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# Council Work Session Meeting Agenda

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Location: Johnson County Arts & Heritage Center (classroom)

8788 Metcalf (913) 826-2787

Date: February 10, 2018

Time: 8:30 to 1:00

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## Agenda details:

- I.** 2019 Budget Process
  - a. Wes Jordan & Lisa Santa Maria
  
- II.** Tour of facility
  
- III.** Survey Discussion
  - a. Alley Porter
  - b. ETC – Karen Falk
  
- IV.** Lunch
  
- V.** Initiative List
  - a. Wes Jordan

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# 2019 Budget Process Agenda

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## Agenda details:

- I. Pre - Budget
  - a. Goals and Objectives discussion
  
- II. Budget Estimates
  - a. Budget line item review process
  - b. Role of Finance Committee
  
- III. Proposed Budget - General Fund Main Focus
  - a. Total Expenditures = \$16,068,964 (70%)**
    - i. Personnel Services (63%)
    - ii. Contract Services (28%)
    - iii. Commodities (5%)
    - iv. Capital Outlay (1%)
    - v. Contingency (3%)
  - b. Transfer to Other Funds = \$6,821,598 (30%)**
    - i. Bond & Interest (15%)
    - ii. Capital Infrastructure (78%)
    - iii. Risk Management (0.5%)
    - iv. Equipment Reserve (6.5%)
  
- IV. Final Budget
  - a. Adopt budget by August 5<sup>th</sup>

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# Council Work Session Decision Points & Staff Goals

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## Decision points:

- I. Staff Goals – introduction by Wes
    - a. Meet Council Goals & Objectives
    - b. Remain flexible
    - c. Streamline 2019 Budget Presentation by:
      - i. Utilizing the Finance Committee
      - ii. Presenting General Fund as a whole versus department by department
      - iii. Presentation of General Fund by finance (Lisa) versus department heads
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- II. Council Goals & Objectives
    - a. Continue budgeting ending fund balance at 25%
    - b. Capital Infrastructure Program
      - i. Maintain
      - ii. Improve
      - iii. Decrease
- III. Role of Finance Committee (Budget Estimate Phase)
    - a. Detailed budget review prior to presenting to Council
- IV. General Fund Expenditures
    - a. Maintain current level of services
    - b. Improve services / programs
    - c. Decrease services / programs
- V. Final Budget
    - a. At this point the budget should be vetted and ready to adopt
    - b. End of 2019 Budget discussions



# The Budget Process

A successful budget process is at the core of good government. The budget establishes priorities for the coming year and outlines how those priorities will be realized. State laws govern the timetable for budget preparation.

**Statutory References:** K.S.A 79-2929, K.S.A 79-2933, K.S.A. 79-1801, and 79-2930



## Pre-Budget

January - March

### To Do

- ★ Host a council retreat (2/10/2018).
- ★ Have a budget objectives discussion.
- ★ Revenue estimates developed by Finance.
- ★ Update capital infrastructure plan.
- ★ Finalize 2017 actuals (audit 3/26 to 3/30).

The down time in the budget cycle is a good time for setting priorities.



## Budget Estimates

April

### To Do

- ★ Department line item budget review.
- ★ Review and approve Worker's Compensation & Property & Casualty insurance - present to council.
- ★ Review and approve personnel services (including merit pool market adjustment) - present to council.
- ★ Meet with Finance Committee on proposed 2019 budget.

Provide staff with a budget information to ensure clear and consistent estimates.



## Proposed Budget

May - June

### To Do

- ★ Present proposed 2019 budget with budget message to council.
- ★ Make proposed 2019 budget publicly available.
- ★ Host public budget hearings.
- ★ Publish budget in Legal Record.

Use innovative and engaging outreach strategies to help your community understand the budget story.



## Final Budget

July - August

### To Do

- ★ Adopt budget by August 5.
- ★ File final budget with county clerk by August 25.
- ★ Make the final budget easily accessible to the public.

Make sure the budget that is adopted meets the goals & objectives set during the Pre-Budget period.



# 2018 Budget Objectives

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- ❑ Maintain high quality services and programs
- ❑ Maintain quality streets, parks and infrastructure
- ❑ Continue strong financial condition
- ❑ Maintain AAA bond rating
- ❑ Increase financial transparency
- ❑ Increase citizen participation in budget issues



# 2018 Budget Objectives

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- Emphasis on Equipment Reserve Fund for non - routine equipment purchases
- Budget for General Fund ending fund balance to be 25% of revenues (excluding transfers)
- Continue to tighten actual budget ratio by reducing budget (96% estimated) and more reliance on contingency

## 2017 Taxes Levied for 2018 - Average Prairie Village House

Average Home Appraised Value: \$ 274,082

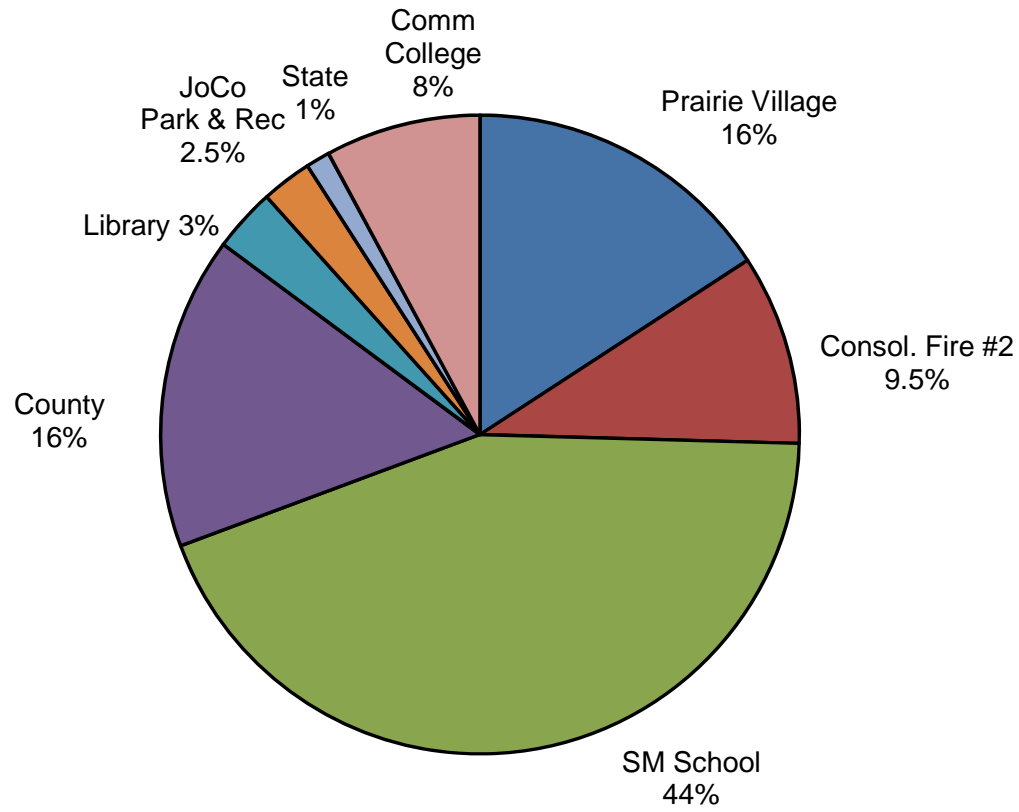
**Mill Levies**

<u>2017/2018</u>	<u>Assessed Value (11.5%):</u>	<u>\$ 31,519</u>	
		<u>Annual</u>	<u>Monthly</u>
Prairie Village	19.311	Prairie Village \$ 609	\$ 51
Consol. Fire #2	11.760	Consol. Fire #2 371	31
SM School	53.663	SM School 1,691	141
County	19.318	County 609	51
Library	3.921	Library 124	10
JoCo Park & Rec	3.112	JoCo Park & Rec 98	8
State	1.500	State 47	4
Comm College	9.603	Comm College 303	25
<u>122.188</u>		<u>\$ 3,852</u>	<u>\$ 321</u>

1 mill for the City = \$365,343 (2017 Annual Abstract of Taxes)  
 1 mill for the average house = \$31.52 (annual)

1 mill for the City	365,343
2017 Annual Abstract of Taxes - Total Assessed Valuation	
2018 Budget Information =	365,342,508

### 2017 Taxes Levied for 2018





**Johnson County Cities 2017 Mill Levies  
On each \$1,000 Tangible Assessed Valuation**

City	Mill Levy					Total
	City	Fire	Bond & Interest	Stormwater	Other	
Roeland Park	28.040	11.760	2.983			42.783
Spring Hill C/F	24.626	13.279	1.591		0.352	39.848
Westwood Hills	24.943	11.760				36.703
Mission Hills	21.962	11.760	-			33.722
Bonner Springs	23.853		4.801		5.035	33.689
Westwood	21.307	11.760				33.067
Lenexa	23.891		7.941			31.832
Fairway	19.324	11.760	0.590			31.674
<b>Prairie Village</b>	<b>19.311</b>	<b>11.760</b>	<b>-</b>			<b>31.071</b>
Edgerton	30.633					30.633
Mission	17.973	11.760				29.733
Merriam	26.703		1.038			27.741
Shawnee	19.313	1.500	5.801			26.614
De Soto	14.573	5.870	4.939			25.382
Olathe C/F	10.193	1.730	9.979		2.798	24.700
Leawood	15.056		9.461			24.517
Gardner	11.977		8.563			20.540
Overland Park	12.603			0.962		13.565

S: 2017 Mill Levies on Each \$1,000 Tangible Assessed Valuation - Johnson County, Kansas worksheet found on the Johnson County Dept of Records & Tax Administration website.

Updated by: Lisa Santa Maria  
Date: 1/24/2018

**Johnson County Cities 2017 Mill Levies w/o Fire (CFD #2)**  
**On each \$1,000 Tangible Assessed Valuation**

City	Mill Levy					Total
	City	Fire	Bond & Interest	Stormwater	Other	
Spring Hill C/F	24.626	13.279	1.591	-	0.352	39.848
Bonner Springs	23.853	-	4.801	-	5.035	33.689
Lenexa	23.891	-	7.941	-	-	31.832
Roeland Park	28.040	-	2.983	-	-	31.023
Edgerton	30.633	-	-	-	-	30.633
Merriam	26.703	-	1.038	-	-	27.741
Shawnee	19.313	1.500	5.801	-	-	26.614
De Soto	14.573	5.870	4.939	-	-	25.382
Westwood Hills	24.943	-	-	-	-	24.943
Olathe C/F	10.193	1.730	9.979	-	2.798	24.700
Leawood	15.056	-	9.461	-	-	24.517
Mission Hills	21.962	-	-	-	-	21.962
Westwood	21.307	-	-	-	-	21.307
Gardner	11.977	-	8.563	-	-	20.540
Fairway	19.324	-	0.590	-	-	19.914
<b>Prairie Village</b>	<b>19.311</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19.311</b>
Mission	17.973	-	-	-	-	17.973
Overland Park	12.603	-	-	0.962	-	13.565

S: 2017 Mill Levies on Each \$1,000 Tangible Assessed Valuation - Johnson County, Kansas worksheet found on the Johnson County Dept of Records & Tax Administration website.

Updated by: Lisa Santa Maria  
Date: 1/24/2018

# Budget Estimates

# General Ledger

## 2018 Adopted Budget



User: Isantamaria  
Printed: 01/23/18 09:20:42  
Period 01 - 13  
Fiscal Year 2018

Sort Level	Description	2018 Adopted	2017 Budget	2017 YTD	2016 Actual	2015 Actual
01-01-99-5000-000	Regular Wages	3,900.00	3,900.00	1,625.00	1,900.00	2,125.00
01-01-99-5013-000	State Unemployment Insurance	12.00	12.00	6.41	7.12	8.53
01-01-99-5015-000	YMCA Membership Subsidy	0.00	0.00	0.00	0.00	0.00
01-01-99-5016-000	FICA	298.00	298.00	143.45	186.70	210.94
01-01-99-5023-000	Identity Theft Insurance	1,396.00	1,396.00	492.25	680.20	0.00
	<b>Personal Services</b>	<b>5,606.00</b>	<b>5,606.00</b>	<b>2,267.11</b>	<b>2,774.02</b>	<b>2,344.47</b>
01-01-99-6001-000	Communications	0.00	0.00	0.00	0.00	0.00
01-01-99-6002-000	Insurance Premium - Workers Co	104.00	104.00	84.00	84.00	84.00
01-01-99-6003-000	Insurance Premium - Property &	0.00	0.00	0.00	0.00	0.00
01-01-99-6009-000	Contract Services	15,000.00	78,000.00	1,066.06	17,707.01	7,395.00
01-01-99-6021-000	Registration Fees	0.00	0.00	0.00	0.00	0.00
01-01-99-6022-000	Training & Conferences	4,500.00	4,500.00	0.00	525.70	488.53
01-01-99-6022-001	Training & Conferences - NLC C	0.00	0.00	0.00	0.00	0.00
01-01-99-6022-002	Training & Conferences - NLC D	8,000.00	8,000.00	4,617.58	4,677.05	9,186.66
01-01-99-6022-003	Training & Conferences - LKM	2,200.00	2,200.00	110.00	485.00	811.94
01-01-99-6022-004	Training & Conferences - SMEF	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
01-01-99-6022-005	Training & Conferences - NE Ma	800.00	800.00	97.79	782.80	0.00
01-01-99-6022-006	Training & Conferences - NEJCC	1,700.00	1,700.00	1,400.00	1,400.00	1,590.00
01-01-99-6022-007	Training & Conferences - NEJCC	1,500.00	1,500.00	535.00	920.00	1,671.00
01-01-99-6022-008	Training & Conferences - NEJCC	1,000.00	1,000.00	1,000.00	1,650.00	1,000.00
01-01-99-6022-009	Training & Conferences - MARC	500.00	500.00	741.00	45.00	-355.00
01-01-99-6022-010	Training & Conferences - NLC F	14,000.00	14,000.00	1,706.90	5,416.15	13,422.63
01-01-99-6023-000	Mileage	0.00	0.00	0.00	0.00	0.00

Sort Level	Description	2018 Adopted	2017 Budget	2017 YTD	2016 Actual	2015 Actual
01-01-99-6024-000	Dues & Subscriptions	300.00	300.00	0.00	50.00	246.43
01-01-99-6024-011	Dues & Subscriptions - LKM	14,000.00	14,000.00	13,504.28	12,972.28	13,617.62
01-01-99-6024-012	Dues & Subscriptions - MARC	6,100.00	6,100.00	6,221.00	6,100.00	5,980.00
01-01-99-6024-013	Dues & Subscriptions - NLC	2,000.00	2,000.00	1,861.00	1,861.00	1,861.00
01-01-99-6024-014	Dues & Subscriptions - JoCo Co	300.00	300.00	365.00	365.00	415.00
01-01-99-6024-015	Dues & Subscriptions - NEJCC	1,500.00	1,500.00	1,500.00	0.00	1,500.00
01-01-99-6029-000	Machinery Maintenance & Repair	0.00	0.00	0.00	0.00	0.00
	<b>Contract Services</b>	<b>75,004.00</b>	<b>138,004.00</b>	<b>36,309.61</b>	<b>56,540.99</b>	<b>60,414.81</b>
01-01-99-7000-000	Office Supplies	600.00	600.00	0.00	214.24	369.99
01-01-99-7001-000	Postage	2,400.00	2,400.00	41.83	126.02	334.09
01-01-99-7014-000	Other Commodities	7,000.00	7,000.00	2,667.06	2,654.06	3,576.57
01-01-99-7014-016	Other Commodities - Holiday Pa	13,000.00	13,000.00	605.00	10,150.87	12,092.95
01-01-99-7014-017	Other Commodities - Council Me	6,000.00	6,000.00	5,362.46	5,415.71	5,514.71
01-01-99-7014-018	Other Commodities - Lunch Meet	1,100.00	1,000.00	197.14	1,005.51	1,040.82
01-01-99-7014-019	Other Commodities - Tree Light	0.00	0.00	0.00	0.00	0.00
01-01-99-7014-020	Other Commodities - Ornament	1,800.00	1,800.00	1,500.00	1,537.56	1,708.05
	<b>Commodities</b>	<b>31,900.00</b>	<b>31,800.00</b>	<b>10,373.49</b>	<b>21,103.97</b>	<b>24,637.18</b>
01-01-99-8000-000	Office Equipment	0.00	0.00	0.00	0.00	0.00
01-01-99-8001-000	Computer Equipment	0.00	0.00	0.00	0.00	0.00
01-01-99-8002-000	Communications Equipment	0.00	0.00	0.00	0.00	0.00
01-01-99-8003-000	Field Equipment	0.00	0.00	0.00	0.00	0.00
01-01-99-8004-000	Miscellaneous Equipment	0.00	0.00	0.00	0.00	0.00
	<b>Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
99	Mayor & Council	112,510.00	175,410.00	48,950.21	80,418.98	87,396.46

<u>Sort Level</u>	<u>Description</u>	<u>2018 Adopted</u>	<u>2017 Budget</u>	<u>2017 YTD</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
01	Administration	112,510.00	175,410.00	48,950.21	80,418.98	87,396.46
Expense Total		<u>112,510.00</u>	<u>175,410.00</u>	<u>48,950.21</u>	<u>80,418.98</u>	<u>87,396.46</u>

# Proposed Budget



# City Expenditure Categories

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- Personal Services – wages and benefits
- Contract Services – contracts for auxiliary services
- Commodities – used to purchase goods
- Capital Outlay – used to acquire assets or improve the useful life of existing assets





# Use of Other City Funds

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- Restricted Funds
  - Economic Development Fund (Ordinance No. 2153)
  - Solid Waste Fund (Fee)
  - Stormwater Utility Fund (Fee)
  - Special Alcohol Fund (Alcohol Tax)
  - Community Improvement District Funds (Corinth & PV Shops)
  - Special Highway (Gas Tax)
  - Special Parks & Rec (1/3 Liquor Tax)
  - Bond & Interest
  - Meadowbrook TIF
- Unrestricted Funds
  - General Fund – we have and continue to use the annual year end balance in this fund that exceeds 25% of budget revenues to increase the transfer to the Capital Infrastructure Program
  - Capital Infrastructure Fund
  - Risk Management Reserve Fund
  - Equipment Reserve Fund

**City of Prairie Village  
2018 Budget  
Budget Summary - All Funds**

**City of Prairie Village  
2018 Budget  
Budget Summary - All Funds**

	General Fund	Solid Waste Management	Special Highway	Stormwater Utility	Special Parks & Rec	Special Alcohol	Bond & Interest	Subtotal - Budgeted Funds	Capital Infrastructure	Risk Management	Economic Development	Equipment Reserve	CID Corinth	CID PV Shops	All Funds Total
Fund Balance 1/1	7,028,981	396,664	126,026	192,852	(0)	171,992	75,511	7,992,025	2,772,228	89,853	94,000	40,935	106,742	92,297	11,188,081
Revenues:															
Property Taxes	7,055,343	-	-	-	-	-	-	7,055,343	-	-	-	-	-	-	7,055,343
Sales Taxes	5,300,000	-	-	-	-	-	-	5,300,000	-	-	-	-	600,000	550,000	6,450,000
Use Tax	1,060,000	-	-	-	-	-	-	1,060,000	-	-	-	-	-	-	1,060,000
Motor Vehicle Tax	727,688	-	-	-	-	-	-	727,688	-	-	-	-	-	-	727,688
Liquor Tax	138,647	-	-	-	138,647	138,647	-	415,941	-	-	-	-	-	-	415,941
Franchise Fees	2,101,700	-	-	-	-	-	-	2,101,700	-	-	-	-	-	-	2,101,700
Licenses & Permits	723,250	1,650	-	6,000	-	-	-	730,900	-	-	-	-	-	-	730,900
Intergovernmental	-	-	582,720	-	-	-	-	582,720	6,405,286	-	-	-	-	-	6,988,006
Charges for Services	1,554,302	1,608,768	-	1,581,436	-	-	-	4,744,506	-	-	-	-	-	-	4,744,506
Fines & Fees	907,400	-	-	-	-	-	-	907,400	-	-	-	-	-	-	907,400
Recreational Fees	408,700	-	-	-	-	-	-	408,700	-	-	-	-	-	-	408,700
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest on Investments	55,000	5,000	1,800	4,800	425	1,300	1,500	69,825	65,000	540	6,000	4,000	600	600	146,565
Miscellaneous	162,500	9,000	-	-	-	-	-	171,500	10,000	-	-	-	-	-	181,500
<b>Total Revenue</b>	<b>20,194,530</b>	<b>1,624,418</b>	<b>584,520</b>	<b>1,592,236</b>	<b>139,072</b>	<b>139,947</b>	<b>1,500</b>	<b>24,276,223</b>	<b>6,480,286</b>	<b>540</b>	<b>6,000</b>	<b>4,000</b>	<b>600,600</b>	<b>550,600</b>	<b>31,918,249</b>
Transfers from Other funds:															
Transfer from General Fund	-	-	-	-	-	-	1,033,038	1,033,038	5,303,560	35,000	-	450,000	-	-	6,821,598
Transfer from Solid Waste Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from Stormwater Utility Fund	450,000	-	-	-	-	-	241,833	691,833	1,000,000	-	-	-	-	-	1,691,833
Transfer from Special Highway Fund	-	-	-	-	-	-	-	-	643,000	-	-	-	-	-	643,000
Transfer from Special Parks & Rec Fund	-	-	-	-	-	-	-	-	139,072	-	-	-	-	-	139,072
Transfer from Special Alcohol Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,274,871</b>	<b>1,724,871</b>	<b>7,085,632</b>	<b>35,000</b>	<b>-</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>9,295,503</b>
<b>Total Sources</b>	<b>20,644,530</b>	<b>1,624,418</b>	<b>584,520</b>	<b>1,592,236</b>	<b>139,072</b>	<b>139,947</b>	<b>1,276,371</b>	<b>26,001,094</b>	<b>13,565,918</b>	<b>35,540</b>	<b>6,000</b>	<b>454,000</b>	<b>600,600</b>	<b>550,600</b>	<b>41,213,751</b>
Expenditures:															
Personal Services	10,068,038	27,137	-	-	-	96,029	-	10,191,204	-	-	-	-	-	-	10,191,204
Contract Services	4,519,301	1,683,015	-	-	-	67,072	-	6,269,388	-	70,000	50,000	-	707,342	642,897	7,739,627
Commodities	769,925	1,000	-	-	-	16,555	-	787,480	-	-	-	-	-	-	787,480
Capital Outlay	211,700	-	-	-	-	40,000	-	251,700	-	-	-	457,000	-	-	708,700
Debt Service	-	-	-	-	-	-	1,308,038	1,308,038	-	-	-	-	-	-	1,308,038
Infrastructure	-	-	-	-	-	-	-	-	14,190,918	-	-	-	-	-	14,190,918
Equipment Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Risk Management Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Infrastructure Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	500,000	309,930	67,546	93,255	-	92,283	-	1,063,014	-	-	-	-	-	-	1,063,014
<b>Total Expenditures</b>	<b>16,068,964</b>	<b>2,021,082</b>	<b>67,546</b>	<b>93,255</b>	<b>-</b>	<b>311,939</b>	<b>1,308,038</b>	<b>19,870,824</b>	<b>14,190,918</b>	<b>70,000</b>	<b>50,000</b>	<b>457,000</b>	<b>707,342</b>	<b>642,897</b>	<b>35,988,981</b>
Transfers to Other Funds:															
Transfer to General Fund	-	-	-	450,000	-	-	-	450,000	-	-	-	-	-	-	450,000
Transfer to Bond & Interest Fund	1,033,038	-	-	241,833	-	-	-	1,274,871	-	-	-	-	-	-	1,274,871
Transfer to Capital Infrastructure Fund	5,303,560	-	643,000	1,000,000	139,072	-	-	7,085,632	-	-	-	-	-	-	7,085,632
Transfer to Risk Management Fund	35,000	-	-	-	-	-	-	35,000	-	-	-	-	-	-	35,000
Transfer to Economic Development Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Reserve Fund	450,000	-	-	-	-	-	-	450,000	-	-	-	-	-	-	450,000
<b>Total</b>	<b>6,821,598</b>	<b>-</b>	<b>643,000</b>	<b>1,691,833</b>	<b>139,072</b>	<b>-</b>	<b>-</b>	<b>9,295,503</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,295,503</b>
<b>Total Uses</b>	<b>22,890,562</b>	<b>2,021,082</b>	<b>710,546</b>	<b>1,785,088</b>	<b>139,072</b>	<b>311,939</b>	<b>1,308,038</b>	<b>29,166,327</b>	<b>14,190,918</b>	<b>70,000</b>	<b>50,000</b>	<b>457,000</b>	<b>707,342</b>	<b>642,897</b>	<b>45,284,484</b>
Sources Over(Under) Uses	(2,246,032)	(396,664)	(126,026)	(192,852)	-	(171,992)	(31,667)	(3,165,233)	(625,001)	(34,460)	(44,000)	(3,000)	(106,742)	(92,297)	(4,070,733)
Fund Balance @ 12/31	4,782,949	0	(0)	(0)	(0)	(0)	43,844	4,826,792	2,147,227	55,393	50,000	37,935	0	0	7,117,349

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# Citizen Survey

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PRAIRIE VILLAGE, KANSAS

## 2018 City of Prairie Village Citizen Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's planning process and will be used by City leaders to make planning and investment decisions. If you have questions, please call Alley Porter at 913-385-4635.

1. **Overall.** Please rate your overall satisfaction with the following major categories of services provided by the City of Prairie Village. Please rate each item on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of police services	5	4	3	2	1	9
02. Overall maintenance of city streets, sidewalks and infrastructure	5	4	3	2	1	9
03. Overall quality of city parks/trails/open spaces	5	4	3	2	1	9
04. Overall enforcement of City codes and ordinances	5	4	3	2	1	9
05. Overall quality of customer service you receive from City employees	5	4	3	2	1	9
06. Overall effectiveness of City communication with the public	5	4	3	2	1	9
07. Overall flow of traffic and congestion management in the City	5	4	3	2	1	9
08. Overall quality of the City's stormwater runoff/stormwater management system	5	4	3	2	1	9
09. Overall quality of trash collection services	5	4	3	2	1	9
10. Overall quality of curbside recycling services	5	4	3	2	1	9

2. **Which THREE of the services listed in Question 1 do you think are MOST IMPORTANT for the City to provide?** [Write-in your answers below using the numbers from the list in Question 1, or circle 'NONE'.]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ NONE

3. **Perceptions of Prairie Village.** Several items that may influence your perception of the City of Prairie Village are listed below. Please rate your satisfaction with each item on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall value that you receive for your City tax dollars and fees	5	4	3	2	1	9
02. Overall image of the City	5	4	3	2	1	9
03. How well the City is planning growth	5	4	3	2	1	9
04. Overall quality of life in the City	5	4	3	2	1	9
05. Overall feeling of safety in the community	5	4	3	2	1	9
06. Overall quality of services provided by the City	5	4	3	2	1	9

4. **Please rate the City of Prairie Village with your satisfaction with each item on a scale of 1 to 5 where 5 means "Excellent" and 1 means "Poor."**

How would you rate The City of Prairie Village:	Excellent	Good	Neutral	Below Average	Poor	Don't Know
01. As a place to live	5	4	3	2	1	9
02. As a place to raise children	5	4	3	2	1	9
03. As a place to retire	5	4	3	2	1	9
04. As a community that is moving in the right direction	5	4	3	2	1	9

5. **City Leadership.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of leadership provided by the City's elected officials	5	4	3	2	1	9
02. Overall effectiveness of appointed boards and commissions	5	4	3	2	1	9
03. Overall effectiveness of City Administration	5	4	3	2	1	9

6. **Police Department.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. The visibility of police in neighborhoods	5	4	3	2	1	9
02. The visibility of police in commercial and retail areas	5	4	3	2	1	9
03. How quickly police respond to emergencies	5	4	3	2	1	9
04. The City's efforts to prevent crime	5	4	3	2	1	9
05. Enforcement of local traffic laws	5	4	3	2	1	9
06. Quality of animal control services	5	4	3	2	1	9

7. **Which TWO of the Police Department services listed in Question 6 do you think are MOST IMPORTANT for the City to provide?** *[Write-in your answers below using the numbers from the list in Question 6, or circle 'NONE'.]*

1st: \_\_\_\_ 2nd: \_\_\_\_ NONE

8. **City Maintenance.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Maintenance of City streets	5	4	3	2	1	9
02. Maintenance of City sidewalks	5	4	3	2	1	9
03. Maintenance of street signs and traffic signals	5	4	3	2	1	9
04. Condition of pavement markings on streets	5	4	3	2	1	9
05. Accessibility of streets, sidewalks, & buildings for people with disabilities	5	4	3	2	1	9
06. Maintenance of city buildings	5	4	3	2	1	9
07. Snow removal on major City streets	5	4	3	2	1	9
08. Snow removal on neighborhood streets	5	4	3	2	1	9
09. Mowing and trimming of island and other City owned property	5	4	3	2	1	9
10. Overall cleanliness of City streets and other public areas	5	4	3	2	1	9
11. Adequacy of City street lighting	5	4	3	2	1	9

9. **Which TWO of the city maintenance services listed in Question 8 do you think are MOST IMPORTANT for the City to provide?** *[Write-in your answers below using the numbers from the list in Question 8, or circle 'NONE'.]*

1st: \_\_\_\_ 2nd: \_\_\_\_ NONE

10. **Code Enforcement.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Enforcing the cleanup of litter and debris on private property	5	4	3	2	1	9
02. Enforcing the mowing and trimming of grass and weeds on private property	5	4	3	2	1	9
03. Enforcing the exterior maintenance of residential property	5	4	3	2	1	9
04. Enforcing the exterior maintenance of business property	5	4	3	2	1	9

11. **Which TWO of the code enforcement services listed in Question 10 do you think are the MOST IMPORTANT for the City to provide?** [Write-in your answers below using the numbers from the list in Question 10, or circle 'NONE'.]

1st: \_\_\_\_ 2nd: \_\_\_\_ NONE

12. **Parks and Recreation.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Maintenance of City parks	5	4	3	2	1	9
02. The number of City parks	5	4	3	2	1	9
03. Walking and biking trails in the City	5	4	3	2	1	9
04. City swimming pool	5	4	3	2	1	9
05. Quality of outdoor practice ball fields (i.e. baseball, soccer, and softball)	5	4	3	2	1	9
06. Park amenities (shelters, playgrounds, etc.)	5	4	3	2	1	9
07. Amount of park programming (tennis lessons, skateboarding lessons, etc.) offered by the City	5	4	3	2	1	9
08. Fees that are charged for recreation programs	5	4	3	2	1	9
09. Ease of registering for programs	5	4	3	2	1	9
10. Mowing in City parks	5	4	3	2	1	9

13. **Which TWO of the Parks and Recreation services listed in Question 12 do you think are MOST IMPORTANT for the City to provide?** [Write-in your answers below using the numbers from the list in Question 12, or circle 'NONE'.]

1st: \_\_\_\_ 2nd: \_\_\_\_ NONE

14. **Where do you currently get news and information about city programs, services, and events?** [Check all that apply.]

- \_\_\_\_(1) Village Voice (City newsletter)
- \_\_\_\_(2) Kansas City Star
- \_\_\_\_(3) Television news
- \_\_\_\_(4) City website
- \_\_\_\_(5) Shawnee Mission Post
- \_\_\_\_(6) E-mail updates
- \_\_\_\_(7) City's social networking sites (Facebook, Twitter, etc.)
- \_\_\_\_(8) Other: \_\_\_\_\_

15. **From which THREE sources of information listed in Question 14 would you prefer to get information from the City?** [Write-in your answers below using the numbers from the list in Question 14, or circle 'NONE'.]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ NONE

16. For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. The availability of information about City programs and services	5	4	3	2	1	9
02. City efforts to keep you informed about local issues	5	4	3	2	1	9
03. The level of public involvement in local decision making	5	4	3	2	1	9
04. Village Voice (City newsletter)	5	4	3	2	1	9
05. The usefulness of the City's website	5	4	3	2	1	9
06. E-mail updates	5	4	3	2	1	9
07. City social media accounts	5	4	3	2	1	9

17. **Customer Service.** Have you called or visited the City with a question, problem, or complaint during the past year?

\_\_\_\_(1) Yes [Answer Q17a-b.]      \_\_\_\_ (2) No [Skip to Q18.]      \_\_\_\_ (9) Don't Know [Skip to Q18.]

17a. How easy was it to contact the person you needed to reach?

\_\_\_\_(4) Very Easy      \_\_\_\_ (2) Difficult      \_\_\_\_ (9) Don't Know  
 \_\_\_\_ (3) Somewhat Easy      \_\_\_\_ (1) Very Difficult

17b. Several factors that may influence your perception of the quality of customer service you receive from City employees are listed below. For each item, please rate how often the employees you have contacted during the past year have displayed the behavior described on a scale of 5 to 1, where 5 means "Always" and 1 means "Never".

Frequency that:	Always	Usually	Sometimes	Seldom	Never	Don't Know
01. They were courteous and polite	5	4	3	2	1	9
02. They gave prompt, accurate, and complete answers to questions	5	4	3	2	1	9
03. They did what they said they would do in a timely manner	5	4	3	2	1	9
04. They helped you resolve an issue to your satisfaction	5	4	3	2	1	9

18. In the past, the City has utilized a variety of economic incentives, such as Tax Increment Financing (TIF) Districts and Community Improvement Districts (CID) to attract new development or develop underutilized areas as well as attract new employers and expand existing employers. In general, how supportive are you of the City using incentives to attract new business or develop underutilized areas?

\_\_\_\_(1) Very Supportive      \_\_\_\_ (3) Not Sure  
 \_\_\_\_ (2) Somewhat Supportive      \_\_\_\_ (4) Not Supportive

20. Listed below are various bicycle riding activities. For each activity, please indicate how many members of your household who currently ride a bicycle for that activity, and approximately how often they ride a bicycle for the activity.

Activity	Number of Riders	Frequency?				
		Always	At Least Once/Week	Once/Month	Occasionally	Never
01. Exercise		5	4	3	2	1
02. Transportation		5	4	3	2	1
03. Recreation		5	4	3	2	1

21. **How important is it that the City allocate funds to bicycle infrastructure (bike lanes, signs, pavement markings, trails)?**

\_\_\_(5) Very Important      \_\_\_(3) Neutral      \_\_\_(1) Not at All Important  
\_\_\_(4) Important      \_\_\_(2) Not Important

22. **Community amenities provided by the City can enhance the quality of life in Prairie Village. If you could identify ONE new community amenity that could be provided by the City, what would it be?**

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22a. *[If you listed something in Question 22.]* **Would you be willing to pay more in taxes or fees to support this new community amenity?**

\_\_\_ (1) Very Supportive *[answer Q22b]*      \_\_\_ (4) Not at all Supportive *[skip to Q23]*  
\_\_\_ (2) Somewhat Supportive *[answer Q22b]*      \_\_\_ (5) Don't know *[skip to Q23]*  
\_\_\_ (3) Not Supportive *[skip to Q23]*

22b. **If you would be willing to pay more, how do you propose paying?**

\_\_\_(1) Increase property tax      \_\_\_(3) Increase user fees  
\_\_\_(2) Increase of sales tax      \_\_\_(4) No preference

23. **Which THREE ideas listed below do you think are MOST IMPORTANT for Prairie Village to focus on during the next two years?** *[Write the numbers that correspond to your top three choices in the space provided below.]*

- (1) X
- (2) X
- (3) X
- (4) X
- (5) X

**Have Council pick at workshop**

TOP CHOICES:    1<sup>st</sup>: \_\_\_\_\_    2<sup>nd</sup>: \_\_\_\_\_    3<sup>rd</sup>: \_\_\_\_\_



24. **Teardown/Rebuild.** Because Prairie Village is fully developed, residential development increasingly involves demolishing an existing home and building a new home in its place. “Teardown/rebuilds” have the benefit of creating new and modernized structures and increasing the value of the housing stock. However, it can create disruption and inconvenience for the surrounding neighborhood and could possibly alter the character of the City’s neighborhoods. How concerned are you with “teardown/rebuilds”?

- (1) Very Concerned [answer Q24a]                       (3) Not Sure [skip to Q25]  
 (2) Somewhat Concerned [answer Q24a]                       (4) Not Concerned [skip to Q25]

24a. What is the reason for your concern with the increase in “teardown/rebuilds”?

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25. The Mayor and 12 elected Council Members serve as the legislative and policy-making body of the City. These are volunteer positions and are not provided a salary or benefits. The City does offer a communication stipend (Council Members can deny the stipend) and pays for travel related expenses. How supportive are you of Council Members and the Mayor receiving some form of pay for their service to the community?

- (1) Very Supportive     (4) Not at all Supportive  
 (2) Somewhat Supportive     (5) Don't know  
 (3) Not Supportive

**DEMOGRAPHICS**

26. Including yourself, how many people in your household are...

- |                                       |                                      |                                      |                                      |
|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Under age 5: <input type="checkbox"/> | Ages 15-19: <input type="checkbox"/> | Ages 35-44: <input type="checkbox"/> | Ages 65-74: <input type="checkbox"/> |
| Ages 5-9: <input type="checkbox"/>    | Ages 20-24: <input type="checkbox"/> | Ages 45-54: <input type="checkbox"/> | Ages 75+: <input type="checkbox"/>   |
| Ages 10-14: <input type="checkbox"/>  | Ages 25-34: <input type="checkbox"/> | Ages 55-64: <input type="checkbox"/> |                                      |

27. Approximately how many years have you lived in Prairie Village? \_\_\_\_\_ years

28. Do you plan to retire in Prairie Village?  (1) Yes  (2) No

29. Do you own or rent your current residence?  (1) Own  (2) Rent

30. What is your age? \_\_\_\_\_ years

31. Your gender:  (1) Male  (2) Female

32. If you have any other suggestions you would like to make, please write them in the space provided below.

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**This concludes the survey – Thank you for your time!**  
 Please return your completed survey in the enclosed postage-paid envelope addressed to:  
 ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed to the right will ONLY be used to help identify which areas of the City are having problems with city services. If your address is not correct, please provide the correct information. Thank you.

## Survey Questions from Council

### Council Member Nelson

1. As stated in the Parks Master Plan, would you support the City creating a dog park area for the residents?
2. Given that the City now has a new dangerous and vicious dog law that protects residents from all dangerous dogs, regardless of breed, should the City repeal its archaic, racist breed-specific dog ban, given that the preponderance of veterinarians, experts, law enforcement, the other NEJC cities, other governments and scientific research show that such bans are ineffective and counterproductive?
3. In general, would you like to see the city become more densely developed with more population, traffic, and commercial activity, less, or stay the same?
4. Do you like the direction that developers are going with the tear downs and rebuilds happening in Prairie Village? What do you like? What do you not like? What would you like to see addressed in the Phase 2 discussions?

### Council Member Schermoly

1. Question on art

### Council Member Gallagher

1. What do you think of the maintenance in our parks?
2. Do you think the equipment in our parks is properly utilized? (or age appropriate is ok)
3. How do you rate City recreation programs for Youth?
4. How do you rate City recreation programs for teens?
5. How do you rate City recreation programs for Adults?
6. How would you rate your engagement in recreation programs knowing JCPR developed and ran?
7. How do you rate the skate park?
8. How do you rate the tennis courts?
9. How would you rate if the city concerted more tennis courts to pickleball?
10. How do you rate the Pool Facility?
11. How would you rate the city increasing taxes or bonds to improve the Pool facility?
12. How do you rate bike and walkability of the community
13. How do you rate bike and walkability in the parks
14. How do you rate bike and walkability between parks and community (retail) centers?
15. How do you rate the community center?
16. How do you rate the disk golf course knowing it is maintaining its 9 hole course?
17. How do you rate the quality of city facilities?
18. How important is it the city allocate funds for increase bike/ pedestrian paths?
19. What type of path do you prefer to bike on most rate 1-5
  - a. Sidewalks; paved trails; designated lanes on street; unstriped/ signed only street; ok as is
20. How do you rate spending more tax dollars for parks than roads?
21. How do you rate the quality of roads?
22. How do you rate spending more tax dollars for roads than parks?

23. How do you rate trash service
24. How do you rate snow removal
25. How do you rate the quality of new/ remolded construction going on in the city?
26. How do you rate the trash can visibility ordinance?
27. How do you rate building code enforcement
28. How do you rate prairie village on a whole as a quality place to live?
29. How do you rate Prairie Village on a whole as a value for your family?
30. How do you rate the representation you are expecting from your councilmembers?

## Mayor

1. Satisfaction with the playground equipment and playgrounds in our parks

Highlighted = Similar question in survey draft

### Questions in 1999 Survey (not featured in updated draft)

How satisfied are you with...

1. City efforts to address commercial redevelopment\*
2. The hours of operation at City parks and recreation facilities\*
3. The condition of equipment at City parks\*
4. The City's responsiveness to requests for services, such as repairing sidewalks or potholes\*

\* **Cannot** be benchmarked

5. If you could change one thing about the City of Prairie Village, what would you change?

Stormwater Questions:

1. How satisfied are you with:
  - Drainage of rain water off City streets
  - Drainage of rain water off properties next to your residence
  - Maintenance of storm drainage channels
2. How often have you been affected by drainage problems in the City of Prairie Village during the past year?
3. Which of the following types of problems have you had in the City of Prairie Village?
  - a. (temporary ponding on your property, street flooding, damage erosion, etc.)

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# Initiative List

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COUNCIL PRIORITY/INITIATIVE LIST - JANUARY 2018 (1ST QUARTER)

Project/Initiative	Status	Staff Support	Scope
<b>In Progress</b>			
Bike/ped master plan	<i>The Committee has met several times and has now finalized the draft for public input. Public Works will be scheduling the public meeting in the very near future.</i>	Keith/Wes	Med
Review and update zoning code (allowable uses, SUP process)	<i>In progress. Some Chapters may be on hold until final decisions are made about Building Code Guidelines and the Comprehensive Plan.</i>	Brewster/Jamie	Lg
Building Code Guidelines - Phase 2	<i>In progress. Chris Brewster has met with a working committee of volunteer architects and has scheduled the next meeting for January 11, 2018.</i>	Brewster/Jamie	Lg
Citizen Survey	<i>The City Council approved an agreement with ETC Institute to conduct the survey. Staff will be working with Council to determine the field of questions.</i>	Alley/Intern	Lg
Comprehensive Plan Amendments	<i>Council decided Sept. 18 to have the Planning Commission review Village Vision with proposed changes. Chris Brewster, Jamie, and Wes are working on an internal review to present to the Planning Commission...anticipated for the February P/C meeting.</i>	Brewster/Jamie/ Wes	Lg
Research and discuss drone ordinance	<i>David Waters has presented information on what "could" and "could not" be regulated by Ordinance. He is continuing research specific to safety and privacy expectations.</i>	Legal	Sm

<b>Next Up</b>			
Restructure of the Prairie Village Foundation	Discussion about City / Foundation funded PT position	Meghan	Med

<b>Potential Initiatives (not currently addressed with staff resources)</b>			
Review and update the City Code/Ordinance book			Lg
Review and update City policies			Lg
Determine and develop economic development strategies and incentives			Med
Consider developing small business program: business incubator. Look into JCCC programs	Depends on scope. Use Econ Dev funds.		Med
Establish or reenergize dormant homes associations where they do not currently exist			Med
Research the possibility of initiating a transportation program for seniors and special needs residents	Based on other cities' experience - \$40k annual		Med
Proactive approach for regional transit related topics			Med
Explore a more proactive approach to the location and size of wireless tower facilities. Compliance with FCC updates.	May include a consultant		Med

COUNCIL PRIORITY/INITIATIVE LIST - JANUARY 2018 (1ST QUARTER)

Project/Initiative	Status	Staff Support	Scope
Review of Code of Ethics			Med
Initiate a resident welcome packet			Med
Change zoning code for public facilities such as city, county and CFD2 owned property			Med
Research and review KP&F plan for new hires in PD			Sm
Political sign regulations - as reqd by changes in state statute	Supreme Court decision also impacts.		Sm
Pedestrian crossings - education/enforcement/evaluation of signage for optimum compliance	Cost associated with new signage / equip.		Sm
Revisit use of the Consent Agenda			Sm
Explore the use of alternative fuel vehicles			Sm
Determine level of involvement in Community of All Ages/residents aging in place			Sm
Review of smoking ordinance and e-cigarettes	Review distance smoking is allowed from a doorway		Sm
Program to encourage neighborhood block parties	Estimate of \$2k annual		Sm
Cultivate an environment that celebrates diversity			Sm
MARC solar initiative - involvement level of the City TBD			Sm
Explore the addition of a parks manager / programmer on city staff to increase parks programming	<b>Staff believes this item could be considered for removal or reclassification since JOCO Parks has tentatively agreed to perform this function.</b>		Sm
Explore the addition of a grant writer / researcher on city staff			Sm
Research policy for 1% of budget or CIP for Arts Council and projects			Sm

Ongoing			
Coordination of installation of ATT GigaPower product	Completion expected by the end 2017 with restoration in 2018	Melissa	Med
Reestablish / strengthen the Island Committee & develop plan for island statutory maintenance.	Inventory audit conducted. Maintenance plan started.	Alley	Med
Desire for more maintenance code inspections. Promote homeownership, review rental licensing program and property maintenance ordinance	<i>Added Full FTE starting in 2015. Staff is reviewing recent legislative changes that limit interior inspections. Staff is also preparing a status update for the January 16th Council meeting.</i>	Wes	Med
Statuary donation - along Mission Rd	<i>Donor has agreed to fund the entire purchase. Council approved the contract with the Sculptor on Sept. 5th.</i>	Alley/Keith/Wes	Sm
More effective / proactive communication with residents	<b>Staff believes this item can be moved to completed since proactive communications are part of Meghan's job function, that includes JOCO Notify, Facebook, PV Website, Next Door, Village Voice, Twitter, Instagram, and Live Streaming.</b>	Meghan	Med

COUNCIL PRIORITY/INITIATIVE LIST - JANUARY 2018 (1ST QUARTER)

Project/Initiative	Status	Staff Support	Scope
<b>Completed 2017</b>			
Park Purchase from Faith Lutheran	<i>Completed. The Property was purchased by the City on October 31st, 2017. Public Works is currently taking bids for demo. <b>This priority will likely need to transition to PW's CIP program.</b></i>	Alley/Keith	Lg
Review of animal ordinance / procedure	<i>Completed.</i>	Tim	Med
Revisit the effectiveness and need for the Countryside East zoning overlay	<i>Completed. The Council voted to repeal the Overlay District on August 21 with an effective date of January 1st, 2018.</i>	Brewster/Wes	Sm
Review and update AV system in the Council Chambers	<i>Completed.</i>	Alley	Sm
Village Square Concept Study	<i>Move to completed with the understanding the Village Square Committee will be meeting again for further discussion prior to presenting or making recommendations to the City Council. CCW vote 1/2/18</i>	Alley/Keith/Wes	Lg
<b>Change title per Council vote</b> - Continue Current Publication Format of Village Voice - <del>Explore transition of Village Voice to magazine style with ads offsetting cost</del>	<i>Move to completed with the understanding staff will work to update the design and provide ideas back to Council. CCW vote 1/2/18</i>	Meghan	Med
Discussions with First Washington about future plans for the two shopping centers	<i>Move to completed with no further staff action recommended. CCW vote 1/2/18</i>	Wes	Med
Live stream / recording / audio stream Council meetings	<i>Completed. The system should be live for the first Council meeting in January 2018.</i>	Alley	Med
<b>Discussed and not being pursued further</b>			
Review of zoning ordinances related to number of individuals living in a household	Council agreed to remove from the list on Aug 21st		Sm
Review breed specific dog ban ordinance	Public comments in Aug. Council discussion and vote on Sept. 6, 2016		Med

Prepared by: Wes Jordan



City Council Policy: CP0XX

Effective Date:

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish a procedure for modifying the Governing Body's project / initiative list.

III. RESPONSIBILITY

- A. The City Administrator may maintain a project / initiative list that reflects the Governing Body's short-term and long-term goals and objectives.
- B. The project / initiative list is reviewed by the Governing Body and staff regularly. The Governing Body will usually discuss the list at its annual work session and during Council Committee of the Whole meetings on a quarterly basis.

IV. DEFINITIONS

A. **Project or Initiative:** Any item that the Governing Body would like addressed that is above and beyond normal operational tasks.

V. POLICY

- A. The project / initiative list is a compilation of projects and initiatives that reflect the Governing Body's short-term and long-term goals and objectives. The list encourages efficiency, focuses city resources and promotes organized discussion of current and future projects.
- B. The project / initiative list is intended to be a working document and include projects and initiatives that are beyond the day to day operations and activities. The list does not include Capital Improvement Projects unless the scope includes a project committee or extraordinary effort.
- C. The project / initiative list is used to identify projects and initiatives that are actively being addressed by the Governing Body and the city staff. The projects in progress are completed as staff resources are available.
- D. If a Governing Body member desires to add an item to the project / initiative list, the member mentions the project or idea during New Business at any desired Council meeting. The idea is explained in enough detail to be described and placed on the list. The item is added to the "Potential Initiatives" portion of the list (items not currently being addressed). No motion or vote is required to add to the Potential Initiatives list.
- E. If a Governing Body member desires to move an item from a Potential Initiative to the "Up Next" or "Currently being addressed" list or remove an item from a list, the item is discussed and voted on during the Council Committee of the Whole meeting where it is brought up. The item is discussed within context of the entire list, current priorities and workload. The item must receive a majority vote of the City Council to be moved onto the "Up Next" or "Currently being addressed" list.
- F. When an item is proposed to be moved onto the "currently being addressed" list, it will likely require the removal or downgrade of another item(s) based on staff workload and resources.
- G. Staff will review list with the Governing Body on a quarterly basis, but Council Members may discuss and update the list at any Committee of the Whole meeting.