

# 2022 BUDGET

City of Prairie Village, Kansas





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Prairie Village  
Kansas**

For the Fiscal Year Beginning

**January 01, 2021**

*Christopher P. Morill*

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Prairie Village, Kansas for its annual budget for the fiscal year beginning January 1, 2021. In order to receive this award, a government unit must publish a budget that meets program criteria as a policy document, as an operational guide, as a financial plan, and as a communication device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.*

# COMMUNITY VISION STATEMENT

## City of Prairie Village, Kansas



The City of Prairie Village preserves the ambiance of a village with the livability of a neighborhood. The “village” lifestyle is enhanced by quality education, a variety of housing, recreation and local commerce in pedestrian friendly centers.

City of Prairie Village  
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Prairie Village, Kansas 66208  
(913) 381-6464  
[www.pvkansas.com](http://www.pvkansas.com)

*The photograph on the front cover was provided by Randy Braley Photograph.*



Chad Andrew Herring



Jori Nelson

Ward I



Mayor Eric Mikkelson



Ron Nelson



Inga Selders

Ward II



Bonnie Limbird

Ward III



Tucker Poling

Ward III

# 2020-2021 Prairie Village City Council



Sheila Myers

Ward IV



Piper Reimer



Courtney McFadden

Ward V



Dan Runion



Ian Graves



Terrence Gallagher

Ward VI

Eric Mikkelson

Mayor

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Terrence Gallagher

Ward 6

[gallagherward6@gmail.com](mailto:gallagherward6@gmail.com)

# Department Heads and Appointed Officials

## Department Heads

City Administrator	Wes Jordan	<a href="mailto:wjordan@pvkansas.com">wjordan@pvkansas.com</a>	913/385-4621
Deputy City Administrator	Jamie Robichaud	<a href="mailto:jrobichaud@pvkansas.com">jrobichaud@pvkansas.com</a>	913/385-4601
Assistant City Administrator	Meghan Boom	<a href="mailto:mbuum@pvkansas.com">mbuum@pvkansas.com</a>	913/385-4662
Assistant City Administrator	Tim Schwartzkopf	<a href="mailto:tschwartzkopf@pvkansas.com">tschwartzkopf@pvkansas.com</a>	913/385-4609
Finance Director	Nicole Lee	<a href="mailto:nlee@pvkansas.com">nlee@pvkansas.com</a>	913/385-4661
Police Chief	Byron Roberson	<a href="mailto:broberson@pvkansas.com">broberson@pvkansas.com</a>	913/385-4609
Public Works Director	Keith Bredehoeft	<a href="mailto:kbredehoeft@pvkansas.com">kbredehoeft@pvkansas.com</a>	913/385-4642
City Clerk	Adam Geffert	<a href="mailto:ageffert@pvkansas.com">ageffert@pvkansas.com</a>	913/385-4616

## Appointed Officials

City Attorney	David Waters, Lathrop & Gage
City Treasurer	Courtney Kramer
Municipal Judge	Karen Torline
Municipal Judge	Michelle A. DeCicco
City Prosecutor	Ashley Repp



Wes Jordan, City Administrator

# City of Prairie Village — Organizational Overview



**Residents of Prairie Village**

**Mayor**  
Eric Mikkelson

**City Council**

Ward I: Chad Herring, Jori Nelson  
 Ward II: Ron Nelson, Inga Selders  
 Ward III: Tucker Poling, Bonnie Limbird  
 Ward IV: Sheila Myers, Piper Reimer  
 Ward V: Courtney McFadden, Dan Runion  
 Ward VI: Terrence Gallagher, Ian Graves

**City Attorney**  
David Waters

**City Prosecutor**  
Ashley Rep

**City Judges**  
Michelle A. DeCicco  
Karen Torline

**City Treasurer**  
Courtney Kramer

**City Administrator**  
Wes Jordan

**Boards & Committees**

Volunteers appointed by Mayor & Council

**Deputy City Admin.**  
Jamie Robichaud

**Assistant City Admin.**  
Meghan Buom

**Assistant City Admin.**  
Tim Schwartzkopf

**Public Works Director**  
Keith Bredehoeft

**Finance Director**  
Nickie Lee

**Chief of Police**  
Byron Roberson

**1 FTE**  
Human Resources  
**5 FTE**  
Building Codes  
**2 FTE**  
Code Enforcement  
**Other:**  
Solid Waste  
Planning Commission  
Pension Board  
Legislative Affairs

**5 FTE**  
City Clerk  
Admin & PIO  
**19.8 FTE**  
Parks & Rec  
**.5 FTE**  
Special Events  
**Other:**  
PV Foundation  
Environmental Committee  
Statuary Comm.

**5.5 FTE**  
Municipal Court  
**2 FTE**  
Information Services  
**Other:**  
Emergency Management  
  
Diversity Committee

**30 FTE**  
Building Maint.  
Drainage  
Mgmt/Admin  
Engineering  
Parks Maint.  
Pool Operations  
Streets  
Tennis Maint.  
Vehicle Maint.  
  
**Other:**  
Tree Board

**1 FTE**  
Accounting  
  
**Other:**  
Arts Council  
  
Insurance Committee

**59 FTE**  
Comm. Services  
Crime Prev.  
D.A.R.E.  
Investigations  
Patrol  
Prof. Standards  
Staff Services  
SIU  
Traffic  
  
**Other:**  
Civil Service Comm.

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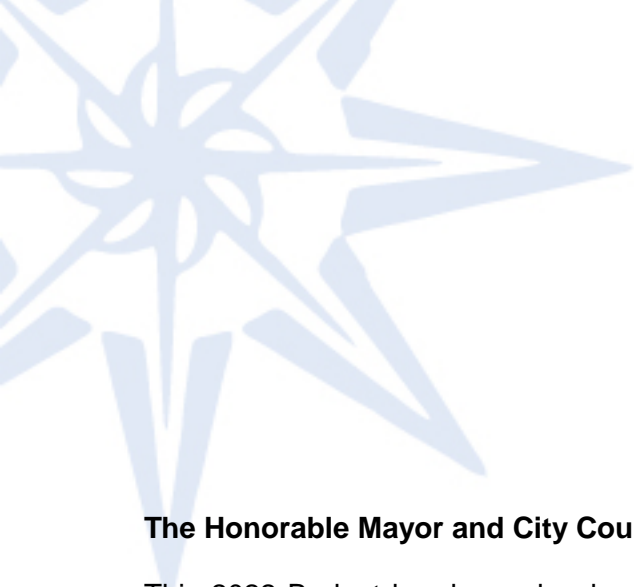
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# Executive Summary



**The Honorable Mayor and City Council of the City of Prairie Village, Kansas:**

This 2022 Budget has been developed in the midst of continued uncertain times as we adjust to the ongoing COVID-19 pandemic. In mid-March 2020, the City closed court and city hall to the public. 2021 brought vaccines and the end of many public health orders. However, the economy and community continue to feel the impacts of the pandemic.

The COVID-19 pandemic has changed many aspects of our society. Our paradigm on social interactions has been altered, our way of providing services up-ended, and the City has continued to experience some reductions in key revenues. During this period, the 2022 Budget has been developed. In shaping the budget, the City has relied on a solid foundation that the COVID-19 pandemic cannot impact. The hard work of the Governing Body and City Staff has ensured the future will be bright for both current and future residents of The City of Prairie Village. Virtual budget work sessions were conducted during the spring of 2021 and a public hearing will be held in September. The City's finances continue to be healthy and stable. The City received reimbursement from Johnson County for COVID-related expenses through the Coronavirus Relief Fund in 2020, and is currently discussing uses for its \$3.2m allocation from the American Rescue Plan Act.

The focus was on limiting expenditure growth and was accomplished by prioritizing spending and careful monitoring of the budget and revenue sources. The total 2022 Budget equals \$34,858,364, a 1.8% increase over the 2021 adopted budget. The total 2022 General Fund expenditure budget is 5% more than the 2021 General Fund expenditure budget. The annual budget is one of the most important documents prepared by the Governing Body. The primary purpose of the budget and budget process is to develop, adopt, and implement a plan for accomplishing goals for the upcoming year within given constraints. It serves as a financial plan, provides guidance to Department Managers and communicates the City's financial condition. Most importantly, it presents the Governing Body's vision for the community by describing how public funds will be spent in order to achieve policy objectives.

The process of developing the 2022 Budget included a detailed study of spending, long-term financial obligations, and current year revenue projections, which have been impacted by the COVID-19 pandemic. This has resulted in a 4% increase in the 2022 General Fund revenue forecast over the 2021 Budget. Overall, residential property values rose by 6% due to reappraisal growth and new construction. City sales tax collections for Prairie Village remain stable. Changes in the makeup of our two main shopping centers has resulted in more modest increases in sales tax collections than other revenue sources. While continuing to address the core needs of the community, the 2022 Budget continues to invest in our neighborhoods. The 2022 Budget has been designed to be consistent with the long-term vision of the City and the overriding goals and objectives of the City.

Resident engagement is an important element in the budget process. Staff worked to present the 2022 Budget virtually due to social distancing considerations, but also encouraged the public to participate and provide feedback remotely. While the COVID-19 pandemic presented many challenges, staff found opportunities to provide excellent service to customers that would minimize contact. In 2021, the Kansas Senate passed Senate Bill 13, adding additional public hearing and transparency requirements for cities intending to spend above their Revenue Neutral Rate. The revenue neutral rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation. Beginning with the 2022 budget, the City will hold a Revenue Neutral Rate public hearing and residents will receive information regarding the mill levy.

The City is committed to providing a high level of service and because of this our personnel service costs account for 63% of the City's General Fund operating expenditures. A city-wide compensation / benefits study was conducted in 2017. As a result of the study, salary ranges, compensation in general and a few of the benefits offered were adjusted so that the City could remain competitive with area salaries and to better recruit and retain quality employees. The compensation study benefited both the City and the employees. The 2022 Budget maintains the Comprehensive Pay Plan from 2017 and includes funding to update the plan.

The 2022 Budget is only one part of the City's planning process. The City's four-year Capital Infrastructure Program (CIP) and The Village Vision Strategic Investment Plan are the other parts of the planning process. The CIP is included in this budget document and includes the City's infrastructure plans through 2025.

### **Goals and Objectives – 2022 Budget Process**

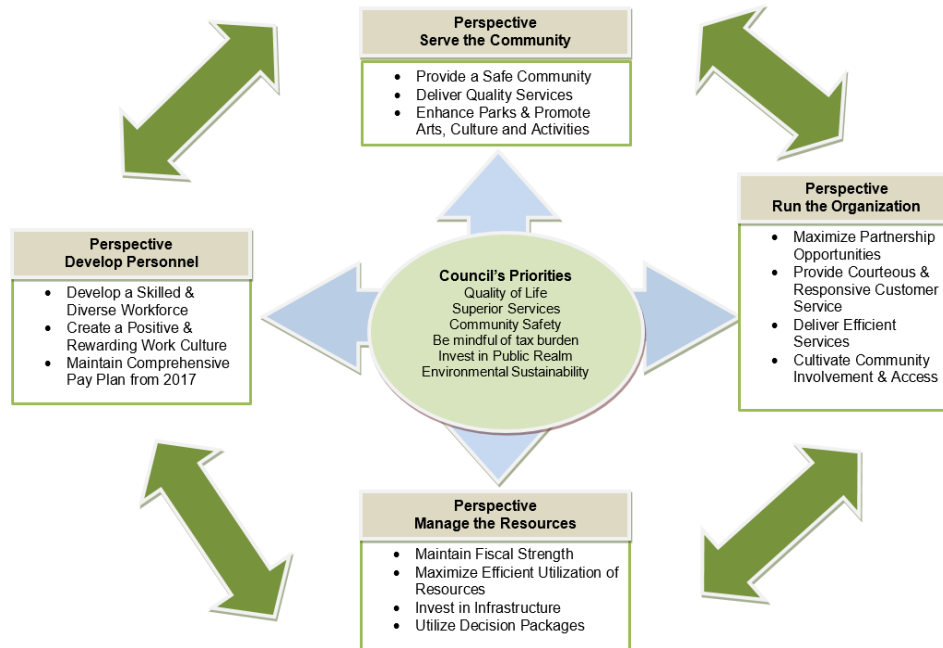
The City's vision is to be a leading-edge organization serving a dynamic and inclusive community. Based on this vision, The Governing Body established the following goals and objectives to guide the preparation of the 2022 Budget:

- ❖ Maintain high quality services and programs;
- ❖ Maintain quality streets, parks and infrastructure;
- ❖ Continue strong financial condition;
- ❖ Maintain AAA bond rating;
- ❖ Increase financial transparency;
- ❖ Increase citizen participation in budget issues, and
- ❖ Be mindful of the tax burden.

To meet these goals and objectives, the Governing Body and City staff employed the following strategies:

- ❖ Conduct a thorough review of all budget items at the staff level;
- ❖ Review new revenue opportunities;
- ❖ Plan for future needs by utilizing the reserve funds, and
- ❖ Assess and plan for technology needs.

## Goals and Objectives - 2022 Budget Process



## Budget Considerations

When developing the budget, the Governing Body and the staff faced several considerations in meeting the goals and objectives set forth at the beginning of the process.

- The mill levy was set at 19.321 (2021 rate is 19.321). Property tax revenue provides about 38% of general fund revenue.
- Current economic conditions – The 2022 Budget was developed during the ongoing COVID-19 pandemic.
- The local housing market – Home sales in Prairie Village are very strong and property values continue to increase.
- Sales taxes provide about 23% of general fund revenue. Actual collections for 2021 are expected to be lower than projected due to COVID-19, but Use tax are greater because of a switch to online shopping. Prairie Village continues to have one of the lowest sales tax rate when compared to other Johnson County cities.
- Infrastructure – The adopted 2022 – 2025 Capital Improvement Program is fully-funded based on priorities established by residents, City Council, and staff. The General Fund allocates the equivalent of 21% of total resources to capital infrastructure construction in 2022. The Capital Infrastructure budget accounts for 24% of the overall 2022 expenditure budget.
- Maintain adequate financial reserves – The City works to maintain an adequate General Fund reserve to address emergencies, changes in economic conditions, and large capital needs. The December 31, 2022 fund balance is projected to be \$5,859,031 which is thought to be sufficient to maintain fiscal flexibility.

- Costs of employee benefits – as a result of a city-wide compensation / benefits study, salary ranges, compensation in general and a few of the benefits offered were adjusted so that the City can remain competitive with area salaries and to better recruit and retain quality employees.
- The 2022 Budget maintains the 2017 Comprehensive Salary Plan. This is important to retain and attract qualified employees. Included in the budget is funding to update this plan.
- Technology – The City continues to maintain and build its technology infrastructure with funding provided in the 2022 Budget.

**Responses to Budget Challenges**

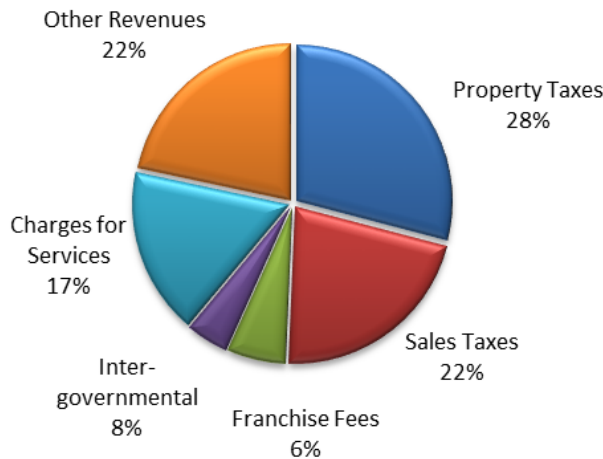
At the beginning of the 2022 Budget development, the City’s projected expenditures exceeded projected revenues. To address the gap and balance the budget, savings from the 2020 budget were used to offset the difference for one-time expenses. The Governing Body, staff and the Finance Committee looked closely at ongoing versus one-time expenditures as a way to address current budget needs. The Governing Body also examined other budget priorities presented to them by City staff. In order to maintain spending while preserving city services, expenditure cuts and reallocation of resources were continued. Maintenance of quality infrastructure continues to be a challenge and deferment of work results in increased maintenance and replacement costs. Therefore, the City anticipates increasing general funding to infrastructure maintenance in order to maintain a level that adequately addresses the City’s infrastructure maintenance needs.

**Revenues**

Total revenues for all funds increased 2% from the 2021 Budget. The bulk of the increase is due to an increase in the assessed value of residential property and intergovernmental funds which consists of grants and other funding sources.

General fund revenues are projected to increase 4% from the 2021 Budget. The increase is primarily due to an increase in property tax, use tax, and license and permits. The chart on the next page shows the composition of the City’s revenues for 2022.

**2022 Revenue Sources - All Funds**



Property Taxes – Property tax receipts are budgeted at \$9,110,562, an increase of 5% over the 2021 Budget. The increase is largely due to increased assessed property values. The final mill levy rate is set at 19.321. The City’s assessed valuation for 2021 increased 5% over the assessed valuation for 2020. The average home sales price increased 7.25% from 2019 to 2020, while the mean appraised value rose 6% during the same time period.

Sales & Use Taxes – The City’s sales and use tax revenues are budgeted to be \$8,324,004, a 4.7% increase over the 2021 budgeted revenues. The change in the type of retail in the two main shopping centers and consumer purchasing habits has affected local sales tax collections. However, online shopping has significantly increased use tax collections. Combined, Sales and Use tax accounts for 21% of the total revenues collected and is based on 2020 actual, estimated 2021 revenues and current projections. The City began collecting an additional 1% sales tax in 2011 from two Community Improvement Districts that were established in 2011.

Intergovernmental – The 2022 Budget includes \$1,378,320 and accounts for 4% of citywide revenue.

Highway Tax	\$ 573,320
CARS Grant	705,000
SMAC Grant	0
Funding from Others	<u>100,000</u>
Total	\$1,378,320

Franchise Fees – The 2022 Budget is set at \$1,905,797 a 2.7% decrease from the 2021 Budget reflecting a decrease in Evergy (electric), and cable franchise fees. Franchise fees are collected on electricity, natural gas, cable television, some telephone services. Water, internet service, and cellular phones are not subject to franchise fees.

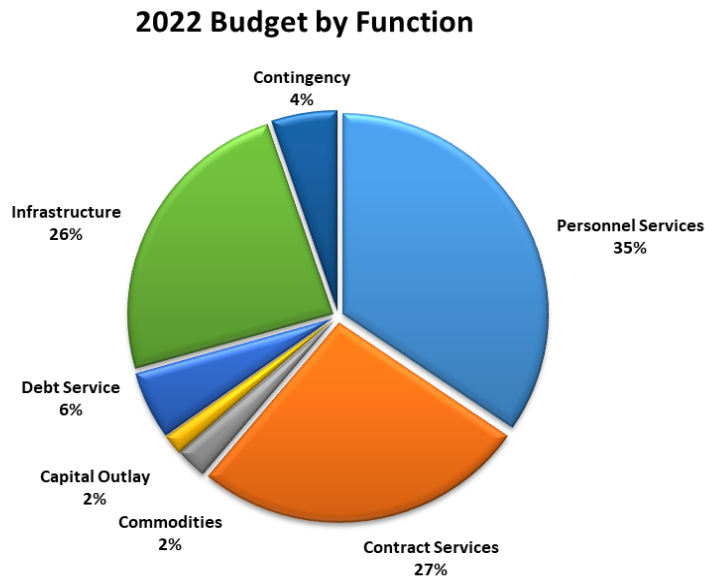
Stormwater Utility Fee – The City established this fee in 2009 to provide a dedicated funding source for the stormwater management program. The fee is calculated based on a parcel’s square feet of impervious area. The fee for 2022 remains at 4¢ per square foot. This fee accounts for 30% of the Charges for Services revenue source.

Additional information about the City’s revenues can be found in the Revenue Section of this document.



## **Expenditures**

The chart below shows the composition of the City's 2022 expenditures for all funds by function.



Capital Outlay – Decreased 45% from the 2021 Budget. This category fluctuates from year to year depending on what equipment is scheduled for replacement. The 2022 Budget includes funding for replacement of police radios, City Hall server and switches and various other capital related expenses.

Commodities – Increased 4% from the 2021 Budget. Commodities include items such as supplies, clothing, fuel, and certain equipment. City staff monitors expenditures throughout the year and continually looks for ways to contain these costs.

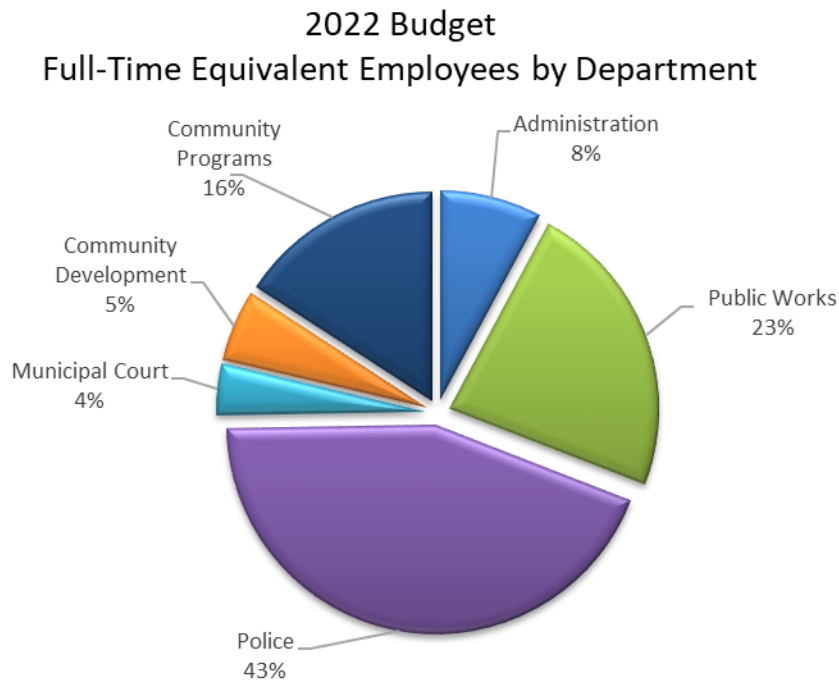
Contract Services – Increased 6.7% compared to the 2021 Budget. Included in this category are software maintenance licenses, consultant and legal fees, janitorial services, TIF contractual payment and numerous other business areas the City contracts out assistance for. The expenditure for leased vehicles moved from the capital expense category to contract services in 2022. Expenditures for contracted services are based on flat fee based contracts and hourly use.

Debt Service – Principal and interest payments (excluding the Meadowbrook Park TIF project debt) are budgeted at \$1,050,725, or 3% of operating expenditures. As of December 31, 2021, outstanding general obligation principal debt is \$27,755,000. The debt will be paid off in 2049, provided that the City does not issue any new debt or restructure current debt.

Infrastructure – Decreased 6% from the 2021 Budget. The infrastructure budget is determined by the City's financial plan and four-year CIP. The budget will fluctuate from year to year depending on the projects scheduled and funding available from both the City and outside agencies.

Personnel Services – Increased 3.9% over the 2021 Budget. This increase is due to employee benefit costs and the annual employee merit pool. The 2022 Budget reflects the city-wide compensation and benefit study done in 2017. As a result of the study, salary ranges and compensation in general, as well as a few of the benefits offered were adjusted so that the City can remain competitive with area salaries and to better recruit and retain quality employees.

Below is a chart showing the breakdown of Full-Time Equivalent employees by department.



Two thirds of City personnel are located in the Police and Public works Departments.

### **Capital Infrastructure Program**

The Capital Infrastructure Program is made up of the following sections:

**Parks** – Includes plans for redevelopment and replacement of existing park structures and materials.

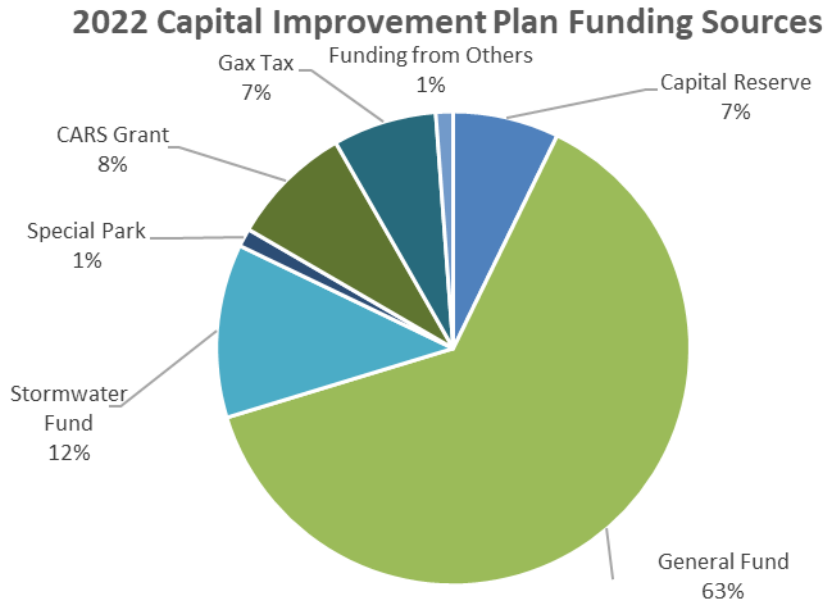
**Drainage**– Includes plans for the replacement of components of the City’s storm drainage system.

**Streets** – Includes plans for replacement or major improvements that will extend the life of the City’s street system.

**Buildings** – Includes plans for replacement or major improvements that will extend the life of the City’s buildings.

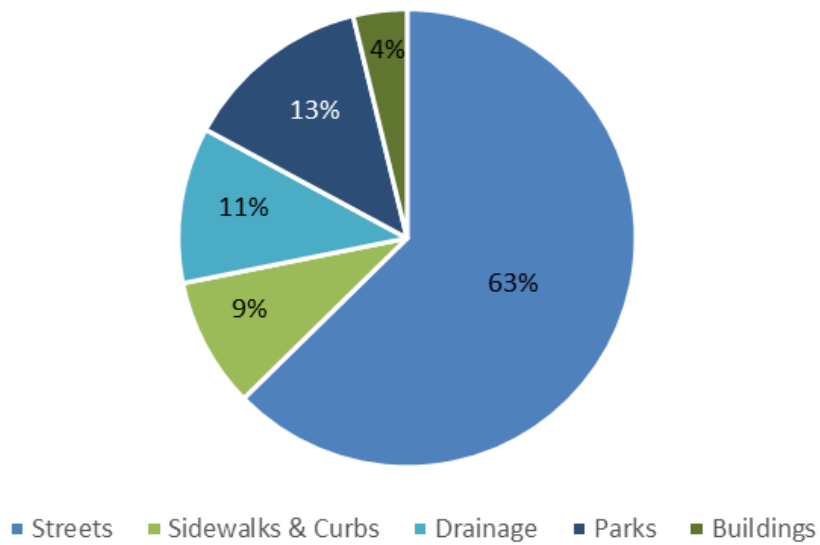
**Sidewalks & Curbs** – Includes plans for replacement or major improvements that will extend the life of the City’s sidewalk and curb system. Also includes plans for additions to the system to comply with the City’s sidewalk policy or ADA regulations.

The chart below shows the composition of the City's Capital Infrastructure program revenues for 2022.



The chart below shows the composition of the City's Capital Infrastructure program expenditures for 2022.

### 2022 CIP Projects by Category



Additional information on the Capital Infrastructure Program can be found in the CIP portion of the budget book.

## **Reserves**

The 2022 Budget contains several reserves which position the City to deal with unexpected events and save for large purchases.

General Fund – The General Fund contains a contingency reserve which is an appropriated amount to cover unforeseen expenditures during the year. The Governing Body established a minimum reserve for the General Fund of 25% of revenues in addition to the contingency reserve. The fund balance in the General Fund at the end of 2022 is projected to be at least 25% of 2022 revenues (excluding transfers).

Solid Waste Management Fund – It is the City's policy to maintain one and half months' worth of expenditures as a reserve. The fund balance at the end of 2022 is within this range.

Stormwater Utility Fund –The reserve in this fund was established to cover uncollectible special assessments. The City estimates the uncollectible amount to be approximately 1% of revenue.

Capital Projects Fund – The City does not have a policy regarding the amount of reserves to maintain in this fund. However, the Public Works director reviews the reserves in this fund each year to ensure they are appropriate. The goal of the City's CIP is to forecast future public improvements needed in the City. The impact of the capital improvements on operating was considered in the development of the 2022 operating budget and the 2022 – 2025 CIP budgets.

Risk Management Reserve Fund – The balance in this fund is used to cover uninsured losses such as insurance deductibles.

Economic Development Fund – The balance in this fund has been allocated to fund the Exterior Grant Program.

Equipment Reserve Fund – The balance in this fund reflects amounts set aside for major equipment purchases that may span multiple fiscal years.

## **Conclusion**

The City of Prairie Village is not alone in being affected by the COVID-19 pandemic. However, due to the leadership of the Council, and the reliance on the City's mission, goals and objectives, a fiscally sustainable budget has been prepared. This spending plan seeks to maintain Prairie Village's status as a desirable community in which to live, work and play while maintaining a stable economic foundation on behalf of our Citizens. We are committed to careful and thoughtful fiscal management, a conservative spending philosophy, efficient service delivery under the best possible terms, and providing our Citizens with the highest quality of life possible.

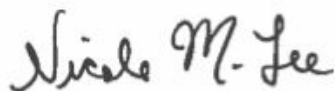
The first step for 2022 has been accomplished by the Governing Body through development and adoption of the annual budget. This document will act as a guide for staff in providing services to the citizens of Prairie Village, as well as a tool for monitoring revenues and expenditures in 2022.

We would like to thank the department directors and their staff for their efforts in developing the 2022 Budget. Their efforts will ensure that Prairie Village remains a premier community in the metropolitan area.

Respectfully submitted,

A handwritten signature in blue ink that reads "Wes Jordan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Wes Jordan  
City Administrator

A handwritten signature in black ink that reads "Nicole M. Lee". The signature is cursive and written in a dark, slightly faded ink.

Nicole Lee  
Finance Director

## Budget Overview

The Budget Overview schedule gives a synopsis of the City for the last two years, the current year budget and the 2022 budget.

### **Revenues**

The City's main revenue sources have been affected by the COVID-19 pandemic and fluctuations can be seen between the four years presented. The most significant changes have been in the positive Use Tax and Property Tax revenue collections. Liquor Tax is allocated per Kansas Statute and is allocated to 1/3 General Fund, 1/3 Parks and Recreation and 1/3 Special Alcohol. The 2022 budget is balanced with a flat mill levy. Total 2022 budgeted revenue decreased 8.5% over 2020 actuals primarily due to the 2020 revenues including one-time intergovernmental payments for capital improvement projects.

### **Expenditures**

Expenditures increased 1.8% over the 2021 budget and is attributable to 4% increase in personnel spending and increased contractual service obligations. Total 2022 budgeted expenditures decreased 1% over 2020 actuals primarily due to a decrease in capital improvement plan spending. A 35% decrease in infrastructure spending accounts for the majority of the decrease over 2020 actuals.

### **Fund Balance**

The Budget Overview schedule on page 23 shows the fund balance for all funds, except the pension and grant funds. The chart, on the next page, shows the detail by individual fund. The policy for the target fund balance amount will vary from fund to fund. The focus for operational reserves is on the fund balance in the General Fund, which accounts for 41% of the 2022 total balance. During the budget process, the Governing Body directed staff to present a budget that maintains a minimum fund balance in the General Fund equal to 25% of General Fund revenues. The 2022 Budget complies with this directive.

In 2022, the Governing Body continued to make infrastructure needs a priority. Infrastructure accounts for 24% of total expenditures and is 35% less than the 2020 actual amount, due to a high amount of one time capital expenditures in 2020. The majority of the Capital Infrastructure Program (CIP) funding comes from the reserves in excess of the 25% minimum General Fund balance. The CIP fund balance accounts for 59% of the 2022 total fund balance.

Changes in the General Fund balance reflect a tighter actual to budget ratio (96% estimated) that is used during the budget review process and excess contingency reserves.

# Budget Overview

## Fund Balances

Fund	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
General	\$ 7,480,651	\$ 7,609,044	\$ 6,592,651	\$ 7,591,246	\$ 5,859,031
Solid Waste <sup>1</sup>	187,024	297,790	-	273,211	-
Special Highway <sup>1</sup>	161,680	146,465	-	132,405	-
Stormwater Utility <sup>1</sup>	133,165	238,303	-	269,031	-
Special Parks & Rec <sup>1</sup>	-	-	-	-	-
Special Alcohol <sup>1</sup>	84,673	14,080	-	-	-
Bond & Interest <sup>1</sup>	55,470	37,204	-	34,738	-
Capital Projects	10,735,603	9,751,701	10,780,003	9,000,258	8,451,258
Risk Management Reserve <sup>1</sup>	231,311	249,970	-	210,395	-
Economic Development <sup>1</sup>	146,720	137,281	-	136,120	-
Equipment Reserve	699,274	473,429	-	9,617	-
Meadowbrook TIF	137,750	128,919	-	128,919	-
CID - Corinth	85,492	107,440	-	-	-
CID - PV Shops	185,419	112,254	-	-	-
Transient Guest Tax	-	55,001	225,000	-	-
Total	<b>\$ 20,324,232</b>	<b>\$ 19,358,881</b>	<b>\$ 17,597,654</b>	<b>\$ 17,785,940</b>	<b>\$ 14,310,289</b>

<sup>1</sup>Note: The 2022 Budgeted fund balance for these funds is equivalent to the budgeted contingency amount.

The City of Prairie Village has fifteen funds, which are categorized as either a major fund or a non-major fund. A **major fund** is defined as those **funds** whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their **fund** category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise **funds** in total.

### Major Funds

General Fund  
 Solid Waste Fund  
 Stormwater Utility Fund  
 Bond and Interest Fund  
 Capital Projects Fund

### Combined with the General Fund for Reporting Purposes

Economic Development Fund  
 Equipment Reserve Fund  
 Risk Management Fund

### Non-Major Funds

Special City Street & Highway Fund  
 Special Parks & Recreation Fund  
 Special Alcohol Fund  
 Corinth Community Improvement District (CID) Fund  
 Prairie Village Shops Community Improvement District (CID) Fund  
 Meadowbrook Tax Increment Finance (TIF) Fund  
 Transient Guest Tax Fund

## 2022 Budget Overview - All Funds Combined

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Fund Balance 1/1	15,741,164	20,325,198	18,741,983	17,785,939
Revenues:				
Property Taxes	7,529,277	8,179,161	8,703,712	9,110,562
Incremental Property Taxes	648,699	1,559,039	700,000	1,219,711
Transient Guest tax	-	54,769	225,000	225,000
Sales Taxes	6,513,023	6,537,896	6,574,240	6,770,000
Use Tax	1,509,888	1,811,879	1,380,000	1,554,004
Motor Vehicle Tax	752,860	746,852	762,507	796,411
Liquor Tax	390,696	329,243	409,431	315,157
Franchise Fees	1,900,281	1,842,970	1,959,500	1,905,797
Licenses & Permits	1,016,287	747,355	665,183	867,883
Intergovernmental	1,653,846	5,992,895	2,423,080	1,378,320
Charges for Services	5,071,706	5,237,210	5,219,134	5,388,988
Fines & Fees	863,819	694,784	931,750	868,762
Recreational Fees	416,620	29,745	410,150	424,650
Bond Proceeds	10,712,595	-	-	-
Interest on Investments	504,052	434,304	265,290	324,596
Miscellaneous	175,963	237,238	121,900	196,622
Net Inc/Decr in Fair Value	35,669	(173,603)		
<b>Total Revenue</b>	<b>39,695,281</b>	<b>34,261,737</b>	<b>30,750,877</b>	<b>31,346,463</b>
Transfers from Other funds:				
Transfer from General Fund	6,665,091	6,509,723	6,509,334	6,862,775
Transfer from Solid Waste Management	305,254	-	-	-
Transfer from Stormwater Utility Fund	1,660,383	1,565,000	1,600,000	1,600,000
Transfer from Special Highway Fund	643,000	600,397	597,000	597,000
Transfer from Special Parks & Rec Fund	131,435	109,748	132,000	105,000
<b>Total</b>	<b>9,405,163</b>	<b>8,784,868</b>	<b>8,838,334</b>	<b>9,164,775</b>
<b>Total Sources</b>	<b>49,100,444</b>	<b>43,046,606</b>	<b>39,589,211</b>	<b>40,511,238</b>
Expenditures:				
Personnel Services	10,648,453	10,790,039	11,597,103	12,053,955
Contract Services	7,959,534	8,271,553	8,576,785	9,228,733
Commodities	721,773	658,834	809,955	842,350
Capital Outlay	456,296	931,040	1,015,814	561,450
Debt Service	1,554,283	1,652,273	1,878,250	1,926,550
Infrastructure	13,770,908	12,924,315	8,970,300	8,436,000
Contingency	-	-	1,393,628	1,809,326
<b>Total Expenditures</b>	<b>35,111,247</b>	<b>35,228,054</b>	<b>34,241,835</b>	<b>34,858,364</b>
Transfers to Other Funds:				
Transfer to General Fund	565,000	565,000	600,000	600,000
Transfer to Bond & Interest Fund	1,320,358	1,301,229	1,319,534	1,050,725
Transfer to Capital Projects Fund	7,084,805	6,363,254	6,252,800	7,009,000
Transfer to Risk Management Fund	35,000	35,000	-	-
Transfer to Economic Development Fund	-	65,000	136,000	136,000
Transfer to Equipment Reserve Fund	400,000	455,385	530,000	332,800
<b>Total</b>	<b>9,405,163</b>	<b>8,784,868</b>	<b>8,838,334</b>	<b>9,128,525</b>
<b>Total Uses</b>	<b>44,516,410</b>	<b>44,012,923</b>	<b>43,080,169</b>	<b>43,986,889</b>
Sources Over(Under) Uses	4,584,034	(966,317)	(3,490,958)	(3,475,651)
Fund Balance @ 12/31	20,325,198	19,358,881	15,251,025	14,310,288

Includes all City funds except for the Grant Fund and the pension trust funds.



**City of Prairie Village  
2022 Budget  
Budget Summary - All Funds**

	General Fund	Solid Waste Management	Special Highway	Stormwater Utility	Special Parks & Rec	Special Alcohol	Bond & Interest	Subtotal - Budgeted Funds
Fund Balance 1/1	7,591,246	273,211	132,405	269,031	-	(0)	34,738	8,300,631
Revenues:								
Property Taxes	9,110,562	-	-	-	-	-	-	9,110,562
Incremental Property Taxes	-	-	-	-	-	-	-	-
Transient Guest Tax	-	-	-	-	-	-	-	-
Sales Taxes	5,570,000	-	-	-	-	-	-	5,570,000
Use Tax	1,554,004	-	-	-	-	-	-	1,554,004
Motor Vehicle Tax	796,411	-	-	-	-	-	-	796,411
Liquor Tax	105,052	-	-	-	105,052	105,052	-	315,157
Franchise Fees	1,905,797	-	-	-	-	-	-	1,905,797
Licenses & Permits	854,383	2,500	-	11,000	-	-	-	867,883
Intergovernmental	-	-	573,320	-	-	-	-	573,320
Charges for Services	1,851,162	1,918,150	-	1,619,676	-	-	-	5,388,988
Fines & Fees	868,762	-	-	-	-	-	-	868,762
Recreational Fees	424,650	-	-	-	-	-	-	424,650
Bond Proceeds	-	-	-	-	-	-	-	-
Interest on Investments	134,608	40,000	6,500	51,677	65	2,500	1,507	236,857
Miscellaneous	130,622	-	-	-	-	65,000	-	195,622
<b>Total Revenue</b>	<b>23,306,014</b>	<b>1,960,650</b>	<b>579,820</b>	<b>1,682,353</b>	<b>105,117</b>	<b>172,552</b>	<b>1,507</b>	<b>27,808,013</b>
Transfers from Other funds:								
Transfer from General Fund	-	-	-	-	-	-	1,074,975	1,074,975
Transfer from Solid Waste Management	-	-	-	-	-	-	-	-
Transfer from Stormwater Utility Fund	600,000	-	-	-	-	-	-	600,000
Transfer from Special Highway Fund	-	-	-	-	-	-	-	-
Transfer from Special Parks & Rec Fund	-	-	-	-	-	-	-	-
Transfer from Special Alcohol Fund	-	-	-	-	-	-	-	-
<b>Total</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,074,975</b>	<b>1,674,975</b>
<b>Total Sources</b>	<b>23,906,014</b>	<b>1,960,650</b>	<b>579,820</b>	<b>1,682,353</b>	<b>105,117</b>	<b>172,552</b>	<b>1,076,482</b>	<b>29,482,988</b>
Expenditures:								
Personnel Services	11,911,253	42,574	-	-	-	100,128	-	12,053,955
Contract Services	5,284,151	1,930,026	-	-	-	71,115	-	7,285,292
Commodities	840,850	1,500	-	-	-	-	-	842,350
Capital Outlay	275,450	-	-	-	-	-	-	275,450
Debt Service	-	-	-	-	-	-	1,074,975	1,074,975
Infrastructure	-	-	-	-	-	-	-	-
Equipment Reserve	-	-	-	-	-	-	-	-
Risk Management Reserve	-	-	-	-	-	-	-	-
Capital Infrastructure Reserve	-	-	-	-	-	-	-	-
Contingency	500,000	259,761	115,225	351,384	117	1,309	36,245	1,264,041
<b>Total Expenditures</b>	<b>18,811,704</b>	<b>2,233,861</b>	<b>115,225</b>	<b>351,384</b>	<b>117</b>	<b>172,552</b>	<b>1,111,220</b>	<b>22,796,063</b>
Transfers to Other Funds:								
Transfer to General Fund	-	-	-	600,000	-	-	-	600,000
Transfer to Bond & Interest Fund	1,050,725	-	-	-	-	-	-	1,050,725
Transfer to Capital Infrastructure Fund	5,307,000	-	597,000	1,000,000	105,000	-	-	7,009,000
Transfer to Risk Management Fund	-	-	-	-	-	-	-	-
Transfer to Economic Development Fund	136,000	-	-	-	-	-	-	136,000
Transfer to Equipment Reserve Fund	332,800	-	-	-	-	-	-	332,800
<b>Total</b>	<b>6,826,525</b>	<b>-</b>	<b>597,000</b>	<b>1,600,000</b>	<b>105,000</b>	<b>-</b>	<b>-</b>	<b>9,128,525</b>
<b>Total Uses</b>	<b>25,638,229</b>	<b>2,233,861</b>	<b>712,225</b>	<b>1,951,384</b>	<b>105,117</b>	<b>172,552</b>	<b>1,111,220</b>	<b>31,924,588</b>
Sources Over(Under) Uses	(1,732,215)	(273,211)	(132,405)	(269,031)	0	0	(34,738)	(2,441,600)
Fund Balance @ 12/31	5,859,031	-	0	(0)	0	(0)	(0)	5,859,030

26.3%

**City of Prairie Village  
2022 Budget  
Budget Summary - All Funds**

	Capital Infrastructure	Risk Management	Economic Development	Equipment Reserve	CID Corinth	CID PV Shops	Meadowbrook TIF	Transient Guest Tax	All Funds Total
Fund Balance 1/1	9,000,258	210,395	136,120	9,617	(0)	0	128,919	-	17,785,939
<b>Revenues:</b>									
Property Taxes	-	-	-	-	-	-	-	-	9,110,562
Incremental Property Taxes	-	-	-	-	-	-	1,219,711	-	1,219,711
Transient Guest Tax	-	-	-	-	-	-	-	225,000	225,000
Sales Taxes	-	-	-	-	600,000	600,000	-	-	6,770,000
Use Tax	-	-	-	-	-	-	-	-	1,554,004
Motor Vehicle Tax	-	-	-	-	-	-	-	-	796,411
Liquor Tax	-	-	-	-	-	-	-	-	315,157
Franchise Fees	-	-	-	-	-	-	-	-	1,905,797
Licenses & Permits	-	-	-	-	-	-	-	-	867,883
Intergovernmental	805,000	-	-	-	-	-	-	-	1,378,320
Charges for Services	-	-	-	-	-	-	-	-	5,388,988
Fines & Fees	-	-	-	-	-	-	-	-	868,762
Recreational Fees	-	-	-	-	-	-	-	-	424,650
Bond Proceeds	-	-	-	-	-	-	-	-	-
Interest on Investments	60,000	7,747	567	3,120	5,257	5,704	5,344	-	324,596
Miscellaneous	1,000	-	-	-	-	-	-	-	196,622
<b>Total Revenue</b>	<b>866,000</b>	<b>7,747</b>	<b>567</b>	<b>3,120</b>	<b>605,257</b>	<b>605,704</b>	<b>1,225,055</b>	<b>225,000</b>	<b>31,346,463</b>
<b>Transfers from Other funds:</b>									
Transfer from General Fund	5,319,000	-	136,000	332,800	-	-	-	-	6,862,775
Transfer from Solid Waste Management	-	-	-	-	-	-	-	-	-
Transfer from Stormwater Utility Fund	1,000,000	-	-	-	-	-	-	-	1,600,000
Transfer from Special Highway Fund	597,000	-	-	-	-	-	-	-	597,000
Transfer from Special Parks & Rec Fund	105,000	-	-	-	-	-	-	-	105,000
Transfer from Special Alcohol Fund	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>7,021,000</b>	<b>-</b>	<b>136,000</b>	<b>332,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,164,775</b>
<b>Total Sources</b>	<b>7,887,000</b>	<b>7,747</b>	<b>136,567</b>	<b>335,920</b>	<b>605,257</b>	<b>605,704</b>	<b>1,225,055</b>	<b>225,000</b>	<b>40,511,238</b>
<b>Expenditures:</b>									
Personnel Services	-	-	-	-	-	-	-	-	12,053,955
Contract Services	-	40,000	94,000	-	605,257	605,704	373,480	225,000	9,228,733
Commodities	-	-	-	-	-	-	-	-	842,350
Capital Outlay	-	-	-	286,000	-	-	-	-	561,450
Debt Service	-	-	-	-	-	-	851,575	-	1,926,550
Infrastructure	8,436,000	-	-	-	-	-	-	-	8,436,000
Equipment Reserve	-	-	-	-	-	-	-	-	-
Risk Management Reserve	-	-	-	-	-	-	-	-	-
Capital Infrastructure Reserve	-	-	-	-	-	-	-	-	-
Contingency	-	178,142	178,687	59,537	-	-	128,919	-	1,809,326
<b>Total Expenditures</b>	<b>8,436,000</b>	<b>218,142</b>	<b>272,687</b>	<b>345,537</b>	<b>605,257</b>	<b>605,704</b>	<b>1,353,974</b>	<b>225,000</b>	<b>34,858,364</b>
<b>Transfers to Other Funds:</b>									
Transfer to General Fund	-	-	-	-	-	-	-	-	600,000
Transfer to Bond & Interest Fund	-	-	-	-	-	-	-	-	1,050,725
Transfer to Capital Infrastructure Fund	-	-	-	-	-	-	-	-	7,009,000
Transfer to Risk Management Fund	-	-	-	-	-	-	-	-	-
Transfer to Economic Development Fund	-	-	-	-	-	-	-	-	136,000
Transfer to Equipment Reserve Fund	-	-	-	-	-	-	-	-	332,800
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,128,525</b>
<b>Total Uses</b>	<b>8,436,000</b>	<b>218,142</b>	<b>272,687</b>	<b>345,537</b>	<b>605,257</b>	<b>605,704</b>	<b>1,353,974</b>	<b>225,000</b>	<b>43,986,889</b>
Sources Over(Under) Uses	(549,000)	(210,395)	(136,120)	(9,617)	-	-	(128,919)	-	(3,475,651)
Fund Balance @ 12/31	8,451,258	(0)	(0)	(0)	(0)	0	0	-	14,310,288

## **Long Range Financial Planning**

The City of Prairie Village has established goals and objectives to maintain high quality services and programs, continue to maintain the City's triple "A" bond rating and be mindful of the tax burden on citizens.

### **Strategic Planning**

The City of Prairie Village employs a strategic budgeting model that allows policies to be formulated and tested in a budgetary context spanning a period of five years. The strategic model demonstrates the City's ability to accomplish long-range goals by showing consequences of any given budget decision. Virtually all new General Government services are "tested" within the framework of the strategic budget model prior to implementation. In this manner, policy makers can examine the probable long-term outcome of many possible decisions and select the one that serves the interests of Prairie Village's citizens most effectively.

### **Fiscal Goals**

The City's fiscal philosophy enables the members of the Governing Body to make sound fiscal management decisions. The City adheres to the fiscal principals listed below:

1. The City works to preserve the quality of services at an acceptable tax rate.
2. The City provides a budget which is dependable and responsive to economic conditions.
3. The City shall maintain an adequate level of reserves.
4. The City shall maintain financial accounting and budgetary practices which provide full and open disclosure of the City's financial affairs.
5. The City shall minimize the use of long-term debt to avoid placing an excessive burden on future City taxpayers.
6. The City will continually evaluate existing services to determine the need and efficiency of these services.

### **Preliminary Budget Work Sessions**

As part of the budget planning process, city staff and Council meet numerous times from February through July each year to discuss the operating budget and the CIP four-year Plan. These preliminary budget work sessions allow time to discuss the financial outlook of the City and short and long-term priorities for the upcoming and later years.

### **Financial Trend Analysis**

The City uses Financial Trend Analysis over a period of 5 or more years, and the Capital Infrastructure Program in tandem as Prairie Villages' strategic planning tools providing the framework for subsequent annual operating and capital budgets. The focus is achieving financial sustainability, with goals of flexibility, efficiency, risk management, sufficiency and credibility. This provides for long-term visioning and multi-year financial

## Long Range Financial Planning

performance. Without this context, the annual budget becomes a snapshot of isolated objectives without benefit of future anticipation of community improvement.

The forecast is based on quarterly data, and is reviewed in comparison with historical data and other factors and considerations. These factors include:

### **Capital Improvement Plan (CIP)**

Infrastructure includes the basic physical structures, systems, and facilities needed to provide services to residents and for the functioning of the community and its economy, such as sidewalks, streets, parks, police facilities, and storm sewers. Like many cities, the City of Prairie Village has a Capital Improvements Program (CIP) for installing new and replacing or rehabilitating existing infrastructure. Decisions made regarding the CIP are very important because capital improvements projects are generally large and expensive, and the assets they create will likely be required for decades of public use. Capital projects generally take multiple years to complete, require special funding sources, and are included in the CIP budget which is separate from the City's Operating Budget. The Council receives input from citizens and staff on the capital improvement needs and based on this input projects are planned and prioritized. These discussions form the basis for the current and out year's capital improvement budget. The CIP process includes identifying, prioritizing, and finding funding for needed projects; developing and approving the annual CIP Budget; and implementing multi-year capital improvement projects.

Keys to understanding the CIP:

- The CIP is a complex process;
- Many City departments and organizations are involved in the CIP;
- The CIP is constrained by limited available funding and funding sources that give specific restrictions on how they can be used;
- The annual CIP Budget process is the City's mechanism for getting projects approved and implemented.

The impact of the capital improvements on the Operating Budget was considered in the development of the 2022 operating budget and the 2022 – 2025 CIP budgets. In 2022 the General Fund budget has allocated 21% of its resources to Capital Infrastructure construction to help with infrastructure needs. The effect of the Capital Investments on the Operating budget is shown on the chart on the following page.

# Long Range Financial Planning

## 2022-2025 Capital Improvement Plan Summary

PROJECT DESCRIPTION	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	PROJECT TOTAL
Park Infrastructure Reserve	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00	\$ 626,613.19
Harmon Play Set + Park Updates	\$ 500,000.00				\$ 1,075,000.00
Taliaferro Tennis Court Resurface	\$ 20,000.00				\$ 20,000.00
Windsor Park Restrooms	\$ 450,000.00				\$ 450,000.00
2023 Park Project	\$ 50,000.00	\$ 250,000.00			\$ 300,000.00
2024 Park Project		\$ 50,000.00	\$ 250,000.00		\$ 300,000.00
2025 Park Project			\$ 50,000.00	\$ 250,000.00	\$ 300,000.00
2026 Park Project				\$ 50,000.00	\$ 50,000.00
<b>PARK TOTAL PER YEAR</b>	<b>\$ 1,125,000.00</b>	<b>\$ 405,000.00</b>	<b>\$ 405,000.00</b>	<b>\$ 405,000.00</b>	<b>\$ 3,121,613.19</b>
Water Discharge Program Reserve	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 91,639.13
Drainage Repair Program	\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 3,600,000.00
<b>DRAINAGE TOTAL PER YEAR</b>	<b>\$ 930,000.00</b>	<b>\$ 920,000.00</b>	<b>\$ 920,000.00</b>	<b>\$ 920,000.00</b>	<b>\$ 3,691,639.13</b>
Traffic Calming Program Reserve	\$ 20,000.00		\$ 20,000.00		\$ 58,279.95
Residential Street Rehabilitation Program	\$ 3,166,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 12,166,000.00
UBAS Overlay Program	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 1,600,000.00
Nall Ave - 79th St to 83rd St (CARS)	\$ 1,500,000.00				\$ 1,600,000.00
Nall Ave - 67th St to 75th St (CARS & OP)	\$ 200,000.00	\$ 2,485,000.00			\$ 2,735,000.00
Mission Rd - 63rd St to 67th Ter (CARS)		\$ 85,000.00	\$ 720,000.00		\$ 805,000.00
Nall Ave - 75th St to 79th St (CARS)		\$ 110,000.00	\$ 760,000.00		\$ 870,000.00
Roe Ave - N City Limit to 63rd St		\$ 5,000.00	\$ 16,000.00		\$ 21,000.00
Somerset Dr - State Line to Reinhardt UBAS (CARS)			\$ 20,000.00	\$ 688,000.00	\$ 708,000.00
Nall Ave - 63rd St to 67th St UBAS (CARS)			\$ 20,000.00	\$ 295,000.00	\$ 315,000.00
75th St - State Line to Mission Rd (CARS)			\$ 20,000.00	\$ 762,000.00	\$ 782,000.00
83rd St - E City Limit to Nall Ave (CARS)				\$ 160,000.00	\$ 160,000.00
<b>STREET TOTAL PER YEAR</b>	<b>\$ 5,286,000.00</b>	<b>\$ 6,085,000.00</b>	<b>\$ 4,976,000.00</b>	<b>\$ 5,305,000.00</b>	<b>\$ 21,820,279.95</b>
Building Reserve	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 365,431.24
City Hall Remodel Preliminary Design	\$ 100,000.00				\$ 100,000.00
Energy Audit Updates - Category 1	\$ 170,000.00				\$ 170,000.00
<b>BUILDING TOTAL PER YEAR</b>	<b>\$ 320,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 635,431.24</b>
ADA Compliance Program Reserve	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 166,275.91
Concrete Repair Program	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 2,400,000.00
Ped Bridge @ Prairie School & Mission Hills	\$ 150,000.00				\$ 150,000.00
<b>SIDEWALK &amp; CURB TOTAL PER YEAR</b>	<b>\$ 775,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 2,716,275.91</b>
<b>CIP TOTAL</b>	<b>\$ 8,436,000.00</b>	<b>\$ 8,085,000.00</b>	<b>\$ 6,976,000.00</b>	<b>\$ 7,305,000.00</b>	<b>\$ 31,985,239.42</b>

**Impact to Operating Budget \$ 5,319,000.00**



*The skate park is being renovated in 2021.*

# Long Range Financial Planning

## Five-Year Fund Balance Projections

Each year during the budget process and at multiple times throughout the year, the five-year General Fund balance projection is updated. This is updated for projection purposes only and is not a binding document for future obligations. This is a tool which guides decisions as they relate to their impact to the projected fund balance.

	<u>2020 (Act)</u>	<u>2021 (Proj)</u>	<u>2022 (Proj)</u>	<u>2023 (Proj)</u>	<u>2024 (Proj)</u>
Beginning Fund Balance	7,480,651	7,608,083	7,590,285	5,858,069	5,374,292
Revenues	21,559,338	22,847,524	23,306,013	24,005,194	24,725,350
Interfund Transfers	565,000	600,000	600,000	600,000	600,000
Subtotal Revenues	22,124,338	23,447,524	23,906,013	24,605,194	25,325,350
Operating Expenditures	15,487,183	16,955,988	18,811,704	18,999,821	19,189,819
Interfund Transfers	6,509,723	6,509,334	6,826,525	6,089,150	5,631,525
Subtotal Expenditures	21,996,906	23,465,322	25,638,229	25,088,971	24,821,344
Projected Fund Balance	7,608,083	7,590,285	5,858,069	5,374,292	5,878,297
Percent Fund Balance	35.29%	33.22%	25.14%	22.39%	23.77%

## Five-Year Bond & Interest Fund Balance Projections

	<u>2020 (Act)</u>	<u>2021 (Proj)</u>	<u>2022 (Proj)</u>	<u>2023 (Proj)</u>	<u>2024 (Proj)</u>
Beginning Fund Balance	55,470	37,849	35,383	36,393	37,413
Property Tax	-	-	-	-	-
Motor Vehicle Tax	-	-	-	-	-
Interest	1,353	1,000	1,010	1,020	1,030
Transfer from General Fund	1,301,229	1,319,534	1,050,725	1,048,000	559,525
Transfer from Stormwater	-	-	-	-	-
Subtotal Revenues	1,302,582	1,320,534	1,051,735	1,049,020	560,555
Expenditures					
Debt Service	1,320,850	1,323,000	1,050,725	1,048,000	559,525
Projected Fund Balance	37,202	35,383	36,393	37,413	38,443

## Scenario Analysis

Any changes to major economic drivers or indicators could have a corresponding change in total projected revenues. To account for variances in these factors, a “High” and “Low” projection were prepared for the Outlook period.

The “Low” forecast looked at several fiscal years where total projected revenues experienced low or negative growth and generated a forecast based on those actuals. The “High” forecast looked at several fiscal years of high sustained growth in total projected revenues and generated a projection based on those actuals.

It should be noted that both forecasts have a positive growth in the five-year period and do not project any potential impact from a possible economic recession or any other unforeseen events that may negatively impact the City.

## Prairie Village 2022 Budget at a Glance

Property Tax Mill Levy Rate	19.321
Total Assessed Valuation	\$493,080,779
Stormwater Utility Fee per Square Foot of Impervious Area	4.0¢
Total Housing Units	10,298
Population (2020 estimate)	22,957
Total General Fund Budget	\$25,638,229
Annual City Tax Liability - Avg. Home	\$845
Monthly City Tax Liability - Avg. Home	\$70
Outstanding Debt at Dec. 31, 2022	\$20,505,000



*The first Juneteenth festival occurred in Prairie Village in June 2021.*



# Financial Policies



# Financial Structure

## **City Funds**

The City accounts for its activities using funds. A fund is a separate entity with a set of self-balancing accounts for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions or limitations. The City's budget is legally adopted at the fund level. The City further divides activity in the funds into departments and programs in addition to showing expenditures by character (personnel services, contract services, etc.).

There are three fund classifications – governmental, proprietary and fiduciary. The City has governmental funds and fiduciary funds. The fund classifications are further broken down into fund type. The charts on the next two pages list all of the City's funds and includes information such as a description of the fund, the fund type and whether the fund is appropriated or not and the department to fund relationship.

*Governmental Funds* - All of the City's basic services are reported in governmental funds, which are prepared using the modified accrual basis of accounting.

*Fiduciary Funds* - Resources held by the City for the benefit of a third party are reported in fiduciary funds. Although these resources are not available for operations, the City is responsible for ensuring the assets reported in these funds are used for their intended purposes.

## **Basis of Presentation**

The budget is presented on the modified accrual basis of accounting. Under the modified basis, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred. However, amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended. Also, amounts paid to reduce long-term indebtedness are reported as expenditures.

## **Kansas Budget Law**

The Kansas Legislature issued a cash basis law in 1933 (K.S.A. 10-1101 to 10-1122) to prohibit municipalities from spending more than they receive annually in operating revenues and to prevent issuance of short-term debt to cover operating expenditures. The City's budget is submitted to the Kansas Division of Accounts and Reports for review for compliance with the cash basis law and other statutes governing the City's budget. Kansas statutes also require that the City be audited each year. A copy of the City's Comprehensive Annual Financial Report (the Report) is filed with the Division of Accounts and Reports each year. A portion of the City's Report contains schedules comparing actual revenues and expenditures with the budget adopted for that year. A copy of the City's Report is available on the City website, or by contacting the City's Finance Director.

## List of Funds

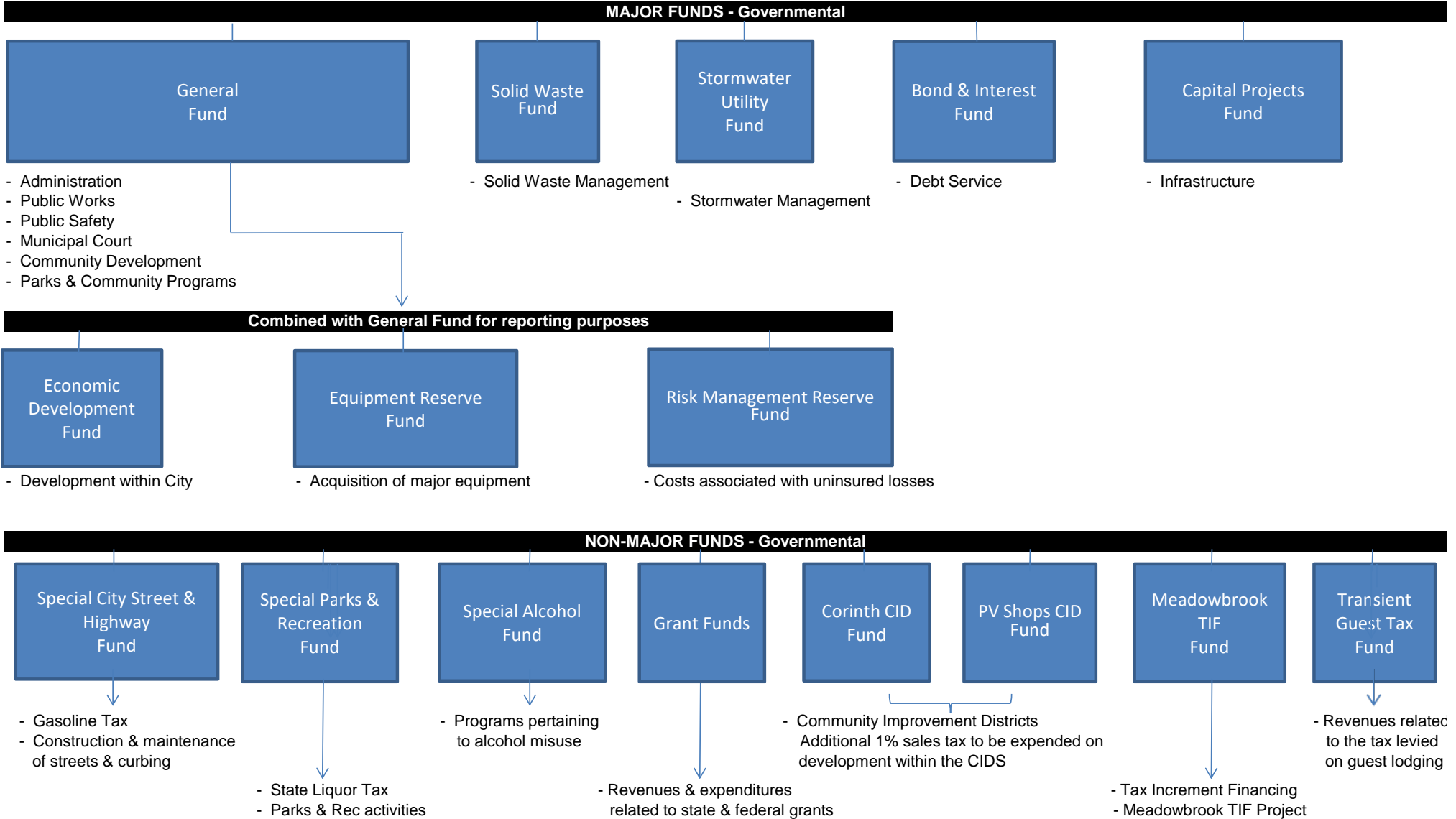
Fund	Fund Type	Description	Appropriated	Included in Budget	Included in CAFR
General	General	Accounts for activities related to the general operations of the City.	Yes	Yes	Yes*
Economic Development	General	Accounts for activities that foster and promote economic development within the City and is funded by transfers from the General Fund.	No	Yes	Yes*
Equipment Reserve	General	Accounts for the acquisition of major equipment.	No	Yes	Yes*
Risk Management Reserve	General	Accounts for the costs associated with uninsured losses and is funded by transfers from the General Fund.	No	Yes	Yes*
Capital Projects	Capital Projects	Accounts for activities related to the City's Capital Infrastructure Program.	No	Yes	Yes*
Bond & Interest	Debt Service	Accounts for resources required to service long-term debt.	Yes	Yes	Yes*
Solid Waste	Solid Waste	Accounts for the operation of the City's solid waste management system, which provides for the collection, storage and transportation of solid waste in a manner which ensures protection of the health, safety and welfare of City residents.	Yes	Yes	Yes*
Stormwater Utility	Stormwater Utility	Accounts for the activities related to the City's stormwater management program including compliance with NPDES regulations.	Yes	Yes	Yes*
Special Alcohol	Special Revenue	Accounts for the operation of services and programs pertaining to alcohol misuse and is funded by the state liquor tax.	Yes	Yes	Yes
Special Highway	Special Revenue	Accounts for gasoline taxes designated for construction and maintenance of City streets and curbing and related expenditures.	Yes	Yes	Yes
Special Parks & Rec	Special Revenue	Accounts for various City-sponsored park and recreation activities and is funded by the state liquor tax.	Yes	Yes	Yes
Corinth CID	Special Revenue	Accounts for revenues and expenditures related to Corinth Community Improvement District (CID). An additional 1.00% sales tax applies to purchases made at Corinth due to the CID.	Yes	Yes	Yes
PV Shops CID	Special Revenue	Accounts for revenues and expenditures related to PV Shops Community Improvement District (CID). An additional 1.00% sales tax applies to purchases made at PV Shops due to the CID.	Yes	Yes	Yes
Meadowbrook TIF	Special Revenue	A method of financing established in accordance with K.S.A. 12-1770 that allows the city to help redevelop property through private investment. Revenues for this method are derived from increased property tax payments (increment) caused by higher assessments on the redeveloped property.	No	No	Yes
Transient Guest Tax	Special Revenue	Accounts for revenue derived from transient guest tax levied upon the gross rental receipts paid by guests for lodging in the city and is in accordance with K.S.A. 12-1698.	No	Yes	Yes
Grants	Special Revenue	Accounts for revenues and expenditures related to Federal and State grants received by the City.	No	No	Yes
American Recovery Plan Act Grant	Special Revenue	Accounts for revenues and expenditures related to the American Rescue Plan Act (COVID-19) funding.	No	No	Yes
Police Pension	Pension Trust	Accounts for the activities of the Prairie Village Police Department Retirement Trust, which accumulates resources for pension benefit payments to qualified public safety officers.	No	No	Yes

\* Considered a major fund for financial reporting purposes.

## Department to Fund Relationship

Major funds are funds whose revenues, expenditures, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental *or* enterprise funds and at least 5 percent of the aggregate for all governmental *and* enterprise funds for the same item. The City of Prairie Village has no enterprise funds at this time.

The graph below shows the relationship between the City's functional units (departments) and its major and non-major funds.



## Financial Policies

The City's Financial Management Policy forms the framework for overall fiscal management of the City. This policy is reviewed each year during budget development. The policy contains several sections which are described below.

### **Operating Budget Policies**

The objective of the operating budget policies is to maintain adequate service levels at reasonable costs by following sound financial management practices.

- A. Balanced Budget - The operating budget shall be balanced. For each fund, ongoing costs shall not exceed ongoing revenues plus available fund balances used in accordance with Reserve Policies.
- B. Borrowing for Operating Expenditures - The City will not use debt or bond financing to fund current expenditures.
- C. Planning - The budget process will be coordinated so as to identify policy issues for Governing Body consideration prior to the budget approval date so proper decision analysis can be made. The City Administrator shall have responsibility for: supervising the preparation and coordination of the budget, advising Department Managers of budget formats, timing and constraints; as well as the preparation of such cost/benefit studies and revenue/expenditure projections as necessary to fulfill such budgetary responsibilities.
- D. Performance Evaluation - Where appropriate, performance measurement and productivity indicators shall be integrated into the annual budgeting process. All departments will be reviewed regularly for such performance criteria as program initiatives, compliance with policy direction, program effectiveness and cost efficiency. The information will be reported to the Governing Body annually.
- E. Budgetary Controls - The City will maintain a budgetary control system to ensure adherence to the adopted budget and associated appropriations.
  - 1. The Governing Body shall review proposed expenditures in the form of appropriation/claims ordinances presented at each Council meeting, as well as through quarterly financial reports.
  - 2. Prior to Council review, the City Treasurer shall review disbursements for the purpose of determining adherence to the approved accounting procedures.
  - 3. The City Administrator and Finance Director will review monthly and quarterly expenditure reports to determine adherence to the approved budget. Department Managers shall have primary responsibility for insuring compliance with their approved departmental budget. If the City Administrator or Finance Director find an expenditure which constitutes a significant deviation (an unbudgeted impact of more than \$5,000 on a particular budget category) from the approved expenditure plan or approved budget, the department head will be asked to prepare an amended departmental budget and/or expenditure plan to accompany the appropriations ordinance for review by the Governing Body.

## Financial Policies

4. City Department Managers shall have primary responsibility for insuring compliance to approved departmental budget and expenditure plans.
- F. Financial Reports - Monthly expenditure reports will be prepared for Department Managers at the end of each month to enable them to meet their budget goals and to enable the City Administrator and Finance Director to monitor and control the budget. Summary financial reports will be presented to the Governing Body quarterly.
- G. Service Levels - The City will attempt to maintain essential service levels. Changes in service levels will be governed by the following policies.
1. Budget process - The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new ongoing programs made outside the annual process must substantiate the need for the new program.
  2. Personnel expenses - Requests for additional personnel should meet program initiatives and policy directives after service needs have been thoroughly documented or it is substantiated that the new employee will result in increased revenue or enhanced operating efficiencies.

## Revenue Policies

The objective of the revenue policies is to ensure that funding for public programs is derived from a fair, equitable and adequate resource base, while minimizing tax differential burdens. The City will keep the revenue system as simple as possible by avoiding nuisance taxes, fees or charges only as a revenue source.

- A. Revenue Structure - The City will maintain a diversified and stable revenue system to shelter programs from short-term fluctuations in any single revenue source.
- B. Sources of Services Financing - Services which have a citywide benefit will be financed with revenue sources which are generated from a broad base, such as property taxes and state aids. Services where the customer determines the use shall be financed with user fees, charges and assessments directly related to the level of service provided.
- C. User Fees - The City will maximize the utilization of user charges in lieu of general revenue sources for services that can be individually identified and where the costs are directly related to the level of service:
1. Cost of Service - The City will establish user charges and fees at a level which reflects the costs of providing the service, to the extent legally allowable. Operating, direct, indirect (where practical and available) and capital costs shall be considered in the charges. Full cost charges shall be imposed unless it is determined that policy and market factors require different fees.

## Financial Policies

2. Policy and Market Considerations - The City will also consider policy objectives and market rates and charges levied by other public and private organizations for similar services when fees and charges are established.
  3. Annual Review - The City will review fees and charges annually, and will make appropriate modifications to ensure that charges grow at a rate which keeps pace with the cost of efficiently providing the service.
  4. Nonresident Charges - Where practical or legally allowable, user fees and other appropriate charges shall be levied for activities or facilities in which nonresidents participate in order to relieve the burden on City residents. Nonresident fees shall be structured at market levels.
  5. Internal Service Fees - When interdepartmental charges are used to finance internal functions, charges shall reflect full costs; indirect expenses shall be included where practical.
- D. License Fees - The City will establish license fees at levels which reflect full administrative costs, to the extent legally allowable.
- E. Fines - Levels of fines shall be requested according to various considerations, including legal guidelines, deterrent effect, and administrative costs. Because the purpose of monetary penalties against those violating City ordinances is to deter continuing or future offenses, the City will not request any increase in fine amounts with the singular purpose of revenue enhancement.
- F. Dedicated Revenues - Except where required by law or generally accepted accounting practices (GAAP), no revenues shall be dedicated for specific purposes. All non-restricted revenues shall be deposited in the General Fund and appropriated by the annual budget process.
- G. Surplus Property - Surplus and seized property will be disposed of in the most cost effective manner. The City Administrator has the authority to approve the disposal of fixed assets listed on the City's balance sheet.
- H. Reimbursements - The City will seek all possible Federal, State and County reimbursement for City programs and/or services.
- I. Monitoring System - Major revenue sources will be tracked on a routine basis. Five year trends will be developed and monitored for major revenue sources.

### Reserve Policies

The objective of the reserve policies is not to hold resources solely as a source of interest revenue, but rather to provide adequate resources for cash flow and contingency purposes, while maintaining reasonable tax rates.

- A. Cash Flow and Contingency – All Funds - The City will maintain a minimum “base” unallocated fund balance of five percent of all operating fund budgets to be used for cash flow purposes, unanticipated expenditures of a nonrecurring nature, or to meet unexpected increases in service delivery costs. The funds will be used to

## Financial Policies

avoid cash flow interruptions, generate interest income, avoid the need for short-term borrowing and assist in maintaining the City's bond rating. To the extent that unusual contingencies exist as a result of state and federal aid uncertainties, or other unknown, a balance larger than this "base" amount may be maintained.

- B. Use of fund balances - Available fund balances will not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and that plans have been established to address future operating budget shortfalls. Emphasis will be placed on onetime uses which achieve future operating cost reductions. Use of fund balances must be authorized by the City Council.
- C. Annual review - An annual review of cash flow requirements and appropriate fund balances will be undertaken to determine whether modifications are appropriate for the reserve policies.

### **Debt Policies**

Please see the Debt Service section of this document for information about the City's debt policies and schedules of outstanding debt.

### **Capital Budget Policies**

The objective of the capital budget policies is to ensure the City of Prairie Village maintains its public infrastructure and equipment in the most cost efficient manner.

- A. Capital Infrastructure Program - The City will prepare and adopt a four-year Capital Infrastructure Program, which will detail each capital project, the estimated cost and funding source. A priority system will be used to rank recommended projects.
- B. Operating Budget Impacts - Operating expenditures will be programmed to include the cost of implementing the Capital Infrastructure Program and will reflect estimates of all associated personnel expenses and operating costs attributable to the implementation and/or ongoing operations of capital outlays. All single items purchased by the City, which have a cost of \$5,000 or more, and a useful life of more than one year, will be considered a Fixed Asset and will be added to the fixed asset inventory.
- C. Repair and Replacement - The City recognizes deferred maintenance increases future capital costs by an estimated five to ten times. Therefore, the City will endeavor to maintain its physical assets at a level adequate to protect the City's capital investments and minimize future maintenance and replacement costs. The capital budget will provide for the adequate maintenance, repair and orderly replacement of the capital plant and equipment from current revenues where possible.

### **Accounting Policies**

The objective of the City's accounting policies is to ensure all financial transactions of the City of Prairie Village are carried out according to the dictates of the City Charter,

## Financial Policies

State Statutes, federal grant guidelines and the principles of sound financial management.

- A. Accounting Standards - The City will establish and maintain accounting systems according to the generally accepted accounting principles and standards (GAAP) of the Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB). A centralized system shall be used for financial transactions of all City departments.
- B. Annual Audit - An annual audit will be performed by a firm selected by the City Council and will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement, if required.
- C. Disclosure - Full disclosure will be provided in all financial statements and bond representatives.
- D. Monitoring - Financial systems will be maintained to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment, if required, at midyear.
- E. GFOA Award - The City will annually submit necessary documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting.

### Investment Policies

The objective of the investment policies is to ensure that all non-pension related revenues received by the City are promptly recorded and deposited in designated depositories, and if not immediately required for payments of obligations, are placed in authorized investments earning interest income for the City according to the following criteria.

- A. Objectives - The following objectives shall govern Prairie Village investments, as listed in order of importance.
  - 1. Safety - Safety of principal is the foremost objective of the City of Prairie Village. Each investment transaction will be made in a manner which ensures that capital losses are avoided, whether from securities defaults or erosion of market value. All investments of funds of the City of Prairie Village will be collateralized to at least 100% of market value by instruments which are backed by the full faith and credit of the federal government or instruments issued by agencies of the federal government. If any mortgage is involved in the underlying value of the instruments pledged as security by an institution, City funds should be collateralized at market to 120% of total investment.
  - 2. Liquidity - The cash position of the City of Prairie Village has peaks and valleys during the year which require that a portion of the investment portfolio emphasize liquidity. The City of Prairie Village will consider liquidity as a priority, while still recognizing the need to maximize yield.
  - 3. Yield - The investment portfolio of the City of Prairie Village will be designed to attain a market average rate of return through budgetary and economic



## Financial Policies

cycles, taking into account the City's investment risk constraints, cash flow characteristics of the portfolio and prudent investment principles.

4. Local Considerations - Subject to requirements of the above priority objectives and regulations of the State of Kansas, it is the policy of the City of Prairie Village to offer financial institutions within the City and the Kansas Municipal Investment Pool the opportunity to bid on investments. Financial institutions outside the City limits may also bid on investments in accordance with state statutory provisions. When the highest yield rate offered is the same or higher than the weighted yield rate of current investments, the offer may be accepted. When the yield rate offered is lower than the weighted yield rate of current investments, the money will be invested in a short-term account until yield rates increase above the weighted yield rate of current investments.
  5. Maintaining the Public Trust - Because the investment portfolio is subject to public review and evaluation, the overall investment program will be designed and managed with a degree of professionalism that is worthy of the public trust. Investment officials will avoid any transaction that might impair public confidence in the City of Prairie Village's ability to govern effectively.
- B. Types of Investments - The City of Prairie Village shall invest only United States Treasury bills/notes, certificates of deposit and U.S. Agency Securities with maturities not longer than two years, as authorized by Kansas statute.
- C. Diversification - It is the policy of the City of Prairie Village to diversify its investment portfolio. Assets held in the general fund and other funds shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be established, with periodic review and revision, as appropriate. Before a significant change in type of investments is made, staff will consult with the Council Committee of the Whole. In establishing specific diversification strategies, the following general policies and constraints will apply:
1. Portfolio Maturities - Maturities will be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities will be selected which provide for income stability and reasonable liquidity.
  2. Liquidity - For short-term cash management fund liquidity, investment practices will be followed which ensure that funds required for the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury securities.

### Treasury Policies

The objectives of the Treasury Policies are to provide an effective way for the preparation and distribution of employee salaries and vendor accounts payable checks.

- A. Payroll Procedure - The Finance Department is authorized by the Governing Body to release funds for City payroll costs without prior claims ordinance approval. The City Administrator and/or Finance Director shall approve the transfer of funds

## Financial Policies

between City checking accounts necessary to fund those costs, which shall be placed on a Claims Ordinance for approval of the Governing Body at their next regular meeting.

- B. Accounts Payable Procedure - The Finance Department is authorized by the Governing Body to prepare and distribute checks for payment to the City's accounts payable vendors after a claims ordinance and check register have been approved by the Governing Body.
1. The Finance Department is authorized to prepare and distribute payments without prior approval of the Governing Body on utility bills, insurance policies or other annual agreements that incur late payment fees if held for the next approved claims ordinance. These disbursements shall be placed on a Claims Ordinance for approval of the Governing Body at their next meeting.
  2. All other emergency disbursement requests shall require approval of the City Treasurer or, in their absence, the City Administrator or their designee. If authorized and disbursement is made, a record of the disbursement shall be placed on a claims ordinance for approval of the Governing Body at their next meeting.

## Debt Service

The objective of the Prairie Village debt management policy is to maintain the City's ability to incur present and future debt at minimal interest rates in amounts needed without endangering the City's ability to finance essential City services. Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued.

**Bond Rating** - The City will manage financial affairs to ensure Aa or better bond rating.

**General Obligation Bonds, Property Tax Supported** - The City will utilize general obligation, property tax supported bonding to finance only those capital improvements and long term assets which have been determined by the City Council to be essential to the maintenance or development of the City and which cannot be financed with current revenue. Debt will be used to acquire major assets with expected lives which equal or exceed the average life of the debt issue.

**Special Obligation Revenue Bonds** - Special obligation revenue bonds, those bonds for which the City incurs no financial or moral obligation, shall only be issued if the associated development projects can be shown to be financially feasible and will contribute substantially to the welfare and/or economic development of the City and its citizens.

**Short Term Debt and Leases** - Because the City recognizes the inherent risk in short term borrowing, this type of financing will not be used without careful investigation of financing options, cost of the financing and terms available. Lease/purchase will be used as a financing tool only when, through investigation, the City determines this is the most prudent and cost effective way to finance the project or equipment.

**Limitations on Issuance of New Debt** - The City will establish and maintain limitations on the issuance of new property tax base supported bonded indebtedness. These limitations will promote a balanced relationship between expenditures for debt service and current municipal costs, and assist in minimizing the overall property tax burden. The City will limit the issuance of new bonded debt so as to maintain or make improvements in key financial ratios, including;

- Direct City debt should not exceed 3% of the estimated market value of property within the City.
- The percentage of direct City debt scheduled for retirement in the next 10 years should exceed 50% of the total outstanding debt.
- General obligation maturities should not exceed the life of the project or asset financed with bonds.

**Debt Service** - Bond issues should be scheduled to equalize annual debt service requirements to the degree that borrowing costs can also be minimized. The charts on the next page show debt limit calculations and the debt obligations.

## Debt Service

### Outstanding Debt as a % of Assessed Value

Outstanding Debt at 12/31/2021	29,786,738
2020 Assessed Value (as of June 1 2021)	<u>493,080,779</u>
Percentage (%)	<b>6.0%</b>

### Debt Service Expenditures as a % of Operating Expenditures

Debt Service Expenditures	1,902,300
Operating Expenditures (total for budgeted Funds)	<u>22,996,949</u>
Percentage (%)	<b>8.3%</b>

**% of Debt Scheduled for Retirement in the Next 10 years** **57%**  
*(including Meadowbrook)*

State statutes limit the City's outstanding debt to 30% of assessed valuation. The City will be in compliance with this statute in 2021.

## Debt Obligations

		Date of Indebtedness	Amount of Issue	Principal Outstanding 12/31/2021	Projected FY 2022 Debt Payment	Final Maturity
<b>General Obligation Bonds</b>						
2016A	Meadowbrook TIF Project	5/17/2016	11,300,000	10,925,000	851,575	3/1/2036
2016C	Street Light	10/31/2016	3,101,000	940,000	493,200	9/1/2023
2019 <sup>2</sup>	Public Works Building	12/19/2019	9,890,000	9,890,000	557,525	9/1/2049
Total Indebtedness			24,291,000	21,755,000	1,902,300	
<b>Revenue Obligations</b>						
2016B (TIF) <sup>1</sup>	Meadowbrook TIF Project	5/17/2016	8,135,000	8,025,000	748,250	3/1/2036

<sup>1</sup> The Series 2016B Bonds are special, limited obligations of the City payable solely out of incremental tax revenues pursuant to the Bond Trust Indenture dated as of March 1, 2016, relating to the Series 2016B Bonds. The City is under no obligation to levy any form of taxation or make any appropriation for the payment of Series 2016B Bonds.

<sup>2</sup> Capitalized Interest in 2020 -2021. Principal payments begin in 2022

# Annual Budget Adoption

## Policy

According to Kansas statutes, the City must adopt the budget by August 25 of the year preceding the budgeted year if not exceeding the Revenue Neutral Rate, or October 1 if exceeding the Revenue Neutral Rate.

Per Senate Bill 13, a budget requires a Revenue Neutral Rate hearing to exceed the revenue neutral rate provided by the County Clerk. During the 2021 legislative session, the tax lid was removed and the legislature enacted SB13 and HB2104, establishing new notice and public hearing requirements if the proposed budget will exceed the property tax levy's revenue neutral rate.

The revenue neutral rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation. In Prairie Village, the revenue neutral rate would be 18.386 mills in the 2022 budget. Since the proposed budget requires 19.321 mills, a public hearing was required. Notice of intent to exceed the revenue neutral was provided to the County Clerk on July 6<sup>th</sup>, 2021. The hearing occurred September 7<sup>th</sup> preceding the normal public hearing and budget adoption.

The 2022 Budget was adopted on September 7, 2021, in compliance with this requirement.

## Responsibilities

The Governing Body is the ultimate authority for adoption of the budget. The City Administrator has overall responsibility for development of the budget. Development of the budget is a team effort by the City Administrator, Department Heads and all levels of staff within the City. The Mayor acts as a tie breaker during the budget process.

## Budget Development Process

### First Quarter

- The Governing Body discusses and establishes the goals that will guide development of the budget.
- The City Administrator meets with Department Heads to discuss plans for the year being budgeted.
- The City Administrator and the Finance Director develop the budget calendar.
- The Finance Director finalizes the year end financial statements and prepares a preliminary revenue forecast.
- The City Administrator and the Human Resources Manager develop the personnel services budget assumptions with input from the Department Heads.
- In mid-March, the Finance Director distributes budget instructions and historical budget information to the Department Heads.

### Second Quarter

- Mid-April – Budget requests due from Department Heads.
- May – Draft budget overview with the Governing Body; direction on items if needed. Department Heads refine budget requests based on City Administrator review and Governing Body direction.

## Annual Budget Adoption

- May – Recommended Operating and CIP Budgets presented to the Governing Body.

### Third Quarter

- July – Finance Director requests the Budget Public Hearing date and permission to publish the budget in accordance with Kansas statutes.
- August - October – Budget Public Hearing held and budget adopted by August 25 or October 1, depending on the Revenue Neutral Rate.

### Budget Amendments

Kansas statutes allow the City to amend its budget after adoption. The process for notification and public hearings is the same as for adoption of the budget. Budget reductions do not require a formal budget amendment. The Governing Body is the ultimate authority for adoption of the amended budget.

## City of Prairie Village 2022 Budget Calendar

Month	Date	Action Item
February	2/16	<b>Council Meeting</b> - Handout 2022 Budget Calendar Outline
	2/26	Finalize 2020 Actuals (auditors onsite 3/22 - 3/26)
	2/26	Meet with Johnson County Appraiser - Beau Boisvert
March	3/1	<b>Council Meeting</b> - (1) 2022 Budget Goals and Objectives (2) Mill Rate Handout (3) Decision Packages (send to Nickie by 4/5/2021)
	3/15	<b>Council Meeting</b> - 4th Quarter 2020 Financial Report
April	4/5	Department budget requests due
	4/5	<b>Council Meeting</b> - (1) Worker's Compensation and Insurance Cost Assumptions (2) Committee 2022 Budget and Funding requests (Village Fest, Arts Council, Environmental, Diversity and Jazz Fest) (3) Decision Package Discussion
	4/5 - 4/9	Budget review process with individual departments
	4/19	<b>Council Meeting</b> - Decision Package Discussion (if needed); Preliminary Revenue Estimate
	4/22	<b>Finance Committee Meeting - First Draft of 2022 Budget and Decision Packages</b>
May	5/3	<b>Council Meeting</b> - (1) CIP Discussion and Annual Road Condition Report
	5/4	<b>Finance Committee Meeting - Preliminary 2022 Budget Established and Decision Packages</b>
	5/17	<b>Council Meeting</b> - 2022 Budget Discussion and Approval of Preliminary Budget
	5/31	<b>HOLIDAY</b>
June	6/7	<b>Council Meeting</b>
	6/15	SB 13: County Clerk will calculate and notify taxing entities of revenue neutral rate
	6/21	<b>Council Meeting</b>
July	7/5	<b>HOLIDAY</b>
	7/6	<b>Council Meeting</b> - SB 13 Resolution Stating Intent to Exceed Revenue Neutral Rate and Set the Public Hearing Date
	7/19	<b>Council Meeting</b> - Request Permission to Publish 2022 Budget & Set Budget Adoption Public Hearing Date
	7/20	SB 13: Governing Bodies notify County Clerk of intent to exceed revenue neutral rate w/ date, time and location of hearing
August	8/2	<b>Council Meeting</b>
	8/10	Notification sent to taxpayers, if exceeding revenue neutral rate ( <i>Starting in 2022 for 2023</i> )
	8/16	<b>Council Meeting</b>
	8/24	Latest date for notice to be published in the Legal Record for RNR and Budget hearing
	8/25	Submit budget forms to County Clerk (due August 25th) <i>If not exceeding revenue neutral rate</i>
September	<b>9/7</b>	<b>Council Meeting</b> - SB 13 Public Hearing (Must be no later than September 20) and Budget Hearing/Adoption
October	10/1	Submit budget forms to County Clerk if Exceeding Revenue Neutral Rate (due October 1st)
	10/1-10/31	Finalize Budget Book; Submit to GFOA Award Program



# Revenues



# Revenue Sources

## Introduction

Prairie Village's revenue stream is stable and experiences nominal growth in normal economic times. Because the City is a land-locked, fully built-out community, sources of new revenue are limited to reappraisal of real estate, the inflation related increases in retail sales, additional taxes or fees, etc. In 2021, the City Council adopted The Village Vision 2.0, the City's comprehensive plan. One of the goals of The Village Vision was to increase economic development in the City which would in turn increase revenues for the City.

In 2011 the City approved two Community Improvement Districts (CIDs), where an additional 1.00% is applied to purchases. These funds are intended for improvements within the CID boundaries. This is a long-term goal, the effects of which may not be seen for several years.

In 2016 a Tax Increment Financing (TIF) district was approved by Council as a method of financing. The Tax Increment Financing Act (K.S.A 12-1770) authorizes cities to develop blighted property and potentially blighted property through private investment which may be aided by the issuance of special obligation city bonds or other "pay as you go" reimbursements. Such obligations are retired by the increased property tax payments (increment) caused by the higher assessments on the redeveloped property. TIF is based on the concept of a partnership between the city and the private sector by providing capital for private economic ventures which serve a public purpose (i.e. redevelopment of blighted or potentially blighted areas which are known in the TIF law as conservation area).

The City has one TIF district. The Meadowbrook TIF project has transformed the former 82 acre golf course and country club into a park and mixed-use development. The project blends residential, commercial, and cultural uses, whose functions are physically and functionally integrated, and provide pedestrian connections.

In 2019, The Inn at Meadowbrook opened and is the City's first hotel. The 54 room luxury hotel is on the edge of the eighty acre park in Meadowbrook. The City began receiving transient guest tax revenue in mid-2019. These funds will be used for the promotion of tourism, conventions and economic development.

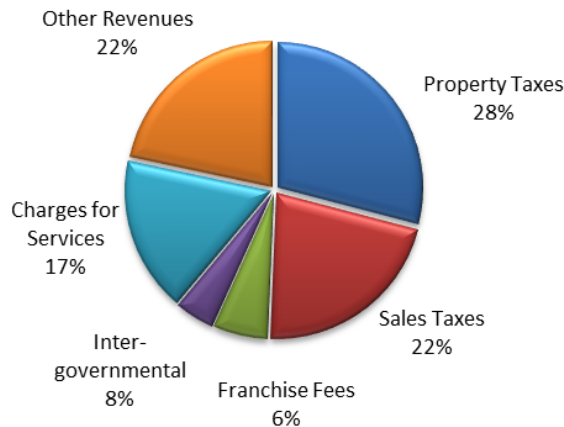
In 2009 the City established a stormwater utility and a fee to fund the City's stormwater management program. This remains a key component of the 2021 budget. For the 2022 Budget, the City continued its practice of reviewing its user fees.

The chart on the next page gives an overview of the City's revenue sources, excluding transfers between funds. The sections that follow discuss these sources in greater detail.

## Revenue Sources

Revenue Source	2022 Budget All Funds	% of 2022 Budget
Property Taxes	\$ 9,110,562	29%
Sales Taxes:		
Local	2,500,000	9%
County	1,675,000	6%
County Public Safety 1	425,000	1%
County Public Safety 2	425,000	1%
County Public Safety 3	425,000	1%
CID - Corinth	600,000	2%
CID - PV Shops	600,000	2%
Total Sales Tax	6,650,000	<b>22%</b>
Charges for Services	5,388,988	<b>17%</b>
Intergovernmental	1,378,320	<b>4%</b>
Franchise Fees	1,905,797	<b>6%</b>
Subtotal - Major Revenue Sources	\$ 24,433,667	
Other Revenues:		
Incremental Property Taxes	1,219,711	4%
Transient Guest Tax	225,000	1%
Use Tax	1,554,004	5%
Motor Vehicle Tax	796,411	4%
Liquor Tax	315,157	1%
Licenses & Permits	867,883	3%
Fines & Fees	868,762	3%
Recreational Fees	424,650	1%
Interest on Investments	324,596	1%
Miscellaneous	196,622	2%
Total Other Revenues	6,792,796	<b>22%</b>
Grand Total Revenues	\$ 31,226,463	

**2022 Revenue Sources - All Funds**



# Revenue Sources

## Ad Valorem Property Tax

This is a tax on real estate and personal property. It is computed by applying the City's mill rate to the City's assessed valuation. Each year in March, the County Appraiser provides an estimated taxable market value which is used to estimate property tax revenues in the early stages of budget development. In June, the County Clerk provides the estimated assessed valuation after valuation appeals have been processed. This is the assessed value on which the adopted budget is based. The County Clerk finalizes the assessed valuation in November and adjusts the City's mill rate as needed to result in the dollar amount of property taxes indicated in the City's adopted budget. The state provides the County the assessed valuation for utilities.

**Fast Facts**

Assessed Value as a Percentage of Market Value:

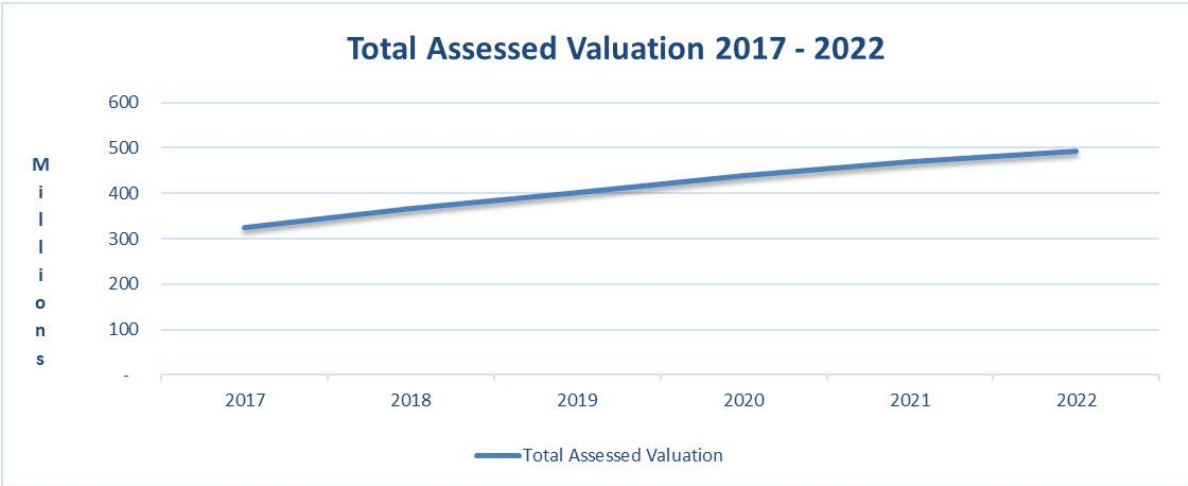
- Commercial Property = 25%
- Residential Property = 11.5%

Composition of City's Tax Base:

- Commercial Tax Base = 10%
- Residential Tax Base = 90%

Below is a history of the City's assessed valuation. The City's assessed valuation for 2022 increased 5.1% over the assessed valuation for 2021. The average home sales price increased 7.25% from 2019 to 2020, while the mean appraised value rose 6% during the same time period. Growth in assessed valuation primarily comes from reappraisal increases.

	Assessed Value (in millions)					
	2017	2018	2019	2020	2021	2022
Real Estate	\$ 319	\$ 360	\$ 396	\$ 432	\$ 463	\$ 486
Personal Property	1	1	1	1	1	1
State Assessed Utilities	4	5	5	5	5	6
<b>Total</b>	<b>\$ 324</b>	<b>\$ 366</b>	<b>\$ 402</b>	<b>\$ 438</b>	<b>\$ 469</b>	<b>\$ 493</b>
Percent Change	5.9%	13.0%	9.8%	9.0%	7.1%	5.1%

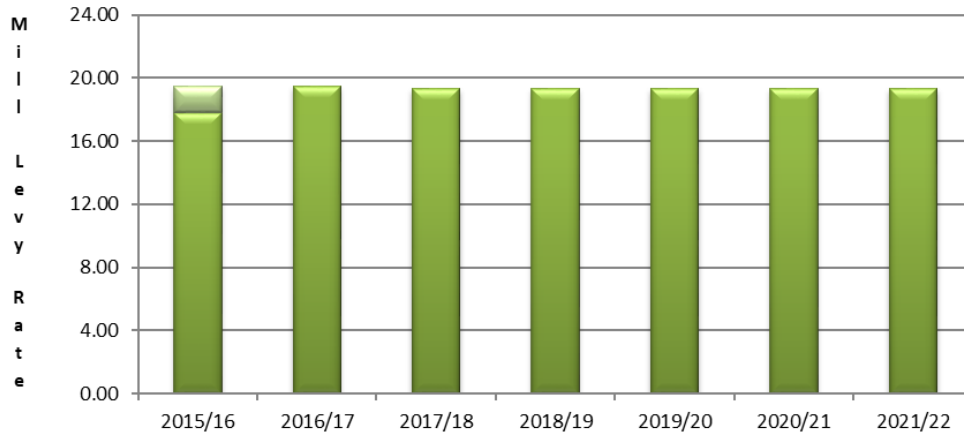


## Revenue Sources

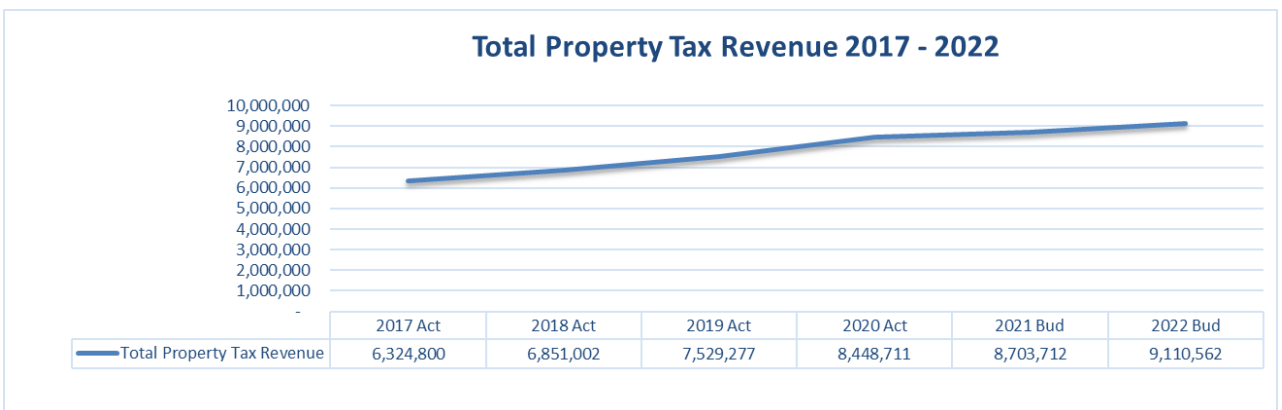
Below is a history of the City's mill levy rate. The 2022 budget does not include a mill levy rate increase. The last mill levy rate increase was in 2012 and was increased by 0.614 mills for the purpose of hiring two police officers. Since 2014 the mill levy rate has remained relatively the same with the average from 2016 to 2022 at 19.348 mills.

Mill Levy Rate							
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General Fund	17.796	19.471	19.311	19.314	19.320	19.321	19.321
Bond & Interest Fund	1.704	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>	<b>19.500</b>	<b>19.471</b>	<b>19.311</b>	<b>19.314</b>	<b>19.320</b>	<b>19.321</b>	<b>19.321</b>
	0.007	-0.029	-0.160	0.003	0.006	0.001	0.000

### Mill Levy Rate 2015-2022



Below is a history of the City's total property tax revenue.



# Revenue Sources

## Sales Tax

Sales tax revenues come from two sources: Local Sales Tax and County Sales Tax. There is an additional 1.00% sales tax applied to purchases made within one of the two Community Improvement Districts (CIDs). Forecasts of these revenue sources are based on trends of past years' revenue and economic conditions.

### Local Sales Tax

- Comes from a sales tax on retail sales within the City.
- The rate is 1%.
- Average annual change 2016 – 2020: +2.2%

Prairie Village Total Sales Tax Rate	
6.500%	State of Kansas
1.000%	City Of Prairie Village
1.350%	Johnson County
0.125%	Johnson Co. Research Triangle
8.975%	Total

### County Sales Tax

- Comes from a sales tax on retail sales within Johnson County.
- Five rates make up the total County rate:
  - General County Sales Tax = ½%
  - 2<sup>nd</sup> County Specialty Sales Tax – 1996 (no sunset) = ¼%
  - 3<sup>rd</sup> County Specialty Sales Tax – 2008 (no sunset) = ¼%
  - Research Triangle Sales Tax – 2008 (no sunset) = 1/8%  
(cities do not receive any of the revenue from this tax)
  - 4<sup>th</sup> County Specialty Sales Tax – 2017 (sunsets in 2027) = ¼%
- Cities within the County share 36% of the total revenue based on a formula established by State statute. The formula uses population and property tax dollars levied to distribute the tax revenue. The City's share of this revenue changes from year to year depending on how its population and property tax dollars levied compare to other cities in the County. For the last several years, the City's share of this revenue has remained relatively constant at 3%.

### Community Improvement District (CID) Sales Tax

- Comes from a sales tax on retail sales within the boundaries of the CID.
- The rate is 1%.
- Became effective January 1, 2011

## Revenue Sources

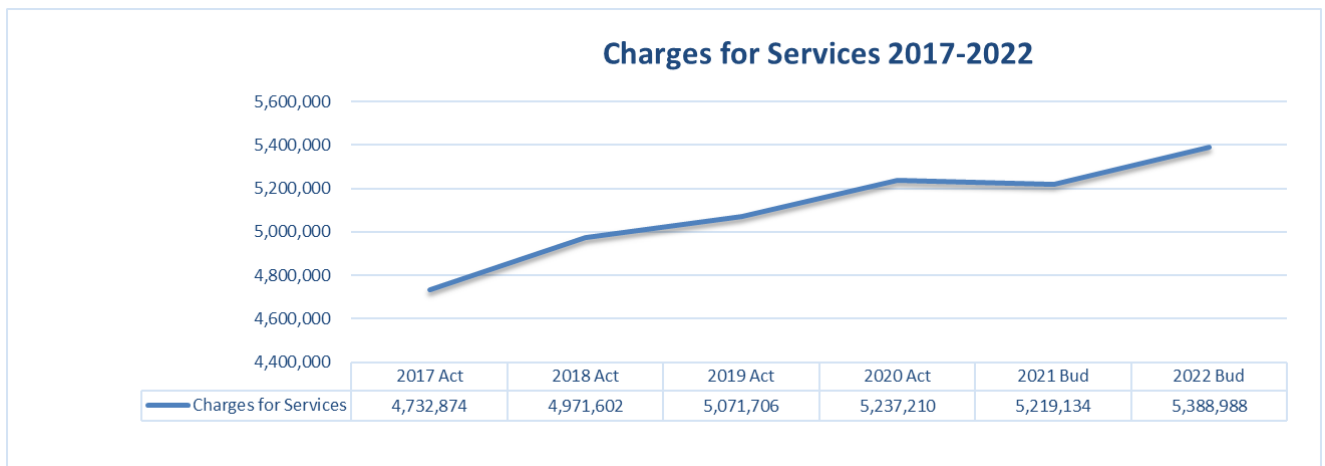
As evidenced by the following chart, the City's sales tax revenues have been gradually increasing or essentially staying the same for 2022, reflecting the state of the economy.



## Charges for Services

This source includes revenue which is a charge for contract service and special assessments to recipients of certain services. The three largest sources of this revenue type are the police services contract with Mission Hills, special assessments for solid waste collection and the Stormwater Utility Fee. These three items alone account for 94% of the 2022 budget for this revenue source.

The chart, below, shows a history of this revenue source. The steady increase reflects changes in the Mission Hills contract, Solid Waste Management and Stormwater Utility fees. The 2022 the Solid Waste homeowner annual assessment went up from \$218 in 2021 to \$227 in 2022. The Mission Hills contract is based on the final 2022 Prairie Village expenditure budget.



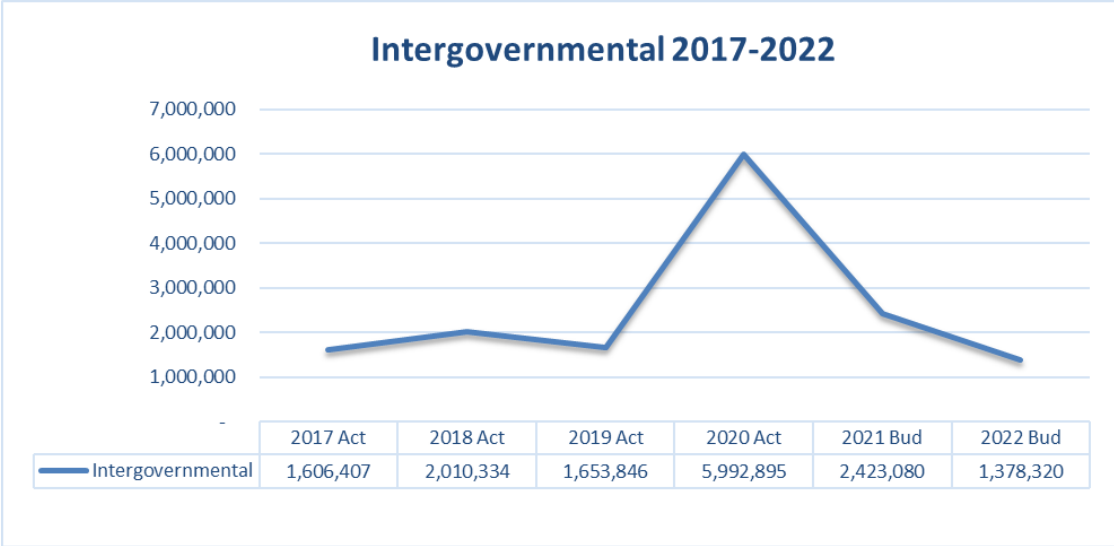
# Revenue Sources

## Intergovernmental

This revenue source includes revenues granted through other jurisdictions, primarily the State and Federal governments. The amount of funds received by the City from these sources can be changed by decision of the controlling jurisdiction. Items included in this source are motor vehicle tax, liquor tax and County road and storm drainage capital project grants.

This source of revenue has significant changes from year to year depending on what capital projects qualify for County grants and what stage of construction the projects are in at the end of the year. The grant revenues are earned as construction expenditures are made. The 2022 Intergovernmental budget includes:

- Highway Tax = \$ 573,320
- County Assistance Road System (CARS) = 705,000
- Stormwater Management Advisory Council (SMAC) = 0
- Funding from Others = 100,000
- Total = \$1,378,320

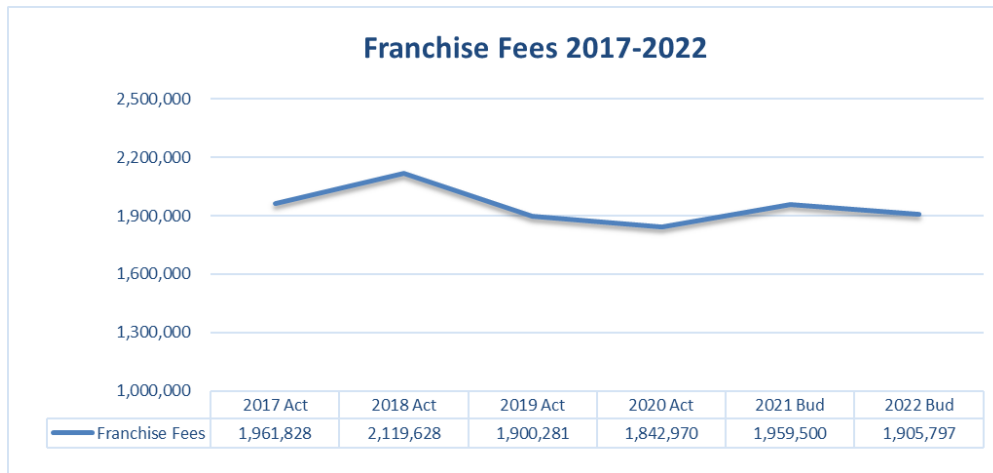


# Revenue Sources

## Franchise Fees

The City charges franchise fees on the major utilities within the City. These utilities include electric, gas, telephone, cable and open source video companies. The fee is 5% of gross receipts as defined and permitted by state statutes.

The charts below shows the history and breakdown of the City's franchise fees from 2017 – 2022. In the fall of 2016 Google Fiber started remitting franchise fees to the City. Revenues are volatile based on weather and customer trends in cable and utility usage. The projected decline in 2022 reflects a downward trend in some franchise fee categories.





## Revenue Sources

### Other Revenues

This revenue source includes incremental property taxes, transient guest tax, use tax, motor vehicle tax, liquor tax, licenses and permits, recreation fees, fines, interest income and miscellaneous revenue. Use tax and fines make up the majority of this source.

Incremental property taxes are the property tax increases from the Meadowbrook Tax Increment Financing District (TIF). TIF subsidies do not come directly from the city's budget, but from the future gains in taxes and are used to finance improvements in the district. As Meadowbrook is developed, the value of the property increases, and thus the property tax revenue increases. The increased property tax revenues are the "incremental property tax".

Use tax is a sales tax paid on personal property purchased outside the City, but "used, stored or consumed" within the City unless the property has already been subject to such a tax. The City receives a use tax related to its local sales tax as well as a portion of the County use tax related to the County sales taxes. This source fluctuates depending on the level of outside sales to which the tax applies, thus making it difficult to forecast. From 2017 to 2020, the City had a 64% increase in use tax.

Fines and fee revenue include traffic violations, jail fees and court costs. Traffic violations make up 99% of this revenue source and are affected by the enforcement efforts of the Police Department Traffic Unit. From 2016 to 2020 this overall revenue source has decreased 23%, partially due to COVID-19 adjustments. (From 2016 to 2019, revenue decreased 5%.) The 2022 projection reflects the police department being closer to being fully staffed and therefore more consistent traffic enforcement and traffic tickets being handed out.

Revenue Source	2022 Budget
Other Revenues:	
Incremental Property Taxes	1,219,711
Transient Guest Tax	225,000
Use Tax	1,554,004
Motor Vehicle Tax	796,411
Liquor Tax	315,157
Licenses & Permits	867,883
Fines & Fees	868,762
Recreational Fees	424,650
Interest on Investments	324,596
Miscellaneous	196,622
Total Other Revenues	6,792,796

## Revenue Forecast Methodology

Annually, The City Council preliminarily evaluates key budget planning components providing overall guidance to staff's budget development. Revenue forecasting continues to indicate future challenges that need to be considered going forward.

GENERAL FUND		
DESCRIPTION	KEY 2022 PROJECTION FACTORS	APPLICABLE LAWS
<b>Local Ad Valorem Property Tax</b>	Levy is based on the amount needed to fund the Ad Valorem Property tax requirement for this fund based on a projected assessed valuation of \$493,080,779 and a mill levy rate of 19.321 mills.	The basis of this tax is the assessed valuation of taxable real & tangible personal property in each county & special taxing district. State law requires that all real & tangible personal property shall be assessed at fair market value. Property is classified into various classes & assessed at different percentages based on classification. Each individual government controls the tax levy set for its jurisdiction.
<b>Delinquent Property Tax</b>	Based on historical receipts.	The County Clerk is responsible for placing on the tax rolls any land or improvements that have previously escaped taxation in the amount equal to that amount that would have been paid had the property been on the tax rolls, plus delinquent taxes paid after the due date.
<b>City Sales Tax</b>	Based on trend of the past 5 years of actual data plus a review of the current year's collections to date.	The City levies a 1% tax on all nonexempt sales within the City.
<b>Countywide Sales Tax</b>	This is the City's share of the countywide .5% sales tax. Based on trend of the past 5 years of actual data plus a review of the current year's collections to date. In addition, the County's forecasted increase or decrease is taken into consideration.	The proceeds of the Countywide sales tax are distributed by the State Department of Revenue based on the following formula: One half of all revenue collected within the County shall be apportioned among the County & cities in the proportion of each entity's total taxing effort in that preceding year relative to the total taxing effort of all cities & the County in the preceding year. The remaining one half of the revenue shall be apportioned to the County & cities in the proportion each entity's population has relative to the total population in the County. The County share shall be calculated by the percentage of people residing in unincorporated areas.
<b>Countywide Sales Tax-County Specials:</b>  <b>2<sup>nd</sup> County Special = 0.25%</b> <b>3<sup>rd</sup> County Special = 0.25%</b> <b>4<sup>th</sup> County Special = 0.25%</b> <b>Total = 0.75%</b>	This is the City's share of the countywide .75% County Special sales tax. Based on trend of the past 5 years of actual data plus a review of the current year's collections to date.	The portion of the Countywide Sales Tax due to the passage of County Special Sales Taxes and is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.

<b>Motor Vehicle Tax</b>	Based on information received from the County plus a review of the last 5 years of data and the current year's collections to date.	The basis of this tax is the levy of a county average mill rate applied against the assessed valuation of registered motor vehicles within the City. The tax is payable in full annually at the time of vehicle registration. Distribution is made as the revenue is collected.
<b>Liquor Tax</b>	Based on estimates received from the County and the trend of the past 5 years of actual data.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within City limits are returned to the respective cities & must be allocated 1/3 to each of the following funds: General, Special Parks & Recreation, and Special Alcohol.
<b>Electric Franchise Fees</b>	Based on trend of the past 5 years of actual data plus a review of the current year's collections to date with a decrease anticipated from a change in electric rates.	The City levies a franchise tax of 5% of gross receipts from the electric utilities operating within the City limits.
<b>Gas Franchise Fees</b>	Based on trend of the past 5 years of actual data plus a review of the current year's collections to date.	The City levies a franchise tax of 5% of gross receipts from the gas utilities operating within the City limits.
<b>Phone Franchise Fees</b>	Based on trend of the past 5 years of actual data plus a review of the current year's collections to date, with adjustment for gradual loss of land lines in favor of cell phones.	The City levies a franchise tax of 5% of gross receipts from the local exchange telephone companies operating within the City limits.
<b>Cable Franchise Fees</b>	Based on trend of the past 5 years of actual data plus a review of the current year's collections to date.	The City levies a franchise tax of 5% of gross receipts from the cable companies operating within the City limits.
<b>Occupational Licenses</b>	Based on projected number of businesses requiring these licenses.	The governing body sets fees. Fees are analyzed annually.
<b>Liquor Licenses</b>	Based on projected number of businesses requiring these licenses.	Includes liquor licenses, cereal malt beverage licenses and drinking establishment licenses.
<b>Animal Licenses</b>	Based on department estimates and historical trends.	The governing body sets fees. Fees are analyzed annually.
<b>Building Permits</b>	Based on department estimates as well as historical receipts and trends.	The governing body sets fees. Fees are analyzed annually. Fees are linked to the value of the new construction.
<b>Right of Way/Drainage Permits</b>	Based on department estimates.	The governing body sets fees. Fees are analyzed annually.
<b>Planning &amp; Zoning Fees</b>	Based on historical receipts and trends.	The governing body sets fees. Fees are analyzed annually.
<b>Pool Fees</b>	Based on department estimates and historical trends.	Admission fees and Concessions fees are set by the governing body.
<b>Fines</b>	This covers fines and fees related to the Municipal Court. Based on departmental estimates and historical trends. These revenues can fluctuate depending on the enforcement efforts by the Police Department.	Fines are set by a combination of State law, municipal code, and judge's actions.
<b>Mission Hills Contract</b>	Based on allocation formula negotiated with the City of Mission Hills. The formula uses the 2022 budget for the Police Department and the Municipal Court.	The City provides police, dispatch and animal control services for the City of Missions Hills, which borders Prairie Village to the North. The contract is approved annually by the governing bodies of both cities.
<b>School Resource Officer Reimbursement</b>	Based on department estimates and historical trends.	The City provides an officer who divides his time between the high school and the middle school in the City.
<b>Claridge Court</b>	Based on the real estate assessed valuation and the value of personal property.	Payment in lieu of taxes per the development agreement signed when Industrial Revenue Bonds were issued to the senior living facility.

<b>Cellular Tower</b>	Based on the contract amounts with each lessee.	The City leases space on its tower to three cell phone companies and receives monthly lease payments.
<b>Off-Duty Contractual</b>	Based on department estimates and historical trends.	Businesses and churches ask the City to provide special police services for directing traffic and providing security. Personnel in the Police Department arrange with officers to provide the service at a fixed rate paid by the organization served. The rate is analyzed annually and is set by the governing body.
<b>Fuel Center/Vehicle Maintenance</b>	Based on department estimates.	Costs for fuel and vehicle maintenance are paid for by Public Works and charged to the programs that use the vehicles.
<b>Interest Income</b>	Based on the percentage return on investments and available cash balances. Due to the variable nature of this revenue source, projections are conservative and are slightly lower than historical trends.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
<b>Miscellaneous Revenue</b>	Based on historical receipts and trends. Based on the nature of these revenues, it is difficult to make accurate estimates.	Various revenues of a miscellaneous nature including, but not limited to, copy fees, sale of books and maps, and various reimbursements.

<b>SPECIAL HIGHWAY FUND</b>		
<b>DESCRIPTION</b>	<b>KEY 2022 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Gas Tax</b>	Based on estimates provided by the League of Kansas Municipalities along with an analysis of the 5 year trend.	This is derived from a state tax on motor vehicle fuel and special fuel sales. The tax is apportioned to the County and cities based on statutory formulas. The cities portion is determined on a per capita basis.

<b>STORMWATER UTILITY FUND</b>		
<b>DESCRIPTION</b>	<b>KEY 2022 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Stormwater Utility Fee</b>	Based on the estimated cost of stormwater management operations, capital projects and stormwater related debt service for 2022.	The stormwater utility is established by City Ordinance. The governing body sets the fee each year. The fee calculated by dividing the estimated cost of stormwater management operations by the total square feet of impervious area in the City. The square footage is based on property data maintained by the Public Works Department.
<b>Interest Income</b>	See General Fund	See General Fund.

<b>SPECIAL PARKS AND RECREATION FUND</b>		
<b>DESCRIPTION</b>	<b>KEY 2022 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Liquor Tax</b>	Based on estimates received from the County and the trend of the past 5 years of actual data.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within City limits are returned to the respective cities & must be allocated 1/3 to each of the following funds: General, Special Parks & Recreation, and Special Alcohol.

<b>SPECIAL ALCOHOL FUND</b>		
<b>DESCRIPTION</b>	<b>KEY 2022 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Liquor Tax</b>	Based on estimates received from the County and the trend of the past 5 years of actual data.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within City limits are returned to the respective cities & must be allocated 1/3 to each of the following funds: General, Special Parks & Recreation, and Special Alcohol.

<b>BOND AND INTEREST FUND</b>		
<b>DESCRIPTION</b>	<b>KEY 2022 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Local Ad Valorem Property Tax</b>	Levy is based on the amount needed to fund the Ad Valorem Property tax requirement for this fund based on a projected assessed valuation of \$493,080,779 and a mill levy rate of zero mills.	The basis of this tax is the assessed valuation of taxable real & tangible personal property in each county & special taxing district. State law requires that all real & tangible personal property shall be assessed at fair market value. Property is classified into various classes & assessed at different percentages based on classification. Each individual government controls the tax levy set for its jurisdiction.
<b>Motor Vehicle Tax</b>	Based on information received from the County and a review of the last 5 years' historical trends.	The basis of this tax is the levy of a county average mill rate applied against the assessed valuation of registered motor vehicles within the City. The tax is payable in full annually at the time of vehicle registration. Distribution is made as the revenue is collected.
<b>Interest Income</b>	See General Fund.	See General Fund.

<b>CAPITAL PROJECTS FUND</b>		
<b>DESCRIPTION</b>	<b>KEY 2022 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Intergovernmental</b>	Based on estimates from the Public Works Department as to the amount of reimbursement expected from other governmental entities as their share of various capital infrastructure projects scheduled to be completed during the year.	
<b>Interest</b>	See General Fund.	See General Fund
<b>Transfer From General Fund</b>	Based on the amount needed to fund 2021 CIP projects less other funding sources.	KSA 12-1,118
<b>Transfer From Special Highway Fund</b>	Based on the estimated amount of Gas Tax revenue.	KSA 12-1,118
<b>Transfer From Stormwater Utility Fund</b>	Based on CIP projects containing stormwater work.	KSA 12-1,118
<b>Transfer From Special Parks &amp; Recreation Fund</b>	Based on the estimated amount of Liquor Tax revenue received by that fund.	KSA 12-1,118

**RISK MANAGEMENT RESERVE FUND**

DESCRIPTION	KEY 2022 PROJECTION FACTORS	APPLICABLE LAWS
<b>Transfer from the General Fund</b>	This is the amount estimated that the General Fund will expend on risk management activities.	Kansas statutes allow for the creation of a Risk Management Reserve Fund to allow for the accumulation of reserves to pay for claims and related costs arising from legal action and settlements not covered by commercial insurance.
<b>Interest Income</b>	See General Fund.	See General Fund.

**ECONOMIC DEVELOPMENT FUND**

DESCRIPTION	KEY 2022 PROJECTION FACTORS	APPLICABLE LAWS
<b>Interest</b>	See General Fund.	See General Fund
<b>Transfer From General Fund</b>	Based on amount approved by the City Council.	Ordinance No. 2153

**EQUIPMENT RESERVE FUND**

DESCRIPTION	KEY 2022 PROJECTION FACTORS	APPLICABLE LAWS
<b>Transfers from the General Fund</b>	The amount is determined based on projected future capital equipment purchase and technology needs.	Kansas statutes allow for the accumulation of reserves to pay for large equipment purchases.
<b>Interest</b>	See General Fund.	See General Fund.

**CORINTH and PV SHOPS COMMUNITY IMPROVEMENT DISTRICT (CID) FUNDS**

DESCRIPTION	KEY 2022 PROJECTION FACTORS	APPLICABLE LAWS
<b>City Sales Tax</b>	Based on trend of the past 5 years of actual data plus a review of the current year's collections to date.	The City levies an additional 1% tax on purchases made at Corinth and PV Shops.

**MEADOWBROOK TAX INCREMENT FINANCING (TIF) FUND**

DESCRIPTION	KEY 2022 PROJECTION FACTORS	APPLICABLE LAWS
<b>Meadowbrook TIF</b>	Based on projections of increased property tax (increment) caused by higher assessments on the redeveloped property.	Financing established in accordance with K.S.A 12-1770 that allows the city to help redevelop property through private investment.

**TRANSIENT GUEST TAX (TGT) FUND**

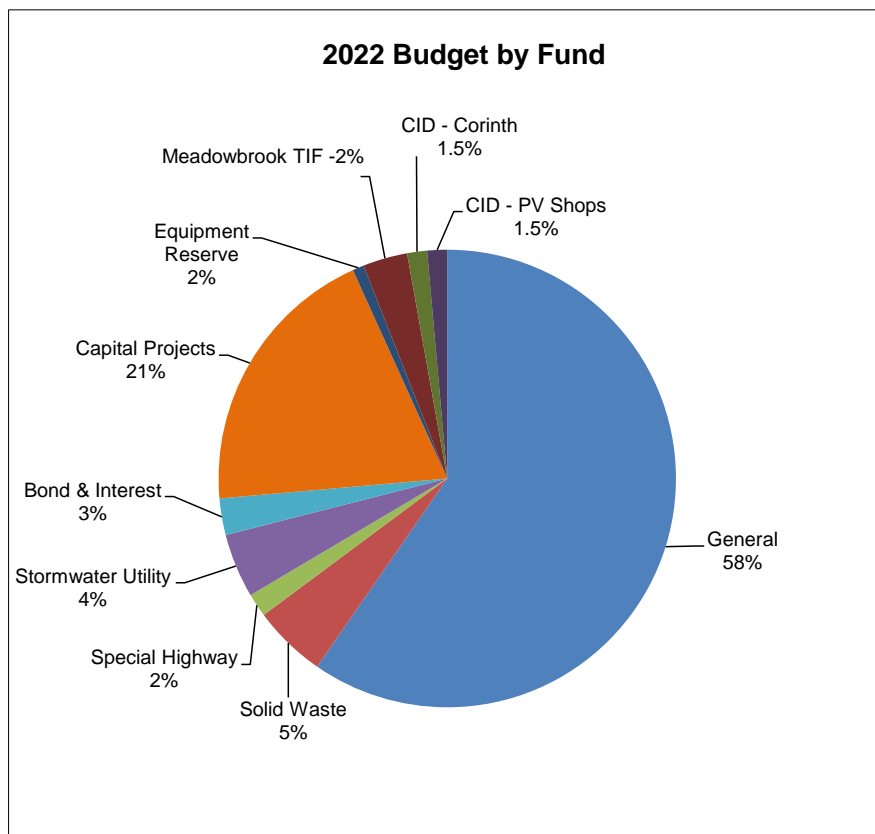
DESCRIPTION	KEY 2022 PROJECTION FACTORS	APPLICABLE LAWS
<b>Transient Guest Tax</b>	Based on projections of occupancy at the Inn at Meadowbrook.	Established in accordance with K.S.A 12-1698 to account for revenue derived from transient guest tax levied upon the gross receipts paid by guests for lodging in the city.



# Expenditures by Fund

## 2022 Budget by Fund

Fund	2019 Actual	2020 Actual	2021 Budget	2022 Budget
General	\$ 22,299,482	\$ 21,996,906	\$ 24,349,734	\$ 25,638,229
Solid Waste	1,958,342	1,852,064	2,172,208	2,233,861
Special Highway	643,000	600,397	647,720	712,225
Stormwater Utility	1,660,383	1,565,000	1,803,893	1,951,384
Special Parks & Rec	131,435	109,748	136,542	105,117
Special Alcohol	158,064	181,779	188,405	172,552
Bond & Interest	1,320,358	1,320,850	1,358,383	1,111,220
Capital Projects	13,712,632	12,866,039	8,970,300	8,436,000
Risk Management Reserve	-	29,956	229,531	218,142
Economic Development	401,028	75,942	208,909	272,687
Equipment Reserve	221,171	687,397	657,504	345,537
Meadowbrook TIF	887,211	1,574,523	780,000	1,353,974
CID - Corinth	606,845	540,834	587,860	605,257
CID - PV Shops	517,423	611,488	539,180	605,704
Transient Guest Tax	-	-	450,000	225,000
<b>Total</b>	<b>\$ 44,517,374</b>	<b>\$ 44,012,923</b>	<b>\$ 43,080,169</b>	<b>\$ 43,986,889</b>



Note: The following funds are not included in the graph because they account for less than 1% of the total budgeted expenditures. Special Parks & Recreation, Special Alcohol, Risk Management, Economic Development and Transient Guest Tax



## General Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance 1/1	\$ 7,631,080	\$ 7,481,612	\$ 6,592,651	\$ 7,609,044	\$ 7,591,246
Revenues:					
Property Taxes	7,530,237	8,179,161	8,703,712	8,703,712	9,110,562
Sales Taxes	5,449,864	5,446,984	5,450,000	5,450,000	5,570,000
Use Tax	1,509,888	1,811,879	1,380,000	1,811,879	1,554,004
Motor Vehicle Tax	751,900	746,852	762,507	762,507	796,411
Liquor Tax	130,232	109,748	136,477	136,477	105,052
Franchise Fees	1,900,281	1,842,970	1,959,500	1,842,970	1,905,797
Licenses & Permits	1,002,391	728,297	652,883	902,883	854,383
Charges for Services	1,742,963	1,722,975	1,799,226	1,799,226	1,851,162
Fines & Fees	863,819	694,784	931,750	863,819	868,762
Recreational Fees	416,620	29,745	410,150	393,150	424,650
Interest on Investments	160,658	139,674	60,000	60,000	134,608
Miscellaneous	126,158	184,687	120,900	120,900	130,622
Net Inc/Decr in Fair Value		(78,416)			
<b>Total Revenue</b>	<b>21,585,014</b>	<b>21,559,338</b>	<b>22,367,105</b>	<b>22,847,524</b>	<b>23,306,014</b>
Transfers from Other funds:					
Transfer from Stormwater Utility Fund	565,000	565,000	600,000	600,000	600,000
<b>Total</b>	<b>565,000</b>	<b>565,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Total Sources</b>	<b>22,150,014</b>	<b>22,124,338</b>	<b>22,967,105</b>	<b>23,447,524</b>	<b>23,906,014</b>
Expenditures:					
Personnel Services	10,580,486	10,658,499	11,463,729	11,255,617	11,911,253
Contract Services	4,128,502	3,940,077	4,720,457	4,578,843	5,284,151
Commodities	686,658	644,964	792,400	768,628	840,850
Capital Outlay	238,746	243,643	363,814	352,900	275,450
Contingency			500,000		500,000
<b>Total Expenditures</b>	<b>15,634,391</b>	<b>15,487,183</b>	<b>17,840,400</b>	<b>16,955,988</b>	<b>18,811,704</b>
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	5,155,116	4,653,109	4,523,800	4,523,800	5,307,000
Transfer to Bond & Interest Fund	1,074,975	1,301,229	1,319,534	1,319,534	1,050,725
Transfer to Risk Management Fund	35,000	35,000	-	-	-
Transfer to Economic Development Fund	-	65,000	136,000	136,000	136,000
Transfer to Equipment Reserve Fund	400,000	455,385	530,000	530,000	332,800
<b>Total</b>	<b>6,665,091</b>	<b>6,509,723</b>	<b>6,509,334</b>	<b>6,509,334</b>	<b>6,826,525</b>
<b>Total Uses</b>	<b>22,299,482</b>	<b>21,996,906</b>	<b>24,349,734</b>	<b>23,465,322</b>	<b>25,638,229</b>
Sources Over(Under) Uses	(149,468)	127,432	(1,382,629)	(17,798)	(1,732,215)
<b>Fund Balance @ 12/31</b>	<b>\$ 7,481,612</b>	<b>\$ 7,609,044</b>	<b>\$ 5,210,022</b>	<b>\$ 7,591,246</b>	<b>\$ 5,859,031</b>

**Funding Sources:** Property tax, sales tax, franchise fees, grants from other governments, user fees and charges.

**Expenditures:** General operating expenditures and a portion of infrastructure improvement expenditures.

## Solid Waste Management Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 359,030	\$ 187,024	\$ 295,000	\$ 297,790	\$ 273,211
<b>Revenues:</b>					
Licenses & Permits	1,296	5,058	1,300	2,500	2,500
Charges for Services	1,745,067	1,911,831	1,835,908	1,835,908	1,918,150
Interest on Investments	39,973	45,941	40,000	40,000	40,000
Miscellaneous			-	-	-
Total Revenue	1,786,336	1,962,830	1,877,208	1,878,408	1,960,650
Total Sources	<b>1,786,336</b>	<b>1,962,830</b>	<b>1,877,208</b>	<b>1,878,408</b>	<b>1,960,650</b>
<b>Expenditures:</b>					
Personnel Services	33,900	34,818	36,896	36,896	42,574
Contract Services	1,924,442	1,817,246	1,865,166	1,865,091	1,930,026
Commodities	-	-	1,000	1,000	1,500
Contingency	-	-	269,146	-	259,761
Total Expenditures	1,958,342	1,852,064	2,172,208	1,902,987	2,233,861
Total Uses	<b>1,958,342</b>	<b>1,852,064</b>	<b>2,172,208</b>	<b>1,902,987</b>	<b>2,233,861</b>
<b>Sources Over(Under) Uses</b>	(172,006)	110,766	(295,000)	(24,579)	(273,211)
<b>Fund Balance @ 12/31</b>	<b>\$ 187,024</b>	<b>\$ 297,790</b>	<b>\$ -</b>	<b>\$ 273,211</b>	<b>\$ -</b>

**Funding Sources:** Special assessments on property tax bills.

**Expenditures:** In 2017 the City contracted with Republic Trash Services for solid waste collection, recycling, composting services and large item pick up as well as a portion of the City's administrative costs including personal services and supplies.

2018 Assessment: \$192.00  
 2019 Assessment: \$207.00  
 2020 Assessment: \$228.00  
 2021 Assessment: \$218.00  
 2022 Assessment: \$227.00

## Special Highway Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 152,466	\$ 161,680	\$ 135,640	\$ 146,465	\$ 132,405
<b>Revenues:</b>					
Intergovernmental	617,656	570,612	505,580	576,440	573,320
Interest on Investments	34,558	14,570	6,500	6,500	6,500
<b>Total Revenue</b>	<b>652,214</b>	<b>585,182</b>	<b>512,080</b>	<b>582,940</b>	<b>579,820</b>
<b>Total Sources</b>	<b>652,214</b>	<b>585,182</b>	<b>512,080</b>	<b>582,940</b>	<b>579,820</b>
<b>Expenditures:</b>					
Contingency	-	-	50,720	-	115,225
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>50,720</b>	<b>-</b>	<b>115,225</b>
<b>Transfers to Other Funds:</b>					
Transfer to Capital Infrastructure Fund	643,000	600,397	597,000	597,000	597,000
<b>Total</b>	<b>643,000</b>	<b>600,397</b>	<b>597,000</b>	<b>597,000</b>	<b>597,000</b>
<b>Total Uses</b>	<b>643,000</b>	<b>600,397</b>	<b>647,720</b>	<b>597,000</b>	<b>712,225</b>
<b>Sources Over(Under) Uses</b>	<b>9,214</b>	<b>(15,215)</b>	<b>(135,640)</b>	<b>(14,060)</b>	<b>(132,405)</b>
<b>Fund Balance @ 12/31</b>	<b>\$ 161,680</b>	<b>\$ 146,465</b>	<b>\$ -</b>	<b>\$ 132,405</b>	<b>\$ -</b>

**Funding Sources:** State gasoline tax (per gallon)

**Expenditures:** Transfer to the Capital Infrastructure Fund for street improvements.

## Stormwater Utility Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 118,686	\$ 133,165	\$ 197,893	\$ 238,303	\$ 269,031
<b>Revenues:</b>					
Licenses & Permits	12,600	14,000	11,000	11,000	11,000
Charges for Services	1,583,676	1,602,404	1,584,000	1,584,000	1,619,676
Interest on Investments	78,586	53,733	11,000	35,728	51,677
<b>Total Revenue</b>	<b>1,674,862</b>	<b>1,670,138</b>	<b>1,606,000</b>	<b>1,630,728</b>	<b>1,682,353</b>
<b>Total Sources</b>	<b>1,674,862</b>	<b>1,670,138</b>	<b>1,606,000</b>	<b>1,630,728</b>	<b>1,682,353</b>
<b>Expenditures:</b>					
Contingency	-	-	203,893	-	351,384
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>203,893</b>	<b>-</b>	<b>351,384</b>
Transfers to Other Funds:					
Transfer to General Fund	565,000	565,000	600,000	600,000	600,000
Transfer to Bond & Interest Fund	245,383	-	-	-	-
Transfer to Capital Infrastructure Fund	850,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Total</b>	<b>1,660,383</b>	<b>1,565,000</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>1,600,000</b>
<b>Total Uses</b>	<b>1,660,383</b>	<b>1,565,000</b>	<b>1,803,893</b>	<b>1,600,000</b>	<b>1,951,384</b>
<b>Sources Over(Under) Uses</b>	14,479	105,138	(197,893)	30,728	(269,031)
<b>Fund Balance @ 12/31</b>	<b>\$ 133,165</b>	<b>\$ 238,303</b>	<b>\$ -</b>	<b>\$ 269,031</b>	<b>\$ -</b>

**Funding Sources:** Special assessments on the property tax bills - fee per square foot of impervious area (\$0.040/sq. ft.) (2021 rate was \$0.040/sq. ft.)

**Expenditures:** Operation and maintenance of the City's stormwater system in accordance with NPDES guidelines.

**Notes:** The stormwater utility fee was a new revenue source in 2009. The fee is dedicated to funding the City's stormwater program and compliance with NPDES guidelines.

## Special Park & Recreation Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 1,135	\$ -	\$ -	\$ -	\$ -
<b>Revenues:</b>					
Liquor Tax	130,232	109,748	136,477	119,557	105,052
Interest on Investments	68		65	0	65
<b>Total Revenue</b>	<b>130,300</b>	<b>109,748</b>	<b>136,542</b>	<b>119,557</b>	<b>105,117</b>
<b>Total Sources</b>	<b>130,300</b>	<b>109,748</b>	<b>136,542</b>	<b>119,557</b>	<b>105,117</b>
<b>Expenditures:</b>					
Contingency	-	-	4,542	-	117
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>4,542</b>	<b>-</b>	<b>117</b>
<b>Transfers to Other Funds:</b>					
Transfer to Capital Infrastructure Fund	131,435	109,748	132,000	119,557	105,000
<b>Total</b>	<b>131,435</b>	<b>109,748</b>	<b>132,000</b>	<b>119,557</b>	<b>105,000</b>
<b>Total Uses</b>	<b>131,435</b>	<b>109,748</b>	<b>136,542</b>	<b>119,557</b>	<b>105,117</b>
<b>Sources Over(Under) Uses</b>	<b>(1,135)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance @ 12/31</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Funding Sources:** Special alcohol tax per K.S.A. 79-41a04 (1/3 of total alcohol tax received by the City)

**Expenditures:** Park and pool improvements.

## Special Alcohol Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 109,740	\$ 84,672	\$ 49,428	\$ 14,080	\$ (0)
<b>Revenues:</b>					
Liquor Tax	130,232	109,748	136,477	119,557	105,052
Interest on Investments	2,764	1,439	2,500	2,500	2,500
Miscellaneous	-	-	-	-	65,000
<b>Total Revenue</b>	<b>132,996</b>	<b>111,187</b>	<b>138,977</b>	<b>122,057</b>	<b>172,552</b>
<b>Total Sources</b>	<b>132,996</b>	<b>111,187</b>	<b>138,977</b>	<b>122,057</b>	<b>172,552</b>
<b>Expenditures:</b>					
Personnel Services	90,675	96,722	96,478	72,040	100,128
Contract Services	55,111	71,187	75,372	52,572	71,115
Commodities	12,278	13,870	16,555	11,525	-
Capital Outlay	-	-	-	-	-
Contingency	-	-	-	-	1,309
<b>Total Expenditures</b>	<b>158,064</b>	<b>181,779</b>	<b>188,405</b>	<b>136,137</b>	<b>172,552</b>
<b>Total Uses</b>	<b>158,064</b>	<b>181,779</b>	<b>188,405</b>	<b>136,137</b>	<b>172,552</b>
<b>Sources Over(Under) Uses</b>	<b>(25,068)</b>	<b>(70,592)</b>	<b>(49,428)</b>	<b>(14,080)</b>	<b>-</b>
<b>Fund Balance @ 12/31</b>	<b>\$ 84,672</b>	<b>\$ 14,080</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Funding Sources:** Special alcohol tax per K.S.A. 79-41a04 (1/3 of total alcohol tax received by the City)

**Expenditures:** Alcohol rehabilitation, including grants to local agencies through United Community Services and partial funding of the City's D.A.R.E. Program.

## Bond & Interest Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 51,541	\$ 55,472	\$ 37,849	\$ 37,204	\$ 34,738
<b>Revenues:</b>					
Property Taxes			-	-	-
Motor Vehicle Tax	960	-	-	-	-
Interest on Investments	2,971	1,353	1,000	1,000	1,507
Total Revenue	3,931	1,353	1,000	1,000	1,507
Transfers from Other funds:					
Transfer from General Fund	1,074,975	1,301,229	1,319,534	1,319,534	1,074,975
Transfer from Stormwater Fund	245,383	-	-	-	-
Total	1,320,358	1,301,229	1,319,534	1,319,534	1,074,975
Total Sources	1,324,289	1,302,582	1,320,534	1,320,534	1,076,482
<b>Expenditures:</b>					
Debt Service	1,320,358	1,320,850	1,323,000	1,323,000	1,074,975
Contingency	-	-	35,383	-	36,245
Total Expenditures	1,320,358	1,320,850	1,358,383	1,323,000	1,111,220
Total Uses	1,320,358	1,320,850	1,358,383	1,323,000	1,111,220
<b>Sources Over(Under) Uses</b>	3,931	(18,268)	(37,849)	(2,466)	(34,738)
<b>Fund Balance @ 12/31</b>	<b>\$ 55,472</b>	<b>\$ 37,204</b>	<b>\$ -</b>	<b>\$ 34,738</b>	<b>\$ -</b>

**Funding Sources:** Property tax, motor vehicle tax, transfers from General Fund

**Expenditures:** Debt service payments on the City's outstanding bonds.

**Notes:** The City's outstanding bonds will be paid off in 2049.

## Capital Infrastructure Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 5,516,642	\$ 10,735,605	\$ 10,780,003	\$ 9,751,701	\$ 9,000,258
<b>Revenues:</b>					
Intergovernmental	1,036,190	5,422,283	1,917,500	1,917,500	805,000
Bond Proceeds	10,712,595	-	-	-	-
Interest on Investments	53,287	147,653	60,000	60,000	60,000
Miscellaneous	9,049	44,133	1,000	1,000	1,000
Net Inc/Decr in Fair Value	35,669	(95,187)	-	-	-
Total Revenue	11,846,790	5,518,882	1,978,500	1,978,500	866,000
Transfers from Other funds:					
Transfer from General Fund	5,155,116	4,653,109	4,523,800	4,523,800	5,319,000
Transfer from Special Highway Fund	643,000	600,397	597,000	597,000	597,000
Transfer from Stormwater Utility Fund	850,000	1,000,000	1,000,000	1,000,000	1,000,000
Transfer from Special Parks & Rec Fund	131,435	109,748	132,000	119,557	105,000
Transfer from Economic Development Fund	305,254	-	-	-	-
Total	7,084,805	6,363,254	6,252,800	6,240,357	7,021,000
Total Sources	<b>18,931,595</b>	<b>11,882,136</b>	<b>8,231,300</b>	<b>8,218,857</b>	<b>7,887,000</b>
<b>Expenditures:</b>					
Infrastructure	13,712,632	12,866,039	8,970,300	8,970,300	8,436,000
Total Expenditures	13,712,632	12,866,039	8,970,300	8,970,300	8,436,000
Total Uses	<b>13,712,632</b>	<b>12,866,039</b>	<b>8,970,300</b>	<b>8,970,300</b>	<b>8,436,000</b>
<b>Sources Over(Under) Uses</b>	5,218,963	(983,904)	(739,000)	(751,443)	(549,000)
<b>Fund Balance @ 12/31</b>	<b>\$ 10,735,605</b>	<b>\$ 9,751,701</b>	<b>\$ 10,041,003</b>	<b>\$ 9,000,258</b>	<b>\$ 8,451,258</b>

**Funding Sources:** Transfers from the General Fund, Stormwater Utility Fund, Special Parks & Recreation Fund, Economic Development Fund, grants from other governments

**Expenditures:** Capital Infrastructure Program - Please see the CIP Section of this document for the detailed plan including projects and programs.



## Capital Infrastructure Fund

CIP Expenditure Total = \$8,436,000

2022 PROJECT DESCRIPTION	2022 EXPENDITURES
Park Infrastructure Reserve	\$105,000
Harmon Play Set + Park Updates	\$500,000
Taliaferro Tennis Court Resurface	\$20,000
Windsor Park Restrooms	\$450,000
2023 Park Project	\$50,000
<b>PARK TOTAL PER YEAR</b>	<b>\$1,125,000</b>
Water Discharge Program Reserve	\$30,000
Drainage Repair Program	\$900,000
<b>DRAINAGE TOTAL PER YEAR</b>	<b>\$930,000</b>
Traffic Calming Program Reserve	\$20,000
Residential Street Rehabilitation Program	\$3,166,000
UBAS Overlay Program	\$400,000
Nall Ave - 79th St to 83rd St (CARS)	\$1,500,000
Nall Ave - 67th St to 75th St (CARS & OP)	\$200,000
<b>STREET TOTAL PER YEAR</b>	<b>\$5,286,000</b>
Building Reserve	\$50,000
City Hall Remodel Preliminary Design	\$100,000
Energy Audit Updates - Category 1	\$170,000
<b>BUILDINGS TOTAL PER YEAR</b>	<b>\$320,000</b>
ADA Compliance Program Reserve	\$25,000
Concrete Repair Program	\$600,000
Ped Bridge @ Prairie School & Mission Hills	\$150,000
<b>OTHER TOTAL PER YEAR</b>	<b>\$775,000</b>
<b>CIP TOTAL</b>	<b>\$8,436,000</b>

## Risk Management Reserve Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	<b>\$ 138,121</b>	<b>\$ 231,313</b>	<b>\$ 229,106</b>	<b>\$ 249,970</b>	<b>\$ 210,395</b>
<b>Revenues:</b>					
Interest on Investments	17,456	5,194	425	425	7,747
Miscellaneous	40,736	8,418	-	-	-
<b>Total Revenue</b>	<b>58,192</b>	<b>13,612</b>	<b>425</b>	<b>425</b>	<b>7,747</b>
Transfers from Other funds:					
Transfer from General Fund	35,000	35,000	-	-	-
Transfer from Special Alcohol Fund	-	-	-	-	-
<b>Total</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Sources</b>	<b>93,192</b>	<b>48,612</b>	<b>425</b>	<b>425</b>	<b>7,747</b>
<b>Expenditures:</b>					
Contract Services	-	29,956	40,000	40,000	40,000
Risk Management Reserve	-	-	189,531	-	178,142
<b>Total Expenditures</b>	<b>-</b>	<b>29,956</b>	<b>229,531</b>	<b>40,000</b>	<b>218,142</b>
<b>Total Uses</b>	<b>-</b>	<b>29,956</b>	<b>229,531</b>	<b>40,000</b>	<b>218,142</b>
<b>Sources Over(Under) Uses</b>	<b>93,192</b>	<b>18,657</b>	<b>(229,106)</b>	<b>(39,575)</b>	<b>(210,395)</b>
<b>Fund Balance @ 12/31</b>	<b>\$ 231,313</b>	<b>\$ 249,970</b>	<b>\$ -</b>	<b>\$ 210,395</b>	<b>\$ -</b>

**Funding Sources:** Transfers from the General Fund, insurance claim reimbursements, interest on idle funds

**Expenditures:** Risk management related expenditures, such as insurance deductibles

## Economic Development Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 547,748	\$ 146,721	\$ 72,809	\$ 137,281	\$ 136,120
<b>Revenues:</b>					
Interest on Investments	-	1,502	100	100	567
Total Revenue	-	1,502	100	100	567
Transfers from Other funds:					
Transfer from General Fund	-	65,000	136,000	136,000	136,000
Total	-	65,000	136,000	136,000	136,000
Total Sources	-	<b>66,502</b>	<b>136,100</b>	<b>136,100</b>	<b>136,567</b>
<b>Expenditures:</b>					
Contract Services	95,774	75,942	74,000	137,261	94,000
Contingency	-	-	134,909	-	178,687
Total Expenditures	95,774	75,942	208,909	137,261	272,687
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	305,254	-	-	-	-
Total	305,254	-	-	-	-
Total Uses	<b>401,028</b>	<b>75,942</b>	<b>208,909</b>	<b>137,261</b>	<b>272,687</b>
<b>Sources Over(Under) Uses</b>	(401,028)	(9,440)	(72,809)	(1,161)	(136,120)
<b>Fund Balance @ 12/31</b>	<b>\$ 146,721</b>	<b>\$ 137,281</b>	<b>\$ -</b>	<b>\$ 136,120</b>	<b>\$ -</b>

**Funding Sources:** Transfers from the General Fund, interest on idle funds

**Expenditures:** Used for activities that foster and promote economic development with in the City per Ordinance No. 2153.

Economic Development Fund Allocation	2021 Bud	2021 Est	2022 Bud
Beginning balance	\$72,809	\$137,281	\$136,120
Interest	100	100	567
Transfer from General Fund (Public Safety Sales Tax & Minor Home Repair)	136,000	136,000	136,000
City Owned Art Restoration (clean, repair, replace & restore @ \$50,000)	-	(47,261)	-
Exterior Grant Program	(50,000)	(70,000)	(74,000)
Sustainability Grant Program		(20,000)	(20,000)
City Owned Art Restoration (clean, repair, replace & restore @ \$50,000)			
Comprehensive Master Plan (\$80,000)			
Contingency	(50,278)		(178,687)
Total	<u>\$108,631</u>	<u>\$136,120</u>	<u>\$-</u>

## Equipment Reserve Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 518,736	\$ 699,272	\$ 126,604	\$ 473,429	\$ 9,617
<b>Revenues:</b>					
Interest on Investments	1,707	6,168	900	6,188	3,120
Total Revenue	1,707	6,168	900	6,188	3,120
Transfers from Other funds:					
Transfer from General Fund	400,000	455,385	530,000	530,000	332,800
Total	400,000	455,385	530,000	530,000	332,800
Total Sources	<b>401,707</b>	<b>461,553</b>	<b>530,900</b>	<b>536,188</b>	<b>335,920</b>
<b>Expenditures:</b>					
Capital Outlay	221,171	687,397	652,000	1,000,000	286,000
Contingency	-	-	5,504	-	59,537
Total Expenditures	221,171	687,397	657,504	1,000,000	345,537
Total Uses	<b>221,171</b>	<b>687,397</b>	<b>657,504</b>	<b>1,000,000</b>	<b>345,537</b>
<b>Sources Over(Under) Uses</b>	180,536	(225,843)	(126,604)	(463,812)	(9,617)
<b>Fund Balance @ 12/31</b>	<b>\$ 699,272</b>	<b>\$ 473,429</b>	<b>\$ -</b>	<b>\$ 9,617</b>	<b>\$ -</b>

**Funding Sources:** Transfers from the General Fund, interest on idle funds

**Expenditures:** Acquisition of equipment, vehicles and technology projects.

## Equipment Reserve Fund Plan

Equipment Reserve Expenditure Total = \$286,000

2022 PROJECT DESCRIPTION	2022 EXPENDITURES
PD Laptop Replacement (2023 - 2024 project)	\$20,000
Server Replacement	\$10,000
PD Radio Replacement	\$50,000
PD In car video / BWC	\$20,000
Traffic Camera	\$15,000
Fixed Location License Plate Reader (\$30,000 total)	\$20,000
DATTO Recovery (Dual Redudancy Server)	\$45,000
Citywide Laptop/Computer Replacement	\$25,000
City Hall Camera Replacement	\$10,000
<b>TOTAL</b>	<b>\$215,000</b>
<b>Public Works Equipment</b>	
PW Bobcat (2021) @ \$35,000	\$35,000
New replacement mower (2022) @\$16,000	\$16,000
New Z Aerating Machine @\$20,000	\$20,000
<b>TOTAL</b>	<b>\$71,000</b>
<b>EQUIPMENT RESERVE TOTAL</b>	<b>\$286,000</b>

## Meadowbrook TIF Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 279,632	\$ 137,750	\$ -	\$ 128,919	\$ 128,919
<b>Revenues:</b>					
Incremental Property Taxes	648,699	1,559,039	700,000	1,058,809	1,219,711
Interest on Investments	96,630	6,653	80,000	6,653	5,344
Total Revenue	745,329	1,565,693	780,000	1,065,463	1,225,055
<b>Expenditures:</b>					
Contract Services	595,010	1,184,824	224,750	1,065,463	373, 80
Debt Service	292,201	389,699	555,250		851,575
Contingency					128,919
Total Expenditures	887,211	1,574,523	780,000	1,065,463	1,353,974
Total Uses	<b>887,211</b>	<b>1,574,523</b>	<b>780,000</b>	<b>1,065,463</b>	<b>1,353,974</b>
<b>Sources Over(Under) Uses</b>	(141,882)	(8,831)	-	-	(128,919)
<b>Fund Balance @ 12/31</b>	<b>\$ 137,750</b>	<b>\$ 128,919</b>	<b>\$ -</b>	<b>\$ 128,919</b>	<b>\$ -</b>

**Funding Sources:** Incremental Property Tax

**Expenditures:** TIF contractual payment.

**Notes:** The Tax Increment Financing (TIF) fund accounts for public revenues and expenditures related to the Tax Increment Fund districts. Tax Increment Financing is used to capture future gains in taxes to finance improvements in the districts. TIF is designed to fund improvements in areas where redevelopment may not occur without it. When a TIF district is developed, or redeveloped, there is an increase in the value of the property. The increased value of the property increases tax revenue. The increased tax revenues are the "incremental property tax". TIF's use the future increased revenue for repayment of eligible costs in the districts.

There are two TIF districts in Prairie Village:

- (1) Commercial district (95th and Nall Avenue)
- (2) Park and Village district (Meadowbrook Park)

## CID - Corinth Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 158,862	\$ 85,491	\$ -	\$ 107,440	\$ (0)
<b>Revenues:</b>					
Sales Taxes	525,041	558,590	586,560	586,560	600,000
Interest on Investments	8,434	4,192	1,300	1,300	5,257
Total Revenue	533,475	562,783	587,860	587,860	605,257
<b>Expenditures:</b>					
Contract Services	606,845	540,834	587,860	695,300	605,257
Total Expenditures	606,845	540,834	587,860	695,300	605,257
Total Uses	<b>606,845</b>	<b>540,834</b>	<b>587,860</b>	<b>695,300</b>	<b>605,257</b>
<b>Sources Over(Under) Uses</b>	(73,370)	21,949	-	(107,440)	-
<b>Fund Balance @ 12/31</b>	<b>\$ 85,491</b>	<b>\$ 107,440</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Funding Sources:** Monies received from the Community Improvement District additional 1% sales tax

**Expenditures:** Development within Corinth Square per Developer Agreement

## CID - PV Shops Fund

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ 157,765	\$ 185,421	\$ -	\$ 112,254	\$ -
<b>Revenues:</b>					
Sales Taxes	538,118	532,322	537,680	537,680	600,000
Interest on Investments	6,960	5,999	1,500	4,509	5,704
Total Revenue	545,078	538,321	539,180	542,189	605,704
Total Sources	<b>545,078</b>	<b>538,321</b>	<b>539,180</b>	<b>542,189</b>	<b>605,704</b>
<b>Expenditures:</b>					
Contract Services	517,423	611,488	539,180	654,443	605,704
Total Expenditures	517,423	611,488	539,180	654,443	605,704
Total Uses	<b>517,423</b>	<b>611,488</b>	<b>539,180</b>	<b>654,443</b>	<b>605,704</b>
<b>Sources Over(Under) Uses</b>	27,655	(73,167)	-	(112,254)	-
<b>Fund Balance @ 12/31</b>	<b>\$ 185,421</b>	<b>\$ 112,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Funding Sources:** Monies received from the Community Improvement District additional 1% sales tax

**Expenditures:** Development within PV Shops per Developer Agreement



## Transient Guest Tax

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<b>Fund Balance 1/1</b>	\$ -	\$ -	\$ 225,000	\$ 55,001	\$ -
<b>Revenues:</b>					
Transient Guest Tax	-	54,769	225,000	109,538	225,000
Interest on Investments	-	232	-	-	-
<b>Total Revenue</b>	-	55,001	225,000	109,538	225,000
<b>Total Sources</b>	-	<b>55,001</b>	<b>225,000</b>	<b>109,538</b>	<b>225,000</b>
<b>Expenditures:</b>					
Contract Services	-	-	450,000	164,540	225,000
Contingency	-	-	-	-	-
<b>Total Expenditures</b>	-	-	450,000	164,540	225,000
<b>Total Uses</b>	-	-	<b>450,000</b>	<b>164,540</b>	<b>225,000</b>
<b>Sources Over(Under) Uses</b>	-	55,001	(225,000)	(55,001)	-
<b>Fund Balance @ 12/31</b>	<b>\$ -</b>	<b>\$ 55,001</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Funding Sources:** Monies received from transient guest tax (TGT) levied upon gross rental receipts paid by guests for lodging in the city.

**Expenditures:** Paid to the TIF Bonds Trustee for deposit into the "Revenue Fund" per Developer Agreement. A portion of the funds are kept by the City for qualifying expenses.

**2022 Budget  
Schedule of Transfers**

		Transfer To											
		General	Solid Waste Management	Special Highway	Stormwater Utility	Special Parks & Recreation	Special Alcohol	Bond & Interest	Capital Projects	Risk Management	Economic Development	Equipment Reserve	Total
<b>Transfer From</b>	General Fund	-	-	-	-	-	-	1,050,725	5,307,000	-	136,000	332,800	6,826,525
	Solid Waste Management	-	-	-	-	-	-	-	-	-	-	-	-
	Special Highway	-	-	-	-	-	-	-	597,000	-	-	-	597,000
	Stormwater Utility	600,000	-	-	-	-	-	-	1,000,000	-	-	-	1,600,000
	Special Parks & Recreation	-	-	-	-	-	-	-	105,000	-	-	-	105,000
	Special Alcohol	-	-	-	-	-	-	-	-	-	-	-	-
	Bond & Interest	-	-	-	-	-	-	-	-	-	-	-	-
	Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-
	Risk Management Reserve	-	-	-	-	-	-	-	-	-	-	-	-
	Economic Development	-	-	-	-	-	-	-	-	-	-	-	-
	Equipment Reserve	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,050,725</b>	<b>7,009,000</b>	<b>-</b>	<b>136,000</b>	<b>332,800</b>



# Expenditures by Line Item

**Expenditures by Character & Line Item  
Combines All Funds For 2019 - 2022**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
<b>Personnel Services</b>				
Wages/Salaries/Overtime	\$ 7,479,237	\$ 7,548,031	\$ 8,072,211	\$ 8,360,930
Health Care/Other Insurance Coverage	1,263,377	1,265,692	1,473,546	1,512,287
Social Security/Pension	1,905,839	2,058,027	2,051,346	2,180,648
<b>Total Personnel Services</b>	<b>\$ 10,648,453</b>	<b>\$ 10,871,750</b>	<b>\$ 11,597,103</b>	<b>\$ 12,053,865</b>
<b>Contract Services</b>				
Utilities/Communications	\$ 1,281,483	\$ 1,276,535	\$ 1,476,700	\$ 1,461,000
Insurance	400,204	358,628	374,570	420,145
Special Assessments	40,876	40,601	37,500	37,500
Printing	5,551	6,248	5,900	6,400
Fees for Contract Services	4,957,061	5,260,049	5,105,435	5,407,283
Training, Dues, Publications	170,990	144,335	243,905	274,965
Vehicular & Equipment Maint.	177,707	173,949	219,725	451,725
Building & Grounds Maint.	925,662	929,571	1,113,050	1,177,500
<b>Total Contract Services</b>	<b>\$ 7,959,534</b>	<b>\$ 8,189,916</b>	<b>\$ 8,576,785</b>	<b>\$ 9,236,518</b>
<b>Commodities</b>				
Postage, Office Supplies	\$ 44,863	\$ 36,632	\$ 61,575	\$ 63,175
Clothing	53,056	78,670	81,825	98,275
Vehicular & Equip. Supplies	303,789	231,053	296,605	313,155
Building & Grounds Supplies	227,344	255,150	250,600	250,400
Other Commodities	92,721	57,329	119,350	133,900
<b>Total Commodities</b>	<b>\$ 721,773</b>	<b>\$ 658,834</b>	<b>\$ 809,955</b>	<b>\$ 858,905</b>
<b>Capital Outlay</b>				
Equipment & Vehicles	\$ 456,296	\$ 931,040	\$ 1,015,814	\$ 561,450
<b>Total Capital Outlay</b>	<b>\$ 456,296</b>	<b>\$ 931,040</b>	<b>\$ 1,015,814</b>	<b>\$ 561,450</b>
<b>Total Operating Costs</b>	<b>\$ 19,786,056</b>	<b>\$ 20,651,540</b>	<b>\$ 21,999,657</b>	<b>\$ 22,710,738</b>
<b>Transfers</b>				
Transfers to/from Other Funds	\$ 9,405,163	\$ 8,784,868	\$ 8,838,334	\$ 9,128,525
<b>Total Transfers</b>	<b>\$ 9,405,163</b>	<b>\$ 8,784,868</b>	<b>\$ 8,838,334</b>	<b>\$ 9,128,525</b>
<b>Debt Service</b>				
Principal	\$ 1,210,000	\$ 1,335,000	\$ 1,540,000	\$ 1,250,000
Interest	402,559	629,243	338,250	652,300
<b>Total Debt Service</b>	<b>\$ 1,612,559</b>	<b>\$ 1,964,243</b>	<b>\$ 1,878,250</b>	<b>\$ 1,902,300</b>
<b>Infrastructure</b>				
Park Projects	\$ 1,458,656	\$ 789,409	\$ 500,000	\$ 1,125,000
Drainage Projects	4,069,668	178,571	2,775,000	930,000
Street Projects	7,153,972	7,342,603	4,490,300	5,286,000
Building Projects	234,623	3,337,408	580,000	320,000
Sidewalk & Curb Projects	795,713	964,280	625,000	775,000
<b>Total Infrastructure</b>	<b>\$ 13,712,632</b>	<b>\$ 12,612,271</b>	<b>\$ 8,970,300</b>	<b>\$ 8,436,000</b>
<b>Reserves &amp; Contingency</b>				
Contingency	\$ -	\$ -	\$ 1,393,628	\$ 1,809,326
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,393,628</b>	<b>\$ 1,809,326</b>
<b>Total Non-Operating Costs</b>	<b>\$ 24,730,354</b>	<b>\$ 23,361,382</b>	<b>\$ 21,080,512</b>	<b>\$ 21,276,151</b>
<b>Grand Total</b>	<b>\$ 44,516,410</b>	<b>\$ 44,012,922</b>	<b>\$ 43,080,169</b>	<b>\$ 43,986,889</b>

# Expenditures by Character and Line Item

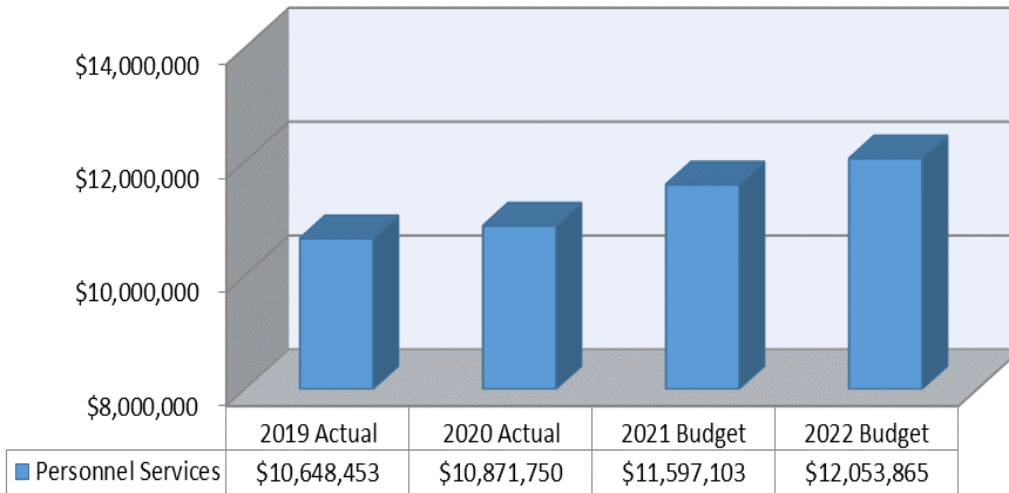
## Personnel Services

- Expenditures for base salaries and wages, overtime and employee benefits.
- 3.5% merit increases for employees are included in the 2022 budget.
- Full-time employees are eligible for health, vision, life, dental and disability insurance.
- The City offers identity theft and personal protection coverage.
- The City finances the entire cost of the employee assistance program and provides access to this program for all employees.
- Non-commissioned employees participate in the Kansas Public Employees Retirement System (KPERs).
- Commissioned police officers participate in the City's Police Pension Plan.
- The employer contribution rate for KPERs increased by the maximum percent allowed in the statutes in 2021 and is projected to do the same in 2022.

### FAST FACTS

- 35% of total City expenditures
- 63% of total General Fund expenditures
- 4% increase over 2021 General Fund Budget

## Personnel Services (all funds)



# Expenditures by Character and Line Item

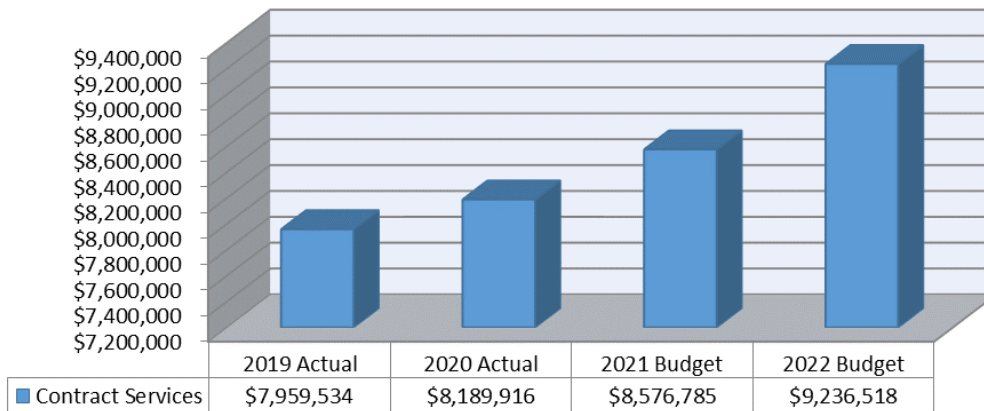
## Contract Services

- Expenditures for services provided by outside companies and individuals who are not employees of the City.
- Expenditures for services related to infrastructure projects are included in the CIP.
- Includes expenditures for:
  - electric, gas, water, maintenance on City owned street lights, and the leasing of traffic signals
  - property/casualty and workers comp insurance premiums
  - printing of forms, documents and legal notices
  - legal services, financial audit services, payroll services, engineering services, planning services, animal boarding fees, jail fees, etc.
  - solid waste collection, recycling and composting
  - conferences, training and education of elected officials and employees and memberships in professional organizations
  - repairs of city vehicles and equipment as well as maintenance agreements for copiers, etc.
  - all aspects of building maintenance, tree trimming program, parks maintenance, etc.
- The increase in the 2022 budget is mainly attributable to a shift in the cost of purchasing vehicles (capital expense) to leasing vehicles (contractual payment).

### FAST FACTS

- 26% of total City expenditures
- 28% of total General Fund expenditures
- 12% increase over 2021 General Fund Budget

### **Contract Services (all funds)**



# Expenditures by Character and Line Item

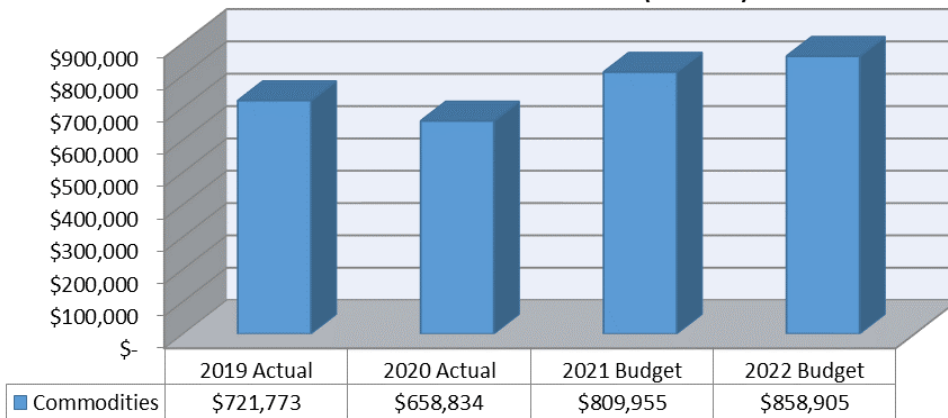
## Commodities

- Expenditures for items and products purchased on a routine basis having a unit cost of less than \$2,000 and a useful life of less than one year.
- Includes expenditures for:
  - postage
  - office supplies
  - uniforms
  - tires, batteries, oil, replacement parts for vehicles
  - gasoline and diesel fuel
  - snow/ice removal materials
  - fertilizer, grass seed, flowers for the parks
  - products for resale at the swimming pool concession stand
- The trend in commodities generally reflects the trend in fuel prices. The price per gallon included in the 2022 budget was estimated to be \$2.75 per gallon. The price per gallon for the 2021 budget was estimated to be \$2.50 per gallon. The budgeted number of gallons used also was lowered after a usage audit was conducted.

### FAST FACTS

- 2.4% of total City expenditures
- 4.5% of total General Fund expenditures
- 6% increase over 2021 General Fund Budget

### Commodities (all funds)



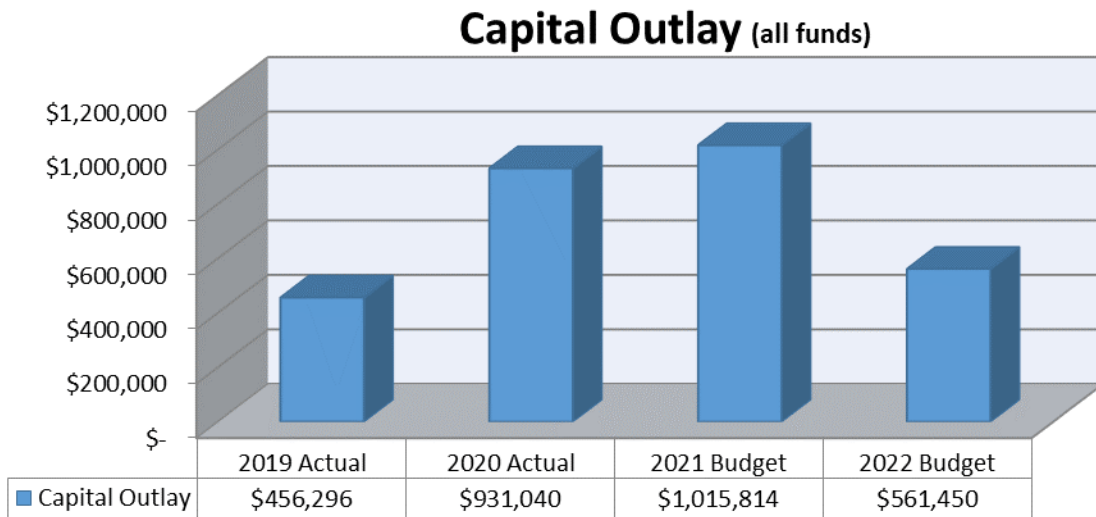
## Expenditures by Character and Line Item

### Capital Outlay

- Expenditures for major equipment purchases, normally in excess of \$5,000.
- Expenditures in this category will fluctuate from year to year depending on what items need to be replaced.
- Capital Outlay expenditures decreased in 2022 due to a change by Public works from purchasing vehicles to leasing vehicles. The expenditure of the lease payment will be accounted for in the Contractual category.
- Also included from year to year are the replacement of aging office equipment and furniture, field equipment, as well as the City's continued efforts to upgrade the technology infrastructure and other technology related projects.

#### FAST FACTS

- 2% of total City expenditures
- 1.5% of total General Fund expenditures
- 25% decrease over 2021 General Fund Budget





## Expenditures by Character and Line Item

Departments maintain equipment replacement plans and review them each year as part of the budget process to determine which items need to be replaced.

### Capital Outlay - 2022 Budget

Item to be Replaced/Major Repair	Department	2022 Budget
<b>Equipment Reserve Budget</b>		
City Hall Server Replacement <span style="color: blue;">on-going project</span>	City Hall	\$10,000
City Hall DATTO Recovery (Dual Redundancy Server)	City Hall	\$45,000
Citywide- Laptop Replacement	City Hall	\$25,000
City Hall Camera Replacement	City Hall	\$10,000
Police - Traffic Cameras <span style="color: blue;">install one camera per year</span>	Police Department	\$15,000
Police - Laptop Replacement (\$80,000 total) <span style="color: blue;">2024 project</span>	Police Department	\$20,000
Police - Radio Replacement (\$400,000 total) <span style="color: blue;">2029 project</span>	Police Department	\$50,000
Police - In Car Video / Body Worn Cameras (\$140,000 total) <span style="color: blue;">2027 project</span>	Police Department	\$20,000
Police - Fixed Location License Plate Reader	Police Department	\$20,000
Public Works Mower <span style="color: blue;">2022 project</span>	Public Works	\$16,000
Public Works Aerating Machine (\$230,000 total) <span style="color: blue;">2022 project</span>	Public Works	\$20,000
Public Works Bobcat (\$70,000 total) <span style="color: blue;">2022 project</span>	Public Works	\$35,000
<b>Department Budgets</b>		
Office Equipment & Furniture	Administration	\$0
Office Equipment & Furniture	Public Works	\$0
Park Play Items	Public Works	\$4,500
Police Department Building Remodel	Public Works	\$30,000
Field Equipment	Police	\$54,500
Office Equipment	Police	\$11,100
Community Services Vehicles	Police	\$0
Patrol Vehicles (3)	Police	\$120,000
Investigation Vehicle (1)	Police	\$30,000
PC's - city-wide	IT	\$0
Office Equipment & Furniture	Court	\$2,000
Field Equipment	Codes	\$600
Office Equipment & Furniture	Codes	\$2,000
Miscellaneous Pool Equipment	Community Programs	\$7,000
Concession Equipment	Community Programs	\$3,000
		\$ 550,700

## Expenditures by Character and Line Item

### Transfers

- Transfers are the movement of resources between the City's funds as allowed by applicable law.
- Transfers will fluctuate from year to year depending on the funding required for the Capital Improvement Program, funding required to meet risk management needs and funding required to save for large equipment purchases.

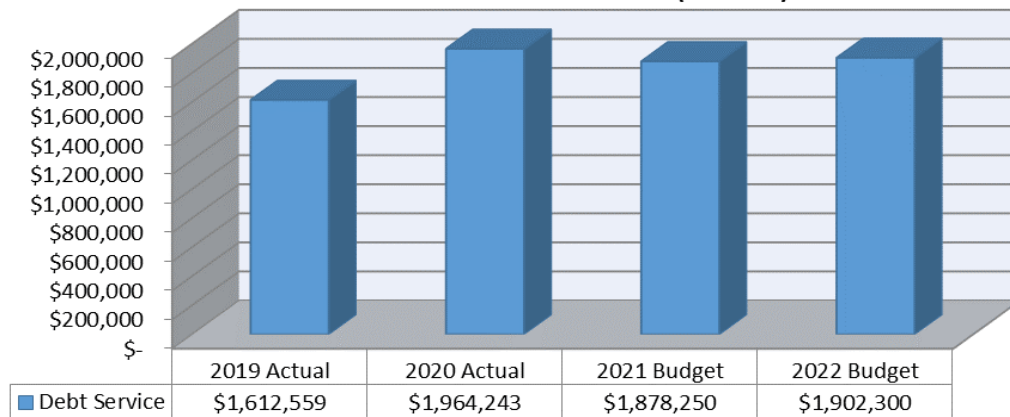
### Debt Service

- Expenditures for principal and interest payments on the City's outstanding debt.
- The last bonds issued were in 2019 for \$9,890,000 for the construction of a new Public Works facility.
- In May of 2016 \$11,300,000 in new debt was issued for a Tax Increment Financing (TIF) project. In October of 2016 \$3,100,000 was issued for the purchase of City street lights.
  - Incremental property taxes are used to make the contractual payment on the 2016C Meadowbrook Tax Increment Financing (TIF) bond issue. Incremental property taxes are the property tax increases from the Meadowbrook TIF and are the result an increase in the value of the property in the TIF district.
- The City will be debt free in 2049, provided the City does not issue any new debt or restructure current debt.

#### FAST FACTS

- 5.5% of total City expenditures
- 4.1% of total General Fund expenditures
- The City will pay off the bond issues:
  - 2016C in 2023
  - 2016A in 2036
  - 2019A in 2049

#### **Debt Service (all funds)**



# Expenditures by Character and Line Item

## Reserves

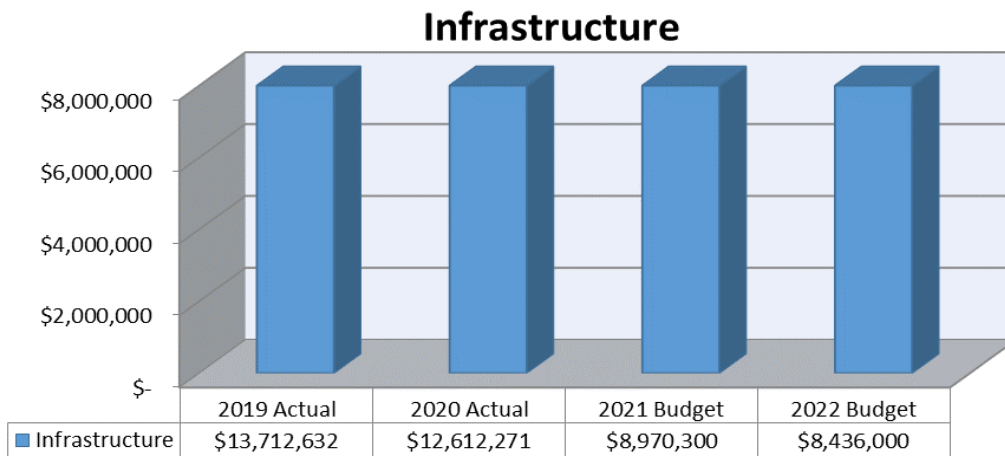
- The 2022 Budget contains a \$1,809,326 appropriation for contingencies across all the funds, which equates to 5% of City expenditures. The General Fund has a contingency reserve of \$500,000.
- The 2022 General Fund Budget was adopted with a fund balance guideline from the Council. The guideline requires the City to maintain at least 25% of revenues as an emergency reserve in the General Fund.

## Infrastructure

- Expenditures for major improvements that extend the life of the City's buildings and other infrastructure.
- The City has a four-year Capital Improvement Program (CIP) which is used to plan infrastructure projects for the current budget year plus three years into the future.
- Infrastructure expenditures vary from year to year depending on the projects included in the plan, the amount of grant funding received, etc.
- The 2022 Budget decreased 6% over the 2021 Budget. This is primarily due to the timing of several major projects occurring in 2021.

**FAST FACTS**

- 24% of City expenditures
- 21% of total General Fund expenditures
- 6% decrease over 2021 Budget
- Public Works staff performs inspections of the City's infrastructure throughout the year and provides condition ratings which are monitored and used to determine when projects appear in the CIP.





# Expenditures by Program

## 2022 Budget

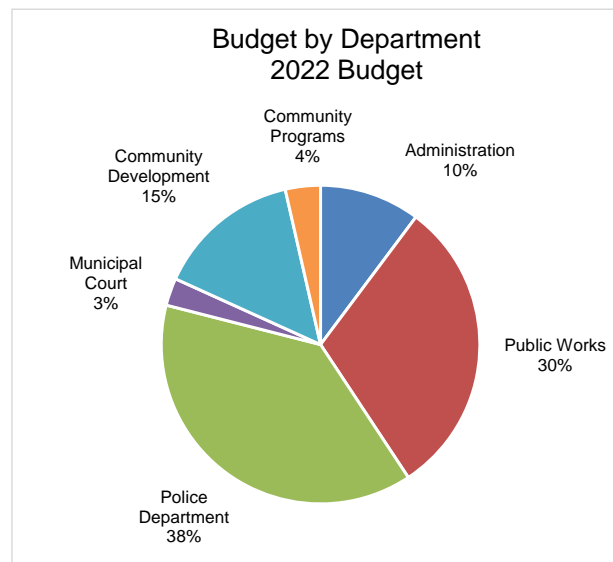
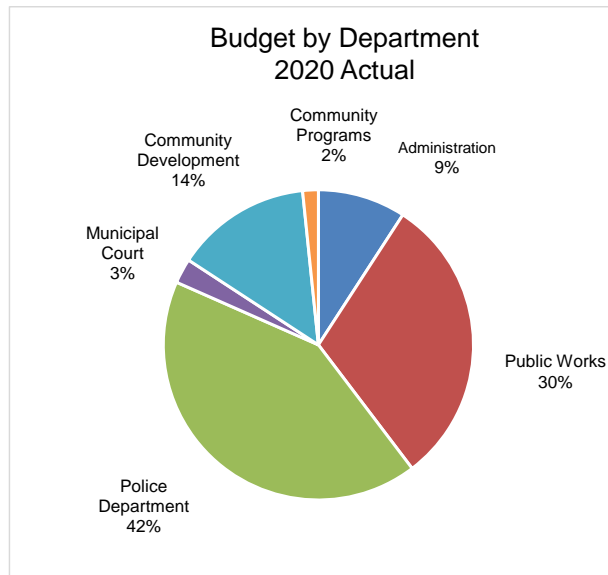
### Summary by Department

Department	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Administration	\$ 1,671,042	\$ 1,613,554	\$ 1,789,018	\$ 2,114,455
Public Works	5,250,855	5,368,596	5,883,444	6,305,508
Police Department	7,042,549	7,385,047	7,796,245	7,917,394
Municipal Court	499,208	456,013	578,826	576,546
Community Development	2,592,720	2,492,149	2,920,481	3,032,958
Community Programs	591,465	287,377	667,999	737,181
Total	<b>\$ 17,647,839</b>	<b>\$ 17,602,736</b>	<b>\$ 19,636,013</b>	<b>\$ 20,684,042</b>

### Expenditures by Fund

General Fund	\$ 15,577,784	\$ 15,568,893	\$ 17,340,400	\$ 18,311,704
Solid Waste Management Fund	1,958,342	1,852,064	2,172,208	2,233,361
Special Alcohol Fund	111,713	181,779	123,405	138,977
Total	<b>\$ 17,647,839</b>	<b>\$ 17,602,736</b>	<b>\$ 19,636,013</b>	<b>\$ 20,684,042</b>

Note: Only appropriated funds are included in the following department and program schedules. Those funds include: General, Solid Waste Management, Special Highway, Stormwater Utility, Special Parks & Recreation, Special Alcohol and Bond & Interest.



## 2022 Budget

### Department: Administration

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Expenditures by Program</b>				
Mayor & Council	\$ 100,715	\$ 60,716	\$ 127,289	\$ 127,409
Management & Planning	592,401	557,151	571,814	863,770
Legal Services	143,134	144,052	175,000	175,000
Human Resources	200,315	181,652	229,695	247,542
Finance	330,153	347,832	350,049	334,814
City Clerk	304,324	322,151	335,171	365,920
Total	<b>\$1,671,042</b>	<b>\$ 1,613,554</b>	<b>\$ 1,789,018</b>	<b>\$ 2,114,455</b>

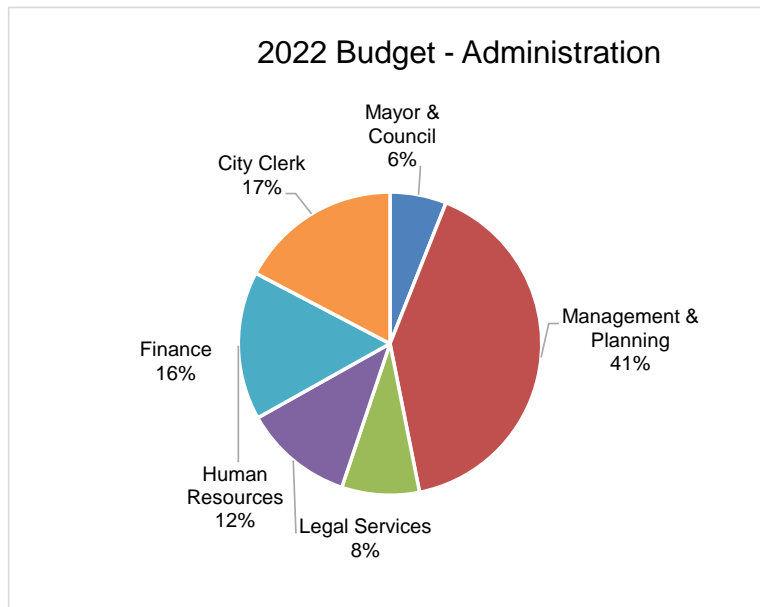
<b>Expenditures by Character</b>				
Personnel Services	\$ 1,061,769	\$ 1,088,382	\$ 1,086,248	\$ 1,317,356
Contract Services	528,885	472,492	617,420	710,749
Commodities	65,693	42,045	84,600	85,100
Capital Outlay	13,851	10,635	750	1,250
Total	<b>\$ 1,670,198</b>	<b>\$ 1,613,554</b>	<b>\$ 1,789,018</b>	<b>\$ 2,114,455</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 1,671,042	\$ 1,613,554	\$ 1,789,018	\$ 2,114,455
Total	<b>\$ 1,671,042</b>	<b>\$ 1,613,554</b>	<b>\$ 1,789,018</b>	<b>\$ 2,114,455</b>

Full-time Equivalent Positions	9.30	9.48	9.18	10.55
Unpaid Positions	13.00	13.00	13.00	13.00
Appointed/Contracted Officials	0.15	0.15	0.15	0.15

#### Notes

In 2018, Information Technology was moved from the Administration budget to the Police Department budget. In 2022, the oversight of Information Technology shifted to Administration but is reflected in the Police budget. In 2022, one Assistant City Administrator was added to Administration. Beginning in 2022 the full Deputy City Administrator FTE is showing in Administration but was previously split with Community Development.



# Administration Department Goals and Objectives

## OUR MISSION

The Administration Department’s mission is to formulate and implement public policies, which provide responsive, effective and fiscally responsible services to the City’s residents and visitors and to provide administrative and other support services for the City in an appropriate, effective and economical manner.

## PROGRAMS

The Administration Department is responsible for the Mayor and Council, management planning, information technology, emergency management, legal services, human resources, finance, and city clerk.

## PERFORMANCE MEASURES

### PERSPECTIVE: SERVE THE COMMUNITY

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Deliver Quality Services	provide accurate and timely information to elected officials and residents	published notices of public hearings	5	11	12	12
		published notice to bidders	15	14	15	15
		published ordinances	17	15	18	18
Foster a Healthy Community	provide solid waste collection, recycling, and composting at a reasonable cost	annual assessment to citizens	\$207.00	\$228.00	\$218.00	\$227.00
	provide guidelines and programs to educate the public on methods to protect the environment	number of programs provided	2	0	3	2

## Administration Department Goals and Objectives

### PERSPECTIVE: RUN THE ORGANIZATION

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Enhance Community Preparedness and Responsiveness	adopt budget for City operations	adopt budget by the statutory deadline	August 6	August 5	August 3	Before Oct. 1
Maximize Partnership Opportunities	continue participation in Northeast Johnson County Chamber	active membership	yes	yes	yes	yes
Provide Courteous and Responsive Customer Service	perform legal work on a variety of complex projects	number of ordinances drafted/ reviewed	17	19	20	20
		number of contracts reviewed	72	78	60	60
	documents executed and recorded	executed agreements/ contracts	72	57	60	60
		executed interlocal agreements	3	8	10	10



## Administration Department Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
<b>Provide Courteous and Responsive Customer Service</b>	documents executed and recorded	executed change orders	1	3	3	3
		executed resolutions	18	8	10	10
		published quarterly treasurer's reports	4	4	4	4
		recorded fee schedule changes	1	1	2	1
		filled records requests	75	94	80	85
		recorded Planning Commission, Board of Zoning Appeals and Council meeting minutes	37	35	40	40
<b>Deliver Efficient Services</b>	process accounts payable invoices within two weeks of receipt	percentage of invoices processed within two weeks of receipt	98%	98%	100%	100%

## Administration Department Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Deliver Efficient Services	strive to process 100% of council related documents within given time frames	percent of Notices/ Ordinances published on next available publication date	100%	100%	100%	100%
		percent of Council/ Committee minutes prepared within three days of meeting	100%	100%	100%	100%
		percent of Council/ Committee packets prepared and posted within four days of meeting	100%	100%	100%	100%
Cultivate Community Involvement and Access	enhance the City's transparency	Prairie Village checkbook data loaded monthly to City website	yes	yes	yes	yes
		provide access to City Records, information and services on City website	100%	100%	100%	100%
	Annual Jazz Fest	support and staff annual Jazz Fest	yes	N/A	yes	yes
	Annual Village Fest	support and staff annual Village Fest	yes	yes	yes	yes

## Administration Department Goals and Objectives

### PERSPECTIVE: MANAGE THE RESOURCES

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Maintain Fiscal Strength	GFOA Excellence in Financial Reporting Awards	receive GFOA Certificate of Achievement in Financial Reporting	yes	yes	yes	yes
		receive GFOA Distinguished Budget Award	yes	yes	yes	yes
		receive GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting	yes	yes	yes	yes
	annual audit of City's financial statements	earn unqualified opinion	yes	yes	yes	yes
	Bond Rating (Moody's)	maintain Aaa rating	Aaa	Aaa	Aaa	Aaa
Invest in Infrastructure	maintain or increase General Fund transfer to Capital Infrastructure	funding to Capital Infrastructure	\$5.2 million	\$4.7 million	\$4.5 million	\$5.3 million

## Administration Department Goals and Objectives

### PERSPECTIVE: DEVELOP PERSONNEL

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Develop a Skilled and Diverse Workforce	employee education	City-sponsored training sessions	5	2	5	5
		benefit/open enrollment meetings	4	2	4	4
		employees receiving educational assistance	0	0	1	1
Create a Positive and Rewarding Work Culture	recognize employees	number of employee appreciation events held annually	4	2	3	4
	wellness incentives	provide wellness incentives to encourage healthy and safe lifestyles in employees	yes	yes	yes	yes

*\*In 2020, many Human Resource programs were reduced or canceled due to the COVID-19 Pandemic.*

## 2022 Budget

**Department:** Administration  
**Program:** Mayor & Council

The Mayor and 12 elected Council members serve as the legislative and policy-making body of the City. The mayor and Council provide leadership, vision and direction for the staff, resources and City.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 1,654	\$ 556	\$ 5,606	\$ 4,417
Contract Services	65,115	43,398	80,733	82,042
Commodities	28,946	16,761	40,950	40,950
Capital Outlay	5,000	-	-	-
Total	\$ 100,715	\$ 60,716	\$ 127,289	\$ 127,409

<b>Expenditures by Fund</b>				
General Fund	\$ 100,715	\$ 60,716	\$ 127,289	\$ 127,409
Total	\$ 100,715	\$ 60,716	\$ 127,289	\$ 127,409

<b>Unpaid Positions</b>				
	13.00	13.00	13.00	13.00
Mayor	1.00	1.00	1.00	1.00
Council Member	12.00	12.00	12.00	12.00
Total	13.00	13.00	13.00	13.00

### Notes

- The Mayor and Council Members do not receive a salary. They may receive a communications stipend of \$25/month. This rate has not changed since its inception in 2006.

### **2022 Contractual Services Budget also Includes the Following:**

Consulting fees, council retreat, photo	\$16,500
Worker's Compensation	65
Training and conferences	34,900
Dues & Subscriptions:	
MARC, NLC & LKM	30,565
	\$ 82,030

### **2022 Commodities Budget Includes the Following:**

Office supplies and postage	\$7,800
Other (Misc. expenses, rentals, etc.)	11,250
Volunteer Appreciation Dinner	13,000
Council meals	7,100
Volunteer gift	1,800
	\$ 40,950

## 2022 Budget

**Department:** Administration  
**Program:** Management & Planning

Provides overall management of City operations, coordination of City planning and implementation of Council direction and policy.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 444,755	\$ 442,489	\$ 397,363	\$ 623,202
Contract Services	125,964	101,462	152,951	219,068
Commodities	16,682	13,201	21,500	21,500
Total	<b>\$ 592,401</b>	<b>\$ 557,151</b>	<b>\$ 571,814</b>	<b>\$ 863,770</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 592,401	\$ 557,151	\$ 571,814	\$ 863,770
Total	<b>\$ 592,401</b>	<b>\$ 557,151</b>	<b>\$ 571,814</b>	<b>\$ 863,770</b>

<b>Full-time Equivalent Positions</b>				
	<b>2.30</b>	<b>2.48</b>	<b>2.48</b>	<b>3.85</b>
City Administrator	1.00	1.00	1.00	1.00
Deputy City Administrator	0.30	0.48	0.48	0.85
Assistant City Administrator	-	-	-	1.00
Public Information Officer	1.00	1.00	1.00	1.00
	<b>2.30</b>	<b>2.48</b>	<b>2.48</b>	<b>3.85</b>

<b>Appointed/Contracted Officials</b>				
	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>
City Attorney/Assistant City Attorney	0.05	0.05	0.05	0.05
City Planner	0.05	0.05	0.05	0.05
City Treasurer	0.05	0.05	0.05	0.05
	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>

In 2022, personnel services reflects the addition of an Assistant City Administrator and shows the full Deputy City Administrator

**2022 Contractual Services Budget Includes the Following:**

Miscellaneous contracts & Advising	\$ 48,000
Planning	50,000
Newsletter	32,000

Training & Conferences:	
NE Chamber lunch, MARC, LKM, ICMA, NLC, ASPA, KACM & NE KS Managers	26,420

Dues & Subscriptions:	
ICMA, KACM & ASPA	2,520
Insurance (Property & Workers Comp)	40,109
	<b>\$ 199,049</b>

## 2022 Budget

**Department:** Administration  
**Program:** Legal Services

Provides support to City departments regarding legal matters. This service is provided by law firms retained by the City to handle the City's legal affairs. The law firms bill the City on an hourly basis for these services.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Contract Services	\$ 143,134	\$ 144,052	\$ 175,000	\$ 175,000
Total	<b>\$ 143,134</b>	<b>\$ 144,052</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 143,134	\$ 144,052	\$ 175,000	\$ 175,000
Total	<b>\$ 143,134</b>	<b>\$ 144,052</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>

### **Notes**

- Services are provided at an hourly rate.

## 2022 Budget

**Department:** Administration

**Program:** Human Resources

The Human Resources function is responsible for providing quality service and support to employees, City-wide compliance with federal, state and local employment and benefit laws and regulations, recruitment, policies, employee compensation and benefits, maintenance of personnel records, training and development, and worker's compensation.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 116,444	\$ 111,789	\$ 145,210	\$ 153,100
Contract Services	82,800	69,114	83,985	92,442
Commodities	227	749	500	1,500
Capital Outlay	844	-	-	500
Total	<b>\$ 200,315</b>	<b>\$ 181,652</b>	<b>\$ 229,695</b>	<b>\$ 247,542</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 200,315	\$ 181,652	\$ 229,695	\$ 247,542
Total	<b>\$ 200,315</b>	<b>\$ 181,652</b>	<b>\$ 229,695</b>	<b>\$ 247,542</b>

<b>Full-time Equivalent Positions</b>				
	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Human Resources Manager	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

**Notes**

**2022 Contractual Services Budget Includes the Following:**

Staff training	\$ 6,800
Payroll services	6,000
Recruitment	9,900
Wellness Incentives	10,000
Training & Conferences	2,750
Insurance (Property & Workers Comp)	1,835
Dues & Subscriptions	885
	<b>\$ 38,170</b>



## 2022 Budget

**Department:** Administration  
**Program:** Finance

The Finance Department is responsible for payroll, budgeting, accounting and financial reporting operations of the City and providing support to other City departments.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 240,661	\$ 256,673	\$ 256,028	\$ 237,130
Contract Services	88,816	90,664	93,221	96,884
Commodities	676	496	800	800
Capital Outlay	-	-	-	-
Total	<b>\$ 330,153</b>	<b>\$ 347,832</b>	<b>\$ 350,049</b>	<b>\$ 334,814</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 330,153	\$ 347,832	\$ 350,049	\$ 334,814
Total	<b>\$ 330,153</b>	<b>\$ 347,832</b>	<b>\$ 350,049</b>	<b>\$ 334,814</b>

<b>Full-time Equivalent Positions</b>				
	2.00	2.00	2.00	2.00
Finance Director	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00
Total	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**Notes**

**2022 Contractual Services Budget Includes the Following:**

Audit Services	\$ 26,000
Investment Services	28,000
Bank Fees	7,900
Credit Card Fees	22,000
Printing	1,800
Insurance (Property & Workers Comp)	3,122
Training	4,000
Dues & Subscriptions	600
	<b>\$ 93,422</b>

## 2022 Budget

**Department:** Administration  
**Program:** City Clerk

City Clerk staff are responsible for maintaining all records of the City. City Clerk staff provides support services to elected officials, City committees and other departments. Staff issue business and animal licenses; register individuals and families for recreation programs; coordinate the reservation of meeting rooms, ball fields, tennis courts and park pavilions.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 258,255	\$ 276,876	\$ 282,041	\$ 299,507
Contract Services	23,056	23,802	31,530	45,313
Commodities	19,162	10,838	20,850	20,350
Capital Outlay	3,851	10,635	750	750
Total	<b>\$ 304,324</b>	<b>\$ 322,151</b>	<b>\$ 335,171</b>	<b>\$ 365,920</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 304,324	\$ 322,151	\$ 335,171	\$ 365,920
Total	<b>\$ 304,324</b>	<b>\$ 322,151</b>	<b>\$ 335,171</b>	<b>\$ 365,920</b>

<b>Full-time Equivalent Positions</b>				
	4.00	4.00	3.70	3.70
City Clerk	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	0.70	0.70
Administrative Support Specialist	2.00	2.00	2.00	2.00
Total	4.00	4.00	3.70	3.70

### **Notes**

**2022 Capital Outlay Budget Includes the Following:**

Office equipment and furniture	\$ 750
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## 2022 Budget

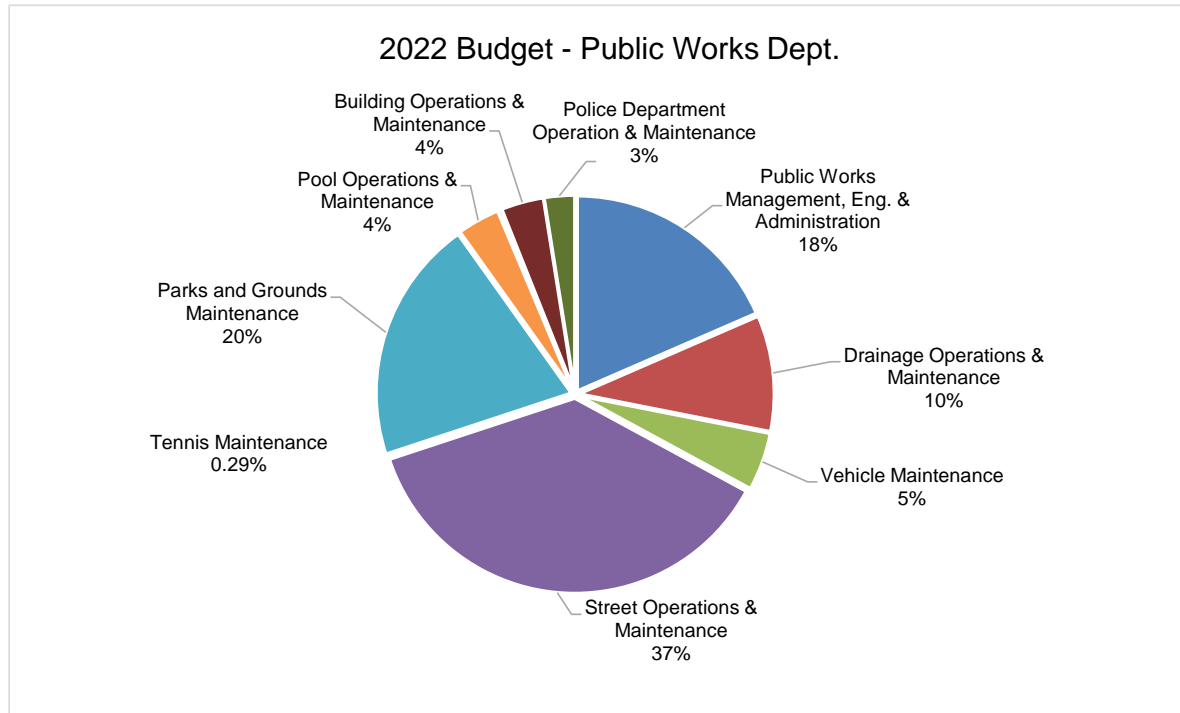
### Department: Public Works

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Expenditures by Program</b>				
Management, Engineering & Administration	\$ 1,039,104	\$ 1,049,430	\$ 1,069,982	\$ 1,165,048
Drainage Operations & Maintenance	477,431	524,916	555,091	607,126
Vehicle Maintenance	272,911	277,233	285,994	303,150
Street Operations & Maintenance	1,977,298	2,047,482	2,301,579	2,334,276
Parks and Grounds Maintenance	932,365	1,041,125	1,109,648	1,274,760
Pool Operations & Maintenance	197,473	111,971	221,130	222,050
Tennis Maintenance	11,886	12,406	13,550	18,550
Building Operations & Maintenance	197,269	175,947	185,350	221,800
Police Department Operation & Maintenance	145,118	128,086	141,120	158,748
Total	<b>\$ 5,250,855</b>	<b>\$ 5,368,596</b>	<b>\$ 5,883,444</b>	<b>\$ 6,305,508</b>
<b>Expenditures by Character</b>				
Personnel Services	\$ 2,358,494	\$ 2,510,273	\$ 2,592,472	\$ 2,783,716
Contract Services	2,409,516	2,407,126	2,809,522	3,033,542
Commodities	428,658	410,390	443,950	448,750
Capital Outlay	54,187	40,807	37,500	39,500
Total	<b>\$ 5,250,855</b>	<b>\$ 5,368,596</b>	<b>\$ 5,883,444</b>	<b>\$ 6,305,508</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 5,250,855	\$ 5,368,596	\$ 5,883,444	\$ 6,305,508
Total	<b>\$ 5,250,855</b>	<b>\$ 5,368,596</b>	<b>\$ 5,883,444</b>	<b>\$ 6,305,508</b>

#### Full-time Equivalent Positions

	<b>29.00</b>	<b>30.00</b>	<b>30.00</b>	<b>31.00</b>
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In 2022, personnel services reflects the addition of a Maintenance Worker.



## Public Works Goals and Objectives

### OUR MISSION

The Prairie Village Public Works Department's mission is to provide services necessary to maintain the highest quality of life for Prairie Village residents at a reasonable cost.

### PROGRAMS

The Public Works Department is responsible for engineering and administration drainage operations and maintenance, city vehicle maintenance, street operations and maintenance, parks and ground maintenance, pool operations and maintenance, tennis court maintenance and city facility operations and maintenance.

### PERFORMANCE MEASURES

#### PERSPECTIVE: SERVE THE COMMUNITY

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Provide a Safe Community	Ensure compliance with the American with Disabilities Act (ADA) Title II	ADA Issues Received	0	0	1	1
	Provide quality maintenance services for Parks, Pools and grounds	# of playground inspections	68	60	65	65
		Acres of lawn mowed	1,228	1,405	1,240	1,240
		Comply with Johnson County Swimming Pool water quality standards	Yes	Yes	Yes	Yes
	Provide conditions for safe travel on city streets	Number of potholes filled	1,382	745	1,200	1,200
		Streets Repaved (in miles)	5.6	7.0	5.0	4.0
Deliver Quality Services	Responding to Customer Request	# of Citizen Requests received	219	193	250	250

## Public Works Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Foster a healthy community	Complete Annual Requirements of NPDES permit	# of Drainage Pipes Cleaned (feet)	1,067	178	800	800
		# of Catch Basins Cleaned	623	776	1,500	1,500
		# of Curb Miles Swept	1,620	3,258	2,200	2,200
		# of Drainage Channels Cleaned (feet)	4,927	11,553	13,500	13,500

### PERSPECTIVE: RUN THE ORGANIZATION

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Enhance Community Preparedness and Responsiveness	Maintain Facilities	# of work orders completed	436	540	500	500
	Maintain fleet	# of work orders completed	435	429	700	700
Provide Courteous and Responsive Customer Service	Complete service requests in a timely manner	% of service requests completed within 30 days	34%	43%	90%	90%
	Provide courteous and professional service to residents who submit a service request	Receive a customer satisfaction rating of 90% or better on completed service requests	93%	75%	90%	90%
Cultivate community involvement and access	Provide public communication on scheduled activities	# of public information meetings	14	6	5	5
		% of project pages updated monthly on website	67%	67%	90%	90%

## Public Works Goals and Objectives

### PERSPECTIVE: MANAGE THE RESOURCES

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Maintain Fiscal Strength	Maximize external funding opportunities	Percent of grant funds received	5.3%	37.4%	17.3%	8.4%
	Maintain spending of operating budget between 95% and 100%	% of spending Public Works Operating Budget	92%	94%	95%	95%
Maximize Utilization of Resources	Maintain vehicles and equipment to maximize useful life at lowest cost	Preventive Maintenance Tasks Completed	124	154	275	275
		Direct Mechanic labor hours as a % of total hours	62%	54%	75%	75%
Invest in Infrastructure	Manage the Stormwater Utility Program	Determine Stormwater Utility Fee per square foot	\$0.04	\$0.04	\$0.04	\$0.04
		Total billable impervious are per square foot	40,104,100	40,491,900	40,400,000	40,700,000
	Ensure streets and sidewalks are in good condition by conducting maintenance and repairs as needed	# of Sidewalk areas repaired (each)	37	78	70	70
		Streets Micro-Surfaced (square yards)	122,947	77,150	90,000	80,000
		Streets Crack-filled (square yards)	194,245	176,000	135,000	175,000
	Maintain urban forest	Trees removed	73	153	100	100
		Trees Planted	299	119	100	100

## Public Works Goals and Objectives

### PERSPECTIVE: DEVELOP PERSONNEL

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Develop a Skilled and Diverse Workforce	Maintain and upgrade employee skills	Provide at least 40 hours of training per employee	yes	yes	yes	yes
Create a Positive and Rewarding Work Culture	Quarterly Performance Updates with all employees	Quarterly interviews completed	yes	yes	yes	yes
Invest in Training & Education	Training and education of employees	# of educational hours	2,011	1,504	1,500	1,550

*\*2020 Actuals may have been impacted by the COVID-19 pandemic.*

## 2022 Budget

**Department:** Public Works

**Program:** Management, Engineering & Administration

This program provides general management for Public Works and includes departmental budget preparation and control, purchasing, ADA compliance, public right of way and drainage permits and support to City committees. The program processes and monitors service requests from residents, businesses, City officials and other employees.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 903,137	\$ 929,659	\$ 933,734	\$ 970,153
Contract Services	108,221	96,974	109,848	171,395
Commodities	21,805	16,797	23,400	23,500
Capital Outlay	5,941	6,000	3,000	-
Total	<b>\$ 1,039,104</b>	<b>\$ 1,049,430</b>	<b>\$ 1,069,982</b>	<b>\$ 1,165,048</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 1,039,104	\$ 1,049,430	\$ 1,069,982	\$ 1,165,048
Total	<b>\$ 1,039,104</b>	<b>\$ 1,049,430</b>	<b>\$ 1,069,982</b>	<b>\$ 1,165,048</b>

Full-time Equivalent Positions	8.00	8.00	8.00	8.00
Public Works Director	1.00	1.00	1.00	1.00
Senior Project Manager	-	-	1.00	1.00
Project Inspector	1.00	1.00	1.00	1.00
Manager of Engineering Services	1.00	1.00	-	-
Office Manager	1.00	1.00	1.00	1.00
Field Superintendent	1.00	1.00	1.00	1.00
Construction Inspector	2.00	2.00	2.00	2.00
Administrative Support Specialist	1.00	1.00	1.00	1.00
Total	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

**Notes**

**2022 Contractual Services Budget Includes the Following:**

Cell Phones and Pagers	\$ 5,700
Insurance (Property & Workers Comp)	54,705
Drug Testing & Physicals	2,400
City Engineer	20,000
Traffic Engineer	10,000
Weather Service	10,800
Training	6,000
Dues & Subscriptions	5,100
Equipment Rental	8,900
Total	<b>\$ 123,605</b>



## 2022 Budget

**Department:** Public Works

**Program:** Drainage Operations & Maintenance

The maintenance and repair of almost 2,600 drainage structures, 45 miles of drainage pipes and 9 miles of channels. The primary activities are compliance with Federal stormwater regulations (NPDES) and local stormwater management program including activities such as street sweeping, drainage inlet cleaning, and channel maintenance.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 422,178	\$ 465,310	\$ 487,680	\$ 511,973
Contract Services	16,352	31,207	27,711	54,153
Commodities	38,901	28,398	39,700	41,000
Capital Outlay	-	-	-	-
Total	<b>\$ 477,431</b>	<b>\$ 524,916</b>	<b>\$ 555,091</b>	<b>\$ 607,126</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 477,431	\$ 524,916	\$ 555,091	\$ 607,126
Total	<b>\$ 477,431</b>	<b>\$ 524,916</b>	<b>\$ 555,091</b>	<b>\$ 607,126</b>
<b>Full-time Equivalent Positions</b>				
	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
Stormwater Engineer	-	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00
Maintenance Workers	4.00	4.00	4.00	4.00
Total	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

## 2022 Budget

**Department:** Public Works  
**Program:** Vehicle Maintenance

This program provides maintenance of all Public Works vehicles and equipment including: specifications preparation, preventative maintenance, repairs, and fueling. This program provides fuel and limited vehicle maintenance service to the Police Department and Codes Division. The City provides fuel to the City of Mission Hills and to Johnson County Consolidated Fire District #2.

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Program Expenditures</b>				
Personnel Services	\$ 222,298	\$ 234,816	\$ 246,805	\$ 252,276
Contract Services	23,495	14,319	19,089	30,674
Commodities	27,118	28,098	20,100	20,200
Capital Outlay	-	-	-	-
Total	<b>\$ 272,911</b>	<b>\$ 277,233</b>	<b>\$ 285,994</b>	<b>\$ 303,150</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 272,911	\$ 277,233	\$ 285,994	\$ 303,150
Total	<b>\$ 272,911</b>	<b>\$ 277,233</b>	<b>\$ 285,994</b>	<b>\$ 303,150</b>

<b>Full-time Equivalent Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Mechanic	1.00	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00
Maintenance Worker	1.00	1.00	1.00	1.00
Total	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

## 2022 Budget

**Department:** Public Works  
**Program:** Street Operations & Maintenance

This program provides for the maintenance and repair of approximately 112 miles of streets, 2800 traffic signs, 93 miles of sidewalk, and 1,530 ADA ramps. The primary activities in this program are pothole patching, snow/ice control, sidewalk repairs and curb/gutter repair. Major maintenance activities are annual crack filing, slurry sealing, bridge repairs and traffic line re-marking.

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Program Expenditures</b>				
Personnel Services	\$ 335,592	\$ 359,092	\$ 374,635	\$ 400,524
Contract Services	1,482,537	1,520,588	1,771,644	1,778,552
Commodities	159,169	167,802	155,300	155,200
Capital Outlay	-	-	-	-
Total	<b>\$ 1,977,298</b>	<b>\$ 2,047,482</b>	<b>\$ 2,301,579</b>	<b>\$ 2,334,276</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 1,977,298	\$ 2,047,482	\$ 2,301,579	\$ 2,334,276
Total	<b>\$ 1,977,298</b>	<b>\$ 2,047,482</b>	<b>\$ 2,301,579</b>	<b>\$ 2,334,276</b>

<b>Full-time Equivalent Positions</b>				
	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Maintenance Workers	4.00	4.00	4.00	4.00
Crew Leader	1.00	1.00	1.00	1.00
Total	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**Notes**

**2022 Contractual Services Budget Includes the Following:**

OP Green Light	\$ 5,000
Street Lights	275,000
Traffic Signals	800,000
Water	5,000
Equipment Maintenance & Repair	6,200
Equipment Rental	4,000
Insurance (Property & Workers Comp)	28,949
Training	3,000
Street Maintenance & Repair	623,000
	<b>\$ 1,750,149</b>

## 2022 Budget

**Department:** Public Works  
**Program:** Parks and Grounds Maintenance

This program provides for operation, maintenance and repair of 14 parks, 6 fountains, 187 city islands, 10 pavilions, 68 acres of turf, 12 playscapes, 32 flower gardens, and 9,375 public trees.

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Program Expenditures</b>				
Personnel Services	\$ 475,289	\$ 521,395	\$ 549,618	\$ 648,790
Contract Services	333,754	398,126	428,630	486,220
Commodities	112,957	117,160	126,900	130,250
Capital Outlay	10,365	4,443	4,500	9,500
Total	<b>\$ 932,365</b>	<b>\$ 1,041,125</b>	<b>\$ 1,109,648</b>	<b>\$ 1,274,760</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 932,365	\$ 1,041,125	\$ 1,109,648	\$ 1,274,760
Total	<b>\$ 932,365</b>	<b>\$ 1,041,125</b>	<b>\$ 1,109,648</b>	<b>\$ 1,274,760</b>

<b>Full-time Equivalent Positions</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>
Crew Leader	1.00	2.00	2.00	2.00
Maintenance Worker	5.00	5.00	5.00	6.00
Forestry Specialist	1.00	1.00	1.00	1.00
Seasonal Laborers	1.00	-	-	-
Total	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>

### **Notes**

#### **2022 Contractual Services Budget Includes the Following:**

Utilities - Electricity	\$ 24,000
Utilities - Wastewater	9,000
Utilities - Water	23,000
Communications - Data	1,200
Special Assessments	9,000
Maintenance & Repair - equipment	5,200
Insurance (Property & Workers Comp)	37,066
Training	2,500
Dues	100
Equipment rental	2,000
Grounds Maintenance & Repair	69,900
Tree Maintenance & Repair	215,000
Building Maintenance & Repair	40,900
	<b>\$ 438,866</b>

## 2022 Budget

**Department:** Public Works  
**Program:** Pool Operations & Maintenance

This program is for the operation and maintenance of the Harmon Park Swimming Pool complex and buildings. The complex has six pools: wading, leisure, slide, diving, lap, and adult.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Contract Services	159,468	90,606	173,230	174,150
Commodities	38,005	21,364	47,900	47,900
Total	<b>\$ 197,473</b>	<b>\$ 111,971</b>	<b>\$ 221,130</b>	<b>\$ 222,050</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 197,473	\$ 111,971	\$ 221,130	\$ 222,050
Total	<b>\$ 197,473</b>	<b>\$ 111,971</b>	<b>\$ 221,130</b>	<b>\$ 222,050</b>

### Notes

*Pool Complex Features:*

- Leisure Pool
- Wading Pool
- Adult Pool
- Lap Lanes
- Diving Well, Meter Pool
- Water Slides
- Concession Stand



## 2022 Budget

**Department:** Public Works  
**Program:** Tennis Maintenance

This program is for the operation and maintenance of the 15 tennis courts in several City parks.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Contract Services	9,101	9,418	10,050	15,050
Commodities	2,785	2,988	3,500	3,500
Total	<b>\$ 11,886</b>	<b>\$ 12,406</b>	<b>\$ 13,550</b>	<b>\$ 18,550</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 11,886	\$ 12,406	\$ 13,550	\$ 18,550
Total	<b>\$ 11,886</b>	<b>\$ 12,406</b>	<b>\$ 13,550</b>	<b>\$ 18,550</b>

## 2022 Budget

**Department:** Public Works

**Program:** Building Operations & Maintenance

This program provides for the maintenance and operation of seven public buildings - Municipal Offices, Community Center and Public Works Facility (5).

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Contract Services	176,064	154,468	165,200	201,600
Commodities	21,205	21,478	20,150	20,200
Capital Outlay	-	-	-	-
Total	<b>\$ 197,269</b>	<b>\$ 175,947</b>	<b>\$ 185,350</b>	<b>\$ 221,800</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 197,269	\$ 175,947	\$ 185,350	\$ 221,800
Total	<b>\$ 197,269</b>	<b>\$ 175,947</b>	<b>\$ 185,350</b>	<b>\$ 221,800</b>

## 2022 Budget

**Department:** Public Works

**Program:** Police Building Operations & Maintenance

This program provides for the maintenance and operation of the Police Building.

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Program Expenditures</b>				
Contract Services	100,524	91,419	104,120	121,748
Commodities	6,713	6,303	7,000	7,000
Capital Outlay	37,881	30,363	30,000	30,000
Total	<b>\$ 145,118</b>	<b>\$ 128,086</b>	<b>\$ 141,120</b>	<b>\$ 158,748</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 145,118	\$ 128,086	\$ 141,120	\$ 158,748
Total	<b>\$ 145,118</b>	<b>\$ 128,086</b>	<b>\$ 141,120</b>	<b>\$ 158,748</b>

### Notes

**2022 Capital Outlay Budget Includes the Following:**

Building remodel project                      \$30,000



## 2022 Budget

### Department: Police Department

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Expenditures by Program</b>				
Administration	\$ 468,324	\$ 496,916	\$ 529,284	\$ 537,524
Staff Services	888,895	965,575	991,659	1,024,957
Community Services	168,765	180,208	236,524	220,255
Crime Prevention	62,492	120,916	91,687	92,188
Patrol	3,377,998	3,432,395	3,680,608	3,501,263
Investigations	666,848	719,378	750,025	776,815
Special Investigations Unit	159,193	242,870	293,278	302,025
D.A.R.E.	111,713	181,779	123,405	138,977
Professional Standards	182,505	199,121	207,031	243,479
Off-Duty Contractual	34,131	7,558	37,787	37,713
Traffic Unit	445,909	342,999	334,168	462,692
Information Technology	475,776	495,333	520,789	579,506
Total	<b>\$7,042,549</b>	<b>\$ 7,385,047</b>	<b>\$ 7,796,245</b>	<b>\$ 7,917,394</b>

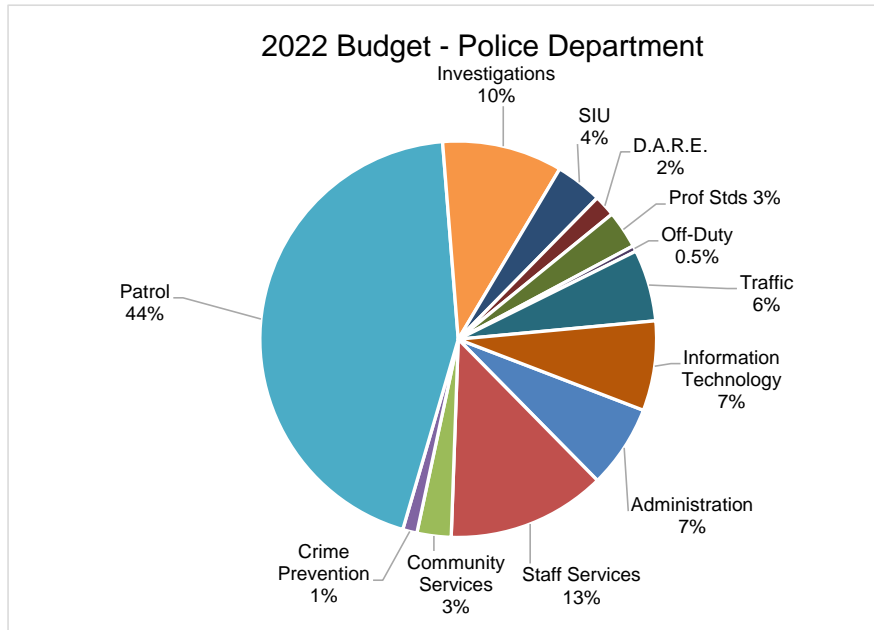
<b>Expenditures by Character</b>				
Personnel Services	\$5,834,443	\$ 6,107,837	\$ 6,291,411	\$ 6,283,426
Contract Services	888,040	914,527	983,415	1,177,918
Commodities	158,530	174,732	210,455	236,950
Capital Outlay	161,536	187,951	310,964	219,100
Total	<b>\$7,042,549</b>	<b>\$ 7,385,047</b>	<b>\$ 7,796,245</b>	<b>\$ 7,917,394</b>

<b>Expenditures by Fund</b>				
General Fund	\$6,930,836	\$ 7,203,268	\$ 7,672,840	\$ 7,778,417
Special Alcohol Fund	111,713	181,779	123,405	138,977
Total	<b>\$7,042,549</b>	<b>\$ 7,385,047</b>	<b>\$ 7,796,245</b>	<b>\$ 7,917,394</b>

<b>Full-time Equivalent Positions</b>	<b>60.00</b>	<b>59.00</b>	<b>61.00</b>	<b>61.00</b>
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**Notes**

In 2018, Information Technology was moved from the Administration budget to the Police Department budget. In 2022, the oversight of Information Technology shifted to Administration but is reflected in the Police budget. The 2022 budget includes the addition of a canine unit for the Department.



# Police Department Goals and Objectives

## OUR MISSION

The Police Department is comprised of 47 sworn officers and 12 civilian employees who provide 24-hour law enforcement services for the communities of Prairie Village and the City of Mission Hills. We take great pride in serving our citizens and value the partnerships we have forged throughout the years. We have never forgotten our humble beginnings, the importance of community partnerships and the high standards we strive to maintain. Our Department motto - "A Tradition of Service" - reinforces our commitment to community and is proudly displayed on every marked patrol unit and throughout our facility.

## PROGRAMS

The Police Department is responsible for crime prevention, patrol, investigations, special investigations, D.A.R.E., professional standards, traffic safety, off-duty contractual services, dispatch, police records, and animal control.

## PERFORMANCE MEASURES

### PERSPECTIVE: SERVE THE COMMUNITY

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Provide a Safe Community	reduce the number of accidents through traffic enforcement	number of accidents reported	400	246	425	400
	reduce the annual number of crimes	crime analysis	535	540	500	520
	enforce DUI laws through patrol and targeting specific holidays and/or events	number of DUIs	110	121	150	150
	conduct criminal investigations	adult cases	397	310	356	353
		juvenile cases	24	13	21	18
		clearance rate	22.38	17	24.69	19.69

## Police Department Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 Target
Deliver Quality Services	respond effectively to all calls for service	non-emergency responses	8,021	7,693	9,000	9,000
		emergency responses	1,117	1,229	1,000	1,100
	respond to citizen traffic complaints	number of selective enforcement requests	60	49	40	45
	assist residents with domestic and wild animal issues and supplement calls for service	number of animals returned to owner	166	183	120	170
		number of animal impound violations	29	33	40	30
		number of animal abuse or neglect investigations	17	19	25	20
	provide off-duty contractual police services to ensure increased police presence in the community without impacting district officers	number of off-duty contractual hours worked	775	132*	700	500

*\*2020 Actuals were impacted by the COVID-19 pandemic.*

## Police Department Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Foster a Healthy Community	prepare articles to enhance public awareness	number of articles published	15	15	15	15
	perform child seat installations and booster seat checks	number of child seats installed	60	24	60	60
		number of booster seat checks (on site at elementary schools)	1,100	150	1,100	1,100
	investigate drug complaints	cases/SIU arrests	27	17	24	22

### PERSPECTIVE: RUN THE ORGANIZATION

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Enhance Community Preparedness and Responsiveness	supervise and conduct school lock down procedures in each of the City's elementary, junior and high schools	number of lock down drills supervised	15	10	18	18
	provide important information to the community through NotifyJoCo	number of messages sent	0	0	2	1

## Police Department Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Maximize Partnership Opportunities	participate in local, state and national traffic campaigns, which concentrate on seat belt usage and deterring impaired driving	Special Traffic Enforcement Program (STEP Grant) Campaigns (seatbelts and DUIs)	11	10	10	12
		High School Seatbelt Enforcement Campaign	1	1	1	1
		Holiday DUI Enforcement Campaigns	3	4	2	4
		Special Texting Enforcement Campaign	1	1	1	1
	collaborate/meet with local groups/leaders to promote cooperative initiatives and shared technology	number of work sessions	50	50	50	50
	take advantage of an annual fee paid to <b>MARC</b> to enable staff to take part in unlimited training opportunities	increase the number of training hours taken by staff	13	5	20	20
	conduct joint investigations to minimize man power needs	number of joint investigations	6	5	8	6

## Police Department Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Provide Courteous and Responsive Customer Service	respond to calls above and beyond basic services	animal complaints	947	1,040	920	970
		civil matters	91	111	95	100
		motorist assists	177	99	210	150
		residential lockouts	2	0	1	1
		utility problems	90	45	80	80
		vehicle lockouts	82	57	90	90
		alarm – outside audible	17	14	20	20
		alarm – bank	16	9	25	20
		alarm – commercial	262	262	220	250
		alarm – residential	596	483	1,200	800
		alarm – school/church	27	6	25	25
		alarm - vehicle	9	9	7	9
		provide 24-hour communications to handle citizen inquiries, while determining applicable police response	number of 911 calls received	7,760	7,379	7,300
		number of non-priority calls received	33,990	23,991	30,000	30,000

## Police Department Goals and Objectives

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 Target
<b>Cultivate Community Involvement and Access</b>	educate residents about the operations of the Police Department	number of Citizen Police Academy participants	10	0	10	10
	work closely with junior and senior high school officials and students through the SRO (school resource officer) program	number of hours in school	2,057	717	1,966	1,966
	utilize a civilian advisory board to assist Police Department	track times convened	3	5	6	5
	teach elementary school students the D.A.R.E. curriculum	kindergarten through 5 <sup>th</sup> grade presentations	429	273	429	429
		6 <sup>th</sup> grade core presentations	168	273	159	220
		total students taught D.A.R.E.	2,200	1,250	2,173	1,725

### PERSPECTIVE: MANAGE THE RESOURCES

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Maintain Fiscal Strength	use asset forfeiture to fund drug investigations and purchase equipment	seizures filed	0	0	3	3
Maximize Utilization of Resources	minimize employee workload by utilizing on-line accident report purchasing **online reports not available after 4/2019	number of reports sold on line	3	0	0	0

## Police Department Goals and Objectives

### PERSPECTIVE: DEVELOP PERSONNEL

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Develop a Skilled and Diverse Workforce	provide all sworn employees with educational opportunities to meet or exceed State standards, while capitalizing on skill development	training hours exceeding the state requirement of 40 hours	86.86	91	100	95
		number of Department-certified trainers	20	27	20	25
		average hours of Patrol officer training	116.19	131.6	120	120
		average hours of Supervisory training	158.25	97.8	120	120
		average hours of Investigator training	196.15	144.17	100	120
		average hours of Command Staff training	36.87	48.25	50	45
		average hours of civilian training	13	12.5	20	20
Create a Positive and Rewarding Work Culture	hire quality employees	number of hiring processes conducted	5	6	3	4
	improve the overall fitness and wellness of Department employees	fitness testing – number of employees tested	43	45	47	46



## 2022 Budget

**Department:** Police Department  
**Program:** Administration

Police administration is responsible for carrying out the directives, policies and procedures established by the City Council for operations of the Police Department. Responsibilities of this program include development of programs and procedures for emergency response, procedures to control or reduce crime and traffic accidents, and the establishment of programs to increase the quality of life in the cities of Prairie Village and Mission Hills.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 274,485	\$ 316,323	\$ 326,102	\$ 318,729
Contract Services	182,525	165,088	186,332	195,945
Commodities	11,314	7,505	16,850	14,850
Capital Outlay	-	8,000	-	8,000
Total	<b>\$ 468,324</b>	<b>\$ 496,916</b>	<b>\$ 529,284</b>	<b>\$ 537,524</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 468,324	\$ 496,916	\$ 529,284	\$ 537,524
Total	<b>\$ 468,324</b>	<b>\$ 496,916</b>	<b>\$ 529,284</b>	<b>\$ 537,524</b>

<b>Full-time Equivalent Positions</b>				
	2.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Total	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

### Notes

#### **2022 Contractual Services Budget Includes the Following:**

Utilities	\$ 2,300
Cleaning	400
Physicals & Psychological	10,500
Crime Stoppers Annual Contract	4,000
Applicant Testing	3,500
Insurance (Property & Workers Comp)	38,233
Training	3,300
Dues and Subscriptions	1,600
Machinery Maintenance & Repair	5,250
Miscellaneous	3,425
Police Pension (Investment, Admin & Actuary)	123,750
	<b>\$ 196,258</b>

## 2022 Budget

**Department:** Police Department  
**Program:** Staff Services

The staff services division is responsible for the "911" emergency communication system and other calls for service within Prairie Village and Mission Hills. Additional responsibilities include the collection, dissemination, and the security of all police records, as well as monitoring building and court areas where security cameras are available.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 768,315	\$ 840,955	\$ 853,525	\$ 868,235
Contract Services	109,062	111,848	120,634	139,222
Commodities	11,030	12,223	17,500	17,500
Capital Outlay	488	550	-	-
Total	<b>\$ 888,895</b>	<b>\$ 965,575</b>	<b>\$ 991,659</b>	<b>\$ 1,024,957</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 888,895	\$ 965,575	\$ 991,659	\$ 1,024,957
Total	<b>\$ 888,895</b>	<b>\$ 965,575</b>	<b>\$ 991,659</b>	<b>\$ 1,024,957</b>

<b>Full-time Equivalent Positions</b>	10.00	10.00	10.00	10.00
Police Captain	-	-	1.00	1.00
Communications Supervisor	1.00	1.00	-	-
Dispatcher	6.00	6.00	6.00	6.00
Records Clerk	2.00	2.00	2.00	2.00
Property Room Clerk	1.00	1.00	1.00	1.00
Total	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

### Notes

#### **2022 Contractual Services Budget Includes the Following:**

Communications	\$ 4,000
Regional Justice Information System (REJIS)	18,500
Licenses	8,700
Insurance (Property & Workers Comp)	17,139
Printing (contract, toner, etc.)	4,650
Cleaning	600
Microfilming	3,000
Software Maintenance	54,625
Dues & Subscriptions	960
Postage Meter	425
Machinery Maintenance & Repair	1,500
Miscellaneous	550
Contracts	22,700
	<b>\$ 137,349</b>

## 2022 Budget

**Department:** Police Department  
**Program:** Community Services

Community Services is responsible for the enforcement of the City's Animal Control Ordinances. Community Service Officers (CSOs) investigate animal complaints to include leash laws and neglect or animal abuse cases.

Community Services also supplements the Patrol Division by directing traffic at accident scenes, and providing extra personnel when needed for special events, vehicle maintenance, and other related duties.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 104,853	\$ 126,901	\$ 129,056	\$ 134,770
Contract Services	60,314	52,328	75,879	81,060
Commodities	3,598	978	4,225	4,425
Capital Outlay	-	-	27,364	-
Total	<b>\$ 168,765</b>	<b>\$ 180,208</b>	<b>\$ 236,524</b>	<b>\$ 220,255</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 168,765	\$ 180,208	\$ 236,524	\$ 220,255
Total	<b>\$ 168,765</b>	<b>\$ 180,208</b>	<b>\$ 236,524</b>	<b>\$ 220,255</b>

<b>Full-time Equivalent Positions</b>	2.00	2.00	2.00	2.00
Community Service Officer	2.00	2.00	2.00	2.00
Total	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

### Notes

#### **2022 Contract Services Budget Includes the Following:**

Johnson County Co-Responder	\$ 6,000
Crossing Guards & Animal Services	69,000
Insurance (Property & Workers Comp)	4,656
Vehicle Maintenance & Repair	1,000
Memberships	75
Total	<b>\$ 80,731</b>

## 2022 Budget

**Department:** Police Department  
**Program:** Crime Prevention

Crime Prevention is responsible for speaking to various groups regarding crime prevention methods, distributing literature, alerting victims on how best to avoid future victimization, maintaining the Department's Face book account, and summarizes crime analysis patterns for the Patrol division to identify future enforcement priorities.

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Program Expenditures</b>				
Personnel Services	\$ 56,329	\$ 75,399	\$ 84,007	\$ 83,615
Contract Services	4,297	7,093	4,530	5,073
Commodities	1,866	1,519	3,150	3,200
Capital Outlay	-	36,905	-	300
Total	<b>\$ 62,492</b>	<b>\$ 120,916</b>	<b>\$ 91,687</b>	<b>\$ 92,188</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 62,492	\$ 120,916	\$ 91,687	\$ 92,188
Total	<b>\$ 62,492</b>	<b>\$ 120,916</b>	<b>\$ 91,687</b>	<b>\$ 92,188</b>
<b>Full-time Equivalent Positions</b>				
	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Police Officer	1.00	1.00	1.00	1.00
Sergeant	-	-	-	-
Total	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## 2022 Budget

**Department:** Police Department  
**Program:** Patrol

The Patrol Division is responsible for initial response to calls for service and provide services through the district patrol concept. The basic emphasis of officers assigned to this Division is the protection of life and property, the detection and arrest of criminal violators of the law, recovery of stolen property and maintenance of a "police presence" throughout the cities of Prairie Village and Mission Hills.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 3,041,331	\$ 3,082,200	\$ 3,185,441	\$ 3,009,308
Contract Services	153,762	126,047	168,367	181,755
Commodities	86,018	105,756	117,300	133,700
Capital Outlay	96,887	118,393	209,500	176,500
Total	<b>\$ 3,377,998</b>	<b>\$ 3,432,395</b>	<b>\$ 3,680,608</b>	<b>\$ 3,501,263</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 3,377,998	\$ 3,432,395	\$ 3,680,608	\$ 3,501,263
Total	<b>\$ 3,377,998</b>	<b>\$ 3,432,395</b>	<b>\$ 3,680,608</b>	<b>\$ 3,501,263</b>

<b>Full-time Equivalent Positions</b>	30.00	29.00	29.00	29.00
Police Captain	1.00	1.00	-	1.00
Police Major	-	-	1.00	-
Police Sergeant	4.00	4.00	4.00	2.00
Police Corporal	3.00	2.00	2.00	3.00
Police Officer	22.00	22.00	22.00	23.00
Total	<b>30.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>

**Notes**

The 2022 budget includes the addition of a canine unit for the Department.

**2022 Contractual Services Budget Includes the Following:**

APS maintenance contract	\$ 8,000
Cleaning	10,000
Tow expenses	600
Dues & subscriptions	500
Patrol reference manuals	900
Machinery maintenance & repair	66,000
Insurance (Property & Workers Comp)	72,930
Graphics & application	5,000
In car video repairs	3,000
Mobile computer repair	3,500
School crossing beacon repairs	2,000
Department Cell Phones	5,000
	<b>\$ 177,430</b>

**2022 Capital Outlay Budget Includes the Following:**

Miscellaneous field equipment	\$ 54,500
Police Vehicles (3)	120,000
Office and field equipment	2,000
Total	<b>\$ 176,500</b>

## 2022 Budget

**Department:** Police Department  
**Program:** Investigations

Investigators conduct criminal investigations into all Part I (felony) and Part II (misdemeanor) crimes within the community. Personnel in this program also conduct juvenile investigations through School Resources Officers (SROs) at Shawnee Mission East High School and Indian Hills Middle School.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 585,392	\$ 669,033	\$ 683,709	\$ 669,902
Contract Services	38,715	34,051	48,491	52,938
Commodities	15,787	15,654	16,825	22,975
Capital Outlay	26,954	640	1,000	31,000
Total	<b>\$ 666,848</b>	<b>\$ 719,378</b>	<b>\$ 750,025</b>	<b>\$ 776,815</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 666,848	\$ 719,378	\$ 750,025	\$ 776,815
Total	<b>\$ 666,848</b>	<b>\$ 719,378</b>	<b>\$ 750,025</b>	<b>\$ 776,815</b>

<b>Full-time Equivalent Positions</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
Police Captain	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00
Police Corporal	-	-	-	-
Police Officer	4.00	4.00	4.00	4.00
Total	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

**Notes**

**2022 Capital Outlay Budget Includes the Following:**

Office Equipment \$1,000

## 2022 Budget

**Department:** Police Department  
**Program:** Special Investigations Unit

The Special Investigations Unit (SIU) conducts investigations of individuals suspected of selling, distributing or possessing controlled substances. SIU not only focuses on drugs, but also other crimes such as prostitution, theft, liquor sales, and any other suspicious activity that may require undercover and/or surveillance work.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 149,664	\$ 232,097	\$ 244,960	\$ 287,683
Contract Services	7,464	6,762	8,618	9,492
Commodities	2,065	4,010	4,300	4,750
Capital Outlay	-	-	35,400	100
Total	<b>\$ 159,193</b>	<b>\$ 242,870</b>	<b>\$ 293,278</b>	<b>\$ 302,025</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 159,193	\$ 242,870	\$ 293,278	\$ 302,025
Total	<b>\$ 159,193</b>	<b>\$ 242,870</b>	<b>\$ 293,278</b>	<b>\$ 302,025</b>
<b>Full-time Equivalent Positions</b>				
	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>
Police Corporal	1.00	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00	2.00
Total	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>

## 2022 Budget

**Department:** Police Department

**Program:** D.A.R.E.

The D.A.R.E. officer's primary responsibility is teaching the D.A.R.E. curriculum in our City's elementary schools. The D.A.R.E. officer is also the liaison between the Department and elementary school administration, participates in community events and and works with staff on school safety.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 90,675	\$ 96,722	\$ 96,478	\$ 67,862
Contract Services	8,760	71,187	10,372	71,115
Commodities	12,278	13,870	16,555	-
Capital Outlay	-	-	-	-
Total	\$ 111,713	\$ 181,779	\$ 123,405	\$ 138,977

### Expenditures by Fund

General Fund	\$ -	\$ -	\$ -	\$ -
Special Alcohol Fund	111,713	181,779	123,405	138,977
Total	\$ 111,713	\$ 181,779	\$ 123,405	\$ 138,977

### Full-time Equivalent Positions

	1.00	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

### Notes

D.A.R.E. is funded from the Special Alcohol Fund as funding allows.



## 2022 Budget

**Department:** Police Department  
**Program:** Professional Standards

Professional Standards develops and implements training programs for all personnel and is responsible for hiring and recruitment. The training not only includes developing the existing staff, but also maintaining the Field Training Program for new employees.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 114,306	\$ 129,260	\$ 128,957	\$ 137,117
Contract Services	67,345	69,313	77,374	100,662
Commodities	854	548	700	5,700
Total	\$ 182,505	\$ 199,121	\$ 207,031	\$ 243,479
<b>Expenditures by Fund</b>				
General Fund	\$ 182,505	\$ 199,121	\$ 207,031	\$ 243,479
Total	\$ 182,505	\$ 199,121	\$ 207,031	\$ 243,479
<b>Full-time Equivalent Positions</b>				
	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

## 2022 Budget

**Department:** Police Department  
**Program:** Off-Duty Contractual

City organizations and private individuals often desire a police presence at private events. The City Council has stated that an increased police presence within the community by off-duty officers may further reduce crime. This program provides for those off-duty officers at events under conditions administered and controlled by the Department. This program includes security at Council meetings and Court sessions for both Prairie Village and Mission Hills.

	2019 Actual	2020 Actual*	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 33,235	\$ 6,882	\$ 37,787	\$ 37,713
Contract Services	896	676	-	-
Total	<b>\$ 34,131</b>	<b>\$ 7,558</b>	<b>\$ 37,787</b>	<b>\$ 37,713</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 34,131	\$ 7,558	\$ 37,787	\$ 37,713
Total	<b>\$ 34,131</b>	<b>\$ 7,558</b>	<b>\$ 37,787</b>	<b>\$ 37,713</b>

**Notes**

Revenues offset the anticipated expenses for off-duty contractual work.

\*2020 actuals were impacted by the COVID-19 pandemic.

## 2022 Budget

**Department:** Police Department  
**Program:** Traffic Unit

The Traffic Unit is responsible for providing police services geared toward public safety on roadways, reduction in traffic accidents, and handling special projects. These responsibilities are accomplished through selective enforcement in high accident areas, citizen complaints, school zones, and areas where speeding vehicles are problematic. In addition, the Traffic Unit handles special projects such as parades, street races, DUI saturation patrol, "Click It or Ticket," educational efforts, and other prevention programs sponsored by the Kansas Department of Transportation (KDOT).

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 423,009	\$ 325,696	\$ 308,037	\$ 432,267
Contract Services	14,683	12,638	14,781	18,575
Commodities	8,217	4,665	11,350	11,850
Capital Outlay	-	-	-	-
Total	<b>\$ 445,909</b>	<b>\$ 342,999</b>	<b>\$ 334,168</b>	<b>\$ 462,692</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 445,909	\$ 342,999	\$ 334,168	\$ 462,692
Total	<b>\$ 445,909</b>	<b>\$ 342,999</b>	<b>\$ 334,168</b>	<b>\$ 462,692</b>

<b>Full-time Equivalent Positions</b>				
	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>
Police Officer	4.00	4.00	4.00	3.00
Police Sergeant	1.00	1.00	1.00	1.00
Total	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>

## 2022 Budget

**Department:** Police/Administration  
**Program:** Information Technology

Information Technology provides support for all users of the City's network information systems and administers the network hardware, software and communications for all applications.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 192,849	\$ 206,370	\$ 213,352	\$ 236,225
Contract Services	240,217	257,495	268,037	322,081
Commodities	5,503	8,005	1,700	18,000
Capital Outlay	37,207	23,464	37,700	3,200
Total	\$ 475,776	\$ 495,333	\$ 520,789	\$ 579,506

<b>Expenditures by Fund</b>				
General Fund	\$ 475,776	\$ 495,333	\$ 520,789	\$ 579,506
Total	\$ 475,776	\$ 495,333	\$ 520,789	\$ 579,506

<b>Full-time Equivalent Positions</b>				
	-	-	2.00	2.00
IT Specialist	-	-	1.00	1.00
IT Manager	-	-	1.00	1.00
Total	-	-	2.00	2.00

### **Notes**

In 2022, the oversight of Information Technology shifted to Administration but is reflected in the Police budget.

#### **2022 Contractual Services Budget Includes the Following:**

Communications	\$ 60,000
Emergency contractor services	14,000
Consultant (JoCo IT)	56,650
Software maintenance	181,516
Dues & subscriptions	500
Training	5,000
Insurance (Property & Workers Comp)	3,260
	\$ 320,926

#### **2022 Capital Outlay Budget Includes the Following:**

Computer equipment (PC replacement)	1,000
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# 2022 Budget

## Department: Municipal Court

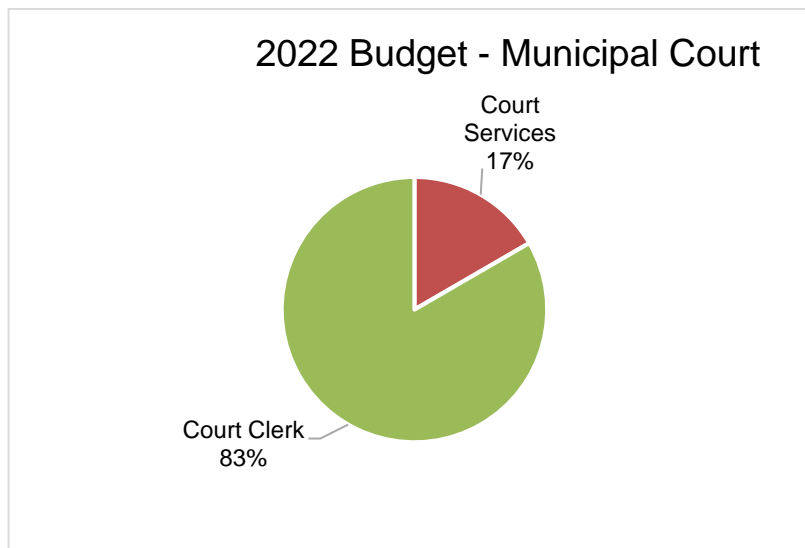
	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Expenditures by Program</b>				
Court Services	79,381	78,562	93,896	95,940
Court Clerk	419,827	377,451	484,930	480,606
Total	<b>\$ 499,208</b>	<b>\$ 456,013</b>	<b>\$ 578,826</b>	<b>\$ 576,546</b>

<b>Expenditures by Character</b>				
Personnel Services	\$ 343,912	\$ 329,058	\$ 404,568	\$ 399,119
Contract Services	145,938	123,889	168,258	171,427
Commodities	2,256	3,066	4,000	4,000
Capital Outlay	7,102	-	2,000	2,000
Total	<b>\$ 499,208</b>	<b>\$ 456,013</b>	<b>\$ 578,826</b>	<b>\$ 576,546</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 499,208	\$ 456,013	\$ 578,826	\$ 576,546
Total	<b>\$ 499,208</b>	<b>\$ 456,013</b>	<b>\$ 578,826</b>	<b>\$ 576,546</b>

<b>Full-time Equivalent Positions</b>	5.25	5.25	5.25	5.25
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Appointed/Contracted Officials	1.25	1.25	1.25	1.25
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# Municipal Court Department Goals and Objectives

## OUR MISSION

The Prairie Village Municipal Court Department's mission is to ensure justice with equality, consistent with constitutional and statutory standards.

## PROGRAMS

The Municipal Court Department is responsible for the judgment and prosecution of cases, and the duties of the Court Clerk Office.

## PERFORMANCE MEASURES

### PERSPECTIVE: SERVE THE COMMUNITY

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual*	2021 Budget	2022 Target
Provide a Safe Community	be proactive in dealing with Driving Under the Influence (DUI) cases	DUI diversions completed	88	71	70	70
		DUI probations completed	33	19	20	20
		total cases processed (Prairie Village and Mission Hills)	9,735	7,118	7,000	9,000

### PERSPECTIVE: RUN THE ORGANIZATION

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Maximize Partnership Opportunities	provide Court services for Mission Hills	Mission Hills cases heard	1,719	987	1,000	1,000
Deliver Efficient Services	maintain a fair and efficient court process	number of cases per line employee	2,433	1,780	1,800	2,250
		# of appeals to District Court	3	1	2	3
		reports submitted by due dates	100%	100%	100%	100%

*\*2020 Actuals were impacted by the COVID-19 pandemic.*

## 2022 Budget

**Department:** Municipal Court  
**Program:** Court Services

The Prosecutor is responsible for representing law enforcement and code enforcement interests during trials and in processing the City's Diversion Program for DUI's and other misdemeanor Criminal Offenses.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 2,761	\$ 662	\$ 4,665	\$ 4,998
Contract Services	76,620	77,900	89,231	90,942
Total	<b>\$ 79,381</b>	<b>\$ 78,562</b>	<b>\$ 93,896</b>	<b>\$ 95,940</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 79,381	\$ 78,562	\$ 93,896	\$ 95,940
Total	<b>\$ 79,381</b>	<b>\$ 78,562</b>	<b>\$ 93,896</b>	<b>\$ 95,940</b>
<b>Full-time Equivalent Positions</b>				
	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
Court Baliff	0.25	0.25	0.25	0.25
Total	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<b>Appointed/Contracted Officials</b>				
	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>
City Prosecutor	0.50	0.50	0.50	0.50
Municipal Judge	0.50	0.50	0.50	0.50
Public Defender	0.25	0.25	0.25	0.25
Total	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

## 2022 Budget

**Department:** Municipal Court  
**Program:** Court Clerk

The City of Prairie Village provides Municipal Court services for the City of Prairie Village and the City of Mission Hills. The Court Clerk office prepares and maintains records, collects fines, schedules Court dockets, and prepares required reports of Court activities.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 341,151	\$ 328,396	\$ 399,903	\$ 394,121
Contract Services	69,318	45,989	79,027	80,485
Commodities	2,256	3,066	4,000	4,000
Capital Outlay	7,102	-	2,000	2,000
Total	<b>\$ 419,827</b>	<b>\$ 377,451</b>	<b>\$ 484,930</b>	<b>\$ 480,606</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 419,827	\$ 377,451	\$ 484,930	\$ 480,606
Total	<b>\$ 419,827</b>	<b>\$ 377,451</b>	<b>\$ 484,930</b>	<b>\$ 480,606</b>
<b>Full-time Equivalent Positions</b>				
	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	4.00	4.00	4.00	4.00
Total	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



# 2022 Budget

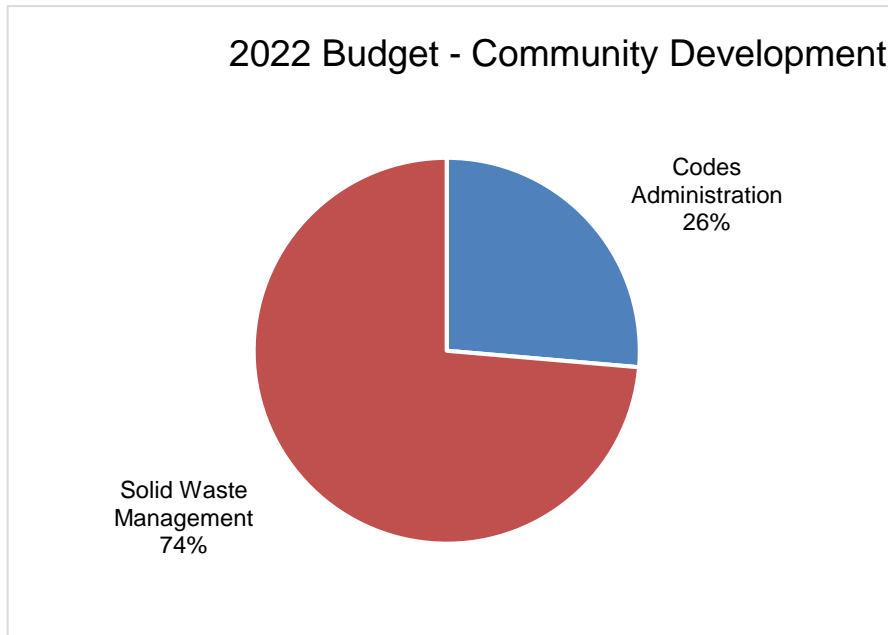
## Department: Community Development

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Expenditures by Program</b>				
Codes Administration	634,378	640,085	748,273	799,597
Solid Waste Management	1,958,342	1,852,064	2,172,208	2,233,361
<b>Total</b>	<b>\$2,592,720</b>	<b>\$ 2,492,149</b>	<b>\$ 2,920,481</b>	<b>\$ 3,032,958</b>

<b>Expenditures by Character</b>				
Personnel Services	\$ 596,802	\$ 646,204	\$ 726,919	\$ 703,064
Contract Services	1,982,873	1,838,757	1,905,416	2,051,283
Commodities	11,819	7,188	16,400	16,250
Capital Outlay	1,226	0	2,600	2,600
Debt Service	-	-	-	-
Contingency	-	-	269,146	259,761
<b>Total</b>	<b>\$2,592,720</b>	<b>\$ 2,492,149</b>	<b>\$ 2,920,481</b>	<b>\$ 3,032,958</b>

<b>Expenditures by Fund</b>				
General Fund	634,378	640,085	748,273	799,597
Solid Waste Management Fund	1,958,342	1,852,064	2,172,208	2,233,361
<b>Total</b>	<b>\$2,592,720</b>	<b>\$ 2,492,149</b>	<b>\$ 2,920,481</b>	<b>\$ 3,032,958</b>

<b>Full-time Equivalent Positions</b>	6.20	8.32	7.82	7.45
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# Community Development Department Goals and Objectives

## OUR MISSION

The Prairie Village Community Development Department's mission is to promote life safety, health, and welfare of the general public by the administration and enforcement of building codes and property maintenance codes.

## PROGRAMS

The Community Development Department is responsible for codes administration and enforcement including planning and zoning matters and the management of solid waste services.

## PERFORMANCE MEASURES

### PERSPECTIVE: SERVE THE COMMUNITY

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Provide a Safe Community	aggressively enforce the City's Property Maintenance Code	number of code enforcement cases	1,801	911	1,500	1,500
Deliver Quality Services	provide accurate and timely information to elected officials and residents	building permits processed	1,870	1,702	1,700	1,700
		building inspections	4,520	3,705	3,500	3,500
		plan reviews performed	876	957	600	750
		code enforcement cases referred to Court	12	5	20	5
Maximize Partnership Opportunities	Exterior Grant Program	# of homes renovated	29	30	30	35
		total \$ invested in home improvements	\$336,492	\$319,703	\$335,000	\$350,000
Provide Courteous & Responsive Customer Service	review construction plans in a timely manner	# of days to review plans from receipt	2.5 days	2.37 days	3 days	3 days
	reduce wait time for building inspections	average wait time	2 days	2 days	2 days	2 days

## 2022 Budget

**Department:** Community Development  
**Program:** Codes Administration

Codes Administration Program is charges with enforcing building codes, zoning codes, rental licensing and property maintenance codes to ensure the health, safety and welfare of the community. The Codes Administration Program is also responsible for administering the Exterior Grant Program.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 562,902	\$ 611,386	\$ 690,023	\$ 660,490
Contract Services	58,431	21,511	40,250	121,257
Commodities	11,819	7,188	15,400	15,250
Capital Outlay	1,226	0	2,600	2,600
Total	<b>\$ 634,378</b>	<b>\$ 640,085</b>	<b>\$ 748,273</b>	<b>\$ 799,597</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 634,378	\$ 640,085	\$ 748,273	\$ 799,597
Total	<b>\$ 634,378</b>	<b>\$ 640,085</b>	<b>\$ 748,273</b>	<b>\$ 799,597</b>

<b>Full-time Equivalent Positions</b>	5.90	7.87	7.37	7.00
Deputy City Administrator	0.40	0.37	0.37	-
Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	2.00	2.00
Building Inspector	1.00	2.00	2.00	2.00
Codes Support Specialist	1.00	2.00	2.00	2.00
Management Intern	0.50	0.50	-	-
Total	5.90	7.87	7.37	7.00

### **Notes**

In 2019, personnel services reflects budget for a second Codes Support Specialist. Beginning in 2022 the full Deputy City Administrator FTE is showing in Administration but was previously split with Community Development.

### **2022 Contract Services Budget Includes the Following:**

Insurance (P&C and WC)	\$ 10,482
Training	12,000
Vehicle gas and maintenance	2,000
Dues for professional organizations	7,980
Contract for mowing	3,500
Contract for scanning	7,000
Copier	6,000
Total	<b>\$ 48,962</b>

### **2022 Capital Outlay Budget Includes the Following:**

Office equipment & furniture	\$ 2,000
Field equipment	600
Total	<b>\$ 2,600</b>

## 2022 Budget

**Department:** Community Development  
**Program:** Solid Waste Management

Solid waste, composting and recyclables collection services are provided weekly for residents. These services are financed by special assessments to residents who subscribe to the service. Ninety-five percent of the single-family homes in the city use the service. Other are provided service through their homes association.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 33,900	\$ 34,818	\$ 36,896	\$ 42,574
Contract Services	1,924,442	1,817,246	1,865,166	1,930,026
Commodities	-	-	1,000	1,000
Contingency	-	-	269,146	259,761
<b>Total</b>	<b>\$ 1,958,342</b>	<b>\$ 1,852,064</b>	<b>\$ 2,172,208</b>	<b>\$ 2,233,361</b>

<b>Expenditures by Fund</b>				
Solid Waste Management Fund	1,958,342	1,852,064	2,172,208	2,233,361
<b>Total</b>	<b>\$ 1,958,342</b>	<b>\$ 1,852,064</b>	<b>\$ 2,172,208</b>	<b>\$ 2,233,361</b>

<b>Full-time Equivalent Positions</b>				
	0.30	0.45	0.45	0.45
Deputy City Administrator	0.30	0.15	0.15	0.15
Receptionist	-	0.30	0.30	0.30
<b>Total</b>	<b>0.30</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>

### Notes

- Contract services budget includes the cost for the annual large item pickup.

**Funding Sources:** Special assessments on property tax bills.

**Expenditures:** In 2017 the City contracted with Republic Trash Services for solid waste collection, recycling, composting services and large item pick up. The fee also includes a portion of the City's administrative costs including personal services and supplies.

2018 Assessment: \$192.00  
2019 Assessment: \$207.00  
2020 Assessment: \$228.00  
2021 Assessment: \$218.00  
2022 Assessment: \$227.00

# 2022 Budget

## Department: Community Programs

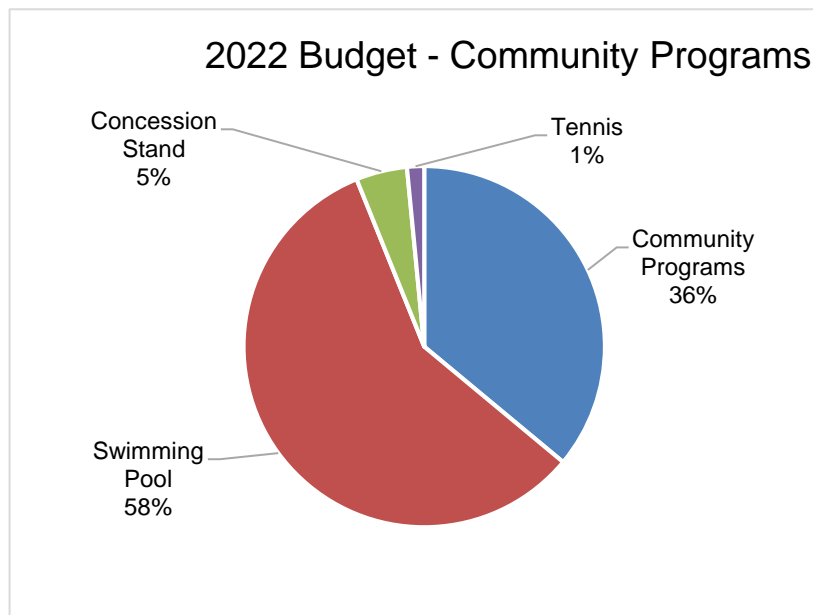
	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Expenditures by Program</b>				
Community Programs	\$ 176,118	\$ 185,410	\$ 239,958	\$ 265,670
Swimming Pool	382,283	91,753	389,788	426,497
Concession Stand	23,921	260	33,720	33,720
Tennis	9,143	9,954	4,533	11,294
Total	<b>\$ 591,465</b>	<b>\$ 287,377</b>	<b>\$ 667,999</b>	<b>\$ 737,181</b>

<b>Expenditures by Character</b>				
Personnel Services	\$ 453,034	\$ 189,993	\$ 495,485	\$ 535,008
Contract Services	106,452	71,720	111,964	140,373
Commodities	31,979	21,413	50,550	50,800
Capital Outlay	-	4,251	10,000	11,000
Total	<b>\$ 591,465</b>	<b>\$ 287,377</b>	<b>\$ 667,999</b>	<b>\$ 737,181</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 591,465	\$ 287,377	\$ 667,999	\$ 737,181
Special Alcohol Fund	46,351	65,000	65,000	69,000
Debt Service Fund	-	-	-	-
Total	<b>\$ 637,816</b>	<b>\$ 352,377</b>	<b>\$ 732,999</b>	<b>\$ 806,181</b>

<b>Full-time Equivalent Positions</b>	<b>20.80</b>	<b>20.80</b>	<b>21.30</b>	<b>21.30</b>
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In 2020, personnel services reflects budget for a Special Events Coordinator.  
 Many 2020 Community Programs were impacted by the COVID-19 pandemic.



# Community Programs Goals and Objectives

## OUR MISSION

The Prairie Village Community Programs' mission is to provide a program of park development, recreational opportunities and community programs to accomplish the long term goal to maintain the highest quality of life in the City.

## PROGRAMS

Community Programs include the swimming pool, recreational programming, tennis programming and community programs and events.

## PERFORMANCE MEASURES

### PERSPECTIVE: RUN THE ORGANIZATION

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual*	2021 Budget	2022 Target
Cultivate community involvement and access	annual events	arts community events and activities	17	2	20	20
		recycling events and activities	2	0	3	2
	City recreation programs	Swim Team membership	98	0	100	100
		Dive Team membership	20	0	25	25
		Tennis Program	80	104	75	75

### PERSPECTIVE: MANAGE THE RESOURCES

Council Goals	Department Objective	Performance Measure	2019 Actual	2020 Actual	2021 Budget	2022 Target
Maintain Fiscal Strength	recover 75% of costs through program fees	% of costs recovered	60%	N/A	60%	60%
Maximize Utilization of Resources	pool memberships	number of pool memberships	3,782	0	3,800	3,800
Invest in Infrastructure	maintain adequate funding to enhance parks for active and passive recreation through capital improvements	funding in Capital Infrastructure	\$1.2 million	\$789K	\$500K	\$1.1 million

*\*In 2020, many Community programs were reduced or canceled due to the COVID-19 Pandemic.*

## 2022 Budget

**Department:** Community Programs  
**Program:** Community Programs

This program provides funding for special city events and activities such as the annual 4th of July Celebration (Village Fest). It provides cultural programming sponsored by the Prairie Village Arts Council, JazzFest, Diversity Committee, and Environmental Committee initiatives.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 103,447	\$ 136,213	\$ 174,449	\$ 178,953
Contract Services	72,587	48,894	64,709	85,917
Commodities	84	304	800	800
Capital Outlay	-	-	-	-
Total	<b>\$ 176,118</b>	<b>\$ 185,410</b>	<b>\$ 239,958</b>	<b>\$ 265,670</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 176,118	\$ 185,410	\$ 239,958	\$ 265,670
Special Alcohol Fund	46,351	65,000	65,000	69,000
Total	<b>\$ 222,469</b>	<b>\$ 250,410</b>	<b>\$ 304,958</b>	<b>\$ 334,670</b>

<b>Full-time Equivalent Positions</b>				
	<b>0.78</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>
Assistant City Administrator	0.78	1.00	1.00	1.00
Special Events Coordinator	-	-	0.50	0.50
Total	<b>0.78</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>

### Notes

- Programs include Arts Council, Environmental Committee, Jazz Fest and Village Fest.
- In 2020, personnel services reflects budget for a Special Events Coordinator.
- The 2022 budget includes the addition of Diversity Committee expenses.

### 2022 Contract Services Includes the Following:

Insurance (P&C and WC)	\$ 4,292
VillageFest	20,000
Arts Council	14,500
Environmental Committee	8,000
Diversity Committee	10,000
UCS	10,000
JazzFest	10,000
	<b>\$ 76,792</b>

## 2022 Budget

**Department:** Community Programs  
**Program:** Swimming Pool

The City provides a swimming pool complex for use during the summer months. The City also sponsors swim and dive teams for youth.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 341,445	\$ 45,421	\$ 321,036	\$ 356,055
Contract Services	28,280	22,014	40,752	41,442
Commodities	12,558	20,068	21,000	21,000
Capital Outlay	-	4,251	7,000	8,000
Total	<b>\$ 382,283</b>	<b>\$ 91,753</b>	<b>\$ 389,788</b>	<b>\$ 426,497</b>

<b>Expenditures by Fund</b>				
General Fund	\$ 382,283	\$ 91,753	\$ 389,788	\$ 426,497
Total	<b>\$ 382,283</b>	<b>\$ 91,753</b>	<b>\$ 389,788</b>	<b>\$ 426,497</b>

<b>Full-time Equivalent Positions</b>				
	16.82	16.60	16.60	16.60
Assistant City Administrator	0.22	-	-	-
Pool Manager	0.35	0.35	0.35	0.35
Assistant Pool Manager	0.50	0.50	0.50	0.50
Guards	14.75	14.75	14.75	14.75
Coaches	1.00	1.00	1.00	1.00
Total	<b>16.82</b>	<b>16.60</b>	<b>16.60</b>	<b>16.60</b>

### **Notes**

- in 2020, Concession seasonal salaries were moved to Swimming Pools.
- The swimming pool did not open in 2020 due to COVID-19 precautions.

### **2022 Capital Outlay Budget Includes the Following:**

Miscellaneous Pool Equipment	\$ 7,000
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## 2022 Budget

**Department:** Community Programs  
**Program:** Concession Stand

The concession stand serves the patrons of both the swimming pool complex and Harmon Park.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 2,942	\$ -	\$ -	\$ -
Contract Services	2,133	660	3,220	3,220
Commodities	18,846	(400)	27,500	27,500
Capital Outlay	-	-	3,000	3,000
Total	\$ 23,921	\$ 260	\$ 33,720	\$ 33,720
<b>Expenditures by Fund</b>				
General Fund	\$ 23,921	\$ 260	\$ 33,720	\$ 33,720
Total	\$ 23,921	\$ 260	\$ 33,720	\$ 33,720
<b>Full-time Equivalent Positions</b>				
	3.00	3.00	3.00	3.00
Concession Worker	3.00	3.00	3.00	3.00
Total	3.00	3.00	3.00	3.00

### Notes

- in 2020, Concession seasonal salaries were moved to Swimming Pools.
- The swimming pool did not open in 2020 due to COVID-19 precautions.

## 2022 Budget

**Department:** Community Programs  
**Program:** Tennis

The City provides tennis courts in several City parks. The City also sponsors tennis lessons and a Kansas City Junior Tennis League (JTL) team.

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Program Expenditures</b>				
Personnel Services	\$ 5,200	\$ 8,360	\$ -	\$ -
Contract Services	3,452	152	3,283	9,794
Commodities	491	1,442	1,250	1,500
Total	<b>\$ 9,143</b>	<b>\$ 9,954</b>	<b>\$ 4,533</b>	<b>\$ 11,294</b>
<b>Expenditures by Fund</b>				
General Fund	\$ 9,143	\$ 9,954	\$ 4,533	\$ 11,294
Total	<b>\$ 9,143</b>	<b>\$ 9,954</b>	<b>\$ 4,533</b>	<b>\$ 11,294</b>
<b>Full-time Equivalent Positions</b>				
	0.20	0.20	0.20	0.20
Tennis Instructor	0.20	0.20	0.20	0.20
Total	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>





# Capital Infrastructure Program

# Capital Infrastructure Program

## PROGRAMS

This program provides for the construction, replacement and major repair of Parks, Drainage, Streets, Buildings and other projects.

## GOALS

- To maintain an average infrastructure condition rating of at least 85.0.
- Ensure that projects are designed to accepted standards.
- Ensure that projects are constructed to accepted standards.
- Obtain grant funding for projects whenever possible.

## ACCOMPLISHMENTS

- Drainage Projects
  - Mission Road and 68th Street Stormwater Improvement Design
  - 2021 Storm Drainage Repair program
- Street Projects
  - Granada from Homestead Dr to 66<sup>th</sup> St
  - 70<sup>th</sup> Ter from 71<sup>st</sup> St to Roe Ave
  - 71<sup>st</sup> St from Stateline to Belinder
  - Stateline from 71<sup>st</sup> St to 75<sup>th</sup> St
  - 74<sup>th</sup> St from Windsor to Mission Rd
  - 76<sup>th</sup> St from Pawnee to Mission Rd
  - Tomahawk from 79<sup>th</sup> St to 81<sup>st</sup> St
  - 82<sup>nd</sup> St from Somerset Dr to Roe Ave
  - Delmar from Somerset to 87<sup>th</sup> St
  - Delmar from 90<sup>th</sup> Ter to 92<sup>nd</sup> Ter
  - El Monte from 91<sup>st</sup> St to 92<sup>nd</sup> Ter
  - 87<sup>th</sup> St from Catalina to Roe Ave
  - 91<sup>st</sup> St from Delmar to Roe Ave
- Building Projects
  - Public Works Facility
- Other Projects
  - 2021 Concrete Repair
  - 2021 Asphalt Repairs
  - 2021 Crack Seal and Micro Surface

## Capital Infrastructure Program

### INVENTORY

The Prairie Village Public Works Department conducts inventory ratings on all the major assets. Each inventory area is scheduled to be rated every five years.

Category		2017	2018	2019	2020
ADA Ramps	Each	1,655	1,655	1,629	1,627
	Rating	89.5	89.6	89.9	90.8
Curbs/Gutters	Feet	1,040,730	1,148,852	1,128,298	1,134,518
	Rating	89.2	87.9	88.5	89.1
Drain Channels	Feet	54,235	53,709	47,418	47,187
	Rating	87.8	88.2	87.7	87.7
Drain Pipes	Feet	247,062	235,157	235,365	242,272
	Rating	90.8	90.6	90.6	90.4
Drain Structures	Each	3,352	2,804	2,807	2,807
	Rating	90.8	92.4	89.7	88.7
Pavements	Feet	605,231	607,122	610,259	610,259
	Rating	78.8	79.1	80.0	82.4
Sidewalks	Feet	459,463	456,805	444,120	445,382
	Rating	92.6	92.6	92.1	91.6
Signs	Each	3,740	3,744	3,803	3,823
	Rating	97.1	96.7	89.1	94.3
Traffic Markings	Length	140,703	140,703	198,227	198,227
	Rating	89.9	89.7	90.1	90.1
Trees	Each	8,732	8,505	9,385	9,406
	Rating	89.8	89.9	90.3	90.4
<b>Total of segments</b>		<b>2,564,903</b>	<b>2,659,056</b>	<b>2,681,311</b>	<b>2,695,508</b>
<b>Average</b>		<b>91.1</b>	<b>91.2</b>	<b>89.8</b>	<b>90.6</b>

## City of Prairie Village Capital Infrastructure Program - Highlights

The following sections contain highlights related to each category of Public Works projects in the Capital Infrastructure Program (CIP):

### **Parks Projects**

- The 2022 CIP finalizes the implementation of the 5 year priority list developed with the Parks and Recreation Committee and approved by the Governing Body.
  - Windsor Park will receive improvements with a new restroom.
  - The 2022 CIP anticipates the implementation of a new project plan developed with the Parks and Recreation Committee and approved by the Governing Body. Design is included in 2022 for a project in 2023.
- The 2022 CIP adds \$500,000 to the Harmon Park Play Set and Park Updates project to reflect the relocation of the playset, the practice tennis courts and parking lot.

### **Drainage Projects**

- A Private Water Discharge Program was added to the CIP in 2007. Through the program, the City and residents share the cost of diverting storm water runoff from private property, i.e., sump pumps, into the City's storm drainage system. There is a funding request for this in the 2022 CIP. This program has been monitored annually and funding is requested only when needed.
- The annual Drainage Repair Program continues for 2022.

### **Street Projects**

- The Traffic Calming Program includes funding in 2022. We anticipate funding the program bi-annually in future years.
- The 2022 Paving Program is funded at \$3,166,000.
- The 2022 Johnson County CARS project will be to rehabilitate Nall Avenue from 79<sup>th</sup> Street to 83<sup>rd</sup> Street.
- The 2022 CIP includes design dollars for the 2023 CARS project Nall Avenue from 67<sup>th</sup> Street to 75<sup>th</sup> Street. This is a shared project with the City of Overland Park.

## City of Prairie Village Capital Infrastructure Program - Highlights

### **Building Projects**

- In 2022 City Hall will receive \$170,000 in updates recommended by the recent Energy Audit.
- The 2022 CIP includes \$100,000 designated for the Preliminary Design of the potential City Hall Remodel.

### **Sidewalk & Curb Projects**

- The 2022 CIP continues to provide funding for ADA compliance projects. Several years ago the City Council began approving a specific appropriation to be used for improvements which will assist people with disabilities.
- The 2022 CIP includes funding for repair/replacement of sidewalks and curbs throughout the City.

## 2022 Capital infrastructure Project Summary

PROJECT #	PROJECT DESCRIPTION	PREVIOUS BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	PROJECT TOTAL
<b>PARK</b>							
POOLRESV	Park Infrastructure Reserve	\$ 206,613.19	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00	\$ 626,613.19
	Harmon Play Set + Park Updates	\$ 575,000.00	\$ 500,000.00				\$ 1,075,000.00
	Taliaferro Tennis Court Resurface		\$ 20,000.00				\$ 20,000.00
	Windsor Park Restrooms		\$ 450,000.00				\$ 450,000.00
	2023 Park Project		\$ 50,000.00	\$ 250,000.00			\$ 300,000.00
	2024 Park Project			\$ 50,000.00	\$ 250,000.00		\$ 300,000.00
	2025 Park Project				\$ 50,000.00	\$ 250,000.00	\$ 300,000.00
	2026 Park Project					\$ 50,000.00	\$ 50,000.00
	<b>PARK TOTAL PER YEAR</b>	<b>\$ 781,613.19</b>	<b>\$ 1,125,000.00</b>	<b>\$ 405,000.00</b>	<b>\$ 405,000.00</b>	<b>\$ 405,000.00</b>	<b>\$ 3,121,613.19</b>
			\$ -	\$ -	\$ -	\$ -	
<b>DRAINAGE</b>							
WDPRRESV	Water Discharge Program Reserve	\$ 1,639.13	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 91,639.13
DRAIN22x	Drainage Repair Program		\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 3,600,000.00
	<b>DRAINAGE TOTAL PER YEAR</b>	<b>\$ 1,639.13</b>	<b>\$ 930,000.00</b>	<b>\$ 920,000.00</b>	<b>\$ 920,000.00</b>	<b>\$ 920,000.00</b>	<b>\$ 3,691,639.13</b>
			\$ -	\$ -	\$ -	\$ -	
<b>STREETS</b>							
TRAFRESV	Traffic Calming Program Reserve	\$ 18,279.95	\$ 20,000.00		\$ 20,000.00		\$ 58,279.95
PAVP2022	Residential Street Rehabilitation Program		\$ 3,166,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 12,166,000.00
UBAS2022	UBAS Overlay Program		\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 1,600,000.00
NAAV0004	Nall Ave - 79th St to 83rd St (CARS)	\$ 100,000.00	\$ 1,500,000.00				\$ 1,600,000.00
NAAV0005	Nall Ave - 67th St to 75th St (CARS & OP)	\$ 50,000.00	\$ 200,000.00	\$ 2,485,000.00			\$ 2,735,000.00
MIRD0009	Mission Rd - 63rd St to 67th Ter (CARS)			\$ 85,000.00	\$ 720,000.00		\$ 805,000.00
NAAV0007	Nall Ave - 75th St to 79th St (CARS)			\$ 110,000.00	\$ 760,000.00		\$ 870,000.00
ROAV0007	Roe Ave - N City Limit to 63rd St			\$ 5,000.00	\$ 16,000.00		\$ 21,000.00
SODR0005	Somerset Dr - State Line to Reinhardt UBAS (CARS)				\$ 20,000.00	\$ 688,000.00	\$ 708,000.00
NAAV0006	Nall Ave - 63rd St to 67th St UBAS (CARS)				\$ 20,000.00	\$ 295,000.00	\$ 315,000.00
75ST0002	75th St - State Line to Mission Rd (CARS)				\$ 20,000.00	\$ 762,000.00	\$ 782,000.00
83ST0003	83rd St - E City Limit to Nall Ave (CARS)					\$ 160,000.00	\$ 160,000.00
	<b>STREET TOTAL PER YEAR</b>	<b>\$ 168,279.95</b>	<b>\$ 5,286,000.00</b>	<b>\$ 6,085,000.00</b>	<b>\$ 4,976,000.00</b>	<b>\$ 5,305,000.00</b>	<b>\$ 21,820,279.95</b>
			\$ -	\$ -	\$ -	\$ -	



**2022 Capital Infrastructure Project  
Summary (Continued)**

PROJECT #	PROJECT DESCRIPTION	PREVIOUS BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	PROJECT TOTAL
<b>BUILDING</b>							
BLDGResv	Building Reserve	\$ 165,431.24	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 365,431.24
	City Hall Remodel Preliminary Design		\$ 100,000.00				\$ 100,000.00
	Energy Audit Updates - Category 1		\$ 170,000.00				\$ 170,000.00
	<b>BUILDING TOTAL PER YEAR</b>	<b>\$ 165,431.24</b>	<b>\$ 320,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 635,431.24</b>
			\$ -	\$ -	\$ -	\$ -	
<b>OTHER</b>							
ADARESVx	ADA Compliance Program Reserve	\$ 66,275.91	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 166,275.91
CONC2022	Concrete Repair Program		\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 2,400,000.00
	Ped Bridge @ Prairie School & Mission Hills		\$ 150,000.00				\$ 150,000.00
	<b>SIDEWALK &amp; CURB TOTAL PER YEAR</b>	<b>\$ 66,275.91</b>	<b>\$ 775,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 2,716,275.91</b>
			\$ -	\$ -	\$ -	\$ -	
	<b>CIP TOTAL</b>	<b>\$ 1,183,239.42</b>	<b>\$ 8,436,000.00</b>	<b>\$ 8,085,000.00</b>	<b>\$ 6,976,000.00</b>	<b>\$ 7,305,000.00</b>	<b>\$ 31,985,239.42</b>

**2022 Capital Infrastructure  
Funding Source Summary**

	FUNDING DESCRIPTION	2022 FUNDING	2023 FUNDING	2024 FUNDING	2025 FUNDING	FUNDING TOTAL
CASH	CAPITAL RESERVE	\$ 610,000.00	\$ -	\$ -	\$ -	\$ 610,000.00
CASH	GENERAL FUND	\$ 5,319,000.00	\$ 4,594,250.00	\$ 4,391,086.00	\$ 4,570,940.00	\$ 18,875,276.00
BUILD	BUILDING BOND	\$ -	\$ -	\$ -	\$ -	\$ -
DRAIN	STORMWATER FUND	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 4,000,000.00
DRAIN	SMAC GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
DRAIN	DRAIN BOND	\$ -	\$ -	\$ -	\$ -	\$ -
PARK	SPECIAL PARK	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00	\$ 420,000.00
PARK	PARK SALES TAX	\$ -	\$ -	\$ -	\$ -	\$ -
STREET	CARS GRANT	\$ 705,000.00	\$ 1,225,000.00	\$ 745,914.00	\$ 872,310.00	\$ 3,548,224.00
STREET	SPECIAL HIGHWAY	\$ 597,000.00	\$ 597,000.00	\$ 597,000.00	\$ 597,000.00	\$ 2,388,000.00
STREET	STREET BOND	\$ -	\$ -	\$ -	\$ -	\$ -
MISC	FUNDING FROM OTHERS	\$ 100,000.00	\$ 563,750.00	\$ 137,000.00	\$ 159,750.00	\$ 960,500.00
ED	ECONOMIC DEVELOPMENT FUND	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL FUNDING BY YEAR</b>	<b>\$ 8,436,000.00</b>	<b>\$ 8,085,000.00</b>	<b>\$ 6,976,000.00</b>	<b>\$ 7,305,000.00</b>	<b>\$ 30,802,000.00</b>

## Capital Infrastructure Program

The City maintains a four-year Capital Infrastructure Program (CIP) to aid the City Council and staff in planning and budgeting for the City's infrastructure needs. The CIP is reviewed and updated each year during the budget process.

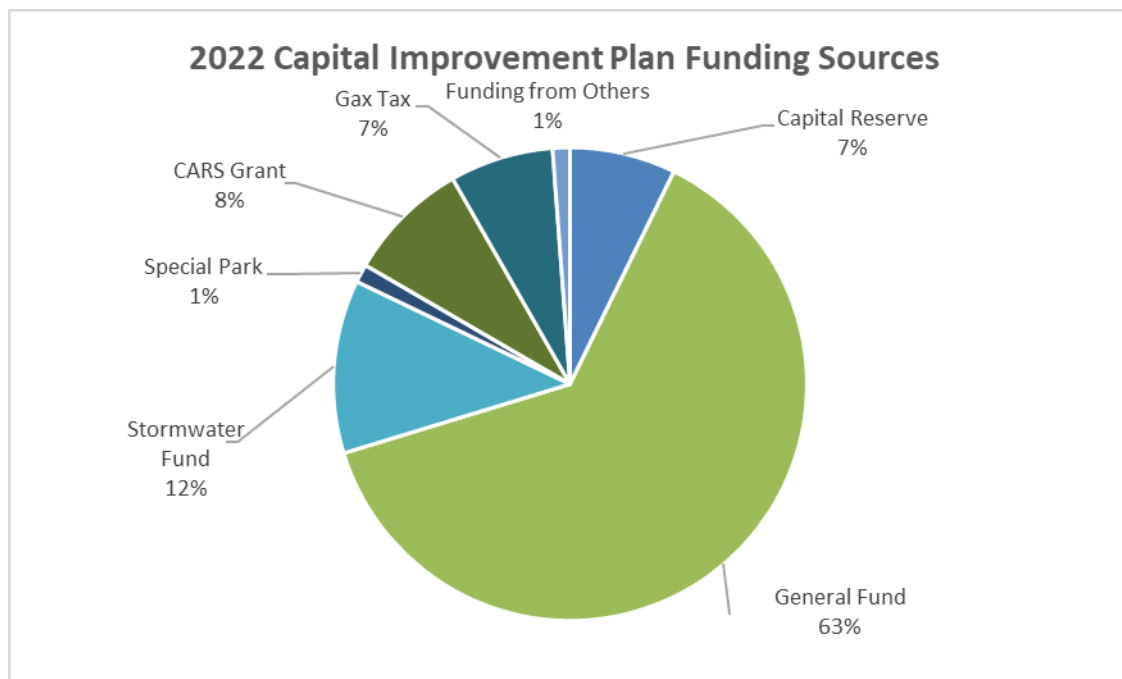
In 2021 the City Council adopted "The Village Vision 2.0", the City's comprehensive plan which provided a policy framework to guide the City Council as it made decisions for the City's future. All of the projects in the CIP were contemplated with The Village Vision in mind.

### Funding for the CIP

The majority of the 2022 CIP is funded from the General Fund. The City issued debt in 2011 to accelerate projects and take advantage of low construction interest rates and again in 2016 to purchase City street lights. In 2019 additional debt was issued for the construction of a new Public Works facility.

Other funding sources include the gas tax, the stormwater utility fee, grants/participation by neighboring cities and 1/3 of the liquor tax which is required to be spent on parks and recreation programs.

The Stormwater Utility was established by the City Council during the 2009 budget process to provide a dedicated funding source for the City's stormwater management program. A large portion of the revenue from this fee will fund the drainage projects included in the CIP. The remaining portion of the revenue will fund maintenance activities, such as street sweeping.



## Capital Infrastructure Program

The CIP is divided into five sections. Each section is listed below along with information about how that part of the CIP is developed.

### **Parks Projects**

- Includes plans for redevelopment and replacement of existing park structures and materials.
- In June 2009, the City Council adopted the Parks Master Plan. This plan was developed over several months with much input from the public. The plan guides the development/redevelopment of the City's parks for the next 10 – 15 years.
- The CIP includes funding for Parks Master Plan projects. The specific projects were determined by the Parks & Recreation Committee and approved by the Council.
- The 2022 Budget includes funding the Windsor Park restrooms, Harmon Play Set and Park Updates, and other park projects to be identified.

### **Drainage Projects**

- Includes plans for replacement of components of the City's storm drainage system.
- Public Works staff members perform inspections of the City's storm drainage system components throughout the year and assign condition ratings. The ratings are based on a scale of 0 – 100, with 100 being new condition. The City's goal is to maintain the drainage infrastructure at an average condition rating of 85.
- Projects are included in the CIP based on condition rating, possible outside funding, other projects in the area and any other information coming to the attention of Public Works staff.
- The 2022 Budget includes funding for the overall Drainage Repair Program.

### **Street Projects**

- Includes plans for replacement or major improvements that extend the life of the City's street system.
- Public Works staff members perform inspections of the City's streets throughout the year and assign condition ratings. The ratings are based on a scale of 0 – 100, with 100 being new condition. The City's goal is to maintain the street infrastructure at an average condition rating of 85.

## Capital Infrastructure Program

- The City prepares a traffic study which is updated every five years and is one of the information sources used when determining which projects are included in the CIP.
- Other considerations when determining which projects are incorporated in the CIP include condition rating, possible outside funding, other projects in the area and any other information coming to the attention of Public Works staff.

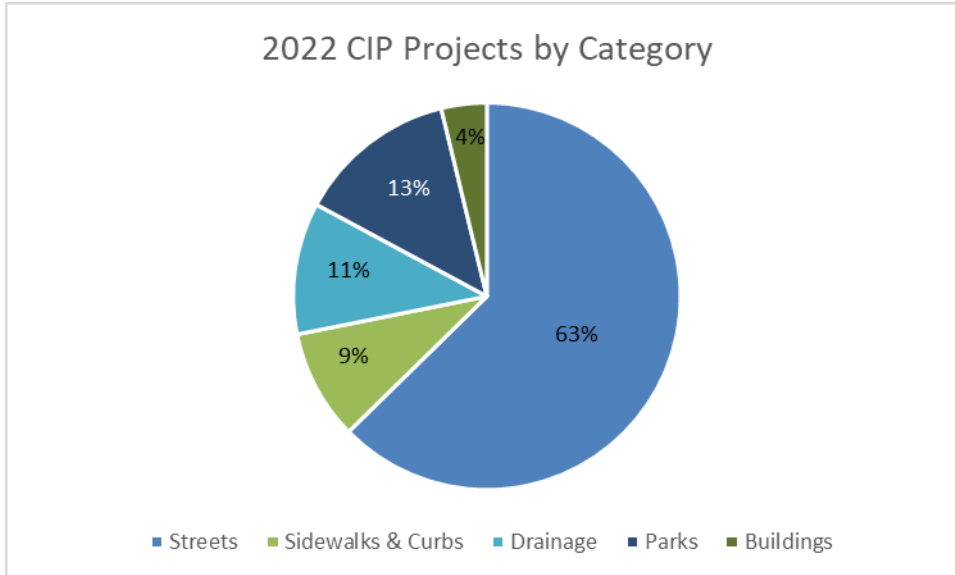
### **Building Projects**

- Includes plans for replacement or major improvements that extend the life of the City's buildings.
- Building projects are included in the CIP based on issues found during routine maintenance work and inspections as well as when problems arise.
- The 2022 Budget includes funding for a City Hall Preliminary Design and implementation of certain recommendations from an energy audit.

### **Sidewalk & Curb Projects**

- Includes plans for replacement or major improvements that extend the life of the City's sidewalk and curb system. Also includes plans for additions to the system to comply with the City's sidewalk policy or ADA regulations.
- Public Works staff members perform inspections of the City's sidewalks/curbs throughout the year and assign condition ratings. The ratings are based on a scale of 0 – 100, with 100 being new condition. The City's goal is to maintain the sidewalk/curb infrastructure at an average condition rating of 85.
- A few years ago, the City Council adopted a Sidewalk Policy to formalize their desire to enhance the walk ability of Prairie Village and to improve the safety of pedestrians. The policy provides for the placement of sidewalks where none currently exist and consequently is one factor in determining which sidewalk/curb projects are included in the CIP. If the project is undertaken as part of a street or drainage project, the cost is included in one of those project categories.

## Capital Infrastructure Program



### **Impact on Operating Budget**

Because Prairie Village is a landlocked community, all projects undertaken by the City are for improvements to existing infrastructure rather than new construction or addition; therefore, they will not have a major impact on future operating costs. Each individual project sheet that follows summarizes the anticipated impact of that project on the operating budget.

# **Capital Infrastructure Program Park Projects**

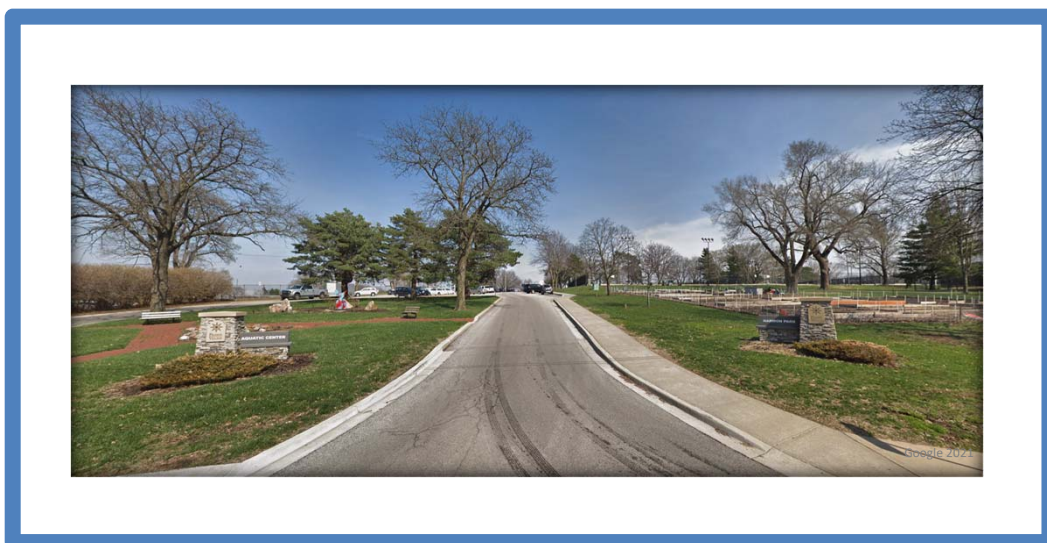
**Project Title:** Parks & Infrastructure Reserve

**Project Description:** These funds will accrue to cover any major repairs or future projects for any of the City's parks including the swimming pools.

**Operations Comments:** Typical repair or replacement projects would have minor impacts on the short range operational budgets. There may be more significant savings in the long term.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service					
Design					
Construction		105,000	105,000	105,000	105,000
Const Administration					
<b>Total Cost</b>	<b>-</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>
<b>Financing</b>					
City General Fund					
Special Park		105,000	105,000	105,000	105,000
Capital Reserve					
<b>Total Funds</b>	<b>-</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>

**Project Location:**



**Project Title:** Harmon Park Play Set #BG300003

**Project Description:** Replace the play set at Harmon Park with an all inclusive play set. Inclusive play goes beyond ADA and involves creating wide paths, cozy/quiet places, installing play equipment and surfacing which is conducive to crutches, wheelchairs and other mobility devices. The project includes the removal of the existing playset, re-setting the practice tennis courts and construction of a new parking lot. There was previous funding for this project that brings the overall project total to \$1,075,000.

**Operations Comments:** A decrease in the costs of maintaining old infrastructure.

	2021 Budget	2022 Budget	2023 Estimates	2024 Estimates	2025 Estimates
<b>Project Cost</b>					
Professional Service					-
Design					-
Construction		500,000			-
Const Administration					-
<b>Total Cost</b>	-	<b>500,000</b>	-	-	-
<b>Financing</b>					
City General Fund		465,000			-
Special Park					-
Capital Reserve		35,000			-
<b>Total Funds</b>	-	<b>500,000</b>	-	-	-

**Project Location:**



*Harmon Park play set will be replaced with an all inclusive play set. These play sets feature equipment for all play ranges and ages.*



**Project Title:** Taliaferro Park Tennis Court Resurface #BG930001

**Project Description:** The tennis courts at Taliaferro Park need standard maintenance resurfacing. This resurfacing is the repainting of the entire court surface with new lines.

**Operations Comments:** A decrease in the costs of maintaining old infrastructure.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service					
Design					
Construction		20,000			
Const Administration					
<b>Total Cost</b>	-	<b>20,000</b>	-	-	-
<b>Financing</b>					
City General Fund		20,000			
Special Park					
Capital Reserve					
<b>Total Funds</b>	-	<b>20,000</b>	-	-	-

**Project Location:**



**Project Title:** Windsor Park Restrooms #BG900004

**Project Description:** Design and construct permanent restroom facilities in Windsor Park.

**Operations Comments:** A decrease in the costs of maintaining features that are replaced may be offset by any additional features.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service					
Design		40,000			
Construction		410,000			
Const Administration					
<b>Total Cost</b>	-	<b>450,000</b>	-	-	-
<b>Financing</b>					
City General Fund		450,000			
Special Park					
Capital Reserve					
<b>Total Funds</b>	-	<b>450,000</b>	-	-	-

**Project Location:**



**Project Title:** 2023 Park Project #TBD

**Project Description:** As a park plan is developed with the Parks and Recreation Committee and approved by the Governing Body, projects will be placed in the out-years of the CIP. This project is a place holder for the design of one of those projects to be constructed in 2023.

**Operations Comments:** Repair or replacement of old infrastructure results in a decrease in the costs of maintenance.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service					
Design		50,000			
Construction					
Const Administration					
<b>Total Cost</b>	-	<b>50,000</b>	-	-	-
<b>Financing</b>					
City General Fund		50,000			
Special Park					
Capital Reserve					
<b>Total Funds</b>	-	<b>50,000</b>	-	-	-

**Project Location:**



*The parks Improvement Program constructs improvements and installs playsets for the parks based on the Parks Master Plan.*

# **Capital Infrastructure Program Drainage Projects**

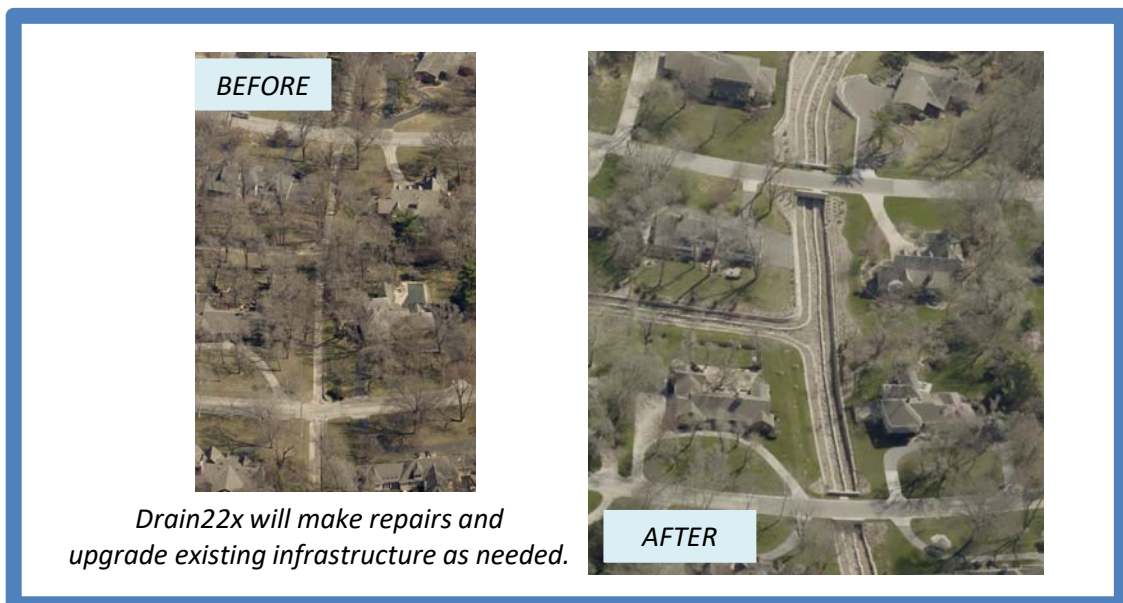
**Project Title:** Drainage Repair Program #DRAIN22x

**Project Description:** This program replaces pipes, structures and channels within the City storm drainage system. It also includes the construction of new drainage components as they are identified. The selected replacement items are based on the condition ratings of the system components. Approximately 20% of the storm drain system is inspected and evaluated each year.

**Operation Comments:** There will be only minor reduction in drainage system maintenance cost, but delayed replacements will increase maintenance costs as the deterioration extends beyond the useful life.

	2021	2022	2023	2024	2025
<b>Project Cost</b>	<b>Budget</b>	<b>Request</b>	<b>Estimates</b>	<b>Estimates</b>	<b>Estimates</b>
Professional Service	-	-	-	-	-
Design	75,000	100,000	100,000	100,000	100,000
Construction	200,000	750,000	750,000	750,000	750,000
Const Administration		50,000	50,000	50,000	50,000
<b>Total Cost</b>	<b>275,000</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>
<b>Financing</b>					
City General Fund	-	-	-	-	-
Stormwater Fund	275,000	900,000	900,000	900,000	900,000
SMAC Grant					
Funding from Others					
Capital Reserve					
<b>Total Funds</b>	<b>275,000</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>

**Projection Location:**



**Project Title:** Water Discharge Program #WDPRESV

**Project Description:** This program connects existing sump pumps, based on City Ordinance 16-535, which outlet directly on to the City right-of-way to existing City storm drainage structures. This is accomplished through the use of 4" or smaller pvc pipe and is often bored underground to minimize any disturbance to driveways, etc. The residents are required to pay a portion of the cost based on the front footage of their property.

**Operation Comments:** The design, inspection, and construction bidding services will be provided by Public Works staff. Correction of these issues will decrease staff time and resources to maintain hazardous areas and will minimize pavement repair. This project funding is monitored and requested annually as needed.

	2021 Budget	2022 Request	2023 Estimates	2024 Estimates	2025 Estimates
<b>Project Cost</b>					
Professional Service					
Design					
Construction		30,000	20,000	20,000	20,000
Const Administration					
<b>Total Cost</b>	-	<b>30,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Financing</b>					
City General Fund					
Stormwater Fund	-	5,000	20,000	20,000	20,000
SMAC Grant					
Funding from Others					
Capital Reserve		25,000			
<b>Total Funds</b>	-	<b>30,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**Project Location:**



*Eliminating nuisance sump pump discharge can minimize infrastructure repairs.*

# **Capital Infrastructure Program Street Projects**


**Project Title:** Traffic Calming Program

**Project Description:** The Traffic Calming Program has been funded semi-annually. Projects are approved for funding in accordance with City Council Policy CP 350.

**Operation Information:** This program is a neighborhood initiated program. Annual costs are minimal but will increase Operating Street Funds for maintenance of pavement marking and signage.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service		-			
Design		-			
Construction		20,000		20,000	
Const Administration		-			
<b>Total Cost</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>
<b>Financing</b>					
City General Fund		20,000		20,000	
Stormwater Fund					
CARS Grant					
Special Highway					
Street Bond					
Funding from Others					
Capital Reserve		-			
<b>Total Funds</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>

**Project Location:**



*The Traffic Calming Program is a neighborhood initiated program.*

*Implemented solutions vary by location.*



**Project Title:** Residential Street Rehabilitation Program #PAVP2022

**Project Description:** This program is designed to resurface streets with new bituminous concrete or to reconstruct streets with appropriate subgrade and pavement. Spot reconstruction is provided where there is evidence of subgrade failure. Curbs, sidewalks, and ADA ramps are replaced or added as necessary. The streets are selected based on the pavement condition ratings, which are updated on a three-year rolling basis.

**Operation Information:** There will be only minor reduction in street maintenance cost.

	2021	2022	2023	2024	2025
<b>Project Cost</b>	<b>Budget</b>	<b>Request</b>	<b>Estimates</b>	<b>Estimates</b>	<b>Estimates</b>
Professional Service	10,000	10,000	10,000	10,000	10,000
Design	100,000	100,000	100,000	100,000	100,000
Construction	2,825,000	2,991,000	2,825,000	2,825,000	2,825,000
Const Administration	75,000	75,000	75,000	75,000	75,000
<b>Total Cost</b>	<b>3,000,000</b>	<b>3,166,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>
<b>Financing</b>					
City General Fund	1,725,000	2,276,000	2,540,000	2,525,000	2,525,000
Stormwater Fund	75,000	60,000	60,000	75,000	75,000
CARS Grant					
Special Highway	400,000	400,000	400,000	400,000	400,000
Street Bond					
Funding from Others					
Capital Reserve	800,000	430,000			
<b>Total Funds</b>	<b>3,000,000</b>	<b>3,166,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>

**Project Location:**



*The Residential Street Rehabilitation Program evaluates the 20+ miles of residential and collector streets Citywide in the Fair/Poor Category.*

**Project Title:** UBAS Overlay Program #UBAS2022

**Project Description:** This program is designed to surface collector and arterial streets with a thin lift overlay. Spot repairs are provided where there is evidence of potholing.

**Operation Information:** There will be only minor reduction in street maintenance cost.

	2021	2022	2023	2024	2025
<b>Project Cost</b>	<b>Budget</b>	<b>Budget</b>	<b>Estimates</b>	<b>Estimates</b>	<b>Estimates</b>
Professional Service Design		5,000	5,000	5,000	5,000
Construction	400,000	395,000	395,000	395,000	395,000
Const Administration					
<b>Total Cost</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Financing</b>					
City General Fund	300,000	300,000	300,000	300,000	300,000
Stormwater Fund					
CARS Grant					
Special Highway Street Bond	100,000	100,000	100,000	100,000	100,000
Funding from Others					
Capital Reserve					
<b>Total Funds</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>

**Project Location:**



*The UBAS program provides a maintenance solution for streets rated "good" between overlay treatments.*

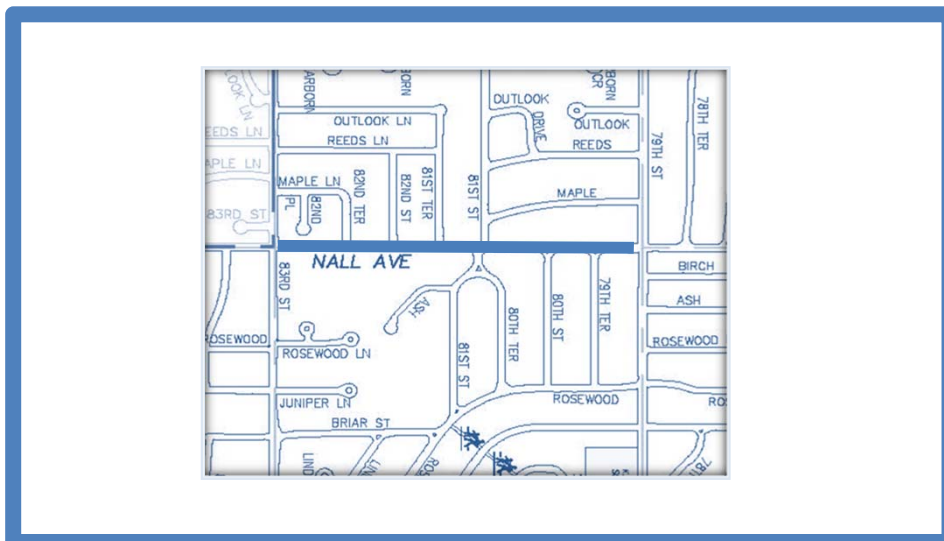
**Project Title:** Nall Avenue - 79th St to 83rd St (2022 CARS) #NAAV0004

**Project Description:** The existing asphalt pavement will be re-constructed. Pavement repairs will be made as required prior to the overlay. Existing deteriorated sidewalk, ramps, and curb/gutter will be replaced as necessary. New sidewalk will be proposed on the east side for pedestrian connectivity. There was previous design funding for this project that brings the overall project total to \$1,600,000.

**Operation Information:** Nall Avenue is a north/south, two lane collector and is considered a Major Route by CARS criteria. There will be a reduction in maintenance costs for this street.

	2021	2022	2023	2024	2025
Project Cost	Budget	Request	Estimates	Estimates	Estimates
Professional Service		10,000			
Design		50,000			
Construction		1,440,000			
Const Administration					
<b>Total Cost</b>	-	<b>1,500,000</b>	-	-	-
<b>Financing</b>					
City General Fund	-	663,000			
Stormwater Fund		35,000			
CARS Grant		705,000			
Special Highway		97,000			
Street Bond					
Funding from Others					
Capital Reserve	-	-			
<b>Total Funds</b>	-	<b>1,500,000</b>	-	-	-

**Project Location:**



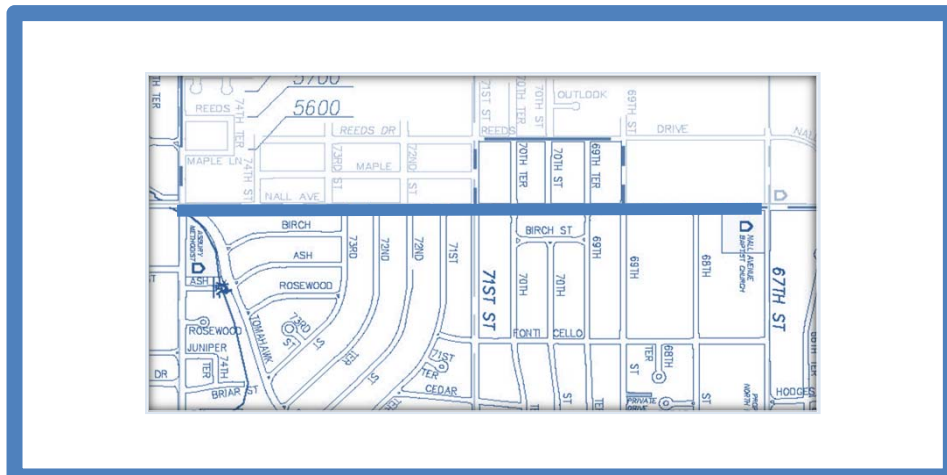
**Project Title:** Nall Avenue - 67th St to 75th St (2023 CARS) - #NAAV0005

**Project Description:** The existing roadway surface will be milled and resurfaced with asphalt. Full depth asphalt patches will be constructed in selected locations as required. The four lane section will be studied to determine if a three section is appropriate for this corridor. This project is a joint Prairie Village/Overland Park project at a 60/40 split. This project was originally a 2022 CARS project but is now scheduled for 2023 due to funding constraints. There was previous funding for initial design of this project of an additional \$50,000.

**Operation Information:** Nall Avenue is a north/south, four lane arterial and is considered a Major Route by CARS criteria. The east and west sides have continuous sidewalk. Nall Avenue is three lanes north of the project and two lanes south of the project limits.

	2021	2022	2023	2024	2025
<b>Project Cost</b>	<b>Budget</b>	<b>Request</b>	<b>Estimates</b>	<b>Estimates</b>	<b>Estimates</b>
Professional Service		-	10,000		
Design		200,000			
Construction		-	2,425,000		
Const Administration		-	50,000		
<b>Total Cost</b>	<b>-</b>	<b>200,000</b>	<b>2,485,000</b>	<b>-</b>	<b>-</b>
<b>Financing</b>					
City General Fund	-	100,000	579,250		
Stormwater Fund			20,000		
CARS Grant			1,225,000		
Special Highway			97,000		
Street Bond					
Funding from Others		100,000	563,750		
Capital Reserve					
<b>Total Funds</b>	<b>-</b>	<b>200,000</b>	<b>2,485,000</b>	<b>-</b>	<b>-</b>

**Project Location:**



# **Capital Infrastructure Program Buildings**

**Project Title:** Building Reserve

**Project Description:** These funds will accrue to cover any major repairs or future projects for any of the City's buildings.

**Operations Comments:** Typical repair or replacement projects would have minor impacts on the short range operational budgets. There may be more significant savings in the long term.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service		-			
Design		-			
Construction	50,000	50,000	50,000	50,000	50,000
Const Administration		-			
<b>Total Cost</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Financing</b>					
City General Fund	50,000	50,000	50,000	50,000	50,000
Funding from Others					
Capital Reserve					
<b>Total Funds</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

**Project Location:**

*The Building Reserve fund will cover major repairs or future project for any of the City's buildings.*



**Project Title:** City Hall Remodel Preliminary Design

**Project Description:** This project will start the process of design for remodeling City Hall to accommodate staffing and adjacencies.

**Operations Comments:** Implemented improvements can have long term benefits for operations.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service		-			
Design		100,000			
Construction		-			
Const Administration		-			
<b>Total Cost</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing</b>					
City General Fund		100,000			
Funding from Others					
Capital Reserve					
<b>Total Funds</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project Location:**

*Preliminary design to remodel to accomodate staff and residents for the many functions performed at Prairie Village City Hall.*



**Project Title:** City Hall Energy Audit Updates (Category 1)

**Project Description:** This project will implement the improvements outlined in the most recent Energy Audit. These include retrofitting lighting and upgrading insulation for thermal balance in the building.

**Operations Comments:** Implemented improvements can have long term benefits for operations.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service		-			
Design		-			
Construction		170,000			
Const Administration		-			
<b>Total Cost</b>	<b>-</b>	<b>170,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing</b>					
City General Fund		170,000			
Funding from Others					
Capital Reserve					
<b>Total Funds</b>	<b>-</b>	<b>170,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project Location:**

*An audit was performed identifying areas of energy improvements for City Hall.*





# **Capital Infrastructure Program Concrete & Miscellaneous Projects**

**Project Title:** Sidewalk/Curb Repair Annual Program #CONC2022

**Project Description:** This program replaces deteriorated concrete sidewalks and curb/gutters. The criteria for inclusion in the program is a failing condition rating in the Asset Inventory Program.

**Operation Comments:** There will be only minor reduction in street maintenance cost, but future maintenance costs would increase as the sidewalk and curb/gutter life extends beyond the useful life. Public Works staff provides design and construction administration.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service		-			
Design		-			
Construction	600,000	600,000	600,000	600,000	600,000
Const Administration		-			
<b>Total Cost</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Financing</b>					
City General Fund	600,000	600,000	600,000	600,000	600,000
Capital Reserve					
<b>Total Funds</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>

**Project Location:**



*The Concrete Repair program sidewalk replacement focuses on a work area annually.*

**Project Title:** Americans with Disabilities Act Compliance #ADARESVx

**Project Description:** This program provides funds for Americans with Disabilities Act (ADA) improvements. The improvements occur from either citizen requests, street repair projects, park projects or newly found violations of the ADA regulations.

**Operation Comments:** There are no known operation savings or costs except for potential penalties for not meeting compliance.

<b>Project Cost</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>2023 Estimates</b>	<b>2024 Estimates</b>	<b>2025 Estimates</b>
Professional Service		-			
Design		-			
Construction	25,000	25,000	25,000	25,000	25,000
Const Administration		-			
<b>Total Cost</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Financing</b>					
City General Fund	25,000	25,000	25,000	25,000	25,000
Capital Reserve					
<b>Total Funds</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>

**Project Location:**



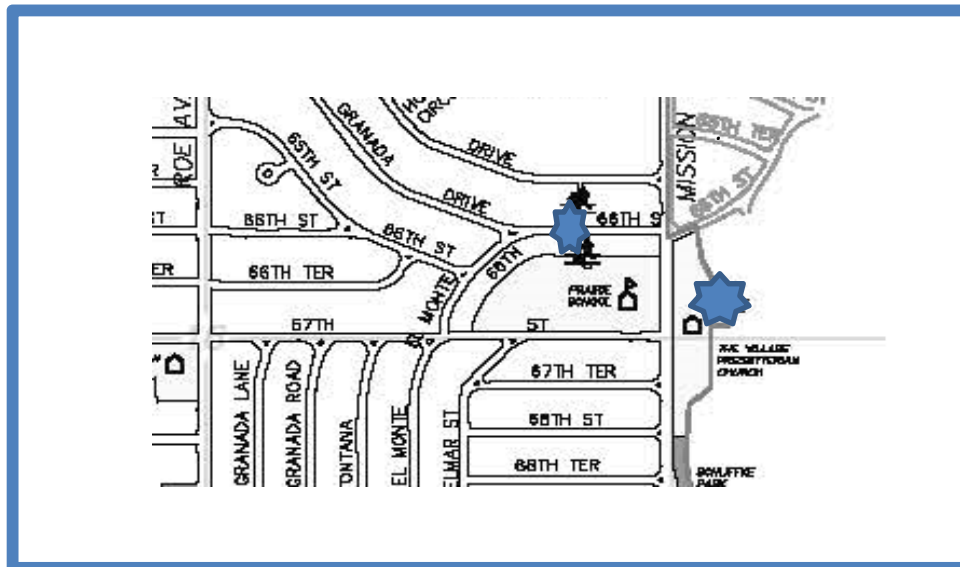
**Project Title:** Pedestrian Bridges

**Project Description:** This project will replace two pedestrian bridge structures receiving low marks on their bi-ennial inspections. The bridge just north of Prairie Hills School and the bridge just east of Mission Road both serve Prairie Hill students. The City of Mission Hills will participate in the bridge just east of Mission.

**Operation Comments:** N/A

	2021	2022	2023	2024	2025
	Budget	Request	Estimates	Estimates	Estimates
<b>Project Cost</b>					
Professional Service		-			
Design		15,000			
Construction		135,000			
Const Administration		-			
<b>Total Cost</b>	-	<b>150,000</b>	-	-	-
<b>Financing</b>					
City General Fund		150,000			
Funding from Others					
Capital Reserve					
<b>Total Funds</b>	-	<b>150,000</b>	-	-	-

**Project Location:**





# Appendix

## GENERAL INFORMATION ABOUT PRAIRIE VILLAGE

The City of Prairie Village was originally the vision of the late J.C. Nichols. After the successful development of the Country Club Plaza area in Kansas City, Missouri, Mr. Nichols turned his company's direction and development toward his native Johnson County just a few miles from the Plaza. He had visions of transforming the rolling hills into a well-planned community of beautiful homes and neighborhood shopping centers. Construction in Prairie Village started in 1941 and by 1949, Mr. Nichols' dream became reality when the City was named the best planned community in America by the National Association of Home Builders. The City was most likely named for the Prairie School, which was within the limits of the development, and began as a frame one-room, one teacher school.

Prairie Village was officially recognized as a City by the State of Kansas in 1951. By 1957 it had become a first class city. It is one of 20 cities in Johnson County and is the sixth largest in population. Prairie Village is completely surrounded by other cities, sharing its eastern border, State Line Road, with Kansas City, Missouri. The City has a residential population of approximately 22,389 within its 6.7 square mile City limits.

In 2020 Prairie Village was named by Niche.com as both the best place to live in Kansas and the best suburb to live and buy a house in. And, nationally Prairie Village has consistently ranked in the top 40 of best suburbs to live and buy a house in and was ranked in the top 1.4% of best places to raise a family.

### **Government and Organization of the City**

Prairie Village operates under the Mayor-Council form of government with an appointed City Administrator. The City is divided into six wards; two council members elected from each ward serve staggered four-year terms. The Mayor is elected from the City at large for a four-year term. The City Administrator has responsibility for management of all City programs and departments in accordance with policies and annual budgets adopted by the Council.

The City provides service in the areas of Management, Planning and Administrative Services, Public Works, Public Safety, Municipal Justice, and Community Programs, Parks and Recreation. Fire protection is provided by Johnson County Consolidated Fire District No. 2. Water is provided by Water District No. 1 of Johnson County and sewer service is provided by Johnson County Wastewater. All other utilities are provided by the private sector.

### **Medical and Health Facilities**

Residents of the City have easy access to all medical facilities within the metropolitan Kansas City area. There are six major medical centers within a 30 minute drive. This includes the University of Kansas Medical Center, which is a major educational and regional health center for Kansas and the Midwest. In 2020, The University of Kansas Hospital once again was named the best hospital in Kansas City and in Kansas. No other hospital has ever held these honors. They also ranked among the nation's best in 6 specialties, the most of any hospital in the region. In addition, a large number of physicians maintain offices within the City limits of Prairie Village and neighboring cities.

### **Educational and Cultural Activities**

Prairie Village is located completely within the Shawnee Mission School District, which has maintained a national reputation for excellence in public education and celebrated its 50 year anniversary in 2019. Within the City, the District maintains seven grade schools (grades K through 6), one middle school (grades 7 and 8) and one high school (grades 9 through 12). Five private schools are also located within the City.

In addition, the City is a part of Johnson County Community College District (JCCC), which was formed in 1967 and began offering classes in 1969. It maintains a sprawling campus in Overland Park, Kansas, just a 15 minute drive from Prairie Village. JCCC offers a broad-based curriculum that gives students an opportunity to earn an Associate's degree. These courses also fulfill

## GENERAL INFORMATION ABOUT PRAIRIE VILLAGE



requirements for credit at four-year state universities. JCCC offers a wide variety of courses for continuing education to all adult residents of the county.

Also located in Overland Park is the University of Kansas Edwards Campus. This facility is an extension of the University's main campus located approximately 45 minutes west of Prairie Village in Lawrence. The University, long recognized as one of America's top state universities, provides a wide variety of graduate courses at this facility. The Edwards Campus is a 15 minute drive from Prairie Village.

Located nearby is the University of Missouri – Kansas City (UMKC). This four-year campus offers a wide variety of undergraduate and graduate programs, including law and medical schools. Other private colleges are easily accessible, including Rockhurst University and Avila University in Kansas City; William Jewell College in Liberty, Missouri; Park University in Parkville, Missouri and Mid-American Nazarene University in Olathe, Kansas.

Cultural opportunities abound in the metropolitan Kansas City area. These include the Kauffman Center for the Performing Arts, the Nelson Atkins Museum of Art, Science City at Union Station, the Kansas City Museum (which maintains exhibits of regional history), Johnson County Museum, the Kansas City Repertory Theatre, the Harry S. Truman home and Presidential Library in nearby Independence, Missouri, the Helen Spencer Museum of Art in Lawrence and a variety of other cultural activities.

### Recreational Facilities

Within the City there are 13 well-maintained parks covering more than 64 acres. In addition, the Johnson County Parks and Recreation Department maintains 22,000 acres of park land and operates hundreds of different recreational and sports programs throughout the area. Additional regional opportunities include professional sports such as the Kansas City Royals (baseball), Kansas City Chiefs (2020 Super Bowl winners), Sporting Kansas City (outdoor soccer), Kansas City Comets (indoor soccer), Kansas City Monarchs (baseball), Kansas City NWSL Women's Soccer (outdoor soccer) and college athletics events at regional facilities. Worlds of Fun and Oceans of Fun are two of the largest amusement parks in the Midwest. The Kansas City Zoo has animal exhibits from around the world. There are dozens of lakes for fishing, camping and outdoor recreation nearby. The Ozark recreational area is within a three hour drive from any point in the Kansas City area. A major race track, the Kansas Speedway, opened in 2003 and features NASCAR and Indy Car racing.

### Economy

The COVID-19 pandemic has had a significant impact on the region's economy, but within Prairie Village the outlook is still good. The metropolitan area continues to have one of the lowest unemployment rates in the country, and continues to attract major development.

Johnson County, Kansas, is one of the fastest growing counties in the nation. It has the largest tax base in the state of Kansas. This high assessed valuation allows county government to maintain the lowest property tax rate in the state. Home sales within Prairie Village are strong and property values continue to increase.

Prairie Village is a land-locked, fully developed suburban city in Johnson County. The City benefits from the growth and development of the county and the region. Commercial properties in Prairie Village consist of five neighborhood shopping centers and several small office buildings. The

## GENERAL INFORMATION ABOUT PRAIRIE VILLAGE

shopping centers provide the City with a stable retail base that includes grocery stores and hardware stores as well as niche boutique shops that draw shoppers into the City.

Property values remain strong in this City each year because of its central location and “small community” ambiance. During the past couple of years, major remodeling projects have increased annually as property owners reinvest in their homes and businesses. In recent years, the City has experienced numerous residential redevelopment projects in which existing homes are razed and replaced with larger, modern structures, with significantly higher property values.

### Prairie Village People

Data about the people who live in Prairie Village comes from the U.S. Census Bureau State and County Quick Facts, the 2010 Census, and 2019 Census estimates:

- 7.2% of residents are under 5 years of age;
- 20.5% of Prairie Village residents are 65 years of age and older;
- Average household size in the City is 2.25 persons;
- Median household income in the City is \$91,136;
- Per capita disposable income of Prairie Village residents is \$54,266;
- 98.9% of adults in the City have a high school diploma;
- 73.4% of adults in the City have a college degree;
- The City’s residents work primarily in the service sector;
- 77.2% of the housing units in Prairie Village are owner-occupied.
- Median value of owner-occupied housing units is \$290,600
- Number of households, 2015-2019 is 9,813
- Mean travel time to work (minutes) is 20.2





# GENERAL INFORMATION ABOUT PRAIRIE VILLAGE

## Property Tax Rates - Direct and Overlapping Governments Per \$1,000 of Assessed Valuation Last 10 Years

Year Ended December 31,	State	City	County	School District	Johnson County Community College	Consolidated Fire District No. 2	Johnson County Library	Johnson County Parks & Recreation
2011	1.5	19.491	17.7000	56.1350	8.776	10.098	3.145	2.343
2012	1.5	19.478	17.7170	55.7660	8.785	10.187	3.149	2.344
2013	1.5	19.490	17.7450	55.6110	9.551	11.004	3.155	2.347
2014	1.5	19.493	17.7640	55.9110	9.461	11.003	3.157	2.349
2015	1.5	19.500	19.5820	54.0590	9.469	11.757	3.912	3.101
2016	1.5	19.471	19.5900	54.9400	9.473	11.769	3.915	3.102
2017	1.5	19.311	19.3180	53.6630	9.503	11.760	3.921	3.112
2018	1.5	19.314	19.0240	52.4270	9.266	11.750	3.901	3.088
2019	1.5	19.320	19.0360	52.1210	9.121	11.753	3.904	3.090
2020	1.5	19.321	18.799	52.3510	9.191	11.201	3.905	3.093

*Information provided by the Johnson County, Kansas County Clerk's Annual Abstract of Taxes*

*Note: Overlapping rates are those of local and county government that apply to property owners within the City of Prairie Village. Not all overlapping rates apply to all Prairie Village property.*



## GENERAL INFORMATION ABOUT PRAIRIE VILLAGE

### Principal Property Taxpayers December 31, 2020

Taxpayer	Type of Business	2020 Assessed Valuation (\$)	% of Total Assessed Valuation	Rank
GRI Prairie Village LLC	Real Estate	9,978,704	2.13%	1
GRI Corinth North LLC	Real Estate	7,401,500	1.58%	2
KC-MF-282- Meadowbrook Inc	Real Estate	6,942,145	1.48%	3
Mission Chateau Property Inc	Adult Living Facility	4,237,260	0.90%	4
Tower Properties Company	Real Estate	4,147,470	0.88%	5
Prairie Property Kenilworth LLC	Real Estate	3,852,500	0.82%	6
Avenue Living US Operating LP No 2	Real Estate	3,760,686	0.80%	7
State Line OPCO LLC	Retail	3,743,750	0.80%	8
Evergy (Kansas City Power & Light)	Utility	3,435,148	0.73%	9
KCH MB Inn 54 LLC	Real Estate	2,966,788	0.63%	10

*Source: December 31, 2020 Comprehensive Annual Financial Report*

### Principal Employers December 31, 2020

Employer	Employees	Rank	Percentage of Total Employment
USD #512	498	1	2.23%
Hy-Vee	196	2	0.88%
Hen House (2 locations)	178	3	0.80%
Claridge Court	150	4	0.67%
City of Prairie Village	130	5	0.58%
Mission Chateau	127	6	0.57%
Brighton Gardens	110	7	0.49%
Better Homes & Garden Real Estate	100	8	0.45%
Bijin Salon & Day Spa	98	9	0.44%
WireCo WorldGroup Inc	91	10	0.41%
<b>Total</b>	<b>1,678</b>		<b>7.52%</b>

*Source: December 31, 2020 Comprehensive Annual Financial Report*

## Value of Your Prairie Village Tax Dollars (average Prairie Village home)

### To Determine Assessed Valuation:

Average market value of a Prairie Village home	\$	380,419
Assessed valuation percentage	x	11.5%
Assessed valuation	\$	43,748

### To Determine City Tax Liability:

Assessed valuation	\$	43,748
Mill rate (19.321 per \$1,000 of assessed valuation)	x	0.019321
Annual City tax liability	\$	845.26
Monthly City tax liability	\$	70.44

### City Services Provided for \$70.44 per Month

City Parks and Municipal Swimming Pool  
Police Protection  
Snow Removal  
Traffic Control  
Road Maintenance  
Sidewalk Repair  
Community Activities  
Code Enforcement  
Animal Control  
Municipal Court



## 2022 Budget

### FTE Summary by Department

Department	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Administration	9.30	9.48	9.18	10.55
Information Technology	-	-	-	2.00
Public Works	29.00	30.00	30.00	31.00
Police Department	60.00	59.00	61.00	59.00
Municipal Court	5.25	5.25	5.25	5.25
Community Development	6.20	8.32	7.82	7.45
Community Programs	20.80	20.80	21.30	21.30
Total FTE	130.55	132.85	134.55	136.55
City Governance <i>(unpaid positions)</i>	13.00	13.00	13.00	13.00

### FTE Summary by Program

Program	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Management & Planning	2.30	2.48	2.48	3.85
Public Works Mgmt., Engineering & Admin	8.00	8.00	8.00	8.00
Drainage Operation & Maintenance	5.00	6.00	6.00	6.00
Vehicle Maintenance	3.00	3.00	3.00	3.00
Street Operation & Maintenance	5.00	5.00	5.00	5.00
Parks and Grounds Maintenance	8.00	8.00	8.00	9.00
Police Department Administration	2.00	2.00	2.00	2.00
Staff Services	10.00	10.00	10.00	10.00
Community Services	2.00	2.00	2.00	2.00
Crime Prevention	1.00	1.00	1.00	1.00
Patrol	30.00	29.00	29.00	29.00
Investigations	6.00	6.00	6.00	6.00
Special Investigations	2.00	2.00	2.00	3.00
D.A.R.E.	1.00	1.00	1.00	1.00
Professional Standards	1.00	1.00	1.00	1.00
Traffic	5.00	5.00	5.00	4.00
Information Technology	-	-	2.00	2.00
Bailiff	0.25	0.25	0.25	0.25
Court Clerk	5.00	5.00	5.00	5.00
Human Resources	1.00	1.00	1.00	1.00
Finance	2.00	2.00	2.00	2.00
Codes Administration	5.90	7.87	7.37	7.00
Solid Waste Management	0.30	0.45	0.45	0.45
City Clerk	4.00	4.00	3.70	3.70
Community Programs	0.78	1.00	1.50	1.50
Swimming Pool	16.82	16.60	16.60	16.60
Concession Stand	3.00	3.00	3.00	3.00
Tennis	0.20	0.20	0.20	0.20
Total FTE	130.55	132.85	134.55	136.55
Mayor & Council <i>(unpaid positions)</i>	13.00	13.00	13.00	13.00

## 2022 Budget

### FTE Summary by Department

Department	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Administration	9.30	9.48	9.18	10.55
Information Technology	-	-	-	2.00
Public Works	29.00	30.00	30.00	31.00
Police Department	60.00	59.00	61.00	59.00
Municipal Court	5.25	5.25	5.25	5.25
Community Development	6.20	8.32	7.82	7.45
Community Programs	20.80	20.80	21.30	21.30
Total FTE	130.55	132.85	134.55	136.55
City Governance <i>(unpaid positions)</i>	13.00	13.00	13.00	13.00

### FTE Summary by Position

Department/Position	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Administration</b>				
City Administrator	1.00	1.00	1.00	1.00
Deputy City Administrator	0.30	0.48	0.48	0.85
Assistant City Administrator	-	-	-	1.00
Public Information Officer	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	0.70	0.70
Administrative Support Specialist	2.00	2.00	2.00	2.00
City Clerk	1.00	1.00	1.00	1.00
Information Technology	-	-	-	2.00
Total	9.30	9.48	9.18	12.55
<b>Public Works</b>				
Public Works Director	1.00	1.00	1.00	1.00
Senior Project Manager	-	-	1.00	1.00
Project Inspector	1.00	1.00	1.00	1.00
Manager of Engineering Services	1.00	1.00	-	-
Office Manager	1.00	1.00	1.00	1.00
Field Superintendent	1.00	1.00	1.00	1.00
Construction Inspector	2.00	2.00	2.00	2.00
Administrative Support Specialist	1.00	1.00	1.00	1.00
Stormwater Engineer	-	1.00	1.00	1.00
Forestry Specialist	1.00	1.00	1.00	1.00
Crew Leader	4.00	5.00	5.00	5.00
Maintenance Workers	14.00	14.00	14.00	15.00
Mechanic	1.00	1.00	1.00	1.00
Seasonal Laborers	1.00	-	-	-
Total	29.00	30.00	30.00	31.00
<b>Police Department</b>				
Police Chief	1.00	1.00	1.00	1.00
Police Major	-	-	1.00	-
Police Captain	2.00	2.00	2.00	3.00
Police Sergeant	7.00	7.00	7.00	5.00
Police Corporal	4.00	3.00	3.00	4.00
Police Officer	33.00	33.00	33.00	34.00
Executive Assistant	1.00	1.00	1.00	1.00
Communications Supervisor	1.00	1.00	-	-
Dispatcher	6.00	6.00	6.00	6.00
Records Clerk	2.00	2.00	2.00	2.00
Property Room Clerk	1.00	1.00	1.00	1.00
Community Service Officer	2.00	2.00	2.00	2.00
Information Technology	-	-	2.00	-
Total	60.00	59.00	61.00	59.00

## 2022 Budget

### FTE Summary by Position

Department/Position	2019 Actual	2020 Actual	2021 Budget	2022 Budget
<b>Municipal Justice</b>				
Court Bailiff	0.25	0.25	0.25	0.25
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	4.00	4.00	4.00	4.00
Total	<u>5.25</u>	<u>5.25</u>	<u>5.25</u>	<u>5.25</u>
<b>Community Development</b>				
Deputy City Administrator	0.70	0.52	0.52	0.15
Receptionist	-	0.30	0.30	0.30
Codes Support Specialist	1.00	2.00	2.00	2.00
Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	2.00	2.00
Building Inspector	1.00	2.00	2.00	2.00
Management Intern	0.50	0.50	-	-
Total	<u>6.20</u>	<u>8.32</u>	<u>7.82</u>	<u>7.45</u>
<b>Community Programs</b>				
Assistant City Administrator	1.00	1.00	1.00	1.00
Special Events Coordinator	-	-	0.50	0.50
Pool Manager	0.35	0.35	0.35	0.35
Assistant Pool Manager	0.50	0.50	0.50	0.50
Guards	14.75	14.75	14.75	14.75
Coaches	1.00	1.00	1.00	1.00
Concession Worker	3.00	3.00	3.00	3.00
Tennis Instructor	0.20	0.20	0.20	0.20
Total	<u>20.80</u>	<u>20.80</u>	<u>21.30</u>	<u>21.30</u>
<b>Grand Total</b>	<b>130.55</b>	<b>132.85</b>	<b>134.55</b>	<b>136.55</b>
<b>Unpaid Positions</b>				
Mayor	1.00	1.00	1.00	1.00
Council Member	12.00	12.00	12.00	12.00
Total	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>
<b>Appointed/Contracted Officials</b>				
City Attorney/Assistant City Attorney	0.05	0.05	0.05	0.05
City Planner	0.05	0.05	0.05	0.05
City Treasurer	0.05	0.05	0.05	0.05
City Prosecutor	0.50	0.50	0.50	0.50
Municipal Judge	0.50	0.50	0.50	0.50
Public Defender	0.25	0.25	0.25	0.25
Total	<u>1.40</u>	<u>1.40</u>	<u>1.40</u>	<u>1.40</u>



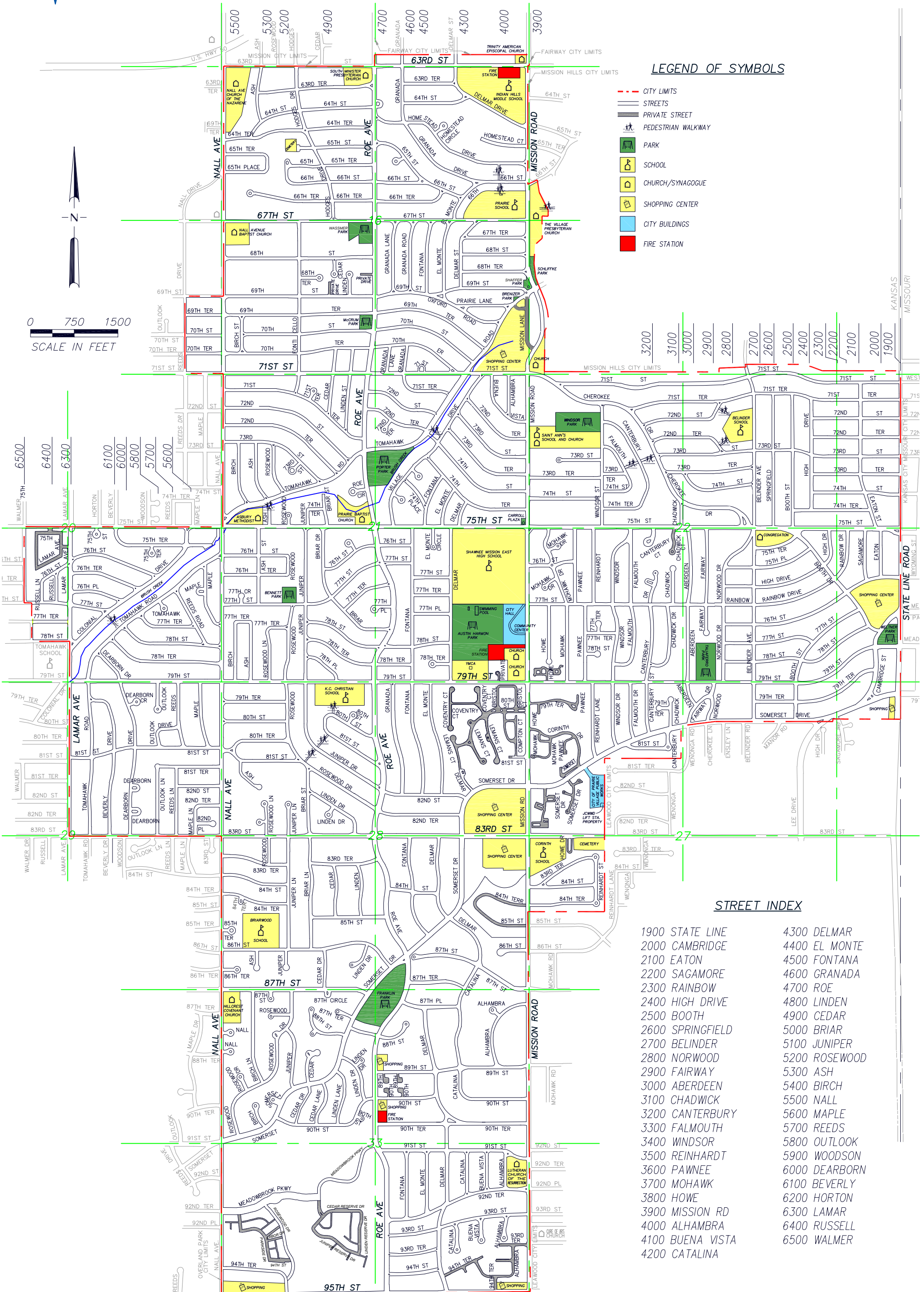
# CITY OF PRAIRIE VILLAGE

Star of Kansas

## LEGEND OF SYMBOLS

- CITY LIMITS
- STREETS
- PRIVATE STREET
- PEDESTRIAN WALKWAY
- PARK
- SCHOOL
- CHURCH/SYNAGOGUE
- SHOPPING CENTER
- CITY BUILDINGS
- FIRE STATION

0 750 1500  
SCALE IN FEET



## STREET INDEX

- |                  |               |
|------------------|---------------|
| 1900 STATE LINE  | 4300 DELMAR   |
| 2000 CAMBRIDGE   | 4400 EL MONTE |
| 2100 EATON       | 4500 FONTANA  |
| 2200 SAGAMORE    | 4600 GRANADA  |
| 2300 RAINBOW     | 4700 ROE      |
| 2400 HIGH DRIVE  | 4800 LINDEN   |
| 2500 BOOTH       | 4900 CEDAR    |
| 2600 SPRINGFIELD | 5000 BRIAR    |
| 2700 BELINDER    | 5100 JUNIPER  |
| 2800 NORWOOD     | 5200 ROSEWOOD |
| 2900 FAIRWAY     | 5300 ASH      |
| 3000 ABERDEEN    | 5400 BIRCH    |
| 3100 CHADWICK    | 5500 NALL     |
| 3200 CANTERBURY  | 5600 MAPLE    |
| 3300 FALMOUTH    | 5700 REEDS    |
| 3400 WINDSOR     | 5800 OUTLOOK  |
| 3500 REINHARDT   | 5900 WOODSON  |
| 3600 PAWNEE      | 6000 DEARBORN |
| 3700 MOHAWK      | 6100 BEVERLY  |
| 3800 HOWE        | 6200 HORTON   |
| 3900 MISSION RD  | 6300 LAMAR    |
| 4000 ALHAMBRA    | 6400 RUSSELL  |
| 4100 BUENA VISTA | 6500 WALMER   |
| 4200 CATALINA    |               |



# Glossary



## Budget Glossary

The Annual Budget for the City of Prairie Village contains specialized and technical terminology, which is unique to public finance and budgeting. This glossary is provided to assist those unfamiliar with municipal budgeting terms to ensure this annual budget is understandable and meaningful to both the general public and the organization.

**Accrual Accounting:** A basis of accounting in which debits and credits are recorded at the time they are incurred, as opposed to when cash is actually received or spent. For example, in accrual accounting, revenue which was earned on September 30, but for which payment was not received until October 10, is recorded as being received on September 30 rather than October 10.

**Actual:** When used on schedules in this document, total amount spent as recorded and audited.

**ADA (Americans with Disabilities Act):** Federal act which requires all City facilities be constructed and remodeled to accommodate persons with disabilities.

**Ad Valorem:** According to value.

**Ad Valorem Tax:** A tax computed from assessed valuation of land and improvements.

**Adoption:** Formal action by the City Council, which permits the City to incur obligations and to make expenditures of resources.

**American Rescue Plan Act (ARPA) of 2021:** Passed in 2021, the American Rescue Plan Act was a \$1.9 trillion coronavirus rescue package designed to facilitate the United States' recovery from the economic and health effects of the COVID-19 pandemic.

**Appropriation:** An authorization made by the Governing Body to incur obligations and to make expenditures of resources.

**Assess:** To value property for the purpose of taxation. The County assesses property every year; that assessment must be used by the City.

**Assessed Valuation:** A value established for real or personal property by the County Assessor and the State for use as a basis for levying property taxes. In Prairie Village the Assessed Valuation is 25% of appraised value for commercial property and 11.5% of appraised value for residential property.

**Balanced Budget:** is defined as one of the following:

1. An annual budget in which revenue anticipated is equal to budgeted expenditures. or
2. An annual budget in which a portion of Fund Balance is approved for use to finance a specific capital project or program.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and repayments of principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects such as buildings, streets and bridges. All bonds outstanding at this time in the City of Prairie Village are General Obligation bonds, which are a debt of the City.

**Budget:** A financial plan for a specified period of time that matches all planned revenues and expenditures with various municipal service levels approved by the Governing Body.

**Budget Adjustments:** A procedure utilized by the City staff and Mayor to revise a line item budget appropriation without changing the program total.

**Budget Amendment:** A formal procedure for increasing budget appropriations. This procedure, which is established by State statute, requires publication and public hearing before approval by the City Council.

**Budget Basis:** Modified accrual basis. Expenditures are recognized when commitment is made; revenue is recognized when received.

## Budget Glossary

**Budget Calendar:** The schedule of key dates or milestones, which the City departments follow in preparation, adoption, and administration of the budget.

**Budget Control:** The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial program to the City Council and the public.

**CAD:** Computer aided dispatch system in the police department.

**Capital Infrastructure Program:** A plan for capital expenditures over a fixed period of years to meet capital needs of the City. It sets forth each project, or other contemplated expenditures, in which the City is to have a part and specifies the full resources estimated to be available to finance projected expenditures.

**Capital Outlay/Capital Project:** An expenditure which results in the acquisition of, or addition to, fixed assets and meets these criteria: has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belongs to one of the following categories: Land, Buildings, Structures and Improvements, Equipment; constitutes a tangible, permanent addition to the value of City assets; cost generally exceeds at least \$2,000; does not constitute repair or maintenance; and, is not readily susceptible to loss.

**CARS (County Assisted Road System):** The County appropriates money for projects on arterial and corridor streets throughout the County. Maintenance projects on those streets are financed with a combination of County CARS funds and City funds.

**Cash Basis:** State Statute requires budget to be submitted on a cash basis defined as cash on hand on January 1 of the budget year less accounts payable and encumbrances, plus receipts anticipated less expenditures anticipated for the budget year.

**Cash Management:** The management of cash necessary to pay for government services with investment of temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

**CID (Community Improvement District):** A defined area within which there is an additional tax or fee to fund improvements within the district's boundaries.

**CIP:** Capital Infrastructure Program includes replacement and new equipment, as well as infrastructure maintenance and redevelopment.

**CDBG (Community Development Block Grant):** Federal grant program used from time to time in Prairie Village for ADA compliance projects.

**City Council:** Two residents elected from each of the City's six wards to make policy decisions for the City.

**COVID-19:** The Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 pandemic is an ongoing global pandemic of COVID-19 which began in 2019.

**CPI:** Consumer Price Index prepared by the U.S. Department of Labor. It's the federal government's broadcast gauge of costs for goods and services and has far-reaching implications for all sectors of the economy.

**Communicator:** Telephone system that calls residents in a specific area to alert them to an emergency or crime in the area.

## Budget Glossary

**Contingency Reserve:** The City follows a concept of budgeting for contingencies in several different manners. Each budget includes appropriations for events that are highly likely to occur every year in general, but which may vary in specific location. For example, each year it is reasonable to expect a basic level of building mechanical systems will require repair.

For contingencies which are less likely to occur in a given year, but which are likely to occur over a period of several years, contingent amounts are included in each major fund at a reasonable level. These funds cover revenue shortfall and unplanned expenditures.

For catastrophic emergencies, the State Code allows the City to incur necessary expenditures to respond to the need and to add the amount of emergency costs to the next property tax levy.

**D.A.R.E. (Drug and Alcohol Resistance Education):** A program designed to educate youths to say “No!” to drugs and alcohol.

**Debt Limit:** Maximum debt permitted by state statute.

**Debt Service:** The City’s obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**Deficit:** Amount by which expenditure exceeds revenue.

**Department:** A major administrative division of the City, which includes overall management responsibility for program services or a group of related operations within a functional area.

**Disbursement:** Payment for goods and services in cash or by check.

**Elastic Revenue:** Revenue source which automatically responds to inflation. Sales tax is an elastic revenue source.

**Elected Officials:** Mayor and members of the Prairie Village City Council.

**Encumbrance:** The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

**Enterprise Fund:** Funds a governmental operation which receives revenue through service on a business basis.

**Expenditure:** This term refers to the outflow of funds paid or to be paid for an asset obtained, or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

**FEMA:** Federal Emergency Management Association – Agency of the federal government responsible for responding to and assisting local governments to deal with catastrophic events.

**First Class City:** In the state of Kansas, a city is designated as a city of the first class when it reaches a population of 25,000; the classification remains even if the city’s population declines to a level below 25,000.

**Five Year Forecast:** The City has developed and uses a five-year forecast to evaluate the effect of budgetary and other financial decisions on the City’s overall financial position. The projection model includes major revenue sources, expenditure categories and the effect of annual operations on the fund balance.

**Fixed Asset:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment. (See “Capital Outlay/Capital Project” for additional information).

**Franchise Fees:** Changes to utility operators for use of City right-of-way.

## Budget Glossary

**Full Time Equivalent Position (FTE):** A part-time position converted to the decimal equivalent of a full-time position based on 2080 hours per year. For example, a part-time typist working 20 hours per week would be equivalent to .5 of a full-time position.

**Fund:** An accounting entity, which has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

**Fund Balance:** Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds.

Designated Fund Balance is appropriated for encumbrances and/or use in the future.

Undesignated Fund Balance is the amount which has no claims against it and is available for use.

**Gateway Inspection:** Routine patrol to record code violations as viewed from the sidewalk.

**General Fund:** The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund finances most of the basic operating services.

**General Obligation Bonds:** Bonds that finance a variety of public projects such as street, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government.

**Generally Accepted Accounting Principles (G.A.A.P.):** Detailed accounting standards and practices for the state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).

**GFOA (Government Finance Officers Association):** The GFOA represents public finance officials through the United States and Canada and provides best practices and guidance regarding public finance.

**Goal:** A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

**Governing Body:** Mayor and members of the City Council.

**Grant:** A contribution by government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

**Inelastic Revenue:** Revenue source that does not automatically respond to inflation. User fees are inelastic revenue sources.

**Infrastructure:** Streets, curbs, storm drainage system, traffic system, sidewalks, and City owned buildings, parks and park structures.

**Intergovernmental Revenue:** Revenue received from another government for a specified purpose. In Prairie Village, these are funds from Johnson County or the State of Kansas.

**JTL:** Junior Tennis League for youth sponsored by the City.

**JIAC – Juvenile Intake and Assessment Center:** County—run facility to provide specialized services for juveniles.

**K.B.I.:** Kansas Bureau of Investigation, a State agency that investigates major crimes.

## Budget Glossary

**K.I.B.E.R.S.:** Kansas Incident Based Reporting Systems – a computer based system through which cities report crime statistics to the State.

**K.S.A.:** Kansas Statutes Annotated. Laws of the State of Kansas.

**Levy:** (verb) To impose taxes, special assessments, or service charges for the support of City activities. (noun) Total amount of taxes, special assessments or service charges imposed by a government.

**Line Item Budget:** A budget that lists each expending category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**MARC:** Mid-America Regional Council -- serves as the Council of Governments and the Metropolitan Planning Organization for the bistate Kansas City region.

**Metro Squad:** Consortium of police departments in the metropolitan area directing efforts for major crime events.

**Modified Accrual:** Basis of accounting in which expenditures are recognized when commitment is made and revenue is recognized when received or measurable.

**N/A:** This is an abbreviation for “information not available” and/or “information not applicable.”

**NPDES (National Pollutant Discharge Elimination System):** Federal program developed to provide accountability for pollution in streams, and storm drainage system.

**NIMS (National Incident Management System):** NIMS is required training for all City officials and employees as preparation for emergency situations.

**Notify JoCo:** A Mass notification system designed to keep Johnson County residents, businesses, and others informed of emergencies, including weather warnings, water main breaks, public safety alerts, and natural disasters.

**Objective:** Desired output-oriented accomplishments, which can be measured and achieved within a given time frame. Achievement of the objective advances the activity and organization toward a corresponding goal.

**Operating Budget:** The portion of the budget pertaining to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.

**PM:** Preventive maintenance for vehicles and equipment.

**Part I and Part II Crimes:** Established by the FBI's Uniform Crime Reporting System. Part I crimes are major crimes, which consist of homicide, rape, robbery and aggravated assault. Part II crimes are property crimes, which consist of burglary, auto theft, arson, etc.

**Performance Indicators:** Specific quantitative and qualitative measures of work performed as an objective of a program.

**Policy Statement:** Policies adopted by the Governing Body, which become the operating plan for a program.

**Program:** A group of related activities performed by an organizational unit for the purpose of accomplishing a service for which the City is responsible.

**Property Tax:** Property taxes levied on both real and personal property according to the property's valuation and the tax rate.

## Budget Glossary

**Reappraisal:** The County Assessor reviews values of property in the County every year, changing those that have increased or decreased in value.

**Revenue:** Funds the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**Revenue Neutral Rate:** The revenue neutral rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation.

**Reserve:** An account used to indicate a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Risk Management:** An organized attempt to protect a government's assets against accidental loss.

**Roundabout:** A type of intersection designed in the round to slow traffic and traffic movements.

**School Resource Officer (SRO):** An officer assigned to high school and junior high schools in Prairie Village to interact with students and to prevent problems in and around the school. The position is partially supported by a grant from the school district.

**Service Requests:** Requests from citizens for maintenance/repair of City infrastructure. Each request is recorded, evaluated and appropriate action taken. A survey is sent to resident after work is completed to determine satisfaction level.

**SIU (Special Investigations Unit):** A program of undercover police officers who investigate drug violations.

**SMAC (Storm Water Management Advisory Committee):** A group that allocates revenue to City projects from a county 1/10 cent sales tax. The grants are referred to as SMAC grants.

**Source of Revenue:** Revenues are classified according to their sources or point of origin.

**Surplus:** Amount of revenue which exceeds expenditure.

**Tax Rate:** A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

**TIF (Tax Increment Financing):** A method of financing established in accordance with K.S.A 12-1770 et seq. This method allows cities to help redevelop property through private investment. Revenues for this method are derived from the increased property tax payments (increment) caused by the higher assessments on the redeveloped property.

**Transient Guest Tax Fund:** A fund established in accordance with K.S.A 12-1698 to account for revenue derived from transient guest tax levied upon the gross rental receipts paid by guests for lodging in the city. Expenditures are limited to be used for promotion of tourism, conventions and economic development.

**User Fees:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.