



City of Tonganoxie City Council Meeting Agenda

December 2, 2024

7:00 Regular Meeting, City Council Chambers, 303 Bury Street, Tonganoxie, KS 66086

There may be an audio recording of the meeting which will be utilized to prepare meeting minutes and the meeting may be broadcast on the City of Tonganoxie YouTube Channel

Mayor: David Frese; Council Members: Jacob Dale, Lorelee Stevens, Chris Donnelly, Jennifer McCutchen, Matt Partridge

Open Regular Meeting – 7:00 p.m.

- I. Pledge of Allegiance**
- II. Approval of Minutes** – Regular meeting dated November 18, 2024
- III. Consent Agenda**
 - a) Review bill payments
- IV. Old Business**
- V. New Business**
 - a) Public Hearing – 2024 Mid-Year Budget Amendments
 - b) Consider Approval of 2024 Mid-Year Budget Amendments
 - c) Consider Approval of Purchase of Replacement Computer Devices from Integrity IT Services, Inc.
 - d) Review Proposed Adjustments to the City of Tonganoxie Personnel Policy Effective January 1, 2025
 - e) Review of Midco Community Grant Awards for the Fire Department and the Council Chambers
- VI. City Manager Agenda**
 1. Update Regarding 2024 City Metes and Bounds Certification
- VII. City Attorney Agenda**
- VIII. Mayor Pro Tem Agenda**
- IX. City Council Agenda**
- X. Mayor Agenda**
- XI. Adjourn**

Council Meeting Minutes
November 18, 2024
7:00 PM Meeting

I. Pledge of Allegiance

- Mayor Frese opened the meeting at 7:00 p.m.
- Mayor Frese led the pledge of allegiance.
- Mayor Frese, Mayor Pro Tem Stevens, Mr. Partridge, Mr. Donnelly and Mr. Dale were present. Ms. McCutchen was absent.
- City Manager George Brajkovic, Assistant City Manager Dan Porter and City Clerk Lindsay Huntington were also present.

II. Approval of Minutes – Regular meeting dated October 21, 2024

- **Mr. Donnelly made a motion to approve draft minutes from the regular meeting dated October 21, 2024.**
- **Ms. Stevens seconded the motion.**
- **Vote of all ayes, motion carried.**

III. Consent Agenda

- a) Review bill payments
 - **Ms. Stevens made a motion to approve the consent agenda.**
 - **Mr. Partridge seconded the motion.**
 - **Vote of all ayes, motion carried.**

IV. Old Business

V. New Business

- a) Consider Acceptance of Public Dedications of a Replat for Stone Creek Addition No. 12
 - Mr. Donnelly recused himself from the discussion of this item.
 - Mr. Porter delivered the staff report to the Council members and stated staff has no concerns. Mr. Porter also stated the Planning Commission did approve this item unanimously.
 - **Mayor Pro Tem Stevens made a motion to accept the dedication of land for public purposes as part of the replat for Stone Creek Addition No. 12.**
 - **Mr. Partridge seconded the motion.**
 - **Mr. Donnelly recused himself from the vote.**
 - **Roll Call Vote of all ayes, motion carried.**
- b) Consider Acceptance of Public Dedications of a Replat for Stone Creek Addition No. 13
 - Mr. Donnelly recused himself from the discussion of this item.
 - Mr. Porter delivered the staff report to the Council members and stated staff had no comment to oppose this request. Mr. Porter also stated the Planning Commission unanimously approved this item as well.
 - **Mr. Partridge made a motion to accept the dedication of land for public purposes as part of the replat for Stone Creek Addition No. 13.**
 - **Mr. Dale seconded the motion.**
 - **Mr. Donnelly recused himself from the vote.**
 - **Roll Call Vote of all ayes, motion carried.**
- c) Resolution 11-24-01: Consider Approval of Proposed City of Tonganoxie Fund Balance Policy
 - Mr. Brajkovic delivered the staff report on the policy developed as a result of the discussion from the October 21, 2024 meeting regarding goals for the general fund.
 - Mr. Brajkovic stated the staff recommendation is to establish a 30% fund balance policy for General Fund. Mr. Brajkovic stated this policy would not be out of line with what other communities are doing.

- Council members held a discussion regarding the policy.
- Mr. Brajkovic stated additionally, it is viewed favorably if there is a formal fund balance policy especially for general fund and if it can show performance that the goal has been met over the years.
- Mr. Porter recommended, after reviewing the policy, to insert the acceptable use of reserve including property tax rate adjustments would be the last paragraph of page one.
- **Mayor Pro Tem Stevens made a motion to pass Resolution 11-24-01 to approve the City of Tonganoxie Fund Balance Policy with the addition under acceptable uses of reserves to include reduction of Mill Levy when approved by City Council.**
- **Mr. Donnelly seconded the motion.**
- **Roll Call Vote of all ayes, motion carried.**

VI. City Manager Agenda

1. October 2024 Financial Report
 - Mr. Porter presented the October 2024 financial report to the City Council.

VII. City Attorney Agenda

VIII. Mayor Pro Tem Agenda

IX. City Council Agenda

- Mr. Partridge congratulated the Tonganoxie High School football team and Coach Troyer for their return to the State semifinals.
- Mr. Donnelly requested any public update on the annexation issue at the County.
- Mr. Brajkovic stated it is his belief dockets are public and there is a bench trial in District Court set for December 8, 2024.

X. Mayor Agenda

1. Consider Approval of the Mayor's Appointment of Planning Commissioners John Kirk and Patti Bitler
 - Mayor Frese requested to reappoint Mr. John Kirk and Ms. Patti Bitler to the Planning Commission.
 - **Vote of all ayes, motion carried.**
 2. Consider Approval of the Mayor's Appointment of Sarah Moore to the Tonganoxie Library Board – City Position
 - Mayor Frese requested to appoint a new Tonganoxie Library Board member Sarah Moore.
 - **Roll Call Vote of all ayes, motion carried**
- Mayor Frese reminded all of the Mayor's Tree Lighting event that will be Saturday November 23, 2024.

XI. Adjourn

- **Mr. Dale made a motion to adjourn the meeting.**
- **Mr. Partridge seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 7:32 p.m.**

Respectfully submitted,



Lindsay Huntington, City Clerk



City of Tonganoxie, KS

My Check Report

By Check Number

Date Range: 11/16/2024 - 11/27/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1083	Bay Bridge Administrators, LLC FSA	11/22/2024	Regular	0	1434.32	53432
0056	BLUE CROSS AND BLUE SHIELD	11/22/2024	Regular	0	51002.01	53433
0070	BROTHER' S MARKET	11/22/2024	Regular	0	163.24	53434
0813	FREESTATE ELECTRIC COOPERATIVE	11/22/2024	Regular	0	1719	53435
1480	KING CONSTRUCTION COMPANY, INC.	11/22/2024	Regular	0	126008.61	53436
0793	LEAVENWORTH COUNTY TREASURER	11/22/2024	Regular	0	7682.51	53437
0732	METLIFE	11/22/2024	Regular	0	451.55	53438
0857	MIDCONTINENT COMMUNICATIONS	11/22/2024	Regular	0	308.03	53439
0857	MIDCONTINENT COMMUNICATIONS	11/22/2024	Regular	0	272.78	53440
1302	PITNEY BOWES GLOBAL FINANCIAL SERVICES L	11/22/2024	Regular	0	121.86	53441
1220	PREMIER LAWN SERVICES	11/22/2024	Regular	0	400	53442
0579	SECURITY BENEFIT - 457	11/22/2024	Regular	0	4940.96	53443
1014	The League of Kansas Municipalities	11/22/2024	Regular	0	370	53444
0645	UNITED RENTALS (NORTH AMERICA), INC	11/22/2024	Regular	0	208	53445
0656	VERIZON WIRELESS	11/22/2024	Regular	0	537.3	53446

Bank Code AP Bank Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	22	15	0.00	195,620.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	22	15	0.00	195,620.17

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	22	15	0.00	195,620.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	22	15	0.00	195,620.17

Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	11/2024	195620.17
			195620.17



Office of the City Manager **AGENDA STATEMENT**

DATE: December 2, 2024
To: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Public Hearing and Consider Budget Amendment for 2025 Adopted Budget

DISCUSSION:

The 2024 annual budget was adopted by the City Council in September 2023. The City's financial statements are organized into unique funds, including 12 funds included in the state budget forms and others with annual expenditure limits authorized by the City Council during annual budget approval. Periodically changes in revenue collections or necessary expenditures compared to prior assumptions require budget amendments. Funds budgeted through the state budget forms require provision of public notice, completion of a public hearing, and filing the amended budget certificate with the County Clerk prior to the end of the fiscal year, while funds with expenditure budgets authorized by the City Council can be amended at any point in the year by a vote of the City Council on a motion to amend the budgeted expenditures.

One fund has previously completed mid-year budget amendments in 2024 as listed below:

- **January 22, 2024 –**
 - \$36,126 expenditure and \$28,901 revenue budget adj. to the Police Equipment Fund to account for KS Governor's Office LSSE Grant received for PD radio equipment
 - \$17,056.64 expenditure budget adj. to the Police Equipment Fund for additional new vehicle outfitting costs

Midyear budget amendments to three funds included in the State Budget Forms and no funds not included in the State Budget Forms are currently presented for the City Council's consideration.

Special Highway Fund –

The major contractual project for street maintenance approved earlier in 2024 included the largest possible scope of work and therefore a cost that slightly exceeded the expected level of resources dedicated to contracted street maintenance. In addition, during 2024 this fund was used to pay for commodity costs included in other various street maintenance and pothole-patching projects self-performed by the City's Public Works Department.

The amount of the proposed budget amendment is an increase of \$25,000 in expenditures, bringing total authorized expenditures for the fund in 2024 to \$575,000. This budget amendment requires provision of a newspaper notice, conducting a public hearing, and completion of revised State budget forms. The notice was provided and following the public hearing on December 2, 2024 the City Council can approve the amended 2024 budget as presented or with adjustments.

General Fund –

In 2024 the City experienced several surprising or unexpected expenditures which meant that the previous projection of planned expenditures in the City's fiscal year 2024 would likely be met with a very small margin remaining or potentially even exceed the level of planned expenditures during the fiscal year. The total level of maximum expenditures authorized in the General Fund in the original 2024 approved budget is in no danger of being met and is not proposed to change with this amendment, but in an effort to promote transparency in ongoing 2024 budget reporting and improve communications in future discussions with parties like auditors and bond rating agencies it is recommended that the City Council consider approving the following adjustments to planned expenditures in several key accounts in the General Fund.

Salaries and Benefits

Department	Amount
Administration	\$4,000
Police	\$14,000
Fire	\$35,000

Contractual Services

Project	Amount
Reimbursed Construction Observation for Development	\$41,000
Planning Services (Downtown Regulating Plan timing)	\$10,000
Engineering Services	\$10,000
Legal Fees	\$40,000

Capital Outlay

Department	Amount
Police	\$3,700
Fire	\$5,200

The amount of the proposed budget amendment is an increase of \$162,900 in planned expenditures, bringing total planned expenditures for the fund in 2024 to \$4,635,307. This budget amendment requires provision of a newspaper notice, conducting a public hearing, and completion of revised State budget forms. The notice was provided and following the public hearing on December 2, 2024 the City Council can approve the amended 2024 budget as presented or with adjustments.

Capital Projects Fund –

Earlier in 2024 the City Council and USD 464 consider making major amendments to planned projects within their respective CMIPs for 2024 and 2025 that might have required a significant adjustment to planned expenditures in both 2024 and 2025. The conclusion of that joint project planning effort and funding prioritization did not result in approval to move forward with the adjusted projects so no major required change is necessary.

City staff have been informed by contracted IT support providers that a portion of the City's total inventory of technology devices (laptops, desktops, etc.) have been identified as being incompatible with updates to Windows 11 Operating System which will become necessary later in 2025 in order to maintain security settings compatibility and updates. After a review of the impacted devices City staff have worked to prepare a projected purchase request which will be considered in a separate action by the City Council. If approved, City staff recommend a making budget amendment between individual accounts in the City's Capital Project's Fund to reflect the plan for increased expenditures in capital outlay accounts for computer technology purchases. The increased planned expenditures are proposed to be shifted from previously planned expenditures in other capital outlay accounts in the fund which were assigned for major capital projects. Following this shift there will still be enough capacity to complete major capital projects within the level of planned expenditures remaining.

The amount of the proposed budget amendment is an increase of \$0 in planned expenditures with a shift of \$20,000 from capital project accounts to technology purchase accounts. This budget amendment requires provision of a newspaper notice, conducting a public hearing, and completion of revised State budget forms. The notice was provided and following the public hearing on December 2, 2024 the City Council can approve the amended 2024 budget as presented or with adjustments.

Amendments to State Budgeted Funds -

Shown in attached State Budget Forms Amendments

Amendments to Fund with Expenditure Budget Authorized by the City Council – None

BUDGET IMPACT:

The proposed budget amendments will result in changes to the City's overall expenditure authority in the Special Highway Fund by increasing the expenditure authority by \$25,000. This change is not expected to create a significant impact on future fund balance levels.

The proposed budget amendments in the General Fund and Capital Projects Fund will not result in any changes to the City's overall expenditure authority in these two funds. Instead, these amendments will increase the level of planned expenditures in each fund to better reflect the financial activities and approved project funding in the 2024 fiscal year. These changes are not expected to create a significant impact on future fund balance levels and do not project to risk not meeting the City's approved fund balance policy goal in the General Fund.

ACTION NEEDED:

1. Conduct public hearing.
2. Consider motion to approve 2024 budget amendments as published and presented and direct City staff to complete necessary steps to file and record the budget amendment.

ATTACHMENTS:

2024 Budget Amendment Notice of Public Hearing - Affidavit
2024 Proposed Budget Amendments State Budget Forms Draft

cc: George Brajkovic, City Manager

Affidavit in Proof of Publication

STATE OF KANSAS
Leavenworth County

Kelly Schellman of the Legal Dept. of the Tonganoxie Mirror
being first duly sworn, deposes and says:

That this weekly newspaper printed in the State of Kansas, and
published in and of general circulation in Leavenworth
County, Kansas, with a general paid circulation on a weekly
basis in Leavenworth County, Kansas, and that said newspaper
is not a trade, religious or fraternal publication, and which
newspaper has been admitted to the mails as periodicals class
matter in said County, and that a notice of which is hereto
attached, was published in the regular and entire issue of the
Tonganoxie Mirror

Said newspaper is published six days per week, 52 weeks per
year; has been so published continuously and uninterruptedly
in said county and state for a period of more than five years
prior to the first publication of said notice and been admitted at
the post office of Tonganoxie in said County as second class
matter.

That the attached notice is a true copy thereof and was
published in the regular and entire issue of said newspaper for
1 consecutive weeks the first publication thereof being made as
aforesaid on 11/20/2024 with publications being made on the
following dates:

11/20/2024



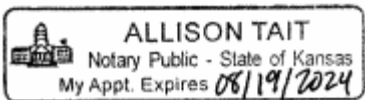
Subscribed and sworn to before me this 20th day
of November, 2024.



Notary Public

My Appointment expires: 8/19/2024

Notary And Affidavit	\$0.00
Additional Copies	\$0.00
Publication Charges	\$108.20
	\$108.20



(First Published in the Tonganoxie Mirror
on the 20th of November, 2024)

State of Kansas
Amendment

2024

Notice of Budget Hearing for Amending
the 2024 Budget

The governing body of

City of Tonganoxie

will meet on the day of December 2, 2024 at 7:00 PM at City Council Chambers, 303 Bury Street for the
purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Tonganoxie City Hall or www.tonganoxie.org
and will be available at this hearing.

Summary of Amendments

Fund	2024 Adopted Budget			2024 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
General Fund	27.724	1,999,933	5,554,177	5,554,177
Special Highway			550,000	575,000
Capital Projects			1,808,613	1,808,613
			0	0
			0	0
			0	0

Daniel Porter

Official Title: Assistant City Manager

To the Clerk of Leavenworth County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Tonganoxie
certify that: (1) the hearing mentioned in the attached publication was
held;(2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year.

Attested date:

Assisted by:
Daniel Porter
Assistant City Manager
Address:
526 E 4th Street
Tonganoxie, KS 66086
Email:
dporter@tonganoxie.org

Governing Body

CPA Summary

City of Tonganoxie

2024

Adopted Budget

General Fund	2024 Adopted Budget	2024 Proposed Budget
Unencumbered Cash Balance January 1	1,228,539	1,925,007
Receipts:		
Ad Valorem Tax	1,999,892	1,999,933
Delinquent Tax	14	-27
Motor Vehicle Tax	179,694	179,694
Recreational Vehicle Tax	2,280	2,280
16/20M Vehicle Tax	320	320
Commercial Vehicle Tax	2,405	2,405
Watercraft Tax	1,383	1,383
Local Alcoholic Liquor	4,850	4,850
Local Compensating Use Tax	376,652	376,652
Local Sales Tax	731,148	731,148
Franchise Tax	420,000	420,000
Licenses	78,200	78,200
Charges for Service	161,300	161,300
Fines	140,000	140,000
Grants & Other Revenues	67,500	67,500
Interest	80,000	80,000
Transfer from Water Operations Fund	40,000	40,000
Transfer from Sewer Operations Fund	40000	40,000
Miscellaneous	0	0
Total Receipts	4,325,638	4,325,638
Resources Available:	5,554,177	6,250,645
Expenditures:		
Administration	571,677	666,677
Municipal Court	158,012	158,012
Animal Control	15,400	15,400
Codes & Building Inspections	120,606	120,606
Planning	63,000	73,000
Mayor & Council	34,000	34,000
Police	1,674,332	1,692,032
Public Works	490,102	490,102
Fire	1,151,425	1,191,625
Water Park	193,853	193,853
Cash Forward	648,846	648,846
Miscellaneous	432,924	270,024
Total Expenditures	5,554,177	5,554,177
Unencumbered Cash Balance December 31	0	696,468

CPA Summary

Adopted Budget

CPA Summary

City of Tonganoxie

2024

Adopted Budget

Capital Projects	2024 Adopted Budget	2024 Proposed Budget
Unencumbered Cash Balance January 1	1,779,411	1,941,579
Receipts:		
Share of County Sales Tax	587,650	587,650
Share of County Compensating Use Tax	217,350	217,350
Transfers from Water Ops Fund	0	0
Transfers from Sewer Ops Fund	0	0
Transfer from Infrastructure Sales Tax Fund	136,000	136,000
Grants and Other Revenues	867,613	867,613
Miscellaneous	0	
Total Receipts	1,808,613	1,808,613
Resources Available:	3,588,024	3,750,192
Expenditures:		
Contractual Services	295,000	295,000
Commodities	71,000	71,000
Capital Outlay	1,420,000	1,420,000
Grant Match	0	0
Debt Service	22,613	22,613
Cash Reserve (2025 column)	0	0
Miscellaneous	0	0
Total Expenditures	1,808,613	1,808,613
Unencumbered Cash Balance December 31	1,779,411	1,941,579

CPA Summary

**Notice of Budget Hearing for Amending the
2024 Budget**
The governing body of
City of Tonganoxie

will meet on the day of December 2, 2024 at 7:00 PM at City Council Chambers, 303 Bury Street for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Tonganoxie City Hall or www.tonganoxie.org and will be available at this hearing.

Summary of Amendments

Fund	2024 Adopted Budget			2024 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
General Fund	27.724	1,999,933	5,554,177	5,554,177
Special Highway			550,000	575,000
Capital Projects			1,808,613	1,808,613
			0	0
			0	0
			0	0

Daniel Porter
Official Title: Assistant City Manager



Office of the City Manager **AGENDA STATEMENT**

DATE: December 2, 2024
TO: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Consider Approval of 2024 Purchase of Replacement Computer Devices

DISCUSSION:

City staff were advised by the City's contracted IT support providers that a significant portion of the City's inventory of technology devices (laptops, desktops, etc.) have been identified as being incompatible with upgrade to the Windows 11 Operating System which will become necessary in 2025 in order to maintain security settings compatibility and receive forthcoming updates from Microsoft. After October 2025 Microsoft will no longer provide security updates or patches for Windows 10 which means that devices running Windows 10 past the deadline will be more vulnerable to cyber threats, malware and other security risks.

If replacement of the aged devices was not possible, added levels of system security improvements would be highly recommended such as ensuring Windows 10 devices are placed behind a uniquely configured firewall to limit exposure to external threats, isolating legacy Windows 10 devices on a separate network from other devices to reduce the risk of cross-contamination from security breaches, and adding additional layers of access restrictions to sensitive data and systems for devices running unsupported operating systems. These adjustments would come at an increased cost for the City for IT support services as well as adding more complicated security protocols and potentially business practices difficulty. In addition, some of the incompatible devices are older and in danger of normal failure due to end of life expectancy common in such technology.

After a review of the list of impacted technology devices City staff have worked to prepare a projected purchase request for consideration by the City Council. This purchase request considers replacement of 19 devices, including 6 laptops and 13 desktops or all-in-one computers (with monitor). 52% of the proposed replacements will be utilized by the Police Department and all departments have a device requiring replacement. In an effort to streamline business activities and limit current and future costs City staff identified 4 computer devices which would have been eligible for replacement due to incompatibility with Windows 11 but were able to be disposed of without planned replacement and removed them from the City's computer inventory.

List of Replacement Devices and Current Price per Device

All-in-one equivalent desktop Dell OptiPlex AIO 7420: \$1,290
Standard Laptop (with 256 GB storage) HP ProBook 460 G11: \$960
Standard Desktop (with 256 GB storage) Dell OptiPlex 7020 Micro: \$840
Advanced processor desktop computer Dell OptiPlex 7929 SFF Tower: \$1,565

The current expected expenditure total for the 19 replacements totals \$18,755 but City staff request the approval of up to \$20,000 in expenditure authority for this bulk purchase in order to accommodate the likely need to include additional computer monitors, cables, and other accessory equipment.

BUDGET IMPACT:

If this purchase is approved, City staff also recommended a budget amendment between individual accounts in the City's Capital Project's Fund to reflect the plan for increased expenditures in capital outlay accounts for computer technology purchase with a proposal to shift previously planned expenditures in other capital outlay accounts in the fund which were assigned for major capital projects. Following this shift there will still be enough capacity to complete major capital projects within the level of planned expenditures remaining.

ACTION NEEDED:

Motion to approve the purchase of replacement desktop and laptop computer devices from Integrity IT Services Inc. for an amount not to exceed \$20,000.

ATTACHMENTS:

None

cc: George Brajkovic, City Manager



Office of the City Manager **AGENDA STATEMENT**

DATE: December 2, 2024
TO: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Review Proposed Personnel Policy Adjustments effective January 1, 2025

DISCUSSION:

The City of Tonganoxie Adopted Personnel Policies acts as the City's repository for statements of policy which are intended to provide a uniform system of personnel administration throughout the City service, ensuring that recruitment, selection, placement, promotion, retention and separation of City employees are based upon employees' qualifications and fitness and are in compliance with Federal and state laws, assist managers in the development of sound management practices and procedures, promote communication between the City Manager, supervisors, and employees, and ensure, protect and clarify the rights and responsibilities of employees.

Following initial establishment in 2000 the most recent revisions to the City of Tonganoxie Adopted Personnel Policies were completed and approved by the City Council in 2010, 2013, and 2014. A project to complete a complete review and overhaul of the City's Adopted Personnel Policies was funded in the 2025 Adopted Budget. Staff recommend that the City Council consider some adjustments to the City's policies regarding rates of paid leave accrual and caps on accrual in advance of the completion of the entire project in order to meet deadlines for establishment of employee leave accrual and cap amounts within the 2025 calendar/fiscal year.

A review of the current leave accrual rates and maximum cap amounts was completed with particular focus on the shift ratio, which is the number of days per year expected to be work days for specific jobs, and the weekly equivalent, which is an equalized comparison of the number of weeks per year represented by either an accrual amount or an accrual cap. For vacation and sick leave proposed adjustments, an effort was made to calculate adjustments which allow the leave accrual and cap amounts for the different job types in the organization to equalize according to the weekly equivalent and to match leave amounts to normal shift duration in order to make utilizing leave for complete shifts easier for employees. Concepts supported by the proposed adjustments include promoting equity, considering the FLSA overtime thresholds in place by job type, recognizing unique demands of the workplace for each job type, and focus on the impacts to scheduling for individual departments.

A summary of the proposed changes is copied below and detailed breakdowns of current leave accrual rates and maximum accrual cap amounts are included as an attachment.

Category		Proposed Changes Description (numbers expressed in hours)
1	Vacation Leave	Increase accrual +16 PD and increase max cap +8 PD and +24 FD (Year 1-5) Increase accrual +12 PD and increase max cap +24 PD and +48 FD (Year 5-10) Increase accrual +20 PD and increase max cap +20 PD and +48 FD (Year 10-20) Increase accrual +16 PD and increase max cap +32 PD and +48 FD (Year 20+)
2	Floating Leave	Increase accrual +4 PD and +16 FD
3	Sick Leave	Increase accrual +8 General and +12 PD and increase max cap +36 PD and +216 FD

BUDGET IMPACT:

Floating Holiday leave is the only leave accrual amount change which can be projected to create an immediate financial impact to the City. Proposed adjustments to this leave type are projected to cost approximately \$3,084, which is only about 0.07% of the City's 2025 personal services expenditure budget. This level of adjustment is not projected to necessitate a mid-year budget amendment or result in immediate risk of impacts to the City meeting its fund balance policy requirement.

Vacation leave accrual rate changes as proposed would increase the potential overall level of paid leave utilization by City employees in the Police and Fire Departments, with no changes proposed for employees in other departments. Cap maximum changes in the Police and Fire Departments also raise the City's potential future liability in the event of employees with maximum accrual levels of leave departing the organization and being eligible for being compensated at a higher level. The limited degree of changes proposed for maximum accrual caps does not promise to alter employee behavior and greatly increase the number of City employees who strive to reach the cap amount for their respective tenure with the organization. For instance, City employees currently maintain an average of about 155 hours of vacation leave less than their respective maximum accrual.

Sick leave is not a type of paid leave eligible for payment to employees upon their departure from the organization so it does not have the same level of impact on future liabilities for the organization as vacation leave. City staff do not project to experience any major changes in employee sick leave utilization practices based on the limited degree of accrual rate and maximum accrual levels. In very rare circumstances where a prolonged period of utilization of sick leave is necessary for an employee it is critical that employees across the organization have relatively equalized amounts of sick leave available regardless of their department/role.

ACTION NEEDED:

Consider making a motion to approve proposed changes to vacation, floating, and sick paid leave accrual rates and maximum cap amounts as presented or with preferred changes.

Or, directing City staff to take other actions.

ATTACHMENTS:

Detailed Breakdowns – Current Leave Accrual Rates and Maximum Accrual Summary

cc: George Brajkovic, City Manager

Current Leave Annual Accrual Rates and Maximum Accrual Levels

Summary

Department	Annual Hours Worked on Normal Schedule	Shift Hours	Shifts per year (days)	Shift ratio (equivalent days)	OT Pay Period Regular Hours Threshold	Hours per week equivalent	5-day workweek hourly equivalent	7-day workweek hourly equivalent
City Hall / Public Works	2080	8	260	1	40 per week	40	8	5.7
Police	2184	12	182	1.4	84 per 2 weeks	42	8.4	6
Fire	2920	24	121.7	2.1	212 per 4 weeks	53	10.6	7.6

Department	Holiday Hours Paid Per Year	Sick Leave Accrual	MAX Sick	Personal Leave Accrual	Vacation Leave Accrual (1-5 yr tenure)	Vacation Leave Accrual (5-10 yr tenure)	Vacation Leave Accrual (10-15 yr tenure)	Vacation Leave Accrual (20+ yr tenure)	MAX Vaca (1-5 yr)	MAX Vaca (5-10 yr)	MAX Vaca (10-20 yr)	MAX Vaca (20+ yr)
City Hall / Public Works	96	96	720	8	80	120	160	200	160	240	320	400
Police	96	96	720	8	80	120	160	200	160	240	320	400
Fire	96	144	720	8	120	168	216	264	192	288	384	480



Office of the City Manager **AGENDA STATEMENT**

DATE: December 2, 2024
TO: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: 2024 Midco Community Grant Awards Information

DISCUSSION:

City staff were advised earlier in November 2024 that the City's Fire Department and City Hall/Chambers grant applications submitted for the 2024 Midco Community Foundation Grant program were both awarded for full requested funding. Respective grant receipts of \$2,000 and \$2,070 were delivered by local Midco staff on November 25, 2024 and City staff will complete the grant-funded equipment purchases before the end of the current fiscal year.

The City Fire Department's grant application was submitted for procurement of additional AEDs (Automated External Defibrillators) for the community, which are crucial to provide in public places because they enable immediate life-saving intervention in case of sudden cardiac arrest, significantly increasing the chances of survival by allowing bystanders to deliver a shock to the heart within critical minutes of collapse. The expected future location of the additional AED device is within the newly constructed dog park owned and operated by the Tonganoxie Recreation Commission.

The City Hall/Chambers grant application was submitted for funding support for the purchase of technology equipment which will be made available to the general public at the City Hall facility and inside the City Council/Municipal Court Chambers facility during business hours and public meetings and other events held at these facilities. The community stands to benefit from provision of access to technology devices within the City's facilities when they attend public meetings or municipal court sessions as many of the City's key documents, including meeting agenda packets, meeting minutes, payment portals, and forms and applications are readily available online and on the City's website.

[Midco Community Foundation Grant Application Information](#)

BUDGET IMPACT:

These grant awards present a positive budget impact that allows the purchases to be made without utilization of funds previously allocated for other purposes.

ACTION NEEDED:

No action required or requested.

ATTACHMENTS:

None

cc: George Brajkovic, City Manager