



**CITY OF LEAWOOD
GOVERNING BODY
MEETING AGENDA**

Council Chamber
4800 Town Center Drive
Leawood, KS 66211

**GOVERNING BODY
WORK SESSION**

**Monday, August 15, 2022
6:00 P.M.**

Mayor Peggy Dunn

Councilmembers

Ward One

Debra Filla
Andrew Osman

Ward Two

Jim Rawlings
Mary Larson

Ward Three

Chuck Sipple
Lisa Harrison

Ward Four

Julie Cain
James Azeltine

Discuss Cultural Arts Proposal for the 2023 Budget

The public is invited to attend, however no public comments will be entertained during this Work Session. The City Council meeting will begin at 7:00 p.m. in the Council Chambers at Leawood City Hall (4800 Town Center Drive, Leawood, KS 66211).

ADJOURN

(This agenda is subject to changes, additions or deletions at the discretion of the City Council)

For public safety, the City encourages that masks be worn in public areas of its buildings but they are not required.

Copies of the agenda are available at the Office of the City Clerk on the Friday prior to the meeting. Leawood operates under a Council/Mayor form of government, with a separately elected mayor and 8 council persons. Council members are elected on a non-partisan basis from 4 wards. The Council develops policies and provides direction for the professional city administration.

If you require any accommodation (i.e. qualified interpreter, hearing assistance, etc.) in order to attend this meeting, please notify this office at 913.339.6700 or at CityClerk@leawood.org no later than 96 hours prior to the scheduled commencement of the meeting.

Memo

To: Mayor Dunn and City Council Members
CC: Patrick Geschwind _ Interim City Administrator
From: Chris Claxton, Director
Date: August 15, 2022
Re: Work Session – RE: Discussion of Public Arts Proposal for 2023 Budget

The Governing Body scheduled this work session to discuss the proposal for Public Arts in the 2023 budget, specifically as it relates to the dollar amount per resident for the Public Art Fund.

Previously, \$5.00 per resident was collected and transferred from the general fund into the 13050 “revenue” fund at the beginning of each calendar year, based on the most current census. In 2022, this amount was \$170,000 based on 34,000 residents. The amount per resident was last increased from \$1.00 to \$5.00 in April of 2001.

The proposal in the 2023 budget is to increase the amount from \$5.00 to \$7.00, which would result in an additional \$68,000. This change was proposed by then City Administrator, Scott Lambers, to address possible additional funding for the Leawood Stage Company’s annual summer production.

Per the Public Art Policy *“Money from the computation shall be divided, at the discretion of the Director of Parks and Recreation (based on program needs requested through the annual budget process) as approved by the City Administrator”*. Further, *“Monies will be allocated accordingly to a)The Cultural Arts operating budget (11110.44440) b)The Leawood Stage Company operating budget (11110.44420) and c)The City Public Capital Art Fund (13050) with the intent of approximately one-third going to each of the three budgets. Operating budgets will be coordinated with the Capital Art CIP.”*

In order to understand how the budgets have been managed previously, and to consider the possible funding allocation moving forward, staff has prepared the following documents for your review as attached:

- Attachment A
 - 2018 actual expenditures for Community Theater operating budget
 - 2018 actual expenditures for Cultural Arts operating budget
 - 2018 expenditures for capital art

- Attachment B
 - 2019 actual expenditures for Community Theater operating budget
 - 2019 actual expenditures for Cultural Arts operating budget
 - 2019 2expenditures for capital art

As you can see, the expenditures were not equal at one-third each nor were the budgets.

- Also attached is an excerpt from the policy, which identifies how the monies can be spent. [Attachment C]

In 2021, the City changed the funding for the Leawood Stage Company to a grant in order to sponsor the summer production [Attachment D].

Per the grant procedure, staff reviewed the receipts from 2021 to determine funding for the 2022 production [Attachment E].

If the Council decides to move forward with the increase, staff would follow the current policy process. The proposed increase of funding would help alleviate the increased cost of labor and materials due to the rise in inflation that are, and will continue to affect the Cultural Arts and Public Arts budgets. It will also allow for more varied types of cultural art opportunities to be provided.

Note that any money not spent from the Cultural Arts or Community Theater budgets not spent at the end of the year are carried over to the next year to the public art budget.

If you have any questions prior to the work session please let me know so that I can be prepared to respond.

Thank you.

COMMUNITY THEATER Expenditures - 11110.44420



<i>Line</i>		2018	2019	2019	2020
<i>Item No</i>	<i>Line Item Description</i>	<i>Actual</i>	<i>Budget</i>	<i>Estimate</i>	<i>Budget</i>
611000	ADMIN CONTRACTUAL EXPENSE	\$15,570	\$19,400	\$19,400	\$19,500
611100	MISCELLANEOUS SERVICES	\$1,831	\$5,600	\$5,600	\$5,600
612000	PROFESSIONAL SERVICES	\$9,851	\$4,500	\$4,500	\$5,000
618300	SPECIAL EVENTS	\$311	\$500	\$500	\$500
627100	RENTAL-LAND/BUILDINGS	\$4,644	\$3,000	\$3,000	\$3,500
627200	RENTAL-VEHICLES/EQUIPMENT	\$27,919	\$25,100	\$25,100	\$25,700
630525	GENERAL LIABILITY INSURANCE	\$0	\$400	\$400	\$400
631000	LEGAL PUBLICATIONS/ADVERTISING	\$5,823	\$4,500	\$4,500	\$4,700
632000	PRINTING AND BINDING	\$4,033	\$3,200	\$3,200	\$3,200
634000	MEMBERSHIP/SUBSCRIPTIONS	\$15	\$200	\$200	\$200
	TOTAL CONTRACTS AND SERVICES	\$69,997	\$66,400	\$66,400	\$68,300
710500	MATERIALS & SUPPLIES	\$974	\$1,000	\$1,000	\$1,100
710510	AWARD SUPPLIES	\$0	\$300	\$300	\$300
711500	FOOD & BEVERAGE EXPENSE	\$472	\$500	\$500	\$600
712000	UNIFORM/CLOTHING	\$705	\$4,800	\$4,800	\$5,000
712500	MEETING EXPENSE	\$80	\$1,000	\$1,000	\$1,000
	TOTAL COMMODITIES AND SUPPLIES	\$2,231	\$7,600	\$7,600	\$8,000
	GRAND TOTAL	\$72,228	\$74,000	\$74,000	\$76,300

CULTURAL ART Expenditures - 11110.44440

(A)

Line Item No	Line Item Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
511000	REGULAR WAGES	\$57,237	\$63,308	\$72,322	\$43,719
514000	OVERTIME WAGES	\$0	\$1,000	\$1,000	\$1,000
521000	SOCIAL SECURITY	\$4,375	\$4,918	\$5,657	\$3,467
522000	UNEMPLOYMENT TAXES	\$62	\$70	\$81	\$50
523100	KPERS RETIREMENT	\$5,182	\$6,345	\$7,238	\$4,286
524100	HEALTH INSURANCE	\$7,137	\$7,851	\$7,994	\$20,535
524200	DENTAL INSURANCE	\$355	\$373	\$356	\$443
524300	GROUP LIFE INSURANCE	\$121	\$135	\$152	\$100
TOTAL PERSONNEL SERVICES		\$74,469	\$84,000	\$94,800	\$73,600
612000	PROFESSIONAL SERVICES	\$18,526	\$19,800	\$19,800	\$24,800
618300	SPECIAL EVENTS	\$1,720	\$3,300	\$3,300	\$3,300
621600	COMMUNICATION	\$0	\$0	\$0	\$400
631000	LEGAL PUBLICATIONS/ADVERTISING	\$3,034	\$3,000	\$3,000	\$3,000
632000	PRINTING AND BINDING	\$1,744	\$9,100	\$9,100	\$10,100
633300	TRANSPORTATION	\$0	\$4,400	\$4,400	\$4,400
633400	TRAINING	\$360	\$2,700	\$2,700	\$2,700
634000	MEMBERSHIP/SUBSCRIPTIONS	\$75	\$700	\$700	\$700
TOTAL CONTRACTS AND SERVICES		\$25,459	\$43,000	\$43,000	\$49,400
710500	MATERIALS & SUPPLIES	\$414	\$2,300	\$2,300	\$2,300
710510	AWARD SUPPLIES	\$0	\$300	\$300	\$300
712500	MEETING EXPENSE	\$1,751	\$600	\$600	\$600
713000	EXPENDABLE EQUIPMENT	\$0	\$1,000	\$0	\$1,000
TOTAL COMMODITIES AND SUPPLIES		\$2,165	\$4,200	\$3,200	\$4,200
GRAND TOTAL		\$102,093	\$131,200	\$141,000	\$127,200

(wages) -74,469
= \$27,624.00



expdetl.rpt
 08/04/2022 11:44AM
 Periods: 0 through 15

Expenditure Detail Report

CITY OF LEAWOOD
 01/01/2018 through 12/31/2018

13050 CITY CAPITAL ART FUND
 44000 PARKS & RECREATION DEPARTMENT
 44440 CULTURAL ART

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
800500 CAPITAL OUTLAY	(Continued)					
12/31/2018 invoice IN 211926		2,207.50				
12/31/2018 po_close CL 4111.0000329				-43,000.00		
12/31/2018 po_close CL 3111.0000873				-10,568.43		
800500 CAPITAL OUTLAY	133,100.00	79,120.31	79,120.31	0.00	53,979.69	59.44
846100 PUBLIC ART	102,500.00	0.00	0.00	0.00	102,500.00	0.00
7/20/2018 budadj BA 34121	-102,500.00					
846100 PUBLIC ART	0.00	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAY	133,100.00	79,120.31	79,120.31	0.00	53,979.69	59.44
900000 OTHER FINANCING USES						
931000 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Total OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00
Total CITY CAPITAL ART FUND	183,100.00	79,960.30	79,960.30	0.00	103,139.70	43.67
Grand Total	183,100.00	79,960.30	79,960.30	0.00	103,139.70	43.67

(B)

COMMUNITY THEATER Expenditures - 11110.44420

<i>Line</i>		2019	2020	2020	2021
<i>Item No</i>	<i>Line Item Description</i>	Actual	Budget	Estimate	Budget
611000	ADMIN CONTRACTUAL EXPENSE	\$20,013	\$19,500	\$19,500	\$19,500
611100	MISCELLANEOUS SERVICES	\$4,146	\$5,600	\$5,600	\$5,600
612000	PROFESSIONAL SERVICES	\$4,461	\$5,000	\$5,000	\$5,000
618300	SPECIAL EVENTS	\$32	\$500	\$500	\$500
627100	RENTAL-LAND/BUILDINGS	\$4,986	\$3,500	\$3,500	\$3,500
627200	RENTAL-VEHICLES/EQUIPMENT	\$28,352	\$25,700	\$25,700	\$25,700
630525	GENERAL LIABILITY INSURANCE	\$0	\$400	\$400	\$400
631000	LEGAL PUBLICATIONS/ADVERTISING	\$5,675	\$4,700	\$0	\$0
632000	PRINTING AND BINDING	\$3,323	\$3,200	\$3,200	\$3,200
634000	MEMBERSHIP/SUBSCRIPTIONS	\$0	\$200	\$200	\$200
	TOTAL CONTRACTS AND SERVICES	\$70,988	\$68,300	\$63,600	\$63,600
710500	MATERIALS & SUPPLIES	\$1,034	\$1,100	\$1,100	\$1,100
710510	AWARD SUPPLIES	\$0	\$300	\$300	\$300
711500	FOOD & BEVERAGE EXPENSE	\$527	\$600	\$600	\$600
712000	UNIFORM/CLOTHING	\$2,087	\$5,000	\$5,000	\$5,000
712500	MEETING EXPENSE	\$0	\$1,000	\$1,000	\$1,000
	TOTAL COMMODITIES AND SUPPLIES	\$3,648	\$8,000	\$8,000	\$8,000
	GRAND TOTAL	\$74,637	\$76,300	\$71,600	\$71,600

B

CULTURAL ART Expenditures - 11110.44440

Line Item No	Line Item Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
511000	REGULAR WAGES	\$85,064	\$43,719	\$63,758	\$68,703
512100	CASUAL/SEASONAL WAGES		\$0	\$11,520	\$11,520
514000	OVERTIME WAGES	\$0	\$1,000	\$1,000	\$1,000
521000	SOCIAL SECURITY	\$6,525	\$3,467	\$5,844	\$6,288
522000	UNEMPLOYMENT TAXES	\$72	\$50	\$78	\$84
523100	KPERS RETIREMENT	\$7,109	\$4,286	\$6,212	\$6,687
524100	HEALTH INSURANCE	\$8,660	\$20,535	\$7,993	\$8,793
524200	DENTAL INSURANCE	\$355	\$443	\$319	\$335
524300	GROUP LIFE INSURANCE	\$139	\$100	\$176	\$190
TOTAL PERSONNEL SERVICES		\$107,924	\$73,600	\$96,900	\$103,600
612000	PROFESSIONAL SERVICES	\$12,989	\$24,800	\$24,800	\$24,800
618300	SPECIAL EVENTS	\$1,564	\$3,300	\$3,300	\$3,300
621600	COMMUNICATION	\$0	\$400	\$400	\$400
631000	LEGAL PUBLICATIONS/ADVERTISING	\$3,640	\$3,000	\$0	\$0
632000	PRINTING AND BINDING	\$1,262	\$10,100	\$10,100	\$10,100
633300	TRANSPORTATION	\$2,346	\$4,400	\$4,400	\$4,400
633400	TRAINING	\$78	\$2,700	\$2,700	\$2,700
634000	MEMBERSHIP/SUBSCRIPTIONS	\$185	\$700	\$700	\$700
TOTAL CONTRACTS AND SERVICES		\$22,065	\$49,400	\$46,400	\$46,400
710500	MATERIALS & SUPPLIES	\$486	\$2,300	\$2,300	\$2,300
710510	AWARD SUPPLIES	\$0	\$300	\$300	\$300
712500	MEETING EXPENSE	\$10	\$600	\$600	\$600
713000	EXPENDABLE EQUIPMENT	\$0	\$1,000	\$1,000	\$8,100
TOTAL COMMODITIES AND SUPPLIES		\$496	\$4,200	\$4,200	\$11,300
GRAND TOTAL		\$130,485	\$127,200	\$147,500	\$161,300

(wages) -107,924
= \$ 22,561⁰⁰

Expenditure Detail Report

CITY OF LEAWOOD
01/01/2019 through 12/31/2019

13050 CITY CAPITAL ART FUND
44000 PARKS & RECREATION DEPARTMENT
44440 CULTURAL ART

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
800500 CAPITAL OUTLAY	(Continued)					
12/2/2019 invoice IN 17716		2,159.68				
12/24/2019 po CA 4111.0000329				-571.29		
12/24/2019 po CA 4111.0000366				-21.00		
12/31/2019 po_close CL 4111.0000381				-9,205.68		
12/31/2019 po_close CL 4111.0000372				-2,000.00		
12/31/2019 po_close CL 3111.0000873				-1,739.27		
800500 CAPITAL OUTLAY	205,500.00	70,797.09	70,797.09	0.00	134,702.91	34.45
846100 PUBLIC ART	0.00	0.00	0.00	0.00	0.00	0.00
Total CAPITAL OUTLAY	205,500.00	70,797.09	70,797.09	0.00	134,702.91	34.45
900000 OTHER FINANCING USES						
931000 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
8/1/2019 budadj BA 36220	10,000.00					
931000 CONTINGENCY	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total OTHER FINANCING USES	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total CITY CAPITAL ART FUND	275,500.00	105,287.56	105,287.56	0.00	170,212.44	38.22
Grand Total	275,500.00	105,287.56	105,287.56	0.00	170,212.44	38.22



EXCERPT FROM THE PUBLIC ART POLICY

II. DEFINITION OF PUBLIC ART

The term “Public Art” may include, but not be limited to the visual and performing arts, creative production of music, drama, dance, creative writing, arts and crafts, film, photocopying or other suitable expression, including that of an artist as a member of the design team for a building, park land or infrastructure, sculptures, paintings, murals, manhole covers, paving pattern, lighting, seating, building façade, kiosk, gate, fountain, play equipment, engraving, carving, fresco, mobile, collage, mosaic, bas-relief, tapestry, photography, drawing, landscape item including artistic placement of natural material or arches, or other structures of a permanent or temporary character intended for ornament or commemoration.

For the purposes of funding, “Public Art” can also be performances, exhibitions, and other activities promoting the enjoyment and appreciation of the arts for Leawood residents.”
Code Sec 1-604.

(D)



City of Leawood

4800 Town Center Drive • Leawood, Kansas 66211 • (913) 339-6700
(913) 339-6781 Fax
(913) 339-6225 TDD

January 4, 2021

Mike Blinn, Chair
Leawood Stage Company

Dear Mike,

I recently met with Chris Claxton, Holly York and City Attorney Patty Bennett. The City Attorney voiced some concerns with the City's procedures in contracting and managing the funding for some of the operations of the Leawood Stage Company. Specifically, she is concerned that, over time, the City has taken on the responsibility for contracting for certain independent contractor positions not overseen by the City and for purchasing certain equipment which does not end up in the City's inventory. As you know, the City is very supportive of community theater and I want to make sure the support is continued in the right way.

It is my understanding that the Stage Company is its own 501(c) 3 corporation. It is not a committee of the City or a subcommittee of the Arts Council. So, future contracts for Stage Company productions should be entered into and signed by the Stage Company not the City. Likewise purchases of equipment and other items should be made by the Stage Company.

This does not mean that the City will not provide funding to assist with these items. However, instead of the City contracting and paying for the contract, the City will reimburse the Stage Company by way of a grant for each show or project the Stage Company is working on. In 2021, I'd ask that you simply submit your budget to Chris Claxton in advance of each show, and the City will provide a grant for the appropriate funding. Similar requests could be made for other items, such as the annual payment for the storage facility, or miscellaneous equipment.

After my review, I am directing city staff to work with the Leawood Stage Company on a new procedure where continued funding in future years will be provided through a grant. The grant will be initiated after receipt of a letter from the Leawood Stage Company requesting the funds and identifying how the funds will be spent. Grant funds could also be used by the Leawood Stage Company for rental space, contracts, royalties, advertising, printing and production supplies.

We also ask that you participate in our annual budget discussions by presenting your 2022 budget request to the Leawood Arts Council for review on or before January 25, 2021. The Arts Council can then recommend to the Governing Body the amount of funding for 2022. Leawood Stage Company will provide receipts and invoices from the previous year when reapplying for the grant

annually, which will be reviewed by the Leawood Arts Council at a date TBD. For example, receipts and invoices from 2021 will be submitted for review for the requested grant in 2022.

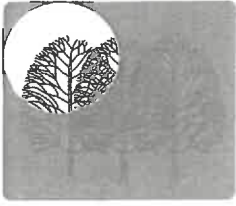
According to the Cultural Arts Supervisor, the city has paid for the South KC Storage Units 0191, 0110, and 0235 up to August 2021. After that date LSC will be responsible for the payment. Beginning February 1, 2021, LSC will be responsible for payment for unit 833 at Storage Mart. Furthermore, the City of Leawood will continue to provide rehearsal space at the Lodge and performance space at the Amphitheater at Ironwoods Park for LSC's annual summer production.

Leawood Stage Company may continue to use 4800 Town Center Drive as their mailing address. Any mail received will be forwarded to the appropriate board member or available for pickup when City Hall reopens for business. Please update the registration listed through the Kansas Secretary of State to reflect the mailing address only without listing any City employees as registered agent.

It is the City's desire to continue supporting the Leawood Stage Company for the valuable service they provide to the community. We look forward to working with you in the future.

A handwritten signature in cursive script, appearing to read "Scott Lambers".

Scott Lambers, City Administrator
City of Leawood, Kansas



City of Leawood

4800 Town Center Drive • Leawood, Kansas 66211 • (913) 339-6700
(913) 339-6781 Fax

E

April 22, 2022

Mike Blinn, Chair
Leawood Stage Company

Dear Mike,

The City of Leawood is pleased to provide the enclosed check in the amount of \$62,000, per a grant, to the Leawood Stage Company for the production of "The Addams Family" at Ironwoods Park in July, 2022. The grant was approved by the Governing Body on April 4, 2022. We are pleased to support this opportunity for our community.

Per the letter you received from City Administrator, Scott Lambers, on January 4, 2021, Leawood Stage Company is responsible for all contracts and purchases for the summer production. Grant funds should be used for expenses related to contracts, royalties, advertising, printing, and production supplies. The grant should not be used for expenses associated with rental spaces, cast t-shirts, PPE, concessions, or cast/crew food and beverage. Please remember to keep all receipts and invoices to turn in for potential future grant submissions. Please label invoices and receipts by category, i.e. props, costumes, advertising, etc. We request that all receipts from the 2022 production be turned in to the city via Holly York no later than October 5, 2022.

To comply with the Americans with Disability Act, the rentals of Assisted Listening Systems from Harvest Productions (or other AV production company of LSC's choosing) must be included for each performance night, per the email to you from Holly York on February 3, 2022. Holly contacted Harvest and was told the rental cost for Assisted Listening Systems would be a total of \$200, which should be covered with the grant.

The City of Leawood will provide rehearsal space at the Lodge and staff assistance with related productions tasks dependent on availability. Please continue to work with Holly York, Cultural Arts Supervisor, to coordinate production needs. We will accommodate requests as best we can.

Thank you for providing this valuable service to the community and I look forward to seeing "The Addams Family".

Chris Claxton, Director of Parks, Recreation, and Arts
City of Leawood, Kansas

CC: Holly York, Cultural Arts Supervisor
Scott Lambers, City Administrator