit was still in discovery process. Mr. Johnson stated project will provide for four lanes from entrance of the City to the Public Works Maintenance Facility. Four lanes will reduce to two lanes at Overbrook. Traffic flow is not optimal at the current time. It would be beneficial if MoDOT would consider widening their road and adding a dedicated right-turn lane.

Councilmember Filla asked if funds could be added to the budget for striping or replacement of sidewalk gaps once gaps identified as part of the Main Routes to School program [MR2S]. Mr. Johnson stated that funding for cross stop marks in school routes is contained in the budget. The sidewalk on 103rd Street is in good shape. If other issues are identified, there would need to be cooperation on options for funding. Mr. Lambers stated the City has money in the sidewalk repair program, but assessments and priorities would need to be made for sidewalks in disrepair in competition with other sidewalk projects.

Ms. Abdulahi inquired if any consideration had been given for a signal light at 114th Street and Roe to exit Edgewood and Leawood Country Manor subdivisions, stating the signal light at 115th Street is hardly used. Mr. Johnson stated 115th Street is for commercial and no street signal is planned at 114th Street and Roe. The intersection may not warrant a signal based on traffic delays and accidents. More signals installed on a roadway increases the change of encountering a red light. The City does not want vehicles to stack-up in the middle of an intersection. It costs about \$300,000 to signalize an intersection.

Mr. Johnson confirmed to Ms. Hanson that street improvements to widen Mission Road to 143rd Street were planned for 2022. Improvement would include bike lanes. Ms. Hanson pointed out the road is very narrow and often used by cyclists even during traffic rush hour, which could be dangerous.

Mayor Dunn inquired about traffic flow from the west side of City Hall. She stated it was nearly impossible to turn left/east at 5:00 P.M. due to vehicles traveling at high speed on Town Center Drive between Roe and Nall. Mr. Ley stated for side streets, many right-turn movements are eliminated from warrant counts and warrant counts have not been met for the issue. Park Place exits have been reviewed. Mr. Johnson pointed out that future development or changes at Park Place may assist with meeting necessary warrant counts.

Parks & Recreation Department – Director Chris Claxton

Department budget comprises 17%, or \$10,265,437, of the 2018 total City budget. The percent of total budget is the same as last year.

Parks & Recreation

Historically, there had been 10 divisions, some of which were combined under the Programming Division. Supervisors manage the various divisions.

Program Accomplishments

- Assisted the Leawood Foundation with the All-Inclusive Playground at City Park. The grand opening of the playground is scheduled for Tuesday, June 20, 2017 at 10:00 A.M.
- Received the Tree City USA award for the 21st year.
- Oversight of the Tomahawk Creek Trail reconstruction project, replaced the Ironwoods Park Amphitheater deck, and installed interpretive signs at Gezer, I-Lan and Ironwoods Parks.
- Provided recreation classes to 1,300 participants and Nature Center classes to 2,516 participants.
- Hosted the 12th annual Doggie Dunk.
- Hosted 220 participants in The First Tee Golf program at Ironhorse Golf Course.
- Served over 3,000 participants in the Spring and Fall soccer leagues, and 715 participants in T-Ball and Coach Pitch Baseball.
- Hosted a combination of more than 39 special/cultural events with 25,000 attendees, all accomplished with generous volunteers giving over 19,200 hours of support.
- Major technology improvements and upgrades at both the Aquatic Center and the Ironhorse Golf Course. Pool passes can now be purchased at the pool. The technology upgrade may lead to increased revenues.
- Completed the Bunker Renovation project at the Ironhorse Golf Course, and Troon and City staff began the Ironhorse Golf Course Clubhouse expansion project. Bunkers have held up well with rains and the renovations have reduced maintenance by staff. The clubhouse expansion is complete except for a small punch list of items. The clubhouse expansion will open on Tuesday, June 20, 2017, the same day as the all-inclusive playground.

Councilmember Osman inquired if the issue of surface material for the all-inclusive playground had been resolved. The playground was \$80,000 over estimated cost. Ms. Claxton stated the Leawood Foundation was going to continue to fundraise and Variety KC was applying for a grant. Although there had been disagreement on standards, the City and Variety KC continue to work well together. Mayor Dunn stated the Foundation was comfortable with the surface requirement and fencing was donated through Variety KC. The project was just more expensive than anticipated. Last week the Kansas City Star newspaper stated that all-inclusive playgrounds were planned for other Johnson County cities.

Council Priority

- 17.9 acres per each Park Maintenance employee.
- 7 days between park mowings.
- 98% customer satisfaction rating – Classes.
- 95% customer satisfaction rating – Aquatic Center.
- 95% program attendance rates – Sports.
- 98% customer satisfaction rate – Golf Course.
- 85% of classes offered meet minimum participation requirements.
- 40% to 80% facility utilization in 2016.
- 41.3% golf course utilization ratio in 2016.
- 92% cost recovery – Sports, a decrease from 95% in 2015.
- 72% cost recovery – Aquatic Center, a decrease from 78% in 2015.
- 68% cost recovery – Programming, a decrease from 70% in 2015.
- 45% cost recovery – Golf, a decrease from 70% in 2015.

Ms. Claxton stated Parks Maintenance employee Steve Lamb is no longer with the City; he had handled the maintenance of the playground and athletic fields. Seven interviews of internal and external candidates have been conducted; plan to promote from within to fill this position.

Ms. Claxton expressed pleasure with 85% of classes offered meeting minimum participation requirements. Utilization was increased in some areas. There were some minor changes in cost recoveries. A revised Lodge fee structure was implemented for cold weather. The Lodge is sending business to Vista 154, the meeting room in the clubhouse expansion which was named by the Ironhorse Golf Course Advisory Committee and seats 225. The Lodge is already booked for three dates in 2018. Mayor Dunn stated the City's Lunar New Year dinner is scheduled at Vista 154.

Ms. Hanson inquired if all-month golf packages offered by Deer Creek and Falcon Ridge negatively impacted the City. Councilmember Sipple stated the other courses were average or less caliber; both may not have the capital to maintain their courses. Deer Creek revenues are generated mostly from rentals, not from course fees.

Ms. Claxton pointed out that the Parks & Recreation Department pricing policy for fees and charges was included behind Tab 13 of the 2018 Budget manual.

Ms. Claxton confirmed to Councilmember Harrison that a ticket to Shawnee Mission Theater in the Park costs \$8. Councilmember Harrison inquired if consideration had been given to charging a fee to attend Leawood Stage Company productions to recoup some of the \$71,000 cost of the program. Ms. Claxton stated a donation plate is passed at performances and there is a desire to have no cost for attendance. The Parks & Recreation budget funds \$57,000 of cost.

Councilmember Azeltine pointed out that if a fee was charged for attendance, there would need to be a manned ticket booth, closing gates and metal detectors. Mayor Dunn shared that in the past there were be a fundraising effort for each show, but this cost more than then amount raised. Also in the past consideration had been given to charging for entrance into the Oxford Schoolhouse, similar to Langford. Ms. Claxton stated school groups are charged for the schoolhouse and there is a fee charged for everything on the adventure course.

Councilmember Harrison suggested a donation box be placed on dog waste bag stations. Ms. Claxton stated the City does spend quite a lot to purchase the bags.

Parks & Recreation Department by Program / Parks & Recreation Department by Function

Ms. Claxton stated the large amount of land in the City's parks requires a lot of staff and equipment. She confirmed to Councilmember Azeltine the department has enough staff, and that she is working with the Human Resources Department to develop standards for new hires and methods to keep good staff. There has been an issue of part-time employees starting and then leaving. This year the City did not have trouble filling seasonal life-guard positions, unlike other cities.

Ms. Claxton noted there were no emergency repairs at the pool this year, and the City is looking to replace the pool building in 2019. The building has been in use since 1974. Mayor Dunn commented on the beauty of the restroom located outside the pool building. Ms. Claxton stated this restroom and the Lions restroom have automatic door locks, opening and closing at the same hours of the park.

Ms. Claxton stated the budget includes funds for replacing the audio-visual systems in the Lodge and in the Oak Room of City Hall, as well as funds for HVAC replacement at the Lodge and Nature Center. Replace of light bulb with LED bulbs at the Lodge was considered, but it is very costly and the location of fixtures would make bulb replacement difficult.

Councilmember Filla stated at a recent Sustainability Advisory Board meeting they had discussed a goal of the Bike-Walk Committee was to have a family-oriented event. The Kermis Race last year did not serve that purpose, and it will not return to the area this year or next year. It is desired that the Park & Recreation Department facilitate the proposed event and request to authorize \$5,000 to fund the event or to encourage cycling. Mayor Dunn thought the estimated cost was reasonable. Ms. Claxton stated the department could facilitate a low-key family event providing bicycle education and helmets, with the opportunity for sponsorships. Sponsors would be attracted to this event more than the Kermis Race. Mayor Dunn stated motions cannot be made at a Work Session, but that Ms. Claxton was agreeable to the request.

Mayor Dunn thanked the Budget and Finance Committee members, City Administrator, Department Heads and Finance staff for all of their hard work during the budget process and throughout the year.

Councilmember Sipple complimented the well-done budget documentation for its readability.

Ms. Abdulahi stated she liked the budget manual was divided by tabs, by department. Ms. Hansen stated the budget was very informative and the City was fortunate to have a wonderful to have Mayor Dunn. Mr. Morris inquired if some portions of the budget could be posted to City's website. Ms. Byard stated the entire budget is posted to website, as well as a summary for a few pages.

There being no further business, the meeting was adjourned at 9:17 P.M.

Debra Harper, CMC, City Clerk

Cindy Jacobus, Assistant City Clerk