

COUNCIL COMMITTEE OF THE WHOLE
June 3, 2013

The Council Committee of the Whole met on Monday, June 3, 2013 at 6:00 p.m. in the Council Chambers. The meeting was called to order by Acting Council President Charles Clark with the following members present: Mayor Ron Shaffer, Ashley Weaver, Ruth Hopkins, Steve Noll, Laura Wassmer, Brooke Morehead, David Morrison, Charles Clark, Ted Odell and David Belz. Staff Members present: Wes Jordan, Chief of Police; Captain Wes Lovett; Captain Tim Schwartzkopf; Tim Kobe; Keith Bredehoeft, Interim Public Works Director; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Lisa Santa Maria, Finance Director; Nic Sanders, Human Resources Specialist; Danielle Dunn, Assistant to the City Administrator and Joyce Hagen Mundy, City Clerk.

Presentation of the 2014 Recommended Operating Budget

Quinn Bennion reviewed the budget process which began in March and acknowledged the work of the City Council and Department Heads in the preparation of this budget, particularly Finance Director Lisa Santa Maria. The 2014 budget as presented is balanced and retains the current mill levy rate of 19.478. There is no reduction in city services, with enhancements to the following programs: Park Funding, addressing the Emerald Ash Borer Infestation and enhancing the code enforcement program. The overall budget reflects an increase in the General Fund of 0.91%.

In preparing the 2014 budget the staff focused on 1) strengthening the Equipment Reserve Fund for non-routine equipment purchases; 2) retaining an ending fund balance of 25% of revenues (excluding transfers); and tightening the actual budget ratio by reducing budget (96% estimated) placing more reliance on contingency.

Mr. Bennion noted over the past months the Council has reviewed and discussed significant budget items that were identified by staff providing direction. The total general fund budget is \$18,259,428 with a total city budget of \$34,127,727. Mr. Bennion noted that the proposed budget creates a city tax liability of \$491 for the average Prairie Village home owner.

Public Safety

Chief Wes Jordan noted the Public Safety budget reflects both costs for services provided to the City of Prairie Village as well as services to the City of Mission Hills and explained how the two budget interface. Chief Jordan presented a comparison of budgets minus personnel costs for the years 2012, 2013 and 2014. The budget has remained relatively flat with the following total budget amounts: 2014 (\$946,501), 2013 (\$918,449) and 2012 (\$962,351).

Chief Jordan reviewed the significant changes noting that throughout the entire budget there will be a reduction in uniform cleaning due to a three-year agreement negotiated with a local cleaner. After a review of the promotional exams being used by the department it was decided to discontinue the exams for a reduction of \$2,500. A major

increase in the Administration area budget is \$23,500 for police pension administration costs. Charles Clark and Steve Noll explained that some of the administration costs are based on the performance of the fund and this increase reflects the strong performance of the pension fund.

Captain Tim Schwartzkopf presented the changes for the Crime Prevention, Investigations, SIU, DARE and Professional Standards Departments. The significant changes included \$1500 for new vehicle equipment and installation for an investigations vehicle, \$1,500 increase in training costs and \$4,000 increase in range supplies for the Professional Standards area. He noted ammunition costs rose and the availability has decreased across the country.

Captain Wes Lovett presented the changes in the Community Services, Patrol and Traffic. The most significant change is a reduction of \$13,491 in contract services for animal care services with the change in providers from AMC to Great Plains SPCA. The Patrol budget has an increase of \$4,700 for vehicle assembly for three new marked vehicles and \$10,000 for motorcycle replacement. Captain Lovett noted the cycles are replaced approximately every two years, but since the last replacement was late, he is waiting an additional year for replacement.

Tim Kobe, Communications Supervisor, presented the Communications budget which has increased overall \$1,050. The significant changes are an increase in communication costs for phone lines, cell phones, etc., a \$1,000 reduction in the Intergraph contract with Overland Park and a \$2,000 increase for computer equipment that was previously funded through the equipment reserve fund.

Public Works

Keith Bredehoeft noted the importance of the operating budget as it allows staff to operate and maintain the city's resources, provides the tools and equipment necessary to provide the level of service desired by residents. Mr. Bredehoeft reviewed significant changes in the proposed Public Works Operating Budget under the various department programs.

Quinn Bennion explained a significant change in this budget is the result of a change in the calculation of vehicle fuel that was recommended by the City auditors. This change has yielded over a \$300,000 accounting adjustment.

Administration

This year's budget includes \$5,000 for the Bi-Annual Bridge Inspection required by the Kansas Department of Transportation. Charles Clark confirmed that this study is outsourced. Mr. Bredehoeft noted the past few studies have been done by George Butler Associates. The budget also includes an increase of \$2500 for part for the inspector's vehicles. He noted these vehicles are older, but based on the type of use they receive do not merit replacement; however, extra funding is budgeted for repairs and replacement parts that may be needed.

Vehicles

This budget reflects an increase of \$2400 for a subscription to a program that would help the mechanics diagnose vehicle problems and solutions. This is a onetime expenditure to test the effectiveness of the program. Brooke Morehead asked if this is something that could be used by multiple cities. Mr. Bredehoeft responded it is more often use in private businesses than by cities. Charles Clark noted the company would probably require a license of each city.

Streets

This is the largest program area accounting for 46% of the budget. The major expenditure is the cost of street lights from KCP&L, which is an expenditure that the Council will reconsider at a later meeting. There are three significant increases in this program area. The budget contains \$3200 to send two individuals to the 2014 Snow Conference. The City has done this in the past, although not recently. Mr. Bredehoeft noted this conference addresses new methods for treating roadways as well as focus on equipment. The budget for vehicle maintenance has been increased by \$5,000 to get the maximum life out of city equipment and \$2500 has been budgeted for the replacement of a snow blower.

Parks and Grounds

Mr. Bredehoeft noted that this program is the most staff intensive accounting for 50% of the time spent by Public Works Staff. This program is for maintenance and not park improvements which will be addressed in the CIP budget. It includes such items plumbing repair for fountains, Santa Fe Stone Wall repair, play equipment repair and turf maintenance. The budget reflects a decrease for portable toilets based on a new contractor for that service. The two major changes in the proposed budget are an increase of \$12,500 for the replacement of a 61" riding mower and the \$50,000 budgeted for the evaluation/treatment for Emerald Ash Borer. He reported that the tree board wants to do the tree evaluation themselves instead of contracting this service out. Ted Odell asked about chemical free parks. Mr. Bredehoeft responded that Prairie Park is currently being treated chemical free. However, he noted that more material is needed for treatment and the cost of the materials is more expensive. He is not recommending this be done on a larger scale until more information is known.

Pool

The 2014 proposed pool operations budget which includes an increase of \$1500 for a new shade structure canopy and \$60,000 for sandblasting and repainting of the adult and lap pool. Ms Wassmer asked about the possible addition and replacement of pool chairs in a large quantity.

City Buildings

Keith Bredehoeft noted three increases in the operational budget for buildings. The first is an increase of \$5000 to cover an anticipated utility rate increase for electrical services; the second is an increase of \$3000 for janitorial services. The major increase in this program area is \$32,000 for the rehabilitation of the fuel island. There is a fuel tank that is not operational and it is required to either be rehabilitated or removed. After

researching the problem, staff recommends rehabilitation. Ted Odell asked for the cost of removal.

Quinn Bennion noted that the City is still tracking the results of the geothermal installation on utility costs and will be providing the City Council a report in July.

COU2013-21 Consider approval of letter to Attorney General regarding HB2055 and concealed carry in public buildings

City Attorney Katie Logan reviewed briefly House Bill 2052 which becomes effective July 1, 2013 and requires cities to provide personnel and equipment to address building security for concealed carry of weapons. The bill contains a provision that allows cities to request a delayed implementation date of January 1, 2014 to allow them time to implement the required security provisions. She has prepared a letter to be sent to the District Attorney from the Mayor requesting exemption from the provisions of House Bill 2052 until January 1, 2014 for identified City Buildings.

Steve Noll made the following motion, which was seconded by Ted Odell and passed unanimously:

**MOVE THE GOVERNING BODY AUTHORIZE THE MAYOR TO
EXECUTE A LETTER NOTIFYING THE ATTORNEY GENERAL
OF THE GOVERNING BODY'S ELECTION TO EXEMPT ITSELF
FROM THE PROVISIONS OF HOUSE BILL 2051 UNTIL
JANUARY 1, 2014 FOR IDENTIFIED CITY BUILDINGS
COUNCIL ACTION TAKEN
06/03/2013**

Discussion regarding possible sign-in process at City Hall and Police Department

Brooke Morehead recommended the City that a proactive approach to security in city facilities, especially addressing admittance to secure areas through the implementation of a sign-in process.

David Belz asked if this would include people attending committee meetings. Mrs. Morehead responded it would only be in place during normal business hours and would generally be for those people with appointments or business that takes them into secured areas of the building. It would be a simple sign-in of name, time in, time out, purpose of visit.

Ted Odell felt it was a good idea noting his company has a similar procedure. Mrs. Morehead noted it could be as few as three to four individuals per day.

Quinn Bennion noted there are several challenges to implementation. He noted City Hall has three distinct entrances. Last week staff kept track on the number of individuals in City Hall and there were close to 1000 visitors during business hours. He does not see individuals with appointments with staff as a security risk. To address a true potential security risk, all individuals would need to sign in. He added the sign-in

process would be a change in culture and the sign-in sheet would be a public record subject to open records regulations.

Dennis Enslinger stated there are a number of individuals that he or his staff talks with that do not want to be identified. They are making a complaint regarding neighboring property. He generally talks with people at the front counter and does not take them back into his office area. If there is a scheduled meeting with for plan review or with applicants, it is often held in the MPR as office space cannot accommodate all attending. Informal discussions regarding possible development would probably request a meeting outside of City Hall if the procedure were implemented.

Quinn Bennion asked if the sign-in would be at the main entrance to city hall, police department offices and the public works facility.

Charles Clark noted the city will be having more discussion on security measures and felt that would be an appropriate time to discuss this further. Chief Jordan noted this process is currently not part of the security plan that his staff is preparing. Mr. Clark stated that the issue could still be discussed at the same time as they are related issues.

STAFF REPORTS

Public Safety

- Chief Jordan announced that his department is working on a security plan for city facilities as required by the new legislation.

Public Works

- Keith Bredehoeft reported the results of the sidewalk surveys for 70th Terrace, Fonticello and 68th Street noting that all three streets acquired sufficient votes to not have sidewalks installed with the upcoming street project.

Laura Wassmer asked if he had received any feedback on the survey process. She stated she is aware of some who are upset that unreturned surveys are counted as a “yes” vote. Mr. Bredehoeft responded that it is clearly indicated in the letter sent with the survey that unreturned surveys would be considered being in support of sidewalks. He noted it is the city’s policy to construct sidewalks. Mrs. Hopkins and Mr. Odell reaffirmed the survey process.

- Mission Road is closed for the joint project with the City of Leawood. There have been some traffic routing issues but he feels they will improve as drivers become more aware of the closure which is anticipated to continue to mid June.
- Mr. Bredehoeft updated the Council on upcoming street work at Mission and 63rd Street.

Laura Wassmer expressed concern with the ponding of water in the 82nd and Roe Drainage Channel as a breeding ground for mosquitoes. Mr. Bredehoeft stated he would look into the problem.

Acting Council President Charles Clark recessed the meeting at 7:26 p.m. noting the committee would reconvene after the City Council meeting to continue its discussion of the proposed 2014 Operating Budget.

Acting Council President Charles Clark reconvened the meeting of the Council Committee of the Whole at 8:00 p.m.

Administration 2014 Proposed Operating Budget

Mayor & Council

Quinn Bennion presented the proposed budget for the Mayor and Council program area which totaled \$188,778 for an increase of \$52,271. He reviewed the items included in this budget and noted that most of the items have been reduced. The increase results primarily from the transfer of election costs (\$68,000) from the City Clerk's budget to this area. In 2014 there are no scheduled County or School District elections, therefore, the election costs will be charged to the City. Funds have been budgeted to cover a possible primary election as well as projected general election costs.

Laura Wassmer noted that in the past more funds were budgeted for conferences than were generally used and asked if this had been reduced for 2014. Quinn responded the budget includes funding for five or six persons to attend both NLC conferences.

David Morrison stated he would like to see this reduced. Ruth Hopkins disagreed noting that Council members change every two years and with a balanced budget she does not see any reason to reduce this. Laura Wassmer stated if staff is trying to get a budget that more closely reflects actual expenditures she felt that \$30,000 would be sufficient funding. Mr. Odell and Mr. Belz agreed with Mrs. Hopkins that until a process is established on how to determine who attends conferences if more people wish to go than there is funding available, the budget should remain as is. A straw vote of 6 to 3 was taken in support of the retaining the budgeted amount.

Management & Planning

The primary change in this budget is the result of a redistribution of the Worker's Compensation allocation of \$33,000 creating an increase of \$26,941.

Information Technology

This area does not include any staff costs and has a minimal increase for software agreements and increase for Wi-Fi and mobile user costs.

Legal Services

Quinn Bennion noted that legal services are provided at an hourly rate and are very difficult to predict with wide variations. He reviewed the 2011, 2012 actual costs demonstrating the wide variations. 2012 costs were more than double those of 2011 due to extensive HR costs related to a challenged termination of an employee; a review and rewrite of the Prairie Village Municipal Foundation By-Laws; costs for legal review of Planning issues and pension plans and costs related to both litigation and the filing of the ethics complaint.

Brooke Morehead asked if all the costs were for the City Attorney's services. Mr. Bennion responded most of the charges were from Lathrop & Gage, but not necessarily

for Ms Logan's services as some of the areas of expertise were outside her area. Mrs. Morehead asked when the City Attorney's contract expired. Mr. Bennion noted the City Attorney position is an appointment of the Mayor. He also added some of the legal fees were for legal representation by our insurance carrier and payment of deductible in legal settlements.

David Belz asked how the budgeted amount, which is \$60,000 less, was determined. Mr. Bennion explained some of the expenses, such as the review of the by-laws, were known to be one-time charges.

City Clerk; Municipal Court; Codes Administration

Dennis Enslinger presented these budgets that did not have any significant changes. He noted that some Municipal Court expenses are paid by the City of Mission Hills also. The Codes Administration budget includes increased funding attributable to the additional code enforcement activities desired by the Council.

Parks & Recreation

Danielle Dulin noted this program area reflects a slight decrease from 2013 due to the reduction in overtime from more efficient scheduling procedures and more efficient food inventory with less waste from the concessions operation.

Community Programs

Dennis Enslinger noted a decrease in this area. He noted an accounting procedure change with the handling of art sales and VillageFest revenue which had previously gone through the municipal foundation which now applies the revenue to the City. This budget does include \$16,000 for new Community Center furniture.

General Budget Items

Quinn Bennion reviewed the following general budget items:

- Fuel costs are being budgeted at \$3.75 per gallon
- Health Insurance has been budgeted with a 10% increase
- KPERS has a 0.9% employer rate increase, for a total of 9.84% which has been set by the State along with an increase in the percentage paid by employees
- Police Pension contribution is the same as 2013 - \$450,000
- Employee Merit Pool of 3%
- No rate increase expected for street lights and traffic signals
- General Fund Contingency Level of \$500,000

Mr. Bennion provided background on previous employee merit pools and an explanation of the indexes used in the compilation of the recommended percentage. He noted that most area cities are anticipating a two to three percent merit pool with the cities of Leawood and Merriam at higher a higher rate. He added the city does not provide a cost of living adjustment (COLA) or automatic step increases. The salary increase received is determined by the employee's annual performance.

Brooke Morehead asked Chief if salary has been an issue with attracting employees for his department. Chief Jordan responded the current issues the department faces are

not salary related, but finding quality candidates with the level of professionalism and commitment desired causing them to run multiple processes.

Economic Development

Quinn Bennion noted this budget remains the same as 2013 and reviewed the items currently being funded out of this budget.

Equipment Reserve

Mr. Bennion noted this program addresses the need for replacement of equipment that occurs on an irregular basis by placing funds in reserve in anticipation of these expenditures and eliminating spikes in city expenditures from budget to budget. The funding source is a transfer from General Fund, Stormwater Utility funds and interest on idle funds. The proposed 2014 budget is \$687,600. Mr. Bennion reviewed the items anticipated to be funded through this account.

General Fund Transfer to CIP

Quinn Bennion noted the proposed 2014 transfer to CIP is \$2.5M, the same as 2013. The 2014 CIP budget will be presented at the next Council Committee of the Whole meeting.

Adjournment

With no further business to come before the Committee, Acting Council President Charles Clark adjourned the meeting at 8:51 p.m.

Charles Clark
Acting Council President