

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 14, 2021. Mayor Peggy Dunn presided.

Councilmembers Present: Debra Filla, Andrew Osman, Jim Rawlings, Mary Larson, Lisa Harrison, Chuck Sipple, and Julie Cain.

Councilmembers Absent: James Azeltine

Staff Present: Scott Lambers, City Administrator
Dawn Long, Finance Director
Troy Rettig, Chief of Police
Chris Claxton, Parks and Rec Director
David Ley, Public Works Director
Kelly Varner, City Clerk
Ricky Sanchez, City Planner

Marcy Knight, Asst. City Attorney
Ross Kurz, Info. Services Director
Colin Fitzgerald, Fire Chief
Nic Sanders, HR Director
Nicole Lareau, Budget Manager
Stacie Stromberg, Assistant City Clerk

Budget & Finance Committee Members Present: Anab Abdulahi and Jim Morris

2022 ANNUAL BUDGET PRESENTATION

The meeting was called to order at 6:07 p.m.

Welcome by the Mayor

Mayor Dunn called the meeting to order, thanked attendees and asked for introductions.

Scott Lambers, City Administrator, stated that this year's budget is straightforward compared to last year and that the City did well through the pandemic. He stated that the City will receive money from the Federal government due to COVID-19 in an amount estimated at \$5M. It will be received in two installments next year. He recommended that once the first installment is received that it be assigned to a separate fund until the second installment is received. He stated that the Federal government is still deciding on how the funds can be spent, and until the regulations are defined, he suggested the money be included in an amended 2022 budget or included in the 2023 budget.

Nicole Lareau, Budget Manager, stated that some of the pages in the budget report have been replaced but that she will point out those changes as they come up in the discussion.

Dawn Long, Finance Director, stated that Ms. Lareau did a great job on the report.

2022 Annual Budget, Policy Highlights – Budget Manager Nicole Lareau

Sustaining Financial Stability

- Reserves for all operating funds are budgeted at 37% of expenditures, above the 11% minimum.
- Debt service reserve levels remain at 35% or above throughout the financial planning period.
- The 2022 Budget includes a mill levy of 24.757.
- Assessed Valuation growth of 2.88%.
- Sales Tax growth of 1.5% for all areas.
- Continuation of the City's AAA bond rating.

Sustaining Service Levels

- Maintain equitable and competitive employee compensation.
- Mandates and operating costs of capital are funded.
- Provide 1.7 commissioned officers per 1,000 citizens.
- Coverage of 651 residents per 1 firefighter.
- Maintain city streets at an average Pavement Condition Index [PCI] of 82.6.

Sustaining Efficient Delivery of Services

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

2021/2022 Budget Changes

- No Mill Levy increase is planned for 2022; remains at 24.757.
- The 2022 budget reflects a total of 301.33 FTEs; 266 full-time positions. Two new full-time positions will be added, after none in 2021: a Parks Maintenance Worker and an Information Services Specialist. The part-time Fire Administrative Assistant position, one of the part-time Administrative Assistant positions at Public Works, the part-time HR Assistant position, and a Court Clerk position have been increased to full-time. One Records Specialist was reduced to part-time. There was shuffling among Parks & Rec seasonal/casual positions including shifting several Recreation Attendants to part-time.

Councilmember Cain asked what the job duties are for the Informational Specialist. Ross Kurz, Information Services Director, stated that the person will be doing basic networking, HelpDesk aid and general support.

Councilmember Sipple asked about the change in commercial and residential appraisal values. Ms. Long replied that because of the pandemic there are currently a lot of vacant commercial buildings. Councilmember Sipple asked about the City and County Compensation Tax and if the City is collecting tax on purchases outside of the state. Ms. Long explained that is what Compensation Tax is and that it is one of the areas where the sales tax increased. She explained it is an area that the City has no way to track and accepts what the State sends to Leawood.

- In 2021, \$18.9M in new General Obligation (GO) debt will be issued. In 2022, \$8.6M new debt will be assumed.
- A total of \$1,600,000 in 2021 for park improvements to complete projects not completed last year and already started this year. In 2021, \$600,000 will replace the Lion's Shelter and restroom at City Park. In previous years, park improvements were funded with \$600,000 in special alcohol receipts within the Special Parks/Rec fund and \$400,000 from General Fund transfers to the Capital Improvements Fund. For 2021 and the next few years, ONLY Special Parks/Rec fund revenue will be used for such improvements. The additional money in 2021 is a result of unspent monies from 2020 and tentative federal funds, no additional General Fund dollars have been budgeted in either year.
- The 2022 budget includes a maximum 3.9% merit increase for all employees. Payment of all wages (FT, PT, CS, overtime and other) will increase by 4.4% over the 2021 estimated budget wage base. The health insurance benefit grows by 3.8% from 2021 estimated and all other benefits by 5.3%. Full staffing is assumed in 2022.

Councilmember Harrison asked if seasonal workers make \$15/hr. Chris Claxton, Parks and Rec Director, stated that seasonal workers make between \$7.50/hr. to \$14/hr. and will not receive a 3.9% merit increase. They would get incremental increases of .25-.50¢/hr. if they stay with the City. Ms. Claxton stated that she has not had any trouble getting seasonal workers for the pool because many of them return each year.

- A total of \$1.1M in Decision Packages have been added in 2022, after none being added in 2021: CivicClerk agenda management system for the City Clerk; 4 license plate readers for the City's eastern boundary; Cellebrite forensic examination equipment and training; a milling machine; FF&E for the new Aquatic Center and Multi-purpose Building; the whale slide at the zero depth pool will be replaced; a cargo van, light dump truck, and towable air compressor for Parks Maintenance; powered tools, ventilation fans, and rescue extrication equipment upgrades for Fire; fans for Fleet Maintenance bays; and remodeling of a breakroom and office space at the Public Works Maintenance Building.

Councilmember Sipple asked what the agenda management system will be able to do. Kelly Varner, City Clerk, stated that the CivicPlus software will automate the agenda process from being produced manually, create a uniform packet, and archive records electronically. She pointed out that it should help update the Boards and Commissions rosters. Councilmember Sipple asked when it will be in place. Ms. Varner stated that research is continuing to find the best custom system and that she hopes to be ready by the end of the year.

- \$75,000 has been included in 2022 (and will be again in 2023) for Leawood's 75th Anniversary.
- Beginning in 2022, \$20,000 is included in Public Works Admin to assist in clean-up of I-435.
- \$30,000 has been included for a 2nd edition of Leawood: A Portrait of Time.
- Due to COVID-19, the DARE transfer to the General Fund was not completed in 2020; this has been reinstated in 2021 and will continue as normal. The transfer is \$262,000 in 2021 and \$267,000 in 2022.

Jim Morris, Committee Member, asked for a summary of sales tax due to the pandemic. Mr. Lambers responded that the City lost approximately \$2M in sales tax revenue but the City held the line on expenditures to offset the impact. Mayor Dunn stated that there were delays in several large infrastructure projects by approximately a year. Ms. Lareau pointed out that the City has received sales tax receipts for the first 3 months of the year, and the biggest portion is the one cent sales tax which has put the City up almost 5% from this time last year. She explained that the City has kept conservative revenue estimates but that the recovery should continue.

2022 Budgeted Revenue

Total All Funds: \$65.8 million – Sales & Use Tax is 27%; Property Taxes is 41%; all Other is 32%. Ms. Lareau explained that revenues from all budgeted funds are projected to increase by 7.8% from the 2021 estimated year. She stated that most of it is from grants due to shared costs from other jurisdictions. Taxes and services are continuing to recover and charges for services will be projected to increase almost 18% due to a continued recovery.

Revenues by Source

There is an increase of \$4.8M over the estimated 2021 Budget compared to the 2022 Budget.

Revenue Increase (Decrease)

Councilmember Filla asked if the grant for the Parks trail improvements was include in the grants. Ms. Lareau stated that it was not included on the chart in the presentation but it will be included in the final budget. It will increase the budget by nearly \$1M.

2021 Mill Levy Comparisons

The City of Leawood is the third lowest among surrounding Johnson County cities.

Assessed Valuation and Mill Levy

A Governing Body or voter-approved mill levy increase has not occurred in Leawood since 2003. The 3-year average growth is 3.8%; 5-year average growth is 4.4%; and the 10-year average growth is 4.3%.

Average Appraised Value

The average appraised value of a home in Leawood is \$608,253 market value. It is an increase of 4.4% from the 2020 market value of \$528,441.

Councilmember Sipple asked if there has been an increase in appeals from homeowners to the County. Ms. Long stated that she is not aware of the appeals at this time, but the County Appraiser indicated he does expect to see an increase. Mayor Dunn asked when the City will see the results of those adjustments and Ms. Long replied that the final appraisal information is not received until October. Ms. Long stated that the RNR (Revenue Neutral Rate) information is received from the County each year on June 15th. She stated that she expects the County to estimate that the mill levy needs to be reduced, but in order to keep it level there is a requirement to notify citizens.

Councilmember Sipple asked that if taxes are due in Johnson County in June and December, when does the City receive the money. Ms. Long replied for December it is received in January the next year.

Councilmember Cain asked if it is typical of other Johnson County cities to be above the RNR for their mill levies. Ms. Long stated that she believes Leawood will not be the only city. She cautioned that if the notices are not sent to the property owners, then the levy cannot be changed.

Where Your Property Tax Dollars Go

The average Leawood resident living in the Blue Valley School District pays \$20 out of \$100 in property tax payments to the City of Leawood. The remainder is distributed to other taxing entities: USD #229 46%, Johnson County 23%, JCCC 8%, BVPR 2%, State of KS 1%.

Average Residential Property Tax/Monthly Property Tax

The average Leawood resident located in the Blue Valley School District pays approximately \$1,732 per year in property taxes to the City. Using the average appraised value of a house, the City will receive \$1,732 in ad valorem tax revenue in 2022.

Budgeted Expenditures/Expenditures by Department

All of Leawood's expenditures are expected to increase by 10.3% from the 2021 estimated budget. Many projects have been delayed due to the pandemic.

Expenditures by Department/Comparison to Other Cities

Based on the 2021 budget with the cities of Overland Park, Shawnee, Lenexa, and Olathe as comparison, the Leawood Parks Department is larger than other cities. Councilmember Cain mentioned that Olathe manages their own trash and water which is why their Public Works budget is so much higher than the others. Councilmember Filla clarified that Leawood is a leader in funding both the Police Department and mental health and social services. Mayor Dunn stated that many cities in Johnson County are taking advantage of the co-responders opportunities from the County.

Expenditure Increase (Decrease)

Listed by departments, the largest expenditure is in Public Works due to a new debt issuance related to street and stormwater improvement projects as well as increased costs associated with pay-as-you-go projects. The Police Department's increase is due to higher capital costs. There was a small decrease in the Fire Department due to the completion of the debt service on Fire Station #3.

Expenditures by Department

Administration increased by 3% from the 2021 estimated budget; Police 6%; Fire -1%; Public Works 24%; Parks, Rec & Arts 3%.

Budgeted Expenditures

All funds, by category for 2022 are \$73.1M. Personnel 46%; Operating 18%; Capital 23%; and Debt 13%.

Expenditures by Category/Comparison to Other Cities

Leawood compared to the cities of Overland Park, Shawnee, Lenexa, and Olathe: Personnel 49.3%; Contractual Services 13.5%; Commodities 5.3%; Capital 19.4%; and Debt Services 1.5%.

Expenditures by Category

All funds, by category for 2022 budget compared to 2021 estimate: Personnel 4%; Operating 5%; Capital 26%; Debt 15%.

2022 Personnel

- There are 266 full-time employees and 301.33 FTEs
- In the 2021 estimated budget, an HR Assistant, a Public Works Admin. Asst., and a Court Clerk position were moved from part-time to full-time.

Councilmember Sipple asked how many open positions there are in the City. Nic Sanders, HR Director, responded that the City is having some difficulty filling the positions in both entry level and executive level. He stated that there are 8-10 open with a few retirements coming up. Chief Troy Rettig, Police Department, replied that there is no specific reason but they are having trouble filling positions, as is it for every industry. He stated that the percentage of qualified applications has diminished greatly. Chief Rettig stated that currently they are only down by one position but a few more are expected to leave soon.

Mayor Dunn stated that the community shows a lot of appreciation for the Police Department. Chief Rettig confirmed that it is not lost on their staff.

2022 PAYG Capital Budget

The 2022 Pay-As-You-Go [PAYG] Budget is presented by all funds, by department, by category and funding source. Specific PAYG projects were discussed in the recent Capital Improvement Program Governing Body Work Session. Funding sources for PAYG projects are the General Fund, Grants, Gasoline Tax, Sales Tax, Alcohol Tax, and All Other.

Reserves – Operating Funds

The City's reserves are budgeted at 37% in 2022 as a percent of expenditures and 43% in 2021. The projections are no mill levy increases and budget variances of -2% for expenditures and 1% for revenues.

Reserves – Debt Service Fund

The policy is 35%. In 2022 the City will be at 88%.

2021 Budget Calendar

- June 15, 2021: County Clerk releases valuation information used in the levy limit calculation.
- July 20, 2021: Deadline to notify the County Clerk of intent to levy above RNR.
- August 16, 2021: Resolution calling for a Public Hearing for exceeding the RNR and to approve the 2022 Budget.
- September 6, 2021: Public Hearing on exceeding the RNR and the 2022 Budget; and RNR and 2022 Budget Approval.
- October 1, 2021: Deadline to file the 2022 Budget with the County Clerk.

General Operations and Administration Departments – Finance Director Dawn Long

2021 Budgeted Expenditures

General Operations are 7% and Administration is 9% of the total 2022 budgeted expenditures.

General Operations (GO)

Operations are 92% of the General Operations by Fund and Citywide Grants/Services is 15% of General Operations by Function. All total funds for the 2021 Budget is \$5,187,810 for General Operations.

Administration Departments

Programs within the Administration Department are City Administration, Finance, Information Services (IS), Human Resources, Legal Services, Court, Planning Services, and Codes Services. The largest function, 78% of the Administration Department, is Personnel. The total of all funds is \$6.9 million. There are 44.61 positions within the Administration Department.

Program Accomplishments

Highlights of accomplishments include:

- GFOA CAFR Award – 2019; GFOA Budget Achievement Award – 2021.
- Implementation of GASB84 (Fiduciary activities) and GASB88 (Debt disclosures).
- Remote access roll-out and iPad program for remote office work due to the COVID-19 pandemic.
- Kansas Leadership Center’s Leadership Transformation Grant – provides 60 opportunities for City employees to attend leadership programming.
- Legal support to monitor changing laws and mandates due to COVID-19, updated ordinances and policies as needed and worked with City Administrator regarding economic development incentives.
- Implemented virtual processes to continue court dockets.
- Comprehensive Plan update and continuous LDO updates.
- Codes Director elected to Heart of America ICC Chapter Board of Directors.

Council Priorities

- 17.3% ratio of administrative employees to direct service employees (overhead).
- AAA bond rating and GFOA awards.
- \$2.1 million total revenue from administration programs. To promote development that sustains rather than depletes the community, that is fiscally sound, that contributes to a high quality of life, and that nourishes the community.
- 100% of inspections performed on time.
- Approximately 10,000 neighborhood and code inspections per year.

Administration Departments by Program, All Funds

Most of the increases were due to personnel costs. IS increased due to the new position but also decreased due to capital expenditure. The total fund increased 4% from the 2021 estimate.

Councilmember Sipple asked if the computer hardware is the responsibility of IS or the individual departments. Ms. Long replied that the inventory belongs to IS.

Administration Departments by Function, All Funds

Changes from the 2021 estimate to the 2022 Budget include Personnel, 6% increase; Operating, -.5% decrease; and Capital, -15% decrease.

Administration Departments by Function, Change from 2021 Estimated (\$247,817.00)

An increase in Personnel is due to planned wage and benefit changes and a new IS position. A change in Capital is the result of year-to-year changes in expendable equipment replacements. The decrease is due to IS completing a project to upgrade the financial systems used by the City.

Councilmember Sipple asked if Finance will float any debt this summer. Ms. Long stated that the City will be issuing temporary notes for \$40M due to several building projects planned and that the sale will be the first part of August.

Police Department – Chief Troy Rettig

2022 Budgeted Expenditures

Police is 17% of the 2022 Budget. There are 83.98 positions; 46 of those positions are patrol and traffic.

Councilmember Harrison asked what the duties are of the DARE officers when not in the schools. Chief Rettig stated that they are assigned to patrol and traffic because it is a busy time for vacations.

Program Accomplishments

- Implemented a program of mandatory post-employment mental health check-ups every 5 years for all sworn personnel (optional for Communication Officers.)
- Installed 7 license plate readers to enhance our crime prevention and investigation efforts.
- Patrol Officers received 8 Lifesaving Awards.
- Traffic Unit utilized its speed monitoring equipment to complete 47 traffic surveys around the City.
- Received the AAA Platinum Traffic Safety Award for the 8th year.
- Investigations Unit successfully introduced the department's first Crime Analyst into the unit.
- Investigations cleared 76.4% of 2020's violent crimes.
- Assisted North Kansas City and Prairie Village with homicide and missing person cases.
- Detectives worked with other agencies across the country to identify and arrest 8 individuals associated with a traveling theft group.
- Detectives assisted in the OPPD OIIT investigation and in Belton's Metro Squad homicide activation.
- Electronic file transfer program initiated for disseminating requested audio/video records.
- Animal Control Officers assisted in an incident involving an overturned cattle truck in a neighboring city.
- Continued the "Coffee with a Cop" community interaction events.
- 911 phone hardware and software upgrades completed by Mid-American Regional Council.

Councilmember Sipple asked about the investigation percentage and how it compares to other Johnson County cities. Chief Rettig replied that it is competitive but it also depends on the type of crime. He stated the number of violent crimes in Leawood is very low.

Councilmember Filla asked about the Prairie Village partnership. Chief Rettig stated that Leawood and Prairie Village have a very good relationship and Prairie Village reached out for assistance in their investigation on early leads.

Council Priority

- 3:34 minute average response times for emergency calls.
- Crime rate – 33.7 (per 1,000 residents).
- 95% of survey respondents feel safe in their neighborhood.
- 8,247 traffic citations issued.
- 89% of survey respondents rating dispatch services good or better.
- 154 active cases cleared.
- 80% of respondents satisfied with police service.
- 0% of DARE [Drug Abuse Resistance Education] funded by the Alcohol Tax.
- 1,010 children benefited from the DARE program; 0 children completed the program in 2020.
- Total department overtime usage is 9% of salaries.
- 7,511 case management entries processed.
- 1,162 Animal Control calls.

Chief Rettig stated that property crimes had increased, but were typical types of crimes, such as open garage doors and car burglaries. He stated that traffic citations were down, due to COVID-19 shut downs.

Councilmember Rawlings asked about the citizen survey. Chief Rettig stated that many times there are extremes in the information that is reported and the respondents do not have to be residents of Leawood.

Mayor Dunn asked about the salaries for OT usage compared to last year. Chief Rettig stated that it is almost 9% every year and very consistent. He explained that they implemented 10-hr shifts starting this year as a recruiting tool and to build in overlap of the shifts.

Average Response Time Comparison – Emergency Calls

The 10-year average is 3:39, slightly above 2020 due to how the response time is now reported.

Councilmember Harrison mentioned that the number of calls to Animal Control is approximately 3 a day and believed that to be high. Chief Rettig stated that the officers handle a wide variety of calls of needs for wild and domestic animals.

Police

Patrol & Traffic employs the greatest number of people in the department and accounts for the largest portion of departmental expenditures. Expenditures are highly-driven by personnel costs [82%].

Police Department by Program/Police Department by Function – All Funds

The total change from the 2021 estimate was a 6% increase due primarily to vehicles under their capital fund.

Police Department by Function

The change from the 2020 estimated budget is \$157,800. Increases are for planned wage and benefit changes and full-staffing in 2022. Expenses in operating costs remain fairly constant from 2021 to 2022. In 2022 8 vehicles, 1 motorcycle, and Justice Center repairs will be done. All capital equipment replacements will be funded from the Public Safety Fund.

Councilmember Sipple asked if the Ring doorbell partnership with residents that was started last year has been helpful to the police. Chief Rettig stated that it has been beneficial to help tie criminals to additional crimes in other cities.

Mayor Dunn asked if this summer is calmer compared to the activities from last year. Chief Rettig stated that so far it indicates that it is calmer, although the groups are still out there.

Mr. Morris asked if all the officers wear body cameras. Chief Rettig stated they do. Mayor Dunn stated that they all wear bullet proof vests, as well. Councilmember Harrison asked if officers feel safe. Chief Rettig stated that the City Administrator has been accommodating and supportive of their needs, but there is nothing that officers have requested recently for their safety.

Councilmember Osman asked if there is anything the Police Department would like that is not factored into the 2022 or 2023 budget. Chief Rettig replied that he cannot think of anything at this time. Councilmember Osman asked about electric vehicles for police cars. Chief Rettig stated that there are some agencies that have switched to Teslas for their fleet and Leawood is currently exploring that option in addition to the cost of adding a charger to the Police Station port.

Councilmember Cain asked if the current fleet has any smart technology. Chief Rettig stated that their current vehicles are equipped with standard police equipment. Councilmember Sipple asked how many miles an officer typically puts on a car in a day. Chief Rettig replied that it is 50-60.

Fire Department – Chief Colin Fitzgerald

2022 Budgeted Expenditures

The Fire Department comprises 12% of the 2021 Budget.

Fire

The department has a budget of \$8.9 million and 55 positions, covering Administration, Operations and Prevention & Investigation.

Program Accomplishments

- Re-accredited by the Commission on Fire Accreditation International.
- Maintained ISO Class 1 rating from the Insurance Services Office.
- Conducted live burn training at the Southern Platte Fire Protection district training center.
- Representation at the annual NAACP MLK Awards Dinner.
- A total of 209 students received CPR or CPR/AED/First Aid training.
- Certified department technicians installed 56 child/infant car seats.
- Upgraded the storm warning siren at 9609 Lee Blvd.
- Updated the City of Leawood Occupational Exposure Prevention Plan.
- Provided annual required training city-wide for exposure prevention.
- Continued coordination of City projects for FEMA reimbursement from 2017 floods.
- Designed and ordered the replacement apparatus for Engine 32.

- Conducted 125 public events (tours, visits, education, block parties, etc.)
- Performed 339 building inspections; and completed 56 residential smoke alarm assists.
- Reviewed 85 construction plans; and issued 12 special permits.
- Acquired new inflatable safety house and robotronic device to aid in future instruction.
- Coordinated a fire safety video for distribution due to COVID-19 Pandemic cancellations of in-person events.

Chief Fitzgerald stated that their administrative assistant position is now full-time. He mentioned that they will soon be at full-staff due to recent offers being accepted. Chief Fitzgerald stated that the number of applicants has also been down, as in other departments. Councilmember Cain asked if the City offers relocation packages. Chief Fitzgerald stated that they do not for entry level positions. The Mayor commented that may be a question for HR.

Councilmember Sipple asked if the Exposure Prevention Plan is for City employees. Chief Fitzgerald stated it is an OSHA requirement to provide training safety and equipment. He pointed out that not only does the City's training cover blood borne pathogens but also airborne and droplet borne, which prepared the City during COVID.

Chief Fitzgerald stated that although many businesses were shut down during COVID, they were able to get caught up this spring with the necessary building inspections.

Council Priority

- Each firefighter protects an average of 647 residents.
- Realized a turnout time on all calls [90th%] of 1:15 minutes.
- First unit on scene travel time [90th%] of 5:25 minutes.
- Effective response force time [90th%] of 11:51 minutes.
- 100% of the City sirens tests are in working condition.
- The 2022 budget expenditure per citizen for Fire/EMS protection is \$258.
- An average of 33 hours of training per firefighter, per month, occurred in 2020.
- 4% overtime as a percent of regular salaries.

Chief Fitzgerald stated there were less calls due to COVID.

Councilmember Sipple asked to define effective response time. Chief Fitzgerald explained it can vary depending on the emergency and is measured by a complex matrix. He stated that the national standards for EMS response time is 4 minutes, 5 minutes for Fire, and total response time varies based on distance and type of emergency. Councilmember Sipple asked where 911 calls are taken. Chief Fitzgerald stated that they are received at the Leawood Police Station and routed through the County if the call is for Fire or EMS. Councilmember Filla asked why it has to go through the County. Chief Fitzgerald stated that it is an entirely different specialty for Fire and EMS than Police because of their training.

Mr. Morris commented that the location of the Fire Stations must be good if the response times are low. Chief Fitzgerald replied that the busiest part of Leawood is the area of City Hall because of the two nursing homes close by. He stated that it is not always geographic location, but where the heaviest development is located.

Mr. Lambers stated that the Sunrise Senior Facility produces a large number of their calls. He stated that if a fire station can be built next to the Justice Center, the response times will be reduced significantly. Chief Fitzgerald pointed out many of the other facilities throughout the City where EMS is called to on a regular basis or is starting to increase. Councilmember Filla expressed concern over the costs being put on the City for adjunct services to the nursing homes for support. Chief Fitzgerald stated it is very common across the United States and is referred to as “community health care.”

He stated that one of their paramedics is assigned to the working group at the Medical Director’s office and reminded the Council that in 2015 it was a future goal to implement this in order to reduce the overall rate of hospital admittance and offer better community service.

Councilmember Osman asked if there are any needs or requests for the next budgeting year for the Fire Department. Chief Fitzgerald replied that they could benefit by having a dedicated training facility. Councilmember Osman asked about the vacant lot next to the new Fire Station #1 and what they would like to see or have there. Chief Fitzgerald stated that he has never thought about that plot of land because his focus has been on the building itself and he assumed it would be used for a park or greenspace.

Travel Time [90th%], 1st Unit on Scene – Emergency Incidents

The average travel time was 5:36 minutes.

Average Travel Time Comparison

The comparisons are between Leawood, Lenexa, Olathe, Overland Park and Shawnee. Leawood’s average travel time is consistent with surrounding cities.

Fire Department by Program, All Funds

The change from the 2021 estimated budget was administration -18%, operations 2%, and prevention 8%. The decrease is due to reallocations for the new prevention program with the Fire Marshall.

Fire Department by Function

The largest change from the 2021 estimate budget was the debt payoff for Fire Station #3. Personnel 2%, Operating 13%, Capital -8%, and Debt -39%. Capital will provide for generator replacements at Stations #2 and #3, and a truck.

Public Works Department – Director David Ley

2022 Budgeted Expenditures

Public Works comprises 39% of the 2022 Budget.

Public Works

The department consists of 49.96 positions.

Program Accomplishments

Highlights of accomplishments include:

- Provided oversight of 83 contracts; and processed 443 right-of-way permits.
- Installed 123,321 feet of pavement markings and 60 signs.
- Crack filled all 4 lanes of Roe Avenue from 135th St. to College Blvd.
- Paved the 133rd St. Mixed Use Trail from 132nd Terr. to High Drive.

- Revamped the vehicle PM system and acquired vehicle diagnostic software.
- Overhauled brake and suspension in most of the City's heavy trucks.
- Several city building improvements: installed 102 iWave units and touchless equipment in City facilities to improve air quality and reduce viral transmission; upgraded to LED lighting at Ironhorse Golf Course facilities; installed new air compressor and air supply system at Ironhorse maintenance building; mold removal and plumbing repairs at Ironhorse Clubhouse cart storage area; internal and external painting at Fire Stations #2 and #3; installed shore lines for new command bus at Justice Center.
- Completed construction of Cloisters Stormwater Improvement Project, 2020 Residential Mill & Overlay, 135th St. concrete repairs, 143rd widening project, Mission Road from 119th to 127th, and Roe Ave retaining wall repairs.
- Stormwater study for Lee Court.
- Completed the 12 mile South Bike Loop project and installed two Rapid Flashing Beacon crosswalks along Lee Blvd.
- Installed pedestrian crossing symbols on Tomahawk Creek Parkway.
- Major arterial asphalt repair on State Line Road between 103rd St. and 95th St.
- Assisted Parks with the installation of 2 new art features.
- Replaced and repaired gabion baskets on Tomahawk Creek.
- Replaced and upgraded the Storm Sewer Televising equipment.
- Implemented a chainsaw readiness program.
- Replaced 320 storm drain lids.

Mr. Ley highlighted some of the program accomplishments. Mayor Dunn congratulated Mr. Ley on the federal funding that the City received for Windsor St. to Kenneth Rd. He stated that the City received approximately \$2.5M. He noted that the funding that was received over the past year was \$3.76M for Tomahawk Creek Parkway and for the trail behind City Hall.

Councilmember Sipple asked where the new gabion baskets were located. Mr. Ley stated they are in several locations.

Councilmember Harrison asked what the chainsaw readiness program is. Mr. Ley stated that immediately after every storm event, the chains are sharpened and other equipment is made ready in a backpack so that employees can grab the tools and equipment right away for the next emergency. She asked if any of the signs on the South Bike Loop trail are missing. Mr. Ley stated that he will drive the loop to check.

Councilmember Sipple asked about the storm drain lids. Mr. Ley stated that the lids will rust over time but pointed out that the new lids are educational because they state that the water drains to the streams.

Councilmember Filla complimented the staff for acting quickly on installing the beacon crosswalks on Lee Blvd.

Councilmember Cain asked if the old storm drain lids are recycled. Mr. Ley stated that most of the time they are auctioned off through Purple Wave.

Council Priority

- \$8,592 annual maintenance expenditures per mile
- 8.0 average annual street sweepings per street
- Potholes repaired on average within 1 day of request
- 456 lane miles rated at an average of 82.6 PCI
- 98.9% street light outages with 48-hour response
- 0 illicit discharges
- Average age of vehicles is 5.6 years
- \$4,166 maintenance expense, per vehicle
- Responded to 583 requests for service, per facility worker
- 63% of eligible PW employees maintain professional certifications
- \$0.37 utility cost per square foot of buildings

Mayor Dunn inquired how the street light outages are discovered. Mr. Ley stated that Black and McDonald are required to drive the streets once every month, but most of the outages are reported by residents.

Overall Pavement Condition Index

The index increased slightly. Mr. Ley stated that he believes it is because 50% of the mill & overlay projects are completed.

Councilmember Sipple asked if other options can be considered for the bricks that are beginning to crumble in the public right-of-way, and that he did not think the replacement cost should fall to the HOAs. Mr. Ley stated that stamped concrete is allowed and he would contact the Planning Department. He pointed out that maintenance agreements the City has with HOAs would outline who is responsible for the costs.

Public Works Department Total All Funds, By Program, By Function

Of the \$28.7 million Public Works budget, 18% goes towards street maintenance, 17% is for stormwater and 48% goes towards street rehabilitation. Capital accounts for 40% of the department's budget by function.

Public Works Department by Program, All Funds

The stormwater fund changed from the 2021 estimate by 214%. Mr. Ley stated that is due to many projects, such as the flood project, Waterford, and The Cloisters. He stated that there are several projects that will be bonded this year.

Public Works Department by Function

Personnel includes planned wage and benefit changes. The increase in capital in 2022 is due to higher street program costs, more extensive storm repair projects, and more capital equipment/vehicle replacements. The debt includes new G.O. debt issuance.

Councilmember Osman asked if there are any items the department would like to have on a "wish list." Mr. Ley responded that he would like to have more money for the arterial program, but on the plus side, the vehicle replacement scheduled has been changed from 16 years down to 10 years.

Councilmember Sipple asked if there was staff on hand to make repairs on vehicles. Mr. Ley stated that they have to send the vehicles out for repairs, so with the newer fleet it will reduce the

maintenance costs and the City will be able to get more money on newer vehicles when they are ready to be auctioned off.

Councilmember Filla thanked the Public Works Department for emergency services after hours.

Parks, Recreation & Cultural Arts Department – Director Chris Claxton
2022 Budgeted Expenditures

Department budget comprises 16% of the 2021 Budget.

Parks and Recreation

The Parks, Recreation & Cultural Arts budget is \$11.4 million and there are 67.78 positions. The only change is an addition of an FTE for a horticultural crew member.

Program Accomplishments

Highlights of accomplishments include the following:

- Assisted Arts Council with repairs and installation of two art pieces, “Inspiration” and “Women of the World”.
- Assisted in the development of a new masterplan for exterior public art.
- Assisted in the design of new Aquatic Center/Bike Hub facilities.
- Safely opened Aquatic Center on a pre-registration basis to facilitate social distancing and hosted 2 sessions of swim lessons.
- Successfully opened the Nature Center and hosted Balloon Tree and Half Day Nature Camps at a reduced capacity.
- Safely hosted an abbreviated T-ball and coach pitch baseball league, tennis lessons, and fall soccer league, all with modified procedures and social distancing.
- Hosted first “Sidewalk Santa” event – a modified vent for children to visit Santa while remaining in their vehicles.
- Safely hosted 400 guests at the “Into the Night Festival” at Ironwoods Park, adhering to social distancing guidelines.
- Partnered with KC Chamber Orchestra and KC Symphony for free concert series in the parks.
- Received the Tree City USA award for the 25th year and 8th Tree City USA Growth award.
- Oversight of silt removal at Ironwoods Park Lake, planning and design of new Park Maintenance Facility, and construction of new trail connection from City Hall to Tomahawk Creek Parkway trail, the new Aquatic Center/Bike Hub, and new restroom facility at the North Lake trail head parking lot.
- Provided staff support to Sustainability Board, Bike/Walk Advisory Board, Park Board, Golf Committee, Leawood Foundation, and Community Gardens program.
- Golf Course surpassed \$2M in total revenue for the first time, despite being closed for 48 days at the start of the COVID-19 pandemic.
- Golf Course operating cost recovery reached 91%, 11% better than budgeted.
- Assessment of golf course conditions increased 4 points to 89 and remains ahead of the national average.
- Driving range revenue increased 37% over prior year.

Ms. Claxton pointed out the Master Plan for the Aquatic Center will be coming to the Council on July 6th for final approval. Ms. Claxton thanked her entire staff for all their hard work and unique ideas to keep services, programs and activities going during COVID.

She stated that golf was able to still take place during COVID and the trend is continuing to be extremely busy. Ms. Claxton stated this has been the best year since the golf course opened.

Councilmember Filla stated that Parks and Rec also provide staff support for the Tree Committee.

Council Priority

- 18.4 acres per each Park Maintenance employee
- 7 days between park mowings
- 98% customer satisfaction rating – Classes
- 98% customer satisfaction rate – Aquatic Center
- 48% program attendance rate – Sports*
- 98% customer satisfaction rating – Golf Course
- 3% of recreation classes offered meet minimum participation requirements*
- 0% - 10% Facility utilization in 2020*
- 62% Golf Course utilization ratio in 2020
- *Cost recovery, operating costs (2020 Actual):*
- Sports 37% (2019 = 89%)*
- Aquatic Center 22% (2019 = 78%)*
- Programming 11% (2019 = 65%)*
- Golf 91% (2019 = 82%)
- Combined cost recovery for all 88%

**Severely impacted by COVID-19 and expected to recover.*

Ms. Claxton stated that they have maintained their operations as normal with the exception of those programs impacted by COVID listed in the presentation. Mayor Dunn asked to clarify the recreation classes. Ms. Claxton agreed the way the priority is written in the presentation may be confusing, but that the Department did not offer as many classes because the building was shut down to the public and instructors were not allowed inside the building to lead Zoom classes.

Cost Recovery, Fee-Based Programs

The General Fund subsidy to Parks activities was \$1,040,515 in 2020, as compared to \$578,338 in 2019*. The 2019 Cost Recovery for all programs is 19% as compared to 64% in 2019.* The Community Theater does not generate any revenue and is fully subsidized by the General Fund.

**Severely impacted by COVID-19 and expected to recover.*

Parks, Recreation and Cultural Arts Department All Funds, By Program, By Function

By program, personnel is the department's greatest cost at 49% and park maintenance is 43%. The total of all funds is \$11.4 million. Ms. Claxton stated that the parking lot at the golf course was resurfaced which is reflected in the decrease from the 2021 estimated budget to -18%.

Mr. Morris asked if the Public Works did the parking lot work at the golf course. Ms. Claxton responded that they did design it, but the work was done by a contractor. Mayor Dunn inquired about the Administration change at -35%. Ms. Lareau replied that it is due to the debt service of the Ironwoods Park Project being completed.

Ms. Claxton explained that the 6% change in personnel is due to planned wage and benefit increases in 2021; and the addition of one Parks Maintenance Worker. The operating increase is due to building improvement repair and year-to-date fluctuations in expendable equipment replacements. Decreases in capital are due to major project completions at the golf course, offset by vehicle and equipment purchases and needs at the Aquatic Center.

Councilmember Filla thanked the staff and Ms. Claxton for their work opening the pool last summer and for the design for the new Aquatic Center.

Councilmember Sipple asked if a contractor has been chosen for the Aquatic Center. Ms. Claxton stated that there will be a pre-bid meeting soon to outline the scope of the project.

Mr. Morris asked if additional pickleball courts will be offered in the City. Ms. Claxton stated that she believes there is some money in the unfunded budget line, and with the help of Public Works and Johnson County Wastewater, there may be a location available.

Mr. Morris pointed out that some of the recovery costs for the golf course are normal, ongoing costs and cautioned how those should be reported to the Council. Ms. Lareau replied that she and Ryan Eckroat, Ironhorse Golf Course General Manager, had discussed how to best report the percentage for operating costs, so she understands the confusion and said she would change it to better reflect what is actually being recovered.

Ms. Claxton pointed out that Troon Management uses dynamic pricing for tee times and that they have done an excellent job of turning around the golf shop in terms of inventory.

Councilmember Cain asked how well the pickleball and tennis players share the nets and courts. Ms. Claxton stated that everyone works well together and that there is not much cross over. She stated that there have not been any conflicts that she is aware of. She pointed out that the courts can be rented and are used often by many people.

Councilmember Sipple asked about the lease of the land where potential courts could be added. Mr. Lambers stated that the City has a 99-year lease agreement with Johnson County but is unsure when it began. He noted that JoCo Wastewater still needs to complete their project and the City needs to finish elevating the street, so he warned that courts will not be built soon in that area.

Councilmember Osman asked if Ms. Claxton had any items on a wish list. She replied that she would like to start looking at a Recreation Center in order to improve the offerings to all residents.

He asked if there is a member of staff dedicated to the Parks and Rec's social media. Ms. Claxton responded that Camille Sumrall updates all the social media, print ads, banners, and a newsletter. Councilmember Osman asked if a second person is needed because he would like to see the City's presence expanded to Twitter, TikTok, etc. He stated that it is important to be creative on social media. Ms. Claxton indicated that Parks and Rec is active on Instagram and Twitter, and another staff member works with Public Works to update their information. She stated that she does not feel that additional staff is needed.

Councilmember Osman asked what impact has there been since the pool opened this year verses last year during COVID. Ms. Claxton replied that the procedure is the same as last year, except they are

allowing chairs spaced socially distanced, selling pre-packaged food, allowing only residents to purchase pool passes, and are closing 2-weeks earlier than normal. She pointed out that there are enough lifeguards on staff. She acknowledged that there have been complaints from non-residents, but the staff is still trying to manage social distancing. Mayor Dunn pointed out that guests do not have to make reservations this year, but that they must pick up their daily admissions and passes at City Hall in order to be checked if they are a resident or not.

Mr. Morris asked if there will be any fireworks this year for the 4th of July. Mayor Dunn confirmed that there will be along with other activities.

Mayor Dunn thanked Ms. Claxton and her staff and how important their work is to the City and its residents.

Committee/Other Discussion

Councilmember Filla made a request to add \$50,000 for consulting for Stormwater to address and establish a baseline for the City's creek beds. She stated that there are 50 miles of creeks and she is unsure if it has been identified with the exact quantity of ditches and swells. She stated that the City of Mission Hills has inventoried all their creek banks and rated them to determine best practices for the land abutting them. Councilmember Filla stated that Councilmember Azeltine supports this as a member of the Stormwater Committee. She stated this is part of land stewardship, water quality, and sustainability. Mayor Dunn asked for clarification of this request compared to the goal Councilmember Filla proposed earlier in the year.

Councilmember Filla stated that the miles of creek bed that can be found with GIS mapping does not indicate the quality of the creek beds or if they are eroding. Councilmember Osman asked if a ranking system for the entire length of a creek is what she is proposing. Councilmember Filla confirmed that it would be a grade or ranking system determined by a consultant.

Mr. Ley stated that they met with a consultant recently who requested an estimate of \$50,000 to get started and to provide some examples of improvements that could be made. Mr. Ley stated that this consultant has worked in Johnson County before. Mayor Dunn asked if there were 50 or 100 miles of creek beds. Mr. Ley stated there are 50 miles of streams, so 100 miles of stream bank. Councilmember Harrison asked if it includes an assessment of drainage ditches. Mr. Ley replied that roadside ditches are not included. Councilmember Rawlings asked if the Army Corps of Engineers would be involved. Mr. Ley stated that they would not. He explained that the ranking would provide the City a map of the conditions and cross sections of what could be done to improve them. He stated this would be an informational tool in case residents wanted to do improvements.

Councilmember Cain stated that she is in favor of the recommendation. Councilmember Osman asked that if it were added to the budget is there a line item for the work being done at Indian Creek by the Army Corps of Engineers and Kansas City, Missouri. Mr. Ley responded that the City is continuing to work with the Corps of Engineers and that there is an agreement that will be presented to the Council in July for a 3D model. Mr. Ley stated that the 3D model will be hosted at the Barstow School, because of its large size. He stated that after an agreement is made with the Corps there will be a presentation to Johnson County requesting them to pay for the City's share of the cost. Mr. Ley suggested that the County help pay for the costs of the 3D model, as well.

Mayor Dunn affirmed that there is a consensus by the Committee to amend the 2022 proposed budget to include \$50,000.00 for a consultant as recommended by Councilmember Filla.

Mayor Dunn thanked Mr. Morris and Ms. Abdulahi for their participation on the Committee. She thanked Ms. Lareau for her work on the budget.

Mr. Morris and Ms. Abdulahi commented that they would like the budget to be electronic to keep from using so much paper. Mayor Dunn stated that the budget is available online. Councilmember Harrison agreed that staff should produce fewer binders and for staff to only print a copy for those requesting one.

There being no further business the Work Session was adjourned at 9:51 p.m.