

City Council Meeting

May 21, 2007



Dinner will be provided by:
Dragon Inn

Chicken with Cashew Nuts
Shrimp & Seasonal Vegetables
Spicy Shredded Beef, Szechuan Style
Sweet & Sour Pork
Steamed Vegetables

COUNCIL COMMITTEE
May 21, 2007
6:00 P.M.
Council Chamber

AGENDA

ANDREW WANG

CONSENT AGENDA

COU2006-54 Continue Special Use Permit for Communications Antenna
at 7700 Mission Road

AGENDA ITEMS

COU2007-39 Consider Amendments to Personnel Policy 1080 -
Recreation Memberships
Doug Luther

Special Presentation at 6:45 pm:
Global Warming
Kristen Riott, Prairie Village Environmental Committee

COU2007-08 Consider 2008 Budget
Administrative Services - Doug Luther, Karen Kindle
Municipal Court - Doug Luther
Governance - Barbara Vernon
Community Programs, Parks and Recreation - Barbara
Vernon

COU2007-36 Consider Council Retreat

POL2007-39 Consider Amendments to Personnel Policy 1080 - Recreation Memberships

Issue:

Should the City Council approve amendments to the City's Recreation Memberships Policy?

Background:

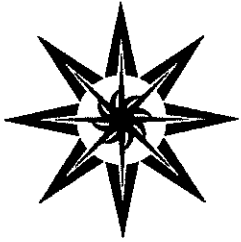
A review of the City's taxation of benefits has revealed the need to revise the recreation membership policy to discuss how the value of the swimming pool membership will be taxed. The proposed policy revisions focus on the following issues:

Section V.C

The policy has been updated to state that the value of the employee's swimming pool membership will be subject to taxation via the City's payroll system in order to comply with IRS regulations.

Recommendation:

RECOMMEND THE CITY COUNCIL APPROVE AMENDMENTS TO COUNCIL POLICY PP1080 - RECREATION MEMBERSHIPS.



City Council Policy: PP1095: RECREATION MEMBERSHIPS

Effective Date: May 1, 2006

Amends: PP1095: RECREATION MEMBERSHIPS, May 3, 1993

Approved By: Governing Body, May 1, 2006

I. SCOPE

A. This policy applies to all City employees.

II. PURPOSE

A. To provide City swimming pool memberships at no cost to employees, spouses, and their dependents living in the same residence.

III. RESPONSIBILITY

IV. DEFINITIONS

A. "Employee" is defined as anyone classified as such in *Personnel Policy #720 - Definitions of Employment Status*.


V. POLICY

A. Memberships for the Prairie Village swimming pool will be provided to eligible employees, spouses and their dependents living in the same residence without charge.

B. Seasonal employees are only eligible for individual memberships for themselves.

C. Employees will be taxed on the value of the swimming pool membership they elect via the City's payroll system. The taxable value of the swimming pool memberships will be determined by IRS regulations for taxable benefits.

CITY OF PRAIRIE VILLAGE

TO: MAYOR & CITY COUNCIL
FROM: DOUG LUTHER 
SUBJECT: 2008 BUDGET – ADMINISTRATION PROGRAMS
DATE: 5/15/2007
CC:

The proposed 2008 budget for these programs (Human Resources, Financial Management, Administrative Services) is expected to decrease by 1.7%

Significant changes within these programs include:

Personnel Costs

Personnel costs in these programs will drop by 14% in 2008. This is because the 2007 budget included funding for implementation of the 2006 compensation study. Now that this study has been completed and new salary ranges implemented, the costs have been moved to the appropriate City departments and programs.

Contract Services

Contract services reflect costs for items such as legal services, payroll processing, the annual financial audit, credit card processing fees, computer network support services, training for employees, and property and workers compensation insurance premiums. Costs for these services are projected to increase 8.7% or approximately \$16,000 in 2008. This increase is largely attributable to implementation of new payroll processing and Human Resource Information systems in the Spring of 2007.

The 2008 budget for this program also includes \$7,500 for the implementation of an automated time & attendance system. This system is described in the attached decision package. It would eliminate much of the duplicate work performed by supervisors and accounting staff to review & process timecards. The efficiency savings from would likely exceed the costs of the new system. However, efficiency savings are not "hard dollar" savings in the budget. They would not result in enough savings to, for example, eliminate a position. However, they do help accomplish the Council's goal of expanding the City's use of technology to increase efficiency.

The initial 2008 budget request included a wellness incentive program similar to the City's current YMCA membership subsidy program. The cost of this program would have been \$4,400/year. However, it was removed from the 2008 budget request.

Commodities

Commodities in this program are projected to increase 3.5%, or \$180

Capital Expenditures

The 2008 budget includes \$19,300 in capital equipment purchases including:

- Notebook PC / docking station replacement - \$1,800. This is part of the City's scheduled computer replacement program
- Tape Drive Replacement -- \$6,000 The City's network capacity has grown to the point where it will no longer fit on one tape, making it necessary to change tapes twice daily. This process that is inefficient and prone to errors. I explored several backup options. The replacement of the tape drive was the most cost effective solution, though it is not the "ideal" solution. Nonetheless, it will meet the City's needs. A decision memo is attached explaining this request.
- Router Replacement -- \$6,000 -. These routers were both replaced in 1999 and are no longer supported by the manufacturer. If they fail, the City's WAN link would come to a standstill, eliminating the data connection between City Hall and Public Works. A decision memo explaining this item is attached
- Replace Websense Server -- \$5,500 - This is a scheduled replacement of the Websense server which was installed in 2002. This server controls and filters employee access to the Internet in order to prevent viewing of inappropriate web sites on the City network. The existing Websense software can be transferred to the new server. This amount includes the hardware, installation, and conversion of data from the old server to the new one.

The initial 2008 budget request also included \$130,000 for a Corporate Performance Measurement (CPM) and budgeting software system. However, this item was removed from the current proposed budget. A memo detailing this system is attached.

2008 Budget Decision Package

Department: Administration
Program: Various

Question: Should the City provide a wellness program for employees, based on the current YMCA membership incentive?

Background:

For many years, the City has subsidized employee membership to the Prairie Village YMCA in the amount of 25% of the individual and 15% of the family memberships. This amounts to approximately \$12/month. This amounts to approximately \$165/employee/year when withholding costs are added.

Employees who utilize the YMCA membership are generally pleased with it. However, there are many other facilities in the area that offer programs and services similar to or better than the YMCA which may better meet employees' needs in terms of program offerings, equipment options, and operating hours. This could include locations such as Curves, 24 Hour Fitness, Gold's Gym, and fitness facilities operated by other local governments (Overland Park, Mission, etc.)

Expanding the wellness program to include facilities other than the YMCA would give employees a choice and provide an additional incentive to get in and stay in shape. In the long run, this may help control insurance costs, as healthy employees tend to be sick less, incur fewer on the job injuries, and incur fewer health care expenses.

It would be possible to transition the current YMCA benefit into a more general "fitness benefit." This could be accomplished by providing employees with a fitness stipend of \$12,50/month to employees who demonstrate that they have purchased and maintain a membership at a fitness facility. The YMCA program could continue through payroll deduction without any changes. Employees who choose an option other than the YMCA would have the fitness stipend added to their paychecks.

A second component of the wellness program would be educational. This portion of the program would provide a series of educational opportunities/classes in which employees could become more informed about their lifestyle choices and the impact these choices have on their health. In selecting program topics, staff will look at the City's healthcare cost experience as well as solicit suggestions from employees.

Fiscal Impact

The cost of this program would be wholly dependent on the number of employees that choose to participate in the program.

The City currently spends approximately \$3,000/year on the YMCA subsidy. Assuming these employees continue to receive the YMCA subsidy and an additional 25 employees elect to receive a fitness stipend, the total cost of this program would be \$7,400, an increase of \$4,400.

2008 Budget Decision Package

Department: Administration
Program: Financial Management

Question: Should the City Implement an automated Time & Attendance Management System?

Background:

In February, 2007 the City Council approved a replacement and upgrade of the City's Payroll and Human Resources Information System (HRIS.)

ADP, the City's payroll provider, offers an automated time and attendance management system that allows the electronic recordkeeping required to track employees' time worked. Currently, employees complete either paper timesheets or punch timecards. These forms are then reviewed by supervisors and forwarded the Finance staff. The City's Accounting Clerk then manually enters information for all employees into the payroll software system.

The Time & Attendance system would allow employees to record their hours worked on-line, and supervisors would be able to review and submit the electronic "timesheets" electronically. The system would also allow employees to submit and supervisors to review vacation and other leave requests electronically. Because this module is integrated with the payroll system, information is downloaded into the payroll system, eliminating manual data entry of time sheets by Finance staff.

Some City employees, including Public Works crews and pool staff, use a time clock rather than a timesheet. The system features electronic time clocks that will allow these employees to "punch-in" electronically with either a PIN code or a fingerprint. This information can then be reviewed electronically by supervisors and automatically transmitted to payroll. This type of system can improve the accuracy of time records and guard against "buddy-punching" and other potential abuses of a traditional paper timecard system. It is anticipated that this type of system would save Public Works and pool supervisors several hours each pay period. For example, the Public Works Office Manager estimates that this type of system would cut the amount of time she spends on processing the department's payroll by ½. This represents an annual savings of over 200 hours and nearly \$5,000/year. Time and cost savings in other departments would also be achieved

Fiscal Impact

The Time and Attendance system is subscription based, and requires an annual fee for the service, in addition to a monthly lease cost for the time clocks. Annual costs for this system are \$7,500 and distributed as follows:

On-Line timesheet entry	4,200
Annual Maintenance Fee	325
Time Clocks (3)	2,975
	<hr/>
	\$7,500

2008 Budget Decision Package

Department: Administration
Program Administrative Services

Question: Should the City replace the network routers installed in the Municipal Offices and Public Works building?

Background:

The computer networks at City Hall and Public Works are connected by a Wide Area Network (WAN) that allows data such as e-mail, web pages, and computer files to travel between City Hall (including the Public Safety Center) and Public Works. The two buildings are linked by a T-1 line that carries both voice and data traffic.

The T-1 line connects to the computer networks at both buildings via a router, a piece of computer equipment that manages data flow between the T-1 and the rest of the network's equipment. The current routers were installed in 1999, and will be nine years old in 2008. Given their age, and the fact that the manufacturer will no longer provide support for them, both routers need to be replaced.

Replacing these routers will bring the WAN, or backbone of the City's computer network, up to current technology. This should be considered part of scheduled computer equipment upgrades, and new routers should last for another 6 - 8 years.

Fiscal Impact

It is estimated that the cost to purchase and install the new routers will be \$6,000.

2008 Budget Decision Package

Department: Administration
Program Administrative Services

Question: Should the City Upgrade its current network backup system?

Background:

Every night, the data on the City Hall computer network file servers is backed-up and saved on a tape. Tapes are rotated weekly. When not in use, these tapes are kept in a safe at City Hall. These tapes allow the City to restore files which may have been accidentally deleted. They also allow the data stored on the City Hall and Microsoft Exchange file servers to be restored in the event of a failure or disaster.

The current backup technology was installed seven years ago. As the City's network has grown over the years, the current tape backup system can no longer hold all of the data. A temporary solution to this problem has been found by splitting the backup process onto two tapes. However, this approach is not efficient and prone to problems because an employee must change the tape twice per day.

Several approaches were investigated to determine the best way to provide efficient, reliable backup of the data on the City Hall and Exchange file servers. These options ranged from highly advanced remote backup systems featuring real-time backup and replication features to more modest approaches. While a remote backup system would be ideal, it is very costly.

City staff recommends upgrading the backup system to a newer tape and tape drive technology which will enable the City's computer network to be backed-up onto a single tape. This new technology would allow the backup operation to occur overnight, leaving no impact on the day-to-day performance of the network.

This solution would require the purchase of a new tape drive, which would be installed in the existing file server at City Hall. It would also include the purchase of new backup tapes as well as installation.

Performing this upgrade would provide current technology for the City's backup system and allow for a more reliable and efficient backup solution.

Fiscal Impact

The estimated cost for the backup drive, supplies, and installation would be \$6,000.

2008 Budget Decision Package

Department: Administration
Program Financial Management

Question: Should the City Implement a Corporate Performance Management (CPM) and budgeting software system?

Background:

The annual budget is the most important document prepared by the City Council. It is both a financial plan and a statement of the Governing Body's policy priorities. Each year, elected officials spend many hours reviewing budget requests from the City's department managers during a series of meetings. Prior to the City Council's budget deliberations, City staff spends countless hours reviewing their department's past performance in order to develop revenue and expenditure estimates for the coming year.

The process includes consolidating and reconciling data between the City's accounting software system, a Microsoft Access Database, and numerous spreadsheets created and maintained by individual departments. This process is inefficient, frustrating, and prone to errors due to the duplication of effort required to transfer and translate data between these various systems. The end result is that as much time is spent auditing spreadsheets and formatting the budget document as is spent analyzing the actual budget.

One of the greatest challenges encountered using this process is the difficulty of performing forecasting or "what-if" analysis without jeopardizing the consistency and accuracy of the overall budget document. Because there are so many spreadsheets involved, changes made in one spreadsheet may not flow through the entire system, making version control a constant challenge.

Basically, although the current process has been used for many years to develop the City's annual budget, the process is terribly inefficient and requires a tremendous amount of time which could be used more effectively, either for budgeting purposes or for improving services to citizens.

After the 2007 budget was adopted in the summer of 2006, City staff began examining alternative methods of preparing the City's annual budget document and tracking historical budget data.

Discussions with other communities regarding their budget processes revealed that Prairie Village is not alone. Cities in the metro area of all sizes prepare their budgets using a similar system of multiple spreadsheets and duplicate systems which are eventually consolidated and formatted into a single document. A general theme amongst all cities was frustration with the process.

A review of the government finance literature on this subject revealed similar results. While cities have invested in accounting and financial management systems, these systems rarely function effectively during the budgeting process. The primary reason is that accounting systems are designed to record *activities which have already occurred*. Once entered into a system, this information rarely changes. Budgeting, on the other hand, is a dynamic process dealing with *activities which may occur*. During the budgeting process, these numbers are continually in flux on both sides of the budget equation as governments strive to balance revenues with expenditures.

This review revealed that corporate performance management (CPM) systems, which are frequently used in the private sector to assist companies with planning and forecasting, can be applied to government budgeting.

Following up on the information gained during this research, a Request for Proposals was prepared and distributed. The City received responses from three firms. After conducting interviews with

two of these firms and viewing software demonstrations, it was determined that the solution proposed by Clarity Systems would best meet the City's needs. At this point, another interview was conducted during which the City's Department Managers had an opportunity to participate in a demonstration of the Clarity Systems solution. This demonstration revealed that, in addition to budgeting, a CPM system would also allow for more efficient tracking of non-financial information which is maintained in City departments, such as the statistical information used in the Police Department's annual biased-based policing report.

Last Fall, Mayor Shaffer appointed an ad-hoc Finance Committee to examine the City's overall financial condition. This committee includes Bill Griffith, David Voysey, Wayne Vennard, and Charles Clark. The committee reviewed the issues surrounding the City's budgeting process and suggested City Staff present a proposal for a CPM system during the 2008 Budget deliberations.

Significant Features of the Clarity Solution

All Budget Data is in the Same Place

All revenue and expenditure data is stored in a single database. This includes historical data imported from the City's accounting software, as well as current year budget information and future-year forecasts.

Integration with accounting system

As part of the system set up, an interface with the City's accounting software would be developed to import actual revenue and expenditure data. The import process could be done as often as necessary, ensuring that department managers have current information. Currently, department managers only have access to financial information via the month end report. Having access to current information would assist departments in tracking day to day expenditures and monitoring their budgets.

Server-based System

Because data stored on this system resides on a central database server, multiple users can access the software simultaneously. Security and access features allow for controlled access to portions of the system to maintain data integrity.

Notes and Comments

Sometimes the numbers do not provide all the necessary information. This system allows users to attach text comments, notes, and files (documents, spreadsheets, etc.) to a budget line-item to provide additional explanation or supporting information to justify a budget request.

HR Planning

Personnel costs (salaries and benefits) represent approximately 50% of the City's total operating costs, and approximately 34% of the total City budget. The current process to plan for salary and benefit expenses involves an overly complex spreadsheet with multiple links, formulas, and assumptions. The proposed CPM system includes an HR Planning module allowing personnel related information to be stored in one place, verified, manipulated, analyzed, then transferred to individual department budgets. This feature also permits "what if" analysis to quickly determine the overall impact of personnel assumptions (merit increases, benefit changes, etc.) on the overall City budget.

Reporting

The City's Finance Director currently spends 8 hours each month preparing a financial report - 20 hours for the January report - which is distributed to and reviewed by program managers. This report, like the budget, is a series of multiple, linked spreadsheets, that must be updated on a regular basis, often involving duplicate data entry of data that is already in the City's accounting software system. Any changes to the reporting format, such as adding a new expenditure category or revenue line-item, require extensive renovations to the spreadsheet.

A CPM system would greatly simplify the month end report process by utilizing the interface with the accounting system and building templates to generate these reports. The reports can then be automatically generated by the system and distributed via e-mail.

Just as it would simplify the monthly reporting process, a CPM system would also simplify the preparation of the Annual Report. The Annual Report also contains several linked spreadsheets containing information obtained from the accounting software.

Balanced Scorecard / Dashboard Reporting

Again, because all of the City's revenue and expenditure data would be in a central repository, the data can be readily accessed and reported. For example, parameters can be set to allow quick access to information and allow for variance analysis.

Non-Financial Information

The CPM system has the ability to track statistical information. Department statistics could be tracked in one place and utilized for reporting and analysis.

Capital Outlay

The CPM system includes functionality to assist with the budgeting of capital expenditures.

Benefits of the System

Consolidation

One of the greatest challenges with the current budgeting process is that data is so widely dispersed throughout the City. Keeping all of the budget data in a single location helps ensure that everyone is looking at the same information and allows for accurate version control.

Efficiency

As mentioned earlier, the current budget preparation process requires multiple levels of data entry and duplication of effort. The proposed system would greatly reduce this duplication by hosting information in a centralized database.

On an ongoing basis, the production and distribution of monthly status and performance reports would take minutes rather than hours, providing department managers with ready access to current information.

Fiscal Impact

At this point, the City began working with Clarity Systems to determine the cost of implementing a CPM system in Prairie Village. The total cost of implementing both the hardware and software components of this system would be \$130,000 distributed as follows:

Year 1 Costs

Software License	15,000.00
Annual Maintenance	2,700.00
Design	1,240.00
Training	28,020.00
Consulting	56,000.00
Hardware	15,376.00
Contingency	11,834.00
Total Year 1 Costs	<u>130,170.00</u>

Year 2 Costs

Annual Software Maintenance	2,808.00
Hardware Maintenance	1,000.00
Total Year 2 Costs	<u>3,808.00</u>

Hardware

The Clarity solution is a browser based system which operates on a Microsoft SQL database server. This approach allows users to access the system through Internet Explorer, eliminating the need to purchase additional desktop computer software.

However, implementing this system would require the purchase of a SQL server and software. SQL is a standard database system used by many public and private sector organizations to maintain large databases. The SQL system offers a greater ability to categorize, sort, calculate, and manipulate data than is offered by Microsoft Excel or Access. In addition, a SQL server, once installed, can host multiple software systems on the same server. In the coming years, it will be necessary to update the City's Municipal Court, Code Enforcement, and Business licensing software. These systems could all be hosted from a SQL server that also supports a CPM system. In essence, at some point in the future the City will need to migrate some of its software systems to larger database systems, and this will likely be a SQL based system. The cost of \$15,376 includes hardware, software, and installation costs for the SQL Server

Software

The Clarity solution is a licensed software product, and will require the purchase of software licenses and an annual maintenance agreement. The cost estimates above assume that ten users will be able to access the proposed CPM system.

Design/Consulting/Training

CPM software is flexible and can be set up to meet each organization's needs. Because of this flexibility the system requires design and set up assistance in the form of consulting services from the software company. In order to maintain and use the system, City employees must be trained on creating forms and reports. The design, consulting and training costs shown in the cost estimate above include the costs necessary to tailor the CPM system to the City's specifications and the costs of customized training for the City's users.

Contingency

A contingency amount of 10% of project costs is also included.

Implementation

Implementing CPM would be a major undertaking for the City lasting several months. If this system were approved as part of the 2008 budget, the system would be implemented during 2008. The 2008 budget could be monitored in the system; however, the first annual budget actually prepared using the system would be the 2010 budget, which would be prepared during the Spring of 2009.



Delivering visibility and performance

Corporate Performance Management Solutions

Our Solution - Clarity Performance Management

- ❖ Annual Budgeting
- ❖ Mid-year Forecasting
- ❖ Strategic Planning
- ❖ What-if Modeling
- ❖ Collaboration

Budget

- ❖ Management Reporting
- ❖ Ad-hoc Reporting
- ❖ Statutory Reporting
- ❖ Financial Consolidation
- ❖ Detect & Alert

Reporting

Methodologies

- ❖ Balanced Scorecard
- ❖ Activity Based Management
- ❖ Strategy Maps
- ❖ Six Sigma
- ❖ EVA

Analyzing

- ❖ Business Intelligence
- ❖ Executive Dashboards
- ❖ Metrics & Ratios
- ❖ Data Visualization

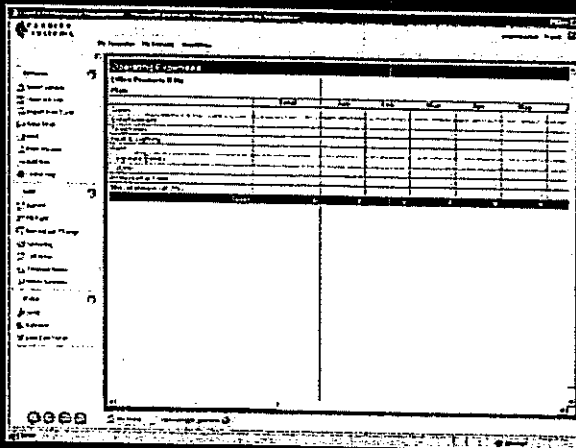
Solving your Budgeting Headaches

CPM's central database & its easy-to-use Web interface solve many of the typical budgeting problems:

- **Control** – no longer can users add a row or a column to a spreadsheet and throw off your consolidations
- **Trusting the numbers** – with CPM's central database there is now only "one version of the truth"
- **Collaboration** – no longer do you have to copy worksheets out of your workbook and e-mail them out to your users. With CPM, collaboration occurs seamlessly and in real-time.
- **Remote users** – CPM is available over the Web regardless of where you are located
- **Expansion** – add a new department to the CPM database and CPM automatically creates templates for the new department and incorporates the new department correctly into your consolidation rollup
- **Security** – no longer do you have to remember to password protect confidential spreadsheets that are distributed via e-mail. With CPM users can only see the data that they are supposed to see
- **Scalability** – CPM can support tens, hundreds or thousands of concurrent users

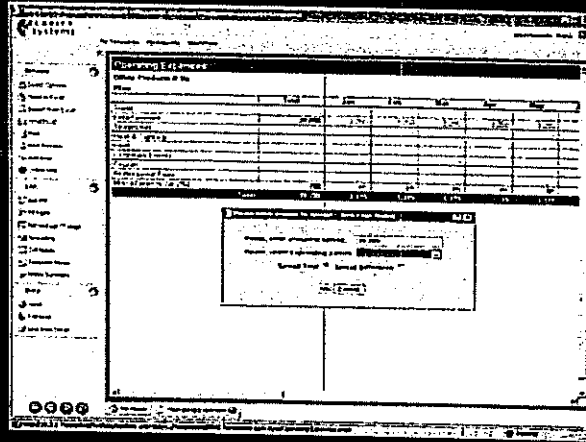
Better Budgeting – Spreading

CPM takes you beyond spreadsheet budgeting through its superior functionality. Like Spreading...



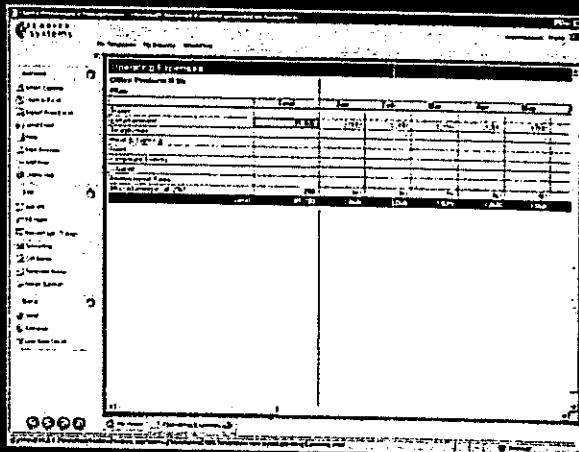
Better Budgeting – Spreading

In fact you can create any spread method you want like a 4-4-5 or business days or days in month.



Better Budgeting – Spreading

In fact you can create any spread method you want like a 4-4-5 or business days or days in month.



Notice that we have changed from evenly to a 4-4-5

Better Budgeting – HR Planning

How about all of your struggles with HR planning such as...

1. Keeping the information secure
2. Properly calculating benefits including caps
3. Splitting an employee's salaries between more than one department
4. Moving employees between departments
5. Calculating versions of the plan with different merit increase percentages
6. What-if modeling – what happens to the bottom line if various HR assumptions (like merit increase %, bonus rates, etc.) are changed?

Better Budgeting – HR Planning

In CPM, HR planning is 100% customizable to your organization. Set up your positions, benefit calculations, merit increase percentages etc. Here you are seeing just one example of what an employee screen could look like.

The image displays two screenshots of the CPM HR Planning software interface. The left screenshot shows an 'Employee Details' form with the following fields and values:

Field	Value
Last Name	Johnson
First Name	John
Position	Accountant
Start Date	1/1/00
End Date	12/31/00
Job Company	ABC
Salary	12,000
Bonus (%)	5
Merit (%)	3
Merit Increase (%)	5
Tax Details	SSN: 123-45-6789, FICA: 01140

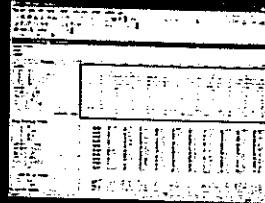
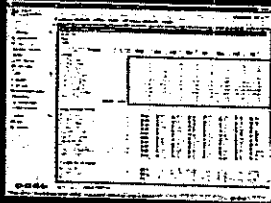
The right screenshot shows a 'Summary' screen with a table of employee data and a 'Good' status indicator.

Employee ID	Name	Position	Start Date	End Date	Salary	Bonus	Merit	Merit Increase	Status
0001	Johnson, John	Accountant	1/1/00	12/31/00	12,000	5	3	5	Good

Whether you're a financial services organization tracking HR costs by person, a law firm calculating billable hour revenue and utilization rates, a government contractor applying markup percentages to employee earnings or a hospital planning by shift, CPM's HR Planning module will work for your industry.

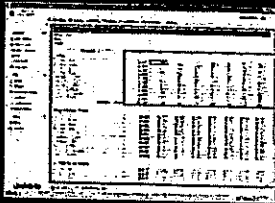
Better Budgeting – Work Online or Offline

Generally, users run reports or enter data over the Web.
But, if you want you can use the "Open in Excel" option to copy your CPM template into an Excel worksheet.

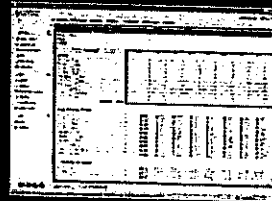


You are now in Excel.

The budget manager can now fill out their data in a locked down Excel worksheet.



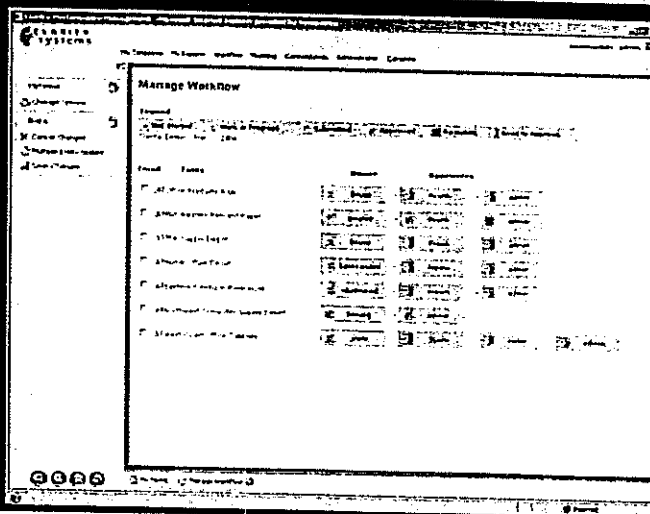
Choose the "Import from Excel" option to update the information in CPM with the information from Excel.



When the budget manager is ready to go back online, simply open CPM to the same template.

Managing the Budget Process - Workflow

CPM helps you track the status of the budgeting process with CPM's Workflow Management module, where budgets can be submitted and then approved or rejected.



Forecasting – Reforecasts & Rolling Forecasts

Reforecasting and rolling forecasts are easily created and maintained within CPM, allowing you to mix actuals fed in from the General Ledger with planning months from prior forecasts.

From here you can now update your remaining plan months.

The screenshot displays a complex financial forecast table within the CPM software. The table has multiple columns, likely representing different time periods or metrics, and several rows detailing various financial items. The interface includes a sidebar with navigation options and a main window with a grid of data.

Reporting – Financial Statements

Just like data entry templates, reports are designed in Excel and then published to the Web. And, with CPM each report is automatically available for your entire organizational structure.

The screenshot shows a financial statement report, possibly a Profit and Loss statement, generated by CPM. The report is organized into several sections: Sales, Cost of Sales, Gross Margin, Variable Costs, and Fixed Costs. Each section contains a list of items with associated numerical values. The report is presented in a clear, structured format within the software's interface.

Furthermore, with CPM's Report Books module, you can schedule & publish groups of reports in a variety of formats, including: .pdf, .xls, .html or .txt files.

Reporting – Ad-hoc

CPM creates an easy to use environment for users to perform their own analysis.

	Q1	Q2	Q3	Q4	Total
Product Revenue	1,234,567	1,345,678	1,456,789	1,567,890	5,605,324
Service Revenue	234,567	245,678	256,789	267,890	1,005,324
License Revenue	345,678	356,789	367,890	378,901	1,453,358
Other Revenue	456,789	467,890	478,901	489,012	1,932,592
Cost of Goods Sold	(123,456)	(134,567)	(145,678)	(156,789)	(560,532)
Operating Expenses	(234,567)	(245,678)	(256,789)	(267,890)	(1,005,324)
Other Expenses	(345,678)	(356,789)	(367,890)	(378,901)	(1,453,358)
Income Before Tax	1,234,567	1,345,678	1,456,789	1,567,890	5,605,324
Income Tax	(123,456)	(134,567)	(145,678)	(156,789)	(560,532)
Net Income	1,111,111	1,211,111	1,311,111	1,411,111	5,044,792

Start with an ad-hoc reporting canvas.

Doubleclick on Gross Margin to drill through on your accounts.

Reporting – Ad-hoc

CPM creates an easy to use environment for users to perform their own analysis.

	Q1	Q2	Q3	Q4	Total
Product Revenue	1,234,567	1,345,678	1,456,789	1,567,890	5,605,324
Service Revenue	234,567	245,678	256,789	267,890	1,005,324
License Revenue	345,678	356,789	367,890	378,901	1,453,358
Other Revenue	456,789	467,890	478,901	489,012	1,932,592
Cost of Goods Sold	(123,456)	(134,567)	(145,678)	(156,789)	(560,532)
Operating Expenses	(234,567)	(245,678)	(256,789)	(267,890)	(1,005,324)
Other Expenses	(345,678)	(356,789)	(367,890)	(378,901)	(1,453,358)
Income Before Tax	1,234,567	1,345,678	1,456,789	1,567,890	5,605,324
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Net Income	1,111,111	1,211,111	1,311,111	1,411,111	5,044,792

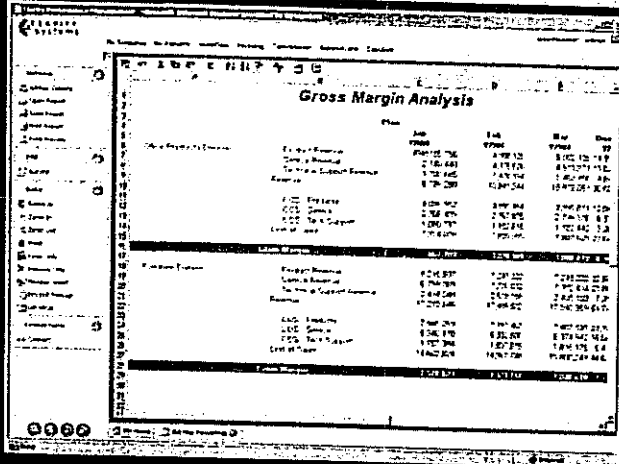
Start with an ad-hoc reporting canvas.

Doubleclick on Gross Margin to drill through on your accounts.

Doubleclick on Quarter 1 to drill through to the months.

Reporting – Ad-hoc

CPM creates an easy to use environment for users to perform their own analysis.



Start with an ad-hoc reporting canvas.

Doubleclick on Gross Margin to drill through on your accounts.

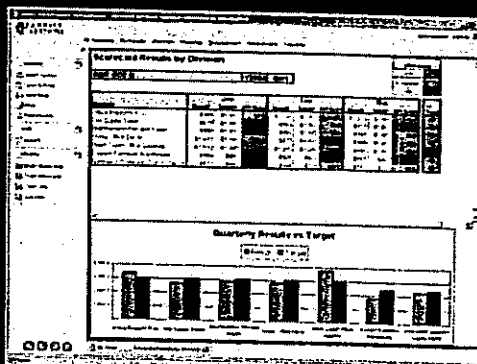
Doubleclick on Quarter 1 to drill through to the months.

Pivot on Office Products Inc. and then drill down to the divisions.

Begin to format your report.

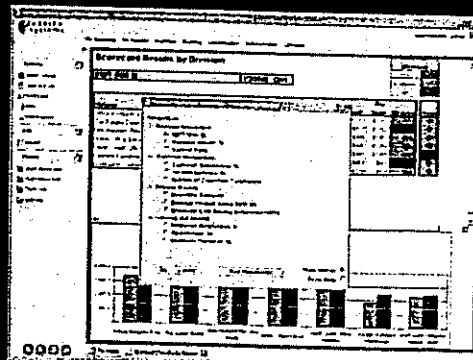
Save your new report.

Reporting – Balanced Scorecards



The scorecard metrics are fully customizable to your organization.

Take your reporting to another level through the incorporation of a balanced scorecard allowing you to set acceptable ranges of performance and then monitor that performance for areas that require attention.



Next Steps

CPM is one of the hottest Corporate Performance Management tools in the marketplace. We encourage you to continue your evaluation through our one-on-one interactive online demo.

For additional information or to schedule an online demo please contact Rachel Jordan at Clarity Systems.

Rachel Jordan

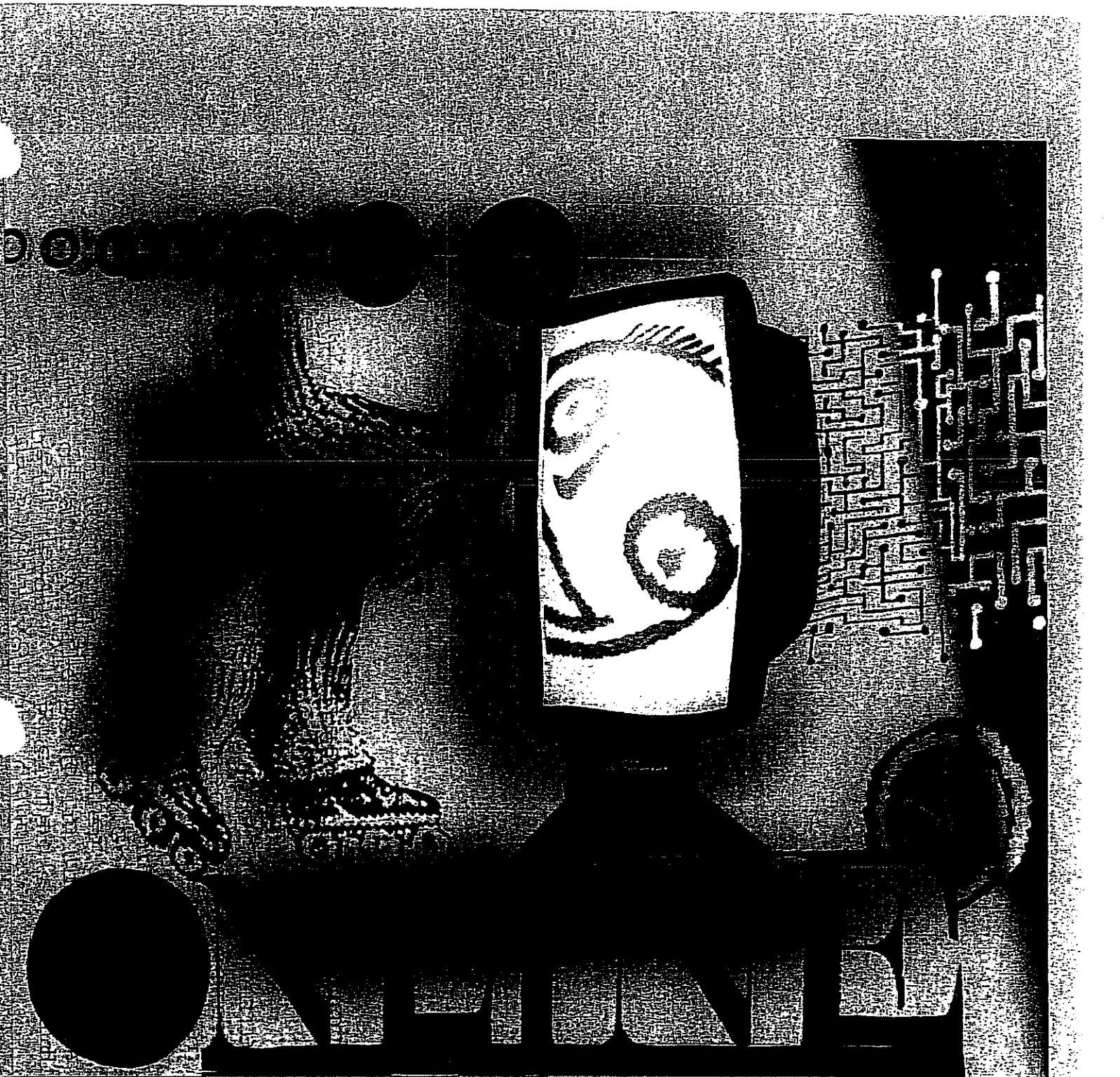
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BUDGETING TECHNOLOGY:

A Private Sector Solution for an Enduring Public Sector Problem?

BY SHAYNE C. KAVANAGH AND JOHN RUGGINI

Budgeting has been traditionally one of the most difficult of government business processes for technology to support. Each government's budget process is distinct, making it a challenge for vendors to develop one software solution that will work across many environments. Further, the government budgeting process has an indispensable political element to it. By its nature, this political side to budgeting is difficult to encapsulate within a software package. The purpose of this article is to explore briefly the public sector's experience with technology for budgeting and, primarily, to examine the applicability to the public sector of a technology commonly used in the private sector for budgeting and planning called "corporate performance management" (CPM).

PUBLIC SECTOR EXPERIENCES WITH BUDGETING TECHNOLOGY

The most common technological solution applied to public sector budgeting has been the ubiquitous spreadsheet program, Microsoft Excel. The familiarity of most users with Excel, its low cost, and its adaptability to many data entry and calculation requirements makes it a natural initial choice for a solution. However, Excel has a number of limitations as a government-wide budgeting solution. Foremost is that Excel was designed as an individual productivity tool, not a collaborative budgeting and planning application. Hence, it is difficult for users to share work, often necessitating a series of complex (and fragile) linkages between different spreadsheet files. A related point is security. Again, because Excel was not designed for collaborative work, the features for securing elements on sheets to which users share access are limited. Additionally, Excel does not contain certain technological features that are very useful for budgeting. For example, Excel lacks powerful reporting and drill-down features that would be useful for budgetary analysis, it cannot easily provide powerful statistical calculations for long-term forecasting, and it does not provide the ability to monitor and manage submittal processes.

The limitations of Excel have prompted governments to look for other solutions. For some governments, a common choice to turn is the vendor that provides the government's

financial management and accounting system. In many cases, the budgeting modules of financial management systems have proven to be a significant improvement over Excel and have satisfied the government's needs. However, sometimes these solutions have been found wanting. Perhaps the most important problem has been that the budget systems offered by some financial system vendors not surprisingly are developed similar to accounting systems: they are designed to emphasize transaction processing efficiency. This efficiency comes at the expense of process flexibility and data accessibility.

A mantra of financial management system implementations is to "change your process to fit the software" — in other words it is better to conform the government's business process to that supported by the software than to customize the software. While this may be acceptable for administrative support processes like accounting or purchasing, it may not be acceptable for budgeting where a government's distinct

Each government's process is distinct, making it a challenge for vendors to develop one software solution that will work across many environments.

process features may exist for reasons of legal or political necessity or due to financial management preferences. For example, park acreage might be a key variable in how a city budgets for park operating costs. If park acreage is not supported as a budgeting variable by the budgeting module, then the module would have to be customized (possibly leading to complications with technical support) or the budget staff would have to develop a series of complementary spreadsheets outside of the module to track this variable, thereby fragmenting the information used for decision making.

To take another common example, budgeting modules often are tightly coupled to the accounting module and the chart-of-accounts string. This requires budget submitters to formulate their requests by accounting entity. However, the organization may prefer to budget by program, goal, or other entities that are not part of the chart-of-account string. Hence, a government may find that the budgeting process supported by a financial management system module is simply not compatible with its requirements.

Some of the technical features of transactional-oriented budget modules also limit their utility for budgeting. They often lack a spreadsheet-like user interface that allows manipulation of multiple cells of data simultaneously. Also, transactional systems are not typically designed to maximize accessibility to

data, which can complicate reporting and analysis during the budget season. Finally, because these budgeting solutions are designed as modules of larger financial systems, they sometimes are not suitable as stand-alone solutions. Thus, it may not be practical to procure the budget module without also procuring the other components of the financial management system. For many governments, it may not be reasonable for its budgeting requirements to drive its selection of financial management systems or vice-versa.

The level of dissatisfaction with budgeting technology has been borne out by GFOA survey research. GFOA polled winners of its Distinguished Budget Presentation Award with operating budgets between \$250 million and \$500 million in order to determine their satisfaction with their existing technology for budgeting.² GFOA found that 64 percent of the respondents were satisfied or very satisfied with their current solutions for operating budgeting. This number rose slightly when considering just those who were using a module of their financial management system (68 percent) and dropped dramatically for those using a spreadsheet-based system (50 percent). While 64 percent is not an impressive level of satisfaction (the equivalent of a "D" in most schools), for capital budgeting systems and performance measurement technology, the satisfaction levels were much worse. Only 39 percent were satisfied or better with their solutions for capital budgeting and only 24 percent for performance measurement technology. Further, the proportion of respondents using their financial management system vendor's solution for capital budgeting and/or performance measurement decreased dramatically compared to operating budgeting, suggesting that these vendors' solutions are not satisfactory for these purposes.

The Full Report

GFOA has produced a research report entitled "Market Research Report for Budgeting Technology Solutions." This report contains the full results of the survey conducted by GFOA as well as a wealth of other information on budgeting technology, including CPM. The report is available, free-of-charge, on the GFOA Research and Consulting Center's Web site: www.gfoa.org or contact the author at Skavanagh@gfoa.org.

As a result of dissatisfaction with the traditionally available solutions for budgeting, some governments are now considering the use of a technology that has gained in popularity for planning and budgeting in the private sector³ — corporate performance management or CPM.

WHAT IS CORPORATE PERFORMANCE MANAGEMENT?

Corporate performance management (CPM) is a type of decision-support or analytical software that is designed to be integrated with transactional systems (e.g., accounting, payroll systems) in order to provide superior analytical capabilities. This is accomplished through best-in-class analytical technologies (e.g., reporting tools), by providing a repository in which to consolidate data from multiple transactional systems for analytical purposes, and by storing that data in a format designed to maximize accessibility instead of transaction processing speed. More specifically, the Gartner Group, an IT analyst firm, defines a CPM product as having the following application components:⁴

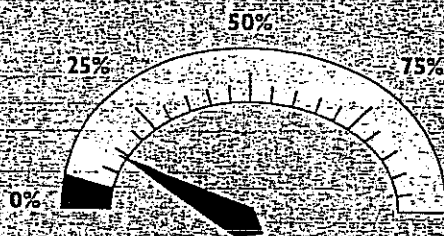
- **Budgeting, planning, forecasting.** This includes the capacity to create planning models for both long- and short-term plans, to manage submittals to those plans (e.g., budget requests and approvals), and to link planning information with important systems for budget execution, such as the general ledger. Planning models are central to the CPM system because they describe what data will be contained within the system and how data elements will be organized and related to each other within the system.
- **Activity-based costing and management.** CPM products provide the ability to analyze costs and performance at a detailed level by storing and providing access to detailed cost and service information.
- **Scorecards & reporting.** In addition to more conventional reporting functionalities, CPM includes advanced reporting functionality such as performance dashboards, performance measures linked into cause-and-effect hierarchies, and automated monitoring and notification of measurement results. Exhibit 1 shows a scorecard device used by the District of Columbia for available budget for personnel services (PS) costs and non-personnel services (NPS) costs. The district's system divides remaining available budget authority (calculated by subtracting total annual expenditures, total obligations, and total

Exhibit I: District of Columbia Scorecard Device

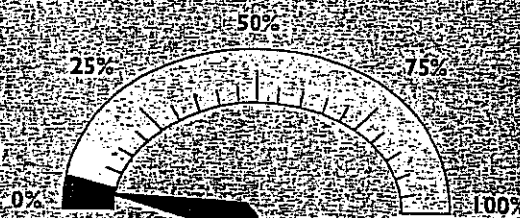
PS/NPS Gauges

Available Balance Gross Operating Funds (Excluding Capital Funds)

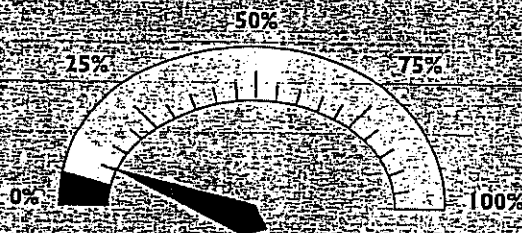
PS: 14.1%



NPS: 5.1%



TOTAL: 10.2%



Percent of Year Elapsed: 91.2
Remaining: 8.8

interagency advances from the total annual budget) by the total annual budget to arrive at the results shown by the gauges.

Consolidation. CPM provides for consolidation of planning information from across the organization (e.g., consolidating budget requests from across the organization) as a fundamental feature. CPM can be used to create a single version of the plan upon which the entire organization can agree. The organization can then measure performance against the agreed-upon plan. Consolidation functionality also allows the budget department to monitor the status of budget development (i.e., who is still working, who has not started) and to maintain control over different versions of the budget.

Through the above features,⁵ CPM provides a solid basis for organization-wide budgeting. The budgeting/planning component can be used to create a budgeting model that conforms to the organization's requirements. The modeling capabilities of CPM products allow for an almost infinite number of configuration choices, such that CPM products are flexible enough to meet the requirements of almost any

planning process. Budgeting/planning and consolidation functionalities allow the budget department to manage participation from departments and consolidate requests into a final budget. The ability to store, analyze, and report on detailed cost elements enables requesters to consider a broad spectrum of information when formulating requests and for managers and analysts to do the same when reviewing requests. The next section describes in more detail how CPM can support public sector budgeting. However, CPM is not a perfect solution so the next section also addresses the limitations of this technology.

EVERY SILVER LINING HAS A CLOUD:

ADVANTAGES AND DISADVANTAGES OF CPM

CPM products have distinct advantages and disadvantages that are largely a function of the system's architecture; thus, for each advantage, there tends to be a corresponding disadvantage. As a result, governments should understand the general characteristics of this type of product, prioritize their reasons for pursuing a budgeting technology solution, and carefully evaluate any proposed systems. By no means

are CPM products a magic bullet or an “easy button” (to borrow from a recent marketing campaign); however, they do provide governments with a new and potentially powerful suite of tools.

Flexibility. The main advantage of CPM products is their flexibility. The architecture of CPM provides users with a “blank slate,” which can be adapted to meet a government’s unique administrative and political environment. There are no highly defined configuration options to choose from when buying a CPM system like there are with financial systems. This is why CPM solutions are able to migrate from the private to public sector without significant modification to the underlying product. If a government has a seven-step approval process for its budget including last-minute revisions by the elected body, this can be accommodated within the CPM product. If that process changes next year, so can the model embedded in the software. In fact, as will be described, public sector users whom GFOA interviewed have found these products to be so flexible and powerful that they intend to use them for performance and resource modeling needs outside of budgeting.

The extreme flexibility of CPM is also a disadvantage — extensive planning and forethought must be put into model design. This translates into implementation cost and risk, and creates a dependency on the implementation vendor for system success. GFOA has observed some effort by CPM vendors to develop templates to facilitate configuration, but these have not been proven for public sector budgeting purposes.

Stability. Flexibility can be dangerous if the solution is not stable. Imagine a custom-built Access database linked to complex Excel workbooks across an organization. However, because CPM products are purpose-built as an organization-wide planning tool (rather than a series of linked personal productivity tools) they can provide a stable and secure budgeting platform that can be deployed across organizations of varying sizes. This is a critical advantage for budgeting processes, which by nature, require a collaborative environment in which budgets can be built in a decentralized, yet standardized fashion so that they can be easily consolidated into a single spending plan.

Process Management. CPM products also include important process management features such as workflow and role enforcement. Workflow facilitates budget approval

processes while role enforcement allows users to only perform operations and to only see and access the data relevant to their position. Of course, these features require additional effort to implement including the definition of user-specific roles, defining process flows, and maintaining these definitions over time.

Features and Functions. The most immediately apparent feature of CPM is that most CPM products provide a spreadsheet-like interface with which users are familiar and comfortable. In fact, some products even use Microsoft Excel as the interface. The benefit of this approach is that user acceptance of the system occurs more quickly.

Exhibit 2: Governments Using CPM
Interviewed by GFOA

Jurisdiction	Population	Operating Budget
Denver Water, CO	NA	\$136M
City of Atlanta, GA	434,000	\$534M
City of Livermore, CA	80,723	\$130M
Maricopa County, AZ	3,648,500	\$2,259M
Port of Portland, OR	NA	\$23.1M

However, CPM’s functionality is much deeper than that of Excel. CPM systems are feature/function rich and capable of complex reporting and analytics. Denver Water, for example, uses their CPM solution to link their 10-year and annual budgeting process and create the financial input to their rate model. As described later, the City of Livermore, California, uses CPM to address complex personnel budgeting issues. As CPM architecture is designed specifically to facilitate data accessibility, these products maintain powerful querying and report-writing capabilities.

The ad-hoc report writing available to users is particularly powerful as users can click and drag data sets into rows and columns allowing them to see the same data from multiple perspectives — budget to actuals by fund, budget to actuals by fund and year, actuals with a 3 percent multiplier for the next five years, etc. Drill-down/through functionality allows users to literally click down into the data — see which departments are contributing to a General Fund deficit or click across years to see where a spike in spending occurred. Reports are typically dynamic, including ad-hoc reports saved by users, so that each time they are

processed, the data is automatically refreshed. The challenge associated with the extensive capabilities of these products is striking a balance between harnessing this power without overburdening the system, creating complicated processes, or affecting processing speeds. In addition, there is a steep learning curve for users to understand the system's full capabilities.

System Maintenance. Maintaining CPM systems may require new skills of government personnel. CPM products typically rely on architectures significantly different from the transaction processing systems with which governments are most familiar. Likewise, CPM solutions are designed to interface with existing source systems to load important data (e.g., payroll information). Interfaces are a significant point of potential failure in any system's implementation project because they often require customized technical development work and require thorough analysis and reconciliation of data definitions between legacy systems and CPM. Fortunately, the industry has advanced a great deal in this area in recent years and CPM vendors have focused on honing their abilities. Nevertheless, interfaces will require ongoing attention.

It can often seem that technology solutions are much like the carnival game where players hit the toy pop-up doll back into its hole only to have another one pop-up elsewhere — every issue addressed has its own consequences, intended or otherwise. An examination of the experiences of public sector organizations with CPM products will help readers weigh the advantages and disadvantages of these products and determine whether or not this technology will help them "get in the game."

PUBLIC SECTOR EXPERIENCES WITH CPM

Although CPM has become very popular in the private sector, there are relatively few public sector agencies that have implemented CPM for budgeting and planning. For example, none of the 64 respondents to GFOA's budgeting technology survey have implemented a CPM system. However, some of the leading CPM vendors have an active interest in expanding their market to the public sector and there are a few public sector agencies that are pioneering the use of CPM for budgeting. GFOA interviewed five of these governments (see Exhibit 2) and presents their successes and lessons learned.



Successes

The governments interviewed have realized a number of successes in using CPM for budgeting, which is encouraging news for the public sector. The primary benefit described by the interviewees was that the process of gathering and consolidating budget requests has been significantly streamlined. For example, the City of Livermore, the Port of Portland, and the City of Atlanta realized significant benefits for personnel budgeting that increased the accuracy of projections and reduced the time needed to formulate the personnel budget. This is an impressive achievement given the complex nature of public sector personnel budgeting.

Livermore began by loading their CPM system with data from their HR management system. The ability of the CPM system to store and organize data in a format that maximizes accessibility allowed the city to load data about individual employees into CPM so that budget system users were able to access both summary HR cost information as well as information on individual employees (if authorized to do so). Further, Livermore was able to use the flexibility of the CPM system to design a budget model that accommodated the numerous and non-standard variables that impact

personnel costs in Livermore, such as special pay types and benefits called for in union contracts. Finally, as a pilot project for involving departments directly in the use of the CPM system, Livermore was able to distribute access to the model to the departmental business manager of the police department.

Departmental business managers are those best placed to evaluate the detailed variables that impact personnel costs in their department. The police business manager was able to enter estimates directly into the budget model and transmit this data to the budget department. Using CPM, Livermore was able to estimate personnel costs within \$20 of actual cost for some positions — certainly an accomplishment given the number of special pay and benefits that can impact total compensation costs.

The Port of Portland was able to use similar functionality to improve its overall personnel cost projections by more accurately estimating benefit costs and incorporating seasonality into their estimates. For positions with little turnover, the port achieved high levels of cost accuracy. The Port of Portland also utilizes the software to perform what-if analysis on FTE changes, which takes into account total compensation costs.

Model Design and Larger Governments

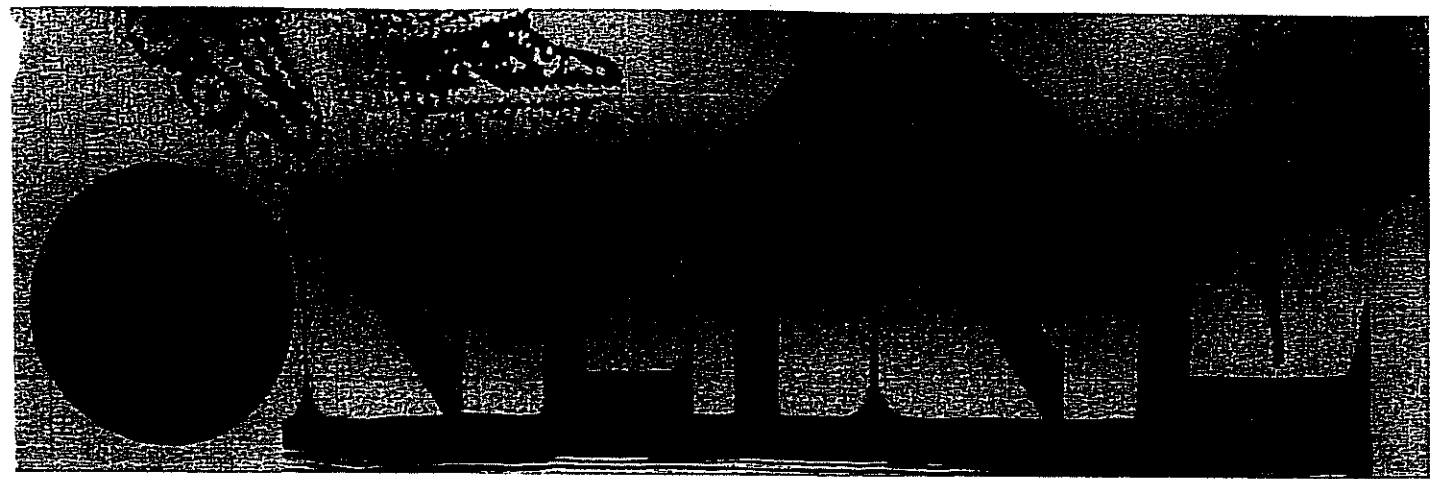
Efficient model design can prove particularly difficult for larger governments that have a larger number of elements that they need to include in their budget process. GFOA interviewed the District of Columbia — a city that has a great deal of experience using CPM for reporting and scorecards. Washington, D.C., has seriously investigated the use of CPM for budgeting, but has not found that the CPM system it considered capable to accommodate the necessary elements and still maintain acceptable levels of performance. Similarly, Maricopa County had to carefully consider its model design including identification and removal of unnecessary elements of its chart of accounts (i.e., un-used object codes, etc.) to keep the model as streamlined as possible.

Atlanta realized similar benefits as it can now automate a number of personnel calculations like employer pension contributions and health insurance contributions (eg., benefits). CPM interfaces with base salary information (salary schedules and individual employee records) and provides automated calculations, with key variables located centrally. This means the variables can be easily changed by the central budget office, if, for example, the city changes its assumed rate of contribution rate to pensions.

CPM can also streamline basic analytical functions through its superior reporting functionality. In the City of Atlanta, the City Council is very interested in monitoring the amount of city resources used to finance outsourcing contracts and regularly wants to know how much is being spent across the city on outsourcing. Along with this type of request, the city has significant requirements for reporting on subjects such as vacancies, overtime, and detailed comparative expenditure trends. Prior to CPM, the city staff estimates that about two full-time equivalent employees were dedicated to gathering and analyzing this information. With CPM, staff estimates this effort has been reduced by 75 percent.

The interviewees anticipate that these types of efficiencies will make more time available for more value-added analysis of finance and performance. Livermore anticipates developing its long-term projection capabilities and Atlanta has begun to use CPM to create performance models that show how personnel, equipment, and facility availability impact performance of the city's recreation services.

Denver Water and the Port of Portland have achieved similar successes in their ability to streamline and significantly reduce the length of their budget preparation cycle due to the ease with which they can consolidate departmental and division budget requests. As both organizations understand better the capabilities of their CPM products, they have developed visions for utilizing the software outside of the budget function for complex reporting and modeling. In the case of Denver Water, as their water supply is related to the snow melt run-off, an important analysis is predicting, based on depth measurements of the snow pack and weather patterns, the spring water levels of the reservoirs. Based on this analysis, the authority is able to predict if water restrictions will be needed, which impacts their revenue as they are forced to sell less water.



Currently, this analysis takes place in complex Excel spreadsheets but the authority believes it will be able to better conduct this analysis in the future using their CPM tool. The Port of Portland has already adapted their CPM product to provide IT managers with a capacity planning tool. A separate module was created into which IT personnel add their current workload data including project and non-project tasks. This has become a critical tool for the IT department as it is used to determine if the department has the capacity to take on additional projects.

Lessons Learned

CPM is a powerful but complex technology. Accordingly, the implementations of the governments interviewed have not been seamless. This section describes the lessons gained from that experience.

Building a strong model is the foundation of success. The budget model designed into the CPM software by the government will determine the success of the system. Not only must the model accommodate the processes that characterize budget development, the model must also provide ready access to budgeting data. Hence, the model must be organized logically and it must deliver satisfactory technical performance (i.e., respond promptly to user commands). Meeting these standards requires that the model be built efficiently and free from extraneous fields and functions. The importance of this lesson cannot be overstated, and it was emphasized strongly by all of the interviewees. Governments must consider carefully what functionality they need to build into their model and resist the temptation to add attractive, but ancillary features. These additions will only make the model unwieldy when it is put to practical use.

CPM products are complex. The extreme level of flexibility and range of functionality available through CPM products means that CPM products are complex. This has a number of implications for CPM implementation.

- *Qualified consulting assistance is indispensable.* Business expertise is needed to develop an effective budget model. However, CPM software is too complex for most financial staff to set up without assistance. A government's technical personnel are usually not fully suited to this role because they do not have the strong finance background necessary for proper model design. Therefore, a consultant with a strong finance background and expertise in CPM software is an invaluable part of the implementation. Government expertise on the part of the consultant is, of course, a very desirable qualification; however, the lack of CPM installations in the public sector means that this qualification is very difficult to find currently. Ideally that situation will change as more governments implement CPM.
- *Develop an understanding of the product early.* The government should make every effort to gain the most thorough understanding of the product as early as possible. This requires performing detailed discovery during the procurement cycle, attending training courses for the product after contract signing, and working closely with implementation consultants. A thorough understanding of the product will enable the design of a strong budget model initially and maintenance and adaptation of the model to changing needs.
- *Implementation requires time.* The government will have to be prepared to devote a significant amount of time and resources to CPM implementation. GFOA found

that two full-time equivalent employees for a four-to-six month period is a reasonable staffing estimate for CPM development for mid-sized governments, such as those it surveyed.

Maintain realistic goals for the initial implementation. Gathering and consolidating budget requests are the most immediate benefits from CPM. More advanced functionality such as analytics, publishing budget books, and performance measurement can bring important benefits to the organization as well, but require a significant effort to implement. The interviewees' experience is that it is better to focus on more limited objectives for the first budget cycle. This helps ensure the project delivers on gathering and consolidating requests, allows the implementation team to focus on building a solid budgeting model, and reduces pressures to add ancillary analysis functionality to the model (i.e., advanced analytics is out of scope).

Make effective use of informal analytics. In the initial CPM implementation or even after the organization gains more experience with CPM, the power of the software provides a constant temptation to build all desired analytical functionality for the budget process into the CPM software in order to apply the maximum amount of automation to the budget process. However, as described earlier, building in non-essential analytical functionality may greatly complicate model design, resulting in a model that is unwieldy to use and that performs poorly. Enabling users to easily transfer data to analytical tools such as Excel or to easily generate reports through the CPM product can satisfy many of these analytical needs, thereby relieving pressure to build such functionality into the model. Further, this can simplify the process of making functional changes to the system as business needs change in the future.

Budget publishing is not the strength of CPM products. A technology solution for producing a detailed budget document (such as that required for the GFOA Distinguished Budget Presentation Award program) has been a long-standing desire of many governments. Unfortunately, CPM products are not well suited to this role. The interviewees were very pleased with the ability of CPM products to produce financial statements and reports and were able to incorporate these reports into their budget presentations, resulting in significant time savings. However, their CPM systems have not been used to manage

production of the entire budget presentation, such as transmittal letters, goal statements, and other non-quantitative information. Fortunately, GFOA's discussions with CPM vendors indicate that vendors seem to understand that budget publishing functionality is a key requirement for the public sector, so these vendors are seeking to develop a solution in this area. For the time being, CPM only partially fulfills budget publishing needs.

CONCLUSION


CPM is emerging as a viable solution for the public sector's budgeting technology requirements. However, CPM is unlike the other technologies government has typically used for budgeting: spreadsheets and the budgeting modules of financial management systems. Therefore, there is a different set of rules associated with successful development of a CPM-based budgeting system. Primarily, the power and flexibility of the CPM system places great responsibility on the customer to create a strong and efficient model design. If implemented properly, CPM can simultaneously satisfy end-user business requirements and deliver satisfactory technical performance. Procuring qualified consultant assistance with implementation and taking a measured and incremental approach to CPM solution development appear to be the hallmarks of CPM success. ■

Notes

1. Drill-down is the ability to automatically access the data that underlies or composes the data on screen, often by simply clicking on the figure of interest. For example, clicking on year-to-date salary expenditure figure might take the user to a listing of all of the payroll runs that make up that figure.
2. GFOA chose this range of operating budgets in order to provide greater comparability between respondents. Eighty-six governments were surveyed and the survey response rate was 74 percent.
3. Gartner predicts a 10 percent compound annual growth rate in the CPM market through 2009. See: Gartner Group, "Magic Quadrant for CPM Suites," 2005.
4. Gartner Group, "Magic Quadrant for CPM Suites," 2005.
5. It is important to note that the above discussion provides a general description of CPM features; however, each product will vary in the functionality provided. For example, several of the above components may be separate applications. Each product has its own strengths and weaknesses and only through a thorough procurement process can a jurisdiction determine which provides a best fit.

SHAYNE C. KAVANAGH is a senior manager and JOHN RUGGINI is a senior consultant/policy analyst in the GFOA's Research and Consulting Center.

CITY OF PRAIRIE VILLAGE

TO: MAYOR & CITY COUNCIL
FROM: DOUG LUTHER 
SUBJECT: 2008 CODES ADMINISTRATION BUDGET
DATE: 5/15/2007

The proposed 2008 Codes Administration budget request reflects a 6.8% increase from the 2007 budget.

Significant Changes

There are no major programmatic changes in the 2008 Codes Administration budget. However, the following items are included which should be noted:

Personnel - 9% increase

- Personnel costs are estimated to increase 9% for 2008. This is due to the large "bring to minimum" salary adjustments for the Building Official and Building Inspector which occurred during the implementation of the new salary ranges.

Contract Services - 14.5% decrease

- Insurance - This line item has decreased significantly due to changes in the City's workers compensation insurance program that have reduced overall premiums.
- Training - This line item is increasing by \$700. This increase will provide additional training for the Code Enforcement Officer and one of the Codes clerks, who is pursuing a Permit Technician certification. This certification is specifically designed for clerical staff that schedule building inspections and process construction permits. This is an internationally recognized certification.


Commodities - 13% increase (\$900)

- Remodeling Seminar Supplies -- \$1,500 - This item is a direct outgrowth of the Village Vision Plan. These funds would be used to host a remodeling program for Prairie Village residents. Those attending the program would receive a free copy of the MARC Idea Book and hear presentations from City inspectors, remodeling contractors, architects, etc. The purpose of the program would be to encourage Prairie Village residents to remodel and upgrade their homes.

Capital Expenditures

- Replace one PC -- \$1,200.
- Copier Replacement -- \$2,000 - The current copier used by the Codes Department and Municipal Court will be 5 years old in 2008. Over the past year it has needed multiple service calls service to remain operable, and is nearing the end of its useful life. The new copier would provide additional features (network printing & scanning) that are not available on the current copier.

CITY OF PRAIRIE VILLAGE

TO: MAYOR & CITY COUNCIL
FROM: DOUG LUTHER 
SUBJECT: 2008 BUDGET – CITY CLERK'S OFFICE
CC:

Attached are the program pages for the 2008 City Clerk program budget. Overall the 2008 budget represents a 3.9% increase from the 2007 budget. Significant changes include:

Personnel Costs

Personnel costs for this program will increase 4.4% in 2008.

Contract Services

This item includes services such as utility and maintenance costs for the Municipal Offices, insurance premiums, election costs, training for employees, printing of official publications, business and animal licenses, paper and postage costs for the Municipal Offices, and equipment maintenance and repair. These costs will increase by 6.1%, or \$8,460 in 2008, Notable items in this category for 2008 include:

- Election Costs - The City will be responsible for conducting both primary and general elections city-wide in 2008. This is a \$26,000 expense which anticipates and general election city-wide and primaries in two wards.
- Equipment maintenance costs are expected to decline in 2008. This is due to the use of paperless packets. The City's copier maintenance fees are charged on a per copy basis. Not copying packets saves over 100,000 copies per year.


Commodities

Commodity costs will decrease by 2.5% in 2008

Capital Equipment

The 2008 budget includes funding for one scheduled computer replacement.

CITY OF PRAIRIE VILLAGE

TO: MAYOR & CITY COUNCIL
FROM: DOUG LUTHER 
SUBJECT: 2008 BUDGET – MUNICIPAL COURT
CC: 5/15/07

The 2008 Municipal Justice budget represents a 4% increase from the 2007 budget. Significant changes from the 2007 budget include:

- Personnel costs -- Personnel costs in the Court are up 1%. This reflects a salary increase granted to the Municipal Judges in early 2007 and the merit pool for the Court Administrator and Court Clerks. The personnel cost increase is less than usual due to a restructuring in the Court in late 2006 when the Deputy Court Administrator position was replaced with a Court Clerk at a lower pay rate.
- Legal Fees - An additional \$10,000 is included in the 2008 budget to reflect costs incurred for the City Prosecutor to represent the City in District Court on appeals. Over the past few years, the number of cases appealed to District Court has increased, as has their complexity. The Prosecutor's time on these cases is not included in his monthly stipend, but rather at his hourly rate.
- Jail Fees -- \$32,000 is being budgeted for jail fees in 2008. This is a \$2000, or 7% increase from the 2007 budget. At the current rate, this will incarcerate persons for approximately 900 days. Last year the City incarcerated individuals for 830 days. The County has not yet set jail fees for 2008. If fees increase significantly, additional funding for jails may be required.
- Commodities - Commodity costs are expected to increase 5% or \$425 in 2008, reflecting increased printing costs for traffic tickets and a new robe for one of the Judges.
- Capital Expenditures - One PC is scheduled for replacement in 2008. A second PC for use at the court counter was requested in an effort to expedite fine payments, particularly on court days. However, this was removed as part of an effort to reduce expenditures in the 2008 budget.

BUDGET COMMENTS

GOVERNANCE

Last year the Council agreed to budget the three year accumulation of Sales Tax Reserve (\$1.5 million) in order to be able to commit those funds to a project related to economic development projects identified in Village Vision.

By the end of 2008 the Sales Tax Reserve will have a balance of approximately \$1 million (2007 and 2008 revenue). Staff recommends budgeting that amount in 2008 for a project related to economic development or transferring it to a new Fund through which it can be spent without being budgeted again.

This \$500,000 decrease in the amount budgeted for 2008 in Management and Planning created the overall 24% decrease in the City Governance section.

The reduction in other operating costs for this section is \$27,864 which is a 5% decrease for 2008.

Some line items were increased for normal inflation amounts. Specific increases and decreases are listed below.

Mayor and Council

This program cost will increase 23%, \$28,647.

Personnel costs will increase by the amount of the communication stipend received by elected officials.

Contract Services will increase 17% (\$15,364) for the following reasons:

Costs have been added for consultant services related to a nationwide search for a Public Works Director, \$18,000.

Staff originally budgeted \$2,500 for a consultant to lead a Council Retreat. Since that has been approved for late this year, the expenditure was removed for 2008.

Staff originally budgeted \$2,000 for additional Ward meetings. Those funds have not been spent for several years, that amount was removed from the budget.

Commodities will increase 26% (\$8,950)

The "Other Commodities" line item will increase \$7,000 for a retirement event and other costs. Other increases are normal inflation amounts for postage, Holiday Party, Employee Appreciation and other events.

Management and Planning

A major portion of the decrease was created by the \$500,000 reduction in the amount of Sales Tax Reserve budgeted for 2008.

Other changes resulted in a 10% decrease (\$56,611)

Most increases are for normal inflation

Personnel cost increase is 3.6%

Contractual Services

Major decrease of 32% caused by change in the Sales Tax Reserve budgeted.

Increased training/conferences \$1,000 for new City Administrator

The initial budget for legal fees was based on 2006 actual costs which were more than usual. The reduction will provide a budget equal to the average amount the City has spent annually for legal fees during the past four years.

COMMUNITY PROGRAMS, PARKS AND RECREATION

This portion of the budget is increasing 7% (\$87,207), partially because of an increase in the Capital budget for park improvements (\$63,000).

Park and Community Programs

This program is composed of expenditures which are coordinated by various staff members who work with volunteer committees in the City.

These programs represent funds appropriated for amenities which are totally focused on quality of life issues to benefit Prairie Village residents.

Total budget increased 7% (\$69,792)

Changes in the budget for 2008

:

Personnel decreased 7% because of a change in personnel.

Contractual services increased 9% (\$11,597) for the following:

Removed town hall meetings budget for the Park Committee (\$600).

This is now included with budget for other Park Committee activities, \$2,000 for the year.

5% increase for VillageFest ,(\$1,000) . This budget has not been increased since 2000.

Increase of \$5,000 for Electronics Recycling event planned by the Environmental Committee.

Increase of \$5,500 for increased support of the Prairie Village Art Show and for a juried Art Show.

Commodities decreased 3% (\$100)

Capital Expenditures increased 44% (\$63,000)

These budgeted expenditures were explained in detail by Bob Pryzby as part of the Infrastructure Improvement Program for 2008.

2008 Decision Package

Department: Community Programs & Events
Program Prairie Village Arts Council

Questions: Should the City increase its financial support of the Prairie Village Art Show?
Should the City sponsor a juried art show in 2008?

Background

Prairie Village Art Show

For many years the Prairie Village Arts Council has worked closely with the Prairie Village Merchants Association to help sponsor and promote the annual Prairie Village Art Show at the Shopping Center. The show is a weekend-long event in late May or early June, and brings thousands of people to Prairie Village.

Over the past few years, the Prairie Village Arts Council has taken an increasingly active role in supporting the Art Show. The Arts Council currently:

- Provides hospitality to artists throughout the weekend, including bottled water, meals, and snacks.
- Sponsors the "Best in Show" award
- Co-Sponsors a musical event.
- Provide volunteer help at the event

This has become one of the Arts Council's favorite activities, and each year the artists express their appreciation to the Arts Council and the City for sponsoring such a great show.

The Arts Council currently allocates \$2,000, or ¼ of its annual budget to this program, and would like to increase its support for the Art Show by providing additional funding for the Art Show. The Arts Council would work with the Prairie Village Merchant's Association to determine how the additional funding would be used. Most likely, the additional funding would be used to sponsor additional musical entertainment during the event.

Financial Impact

The Prairie Village Arts Council is requesting an additional \$1,000 in funding for 2008. This additional funding would allow the Arts Council to provide a full sponsorship of one of the evening musical events at the Art Show without requiring cuts in other Arts Council activities.

Juried Art Show

In February, 2007 the City Council approved a proposal by the Prairie Village Arts Council to sponsor a juried art exhibition in the Municipal Offices' R.G. Endres Gallery during October, 2007. A proposal was presented to the City Council outlining the program and its anticipated expenditures which indicated a total cost of \$6,500. Of this amount, the Arts Council expects to receive \$4,500 in contributions through entry fees and corporate sponsorships.

Financial Impact

Arts Council members are actively planning for the October event. If successful, the Arts Council would like to make a juried exhibition an annual event for the City. In order to institutionalize this event, the Prairie Village Arts Council requests an additional \$4,500 in its 2008 budget allocation in order to sponsor a juried exhibition. This increase would be offset by an additional \$4,500 in revenue through entry fees and corporate sponsorships, essentially making acceptance of this decision package have no net impact on the City's overall 2008 budget.

2008 Decision Package

Department: Community Programs & Events
Program Environmental Committee

Question: Should the City provide funding for an electronics recycling event in 2008

Background

Since its formation in 1996, the Prairie Village Environmental Committee has received an annual budget allocation of \$3,000. To date, the committee has focused its efforts on two events: the annual Earth Fair celebration at Shawnee Mission East, and a Community Forum on Environmental Issues dinner/speaker event.

The Committee requests additional funding in 2008 to host an electronics recycling event. The Surplus Exchange, a local non-profit organization, collects and recycles computers, office equipment, and personal electronics for individuals, businesses, and governments throughout the metro area. For the past several years, the City has used the Surplus Exchange to recycle computers and office equipment which have been taken out of service.

Studies show that the average home has at least one outdated and unused computer. Add in the old TVs, stereos, VCRs, DVD players, keyboards, mice, and printers, and there are most likely thousands if not hundreds of thousands of pounds of unused consumer electronics taking up space in Prairie Village garages and basements.

Consumer electronics contain significant amounts of hazardous and/or toxic substances. For example, cathode ray tubes (CRTs) found in older computer monitors and TVs contain lead, while other electronic components may contain mercury, cadmium, chromium, and other heavy metals. These substances should not be placed in landfills. Rather, they should be recycled.

For several years, the business community has been active in recycling computers. This is usually because businesses recycle large quantities of materials and it is efficient for organizations like the Surplus Exchange to provide a convenient approach to recycling. However, this model is not generally available to the average homeowner, who may only have a few items to recycle at any given time.

An electronics recycling event would provide a single location to which residents could bring unused or outdated electronics, where they would be sorted, packaged, and prepared for transport to recycling facilities. Residents would pay a fee for this service to cover the recycling fees. The City expense would be for publicity, volunteer support, equipment rental, Public Works personnel to operate a forklift, and other supplies to prepare the items for transport to the recycling facility.

Other cities in the metro area, including Overland Park, and Lee's Summit have conducted successful electronics recycling efforts over the past few years. The Prairie Village Environmental Committee believes a similar program in Prairie Village would be successful in raising awareness about electronics recycling in the community and provide a needed service to Prairie Village residents.

Financial Impact

Based on the experience of other cities that have conducted similar events, the City's cost to host an electronics recycling event would be \$5,000.

Recreation Programs

Total increase for recreation programs will be 2% (\$17,415). This program includes the swimming pool, concession operation at the swimming pool and the summer tennis program.

There are no major increases in this program. Minor changes include::

- Increased pool painting and maintenance costs \$10,000

- Increased from 5 to 20 the number of lounge chairs (\$1,200 increase) to be purchased for the pool as requested by members of the Park Committee..

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Monday, May 21, 2007
7:30 p.m.**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC PARTICIPATION

V. CONSENT AGENDA

All items listed below are considered to be routine by the Governing Body and will be enacted by one motion (Roll Call Vote). There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the regular agenda.

By Staff:

1. Approve Regular Council Meeting Minutes – May 7, 2007
2. Claims Ordinance 2638
3. Approve the 2007 Aquatic Examiner Service Agreement (American Red Cross) at a cost of \$4,800.00.
4. Approve Construction Change Order #2 with Radmacher Brothers Excavating Company, Inc. in the amount of \$5,420.00.
5. Approve Construction Change Order #2 with Musselman And Hall Contractors, Inc. in the amount of \$6,670.00.
6. Approve Construction Change Order #1 for Project 190862: 2007 Paving Program with J. M. Fahey Construction Company in the amount of \$39,996.00 bringing the new contract total to \$964,190.95.

By Committee:

7. Approve Construction Change Order #1 on Project 190860: 2007 Paving Program with J.M. Fahey Construction for an increase of \$12,605.00 bringing the new contract amount to \$2,807,605.00. (Council Committee of the Whole Minutes – May 7, 2007)
8. Approve the transfer of \$235,000 from Project 190855: Tomahawk Road Bridge Replacement to General Fund Contingency and a \$20,500 to Street Unallocated. (Council Committee of the Whole Minutes – May 7, 2007)

VI. COMMITTEE REPORTS

Council Committee of the Whole – Andrew Wang

COU2007-41 Consider adoption of "Village Vision Strategic Investment Plan"

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ANNOUNCEMENTS

X. ADJOURNMENT

If any individual requires special accommodations -- for example, qualified interpreter, large print, reader, hearing assistance -- in order to attend the meeting, please notify the City Clerk at 381-6464, Extension 4616, no later than 48 hours prior to the beginning of the meeting.

If you are unable to attend this meeting, comments may be received by e-mail at
cityclerk@PVKANSAS.COM

CONSENT AGENDA

CITY OF PRAIRIE VILLAGE, KS

May 21, 2007

**COUNCIL
CITY OF PRAIRIE VILLAGE
May 7, 2007
-Minutes-**

The City Council of Prairie Village, Kansas, met in regular session on Monday, May 7, 2007, at 7:30 p.m. in the Council Chambers of the Municipal Building.

ROLL CALL

Mayor Ron Shaffer called the meeting to order with the following Council members present: Al Herrera, Ruth Hopkins, David Voysey, Michael Kelly, Andrew Wang, Laura Wassmer, Pat Daniels, Charles Clark, Wayne Vennard, Diana Ewy Sharp and David Belz

Also present were: Barbara Vernon, City Administrator; Charles Wetzler, City Attorney; Captain Wes Jordan, Acting Chief of Police; Bob Pryzby, Public Works Director; Doug Luther, Assistant City Administrator; and Joyce Hagen Mundy, City Clerk.

Mayor Shaffer led all present in the Pledge of Allegiance. He then presented Council Checks of \$1 to Councilmen Pat Daniels, Ward 4 and Charles Clark, Ward 5.

PUBLIC PARTICIPATION

Steve McKelvey, 3716 West 83rd Terrace, addressed the Council regarding the pedestal lights at the entrance to the Corinth Meadows subdivision. He noted these lights are several years old and have experienced wiring problems. There are four pedestals, two at each entrance; however, only three have lights. The homes association pays KCP&L a monthly fee for the lights. The association is seeking assistance from the City for the repair/replacement, design of the lights. Mayor Shaffer stated that historically, the City has not become involved in subdivision entrance signs.

This has been handled through the Homes Associations. Ms Wassmer asked if there was a homes association. Mr. McKelvey responded they pay \$30 in dues every two years to the association.

Tom Wertz, 7507 El Monte Circle, addressed the Council regarding participating in the city's sump pump discharge program. He noted his home is at the opposite end of the cul-de-sac from the drainage system into which the water discharge would be connected and questioned the "hold harmless" language in the agreement asking for clarification if it covered his property only or the neighboring properties through which the pipe would need to travel. Mr. Pryzby stated Tom Trienens was coordinating that program. Mayor Shaffer asked Mr. Trienens and the City Attorney to work with Mr. Wertz to review the agreement and clarify the language regarding liability.

Mayor Shaffer acknowledged the presence of a Boy Scout from Troop 91 who was attending the meeting for his "Citizenship and Community" merit badge.

Mayor Shaffer acknowledged the presence of former Police Chief Charles Grover and Alyce Grover who were back in the area.

CONSENT AGENDA

Andrew Wang moved the approval of the Consent Agenda for Monday, May 7,

2007 :

1. Approve Regular Council Meeting Minutes - April 16, 2007
2. Approve Construction Change Order #1 for Project 190718: 2007 Storm Drainage Repair Program with Radmacher Brothers Excavating Company, Inc. in the amount of \$14,465.00
3. Approve the purchase of rock salt from Cargill, Inc. at a cost of \$35.22 per ton
4. Approve Construction Change Order #1 for Project SP107: 2007 Street Repair Program with Musselman and Hall Contractors, Inc. in the amount of March 5, 2007
5. Approve the contract with the Kansas City Crime Commission for the continued participation in the TIPS hotline Program with funding from the 2007 Public Safety Budget in Line item 1-3-21-5160
6. Approve an agreement with Multiple Services Equipment for the lease of an Optimail Digital Postage System at a cost of \$36.95 per month with funding from the City Clerk's Operating Budget

7. Ratify the Mayor's appointment of Kristin Riott and Toby Grotz to the Environment/Recycle Committee for three-year terms expiring in 2010
8. Approve the following concession stand prices for the 2007 season at the Prairie Village Pool:

Food Items	Description	2007 Price
Hot Dog	Hot Dog w/foil wrap/bun	\$2.00
Cheese Pizza, Single Serving	5 in. Pizza & plate	\$2.00
Pepperoni Pizza, Single Serving	5 in. Pizza & plate	\$2.00
Soft Pretzel	Pretzel & plate	\$1.00
Nachos	Chips, nacho tray & cheese	\$1.75
Extra Cheese	Extra Cheese	\$0.50
Jalapeno Peppers	Jalapeno's per large can	\$0.25
Miss Molly's Cookies	1 cookie	\$1.00
Chips	Description	2007 Price
Doritos, Cool Ranch single	1 bag	\$0.75
Doritos, Nacho Cheese single	1 bag	\$0.75
Cheetos, single	1 bag	\$0.75
Guy's Potato Chips, single	1 bag	\$0.75
Candy	Description	2007 Price
Hershey bars	1 Bar	\$0.75
Plain M&M	1 Package	\$0.75
Peanut M&M	1 Package	\$0.75
Reese's Peanut Butter Cups	1 Package	\$0.75
Snickers'	1 Bar	\$0.75
Frozen Foods	Description	2007 Price
Drumstick	1 Cone	\$0.75
Mango Italian Ice	1 Cup	\$0.75
Lime Italian Ice	1 Cup	\$0.75
Strawberry Italian Ice	1 Cup	\$0.75
Ice Cream Cup -chocolate	1 Cup	\$0.50
Ice Cream Cup - vanilla	1 Cup	\$0.50
Ice Cream Sandwich	1 Sandwich	\$0.75
Dippin Dots	1 Package	\$3.00
Drinks	Description	2007 Price
Bottled Water	30 for 8.32	\$1.00
Gatorade/Sport Drink	1 Bottle	\$1.50
Large Soda	22 oz Soda & Cup	\$1.50
Small Soda	12 oz soda & Cup	\$1.00
Cup of Ice	1 12 oz Cup	\$0.10
Other Items	Description	2007 Price
Swim Diaper	Swim Diaper	\$1.00

9. Approve contracts listed below for VillageFest 2007:

K.C. Wolf	Two hour K.C. Wolf appearance	\$600
Vodvill Entertainment	Three hour performance - roving variety artist & Stilt walking Uncle Sam	- \$450
10. Make no changes to the four-way stop at the intersection of 79th Street and Roe Avenue
11. Approve Construction Change Order #2 for Project 191019: 2007 Canterbury Sidewalk Improvements with Holiday Contracting, Inc. reducing the contract total by \$7,229.00 with the new contract total being \$90,440.00
12. Approve an amendment to Personnel Policy PP1080 entitled "Educational Expenses"
13. Move forward with having a Council Retreat

A roll call vote was taken with the following members voting "aye": Herrera, Hopkins, Voysey, Kelly, Wang, Wassmer, Daniels, Clark, Vennard, Ewy Sharp and Belz.

COMMITTEE REPORTS

Planning Commission

Laura Wassmer reported at its May meeting the Commission considered several requests from AT&T for Conditional Use Permits for communication utility boxes that will enable them to provide specialized video and telecommunication services. Six applications were presented with five being approved. One application was continued with direction to the applicant to meet with residents to address their objections and explore alternate locations. However, it was noted, the new boxes must be placed within close proximity to the existing units, limiting the options for location. Bob Pryzby confirmed there will be 46 installations throughout the City when the project is complete. The City has already approved 20+ locations with most of them being located within the City right-of-way.

Mixed Use District

Laura Wassmer moved the City Council return to the Planning Commission for further consideration the proposed regulations for "mixed use districts" asking them to reconsider adding a height restriction and to resolve the concerns regarding the definition of "mixed use districts". The motion was seconded by Charles Clark and passed unanimously.

Village Vision

The City Clerk noted the public hearing on the proposed Comprehensive Plan entitled "Village Vision Strategic Investment Plan" was held by the Planning Commission on May 1st. The Commission adopted a resolution adopting the Village Vision Strategic Investment Plan as the Comprehensive Plan for the City of Prairie

Village. The Plan will be sent forward for adoption by the City Council at the next meeting.

Insurance Committee
Consider Workers Compensation Insurance

For the past several years, the City has been unable to secure private workers compensation insurance coverage and was placed in the State Assigned Risk Pool with a premium surcharge of approximately 20 percent. This year the City was able to secure a proposal from Travelers to provide coverage with the same terms as the existing policy at a cost reduction of 28 percent. Bob Frankovic, with Cretcher-Lynch, stated that although the City's current coverage expires in October, the City can withdraw from the Assigned Risk Pool at any time without penalty.

On behalf of the Insurance Committee, Wayne Vennard moved the City Council approve the proposal to obtain workers compensation coverage from the Travelers beginning immediately through May 1, 2008 at a cost of \$95,082. The motion was seconded by Charles Clark and passed unanimously.

OLD BUSINESS

Prairie Village Entrance Signs

Laura Wassmer stated the new entrance signs to the City look great and she would like the City to replace the current city park signs with similar signs. Diana Ewy Sharp stated the 2008 Capital Improvement Program for Parks includes funding for new park signs. Mayor Shaffer stated he also continues to get positive comments from both residents and non-residents on the new entrance signs.

Consider Inter-local Agreement between the City of Prairie Village and the City of Leawood for use of property for public art purposes.

On April 2, 2007, the City Council rejected an interlocal agreement with the City of Leawood to lease property at Somerset and Lee Blvd for public art purposes. Since that time Mayor Shaffer and Mayor Dunn have worked together in the interest of both communities and developed a proposal they feel will be acceptable.

Mayor Shaffer presented a letter to Mayor Dunn proposing the following amendment to the agreement that would establish a mutually agreed upon amount of "all costs" for the artwork and its installation and Section 3 "Termination of Agreement" would be changed to require Prairie Village, if the City terminates the agreement prior to 2106, to reimburse the City of Leawood according to the following schedule:

- If terminated after the first 25 years of the agreement, 75% of the cost established in the agreement would be reimbursed.
- If terminated after the 50th year, 50% of the agreement cost.
- If terminated after the 75th year, 25% of the agreement cost.

Pat Daniels moved the City Council authorize the Mayor to send the proposed letter and amendment to Mayor Dunn regarding the inter-local agreement between the City of Prairie Village and the City of Leawood for use of public property for public art purposes. The motion was seconded by Laura Wassmer.

David Voysey asked if the City knew the final cost for the art. Mayor Shaffer responded differing numbers have been given, but stated a firm final cost would be included in the agreement before it is executed.

Andrew Wang stated that to lease something for 100 years to him is the same as not owning it.

The motion was voted on and passed by a vote of 9 to 2 with Wang and Ewy Sharp voting "nay".

Council Retreat

Diana Ewy Sharp noted earlier in the meeting the Council approved moving forward on having a Council Retreat, and moved the City Council approve the expenditure of \$7,500 from the Village Vision Funds for the purpose of holding a one-day City Council retreat on or before October 1, 2007. The motion was seconded by Wayne Vennard.

Mrs. Ewy Sharp stated the purpose of the retreat is to enhance leadership, improve communication and develop appropriate goals for the Council. The retreat appropriation will be applied to expenses related to obtaining a moderator and site costs.

Ruth Hopkins presented information from Jim Hunt, a past president of the National League of Cities and recognized speaker/consultant, regarding how he would structure and conduct a Council Retreat. His estimated fee for his services was \$5,000. Mrs. Hopkins also referenced Mr. Hunt's website to provide Council members with more information. She has heard Mr. Hunt speak and would strongly recommend him.

Wayne Vennard echoed Mrs. Hopkins comments and stated he felt Mr. Hunt would be an excellent fit for this work session/retreat as a former City Councilmember. Diana Ewy Sharp felt this retreat would provide an excellent jump start for the Council towards the implementation of the Village Vision and Mr. Hunt would be an excellent resource based on his extensive experience in municipal government.

Laura Wassmer asked if Mr. Hunt's experience was with a city of similar size to Prairie Village. Mrs. Hopkins responded he was from a small community in West Virginia.

The motion was voted on and passed unanimously. Mayor Shaffer directed Barbara Vernon and Ruth Hopkins to work with Mr. Hunt to coordinate possible dates. He asked Council members to be thinking about the location for the retreat.

NEW BUSINESS

Greensburg

Michael Kelly asked the Mayor to send the City's condolences to the City of Greenburg. Diana Ewy Sharp asked if there was something more the City could do. Doug Luther reported the Kansas League of Municipalities has set up a Greensburg Fund to provide assistance to the city with all donations being distributed directly to the city government to be used in any manner the city deems appropriate. The League is also investigating possible support with clean-up through personnel and volunteers. Mr. Luther will keep the Council advised.

Police Activity

Al Herrera noted the recent increase in police activity within the City and asked Captain Jordan if the City had sufficient personnel. Captain Jordan said proposed 2008 budget does not request any additional staff. He stated actions tend to happen in cycles and he sees the recent increase as cyclical. ATM incidents have been happening in surrounding cities, the car jacking at 6 a.m. was unusual and there is a heightened interest in any school related incidents following the Virginia Tech incident.

ANNOUNCEMENTS

Committee meetings scheduled for the next two weeks include:

Park & Recreation Committee	05/09/2007	7:00 p.m.
City Council Budget Work session	05/14/2007	6:00 p.m.
Sister City Committee	05/14/2007	7:00 p.m.
Prairie Village Art Council	05/16/2007	7:00 p.m.
Prairie Village Municipal Foundation	05/17/2007	5:45 p.m.
Council Committee of the Whole	05/21/2007	6:00 p.m.
Council	05/21/2007	7:30 p.m.

Mayor Shaffer noted the upcoming MARC seminar on Wednesday, May 9th on reinvestment in aging retail corridors. This is an important issue for the city and an excellent opportunity for Councilmembers to gain more knowledge and insight to the issue.

The next meeting of the First Tier Suburban Cities will be held on Friday, May 18th and will be hosted by Prairie Village in the Council Chambers. Council members were encouraged to attend.

Wednesday, May 16th, Barbara Vernon will receive the LP Cookingham Award given annually by the Greater Kansas City Chapter of ASPA (American Society of Public Administration) recognizing her outstanding contributions to public administration for the past 30 years. Council members wishing to attend the ceremony should contact Jeanne.

The Prairie Village Arts Council is pleased to feature a mixed media exhibit by David Payne in the R.G. Endres Gallery during the month of May. The opening reception will be May 11th from 6:30 to 7:30 p.m.

Recreation memberships are now on sale in the City Clerk's office. The swimming pool will open May 26th.

Prairie Village Gift Cards are on sale at the Municipal Building. This is a great way to encourage others to "Shop Prairie Village".

The 50th Anniversary books, Prairie Village Our Story, and Prairie Village Gift Cards continue to be sold to the public.

ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:25 p.m.

Joyce Hagen Mundy
City Clerk

CITY TREASURER'S WARRANT REGISTER

DATE WARRANTS ISSUED:

Warrant Register Page No. 1

May 16, 2007

Copy of Ordinance
2638

Ordinance Page No. _____

An Ordinance Making Appropriate for the Payment of Certain Claims.
Be it ordained by the governing body of the City of Prairie Village, Kansas.

Section 1. That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of funds in the City treasury the sum required for each claim.

NAME	WARRANT NUMBER	AMOUNT	TOTAL
EXPENDITURES:			
Accounts Payable			
86274-86376	4/6/2007	319,276.23	
86377-86385	4/12/2007	8,968.99	
86386-86389	4/13/2007	4.00	
86390-86496	4/20/2007	264,837.16	
86397-86502	4/25/2007	5,444.78	
Payroll Expenditures			
4/13/2007		205,062.57	
4/27/2007		211,018.70	
Electronic Payments			
Intrust Bank -credit card fees (General Oper)		525.68	
State of Kansas - sales tax remittance		12.35	
Marshall & Ilsley - Police Pension remittance		6,698.60	
Intrust Bank - fee		386.45	
KCP&L		6,434.20	
MHM - Section 125 admin fees		287.92	
Intrust Bank - purchasing card transactions		21,108.36	
United Health Care		69,616.37	
Kansas Gas		2,982.70	
TOTAL EXPENDITURES:			\$ 1,122,665.06
Voided Checks			
Council \$1.00 Checks 2007		(13.00)	
various (86377)-(86385)		(4.00)	
Chico's 86411		(69.00)	
TOTAL VOIDED CHECKS:			(86.00)
GRAND TOTAL CLAIMS ORDINANCE			1,122,579.06

Section 2. That this ordinance shall take effect and be in force from and after its passage.

Passed this 21st day of May 2007.

Signed or Approved this 21st day of May 2007.

(SEAL)

ATTEST: _____

City Treasurer

Mayor

Consider 2007 Aquatic Examiner Contract

Background:

The City contracts with the American Red Cross to participate in the Aquatic Examiner Program. The contract ensures that all lifeguards are trained or recertified in two classes, 1) Lifeguard & CPR for the Professional Rescuer and 2) Water Park Training. The contract also requires the entire pool complex to undergo three unannounced onsite evaluations in which lifeguards are tested on guarding and CPR skills.

Financial Impact:

The American Red Cross contract reflects an increase of five percent over 2006 charges with the following fee breakdown:

Operations Review	\$ 100
<i>Lifeguard & CPR for the Professional Rescuer Challenge</i>	
40 staff x \$60.00 per staff	\$2,400
<i>Water Park Training</i>	
40 staff x \$30 per staff	\$1,200
Three on-site evaluations @ \$300 per evaluation	<u>\$ 900</u>
Total	\$4,800

Funding has been budgeted in the 2007 Pool budget.

Recommendation:

**RECOMMEND THE CITY COUNCIL APPROVE THE 2007
AQUATIC EXAMINER SERVICE AGREEMENT AT OF COST
OF \$4,800**

American Red Cross Aquatic Examiner Service Agreement

This Agreement is made and entered into on April 3, 2007 by and between the Greater Kansas City Chapter of the American National Red Cross (Red Cross), having its principal address at 211 W. Armour Boulevard, Kansas City, MO 64111 and **City of Prairie Village**, an organization with an aquatic facility with its principal address at 7700 Mission Road Prairie Village, KS 66208

I. RED CROSS AGREES TO:

Provide to the Facility one or more parts of the American Red Cross Aquatic Examiner Service as identified below (by initials of an authorized Facility representative in the spaces provided). For the purpose of this Agreement, the aquatic examiner service shall mean the Red Cross service as defined fully in Section 4 of the Aquatic Examiner Service Handbook published in 2003, and as amended from time to time, a copy of which has been provided concurrently with this Agreement and the provisions of which are incorporated herein by reference (Aquatic Examiner Service Handbook, Section 4). A. Initial conference: _____ (Initial here if selected). A Red Cross Aquatic Examiner Service Administrator will tour the Facility and review the Facility's policies and procedures and emergency action plans as described in the Aquatic Examiner Service Handbook, Section 4. Within two weeks, the Red Cross will provide a report identifying the results of the conference and suggestions for improvement. B. Lifeguard and support personnel training: As described in Aquatic Examiner Service Handbook, Section 4, the Red Cross will assist the Facility with:

(1) Annual or preseason orientation and training _____ (Initial here if selected);

(2) Annual Red Cross training _____ (Initial here if selected);

(3) In-service training _____ (Initial here if selected).

C. On-site lifeguarding evaluations: _____ (Initial here if selected). The Red Cross will administer unannounced on-site evaluations to specifically review the activities identified in the Lifeguard Skills Evaluation Checklist.

II. THE FACILITY AGREES TO:

Comply with all facility Aquatic Examiner Service requirements as set forth in the Aquatic Examiner Service Handbook, Section 4 including but not limited to:

A. Accepting responsibility for all activities associated with developing and implementing its own operational and emergency procedures.

B. Maintaining on a current basis all applicable government permits or licenses to operate the Facility.

C. Granting permission for Red Cross access to the Facility as necessary in order to conduct the initial conference, lifeguard and support personnel training, and on-site lifeguarding evaluations as applicable.

D. Assuring that to the extent the Facility elected annual or preseason orientation and training, annual Red Cross training, and/or in-service training that the relevant Aquatic Examiner Service requirements as outlined in the Aquatic Examiner Service Handbook, Section 4 is provided to Facility staff.

III. COMPENSATION

A. Upon invoicing, the Facility will provide compensation to the Red Cross for Aquatic Examiner services for each Facility location at the following rates net 30 days. Failure to pay will result in termination.

B. Rates: Refer to pricing sheet enclosed.

IV. USE OF RED CROSS NAME AND EMBLEM

Subject to full compliance with the Aquatic Examiner Service, the Facility shall have the right to use the Red Cross name and emblem (consisting of a red Greek cross) solely to acknowledge that the Facility has participated in the Red Cross Aquatic Examiner Service. Such acknowledgment shall only take the form of: **Proud participant of the American Red Cross Aquatic Examiner Service.**

With the exception of the foregoing paragraph, the Facility acknowledges and agrees that nothing in this Agreement shall constitute a license or permission for the Facility to use the American Red Cross name or Red Cross emblem in connection with the Facility's business, facilities, employees or any Facility informational, marketing or advertising materials (whether in print, electronic or digital form).

V. INDEPENDENT CONTRACTORS

In performance of all duties and obligations under this Agreement, it is mutually understood and agreed that the Facility and the Red Cross are independent entities, are not related and are not to be considered the agent, servant, partner, employee or joint ventures of the other party.

VI. ASSIGNMENT

This Agreement shall not be assigned or the services subcontracted by either party without the prior written consent of the other party.

VII. CONFIDENTIALITY

Red Cross and the Facility acknowledge and agree that if during the term of this Agreement confidential information (as identified by the party providing the information) is disclosed by one party to the other, each party shall hold all such confidential information in the strictest confidence and shall not voluntarily sell, transfer, publish, disclose, display or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the other party or unless compelled by subpoena, court order or other lawful means.

VIII. TERM

Subject to sections X and XIV below, this Agreement shall be in effect for seasonal facilities from the date first written above to; or (2) for year round facilities, one year from the date first written above. This Agreement shall not be renewed without the written consent of the Red Cross.

IX. CANCELLATION

Either party may cancel this Agreement for any reason by providing 30 days advance written notice to the other party.

X. INDEMNITY AND HOLD HARMLESS

Facility agrees to indemnify, defend, and hold harmless the Red Cross and its directors, officers, agents, volunteers, and employees against any and all claims, demands, damages, lawsuits, penalties, administrative proceedings, judgments, costs or expenses, including attorneys' fees, resulting from, or arising out of the acts or omissions of either party in connection with the Facility, its operations, or the performance or breach of this Agreement. The foregoing notwithstanding, Facility shall have no obligation to indemnify or hold harmless the Red Cross, its directors, officers, agents, volunteers and employees if it has been determined by the final order of a court of competent jurisdiction that a proportion of the liability thereof was caused by the willful misconduct or negligent activity of the Red Cross, its directors, officers, employees, volunteers or agents, in which case, the Red Cross shall be responsible solely for its proportionate share of the liability. This clause survives termination of this Agreement.

XI. EXCULPATORY CLAUSE

It is understood and agreed that wherever in this agreement the term Red Cross is used it shall mean the chapter of the American National Red Cross; that said chapter is a duly constituted local unit of the American National Red Cross, a federal corporation {36 U.S. Code 1 et seq}; and that all obligations of the Red Cross under this Agreement shall be undertaken and completed exclusively by said chapter and solely at the expense of the chapter without resort in any event to, or commitment of, the funds and property of the American National Red Cross or any other unit thereof than the chapter.

XII. LIMITATION OF RED CROSS LIABILITY

Each party understands and agrees that:

- A. The Aquatic Examiner Service and the Red Cross's obligations there under are based solely upon the Red Cross lifeguard training and evaluation activities in the Aquatic Examiner Service Handbook as selected by the Facility and set forth in Section I of this Agreement. Accordingly, any review or suggestions offered by the Red Cross, its employees or agents with respect to the Facility, any operations or procedures thereof, or the Facility's lifeguarding equipment shall not be construed

as approval of, or certification with respect to, the safe design, operation or function of the Facility or its equipment by the Red Cross. Participation by the Facility in the Aquatic Examiner Service does not guarantee that (i) the Facility will be accident free; (ii) the operations of the Facility are sufficient for safe operation, or (iii) the Facility is in compliance with any laws, codes or ordinances. The Red Cross is not responsible for the acts or omissions of the Facility, its agents, contractors or employees. The rights and obligations of the Red Cross under this Agreement to provide initial conference, lifeguard and support personnel training, or on-site lifeguarding evaluations as described in the Aquatic Examiner Service and selected by the Facility in Section I of this Agreement or review of any Facility lifeguarding equipment or physical aspect of the Facility shall not constitute an undertaking on behalf, or for the benefit, of the Facility or others.

- B. No supervisory activities will be performed by Red Cross. The Red Cross assumes no authority or obligation to make changes in Facility's operations or to have the Facility implement suggestions of the Red Cross. Suggestions made by the Red Cross to the Facility relate only to specific conditions and lifeguarding procedures observed by Red Cross while at the Facility's aquatic site (pool, lakefront, etc.) pursuant to the Aquatic Examiner Service. It is the Facility's sole responsibility to decide whether or not to follow suggestions made by the Red Cross, its agents or employees in the context of Aquatic Examiner Service.

XIII. TERMINATION

Failure to comply with the terms and conditions of this Agreement or the Aquatic Examiner Service may be interpreted as cause for immediate termination of the Agreement. Termination shall be effective upon written notice delivered to the other party.

XIV. LIMITATION OF WARRANTIES

With respect to the Red Cross, the foregoing is in lieu of all other warranties of merchantability and fitness for a particular purpose or otherwise and for all liability for special, indirect or consequential damages, including lost income or profits, even if the Red Cross has been advised of the possibility of such damages.

In witness whereof, the parties have entered into this agreement as of the date first above written. By signing this agreement, the individuals indicate that he or she has the authority to sign this agreement.

Greater Kansas City Chapter of the National American Red Cross


Kathie Edwards Aquatic Service Manager


Warren Hawblitzel, Director of Health Services

City of Prairie Village Authorized Representative

Printed Name

Signature

**American Red Cross Greater Kansas City Chapter
Aquatic Examiner Services
Summary of Services for 2007 Season**

Customer: City of Prairie Village
Contact: Chris Engel
Address: 7700 Mission Road
 Prairie Village KS 66208
Business Phone: 913/381-6464
Contract Date: April 2, 2007

Fax: 913/381-7755

American Red Cross Representatives:
 Kathie Edwards, Aquatic Service Manager
Office: 816/841-5233 **Cell:** 816/536-1838
 Melody Alexander, Aquatic Administrative Manager
Office: 816/841-5234 **Cell:** 816/529-1212
Fax: 816/561-7680 (Kathie and Melody)

Summary of Aquatic Examiner Services

Operations Review

Initial Conference NOTE: \$100.00 for returning customers \$100.00
 Please write in date: _____

Staff Training

Lifeguard & CPR for the Professional Rescuer Review / Challenge \$2,600.00
 40 Staff x \$65.00 per staff

Bridging to Waterpark Training \$1,200.00
 30 Staff X \$40.00 per staff

* Please note that the cost will be adjusted to reflect the actual number of staff who participates in the training.

In-service Training

One Manager Meeting is **FREE** of charge to review the evaluation process and what to expect. Please insert two dates (in case of conflicts) which will work for your staff.
 Date: _____ or _____

On Site Evaluations*

Three on-site evaluations X \$300.00 per evaluation \$ 900.00

On site evaluations include video taping, facility, surveillance and lifeguard testing.

Video Release Forms need to be signed by Lifeguards and returned to us before On-Site Evaluations can begin.
 This will help us provide services to your facility in a timely basis.

=====

\$4,800.00

TOTAL SERVICE PACKAGE:

NOTE: This Statement of Summary of Services does not include any re-testing fees that may need to be applied during the implementation of the Aquatic Examiner Program. Additional re-testing fees of \$50.00 per hour will be issued upon completion of services. Your agency will be billed as the services have been provided.



American Red Cross

Greater Kansas City Chapter

211 W. Armour Blvd.
Kansas City, MO 64111-2094
Phone: 816-931-8400
Fax: 816-531-7306
www.kcredcross.org

April 3, 2007

Chris Engel
City of Prairie Village
7700 Mission Road
Prairie Village, KS 66208

Dear Chris,

First of all, thank you for your partnership with the American Red Cross' Aquatic Examiner Services for 2007. To get the season going I have enclosed a *Summary of Services* for 2007 as well as the *Service Agreement, Information for Aquatic Facilities*, and a video release form. Even though the *Summary of Services* is based on our previous communications, know that these services are adjustable. If you wish to add or delete anything please contact me with those changes. Below you will find additional program offerings and target dates to keep in mind when returning completed documents.

Service Agreement: Please look through the materials with your organizations and complete the necessary areas as marked. Once your organization approves these services, please return by **May 1**.

Video Release Form: This will need to be completed by each lifeguard and returned to us before any On-Site Evaluations can begin. Please return these by **June 1**, so we can provide services to you in a timely manner.

Manager Meeting (FREE): Once your management staff is hired and in place, we would like to provide them with the details of our evaluation process prior to an actual visit. This short meeting will give your management an inside look at an On-Site Evaluation. This is also a great time for us to meet your staff and establish communications that will prove beneficial throughout the season. ***There is a place on the agreement to write in possible dates if you wish to utilize this option.***

Facility Walk-Through (FREE): We will be offering a free walk-through once your facility is up and running. This will be a good opportunity for you to receive input on how your facility is operating and make sure your facility is ready for future On-Site Evaluations.

Throughout the summer I will be available should you need my support in any capacity, so please don't hesitate to contact me with questions, concerns, or even emergencies. It is my goal to support you in operating the best facility possible. Thank you for your continuing support of the American Red Cross. I look forward to working with you and your organization. You can contact me at my office (816)841-5233, cell (816)536-1838, or edwardsk@arckc.org. You can also contact Melody Alexander, Aquatic Administrative Manager, at her office (816)841-5234, Cell (816)529-1212, or alexanderm@arckc.org.

Sincerely,

Kathie Edwards
Aquatic Service Manager



Member of the United Way
Family of Agencies.

CONSIDER PROJECT 190718 – 2007 STORM DRAINAGE REPAIR
PROGRAM CONSTRUCTION CHANGE ORDER #2

Background:

An existing concrete channel is being replaced behind 3700 W. 83rd Street. There are seven small trees that need to be permanently removed, that currently infringe on the channel, at a total cost of \$3500.00. There are also two locations on this project that require sod for restoration, which were not included in the original plans. This cost is \$1920.00 for a total change order cost of \$5420.00.

Financial Impact:

Funds are available in the Capital Infrastructure Program under Project 190718.

Suggested Motion:

Move to approve Construction Change Order #2 with Radmacher Brothers Excavating Company, Inc. in the amount of \$5,420.00.

CITY OF PRAIRIE VILLAGE
PUBLIC WORKS DEPARTMENT
CONSTRUCTION CHANGE ORDER NO. 2

Consultant's Name: Shafer, Kline & Warren, Inc.
 Project Title: 2007 Storm Drainage Program Project No 190718
 Date Requested: 27-Apr-07
 Owner's Project No.: 190718 Contract Date: _____
 Contractor's Name: Radmacher Brothers Excavating Company, Inc.

REQUIRED CHANGES IN PRESENT CONTRACT

Item Number	Contract Quantity	Previous Amount	Unit	Item Description	Adj. Quant.	Unit Price	Adjusted Amount
3-12	0	\$ 0.00	SY	Sod	60.0	\$ 12.00	\$ 720.00
9-17	0	\$ 0.00	SY	Sod	100.00	\$ 12.00	\$ 1,200.00
2-16	0	\$ 0.00	EA	Tree Removal	7.00	\$ 500.00	\$ 3,500.00
	0	\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
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		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
TOTAL		\$ 0.00					\$ 5,420.00
Net Increase Decrease							\$ 5,420.00

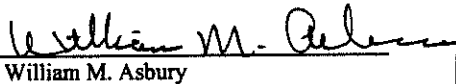
Explanation of Changes

Project No. 190718-2; 2007 Storm Drainage Program This change order is to cover the following items:
Add Item 16 Tree Removal. Seven trees infringe on the limits of the channel and are required to be removed.
Project No. 190718-3; 2007 Storm Drainage Program This change order is to cover the following items:
Add Item 12 Sod. The original contract did not include sod replacement on this subproject.
Project No. 190718-9; 2007 Storm Drainage Program This change order is to cover the following items:
Add Item 17 Sod. The original contract did not include sod replacement on this subproject.

Original Contract Price for 2007 Storm Drainage Program	<u>\$ 1,081,000.00</u>
Current Contract Price, as adjusted by previous Change Orders No. 1	<u>\$ 1,095,465.00</u>
NET increase or decrease this Change Order	<u>\$ 5,420.00</u>
New Contract Price	<u>\$ 1,100,885.00</u>

Change to Contract Time:
N/A


The Engineering Consultant does not anticipate a related Engineering Change Order.



William M. Asbury
Project Manager, Shafer, Kline & Warren, Inc.

5/1/07

Date



Tom Trienens, P.E.
Manager of Engineering Services, City of Prairie Village, KS

5/1/07

Date

Ronald L. Shaffer
Mayor, City of Prairie Village, KS

Date



Roger Rupard
Project Manager, Radmacher Brothers Excavating Co., Inc.

5-1-07

Date

CONSIDER PROJECT SP107 – 2007 STREET REPAIR PROGRAM
CONSTRUCTION CHANGE ORDER #2

Background:

A pavement repair is needed at 72nd Terrace, just west of Mission Road. The Construction Change Order is for \$6670.00.

Financial Impact:

Funds are available in the Public Works Operating Budget under Project SP105.

Suggested Motion:

Move to approve Construction Change Order #2 with Musselman And Hall Contractors, Inc. in the amount of \$6670.00.

Joyce

CITY OF PRAIRIE VILLAGE
PUBLIC WORKS DEPARTMENT
CONSTRUCTION CHANGE ORDER NO. 2

Consultant's Name: None

Project Title: Street Repair Program

Date Requested: May 21, 2007

Owner's Project No.: SP107

Contract Date: February 20, 2007

Contractor's Name: Mussleman and Hall Contractors, LLC

REQUIRED CHANGES IN PRESENT CONTRACT

Contract Quantity	Previous Amount	Unit	Item Description	Adj. Quant.	Unit Price	Adjusted Amount
680	\$15,640.00	LS	Pavement Surface Repair (2")	970	\$23.00	\$22,310.00
			Contingent Items			

TOTAL \$15,640.00

0

0

TOTAL

\$22,310.00

NET

Increase Decrease

\$6,670.00

Explanation of Changes

Project SP107 Street Repair Program. This change order is to cover the following items:

Pavement repair at 72nd Terrace (just west of Mission Road)

This change order increases the contract amount by \$6670.00.

Calendar days were not added as result of this change order.

Original Contract Price	<u>\$78,890.00</u>
Current Contract Price, as adjusted by previous Change Orders	<u>\$86,365.00</u>
NET Increase or decrease this Change Order	<u>\$6,670.00</u>
New Contract Price	<u>\$93,035.00</u>

Change to Contract Time

The current contract deadline of June 1, 2007 will change to June 15, 2007 in order to accommodate the additional pavement repairs from CCO#1 and #2.


The City does not anticipate a related Engineering Change Order.

Thomas Trienens, Manager of Engineering Services
City of Prairie Village, KS

Date

Ronald L. Shaffer, Mayor
City of Prairie Village, KS

Date



Howie Snyder Michael C. Bemer
Executive Vice President

5-11-07

Date

CONSIDER PROJECT 190862 - 2007 C.A.R.S. -75TH STREET
(NALL AVENUE TO MISSION ROAD) CONSTRUCTION CHANGE
ORDER #1

Background:

Due to the higher traffic volumes and heavier vehicles, which utilize 75th Street, the City asked the Contractor for a price on a higher grade asphalt mix. The change in asphalt mix designs amounts to an increase of \$39,996.00 in the total construction cost.

Financial Impact:

Funds are available in the Capital Infrastructure Program under Project 190862. Half of the total of \$39,996.00, or \$19,998.00, will be reimbursed to the City by the County since this is a CARS project.

Suggested Motion:

Move to approve Construction Change Order #1 for Project 190862: 2007 Paving Program with J. M. Fahey Construction Company in the amount of \$39,996.00 bringing the new contract total to \$964,190.95.

SKW

CITY OF PRAIRIE VILLAGE
PUBLIC WORKS DEPARTMENT
CONSTRUCTION CHANGE ORDER NO. 1

Consultant's Name: Shafer, Kline & Warren, Inc.
 Project Title: 2007 CARS Program Project No. 190862
 Date Requested: 27-Apr-07
 Owner's Project No.: 190862 75th Street Nall Avenue to Mission Road Contract Date: 3/27/2007
 Contractor's Name: J. M. Fahey Construction Co.

REQUIRED CHANGES IN PRESENT CONTRACT

Item Number	Contract Quantity	Previous Amount	Unit	Item Description	Adj. Quant.	Unit Price	Adjusted Amount
6	3,333	\$ 179,982.00	Ton	2" AC Surface Type 3-01	0.0	\$ 54.00	\$ 0.00
6-A	0	\$ 0.00	Ton	2" AC Surface Type 6-01	3333.00	\$ 66.00	\$ 219,978.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
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		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
		\$ 0.00					\$ 0.00
TOTAL		\$ 179,982.00					\$ 219,978.00
					Net	Increase Decrease	\$ 39,996.00

Explanation of Changes

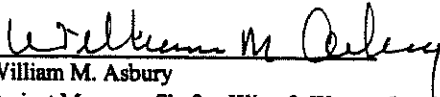
Project 190862; 2007 CARS Program. This change order is to cover the following items:
This change order changes the surface asphalt mix from Type 3-01 to Type 6-01. This change will provide a much more dense and stable surface which resists deformation. The Engineer, City and County have all approved the change.

This change order increased the contract amount by \$39,996.00

Original Contract Price	<u>\$ 924,194.05</u>
Current Contract Price, as adjusted by previous Change Order No. 1	<u>\$ 924,194.05</u>
NET increase or decrease this Change Order	<u>\$ 39,996.00</u>
New Contract Price	<u>\$ 964,190.05</u>

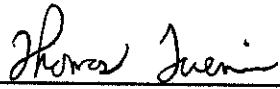
Change to Contract Time:
N/A

The Engineering Consultant does not anticipate a related Engineering Change Order .



William M. Asbury
Project Manager, Shafer, Kline & Warren, Inc.

5/8/07
Date




Tom Trienens, P.E.
Manager of Engineering Services, City of Prairie Village, KS

5/8/07
Date

Ronald L. Shaffer
Mayor, City of Prairie Village, KS

Date



Gary Britner, P.E.
Project Manager, J. M. Fahey Construction Co.

5/9/07
Date

COUNCIL COMMITTEE OF THE WHOLE
May 7, 2007

The Council Committee of the Whole met on Monday, May 7, 2007 at 6:00 p.m. The meeting was called to order by Council President Andrew Wang with the following members present: Mayor Shaffer (arrived late), Al Herrera, Ruth Hopkins, David Voysey, Michael Kelly, Laura Wassmer, Pat Daniels, Charles Clark, Wayne Vennard, Diana Ewy Sharp and David Belz. Staff members present: Barbara Vernon, City Administrator; Capt. Wes Jordan, Acting Chief of Police; Bob Pryzby, Director of Public Works; Doug Luther, Assistant City Administrator and Joyce Hagen Mundy, City Clerk.

David Belz asked for clarification on the memo on the Tomahawk Road Bridge Replacement. Mr. Pryzby responded he lost track of money of the accounting on this project resulting in the request of more funds than necessary. The Council action being requested is to return these funds to the appropriate accounts. David Belz confirmed this action would almost return the contingency fund balance to its previous amount.

David Belz moved the approval of the Consent Agenda for Monday, May 7, 2007. The motion was voted on and passed unanimously.

- Approve Construction Change Order #1 on Project 190860: 2007 Paving Program with J.M. Fahey Construction for an increase of \$12,605 bringing the new contract amount to \$2,807,605.00
- Approve the transfer of \$235,000 from Project 190855: Tomahawk Road Bridge Replacement to General Fund Contingency and \$20,500 to Street Unallocated.

COUNCIL ACTION REQUIRED
CONSENT AGENDA

COU2007-38 Consider Planning Commission Recommendation for Mixed Use District Ordinance

Ron Williamson stated during the past few months the Planning Commission has reviewed several "mixed use district" regulations from area cities in preparation for an anticipated application by the Meadowbrook Country Club. The purpose of "mixed use districts" is to provide an opportunity for more types and variety of planned development that is creative and sustainable. Most of the land to be developed in Prairie Village will be redevelopment that will need to be designed to be compatible with the existing neighborhoods.

The proposed ordinance deals with "mixed use districts" as planned developments. There are no stated height or setback regulations. Mr. Williamson reviewed the proposed language and submittal requirements. The applications would come before the Commission with both a request for a zoning change and for approval of the planned development of the area. He noted the large number

of items to be presented to the Commission and considered in conjunction with the application. The uses will be determined by the plan. They could include a mix of residential uses or a combination of retail/commercial/residential. Mr. Williamson noted some cities have separate regulations for mixed use residential and mixed use commercial, but because of the limited number of potential applications within the City, he felt one ordinance was sufficient.

Upon review and approval of the plan and the requested zoning, the application would be forwarded to the City Council for approval of the rezoning based on the plan submitted. Once approved the zoning would be changed by ordinance, published and recorded along with the plan. The applicant would be required to return to the Planning Commission for final plan approval and approval of any necessary platting of the area.

The Planning Commission members support an amendment to allow planned 'mixed use districts' in the City; however, some members were concerned with the clarity of the definition of "mixed use" while others felt the entire zoning regulations needed to be reviewed. This resulted in a three to three tie, which comes forward as a recommendation to not approve.

Mr. Williamson stated he did not feel the entire zoning regulations needed to be reviewed, noting this has been an on-going process and with changes made to adapt to the changing needs of the City.

Mr. Williamson stated the Council could either 1) adopt the recommendation of the Planning Commission and disapprove the "MXD" District; 2) Override the recommendation of the Planning Commission by a two-thirds vote; or 3) return the recommendation to the Commission with direction for further investigation.

Laura Wassmer stated she attended the meeting where an attorney present encouraged the Commission to reconsider adding a height restriction. She felt a stated restriction would provide the City with a stronger base on which to consider and defend requests.

Laura Wassmer made the following motion, which was seconded by Charles Clark and passed by a vote of 10 to 1 with Voysey voting "nay":

**RECOMMEND THE CITY COUNCIL RETURN THE PROPOSED
MIXED USE DISTRICT ORDINANCE TO THE PLANNING COMMISSION
FOR FURTHER CONSIDERATION OF HEIGHT RESTRICTIONS AND
CLARIFICATION OF THE DEFINITION OF "MIXED USE DISTRICTS"
COUNCIL ACTION TAKEN
05/07/2007**

Diana Ewy Sharp confirmed this would be on the Commission's June agenda and that no official application has been made by Meadowbrook Country Club.

COU2007-35 Consider Project 190709: 83rd Street, Delmar Street Drainage Improvements

Charles Clark reminded the Council this project was set for construction in 2007 using SMAC funding; however, due to increased costs, the project was pulled. The neighbors have taken film of what happened at this intersection during the April 25th rains.

The video presentation was made before the Council and briefly narrated by Mr. Clark. He noted how quickly the water rises and retreats in this area. On April 25th 1 3/8" of rain occurred following one-half inch that fell the previous day. The weekend of May 5th & 6th, he recorded rainfall of 5.5 inches.

Bob Pryzby noted the rainfall of April 25th was unusual due to its volume in a short period of time. The rainfall measured at the Public Works facility fell at a rate of 6.6" per hour.

At the April 16th meeting of the Committee of the Whole, Bill Griffith requested a history of this project be presented.

This project is an improvement to the storm drainage system from Fontana Street south of 83rd to Mission Valley Middle School (tributary area of 256 acres) and to the drainage from north of 83rd Street to Mission Valley Middle School (tributary area of 154 acres).

Currently the excess runoff from storm water flows down the valley via concrete channels and road crossing culverts. Fontana and Delmar streets have low water crossings that are inundated with every minor storm creating a hazard to the traveling public. The remainder of the system is marginally sized to convey the 10 percent design flood. When this size flood or larger occurs the pipes downstream of Delmar Street overtop and lawns of the homes in the area flood. Flooding has been reported to the properties at 8333 and 8316 Delmar, 8340, 8348 and 8356 Somerset. Flooding of Delmar, Fontana, 83rd and Somerset Streets have also been reported.

At the inception of the project there were two homes that reported flooding - the Cohen residence on Delmar Street and the O'Hara residence on Fontana. The flooding at these locations has been addressed through other capital improvement projects.

Bill Cunningham, The Larkin Group, prepared the following history of the project:

- This project was first listed on the City Storm water priority list in 1984.
- A Preliminary Engineering Study was commissioned in 1995 and presented in early 1996. The purpose of the study was to allow the City to apply for County funding under the SMAC program.
- First Public Information meeting held in March, 1996.
- Ad-hoc committee established by Mayor Roe Taliaferro in June, 1996.

- Ad-hoc committee meetings were held in July, September and October of 1996 to focus on the outcome of the project.
- O'Hara property berm was added to 1999 Storm Drainage Program.
- The Cohen property was razed and reconstructed above the 100 year flood elevation in approximately 2000.
- Revised Preliminary Engineering study was prepared and presented to the City in April, 2001.
- Council Committee of the Whole discussed project in January, 2002.
- Alternate 3A selected by Council, which involves a bypass system, cul-de-sacs, deletion of gates, but maintains lights, replaces CMP's with RCB's
- The Project was accepted by SMAC and placed on the list for funding in 2002
- Roe Avenue culvert was replaced within the 2004 storm drainage program.
- The project was restudied in 2005, when SMAC funding became available, to revisit existing options and expand options to include routing the relief system east of Mission Road.
- Options were presented to the Council November, 2005 with the current designed routing selected.
- Surveying, design, utility coordination and public involvement were conducted in 2006.
- The project is designed, easements and permits have been obtained and the project is ready for bidding.

Bill Cunningham, reviewed the drainage maps, identifying the sources of water and their flow. He identified homes where flooding has been documented in the past.

The original proposal was to route the water down 83rd Street, south on Somerset and across the parking lot to Mission Valley Middle School and the construct cul-de-sacs at the low water crossing.

Alternate "A" would take the water all the way down 83rd Street to Corinth School
 Alternate "B" would purchase the flooded homes.
 The Council selected the original proposal without the construction of the proposed cul-de-sacs at the low water crossing

Estimated design, construction and administration costs were as follows:

Original Cost	\$2,458,856.40 with City cost being \$1,058,856.40
Alternate "A"	\$3,432,288.00 with City cost being \$2,032,888.00
Alternate "B"	\$1,373,100.00 with City cost being \$343,275.00
SMAC funding	\$1,400,000.00 with City cost being \$350,000.00

Bill Cunningham noted the extensive involvement of the community in coming up with a solution and the strong sentiment to maintain the existing character of the neighborhood.

Ruth Hopkins acknowledged the work of the residents and their commitment to get this issue resolved both on the ad-hoc committee but in attendance of multiple meetings. She supports going forward with the plan selected.

Laura Wassmer asked what would have happened on April 25th if this project had been completed. Mr. Cunningham responded the amount of water flow would have been reduced by 50%; the back water would be approximately two feet lower. For a 100-year storm the water level would be as shown on the DVD, this is not going to provide total relief of the problem.

Laura Wassmer asked what it would take to keep the water in the channels. Mr. Cunningham responded a lot of underground piping. Mr. Pryzby noted, if done, the piping would have to go all the way down 83rd Street.

Mr. Cunningham stated there are two options, either to install pipe into the watershed or widen the channel bottom. He stated it is not possible to lower the channel because of the low existing ground elevations.

Wayne Vennard asked if this area has experienced worse flooding than that shown by the residents on April 25th. Mr. Cunningham stated he was aware of four to five dates since 1984 with more serious flooding.

Mr. Vennard asked if other parts of the City received equal or greater flooding. Mr. Cunningham noted the northern section of the city experienced more serious flooding in 1998. He noted there have been a variety of different rain events throughout the City. Mr. Vennard asked if action has been taken to improve these areas. Bill Cunningham stated significant improvements have been made to storm drainage throughout the City.

Michael Kelly asked if other areas of the City had flooding on April 25th. Mr. Pryzby listed several areas of the City having flooding on the 25th, including multiple areas on Mission Road, Tomahawk and Roe with Brush Creek within inches of overflowing the bridge at Mission and Tomahawk Road. He noted there was widespread water in low areas throughout the City that dissipated in 20 to 30 minutes.

Mr. Kelly asked what impact this project has on the City of Leawood. Mr. Pryzby responded Leawood is doing a large stormwater project on 83rd Street in their city. Mr. Kelly stated this has been on the books for more than twenty years, action needs to be taken.

Bob Pryzby stated a storm like that experienced on the 25th with the ground already saturated can not be handled; however, he noted there were 15 to 20

minutes of serious water flow and then just as quickly the water receded. He feels most of the city's stormwater problems have been addressed and does not propose any new projects in his 2008 budget. This area will still have a problem after this project is built, it will not erase the problem only minimize it.

Al Herrera stated the City has been investigating this for several years and noted systems can not be designed for excessive rainfalls. He noted the neighbors support the proposed solution and feels the City should go through with the project as planned. He feels it is important to keep the character of the neighborhood.

Mr. Herrera confirmed the financial problems come from increased costs without increased SMAC funding. Mr. Pryzby responded that once a project is accepted funds are locked in at that amount regardless of when the project is constructed.

Charles Clark noted that if the project was started over, there was no guarantee it would be funded by SMAC and the City would lose the funds that have been committed. He also noted significant funds have been expended on this design to date. The project is ready to be constructed, the only question remaining is where the additional funding will come from.

David Belz asked what impact this improvement would have for the problems experienced in this area. Bill Cunningham responded it would reduce the flow of water coming downstream by 40%. There would only be a 1% chance of an event of the level shown in the DVD occurring and a 100 year event would look like that shown in the DVD. Mr. Cunningham stated he would rate the storm on April 25th as a ten-year event.

Wayne Vennard asked what price you place on safety.

Al Herrera asked if taking out the bridge would help the situation. Mr. Cunningham responded it would help some, but you would still have water coming over the top of Somerset.

Bill Cunningham advised the Council the gates considered earlier have undergone a national review and been found to be unreliable. The national recommendation is for the LED lights and signs as proposed for this project.

Mr. Pryzby noted action was not taken in 2003 as this was not a top priority at that time. The issue is where you want to spend the limited funds available.

Council President Andrew Wang stated it was determined at the April 16th meeting that this issue would be discussed at the 2008 Budget Work session in conjunction with the presentation of the entire Capital Improvement Program. This will be held on Monday, May 14th at approximately 7 p.m. and advised those present that they may attend that meeting.

COU2007-40 Consider Code Enforcement - Interior Inspections

Doug Luther presented the following review of Code Enforcement activities:

- The City averages approximately 900 code violations per year
- The most common types of violations are exterior maintenance (paint) tall grass and weeds, vehicle violations and trash/debris violations
- While property maintenance violations occur throughout the city, most violations occur in Wards 2 and 6
- Violations occur in both owner-occupied and rental housing. However, rental properties have a disproportionate number of code violations. Over the past four years, 32% of code violations have occurred at rental properties, which account for approximately 7% of the city's single-family housing units.
- 4% of code cases are referred to the Municipal court for criminal prosecution
- The Code Enforcement Officer responds to complaints within two days of receiving the complaint.

Mr. Luther stated unlicensed/inoperable vehicle violations represent 21% of the code enforcement case load and are a frequent source of complaints from residents. The Code Enforcement Officer uses the following criteria to determine if a vehicle is inoperable:

- If the vehicle is unlicensed (missing or expired tags) it is presumed inoperable
- If the vehicle is on jacks, blocks, etc. it is presumed inoperable
- If the vehicle is missing parts which would prohibit it from lawfully operating on the street, it is presumed inoperable.

Mr. Luther stated proving a vehicle is inoperable is difficult and stressed because a vehicle does not move does not necessarily mean it is inoperable. There are several vehicles in the City which represent recurring violations. These are the most common cases seen in court. In the past four years, approximately 200 tickets were written and \$11,000 in fines collected with the average fine being \$50 to \$100.

Mr. Luther stated the current code does not address vehicles not moving and could be changed to require periodic movement of vehicles. However, the requirement would be difficult to effectively enforce without a large increased burden on existing code enforcement staff.

Laura Wassmer stated she receives more complaints on "junk vehicles" than on inoperable vehicles. She would like to see the appearance of the vehicle addressed. Mr. Luther reminded council of the city's responsibility of proof in

court. Ms. Wassmer asked Mr. Luther to check with other cities to see if they address the issue of appearance.

Ruth Hopkins stated her opposition to a regulation based on appearance, noting its subjective basis. She also felt it would go against an individual's civil rights and is going too far.

Andrew Wang stated he would like to see the code strengthened and asked if there was an objective way to do so.

Al Herrera noted the City of Fairway is looking at a new ordinance. He expressed concern with the car at Tomahawk and Roe and the van which often blocked the sidewalk.

Mr. Luther responded car movement could be reflected by chalked tires. David Belz felt an ordinance requiring movement of cars was silly and sees the problem being more an issue of "junky" cars than inoperable cars.

Michael Kelly clarified the Code Enforcement enforced regulations on private property and the Police Department enforced regulations on public streets.

Charles Clark requested the discussion be moved on to the issue of "interior inspections". He was concerned with safety issues caused by code violations on the interior of homes. During a recent conference, a City discussed their program of interior inspections and corrections of code violations by the City, if necessary, with a lien being placed on the property. One of the directives in the "Village Vision" was the improvement of homes. The City has started addressing this with the implementation of the home loan program, but interior maintenance standards would take this a step further. The City of Minneapolis has a successful program in place.

Andrew Wang directed Mr. Luther to investigate potential programs. Mr. Luther responded the current property maintenance code does not address structural issues but the building codes do and the City would need a search warrant to go into a house. This has been done in the past based on probable safety issues identified by related exterior problems. The City will also perform an interior inspection of a rental property if the tenant requests one.

The International Property Code mirrors the building code and could be used. He knows of programs in other cities, noting the City of Mission recently adopted an interior inspection of rental properties every two years. Many cities around the St. Louis area do occupancy inspections in conjunction with the sale of a home.

David Voysey supported looking into this. He asked what happens after a warrant is issued. Mr. Luther responded that after a warrant is issued at some point the individual will be arrested by the Police Department. If the problem can

be classified as a nuisance, the City could follow the nuisance abatement procedures.

Andrew Wang called upon Marcia Gradinger, City Code Enforcement Officer. Ms Gradinger noted the difficulty in defining a "junk vehicle" stating it had to be measurable and not merely based on appearance. She shared the status on some of the on-going violations in the City, noting one property in warrant status has been vacant for over five years and the owner resides out of state.

Laura Wassmer requested more information on addressing vacant homes, vehicles and interior inspections.

Andrew Wang stated interior inspections will require more city staffing. He directed Mr. Luther to research the issues discussed and bring back information to the Council.

Council President Andrew Wang adjourned the meeting at 7:30 p.m.

Andrew Wang
Council President

CITY OF PRAIRIE VILLAGE
PUBLIC WORKS DEPARTMENT
CONSTRUCTION CHANGE ORDER NO. 1

Consultant's Name: Shafer, Kline & Warren, Inc.
Project Title: 2007 Paving Program Project No. 190860, 2007 CARS Program Project No. 190862
Date Requested: April 13, 2007
Owner's Project No.: 190860-11 92nd Terr, Delmar to Roe Contract Date: _____
Contractor's Name: J. M. Fahey Construction Co.

REQUIRED CHANGES IN PRESENT CONTRACT

Item Number	Contract Quantity	Previous Amount	Unit	Item Description	Adj. Quant.	Unit Price	Adjusted Amount	
1	0	\$ 0.00	LS	Mobilization	1.0	\$ 2,500.00	\$ 2,500.00	
5	0	\$ 0.00	SY	Cold Milling	1225.00	\$ 1.00	\$ 1,225.00	
6	0	\$ 0.00	Ton	2" AC Surface Type 3-01	135.00	\$ 54.00	\$ 7,290.00	
15	0	\$ 0.00	LF	Concrete Curb & Gutter R&R	60.00	\$ 26.50	\$ 1,590.00	
		\$ 0.00					\$ 0.00	
		\$ 0.00					\$ 0.00	
		\$ 0.00					\$ 0.00	
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		\$ 0.00					\$ 0.00	
		\$ 0.00					\$ 0.00	
		\$ 0.00					\$ 0.00	
TOTAL		\$ 0.00					\$ 12,605.00	
							Net Increase Decrease	\$ 12,605.00

Explanation of Changes

Project 190860; 2007 Street Paving Program. This change order is to cover the following items:

At the request of the City the following addition was made to the contract. The south side of 92nd Terrace from Delmar to Roe had been previously resurfaced by a utility company following work on their facilities. This change order provides for the resurfacing of the north side of the street.

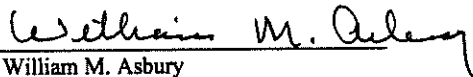
This change order increased the contract amount by \$12,605.00

Original Contract Price for 78th Street	<u>\$ 2,795,000.00</u>
Current Contract Price, as adjusted by previous Change Orders	<u>\$ 2,795,000.00</u>
NET increase or decrease this Change Order	<u>\$ 12,605.00</u>
New Contract Price	<u>\$ 2,807,605.00</u>

Change to Contract Time:


N/A

The Engineering Consultant does not anticipate a related Engineering Change Order .



William M. Asbury
Project Manager, Shafer, Kline & Warren, Inc.

4/17/07
Date




Tom Trienens, P.E.
Manager of Engineering Services, City of Prairie Village, KS

4/17/07
Date

Ronald L. Shaffer
Mayor, City of Prairie Village, KS

Date



Gary Bittner, P.E.
Project Manager, J. M. Fahey Construction Co.

4/17/07
Date

COU2007-41 Consider adoption of "Village Vision Strategic Investment Plan"

"BRING YOUR COPY OF THE VILLAGE VISION PLAN"

Background:

On May 1, 2007, the Planning Commission held a public hearing on the proposed Comprehensive Plan for the City of Prairie Village entitled "Village Vision Strategic Investment Plan". Following the public hearing, the Planning Commission adopted Resolution PC2007-01 adopting the Village Vision Strategic Investment Plan, 2007 and all maps and exhibits identified therein as the Comprehensive Plan for the City of Prairie Village, Kansas. The Commission unanimously moved to recommend the City Council adopt the same by ordinance. The minutes from that hearing are attached as well as the proposed ordinance as approved by the City Attorney.

RECOMMENDATION:

**RECOMMEND THE CITY COUNCIL ADOPT ORDINANCE 2139
APPROVING AND ADOPTING A NEW COMPREHENSIVE PLAN
IN ACCORDANCE WITH K.S.A. 12-747 AND REPEALING THE
EXISTING COMPREHENSIVE PLAN AND ITS AMENDMENTS.
COUNCIL ACTION REQUIRED**

ORDINANCE NO. 2139

AN ORDINANCE APPROVING AND ADOPTING A NEW COMPREHENSIVE PLAN IN ACCORDINACE WITH K.S.A. 12-747 AND SECTION 16 OF THE PRAIRIE VILLAGE MUNICIPAL CODE, AND REPEALING THE EXISTING COMPREHENSIVE PLAN AND ITS AMENDMENTS.

WHEREAS, the Planning Commission of the City of Prairie Village is required by Kansas statute and City ordinance to review on an annual basis and to report to the Governing Body of the City by making suggestions for any amendments, extensions or additions to said plan; and

WHEREAS, the Governing Body of the City of Prairie Village formed a Comprehensive Plan Steering Committee comprised of representatives from the Planning Commission, Governing Body and members from the community at large to obtain input regarding future development of the City of Prairie Village and to study the comprehensive plan and to make suggestions to be considered by the Planning Committee and the Governing Body; and

WHEREAS, the Steering Committee sponsored numerous public meetings to obtain input from members of the community regarding their thoughts, ideas and suggestions for future development in Prairie Village; and

WHEREAS, the City retained the firm of ACP Visioning and Planning, Ltd. Who, assisted the Steering Committee in obtaining community input and prepared a written report and analysis entitled "Village Vision Strategic investment Plan, 2007" consisting of two volumes including maps and exhibits identified therein; and

WHEREAS, on March 8, 2007, the Steering Committee presented the "Village Vision Strategic Investment Plan 2007" which had been prepared by ACP Visioning and Planning, Ltd to the public at an open house; and

WHEREAS, on May 1, 2007, the Planning Commission conducted the official public hearing as required by state statute and city ordinance to consider adoption of the Village Vision Strategic Investment Plan and to make recommendations to the Governing Body of any changes to the proposed plan; and

WHEREAS, comments were received from the public during the Public Hearing; and

WHEREAS, a quorum of the Planning Commission was present and reviewed, studied and discussed the "Village Vision Strategic Investment Plan 2007" consisting of two volumes including all maps and exhibits identified therein; and

WHEREAS, after due deliberation and study, the Planning Commission voted unanimously to repeal the existing Comprehensive Plan adopted in 1994 and adopt the "Village Vision Strategic Investment Plan, 2007" consisting of two volumes and including all maps and exhibits identified therein; as the new Comprehensive Plan for the City of Prairie Village and adopted Planning Commission Resolution No. PC2007-01 stating as such; and

WHEREAS, the Planning Commission, in accordance with KSA 12-747 and Section 16-104 of the Prairie Village Municipal Code has submitted a certified copy of its recommended Comprehensive Plan, including attached maps and exhibits identified therein, to the Governing Body for its review and consideration.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF PRAIRIE VILLAGE:

Section 1

The document approved by the Planning Commission includes two volumes: Volume 1: Report and Volume 2: Appendices, prepared by ACP Visioning and Planning, LTD in association with Economics Research Associates and titled Village Vision Strategic Investment Plan, 2007 including all maps and exhibits identified therein is hereby adopted as the new official Comprehensive Plan for the City of Prairie Village, Kansas.

Section 2

The formerly existing Comprehensive Plan adopted in 1994 and any amendments thereto are hereby repealed.

Section 3

This ordinance shall take effect and be in force from and after its passage, approval, and publication as provided by law.

PASSED AND APPROVED THIS 21st day of May, 2007.

Ronald L. Shaffer, Mayor

ATTEST:

APPROVED AS TO FORM

Joyce Hagen Mundy
City Clerk

Charles E. Wetzler
City Attorney

**EXCERPTS
PLANNING COMMISSION MINUTES
MEETING OF MAY 1, 2007**

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, May 1, 2007 in the Council Chamber, 7700 Mission Road. Chairman Ken Vaughn called the meeting to order at 7:00 p.m. with the following members present: Randy Kronblad, Marlene Nagel, Robb McKim, Marc Russell, Nancy Vennard and Bob Lindeblad.

The following persons were present in their advisory capacity to the Planning Commission: Ron Williamson, Planning Consultant; Laura Wassmer, Council Liaison and Joyce Hagen Mundy, Planning Commission Secretary.

PUBLIC HEARING

PC2007-11 Adoption of a new Comprehensive Plan for the City of Prairie Village titled "Village Vision Strategic Investment Plan" & repealing of existing Prairie Village Comprehensive Plan, 1994.

Chairman Ken Vaughn opened the public hearing and called upon Jamie Green, with ACP, to make a formal presentation on the proposed Comprehensive Plan.

Jamie Green noted it has been 13 years since the current Comprehensive Plan had been adopted and that the process for creating the new plan was begun in the fall of 2004. The process allowed the City to assess current conditions and to plan for the future with the input of its residents and community leaders.

In reviewing the Comprehensive Plan, Mr. Green made the following points:

- Every community should have a relevant decision-making policy document in the form of a comprehensive plan.
- A comprehensive plan is by nature complex.
- It should be monitored and refined as needed
- The Plan is intended to be an action agenda that is institutionalized in the community's day-to-day and long-term decision-making.
- Implementation can be challenging and in many instances requires strong leadership to address the challenges.

The plan has been prepared as a Strategic Investment Plan to provide high level policy direction as well as recommendations for investments. Its purpose is to advise the City on how to best leverage its limited assets in order to encourage appropriate private investment and ensure that Prairie Village remain a premier community within the metropolitan area.

However, Mr. Green stressed this is not a definitive plan for the City, but an agenda setting exercise with every proposal be considered and continued or rejected.

The Plan addresses the following eight goals:

- **Community Character:** Provide an attractive, friendly and safe community with a unique village identity appealing to people of all ages.
- **Community Facilities, Activities and Services:** Provide diverse community recreation areas, cultural programs and expanded parks and green space, including a new or renovated community center, complemented by well-maintained public utility infrastructure and excellent City services.
- **Housing:** Encourage neighborhoods with unique character, strong property values and quality housing options for families and individuals of a variety of ages and incomes.
- **Land Resources:** Encourage a high quality natural and man-made environment that preserves community character, creates identity and sense of place, and provides opportunities for renewal and redevelopment, including vibrant mixed use centers.
- **Leadership & Governance:** Provide a City government that communicates effectively with the public and works cooperatively with other communities to promote projects and programs that maintain a strong Prairie Village.
- **Learning:** Support the provision of high quality educational environments for residents at all stages of their lives, including strong public K-12 institutions.
- **Prosperity:** Promote a strong economy where a diverse mix of quality businesses contribute to a stable tax base, provide opportunities for redevelopment, meet the needs of residents, and attract visitors.
- **Transportation:** Encourage a variety of transportation choices including safe, interconnected, and well-maintained roadways, sidewalks, biking trails, and public transportation systems that support the community's needs.

Mr. Green shared maps identifying the current land use in the City and a map showing the Village Vision Planning framework. He noted the importance of land use planning within the City as 64% of the City is zoned single-family residential and another 25% of the City represents public land use. The creation of a mixed use district will allow the city to maximize the potential use of its limited available land. The economic impact of land use is demonstrated by the fact that 50% of the city's resources come from land use. In this context, there is a critical need for competitive and varied housing stock.

The Plan looked specifically at three areas: Corinth Square Shopping Center; 75th and State Line area; and the 75th Street Corridor.

The Plan identified 48 potential actions items with 16 short-term actions completed within the next two years; 5 mid-term actions completed between 2010

and 2014; 4 long-term actions completed between 2015 and 2025 and 23 on-going action items.

The Initial Priorities identified by the Plan are as follows:

Improve the Development/Redevelopment Process

- Update the zoning ordinance to reflect contemporary land use issues while preserving the identity and character of Prairie Village
- Consider revising the zoning ordinance to allow more residential, commercial, and office development, particularly in walkable, mixed-use areas of greater intensity
- Consider updating building codes to facilitate renovation and rehabilitation activities

Keep Neighborhoods Vibrant

- Examine incentive programs to encourage home renovation
- Allow for a greater variety of housing types throughout Prairie Village
- Develop and promote the use of a design style guide for renovation to create housing that meets the preferences of today's homebuyers and is sensitive to the character of existing neighborhoods
- Offer workshops to educate and inform about issues related to zoning, building codes, and home maintenance in residential areas.

Encourage Appropriate Redevelopment

- Permit higher residential densities and mixed uses near existing commercial areas and along arterial roadways
- Consider developing a redevelopment plan for Meadowbrook Country Club.

Improve Communications

- Enhance communication between government officials and the public. Enhance transparency of processes and financial accountability.
- Consider more aggressively marketing Prairie Village to attract new business establishments and expand the tax base.

Jamie Green stated the next step for the Planning Commission is to adopt the Plan and forward it to the City Council for adoption and implementation. He stated it has been a pleasure working with the Commission, steering committee, elected officials, staff and residents.

Chairman Ken Vaughn asked for comments from the audience:

Ted Coleman, 7512 Pawnee, asked for clarification on what the Commission was voting. Chairman Vaughn stated the Commission action would be to adopt the Plan by resolution and forward it to the City Council for adoption and implementation. The Plan presents concepts and establishes an action agenda.

Mr. Coleman confirmed the specific recommendations in the plan would be voted on at a later time. He asked how TIF money would impact the Plan.

Robb McKim responded that TIF is a development tool the state law allows cities to implement TIF should they choose to on a city by city basis. Mr. McKim stated the Plan does not initiate specific action. It identifies things that can be done, asks questions and give the city and residents the opportunity to explore options.

Mr. Coleman stressed the need for continued communication in this process as items were being considered.

Dale Warman, 6501 Hodges, addressed the Commission in support of the Plan and urged it to move the Plan forward to the City Council for adoption. Mr. Warman stated he was actively involved in the community workshops and feels the Plan ties together the comments made by the residents participating in those sessions. He noted adoption of the Plan directs further investigation of recommendations and does not require any immediate action.

Christine Jennings, 7105 Cedar, asked when redevelopment occurred how it would be financed. Ken Vaughn responded a plan would be presented by the owner of the property for the development of his property. Any financing would be the responsibility of the owner.

Louise Davis, 5301 West 64th Terrace, stated she participated in each workshop and appreciated the opportunity to be involved. She sees the Plan as a framework for the future and thanked the steering committee for all their work and effort over the past two years.

Terrance Gallagher, 2201 West 79th Terrace, stated he was involved as a member of the steering committee and felt this was an excellent opportunity for the City to reach out and ask citizens what they want. He feels it is a good plan which allows citizens input in how the city will grow and be developed. He urged the Commission to adopt the Plan and forward it on to the City Council.

Ken Vaughn stated he appreciated everything that went into the creation of this Plan and the citizens for their input and comments, not only this evening, but throughout the development of the Plan. With no one else wishing to address the Commission, the Public Hearing was closed at 10:05.

Ron Williamson stated the Plan is an overall statement of vision for the City identifying where it wants to go and will be reviewed in conjunction with all future applications before the Planning Commission.

Ken Vaughn noted the state statutes require the Commission to review the Plan annually.

Robb McKim expressed appreciation for the leadership of Ken Vaughn and Marlene Nagel in co-chairing the Steering Committee and facilitating a diverse group of individuals to arrive at consensus for the creation of a very good plan.

Marlene Nagel moved the Planning Commission adopt by Resolution the Village Vision Strategic Investment Plan, 2007, and all maps and exhibits identified therein as the Comprehensive Plan for the City of Prairie Village, Kansas and forward its recommendation for adoption to the City Council. The motion was seconded by Randy Kronblad and passed unanimously.

ADJOURNMENT

With no further business to come before the Commission, Chairman Ken Vaughn adjourned the meeting at 10:30 p.m.

Ken Vaughn
Chairman

MAYOR'S ANNOUNCEMENTS

Monday, May 21, 2007

Committee meetings scheduled for the next two weeks include:

Environmental Recycle Committee	05/23/2007	7:00 p.m.
VillageFest Committee	05/31/2007	7:00 p.m.
Council Committee of the Whole	06/04/2007	6:00 p.m.
Council	06/04/2007	7:30 p.m.

The Prairie Village Arts Council is pleased to feature an oils exhibit by David Payne in the R.G. Endres Gallery during the month of May.

The City offices will be closed Monday, May 28th for the Memorial Day holiday.

Recreation memberships are now for sale at the City Clerk's office. The swimming pool will open May 26th.

The 50th Anniversary books, Prairie Village Our Story, and Prairie Village Gift Cards continue to be sold to the public.

INFORMATIONAL ITEMS
May 21, 2007

1. City Administrator's Report - May 17, 2007
2. VillageFest Committee Minutes - April 26, 2007
3. Prairie Village Police Pension Plan Board of Trustees Minutes - April 30, 2007
4. Letter of Appreciation from Prairie Village resident
5. Prairie Village Employee Noteworthy
6. Mark Your Calendars
7. Committee Agenda

CITY ADMINISTRATOR'S REPORT

May 17, 2007

Fund Balance:

During the Budget work session earlier this week staff was asked to provide information about Council policy related to Fund Balance.

In 2002 the Mayor appointed a Long Range Financial Planning Committee (LRF) of Council members to prepare recommendations for financing the City through 2006 and into the future. They prepared the recommendations which are attached to this report (A-1). One of their recommendations was related to Fund Balance.

LRF committee members recognized the need for City leaders to reaffirm and more closely define their commitments to maintaining minimum reserves. The committee expressed their feeling , " it is important for City leaders to recognize that economic cycles are not to be considered emergencies which should be addressed by using Fund Balance." They also recommended the City maintain a specific Fund Balance of 18% of revenue.

The Report of this Committee was distributed and discussed at a joint meeting of the City Council and Planning Commission on March 4, 2003. This Report was never adopted by the City Council as a Council policy.

Later that year, after the budget was adopted, the Legislative/Finance Committee considered the Council's Financial Management Policy. Elected officials had discussed that Policy during the Council's budget deliberations and decided it needed to be reviewed and updated. A copy of the Legislative/Finance Committee meeting minutes from that discussion (A-2) and the Fund Balance section of the Council's Financial Management Policy (A-3) are attached. The "base" of 5% is established by Policy, the desired amount is established by the Council each year.

Earlier this year, during the January 16th Council Committee meeting, goals and guidelines for the 2008 budget were discussed and approved. Minutes of the discussion are attached (A-4). Note at the bottom of the first page under "**Maintain financial strength of the City**" the goal to project a Fund Balance of 20% at yearend.

Lack of a fixed goal for Fund Balance has been a staff concern for several years. We would prefer the Council adopt an acceptable Fund Balance range in the Financial Management Policy to provide guidance in the future.

Large Item Pickup Report:

The City's annual Large Item Pickup was conducted on April 28 this year. During this annual event Deffenbaugh collected 475 tons of material. This is a 3% increase from last year's collection of 463 tons.

RECOMMENDATIONS

Maintain operating expenditures at an annual growth rate of no more than 5%.

The committee noted that the City consciously made a decision to reduce reserves and expand and enhance infrastructure and services to residents. Accordingly, City leaders approved budgeted expenditures that far outpaced current revenues and financed those budgets through deep reduction of reserves and significant increases in residential ad valorem tax revenue despite reductions in the mill levy. Annual increases in operating expenditures now must more closely mirror increases in revenue from all sources.

Increase City controlled revenue sources (fees, fines, etc) by the CPI annually with periodic audits to make certain fees cover agreed upon level of cost.

While the City does periodically review revenue sources such as fees for services and fines, those reviews typically only occur on three to five year intervals. In the interim period between regular reviews, City services are inherently being provided at a discount to the intended level of financial support from general funds anticipated by City leaders. In an effort to more consistently benchmark city fees and fines to the level of general fund support of the actual cost of providing services, the Committee recommends that in the period between formal reviews, City service fees be increased by the CPI annually. A policy of this type will capture lost revenue between regular formal reviews, make revenue from these sources more predictable and stable. Such a policy will also provide a benchmark policy for various city committees and departments that set fines and fees.

Acknowledge that property growth in Prairie Village is primarily through increases in assessed valuation and encourage strategies to reduce dependence on residential ad valorem tax when possible.

As evidenced by a number of graphs and statistics presented earlier in this report, Prairie Village generally is much more dependent on revenue generated from residential property taxes than surrounding Johnson County cities. Most cities of comparable or larger size than Prairie Village have a lower rate of appraised commercial property as a percentage of total appraised property. The combined affect of relatively low sales tax collections and relatively small amounts of commercial property that are taxed at double the rate of residential property squarely places the burden of funding city expenditures on individual homeowners. While the committee recognizes that a lack of commercial development is often cited as a primary reason for making Prairie Village a desirable place to live, it is important for City leaders to look for ways to increase the total amount to commercial space relative to residential property.

The mill rate should not be rolled back from its current level.

Working on the assumption that City leaders will be successful in implementing recommendations proposed in this report regarding controlling annual operating expenditures at an annual growth rate of 5%, maintaining the mill rate at it's current level will provide adequate reserves to endure inevitable financial downturns in the overall economy.

Encourage development that does not change the tax structure and does not reduce assessed value of property in the City of Prairie Village.

Prior committee reports have repeatedly encouraged City leaders to prepare policies and plans for the availability to purchase relatively large tracts of land (churches, schools, country clubs, etc.). The committee recommends that City leaders consider that the possible reclassification of those properties can have a significant impact on revenue. For example, the conversion of a county club to religious, educational, City, County, or even State property not only reduces the amount of sales tax revenue generated by the property, but converts formerly property tax revenue producing property to property exempt from ad valorem taxes. Recognizing this fact, the committee recommends that the City make every effort to discourage changes in the tax classification or structure of existing land that would reduce the total expected tax revenue produced from such a property.

Where appropriate, use financial incentives such as TIF to encourage redevelopment. Recognize that these incentives will involve forgoing near term revenue to achieve long term gain.

Over the past decade, the city has successfully utilized financial incentives such as TIF and Industrial Revenue Bonds to encourage development and redevelopment of sub standard properties throughout the city. With careful consideration to each and every project, the committee would recommend that City leaders continue to look for appropriate opportunities to utilize these and other types of financial incentives to foster and attract development and redevelopment.

Recommit to explore public/private partnerships for rehabilitation, development and redevelopment.

Closely related to the prior recommendation, again the committee recognized the importance of rehabilitation, development and redevelopment, whether residential or commercial, on the long-term financial stability of the City. In addition, the committee recognizes the changing landscape in Prairie Village away from one dominate development partner, Highwoods Property and it's predecessor, The J.C. Nichols Company, and towards a more diverse spectrum of potential development and redevelopment partners.

Consider engagement of lobbying function to preserve existing revenue streams.

Over the past 24 months, the City leaders have become acutely aware of the interdependence of the City's revenue sources on larger governmental entities such as the County, State and Federal governments. The committee feels it is appropriate for city leaders to consider the engagement of a lobbying function, either collectively or individually, to lobby other government and quasi-government bodies on the importance and dependence of City government on their policies and legislation.

Investigate alternative municipal funding sources.

The committee felt it was important to make certain that the City make a concerted effort to be aware of and at least have a reasonable understanding of potential sources of municipal revenue that traditionally have not been considered in Prairie Village. Our discussion touched upon a number of municipal funding sources prevalent in other parts of the Metro area or other parts of the county traditionally not considered in Prairie Village such as earnings taxes, benefit districts, etc.

Maintain a specific minimum Fund Balance of 18% of revenue.

In observing recent policy decisions by other local, county and state governments to abandon previous commitments to maintaining reserves, the committee felt it was important for city leaders to reaffirm and more closely define their commitment to maintaining minimum reserves. The committee also felt it was important for City leaders to recognize that economic cycles do not represent the unforeseen emergencies such reserves are maintained to address.

Appoint a committee or retain a firm to look at housing and the long-term viability of housing stock in Prairie Village.

After reviewing evidence of significant demographic shifts within Prairie Village over the past 50 years and more dramatic shifts in the past decade, the committee felt it was important for City leaders to undertake a formal investigation of the cause and affect of such shifts to prepare them for consideration of solutions and strategies that may be desirable.

LEGISLATIVE/FINANCE COMMITTEE
6 OCTOBER, 2003
MINUTES

The Legislative/Finance Committee met at 6:00 pm in the Multipurpose Room. Members present: Co-Chairs Ruth Hopkins and Diana Ewy Sharp, Bill Griffith, and Jeff Anthony. Also present: Mayor Shaffer, Barbara Vernon, Doug Luther, Chief Grover, and Jamie Shell.

LEG2003-16 Consider amendment of Council Policy #124 and deletion of #120, 121, 130, 131 and 132

Mr. Shell reported that there are currently six City Council policies that address the City's financial management policies. He said the proposed amendments to Council Policy #124 would consolidate these into a single policy. Mr. Shell noted significant changes between the current and proposed policy which include:

- Including the Finance Director as one of the individuals responsible for implementation and enforcement of the policy.
- Clarifying the process for the ongoing monitoring of department budgets.
- Clarify that, when practical, indirect costs will be considered when setting user fees.
- Establish 18% of budgeted revenue as a minimum General Fund Balance level.
- Require City Council approval for the disposal of any fixed assets.
- Establish the following guidelines for the issuance of new debt
 - Eliminate references to overlapping debt as a consideration when determining whether or not the City should incur debt
 - Limit outstanding debt to 3% of the City's estimated market value.
 - Limit debt service expenditures to 5% of total operating expenditures.
- Establish Treasury policies which would allow the issuance of payroll checks and payments for utility bills, insurance premiums, or payments on other annual agreements that would incur late fees if not paid promptly prior to the adoption of a claims ordinance by the City Council.

Mr. Shell said many of the revisions reflect current practice.

Mr. Griffith asked for clarification regarding the role of the City Treasurer. Mrs. Vernon said the Treasurer is a part-time appointed official that reviews all checks prior to issuance. She said this person serves as an internal control auditor.

Mr. Griffith expressed concerns with establishing a formal City Council policy requiring an 18% fund balance, noting that the current policy is 5%. He said the City Council should not adopt a policy that would unreasonably restrict the City's ability to respond to emergency situations.

Mr. Griffith said the Long Range Financial Planning Committee developed the 18% fund balance criteria as a goal for budget preparation rather than an official policy statement.

Mrs. Vernon said bond rating agencies look for a policy statement regarding fund balance. Mr. Shell said Standard & Poor's recommends a fund balance of at least 15% of total revenue.

Mrs. Sharp suggested the policy provide a range for acceptable fund balance rather than a single figure. She said this could provide future Councils with flexibility and communicate the City's fund balance policy position to bond rating agencies.

Mr. Anthony said the policy for fund balance should be flexible.

Mr. Griffith confirmed that State Statute requires cities to maintain a 5% fund balance.

Ms. Wassmer arrived at 6:35

Mr. Anthony moved and Mr. Griffith seconded a motion to amend section 3.1 of the proposed policy to read as follows:

- 3.1 Cash flow and contingency – All Funds. The City will maintain a minimum "base" unallocated operating fund balance of five percent (5%) of total revenues to be used for unanticipated expenditures of a non-recurring nature, or to meet unexpected increases in service delivery costs. The funds will be used to avoid cash flow interruptions, generate interest income, avoid the need for short-term borrowing and assist in maintaining the City's bond rating.

The motion to amend passed 3-2 with Mrs. Sharp and Ms. Wassmer voting nay.

Mr. Anthony moved and Mr. Griffith seconded the following motion which passed 3-2 with Mrs. Sharp and Ms. Wassmer voting nay.

**RECOMMEND THE CITY COUNCIL ADOPT CITY COUNCIL POLICY#124 --
FINANCIAL MANAGEMENT POLICIES, AS AMENDED.
COUNCIL ACTION REQUIRED**

CP056 - Financial Management Policies

- 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. Council approval shall be required for 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.

3. 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 non-recurring nature, or to meet unexpected increases in service delivery costs. The funds will be used to 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 on-going 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 one-time 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.

4. Debt Policies

The objective of the Prairie Village debt management policies 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.

- a.) Bond Rating. The City will manage financial affairs to ensure Aa or better bond rating.
- b.) 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.
- c.) 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.
- d.) Short term debt and leases. Because the City recognizes the inherent risk in short-term borrowing, it 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.
- e.) 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.
 - Total debt service expenditures should not exceed 5% of total operating expenditures.
 - 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.
- f.) Debt Service. Bond issues should be scheduled to equalize annual debt service requirements to the degree that borrowing costs can also be minimized.

5. Capital Budget Policies

Wayne Vennard suggested possibly a Sunday evening gathering rather than Saturday morning.

Pat Daniels suggested coordinating the gathering with other cities to minimize the requests on the representatives' time.

David Belz asked if it could be done in conjunction with the scheduled work session on January 29th. Mrs. Vernon replied the Council will not have adopted their 2007 Legislative Priorities by that time.

Bill Griffith asked staff to set a Saturday date and try to get as many people to attend as possible. David Belz agreed. Mrs. Vernon stated she would try to arrange for a meeting in early February.

COU2007-08 Consider Budget Goals and Guidelines for 2008

Barbara Vernon stated Department Staff are currently preparing the 2006 Annual Report, which will be presented to the Council the first meeting in March. They will then begin preparations for the 2008 budget, which will be based on goals established by the City Council. The Council goals for the 2007 budget were based on the Community Vision Statement adopted in 2000 and were generally the same as those adopted for the 2006 budget.

Mrs. Vernon asked for direction from the Council as to their goals for the 2008 budget. Laura Wassmer felt the Village Vision Report will have a large impact on their goals. Mrs. Vernon noted the several steps that will take place before the adoption of Village Vision including public input and felt because of timing, they would be better reflected in the 2009 budget. She feels it is best to come back to the Community Vision Statement adopted in 2000 for the 2008 budget.

The Council discussed the past goals and their applicability to the 2008 budget.

Maintain a "sense of place" and a "sense of community"

- Continue effective communication with constituents.
- Sponsor community events
- Continue planning & redevelopment projects that improve the community

Laura Wassmer noted ward meetings will be more important than ever. Mrs. Vernon reminded the Council that money has been budgeted in 2007 for each ward to have a meeting. All the above goals were accepted.

Maintain financial strength of the City

- Ensure a strong economy for the City
- Continue conservative approach to budgeting
- Project Fund Balance of 20% at yearend
- Manage City investments of temporarily idle funds
- Maintain mill rate for 2008 at the 2007 level

Increase City controlled revenue sources by CPI

Wayne Vennard stated he does not feel maintaining the mill levy should be a goal. Laura Wassmer noted she would increase it for compelling reasons. Bill Griffith noted the city's current fund balance is at approximately 30% instead of the needed 20% so there is potential funding for new programs without increasing the mill levy.

David Belz agreed with Ms Wassmer and Mr. Griffith that the goal should be to maintain the mill levy unless there is a compelling reason to increase it.

Mrs. Vernon noted that sales has been flat and suggested eliminating the goal to increase revenue sources. Mr. Griffith noted the goal is for city controlled revenue sources which he sees as fees and charges that are under the control of the City. The City can not directly control sales tax revenue.

Continue public service levels

- Continue effective police protection
- Maintain Capital Improvement budget at a minimum of \$3 million
- Improve and maintain other City-owned property
- Continue park development and recreation programs

Bill Griffith asked if the CIP budget of \$3 included grant funding or only city funding and how long the budget has been at \$3 million. Mrs. Vernon replied it has been at \$3 million as a minimum for many years. Mr. Griffith stated he felt that number needs to step up with inflation and be figured on city funding only.

Charles Clark noted the impact of increased asphalt costs on recently bid projects.

Laura Wassmer suggested this goal not be set with a dollar amount, but based on maintaining an established infrastructure condition rating.

Bill Griffith noted there are several types of infrastructure, not only paving. He would like to see the dollar amount based on a reasonable basis for maintaining infrastructure at a specified level and not kept at \$3 million.

Laura Wassmer noted this may need more discussion and asked Mr. Pryzby to present his condition rating structure presentation to the Council again.

David Belz stated the optimum word is "minimum". He would like to see it based more on a philosophy than a dollar amount.

Mrs. Vernon stated she would work with Mr. Pryzby to come up with a number based on the comments made.

Laura Wassmer noted redevelopment was not included in the goals and asked the goal of **Encourage Redevelopment** be added.

Pat Daniels stated he feels the Village Vision will have a greater significance than it is being given. Barbara Vernon agreed that it will be a major focus next year as the 2009 budget is developed.

Johnson County Leadership Northeast Program

Wayne Vennard noted this is an excellent program which the city currently covers one-half of the \$600 cost for Council members to attend. He would like to see all council members attend and the City to cover the entire cost.

Laura Wassmer agreed noting it was one of the best programs she has participated in providing her with a greater understanding of the resources of the area and enabling her to make beneficial contact with several other council members.

Andrew Wang asked if there was a specific reason for the 50/50 split. Staff responded it has simply been past practice. Mrs. Vernon noted when staff attend the City covers the entire cost as it does for other conferences.

Wayne Vennard made the following motion, which was seconded by Laura Wassmer and passed unanimously:

**RECOMMEND THE CITY COVER THE ENTIRE COST OF
REGISTRATION FOR COUNCIL PARTICIPATION IN THE
JOHNSON COUNTY LEADERSHIP NORTHEAST PROGRAM
COUNCIL ACTION REQUIRED
CONSENT AGENDA**

Thoughts on the Future

Bill Griffith stated he has been known to chastise other governmental agencies for not planning ahead and having budget/project overruns. He asked the Police Chief and Public Works Director to look into the future and advise the Council what they project for significant improvements needed in facilities, equipment, infrastructure, etc.

Comments by Chief Charles Grover

When the Public Safety Center was built, additional staff were anticipated; however, currently all of the office spaces are filled. If another program is developed, there will no office space to house the personnel. The women's locker room was recently expanded. General common spaces were satisfactory.

The current radio system installed in 1992-94 is operating fine, but a number of newer systems are being developed to add interoperability due to 9/11. Also, Sprint/Nextel is currently buying 800 frequencies from the FCC in a process

VILLAGEFEST COMMITTEE

April 26, 2007

The VillageFest Committee met April 26, 2007. Present and presiding, Chairman Bob Pisciotta. Members present: Ann Lilak, Diana Ewy Sharp, Doug Sharp, Jim Bernard, Jr., Ed Roberts, Luci Mitchell, Art Dick, Joel Crown, Jim Hanson, Mike Helms, Chris Andrews, Wes Jordan, Jeanne Koontz and Barbara Vernon.

Minutes

Ann Lilak moved approval of minutes of the March 2007 meeting. Jim Bernard, Jr. seconded the motion which passed.

Budget

Bob Pisciotta reviewed the budget that was distributed with the packet. He said there is a little bit of an overage. Additional items may be purchased. Ann said the advertising budget may need to be increased. Diana Ewy Sharp said she thinks the orchestra should be booked. Jim Hanson agreed. Bob said the vendor costs go up each year but the budget does not. He said Barbara suggested the committee ask the council for an increase in their budget for next year. Bob said he feels the budget should cover the fundamentals of VillageFest and the fundraising should only cover extras.

Schedule

Bob reviewed the preliminary schedule. He said the biggest questions are always the entertainment. Diana suggested a revised schedule to reenergize the patriotic service. She said the patriotic service and the orchestra could be combined into one event. The following changes were proposed:

Dino O'Dell	9:30 – 10:00
Cosgrove	10:00 – 11:00
Children's Parade/Cobras	11:00 – 12:00
Orchestra/Patriotic Service	12:00 – 1:15
Headliner	1:30 – 2:30

She said the patriotic service has had dismal attendance and thought the best time should be used for the orchestra and patriotic service. Wes Jordan said it could cause logistical problems. The orchestra's instruments will need to be dropped off and stored somewhere before the children's parade. The committee discussed the logistical problem. Bob said the 9-10 timeslot is a bad time for anything. He said he's not sure if the kids would come out that early to see Cosgrove. Ann said most kids wake up early and if Funky Mama were to perform, she could play any time. Bob asked for the committee's opinion. Jim Bernard, Jr. said he likes the idea of having the orchestra as the patriotic service. Joel Crown said the logistics will need to be worked out. Ann suggested doing the parade and cobras at 10 and Cosgrove at 11. Bob said Cosgrove has been a loyal supporter and might not like the 10-11 timeslot. Wes asked if there could be a second location for the stage. Diana said the orchestra needs to use the sound system. Jim Bernard, Jr.

suggested a sub-committee of Bob, Wes, Diana, and Ann makes the decision. The committee agreed.

Completed Contracts

Jeanne Koontz said all the contracts have been sent out.

Food Vendors

Bob reported that Hy-Vee and Chris Cakes are on board. He said he spoke with Travis Tillery at Hy-Vee and he is okay with Rex Nolen, The Gag Bag, selling food as long as it does not compete. Rex will be selling popcorn, cotton candy and shaved ice. Ann asked if Benton Chan has contacted the City about selling shaved ice again. Jeanne said he has not called. Jeanne asked what price the committee wants to charge for a plate at the pancake breakfast. The committee agreed to charge the same amount as last year: \$5 for adults and \$4 for children. Ann asked the committee to discuss using regular paper plates. She said in the past the Environmental Committee has wanted biodegradable plates. Bob said since Chris Cake's provides plates it would be financially favorable to not buy biodegradable plates. The committee suggested asking the Environmental Committee to provide recycling bins. Jim Bernard, Jr. said last year they sorted garbage to recycle.

Mascots

All mascots plan to attend

Patriotic service

Doug Sharp said he has a friend who is a member of the Quiet Birdsman. He is a veteran of WWII who flew a B-17 in 1941 to Hawaii. After the B-17's were shot down he was assigned to ground troops and was captured and survived a death camp. He has written a book about his experience and would like to speak at the patriotic service. Bob asked Doug to have him address the group. Jim Bernard, Jr. asked if he would be a good speaker. Doug said he would and he will contact him.

Entertainment

Bob said he contacted Jeff Tiller of Omni Entertainment about a headliner. He said Jeff brought us Ida McBeth last year. Bob said he inquired about country bands since there is not a lot of money to spend. He has not heard back from Jeff yet. He asked if anyone objected to a country band. Ann suggested we not restrict Jeff to only look at country bands.

Ann said if the consensus is building to book the orchestra we need to decide because the deadline is in May sometime. She said she'll contact Jim Funkhouser tomorrow to verify the deadline.

Joel said Kaw Valley Fife and Drum is willing to play at VillageFest. He said they can make their presence known for quite some distance and thinks they would play for any part of the celebration. They charge \$100. Bob suggested they could walk around the festivities and play. Jim Bernard, Jr. asked if this group could lead the parade. Joel said

he thought this would be nice. Jim Bernard, Jr. said the Cobras could then play in front of the stage whenever they arrive. Bob suggested we book them and decide later where we will have them play.

Bob said he received a phone call from Ron who has connections with the Haskell Indian Junior College. He wanted to know if the committee would like to have Native American dancing. Bob suggested they could perform on the grass. Diana asked if he gave a cost. Bob said he did not and he will need to nail down a few more details but wanted to know if the committee would be interested. The committee agreed to invite them.

Aerial Exhibits

Bob said the Chinook will be coming. An arrival time and location need to be picked. The Navy Seals are coming. Officer Taylor is confident he will have the money raised. Diana suggested using this story for the front of the newsletter. Joel suggested the sub-committee work on where the jumpers will land as well. Wes said the Chinook is taking up a lot of land and he is not sure where the jumpers will land.

Bike Rodeo

Bob said Officer Taylor says the bike rodeo will happen.

Blood Drive

Bob said he contacted the community blood bank but they do not do blood drives. He will contact the Red Cross about doing a blood drive.

Skate Park Demos

Kathy Peterson is working on it. We may or may not have it.

Creativity Center

Tracy Hill is working on this. The face painter has been extended a contract.

Children's Parade

Joel says we are just waiting to decide who will lead the parade.

Quilt Show

Joel said it will happen.

Car show

Bob said there may be more than one car show. Ann said the Golden Oldies Club might come. Joel asked how many cars are in each group. Ann said about 20 for the Mustangs and 10 for the Oldies Club.

KU Med Van

Art Dick said it is available if the committee wants it. It is an 18 wheeler. Bob said with the Med Van there might not be enough room to pursue the blood drive. Jim Bernard, Jr. suggested having the car shows park on the grass.

Train show

Jim Hanson said it will happen.

Public Works

Mike Helms had no report.

Public Safety

Wes Jordan had no report.

Fire District

Chris Andrews said he is working on securing a Communications Vehicle which can be turned away if there is not enough room. Initially he envisioned 2 events. One would be the water tug of war but there may not be enough room. He said he could have a normal truck display. The other would be a trailer with a hydrant target for the kids. Joel said he likes the tug of war idea. Chris said it throws a lot of water. He asked if the committee would like an antique fire truck. Bob said yes, 1 truck.

Student Contest

All of the school art departments are participating. There should be a lot of posters. Diana said she would like them displayed somewhere.

Information Booth

Jim Bernard, Jr. said the Parks Board may want a display. The Municipal Foundation would like to be under the tent. He hopes to sell water again. He said last year they talked about having a mister on the ground for children to run through and said he would like to do that if it is possible.

Publicity

Bob went over the report he received from John Capito. John met with the KC Star and they can do three ads in color in the Shawnee Mission Section for \$1,656.46. One ¼, ½, and full page. They decided not to have one on the 4th. Ann suggested they rethink the July 4th ad.

John will track down the graphic designer and he is working on the Village Voice article. Art asked if the Sun would give the event any consideration. Ann said we had bad luck with them for 2 years in a row. Art suggested they could do a story. Bob said he asked John to get a radio station here and will ask him to prepare press releases. Bob asked how much the design cost last year. Ann said the printing of the flyers was \$800-900 and the design was \$300-500.

Hospitality

Doug is working on it.

Volunteers

Bob said he tried to contact Dennis Rice to coordinate volunteers. He has not heard from him. He will keep trying.

City Committees

Luci Mitchell said the Tree Board would like to participate. Barbara said the Sister City committee may want to participate.

Decorations

Art said Kathy Peters would like to do the breakfast decorations but would like someone to help her with the rest of the decorations. Diana said a committee might be needed for the decorations. Jim Bernard, Jr. asked if there will be flags this year. Barbara said the Mayor in Merriam started a project to put flags around the property and on the main street on the 4th of July. They asked Prairie Village to do the same sort of thing. The Mayor has not made a decision but could consider it as part of VillageFest. Jim Bernard, Jr. asked if there will be street banners again. Ann said a new banner was purchased with money leftover from last year.

Committee shirts

Kathy Frankum will do them again. Committee members will have to pay for them. They will be about \$20.

Other

Doug requested a head count of volunteers and committee members by next meeting for the food.

Ann said she received \$750 from Community America. They requested to have their mustang with a logo on it lead the parade. Joel said he does not like the idea of a moving advertisement leading the children's parade. Diana asked if that is the only way they will participate. Bob said we really need the money and he does not think it will spoil the kid's fun. Diana asked if the other sponsors will get mad. Ann said they are a new sponsor and maybe they will become steady like Commerce Bank. Jim Bernard, Jr. said we do not have to let it be a precedent. Diana suggested Ann tell them the committee is uncomfortable with it. Ann said that would be difficult to do. Diana said maybe they do not realize it is just a children's parade. Ann said she could call and ask them that. Bob asked if they would consider another promotional activity. Ann said this was the client's specific request. The committee discussed this issue in regards to setting a precedent and whether it would ruin the children's parade. The committee came to a consensus to allow them to have their car in the children's parade this year.

Ann said she talked to the Missouri Shriners and they may be able to supply clowns but they might want to take donations. She wanted the committee to be aware of this to decide if they should be allowed to take donations. She will know more when they get back to her.

Adjournment

Ed Roberts moved to adjourn. The motion was seconded by Ann Lilak and passed unanimously.

Bob Pisciotta
Chair

**PRAIRIE VILLAGE POLICE PENSION PLAN
BOARD OF TRUSTEES**

April 30, 2007

Police Pension Plan Board of Trustees met April 30, 2007. Present: Chairman Charles Clark and members James Whittier and Captain Tim Schwartzkopf. Also present: Glen Gahan from the SilverStone Group, David Kueblebeck from United Missouri Bank and City staff, Barbara Vernon, Karen Kindle and Doug Luther.

Approval of Minutes

Jim Whittier moved approval of minutes of the February 13, 2007 meeting. Tim Schwartzkopf seconded the motion which was approved.

Presentation of the Actuarial Valuation Report

Glen Gahan began by reviewing assumptions used in developing the 2007 report. He kept all assumptions the same as those used in the prior year since this is the first valuation performed by SilverStone Group. The first assumption is an average annual return of 8% on investments. The approximate annual investment return was 8% on the actuarial value of assets, compared to an 8% assumption. Market value of Plan assets increased 8.2% in 2006.

The Aggregate Actuarial Cost Method was used to determine annual plan costs. Although this method does not directly determine an Actuarial Accrued Liability, based on the Entry Age Normal Actuarial Accrued Liability, the Plan is 98% funded compared to the market value of assets which is higher than most other similar plans.

Annual cost of the Plan for 2007 is \$128,954 if it had been paid in January or \$139,270 (6.3% of compensation) if paid in December.

The average age of Plan members is currently 36.6 years. Last year the average age was 37.1 years.

Gahan said the City has been using a 1983 mortality table which is not as contemporary as other plans are using. He suggested updating to the RP2000 mortality table for 2008. He said many auditors do not like the 1983 table so it might be advantageous to change in order to avoid a comment in audited statements. The change would increase required annual contributions 3% to 5%.

He also reviewed the Plan's assumed retirement rates which are 20% when first eligible, 5% per year for officers between the ages of 50 – 54 and 100% at age 55. This assumption will need to be monitored to confirm whether it is reasonable or if more participants retire earlier than assumed.

Gahan also mentioned that the asset valuation method used by the Plan does not respond to market value. Gains and losses that arise due to actual experience are not directly determined and recognized each year as long as the actuarial value of assets is no less than 80% nor more than 120% of market value. However, this is an acceptable asset valuation method and it will be monitored to confirm its appropriateness. Currently the actuarial value of assets is 112% of the market value of assets. The primary advantage of this asset valuation method is that it smooths investment gains and losses resulting in less volatile City contributions.

Although there were no assumption changes in 2007, there were changes in the Plan. The life insurance benefit which is used as an offset to the Plan's death benefit was increased. The Plan was also changed to establish "date of hire" as the date benefit service begins.

Gahan warned that the value of benefits earned under the Plan, measured as the Entry Age Normal Cost, is about 14% of pay. This indicates the City contribution may approach 10% of pay over time (14% less the 4% contributed by employees).

Charles Clark said Trustees will consider Mr. Gahan's suggestions at the next meeting. Staff will prepare information to indicate the age of officers who retired during the last several years. Mortality table and actuarial methods used by other cities will also be considered at the next meeting.

Gahan was reminded that in the future the Board will expect to receive the annual report by April 1st of each year. The time requirement was extended this year because it is the first year and because there were issues related to Plan amendments that needed to be settled before the firm could complete the calculations. Mr. Gahan agreed to meet that schedule next year.

Portfolio Performance Report

David Kueblebeck from United Missouri Bank (UMB) distributed the Performance Review Report for the Plan through March 31, 2007. He began by saying that although the report is favorable, it would be even better if it reflected the Portfolio's current financial position.

Year to date earnings through March 31st were 1.54% which exceeds the benchmark of 1.49%. Rate of return on equities was 1.52%, the return on bonds was 0.65%.

The 2007 beginning balance in the portfolio of \$8.4 million increased to \$8.5 million during the first quarter of the year. At the end of last week (April 27) the portfolio value had increased to \$8.7 million.

Kueblebeck said the allocation is on target with the Board's investment goals. Because UMB advisors believe the portfolio is overweight in industrials, they plan to redirect a portion of that investment soon.

Glen Gahan noted the portfolio has almost 5% in cash which created a drag on earnings. Board members agreed and asked Kueblebeck to remind K.C. Matthews they had asked him to invest that portion of the portfolio in bonds or equities earning more than the 4.7% sweep rate cash is currently earning.

Board members acknowledged the rate increase of fees charged by UMB for investment services.

Board Response to Retirees

Charles Clark asked Board members to consider their response to retirees who had requested information about changing their retirement benefits. Brian Johnston, attorney for the Plan, was asked if this was possible under the Plan and if it would be beneficial to retirees. He responded that the Plan does not provide for this type of change. He also advised that if it were possible, it would be a dollar for dollar exchange which would not increase the retirees' benefits. Charles Clark said he will prepare a letter explaining why retiree benefits cannot be changed.

Charles Clark
Chairman

MAY 09 2007

City of Prairie Village
7700 Mission Road
Prairie Village, KS. 66208

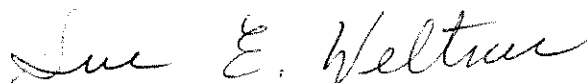
5/8/07

Attn: Mayor and City Council

I want to compliment you on the very attractive new Prairie Village city signs that I have recently seen at the entrances to our city. They really add to the beauty of our streets.

As one who has written to criticize the old decorated signs, I now want to praise you for not only replacing the old signs but also for really upgrading our area. My appreciation to you for a job well done

Sincerely

A handwritten signature in cursive script that reads "Sue E. Weltner".

Sue E. Weltner
7916 Granada
Prairie Village, KS. 66208
913-649-1715
eswelt@kc.rr.com

NOTEWORTHY

May 2007

MAY BIRTHDAYS & ANNIVERSARIES

Birthday Wishes to...

05/03	John Walter	Captain
05/08	Joel Porter	Police Officer
05/19	Sheila Hopkins	Adm. Sup. Spec.
05/21	Matthew Boggs	Police Officer
05/24	Curt Winn	Sergeant
05/25	Charles Cofield	Police Officer
05/28	Landon Stecklein	Laborer
05/29	Jeff Gouvion	Maint. Worker (Sr.)

We appreciate your years of service...

John Nunamaker	Const. Insp.	24 years
John Waller	Maint. Worker (Sr.)	24 years
Craig Caster	Sergeant	20 years
Danny Rayfield	Police Officer	20 years
Curt Winn	Sergeant	16 years
Doug Luther	Asst. City Admin.	12 years
Tanya Smith	Adm. Sup. Spec.	10 years
Luke Roth	Police Officer	10 years
Stephen Albright	Adm. Sup. Spec.	7 years
Ryan Futrell	Police Officer	2 years
Micki Barnett	Comm. Serv. Off.	1 year

PROMOTION

Capt. Schwartzkopf recently completed a competitive process to fill the Communications Supervisor's slot vacated when Claudia Alexander resigned.

Based on the results of that process effective Monday April 23, 2007, Tim Kobe was promoted to Communications supervisor. Tim is to be congratulated on his 13 years of dedicated service to the citizens of Prairie Village and Mission Hills and his finishing first in this process.

POOL MEMBERSHIPS

Employees can sign up for a pool membership at the City Clerk's office. Memberships are free but you will be taxed on the value of the membership.



Welcome!

Matthew Boggs starts as a Police Officer on May 16. He comes to us from the KU Medical Center Police Department.



Eric and Suzanne McCullough welcome Luke Michael, who was born 4/27/07. He was 7 lbs. 3 oz. and 19.5 inches long, and his big brother Kenny is excited (for now).

Healthy Snacking

It's late afternoon, you're at work and, despite having eaten lunch, you're starving. It's tempting to grab a treat from the vending machine—full of chips, candy and chocolate—to curb your hunger pains. But, before indulging in those fattening snacks, think again. There are healthier alternatives that can fill you up—without adding inches to your waistline.

Snacks Are Important

Discard the notion that snacking can cause you to gain weight. In reality, snacking on healthy foods actually can help prevent obesity by controlling your appetite and keeping you from overindulging at meals. Eating nutritious snacks every three to four hours also can boost your energy levels so that you can make it through the day. But, remember—if you're going to munch on a midday treat, make sure it's good for you.

Picking the Perfect Snack

Choose foods that are low in fat and calories, and rich in fiber and complex carbohydrates. Some good choices are:

- Fruits
- Vegetables
- Air-popped Popcorn
- Low-fat yogurt
- Low-fat granola
- Low-fat cheese and whole grain crackers
- Pretzels
- Rice Cakes

Other tasty, nutritious snacks include walnuts, peanuts, almonds and other nuts. These are good sources of protein, phosphorus, zinc, magnesium and carbohydrates. For even more flavor, try combining them with other foods—such as in trail mixes or as a salad topper. But, be careful not to go overboard—nuts do contain some fat.

Get Creative

If dinnertime still is a few hours away and carrot sticks aren't hitting the spot, try creating a more substantial snack, such as:

- Whole Grain Toast with Apple Butter
- Half a bagel with tomato slices and melted low-fat cheese
- Fruit smoothie made with bananas, strawberries, and nonfat milk
- Baked tortilla chips and salsa

With myuhc.com[®], UnitedHealthcare's innovative consumer Web site, you can access an array of health information that will help you answer important questions relating to nutrition and many other health and wellness topics.

Call Care24 for more information on healthy snacking, as well as many other health issues.

Care24 1-888-887-4114

TDD/TTY callers, please call the National Relay Center
at 1-800-855-2880 and ask for 1-888-887-4114.

www.myuhc.com

**Council Members
Mark Your Calendars
May 21, 2007**

May 2007	David Payne oils exhibit in the R. G. Endres Gallery
May 26	Swimming Pool Opens
May 28	City offices closed in observance of Memorial Day
June 2007	Jack O'Hara watercolors exhibit in the R. G. Endres Gallery
June 4	City Council Meeting
June 8	Artist reception in R. G. Endres Gallery 6:30 to 7:30 p.m.
June 11	Budget Worksession
June 13	Park and Recreation Public Forum at 7:00 p.m.
June 18	City Council Meeting
June 19	Chamber Golf Classic
June 25	Budget Worksession
July 2007	Senior Arts Council mixed media exhibit in the R. G. Endres Gallery
July 2	City Council Meeting
July 4	VillageFest 2007
July 4	City offices closed in observance of Independence Day
July 9	Budget Worksession
July 13	Artist reception in R. G. Endres Gallery 6:30 to 7:30 p.m.
July 16	City Council Meeting
July 17	All city Swim Team Meet – Pool closed to the public all day
July 29	Water show at 8:30 p.m.
August 2007	Shawn Bohs photography exhibit in the R. G. Endres Gallery
August 6	City Council Meeting
August 10	Artist reception in R. G. Endres Gallery 6:30 to 7:30 p.m.
August 13	Reduced hours at the pool begin – opens at 4:30 p.m. weekdays
August 20	City Council Meeting
August 23	Shawnee Mission Education Foundation 15 th Annual Fall Breakfast
September 2007	Barney Newcom oils exhibit in the R. G. Endres Gallery
September 3	City offices closed in observance of Labor Day
September 3	Pool closes for the season at 6:00 p.m.
September 4(Tuesday)	City Council Meeting
September 14	Artist reception in R. G. Endres Gallery 6:30 to 7:30 p.m.
September 17	City Council Meeting
October 2007	No exhibit scheduled yet in the R. G. Endres Gallery
October 1	City Council Meeting
October 15	City Council Meeting
November 2007	Mid-America Pastel Society exhibit in the R. G. Endres Gallery
November 5	City Council Meeting
November 9	Artist reception in R. G. Endres Gallery 6:30 to 7:30 p.m.
November 19	City Council Meeting
November 22-23	City offices closed in observance of Thanksgiving

December 2007 Christi Roberts-Bony mixed media R. G. Endres Gallery
December 3 City Council Meeting
December 7 Mayor's Holiday Gala
December 14 Artist reception in R. G. Endres Gallery 6:30 to 7:20 p.m.
December 17 City Council Meeting
December 25 City offices closed in observance of Christmas

ANIMAL CONTROL COMMITTEE

AC96-04 Consider ban the dogs from parks ordinance (assigned 7/15/96)

COMMUNICATIONS COMMITTEE

COM2000-01 Consider redesign of City flag (assigned 7/25/2000)
 COM2000-02 Consider a brochure to promote permanent local art and history (assigned Strategic Plan for 1st Quarter 2001)
 COM2000-04 Consider the installation of marquees banners at City Hall to announce upcoming civic events (assigned Strategic Plan for 1st Quarter of 2001)

COUNCIL COMMITTEE

COU99-13 Consider Property Audits (assigned 4/12/99)
 COU2000-42 Consider a proactive plan to address the reuse of school sites that may become available (assigned Strategic Plan for 4th Quarter 2001)
 COU2000-44 Provide direction to PVDC regarding its function / duties (2000 Strategic Plan)
 COU2000-45 Review current City definition for blight and redefine it where appropriate (assigned 2000 Strategic Plan)
 COU2004-10 Develop programs to promote and encourage owner occupied housing (transferred from PVDC on 3/15/2004)
 COU2004-11 Identify potential redevelopment areas and encourage redevelopment proposals (transferred from PVDC on 3/15/2004)
 COU2004-12 Pursue development of higher value single-family housing (transferred from PVDC on 3/15/2004)
 COU2004-13 Proactively encourage redevelopment to increase property values (transferred from PVDC on 3/15/2004)
 COU2004-14 Meet with the Homes Association of the Country Club District (HACCD) to obtain their input regarding deed restrictions (transferred from PVDC on 3/15/2004)
 COU2005-17 Consider how to expand leadership opportunities for Council (assigned 9/6/2005)
 COU2005-19 Consider term limits for elected officials and committees (assigned 9/6/2005)
 COU2005-21 Develop a policy for use of Fund Balance (assigned 9/6/2005)
 COU2005-27 Consider concept of Outcomes Measurement or Quantifying Objectives (assigned 9/6/2005)
 COU2005-44 Consider YMCA Partnership (assigned 12/14/2005)
 COU2006-05 Consider Committee Structure (assigned 4/25/2006)
 COU2006-20 Consider Project 191020: Colonial Pedestrian Bridge Replacement (assigned 8/1/2006)
 COU2006-26 Consider Project 190862: 75th Street from Nall Avenue to Mission Road (CARS) (assigned 8/28/2006)
 COU2006-27 Consider Project 190855: Tomahawk Road Bridge Replacement (assigned 8/28/2006)
 COU2006-33 Consider Lease of Public Works from Highwoods Properties, Inc. (assigned 8/29/2006)
 COU2006-38 Consider Park & Recreation Committee Report (assigned 09/27/2006)
 COU2006-54 Consider Renewal of Special Use Permit at 7700 Mission Road (assigned 12/7/2006)
 COU2006-55 Consider Project SP105: 2007 Crack Seal/Slurry Seal/Microsurfacing Program (assigned 12/27/2006)
 COU2006-56 Consider Project 191019: Canterbury Street Sidewalk Improvements (assigned 12/21/2006)
 COU2007-02 Consider Reducing the size of the Council (assigned 1/8/2007)
 COU2007-08 Consider 2008 Budget (assigned 1/11/2007)
 COU2007-10 Consider Recognition of Prairie Village families with service personnel in Iraq, Afghanistan or other dangerous areas (assigned 1/11/2007)
 COU2007-11 Consider SP107: 2007 Street Repair Program (1/31/2007)

COMMITTEE AGENDA

May 21, 2007

- COU2007-19 Consider Project 190860: 2007 Street Resurfacing Program (assigned 2/14/2007)
- COU2007-22 Consider Project 190718: 2007 Storm Drainage Repair Program (assigned 2/28/2007)
- COU2007-27 Consider Project 190864 - 2008 Paving Program (assigned 3/9/2007)
- COU2007-31 Consider City Administrator/City Manager forms of government (assigned 3/19/32007)
- COU2007-32 Consider cleaning of HVAC systems in City buildings (assigned 3/29/2007)
- COU2007-33 Consider Project 190719: 2008 Storm Drainage Repair Program (assigned 4/11/2007)
- COU2007-34 Consider Traffic Engineer Report for 79th Street and Roe Avenue Intersection (assigned 4/11/2007)
- COU2007-35 Consider Project 190709: 83rd Street/Delmar Drainage Improvements (moved from POL 2004-15 - assigned 4/11/2007)
- COU2007-36 Consider Council Retreat (assigned 4/11/2007)
- COU2007-38 Consider "MXD" Planned Mixed Use District amendment (assigned 4/30/2007)
- COU2007-39 Consider Personnel Policy on Recreational Memberships (assigned 5/1/2007)
- COU2007-40 Consider Code Enforcement - Interior Inspections (assigned 5/2/2007)

LEGISLATIVE/FINANCE COMMITTEE

- LEG2000-25 Review fee schedules to determine if they are comparable to other communities and where appropriate (assigned Strategic Plan for 1st Quarter of 2001)
- LEG2003-12 Consider Resident survey - choices in services and service levels, redevelopment (assigned 8/7/2003)
- LEG2005-49 Consider Building Permit and Plan Review Fees (assigned 12/21/2005)

PARKS AND RECREATION COMMITTEE

- PK97-26 Consider Gazebo for Franklin Park (assigned 12/1/97)

PLANNING COMMISSION

- PC2000-01 Consider the inclusion of mixed-use developments in the City and create guidelines criteria and zoning regulations for their location and development (assigned Strategic Plan)
- PC2000-02 Consider Meadowbrook Country Club as a golf course or public open space - Do not permit redevelopment for non-recreational uses (assigned Strategic Plan 2nd Qtr 2001)

POLICY/SERVICES

- POL2004-15 Consider Project 190709: Somerset, Delmar to Fontana (assigned 8/26/2004)- Moved to COU2007-35
- POL2004-16 Consider Project 190708: Tomahawk Road Nall to Roe (assigned 8/26/2004)
- POL2005-04 Consider Project 190809: 75th Street and State Line Road (assigned 2/1/2005)
- POL2005-30 Consider Project 190855: Tomahawk Road Bridge (assigned 11/1/2005) - Moved to COU2006-27

PRAIRIE VILLAGE ARTS COUNCIL

- PVAC2000-01 Consider a brochure to promote permanent local art and history (assigned Strategic Plan for the 1st Quarter of 2001)