

# CITY OF PRAIRIE VILLAGE

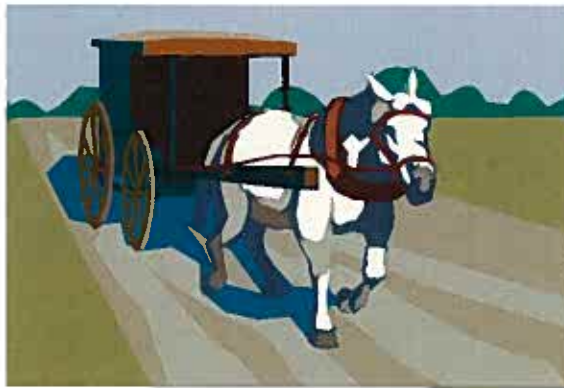
**June 13, 2011**

**Budget Meeting  
6:00 p.m.**



# Budget Meeting

June 13, 2011



Dinner will be provided by

**Stroud's**

Salad with Ranch Dressing

Pan-fried Chicken

Mashed Potatoes & Gravy

Green Beans

Cinnamon Rolls

**COUNCIL COMMITTEE**  
**June 13, 2011**  
**6:00 p.m.**  
**Council Chambers**

**AGENDA**

**DALE BECKERMAN, COUNCIL PRESIDENT**

**AGENDA ITEMS FOR DISCUSSION**

**Consider 2012 Draft Operating Budget**

**\*Council Action Requested the same night**

CITY OF PRAIRIE VILLAGE  
PROPOSED 2012  
OPERATING BUDGET

JUNE 13, 2011

# Agenda

2

- Overview
- Discuss Department Budgets
  - ▣ Public Safety
  - ▣ Public Works
  - ▣ Admin/Court
- Budget Summary
- Follow up to previous meetings
- Future Council Considerations

# 2012 Budget Objectives

3

- ❑ Maintain high quality services and programs
- ❑ Maintain quality streets, parks and infrastructure
- ❑ Continue strong financial condition
- ❑ Maintain AAA bond rating
- ❑ Reduce reliance on fund balance and reserves

# 2012 Budget Objectives (con.t)

---

## □ One-Time Expenditures

- Items paid for one-time with minimal continuing cost
- Regardless of the initial amount, there is comparatively little fiscal effect in future years
- Examples: CIP items, technology or building upgrades

## □ Ongoing Expenditures

- Items paid for that have a reoccurring annual cost
- Costs accumulate and often escalate in future years
- Examples: Additional services and/or personnel

# Good News....

5

- The 2012 Budget as presented is balanced.
  - Same mill levy rate – 18.871
  - Maintains same level of services
  - Same personnel + 0.5 part-time admin intern
  
- The 2012 Budget as presented does not include:
  - Additional Public Safety officers (option TBD)
  - Additional CIP dollars (option TBD)
  - New programs or services



# 2012 BUDGET

DEPARTMENT BUDGETS

# Police



**circa 1958**

# Administration



- ❑ Chief of Police and Executive Assistant
- ❑ Maintenance/Utility Costs for Weather Sirens
- ❑ Cleaning
- ❑ Psychologicals
- ❑ Physicals
- ❑ Polygraphs
- ❑ Applicant Testing
- ❑ TIPS Hotline
- ❑ Medical Costs and Vaccinations
- ❑ Water Service

# Administration (con't.)

---

- ❑ Promotional Exams
- ❑ Composites
- ❑ Recruiting
- ❑ Police Pension Administration
- ❑ Training and Annual Conference
- ❑ Dues and Subscriptions
- ❑ Professional Associations
- ❑ Legal Publications
- ❑ Office Supplies
- ❑ Clothing
- ❑ Employee Recognition

# Administration (con't.)

- Retirements
- Goodwill Items
- Office Equipment



# Administration - Changes

---

- ▣ \$300 – reduction in Overtime
- ▣ \$150 – reduction in Cleaning
- ▣ \$450 – reduction in Polygraphs
- ▣ \$5,000 – reduction in Traffic Study
- ▣ \$2,000 – reduction in Recruiting
- ▣ \$1,000 – reduction in Legal Publications
- ▣ \$500 – increase in Siren Maintenance
- ▣ \$500 – new line item for Minor Building Maintenance
- ▣ \$285 – reduction in Team Sponsorships
- ▣ \$500 – new line item for Artwork and Repair
- ▣ \$500 – reduction in Office Equipment

# Investigations

12

- ❑ 1 Captain, 1 Sergeant, 2 Detectives, 2 School Resource Officers, 1 Property Custodian
- ❑ Overtime
- ❑ Printing
- ❑ Office Supplies
- ❑ Major Case Fund
- ❑ Clothing
- ❑ Leads-on-Line
- ❑ Identi-Kit

# Investigations (con't.)

---

- ▣ Accurint
- ▣ Cleaning
- ▣ Dues and Subscriptions
- ▣ Vehicle Maintenance
- ▣ CIRT Gear
- ▣ Fuel
- ▣ Equipment Operating Supplies
  - Camera Equipment
  - Batteries
  - Background Expenses
  - Crime Scene and Evidence Materials
  - Emergency Equipment for New Car
  - Office Equipment



# Investigations - Changes

---

- ▣ \$500 – increase in CIRT Gear
- ▣ \$150 – decrease in Printing
- ▣ \$2,000 – increase in Office Furniture

# Special Investigations

---

- ❑ 1 Corporal and 1 Officer
- ❑ Overtime
- ❑ Cleaning
- ❑ Dues and Subscriptions
- ❑ Vehicle Maintenance
- ❑ Machinery Maintenance
- ❑ Office Supplies
- ❑ Clothing
- ❑ Fuel

# Special Investigations (con't.)

---

- Equipment Operating Supplies

- Batteries
- Drug Testing Kits
- Camera Equipment
- Miscellaneous Field Equipment



- Changes

- \$500 – reduction in Contract Services

# D.A.R.E.

---

- ▣ 1 Officer
- ▣ Overtime
- ▣ Cleaning
- ▣ Clothing
- ▣ Vehicle Maintenance
- ▣ Office Supplies
- ▣ Fuel

# D.A.R.E. (con't.)

- Equipment Operating Supplies
  - Graduation Certificates
  - D.A.R.E. T-Shirts
  - Miscellaneous Supplies for VillageFest



- No Changes

# Crime Prevention

---

- ❑ 1 Officer
- ❑ Overtime
- ❑ Printing
- ❑ Cleaning
- ❑ Dues and Subscriptions
- ❑ Vehicle Maintenance
- ❑ Clothing
- ❑ Fuel
- ❑ Office Supplies

# Crime Prevention (con't.)

- Equipment Operating Supplies

- Display Materials, Stickers, Badges, Pens, etc.



- Changes

- \$200 – reduction in Printing
- \$250 – reduction in Commodities
- \$200 – increase in Vehicle Maintenance

# Professional Standards

---

- ▣ 1 Sergeant
- ▣ Overtime
- ▣ Clothing & Cleaning
- ▣ Training and Conferences
- ▣ Range Time and Supplies
- ▣ CIRT Training
- ▣ Tuition Reimbursement
- ▣ Dues and Subscriptions
- ▣ Equipment Maintenance
- ▣ Office Supplies



# Professional Standards - Changes



- ▣ \$4,725 – increase in Training and Conferences
- ▣ \$1,000 – decrease in FTO Training
- ▣ \$4,250 – decrease in Tuition Reimbursement

# Staff Services

---

- ▣ Staff Services Supervisor, 6 Dispatchers, 2 Records Clerks and 1 Technical Operations Officer
- ▣ Board of Police Commissioners – ALERT Computer Access/Maintenance
- ▣ Intergraph System – CAD/MOBILE/Records Management
- ▣ 700 MHZ County-Wide Radio System
- ▣ Code Red Emergency Notification System
- ▣ COPLINK – shared investigative resource
- ▣ Fishnet Security RSA Tokens – allows access to criminal databases

# Staff Services (con't.)

---

- ▣ Communications – CJIS, Long Distance and Other Associated Costs
- ▣ Printing Supplies
- ▣ Copier Supplies/Maintenance – includes annual maintenance contract
- ▣ Toner
- ▣ Microfilm Project – annual project to microfilm older reports
- ▣ Clothing/Dry Cleaning
- ▣ Dues and Subscriptions
- ▣ APCO Memberships

# Staff Services (con't.)



- ❑ Department Cell Phones
- ❑ Machinery Maintenance/Equipment Maintenance and Repair
- ❑ Office Supplies Including E-Ticketing Paper
- ❑ NICE (brand name) Voice Logging Equipment and Maintenance
- ❑ Computer Supplies
- ❑ AIMS Mapping – annual cost
- ❑ Postage
- ❑ Postage Meter Lease
- ❑ Commodities
- ❑ Office and/or Other Miscellaneous Equipment

# Staff Services - Changes



- ▣ \$100 – reduction in Cleaning
- ▣ \$500 – reduction in Department Cell Phones
- ▣ \$1,000 – reduction in ETAC/COPLink
- ▣ \$250 – reduction in Microfilming
- ▣ \$1,000 – reduction in Intergraph Maintenance (portion paid to Overland Park)
- ▣ \$1,000 – increase in Intergraph Maintenance (portion paid to Intergraph Corporation)

# Staff Services – Changes (con't.)

---

- ▣ \$1,000 – reduction in Copier Contract
- ▣ \$400 – increase for NICE Voice Logging Recorder Maintenance
- ▣ \$900 – increase in Office Supplies to cover E-ticketing thermal paper
- ▣ \$1,000 – reduction in Copier Supplies
- ▣ \$500 – reduction in Postage
- ▣ \$1,200 – reduction in Clothing

# Community Services

---

- ❑ 2 Community Service Officers
- ❑ 9 part-time Crossing Guards (8 locations and one backup guard)
- ❑ Animal Medical Center Costs
- ❑ Cleaning
- ❑ Vehicle Maintenance and Repair
- ❑ Clothing – to include crossing guards
- ❑ Fuel
- ❑ Equipment Operating Supplies
- ❑ Office Equipment

# Community Services - Changes

---

- ▣ \$1,800 – increase in Animal Medical Center costs
- ▣ \$770 – reduction in Cleaning
- ▣ \$250 – increase in Vehicle Operating Costs
- ▣ \$800 – reduction in Clothing



# Patrol

- ▣ 1 Captain, 4 Sergeants and 3 Corporals
- ▣ 19 Patrol Officers (8.2 FTEs for Mission Hills)
- ▣ Overtime
- ▣ Patrol Reference Materials
- ▣ Cleaning
- ▣ Vehicle Maintenance and Repair
- ▣ Assembly and Graphics for New Patrol Cars
- ▣ Repair Costs to Field Equipment
- ▣ Repair Costs to In-Car Video
- ▣ Maintenance for School Crossing Beacons
- ▣ Clothing – to include new officer issue

# Patrol (con't.)



- ❑ Wireless Air Cards
- ❑ Miscellaneous Vehicle Equipment Replacement
- ❑ Fuel
- ❑ Equipment Operating Supplies
  - Property Room
  - Batteries
  - Drug Test Kits
  - First Aid and Fire Extinguisher costs
- ❑ Office Equipment
- ❑ Moving Radar Replacement
- ❑ AED Replacement
- ❑ Equipment for New Patrol Cars
- ❑ New Patrol Cars

# Patrol - Changes

---

- \$130,000 – increase in Salary and Benefits
- \$1,500 – increase in Vehicle Maintenance
- \$3,800 – increase in Vehicle Assembly and Graphics
- \$600 – increase in In-Car Video Repairs
- \$3,500 – increase in Fuel
- \$250 – increase in Vehicle Operating Supplies
- \$400 – increase in Air Card Costs
- \$4,000 – increase in Computer Equipment
- \$22,400 – increase in Equipment for New Patrol Cars
- \$25,000 – increase in New Patrol Car costs

# Off-Duty Contractual



- ▣ 1,250 – Off-Duty Contractual Hours Worked
- ▣ \$44.69 – average hourly cost

# Traffic

---

- ❑ 1 Sergeant and 4 Officers
- ❑ Overtime
- ❑ Cleaning
- ❑ Vehicle Maintenance and Repair
- ❑ Clothing
- ❑ Miscellaneous vehicle equipment replacement
- ❑ Fuel
- ❑ Equipment Operating Supplies
  - Car Seat Installation Supplies
  - Accident Investigation Supplies

# Traffic - Changes

---

- ▣ \$100 – increase in Motorcycle Fuel
- ▣ \$300 – increase in Vehicle Operating Supplies

PROGRAM		2012 Budget	2011 Budget
Administration	21	\$48,775.00	\$58,130.00
Staff Services	22	\$151,935.00	\$150,000.00
Community Service Officers	23	\$40,020.00	\$39,610.00
Crime Prevention	24	\$5,505.00	\$5,985.00
Patrol	25	\$435,360.00	\$431,960.00
Investigations	26	\$69,955.00	\$67,480.00
Special Investigations Unit	27	\$12,750.00	\$13,425.00
D.A.R.E.	28	\$5,870.00	\$5,870.00
Professional Standards	29	\$57,650.00	\$52,925.00
Off-Duty Contractual	30	\$60,500.00	\$60,500.00
Traffic Unit	31	\$33,350.00	\$40,900.00
<b>TOTAL</b>		<b>\$921,670.00</b>	<b>\$926,785.00</b>
<b>DIFFERENCE</b>		<b>-\$5,115.00</b>	

PROGRAM		2012 Budget	2011 Budget
Administration	21	\$48,775.00	\$58,130.00
Staff Services	22	\$151,935.00	\$150,000.00
Community Service Officers	23	\$40,020.00	\$39,610.00
Crime Prevention	24	\$5,505.00	\$5,985.00
Patrol	25	\$496,910.00	\$431,960.00
Investigations	26	\$69,955.00	\$67,480.00
Special Investigations Unit	27	\$12,750.00	\$13,425.00
D.A.R.E.	28	\$5,870.00	\$5,870.00
Professional Standards	29	\$57,650.00	\$52,925.00
Off-Duty Contractual	30	\$60,500.00	\$60,500.00
Traffic Unit	31	\$33,350.00	\$40,900.00
<b>TOTAL</b>		<b>\$983,220.00</b>	<b>\$926,785.00</b>
<b>DIFFERENCE</b>		<b>\$56,435.00</b>	<b>-\$5,115.00</b> <b>without added Patrol equipment</b>



# Alternatives



- Continue with current staffing and services
- Discontinue D.A.R.E. and reallocate manpower
- Replace Technical Operations with another option and reallocate manpower
- Adopt 2012 budget with mill levy increase for the addition of two officers
- Pending COPS Grant?

# 2012 BUDGET

PUBLIC WORKS OPERATING BUDGET

# Agenda



- General Overview
- Financial Overview
- Nine Programs:
  - Management, Engineering & Administration
  - Drainage Operations & Maintenance
  - Vehicle Maintenance
  - Streets Operating & Maintenance

- 
- **Public Works Programs (continued):**
    - **Parks & Grounds Maintenance**
    - **Pools Operations & Maintenance**
    - **Tennis Operations & Maintenance**
    - **Buildings Operations & Maintenance**
    - **Police Building Operations & Maintenance**

# General Overview



- Very Few Significant Changes
- Biggest Changes: Program Titles
  - More Clear, Descriptive

# General Directions



- Taking on *More Responsibility with Same Staff*
- Taking over some *Previously Contracted Work*
- Working with *Other Agencies*

# Financial Overviews (Operating)

	2011	2012	Change(\$)	Change(%)
All Operating Programs	\$5,420,494	\$5,594,808	+\$174,314	+3.2%
Equipment/ Other Capital (included above)	\$301,500	\$155,500	-\$146,000	-48.4%

# Management, Engineering & Administration



- formerly: Administration
- Engineering
  - ▣ Manage CIP, various Projects
  - ▣ Manage Permits
    - Right of Way (approx. 300 per year)
    - Drainage (approx. 50 per year)
- Customer Service
  - ▣ Phone, Emails, Walk-ins, Letters
- Personnel



# Management, Engineering & Administration

---

## 2012:

- Permit Fees: costs vs. revenues
- New Program Measure: Requests completed or scheduled within 30 days
- More Public Information Meetings
- Equipment/ Other Capital: None

# Drainage Operations & Maintenance

---

- Compliance with Federal Stormwater Regulations
- includes Street Sweeping; Impact on Water Quality
- includes Drainage Channels
- Funded by Stormwater Utility Fee
  - ▣ Approx. 1/3 of Total Fee goes to Drainage O & M

# Drainage Operations & Maintenance

---

## 2012:

- Need for Confined Space Entry System
  - ▣ Equipment, Training, Procedures
  - ▣ Estimated Use: approx. 50 times per year
  - ▣ Primarily: Cleaning and Inspection
  - ▣ City Cited in 2010 Safety & Loss Control Inspection
- Equipment/ Other Capital:
  - ▣ Replace Dump Truck: \$110,000
  - ▣ Confined Space Entry Equipment: \$ 10,000

# Vehicle Maintenance

---

- Full Service for 43 Public Works and Codes Vehicles/ Special Equipment
- Very limited service for 40 Police vehicles
- Fuel Service for all City, Mission Hills and Johnson Co. Fire District No. 2 Vehicles

## 2012:

- Increase Efficiency
- Equipment/ Other Capital: None

# Streets Operating & Maintenance

---

- Largest PW Operating Budget
- Does not include street trees (Parks & Grounds)
- 70% of 2011 Budget is Contractual Services:
  - Street Lights ( \$600,000)
  - Traffic Signals (\$ 500,000)
  - Street Repairs ( \$ 260,000)
  - Crack Filling ( \$ 460,000)
  - Slurry Sealing ( \$ 120,000)

# Streets Operating & Maintenance



## 2012:

- No significant changes
- Difficulties estimating KCP&L Bills: past years, catch up this year
- Equipment/ Other Capital: None

# Parks & Grounds



- formerly Buildings & Grounds
- Largest PW operating budget (staff time)
- Work in Parks (~ 50% of this program)
- Also: Fountains, Islands, Grounds around City Buildings, Trees (including street trees)

# Parks & Grounds Maintenance

---

## 2012:

- Increased Maintenance at Franklin Park
  - ▣ Stream, Recycling, Landscaping, Ballfields, etc.
- Small Increase at Weltner Park
- Reduction in Islands Mowed
- Increase in Tree Planting
- Equipment/ Other Capital:
  - ▣ Replacement Riding Mower: \$ 13,500
  - ▣ Replacement Water Fountain: \$ 7,000



# Pools Operations & Maintenance



- Non-Recreation Expenses

2011: Replaced 2 Diving Boards;  
ADA Accessibility Project (pending)

2012: No significant changes  
Equipment/ Other Capital: None

# Tennis Operations & Maintenance



- Minor level of effort for Public Works: ~ 100 hours per year

2011: Will replace some of the practice boards  
(by in-house staff)

2012: No significant changes

Equipment/ Other Capital: None

# Buildings Operations & Maintenance

---

- 7 Buildings: Municipal Offices, Community Center, Public Works Complex (5)

2012:

- Adjust to changes from Energy Efficiency Project:
  - ▣ Anticipate less maintenance with geothermal system
  - ▣ Maintain labor hours estimate for 1<sup>st</sup> year transition
  - ▣ Subsequent years should be less
- Equipment/ Other Capital:
  - ▣ Replacement Tables for Community Center: \$ 1500

# Police Building Operations & Maintenance

- 1 Building; to isolate costs for Mission Hills contract
  - 2011: Expected accomplishments: Replace roof and some floor coverings
  - 2012:
- Adjust to changes from Energy Efficiency Project:
  - ▣ Anticipate less maintenance with geothermal system
  - ▣ Maintain labor hours estimate for 1<sup>st</sup> year transition
  - ▣ Subsequent years should be less
- Equipment/ Other Capital:
  - ▣ Planning/ Design for Backup Power System: \$ 15,000

# 2012 BUDGET

ADMINISTRATION / COURT

# Administration

59

- Mayor & Council – 3.6% decrease
  - Training
  - Conferences
  - SMEF
  - Meals
  - Holiday Event
  - MARC, NLC, LKM and NEJC Chamber dues
  
- \$5,000 decrease in other commodities

# Administration (con't.)

60

- Management & Planning – 1.9% increase
  - Newsletter
  - Planning Services (BWR/Lochner)
  - Training
  - Dues
  - Employee Events
  
- Increase for addition of Excelligent and Innovations Alliance subscription

# Administration (con't.)

61

- Information Technology – 11.1% increase
  - Increase of \$20,500
  - Increase attributable to annual software agreements for new systems and increased tech consultant fees.



# City Clerk

62

- ❑ Animal Licensing – 4,159 animals licensed
- ❑ Admin/Retail Licensing – 462 sold total
- ❑ Rental Licensing – 644 rental properties
- ❑ Facilities Reservations – 675 reservations
- ❑ Mayor & Council Support – 156 packets/minutes
- ❑ Records Management – 21,897 records e-stored
- ❑ Recreation Memberships – 4,583 sold

# City Clerk (con't.)

63

- Budget increase of 10.3%
  - ▣ Increase of \$6,800
    - Elections -\$6,000
    - Copier rental

# Municipal Court

64

- Trials Conducted – 62
- Caseload – 12,597
  - ▣ Prairie Village cases – 9,647
  - ▣ Mission Hills cases – 2,950
- File appropriate reports with State of KS
- Statistical reporting for Police Department
- 8% overall increase primarily for e-ticketing costs

# Codes Administration

65

- No change from 2011 to 2012
  - Building Permits – 1,138 permits processed
  - Building Inspections – 2,371 inspections
  - Exterior Home Grant Program – 24 grants issued
  - Plan Reviews - 260
  - Economic Development
  - Rental House Program / Inspections

# Community Development (con't.)

66

- Planning Commission
  - Special Use Permits – 3
  - Conditional Use Permits – 2
  - Site Plan Approvals – 8
  - Building Line/Elevation Modifications – 3
  - Signage Approvals - 6

# Parks & Recreation

67

- Budget Increase of 2% due to lifeguard clothing
- Parks & Recreation Programming
  - Aquatics Teams – 337 participants
  - Tennis – 264 lessons provided
- Swimming Pool
  - 82,020 patrons
  - Hosted 7 swim/dive meets and annual Synchro Show
- Parks Master Planning

# Community Programs

68

- No change from 2011 to 2012
  - Arts Council – \$13,500
  - Environmental Committee – \$8,000
  - Jazzfest – \$0 (only staff time)
  - Sister City Committee – \$4,000
  - Villagefest – \$20,000 (\$5,000 in revenue)
  
- One-time budget increase of 7% for MPR Furniture

# General Budget Items

69

- ❑ Fuel: \$3.50/gallon
- ❑ Health Insurance: 12% increase
- ❑ KPERS: 0.6% employer rate increase
- ❑ Police Pension Contribution: same as 2011
- ❑ Employee Merit Pool: 2% one time payment
- ❑ 9% rate increase in street lights & traffic signals
- ❑ Impacts of geothermal project not included in budget



# 2012 BUDGET

## BUDGET SUMMARY

# 2012 Budget Gap

71

- The 2012 Budget is balanced; *however*, the City will spend more than it takes in.

\$15,483,500	REVENUES
\$16,798,500	EXPENDITURES
(\$1,315,000)	DIFFERENCE

- This is a concerning trend. Only with the savings from 2010 is balancing the budget possible.

# Employee Merit Pay

72

- Staff recommendation: 2% one time merit payment
  - 2011 merit pool 3%
  - 2010 reduction of 3 FTE; Staff workload increase
  - Employees are the City's greatest assets
    - Maintain a balance of investment in employees and investment in operations/capital
  - Retain and Reward exceptional employees
  - Remain competitive for attracting new employees
- One Time Payment helps 2013 Budget

# 2012 BUDGET

FOLLOW UP TO PREVIOUS MEETINGS

# Use of Other City Funds

74

## □ Restricted Funds

- Economic Development Fund - \$2.04M (proj.)
- Solid Waste Fund - \$143k balance (proj.)
- Stormwater Utility Fund
- Alcohol Tax Fund

## □ Unrestricted Funds

- General Fund – we have and continue to use the annual year end balance in this fund that exceeds 25% of budgeted revenues to balance the budget.
- Use of Jail Tax #2 – refer to coresponding page in binder
- Risk Management Reserve Fund

# General Fund Transfer to CIP

75

- 2012 Transfer - \$1.6M (includes \$800k one-time supplement for streets.)
  - 2011 Transfer - \$816,650
  - 2010 Transfer - \$1.89M
  - 2009 Transfer - \$2.14M



# Other Items

76

- Villagefest/Jazzfest Stage - \$20,000
  - Not currently included
- MPR Furniture - \$16,000
  - Currently included
- Part-time management intern - \$15,000
  - Currently included

# 2012 BUDGET

FUTURE COUNCIL CONSIDERATIONS



# Additional Officers

78

- \$200k to fund officers, equipment and related commodities
  
- Mill levy consideration
  - ▣ 0.75 mill = \$210k
    - \$17.77 annually to average PV homeowner
    - \$1.48 per month

# Additional Funding to CIP

79

- Mill levy consideration for street projects
  - 1 mill = \$280k
    - \$23.69 annually to average PV homeowner
    - \$1.94 per month
  
- Refinance debt option
  - Staff has not included this option in the 2012 Budget

# Next Steps



- June 20<sup>th</sup> – Operating Budget (cont.) – if needed
- July 5<sup>th</sup> – Budget decisions
- July 18<sup>th</sup> – Permission to publish the budget
- August 1<sup>st</sup> – Public hearing and adoption of the budget