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**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
Tuesday, September 2, 2025
6:00 PM**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF THE AGENDA**
- V. INTRODUCTION OF STUDENTS AND SCOUTS**
- VI. PRESENTATIONS**
- VII. PUBLIC PARTICIPATION**

Participants may speak for up to three minutes. To submit written comment to the Council regarding current agenda items, please email cityclerk@pvkansas.com prior to 3 p.m. on September 2. Comments will be shared with Councilmembers prior to the meeting.

VIII. 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. Consider approval of regular city council meeting minutes – August 18, 2025
- 2. Consider amending the fee schedule to include a fee for construction noise ordinance sign
- 3. Consider approval of Bennett Park shelter replacement (BG050002)

IX. COMMITTEE REPORTS

Planning Commission

- PC-25-13: Consider Ordinance #2508 to approve the renewal of a special use permit for the service station at 8120 Mission Road
Chris Brewster

X. **MAYOR'S REPORT**

XI. **STAFF REPORTS**

XII. **OLD BUSINESS**

XIII. **NEW BUSINESS**

COU2025-37 Public hearing to receive comments regarding the city exceeding the revenue neutral rate
Consider Resolution 2025-08 approving a tax rate of mill levy rate in excess of the revenue neutral rate for the 2026 budget year
Jason Hannaman

COU2025-38 Public hearing for the 2026 budget
Consider 2026 budget adoption
Jason Hannaman

XIV. **COUNCIL COMMITTEE OF THE WHOLE (Council President presiding)**

Consider interpretation or revision to CP029 – President of the Council
Alex Aggen

Consider implementing a council handbook
Terrence Gallagher

XV. **ANNOUNCEMENTS**

XVI. **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 913-385-4616, 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.



**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
AUGUST 18, 2025**

The City Council of Prairie Village, Kansas, met in regular session on Monday, August 18, at 6:00 p.m. Mayor Mikkelson presided.

ROLL CALL

Roll was called by the deputy city clerk with the following councilmembers in attendance: Cole Robinson, Terry O'Toole, Inga Selders, Ron Nelson, Lori Sharp, Chi Nguyen, Dave Robinson, Tyler Agniel, Greg Shelton, Nick Reddell, Ian Graves and Terrence Gallagher. Staff present: Eric McCullough, Chief of Police; City Attorney Alex Aggen, Hunter Law Group; Wes Jordan, City Administrator; Nickie Lee, Deputy City Administrator; Meghan Buum, Assistant City Administrator; Jason Hannaman, Finance Director; Cliff Speegle, Public Works Project Manager; Ashley Freburg, Deputy City Clerk.

*Councilmember Lori Sharp departed before the executive session.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mayor Mikkelson announced an amendment to the agenda, adding an executive session.

Mr. Reddell made a motion to approve the amended agenda. The motion was seconded by Mr. Agniel and passed 12-0.

INTRODUCTION OF STUDENTS AND SCOUTS

There were no students or scouts present at the meeting.

PRESENTATIONS

Chief Eric McCullough presented the Prairie Village Police Department's Lifesaving award to officers Jeremiah Smith and Seth Dittmore who, earlier this year, responded to a call of a patient in cardiac arrest. They quickly began CPR and connected an AED to the patient. They continued CPR until paramedics arrived. Without their quick response, application of their training and equipment, the patient may not have survived. Thanks to their hard work and dedication, the patient was doing well and was in attendance for the ceremony.



PUBLIC PARTICIPATION

- Jim Rosberg, Ward 1, spoke about council comments after public comment.
- Dawn Olney, Ward 5, shared support of the city's food composting program.
- Pam Justus, Ward 6, shared her thoughts about individual members of the governing body, and about council comments after public comments.
- Rick Wohlfarth, Ward 4, shared support of the city's food composting program.
- Betsy Lawrence, Ward 5, thanked council members for agreeing to meet with her as a candidate for city council.
- Barbara Cantrell, Ward 4, shared her thoughts on a lawsuit brought against the city by resident Marc Vianello.
- Leon Patton, Ward 5, shared his thoughts on a lawsuit brought against the city by resident Marc Vianello.

CONSENT AGENDA

Mayor Mikkelson asked if there were any items to be removed from the consent agenda for discussion:

1. Consider approval of regular City Council meeting minutes - August 4, 2025
2. Consider approval of expenditure ordinance #3053
3. Consider design agreement with Olsson for the design of the 2025/2026 drainage program (DRAIN-25X)

Mr. Shelton made a motion to approve the consent agenda as presented. A roll call vote was taken with the following votes cast: "aye": C. Robinson, O'Toole, Selders, Nelson, Sharp, Nguyen, D. Robinson, Agniel, Shelton, Reddell, Graves, Gallagher. The motion passed 12-0.

COMMITTEE REPORTS

- Police Pension Board
 - Mr. Graves stated that currently, the Police Pension Plan does not allow officers to purchase service credit from past qualified law enforcement employment. To enhance recruitment and retention, the police department proposed changing this provision in the plan to allow for this option. At the January 16, 2025, meeting, the Pension Board approved staff to move forward with researching if the current plan would allow for this change and identify all necessary administrative details. City staff worked with the city attorney, the pension plan actuary, and the plan's financial trustee. All parties have determined the current plan can be amended to allow for this provision. Administrative details have also been vetted with the actuary and trustee. The proposed plan allows officers to purchase up to five years of service credit. Purchase options include rollovers from allowable plans, lump sum payment and/or payroll deduction. All costs related to purchasing service



PRAIRIE VILLAGE KANSAS

credit will solely be the responsibility of the officer purchasing the service credit. This change will not increase any funding requirements to the plan by the city.

After discussion, Mr. Cole Robinson made a motion to move pension plan amendments forward for final action at a future council meeting. Mr. Nelson seconded the motion. The motion passed unanimously.

- Mr. O'Toole provided an update from the Planning Commission on the Hen House project underway at the Prairie Village Shops, noting that demolition work that began in March is now complete. He noted that rough-in interior work has begun on the first and second floors, and the roof is estimated to be completed in the final quarter of 2025. However, those involved do not expect the building to be completely closed in until the first quarter of 2026. Tennent construction will be complete mid to late 2026.
- Mr. Cole Robinson provided an update from the Finance Committee. The committee had a meeting earlier in the month regarding the municipal campus project where they considered alternative financing options presented by staff but voted not to pursue those options. He also noted that \$7 million has been spent to date on the project.
- Ms. Nguyen stated that the Diversity Committee will hold a Labor Day of Service event at City Hall Monday, September 1. The committee is currently collecting winter warmth wear—hats, gloves, coats, scarves—to be distributed in partnership with JVS. New and gently used donations can be dropped off at city hall until August 29. Volunteers will then be organizing the donations during the day of service event.
- Mr. Reddell reported from the Shawnee Mission School Board that Lancer Day will be September 5. The event will shut down a portion of Mission Road temporarily. Mr. Reddell also said he visited with the school district about new ordinances regarding e-bikes.

MAYOR'S REPORT

- The Mayor noted great attendance at National Night Out hosted by the police department at the Prairie Village Shops and at KU Kickoff at Corinth Square.
- The Mayor also noted the following upcoming events:
 - JazzFest - September 6
 - School district's annual kickoff - Wednesday August 27
 - Next council meeting - Tuesday, September 2



STAFF REPORTS

- Chief McCullough noted a great turnout at National Night Out. He stated that the event provided the opportunity to give out a lot of information on ebikes. He also stated that applications are being accepted for citizens academy, which begins September 10. Lastly, he introduced Captain Putthoff, who was recently promoted to Captain of staff services.

OLD BUSINESS

There was no old business to come before the council.

NEW BUSINESS

COU2025-35

Consider Reappointment of City Administrator

Mayor Mikkelson asked the council to ratify the appointment of Wes Jordan as Prairie Village City Administrator for an additional four-year term. He noted that Prairie Village is one of the best, safest, cleanest, most well-functioning cities in the world, and he noted Mr. Jordan and staff deserve much of the credit for that.

Mr. Ron Nelson made a motion to ratify the appointment of Wes Jordan to serve as City Administrator for four more years. The motion was seconded by Mr. Cole Robinson and passed 12-0.

Mr. Jordan was then sworn in.

COU2025-36

Consider expansion of food composting program

Public Information Officer/Deputy City Clerk Ashley Freburg, in her role as staff liaison to the Environmental Committee provided an update to the governing body on the food composting pilot program that was authorized in April and began in July in an effort to divert food waste from local landfills.

Ms. Freburg noted that the purpose of the pilot program is to gauge interest and feasibility of a new program. Though the pilot was initially established as a 6-month program, it has taken less time to determine the community has substantial interest. In the first week of the program, Prairie Village users purchased more composting supplies than KC Can Compost usually uses in a 6-month period. More than 350 people signed up for the program in its first month. Those same users composted 4,180 lbs. of food scraps, successfully diverting more than two tons of food waste from the landfill in just one month.

The original pilot program placed a smart bin at Wassmer Park and one at Harmon Park with pickup scheduled once per week. However, due to the enthusiasm from composters, the bins routinely fill up within 24 hours after being emptied. To help maintain cleanliness and ensure availability for users, bins are currently being emptied on Mondays,



Wednesdays, and Fridays. However, even with these increased pickups, the demand still outweighs current capacity.

Feedback from residents has been positive. The only complaints received were about the rate at which bins fill up. Public Works staff regularly monitors the bins and have noted no nuisance issues. Staff's goal is to provide opportunities for maximum waste diversion without overwhelming the program.

To that end, city staff recommends purchasing three additional smart bins for Prairie Village users. Staff will work with Public Works and with KC Can Compost to identify bin locations that would allow maximum access while causing minimum disruptions to park visitors or city operations. The bins would continue to be serviced as needed until a schedule can be set that minimizes costs while still providing a clean, accessible program.

Karen Ramsey, Director of Public Programs and Events for KC Can Compost, presented updated statistics to the governing body, noting that as of Monday, August 18, more than 400 people had signed up to use the program, and Prairie Villagers had composted more than 4 tons of food waste.

Mr. Cole Robinson made a motion to expand the food composting drop off program with KC Can Compost. The motion was seconded by Mr. Graves.

Mr. Dave Robinson noted the numbers were strong, but stated the program was only six weeks old.

Mr. Cole Robinson noted there is heavy usage by households surrounding Wassmer Park, which is the location of one of the bins.

Mr. Shelton noted that the annualized cost estimate of \$34,320 breaks down to approximately \$3.43 per household per year.

Mr. Gallagher reiterated that a pilot program is a test. He also noted the landfill is filling up and reminded the council that the city would negotiate a new solid waste contract soon.

After further discussion, a roll call vote was taken with the following votes cast: "aye": C. Robinson, O'Toole, Selders, Nelson, Sharp, Nguyen, D. Robinson, Agniel, Shelton, Reddell, Graves, Gallagher. The motion passed 12-0.

COUNCIL COMMITTEE OF THE WHOLE

There was no old business to come before the council committee of the whole.

EXECUTIVE SESSION



PRAIRIE VILLAGE
KANSAS

At 7:30 p.m., Mr. Gallagher made the following motion:

"I move the City Council recess into an executive session for a period of 30 minutes on the subject of consultations with the City Attorney which would be deemed privileged in the attorney-client relationship, pursuant to K.S.A. 75-4319(b)(2). The Governing Body, City Administrator, Deputy City Administrator, Assistant City Administrator, City Attorney and Finance Director will be present. The open meeting will resume at 8:05 p.m."

The motion was seconded by Mr. Shelton and passed 12-0.

The regular meeting resumed at 8:04 p.m.

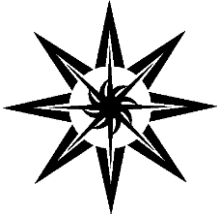
ANNOUNCEMENTS

Announcements were included in the council meeting packet.

ADJOURNMENT

Mayor Mikkelson declared the meeting adjourned at 8:05 p.m.

Ashley Freburg
Deputy City Clerk



Consider Amending the Fee Schedule to Include a Fee for Construction Noise Ordinance Sign

RECOMMENDATION

Make a motion to approve an amendment to the 2025 fee schedule adding “Construction Noise Hours Sign” for \$50 to the Building Permit Fixed Fee section.

BACKGROUND

At their August 4 Council meeting, the City Council directed staff “to require separate construction hour signage to be posted at certain building sites, which could include tear down/rebuilds, heavy renovations, etc. Additionally, a fee for the cost of the signs should be added at permitting, and signs should include a phone number to report violations.”

Staff has developed the attached sign. It is proposed that a \$50 fee will be assessed as part of the building permitting process. Signs can either be staked in the ground or affixed to the construction fencing and must remain on site until the permit is closed and/or the majority of the work is done. The cost of the fee will cover the actual sign cost and allow the purchase of extra to have replacements and signs on hand.

It’s recommended these signs are posted on the same sites which require construction fencing, which would be:

- New residential (includes tear down/rebuild) or commercial structure
- Demolition of at least 10% of an existing structure
- Any additions greater than 600 square feet

Note that other permits not included in this list must still abide by the noise hours. They are not included in the recommended list based either on the short length of time of the work being done or generally not producing noise. Staff will monitor these sites and if they become frequent violators of the noise ordinance may add this requirement.

Signs will be distributed or picked up at the time of permitting. Due to the fluid nature of construction phasing and timing of the permitting process, the distribution of the signs may vary. Additionally, staff will distribute signs to current projects with existing building permits as time allows.

It is recommended this go into effect for permits applied for after 10/1/2025, to give staff time to order signs, update the permit application software and update the website. It will be formally reflected in the full 2026 fee schedule which will come to Council in December.

ATTACHMENTS

- Sample Sign

PREPARED BY

Nickie Lee, Deputy City Administrator

Date: August 21, 2025

Name: City of Prairie Village Dimensions: 28" x 22"
Product/Material: Coroplast Signage

Quantity
100

CONSTRUCTION HOURS STRICTLY ENFORCED DE CONSTRUCCIÓN ETRICTAMENTE

Pursuant to City Code, construction noise is limited to the following:

SUMMER:

May 15 - September 15

- Monday through Friday:
7 am – 8 pm
- Saturday, Sunday, and federal holidays:
8 am – 8 pm

WINTER:

September 16 - May 14

- Monday through Sunday:
8 am – 8 pm

Violators will be fined.



PRAIRIE VILLAGE, KANSAS

Report a Construction Noise Violation at (913) 642-6868

Para denunciar una infracción relacionada con el ruido de la construcción al (913) 642-6868

De acuerdo con el Código Municipal, el ruido causado por la construcción se limita a lo siguiente:

VERANO:

15 de mayo - 15 de septiembre

- Lunes a viernes:
7 am – 8 pm
- Sábados, domingos y festivos federales:
8 am – 8 pm

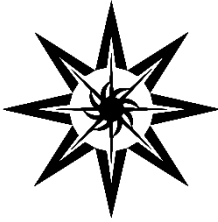
INVIERNO:

16 de septiembre - 14 de mayo

- Lunes a domingo:
8:00 am - 8:00 pm

Los infractores seran multados.

At Fastsigns Overland Park, we take pride in precision, but the final examination for accuracy is your responsibility. Colors on proof may appear slightly different on your screen than actual print. Before giving approval, please examine all proofs carefully for the accuracy of information presented, as well as quantity, size, spelling, punctuation, graphics, colors, and general layout. Production cannot be scheduled until art has been approved.



PUBLIC WORKS DEPARTMENT

Consent Agenda: September 2, 2025

CONSIDER APPROVAL OF BENNETT PARK SHELTER REPLACEMENT (BG050002)

RECOMMENDATION

Move to approve the quote and authorize Mayor to sign attached proposal for the Bennett Park shelter replacement with Crouch Recreation in the amount of \$36,776.00.

BACKGROUND

The Bennett Park playground and shelter update is part of the CIP package recommended to the Governing Body by the Parks and Recreation Committee and approved as part of the 2024 CIP projects.

The main components are the replacement of the shelter, benches, drinking fountain and updating the individual play pieces with new accessible spinner, new spring toys and adding musical instruments to the park. The playground contract will be brought to the Governing Body at a future meeting.

Staff requested quotes and received them from two companies. One company quoted a custom-built shelter at a cost of \$75,000 and the other quoted a prefabricated shelter at the cost of \$36,776.

Given the cost difference between the two types of shelters, staff is recommending the prefabricated shelter. The prefabricated shelter will be of the same shape and size as the existing shelter.



FUNDING SOURCES

The funding is available in the CIP project BG050002.

ATTACHMENTS

1. Vendor Proposal

PREPARED BY

Melissa Prenger, City Engineer

August 27, 2025

Quote Number	00001555	Issued Date	08/07/2025
Quote Name	Updated Bennett Park - Shelter	Expiration Date	09/06/2025
Account Name	Prairie Village Public Works 3535 Somerset Drive Prairie Village, KS 66208	Name	Melissa Prenger mprenger@pvkansas.com 913.385.4655
Payment Terms	50% Down, Remainder Upon Receipt	Sales Rep	Travis Blankenship travis@crouchrec.com +1 7857668317

#	PRODUCT/SERVICE	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	Superior Recreational Products	Custom Shelter Design - 20'(AS) Hexagonal (HEX) Structure; 5:12 Pitch; 7'-6" Eave Height; 6 Standard Column Design; Standard 6" Sub surface Mount with External Anchors; Pre-Fabricated Ready To Assemble Framework; Polyester TGIC 6 mil thick Powder Coated Framework "Using SRP's Standard Color Options"; .24 Ga. 36" Wide x 1 ¼" Deep R-Panel 50 KSI Multi Rib Kynar 500 Coated Pre Cut- Metal Roofing "Using SRP's Standard Color Options".	1	\$19,478.00	\$19,478.00
2	Superior Recreational Products	ABT Shelter Quote - Anchor Hardware and Templates; Includes Steel Plate Template And Hardware For Cast In Place Anchoring System. Shipping Address And Contact Required For Processing. (WILL DELIVER AHEAD OF ORDER UNLESS REQUESTED TO BE SHIPPED WITH STRUCTURE) Shipping Address And Contact Required For Processing	1	\$590.00	\$590.00
3	Superior Recreational Products	Engineering: Sealed Drawings & Fees Quote - Sealed Drawings & Calculations Provided In 11"x17" Format X4 Copies of Sealed Drawings & X2 Of Calculations, Digital Copies With Pier And Spread Footer Analysis Included. Engineered Sealed Drawings Will Be performed To Meet Current Published Local Codes and Conditions. Includes Epoxy Analysis With True Surface Mount Designs. • Check With The City Ordinances To Verify Any Special Requirements Prior To Sealing Structure. • Additional Alterations/Revisions Will Be Subject To Added Fees. • If Available Include A Soils/Geotechnical Report (Location Specific To This Design). • One Seal per Design and per Location ENGINEERED TO ZIP : 66208 Building Code: 2018 IBC Wind Speed: 110 Ground Snow Load: 20	1	\$1,000.00	\$1,000.00
4	Superior Recreational Products	Freight: Freight Out Billable and Handling - Freight: Freight Out Billable and Handling	1	\$1,730.00	\$1,730.00



1309 S 204th Street #330
Elkhorn, NE 68022
(402) 496-2669

QUOTE

5	Versasport	VS-2607 Shade Structure Installation Shade provided by Crouch Rec **Superior 6S20 - Includes: excavation and disposal of soil. Pouring footings, installing anchor bolts, and structure assembly.	1	\$11,459.00	\$11,459.00
6	Versasport	Existing Structure Removal	1	\$2,519.00	\$2,519.00

Total Price	\$36,776.00
Tax	\$0.00
Grand Total	\$36,776.00
Deposit Amount	\$18,388.00

NOTES

PROJECT DETAILS

Bill to Address	Ship to Address	Project Address
Melissa Prenger mprenger@pvkansas.com 3535 Somerset Drive Prairie Village, KS 66208	Melissa Prenger mprenger@pvkansas.com 913.385.4655 3535 Somerset Drive Prairie Village, KS 66208	



1309 S 204th Street #330
Elkhorn, NE 68022
(402) 496-2669

QUOTE

CONDITIONS

Agreement and Acceptance Upon acceptance, Crouch Recreation will perform the services described in the agreement. Any additional services requested that are not disclosed or specifically written in the agreement will incur additional costs.

Payment Terms All invoices for services described are payable per the payment terms listed on the Agreement. Electronic Payment (QuickBooks), Check and Credit Card (3% Fee) are all acceptable payment methods. Deposit is nonrefundable.

Taxes The owner is responsible for payment of all applicable federal, state, and local taxes and assessments (including sales, use and similar taxes) levied on the transaction. No tax exemption will be recognized unless a valid exemption certificate is provided at time of acceptance.

Late charge Any invoice unpaid after the due date will begin to accrue interest after the due date until the invoice is paid at the lesser of one and a half (1.5%) per annum or the highest lawful rate.

Schedule The schedule will be determined at the time of acceptance of the agreement.

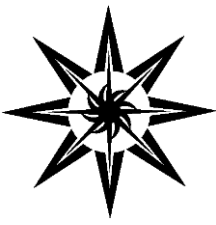
Deliveries Production lead times vary depending on the complexity of the project and current workload. The delivery dates provided are estimates and not guaranteed. The Seller shall not be liable for delays due to factors beyond its control, including but not limited to acts of nature, material shortages, or transportation delays.

Installation The Customer shall provide access to the installation site and ensure it is prepared according to specifications. Crouch Recreation shall not be responsible for unanticipated site conditions, including but not limited to underground utilities, hidden obstacles, or structural deficiencies, unless such conditions were reasonably discoverable through routine inspections. The Customer shall be responsible for identifying and marking the location of any underground private utilities prior to installation. Crouch Recreation shall not be liable for damage to underground private utilities, property or irrigation systems resulting from the installation process.

Custom Design & Approval Crouch Recreation will provide the Customer with design proof for approval before production begins. Once approved, changes to the design may result in additional charges and delays in production and installation.

SIGNATURE

Signature	Name	Date



PLANNING COMMISSION

Council Meeting Date: September 2, 2025

PC-25-13: Consider Ordinance 2508 to approve the renewal of a special use permit for the service station at 8120 Mission Road

RECOMMENDATION

Make a motion to accept the Planning Commission's recommendation and approve PC-25-13.

BACKGROUND

The applicant is Mahmood Akbar who is acting as the owner's agent for the service station at 8120 Mission Road. The original permit was granted in 1991 and revised in 1992 to include a temporary groundwater remediation system. This permit was renewed in 2002 and again in 2015 where it specifically noted that KDHE had closed the groundwater remediation and monitoring in 2005. The current special use permit expires in 2025, and the City is recommending renewal of the permit for an indefinite period of time. There are no physical or operational changes planned for the property or use.

The Planning Commission held a public hearing on August 5. Nobody submitted comments beforehand and nobody was present in the meeting to speak in favor or against the application. The Planning Commission voted unanimously to recommend approval of this amended Special Use Permit to the City Council subject to the following conditions:

1. That canopy lighting be directed as closely as possible toward the work surface and that all outdoor lighting be in conformance with Section 19.34.50 Outdoor Lighting in the zoning ordinance.
2. That if it is determined by KDHE that a remediation or monitoring system needs to be installed, the applicant shall apply for an amendment to the site plan through the Planning Commission.
3. That since no changes are proposed to the service station, the site plan illustrating the existing development be approved as the site plan.
4. That future changes and improvements to this site be handled as a site plan approval rather than an amendment to the special use permit.
5. That the special use permit be valid for an unlimited time, but is revocable by the city due to any violations of the conditions or substantial changes in operations or conditions of the property or surrounding context.
6. If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null and void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
7. That the applicant shall maintain the landscaping and replace any plant materials as needed so that the integrity of the landscape screen is maintained throughout the life of the project.

An excerpt of the meeting minutes pertaining to the application are attached for the Council's review.

A special use permit application requires the City Council to act in its quasi-judicial role. When acting in this capacity, rather than a legislative capacity, the governing body must set aside personal opinions and, like a judge, apply the law to facts presented in the public record, taking into consideration the following criteria, commonly referred to as the "Golden" factors:

1. The character of the neighborhood.
2. The zoning and uses of property nearby.
3. The suitability of the property for the uses to which it has been restricted under its existing zoning.
4. The extent that a change will detrimentally affect neighboring property.
5. The length of time of any vacancy of the property.
6. The relative gain to public health, safety, and welfare by destruction of value of the applicant's property as compared to the hardship on other individual landowners.
7. City staff recommendations.
8. Conformance with the Comprehensive Plan.

An analysis of all of these factors is provided in the attached Planning Commission staff report.

According to Section 19.52.040 of the Zoning Regulations, the Governing Body can take the following actions on a special use permit recommendation from the Planning Commission:

1. Adopt the Planning Commission's recommendation by a simple majority of members present.
2. Override the Planning Commission's recommendation by a 2/3 majority vote of the entire Governing Body (9 votes including the Mayor)
3. Return the recommendation to the Planning Commission with a statement specifying the basis for the Governing Body's failure to approve or disapprove by a simple majority. The Planning Commission can then submit the original recommendation or submit a new and amended recommendation. The Governing Body then can adopt or amend the recommendation by a simple majority (7 votes) or take no further action.

Chris Brewster, the City's Planning Consultant, will be present at the meeting to provide a short presentation and answer any associated questions. The applicant will also be present in case there are any questions.

ATTACHMENTS

Ordinance 2508

Planning Commission Staff Report and Meeting Materials

Excerpt from August 5, 2025 Planning Commission Minutes

PREPARED BY

Nickie Lee

Deputy City Administrator

Date: August 14, 2025

ORDINANCE 2508

AN ORDINANCE APPROVING A RENEWAL OF A SPECIAL USE PERMIT FOR THE SERVICE STATION LOCATED AT 8120 MISSION ROAD

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE, KANSAS:

Section I. **Planning Commission Recommendation.** That having received a recommendation from the Planning Commission; having found favorably on the findings of fact, proper notice having been given and hearing held as provided by law and under the authority of and subject to the provisions of the Zoning Regulations of the City of Prairie Village, Kansas, that the City Council approve the renewal of a Special Use Permit for the service station located at 8120 Mission Road, subject to the following conditions:

1. That canopy lighting be directed as closely as possible toward the work surface and that all outdoor lighting be in conformance with Section 19.34.50 Outdoor Lighting in the zoning ordinance.
2. That if it is determined by KDHE that a remediation or monitoring system needs to be installed, the applicant shall apply for an amendment to the site plan through the Planning Commission.
3. That since no changes are proposed to the service station, the site plan illustrating the existing development be approved as the site plan.
4. That future changes and improvements to this site be handled as a site plan approval rather than an amendment to the special use permit.
5. That the special use permit be valid for an unlimited time, but is revocable by the city due to any violations of the conditions or substantial changes in operations or conditions of the property or surrounding context.
6. If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null and void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
7. That the applicant shall maintain the landscaping and replace any plant materials as needed so that the integrity of the landscape screen is maintained throughout the life of the project.

Section II. **Findings of the Governing Body.** That at its meeting on September 2, 2025 the Governing Body adopted by specific reference the findings of fact as contained in the Minutes of the Planning Commission meeting dated August 5, 2025 and the recommendations of the Planning Commission, including conditions, and approved the renewal of the special use permit as docketed PC25-13.

Section III. **Granting of Special Use Permit.** Be it therefore ordained that the City of Prairie Village grant a renewed Special Use Permit which remains in effect for the operation of the service station at 8120 Mission Road, Prairie Village, Kansas subject to the specific conditions listed above.

Section IV. **Take Effect.** That this ordinance shall take effect and be in full force from and after its passage and publication in the official City newspaper as provided by law.

PASSED BY THE GOVERNING BODY THIS 2nd DAY OF SEPTEMBER, 2025.

APPROVED BY THE MAYOR THIS 2nd DAY OF SEPTEMBER, 2025

CITY OF PRAIRIE VILLAGE, KANSAS

By: _____
Eric Mikkelson, Mayor

ATTEST:

APPROVED AS TO FORM:

Adam Geffert, City Clerk

Alex Aggen, City Attorney

STAFF REPORT

TO: Prairie Village Planning Commission
FROM: Chris Brewster, Multistudio, Planning Consultant
DATE: August 5, 2025, Planning Commission Meeting

Application: PC 25-13

Request: Renewal of Special Use Permit – Service Station

Action: *A Special Use Permit requires the Planning Commission to evaluate facts and weigh evidence and based on balancing the factors and criteria in the zoning ordinance, make a recommendation to the City Council.*

Property Address: 8120 Mission Road, Prairie Village, KS

Applicant / Property Owner: Mahmood Akbar, Owner / Station Corinth, LLC

Current Zoning & Use: C-2 General Business District – Service Station

Surrounding Zoning& Use:
North: R-1A, Single-family Residential – Library
East: C-2, General Business - Residential Care Community
South: C-2, General Business - Retail, Restaurant, Services
West: C-1 Restricted Business– Office

Legal Description: 28-12-25 PT SE1/4 NE1/4 BG 192' N & 42' W C/L SOMERSET DR& MISSION RD W 250' S 148.30' E 229.89' ELY NELY & NLY ALG CUR 31.53' N 129.64' TO POB EX MINERAL RIGHTS .8503 ACS M/L PVC 631 4A 1

Property Area: 0.85 acres (37,142.24 s.f.)

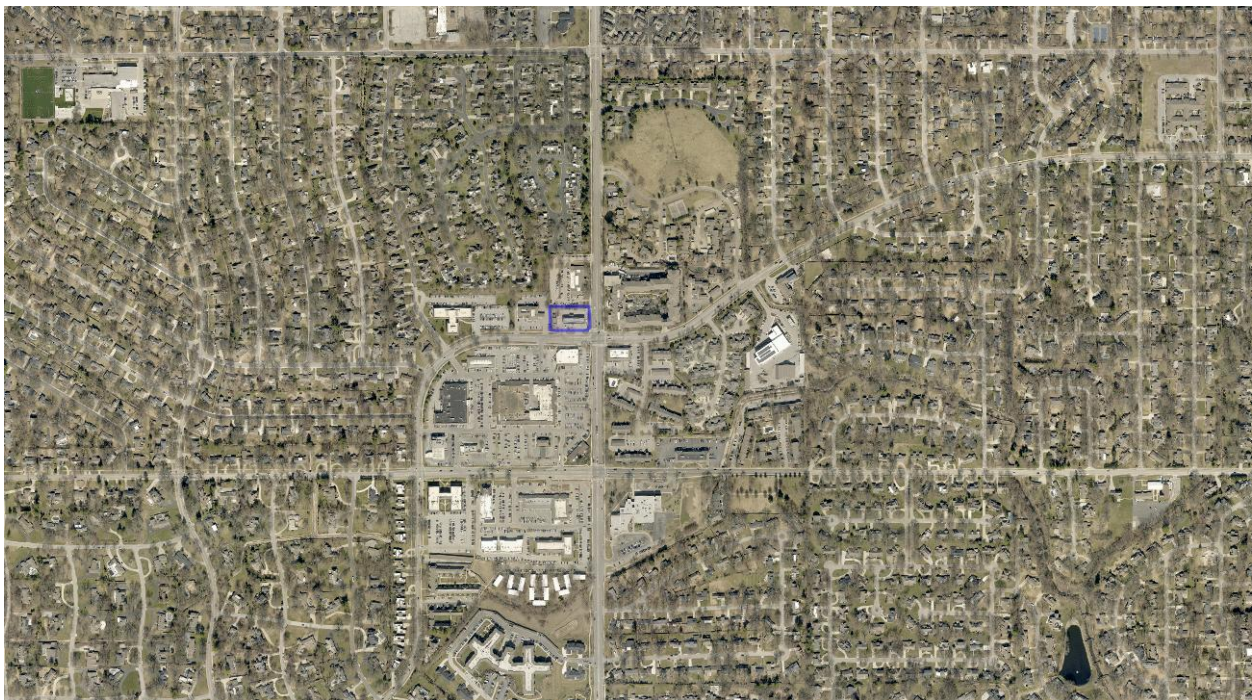
Related Case Files: PC 2015-02 Special Use Permit - Renewal
PC 2002-12 Special Use Permit Renewal
PC 1992-02 Special Use Permit Environmental Remediation
PC 1991-02 Special Use Permit Renewal
PC 1983-108 Special Use Permit for Service Station

Attachments: Application, site plan

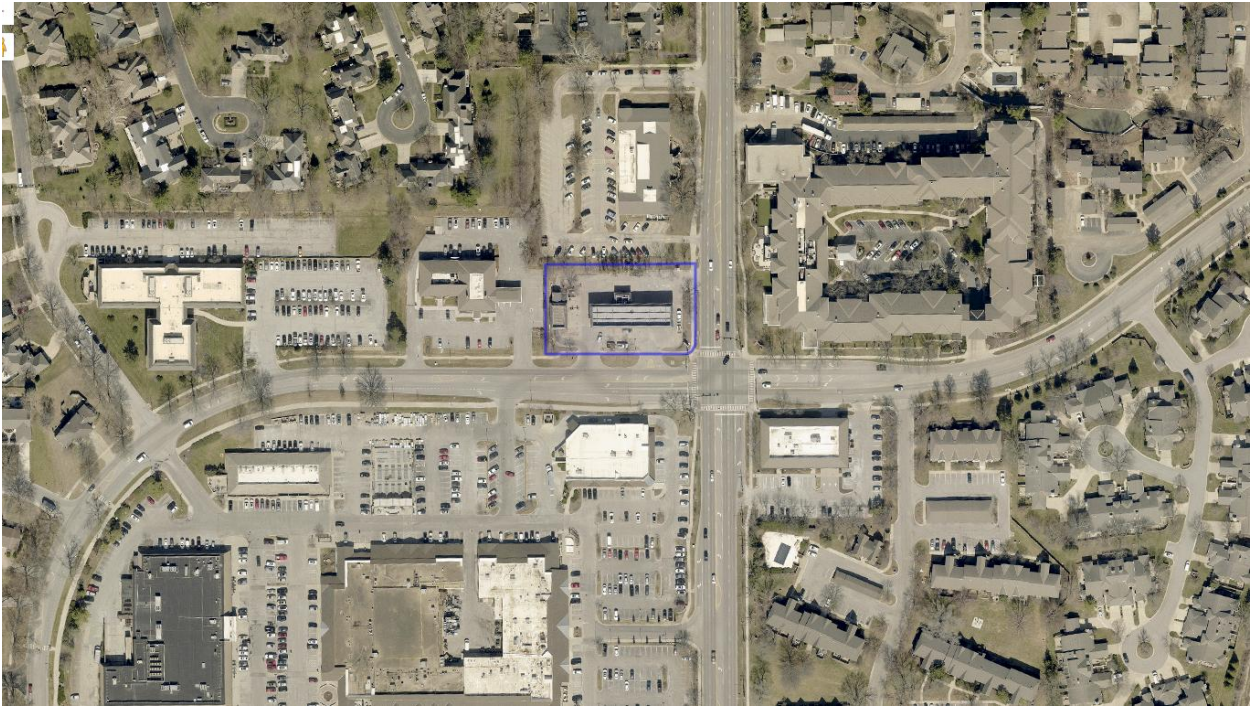
General Location - Map



Aerial - Context



Aerial - Block & Lot



Aerial - Site



Birdseye



Street Views



Looking east on Somerset Drive



Looking southwest on Mission Road & Somerset Drive

Background:

The applicant requests to renew a special use permit for a service station. The original permit was granted in 1991 and revised in 1992 to include a temporary groundwater remediation system. This permit was renewed in 2002 and again in 2015 where it specifically noted that KDHE had closed the groundwater remediation and monitoring in 2005. The 2015 renewal included the following conditions from the original 1991-92 special use permit:

1. That canopy lighting be directed as closely as possible toward the work surface and that all outdoor lighting be in conformance with Section 19.34.50 Outdoor Lighting in the zoning ordinance.
2. That if it is determined by KDHE that a remediation or monitoring system needs to be installed, the applicant shall apply for an amendment to the site plan through the Planning Commission.
3. That since no changes are proposed to the service station, the site plan illustrating the existing development be approved as the site plan.
4. That future changes and improvements to this site be handled as a site plan approval rather than an amendment to the special use permit.
5. That the special use permit be valid for a period of ten years.
6. If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null and void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
7. That the applicant shall maintain the landscaping and replace any plant materials as needed so that the integrity of the landscape screen is maintained throughout the life of the project.

The 10-year period from the 2015 renewal has expired and the applicant is requesting renewal of the special use permit. There are no physical or operational changes proposed with the application.

The applicant held a neighborhood meeting on July 27th, 2025, in accordance with the city's Resident Participation Policy, and has provided background on the meeting to supplement the application.

Zoning Requirements:

The property is zoned C-2 General District, and the building and site meet all C-2 standards. Service stations with accessory car washes and retail stores are permitted uses in C-2, subject to review and approval of a special use permit. The permit application is accompanied by site plan demonstrating all facilities unchanged from the most recent site plan approved by the city.

Special Use Permit Factors:

The Planning Commission shall make findings of fact to support its recommendation to approve, conditionally approve, or disapprove this special use permit. It is not necessary that a finding of fact be made for each factor. However, there should be a conclusion that

the request should be approved or denied based upon consideration of as many factors as are applicable. The factors to be considered in approving or disapproving a special use permit are as follow: [\[19.28.035\]](#)

A. The proposed special use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations and use limitations.

The building and site meet all standards of the C-2 zoning district.

B. The proposed special use at the specified location will not adversely affect the welfare or convenience of the public.

The proposal is the renewal for an existing building and use, that was originally approved in 1991, and the most recent site construction was an approved site plan in 2015. No changes have occurred to the use, intensity, or physical nature of the site since that time, and none are proposed. The site is at the intersection of two major streets, opposite a commercial activity center. The property is zoned and used in a similar way to nearby property, with compatible design and intensity of uses. The residentially zoned property to the north is used as an institutional use (Johnson County Library). The site complies with all standards and will not adversely affect the welfare or convenience of the public.

C. The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.

Similar to the analysis in B. above, there will not be any substantial injury to the value of other property and there are no changes proposed to how the use has been situated and operated in the past.

D. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will so dominate the immediate neighborhood consideration shall be given to:

- 1. The location, size, nature and height of buildings, structures, walls, and fences on the site; and**
- 2. The nature and extent of landscaping and screening on the site.**

There are no changes to the proposed site. It is situated on a corner and has access from both Mission Road and Somerset Drive. The property includes landscape buffers on the north and west (between parking) and streetscape buffers with street trees and sidewalks on the public frontages on the south and east. This is an appropriate design and street treatment for a busy commercial frontage.

E. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas will be screened

from adjoining residential uses and located so as to protect such residential uses from any injurious effect.

This is a renewal for an existing building and use, and does not necessarily trigger the parking standards. However, the ordinance would require the following:

- 1 space per employee and two spaces for each service bay (service station)
- 3 holding spaces for each washing stall (automobile wash)
- 1 space per 250 square feet of gross floor area (retail)

This results in approximately 35 parking spaces, queuing areas, or service stops required for this site. Between the service areas, queuing areas, 8 designated parking spaces with accessible parking stalls, and informal parking areas this site appears to comply with the ordinance requirement (despite no development or operational changes triggering a parking requirement). Further, there have been no problems or unusual difficulties with access reported in this area that impact other businesses or traffic flow on the street. As indicated under D., the site is appropriately landscaped based on the context and relationship to adjacent property and streets.

F. Adequate utility, drainage, and other such necessary facilities have been or will be provided.

The application is reuse of an existing building and site, with no site development activity. There are adequate utilities in the area, and there have been no reports of drainage issues caused by the existing site layout. The site was under a groundwater remediation and monitoring requirement from 1992 to 2005; however, that issue has been cleared by KDHE and there have been no other reports of issues.

G. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys.

There are no proposed changes to the access or intensity and operations on the site. The site has functioned properly under these conditions and there have been no reports of problems or unusual difficulties with access or traffic in this area due to the use or site layout.

H. Adjoining properties and the general public shall be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors or unnecessarily intrusive noises.

Storage of gasoline can produce environmental or hazardous material concerns, and underground storage tanks are subject to safety and remediation standards. Staff is not aware of any evidence of non-compliance or any other reports of problems or concerns regarding hazardous or toxic materials. The applicant shall be subject to all other applicable state or federal requirements for use, operation, and removal of tanks should the use change or be discontinued.

I. Architectural style and exterior materials are compatible with such style and materials used in the neighborhood in which the proposed building is to be built or located.

No changes are proposed for the building or site, and the site meets all applicable standards and conditions of previous approvals. Should any changes be proposed in the future the application shall be subject to the standards in effect at that time.

Recommendation:

Staff believes that the facts support the requisite findings for the Planning Commission to recommend, and the City Council to approve, the renewal of this application.

Consistent with prior similar applications, and since special use permits are revocable upon any violations of conditions or changed circumstances, staff recommends no specific time limit for this renewal. The recommended conditions are:

1. That canopy lighting be directed as closely as possible toward the work surface and that all outdoor lighting be in conformance with Section 19.34.50 Outdoor Lighting in the zoning ordinance.
 2. That if it is determined by KDHE that a remediation or monitoring system needs to be installed, the applicant shall apply for an amendment to the site plan through the Planning Commission.
 3. That since no changes are proposed to the service station, the site plan illustrating the existing development be approved as the site plan.
 4. That future changes and improvements to this site be handled as a site plan approval rather than an amendment to the special use permit.
 5. That the special use permit be valid for an unlimited time, but is revocable by the city due to any violations of the conditions or substantial changes in operations or conditions of the property or surrounding context.
 6. If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null and void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
 7. That the applicant shall maintain the landscaping and replace any plant materials as needed so that the integrity of the landscape screen is maintained throughout the life of the project.
-

Project Description

Requested Action*

Special Use Permit

Legal Description*

8120 Mission Rd

Applicant Information

What are you applying for?

Planning Commission

Applicant Name*

Mahmood Akbar

Address*

8120 Mission Road

Phone Number*

9136526662

E-Mail*

gumtala@live.com

Owner Name*

GPM

Location of Property*

8120 Mission Road

Owner Phone Number*

9136381421

Owner E-Mail*

gumtala@live.com

Applicant requests consideration of the following: (Describe proposal/request in detail)*

Special Use License Renewal

Acknowledgement

Applicant intends to file an application with the Prairie Village Planning Commission or the Prairie Village Board of Zoning Appeals of the City of Prairie Village, Kansas (City). As a result of the filing of said application, the City may incur certain expenses, such as publication costs, consulting fees, attorney fees and court reporter fees. Applicant hereby agrees to be responsible for and to the City for all costs incurred by the City as a result of said application. Said costs shall be paid within ten (10) days of receipt of any bill submitted by CITY to Applicant. It is understood that no requests granted by City or any of its commissions will be effective until all costs have been paid. Costs will be owed whether or not Applicant obtains the relief requested in the application.

Applicant Signature*

mahmood akbar

Jun 17, 2025

Date*

06/16/2025

July 15, 2025

NOTICE TO OWNERS OF AFFECTED PROPERTY

PLANNING COMMISSION

PRAIRIE VILLAGE, KANSAS

A renewal application for Shell Gas Station on 8120 Mission Rd has been filed by the Shell Gas Station Administrator dba Shell Gas Station and would authorize the continuation of the already operating as a Gas Station.

The property is in a C2 Zoning District. A public hearing will be held by the Planning Commission on August 5th, 2025, at the Council Chamber of the City Hall, 7700 Mission Rd., Prairie Village, KS. at which time you may appear, if you so desire, in person.

There will be an informational meeting held at 8120 Mission Road on Sunday, July 27th at 6:00 p.m. to discuss and answer any questions. We look forward to seeing you and hearing your feedback.

Sincerely,

Mahmood Akbar,

Shell Gas Station Operator

Neighbour hood meeting at 8120 mission rd

Mahmood AK gumtala@live.com

Good morning Adam,

meeting held yesterday at 6pm at the location. I put signs on store doors for meetings but no one show up. I have attached the attendees sheet that is empty. Please let me know.

Thank you

Mahmood

8120 mission road

Prairie village.

Shell gas station.



**EXCERPT OF PLANNING COMMISSION MINUTES
AUGUST 5, 2025**

PUBLIC HEARINGS

PC-25-13 Renewal of special use permit for service station, car wash, and convenience store
Station Corinth, LLC
8120 Mission Road
Zoning: C-2
Applicant: Mahmood Akbar

Mr. Brewster said that the applicant was requesting to renew a special use permit for a service station. The original permit was granted in 1991 and revised in 1992 to include a temporary groundwater remediation system. The permit was renewed again in 2002 and 2015, at which time it was specifically noted that KDHE had closed the groundwater remediation and monitoring in 2005. The 2015 renewal included the following conditions from the original 1991-92 special use permit:

1. That canopy lighting be directed as closely as possible toward the work surface and that all outdoor lighting be in conformance with Section 19.34.50 - Outdoor Lighting in the zoning regulations.
2. That if it is determined by KDHE that a remediation or monitoring system needs to be installed, the applicant shall apply for an amendment to the site plan through the planning commission.
3. That since no changes are proposed to the service station, the site plan illustrating the existing development be approved as the site plan.
4. That future changes and improvements to this site be handled as a site plan approval rather than an amendment to the special use permit.
5. That the special use permit be valid for a period of ten years.
6. If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null and void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
7. That the applicant shall maintain the landscaping and replace any plant materials as needed so that the integrity of the landscape screen is maintained throughout the life of the project.

Mr. Brewster said that there were no physical or operational changes proposed with the application. The property is zoned C-2 - General Business District, and the building and site meet all C-2 standards. Service stations with accessory car washes and retail stores are permitted uses in C-2, subject to review and approval of a special use permit. The permit application is accompanied by site plan demonstrating all facilities unchanged from the most recent site plan approved by the city.

Mr. Brewster noted that the planning commission is tasked with making findings of fact to support its recommendation to approve, conditionally approve, or disapprove special use permits. It is not necessary that a finding of fact be made for each factor. However, there should be a conclusion that the request should be approved or denied based upon consideration of as many factors as are applicable. The factors to be considered in approving or disapproving a special use permit are identified in Section 19.28.035:

- A. The proposed special use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations and use limitations.**

The building and site meet all standards of the C-2 zoning district.

- B. The proposed special use at the specified location will not adversely affect the welfare or convenience of the public.**

The proposal is a renewal for an existing building and use that was originally approved in 1991, and the most recent site construction was an approved site plan in 2015. No changes have occurred to the use, intensity, or physical nature of the site since that time, and none are proposed. The site is at the intersection of two major streets, opposite a commercial activity center. The property is zoned and used in a similar way to nearby properties, with compatible design and intensity of uses. The residentially zoned property to the north is used as an institutional use (The Corinth branch of the Johnson County Library). The site complies with all standards and will not adversely affect the welfare or convenience of the public.

- C. The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.**

There will not be any substantial injury to the value of other property and there are no changes proposed to how the use has been situated and operated in the past.

- D. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will so dominate the immediate neighborhood, consideration shall be given to:**

- 1. The location, size, nature and height of buildings, structures, walls, and fences on the site.**
- 2. The nature and extent of landscaping and screening on the site.**

There are no changes to the proposed site. It is situated on a corner and has access from both Mission Road and Somerset Drive. The property includes landscape buffers on the north and west (between parking) and streetscape buffers

with street trees and sidewalks on the public frontages on the south and east. This is an appropriate design and street treatment for a busy commercial frontage.

- E. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas will be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect.**

This is a renewal for an existing building and use, and does not necessarily trigger the parking standards. However, the ordinance would require the following:

- One space per employee and two spaces for each service bay (service station)
- Three holding spaces for each washing stall (automobile wash)
- One space per 250 square feet of gross floor area (retail)

This results in approximately 35 parking spaces, queuing areas, or service stops required for the site. Between the service areas, queuing areas, eight designated parking spaces with accessible parking stalls, and informal parking areas, the site appears to comply with the ordinance requirement (despite no development or operational changes triggering a parking requirement). Further, there have been no problems or unusual difficulties with access reported in this area that impact other businesses or traffic flow on the street. The site is appropriately landscaped based on the context and relationship to adjacent property and streets.

- F. Adequate utility, drainage, and other such necessary facilities have been or will be provided.**

The application is the reuse of an existing building and site, with no site development activity. There are adequate utilities in the area, and there have been no reports of drainage issues caused by the existing site layout. The site was under a groundwater remediation and monitoring requirement from 1992 to 2005; however, that issue was cleared by KDHE and there have been no other reports of issues.

- G. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys.**

There are no proposed changes to the access or intensity and operations on the site. The site has functioned properly under these conditions and there have been no reports of problems or unusual difficulties with access or traffic in this area due to the use or site layout.

- H. Adjoining properties and the general public shall be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors or unnecessarily intrusive noises.**

Storage of gasoline can produce environmental or hazardous material concerns, and underground storage tanks are subject to safety and remediation standards. Staff is not aware of any evidence of non-compliance or any other reports of problems or concerns regarding hazardous or toxic materials. The applicant shall be subject to all other applicable state or federal requirements for use, operation, and removal of tanks should the use change or be discontinued.

- I. **Architectural style and exterior materials are compatible with such style and materials used in the neighborhood in which the proposed building is to be built or located.**

No changes are proposed for the building or site, and the site meets all applicable standards and conditions of previous approvals. Should any changes be proposed in the future the application shall be subject to the standards in effect at that time.

Mr. Brewster said that staff believed the facts support the requisite findings for the planning commission to recommend, and the city council to approve, the renewal of this application. Consistent with prior similar applications, and since special use permits are revocable upon any violations of conditions or changed circumstances, staff recommends no specific time limit for this renewal. The recommended conditions are:

1. That canopy lighting be directed as closely as possible toward the work surface and that all outdoor lighting be in conformance with Section 19.34.50 - Outdoor Lighting in the zoning ordinance.
2. That if it is determined by KDHE that a remediation or monitoring system needs to be installed, the applicant shall apply for an amendment to the site plan through the planning commission.
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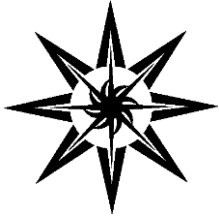
Mr. Valentino asked whether the special use permit would need to be renewed or reconsidered by the planning commission if ownership of the station were to change hands. Mr. Brewster said that a special use permit could be transferred to another owner subject to a signed statement that the new owner agrees to all prior conditions.

Mr. Birkel asked about landscape requirements for the site. Mr. Brewster said that the landscaping at the site met the requirements from the previous renewal.

Applicant Mahmood Akbar, 8120 Mission Road, was present to discuss the application. He noted that he had no objections to the recommended conditions.

Mr. Valentino opened the public hearing at 6:06 p.m. With no one present to speak, Mr. Valentino closed the public hearing at 6:07 p.m.

Ms. Temple made a motion to recommend approval of the special use permit renewal to the city council. The motion was seconded by Mr. Birkel and passed 5-0.



ADMINISTRATION

Council Meeting Date: September 2, 2025

PUBLIC HEARINGS - Revenue Neutral Rate and 2026 Budget Hearing

RECOMMENDATION

The City Council hold the Revenue Neutral Rate Hearing and 2026 Budget Hearing.

BACKGROUND

Per State Statute, the Governing Body must hold a public hearing for the adoption of the upcoming year's budget. Adoption of Senate Bill 13 amended the budget timeline and added an additional hearing requirement for cities exceeding the Revenue Neutral Rate. The hearings may be conducted at the same meeting.

The revenue neutral rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation. In Prairie Village, the 2026 revenue neutral rate would be 17.213 mills. Since the recommended budget requires 18.066 mills, a public hearing is required. Notice of intent to exceed the revenue neutral rate was provided to the County Clerk before July 20th. The hearing must occur between August 20th and September 20th.

The budget must be certified to the County Clerk by October 1st if exceeding the Revenue Neutral Rate. The preliminary 2026 budget was recommended for approval by City Council on June 2, 2025, and Council approved a resolution of intent to exceed the Revenue Neutral Rate on July 7, 2025. The attached hearing notice was published in The Legal Record on Tuesday, July 15, 2025, per state statute guidelines.

Following the Revenue Neutral Rate and Budget hearings, the Council must approve a resolution to exceed the Revenue Neutral Rate prior to adopting the 2026 budget. These actions will also occur on the September 2 agenda.

The total mill levy for 2026 is 18.066 mills, which is a reduction of approximately one quarter-mill. Complete budget information can be found on the [City's website](#).

ATTACHMENTS:

- 2026 Revenue Neutral Rate and Public Hearing Notice
 - State Budget Forms
-

Prepared By:

Jason Hannaman, Finance Director

Date: August 22, 2025

2026

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of
City of Prairie Village
will meet on September 2, 2025 at 6:00 p.m. at 7700 Mission Road for the purpose of hearing and
answering objections of taxpayers relating to the proposed use of all funds, the amount of ad valorem tax, and the Revenue Neutral Rate.
Detailed budget information is available at Prairie Village Municipal Office, 7700 Mission Road and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2026 Expenditures and Amount of 2025 Ad Valorem Tax establish the maximum limits of the 2026 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2024		Current Year Estimate for 2025		Proposed Budget for 2026		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2025 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	30,417,746	18.325	30,954,360	18.326	40,505,915	12,986,118	18.066
Debt Service	559,525		559,850		1,910,624		
Library							
Special Highway	603,260		600,000		962,257		
Solid Waste Management	2,098,312		2,190,581		2,543,739		
Stormwater Utility	1,650,000		1,650,000		2,268,538		
Special Parks	276,913		260,000		265,379		
Special Alcohol	303,076		285,026		286,569		
CID-Corinth	781,020		810,462		861,121		
CID-PV Shops	890,120		638,713		594,984		
Transient Guest Tax	323,891		446,500		663,247		
Non-Budgeted Funds-A	11,789,152						
Non-Budgeted Funds-B	3,653,361						
Totals	53,346,376	18.325	38,395,492	18.326	50,862,373	12,986,118	18.066
Revenue Neutral Rate**							17.213
Less: Transfers	11,431,228		10,821,179		11,690,725		
Net Expenditure	41,915,148		27,574,313		39,171,648		
Total Tax Levied	11,724,185		12,372,289		xxxxxxxxxxxxxxxxxx		
Assessed							
Valuation	639,791,155		675,130,446		718,815,346		
Outstanding Indebtedness, January 1,	2023		2024		2025		
G.O. Bonds	10,170,000		9,490,000		9,275,000		
Revenue Bonds	0		0		0		
Other	16,545,000		14,345,000		11,040,000		
Lease Purchase Principal	0		0		0		
Total	26,715,000		23,835,000		20,315,000		

*Tax rates are expressed in mills

** Revenue Neutral Rate as defined by KSA 79-2988

City of Prairie Village

Official Title: The governing body of

To the Clerk of Johnson County, State of Kansas

City of Prairie Village

certify that: (1) the hearing mentioned in the attached publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2026; and (3) the Amount(s) of 2025 Ad Valorem Tax are within statutory limitations.

Revenue Neutral Rate	17.213
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Governing Body

Page No. 1

Motor Vehicle Factor	<u>0.06886</u>			
Recreational Vehicle Factor	<u>0.00014</u>			
16/20M Vehicle Factor	<u>0.00004</u>			
Commercial Vehicle Factor	<u>0.00019</u>			
Watercraft Factor	<u>0.00000</u>			

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2024	Current Amount for 2025	Proposed Amount for 2026	Transfers Authorized by Statute
General	Capital Projects	6,684,530	5,455,000	5,540,000	12-1,118
General	Equipment Reserve	600,000	550,000	700,000	12-1,117
General	Bond & Interest	1,160,525	1,709,850	1,809,725	12-101
General	Economic Development	266,000	266,000	266,000	12-1,117
Special Highway	Capital Projects	603,260	600,000	600,000	12-1,118
Stormwater Utility	General	600,000	600,000	600,000	Charter Ord. 23
Stormwater Utility	Capital Projects	1,050,000	1,050,000	1,550,000	Charter Ord. 23
Special Parks	Capital Projects	276,913	290,329	260,000	12-1,118
Transient Guest Tax	Capital Projects	190,000	300,000	365,000	Charter Ord. 27
	Totals	11,431,228	10,821,179	11,690,725	
	Adjustments*				
	Adjusted Totals	11,431,228	10,821,179	11,690,725	

***Note:** Adjustments are required only if the transfer is being made in 2025 and/or 2026 from a non-budgeted fund.

City of Prairie Village

2026

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1, 2025	Date Due		Amount Due 2025		Amount Due 2026	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
Series 2019 Public Works Facility	12/19/2019	9/1/2049	3% -4.5%	9,890,000	9,275,000	3/1 & 9/1	9/1	334,850	225,000	324,725	235,000
Total G.O. Bonds					9,275,000			334,850	225,000	324,725	235,000
Revenue Bonds:											
Total Revenue Bonds					0			0	0	0	0
Other:											
Series 2021 Bonds (TIF)	12/9/2021	1/1/2036	2.875%-3.125%	18,040,000	11,040,000						
Series 2025 GO Temporary Notes	2/12/2025	3/1/2027	3%	4,745,000	0	3/1 & 9/1		78,688	0	142,350	0
Note: The Series 2021 Bonds are special, limited obligations of the City payable solely out of incremental tax revenues pursuant to the Bond Trust Indenture dated as of November 2021, relating to the Series 2021 Bonds. The City is under no obligation to levy any form of taxation or make any appropriation for the payment of the Series 2021 Bonds.											
Total Other					11,040,000			78,688	0	142,350	0
Total Indebtedness					20,315,000			413,538	225,000	467,075	235,000

City of Prairie Village

2026

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Item Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1, 2025	Payments Due 2025	Payments Due 2026
Totals					0	0	0

*****If leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.**

Page No. 6

City of Prairie Village

FUND PAGE - GENERAL

Adopted Budget General	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Resources Available:	41,170,496	40,886,711	27,519,797
Expenditures:			
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
Sub-Total detail page	0	0	0
Administration	3,616,408	3,686,521	3,973,607
Public Works	6,940,282	7,307,084	7,730,714
Police Department	8,619,228	9,331,446	9,992,000
Municipal Justice	646,027	686,041	722,865
Community Development	894,851	938,109	1,029,887
Parks & Community Programs	989,895	1,024,308	1,124,215
Transfer to Bond & Interest Fund	1,160,525	1,514,850	1,809,725
Transfer to Capital Projects Fund	6,684,530	5,650,000	5,540,000
Transfer to Risk Management Fund	0	0	0
Transfer to Equipment Reserve	600,000	550,000	700,000
Transfer to Economic Development	266,000	266,000	266,000
Cash Forward (2026 column)			7,116,902
Miscellaneous			500,000
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	30,417,746	30,954,360	40,505,915
Unencumbered Cash Balance Dec 31	10,752,750	9,932,351	xxxxxxxxxxxxxxxxxxxxxxx
2024/2025/2026 Budget Authority Amount:	38,258,644	39,111,599	40,505,915
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			40,505,915
Tax Required			12,986,118
Delinquent Comp Rate:	0.0%		0
Amount of 2025 Ad Valorem Tax			12,986,118

CPA Summary

City of Prairie Village

2026

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
Debt Service	Actual for 2024	Estimate for 2025	Year for 2026
Unencumbered Cash Balance Jan 1	40,385	650,559	655,559
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Transfer from General Fund	1,160,525	559,850	1,809,725
Interest on Idle Funds	9,174	5,000	5,190
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,169,699	564,850	1,814,915
Resources Available:	1,210,084	1,215,409	2,470,474
Expenditures:			
Principal & Interest	559,525	559,850	1,809,725
Infrastructure		0	0
Cash Basis Reserve (2026 column)			100,899
Miscellaneous			
Does miscellaneous exceed 10% of Total Ex			
Total Expenditures	559,525	559,850	1,910,624
Unencumbered Cash Balance Dec 31	650,559	655,559	XXXXXXXXXXXXXXX
2024/2025/2026 Budget Authority Amount	1,749,147	1,762,451	1,910,624
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			1,910,624
Tax Required			0
Delinquent Comp Rate: 0.0%			0
Amount of 2025 Ad Valorem Tax			0

Adopted Budget	Prior Year	Current Year	Proposed Budget
Library	Actual for 2024	Estimate for 2025	Year for 2026
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	0	0	0
Resources Available:	0	0	0
Expenditures:			
Miscellaneous			
Does miscellaneous exceed 10% of Total Ex			
Total Expenditures	0	0	0
Unencumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXX
2024/2025/2026 Budget Authority Amount	0	0	0
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			0
Tax Required			0
Delinquent Comp Rate: 0.0%			0
Amount of 2025 Ad Valorem Tax			0

CPA Summary

City of Prairie Village

2026

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Highway	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	263,166	309,816	333,076
Receipts:			
State of Kansas Gas Tax	623,315	603,260	605,430
County Transfers Gas		0	0
Interest on Idle Funds	26,595	20,000	23,751
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	649,910	623,260	629,181
Resources Available:	913,076	933,076	962,257
Expenditures:			
Transfer to Capital Projects Fund	603,260	600,000	600,000
Cash Forward (2026 column)			362,257
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	603,260	600,000	962,257
Unencumbered Cash Balance Dec 31	309,816	333,076	0
2024/2025/2026 Budget Authority Amount	847,897	902,168	962,257

Adopted Budget

Solid Waste Management	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	313,075	341,697	312,179
Receipts:			
Licenses & Permits	1,875	2,000	2,000
Charges for Services	2,074,488	2,113,063	2,183,560
Misc.	859	1,000	1,000
Interest on Idle Funds	49,712	45,000	45,000
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	2,126,934	2,161,063	2,231,560
Resources Available:	2,440,009	2,502,760	2,543,739
Expenditures:			
Solid Waste & Recycle Collection	2,056,308	2,137,497	2,208,618
Personnel Services	42,004	52,084	51,483
Commodities		1,000	1,000
Cash Forward (2026 column)			282,638
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	2,098,312	2,190,581	2,543,739
Unencumbered Cash Balance Dec 31	341,697	312,179	0
2024/2025/2026 Budget Authority Amount	2,374,838	2,463,924	2,543,739

CPA Summary

City of Prairie Village

2026

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
Stormwater Utility	Actual for 2024	Estimate for 2025	Year for 2026
Unencumbered Cash Balance Jan 1	451,875	534,505	601,505
Receipts:			
Licenses & Permits	13,670	12,000	5,000
Charges for Services	1,653,326	1,650,000	1,637,312
Interest on Idle Funds	65,634	55,000	24,721
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,732,630	1,717,000	1,667,033
Resources Available:	2,184,505	2,251,505	2,268,538
Expenditures:			
Transfer to General Fund	600,000	600,000	600,000
Transfer to Capital Projects Fund	1,050,000	1,050,000	1,550,000
Transfer to Bond & Interest Fund			
Cash Forward (2026 column)			118,538
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,650,000	1,650,000	2,268,538
Unencumbered Cash Balance Dec 31	534,505	601,505	0
2024/2025/2026 Budget Authority Amount	2,073,877	2,156,220	2,268,538

Adopted Budget

	Prior Year	Current Year	Proposed Budget
Special Parks	Actual for 2024	Estimate for 2025	Year for 2026
Unencumbered Cash Balance Jan 1	130,128	77,507	41,769
Receipts:			
Liquor Tax	218,200	219,262	219,285
Interest on Idle Funds	6,092	5,000	4,325
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	224,292	224,262	223,610
Resources Available:	354,420	301,769	265,379
Expenditures:			
Transfer to Capital Projects Fund	276,913	260,000	260,000
Cash Forward (2026 column)			5,379
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	276,913	260,000	265,379
Unencumbered Cash Balance Dec 31	77,507	41,769	0
2024/2025/2026 Budget Authority Amount	276,913	297,623	265,379

CPA Summary

City of Prairie Village

2026

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Alcohol	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	94,447	84,905	47,731
Receipts:			
Liquor Tax	218,200	217,852	219,285
Revenue Contingency	69,362	25,000	15,000
Interest on Idle Funds	5,972	5,000	4,553
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	293,534	247,852	238,838
Resources Available:	387,981	332,757	286,569
Expenditures:			
Public Safety	143,211	163,079	141,156
Alcohol Programs	159,865	121,947	145,413
Cash Forward (2026 column)			0
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	303,076	285,026	286,569
Unencumbered Cash Balance Dec 31	84,905	47,731	0
2024/2025/2026 Budget Authority Amount	308,662	375,453	286,569

Adopted Budget

CID-Corinth	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	237,741	211,897	131,435
Receipts:			
Sales Tax	749,202	725,000	725,000
Interest on Idle Funds	5,974	5,000	4,686
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	755,176	730,000	729,686
Resources Available:	992,917	941,897	861,121
Expenditures:			
Urban Planning & Management	781,020	810,462	861,121
Cash Forward (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	781,020	810,462	861,121
Unencumbered Cash Balance Dec 31	211,897	131,435	0
2024/2025/2026 Budget Authority Amount	781,020	810,462	861,121

CPA Summary

City of Prairie Village

2026

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget CID-PV Shops	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	351,682	51,388	2,675
Receipts:			
Sales Tax	583,143	585,000	585,000
Interest on Idle Funds	6,683	5,000	7,309
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	589,826	590,000	592,309
Resources Available:	941,508	641,388	594,984
Expenditures:			
Urban Planning & Management	890,120	638,713	594,984
Cash Forward (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	890,120	638,713	594,984
Unencumbered Cash Balance Dec 31	51,388	2,675	0
2024/2025/2026 Budget Authority Amount	940,606	638,713	594,984

Adopted Budget

	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Transient Guest Tax			
Unencumbered Cash Balance Jan 1	233,368	300,745	249,245
Receipts:			
Transient Guest Tax	380,581	385,000	400,000
Interest on Idle Funds	10,687	10,000	14,002
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	391,268	395,000	414,002
Resources Available:	624,636	695,745	663,247
Expenditures:			
Urban Planning & Management	133,891	146,500	233,500
Transfer to Capital Projects	190,000	300,000	365,000
Cash Forward (2026 column)			64,747
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	323,891	446,500	663,247
Unencumbered Cash Balance Dec 31	300,745	249,245	0
2024/2025/2026 Budget Authority Amount	416,394	599,809	663,247

CPA Summary

0

NON-BUDGETED FUNDS (A)
(Only the actual budget year for 2024 is reported)

2026

Non-Budgeted Funds-A

(1) Fund Name: (2) Fund Name: (3) Fund Name: (4) Fund Name: (5) Fund Name:

Capital Projects		Risk Management Reser		Economic Development		Equipment Reserve		Grants		
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	3,973,099	Cash Balance Jan 1	261,311	Cash Balance Jan 1	114,726	Cash Balance Jan 1	964,277	Cash Balance Jan 1	544,542	5,857,955

Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Intergovernmental	3,949,411	Transfer from General Fund		Interest on Idle Funds	6,399	Trans fr General Fund	600,000	Intergovernmental		
Trans fr General Fund	6,684,530	Interest on Idle	6,391	Transfer from General	266,000	Interest on Idle Funds	36,830			
Trans fr Spec Highway	603,260	Miscellaneous	5,625							
Trans fr Spec Park	276,913									
Trans fr Stormwater	1,050,000									
Trans fr TGT	190,000									
Interest / Misc	163,816									
Total Receipts	12,917,930	Total Receipts	12,016	Total Receipts	272,399	Total Receipts	636,830	Total Receipts	0	13,839,175
Resources Available:	16,891,029	Resources Available:	273,327	Resources Available:	387,125	Resources Available:	1,601,107	Resources Available:	544,542	19,697,130

Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Infrastructure	11,206,642	Insurance Deductibles	8,456	Community Develop	195,202	Equipment Purchases	378,852	Community Develop		
Total Expenditures	11,206,642	Total Expenditures	8,456	Total Expenditures	195,202	Total Expenditures	378,852	Total Expenditures	0	11,789,152
Cash Balance Dec 31	5,684,387	Cash Balance Dec 31	264,871	Cash Balance Dec 31	191,923	Cash Balance Dec 31	1,222,255	Cash Balance Dec 31	544,542	7,907,978 **
									7,907,978	**

**Note: These two block figures should agree.

CPA Summary									
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0

NON-BUDGETED FUNDS (B)
(Only the actual budget year for 2024 is reported)

2026

Non-Budgeted Funds-B

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Meadowbrook TIF		ARPA		0		0		0		
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Dec 31	148,402	Cash Balance Dec 31	1,591,542	Cash Balance Dec 31		Cash Balance Dec 31		Cash Balance Dec 31		1,739,944
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Incr Property Tax	3,574,981	Federal Funds	0							
Interest on Idle Funds	7,202	Interest on Idle Funds	61,041							
Miscellaneous										
Total Receipts	3,582,183	Total Receipts	61,041	Total Receipts	0	Total Receipts	0	Total Receipts	0	3,643,224
Resources Available:	3,730,585	Resources Available:	1,652,583	Resources Available:	0	Resources Available:	0	Resources Available:	0	5,383,168
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Urban mgmt & planning	10,000	Urban mgmt & planning	112,137							
Debt Service	3,531,224	Infrastructure	0							
		Capital Outlay	0							
Total Expenditures	3,541,224	Total Expenditures	112,137	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	3,653,361
Cash Balance Dec 31	189,361	Cash Balance Dec 31	1,540,446	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	1,729,807
										1,729,807

** Note: These two block figures should agree.

CPA Summary



City of Prairie Village 2026 Budget Adoption

- City Council Meeting
- September 2, 2025



Budget Process Recap

2

- **March:** Preliminary 2026 budget goals and objectives reviewed and approved
- **April:** Insurance cost assumptions and revenue estimates reviewed
- **May:** Finance Committee reviewed and voted to advance the preliminary 2026 budget, City Council reviewed preliminary CIP
- **June 2:** City Council approved the preliminary 2026 budget
- **July 7:** City Council approved the notice to Exceed Revenue Neutral Rate and permission to publish the 2026 budget



General Fund Budget Highlights

3

- The “all in number” for expenditures in the 2026 General Fund represents a 4.3% increase in comparison to the 2025 Budget - \$33,389,013 versus \$32,005,383. This follows a 1.3% increase in the prior year’s budget.
- The proposed \$33,389,013 budget includes:
 - Operational budget requests in all expenditure categories
 - Continuing the compensation program implemented by the 2022 salary study as well as last year’s Police Department market increases. This includes internal review of market and adjustments where needed for equity or compression
 - Full funding by transfer from General Fund to CIP to fund 2026 CIP projects
 - Continued transfers to Bond & Interest fund for Municipal Complex Improvements debt service



Mill Levy Reduction

4

- The budget as previously advanced by Council includes approximately a quarter-mill reduction in the mill levy, from 18.326 to 18.066 mills. If this reduction is adopted, the General Fund would be slightly over a target 25% fund balance.
 - Note that given historical trends to hold mill levy flat, this also means that future years' revenue will also be lowered.
 - Staff feels that given the proposed bills at the state level that could lead to future property tax revenue growth not keeping pace with inflationary costs, this mill levy cut is a measured, conservative way to reduce tax burden while staying flexible given an unknown legislative future.
 - Additionally, the county-wide Public Safety Sales tax provides approximately \$700,000 per year in current revenue. Renewal of this tax was scheduled to be on the ballot in November 2025, but now has uncertain timing due to the recent Attorney General opinion.



Preliminary 2026 Budget at a Glance

5

Prairie Village 2026 Budget at a Glance

Property Tax Mill Levy Rate	18.066
<i>(one-quarter mill reduction)</i>	
Total Assessed Valuation	\$718,815,346
Stormwater Utility Fee per Square Foot of Impervious Area	\$0.04
Total Housing Units	10,417
Population (2024 Estimate)	22,919
Total General Fund Budget	\$33,389,013
Annual City Tax Liability - Median House	\$905
Monthly City Tax Liability - Median House	\$75
Existing outstanding G.O. Debt at Dec. 31, 2025	\$9,050,000
Projected new G.O. Debt, Municipal Complex	est. \$27,000,000



Median Prairie Village Home

6

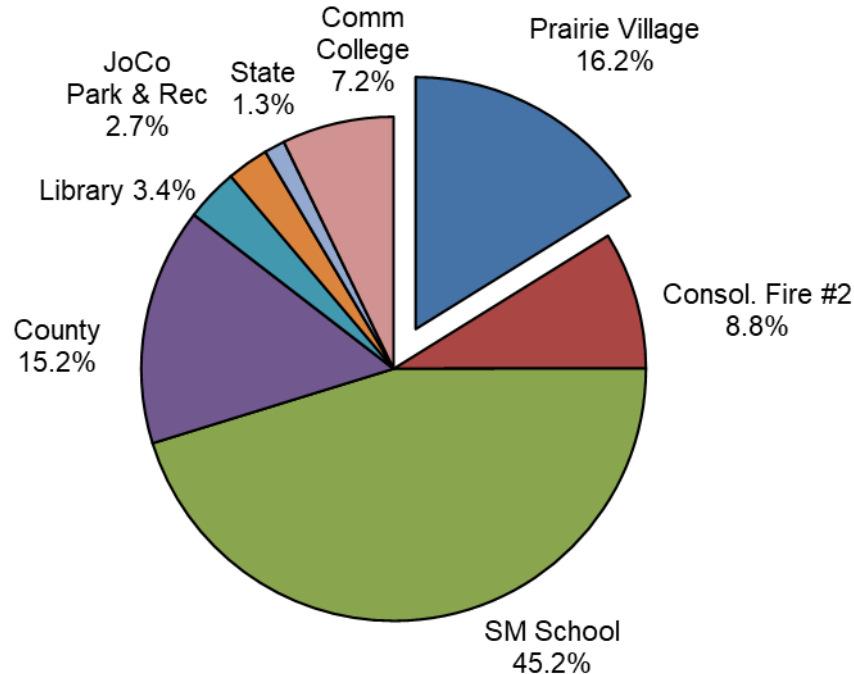
Year	Mill Levy Rate	Median Home Appraised Value	Prairie Village Annual Cost	Prairie Village Monthly Cost
2021 for 2022	19.322	\$309,900	\$689	\$57.42
2022 for 2023	18.309	\$344,400	\$725	\$60.42
2023 for 2024	18.325	\$387,050	\$816	\$68.00
2024 for 2025	18.326	\$404,500	\$852	\$71.00
2025 for 2026	18.076	\$435,550	\$905	\$75.42



Mill Levy: 2024 Taxes Levied for 2025

7

2024 Taxes Levied for 2025





Mill Levy Comparisons

8

Johnson County Cities 2024 Mill Levies On each \$1,000 Tangible Assessed Valuation

City	Mill Levy					Total
	City	Fire	Bond & Interest	Stormwater	Other	
Edgerton	29.672	14.296				43.968
Bonner Springs	29.014		6.118		3.702	38.834
Spring Hill C/F	21.432	13.794	1.315		0.223	36.764
Roeland Park	24.650	10.008	0.850			35.508
De Soto	12.370	20.961	1.400			34.731
Mission Hills	21.960	10.008	0.806			32.774
Gardner	12.576	14.296	5.596			32.468
Westwood Hills	21.726	10.008				31.734
Westwood	20.702	10.008	0.497			31.207
Fairway	18.950	10.008	0.979			29.937
Mission	18.507	10.008				28.515
Prairie Village	18.326	10.008	-			28.334
Lenexa	22.110		4.849			26.959
Merriam	26.694		-			26.694
Leawood	18.711		4.803			23.514
Olathe C/F	8.735	1.743	9.776		3.063	23.317
Shawnee	17.892	1.396	3.961			23.249
Overland Park	13.577			0.961		14.538

S: 2024 Mill Levy Report for All Taxing Units - Johnson County, Kansas worksheet
found on the Johnson County Dept of Records & Tax Administration website.



Revenue Neutral Rate Overview

9

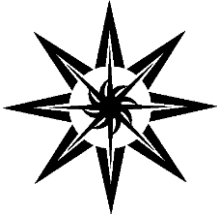
- During the 2021 Kansas legislative session, the tax lid was removed and the legislature enacted SB13 and HB2104, establishing new notice and public hearing requirements **if the proposed budget will exceed the property tax levy's revenue neutral rate.**
- The revenue neutral rate is **the tax rate in mills that will generate the same property tax in dollars as the previous tax year** using the current tax year's total assessed valuation.
- Because the 2026 budget exceeds the Revenue Neutral Rate of 17.213, a hearing is required. The hearing can occur on the same night as the budget public hearing.
- The Council must consider a resolution to exceed the Revenue Neutral Rate prior to adopting the budget.



Next Steps

10

- ❑ **September 2** Hold Revenue Neutral Rate and 2026 Budget Public Hearing
- ❑ **September 2** Adopt Revenue Neutral Rate Resolution
- ❑ **September 2** Adopt 2026 Budget
- ❑ **Sept./Oct.** Finalize 2026 Budget Book and Submit to the GFOA
- ❑ **October 1** Submission of the budget to the County Clerk by October 1st



ADMINISTRATION

Council Meeting Date: September 2, 2025

COU2025-37

Consider Resolution 2025-08 Approving a Tax Rate of Mill Levy Rate In Excess of the Revenue Neutral Rate for the 2026 Budget Year

SUGGESTED MOTION

Move to approve a Resolution Approving a Tax Rate or Mill Levy Rate In Excess of the Revenue Neutral Rate for the 2026 Budget Year.

BACKGROUND

Over the last several months the Council and staff have worked to develop the 2026 budget. The City Council approved the preliminary budget on June 2, and approved the notice to exceed the Revenue Neutral Rate on July 7. The budget maintains the same level of services as the 2025 Budget. The 2026 proposed budget has a total mill rate of 18.066, which is a cut of approximately one-quarter mill from 2025's rate of 18.326. The final mill rate may vary slightly based on the results of any ongoing appraisal appeals.

Per K.S.A. 79-2988, the proposed budget will require a Revenue Neutral Rate hearing to exceed the revenue neutral rate provided by the County Clerk. The revenue neutral rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation. In Prairie Village, the revenue neutral rate would be 17.213 mills. Since the recommended budget requires 18.066 mills, a public hearing is required. Notice of intent to exceed the revenue neutral rate was provided to the County Clerk before July 20th and the notice was published on July 15th, 2025.

The public hearing will occur during the Tuesday, September 2, 2025 meeting. The adoption of the 2026 budget will occur following the adoption of the Revenue Neutral Rate resolution.

ATTACHMENTS:

- 2026 Revenue Neutral Rate and Public Hearing Notice
- Resolution of Approval to Exceed Revenue Neutral Rate

Prepared By:
Jason Hannaman, Finance Director
Date: August 22, 2025

RESOLUTION NO. 2025-08

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE, KANSAS, APPROVING A TAX RATE OR MILL LEVY RATE IN EXCESS OF THE REVENUE NEUTRAL RATE FOR THE 2026 BUDGET YEAR.

WHEREAS, pursuant to 2021 Kansas Senate Bill No. 13, as amended by 2021 Kansas House Bill 2104, as the same may be codified (the "Act"), the Clerk of Johnson County, Kansas, has calculated and notified the City of Prairie Village, Kansas (the "City") that, for the City's 2026 budget year, the City's "revenue neutral rate" (as such term is defined by the Act) is 17.213 mills (for informational purposes only, one mill is equal to 1/1000th of a Dollar of assessed value);

WHEREAS, the Act further provides that no tax rate in excess of the revenue neutral rate shall be levied by the Governing Body of the City except in accordance with procedures established under the Act;

WHEREAS, the Governing Body of the City adopted Resolution No. 2025-06 on July 7, 2025, calling for a public hearing considering exceeding the revenue neutral rate to be held by the Governing Body on September 2, 2025;

WHEREAS, the public hearing was held on September 2, 2025, with an opportunity for all interested persons to be heard regarding the matter of exceeding the revenue neutral rate; and

WHEREAS, in accordance with the provisions of the Act, at such public hearing and after the Governing Body heard from interested taxpayers, the Governing Body voted on and approved this Resolution by majority vote of the Governing Body.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE, KANSAS:

Section 1. Approval to Exceed Revenue Neutral Rate; Approved Tax Rate. Pursuant to the Act, the City, by and through its Governing Body, hereby approves exceeding the revenue neutral rate. The City's approved tax/mill levy rate for the 2026 budget year is 18.066 mills, which amount does not exceed the amount of the proposed tax rate set forth in Resolution No. 2025-06.

Section 2. Effective Date. This resolution shall be effective upon its adoption by the Governing Body of the City of Prairie Village, Kansas.

ADOPTED this ____ day of _____, 2025, by majority vote of the Governing Body.

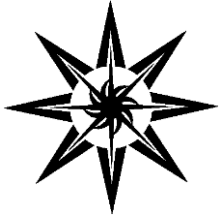
Eric Mikkelsen, Mayor

ATTEST:

Adam Geffert, City Clerk

APPROVED AS TO FORM:

Alex Aggen, City Attorney



ADMINISTRATION

Council Meeting Date: September 2, 2025

COU2025-38

Consider 2026 Budget Adoption

RECOMMENDATION

The City Council adopt the 2026 Budget.

SUGGESTED MOTION

Move that the City Council adopt the 2026 Budget as certified in the amount of \$50,862,373 with ad valorem tax in the amount of \$12,986,118.

BACKGROUND

Over the last several months the Council and staff have worked to develop the 2026 budget. The City Council approved the preliminary budget on June 2, and approved the notice to exceed the Revenue Neutral Rate on July 7. The budget maintains the same level of services as the 2025 Budget. The 2026 proposed budget has a total mill rate of 18.066, which is a cut of approximately one-quarter mill from 2025's rate of 18.326. The final mill rate may vary slightly based on the results of any ongoing appraisal appeals.

The City will hold the required Revenue Neutral Rate and 2026 Budget Hearing on September 2, prior to adopting a Resolution to Exceed the Revenue Neutral Rate. Both steps must occur prior to budget adoption.

Once submitted to the County Clerk the budget sets the budget authority for each fund. The City is authorized by K.S.A. 79-2929a to amend the budget before December 31 to spend money not in the original budget. The additional expenditures have to be made from existing revenue and cannot require additional tax levies.

Additional budget information can be found on the [City's website](#) or in the attached 2026 Budget Book.

ATTACHMENTS:

- 2026 Recommended Budget Document
-

Prepared By:

Jason Hannaman, Finance Director

Date: August 22, 2025

2026 BUDGET

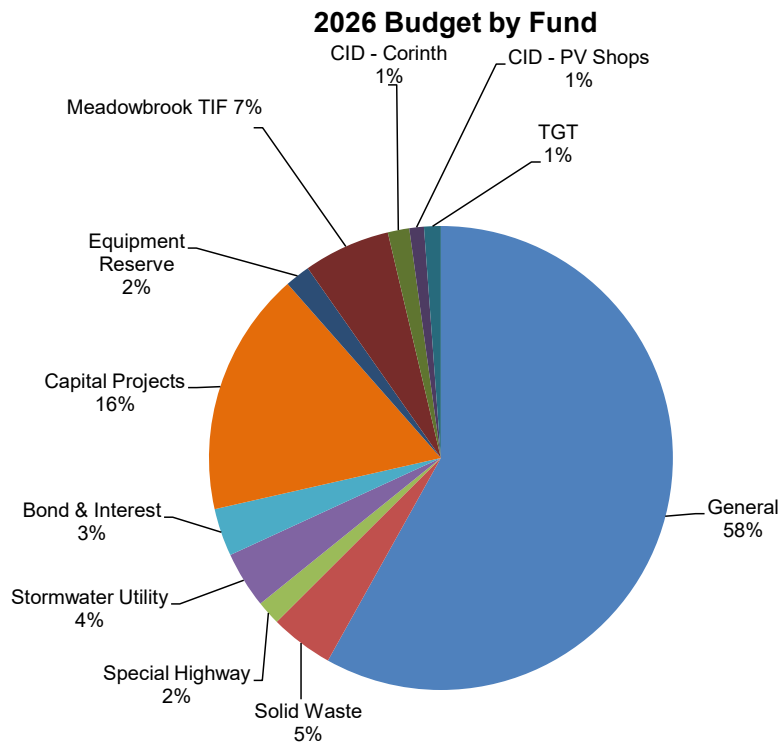
City of Prairie Village, Kansas

Recommended
budget as of
September 2,
2025



2026 Budget by Fund

Fund	2023 Actual	2024 Actual	2025 Budget	2026 Budget
General	\$ 27,851,685	\$ 30,417,745	\$ 32,005,383	\$ 33,389,013
Solid Waste	2,036,937	2,098,312	2,463,924	2,543,739
Special Highway	619,880	603,260	902,168	962,257
Stormwater Utility	1,600,000	1,650,000	2,156,220	2,268,538
Special Parks & Rec	157,091	276,913	297,623	265,379
Special Alcohol	207,567	303,076	375,453	286,569
Bond & Interest	1,048,000	559,525	1,762,451	1,910,624
Capital Projects	13,129,083	11,206,642	8,774,000	9,790,000
Risk Management Reserve	6,674	8,456	260,012	40,000
Economic Development	383,727	195,202	420,035	204,000
Equipment Reserve	248,323	378,852	1,359,484	1,010,000
Meadowbrook TIF	2,464,733	3,541,224	3,609,441	3,479,027
CID - Corinth	696,043	781,020	810,462	861,121
CID - PV Shops	730,365	890,120	638,713	594,984
ARPA	1,859,712	112,137	-	-
Transient Guest Tax	499,457	323,891	599,809	663,247
Total	\$ 53,539,277	\$ 53,346,375	\$ 56,435,178	\$ 58,268,498



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

General Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 11,079,472	\$ 11,317,714	\$ 9,699,708	\$ 10,752,750	\$ 9,932,351
Revenues:					
Property Taxes	9,532,181	10,935,932	11,592,854	11,560,000	12,216,169
Sales Taxes	6,872,250	6,914,137	6,660,000	6,760,000	6,790,000
Use Tax	2,854,934	3,007,476	2,785,000	2,850,000	2,960,000
Motor Vehicle Tax	827,826	816,783	831,586	827,600	856,639
Liquor Tax	208,944	218,200	219,262	219,262	219,285
Franchise Fees	1,993,683	1,901,281	1,897,250	1,922,250	1,902,250
Licenses & Permits	961,735	1,119,183	920,025	996,700	1,001,700
Intergovernmental	-	13,109	-	415,000	-
Charges for Services	2,061,196	2,212,904	2,350,100	2,357,140	2,406,500
Fines & Fees	684,269	667,995	683,700	608,700	683,700
Recreational Fees	501,225	564,439	480,500	480,500	480,500
Interest on Investments	736,540	539,437	239,679	375,000	239,679
Miscellaneous	255,145	341,905	151,935	161,809	217,142
Total Revenue	27,489,927	29,252,781	28,811,891	29,533,961	29,973,564
Transfers from Other funds:					
Transfer from Stormwater Utility Fund	600,000	600,000	600,000	600,000	600,000
Total	600,000	600,000	600,000	600,000	600,000
Total Sources	28,089,927	29,852,781	29,411,891	30,133,961	30,573,564
Expenditures:					
Personnel Services	13,817,500	14,846,468	16,106,447	15,703,786	16,674,575
Contract Services	5,772,754	5,591,225	6,090,536	5,968,725	6,383,463
Commodities	759,257	989,683	1,044,850	1,023,953	1,034,500
Capital Outlay	303,945	279,314	282,700	277,046	480,750
Contingency	-	-	500,000	-	500,000
Total Expenditures	20,653,456	21,706,690	24,024,533	22,973,510	25,073,288
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	5,284,229	6,684,530	5,455,000	5,650,000	5,540,000
Transfer to Bond & Interest Fund	1,048,000	1,160,525	1,709,850	1,514,850	1,809,725
Add'l Transfer-Municipal Complex Plannin	-	-	-	-	-
Transfer to Economic Development Fund	266,000	266,000	266,000	266,000	266,000
Transfer to Equipment Reserve Fund	600,000	600,000	550,000	550,000	700,000
Total	7,198,229	8,711,055	7,980,850	7,980,850	8,315,725
Total Uses	27,851,685	30,417,745	32,005,383	30,954,360	33,389,013
Sources Over(Under) Uses	238,242	(564,964)	(2,593,492)	(820,399)	(2,815,449)
Fund Balance @ 12/31	\$ 11,317,714	\$ 10,752,750	\$ 7,106,216	\$ 9,932,351	\$ 7,116,902

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

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

Solid Waste Management Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 226,138	\$ 313,075	\$ 302,861	\$ 341,697	\$ 312,179
Revenues:					
Licenses & Permits	2,725	1,875	2,000	2,000	2,000
Charges for Services	2,072,731	2,074,488	2,113,063	2,113,063	2,183,560
Interest on Investments	48,418	49,712	45,000	45,000	45,000
Miscellaneous	-	859	1,000	1,000	1,000
Total Revenue	2,123,874	2,126,934	2,161,063	2,161,063	2,231,560
 Total Sources	 2,123,874	 2,126,934	 2,161,063	 2,161,063	 2,231,560
Expenditures:					
Personnel Services	45,713	42,004	51,658	52,084	51,483
Contract Services	1,991,224	2,056,308	2,137,497	2,137,497	2,208,618
Commodities	-	-	1,000	1,000	1,000
Contingency	-	-	273,769	-	282,638
Total Expenditures	2,036,937	2,098,312	2,463,924	2,190,581	2,543,739
 Total Uses	 2,036,937	 2,098,312	 2,463,924	 2,190,581	 2,543,739
Sources Over(Under) Uses	86,937	28,622	(302,861)	(29,518)	(312,179)
Fund Balance @ 12/31	\$ 313,075	\$ 341,697	\$ -	\$ 312,179	\$ -

Funding Sources: Special assessments on property tax bills.

Expenditures: In 2017 the City contracted with Republic Trash Services for solid waste collection, recycling, composting services and large item pick up as well as a portion of the City's administrative costs including personal services and supplies. The 2026 budget includes a 3.25% contractual increase.

2021 Assessment: \$218.00
 2022 Assessment: \$227.00
 2023 Assessment: \$245.00
 2024 Assessment: \$244.00
 2025 Assessment: \$248.00
 2026 Assessment: \$256.00

Special Highway Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 236,856	\$ 263,166	\$ 283,676	\$ 309,816	\$ 333,076
Revenues:					
Intergovernmental	613,192	623,315	603,260	603,260	605,430
Interest on Investments	32,998	26,595	15,232	20,000	23,751
Total Revenue	646,190	649,910	618,492	623,260	629,181
Total Sources	646,190	649,910	618,492	623,260	629,181
Expenditures:					
Personnel Services	-	-	-	-	-
Contract Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Infrastructure	-	-	-	-	-
Contingency	-	-	302,168	-	362,257
Total Expenditures	-	-	302,168	-	362,257
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	619,880	603,260	600,000	600,000	600,000
Total	619,880	603,260	600,000	600,000	600,000
Total Uses	619,880	603,260	902,168	600,000	962,257
Sources Over(Under) Uses	26,310	46,650	(283,676)	23,260	(333,076)
Fund Balance @ 12/31	\$ 263,166	\$ 309,816	\$ -	\$ 333,076	\$ -

Funding Sources: State gasoline tax (per gallon)

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

Stormwater Utility Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 341,180	\$ 451,875	\$ 489,187	\$ 534,505	\$ 601,505
Revenues:					
Licenses & Permits	9,393	13,670	5,000	12,000	5,000
Charges for Services	1,634,451	1,653,326	1,637,312	1,650,000	1,637,312
Interest on Investments	66,851	65,634	24,721	55,000	24,721
Total Revenue	1,710,695	1,732,630	1,667,033	1,717,000	1,667,033
Total Sources	1,710,695	1,732,630	1,667,033	1,717,000	1,667,033
Expenditures:					
Contingency	-	-	506,220	-	118,538
Total Expenditures	-	-	506,220	-	118,538
Transfers to Other Funds:					
Transfer to General Fund	600,000	600,000	600,000	600,000	600,000
Transfer to Bond & Interest Fund	-	-	-	-	-
Transfer to Capital Infrastructure Fund	1,000,000	1,050,000	1,050,000	1,050,000	1,550,000
Total	1,600,000	1,650,000	1,650,000	1,650,000	2,150,000
Total Uses	1,600,000	1,650,000	2,156,220	1,650,000	2,268,538
Sources Over(Under) Uses	110,695	82,630	(489,187)	67,000	(601,505)
Fund Balance @ 12/31	\$ 451,875	\$ 534,505	\$ -	\$ 601,505	\$ -

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

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

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

Special Park & Recreation Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 71,393	\$ 130,128	\$ 76,067	\$ 77,507	\$ 41,769
Revenues:					
Liquor Tax	208,944	218,200	219,262	219,262	219,285
Interest on Investments	6,882	6,092	2,294	5,000	4,325
Total Revenue	215,826	224,292	221,556	224,262	223,610
Total Sources	215,826	224,292	221,556	224,262	223,610
Expenditures:					
Contingency	-	-	7,294	-	5,379
Total Expenditures	-	-	7,294	-	5,379
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	157,091	276,913	290,329	260,000	260,000
Total	157,091	276,913	290,329	260,000	260,000
Total Uses	157,091	276,913	297,623	260,000	265,379
Sources Over(Under) Uses	58,735	(52,621)	(76,067)	(35,738)	(41,769)
Fund Balance @ 12/31	\$ 130,128	\$ 77,507	\$ -	\$ 41,769	\$ -

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

Expenditures: Park and pool improvements.

Special Alcohol Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 23,988	\$ 94,447	\$ 128,603	\$ 84,905	\$ 47,731
Revenues:					
Liquor Tax	208,944	218,200	219,262	217,852	219,285
Interest on Investments	6,797	5,972	2,588	5,000	4,553
Miscellaneous	62,285	69,362	25,000	25,000	15,000
Total Revenue	278,026	293,534	246,850	247,852	238,838
Total Sources	278,026	293,534	246,850	247,852	238,838
Expenditures:					
Personnel Services	115,543	129,269	146,079	146,079	124,156
Contract Services	80,727	159,865	115,618	121,947	145,413
Commodities	11,297	13,942	17,000	17,000	17,000
Capital Outlay	-	-	-	-	-
Contingency	-	-	96,756	-	-
Total Expenditures	207,567	303,076	375,453	285,026	286,569
Total Uses	207,567	303,076	375,453	285,026	286,569
Sources Over(Under) Uses	70,459	(9,542)	(128,603)	(37,174)	(47,731)
Fund Balance @ 12/31	\$ 94,447	\$ 84,905	\$ -	\$ 47,731	\$ -

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

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

Bond & Interest Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 35,836	\$ 40,385	\$ 50,385	\$ 650,559	\$ 655,559
Revenues:					
Property Taxes	-	-	-	-	-
Motor Vehicle Tax	-	-	-	-	-
Interest on Investments	4,549	9,174	2,216	5,000	5,190
Total Revenue	4,549	9,174	2,216	5,000	5,190
Transfers from Other funds:					
Transfer from General Fund	1,048,000	1,160,525	1,709,850	559,850	1,809,725
Transfer from Stormwater Fund	-	-	-	-	-
Total	1,048,000	1,160,525	1,709,850	559,850	1,809,725
Total Sources	1,052,549	1,169,699	1,712,066	564,850	1,814,915
Expenditures:					
Debt Service	1,048,000	559,525	1,709,850	559,850	1,809,725
Infrastructure	-	-	-	-	-
Contingency	-	-	52,601	-	100,899
Total Expenditures	1,048,000	559,525	1,762,451	559,850	1,910,624
Total Uses	1,048,000	559,525	1,762,451	559,850	1,910,624
Sources Over(Under) Uses	4,549	610,174	(50,385)	5,000	(95,709)
Fund Balance @ 12/31	\$ 40,385	\$ 650,559	\$ -	\$ 655,559	\$ 559,850

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

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

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

Capital Infrastructure Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 8,543,239	\$ 3,973,099	\$ 7,253,542	\$ 5,684,387	\$ 6,222,950
Revenues:					
Intergovernmental	851,187	3,949,411	689,000	1,569,650	615,000
Bond Proceeds	-	-	-	-	-
Interest on Investments	49,805	63,268	32,127	60,000	32,749
Miscellaneous	11,751	-	1,000	1,000	-
Net Inc/Decr in Fair Value	-	100,548	-	-	-
Total Revenue	912,743	4,113,227	722,127	1,630,650	647,749
Transfers from Other funds:					
Transfer from General Fund	5,284,229	6,684,530	5,455,000	5,455,000	5,540,000
Transfer from Special Highway Fund	619,880	603,260	600,000	600,000	600,000
Transfer from Stormwater Utility Fund	1,000,000	1,050,000	1,050,000	1,050,000	1,550,000
Transfer from Special Parks & Rec Fund	157,091	276,913	290,329	276,913	260,000
Transfer from Transient Guest Tax Fund	365,000	190,000	300,000	300,000	365,000
Transfer from Economic Development Fund	220,000	-	-	-	-
Total	7,646,200	8,804,703	7,695,329	7,681,913	8,315,000
Total Sources	8,558,943	12,917,930	8,417,456	9,312,563	8,962,749
Expenditures:					
Infrastructure	13,129,083	11,206,642	8,774,000	8,774,000	9,790,000
Total Expenditures	13,129,083	11,206,642	8,774,000	8,774,000	9,790,000
Total Uses	13,129,083	11,206,642	8,774,000	8,774,000	9,790,000
Sources Over(Under) Uses	(4,570,140)	1,711,288	(356,544)	538,563	(827,251)
Fund Balance @ 12/31	\$ 3,973,099	\$ 5,684,387	\$ 6,896,998	\$ 6,222,950	\$ 5,395,699

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

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

Capital Infrastructure Fund

CIP Expenditure Total = \$9,790,000

2026 PROJECT DESCRIPTION	2026 EXPENDITURES
Park Infrastructure Reserve	\$105,000
Windsor Trail & Playset	\$400,000
Porter Shelter & Playset	\$25,000
Pool Painting	\$95,000
PARK TOTAL PER YEAR	\$625,000
Water Discharge Program Reserve	\$20,000
Mission Road	\$20,000
Drainage Repair Program	\$2,020,000
DRAINAGE TOTAL PER YEAR	\$2,060,000
Traffic Calming Program Reserve	\$20,000
Residential Street Rehabilitation Program	\$3,500,000
UBAS Overlay Program	\$400,000
95th Signals - Roe & Rosewood (OP)	\$760,000
Roe Ave - 63rd St to 83rd St (CARS)	\$1,400,000
83rd St - E City Limit to Nall Ave (CARS)	\$200,000
Nall Ave - 63rd St to 67th St UBAS (Mission) (CARS)	\$50,000
75th St - Mission to Nall (CARS)	\$100,000
STREET TOTAL PER YEAR	\$6,430,000
Building Reserve	\$50,000
BUILDINGS TOTAL PER YEAR	\$50,000
ADA Compliance Program Reserve	\$25,000
Concrete Repair Program	\$600,000
OTHER TOTAL PER YEAR	\$625,000
CIP TOTAL	\$9,790,000

Risk Management Reserve Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 248,377	\$ 261,311	\$ 254,311	\$ 264,871	\$ 256,871
Revenues:					
Interest on Investments	11,968	6,391	5,701	7,000	7,491
Miscellaneous	7,640	5,625	-	-	-
Total Revenue	19,608	12,016	5,701	7,000	7,491
Transfers from Other funds:					
Transfer from General Fund	-	-	-	-	-
Transfer from Special Alcohol Fund	-	-	-	-	-
Total	-	-	-	-	-
Total Sources	19,608	12,016	5,701	7,000	7,491
Expenditures:					
Contract Services	6,674	8,456	40,000	15,000	40,000
Risk Management Reserve	-	-	220,012	-	-
Total Expenditures	6,674	8,456	260,012	15,000	40,000
Total Uses	6,674	8,456	260,012	15,000	40,000
Sources Over(Under) Uses	12,934	3,560	(254,311)	(8,000)	(32,509)
Fund Balance @ 12/31	\$ 261,311	\$ 264,871	\$ -	\$ 256,871	\$ 224,362

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

Expenditures: Risk management related expenditures, such as insurance deductibles

Economic Development Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 222,208	\$ 114,726	\$ 148,726	\$ 191,923	\$ 310,923
Revenues:					
Interest on Investments	10,245	6,399	5,309	7,000	7,247
Total Revenue	10,245	6,399	5,309	7,000	7,247
Transfers from Other funds:					
Transfer from General Fund	266,000	266,000	266,000	266,000	266,000
Total	266,000	266,000	266,000	266,000	266,000
Total Sources	276,245	272,399	271,309	273,000	273,247
Expenditures:					
Contract Services: <i>Exterior and Sustainability Grant Programs</i>	96,028	110,861	104,000	104,000	104,000
Contract Services: <i>Property Tax Rebate</i>	26,772	35,808	50,000	50,000	100,000
Contract Services: <i>Community Center Site Design and Owner's Rep</i>	40,927	43,733	-	-	-
Contract Services: <i>Other</i>	-	4,800	-	-	-
Contract Services: <i>Mail-in Ballot</i>	-	-	54,000	-	-
Capital Outlay (Parks)	220,000	-	-	-	-
Contingency	-	-	212,035	-	-
Total Expenditures	383,727	195,202	420,035	154,000	204,000
Total Uses	383,727	195,202	420,035	154,000	204,000
Sources Over(Under) Uses	(107,482)	77,197	(148,726)	119,000	69,247
Fund Balance @ 12/31	\$ 114,726	\$ 191,923	\$ -	\$ 310,923	\$ 380,170

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

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

Economic Development Fund Allocation	2025 Bud	2025 Est	2026 Bud
Beginning balance	\$148,726	\$191,923	\$310,923
Interest	5,309	7,000	7,247
Transfer from General Fund (Public Safety Sales Tax & Minor Home Repair)	266,000	266,000	266,000
Mail-in Ballot - Community Center	(54,000)	-	-
Exterior Grant Program	(74,000)	(74,000)	(64,000)
Sustainability Grant Program	(30,000)	(30,000)	(40,000)
Property tax rebate program	(50,000)	(50,000)	(100,000)
Contingency	(212,035)	-	-
Total	\$0	\$310,923	\$380,170

Equipment Reserve Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 564,818	\$ 964,277	\$ 787,277	\$ 1,222,255	\$ 1,050,255
Revenues:					
Interest on Investments	47,782	36,830	22,207	30,000	33,658
Total Revenue	47,782	36,830	22,207	30,000	33,658
Transfers from Other funds:					
Transfer from General Fund	600,000	600,000	550,000	550,000	700,000
Total	600,000	600,000	550,000	550,000	700,000
Total Sources	647,782	636,830	572,207	580,000	733,658
Expenditures:					
Capital Outlay	248,323	378,852	752,000	752,000	1,010,000
Contingency	-	-	607,484	-	-
Total Expenditures	248,323	378,852	1,359,484	752,000	1,010,000
Total Uses	248,323	378,852	1,359,484	752,000	1,010,000
Sources Over(Under) Uses	399,459	257,978	(787,277)	(172,000)	(276,342)
Fund Balance @ 12/31	\$ 964,277	\$ 1,222,255	\$ -	\$ 1,050,255	\$ 773,913

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

Expenditures: Acquisition of equipment, vehicles and technology projects.

Equipment Reserve Fund Plan

Equipment Reserve Expenditure Total = \$1,010,000

2026 PROJECT DESCRIPTION	2026 EXPENDITURES
PD Laptop Replacement (2028 - 2029 project)	\$25,000
Server Replacement	\$10,000
PD Radio Replacement (2027 project)	\$125,000
Traffic Camera/Fixed Location License Plate Reader	\$80,000
Switches (Network)	\$10,000
Network Back Up	\$10,000
Citywide Laptop/Computer Replacement	\$30,000
City Facility Camera Replacement	\$8,000
Net App Datastorage Appliance	\$83,000
TOTAL	\$381,000
Public Works Equipment	
PW Mower (Annual)	\$25,000
PW Internat'l Dump Truck (Annual)	\$250,000
PW 1 Ton Dump Truck	\$200,000
PW Street Sweeper (2027)	\$75,000
Towable Generator	\$35,000
Outdoor Warning Siren	\$44,000
TOTAL	\$629,000
EQUIPMENT RESERVE TOTAL	\$1,010,000

Meadowbrook TIF Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 71,468	\$ 148,402	\$ 212,402	\$ 189,361	\$ 319,361
Revenues:					
Incremental Property Taxes	2,532,771	3,574,981	3,393,323	3,714,156	3,604,027
Interest on Investments	8,896	7,202	3,716	5,000	5,902
Total Revenue	2,541,667	3,582,183	3,397,039	3,719,156	3,609,929
Expenditures:					
Contract Services	10,000	10,000	10,000	10,000	10,000
Debt Service (Payment to Trustee)	2,454,733	3,531,224	3,324,323	3,579,156	3,469,027
Contingency (TIF Commercial Balance)	-	-	275,118	-	-
Total Expenditures	2,464,733	3,541,224	3,609,441	3,589,156	3,479,027
Total Uses	2,464,733	3,541,224	3,609,441	3,589,156	3,479,027
Sources Over(Under) Uses	76,934	40,959	(212,402)	130,000	130,902
Fund Balance @ 12/31	\$ 148,402	\$ 189,361	\$ -	\$ 319,361	\$ 450,263

Funding Sources: Incremental Property Tax

Expenditures: TIF contractual payment.

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

There are two TIF districts in Prairie Village:

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

CID - Corinth Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 231,024	\$ 237,741	\$ 123,717	\$ 211,897	\$ 131,435
Revenues:					
Sales Taxes	686,934	749,202	680,000	725,000	725,000
Interest on Investments	15,826	5,974	6,745	5,000	4,686
Total Revenue	702,760	755,176	686,745	730,000	729,686
Expenditures:					
Contract Services	696,043	781,020	810,462	810,462	861,121
Total Expenditures	696,043	781,020	810,462	810,462	861,121
Total Uses	696,043	781,020	810,462	810,462	861,121
Sources Over(Under) Uses	6,717	(25,844)	(123,717)	(80,462)	(131,435)
Fund Balance @ 12/31	\$ 237,741	\$ 211,897	\$ -	\$ 131,435	\$ -

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

Expenditures: Development within Corinth Square per Developer Agreement

CID - PV Shops Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 450,261	\$ 351,682	\$ 42,027	\$ 51,388	\$ 2,675
Revenues:					
Sales Taxes	604,809	583,143	585,000	585,000	585,000
Interest on Investments	26,977	6,683	11,686	5,000	7,309
Total Revenue	631,786	589,826	596,686	590,000	592,309
Total Sources	631,786	589,826	596,686	590,000	592,309
Expenditures:					
Contract Services	730,365	890,120	638,713	638,713	594,984
Total Expenditures	730,365	890,120	638,713	638,713	594,984
Total Uses	730,365	890,120	638,713	638,713	594,984
Sources Over(Under) Uses	(98,579)	(300,294)	(42,027)	(48,713)	(2,675)
Fund Balance @ 12/31	\$ 351,682	\$ 51,388	\$ -	\$ 2,675	\$ -

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

Expenditures: Development within PV Shops per Developer Agreement

Transient Guest Tax

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 372,438	\$ 233,368	\$ 239,268	\$ 300,745	\$ 249,245
Revenues:					
Transient Guest Tax	336,999	380,581	350,000	385,000	400,000
Interest on Investments	23,388	10,687	10,541	10,000	14,002
Total Revenue	360,387	391,268	360,541	395,000	414,002
Total Sources	360,387	391,268	360,541	395,000	414,002
Expenditures:					
Contract Services	134,457	133,891	171,500	146,500	233,500
Capital Outlay (Parks)	365,000	190,000	300,000	300,000	365,000
Reserves	-	-	128,309	-	64,747
Total Expenditures	499,457	323,891	599,809	446,500	663,247
Total Uses	499,457	323,891	599,809	446,500	663,247
Sources Over(Under) Uses	(139,070)	67,377	(239,268)	(51,500)	(249,245)
Fund Balance @ 12/31	\$ 233,368	\$ 300,745	\$ -	\$ 249,245	\$ -

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

Expenditures: To be used on expenses in compliance with State Statute.

Details	2023	2024	2025 Bud	2025 Est	2026 Bud
Arts Council Annual Allocation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000
VillageFest	35,000	37,000	39,000	39,000	46,000
JazzFest	35,000	35,000	35,000	35,000	35,000
Diversity Committee	16,500	12,500	12,500	12,500	11,500
Juneteenth Festival	15,000	15,000	15,000	15,000	15,000
Holiday	2,957	4,391	3,000	3,000	3,000
Meadowbrook JCPRD Festival	10,000	10,000	15,000	15,000	15,000
Meadowbrook/VT Partnership	-	-	25,000	-	-
Meadowbrook/75th Anniversary	-	-	-	-	75,000
Public Art Fund	10,000	10,000	10,000	10,000	10,000
Capital Outlay (Parks)	365,000	190,000	300,000	300,000	365,000
City Admin Fee (2%)	-	-	7,000	7,000	8,000
Reserves (10% plus misc.)	-	-	128,309	-	64,747
	\$ 499,457	\$ 323,891	\$ 599,809	\$ 446,500	\$ 663,247

ARPA Fund

	2023 Actual	2024 Actual	2025 Budget	2025 Estimate	2026 Budget
Fund Balance 1/1	\$ 3,372,940	\$ 1,591,542	\$ -	\$ 1,540,446	\$ -
Revenues:					
Intergovernmental (Federal Funds)	-	-	-	-	-
Interest on Investments	78,314	61,041	-	40,000	-
Miscellaneous	-	-	-	-	-
Total Revenue	78,314	61,041	-	40,000	-
Total Sources	78,314	61,041	-	40,000	-
Expenditures:					
Personnel Services	-	-	-	-	-
Contract Services	144,352	112,137	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	1,580,446	-
Infrastructure	1,715,360	-	-	-	-
Contingency	-	-	-	-	-
Total Expenditures	1,859,712	112,137	-	1,580,446	-
Total Uses	1,859,712	112,137	-	1,580,446	-
Sources Over(Under) Uses	(1,781,398)	(51,096)	-	(1,540,446)	-
Fund Balance @ 12/31	\$ 1,591,542	\$ 1,540,446	\$ -	\$ -	\$ -

Funding Sources: Monies received from the Federal Government American Rescue Plan Act (ARPA) in response to the COVID-19 pandemic. Total allocation is \$3,402,421.

Expenditures: Must be spent on qualified expenditure categories including public health, revenue replacement, premium pay, or infrastructure. Must be obligated by December 31, 2024 and expended by December 31, 2026.

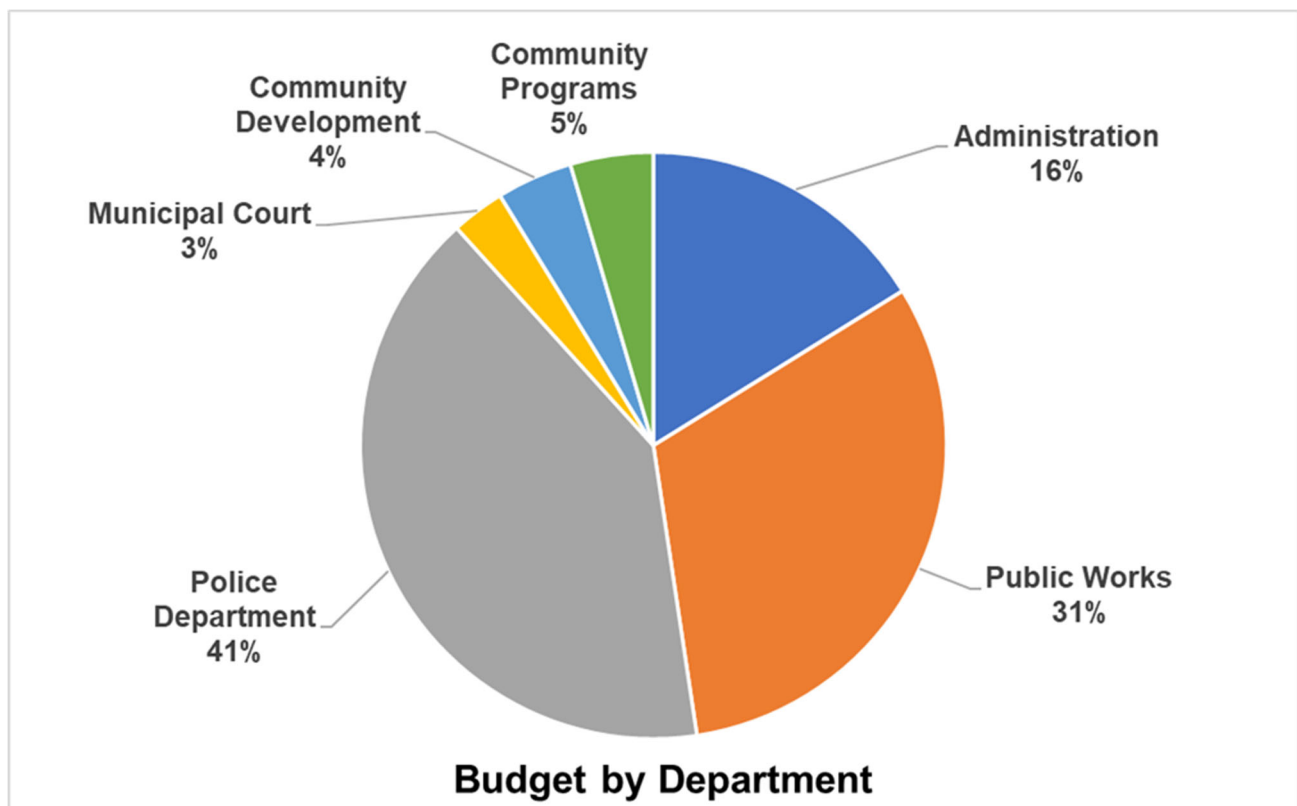
Details	2023	2024	2025 Bud	2025 Est	2026 Bud
Pool Improvement Project	\$ 1,715,360	\$ -	\$ -	\$ -	\$ -
IT/Phone System Improvements	48,508	52,331	-	-	-
Infrastructure/Capital Projects	95,406	58,306	-	1,580,446	-
Miscellaneous	438	1,500	-	-	-
	\$ 1,859,712	\$ 112,137	\$ -	\$ 1,580,446	\$ -

General Fund: Summary by Department					
Department	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2026 % Change
Administration ¹	2,902,700	3,616,408	3,774,942	3,973,607	5.3%
Public Works	7,148,538	6,940,282	7,482,346	7,730,714	3.3%
Police Department	8,280,817	8,619,228	9,555,263	9,992,000	4.6%
Municipal Court	606,012	646,027	702,496	722,865	2.9%
Community Development ²	833,923	894,851	960,610	1,029,887	7.2%
Community Programs ³	881,465	989,895	1,048,876	1,124,215	7.2%
Total	20,653,455	21,706,691	23,524,533	24,573,288	

¹ In 2023, the IT Department budget moved from PD to Administration. The 2026 IT Department budget makes up \$1.1M of the Administration line above, and IT software maintenance and contracts represent \$110k of the \$200k increase in administration.

² Community Development is a small department with most costs being in personnel. In 2026 they have three new leased vehicles that must have equipment installed, which we recognize as an upfront expense.

³ Community Programs expenditures are largely driven by pool staffing, and the 2026 budget includes approximately \$60k of increases in pool personnel costs.



2026 Budget

FTE Summary by Department

Department	2023 Actual	2024 Actual	2025 Budget	2026 Budget
Administration	10.55	10.55	10.55	10.55
Information Technology	3.00	3.00	3.00	3.00
Public Works	31.00	31.00	31.00	31.00
Police Department	59.50	59.50	59.50	59.50
Municipal Court	5.25	5.25	5.00	5.00
Community Development	7.45	7.45	7.45	7.45
Community Programs (<i>Inc. Seasonal</i>)	21.30	21.30	21.30	21.30
Total FTE	138.05	138.05	137.80	137.80
City Governance (<i>unpaid positions</i>)	13.00	13.00	13.00	13.00

FTE Summary by Program

Program	2023 Actual	2024 Actual	2025 Budget	2026 Budget
Management & Planning	3.85	3.85	4.00	4.00
Information Technology	3.00	3.00	3.00	3.00
Public Works Mgmt., Engineering & Admin	8.00	8.00	8.00	8.00
Drainage Operation & Maintenance	6.00	6.00	6.00	6.00
Vehicle Maintenance	3.00	3.00	3.00	3.00
Street Operation & Maintenance	5.00	5.00	5.00	5.00
Parks and Grounds Maintenance	9.00	9.00	9.00	9.00
Police Department Administration	2.00	2.00	2.00	2.00
Staff Services	10.00	10.00	10.00	10.00
Community Services	2.00	2.00	2.00	2.00
Crime Prevention	1.00	1.00	1.00	1.00
Patrol	29.50	29.50	29.50	29.50
Investigations	6.00	6.00	6.00	6.00
Special Investigations	3.00	3.00	3.00	3.00
D.A.R.E.	1.00	1.00	1.00	1.00
Professional Standards	1.00	1.00	1.00	1.00
Traffic	4.00	4.00	4.00	4.00
Bailiff	0.25	0.25	-	-
Court Clerk	5.00	5.00	5.00	5.00
Human Resources	1.00	1.00	1.00	1.00
Finance	2.00	2.00	2.00	2.00
Codes Administration	7.00	7.00	7.00	7.00
Solid Waste Management	0.45	0.45	0.45	0.45
City Clerk	3.70	3.70	3.55	3.55
Community Programs	1.50	1.50	1.50	1.50
Swimming Pool	16.60	16.60	16.60	16.60
Concession Stand	3.00	3.00	3.00	3.00
Tennis	0.20	0.20	0.20	0.20
Total FTE	138.05	138.05	137.80	137.80
Mayor & Council (<i>unpaid positions</i>)	13.00	13.00	13.00	13.00

2026 Budget

FTE Summary by Department

Department	2023 Actual	2024 Actual	2025 Budget	2026 Budget
Administration	10.55	10.55	10.55	10.55
Information Technology	3.00	3.00	3.00	3.00
Public Works	31.00	31.00	31.00	31.00
Police Department	59.50	59.50	59.50	59.50
Municipal Court	5.25	5.25	5.00	5.00
Community Development	7.45	7.45	7.45	7.45
Community Programs <i>(Inc. Seasonal)</i>	21.30	21.30	21.30	21.30
Total FTE	138.05	138.05	137.80	137.80
City Governance <i>(unpaid positions)</i>	13.00	13.00	13.00	13.00

FTE Summary by Position

Department/Position	2023 Actual	2024 Actual	2025 Budget	2026 Budget
Administration				
City Administrator	1.00	1.00	1.00	1.00
Deputy City Administrator	0.85	0.85	1.00	1.00
Assistant City Administrator	1.00	1.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00
Receptionist	0.70	0.70	-	-
Administrative Support Specialist	2.00	2.00	2.70	2.70
City Clerk	1.00	1.00	0.85	0.85
Information Technology	3.00	3.00	3.00	3.00
Total	13.55	13.55	13.55	13.55
Public Works				
Public Works Director	1.00	1.00	1.00	1.00
City Engineer	-	-	1.00	1.00
Senior Project Manager	1.00	1.00	-	-
Project Inspector	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Field Superintendent	1.00	1.00	1.00	1.00
Construction Inspector	2.00	2.00	2.00	2.00
Administrative Support Specialist	1.00	1.00	1.00	1.00
Stormwater Engineer	1.00	1.00	1.00	1.00
Forestry Specialist	1.00	1.00	1.00	1.00
Crew Leader	5.00	5.00	5.00	5.00
Maintenance Workers	15.00	15.00	15.00	15.00
Mechanic	1.00	1.00	1.00	1.00
Total	31.00	31.00	31.00	31.00
Police Department				
Police Chief	1.00	1.00	1.00	1.00
Police Captain	3.00	3.00	3.00	3.00
Police Sergeant	5.00	5.00	5.00	5.00
Police Corporal	4.00	4.00	4.00	4.00
Police Officer	34.00	34.00	34.00	34.00
Executive Assistant	1.00	1.00	1.00	1.00
Dispatcher	6.00	6.00	6.00	6.00
Records Clerk	2.00	2.00	2.00	2.00
Property Room Clerk	1.00	1.00	1.00	1.00
Crime Analyst	0.50	0.50	0.50	0.50
Community Service Officer	2.00	2.00	2.00	2.00
Total	59.50	59.50	59.50	59.50

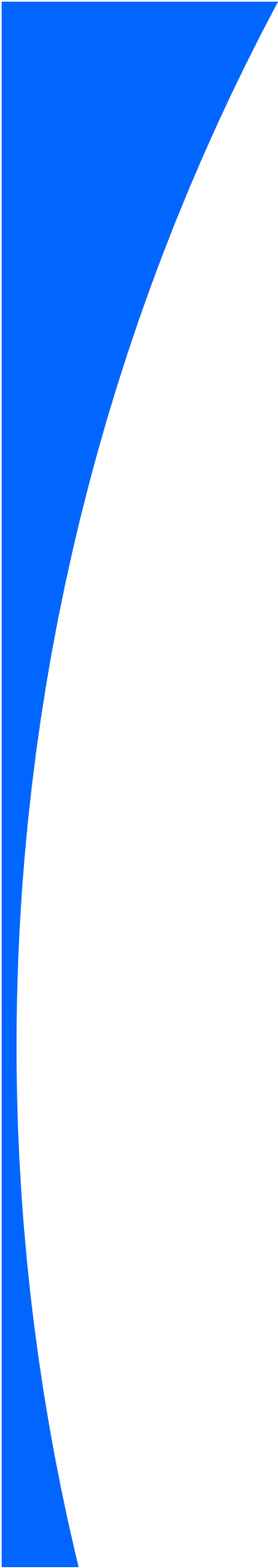
2026 Budget

FTE Summary by Position

Department/Position	2023 Actual	2024 Actual	2025 Budget	2026 Budget
Municipal Justice				
Court Bailiff	0.25	0.25	-	-
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	4.00	4.00	4.00	4.00
Total	5.25	5.25	5.00	5.00
Community Development				
Deputy City Administrator	0.15	0.15	-	-
City Clerk	-	-	0.15	0.15
Receptionist	0.30	0.30	-	-
Codes Support Specialist	2.00	2.00	2.30	2.30
Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	2.00	2.00
Building Inspector	2.00	2.00	2.00	2.00
Total	7.45	7.45	7.45	7.45
Community Programs				
Assistant City Administrator	1.00	1.00	1.00	1.00
Special Events Coordinator	0.50	0.50	0.50	0.50
Pool Manager	0.35	0.35	0.35	0.35
Assistant Pool Manager	0.50	0.50	0.50	0.50
Guards	14.75	14.75	14.75	14.75
Coaches	1.00	1.00	1.00	1.00
Concession Worker	3.00	3.00	3.00	3.00
Tennis Instructor	0.20	0.20	0.20	0.20
Total	21.30	21.30	21.30	21.30
Grand Total	138.05	138.05	137.80	137.80
Unpaid Positions				
Mayor	1.00	1.00	1.00	1.00
Council Member	12.00	12.00	12.00	12.00
Total	13.00	13.00	13.00	13.00
Appointed/Contracted Officials				
City Attorney/Assistant City Attorney	0.05	0.05	0.05	0.05
City Planner	0.05	0.05	0.05	0.05
City Treasurer	0.05	0.05	0.05	0.05
City Prosecutor	0.50	0.50	0.50	0.50
Municipal Judge	0.50	0.50	0.50	0.50
Public Defender	0.25	0.25	0.25	0.25
Total	1.40	1.40	1.40	1.40

City of Prairie Village 2026 Budget Calendar

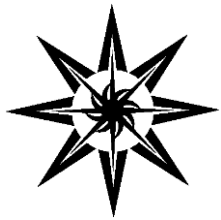
Month	Date	Action Item
February	2/18/25	Council Meeting - Handout 2026 Budget Calendar Outline
	2/28/25	Meet with interim Johnson County Appraiser - Kara Endicott
March	3/3/25	Council Meeting - (1) 2026 Budget Goals and Objectives (2) Mill Rate Handout (3) Decision Packages (<i>send to Jason by 4/10/2025</i>)
	3/17/25	Council Meeting - 4th Quarter 2024 Financial Report
April	4/7/25	Council Meeting - (1) Worker's Compensation and Insurance Cost Assumptions
	4/11/25	Department budget requests due
	4/14 - 4/18/25	Budget review process with individual departments
	4/21/25	Council Meeting - (1) Decision Package Discussion (2) Preliminary Revenue Discussion (3) Committee 2026 Budget and Funding requests (Village Fest, Arts Council, Environmental, Diversity and Jazz Fest)
May	5/5/25	Council Meeting - (1) CIP Discussion and Annual Road Condition Report
	5/13/25	Finance Committee Meeting - Preliminary 2026 Budget Established and Decision Packages
	5/19/25	Council Meeting
	5/22/25	Finance Committee Meeting - Preliminary 2026 Budget Established and Decision Packages (Continued)
	5/26/25	HOLIDAY
June	6/2/25	Council Meeting - 2026 Budget Discussion and Approval of Preliminary Budget
	6/15/25	SB 13: County Clerk will calculate and notify taxing entities of revenue neutral rate
	6/16/25	Council Meeting - 2026 Budget Discussion and Approval of Preliminary Budget (if needed)
	6/19/25	HOLIDAY
July	7/4/25	HOLIDAY
	7/7/25	Council Meeting - SB 13 Resolution Stating Intent to Exceed Revenue Neutral Rate, Request Permission to Publish 2025 Budget & Set Budget Adoption and Revenue Neutral Rate Public Hearing Date
	7/20/25	SB 13: Governing Bodies notify County Clerk of intent to exceed revenue neutral rate w/ date, time and location of hearing
	7/21/25	Council Meeting
August	8/4/25	Council Meeting
	8/10/25	Notification sent to taxpayers by the county, if exceeding revenue neutral rate
	8/18/25	Council Meeting
	8/18/25	Latest date for notice to be published in the Legal Record for RNR and Budget Hearing
	8/25/25	Submit budget forms to County Clerk (due August 25th) <i>If not exceeding revenue neutral rate</i>
September	9/2/25	Council Meeting - SB 13 Public Hearing (Must be no later than September 20) and Budget Hearing/Adoption
October	10/1/25	Submit budget forms to County Clerk if Exceeding Revenue Neutral Rate (due October 1st)
	10/1-10/31/25	Finalize Budget Book; Submit to GFOA Award Program



**Additional 2026 Budget information can
be found on the City's website at**

www.pvkansas.com.

2026 Proposed Budget as of 7/7/2025



ADMINISTRATION

Council Meeting Date: September 2, 2025

Consider Interpretation or Revision to CP029 - President of the Council

RECOMMENDATION

Provide staff guidance to interpret or amend CP029 "President of the Council" consistent with Committee's direction to account for a sitting President of the Council who may have their standard terms as a member of the council conclude prior to the contemplated term of their presidency.

BACKGROUND

Staff has identified potential gaps between the term for a President of the Council, based on the timing of CP029 and the actual term of office. CP029 provides that a President of the Council serves from the first meeting in February after they have been elected as President through the next January. While interim elections are considered where a President of the Council may resign or otherwise no longer serves as a Councilmember, the specific situation of a President of the Council concluding their service at the final November meeting during their own election year may often result in a gap with no President of the Council for a relatively short span. As it stands, if an interim election were held, it would seem likely that the person elected for the duration of the remaining term would be ineligible in the next election (as too would be the other Councilmember serving in the same Ward).

It is unclear whether this may be the intended result. With that uncertainty, staff would seek the Committee's input to consider the following options if a President of the Council has their underlying Councilmember term conclude in November of their election year:

- The Mayor could serve in an interim capacity for the December and January meetings, in a non-voting capacity.
- An interim election can be held, and the newly elected President serves for the December and January meetings and:
 - o Is eligible to again be nominated and again serve for the next February-January cycle; or
 - o Is not eligible to again be nominated and again serve for the next February-January cycle.
- The next election could take place at the first meeting in December, and be effective for a 14-month term.

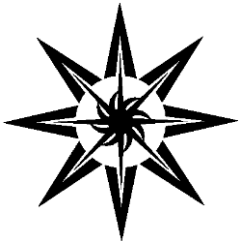
ATTACHMENTS

Council Policy 029

PREPARED BY

Alex Aggen, City Attorney

Date: August 27, 2025



City Council Policy: CP029 - President of the Council

Effective Date: October 8, 2024

Amends: June 5, 2017

Approved By: Governing Body

I. SCOPE

II. PURPOSE

- A. To establish a procedure for selecting the President of the Council

III. RESPONSIBILITY

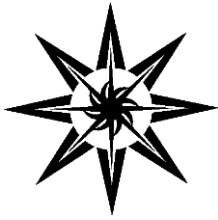
- A. The City Council elects one of its own body as President of the Council to preside over meetings of the City Council in the absence of the Mayor. The elected Councilmember will serve as President for a term of one year, starting at the first meeting in February.

IV. DEFINITIONS

- A. City Council: City Council means 12 elected Councilmembers or those persons appointed to fill vacancies on the council.

V. POLICY

- A. An annual election will occur at the first January City Council meeting.
- B. Only Councilmembers who attend that meeting will be eligible to nominate, be nominated, or vote for the proposed President of the Council.
- C. Nominated Councilmembers must accept the nomination before a vote can be taken.
- D. Councilmembers who have not served as a Councilmember for at least one year are ineligible for nomination.
- E. Councilmembers who have served as the President of the Council during their current term are ineligible for nomination.
- F. Councilmembers who serve in the same Ward as the current sitting President of the Council are ineligible for nomination.
- G. Councilmembers cannot serve as President of the Council for two consecutive years.
- H. The election of a nominated Councilmember who meets the above criteria shall be approved and confirmed by a simple majority of the City Council.
- I. In the event that no Councilmember meets the above criteria, or no Councilmember meets the above criteria who accepts a nomination, any Councilmember may be nominated. That Councilmember must still accept the nomination, and that election shall be approved and confirmed by a simple majority of the City Council.
- J. In the event that a sitting President of the Council resigns from the position of President of the Council, resigns or otherwise no longer serves as a Councilmember, or otherwise is unable to serve as President of the Council, an interim election will occur at the next regularly scheduled City Council meeting. That interim election will follow all of these procedures and criteria, except that the newly elected President of the Council shall only serve through the upcoming January.



COUNCIL PRESIDENT

Council Meeting Date: September 2, 2025

Consider Implementing a Council Handbook

BACKGROUND

The Council President would like to bring forward the idea of implementing a Council Handbook that is fairly common in other cities. The Handbook would be designed for the Governing Body and would be particularly helpful for newly-elected or appointed Council members. City Staff is supportive of this topic because it would enhance orientation and be a resource for elected officials to refer to about their roles and responsibilities. The Handbook could also outline rules and procedures as well as consolidating a few key Council Policies and/or Ordinances.

Attachment(s):

1. Westwood Handbook Example
2. Mission Hills Example
3. Merriam Handbook Example

PREPARED BY

Wes Jordan
City Administrator
Date: August 26, 2025



GOVERNING BODY HANDBOOK

**Adopted by the Governing Body
June 10, 2021**

Amended November 10, 2022

Introduction

This manual is designed for the Governing Body and is particularly helpful for newly-elected or appointed Council members. It contains information about the structure of our City government and the role of the elected officials in that structure. The primary focus centers on the Council meeting, which is where the formal role of the Council member is exercised. Use this manual to learn how to perform your role as a member of the City's Governing Body.

This manual is to be used as a complement to the most recent version of the *Governing Body Handbook*, published by the League of Kansas Municipalities (LKM). General information regarding Kansas Law and other topics is contained in the League publication, although because the League serves more than 600 member cities having several different forms of governance, this Westwood-specific document is tailored to Westwood officials. If your questions cannot be found in this publication, contact the Mayor who will get your question answered.

Being an effective leader and member of a group of elected officials is not something which magically happens just because you are elected or appointed to office. Leadership and team skills must be learned. You will need to listen to the residents of the City and then work effectively with the rest of the Governing Body to achieve the goals for the entire City.

Getting Started

So Now You're a Council Member

By their action at the polls, the people of your community have given you a vote of confidence and expressed faith in your ability to act in their best interest. As a newly elected or appointed member of the City Council, you may feel you still have a lot to learn about providing leadership and governing. But don't take yourself or the business of government so seriously that you don't enjoy it. It can and should be a fun as well as rewarding experience.

Your First Days on the Job

In December, newly elected officials are sworn in following the general election in November and receipt by the City Clerk of the Certificate of Canvass from the Johnson County Board of Commissioners. City Council meetings are normally held on the second Thursday of each month at 7:00 p.m. at City Hall, and special meetings and work sessions are held as necessary or appropriate.

New Council members may be overwhelmed at first by all they need to learn and the amount of time involved. Others are surprised to discover there are limits on their role in making decisions and setting policy.

Getting Oriented

The first thing to do is attend the orientation sessions provided by City staff. During the sessions, the department managers will brief you on core services and current projects and provide a broad overview of the functions of the City. During this time the following topics will be covered and tours of key City facilities and introductions to key City staff will be provided:

- City access – electronic communications and building access and guidelines
- Civics refresher – how the City fits into the different levels and layers of government
- Westwood’s form of government and general operations overview – how we do what we do
- City budget – the budget process and its role ([the current City budget and past financial audits are available on the City’s website](#))
- City Code – the [City’s municipal code \(linked here\)](#), [zoning regulations \(linked here\)](#), [comprehensive plan \(linked here\)](#) and the role of staff and the Planning Commission in this area
- Prevailing law overview – review key elements of the [Kansas Open Meetings Act \(KOMA\)](#) and [Kansas Open Records Act \(KORA\)](#)
- Training and Resource Opportunities – LKM Governing Body Institute and course offerings; National Incident Management System (NIMS)/emergency management training; Mid-America Regional Council (MARC) committees, and many more

Take these opportunities to learn all you can about the City organization, its history, operations and financing. Take time to visit with the Mayor and other Council members to gain an insight into their perspectives and experience.

Review Key Documents

During the week of Council meetings (usually Tuesday), you will receive an agenda packet to read prior to the meeting. Don’t be afraid to ask questions; you are not expected to know all the answers immediately. Find out about anything you need to know for a better understanding of City operations and issues facing the community. The information will come fast and furious, so don’t worry when you need to go back to get clarification or a more in-depth explanation on any agenda item(s) prior to the meeting.

Legal Restrictions

Keep in mind that our City’s ordinances, as codified in our municipal code book, as well as other legally adopted regulations, such as the traffic code and zoning regulations, must be followed until the Governing Body takes action to amend them. If you are unsure of your responsibilities or authority in certain areas, seek clarification from the City Administrator.

Value and Respect Your Staff

Recognize that the City has an experienced and professional staff and that these individuals are a valuable resource – treat them with respect and don't take them for granted.

Much of the staff have served the community for many years and have a valuable historical perspective which can help fill in the gaps for a new Council member.

Take it Slowly

All elected officials come to their roles with priorities or initiatives they would like to see developed. That is good! However, balance that with humility, and resist the urge to forcefully push for drastic changes before you know how everything works. Many of the City's policies have evolved over years through trial and error. While some things may appear to need an overhaul, it pays to watch for a while before trying to change things. Don't seek change simply to do things differently! Give yourself some time to learn the fundamentals.

Public and Private Sector Differences

A word of caution...You may have run for office with the pledge to "run the City like a business." While there are similarities, there are some important differences between the public and private sectors that will become apparent as you get used to your new role. Here are just a few of those differences:

- **Most of your work will be done in the public eye.** Consequently, things move more slowly and take more time. The majority of deliberations of the Governing Body are done in public meetings, and most records are available to the public.
- **City programs and facilities don't pay for themselves.** We don't charge fees to cover all costs for programs and services. Most programs and services are offered as part of the quality of life of the community, which is why they are supported by tax dollars. Also, you want all members of the community to be able to participate and use the facilities, not just the wealthiest. The City has an obligation to all of its residents, regardless of their socio-economic level, to provide a high quality of life.
- **The City is not a "for profit" organization.** Taxes are levied in an amount adequate to provide for the needs of the community, not to make a profit.
- **You can operate the City in a "business like" manner, but not like a business.** Not all normal business principles apply to a municipality. We are governed by many state and federal laws which businesses are not required to follow.

- **City projects and contracting often must go through a public bidding or proposal process.** This takes time and sometimes costs more. The benefits are enhanced trust in the ethics of city officials and cost-savings in the long run.

General Information

- **Meetings.** The City Council meets the 2nd Thursday of each month at 7:00 p.m., although some meeting dates are changed due to conflicts with holidays or other special events. Additional meetings include workshops on important or complex matters, or special meetings needed to take action on time-sensitive items. Special meetings can be requested by a Council member by either contacting the City Administrator or Mayor to coordinate the agenda and timing for the meeting.
- **Pay.** City Council members receive a stipend of \$250/month for their service, established by City ordinance in Section 1-210 of the Westwood City Code. Because the Mayor's position includes more duties than the Council, a stipend of \$700/month is provided.
- **Terms and Geographic Representation.** The City of Westwood elects Council members and the Mayor at-large, meaning that the Council members and Mayor represent all areas of the City's established boundaries. Seats are filled using staggered four-year terms. Every two years, a City election is held, with three (3) Council seats being elected on one cycle and the other two (2) Council seats and the Mayor being elected on the other cycle. Council members and the Mayor serve four (4) year terms. Westwood elections are non-partisan, meaning candidates do not (and should not) represent any particular political party's platform.

Form of Government

Form of Government in Westwood

Westwood operates under the Mayor-Council form of government with an appointed City Administrator, where the City Administrator administers the affairs of the City under the direction of the Governing Body who sets policy for the City.

Home Rule

All cities in Kansas have *home rule* powers, the ability to govern themselves without direct involvement from the state. Home rule powers are conferred directly by the Kansas Constitution on all classes of cities. Cities exercise their home rule powers through passage of an ordinary ordinance or a charter ordinance.

Home rule power is not absolute. Cities must comply with state laws that apply uniformly to all cities and must conform to applicable federal laws and to the U.S. Constitution and the Kansas

Constitution. In exercising home rule powers, cities may generally legislate on any subject other than those reserved to the exclusive jurisdiction of the legislature by the Home Rule Amendment itself, or where an ordinance would conflict with uniform superior state or federal laws.

City Classification

Cities in Kansas are designated by class based on the size of their population. Westwood is a City of the Third Class.

Additional Related Information

Additional information can be found in Chapter 1 of the *Governing Body Handbook*, published by the League of Kansas Municipalities, a copy of which is available at City Hall.

Role of Council Members

The principal job of the City Council is to oversee the operations of the City. The Council performs this function by:

- Establishing the strategic direction of the City and its operations and service delivery
- Enacting ordinances, resolutions and policies;
- Providing oversight to ensure accurate and appropriate application of the City's Zoning Ordinance and City Code;
- Establishing City fees;
- Consenting to (subject to recommendation and final approval by the Mayor) the appointment of the City Administrator;
- Consenting to (upon recommendation by the City Administrator and approval by the Mayor) the appointment of certain officers including the:
 - City Clerk,
 - Police Chief,
 - Public Works Director
 - Treasurer,
 - City Attorney,
 - Municipal Judge,
 - City Prosecutor, and
 - others as specified by City Ordinance in Chapter 1 of the Westwood City Code;
- Approving the appointment of members of the Planning Commission, the Westwood Foundation, and vacant Council seats;
- Directing and receiving audits of City operations and financials;
- Reviewing and approving the annual budget as prepared by the City Administrator, setting the tax rate and approving the financing of City operations; and

- Authorizing contracts to be executed on behalf of the City, pursuant to the provisions of the Financial and Purchasing Policy, adopted and as amended by Resolution of the Governing Body.

Council members must work together to provide policy decisions that benefit the community as a whole and provide quality service to all of the City's residents. Once the Council makes a decision, it becomes the entire Council's decision. If you are asked about the issue and do not wish to defend it, simply explain why the Council made the decision it did.

Adopting Policy

The Council does not make policy in a vacuum. The Council relies on input and ideas from many sources, including staff, advisory boards, residents, groups and others. It is the Council's responsibility to consider the merits of each idea and then approve, modify or reject it. In doing so, Council members analyze community needs, program alternatives and available resources. The decision often takes the form of an ordinance or resolution, although it may be in the form of a simple motion.

Responding to Resident Complaints

Residents often contact a Council member when they have a problem. You may also be approached by a resident, colleague, or even a friend about City operations, issues or service problems. Many times they approach you because they aren't aware that contacting City staff directly is appropriate. Help them understand this by acknowledging and redirecting them. You may say: "Yes, I can see that upset you. I apologize you had that experience. Have you shared this with the City Administrator or department manager?" or "I don't have an answer for you right now, but let me look into it and get back with you."

If you personally take on the resident's request, contact the City Administrator who will direct the request to the appropriate staff person for resolution.

Relationship with the City Attorney

The City Attorney's job is to provide legal advice and counsel to the City, which includes advising the entire Governing Body, staff, and boards and commissions. If you have been contacted by someone to appear as a witness in your capacity as a Council member or have been served a legal notice in your capacity as a Council member, immediately contact the City Attorney with copy to the City Administrator.

Outside of a court subpoena, it is best to ask the City Administrator any legal questions you may have, as they can answer most of them quickly and without added expense. If additional advice from the City Attorney is needed, that should be directed either through the City Administrator or Mayor. The City Attorney cannot provide legal advice on an individual basis, and any legal

advice is for the entire City Council. Remember, the attorney's time is a City resource and is billed hourly, so use it wisely.

Personnel Management

The Governing Body approves the City's compensation plan (via the annual budget process) and personnel policies. It also approves the appointment of certain city officials/staff, as specified by City Ordinance in Chapter 1 of the Westwood City Code. All other personnel actions, unless specifically defined in the personnel policy, are the duty and responsibility of each department manager, under the oversight of the City Administrator, who is responsible for the hiring, discipline, promotion, demotion and firing of City employees pursuant to the provisions of Chapter 1 of the City Code and the adopted Employee Handbook, as amended.

Roles of the Mayor and Council President

Mayor

The Mayor presides over City Council meetings, serves as spokesperson for the community, facilitates communication and understanding between elected officials, assists the City Council in setting goals and policies, serves as an ambassador and defender of the community, nominates persons to serve on boards and committees, and then appoints them after Council approval. The Mayor also makes proclamations and serves as a key representative in intergovernmental relations, including participation in intergovernmental or regional partnerships.

On ordinary ordinances and other matters, the Mayor votes only when the Council is evenly divided. The Mayor has the power to veto ordinary ordinances unless the Mayor has cast the deciding vote. The Mayor has signature authority only when so designated by the Council. Staff prepares documents for signature at City Hall.

Council President

The Council President is a serving Council member elected by the members of the City Council to serve in the temporary absence of the Mayor. The Council President presides at all Council meetings when the Mayor is absent and performs the ceremonial duties of the Mayor during the Mayor's absence. When occupying the place of the Mayor, the Council President has the same privileges as other Council members and shall exercise no veto.

When a vacancy occurs in the office of Mayor, the Council President shall succeed to the office until the next regular mayoral election.

Council Meetings

The Council meeting is the place to get the critical job of decision-making accomplished. A smoothly managed and productive Council meeting does not necessarily guarantee good results, but it certainly helps.

The Mayor's role is to chair the meeting. As the moderator, the Mayor helps facilitate the meeting while allowing full Council participation, maintains order and decorum, and sees that all motions are properly dealt with as they arise.

Agendas

The agenda is developed by the City Administrator in consultation with the Mayor and disseminated to the Governing Body and the public before the meeting. The staff prepares a read-ahead packet of information that is posted on the City's website.

The read-ahead packet contains the agenda and supporting material for each agenda item. Every item is accompanied by a staff report which gives most if not all of the information in advance of the staff presentation at the meeting. If an item on the agenda is a large size or volume, such as a contract or plat document, the necessary information will be summarized in the agenda packet, and the actual document will be available for review in the City Clerk's office and at the meeting itself. Oftentimes, large documents are posted on the agenda webpage.

The Mayor or Council members can change the order of business or add/delete items the night of the meeting by majority acceptance from the Council at the beginning of the meeting.

Executive Sessions

Closed sessions are authorized by the Kansas Open Meetings Act (KOMA) after a formal motion has been made, seconded and carried to recess into executive session. Executive sessions may occur at any point during the meeting. No formal action of the City Council can be taken during an executive session.

The most common topics that can be discussed in executive session are:

- Personnel matters of non-elected personnel;
- Consultation with attorney on matters deemed to be of attorney-client privilege;
- Data relating to financial affairs or trade secrets of second parties;
- Preliminary discussions about acquisition of real estate; or
- Discussions concerning security matters.

The content and discourse of executive sessions are not to be told to anyone nor discussed outside the session, even with other Council members. Any official who knowingly violates

KOMA is liable for payment of a civil penalty of up to \$500 if the action is brought by the Kansas Attorney General or the Johnson County District Attorney and may be sanctioned by the Governing Body. For more detailed information on KOMA, refer to the League's *Governing Body Handbook*.

Public Participation at Council Meetings

The public evaluates the performance of its elected officials to a great extent by what happens at meetings. Many residents form their total opinions of the City government on the basis of having attended just one Council meeting. This is the time to impress the public favorably and show them that the Council is capable of doing its job.

Public Comments at Council Meetings

The "Public Forum" period is a time slot set aside on the agenda for people to address the Council on any subject relevant to the City government, its policies, operations, or services. It is not to be confused with a public hearing, which is a formal proceeding conducted for the purpose of discussing a specific topic, such as the City budget.

Anyone wishing to address the Governing Body must speak from the podium (unless accommodations are needed due to disabilities, or if other arrangements are authorized) and introduce themselves. Comments may be limited in length.

While providing an opportunity to speak on any topic of concern, the Mayor is responsible for maintaining order and decorum and will not allow the speaker to make personal attacks or inflammatory comments. In many cases, the speaker will be directed to meet with staff to resolve the issue or get questions answered. If the speaker has documents they wish to share with the Governing Body that support their comments, they must also provide a copy to the City Clerk.

Other than asking a question to clarify a statement, members should refrain from entering into a dialogue with the speaker. This time on the agenda is not intended for a discussion between the Governing Body and the speaker and should not be used for that purpose. Also, if speakers engage in personal attacks on any member of the Governing Body or staff, it may be necessary for the Mayor to cut them off. Council members are expected to be polite to people appearing before them, but there is no requirement that they subject themselves to intimidation by rude speakers.

Comments on Agenda Items during the Meeting

The City Council meeting is designed for the Governing Body to discuss and make decisions on the various issues on the agenda. Other than asking for clarification, discussion should be limited to members of the Governing Body. At no time will members of the audience be allowed to enter into the discussion from their seats in the audience. If recognized by the

Mayor, they may be allowed to speak at the podium during the discussion if the Mayor believes their comments are germane to the topic and necessary or helpful for the Governing Body to continue its discussion or make a decision. Each speaker should only speak once unless clarification is requested by the Mayor.

If a planning item is on the agenda which had a public hearing as part of the process with the Planning Commission, the Mayor will not normally ask for public comment, as they had their opportunity to do so at the public hearing with the Planning Commission. The Governing Body will have minutes of that public hearing so they can take those comments into consideration during their deliberation. *Comments are not normally allowed on an item due to the possibility of new information being presented outside the official public hearing which could open the door to potential litigation.*

Public Hearings

When an item requires a public hearing, by statute, the Mayor will open the public hearing and facilitate the hearing. Public comments can be made in a similar manner as the Public Comments agenda item. Reasonable limitations on the number of speakers and time allowed to speak may be imposed by the Council to keep the meeting moving. Public hearings are held to gather data and opinions from those affected to facilitate decision making.

Public hearings also afford the public due process prior to key decisions being made by the Council (and boards and commissions). Due process requires that public hearings be fair, open, and impartial. Ex parte communications are communications received outside of the formal public hearing. To protect the due process rights of all, it is important that ex parte communications be disclosed and made a part of the record at the public hearing. Prejudgment of an issue is a denial of due process. It is essential that members of the Governing Body retain an open mind and a willingness to listen to all the evidence and make their ultimate decision as a result of the public hearing even if they have received information prior to the public hearing.

Meeting Tips

Meeting Savvy

Consider these pieces of advice when preparing for a meeting:

- **Read the material you have been given for the meeting.** This will give you a good understanding of the issues and allow you to intelligently consider and discuss the issue.
- **Don't try to please everyone.** This simply does not work and makes you look weak and indecisive.
- **Don't waste quality meeting time dealing with routine questions or complaints** that can be resolved by staff outside the meeting.

- **Alert the Mayor and the appropriate department manager before the meeting if you intend to bring up an important issue.** This simple courtesy will help staff prepare background information and avoid embarrassment.
- **If you disagree with a significant statement or proposal made by a colleague or staff member at a meeting, express the disagreement, in a respectful manner.** Silence may be interpreted by staff as agreement, and they may take action based on that assumption.
- **Practice civility and decorum in discussion and debate.** Avoid personal comments that could offend other Council members, the Mayor, staff or the audience.
- **Honor the role of the Chair.** Council members should honor the role of the Chair to focus discussion on agenda items and ensure the meeting moves along in a reasonable manner. If there is disagreement about the agenda or Chair's actions, those actions should be voiced politely and with reason.

How to Aid Discussion by Asking the Right Questions

Questions are one of the most important tools you can use to obtain information, focus the group and facilitate decision making. Here are some samples:

Asking of Colleagues

- What do you think about this item?
- What do you think the proposed action will accomplish?
- Would you please elaborate on your position?
- What results are we looking for?
- How does this fit into our priorities?

Asking Staff

- What other alternatives did you consider?
- What are we trying to accomplish with this?
- What are the benefits and drawbacks?
- Will you please explain the process?

Asking of the Public

- How will this proposal affect you?
- What are your concerns?
- What other ways can you suggest for solving the problem?

Preventing and Resolving Conflicts

It is essential for Council members to understand their role and how it relates to the roles of the Mayor, staff, and other Council members. Many conflicts in City governments are the result of confusion as to these roles and the consequent overstepping of the boundaries between the respective roles.

Checklist for Monitoring Conduct

- ☐ Will my decision/statement/action violate the trust, rights or good will of others?
- ☐ What are the motives and spirit behind my actions?
- ☐ If I have to justify my conduct in public tomorrow, will I do so with pride?
- ☐ How would my conduct be evaluated by people whose integrity and character I respect?
- ☐ Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Is it just and morally right?
- ☐ Does my conduct give others a reason to trust me?
- ☐ Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear where I stand?
- ☐ Can I take legitimate pride in the way I conduct myself and the example I set?
- ☐ Do I listen and try to understand the views of others?
- ☐ Do I question different points of view in a constructive manner?
- ☐ Do I work to resolve differences and come to mutual agreement?
- ☐ Do I support others and show respect for their ideas?
- ☐ Will my conduct cause public embarrassment to someone else?

Media Relations

The media is the conduit through which most City business and goings-on reach the public. As such, the news media and social media activity highly influence how the public perceives you and your actions. Elected officials who understand the important role of the media in building public trust and who take a proactive approach to local reporters can go a long way to build positive relationships. These relationships, in turn, are more likely to result in fair, accurate coverage.

Everyone Has a Role in Media Relations

The Mayor will act as a spokesperson in most circumstances. Occasionally, the Mayor or the appropriate key staff will perform an interview. Nonetheless, every elected official should be prepared to be approached by the media and be asked about questions surfacing on social media sites.

Tips for Social Media

1. Before posting, consider how your post might be perceived. Are you the best person to relay the information? Was your knowledge of the subject learned in executive session or a private meeting with City staff? If so, can you keep that information separate from information that should be shared with the public?
2. Sometimes identifying yourself as a Council member will result in complaints or questions about other topics being directed to you. Refer people to the appropriate City office for assistance (if you don't know, just advise them to call City Hall) or ask the Mayor for assistance in developing your response.
3. Engaging on social media can result in excessive back and forth, especially on complex topics. Consider suggesting a phone call or meeting to explain an issue and listen to concerns.
4. When you see a post to which you believe the City should contribute, email or call the department manager for assistance.
5. Consider using a disclaimer on your personal site such as "The posts on this site are my own and do not necessarily reflect the views of the City of Westwood."
6. Remember that social media posts and discussion could result in violations of KOMA.

Tips to a Great Interview:

- Tell the truth.
- Be courteous and don't play favorites.
- Nothing is "off the record." Ever!
- Always assume that a microphone is live.
- Don't rely on, "No Comment." Try to say something, even if it's: "I'm sorry, but I cannot comment on pending legal matters."
- Never say anything you wouldn't want printed or broadcasted.
- Listen carefully to the reporter's questions. Pause...think...ask for more time if you need it.
- Don't repeat a reporter's negative question in your answer. Reframe the issue accurately.
- Do not speculate. Respond only to the question you've been asked. Avoid giving well-intentioned but inaccurate information.
- Get to know your reporters. Read their columns regularly. If you see a particularly good article, give the reporter a sincere and timely compliment. Mention the article by name or topic.
- If giving a telephone interview, go to a quiet room without distractions. When a question is asked, take a moment to collect your thoughts before responding.
- Use the "Five C's to Interview Success." Speak with conviction in a conversational manner while retaining your composure. Be confident and colorful.
- During times of crisis, citizens need to hear a calm, reassuring and well-prepared message. Do not speculate or guess about the situation. Give facts.

Planning Ahead

An interview with the reporter will go better with some simple advanced planning. Ask what the topic and angle of the story is to be. You don't have to give an interview right away; you can ask for time to prepare. Also...

- Soundbites. Develop a short list of your main talking points, and put them into "soundbites" of 7 to 12 seconds each and repeat these key points several times during the interview. This will help the reporter hone in on the message and more easily format the interview for publication.
- Tough questions. Be prepared for difficult questions. Think, "If I were the reporter, what would I ask?" Then, instead of responding to a negative question, be prepared to turn the question to make the point you wish.
- Body language. Be aware of how body language can send a different message from the one intended. Practice appearing open and relaxed whenever you speak with a reporter. Look at yourself in the mirror. Are you rocking (on your feet or in a chair!), fiddling with jewelry or jingling coins in your pocket? All are distracting and make you appear unprofessional. Crossed arms may be interpreted as a defensive sign. Instead, assume the "soldier stance" with arms at your sides and feet slightly apart; relax and gesture naturally.
- What Not To Wear. When appearing on camera, put thought into your wardrobe. Dress conservatively, no stripes or busy designs. Do not wear white next to the skin; it washes you out. Wear colors that complement your skin tone, hair color, and personality. Solid-colored saturated blues and greens are best.
- Practice. Practicing in advance with someone close to you can put you at ease.



Governing Body Handbook

City of Mission Hills

UPDATED: DECEMBER 1, 2023

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GENERAL CITY INFORMATION

HISTORY OF MISSION HILLS

Mission Hills is a Garden City in northeast Johnson County, KS that was envisioned in 1912 by urban planner J. C. Nichols. Development of the northern subdivisions started in 1919 with design principles that emphasized elegant homes, a respect for the natural topography with curvilinear versus rectilinear street designs, public art, and variable lot size design. Greenbelts, including the City's three Country Clubs and parks, were designed to reinforce the community's pastoral and garden character.

In 1925, the Verona Columns and park at the intersection of Overhill Road and Mission Drive was completed. The Carrara marble fountain from Rome and the eight, twelve-foot Verona marble columns from Venice were interrelated to form a Romanesque landscape design which is still enjoyed today. Many of the City's public art pieces were purchased contemporarily with the Verona Columns. The Sunken Garden, located at Overhill Road and Mission Drive was also developed in 1925 from the old stone quarry that previously provided much of the stone for fords across Brush Creek, bridges, retaining walls, and Mission Hills roads.

Residential demand continued into the mid-twenties with expansion in a southwest direction. Development of the Indian Hills section began in 1926 with artistic and sensitive landscape design to highlight the southern portion of Brush Creek. Over the next two decades, development was interrupted by the Depression years of the 1930s and the years of World War II in the 1940s. By 1940, nearly one-half of the total homes which could be built in the City of Mission Hills had been built. The postwar years would witness the gradual filling up of platted lots.

In 1949, the City of Mission Hills was incorporated and there was a transition from private restrictive covenants to public regulatory powers. Since incorporation, there were several annexations resulting in the current jurisdictional boundaries of the City. In 1951, the Indian Hills Country Club and Indian Hills subdivisions were incorporated and between 1956-1957 the Mission Hills and Kansas City golf courses, as well as other subdivisions in the southeast section of the City were incorporated.

FORM OF GOVERNMENT

The City of Mission Hills is chartered under Kansas statute as a City of the Third Class, and it operates as a Council-Administrator form of government. This is the predominate form of municipal government in Kansas. The Mayor is the elected chief executive, who serves as the presiding non-voting officer of the elected legislative body, known as the Council. The Council consists of five members who are elected at-large to staggered terms of office. The administrator is appointed by the Mayor and approved by the Council.

The **Mayor** acts as the executive head of the City and serves a four-year term and is the only elected position with term limits. The Mayor's position is limited to two terms. Council meeting agendas are set by the Mayor and City staff. The Mayor is also responsible for filling Council vacancies, appointing board and committee members, and acting as spokesperson for the City. When the Mayor is temporarily absent the **President of the Council** presides at meetings of the Council. The Mayor appoints with a majority vote of the Council a Municipal Judge, Municipal Prosecutor, Chief of Police, City Administrator, City Clerk, City Attorney and City Treasurer each May.

As a body of elected officials, the five-member **City Council** is responsible for the enactment of local laws, the adoption of the annual City Budget and Capital Improvement Program, and the review and adoption of proposed policies, regulations, agreements, contracts, and other City business items. As elected representatives of the citizens, the City Council is responsible to all residents and devotes its energies to making decisions which are in the best interest of the public welfare.

The **City Administrator** is the chief administrative officer of the City government and is appointed by the Mayor and approved by the Council to enforce municipal laws and policies, direct daily operations of the City, and prepare and monitor the municipal budget. The City Administrator is the only official authorized to expend City funds. Expenditures are based upon appropriations made by the Council. Additionally, the City Administrator has the authority to hire and fire all City staff, including the City Clerk.

The **City Clerk** is an appointed official charged with maintaining records of Council actions and is the official recorder at the Council meetings.

The **City Attorney** is an appointed official who counsels with the officers of the City concerning matters which require, or may require, the attention of legal counsel, such as writing City ordinances, reviewing the handling of contracts and performance or maintenance bonds. Additionally, the City Attorney represents the city in civil suits or actions in any court.

The **City Treasurer** is an appointed official who reviews the majority of payments made by the City each month and reviews the City investments monthly. The City Treasurer, City Administrator, and Mayor sign payments made by check.

COMPREHENSIVE PLAN

A comprehensive plan is the primary document that outlines a municipality's direction for the future. It is developed with the purpose of guiding the decision-making of City staff, elected officials, and the various boards and committees that make decisions on behalf of the community. Mission Hills' Planning Commission annually reviews the Comprehensive Plan, as prescribed by state statute, and conducts an in-depth review of the plan each decade.

The plan is a "living" and dynamic document that is amendable to accommodate the future needs and preferences of the community. The Mission Hills Comprehensive Plan is designed to guide the day-to-day activities within the context of a long-range vision. Characteristics of a well-designed comprehensive plan include:

- Has a long-range time frame. The plan identifies the City's vision and goals, and focuses on how decisions made today can have long-term effects 50 to 100 years from now.
- Is general. The plan does not analyze issues in detail but does highlight those issues present or anticipated. It provides a strategy for managing known issues and a framework for addressing unanticipated issues that could arise in the future.
- Is comprehensive in scope. The plan covers all aspects of the community that contribute to the quality of life residents enjoy, including physical elements and social and economic factors.

VISION & GOALS

Mission Hills is defined by the quality and beauty of its homes, classic design of public spaces, and picturesque natural setting. The character of the community originates from the careful balance of these three defining features. These features will endure through respecting the rich history, nurturing unique design, investing in the artistic and cultural public amenities, and preserving the natural landscape. Mission Hills will remain a beautiful place to live as these qualities guide stewardship of the community for future residents.

Goals are a long-range target at which decisions about the future should be aimed. The goals for Mission Hills address four components of the City: (1) public open spaces, (2) streets, (3) residential properties, and (4) infrastructure and new technologies. The following goals support the vision:

Goal 1: Maintain the public open spaces and associated cultural amenities in Mission Hills as classic design features of the City.

Goal 2: Accommodate safety while balancing automobile, biking and walking improvements while maintaining the street network, pattern, and design as a defining element of Mission Hills.

Goal 3: Preserve the original community design through thoughtful redevelopment that is respectful of the neighborhood context and community character.

Goal 4: Enhance resident services through improved infrastructure and technology while balancing their visual impact on the distinctive character of the community.

HOME RULE

Home rule powers were granted to all cities in Kansas in 1961 by amendment to the Kansas Constitution. Cities may now pass ordinances without the need for legislative authorization except regarding certain subjects which the Home Rule Amendment reserves to the legislature. The Home Rule Amendment granted cities the power to legislate their local affairs and government. It also restricted the power of the state legislature to treat cities differently and to enact binding, non-uniform restrictions on local affairs. Because cities can exempt themselves by passage of charter ordinances, they are not bound to follow state laws (except in certain specified areas) unless those state laws are uniformly applicable to all cities. Home rule power is not absolute. The legislature still has considerable authority to tell cities what to do and how to do it, but the legislature must make its enactments uniformly applicable to all cities.

Cities exercise their home rule powers through the passage of an ordinary ordinance or a charter ordinance. A charter ordinance may be used when (1) there is a state enactment which applies to the city which contains provisions in conflict with the provisions of the proposed local law; (2) the state law does not apply uniformly to all cities; and (3) the state law does not deal with one of those subjects reserved to the legislature by the Home Rule Amendment. If those conditions are met, a charter ordinance may be used to exempt from the whole or any part of the state enactment. The effect of such an exemption is to repeal the state law as it applies to the city using the charter ordinance. No conflict can arise between a charter ordinance and the state law exempted from it, because the state law no longer applies to the city exempting itself by charter ordinance.

KANSAS OPEN MEETING ACT (KOMA)

The Kansas Open Meeting Act (KOMA) applies to all Council and City boards, committees, and subcommittees. It requires that all meetings be open to the public and announced to the public and notice of the meetings must be provided to those requesting notice. All meetings subject to the KOMA must be conducted openly so that the public is allowed to listen to the discussion. Binding action must be taken openly. Serial meetings are prohibited by KOMA. An example of serial meeting

is when a majority of Council, board, or committee members have a series of smaller gatherings or communications that results in a majority of the body collectively taking action.

A public body subject to the KOMA cannot prohibit the use of recording devices. However reasonable rules that are designed to prevent disruption of public meetings, safety hazards, or other legitimate concerns are permitted.

The KOMA does not require that the public be allowed to talk at public meetings, unless overruled by some other law. Additionally, there is not a requirement for public meetings to be held in a specific location, unless there is evidence that the meeting is deliberately being held in a place to prevent public attendance.

KANSAS OPEN RECORDS ACT (KORA)

All records maintained by the City must be open for inspection by the public, except those specified in the Kansas Open Records Act (KORA). The KORA allows for 43 exceptions. The following are the most common exceptions utilized by the City.

- Attorney-client privileged documents.
- Correspondence between public agency and a private individual.
- Plans, surveys, designs, or drawings that are prepared by a person other than an employee of a public agency, or records that are property of a private person.
- Notes, drafts, research data for analysis, proposals, memos, recommendations, and other records expressing opinions or proposing policies or actions. If records are publicly cited or identified in an open meeting or in an agenda of open meeting, the exception does not apply, and records can be disclosed.
- Personnel records for actual employees, except, can give out name, position, salary and length of service.
- Appraisals/estimates/evaluations pertaining to acquisition of property prior to formal contract being executed.

MEDIA INQUIRY POLICY

All media inquiries and requests should be referred to City Hall to be considered by the Mayor and/or City Administrator for a response or comment if warranted.

THE COUNCIL MEETINGS

SCHEDULE

The City Council meets the 2nd Monday of each month at 5:30 p.m. Meetings are held in person at City Hall with the option to attend remotely, if needed. The Council approves a calendar each year to account for the Financial and Strategic Planning Workshop, holiday conflicts or special events. With Council approval, the Mayor may request a special meeting for the purpose of addressing a specific or time-sensitive topic.

AGENDA

The agenda is set in advance by City staff and the Mayor. The agenda is disseminated to the Governing Body and public before the meeting. City staff prepares a read-ahead packet of information in advance that is normally emailed to the Governing Body on the Thursday afternoon or Friday morning prior to the meeting. A paper packet can be delivered upon request. The packet is also posted online for the public. The read-ahead packet contains the agenda and a staff report which provides information in advance of the staff presentation at the meeting. If there are questions about information in the packet, the Governing Body is encouraged to contact the City Administrator to set up a review session in advance of the Council meeting. A Statement of Substantial Interest is required for each candidate. Council members are required to abstain from the discussion or vote if there is a conflict of substantial interest.

ORDINANCES

Ordinances are the most formal action taken by the governing body and have the full force and effect of law. There are three basic types of ordinances. General ordinances comprise the body of local law which governs the management of local affairs, e.g., zoning ordinances, traffic ordinances, and administrative ordinances. Special ordinances are passed for a single special purpose and lose their force when the purpose for which they were passed is accomplished, e.g., an ordinance allowing the sale and consumption of alcohol at the annual Keim Street Fair. Charter ordinances are established by Kansas law that allows cities to “charter out of” or exempt themselves from some state statutes and establish their own regulations. Uniquely, charter ordinances require a vote of the elected Governing Body, which includes the Mayor. Any ordinance must be considered at a public meeting and or an ordinance to become effective, it must be published in the official city newspaper, The Legal Record.

THE MEETING

City Council meetings are held to act on City business. The Mayor's role is to chair the meeting. Actions of the Council require a motion that must be carried out by a majority vote. Since there is not a formal public comment section on the agenda, the Mayor may amend the order to accommodate meeting attendees.

Once the Council meeting is called to order and Pledge of Allegiance recited, the following is the "usual" order of business and the procedures.

1. Approval of Minutes of Previous Meeting(s)
2. Public Safety
 - a. Police Report: The Chief of Police or representative attends each meeting to review the report and answer questions.
 - b. Fire Report: The Chief of Consolidated Fire District 2 (CFD2) attends quarterly or if there is a structure fire to provide updates and answer questions.
3. Consent Agenda: Items of business that have been previously discussed by the Council in detail or are routine and recurring in nature. This includes the Claims Ordinance, which the Council reviews and approves each month for the payment of claims to the City. The entire Consent Agenda can be approved with a single motion and vote or any item may be removed from the Consent Agenda and place it for discussion under New Business.
4. Financial Report: Monthly City revenues and expenditures report. A quarterly analysis and reserve fund analysis is provided in April, July, and October. A preliminary year-end analysis is provided in January, with a final year-end and encumbrances report in February.
5. Old Business: Items of business previously discussed and repeat nuisance properties.
6. New Business: Typically items of business requiring action of the Council.
7. Staff Reports: The City Clerk, City Administrator, Assistant City Administrator, and City Planner provide monthly reports on continual or emerging issues. The City Arborist provides a quarterly report.
8. Mayor's Comments: Councilmembers provide liaison reports from their assigned boards and/or committees and annual or as needed appointments to boards and/or committees.

CITY FINANCES & BUDGET PROCEDURES

ANNUAL BUDGET TIMELINE



SETTING THE TAX RATE

The tax rate for each taxing district in Kansas is determined by dividing the total dollar amount to be collected from property taxes by the total assessed valuation of all properties in the taxing district. Each year the City's tax rate is adopted with the annual budget and correlates with the budgetary needs of the taxing district.

MILL LEVY

Kansas tax rates are described in terms of mill levies. A mill levy is equal to \$1 of taxes for every \$1,000 of assessed value. The County Appraiser is responsible for valuing all taxable property within the county and assessed values are 11.5% of the appraised value. For example, if the appraised value is \$1,443,327, the assessed value is \$165,983, and if the City has a mill levy of 22.765, the real estate taxes due to the City are \$3,779. This comprises the City's ad valorem property tax revenue stream. Typically, when considering a mill levy increase or decrease it is good financial policy to look at the forecasted need for the next five years and then adjust the mill levy to cover those forecasted costs. This allows not only for the City to practice sound financial management, but it also allows residents to better plan their budget.

A top budgeting priority for the City Council is holding the City's mill levy. The Mission Hills mill levy was held at 21.9 mills from 2007 to 2019. Prior to that time, the Council made a conscious decision to raise the mill three times since 2000. In 2002, the mill levy was raised by 0.868 mil to add a police car and officer when crime was at a historical high. In 2005, the mill levy was raised to 1.712 mills as the State withheld funds that were previously passed through to cities and Belinder Avenue and 63rd Street's utilities were placed underground. The mill levy was then reduced in 2006 and 2007. In 2019, the mill levy rate, for financing the 2020 budget, was raised 0.8 mills for debt service on G.O. Bonds sold in 2019 to beautify 67th Street by placing the utilities in the City rights of way underground and placing decorative LED streetlights along the road.

CASH BASIS LAW

The cash basis law (K.S.A. 10-1101 *et seq.*) prohibits cities from creating any financial obligation unless there is money on hand in the proper fund, unencumbered by previous commitments, to pay the indebtedness. The execution of a contract, or the issuing of a purchase order, or any other act which binds the City to pay money, automatically freezes the money in the fund for the payment of the amount of the commitment. Simply, if there is no available cash then no debt can be incurred. The fact there is still budget authority makes no difference.

The Mayor, Governing Body, City Administrator, Clerk and Treasurer are responsible for seeing that the cash basis law is observed, and certain penalties are contained in the law if it is knowingly violated. Any contract made with a municipality in violation of the cash basis law is void.

SUMMARY OF FUNDS

The City utilizes the following funds to account for revenue and expenditure.

Fund 01 – General Fund: This is the main fund of the City where the City’s annual revenue and expenditure are accounted. The fund’s expenditures are broken down by department or service areas

Fund 03 – Special Highway Fund: Revenues received in this fund come from the State as a pass-through of the State motor fuel tax and must be used for street or bridge maintenance or capital projects. The State can choose to withhold this revenue should they need to. Therefore, Mission Hills collects the revenue and saves it for one-time capital expenditures. Periodically, these funds are transferred to the General Fund for a street or bridge improvement project.

Fund 06 – Local Alcohol Fund: The State statute that authorizes the State to share its liquor tax revenue with local governments requires that the revenue be used for park and recreation purposes. One-half of the revenue can go into the General Fund and one-half must be accounted for in a local alcohol fund.

Fund 07 – Stormwater Reserve Fund: This is a reserve fund established by the City originally to set aside excess revenues. Stormwater was deemed the City’s greatest need. Funds in this account are reserved to fund emergency stormwater projects or services.

Fund 11 – Capital Improvement Reserve Fund: The City established this reserve fund in 2004 to place excess revenues as a contingency against unforeseen emergencies such as disasters or to save for a capital project. These funds can be used in any way deemed necessary by the Council for one-time infrastructure expenditures but not ongoing expenses such as employee salaries. Should an emergency arise, the Council can authorize use of these funds for any purpose.

Fund 12 – Debt Service Fund: This fund is used when G.O. Bonds are sold to account for the property taxes assessed and the payment of interest and principal to meet GAAP (Generally Accepted Accounting Principles). Each G.O. Bond issuance is accounted for separately in the fund and the appropriation is based upon the debt service schedules established at the time of the sale. Currently, only the 2019 G.O. Bond debt is accounted for in this fund.

Fund 17- Stormwater Utility Fund: The City established this fund in April 2011 to account for the appropriations and collection of the Stormwater Utility Fee. The fee was established based upon a property owners' impervious surface and is collected as a special assessment by the County. Revenues in this fund can only be used for stormwater capital improvements.

The most recent Stormwater Utility User Fee was approved in August 2019 and is set to remain in effect for five years. The Council will review this fee in or before August 2024 to determine if its continuation is necessary.

REVENUES

The account numbers shown in parenthesis are found in the monthly revenue and expense report.

Ad Valorem Property Tax & Delinquent Tax (01-00-0301 and 01-00-0302)

Property taxes received after the due date are coded into the Delinquent Tax line item.

Motor Vehicle Tax (01-00-0310)

Johnson County provides the City with annual estimates for budgeting this revenue. The taxes included in this estimate come from motor vehicle tax, recreational vehicle tax, commercial motor vehicle fees, and 16/20M tax. This tax is allocated proportionally (similar to property tax) to both the General Fund (96.5%) and Debt Service Fund (3.5%).

Local Alcohol Liquor Tax (01-00-0312)

The state of Kansas provides the City with annual estimates for budgeting this revenue. The City splits that estimate, half goes into the General Fund and the other half is budgeted in our Alcohol Recreation Fund.

Sales Tax

City Sales Tax (Local Sales Tax 01-00-0328)

- 1% Sales Tax: This was instituted by the City in 2004 and does not have a sunset provision. The revenues are used to support the General Fund.

- 0.25% Sales Tax Dedicated to Capital Improvements: This sales tax was renewed by Mission Hills voters in the Nov. 2022 election and currently expires in Sept. 2028. All proceeds from this tax are dedicated to funding capital improvement projects.

City portion of Johnson County Sales Tax

- Court/Coroner Sales Tax (01-00-0325): 0.25% countywide sales tax approved in November 2016 to help fund a new county courthouse and medical examiner facility. This sales tax generates approx. \$127,500 in revenue each year for capital improvements and is expected to sunset 2027.
- County Sales Tax (01-00-0330) – This line item includes the remainder of the county sales tax receipts and sales tax from STAR bond districts in the county (currently Prairie Fire and Bluhawk).

Compensating Use Tax (County Consumer Use Tax 01-00-0331) – This tax is applied to purchases outside of the City. The rate is the same as the local sales tax. A sales tax is collected at the point of delivery of goods and services, as opposed to where the sale occurs.

Reimbursements – Johnson County Programs (01-00-0332 and 01-00-0333)

The City participates in Johnson County's reimbursement programs for road and stormwater projects. The County Assisted Road System (CARS) program provides funds to the cities of Johnson County to construct and maintain their major arterials. Each year the cities submit a five-year road improvement plan to Johnson County. Using a scoring system, Johnson County selects projects and allocates funds. The county pays 50% of the project's construction and construction inspection costs. Cities are responsible for design, right-of-way, and utility relocation costs. The CARS eligible roads in Mission Hills are: 63rd Street, Tomahawk Road, Mission Road and State Line Road.

The Stormwater Management Advisory Council (SMAC) program looks at stormwater issues in the county based on watershed districts. Mission Hills is a member of Watershed One. SMAC approved projects are eligible for 50-100% reimbursement. Improvement projects can include widening open channels and replacing culverts and bridges, protecting the natural stream corridor, and enhancing water quality.

Franchise Fees

Franchise fees are added to franchised utility bills and sent directly back to the municipality. The franchise fee is assessed to utilities and other entities utilizing the public right-of-way. The City has franchise agreements with several providers and collects franchise fees from the following:

- Gas franchise (01-00-0340): Kansas Gas (6%)
- Electric franchise (01-00-0341): Evergy (6%)
- Cable (01-00-0342): Charter (3%), AT&T (5%)
- Telephone (01-00-0343): AT&T (5%), Google (2%)

Right of Way (ROW) Fees (01-00-0356)

All fees paid by ROW users for work related to their facilities in the ROW. This includes permit/inspection fees in accordance with the City's fee schedule. We generally waive these fees when the work is in conjunction with a City capital improvement project.

Building Related Fees

- Building Permit Fees (01-00-0351): Fees paid to purchase a standard building permit (fee schedule approved by City Council by resolution – usually annually).
- Building/Penalties (01-00-352): Fines for working without a permit.
- Professional Review Panel Fees (01-00-0353): Fees paid by applicants to have their substantial project reviewed by the Professional Review Panel.
- Building Permit Extension (01-00-0354): Fees paid to extend a building permit in accordance with the City's regulations. Only one permit may be sold by staff, a second extension must be approved by the City Council.
- Plan Review Fees (01-00-0355): Fee paid by applicant to have project reviewed by the Architectural Review Board (ARB).

Licenses

- Occupational Licenses (01-00-0358): Annual licenses issued to contractors/businesses applying for building and ROW permits. Contractors must be licensed through Johnson County's contractor licensing program and roofing companies must be registered with the State of Kansas. Licenses are valid for the calendar year and must be renewed annually to conduct business in the City.

- Urban Forestry Licenses (01-00-0359): Annual licenses issued to companies performing work on any trees in the City (includes both public and private tree work). Must meet ordinance requirements to be issued a license. Licenses are valid for the calendar year and must be renewed annually to conduct business in the City.

Traffic Fines (01-00-0360)

Includes all traffic fine revenue generated in the City.

Miscellaneous (01-00-0370)

Includes unplanned items such as payments for open records requests and other items without specific accounts assigned.

Sale of Equipment (01-00-0375)

Includes proceeds from the sale of a used police vehicle or other miscellaneous equipment.

Investment Income (01-00-0376)

Includes the monthly interest from the City's checking account. Additional interest is accrued on idle cash in other funds – those funds have Investment Income line items as well.

Insurance Reimbursement (01-00-0385)

This captures and reimbursement from insurance claims on City property (i.e., statutory or plantings damaged by an errant driver, claims on damaged police vehicles, etc.).

Transfers in from other Accounts (01-00-0399)

This typically includes transfers into the General Fund from the City's Special Highway Fund and/or Capital Improvement Reserve Fund to fund the City's Five-Year Capital Improvement Program.

INVESTMENT POLICY (APPENDIX)

The purpose of this policy is to institute proper guidelines for the ongoing management of the City of Mission Hills investment portfolio. The investment assets represent the liquid and working funds for the present and future operations of the City. These assets are to be invested in a manner that preserves capital, provides liquidity, maintains appropriate

diversification, and generates returns relative to these guidelines and prevailing market conditions.

The basic objective of the City's investment program is, in order of priority:

- I. Safety and preservation of the invested funds.
- II. Liquidity of investments that is sufficient to meet operating and investment cash requirements.
- III. Maximize income while minimizing risk.

EXPENDITURE & PURCHASING POLICY (APPENDIX)

This policy provides guidelines to be followed in authorizing expenditures and in making payment for goods and services for the City of Mission Hills, Kansas.

Goals of the policy are to allow the making of routine expenditure decisions and to provide for the payment of certain claims in advance of City Council approval to benefit from discounts or avoid late payment penalties. To eliminate the duplication of time and effort inherent in seeking expenditure approval from the Council for routine or recurring purchases already approved through the budget process.

RESERVE FUND POLICY (APPENDIX)

The objective of the reserve policy is to provide adequate resources to maintain financial stability in the City of Mission Hills as well as the current "AAA" bond rating. Additionally, the general fund reserve policy will allow the City to be financially prepared for emergencies and unexpected one-time expenditures, and the Capital Improvement Reserve Fund and Stormwater Reserve Fund will afford the City the opportunity to save for capital improvements that exceed the annual Capital Improvement budget.

CAPITAL IMPROVEMENT POLICY

The Council has established a policy to annually increase the capital improvement expenditure in the General Fund by five percent. Each spring, all streets, curbs, and sidewalks in the City are evaluated using a Paving Condition Index (PCI). The PCI is used to generate a five-year Capital Improvement Program (CIP), which is adopted annually as part of the budget process.

CITY BOARDS AND COMMITTEES

ARCHITECTURAL REVIEW BOARD

The purpose of the Architectural Review Board (ARB) is to ensure that all structures within the City conform to minimum architectural and aesthetic standards of appearance. All exterior alterations require ARB approval, unless specifically listed in the Resolution for City staff approval.

- Regular meetings occur every other Tuesday at 3:00 p.m.
- There are five standing members and up to three alternate members.

BOARD OF ZONING APPEALS

The Board of Zoning Appeals (BZA) is a judicial body that hears all City level appeals. Most appeals fall into two categories: an exception or variance from the Zoning Regulations or appeal of a decision of the ARB, City Administrator, City Clerk or other administrative officer.

- If there is an application for appeal, the BZA meets the last Wednesday of the month at 9 a.m.
- There are five standing members and up to three alternate members.

COMMUNITY ENGAGEMENT COMMITTEE

The Community Engagement Committee is chaired by residents who coordinate a variety of annual and first-time events throughout the City.

CRIME PREVENTION AND SAFETY COMMITTEE

The purpose of the Crime Prevention and Safety Committee (CPSC) is to study crime patterns in the Mission Hills area and recommend action to the City Council to lower crime and improve the public's safety. The Council also submits topics for the CPSC to review as needed. The Police Department attends meetings and provides recommendations to the CPSC.

The police department also participates on the committee.

- Typically meets two to four times a year or as needed for special assignments
- There are nine standing members

PARK BOARD

The Park Board is an advisory committee responsible for preparing the annual landscape plan for the City parks. Duties include reporting on maintenance of islands,

statuary, stone pedestals, stone walls, selecting annual plantings, and redesigning islands in need of updating.

- Typically, meetings occur the first Tuesday of the month between March and October at 12:30 p.m.
- The Board consists of 10 to 17 voting members appointed to three-year terms. There is a team of Park Board members responsible for each of the three Mission Hills homes associations and each team has three to five members.

PLANNING COMMISSION

The Planning Commission establishes and implements policies and practices that promote the orderly growth and development of the City of Mission Hills. This body provides the legal and policy framework for both short-term and long-term land use planning and control systems to guide the economically and socially effective use of land within the City, including the review of the Comprehensive Plan. The Planning Commission consists of nine members of which two members may reside outside of the City limits. members are appointed for a three-year term of service.

- Regular meetings occur the second Wednesday of each month at 5:00 p.m.
- There are 9 standing members.

COUNCIL LIAISON ROLE

Each member of the Council is assigned a board or committee as a liaison to report to Council the activities of the assigned board. Liaisons are not members of the assigned board and should refrain from influencing board decisions, make clear that any public comments constitute individual opinion and are not made as a representative of the City Council, and not attend executive/deliberative sessions.

The League of Kansas Municipalities Governing Body Handbook states, “only the members of the public body have the right to attend executive sessions of that body. Officials should recognize they risk jeopardizing the legality of an otherwise lawful executive session by inviting others to observe the proceedings. While non-members (e.g., city manager, city attorney, department head, etc.) may be invited to provide information or to participate in the body's deliberations, non-members should not be invited merely as observers.”

MISCELLANEOUS

NIMS (NATIONAL INCIDENT MANAGEMENT SYSTEM) TRAINING

The Homeland Security Presidential Directive-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

City staff and elected officials are required to pass a minimum of two courses for the City to be eligible to receive federal disaster aid. The two courses are: “IS-100.a Introduction to Incident Command System” and “IS-700 National Incident Management System (NIMS), An Introduction.”

APPENDICES

ACRONYMS

ARB	Architectural Review Board – Ensures that all structures within the City conform to architectural and aesthetic standards of appearance.
BZA	Board of Zoning Appeals – Holds hearings related to the zoning regulations, such as, requests for variances of decisions of the ARB and other City officials, such as the City Administrator and the City Inspector, and requests for special use exceptions. This board is established by State law.
CARS	County Assisted Road Systems – Provides funding for road rehabilitation projects in Johnson County for streets that are considered county connectors. The streets in Mission Hills eligible for CARS funding area: State Line Road, Mission Road, Tomahawk Road, and 63 rd Street.
FEMA	Federal Emergency Management Agency – Provides funding for declared disasters and oversees the management of the floodplain
KPERS	Kansas Public Employee Retirement System – Mandatory state retirement system for City Staff.
MARC	Mid America Regional Council – Kansas City based organization that coordinates the efforts of the cities/counties in Kansas and Missouri.
NIMS	National Incident Management System – Established by Homeland Security, NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies.
NPDES	National Pollutant Discharge Elimination System – Authorized by the Clean Water Act, the NPDES permit program controls water pollution by regulating point sources (pipes or manmade ditches) that discharge pollutants into waters of the United States. Waters of the United States are any natural flowing water of more than two inches, i.e. Brush Creek and all of the small streams flowing into it.
SMAC	Stormwater Management Advisory Council – Provides funding for stormwater projects in Johnson County based on a rating system and funding formula.
KCC	Kansas Corporation Commission – Regulates natural gas, electrical, video providers and transportation vendors. Approves rate increases for these entities. Communication providers are no longer under the KCC jurisdiction and are managed by a State Statute.

DEFINITIONS

Amendment: A change or addition which changes the meaning or scope of an original formal document. Often these are laws or regulations. However, plans or specifications can also be amended.

Assessment: The value placed on an item of real or personal property for property tax purposes. The rate of tax times the value equals the amount of tax levied on the property. Also a special tax levied on the property within a special assessment district.

Audit: An examination of the financial activities of an agency and the report based on such examination.

Board of Zoning Appeals: A planning agency appointed by the City Council and authorized by law to grant exceptions and variances from the zoning regulations and to hear appeals of decisions of the zoning and floodplain administrators.

Bond: A debt instrument issued by a municipality. Bonds normally bear interest. They are a common way of raising money for capital improvements.

Budget: A plan for spending and receiving money to sustain municipal operations during a fiscal year. The City's fiscal year is January 1 to December 31.

Capital Improvement Plan: A schedule of construction of items of high cost, such as streets and buildings, over a period of five years together with a plan for spending and receiving the money to pay for the items.

Capital Reserve: Established to account for resources legally set aside for anticipated capital expenditures, including construction, purchase or replacement of, or addition to municipal buildings, equipment, machinery, motor vehicles or other capital assets.

City Council: The elected governing authority of a city which sets legislative policy for the City.

City Administrator: The chief administrator of a municipality in the council-manager form of government, appointed by the Governing Body as the City's chief executive officer.

Comprehensive Plan: A generalized, coordinated land-use policy statement of the governing body of a city consisting of maps and descriptive text covering objectives, principles and standards used to develop the plan. A comprehensive plan must include a plan, scheme, or design for (at least) the following elements: land use, housing, capital facilities, utilities, natural resource lands and critical areas.

Conflict of Interest: Engaging in any business or transaction or having a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of duties in the public interest or would tend to impair independence of judgment or action in the performance of official duties.

Debt Service: Payments to creditors, primarily the holders of municipal bonds. Debt service includes principal, interest and minor incidentals such as agent fees.

Easement: A right-of-way for public or quasi-public use. Normally, they are used for utilities, parkways, floodways, scenic uses, property access and other purposes. The fee title to land in the easement area remains tied to the adjacent land, and easement rights are relinquished through the vacation process.

Exception: An exception to the provisions of the zoning regulations such as permitting an increase in building height or a reduction of a building setback. Exceptions are granted by the Board of Zoning Appeals and require a public hearing.

Executive Session: A portion of a meeting closed to the public that can legally be held only for certain purposes.

Floodplain: The area along a natural watercourse subject to periodic overflow by water.

General Fund: Used to account for all revenues and the activities financed by them, which are not accounted for in a special fund.

General Obligation Bond: A financial instrument giving borrowing power to a municipality, based on pledging of taxing power to retire the debt and pay interest.

Home Rule: The ability of cities to govern themselves independently from the state government. Cities must still abide by state laws. Kansans passed the Home Rule Amendment to the state constitution in 1961.

Mayor: The Mayor presides over City Council meetings, serves as a spokesperson for the community, facilitates communication and understanding between elected officials, assists the City Council in setting goals and policies, nominates persons to serve on boards and committees and then appoints them after Council approval, and serves as an ambassador and defender of the community. The Mayor also makes proclamations and serves as a key representative in inter-governmental relations. The Mayor is the only Governing Body member elected at-large.

Mill: A unit of property tax equal to one dollar per one thousand dollars of assessment.

Ordinance: A law enacted by a City.

Personnel Manual: A document approved by the City Council to communicate to employees the policies, rules, regulations, and procedures applicable to their employment.

Planning Commission: A planning agency, appointed by the City Council and authorized by law to prepare and recommend plans for the development of physical, social, economic and cultural resources/facilities within a city.

Plat: The official map of a subdivision of land marking property lines, easements, right-of-way and setbacks.

Public Forum: An optional time on the City Council meeting agenda for members of the public to address the Council about issues of concern.

Public Hearing: A meeting or portion of a meeting provided to give members of the public a chance to speak on a particular subject such as a proposed ordinance.

Regulation: A rule, procedure or other formal requirement passed to carry out the purpose of the law. It carries the same legal power as the law but may only be used to carry out the purpose of the law under which it was passed.

Revenue Neutral Rate: The property tax rate in mills that would generate the same property tax revenue in dollars as levied during the previous tax year using the current tax year's total assessed valuation.

Resolution: An act that is typically less formal than an ordinance, expressing the opinion or mind of the legislative body and generally dealing with matters of a special or temporary character or setting policy.

Right-of-Way: Real property owned by the city as a public asset for conveyance either of traffic or utility services. Generally known as the streets and adjacent grassy side strips and sidewalks.

Setback: A requirement established by plat or zoning regarding how close a building can be constructed to a property line.

Special Assessment: The cost of public improvements provided by bond proceeds is assessed against properties benefited by the improvements and paid as part of the county property tax bill.

Vacation: Relinquishing an easement, right-of-way, setback or other requirement of a plat. The process requires a recommendation by the Planning Commission and approval by the City Council.

Variance: The permission granted by the Board of Zoning Appeals, following a public hearing, for a relief of specific enumerated instances when owing to special conditions, a literal enforcement of the regulations will, in an individual case, result in unnecessary hardship. The permission granted must not be contrary to the public interest and must maintain the spirit and original intent of the ordinance.

Zoning: The regulation by a municipality (city or county) of the use of land within its jurisdiction, and of the buildings and structures located thereon, guided by a comprehensive plan and for the purposes set out in the enabling statute.

CITY OF MISSION HILLS

EXPENDITURE AND PURCHASING POLICY

**Adopted by the City Council
on March 9, 2009, by Resolution No. 2009-C**

I. **Objective.** This policy provides guidelines to be followed in authorizing expenditures and in making payment for goods and services for the City of Mission Hills, Kansas. Goals of the policy are:

A. To allow the making of routine expenditure decisions and to provide for the payment of certain claims in advance of City Council approval to benefit from discounts or avoid late payment penalties; and

B. To eliminate the duplication of time and effort inherent in seeking expenditure approval from the Council for routine or recurring purchases already approved through the budget process.

II. **Scope.** The City Council is responsible for approving and establishing the expenditure levels for the City through its approval of the annual budget and any amendments thereto. The City Administrator and City Staff shall be responsible for authorizing expenditures within the scope of the budget and in accordance with this policy. The scope of this policy includes expenditures specifically delineated in the budget, expenses logically expected to be encompassed by the budget, but not specified, and any unexpected expenses that occur to maintain quality and quantity of city services. These guidelines are applicable to all officers, elected officials and employees of the City of Mission Hills.

III. **Policy Implementation.** The City Administrator shall be responsible to the City Council for the enforcement of the Expenditure and Purchasing Policy. All expenditures shall be made under the supervision of the City Administrator. In implementing this policy, the City Administrator shall endeavor to purchase goods and services at the lowest possible cost consistent with the quality and service needed to maintain efficient and effective operations of the city.

IV. **Procedures.**

A. **All City Expenditures Subject to Approved Budget.** For the purposes of this Policy, any request to a vendor to furnish goods or services to the City shall be deemed an "Expenditure." Any Expenditure made pursuant to this policy must be in accordance with the approved budget. Budget appropriations do not mandate expenditures unless the need continues to exist at the time of purchase. The City Administrator may establish spending levels below those budgeted, if revenue collections are inadequate to fulfill budgetary needs.

B. **Expenditures in Excess of \$15,000.00.** Any Expenditure in excess of \$15,000.00 shall be subject to the following provisions.

1. Any such Expenditure must be approved in advance by the City Council.

2. For all such Expenditures, which are for capital equipment purchases or capital improvement projects, the City Administrator shall cause competitive price quotations or sealed bids to be solicited, and shall forward the purchase recommendation to the City Council for action. If by previous consultation, the City Council has agreed that the City's best interests will be served by negotiation of a contract with a selected vendor for a particular purchase or project, the contract so negotiated will be presented for Council approval.

3. After the City Council has approved a capital improvement project contract, the City Administrator is authorized, without any further Council approval, to approve change orders related to the contract that in the aggregate are no more than the lesser of 10% of the project cost or \$15,000.00. If the total amount of change orders to the contract are greater than the lesser of \$15,000.00 or 10% of the project cost, the excess amount must be approved by the City Council, unless a greater limit is established by the Council at the time of the award of the contract.

C. **Expenditures of \$15,000.00 or Less.** Any Expenditure of \$15,000.00 or less shall be subject to the following provisions.

1. Any such Expenditure may be made by the City Administrator without prior Council approval.

2. For any such Expenditure, the City Administrator will determine whether the solicitation of sealed bids or competitive price quotations or a negotiated purchase is to be used, dependent on the type of service or product being sought, its availability and the needs of the City.

3. When such Expenditure is for the purchase of routine, recurring supplies and services, the City Administrator may delegate the Administrator's authority under this paragraph C to another City Staff member.

D. **Emergency Expenditures.** In an emergency situation, the City Administrator, after consultation with and the approval of the Mayor, or in his or her absence, the Council President or other Council member designated by the Mayor, may authorize Expenditures in excess of \$15,000.00 but not more than \$50,000.00 without prior Council approval, and the City Administrator shall not otherwise be subject to the provisions of paragraph C with respect to such Expenditure.

E. **Professional Services.** Legal, financial, engineering, consulting or any other services that may be considered complex or technical in nature shall be provided as determined by the City Council upon recommendation by the City Administrator. Selection criteria shall include but not be limited to price, ability to perform, experience, technical expertise, and availability.

F. **Multi-year Agreements.** Any multi-year contract/lease agreement for purchase of goods or services must be authorized by the City Administrator or City Council as required by law.

G. **Refusal of Any Bids.** The City Council or the City Administrator, as appropriate, reserve the right to refuse all or any part of a bid.

H. **Relationship with Vendors.** All vendors shall be treated in a fair and businesslike manner with preference given to area vendors when all other factors are equal. Vendors may be excluded from future consideration because of late delivery, failure to meet specifications and/or not providing the necessary maintenance of service.

I. **When City Checks May be Issued.** Before any Expenditure authorized by this policy is paid, it shall be presented as a “Claim” to the City Council and approved by the Council, provided that the City Administrator is authorized to instruct the Finance Clerk to pay any such Claim before presentation to and approval by the Council, if payment of the amount of such Claim is required before the next regularly scheduled meeting of the Council in order for the City to benefit from a discount for early payment or to avoid assessment of a penalty for late payment. All Claims shall be audited by the Finance Clerk before being presented to the Council or before any Claim is paid by the City Administrator as allowed herein. All Claims shall be presented to the Council in a Claim ordinance. Unpaid Claims shall be paid by the Finance Clerk following the passage of the Claims ordinance. All checks must be signed by three City officials who in the first instance shall be the Mayor, City Treasurer and City Administrator. If any of these individuals are unavailable, the Assistant City Administrator, a City Council member or, if necessary, Council members may sign in place of any such individual.

Reserve Fund Policy
City of Mission Hills, Kansas
August 13, 2012

I. STATEMENT OF PURPOSE

The purpose of this policy is to institute guidelines for acquiring and expending monies in reserve funds as well as unrestricted fund balances. The City of Mission Hills also maintains other funds for which reserve targets are not necessary.

II. OBJECTIVE

The objective of the reserve policy is to provide adequate resources to maintain financial stability in the City of Mission Hills as well as the current “AAA” bond rating. Additionally, the general fund reserve policy will allow the City to be financially prepared for emergencies and unexpected one-time expenditures, and the Capital Improvement Reserve Fund and Stormwater Reserve Fund will afford the City the opportunity to save for capital improvements that exceed the annual Capital Improvement budget.

III. GENERAL FUND UNRESTRICTED FUND BALANCE

The goal of the City is to maintain a target of 27% of general fund expenditures in unrestricted fund balance. The first 17% of unrestricted fund balance is to sustain the City’s current “AAA” bond rating, and the additional 10% is for unexpected emergencies. Unrestricted fund balance should not fall below a minimum of 17% of general fund expenditures or exceed a maximum of 50% of general fund expenditures. Unrestricted fund balance will be accumulated through end-of-year surpluses in the general fund.

IV. OTHER RESERVE FUNDS

A. Capital Improvement Reserve Fund

The goal of the City is to maintain between 30-50% of capital improvement expenditures in the Capital Improvement Reserve Fund. Reserves may exceed 50% to plan in advance for specific projects on the 5-year Capital Improvement Plan in which the cost will exceed the annual capital improvement budget. Capital improvement projects cannot be accelerated unless the Capital Improvement Reserve Fund is greater than 50% of the

capital improvement expenditures, and funds are not being saved for another capital improvement project.

B. Stormwater Reserve Fund

The goal of the City is to maintain between 30-50% of stormwater expenditures in the Stormwater Reserve Fund. Reserves may exceed 50% to plan in advance for specific projects on the 5-year Capital Improvement Plan in which the cost will exceed the annual stormwater budget. Stormwater projects cannot be accelerated unless the Stormwater Reserve Fund is greater than 50% of stormwater expenditures, and funds are not being saved for another stormwater project.

2024 Scheduled City Council Meetings

January 8, 2024	Regular Council Meeting
February 12, 2024	Regular Council Meeting
March 4, 2024	Regular Council Meeting (Spring Breaks)
April 8, 2024	Regular Council Meeting
May 13, 2024	Regular Council Meeting
June 10, 2024	Regular Council Meeting
July 8, 2024	Regular Council Meeting
August 12, 2024	Regular Council Meeting
September 9, 2024	Council Meeting with Exceeding Revenue Neutral Rate Public Hearing and 2025 Budget Public Hearing and Budget Adoption
October 14, 2024	Regular Council Meeting
November 11, 2024	Regular Council Meeting
December 9, 2024	Regular Council Meeting

2024 Architectural Review Board Schedule

City of Mission Hills

Meeting Date	Submittal Deadline* (by 4:30 p.m.)
January 2, 2024	December 12, 2023
January 16, 2024	December 27, 2023 (Wednesday)
January 30, 2024	January 9, 2024
February 13, 2024	January 23, 2024
February 27, 2024	February 6, 2024
March 12, 2024	February 20, 2024
March 26, 2024	March 5, 2024
April 9, 2024	March 19, 2024
April 23, 2024	April 2, 2024
May 7, 2024	April 16, 2024
May 21, 2024	April 30, 2024
June 4, 2024	May 14, 2024
June 18, 2024	May 28, 2024
July 2, 2024	June 11, 2024
July 16, 2024	June 25, 2024
July 30, 2024	July 9, 2024
August 13, 2024	July 23, 2024
August 27, 2024	August 6, 2024
September 10, 2024	August 20, 2024
September 24, 2024	September 3, 2024
October 8, 2024	September 17, 2024
October 22, 2024	October 1, 2024
November 5, 2024 (off-site location)	October 15, 2024
November 19, 2024	October 29, 2024
December 3, 2024	November 12, 2024
December 17, 2024	November 26, 2024
January 7, 2025	December 17, 2024

*The submittal deadline for Substantial Construction projects (except for pools and outdoor recreational facilities) is seven (7) weeks before the ARB meeting date. The submittal deadline for pools and outdoor recreational facilities that are considered Substantial Construction is five (5) weeks before the ARB meeting date. See the ARB Checklist for a definition of what is considered a Substantial Construction project.

City of Mission Hills Board of Zoning Appeals

2024 Schedule

Pre-Meeting: 8:30 a.m.

Public Meeting: 9:00 a.m.

<u>Meeting Date</u>	<u>Submittal Deadline</u>
January 31, 2024	January 3, 2024
February 28, 2024	January 31, 2024
March 27, 2024	February 28, 2024
April 24, 2024	March 27, 2024
May 29, 2024	May 1, 2024
June 26, 2024	May 29, 2024
July 31, 2024	July 3, 2024
August 28, 2024	July 31, 2024
September 25, 2024	August 28, 2024
October 30, 2024	October 2, 2024
November 27, 2024	October 30, 2024
December 18, 2024	November 21, 2023 (due to holiday)
January 29, 2025	January 1, 2025



**2024 Planning Commission
Regularly Scheduled Meetings**

January 10, 2024

February 14, 2024

March 13, 2024

April 10, 2024

May 8, 2024

June 12, 2024

July 10, 2024

August 14, 2024

September 11, 2024

October 9, 2024

November 13, 2024

December 11, 2024

**Planning Commission agendas will be available on the City's
website a week before each meeting.**

www.missionhillsks.gov



MISSION HILLS

KANSAS



City of Kansas City, MO.

City of Prairie Village

State Line Rd

State Line Rd

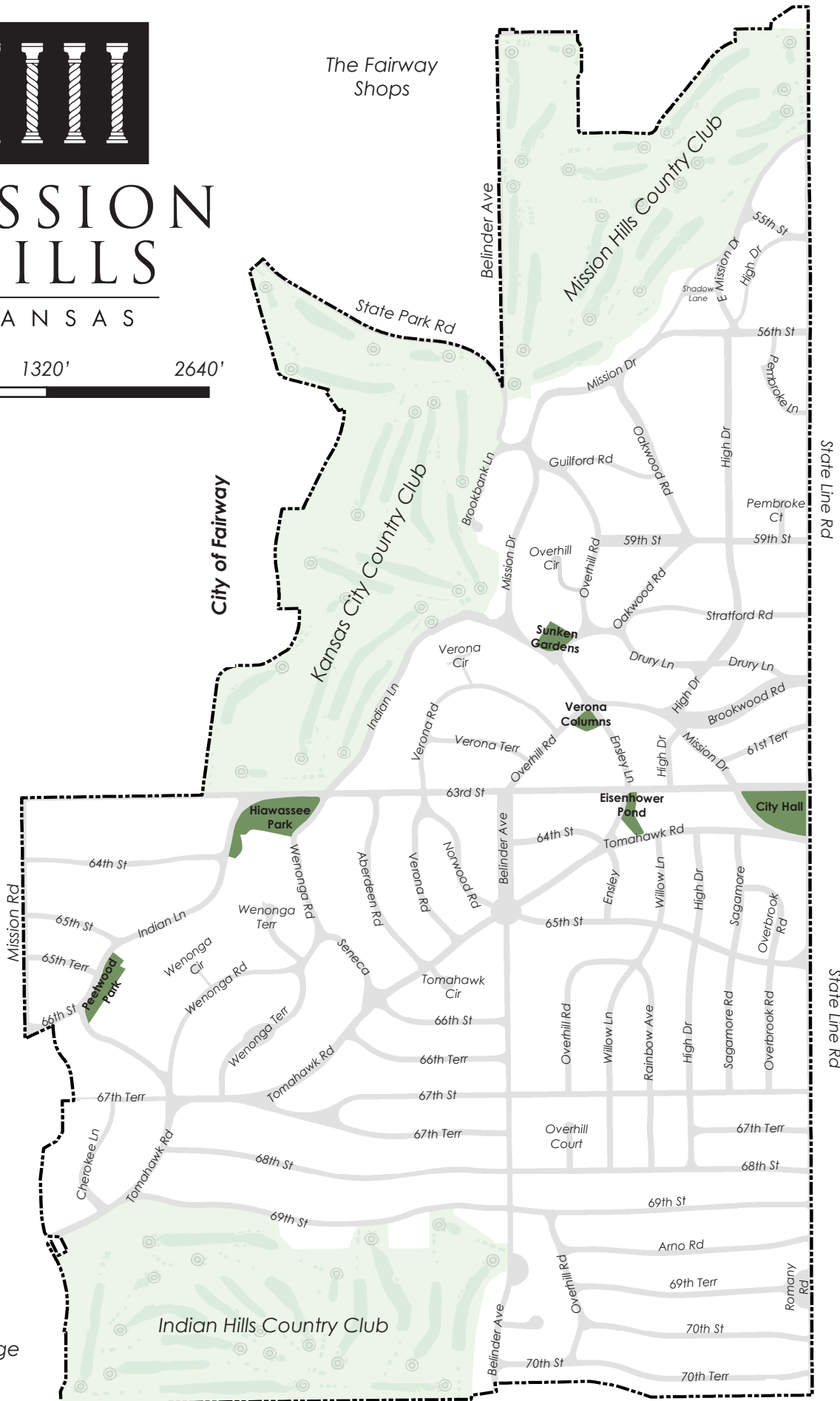
The Fairway
Shops

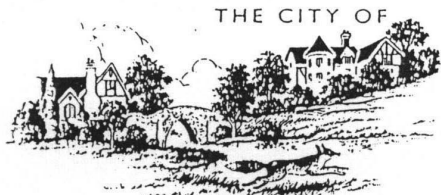
Mission Hills Country Club

Kansas City Country Club

Indian Hills Country Club

The Village
Shops





MISSION HILLS KANSAS

1320' 2640'



CITY OF FAIRWAY

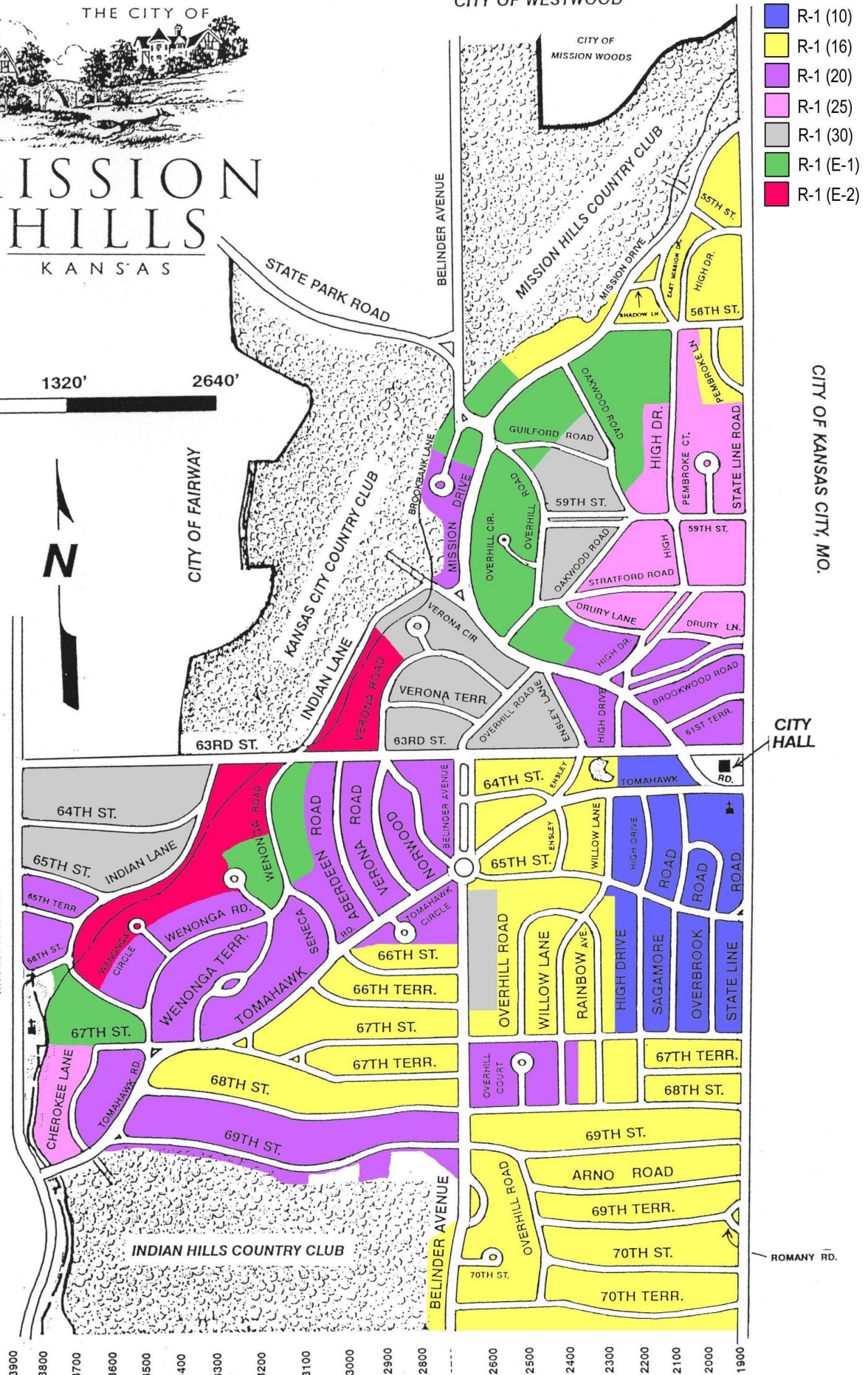
CITY OF WESTWOOD

CITY OF MISSION WOODS

CITY OF KANSAS CITY, MO.

CITY HALL

CITY OF PRAIRIE VILLAGE



**Mission Hills, KS
Capital Improvement Plan**

2024-2028

	Actuals	Actuals	Current Year Estimates	Future Years				
	2021	2022	2023	2024	2025	2026	2027	2028
Major Capital Projects	\$2,225,404	\$4,594,324	\$2,073,209	\$1,853,514	\$2,794,563	\$2,310,318	\$2,476,062	\$2,460,279
Capital Maintenance	\$478,966	\$323,194	\$650,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Debt Service								
Park Projects			\$50,000			\$50,000		
Encumbrances				\$514,889		\$136,495		
TOTAL COSTS	\$2,704,371	\$4,917,518	\$2,773,209	\$2,718,403	\$3,144,563	\$2,846,813	\$2,826,062	\$2,810,279
Dedicated Revenues*	\$2,377,969	\$2,763,518	\$1,927,947	\$2,016,594	\$2,109,674	\$2,207,408	\$2,236,078	\$2,290,279
Outside Funding Sources		\$1,454,000	\$30,649	\$104,792				
Encumbrances				\$514,889		\$136,495		
Fund Balance								
Special Highway Fund			\$294,613	\$77,017		\$119,405	\$69,984	
Stormwater Utility Fund	\$326,402	\$700,000	\$520,000	\$5,111	\$1,034,889	\$383,505	\$520,000	\$520,000
Stormwater Reserve Fund								
Capital Improvements Reserve Fund								
TOTAL REVENUES	\$2,704,371	\$4,917,518	\$2,773,209	\$2,718,403	\$3,144,563	\$2,846,813	\$2,826,062	\$2,810,279
Special Highway Fund	\$806,390	\$905,230	\$705,617	\$723,600	\$818,600	\$794,195	\$819,211	\$914,211
Stormwater Utility Fund	\$215,688	\$44,400	\$44,400	\$559,289	\$44,400	\$180,895	\$180,895	\$180,895
Stormwater Reserve Fund	\$297,708	\$298,760	\$298,760	\$298,760	\$298,760	\$298,760	\$298,760	\$298,760
Capital Improvements Reserve Fund	\$981,715	\$1,085,186	\$1,085,186	\$1,185,186	\$1,285,186	\$1,385,186	\$1,485,186	\$1,585,186
RESERVE FUNDS BALANCE	\$2,301,501	\$2,333,576	\$2,133,963	\$2,766,835	\$2,446,946	\$2,659,036	\$2,784,052	\$2,979,052

***Dedicated Revenues: Includes general fund and sales tax**

2024-2028 Capital Improvement Program

2024

				<u>Acct. Codes</u>
Stormwater	Encumbrance for 2025		514,889	17 Fund
	9 Indian Lane - 63rd to 66th St		77,473	01-06-5100
	4 66th St. - Mission Rd to Indian Lane		32,430	01-06-5100
			<u>624,792</u>	
Streets		Age of Road		
	2 Mission Rd	39	120,000	01-06-5100
	14 Indian Lane - 63rd to 66th St	28	672,750	01-06-5100
	30 66th St. - Mission Rd to Indian Lane	28	168,188	01-06-5100
	26 Overhill Rd - Mission Dr. South to 59th St.	31	237,674	01-06-5100
			<u>1,198,612</u>	
Capital Maintenance	Asphalt & Concrete Patchwork/Crack Seal/Concrete Sealant		350,000	01-06-2465
	Open Channel Maintenance		70,000	01-04-2425 & 01-04-2423
	Eisenhower Pond - Dredging		300,000	01-04-2425
	16 Mill and Pave - Brookwood		175,000	01-06-2465
	Total		<u>2,718,403</u>	
	Funding			
	General Fund		1,441,594	CIP Policy
	Stormwater Utility Fund		520,000	CIP Policy
	General Fund - Council Policy 0.25% Sales Tax		250,000	
	Public Safety Sales Tax		127,500	
	Court/Coroner Sales Tax		127,500	
	General Fund - Stormwater Maintenance		70,000	
	Special Highway Fund		77,017	
	SMAC Funding - Indian Lane		104,792	
	Total		<u>2,718,403</u>	

2025

				<u>Acct. Codes</u>
Stormwater	23,26 Belinder - 69th to 70th Ter + 70th Ter (Belinder to Overhill)		1,174,706	17 & Gen Fund
			<u>1,174,706</u>	
Streets		Age of Road		
	4,13 Belinder - 69th to 70th Ter + 70th Ter (Belinder to Overhill)	20	834,357	01-06-5100
	11 Belinder - Circle to 69th St.	20	715,500	01-06-5100

2024-2028 Capital Improvement Program

1,549,857

Capital Maintenance	Asphalt & Concrete Patchwork/Crack Seal/Concrete Sealant	350,000		01-06-2465
	Open Channel Maintenance	70,000		01-04-2425 & 01-04-2423
	Total	3,144,563		
Funding				
	General Fund	1,534,674	CIP Policy	1,954,674
	Stormwater Utility Fund	520,000	CIP Policy	
	SUF Encumbrance from 2024	514,889		
	General Fund - Council Policy 0.25% Sales Tax	250,000		
	Public Safety Sales Tax	127,500		
	Court/Coroner Sales Tax	127,500		
	General Fund- Stormwater Maintenance	70,000		
	Total	3,144,563		

2026

				<u>Acct. Codes</u>
Stormwater	19 Verona Rd. - south of Verona Terrace	89,805		17 Fund
	21 Wenonga	293,700		17 Fund
	Encumbrance for 2028	136,495		17 Fund
		520,000		
Age of Road				
Streets	9 Wenonga	31	843,750	01-06-5100
	7 Wenonga Cir	31	99,000	01-06-5100
	15 Verona Rd. - Overhill to 63rd St.	33	576,563	01-06-5100
	12 Verona Circle		126,563	01-06-5100
	32 65th Street - Sagamore to State Line Road	28	210,938	01-06-5100
			1,856,813	
Capital Maintenance	Asphalt & Concrete Patchwork/Crack Seal/Concrete Sealant	350,000		01-06-2465
	Open Channel Maintenance	70,000		01-04-2425 & 01-04-2423
Park	Capital Project	50,000		
	Total	2,846,813		
Funding				
	General Fund	1,632,408	CIP Policy	2,052,408
	Stormwater Utility Fund	520,000	CIP Policy	
	General Fund - Council Policy 0.25% Sales Tax	250,000		
	Public Safety Sales Tax	127,500		

2024-2028 Capital Improvement Program

Court/Coroner Sales Tax	127,500
General Fund- Stormwater Maintenance	70,000
Special Highway Fund	119,405
Total	2,846,813

2027

				<u>Acct. Codes</u>
Stormwater	2 Pembroke Ct.		6,500	17 Fund
	14 Ensley Ln - Tomahawk to 65th		6,500	17 Fund
	68th St. - State Line to Belinder		350,000	17 Fund
	6 66th Terrace - Belinder to Tomahawk Road		157,000	17 Fund
			520,000	
Streets		Age of Road		
	29 Pembroke Ct.	20	146,250	01-06-5100
	35 Overhill Cul de Sac	21	175,500	01-06-5100
	31 Ensley Ln. - Tomahawk to 65th	25	219,375	01-06-5100
	25 68th St.- State Line to Belinder	21	745,875	01-06-5100
	27 66th Terrace - Belinder to Tomahawk		438,750	01-06-5100
			1,725,750	
Capital Maintenance	Asphalt & Concrete Patchwork/Crack Seal/Concrete Sealant		350,000	01-06-2465
	Open Channel Maintenance		70,000	01-04-2425 & 01-04-2423
	Mill and Pave - TBD		160,312	01-06-2465
	Total		2,826,062	
	Funding			
	General Fund		1,735,028	CIP Policy
	Stormwater Utility Fund		520,000	CIP Policy
	General Fund - Council Policy 0.25% Sales Tax		250,000	
	Public Safety Sales Tax		127,500	
	Court/Coroner Sales Tax		53,550	
	General Fund- Stormwater Maintenance		70,000	
	Special Highway Fund		69,984	
	Total		2,826,062	

Last disbursement is May 2027

2028

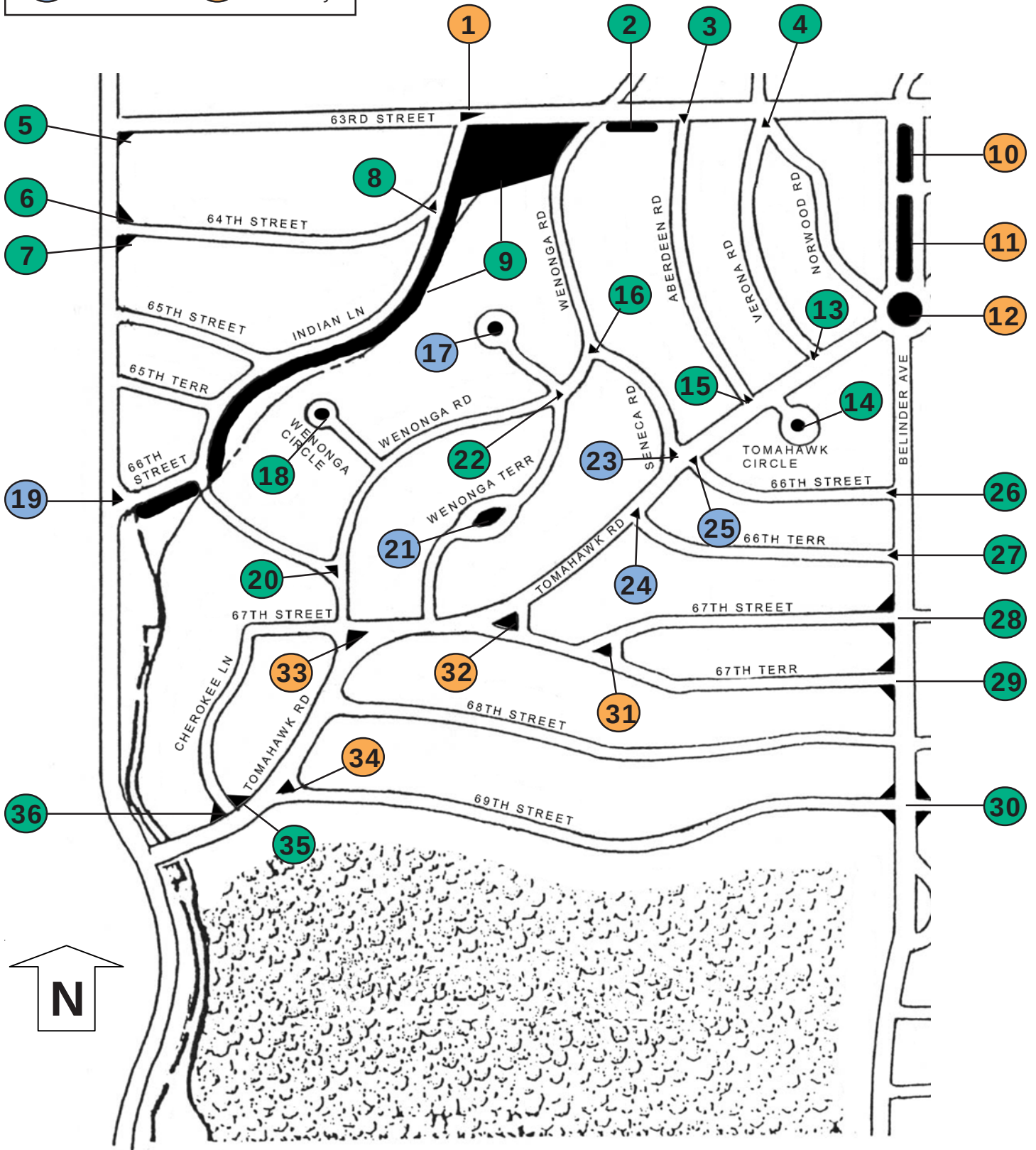
Stormwater	7 69th Street - State Line to Belinder	716,739	17 Fund and 01-06-5100
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2024-2028 Capital Improvement Program

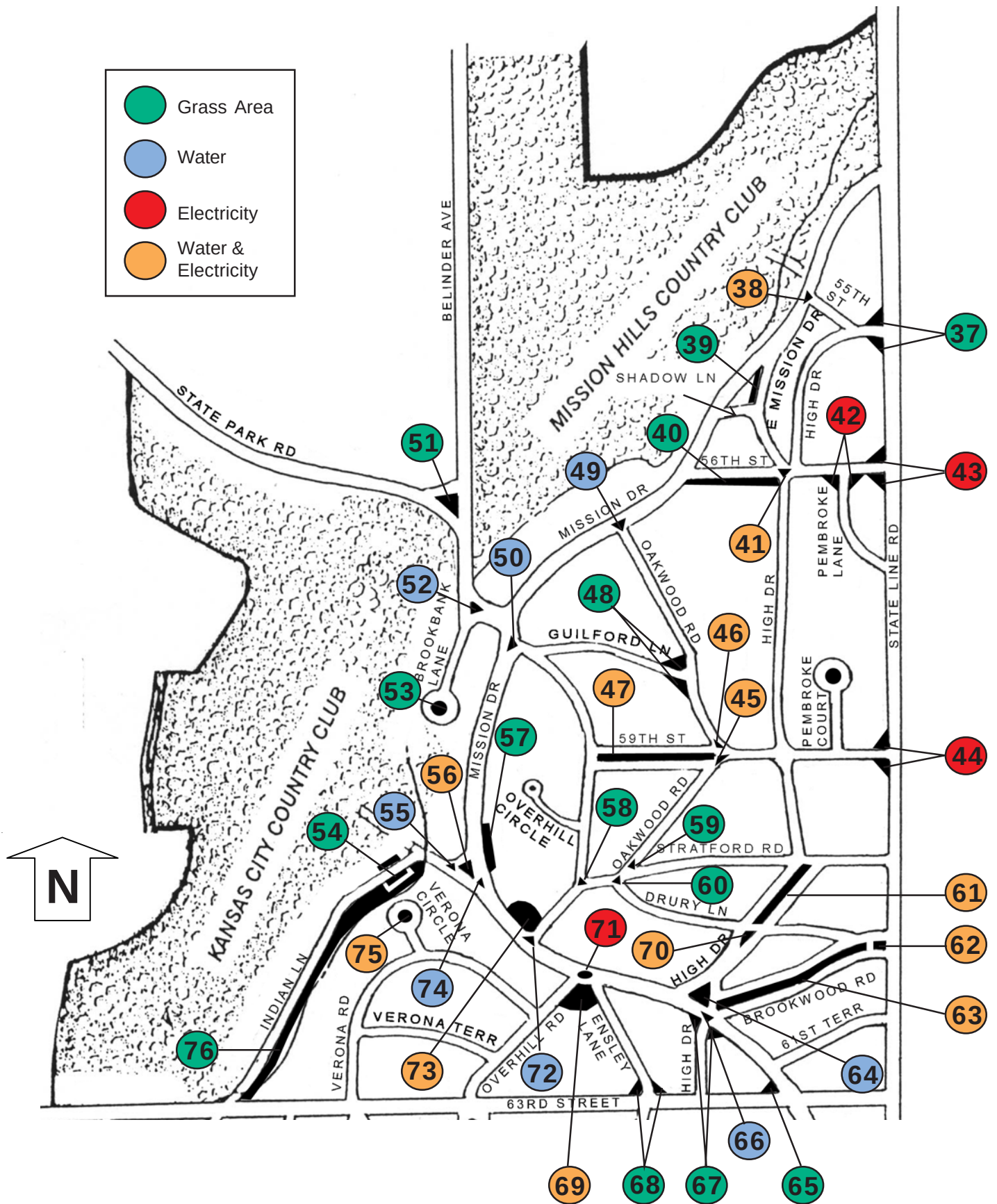
67th Street - State Line to Belinder			107,500		17 Fund
			<u>824,239</u>		
Streets		Age of Road			
	20,28	69th Street - State Line to Belinder	20	771,478	01-06-5100
	31	67th Street - State Line to Belinder	31	794,563	01-06-5100
				<u>1,566,040</u>	
Capital Maintenance		Asphalt & Concrete Patchwork/Crack Seal/Concrete Sealant		350,000	01-06-2465
		Open Channel Maintenance		70,000	01-04-2425 & 01-04-2423
		Total		<u>2,810,279</u>	
	Funding				
		General Fund		1,842,779	CIP Policy
		Stormwater Utility Fund		520,000	CIP Policy
		General Fund - Council Policy 0.25% Sales Tax		250,000	
		Public Safety Sales Tax		127,500	
		General Fund- Stormwater Maintenance		70,000	
		Total		<u>2,810,279</u>	

2,262,779

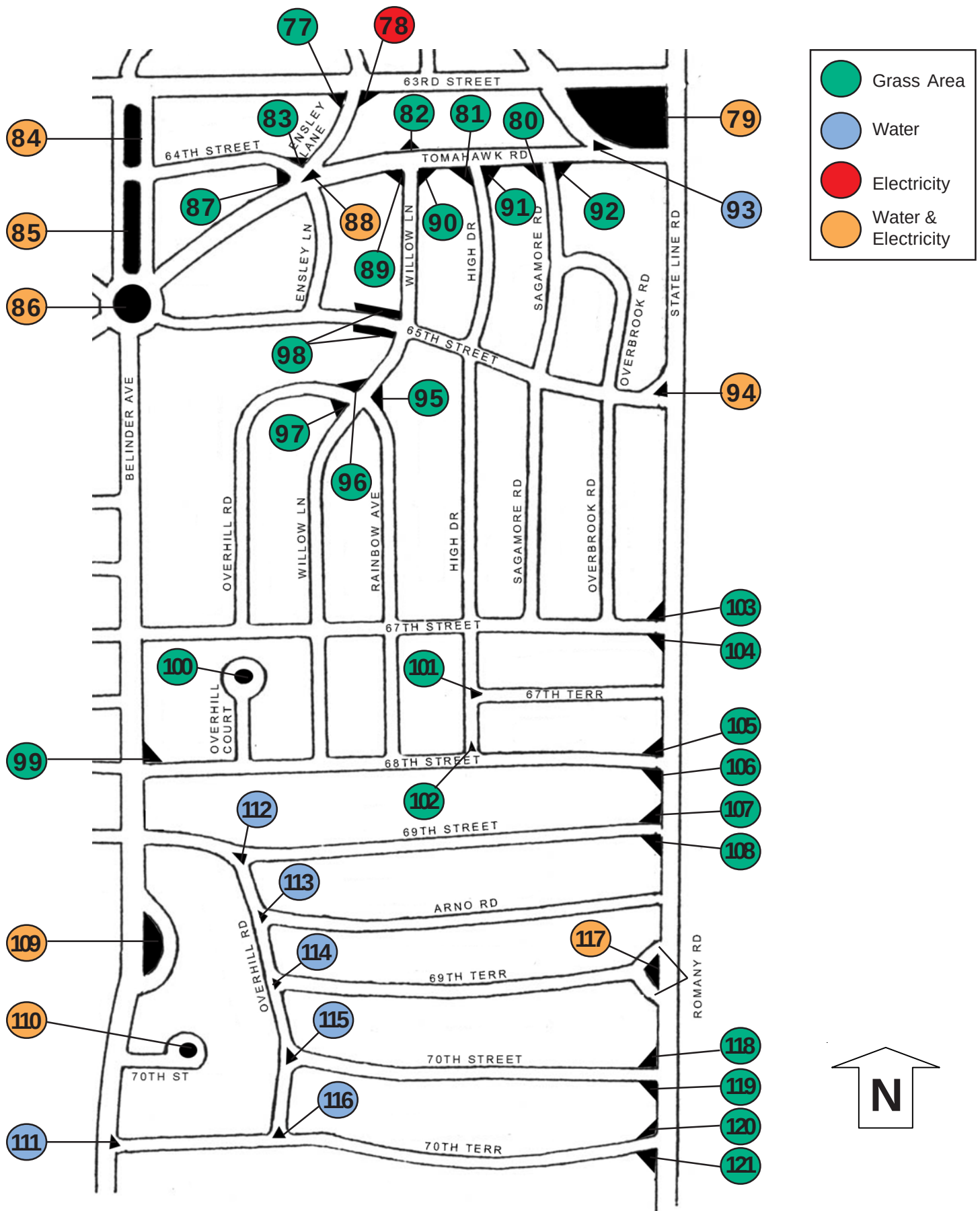
INDIAN HILLS HOMES ASSOCIATION



MISSION HILLS HOMES COMPANY



TOMAHAWK ROADS HOMES ASSOCIATION





MERRIAM

Governing Body Rules of Procedure and Council Policies

Rev. 12/2/2024

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Governing Body Procedures, Protocol and Decorum Overview

Authority: The Governing Body shall establish its own rules of procedures, protocol and decorum in a clear and concise manner to assist them in the general conduct of business. These procedures shall be documented and adopted by resolution. The Governing Body shall also provide general information on the role and responsibilities of staff and advisory committees.

Application: These procedures shall be applicable to all members of the Governing Body and pertinent staff members in their capacity of conducting city business. It is the City's intent to comply with the Americans with Disabilities Act (ADA) and all applicable federal, state and local laws. If any of these policies conflict with the ADA, the City will make every effort to provide reasonable accommodations for all qualified persons.

Contents: This publication consists of an accumulation of practices developed and utilized over the years and excerpts from Merriam Code of Ordinances and State Statutes. It is intended that this compilation of procedures be used as a quick one-stop reference for use by the Governing Body and staff.

Amendment of These Rules: These rules may be amended or new rules adopted by a majority of the entire membership of the Governing Body, thus requiring an affirmative vote of 5 Councilmembers for such amendments or new rules to take effect.

DEFINITIONS

Chair: When the term Chair is referred to in this publication, it is understood to mean the Mayor, or Council President or Vice President when presiding as Mayor in the temporary absence of the Mayor.

Governing Body: The eight (8) Councilmembers and Mayor, collectively.

City Council: The eight (8) Councilmembers

City: A public corporation exercising governmental functions, under the authority provided in state of law.

K.S.A.: Kansas Statutes Annotated. When used as a citation herein, K.S.A. **-* refers to the statutes for explanation authority.

Open Meetings Law: The Kansas Open Meetings Act (KOMA) generally covers the actions of the City Council and the Councils, task forces, commissions and committees created by the City. The Act defines what constitutes a public meeting and requires that meetings be open to the public, with certain exceptions. K.S.A. 75-4317

Kansas Open Records Act (KORA): Refers to K.S.A. 45-215 through 45-223. Policies and procedures specific to the City of Merriam's records can be found in Chapter 2, Article V. of the Merriam Code of Ordinances.

1.0 GENERAL MEETING RULES Rev. 8-28-2023

A. Meetings to Be Public (Open Meetings)

All meetings to discuss City business at which a quorum of the Council (5) members is present are required to be open to the public. Written notice in the form of an agenda, weekly calendar, or other form of notice as determined by the City Clerk, specifying when and where meetings will be held shall be distributed to those individuals requesting notice as set forth in the Kansas Open Meetings Act (KOMA). A list of such individuals shall be compiled and updated by the City Clerk's office. If taken, minutes of the meetings are open to public inspection.

Serial interactions, including e-mail and verbal discussion between five (5) Councilmembers-elect sharing a common topic concerning the business affairs of the City may be considered a meeting and should be avoided unless such interaction is properly noticed to the public

B. Quorum

A majority of Councilmembers-elect (5) shall constitute a quorum to do business. A quorum is necessary for the transaction of business or discussion. If a quorum is not present, those in attendance will be recorded and the meeting shall be adjourned and the City Clerk or City Administrator may set a new meeting date. (K.S.A. 14-111)

C. Attendance

The Mayor and members of the Council should inform the City Clerk if they are unable to attend any Council meeting.

D. Public Hearings

The Governing Body shall hold public hearings when required by federal, state or municipal law. Public hearings are officially opened and closed by the Chair.

Public hearings may be continued with a motion and majority vote without further published notice, if at the time and place for which notice originally was given the Chair specifies the time and place where the hearing will reconvene.

E. Remote Attendance

Phone link-ups and any other medium for interactive communication will be allowed to establish attendance for conducting meetings when special circumstances exist with prior approval from the Mayor.

F. Public Comment

The Governing Body Chair may designate portions of meetings to receive public comment.

G. Meeting Minutes

It is the responsibility of the City Clerk or designee to keep and enter a written account of all official City Council meetings in the official record. All meetings shall be recorded. Written minutes shall serve as the official record and shall be permanently retained. Minutes are not verbatim. It is the policy of the Governing Body that only the Mayor and Councilmembers have the authority to make revisions to the minutes, subject to a majority vote of the City Council. Governing Body requests for amendments to the minutes should be directed to the City Clerk prior to approval of the minutes. Typographical corrections or additions to the minutes should be directed to the City Clerk prior to approval of the minutes. Requests for substantive amendments to the minutes must be approved by a majority vote of the City Council. Governing Body members not present at a particular meeting do not need to abstain from approving the minutes from that meeting.

Any requests for amendments to the minutes from a member of the public should be directed to a member of the Governing Body in writing. The Governing Body member will determine if the amendment should be forwarded to the Council for consideration.

H. Right of Floor

The Chair will recognize members of the Council, staff or audience desiring to speak. Persons speaking should confine their remarks to the subject under consideration and adhere to any stated time or length limits.

I. City Administrator

The City Administrator or designee attends all Council meetings. The City Administrator may make recommendations to the Governing Body and has the right to participate in all Council discussions.

J. City Attorney

The City Attorney or designee attends all Council meetings. The City Attorney, may give written or oral opinions on questions of law. The City Attorney acts as the Governing Body's parliamentarian providing recommendations to the Chair relating to interpretation and application of the Rules set forth herein and other matters of procedure relating to the conduct of meetings in accordance with Kansas law.

K. City Clerk

The City Clerk or designee attends all Council meetings. The City Clerk calls roll, records votes, keeps the official minutes and performs other duties as requested by the Governing Body and may serve as the official time keeper

L. Department Directors and Staff

City Department Directors or their representatives shall attend the meetings unless excused by the City Administrator. When communication is made to a Department Director or their staff by a member of the Governing Body requesting information on items of business deemed of interest to the entire Governing Body, the City Administrator shall be apprised of said request by the Department Director and included in all information supplied in response. The City Administrator will disseminate the information supplied to all Governing Body members when deemed appropriate.

M. Rules of Order

This document shall govern all Council proceedings.

N. Calling of Special meetings.

Pursuant to Section 2-24 of the Merriam Code, special meetings of the Governing Body may be called by the Mayor or Acting Mayor, on the written request of any three members of the Council, specifying the object and purpose of such meeting, which request shall be read at the meeting, and entered at length in the official record of said meeting.

O. Regular Meetings; Cancellation of Meetings.

Pursuant to Section 2-23 of the Merriam Code, the Governing Body shall hold regular meetings on the second and fourth Monday of each month at 7:00 p.m.; provided, however, that when the day fixed for any regular meeting shall fall upon a day designated by law as a legal or national holiday, or when otherwise deemed necessary or appropriate by the Governing Body, such meeting may be canceled or rescheduled following the passage of a resolution so indicating. Furthermore, a regular meeting of the Governing Body may be canceled whenever the Mayor deems it appropriate due to special circumstances including, but not limited to, a lack of agenda items or inclement weather, or upon the written request of three (3) Councilmembers with approval of the Mayor. Notice of such cancellation shall be conspicuously posted at City Hall at the scheduled time of the canceled meeting; noticed on the city's various media outlets, and notice of the cancellation should be given to those individuals who have requested notice of City Council meetings pursuant to the Kansas Open Meetings Act (KOMA). In no event shall there be less than one regular meeting of the Governing Body per month.

All regular meetings of the Governing Body shall be held in the Council Chambers at Merriam City Hall, 9001 W. 62nd Street, Merriam, Kansas unless otherwise designated by resolution or conspicuously posted at City Hall at the scheduled time of said meeting. The Governing Body may hold meetings remotely as allowed by Kansas Administrative Regulation (K.A.R.) 16-20-1 as long as the criteria outlined in K.A.R. 16-20-1 are met.

P. Executive Sessions

Executive Sessions are closed to the public and are held in accordance with the provisions of the Kansas Open Meetings Act. A formal motion must be made, seconded and carried by majority vote to recess into executive session. Any motion to recess for a closed or executive meeting shall include: A statement describing the subjects to be discussed during the closed or executive meeting; (2) the justification listed in K.S.A. 75-4319(b) for closing the meeting; and (3) the time and place at which the open meeting shall resume. Discussion must be limited to the subjects identified in the motion. If necessary, additional motions must be made to extend executive session discussion. No binding action shall be taken in executive session. Subjects discussed during Executive Session are confidential. Councilmembers attending a meeting remotely, as allowed under Governing Body Rules of Procedure 1.0 (e) will not be permitted to participate in Executive Sessions.

(1)

- Q. Work Sessions** Work Sessions may be utilized to discuss matters at length. Work Sessions are subject to KOMA. No action, public comments or minutes are taken at Work Sessions.

2.0 PROCEDURE OF MEETINGS

A. Call to Order

The Chair will call the Council Meetings to order. In the event the Mayor, Council President and Council Vice-President are absent, the City Clerk will call to order the meeting to elect a temporary Chair.

B. Preservation of Order

The Chair preserves order and decorum and keeps those in debate to the question under discussion.

C. Discussion of Issues

A member of the City Council or staff shall gain the attention of the Chair by raising their hand and being acknowledged. Comments and questions should be limited to the issue before Council. Cross-exchange between Councilmembers and public should be avoided.

D. Call for the Question

Often after extensive debate of an issue for which a motion is on the floor, a member will “call for the question,” meaning an immediate vote on the motion then under discussion. The Chair, being satisfied that members are ready to vote, then puts the question to the body.

E. Motions

All motions require a second. A motion cannot be seconded by the same Councilmember who made the motion. If there is no second, the motion dies for lack of a second.

F. Roll Call Vote

Votes will be taken by a roll call vote. The City Clerk will conduct the roll call vote beginning in alphabetical order until all members have been polled. The first member polled will rotate to the bottom of the list for the next vote.

G. Voting Power of the Mayor

The Mayor is authorized to vote when the Council is equally divided on resolutions and non-ordinance matters in which the vote of the City Council results in a tie; on ordinances if the favorable vote is one (1) less than the number required for passage and the Mayor’s favorable vote will result in passage; and on Charter Ordinances.

Ordinary Ordinances:

To pass, a majority of all members-elect of the Council (5 of 8) must vote in favor thereof. The Mayor may cast a vote when the number of favorable

votes is one less than required (i.e. if there have only been 4 affirmative votes)

Example:

All Councilmembers present: 4-4, Mayor votes.

One Councilmember absent: 4-3,
Mayor votes.

All present, one abstains: 4-3, Mayor votes because when voting on ordinances, abstention does NOT count with the majority.

If Mayor votes yes, ordinance passes 5-3. If Mayor votes no, ordinance fails 4-4.

All present, two abstain: 3-3, Mayor does not vote as 5 affirmative votes are required.

Charter Ordinances:

To pass, 2/3 of the members-elect of the governing body (6 of 9) must vote in favor thereof. Mayor is authorized to vote as a member of the Governing Body.

Rezoning Matters and matters which require a vote of the Governing Body:

Rezoning: To uphold recommendation of the Planning Commission, Council must pass an ordinance which requires 5 affirmative votes (same as Ordinary Ordinances)

To override recommendation of planning commission, 2/3 majority vote of Governing Body (6 of 9). Mayor is authorized to vote when the favorable vote in support of a zoning ordinance is one less than the number required for passage and the Mayor's favorable vote will result in passage. .

To send back to planning commission, only requires majority of those present.

In case of protest petition, rezoning ordinance requires 3 / 4 vote of all members of the Governing Body (6 of 8). Mayor is authorized to vote when the favorable vote in support of a zoning ordinance is one less than the number required for passage and the Mayor's favorable vote will result in passage.

H. Abstentions

No one may be compelled to vote, although Councilmembers do have a duty to vote to express their willingness to share in the responsibility of decisions. If a member desires not to vote, they must abstain when their vote is requested.

Members must comply with the City's Code of Ethics (Sec. 6.0, E). Members with a conflict under the City's Code shall recuse from action and participation, advise of the conflict and leave the room until discussion and action on the transaction is complete.

If a Member wishes to abstain on an item listed on the consent agenda because of a conflict of interest, they must request removal of said item from the consent agenda and advise of the conflict, but may remain in the Council Chambers provided there is no discussion of the item. Removed items will be voted on as separate items by the remaining Councilmembers.

Non-ordinance matters: An abstention counts with the majority on non-ordinance matters.

Ordinary Ordinances: Five (5) affirmative votes are required to pass an ordinance; an abstention does NOT count with the majority/prevaling side.

Example:

All present, one abstains: vote is 4-3, Mayor votes because abstention does NOT count with the majority.

If Mayor votes yes, ordinance passes 5-3. If Mayor votes no, ordinance fails 4-4.

All present, two abstain: 3-3, Mayor does not vote as 5 affirmative votes are required, ordinance fails 3-3.

Charter Ordinances: Requires 6 affirmative votes and includes the Mayor. Abstention does NOT count with majority.

Rezoning Matters:

To uphold the recommendation of the Planning Commission, Council must pass an Ordinance with five (5) affirmative votes. Abstention does NOT count with prevailing side. (same as Ordinary Ordinance)

To override recommendation of the Planning Commission requires a 2/3 majority of the Governing Body (6 of 8). Abstention does NOT count with majority.

To send back to the Planning Commission, only requires a majority of those present. Abstentions count with the majority. (same as Non-ordinance matters)

In case of protest petition, rezoning ordinance requires 3 / 4 majority vote of all members of the Governing Body (6 of 8). Abstention does NOT count with the majority.

I. Revote

There are two methods to revote on an issue: (1) a motion to reconsider, or (2) a motion to rescind. A motion to reconsider may be made by any person who voted on the prevailing side of an issue to ask that the issue be reconsidered. This motion must be made at the same meeting in which the original vote was taken. If the motion to reconsider is passed, it annuls the vote previously taken and brings the original motion before the City Council again for consideration. It does not automatically bring about the opposite of the vote previously taken.

A motion to rescind a vote previously adopted actually nullifies a decision that has been made at a previous meeting. The motion to rescind can be brought by any member, regardless of which side they originally voted. If the maker of the motion to rescind verbalizes their intention at a meeting that the motion to rescind will occur at a subsequent meeting, the motion to rescind only requires a majority of the members present for passage. If no notice was given, then the motion to rescind takes a majority vote of the entire membership to pass.

J. Point of Order

A point of order is made when there is an assertion that a rule is being violated, and a request is made to the Chair to enforce the rule. It should be made as soon as possible following the violation, and should state the point (violation) simply, without debate or questions. The Chair will then rule on the point.

K. Appeal from the Decision of the Chair

Appealing the decision of the Chair is normally infrequent, but can occur when the Chair and a member of the body differ over the correct application of a procedural matter. The appeal process is established to resolve the difference without altering either the authority of the Chair or the rights of the members.

Any decision of the Chair is subject to appeal, whenever a member of the body believes the decision of the Chair is contrary to rule or law. The member should state, "I appeal the decision of the Chair." The Chair shall allow limited debate on the appeal if needed, and then shall put the question, "Shall the decision of the Chair stand as the decision of the Council?" A roll call vote is taken, and a majority vote in the negative is required to overturn the ruling of the Chair. If the decision of the Chair is sustained, no further action is taken. If it is not sustained, the Council goes forward with a discussion of the motion or other matters before the body.

L. Tabling

If a motion is made to table an item, discussion must stop immediately and causes a vote to postpone the matter indefinitely or to a time and date certain.

M. Recess

At any point in the agenda, the Chair may declare a short recess until a specified time. A meeting may be recessed until a future date certain by a majority vote of the Council.

3.0 ORDER OF BUSINESS AND AGENDA Rev.8-28-22023

A. Agenda Order Of Business

The normal agenda order of business is set forth below. Provided, when in the opinion of the Mayor in consultation with the City Administrator, unusual circumstances warrant a change in the order of business for a specific meeting, such change may be made in the order of business and may be so listed on the agenda.

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Items
- Public Hearings (or at other relevant point in the agenda)
- Consent Agenda
- Mayor's Report*
- Planning Commission/ Public Hearings
- Council Items
- Staff Items
- New Business
- Executive Sessions**
- Adjourn

* Other agenda items that may be included in the Mayor's Report may include, but are not be limited to: Proclamations, Presentations, Recognitions, Designations, Appointments/Reappointments, and Work Session Items.

**Generally held at end of meeting but can be held at any point during the meeting.

B. Agendas and Agenda Material

Agenda Packets for all meetings are made available online by 4:00 P.M. the Thursday preceding the Monday Council meeting. When possible, the Governing Body is encouraged to contact staff with questions and clarifications prior to the meeting. Copies of the agenda will also be available prior to the meeting for all members of the public. If a member of the public wishes to have copies of detailed information or background material for an agenda item, that information will be made available in accordance with the City's policy on public records and the provisions of the Kansas Open Records Act (KORA).

Contracts and Agreements

Contracts and Agreements that utilize the City's Standard Agreements will not be included in the Agenda Materials. Scope of Work and Bid Tabulations will be included only. Specialized and Proprietary Contracts will be included in the Agenda Materials and must be approved by the City Attorney.

C. Consent Agenda

The following items may be listed on the Consent Agenda and are considered by the

Governing Body Rules of Procedure

Governing Body to be routine business items. Approval of these items may be made by a single motion and approved with a majority vote. Should a member of the Governing Body desire to discuss any item, such member may request the Mayor to remove the item from the Consent Agenda so that it may be considered separately.

Items that are considered to be routine and eligible for the Council consent agenda include:

- Project Completion Certificates
- Letters of Understanding
- Interlocal Agreements
- Bid awards within the project budget
- Financial Statements
- Appropriation Ordinances
- Change orders in excess of the City Administrator's authority.
- Minutes of Council Meetings
- Cereal Malt Beverage Licenses, disposal licenses and other licenses
- Ratification of appointments
- Municipal Code updates
- Resolutions that transfer funds from one account to another
- Final Plats

D. Change in Agenda Item Sequence

The Chair may state at any time during the meeting a change in the sequence of discussion of items on the agenda. This exception is particularly useful when a large crowd is in attendance for a particular item.

E. Preparation of Agenda

The City Clerk prepares the agenda for each meeting. Determination of what items presented on any agenda is made by the City Administrator through discussion and direction made at previous Council meetings, recommendations made by City Boards and Commissions, staff items which need Council approval, requests made by Mayor or Councilmembers and any items needed to be listed at times throughout the year that cause the efficient running of City business.

Once an agenda has been set and it is subsequently necessary to add an item for discussion due to a time factor or an emergency situation, the City Clerk may amend the agenda after consultation with the Mayor or City Administrator.

An item may be tabled or continued to a future meeting agenda but must be duly noted as such on the set agenda or withdrawn entirely and as such, a minute record is made.

F. Reading of Minutes

Unless a Councilmember requests a reading of the minutes, such minutes may be approved without reading, provided the City Clerk has previously furnished a copy to each member.

G. Adjournment

Governing Body Rules of Procedure

The Chair cannot summarily adjourn a meeting. Before there can be an adjournment, the Council must, by proper action, move, second and vote for adjournment. Upon adjournment, the meeting is ended and no further business can be conducted.

H. Council Meeting Seating Order

The Mayor will be seated in the center of the dais. Councilmembers from Ward One will be seated to the Mayor's farthest right with Ward Two Councilmembers to the immediate right. Councilmembers from Ward Three will be to the Mayor's immediate left with Ward Three Councilmembers to the farthest left.

I. Media Devices During Meetings

Media devices will be used during meetings only to access information pertinent to the current meeting.

The Governing Body shall not communicate with other members of the Council, staff or third parties via electronic communication during meetings pertaining to business on the current agenda.

J. "CONFIDENTIAL" or "LIMITED ACCESS" Information

All information deemed to be "CONFIDENTIAL" in nature or of "LIMITED ACCESS" related to Executive Sessions under KOMA provisions will be provided in paper form.

4.0 CITIZENS' PARTICIPATION

A. Business from the Floor

Any member of the public desiring to address the Governing Body on an issue NOT listed on the agenda must secure permission of the Chair during the part of the Council meeting designated "Public Items." Once recognized by the Chair, each person addressing the Governing Body will approach the microphone, communicate their name and address for the record before they speak to the issue, and, if acting as spokesperson for a group, must name such group for the record and, unless further time is granted by the Chair, will limit their remarks for a period of time as indicated by the Chair.

Business presented for discussion will be limited to no more than 5 (five) minutes, unless further time is granted by the Chair.

Petitions or other items of information or correspondence presented during a Council meeting shall also be filed with the City Clerk.

Any person(s) desiring to address an agenda item will be invited to do so during the pre-discussion period. Once recognized by the Chair, each person will follow the procedures set forth in this section. The Chair may deem it necessary to set time limitations for these remarks. Further remarks from persons in the audience will not be invited or permitted once the Governing Body has begun its formal discussion. An alternate method for accepting public comment may be established if special circumstances exist. The Mayor will approve any changes in procedure in advance, and notice of such procedure will be included on the agenda.

B. Personal and Slanderous Remarks

Any person making personal, impertinent or slanderous remarks or becoming boisterous while addressing the Governing Body may be requested to leave immediately and be barred from further audience before the Governing Body by the Chair at that meeting.

C. Written or Telephone Communication

Interested parties or their authorized representatives may address the Governing Body in writing or via telephone regarding any agenda matters prior to the City Council meeting. If such communication regarding an agenda item is received by the City Administrator or Department Director, notification will be made by e-mail to all Governing Body members.

D. Ex Parte Contacts

Ex parte communication occurs when an individual talks to a Governing Body member about an item on the agenda without the applicant present, when

considering quasi-judicial action such as in zoning matters. Governing Body members should disclose on the record any ex parte communications they receive prior to discussing and voting on an item so that the entire board can receive the benefit of their information.

A “quasi-judicial” act is when a City Commission examines specific facts, applies a law or policy to the facts, and renders a decision that has limited effect on those other than the affected party. Zoning decisions are the most common “quasi-judicial” actions.

5.0 ORDINANCES, RESOLUTIONS AND MOTIONS

A. Form

Ordinances and resolutions shall be presented to the Governing Body in print, or electronically provided.

B. Ordinance

An ordinance is a local law that usually regulates persons or property and usually relates to a matter of a general and permanent nature. An ordinance is more formal and authoritative than a resolution. An ordinance should not conflict with federal or state law.

C. Resolution

A resolution is an expression of the will of the Governing Body. Resolutions are used when required by statute, when the formality or permanency of an ordinance is not required, when a separately written record is advisable or when a simple motion, recorded only in the City Council minutes, is insufficient.

D. City Attorney to Approve

The form of all ordinances shall be subject to the approval of the City Attorney.

E. Distribution of Ordinances/Resolutions

The City Clerk prepares copies of all proposed ordinances/resolutions for distribution to Governing Body members as part of the Council packet.

F. Reading by Title Only; Two Readings

Unless otherwise provided by law, each proposed ordinance/resolution is read by title unless a Governing Body member requests a full reading. The Governing Body may waive, by majority vote, its practice of conducting two readings prior to voting on a proposed ordinance. The practice of two readings does not apply to zoning ordinances.

G. Numbering Ordinances and Resolutions

The City Clerk will assign a number to each ordinance or resolution upon approval of the Governing Body.

H. Signing of City Documents, Ordinances; Failure to Sign Ordinance; Veto Power

The Mayor, except in situations in which the City Administrator has been so authorized, shall sign all resolutions and other documents which have been adopted by the City Council and require an official signature. Facsimile signature is permitted for signing a public security or signing of any instrument for payment.

The Mayor shall have the power to sign or veto any ordinance passed by the Council as set forth in K.S.A. 12-3003. Provided, the Mayor shall have no authority

to veto appropriation ordinances or those ordinances on which he casts the deciding vote.

If the Mayor is not present at the Council meeting at which an ordinance is passed or if he refuses or neglects to sign an ordinance on or before the next regular Council meeting, the City Clerk shall indicate on the face of such ordinance the Mayor's failure to sign and the ordinance shall take effect without his signature.

If the Mayor desires to veto an ordinance passed by the Council, he must do so on or before the next regular Council meeting and must state his objection to such ordinance in writing. Any ordinance vetoed by the Mayor may be passed over such veto by a vote of three-fourths of the whole number of Councilmembers- elect (affirmative vote of 6).

The Council president or vice-president shall have no power to sign or veto any ordinance.

6.0 OPERATIONAL INFORMATION

A. Officials Taking Office

Pursuant to Resolution 941, the term of office for all elected members of the Governing Body, including all members of the City Council and the Mayor, shall commence upon their swearing in, which shall occur at the December City Council meeting on the second Monday in December following the certification of the election. If an elected official is unable to attend due to unavailability, illness, or disability to be sworn in on the second Monday in December, they shall be sworn in on the next date they are capable of making the required oath. Elected members may be sworn in remotely pursuant to section 1.0 (E) of the Governing Body Rules.

B. Orientation

The City Administrator shall be responsible for a consistent and orderly introduction of City policy and information to all new members of the Governing Body. This orientation process will be accomplished within sixty (60) days of taking office.

C. Council President and Vice President

Pursuant to Merriam Municipal Code section 2-28 Council President and Vice-President:

- a. *Elections by Council; term.* The City Council shall elect from its membership a Council President and Council Vice-President. Such election shall take place at a regular meeting of the City Council in January of even-numbered years for a two-year term.
- b. *Temporary absence of Mayor; responsibilities of Council President.* The Council President shall preside as Mayor in the temporary absence or disability of the duly elected Mayor; when so presiding as Mayor, the Council President shall have no power to sign or veto any ordinance, nor to appoint "appointed officers" pursuant to section 2-61(a). The Council President, while temporarily presiding as Mayor, shall retain all voting rights and other prerogatives of Councilmember.
- c. *Temporary absence of Mayor and Council President; responsibilities of Council Vice-President.* The Council Vice-President shall preside as Mayor in the temporary absence or disability of the duly elected Mayor and Council President; when so presiding as Mayor, the Council Vice-President shall have no power to sign or veto any ordinance, nor to appoint "appointed officers" pursuant to section 2-61(a). The Council Vice-President, while temporarily presiding as Mayor, shall retain all voting rights and other prerogatives of Councilmember.
- d. *Vacancy in office of Mayor.* Whenever the Council President becomes Mayor due to a vacancy in the office of Mayor as set forth in section 2-26, the resulting vacancy in the position of Council President shall be filled as set forth in subsection (e) of this section.

- e. *Vacancy in office of Council President.* If a vacancy occurs in the office of Council President, other than a temporary absence or disability, the City Council shall elect from its membership a new Council President to serve the balance of the two-year term. In the event that the Council Vice-President is elected to serve the balance of the Council President's term, the vacancy in the position of Council Vice-President shall be filled by the City Council as set forth in subsection (f) of this section.
- f. *Vacancy in office of Council Vice-President.* If a vacancy occurs in the office of Council Vice-president, other than a temporary absence or disability, the City Council shall elect from its membership a new Council Vice- President to serve the balance of the existing term.
- g. *Removal.* The City Council may remove the Council President or Council Vice-President from such positions by a two-thirds vote of the members of the City Council then in office. The positions of Council President and Council Vice-President which are vacated by such removal shall be filled in the same manner as set forth in subsections (e) and (f) of this section.

D. Governing Body Vacancies

Pursuant to Merriam Municipal Code Section 2-26 and 2-27:

Mayor

If a vacancy occurs in the office of the Mayor by death, resignation, removal from the city, removal from office, refusal to qualify, or otherwise, the president of the Council shall become Mayor until the next regular City election.

Councilmember

Whenever a vacancy occurs in the position of Councilmember, including when a Councilmember moves from the ward from which elected, or whenever the Council President becomes Mayor leaving a vacancy in the office of Councilmember, the City Council shall appoint an elector of the ward where the vacancy occurs to be Councilmember for the balance of the unexpired term. A notice of vacancy shall be announced at the first regular Council meeting following the occurrence of such vacancy. The vacancy shall be filled by the City Council pursuant to the following procedures:

- a. The deadline for individuals to submit a letter of interest and statement of qualifications for the vacant Council position shall be 30 days from the date the notice of vacancy is announced. If such 30th day is a weekend or holiday, the deadline shall be the next regular business day following the expiration of such 30-day period.
- b. Letters of intent and statements of qualifications for the vacant Council position shall only be considered by the City Council if submitted to the City Clerk's office by 4:30 p.m. on the deadline specified by the City Council as set forth in subsection (1) of this section.

- c. The City Council may use whatever public forum it chooses to disseminate information regarding the vacancy and the associated selection process.
- d. All letters of intent and statements of qualifications and associated documents received for the vacant Council position shall be treated as open records pursuant to the provisions of the Kansas Open Records Act, K.S.A. 45-215 et seq.
- e. The City Council shall interview all qualified candidates (electors of the ward where the vacancy occurred who have timely submitted letters of intent and statements of qualifications) within 30 days following the deadline specified by the City Council as set forth in subsection (1) of this section. Interviews shall be conducted as open meetings of the City Council according to the provisions of the Kansas Open Meetings Act, K.S.A. 45-215 et seq. Nothing herein shall be construed as to limit the number of interview sessions the City Council may conduct, so long as each remaining candidate has the opportunity to be interviewed in each subsequent set of interview sessions.
- f. In the event that eight or more candidates have submitted a letter of intent and statement of qualifications for the vacant Council position, following the completion of candidate interviews, the City Council, in an open meeting and by written ballot, shall narrow the list of candidates to five. Each City Councilmember shall vote for not more than five candidates and may cast no more than one vote per candidate. Each ballot shall include the name of the City Councilmember casting such ballot and shall be considered an open record. The votes will be tabulated by the City Clerk and announced at the open meeting at which the ballots are cast. Those five candidates receiving the greatest number of votes shall be considered as set forth in subsection (7) of this section at the same or a subsequent meeting.
- g. Whenever more than two, but less than eight, candidates have submitted a letter of intent and statement of qualifications for the vacant Council position, or whenever the number of candidates has been reduced as set forth in subsection (6) of this section, the City Council, in an open meeting and by written ballot, shall narrow the list of candidates to two. Each City Councilmember shall vote for not more than two candidates and may cast no more than one vote per candidate. Each ballot shall include the name of the City Councilmember casting such ballot and shall be considered an open record. The votes will be tabulated by the City Clerk and announced at the open meeting at which the ballots are cast. Those two candidates receiving the greatest number of votes shall be considered as set forth in subsection (h) of this section at the same or a subsequent meeting.
- h. Whenever two or fewer candidates have submitted a letter of intent and statement of qualifications for the vacant Council position, or whenever the number of candidates has been reduced to two as set forth in subsection (7) of this section, each City Councilmember shall, in an open

meeting and by written ballot, cast not more than one vote for the purpose of selecting a candidate to fill the vacant Council position. Each ballot shall include the name of the City Councilmember casting such ballot and shall be considered an open record. The votes will be tabulated by the City Clerk and announced at the open meeting at which the ballots are cast. The candidate receiving a majority vote of the City Council shall be appointed as Councilmember for the balance of the unexpired term. In the event the City Council vote results in a tie, the Mayor, at the same meeting as the tie vote, shall cast a vote in favor of one of the two candidates to serve the balance of the unexpired term.

E. Ethics and Standards of Conduct

Pursuant to Merriam Municipal Code Sections 2-195—2-199:

Declaration of Policy, Sec. 2-195

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the citizens; that government decisions and policies be made in proper channels of the governmental structure; that the public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, an article for all City officials and employees is hereby adopted.

The purpose of this article is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or omissions that are incompatible with the best interests of the City and by directing disclosure by such officials and employees of private interests in matters affecting the City. This article is also intended to establish standards of conduct expected of those persons who act on behalf of the public in the performance of governmental duties and responsibilities, maintain high ethical standards in City government and increase public confidence in the integrity of the officials, agents and employees of the City.

Ethical Code, Sec. 2-197

Every Public official and employee is expected to maintain the following:

- (1) Always put loyalty to high moral standards and to the City above any loyalty to persons, departments or agencies, or political or other interests.
- (2) Uphold the Constitution, laws and regulations of the United States, the state, and the City and never be a party to their violation or evasion.

- (3) Seek to find and employ more efficient and economical ways to provide service and give to the performance of their duties their best attention, efforts and thoughts.
- (4) Treat every citizen fairly and equally with courtesy and respect and must never discriminate unfairly by dispensing special favors or privileges to anyone, whether for remuneration or not, and should never accept favors or benefits under circumstances which might give the appearance to reasonable persons as influencing the performance of their governmental duties.
- (5) Refrain from making any promise, private in nature, the performance of which would require an act beyond the proper scope of the duties of their office, or to act in a manner which would or could compromise the integrity of their office, or to accept for themselves or family, favors or benefits under circumstances which might give the appearance to reasonable persons as influencing the performance of their governmental duties.
- (6) Never engage in any business with the City government, either directly or indirectly, which is inconsistent with the conscientious performance of their governmental duties.
- (7) Never use any confidential information in the performance of governmental duties as a means for making a private profit or gaining benefit; and never reveal any information made known through their public office which is by law confidential or by custom a protected right of privacy where revealing the information could affect the civil or moral rights of any citizen.
- (8) Always safeguard the public trust and never use or allow the use of government property or funds for private purposes, for purposes other than those authorized or permitted, or for purposes which could mislead the citizens or damage the confidence and reputation of the government.
- (9) At all times, display the highest level of integrity in performing their duties and never knowingly nor negligently mislead or allow others to mislead the public or other government officials nor fail to disclose or report to appropriate officials any corruption wherever discovered.
- (10) Avoid the appearance of improper influence and refrain from ever receiving, soliciting or accepting gifts, gratuities, favors or anything of value for themselves, their family or others, which is intended or has the appearance or effect of influencing the performance of his duties; and should never lobby or attempt to influence others in the performance of their duties by any means which are not a part of their authorized duties.
- (11) Never allow their judgment to be compromised by a personal, family or business interest not a part of his government service and never act upon

any matter in which their family, or business has or may have any financial or beneficial interest; and should always declare and disclose the full nature and extent of any personal, family, or business interest in any matter related to governmental actions or duties.

- (12) Stand as a representative of the government and the public trust and never intentionally act outside the scope of their authority in that representation nor allow himself to be perceived as acting on behalf of the public or government when, in fact they are not.

F. Mail

All mail received by the Council will be placed unopened in the individual files in the administrative offices unless authorization to open is given. Mail sent to the Mayor will be placed unopened in the Mayor's office unless authorization to open is given.

G. Postage Use

The City will pay for postage on any correspondence sent by a member of the Governing Body associated with routine City business. The City will not provide postage for any City election mailings or Governing Body member newsletters.

H. Governing Body Expenses

The City will reimburse elected officials for reasonable business-related expenses including travel expenses, meals, conference registration, hotel, and other incidental expenses for the elected official only (not for spouses or families) for attendance at conferences and meetings as authorized by the Mayor and within budget amounts. Travel expenses as part of official City business are paid in accordance with the Travel Reimbursement Policy (5.09) of the Employee Handbook.

The City will reimburse elected officials for meals and expenses for hosting officials from out of town on City business with the approval of the City Administrator. The City will reimburse elected officials for miscellaneous expenses with the approval of the City Administrator.

I. Return of Materials, Equipment

At the completion of service to the Governing Body, any equipment provided, will be returned to the City. Return of all City equipment shall be no later than thirty (30) days after completion of the member's service unless waived by the City Administrator.

J. Compensation

Pursuant to Merriam Municipal Code Sec. 2-25:

- a. The annual salary for the office of Mayor shall be set forth in the city's compensation plan. The salary shall be paid in monthly installments until the Mayor's term of office shall cease, or they are removed from office, or for any reason they leave the office. The Mayor's salary shall be adjusted annually in the same percentage as adjustments made to employees' salary ranges; provided, however that the annual adjustment to the salary for the office of Mayor may be waived or reduced as set forth in subsection (c) of this section.
- b. The annual salary for the office of Councilmember shall be set forth in the City's compensation plan. The salary shall be paid in monthly installments until the Councilmember's term of office shall cease, or they are removed from office, or for any reason they leave the office. The salary for Councilmember shall be adjusted annually in the same percentage as adjustments made to employees' salary ranges; provided, however that the annual adjustment to the salary for the office of Councilmember may be waived or reduced as set forth in subsection (c) of this section.
- c. The annual adjustment to the salary for the office of Mayor and the salary for the office of Councilmember may be jointly waived or reduced for any given budget year upon the passage of a resolution approved by the majority of the Council. Any waiver or reduction approved by such resolution shall be applied in the same manner to the salaries for the office of Mayor and office of Councilmember such that a waiver or reduction of one may not occur without the waiver or reduction of the other.

K. Benefits

Retirement: Governing Body members shall be eligible to participate in Kansas Public Employees Retirement System known as KPERS should they choose. KPERS is a defined benefit retirement plan offered to state and local employees. Participation requires a 6% contribution which will be deducted from each monthly pay accordingly. In addition, the City will contribute the KPERS-defined rate each pay period on behalf of the opted-in Member. KPERS mandates the City rate each year.

Community Center Membership: In accordance with Merriam Municipal Code Sec. 47-136. - Waiver of use for City officials.

- (a) *Policy.* It is the policy of the City to provide the use of the community center to all City-appointed advisory boards or commission members and all elected and appointed

officials, and their immediate family members with the charges and fees to be waived as provided in this section.

(b) *Application for annual membership; identification cards.* Such individuals shall make application for an annual community center membership upon standard forms. Identification cards shall be issued.

(c) *Termination of use privileges.* Authorized use of the community center membership shall be discontinued following resignation from City-appointed advisory boards or commissions and elected and appointed positions.



City Council Policies

REV. 2021; Rev. 5-22-2023-CCP 7.0;

MERRIAM CITY COUNCIL POLICIES

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1.0 Debt Management and Fiscal Policy

1.1 Debt Financing

This policy shall provide general guidelines for debt financing. The Governing Body shall approve all debt issues. The purpose of the City's debt financing policy is to ensure that debt is issued in accordance with established public policy, and is managed in a fiscally prudent manner which:

- a. Complies with federal and state laws
- b. Seeks to maintain or improve credit ratings
- c. Minimizes cost to taxpayers
- d. Does not adversely affect future generations

Debt financing includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other City obligations permitted to be issued or incurred under Kansas law.

Use of Debt and Debt Issuance Considerations

The City shall limit the use of debt to the financing of capital projects or equipment identified in the associated multi-year programs.

The City shall avoid the use of debt to fund recurring operating expenditures.

The City may issue debt in those instances where public policy, equity and efficient use of limited resources favor debt financing over funding with current revenues. Decision criteria shall include:

- a. The City's current and projected debt level, legal debt limit, overall financial health and economic conditions.
- b. Availability of alternative financing sources, including use of current revenues (pay-as-you-go financing) and leveraged revenue sources from private and intergovernmental contributions. Projects which include a substantial portion of leveraged financing shall normally be given priority.

The City will consider various factors in determining the capacity to issue debt:

- a. Debt issuance shall not exceed 30% of assessed property valuation, or other amount authorized by state statute. (K.S.A. 10-309)
- b. Debt issuance should not adversely affect the City's credit rating. Rating agency criteria will be reviewed in conjunction with the City's financial advisor.

Structure of Debt

The life of long-term debt will be matched with, or shorter than, the useful life of the underlying assets financed. Generally, the City will not consider debt structures with a final maturity more than 30 years from the date of issuance.

The City will work with its financial advisor to structure amortization of new bonds in light of existing debt and the City's credit profile.

Credit Ratings

The City will seek credit ratings from at least one major rating agency prior to its sale of debt, if such rating will economically benefit the transaction. The City will manage its overall finances and its debt in such a way as to maintain a bond rating in one of the two highest categories (without respect to modifiers such as bond insurance).

Credit Enhancement

The City will evaluate the use of credit enhancement (bond insurance) for its bonds where a cost-benefit analysis shows it to be economically advantageous to do so.

Transaction Pricing

Debt will typically be marketed on a competitive bid basis. A negotiated sale may be undertaken upon the recommendation of the City's financial advisor in some circumstances (i.e. very large or very small issue, market volatility). If advised, the City will competitively select the underwriter(s) needed to structure, market, price, and sell the bonds.

Transaction Professionals and Underwriting Team

The City will hire external financial advisors and bond counsel to provide expert advice for the issuance of debt. In order to prevent real or perceived conflicts of interest and in conformance with municipal market regulations the City's financial advisor may not serve as an underwriter on any City bond issue during its tenure as financial advisor and for two years thereafter.

Refunding Considerations

The City generally will consider refunding opportunities to the extent the following targets can be achieved:

- a. Current refunding, fixed rate: 3% present value savings of refunded principal.
- b. Advance refunding, fixed rate: 5% present value savings of refunded principal with strong maturity-by-maturity refunding efficiency.

The City generally will structure refundings to provide level savings over the life of the refunding bonds and will attempt to structure the refunding debt in the same footprint as the refunded debt (e.g., similar repayment schedule and final maturity).

Refunding targets are not intended to prevent restructurings of outstanding indebtedness as necessary to achieve other financial goals of the City.

Use of Variable Rate Bonds, Swaps, and Derivatives

The City generally will pursue traditional, fixed-rate bond structures if feasible.

The City will use variable rate bonds only as part of a comprehensive asset/liability management program and will limit its outstanding, variable rate bonds to levels consistent with the anticipated amount of cash on hand able to produce investment income that can be used as a direct offset to rising rates on the variable rate bonds.

Before the City enters into any swap or derivatives agreement, it will first formally adopt a swap and derivatives policy.

Bond Proceeds Reinvestment

Bond proceeds shall be invested in accordance with the City Council Policy 2.00 Investment Policy and K.S.A. 10-131, and amendments thereto.

Financial Reporting Compliance

The City shall insure that it fully complies with all state and federal regulatory requirements including post-issuance compliance related to continuing disclosure, private use and arbitrage rebate. The City maintains a separate post-issuance compliance administrative policy.

The City shall require its financial advisor to prepare an annual debt profile including an assessment of refunding opportunities.

1.2 Budget Adjustments

It shall be the policy of the City of Merriam to authorize budget adjustments as follows:

- a. Budget amendments between line items within the same object classification (account groupings such as "Personal Services" or "Contractual Services") may be approved by the City Administrator.
- b. Budget amendments between line items outside of the same object codes but within the same department budget shall be approved by the City Administrator and ratified by the City Council.

- c. Budget amendments between departments shall be approved by the City Council upon the recommendation of the City Administrator and Finance Director.
- d. Budget amendments between funds shall follow the standard process in conformance with State Statutes.

No purchases which exceed budget authority as amended through the process described above shall be authorized for payment.

1.3 Expenditure Authorization

The City Administrator is authorized to spend according to the City-wide approved budget. For purposes of this policy, the term “City Administrator” or “department director” may also refer to their designee.

Department directors are authorized to spend according to their approved budget, exclusive of purchases greater than \$5,000, which must be approved by the City Administrator.

Purchases of goods, services or professional services from \$5,000 through \$30,000 shall be approved by both a department director and the City Administrator.

For purchases of goods, services or professional services over \$30,000, the City Administrator shall cause requests for bids, proposals or qualifications to be solicited, and shall forward the purchase recommendation to the City Council. If awarded, it will be the responsibility of the City Administrator to make the appropriate expenditures in accordance with the bid or contract approved by City Council.

City Administrator may waive requirements to issue requests for bids, proposals or qualifications in case of an emergency or disaster in order to insure public safety or to continue critical City operations. Such purchases may be made from the City’s General Fund Contingency account.

The City Council may waive the requirement to issue bids for construction of public improvements over \$30,000 if determined to be in the City’s best interest.

A listing of capital equipment purchases over \$5,000 will be presented monthly to the City Council in the Monthly Finance Report.

The City Administrator has the authority to approve change orders up to a cumulative total of \$30,000. The cumulative total of change orders exceeding \$30,000 must be approved by the City Council. For Capital Improvement Projects,

the change order expenditure(s) authorized by the City Administrator as per this section must be within the project budget as approved by the City Council.

1.4 **Capitalization of Assets**

The general policy of the City of Merriam shall be to capitalize any fixed asset item with an actual cost of \$5,000 or more. For purchases under \$5,000 and at the discretion of department heads, items may be capitalized at zero cost basis for purposes of accountability.

City infrastructure will be capitalized according to the following thresholds:

- Streets and bridges: \$100,000
- Sidewalks, parking lots and jogging trails: \$25,000
- Streetlights, traffic signals and road signage: all acquisitions for the year will be added in a lump sum at year-end.
- Drainage structures: \$25,000
- City facilities will continue to be recorded as fixed assets and would therefore have a threshold of \$5,000.

Any variations of this process must be approved by the City Administrator.

1.5 **Fund Balance and Reserves**

The City Council is committed to maintaining a prudent level of financial resources to avoid a reduction of service levels or an increase in taxes due to an economic downturn or unforeseen expenditures. The Government Finance Officers Association's (GFOA) best practice recommends that governments establish a level of unrestricted fund balance (reserve) specific to its circumstances.

Relevant factors include the predictability of revenue, volatility of expenditures, cash flow requirements, potential for natural or manmade emergencies, and the government's size. In particular, Merriam relies heavily on sales tax revenues, which may be negatively impacted by economic downturns or state law changes that affect situs of retail sales. Additionally, GFOA recommends that unrestricted fund balance levels be established within the context of long-term financial forecasting to avoid an emphasis upon the balance at any one time.

The fund balance target for the combined General Fund and Risk Management Fund* is 30 to 35% of budgeted annual General Fund revenues. The target is a goal which may fluctuate from year to year in the normal course of operations.

The combined General Fund and Risk Management Fund balances may be reduced below the target range for emergency needs, prolonged economic downturn, unanticipated expenditure requirements or other non-recurring needs at the discretion of the Governing Body.

If projections indicate the unrestricted General Fund and Risk Management Fund balances will fall below the target range at the completion of any fiscal year, the City Administrator shall prepare and submit a financial plan to restore the minimum target amount within the ensuing five-year financial planning period for the General Fund.

To the extent that budgeted reserves exceed policy requirements, they may be accessed subject to Section 1.3, Expenditure Authorization of the Debt Management and Fiscal Policy.

The Equipment Reserve Fund will maintain a sufficient fund balance to support new and replacement purchases according to the 10-Year Major Equipment Replacement Schedule. Budgeted transfers from the General Fund to the Equipment Reserve Fund will support the purchases and will be calculated to minimize significant fluctuations to the General Fund.

*For financial reporting purposes, the Risk Management Fund is combined with the General Fund pursuant to criteria of the Government Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Its balance is classified as “assigned” for risk management purposes as defined in the statement.

2.0 Investment Policy

It is the policy of the City of Merriam, Kansas (the City) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all Kansas statutes, the City Administrative Code, and all related City Ordinances and Resolutions governing the investment of public funds.

Investments shall be made with judgment and care—under circumstances which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price charges provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The “prudent person” concept discourages speculative transactions, it attaches primary significance to the preservation of capital and secondary importance to the generation of income and capital gains. The “prudent person” is expected to be a reasonable well-informed person, not a professional investor or market maker, who is obligated to act responsibly.

Objectives: The primary objectives, in priority order, of the City of Merriam, Kansas investments activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Merriam, Kansas shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City develops a portfolio with diverse, high-quality investments and seeks to avoid unplanned early redemptions of securities that would generate a market loss.
2. **Liquidity:** The City of Merriam, Kansas’s investment portfolio will remain sufficiently liquid to enable the City of Merriam, Kansas to meet all operating requirements that might be reasonably anticipated.

3. **Return on Investment:** The City of Merriam, Kansas's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City of Merriam, Kansas's cash flow characteristics.

Management: Management for the investment program is hereby delegated to the Finance Director, who shall establish procedures for the operation of the investment program, consistent with this investment policy. Procedures should include: safekeeping agreements, wire transfer agreements, collateral/depository agreements, third-party advisory services agreements and banking service contracts.

Agreements shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of investment officials.

Oversight of the City's Investment Program

1. The Finance Director will provide at a minimum an Annual Investment Report to the City Administrator and City Council.

Safety: Safety of principal is of the highest priority and can be accomplished by limiting three types of risk: 1) **credit risk**, 2) **interest rate risk** and 3) **liquidity risk**. **Credit risk** is the risk of loss associated with the failure of a security issuer or backer. **Interest rate risk** is the risk that the value of the investments will decline due to an increase in the general level of interest rates. **Liquidity risk** is the risk that the City suffers a market loss by redeeming a security prior to maturity in an unplanned manner.

All Operating Funds Acceptable Investments: All investments purchased under this policy shall be governed by K.S.A. 12-1675 *et seq.*, and all amendments thereto, and, if sufficient authority is granted by the State of Kansas Pooled Money Investment Board (PMIB), by K.S.A. 12-1677(b).

The investments outlined in items #4 through #7 may be utilized only if the investments outlined in item #2 are not available to the City at interest rates equal to or greater than the public fund investment rate as published by the PMIB.

Below is a summary of acceptable investments for idle funds under current law:

1. Temporary Notes or No-Fund Warrants. Temporary notes or no fund warrants issued by the City.
2. Time Deposits, Open Accounts, Certificates of Deposit or Time Certificates of Deposit. Instruments issued by banks, savings and loan associations and savings banks, which have main or branch offices located in the City which state that specified sums have been deposited for specific periods of time and at specified rates of interest. Deposits are required to be backed by acceptable collateral securities as dictated by State statute. Maximum maturities for such time deposits are limited to two (2) years unless the City's investment policy is approved by the PMIB, in which case the maturity may be up to four (4) years. (This category includes CDs purchased under the CDARS program if certain conditions are met.) **If an eligible (local) financial institution, as described by Kansas Statute K.S.A 12-1675, offers interest rates equal to or greater than the public fund investment rate, the City is obligated (if it elects to make the investment) to place it with that financial institution.**
3. Repurchase Agreements (Repo). The City may invest in contractual agreements between the City and commercial banks, state or federally chartered saving and loan associations, or federally chartered savings banks having main or branch offices located within the City. The purchaser in a repo enters into a contractual agreement to purchase Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.
4. US Treasury and Agency Securities. Direct obligations of or obligations that are insured as to principal and interest by the United States or any agency thereof, not including mortgage-backed securities maturing within two (2) years from the date of purchase. If the City's investment policy is approved by the PMIB, the maximum maturity may be for four (4) years.
5. Kansas Municipal Investment Pool Fund (MIP). A pool of investments consisting of Certificates of Deposit, U.S. Treasuries, U.S. Agencies, Commercial Paper, and Repurchase Agreements. The MIP is administered by the State of Kansas Pooled Money Investment Board pursuant to K.S.A. 12-1677a.
6. Bank-Sponsored Multiple Municipal Entity Investment Pools. Investments may be made with trust departments of commercial banks with offices located in Johnson County or with trust companies which have contracted to provide trust services under the provisions of K.S.A. 9-2107, and amendments thereto. These accounts will be secured as provided for under K.S.A. 9-1402, and amendments thereto. Authorized investments in

these pools will be subject to the same terms, conditions and limitations as are applicable to the Kansas Municipal Investment Pool.

7. Kansas General Obligation Bonds. General obligation municipal bonds or other obligations issued by Kansas local governments (cities, counties, school districts, certain other authorities and districts defined in K.S.A. 10-1101).

Bond and Note Proceeds, Equipment Reserve Fund, Capital Improvement Funds Acceptable Investments: Proceeds of bonds and notes issued by the City and held within the City's treasury or by a third-party on behalf of the City are invested pursuant to K.S.A. 10-131. Moneys credited to the municipal reserve fund or capital improvement funds from annually budgeted transfers may also be invested in accordance with the provisions of K.S.A. 10-131 (as provided by K.S.A. 12-1,117 and K.S.A. 12-1,118).

Investments outlined by K.S.A. 10-131 *et seq.* are not subject to the requirement that such funds be first offered to the financial institutions within the City. The tenor of the investments of capital/bond moneys should not exceed the expected timing of draws on such funds. The investment options are as follows:

1. Other Permitted Investments. The investments permitted for the investment of operating funds.
2. Bank Deposits in Johnson County. Interest-bearing time deposits in any bank, savings and loan association or savings bank located in Johnson County.
3. Repurchase Agreements with any Bank or Primary Securities Dealer. Repurchase agreements for U.S. Treasuries and Agencies effected with any bank, savings and loan association or savings bank or a primary securities dealer.
4. Investment Agreements. Investment agreements with or other obligations of a financial institution, the obligations of which at the time of investment are rated in any of the three highest rating categories by Moody's Investors Service or Standard and Poor's Corporation.
5. Money Market Funds. Investments in shares or units of a money market fund or trust the portfolio of which is comprised entirely of U.S. Treasury or Agency securities.
6. Receipts. Receipts evidencing ownership interests in securities or portions thereof of U.S. Treasury or Agency securities.

7. Pre-Refunded Bonds. Bonds of any municipality of the State of Kansas as defined in K.S.A. 10-1101, and amendments thereto, which have been refunded in advance of their maturity and are fully secured as to payment of principal and interest thereon by deposit in trust, under escrow agreement with a bank, or U.S. Treasury or Agency securities.

Safekeeping of Securities:

1. Safekeeping Agreement

Collateral will be registered in the City's name. Joint custody receipts will be issued for all securities pledged to certificate of deposits, repurchase agreements, open accounts and other investments by depositing same with the Federal Reserve Bank of Kansas City, the Federal Home Loan Bank of Topeka (or such other Federal Home Loan Bank as shall be acceptable to the City), or a Kansas bank or trust company not affiliated with the financial institution pledging the securities and in accordance with K.S.A. 9-1405 *et seq.*

All security purchases shall settle delivery-versus-payment. All securities shall be perfected in the name of City of Merriam and shall be delivered to the safekeeping agent(s).

2. Handling of Certificate of Deposit Collateral

The collateral for certificates of deposit in banks will be registered in the name of the City of Merriam, Kansas. Custodial receipts will be received and logged by the Administrative Office staff. Letters from custodial agent(s) assigning the collateral and fax transmittals will be acceptable for release of funds.

3. Handling of Repurchase Agreement Securities

The securities for which repurchase agreements will be transacted will be limited to Treasury and government agency securities. Securities will be delivered either to the City's designated Custodial Agent or to a third party custodian agreed upon by the City and the second party to the Repurchase Agreement. Funds and securities will be transferred on a delivery versus payment basis. Confirmations will be received and logged by the Administrative Office.

Securities underlying a repurchase agreement must be maintained at the following levels, with respect to par value accrued interest:

U. S. Treasury Securities		U.S. Agency Securities
1 Year of Less	101%	101%
1 Year to 5 Years	102%	102%
Over 5 Years	103%	104%

4. Verification of Security

Verification of collateral and repurchase agreement securities will be part of the City's annual independent audit.

Collateral Requirements: K.S.A. 9-1402 requires that all deposits, including those for investment of public funds, must be secured by collateral of the depository institutions. The depository institutions are authorized to use and the City is authorized to accept the following types of collateral as security for deposits:

1. The institution may provide a personal bond in double the amount of the deposits.
2. The institution may provide a corporate surety bond in an amount equal to the amount of deposits.
3. A pledge or assignment for the City's benefit of sufficient securities, acceptable to the City, in the following amounts:
 - a. Direct obligations of, or obligations that are insured as to principal and interest by, the United States of America or any agency thereof and obligations, including but not limited to, letters of credit and securities of United States sponsored corporations which under federal law may be accepted as security for public funds. (not less than 100% of deposits by market value);
 - b. Obligations and securities of U.S. sponsored corporations, which under federal law may be accepted as security for public funds (not less than 100% of deposits by market value for direct obligations of U.S. Agencies; not less than 105% of deposits by market value for any mortgage-backed securities);
 - c. Bonds of any Kansas municipality which have been refunded and are secured by U.S. obligations (not less than 100% of deposits by market value);
 - d. Bonds of the State of Kansas (not less than 102% of deposits by market value);

- e. General obligation bonds or notes of any Kansas municipality which carry a rating in the third highest category or higher with respect to bonds and in the second highest category or higher with respect to notes (not less than 102% of deposit by market value).

Release of Collateral: At the time the investment is to be liquidated or when other collateral is substituted, the authorization to release the collateral will be telephoned, emailed or faxed to the safekeeping agent by the Finance Director or their designee.

Monitoring Collateral/Security Adequacy for Deposits and Repurchase Agreements: The Finance Director or their designee will monitor adequacy of collateral each time investments mature or are purchased, but at least monthly. The City requires monthly reports with market values of pledged securities from all financial institutions with which the City has deposits and/or repurchase agreements, but relies on independent sources of valuation to ensure collateral sufficiency. The City reserves the right to refuse to accept any collateral offered that cannot be priced through its independent valuation service or has questionable marketability in the event of a bank failure.

Investment Diversification: The City of Merriam, Kansas will diversify its investments by security type and institution. The following guidelines represent maximum limits established for diversification by instrument:

1. Certificates of Deposit. Consistent with PMIB policy, the City has no restrictions on the amount it may deposit with local banks, including in CDs, so long as all deposits are FDIC insured and properly collateralized.
2. U.S. Treasury Securities. The City has no restrictions on the amount it may invest in US Treasury securities.
3. U.S. Agency Securities. The City has no restrictions on the amount it may invest in U.S. Agency securities with the explicit full faith and credit guaranty of repayment by the US Government. The City limits to no more than 75% of its portfolio those US Agency securities that do not carry an explicit full faith and credit pledge.
4. Investment Pools and Money Market Funds. The City limits its holdings in investment pools and money market funds to 25% of its total portfolio, except during periods of high liquidity, such as the months in which it receives its property tax distributions.

5. Repurchase Agreements. The City limits repurchase agreements to 25% of its total portfolio. Repurchase agreement holdings also count against limits, if any, for US Treasury and Agency securities.
6. Kansas General Obligation Bonds. The City limits Kansas general obligation (GO) bonds to no more than 35% of its total portfolio. In addition, it generally limits its holdings of any single issuer to no more than \$1.0 million if the issuer maintains a GO rating of A3/A- or better at purchase and to no more than \$0.5 million if the issuer has a rating lower than A3/A- or is unrated.

The City considers pre-refunded bonds where the escrow is funded with U.S. Treasuries and Agencies to be U.S. Treasuries and Agencies for the purpose of these limits.

Liquidity: As stated in the Investment Policy, liquidity is second in priority in evaluating investment alternatives. As a function of this procedure, the City's demands for cash must be projected using reliable techniques and investment maturities must be continually evaluated to ensure that funds are available to meet all cash demands. To ensure adequate liquidity of City funds, investments of idle funds shall be structured to comply with statutory limits and its portfolio design shall be such that it maintains adequate liquid balances in cash, cash-equivalents and near-cash securities (such as short-lived U.S. Treasuries).

Return on Investment: The City of Merriam shall seek to optimize return on investments within the constraints of safety and liquidity. The investment portfolio of the City will be designed to attain a market-average rate of return throughout the budgetary and economic cycles, taking into account the City's investment risk constraints, state statutes, cash flow characteristics of the portfolio, and prudent investment principles. Progress on this objective will be reported to the City Administrator and the City Council on a quarterly basis at a minimum.

Investment Maturity Management: When structuring the maturity composition of the investments, the Finance Officer shall evaluate current and expected interest rate yields. The longer the time remaining to maturity for a security, the greater the price fluctuation which will occur given a change in interest rate levels.

Competitive Placement of Funds: It is in the interest of the City to solicit competitive rate quotations for investment purchases, where possible, consistent with state statutes. The City will maintain a list of interested bidders. Financial institutions may call the Finance department to request to be added to the list.

Pursuant to state law, the City first bids any moneys to be invested pursuant to K.S.A. 12-1675 or 12-1677b to those banks, savings and loan associations and savings banks, which have main or branch offices located in the City. Offers received from local financial institutions will be compared to the public funds investment rate. If an offer is greater than or equal to the public funds investment rate, the financial institution with the highest bid is awarded the investment. If no offers from eligible financial institutions are greater than or equal to the public funds investment rate, the City will seek offers on other permitted investments from any securities dealer eligible to do business in the State of Kansas.

Ethics: The Ethical Code, as adopted in sections 2-195 through sections 2-199 of the City of Merriam Municipal Code shall apply and provide guidance. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Attorney and Finance Director any material financial interests in financial institutions that conduct business within this jurisdiction and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Merriam, Kansas' portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of Merriam, Kansas, particularly with regard to the timing of purchases and sales.

Authority: The City of Merriam, Kansas' investment policy shall be adopted by the City Council of Merriam, Kansas.

The above policies shall remain in full force and effect until revoked by the City Council. If, after adoption of this policy, there is any conflict of this policy with Kansas' laws and/or statutes, the Kansas laws and/or statutes will dictate.

3.0 Tax Use Policy

3.1 City Sales Tax and County 1/4 Cent Sales Tax

Monthly funds from the State of Kansas transmitting proceeds of the 1% City Sales Tax shall immediately be credited in equal portions to the General Operating Fund and to the Capital Improvement Fund. Earnings on funds from sales tax deposits shall accrue to the same accounts.

Expenditures from the General Operating accounts shall be in accordance with the adopted budget for the current year.

Monthly funds from the Johnson County 1/4 cent sales tax (established in 1995, which has no sunset) shall be credited to the Capital Improvement Fund.

Expenditures from the Capital Improvement Fund shall be in accordance with the Capital Improvement Plan.

3.2 Capital Improvement Funding

The objective of the policy is to fund the Capital Improvement Program without unduly increasing the ad valorem tax burden or adversely affecting City services. When applicable, the City shall seek additional sources of funding for capital improvement projects, including special City sales taxes, grants, impact fees, intergovernmental and interlocal agreements, and contributions from developers.

The General Fund budget will support the multi-year Capital Improvement Program with monthly transfers of a portion of the 1% City Sales Tax to the Capital Improvement Fund. Transfers will not exceed amounts per the adopted budget. Actual transfers may be reduced if City Sales Tax collections fall short of budgeted revenues. The target level for transfers shall be less than or equal to 50% of the available 1% City Sales Tax.

City Use Tax collected by the General Fund which exceeds 1% shall be transferred to the Capital Improvement Fund. Such transfers should not be considered in the calculation of the target level for transfers of the 1% City Sales Tax as described above. The City will continue a multi-year Capital Improvement Program that considers citizen input. The program will be reviewed and revised annually.

3.3 Transient Guest Tax

It shall be the policy of the City of Merriam to use the revenue generated from the transient guest tax in a manner consistent with Charter Ordinance No. 23.

The Visitors Bureau Advisory Council shall consist of the Director of the Visitors Bureau; a representative from each hotel/motel/executive suite facility; a representative of the City's Parks and Recreation Department; and up to four

representatives from the hospitality industry (e.g. restaurants, entertainment, etc.) selected by the Director of the Visitors Bureau.

Expenditures made from the Transient Guest Tax Fund shall be consistent with the purposes set forth in Charter Ordinance No. 23 and shall further adhere to one or more of the following guidelines:

- a. Funding for projects designed to attract people to Merriam including, but not limited to maps, brochures, festivals, banners, art and craft events, and the administrative cost associated with producing such items.
- b. Funding for projects designated specifically towards community enhancement projects of a capital nature such as decorative lighting, streetscapes, and other improvements designed to attract people to Merriam.
- c. Funding for projects designated for use by the Merriam Visitors Bureau to fund programs and expenditures for promotion of tourism and to attract people to Merriam.
- d. Funding for projects designated specifically towards enhancement efforts, economic development initiatives and projects designated to attracting shoppers and visitors to Merriam.
- e. Funding for the operation, maintenance, expansion and development of City facilities, in a manner consistent with the purpose and objective of Charter Ordinance No. 23; and/or
- f. Funding for the creation of innovative projects and activities that relate to the promotion of convention and tourism.

The City may utilize employees or may contract with an agency, organization, or group of firms to promote the purposes of Charter Ordinance No. 23.

The Visitors Bureau Director shall present an activity report to the City Council on an annual basis or upon request of the Council.

4.0 Council Relations

4.1 City Staff

It shall be the policy of the City to direct communication between elected officials and City staff through the City Administrator. Members of the Governing Body will forward all requests for service through the City Administrator. If the City Administrator is absent from the City, action requests or directives to the staff shall be routed through the City Clerk or the administrative designee, to appropriate department director, to the City Council or to the Mayor.

Requests for information that do not involve action on the part of the City staff may be made directly to the City staff without contact with the City Administrator. However, staff members having such contacts with elected officials should report them to the City Administrator.

In public and private, the elected officials and City staff shall treat one another with respect and in a professional manner. Concern about the unprofessional conduct of a staff member or of a City Councilmember should be discussed with the City Administrator.

4.2 Boards and Commissions

Appointments to boards and commissions shall be made by the Mayor with the consent of the City Council. This shall not prohibit members of the Council from recommending potential board or commission members to the Mayor for consideration.

The City Council often has a statutory duty to hear appeals from or approve or disapprove decisions of City boards and commissions. Unless a member of the Council is a member of one of such boards or commissions, Councilmembers should not participate in any way in the deliberations of the board or commission. If a member who is not the Council liaison does so, they will refrain from participating in the deliberations of the City Council on that issue, and will abstain from voting.

If the Council has no review prerogative over the board or commission except to seek judicial review of its decision, members of the Council may participate as they choose. In no case shall a member of the Council exercise undue influence over the board or commission as it relates to the appointment or retention of board or commission members.

City staff members serving as staff to boards or commissions are encouraged to forward independent analyses to the board or commission based on the City's best interests.

Regular Boards and Commissions include:
Planning Commission
Parks and Recreation Advisory Board
Board of Zoning Appeals
Board of Structure Appeals

4.3 Ad-Hoc Committees

Committee Members

The committee members will be appointed by the Mayor and reported as an information item to the City Council. The Mayor will coordinate with the City Administrator to appoint a staff liaison to assist the committee in coordinating its efforts and ensure compliance with KOMA. The Mayor will appoint the committee chair. Committee meetings will be scheduled as needed.

All meetings are open to the public and shall be scheduled in compliance with the Kansas Open Meetings Act (KOMA).

All meetings shall be held at City Hall unless otherwise specified. Additional meetings may be held upon the call of the Chair, staff liaison, or upon the call of a majority of committee members, provided that all members shall be notified of such meeting at least 24 hours in advance of the announced start of the meeting, and provided that such is consistent with Kansas Open Meeting laws.

Agenda

An agenda shall be developed by the chair and related staff before each meeting. Such agenda shall be followed as much as possible; however, business not appearing on the agenda may be taken up under the heading "Other Business."

Votes

Meetings shall be conducted in an orderly manner. Generally, the Governing Body Rules of Procedure of the City of Merriam should serve as a guideline in the conduct of committee meetings. Passage shall require a majority of those present and voting, including the chair. Tie votes shall be considered to be a failure of the motion.

Minutes

Minutes shall be kept of all committee meetings by staff assigned by the City Administrator. Distribution shall be made to the Mayor and Council.

Committee Responsibilities

Committees shall be responsible for the review of policy matters dealing with their assigned task or project. Committee members shall not be involved in daily administrative tasks. Direction of the daily operations of a department shall be left to the department director under the direction of the City Administrator. If a

committee has specific operations problems, these are to be directed to the attention of the City Administrator or Mayor who will expedite any necessary actions.

Significance of Committee Actions

Action of committees shall constitute recommendations to the full Council. No binding decision can be made in committee on matters that should be brought before the full Council at Council meetings.

Responsibilities of Committee Chair

1. Conducting meetings of the committee.
2. Approve agendas for committee meetings.
3. Encourage participation and attendance of committee members, including soliciting motions.
4. Serve as principal liaison between the committee and the staff and City Council on issues for which the committee had principal responsibility.
5. Appoint Acting Chair in the event of absence of the Chair.

5.0 Operational Policy

5.1 Donation of Public Funds

Occasionally, the City is asked to donate public funds to organizations or groups. It shall be the policy of the City to donate public funds only to charitable organizations which have:

- a. clear link to the City through City membership or sponsorship, or
- b. a clearly defined public purpose which complements the City's purposes.

In each case, requests for contributions shall be made to the City Council and shall first be reviewed by the City Attorney to determine the legality of the contribution. Applicants have the burden of defining the role of their organization and how it qualifies under Sections a. and b. herein.

5.4 Legal Notices

The City designates the Legal Record of Johnson County as the official City newspaper. All legal notices requiring legal publication shall be published in the City's official newspaper.

As a courtesy to the public, the City will also provide the following notices and publications whenever possible.

- All City Council public hearing notices and invitations to bid will be placed in the Legal Record of Johnson County and posted on the City's website. Other publications may include trade magazines, contractor journals and other websites as deemed appropriate.
- Planning Commission public hearings involving legislative issues shall be placed in the Legal Record of Johnson County and posted on the city's website. Legislative issues include changes to the zoning ordinances, sign code and comprehensive plan.

6.0 Development Policy

6.1 Acquisition of Right-of-Way and Easements for Public Projects

Policy It shall be the policy of the City of Merriam to deal equitably and fairly with property owners impacted by City capital projects. Projects requiring acquisition of right-of-way, permanent, and/or temporary easements shall be carried out in accordance with applicable law providing just compensation to property owners as set forth in Compensation below. For projects where federal funds are used, the acquisition of easements shall comply with the Uniform Relocations Assistance and Real Property Acquisition Act of 1970 as amended.

Compensation Just compensation will be derived by determining fair market value of the property interest to be acquired by the City. The fair market value will be derived either by the most current property values as determined by the Johnson County Appraiser's Office or by a licensed professional appraiser retained by the City. The City will compensate the property owner for appurtenances removed, destroyed, or severely damaged by the project at fair market value.

Eminent Domain Eminent Domain may be utilized to acquire property when negotiations have been exhausted or in special circumstances. Use of Eminent domain will be utilized on a case-by-case basis and in accordance with State Statute.

6.2 Architecture and Engineering Services

It is the intent of the City to exercise efficiency and effectiveness in the selection of all architectural and engineering services. The City Engineer is expected to handle routine matters.

Selection Criteria:

The selection of architectural or engineering services is a discretionary responsibility of the Governing Body. Firms shall be selected on the basis of their ability to meet the specific needs of the City for each specific project. Best bid selection criteria may include the following:

1. Quality of similar work that has been provided for the City of Merriam or for other public and private entities.
2. Comparable experience and background of the specific personnel that shall be assigned to the team that shall serve the City on the project.
3. Extent of applicable resources available to the firm.
4. Understanding of services required by the City.
5. Financial considerations.

For all capital improvement projects, the City Council shall review the project objectives along with staff recommendations. Then initiate the process to be undertaken in the selection of professional services, as provided below:

Requests for Proposal

For capital improvement projects with an estimated total cost of over \$400,000, requests for proposals for architectural and engineering services shall be solicited and reviewed by the Public Works Director and City Engineer. The City Engineer shall prepare a recommendation to the Governing Body. Professional services for projects costing less than \$400,000 may also be contracted out in certain situations, as the City may determine.

Establishment of qualified engineers and architects

The city may from time to time establish a list of qualified engineers and architects for capital improvement projects.

6.3 Stormwater Detention Waiver Alternative Mitigation Measures Participation Level Obligations

The City of Merriam has adopted a Stormwater Management Ordinance (Chapter 26, Article 3 of Merriam Municipal Code) which establishes the stormwater run-off management criteria and the standards for the City's secondary or major drainage system and its components.

As part of the Stormwater Management Ordinance Section 26-171(g) establishes the criteria for the granting of detention waivers. Although Section 26-171(g) *Detention Waivers* requires the developer to either propose or participate in alternative mitigating measures if the increase in runoff from the development will cause or aggravate downstream flooding or overtax existing inadequate or obsolete drainage facilities it does not establish a method for determining a level of participation in alleviating any mitigating measures.

Since the amount of stormwater run-off is directly related to the amount of the impervious surface within a development, the City Council has adopted the following method for determining participating levels for alternative mitigation measures related to the granting of a detention waiver.

The participation level is based on the number of equivalent dwelling units (EDUs) within a proposed development. In the case of a detached single family residential property, an EDU is a single unit. For all other development types, an EDU is calculated as 2,750 square feet of impervious surface.

The City Council shall establish an associated EDU fee which shall be approved as part of the City of Merriam, Kansas Fees and Charges for City Services Schedule.

The participation level shall be calculated in the following manner: the number of EDUs multiplied by the EDU fee. It should be noted that the participation level for alternative mitigation measures does not limit the responsibility of the developer to address localized flooding or localized inadequate or obsolete existing drainage facilities as required by an approved stormwater study.

The participation level for alternative mitigation measures shall be paid prior to the issuance of any building, grading or stormwater permit. All fees collected as part of the alternative mitigation measures participation would be set aside for use on stormwater infrastructure related improvements within the City of Merriam.

7.0 Tax Increment Financing (TIF) Policy

7.0 Tax Increment (TIF) Financing Policy – Rev. 5-22-2023

SCOPE

The purpose of this Policy is to establish the official position and procedures of the City of Merriam, Kansas, for considering applications for Tax Increment Financing (“TIF”) used for economic development and redevelopment purposes in accordance with the provisions of K.S.A. 12-1770, *et seq.* and any amendments thereto (the “Act”).

The City is committed to the high quality and balanced growth and development of the community; to preserving the City's unique character and distinctive atmosphere; and to revitalizing and redeveloping areas of the City. The City recognizes that the proper use of TIF can promote, stimulate and develop the general and economic welfare of and quality of life in the City. Although the City does not encourage the practice of subsidizing private business with public funds, insofar as the City's objectives are substantially advanced by the expansion of the tax base and enhancement of the local economy, the City will consider, on a case-by-case basis, the approval of TIF projects where, but for the availability of TIF, such projects would not be economically viable. It is the policy of the City that any decision regarding the approval of TIF projects will be made in accordance with the guidelines, criteria, and procedures outlined in this Policy. Nothing herein shall imply or suggest that the City be under any obligation to approve a TIF Project for any applicant.

DEFINITIONS

For the purpose of this Policy, the words or phrases as used in either the Kansas Constitution, applicable State statutes, or this Policy shall have the meaning or be construed as follows:

Applicant: The individual or business and its officers, employees, and agents requesting approval of a redevelopment district or redevelopment project plan associated with any proposed TIF Project. May also be referred to as Developer. The City may also be the Applicant.

Base Year Assessed Valuation: The assessed valuation of all real property within the boundaries of a redevelopment district on the date the redevelopment district was established.

Capital Investment: The acquisition cost of land, buildings and tangible personal property constituting capital assets for accounting purposes.

City: The City of Merriam, Kansas, and its Governing Body.

City Development Committee: A Committee comprised of the City Administrator, Assistant City Administrator, Finance Director, Community Development Director, Visitors Bureau Director, the City's Financial Advisor and the City's Bond Counsel, or their designees, whose function is to review TIF applications and make

recommendations for approval or denial to the Governing Body.

Feasibility Study: A study which shows whether a redevelopment project's benefits and tax increment revenue and other available revenues under K.S.A. 12-1774(a)(1), and amendments thereto, are expected to exceed or be sufficient to pay for the redevelopment project costs and the effect, if any, the redevelopment project costs will have on any outstanding special obligation bonds as authorized pursuant to K.S.A. 12-1774(a)(1)(D), and amendments thereto. A Feasibility Study performed by the City or its designee shall be prepared prior to approval of the redevelopment project plan.

Local Revenues: Portions of the City's sales tax, transient guest tax revenues, franchise fees and other locally-levied taxes and fees generated by the redevelopment project.

Other Incentives: Special assessment districts, Transportation Development Districts (TDD), Community Improvement Districts (CID), and other forms of financing used from time-to-time in an economic development context.

Pay-Go Financing: The payment of TIF funds from the City to the Applicant on an incremental, as available basis, where the applicant is reimbursed after submitting valid receipts for expenses incurred on the Redevelopment Project. This shall be the City's default method of TIF fund distribution.

Redevelopment Agreement: A written agreement between the City and Applicant regarding the construction and financing of either a new development project or a redevelopment project. Such agreement shall address issues involved in the Project, including, but not limited to the following: Schedule of construction; acquisition of land; eligible TIF expenses and expenses eligible under other incentives programs; prioritization of payment; scope of the redevelopment (including development criteria); indemnity of the City and insurance requirements; reimbursement of City costs; financing (private and/or public); transfer restrictions prior to completion; maintenance and restrictive covenants; City inspection and information access rights; reporting requirements; and remedies upon default. Generally, the Redevelopment Agreement will identify and outline all incentives to be provided to a project.

Redevelopment District: The specific area declared to be an eligible area in which the City may develop one or more redevelopment projects. This is sometimes referred to as a TIF District.

Redevelopment District Plan: The document that satisfies KSA 12-1770 *et seq.* and identifies all of the proposed redevelopment project areas and identifies in a general manner all of the buildings, facilities and improvements in each that are proposed to be constructed or improved in each redevelopment project area.

Redevelopment Project Plan: The plan adopted by the City for the development of a redevelopment project or projects which conforms to K.S.A. 12-1772, and amendments thereto, in a redevelopment district. Any redevelopment project must be completed within 20 years from the date of approval of the redevelopment project plan.

Tax Increment: The amount of real property taxes collected from real property located

within the redevelopment district that is in excess of the amount of real property taxes which is collected from the base year assessed valuation. In certain circumstances, the City may also allow capture of Local Revenues.

TIF Application: The document submitted by the Applicant to the City requesting TIF for eligible expenses related to the Applicant's Project. The application must be done via City provided application form and include all the required information set forth in this TIF Policy, including application fee.

Total Development Cost: The total of hard costs, soft costs and other costs necessary to construct the components of a Redevelopment Project Plan, net of the effects of any exemption available on construction materials sales taxes or grants or incentives paid by parties other than the City.

PROVISIONS

A. Legal Authority

Pursuant to state law, the City may create redevelopment districts in an "eligible area", as defined in K.S.A. 12-1770a(g), including blighted areas, conservation areas, and enterprise zones created pursuant to K.S.A. 12-17,110 prior to July 1, 1992. Although the City's presumption for each project is the use of Pay-Go Financing, at the City's sole discretion, certain costs of improvements within the redevelopment district may be reimbursed to the Developer or paid through the issuance of special obligation bonds or full faith and credit bonds. Funds to pay the reimbursement or to retire the bonds are generated by the tax increment and other sources that may be pledged by the City to the bond trustee. This authority is discretionary and the City may provide for tax increment financing in an amount and for purposes more restrictive than that authorized by statute.

B. Eligible TIF Expenses

1. Eligible redevelopment project costs or expenses.

Those costs necessary to implement a redevelopment project plan in accordance with K.S.A. 12-1770a(o), as may be amended from time to time, including but not limited to the following (to the extent they are consistent with then-current state law):

- a. Acquisition of property within the redevelopment project area when it is demonstrated that the cost was unique or extraordinary.
- b. Payment of relocation assistance;
- c. Site preparation including utility relocations;
- d. Sanitary and storm sewers and lift stations;
- e. Drainage conduits, channels and levees;
- f. Street grading, paving, graveling, macadamizing, curbing, guttering and surfacing;
- g. Street lighting fixtures, connection and facilities;
- h. Underground gas, water, heating, and electrical services and connections located within the public right-of-way;
- i. Sidewalks and pedestrian underpasses or overpasses;

- j. Drives and driveway approaches located within the public right-of way;
- k. Water mains and extensions;
- l. Plazas and arcades;
- m. Parking facilities including multilevel structured parking facilities;
- n. Landscaping and plantings; fountains, shelters, benches, sculptures, lighting, decorations and similar amenities;
- o. All related expenses to redevelop and finance the Redevelopment Project; and
- p. costs for infrastructure located outside the redevelopment district but contiguous to any portion of the redevelopment district and such infrastructure is necessary for the implementation of the redevelopment plan as determined by the City.

2. **Non-eligible costs or expenses.**

Regardless of what may be allowed by the Act, it is the City's Policy that TIF reimbursement will not be used for the following project costs:

- a. Costs incurred in connection with the construction of buildings or other structures;
- b. Soft costs such as marketing expenses, travel, entertainment and hospitality; moving expenses for employees of businesses locating to the district;
- c. Any excise taxes and property taxes for the project or for businesses locating in the district;
- d. Fees, licenses and taxes applicable to similar real estate development projects including but not limited to excise taxes, development fees, licenses and taxes, water and wastewater fees, building permit fees, and development review fees;
- e. Expenses to finance the redevelopment project; bond origination fees charged by the City pursuant to K.S.A. 12-1742, *et seq.*;
- f. Developer fees;
- g. Land costs paid to an affiliate of the Developer above the documented value of the land in an arms-length transaction; and
- h. Any personal property.

C. Pay-Go Financing and Bond Authority

In accordance with the TIF Act, redevelopment projects may be financed by one of the following methods: pay-go financing based on the tax increment received and/or available from within the redevelopment district or bond financing. The City shall have the sole determination as to the approved method of financing. Requests for issuance of special obligation bonds and full faith and credit Bonds provided herein will be considered, in the City's sole discretion, but only in extraordinary circumstances.

1. Pay-Go Preference

Pursuant to Attorney General Opinion 96-45, TIF can be used to reimburse a developer for eligible TIF expenses as opposed to issuing

bonds. Under this method, the City agrees to reimburse the developer for eligible TIF expenses over a period of time not to exceed twenty (20) years from the effective date of a Redevelopment Project Plan. Generally, a Redevelopment Project Plan's effective date will be established not later than six months following City Council approval of the Redevelopment Project Plan.

Reimbursements will be paid solely from all or a portion of the Tax Increment received by the City, net of its costs to administer the Tax Increment, and the Developer takes the risk that the portion of the increment pledged for reimbursement will be insufficient to retire the eligible redevelopment project costs. This Pay-Go Financing of reimbursement is preferred by the City over the use of bond financing as the method to reimburse Developers for eligible redevelopment project costs.

2. **Special Obligation Bonds.**

The City will consider issuance of special obligation bonds, when, in the opinion of the Governing Body, the nature of the project and the impact on the community warrants use of bond financing versus Pay-Go Financing. Issuance of special obligation bonds will be at the sole discretion of the Governing Body and subject to the following:

- a. Minimum issue size of \$5,000,000;
- b. Special obligation bonds must be sold to qualified investors (as defined by the Securities and Exchange Commission Regulation); and
- c. Special obligation bonds must be offered in base denominations of at least \$100,000.
- d. The City will establish underwriting criteria on a case-by-case basis in consultation with its financial advisor and the underwriter it selects for the bond issuance.
- e. The completion of a third-party feasibility/revenue study, with the provider selected by the City and paid at the Developer's cost
- f. The City will select an underwriter for any special obligation bond issuance by a method approved by the Governing Body.

3. **Full Faith and Credit Bonds.**

Except in extraordinary circumstances, and at the sole discretion of the Governing Body, the proceeds of full faith and credit tax increment bonds shall only be used to pay for public improvements or public projects which would otherwise be eligible to be paid for with the proceeds of City general obligation bonds for public improvements the City might otherwise include in its capital improvement program. The City will otherwise not issue full faith and credit tax increment bonds to finance any redevelopment project, provide any other credit enhancement to any redevelopment project, or in any way put the general revenues of the City at risk to finance a redevelopment project or reimburse eligible expenses. Issuance will generally follow the

requirements set forth for special obligation bonds, although the City reserves the right to modify minimum size and denomination restrictions as appropriate.

4. **Industrial Revenue Bonds.**

The City's preference for Pay-Go Financing on TIF projects is not meant to preclude its issuance of industrial revenue bonds. Industrial revenue bonds may be issued by the City pursuant to K.S.A. 12-1740, *et seq.* to benefit a Developer within the redevelopment district. All state law benefits associated with such bonds shall be available, except that pursuant to K.S.A. 79-201a, as amended, no ad valorem tax abatement shall be available for property which is located in a redevelopment project area established under the authority of K.S.A. 12-1770 *et seq.*, as amended. Other Incentives may be used in conjunction with Redevelopment Districts, all at the discretion of the City and in concert with City policies governing such Other Incentives.

D. Amount of Tax Increment Financing Available

In order to mitigate the impact of TIF on other taxing jurisdictions, it is the intent of the Governing Body that any developer requesting and receiving TIF financing shall be limited to 50% of any new increment created by the project. A higher percentage may be awarded when the City Council determines the project costs and/or the project benefits are unique or extraordinary.

Typically, the aggregate amount of incentives awarded to a single project will not exceed 30% of the Total Development Cost, not including Developer fees.

E. Tax Increment Financing Criteria

The City will consider use of tax increment financing when a project meets the requirements of the TIF Act and advances the public purpose and goals outlined in this policy.

When considering approval of tax increment financing the City will view a project more favorably that:

1. Leverages private investment and finances eligible improvements that, in the opinion of the Governing Body, are in the best interest of the City and promote redevelopment efforts which implement the intent of this policy and other adopted City policies regarding land use, density, sustainability and design, and to meet the highest development standards as outlined in the City's development process, design guidelines, and ordinances;
2. Enables the City to shape the appearance, character and functionality of the community in ways that may not have happened without public assistance;
3. Promotes successful economic development and job creation in the City;
4. Promotes successful development of mixed-use developments within the City;
5. Promotes the successful development of affordable housing options in

the City without regard to location;

6. Promotes project labor agreements and setting wage rates at the local or prevailing standard;
7. Maintains an ownership group primarily comprised of entities that operate in the local metropolitan area; and
8. Is financially structured so the TIF payoff expectations of the project would not exceed 10-years and/or require more than 50% of the new annual increment produced by the completed project.

F. Capital Investment.

To be considered for TIF, the Total Development Cost is required to be at least \$1,000,000, not including Developer fees. The minimum amount of capital investment required for TIF Projects, as provided herein, may be waived by the City based upon the unique nature of the project as determined by the Governing Body.

G. Application Of "But-For" Principle.

All TIF Applications should be considered in light of the "but-for" principle, i.e., TIF should make such a difference in the decision of the Applicant that the Project would not be economically feasible but-for the availability of TIF. Therefore, the developer should illustrate extraordinary or unique costs of developing the project site versus a greenfield site. In evaluating the economic feasibility, the City shall consider factors that include, but are not limited to:

1. The extraordinary or unique costs associated with developing the project;
2. The applicant's financial investment in the project;
3. The property, sales and other tax and fee revenue that may result from the project;
4. The credit worthiness and experience of the applicant;
5. Developer compliance with other City development projects and development agreements, including but not limited to delinquency on property tax; and
6. The value added, including intangible costs and benefits received by the City and other taxing jurisdictions, as a result of the proposed project.

H. Distribution of Ad Valorem, Sales, and Transient Guest Taxes

The Developer will generally be required in the Redevelopment Agreement to pay taxes when due, as any other taxpayer in Johnson County would be obligated to do.

Should the applicant request reimbursement of eligible project costs from Local Taxes, the Applicant shall demonstrate the necessity of including these tax sources in its application. The use of transient guest tax will only be considered in the event the project includes a new or redeveloped lodging establishment generating said taxes and the increment is derived directly from the increased activity generated by the redevelopment project.

If the Redevelopment Agreement for the TIF Project includes sales and/or

transient guest taxes, those funds will be apportioned to a special fund for the payment of eligible TIF expenses of the TIF Project in the same manner as ad valorem property taxes.

Unless a Developer consents in the Redevelopment Agreement to the collection of data and routine reporting to the City regarding Local Taxes generated within a Redevelopment Project Plan area, the City will have no obligation to collect and distribute Local Taxes eligible for capture via TIF.

I. Waiver of Requirements

The Governing Body reserves the right to grant or deny tax increment financing for the development or redevelopment of a District under circumstances beyond the scope of this Policy or to waive any procedural requirement. However, no such action or waiver shall be taken or made except upon a finding by the Governing Body that a compelling or imperative reason or emergency exists, and that such action or waiver is found and declared to be in the public interest. The Governing Body may be more restrictive than state law, but shall not waive any legal requirement of State law.

ADMINISTRATIVE PROCEDURES

The following basic procedures shall govern the approval of all redevelopment districts and TIF Projects within the City. These procedures are established to conform with State Statutes under the authority of the City Administrator and are intended to establish Redevelopment Districts and implement TIF Plans pursuant to goals and objectives of the Governing Body. These provisions may be waived by the City Administrator, if such waiver is in the best interest of the City and does not conflict with any statutory or procedural requirement of state law. Applicants should assume all information provided to City in connection with a request for TIF financing will be an open record and subject to the Kansas Open Records Act.

A. Application Process

1. Redevelopment District Application

The Applicant shall make application for a redevelopment district by delivering to the City Clerk via email a file or files containing all information necessary for the City to evaluate Applicant's request. The application shall include, but is not limited to:

- a. Legal description of the proposed boundaries of the redevelopment district;
- b. Map of the redevelopment district area with accompanying tax parcel I.D. information;
- c. A comprehensive plan that identifies all the proposed redevelopment project areas and identifies in a general manner all of the buildings, facilities and other improvements that are proposed to be constructed or improved in each redevelopment project area;
- d. If applicable, accompanied by a study from qualified personnel establishing the information necessary to establish statutory

findings as the basis for establishing the redevelopment district area;

- e. Information regarding expected capital expenditures by the Applicant;
- f. An itemization of development assistance requested, including any incentive from any source;
- g. A statement regarding Applicant's request for the City to consider a reimbursement structure other than Pay-Go Financing;
- h. An affirmative representation that Applicant is willing to enter into a funding agreement ("Retainer") with a minimum deposit of \$30,000 for an application relying on Pay-Go Financing or up to \$100,000 for an application requesting the use of bonds; and
- i. The applicable application fees.

City staff may also initiate redevelopment districts. Such staff requests shall be accompanied by a TIF Application, but the corresponding fee may be waived.

2. **Redevelopment Project Plan Application**

With respect to any duly-constituted Redevelopment District within the City, an Applicant shall make application for a redevelopment project plan by delivering to the City Clerk via email a file or files containing all information necessary for the City to evaluate Applicant's request. The application shall include, but is not limited to:

- a. Legal description of the proposed boundaries of the redevelopment project plan;
- b. Description and map of the redevelopment project plan;
- c. A detailed description that identifies the proposed buildings, facilities and other improvements to be constructed in the redevelopment project area, including the estimated fair market and assessed value of the improvements and the estimated date in which construction of the improvements will be commenced and completed;
- d. The proposed relocation plan required by K.S.A. 12-1777, and amendments thereto, if any relocation will be required under the redevelopment project plan.
- e. A statement describing the "But For" principle and explaining why the project is not economically feasible but for the availability of TIF;
- f. The proposed time frame for the duration of the district;
- g. A detailed list of the proposed TIF expenditures and an itemization of anticipated eligible revenue projections over the life of the TIF;
- h. A detailed schedule of sources and uses of funds;
- i. A description of the source(s) of estimated costs;
- j. A 10-year detailed project operating pro forma;
- k. A schedule identifying all incentives requested of the City or from any other party;

- l. Evidence of ability to provide required equity and to secure required private financing;
- m. Evidence of site control; and
- n. Any other information necessary to compete the feasibility analysis, as reasonably requested by the City or its advisors.

City staff may also initiate redevelopment project plans. Such staff requests shall be accompanied by a TIF Application, but no application fee or funding agreement deposit is required.

3. General Application Procedure

The City will only consider full and complete applications. Applicant will also be responsible for providing whatever additional information requested by staff or the Governing Body as necessary for assisting the City in making its recommendation or decision on the application. Any inaccuracy, misstatement or error in fact may render the application null and void and may be cause for the repeal of any development assistance ultimately provided by the City through the TIF statutes in reliance upon said information.

B. Application and Administration Fees

Redevelopment district applications and redevelopment project plan applications shall be accompanied by an initial application fee. This fee is in addition to other fees which may be required by the City, including fees for the issuance of tax-exempt or taxable bonds, costs incurred for preparation of the required Feasibility Study, and costs incurred, if any, for review and work done by the City's Financial Advisor and Bond Counsel. In addition, any applicant that receives redevelopment project plan approval and subsequent TIF assistance shall pay an annual administration service fee. All fees shall be due and payable as provided for herein or as otherwise set forth in an approved Development Agreement.

1. Fees Associated with Redevelopment District application

- a. A non-refundable application fee of \$20,000 shall accompany the Redevelopment District application; plus
- b. Retainer. An additional sum of \$30,000 ("Retainer") shall accompany the filing of the application. The City shall use the Retainer to pay for City bond counsel, financial advisor and other professional consultant's fees and apply the hourly fees incurred by the City's professional consultants for work on this Project against the Retainer. The City shall bill the applicant for any amounts incurred in excess of the Retainer. If there is money left in the Retainer when the professional work is completed, the City shall pay over to the applicant any amounts remaining. The required Retainer deposit amount could be considerably higher in the case of an application requesting the use of bonds.

2. Fees Associated with Redevelopment Project Plan application

- a. A non-refundable application fee of \$10,000 shall accompany the Redevelopment Project Plan application; plus
- b. Retainer. An additional sum of \$30,000 ("Retainer") shall accompany the filing of the application. The City shall use the Retainer to pay for City bond counsel, financial advisor and other professional consultant's fees and apply the hourly fees incurred by the City's professional consultants for work on this Project against the Retainer. The City shall bill the applicant for any amounts incurred in excess of the Retainer. If there is money left in the Retainer when the professional work is completed, the City shall pay over to the applicant any amounts remaining. The required Retainer deposit amount could be considerably higher in the case of an application requesting the use of bonds; and
- c. Annual Administrative Service Fee. For any approved redevelopment project plan, the City shall be paid an annual on-going administrative service fee, which amount will be determined on a case-by-case basis in the redevelopment agreement, but not less than fifteen thousand dollars (\$15,000) or one percent (1%) of the annual disbursement, whichever is greater. The annual administrative fee may be paid from tax increment revenues but shall not increase the amount of TIF increment paid to the Developer.

C. Initial Review Procedure

On receipt of the completed TIF application and the required fee, the City Administrator, or their designee, shall determine whether the proposal is complete and sufficient for review. If the proposal is incomplete, the City Administrator shall immediately notify the applicant of the need for such changes or additions as deemed necessary. The matter shall then be referred to the City's Legal Counsel for a decision as to whether the proposed area of redevelopment meets the requirements of a redevelopment district, as described under K.S.A. 12-1771. The City Administrator shall notify the Governing Body, if the proposal is found complete and is for a purpose which appears to be authorized by law.

D. City Development Committee Review

The City Development Committee shall review all applications requesting public incentives.

1. In the case of redevelopment district applications, the Development Committee shall also evaluate:
 - a. The proposed redevelopment district and verify that redevelopment is necessary to promote the general and economic welfare of the City;
 - b. Gather and review such additional information as may be deemed necessary to determine if the applicant meets the objectives of this Policy;

- c. Obtain input of applicable City departments with respect to the proposed physical plan and infrastructure needs;
 - d. Evaluate the evidence provided supporting the statutory basis to create a district;
 - e. Prepare a timeline for processing the application;
 - f. Conduct discussions and negotiations with the applicant; and
 - g. Recommend to the Governing Body whether the application should be favorably considered.
- 2. In the case of redevelopment project plan applications, the Development Committee shall evaluate:
 - a. The proposed redevelopment project plan and determine if it meets the goals, objectives and codes of the City;
 - b. Obtain the input of applicable City departments with respect to the proposed physical plan and infrastructure needs;
 - c. Prepare a timeline for processing the application;
 - d. Prepare or cause to be prepared the Feasibility Study and review the same;
 - e. Conduct discussions and negotiations with the applicant;
 - f. Discuss terms of the Redevelopment Agreement to be drafted by the City Attorney for Governing Body consideration; and
 - g. Recommend to the Governing Body whether the application should be favorably considered.
- 3. In reviewing the information, the Development Committee may utilize the services of consultants, including but not limited to bond counsel and financial advisors. Development Team records, including the TIF Application, may be eligible for withholding from public disclosure as provided under the Kansas Open Records Act, but shall be available for public inspection when otherwise required by law. The Development Team may:
 - (a) recommend approval with no changes;
 - (b) recommend approval with changes or subject to the Developer providing additional information;
 - (c) recommend denial

In the event the Development Committee intends to recommend denial, the City Administrator may provide the Developer with the right to withdraw its application prior to City Council consideration.

E. Governing Body Action Redevelopment District

No elected or appointed officer, employee or committee of the City, and no Chamber of Commerce, Board, Development Council, or other public or private body or individual, shall be authorized to speak for or commit the Governing Body to the provision of TIF or the establishment of a redevelopment district.

1. Redevelopment District Resolution

After reviewing the TIF Application and considering the City

Development Committee recommendations, the Governing Body shall determine whether to reject the TIF Application or to further consider the request. Upon a favorable vote for further consideration, the Governing Body shall take action to establish or enlarge a Redevelopment District. The Governing Body must conclude that redevelopment of the proposed area is necessary to promote the general and economic welfare of the City. If such a finding is made the Governing Body may adopt a resolution.

2. Public Notice and Hearing

The resolution shall state that the City is considering the establishment of a redevelopment district; additionally, it shall:

- a. Give notice that a public hearing will be held to consider the establishment of a redevelopment district and fix the date, hour and place of such hearing;
- b. Describe the proposed boundaries of the redevelopment district;
- c. Describe a proposed district plan that identifies all of the proposed redevelopment project areas and that identifies in a general manner all of the buildings and facilities that are proposed to be constructed or improved in each development project area;
- d. State that a description and map of the proposed redevelopment district are available for inspection at a time and place designated; and
- e. State that the Governing Body will consider findings necessary for the establishment or modification of a redevelopment district. Such resolution shall be an expression of good faith intent, but shall not in any way bind the City to establishing a redevelopment district.

No redevelopment district shall be established, nor TIF granted, by the City prior to notice and a public hearing as required by the Act. The date fixed for the public hearing shall be not less than 30 or more than 70 days following the date of the adoption of the resolution fixing the date of the hearing. The resolution shall be published by the City Clerk not less than one week or more than two weeks preceding the date fixed for the public hearing. A copy of the resolution providing for the public hearing shall be mailed certified mail, return receipt requested by the City Clerk to the Johnson County Board of County Commissioners and the Shawnee Mission School District Board of Education. Copies also shall be sent by certified mail, return receipt requested by the City Clerk to each owner and occupant of land within the proposed redevelopment district area not more than 10 days following the date of the adoption of the resolution.

3. Governing Body Action

Upon the conclusion of the public hearing, the Governing Body may pass an ordinance establishing the redevelopment district. The ordinance

shall make findings that the proposed redevelopment district is an eligible area and the conservation, development or redevelopment of such area is necessary to promote the general and economic welfare of the City; contain the district plan as approved, which shall identify all of the proposed redevelopment project areas and identify in a general manner all of the buildings, facilities and improvements that are proposed to be constructed or improved in each redevelopment project area; contain the legal description of the redevelopment district; and establish the redevelopment district. Any addition of area to the redevelopment district or any substantial change to the district plan shall be subject to the same procedure for public notice and hearing as is required for the establishment of the redevelopment district.

4. **Board of County Commissioners and Board of Education Consideration**

No property subject to ad valorem taxes shall be acquired and redeveloped under the provisions of the Act and this Policy if the Board of County Commissioners or the Board of Education determines by resolution adopted within 30 days following the conclusion of the public hearing the establishment of such redevelopment district will have an adverse effect on such county or school district. If the City has established the redevelopment district prior to receiving such timely notice from the BOCC or School Board, the City shall, within 30 days of receipt of such resolution pass an ordinance terminating the redevelopment district.

F. Governing Body Action Redevelopment Project Plan

No elected or appointed officer, employee or committee of the City, and no Chamber of Commerce, Board, Development Council, or other public or private body or individual, shall be authorized to speak for or commit the Governing Body to the provision of TIF or the establishment of a redevelopment project plan.

1. **Redevelopment Project Plan Evaluation**

The Governing Body will use the following criteria to evaluate a request to create a Redevelopment Project Plan:

- a. Total Development Cost;
- b. The amount of private funding in comparison to TIF financing. Private funding including equity contribution and/or private financing should be more than 70% of the Total Development Cost not including Developer fees.;
- c. Whether the proposed redevelopment project includes refurbishment and upgrade of existing buildings and facilities or demolition of existing structures and replacement with new buildings and facilities.
- d. Whether the proposed project has any unique characteristics including buildings, architecture, environmentally responsible and sustainable design and construction, uses, tenants, amenities, or other features that would bring new products,

services, or amenities to the City. The Governing Body will consider requests for projects with these characteristics more favorably. The assessment of a project's characteristics as unique will be made by the Governing Body at its sole discretion;

- e. The types of uses proposed for the redevelopment project, the need for a specific use in the area of the redevelopment project, the appropriateness of the project to the surrounding neighborhood, and whether the proposed use is consistent with the redevelopment objectives of the City;
- f. The impact of the project on the City and other taxing jurisdictions.
- g. The phasing plan for the redevelopment project and whether the phasing achieves priorities of the City as early as possible;
- h. Whether the project involves a collaborative partnership with another public jurisdiction;
- i. Whether or not TIF financing is likely to create an unfair advantage for the Applicant, its successors or their tenants over any existing competing business within the City.
- j. Whether the project will include relocation or closure of businesses within the City;
- k. Whether the proposed redevelopment will result in the construction of publicly owned infrastructure that will further the development and/or redevelopment objectives of the City, such as burying power lines;
- l. Whether the proposed project includes the construction of public spaces and amenities. Projects which contain public amenities including, but not limited to, trails, water features, public art, public gathering spaces, public buildings or median landscaping will be viewed more favorably than those which do not include public amenities;
- m. Whether the project is the first project in a designated redevelopment area or a follow-on project. Follow-on projects may not be eligible for TIF assistance nor, if approved, will they necessarily receive the same level of TIF assistance as the first project of a type in the redevelopment area;
- n. Whether the project provides enough critical mass to successfully catalyze economic development or redevelopment in a designated area;
- o. The experience of the developer in similar projects;
- p. The types of uses, businesses and tenants proposed for the project. Projects which will bring new tenants and types of businesses to the community will be viewed more favorably than those which will relocate existing businesses from within the City. Conversely, the City does not routinely support the use of public incentives for the sole purpose of poaching existing business from neighboring communities;
- q. City Development Committee report; and
- r. Any other factors deemed by the Governing Body to be relevant to consideration of a proposed redevelopment project.

2. **Feasibility Study**

Before any redevelopment project plan is approved, a Feasibility Study shall be prepared by a person or organization selected by the City. The Feasibility Study must show whether a redevelopment project's benefits and tax increment revenue are expected to exceed or be sufficient to pay for the redevelopment project costs and the effect, if any, the redevelopment project costs will have on any outstanding special obligation bonds. The Feasibility Study will also evaluate whether the Redevelopment Project Plan meets the City's but-for test and any other policy objectives established for the Redevelopment Project Plan. The cost of preparing the Feasibility Study shall be paid from the Retainer Fee submitted by the Applicant. Such study shall be an open public record.

3. **Planning Commission**

The City shall prepare a redevelopment project plan in consultation with the City Planning Commission. The Planning Commission must determine that the redevelopment project plan is consistent with the comprehensive general plan for the development of the City and this action must occur before the Governing Body adopts a resolution providing notice of a public hearing to consider adoption of the redevelopment project plan.

4. **Redevelopment Project Plan**

The City create the Redevelopment Project Plan document but, at its discretion, may delegate drafting to its counsel or advisors, or to the Applicant. The Redevelopment project plan shall include:

- a. A summary of the feasibility study, which shall be an open record;
- b. A reference to the district plan that identifies the redevelopment project area that is set forth in the project plan being considered;
- c. A description and map of the redevelopment area to be redeveloped;
- d. A relocation assistance plan, if applicable;
- e. A detailed description of the buildings, facilities and improvement proposed to be constructed or improved in such area; and
- f. Any other information the governing body deems necessary to advise the public of the intent of the project plan. Where the Governing Body determines that it will or may issue full faith and credit tax increment bonds to finance the redevelopment project, in whole or in part, the resolution shall also include notice thereof. Any project shall be completed within 20 years from the date of the approval of the project plan.

5. **Public Notice and Hearing**

No redevelopment project plan shall be approved by the City prior to notice and a public hearing as required by the Act. The date fixed for the public hearing shall be not less than 30 or more than 70 days following the date

of the adoption of the resolution fixing the date of the hearing. The resolution shall be published by the City Clerk not less than one week or more than two weeks preceding the date fixed for the public hearing. A sketch clearly delineating the area in sufficient detail to advise the reader of the particular land proposed to be included within the project area shall be included with the resolution. A copy of the resolution providing for the public hearing shall be mailed certified mail, return receipt requested by the City Clerk to the Johnson County Board of County Commissioners and the Shawnee Mission School District Board of Education. Copies also shall be sent by certified mail, return receipt requested by the City Clerk to each owner and occupant of land within the proposed redevelopment project plan area not more than 10 days following the date of the adoption of the resolution.

6. **Governing Body Action**

Following the public hearing, the Governing Body may adopt the redevelopment project plan by ordinance passed upon a 2/3 vote. Any substantial changes as defined in K.S.A. 12-1770a, as amended, shall be subject to a public hearing following publication of notice thereof at least twice in the official city newspaper. Generally, the Governing Body will consider all associated actions—approvals of other incentive requests, approval of project rezoning and the Redevelopment Agreement as described herein, at the same meeting at which it considers the Redevelopment Project Plan.

G. **Redevelopment Agreement (RDA)**

Prior to the commencement of development of the redevelopment project (including the issuance of bonds), and generally simultaneous with the approval of a redevelopment project plan, the Developer shall execute a Redevelopment Agreement as prepared by Legal Counsel and approved by the Governing Body. The development agreement shall include, but not be limited to the provisions below. Development agreements will be negotiated on a project-by-project basis and will consider all relevant factors related to the characteristics of the proposed redevelopment project.

1. **Project Description**

The agreement will include provisions regarding the proposed project, as described in the TIF application, as well as the approved budget for the project.

2. **Development Requirements**

The development will be required to be in conformance with all City policies, ordinances, design standards and codes. The City reserves the right to require higher development standards for improvements made within a redevelopment district and/or related to a redevelopment project plan including design, materials, additional amenities and other factors the Governing Body deems in the best interest of the City.

3. **Budget and TIF Cap**

The agreement will outline a detailed budget, detailed sources and uses, and establish maximum amounts or caps as applicable.

4. **Required Expenditure of Private Funds**

The agreement will include provisions to ensure that private funds are invested in the project prior to or along with the investment of the approved tax increment. Private funding including equity contribution and/or private financing should be more than 70% of the Total Development Cost, not including the Developer fee.

5. **Certification of Costs and Disbursement of Funds**

The agreement will include provisions regarding the method and manner for certification of eligible expenses and reimbursement of costs from the approved tax increment.

6. **Timing of Performance Milestones**

The agreement will include provisions regarding project completion and the performance of certain improvements which must be completed prior to reimbursement or disbursement of the approved tax increment.

7. **Maintenance and Use of Development Project**

The agreement will include provisions outlining the expectations during the term of the agreement and/or the life of the bonds. These provisions will include, but are not limited to: uses and use restrictions, maintenance, payment of taxes, casualty loss, and reporting.

8. **Civic Involvement**

The agreement will provide that Applicant agrees to actively participate in the civic, charitable, educational, philanthropic, and economic development of the City of Merriam. Accordingly, during the entire term of the redevelopment agreement the Applicant will at all times be a dues-paying member in good standing with the NE Johnson County Chamber of Commerce and Downtown Merriam Partnership (when applicable); become annual financial sponsors of community activities such as Turkey Creek Festival and/or Merriam Drive Live; make annual contributions to the Merriam Parks, Recreation and Community Center Foundation, the Shawnee Mission Education Foundation; and construct public art within the TIF project area or contribute to public art projects elsewhere within the City. Amounts will be determined based on the value and amount of the public partnership.

9. **Assignment of Rights**

The agreement will provide that any and all assignment of rights under the development agreement shall be subject to Governing Body approval.

10. **Default, Clawback, Indemnification and Insurance Provisions**

11. **Guaranty Requirements**

H. Bond Issuance

All bonds, except full faith and credit bonds, may be issued following the public hearing. No full faith and credit bonds may be issued until the sixty-day protest period expires after the date of the public hearing. If a protest petition is signed by 3% of the qualified voters of the City, and filed with the City Clerk in accordance with the provisions of K.S.A. 25-3601, *et seq.*, within 60 days of the date of the public hearing, no full faith and credit tax increment bonds may be issued until the issuance of the bonds is approved by a majority of the voters. Failure of the voters to approve the issuance of the full faith and credit bonds shall not prevent the City from issuing special obligation bonds in accordance with this Policy and K.S.A. 12-1774, and amendments thereto.

I. Conflicts

It is understood that this TIF Policy and corresponding administrative TIF Procedures may be more restrictive than state law. However, any legal conflicts or inconsistencies between this policy and state law (i.e., notice and procedural requirements) shall be resolved by giving to State Law.

J. Responsibility for Enforcement

The City Administrator shall be responsible to the Governing Body for the enforcement of this Policy. The Community Development Director, Chief Financial Officer, and Legal Counsel shall assist in the implementation of this Policy.

K. References

K.S.A. 12-1770 through 12-1780; 12,17110; and 12-1740 as amended.
K.S.A. 79-201a

8.0 Private Activity Bond Policy

Issuance of Private Activity Bonds

The Governing Body of the City may evaluate all requests for the City to issue new private activity bonds for the purposes allowed by law and may approve the issuance of such bonds when, in the opinion of the Governing Body, the project being financed in whole or in part by the proceeds of such bonds is reasonably expected to promote, stimulate and develop the welfare of the City through the promotion and advancement of physical and mental health, industrial, commercial, agricultural, natural resources and recreational development in the City; to encourage and assist in the location of new business and industry in the City and the expansion, relocation or retention of existing business, industry and health development, and the infrastructure related thereto.

Private Activity Bonds - New Issues

In reviewing requests to issue private activity bonds, the Governing Body may be guided by whether such as issue would help the City achieve a combination of the following objectives:

- a. Contributes to the general welfare of the City as stated above;
- b. A substantial increase in the number of jobs in the City;
- c. Significant additional diversification of the local economy;
- d. A positive impact on a particular area of the City;
- e. Expansion of the type of job skills available to the job market in the City or utilization of key skills of locally unemployed persons;
- f. Economic growth through the production of goods and/or services which will be exported from the City or which will replace goods and/or services which currently are imported into the City;
- g. Increasing the property tax base of both residential and commercial properties to further support expanding cost of municipal services provided by the City of Merriam;
- h. Enhance the credit worthiness of the City of Merriam with a broader tax base, thus enhancing the City's ability to have its borrowings at a reduced interest cost to its residents and taxpayers;
- i. Accomplish any other needs of the City.

Refinancing

In reviewing requests to refinance private activity bonds, the Governing Body may be guided by whether such an issue would help to achieve a combination of the following objectives:

- a. Interest savings;
- b. Reduced maturity schedules;
- c. Expansion of existing facilities;
- d. Other financial considerations.

Approval Conditions

Approval of private activity bond issued by the Governing Body may be subject to the following conditions:

- a. Publicly offered bonds The applicant must provide reasonable assurance that the bonds are secure and marketable and that the bond issue complies with applicable state and federal law. The City may require some type of credit enhancement such as a letter of credit, bond insurance, personal guarantees, pledges of other collateral, a bond reserve account, or a combination thereof.
- b. Privately placed bonds The applicant must provide reasonable assurance that the bonds are secure and marketable to sophisticated investors, approved by the City, and that the bond issue complies with applicable state and federal law.
- c. Secondary Market Disclosure The City in its discretion may require secondary market disclosure to bond investors relevant to material information in properly valuing the bonds.
- d. Required City Advisors The City requires the use of its designated bond counsel. The City reserves the right to approve the selection of other participants including, but not limited to, the underwriter and trustee/fiscal agent. The City, at its discretion, may retain additional independent advisors to assist the City in analyzing the merits and making a determination of its approval at the applicant's expense, such as: Economic Specialist, Environmental Specialist, Certified Public Accountant, Financial Advisor, etc.
- e. Fees The City may charge an administrative fee based on the following schedule:

Principal Amount of Issue or Refinancing (cumulative)	Fee
\$ 0 to 999,999	.5 of 1%
\$1,000,000 to 1,999,999	.4 of 1%
\$2,000,000 to 2,999,999	.3 of 1%
\$3,000,000 and above	.2 of 1%

Further, the City may retain special legal counsel in the transaction. In that event, the special legal counsel fee shall be negotiated between the special legal counsel and the applicant. In the event there are any post-closing costs incurred, these charges will be direct billed to the applicant for reimbursement to the City. These might cover a wide range of circumstances including, but not limited to: events of default, transfer of ownership, transfer of bonds, remarking issues.

- f. Use The proposed use must be clean, non-polluting and consistent with all planning and community development policies, ordinances and codes, and all applicable Kansas State Statutes.
- g. Refunding Generally, the City of Merriam would not consider a refunding issued that would diminish the security interest of the bondholders from the original issue. The refunding issue must serve a valid economic purpose.

Examples would include:

- 1. Interest Savings
 - 2. Reduced Maturity schedule
 - 3. Expansion of existing facilities
 - 4. Change of ownership
- h. Abatements The City of Merriam will consider granting abatements on a case- by-case basis for projects that demonstrate a favorable cost/benefit relationship to the City.
- i. Pirating Generally, it is the City of Merriam's policy to discourage applications for tax abatement incentives which deliberately encourage and cause the pirating of business from another Johnson County community and to avoid participating in "bidding wars" between cities or areas competing for the location or expansion of existing businesses with the area, through attempts to offer the largest tax exemption incentive or other public inducement, which is detrimental to the area's economy and the public interest.

Procedure Regarding Issuance

Potential applicants are entitled to a pre-application meeting with the City's Finance team to explore applicant's interest prior to formally submitting an application. The procedure for the issuance of private activity bonds of the City shall be substantially as follows:

- a. The prospective applicant shall submit five (5) completed copies of the application form to the City Clerk.

- b. Application Fee - \$2,500.00 (non-refundable). Application fees shall be deposited in the General Fund. Applied to Administrative Fee if approved.
- c. Applicant shall be responsible for the pre-payment of other professional fees including, but not limited to, fees paid to the City's Bond Counsel and the City Attorney, regardless of whether the project is ultimately approved or bonds are issued or refinanced. The amount of pre-payment to be determined by the Finance Director.
- d. Presentation before the City Council.

Responsibility for Enforcement

The City Administrator shall be responsible to the Governing Body for the enforcement of this debt policy. The Finance Director shall assist in the implementation of this policy. This policy is meant to be a guide to the Governing Body in evaluating different options for private activity debt issuance.

9.0 Guidelines for Requests for Reasonable Accommodations under the Fair Housing Act Policy

The Fair Housing Act (42 U.S.C. §§ 3601-3619, the “Act”) prohibits discrimination on the basis of race, color, religion, sex, national origin, familial status, and disability. The purpose of these guidelines is to provide a procedure for a person with a disability to request a reasonable accommodation with respect to a rule, policy, practice, or service under the Merriam Code or a policy regulating housing, when such accommodation may be necessary to afford a person with a disability equal opportunity to use and enjoy a dwelling. 42 U.S.C. § 3604(f)(3)(B).

Definitions All applicable terms shall have the meanings set forth in the Act and the applicable City Codes. In the event of any conflict, the terms of the Act shall take precedence.

Requesting a Reasonable Accommodation

- a. A request for a reasonable accommodation is made whenever a person makes it clear that the person is requesting an exception, change, or adjustment to a rule, policy, practice, or service because of the person’s disability. The person must explain what type of accommodation is being requested, and, if the need for accommodation is not readily apparent or not known to the City, explain the relationship between the requested accommodation and the person’s disability. The request should be made in writing to the City Clerk.
- b. A person with a disability need not personally make the reasonable accommodation request. The person’s request may be made by a family member or someone else who is acting on the person’s behalf. The City may require that a request being made by someone on behalf of a disabled person, be accompanied by evidence of consent on the part of the disabled person or other legal authority to act on behalf of the disabled person.
- c. There is no requirement that a request be made on any particular form or at any particular time.
- d. There is no fee for requesting a reasonable accommodation.
- e. A person is not entitled to receive a reasonable accommodation unless the person or someone on the person’s behalf requests one.

Review of Requests for Reasonable Accommodation

- a. **Hearing Officials.** The Community Development Director, Police Chief, and Fire Chief (or their respective designees) are designated as hearing officials to make determinations on requests for reasonable accommodation.
- b. **Review and Hearing.** Upon a request for reasonable accommodation, the City shall schedule a hearing before the hearing officials; provided, the applicant may request a decision to be made without a hearing. The review and hearing will be conducted in an informal fashion, but will be thorough. The person making the request will be given a full opportunity to present relevant information and evidence for consideration by the hearing officials.
- c. **Additional Information.** The hearing officials may request additional information to evaluate if a requested reasonable accommodation is necessary because of a disability. Provided, the requests should not conflict with the Act and privacy rights of the person with the disability. (For example, questions as to why the requested accommodation is necessary or what, if any, land use impact would result from granting the accommodation are within the legal scope of inquiry under the Act. The City may not ordinarily inquire as to the nature and severity of a disability; however, in response to a request for a reasonable accommodation, the hearing officials may request reliable disability-related information that (1) is necessary to verify that the person meets the Act's definition of disability, (2) describes the needed accommodation, and (3) shows the relationship between the person's disability and the need for the requested accommodation.) If additional information is requested, the hearing date may be continued as necessary. This procedure is intended to expedite the information gathering process and facilitate the issuance of a timely decision by the hearing officials. It is in the best interest of the applicant seeking accommodation to provide the requested information as soon as possible to obtain a speedy decision.
- d. **Conditions of Approval.** In granting a reasonable accommodation, the hearing officials may impose any conditions of approval deemed reasonable and necessary.
- e. **Alternative Reasonable Accommodations.** If appropriate, the hearing officials may consider and discuss any alternative reasonable accommodation with the person making the request.
- f. **Decision.** The hearing officials will issue a written decision on the request for reasonable accommodation within 30 days of the hearing, unless additional time is required and the requesting party is notified of the projected time necessary to render a decision. The written decision shall be sent by certified mail unless an

alternative manner of notification is agreed upon by the requesting party. The written decision shall describe the request, any relevant facts relied upon, the hearing officials' decision, and any applicable conditions of approval, if any.

Factors for Considering Requests for Reasonable Accommodation

- a. Whether the housing that is the subject of the request will be used by a person protected under the Act (i.e., the person has a disability as defined by the Act).
- b. Whether the request for reasonable accommodation is necessary to make specific housing available to a person protected under the Act.
- c. Whether the requested accommodation would impose undue financial or administrative burdens on the City or would require a fundamental alteration in the nature of the City's regulation thereby making the request not reasonable.
- d. Whether any conditions of approval for the reasonable accommodation are deemed reasonable and necessary.
- e. Whether alternative reasonable accommodations should be approved to afford the necessary benefit under the Fair Housing Act.

Review A person denied a reasonable accommodation request or otherwise unsatisfied with the hearing officials' decision may request a review by the City Administrator. The request for review shall be in writing and must be filed with the city clerk within ten (10) days of the date of the decision. The person should state the reasons for dissatisfaction and include specific reasons they believe the decision should be altered. The City Administrator shall review the case and make a written decision, which will be forwarded to all applicable parties in the same manner as the hearing officials' decision.

10.0 Councilmember Requests for Records and Information

It is the policy of the City of Merriam that Councilmembers be provided the information and records reasonably necessary to perform the essential functions of the office of City Councilmember. The Council respects the day-to-day operations of the City and wishes to further its policy of access to information and records without causing unnecessary and undue negative impact on such daily operations. This policy sets forth the procedures the Council believes will best accomplish its goals of information access and respect for staff time and City resources.

Existing Records A Councilmember may request access to, or copies of, open public records that are reasonably necessary to the performance of his/her official duties. All Councilmember record requests shall be submitted to the City Administrator.

Closed Records If a record requested by a Councilmember is either mandatorily or discretionarily closed by law, the City Administrator will so advise the requesting Councilmember and shall not release such record for inspection or copying.

The requesting Councilmember may appeal to the City Council the determination of the City Administrator regarding closure of the requested record. If a majority of the membership of the City Council determines that the discretionarily closed record should be open and is necessary for the performance of the Councilmember's official duties, the City Administrator shall comply with the request and provide access to, or copies of, such record within a reasonable period of time, taking into consideration the current workload of the City Administrator and staff. No charge for staff time or copies will be assessed to the Councilmember.

Open Records If a record requested by a Councilmember is an open public record as defined by the Kansas Open Records Act (KORA), K.S.A. 45-215, et seq., the City Administrator or their designee shall determine the approximate amount of time necessary to fulfill the Council member record request.

If the City Administrator or their designee determines that it will take less than two (2) hours to comply with a Councilmember's record request, the City Administrator will comply with the request and provide access to, or copies of, such records within a reasonable time period, taking into consideration the current workload of City Administrator and staff. No charge for staff time or copies will be assessed to the Councilmember.

If the City Administrator or their designee determines that it will take two (2) or more hours to comply with a Councilmember's record request, the City Administrator shall so advise the requesting Councilmember and shall forward the record request (in writing) to the Mayor and Council President who will determine within a reasonable time whether the records requested are reasonably necessary for the performance of the Councilmember's official duties.

If, upon review of the record request, the Mayor and Council President determine that such records are necessary for the performance of the Councilmember's official duties, they shall so inform the Councilmember and City Administrator in writing. The City Administrator shall then comply with the request and provide access to, or copies of, such records within a reasonable period of time, taking into consideration the current workload of the City Administrator and staff. No charge for staff time or copies will be assessed to the Councilmember.

If, upon review of the record request, the Mayor and Council President determine that such records are not necessary for the performance of the Councilmember's official duties, they shall so inform the Councilmember and City Administrator in writing, and neither access to, nor copies of, the records shall be provided to the requesting Councilmember.

The requesting Councilmember may appeal the determination of the Mayor and Council President to the City Council. If a majority of the membership of the City Council determines that the records requested are necessary for the performance of the Councilmember's official duties, the City Administrator shall comply with the request and provide access to, or copies of, such records within a reasonable period of time, taking into consideration the current workload of the City Administrator and staff. No charge for staff time or copies will be assessed to the Councilmember.

If a majority of the membership of the Council determines that the requested records are not necessary for the performance of the Councilmember's official duties, the requesting Councilmember shall be so informed, and neither access to, nor copies of, the records shall be provided to the requesting Councilmember.

If, upon review of the record request, the Mayor and Council President are unable to reach a consensus regarding whether the records requested are necessary for the performance of the Councilmember's official duties, the request shall be forwarded to the full Council for discussion and consideration at the next scheduled meeting of the Council.

If a majority of the membership of the City Council determines that the requested records are necessary for the performance of the Councilmember's official duties, the City Administrator shall comply with the request and provide access to, or

copies of, such records within a reasonable period of time, taking into consideration the current workload of the City Administrator and staff. No charge for staff time or copies will be assessed to the Councilmember.

If a majority of the membership of the Council determines that the records are not necessary for the performance of the Councilmember's official duties, the requesting Councilmember shall be so informed, and neither access to, nor copies of, the records shall be provided to the requesting Councilmember pursuant to this Policy.

Nothing herein is intended to preclude a Councilmember from requesting a record pursuant to the provisions of KORA or other applicable law. If a Councilmember desires the application of the provisions of KORA to their record request, such request should be made pursuant to the requirements of Merriam Code Section 2-150 et seq. and KORA, including the payment of reasonable fees associated therewith.

Requests for Research, Creation of Documents or Other Information.

Any Councilmember request for research, creation of documents or information that is not in the form of an existing record or document shall be made to the City Administrator. Upon receipt of such request, it shall be the responsibility of the City Administrator to estimate the amount of time it will take City staff to respond thereto.

If the City Administrator or their designee determines that it will take less than two (2) hours to comply with a Councilmember's request, the City Administrator will comply with the request and provide the requested information within a reasonable time period, taking into consideration current workload of City Administrator and staff. No charge for staff time or generation of documents will be assessed to the requesting Councilmember.

If the City Administrator or their designee determines that it will take two (2) or more hours to comply with a Councilmember's request, the City Administrator shall so advise the requesting Councilmember and shall forward the request (in writing) to the Mayor and Council President who will determine within a reasonable time whether the information requested is reasonably necessary for the performance of the Councilmember's official duties.

If, upon review of the Councilmember request, the Mayor and Council President determine that such information is necessary for the performance of the Councilmember's official duties, they shall so inform the Councilmember and City Administrator in writing. The City Administrator shall then comply with the request and provide the requested information within a reasonable period of time, taking into consideration the current workload of the City Administrator and

staff. No charge for staff time or generation of documents will be assessed to the requesting Councilmember.

If, upon review of the Councilmember request, the Mayor and Council President determine that such information is not necessary for the performance of the Councilmember's official duties, they shall so inform the Councilmember and City Administrator in writing and the requested information shall not be provided to the requesting Councilmember pursuant to this Policy.

The requesting Councilmember may appeal the determination of the Mayor and Council President to the City Council. If a majority of the membership of the City Council determines that the information requested is necessary for the performance of the Councilmember's official duties, the City Administrator shall comply with the request within a reasonable period of time, taking into consideration the current workload of the City Administrator and staff. No charge for staff time or generation of documents will be assessed to the Councilmember.

If, upon review of the Councilmember request, the Mayor and Council President are unable to reach a consensus regarding whether the information requested is necessary for the performance of the Councilmember's official duties, the request shall be forwarded to the full Council for discussion and consideration at the next scheduled meeting of the Council.

If a majority of the membership of the City Council determines that the requested information is necessary for the performance of the Council member's official duties, the City Administrator shall comply with the request within a reasonable period of time, taking into consideration the current workload of the City Administrator and staff. No charge for staff time or generation of documents will be assessed to the Councilmember.

If a majority of the membership of the Council determines that the requested information is not necessary for the performance of the Councilmember's official duties, the requesting Councilmember shall be so informed, and the requested information shall not be provided to the requesting Councilmember.

11.0 Sustainability Policy

(Adopted 6/13/2022)

11.1 Complete Streets Policy

The purpose of the Complete Streets Policy is to use an interdisciplinary approach to incorporate the needs of all Users into the design, construction, and maintenance of public and private transportation infrastructure within the City of Merriam where feasible and fiscally appropriate. This Complete Streets Policy establishes guiding principles and practices to create an equitable, balanced, and effective transportation system that encourages walking, bicycling, and transit use, to improve health and reduce environmental impacts, while simultaneously promoting safety for all Users of Streets.

1) DEFINITIONS

- (a) Complete Streets means a comprehensive and integrated transportation network that permits safe and convenient travel along and across all Streets for all Users.
- (b) Complete Streets Elements mean design features that contribute to a safe, convenient, and comfortable travel experience for all Users, including but not limited to such features as: sidewalks; shared use paths; bicycle lanes; automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb-outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; transit priority signalization; traffic calming devices; narrow vehicle lanes; raised medians; roadway diets; and dedicated transit lanes.
- (c) Streets mean any rights of ways, public or private, including arterials, collectors, local streets, and roadways by any other designation, as well as bridges, tunnels, and any other portions of the transportation network.
- (d) Street Project means the construction, reconstruction, retrofit, or major alteration of any Street and includes the planning, design, approval, and implementation processes.
- (e) Street Maintenance means the minor routine upkeep and maintenance of Streets such as mill & overlay, micro abrasion, micro surfacing, crack seal, concrete rehab, curb repair, spot repair, restriping, signal operations, and interim measures on detour routes.
- (f) Users means all persons that use Streets, including pedestrians, bicyclists, vehicle occupants, transit users and persons of all ages and abilities within a public street right-of-way.

2) PRINCIPLES: Guiding principles and practices of the Complete Streets Policy are as follows:

- (a) Complete Streets are designed to serve everyone: pedestrians, bicyclists, transit riders, and motorists, regardless of age or ability.
- (b) It is the intent of this Complete Streets Policy that the design and construction of all Street Projects should include Complete Streets Elements as feasibility and funding allows, including, but not limited to:
 - (1) Public Plans adopted by the City of Merriam, which may be independent or part of the Merriam Comprehensive Plan;
 - (2) Development-related ordinances and resolutions, including Zoning Codes and Subdivision Regulations, among others, that are adopted or passed by the City of Merriam;
 - (3) Corridor Plans approved by the City of Merriam (or in the case of State Routes, those corridor plans approved jointly by the City of Merriam and the Kansas Department of Transportation).
- (c) Complete Streets Elements should be considered within the balance of mode and

- context of the community, including but not limited to: environmental sensitivity; costs; budgets; demand; probable use; space and area requirements and limitations; and legal requirements and limitations. Not all Complete Streets Elements are required to make a street complete and/or will be feasible at all locations or times.
- (d) It is the intent of the City of Merriam to recognize that street projects are limited in scope by available funding resources. Fiscal responsibility should be used when considering Complete Streets Elements.
 - (e) It is the intent of the City of Merriam to incorporate the Complete Streets principles into appropriate public strategic plans, standards, relevant ordinances, practices and policies, and appropriate subsequent updates. The Complete Streets principles, where applicable and appropriate, may also be incorporated into plans, manuals, rules, practices, policies, training, procedures, regulations, and programs.
 - (f) It is the goal of the City of Merriam to foster a partnership with the State of Kansas, Johnson County, area school districts, citizens, businesses, neighboring communities, and neighborhoods in consideration of functional facilities and accommodations in furtherance of this Complete Streets Policy and the continuation of such facilities and accommodations beyond the jurisdiction of the City of Merriam.
 - (g) The City of Merriam recognizes that Complete Streets may be achieved through elements incorporated into a single Street Project, or incrementally through a series of improvements, in order to create a network of facilities that promotes connectivity to destinations.
 - (h) The City of Merriam will consider all appropriate possible funding sources to plan and implement the Complete Streets Policy and shall direct staff to investigate grants that may be available to make the realization of Complete Streets economically feasible.

3) APPLICABILITY:

- (a) It is the intent of the City of Merriam that its departments make Complete Streets practices a routine part of everyday operations, that its departments approach every appropriate transportation project and program as an opportunity to improve public and private streets and the transportation network for all Users, and that its departments work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets, where feasibility and funding allows, throughout Merriam.
- (b) Every Street Project should incorporate Complete Streets elements sufficient to enable reasonably safe travel along and across the Street for all Users, provided, however, that such infrastructure may be excluded from a Street Project where:
 - (1) Use by non-motorized Users is prohibited by law, there is insufficient space to safely accommodate the facility, or there are relatively high safety risks to include facilities for all Users.
 - (2) The cost would be excessive or disproportionate to the need or probable future use over the long term.
 - (3) There is an absence of current or future need.
 - (4) There are topographic or natural resource constraints.
 - (5) A reasonable and equivalent alternative already exists for certain Users or is programmed to exist.
- (c) The City of Merriam departments, where feasibility and funding allow, should incorporate Complete Streets Elements into existing public streets to improve the safety and convenience of all Users and to construct and enhance the transportation network for every User. If the safety and convenience of Users can be improved within the scope of Street Maintenance, then it is the intent of the City of Merriam that such projects should also include Complete Streets Elements.
- (d) The City of Merriam departments should include key Complete Streets Elements in the normal review and/or development of plans, zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, templates, and design manuals,

including pertinent portions of the Merriam Zoning Code, Merriam Comprehensive Plan, subarea/sector plans, and corridor plans, to integrate, accommodate, and balance the needs of all Users in all Street Projects.

- (e) The City of Merriam departments shall coordinate Complete Streets design templates with street classifications and revise them to include Complete Streets infrastructure, such as bicycle lanes, sidewalks, street crossings, and planting strips. All facilities will be designed and constructed in accordance with applicable laws and regulations using best practices and guidance from the following, among others: American Association of State Highway and Transportation Officials (AASHTO) publications, the Manual on Uniform Traffic Control Devices (MUTCD), the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the Public Rights-of-Way Accessibility Guidelines (PROWAG).

4) DATA COLLECTION, PROGRESS REPORTING AND PUBLIC INPUT:

- (a) The City of Merriam will periodically collect, review and report performance data and benchmark measurements to demonstrate the effectiveness of the Complete Streets Policy. This information could include: number of projects completed, number of projects incorporating complete streets infrastructure, and actual infrastructure added.
- (b) Such reports, when available, are accessible to existing advisory boards and other committees such as the Parks and Recreation Board, Planning Commission, Board of Structure Appeals, and Board of Zoning Appeals. Such boards and committees are encouraged to provide ongoing feedback and act as a conduit for public participation on the implementation of the Complete Streets Policy.

5) EFFECTIVE DATE: This Complete Streets Policy shall be in full force and effect from the date of its adoption and incorporation into the City Council Policies.

11.2 Idle Reduction Policy

Reducing vehicle idling saves fuel and money, cuts pollution and greenhouse gas emissions and contributes to U.S. Energy Security. Decreasing idle time can also reduce engine wear and associated maintenance costs, especially with heavy-duty trucks. In an effort to reduce energy costs and volatile organic compound emissions the City of Merriam hereby adopts this **Idle Reduction Policy**.

This policy applies to all vehicles owned and/or operated by the City of Merriam.

Idling means running the engine of a vehicle while not in motion.

No person who operates a City vehicle shall allow the engine to idle for more than five minutes.

Exceptions to this policy:

1. While forced to remain motionless because of road traffic, or an official traffic control device or signal or at the direction of a law enforcement official.
2. When operating defroster or heaters for warming the vehicle or powering essential electrical or hydraulic equipment.
3. When operating defroster, heaters, air conditioners, safety lights, or other safety equipment solely for health reasons.
4. During inspection, maintenance, diagnostics, repair or testing, if idling is required.
5. During mechanical difficulties in which the driver has no control.
6. A police, fire, ambulance, utility, emergency or law enforcement vehicle or any vehicle being used in an emergency capacity that idles while in an emergency or training mode and not for the convenience of the operator.

These exemptions do not apply when idling for cabin comfort or operating nonessential

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onboard equipment.

Idling is allowed for a maximum of 15 minutes in any 60-minute period to maintain passenger comfort while nondriver passengers are in the vehicle (police units)

The City will explore and implement Idle Reduction Technologies (IRT) for light duty vehicles in an effort to further reduce engine idling. These technologies may include auxiliary power systems, air heaters, automatic power managements systems, and waste-heat recovery systems.

12.0 Community Improvement District Policy

Objectives

The purpose of this policy is to establish the official position and procedures of the City of Merriam, Kansas, for considering applications and/or petitions for the establishment of a Community Improvement District ("CID") used for economic development purposes in accordance with the provisions of K.S.A. 12-6a26 through K.S.A. 12-6a36, inclusive (the "Act").

Description

A CID offers significant benefits to the community, including enhancing economic vitality and job opportunities, promoting tourism, revitalizing outdated properties through redevelopment or rehabilitation, and advancing sustainability initiatives.

Scope

The City recognizes that the proper use of a CID can promote, stimulate, and develop the general and economic welfare of, and quality of life in, the City. The City is committed to high quality and balanced growth and development of the community; the preservation of the City's unique character and distinctive atmosphere; and the revitalization and development of areas within the City. Although the City does not encourage the practice of subsidizing private business with public funds, to the extent that the City's objectives are substantially advanced by the expansion of the tax base and enhancement of the local economy, the City will consider, on a case-by-case basis, the approval of CIDs where, but for the availability of CID, such projects would not be economically viable. It is the policy of the City that any decision regarding the approval of CID projects will be made in accordance with the guidelines, criteria, and procedures outlined in this Policy. Nothing herein shall imply or suggest that the City be under any obligation to approve a CID and/or Development Agreement for any Applicant.

Definitions

For the purpose of this Policy, the words or phrases as used in this Policy shall have meaning or be construed as follows unless otherwise defined by the Act:

Applicant: The individual(s) or business(es) and its officers, employees, and agents requesting approval of a CID. May also be referred to as Developer. The City may also be the Applicant.

City: The City of Merriam, Kansas, its Governing Body and/or its designees.

City Development Committee: A Committee comprised of the City Administrator, Assistant City Administrator, Finance Director, Community Development Director, and Tourism & Economic Development Manager, the City's Financial Advisor (ex-officio), and the City's Bond Counsel (ex-officio), or their designees, whose function is to review CID applications and make recommendations for approval or denial to the Governing Body.

Development Agreement: A written agreement between the City and Applicant for the completion of a development or redevelopment project. Such agreement shall address issues involved in the Project, including but not limited to the following: schedule of construction;

acquisition of land; eligible CID expenses; scope of development (including development criteria); indemnity of the City and insurance requirements; reimbursement of City costs; financing (private and/or public); transfer restrictions prior to and after completion; maintenance and restrictive covenants; City inspection and information access rights; reporting requirements; and remedies upon default.

Finance Plan: A document created by the applicant with guidance of city staff to address the recommended method of financing a Project and the specific terms associated therewith.

Project: Any project as defined in the Act, whether within or without the CID, to acquire, improve, construct, demolish, remove, renovate, reconstruct, rehabilitate, maintain, restore, replace, renew, repair, install, relocate, furnish, equip, or extend:

- buildings, structures and facilities;
- sidewalks, streets, roads, interchanges, highway access roads, intersections, alleys, parking lots, bridges, ramps, tunnels, overpasses and underpasses, traffic signs and signals, utilities, pedestrian amenities, abandoned cemeteries, drainage systems, water systems, storm systems, sewer systems, lift stations, underground gas, heading and electrical services and connections located within or without the public right-of-way, water mains and extensions, and other site improvements;
- parking garages;
- streetscape, lighting, street light fixtures, street light connections, street light facilities, benches or other seating furniture, trash receptacles, marquees, awnings, canopies, walls and barriers;
- parks, lawns, trees and other landscape;
- communication and information booths, bus stops and other shelters, stations, terminals, hangars, rest rooms and kiosks;
- paintings, murals, display cases, sculptures, fountains and other cultural amenities;
- airports, railroads, light rail and other mass transit facilities; and
- lakes, dams, docks, wharfs, lake or river ports, channels and levies, waterways and drainage conduits.

Any project or undertaking within the CID, to:

- operate or to contract for the provision of music, news, child care, or parking lots or garages, and buses, minibuses, or other modes of transportation;
- provide or contract for the provision of security personnel, equipment, or facilities for the protection of property and persons;
- provide or contract for cleaning, maintenance, and other services to public or private property;

- produce and promote any tourism, recreational, or cultural activity or special event, including, but not limited to, advertising, decoration of any public place in the CID, promotion of such activity and special events and furnishing music in any public place;
- support business activity and economic development, including but not limited to, the promotion of business activity, development, and retention and the recruitment of developers and business;
- provide or support training programs for employees of businesses;
- contract for or conduct economic impact, planning, marketing or other studies; and
- provide costs for infrastructure located outside the district but contiguous to any portion of the district as such infrastructure is related to the project within the district or substantially for the benefit of the district.

Total Development Cost: The total of hard costs, soft costs, and other costs necessary to construct all components of a Project, net of the effects of any exemption available on construction materials sales taxes, or grants or incentives paid by parties other than the City.

A. PROVISIONS

Legal Authority

The establishment of a CID is within the sole discretion of the Governing Body of the City. The Governing Body is under no obligation to approve a petition or establish a CID, nor does the City relinquish its authority to initiate projects by whatever other financing means it deems necessary to promote the general health and welfare of the City. This policy is intended to provide a guide for the Governing Body in considering petitions, and outlines the policies and procedures to be followed by applicants. The Governing Body reserves the right to reject a petition for creation of a CID at any time in the review process when it considers such action to be in the best interests of the City.

B. GENERAL POLICIES

Application

Interested parties shall submit a CID request by petition in a form designated by the City as well as any subsequent supplemental information as shall be necessary for the City to conduct a complete review of such request. The City Development Committee shall review all CID applications for compliance with this policy and Kansas (the "State") law and decide whether or not to forward the petition to the Governing Body for consideration and action. If the Committee believes the petition meets the criteria set forth in this Policy and should be recommended for approval, staff, at its discretion, will work with the petitioner(s) to develop a Finance Plan to present to the Governing Body when it considers the petition.

Petition

A valid CID petition must be submitted with signatures of either of the following:

1. 100% of the property owners of all of the land area within the proposed Special Assessment CID who seek financing solely by assessment. If all landowners petition for a

CID, then the City may proceed with its creation by a majority vote of the Governing Body and assessments without notice or public hearing; or,

2. By property owners representing more than 55% of the land area of the proposed CID and also signed by property owners collectively owning more than 55% of the assessed value of the land who seek financing by assessment and/or the issuance of full faith and credit bonds. If the CID is both a Special Assessment CID and a Sales Tax CID, then 100% of the property owners must sign petition. If this petition method is utilized, then the City will be required to adopt a resolution giving public notice of a hearing on the advisability of the creation and financing of a CID. After hearing, the Governing Body may adopt an ordinance by a majority vote to authorize the project and create the CID.

The CID boundaries and the method of financing the project shall not require that all property that is benefited by the project, whether the benefited property is within or without the CID, be included in the CID or be subject to an assessment or the CID sales tax. However, the City strongly prefers the creation of a CID where the majority of property owners within the proposed CID are served.

Term

The Governing Body shall review the financial feasibility of each CID and shall determine the appropriate term of financing for projects within the CID. Any CID sales tax shall expire no later than the date the bonds issued to finance such project or refunding bonds issued for the project mature. In the event pay-as-you-go financing is utilized, CID sales tax shall expire at the earlier of twenty-two (22) years from the date the state director of taxation begins collecting such tax, or when all pay-as-you-go costs have been reimbursed. CID Bonds shall mature no more than twenty-two (22) years from date of issue. The City prefers CID proposals that do not maximize the statutorily-permitted term of twenty-two (22) years.

No Governing Body or public hearing consideration will occur unless all information is provided at least fifteen (15) business days prior to the scheduled meeting. All required fees must also be met before Governing Body consideration.

Criteria for Use of Community Improvement District

The decision to establish a CID is within the sole discretion of the Governing Body. In determining whether or not to approve a petition to establish a CID, the Governing Body will evaluate whether or not creation of a CID is in the City's best interest, by favorably considering one or more of the following criteria:

1. Meets the "but-for" threshold, whereas but-for the availability of CID, the project(s) would not be economically viable; and
2. Promotes and supports efforts to redevelop commercial sites to provide for reinvestment in our community;
3. Benefits multiple individual businesses as opposed to a single business;
4. Expands the City's economic base through the creation of new business as opposed to projects that include routine or deferred maintenance;
5. Attracts and promotes mixed use, including affordable residential development;

6. Includes the construction of infrastructure beyond what the City would normally require (such as parks, transit stops, roads, utility undergrounding, charging stations);
7. Projects located in an area identified by the Governing Body for economic development or redevelopment; or has specific site constraints making development more difficult or costly;
8. The amount of financial risk to the City and any other government units of the financing proposal, to include exposure of the general property tax levy or credit rating(s);
9. Projects that locally source construction materials, if available;
10. Projects that utilize contractors offering prevailing wages and benefits;
11. Projects securing the favorable recommendation of the City Development Committee; or,
12. Other factors the Governing Body deems relevant.

Conformance to local requirements including:

1. Compliance with uses anticipated in the Comprehensive Plan or other similar studies.
2. High degree of architectural design, materials, and site layout.
3. Enhanced use of sustainable design features, landscaping, and stormwater management practices that reduce the quantity and improve the quality of water runoff.
4. Design of infrastructure to meet or exceed public and/or private standards.

Additional considerations that may impact the Governing Body's determination of whether or not to create a CID:

1. Costs of the proposed improvements identified in the CID;
2. Level of documented sources of funding, including amount of private equity funding and/or debt in comparison to the sources of public funding;
3. Payment risk mitigation mechanisms offered by the applicant;
4. Experience and stability of the proposed developer;
5. Project completion is likely to occur earlier in the proposed CID term based upon a phasing plan, if applicable, that is detailed, assured, and reasonable.
6. If the Applicant and/or business has previously received incentives from the City;
7. If businesses located within the proposed CID provide groceries or other personal care necessities;
8. Whether or not tenants are committed by lease or other document, the nature of the tenants; and,
9. Any negative impact(s) the proposed CID creates for current businesses within the City.

C. FINANCING

Source of Funds

Eligible Projects may be financed by any single or combination of the following sources:

1. A pledge of all of the revenue received from a CID Sales Tax on the selling of tangible personal property at retail, rendering, or furnishing services that are taxable pursuant to the provisions of the Kansas retailer's sales tax act, within a CID, in any increment of .10% or .25%, not to exceed 2.0%, as authorized by the Act; or,

2. The levy and collection of CID Special Assessments imposed on property in the CID pursuant to the Act which have been paid in full prior to the date set by the Governing Body as provided in the General Improvement and Assessment Law, K.S.A. 12-6a01, et seq.

Two exceptions to the General Improvement and Assessment Law are:

1. No assessments may be levied against the City-at-large, and,
 2. If a project is also financed by a pledge of sales tax revenues or annually appropriated funds of the City, the amount of each annual special assessment may be reduced or eliminated to the extent that sufficient funds have been received to pay the debt service on any bonds issued pursuant to the Act.
3. Any other funds annually appropriated by the Governing Body.

Typically, the aggregate amount of incentives awarded to a single project will not exceed 30% of the Total Development Cost. The use of CID Special Assessments may impair the City's ability to use tax-exempt financing for the same project(s).

Finance Plan

If the City Development Committee reviews the petition and finds it in the City's best interest to recommend creation of the CID to the Governing Body, staff, at its discretion, will work with the applicant to create a Finance Plan that shall be presented to the Governing Body for consideration along with the petition. The Finance Plan shall address the preferred method of financing a Project and associated specific terms.

Pay-Go Preference

Pay-Go Financing of reimbursement is preferred by the City over the use of bond financing as the method to reimburse Developers for eligible CID costs. Under this method, reimbursements will be paid solely from all or a portion of the CID proceeds received by the City, net of its Annual Administrative Service Fee, and the Developer takes the risk that the proceeds available for reimbursement will be insufficient to retire any eligible redevelopment project costs.

Bonds

The City will consider issuance of bonds, when, in the opinion of the Governing Body, the nature of the project and the impact on the community warrants use of bond financing versus Pay-Go Financing. The City will not provide credit support for any CID bonds sold.

Guidelines for the issuance of CID Bonds under this Policy include:

1. If CID bonds are issued, the sales tax imposed to pay the bonds shall expire no later than the date the bonds mature;
2. If CID Bonds are utilized, the sales tax imposed shall expire twenty-two (22) years from the date the State Director of Taxation begins collecting the tax, or when all project costs have been paid;
3. If permitted as an eligible cost by the City, interest reimbursement will be permitted only during the construction period;

4. The minimum issue size for CID bonds issued by the City will be \$3,000,000, unless an exception is approved by the Governing Body;
5. CID Bonds issued under this Policy must include security for the bonds of a sufficient amount to minimize any risk of default and be allowed by State and Federal Tax laws;
6. CID Bonds must be sold to accredited investors or qualified institutional buyers as defined by Securities and Exchange Commission Regulations; and,
7. CID Bonds must initially be offered in denominations of \$100,000 or greater. The minimum denomination may be reduced (upon consultation with the City's bond counsel and financial advisor) if the CID bonds can secure an investment-grade credit rating.

If a negotiated sale of the bonds is necessary, the City will select the underwriter(s) needed to structure, price, and sell the bonds. Exceptions to this process may be approved by the City Administrator upon consultation with the City's bond counsel and financial advisor. City Staff and the City's financial advisor will be directly involved in all negotiated sale pricing.

For any bond transaction, the City will generally require that an independent feasibility study of future CID revenues be performed, with any such cost borne by Applicant(s).

Project Funds

The City will create a separate fund or other similar segregation in its accounting system for each CID and each project and such fund shall be identified by a suitable title. The proceeds from the sale of bonds, CID sales taxes, and any other moneys appropriated by the Governing Body shall be credited to such fund and the fund shall be solely used to pay the costs of the projects.

Development Agreement

Prior to beginning development of the CID (including the issuance of bonds), the Owner shall execute a Development Agreement as approved by the Governing Body. Development agreements will be negotiated on a project-by-project basis and will consider all relevant factors related to the characteristics of the proposed redevelopment project.

1. **Project Description**
The agreement will include provisions regarding the proposed project, as described in the CID application, as well as the approved budget for the project.
2. **Development Requirements**
The development will be required to be in conformance with all City policies, ordinances, design standards, and codes. The City reserves the right to require higher development standards for improvements made within a redevelopment district and/or related to a redevelopment project plan including design, materials, additional amenities, and other factors the Governing Body deems in the best interest of the City.
3. **Transparency**
Applicant will be responsible for ensuring patrons are reasonably aware of the presence of the CID. Notice will be prominently displayed at individual retailers located within the district.

4. **Taxes**
Subject to all rights of a taxpayer, the Applicant shall, at all times during the term of the CID, be current with all federal, state and local taxes and assessments. If Applicant fails to comply with the tax obligations, the City shall have recourse against the Applicant including terminating the CID.
5. **Budget and CID Cap**
The agreement will outline a detailed budget, detailed sources and uses, and establish maximum amounts or caps as applicable.
6. **Required Expenditure of Private Funds**
The agreement will include provisions to ensure that private funds are invested in the project prior to or along with the investment of the approved tax increment. Private funding including equity contribution and/or private financing should be more than 70% of the Total Development Cost, not including the Developer fee.
7. **Certification of Costs and Disbursement of Funds**
The agreement will include provisions regarding the method and manner for certification of eligible expenses and reimbursement of costs from CID receipts.
8. **Timing of Performance Milestones**
The agreement will include provisions regarding project completion and the Developer's performance of certain improvements that must be completed prior to reimbursement or disbursement of CID proceeds.
9. **Maintenance and Use of Development Project**
The agreement will include provisions outlining the expectations during the term of the agreement and/or the life of the bonds. These provisions will include, but are not limited to: uses and use restrictions, maintenance, payment of taxes, casualty loss, and reporting.
10. **Civic Involvement**
The agreement will provide that Applicant agrees to actively participate in the civic, charitable, educational, philanthropic, and economic development of the City of Merriam. Accordingly, during the entire term of the Development Agreement, the Applicant will, at all times, be a dues-paying member in good standing with the Northeast Johnson County Chamber of Commerce and Downtown Merriam Partnership (when applicable); become annual financial sponsors of both the Merriam Turkey Creek Festival and Merriam Drive Live community events; make annual contributions to the Merriam Parks, Recreation, and Community Center Foundation, the Shawnee Mission Education Foundation; and construct public art within the CID project area or contribute to public art projects elsewhere within the City. Amounts will be determined based on the value and amount of the public partnership.
11. **Assignment of Rights**
The agreement will provide that any and all assignment of rights under the Development Agreement shall be subject to City approval.
12. **Default, Clawback, Indemnification, and Insurance Provisions**
13. **Guaranty Requirements**

D. PROCEDURES

Except as reserved to the Governing Body elsewhere, the City Administrator may waive or modify the provisions of this Policy in developing the Finance Plan when such waiver or modification is in the best interest of the City and does not conflict with any statutory or procedural requirement of state law.

CID Application Process

The Applicant shall make application for a CID by completing and filing one hard copy and one digital copy of the petition. The petition shall include, but is not limited to:

1. the general nature of the proposed project, to include phasing, priority project types by phase, and any triggers that make future phasing conditional;
2. the approved budget of the project, to include:
 - a. cost by phase and by funding source;
 - b. amount of proposed developer fees;
 - c. interest costs, if seeking as a reimbursable cost;
3. current and proposed taxable retail sales within the CID;
4. the proposed method of financing the project including detailed information on the applicant's capital stack and, if applicable, the issuance of CID bonds;
5. the proposed amount and method of assessment, if any;
6. the proposed amount of community improvement district sales tax, if any;
7. a map of the proposed district; and,
8. a legal description of the proposed district.

General Petition Procedure

The City will only consider full and complete applications. The Applicant will also be responsible for providing whatever additional supplemental information requested by the City as necessary for assisting in making its recommendation or decision on the application and the petition. Any inaccuracy, misstatement, or error in fact may render the application null and void and may be cause for the repeal of any development assistance ultimately provided by the City through the Act in reliance upon said information.

Application and Administration Fees

Each CID petition shall be accompanied by an application fee. This fee is in addition to other fees which may be required by the City, including fees for the issuance of tax-exempt or taxable bonds, costs incurred for preparation of studies as required by this Policy, and costs incurred, if any, for review and work done by the City's Financial Advisor and Bond Counsel. In addition, any Applicant that receives approval shall pay an annual administration service fee. All fees shall be due and payable as provided for herein or as otherwise set forth in an approved Development Agreement.

Initial Application Fee - A non-refundable amount of \$10,000 shall accompany the CID petition.

Funding Agreement – After initial application, the City and Developer will enter into a Funding Agreement. An additional sum of \$30,000 shall accompany the executed Funding Agreement and serve as a retainer. The City shall use the retainer to pay for City bond counsel, financial advisor, and other professional consultants' fees and apply the fees billed by the City's

professional consultants for work on this Project against the retainer. The City shall bill the applicant for any amounts incurred in excess of the retainer or may require, at its discretion, a supplemental deposit by the Developer. If there is remaining money in the retainer when the professional work is completed, the City shall pay over to Applicant any amounts remaining. The required retainer deposit amount could be considerably higher in the case of an application requesting the use of bonds.

Annual Administrative Service Fee - The City shall be paid an annual ongoing administrative service fee from CID receipts in an amount not less than fifteen thousand dollars (\$15,000) or one percent (1%) of the annual disbursement, whichever is greater.

E. GOVERNING BODY ACTIONS

No elected or appointed officer, employee, or committee of the City shall be authorized to speak for or commit the Governing Body to the establishment of a CID.

Upon receiving the recommendation of the City Development Committee, the Governing Body shall determine whether to reject the petition or to further consider the request. Upon a favorable vote for further consideration, the Governing Body shall follow the statutorily prescribed process for the establishment of a district. This process shall be an expression of good faith intent, but shall not in any way, bind the City to establishing a district.

Approval of the creation of a CID based on the information presented does not constitute an implied or other approval of a site plan, special use permit, plat, rezoning, or other land development application. All proposals for development are subject to land use approvals by the appropriate body.

F. WAIVER OF REQUIREMENTS

The Governing Body reserves the right to grant or deny a CID under circumstances beyond the scope of this Policy or to waive provisions herein. The Governing Body shall not waive any statutory requirement of State law.

G. CONFLICTS

It is understood that this Policy may be more restrictive than state law. However, any legal conflicts or inconsistencies between this policy and state law (i.e., notice and procedural requirements) shall be resolved by giving to the more restrictive of State Law or City Policy.

H. RESPONSIBILITY FOR ENFORCEMENT

The City Administrator shall be responsible to the Governing Body for the enforcement of this Policy. The Community Development Director, Finance Director, and Legal Counsel shall assist in the implementation of this Policy.

MAYOR'S ANNOUNCEMENTS
Tuesday, September 2, 2025

Tree Board	09/03/2025	6:00 p.m.
JazzFest	09/06/2025	3 - 9 p.m.
Diversity Committee	09/09/2025	4:30 p.m.
Planning Commission	09/09/2025	6:00 p.m.
City Council	09/15/2025	6:00 p.m.

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INFORMATIONAL ITEMS
September 2, 2025

1. Environmental Committee meeting minutes – June 25, 2025
2. Police Department – second quarter crime report
3. September plan of action

The Prairie Village Environmental Committee met at 5:30 p.m. Wednesday, June 25, 2025, in the Prairie Village City Hall multipurpose room. The recording secretary was Melinda Lewis.

The meeting was called to order at 5:32 p.m.

Members in attendance were: Chair Greg Shelton, Vice Chair Ian Graves, Travis Carson, Johanna Comes, Nathan Kovac, Melinda Lewis, Penny Mahon, Tamara McMahon, Piper Reimer, Jeff Roberts, Rick Wohlfarth, and staff liaison Ashley Freburg

Approval of the Agenda

Piper made a motion to approve the agenda, and Nathan seconded the motion. All were in favor.

Approval of the May 2025 Minutes

Piper made a motion to approve the minutes, and Nathan seconded the motion. All were in favor.

Old Business

Village Fest Final Preparations: Greg reported that we now have details on who will be in our space and what the layout will look like. We went over the signups for the volunteers for kids' craft, seedball, and committee info table. Nathan provided samples of the seed paper, and we went over the supply situation (will be stored in the community center). We will be handing out some sample rolls of liners for compost to people who sign up for the composting program at Village Fest.

KC Can Compost Pilot Program Update: Bins will be installed Friday morning at Harmon Park and Wassmer Park. Everyone can download the Metrokey App to get set up for composting and check out the composting experience. Several committee members downloaded the app during the meeting and started getting their accounts set up. Committee members will sign people up during Village Fest, from the committee info table.

CDP (Carbon Disclosure Project) Reporting update: It took a long time to get the report on our community's race to zero. The good news is that our grade improved. We started at a D and have improved to a B, but we did not receive a report this year about precisely what we need to do to improve.

New Business

Jazz Fest Plan & Volunteers: We have no meeting in July so our next meeting is shortly before Jazz Fest. We need to plan and fill in volunteer needs. We are staffing the composting effort at Jazz Fest and will not have an info table this year. We need 8-10 volunteers because KC Can Compost won't have staff at the event. Rick will create a Signup Genius, which KC Can Compost will distribute to their volunteers as well, but we need to fill in the volunteer needs for the event. Travis had indicated interest in creating Compost Bouncer trucker hats, but we have not made progress on getting those hats.

Go Green Event Update – Nathan reported he is on electronics recycling, which is new to the event this year. The event will be October 18 in Mission at Sylvester Powell. The Fall Recycling and Paper Shredding event in Merriam is the week before on October 11. Go Green does want additional volunteers, although feedback has been positive re: numbers who have already signed up. Nathan will send Greg information about signups and volunteer needs.

Announcements

1. Next meeting: August 27, 2025
2. Next deadline for the September/October Village Voice is August 1, 2025 (there is a ½ page article Johanna wrote about the native plant sale in the July/August Village Voice.)
3. Rick pointed out that City Council moved forward with the Municipal Complex, choosing to build to LEED Gold standards and to approve the bonds to finance the project. The timeline has bonds being issued in August and construction contracts awarded in October. Mission Road Bible Church will be vacated in April, and groundbreaking will be shortly after. There has been a lawsuit filed to try to get an injunction against the bond issuance, but it is unclear what impact it will have.
4. Greg announced that Keramida has issued a draft of the Community Climate Action Guide. The goal is to take this into layout next, and then a draft will be presented to the Environmental Committee before it is taken to the City Council for adoption in September. The goal is to get the plan to the committee in advance for questions, and then Greg will ask Keramida to present (virtually) to the committee in August. Keramida has been asked to put together a guide to the services and tactics residents can take to mitigate their carbon footprint, so that PV has a centralized resource to inform decisions, in pursuit of improvements in community-wide metrics. There were 500 respondents to the community-wide survey. Keramida was pleased with the quantity of quality comments to inform the work.

Adjournment

Piper made a motion to adjourn the meeting. Rick seconded the motion. All were in favor. Meeting adjourned at 6:11 p.m.

Prairie Village Police Department 5 Year Comparison

Second Quarter Crime Report - 2025

	2021	2022	2023	2024	2025	Average	2025+/- From Avg
Offenses							
Homicide	1	0	0	0	1	0.4	0.6
Rape	2	0	2	0	1	1.0	0.0
Robbery	0	1	1	0	1	0.6	0.4
Assault / Battery	49	35	33	42	38	39.4	-1.4
Burglary Residence	9	8	14	5	2	7.6	-5.6
Aggravated Burglary	7	3	4	7	2	4.6	-2.6
Burglary Business / Church / Other	1	0	0	2	3	1.2	1.8
Arson	0	0	0	0	1	0.2	0.8
Forgery	5	5	4	10	13	7.4	5.6
Fraud	34	49	49	35	20	37.4	-17.4
Criminal Damage	39	50	62	34	24	41.8	-17.8
Sex Offenses	6	0	3	2	2	2.6	-0.6
Weapons Violations	3	2	4	2	4	3.0	1.0
Trespassing	7	0	1	0	8	3.2	4.8
Offenses Total	163	153	177	139	120	150.4	-30.4
Thefts							
Theft from Motor Vehicle	45	46	24	35	14	32.8	-18.8
Theft from Building	18	11	26	20	9	16.8	-7.8
Auto Theft	21	31	22	24	16	22.8	-6.8
Shoplifting	7	11	9	6	14	9.4	4.6
Theft of Motor Vehicle Parts	10	11	14	0	0	7.0	-7.0
Theft by Desception	17	4	9	7	11	9.6	1.4
All Other Theft	13	25	33	18	12	20.2	-8.2
Thefts Total	131	139	137	110	76	118.6	-42.6
Arrests							
Drug Arrests	30	37	37	35	29	33.6	-4.6
DUI	62	57	52	40	42	50.6	-8.6
Alcohol	16	10	4	8	5	8.6	-3.6
Arrests Total	108	104	93	83	76	92.8	-16.8
Miscellaneous							
Mental Health Total	149	104	131	130	150	132.8	17.2
Animal Bites	12	9	8	6	8	8.6	-0.6
Disturbance	85	85	102	94	104	94.0	10.0
Medical Calls	221	390	558	787	828	556.8	271.2
Failure to Yield	41	28	63	53	39	44.8	-5.8
Traffic Stops	4247	2583	3713	2888	2925	3271.2	-346.2
Parking Complaints	49	72	80	63	89	70.6	18.4
Miscellaneous Total	4804	3271	4655	4021	4143	4178.8	-35.8

Prairie Village Police Department 5 Year Comparison

Second Quarter Crime Report - 2025

	2021	2022	2023	2024	2025	Average	2025+/- From Avg
Crashes							
Fatal	0	0	0	0	0	0.0	0.0
On Street > \$1,000 - no injury	80	92	102	60	83	83.4	-0.4
On Street - injury	30	29	33	32	19	28.6	-9.6
On Street < 1,000 - no injury	5	1	0	1	5	2.4	2.6
Private Property - no injury	1	1	0	2	0	0.8	-0.8
Private Property - injury	0	0	0	1	1	0.4	0.6
Crash - No Report	78	54	47	60	75	62.8	12.2
Crashes Total	194	177	182	156	183	178.4	4.6
Crash Other							
Hit and Run Crash	19	13	19	10	16	15.4	0.6
Hit and Run Crash Cleared	5	6	11	6	11	7.8	3.2
Crash Other Total	24	19	30	16	27	23.2	3.8
Calls For Service							
Calls By Officers	3106	3871	4023	4057	4385	3888.4	496.6
Calls By CSOs	508	517	553	478	550	521.2	28.8
Calls For Service Total	3614	4388	4576	4535	4935	4409.6	525.4
Crime Prevention							
Residence Checks	34	40	43	22	40	35.8	4.2
Unattended Vehicle Checks	189	248	311	217	218	236.6	-18.6
Open Door (Garage / Car)	258	196	178	145	180	191.4	-11.4
House Checks	126	196	354	280	230	237.2	-7.2
Crime Prevention Total	607	680	886	664	668	701.0	-33.0
Alarms							
Residential Cancelled	83	82	62	61	47	67.0	-20.0
Residential False	176	192	132	163	134	159.4	-25.4
Audible Residence Check	13	9	6	4	4	7.2	-3.2
Commercial Cancelled	33	40	27	33	23	31.2	-8.2
Commercial False	117	130	113	117	147	124.8	22.2
Alarms Total	422	453	340	378	355	389.6	-34.6

Mission Hills Police Department 5 Year Comparison

Second Quarter Crime Report - 2025

	2021	2022	2023	2024	2025	Average	2025+/- From Avg
Offenses							
Homicide	0	0	0	0	0	0.0	0.0
Rape	0	0	0	0	0	0.0	0.0
Robbery	0	0	0	0	1	0.2	0.8
Assault / Battery	3	3	1	2	4	2.6	1.4
Burglary Residence	7	6	7	1	1	4.4	-3.4
Aggravated Burglary	6	4	2	3	1	3.2	-2.2
Burglary Business / Church / Other	0	0	0	0	0	0.0	0.0
Arson	0	0	0	0	0	0.0	0.0
Forgery	1	0	1	0	2	0.8	1.2
Fraud	2	9	4	5	7	5.4	1.6
Criminal Damage	11	17	14	5	1	9.6	-8.6
Sex Offenses	0	0	0	1	0	0.2	-0.2
Weapons Violations	0	0	0	3	0	0.6	-0.6
Trespassing	0	0	0	0	0	0.0	0.0
Offenses Total	30	39	29	20	17	27.0	-10.0
Thefts							
Theft from Motor Vehicle	10	13	15	12	1	10.2	-9.2
Theft from Building	3	4	2	1	1	2.2	-1.2
Auto Theft	6	11	3	5	1	5.2	-4.2
Shoplifting	0	0	1	0	0	0.2	-0.2
Theft of Motor Vehicle Parts	1	3	2	0	0	1.2	-1.2
Theft by Desception	0	0	4	2	2	1.6	0.4
All Other Theft	1	3	4	3	4	3.0	1.0
Thefts Total	21	34	31	23	9	23.6	-14.6
Arrests							
Drug Arrests	11	6	2	12	2	6.6	-4.6
DUI	5	9	6	19	6	9.0	-3.0
Alcohol	3	0	0	5	0	1.6	-1.6
Arrests Total	19	15	8	36	8	17.2	-9.2
Miscellaneous							
Mental Health Total	14	19	15	10	14	14.4	-0.4
Animal Bites	1	4	0	3	2	2.0	0.0
Disturbance	4	7	8	8	6	6.6	-0.6
Medical Calls	18	33	37	50	39	35.4	3.6
Failure to Yield	9	6	14	12	7	9.6	-2.6
Traffic Stops	1305	1051	1566	1354	1249	1305.0	-56.0
Parking Complaints	15	9	19	36	32	22.2	9.8
Miscellaneous Total	1366	1129	1659	1473	1349	1395.2	-46.2

Mission Hills Police Department 5 Year Comparison

Second Quarter Crime Report - 2025

	2021	2022	2023	2024	2025	Average	2025+/- From Avg
Crashes							
Fatal	0	0	0	0	0	0.0	0.0
On Street > \$1,000 - no injury	5	8	11	8	7	7.8	-0.8
On Street - injury	3	2	2	5	2	2.8	-0.8
On Street < 1,000 - no injury	0	1	0	0	0	0.2	-0.2
Private Property - no injury	0	1	0	0	0	0.2	-0.2
Private Property - injury	0	0	0	0	0	0.0	0.0
Crash - No Report	10	6	5	6	4	6.2	-2.2
Crashes Total	18	18	18	19	13	17.2	-4.2
Crash Other							
Hit and Run Crash	1	3	2	2	2	2.0	0.0
Hit and Run Crash Cleared	1	1	0	1	2	1.0	1.0
Crash Other Total	2	4	2	3	4	3.0	1.0
Calls For Service							
Calls By Officers	573	800	803	847	865	777.6	87.4
Calls By CSOs	34	57	49	51	59	50.0	9.0
Calls For Service Total	607	857	852	898	924	827.6	96.4
Crime Prevention							
Residence Checks	17	34	19	3	9	16.4	-7.4
Unattended Vehicle Checks	28	57	67	72	93	63.4	29.6
Open Door (Garage / Car)	73	61	69	48	97	69.6	27.4
House Checks	182	145	296	139	345	221.4	123.6
Crime Prevention Total	300	297	451	262	544	370.8	173.2
Alarms							
Residential Cancelled	86	85	69	65	71	75.2	-4.2
Residential False	127	157	167	180	157	157.6	-0.6
Audible Residence Check	1	2	5	2	3	2.6	0.4
Commercial Cancelled	0	1	0	0	1	0.4	0.6
Commercial False	14	2	7	10	13	9.2	3.8
Alarms Total	228	247	248	257	245	245.0	0.0

Prairie Village / Mission Hills Police Department 5 Year Comparison

Second Quarter Crime Report - 2025

	2021	2022	2023	2024	2025	Average	2025+/- From Avg
Offenses							
Homicide	1	0	0	0	1	0.4	0.6
Rape	2	0	2	0	1	1.0	0.0
Robbery	0	1	1	0	2	0.8	1.2
Assault / Battery	52	38	34	44	42	42.0	0.0
Burglary Residence	16	14	21	6	3	12.0	-9.0
Aggravated Burglary	13	7	6	10	3	7.8	-4.8
Burglary Business / Church / Other	1	0	0	2	3	1.2	1.8
Arson	0	0	0	0	1	0.2	0.8
Forgery	6	5	5	10	15	8.2	6.8
Fraud	36	58	53	40	27	42.8	-15.8
Criminal Damage	50	67	76	39	25	51.4	-26.4
Sex Offenses	6	0	3	3	2	2.8	-0.8
Weapons Violations	3	2	4	5	4	3.6	0.4
Trespassing	7	0	1	0	8	3.2	4.8
Offenses Total	193	192	206	159	137	177.4	-40.4
Thefts							
Theft from Motor Vehicle	55	59	39	47	15	43.0	-28.0
Theft from Building	21	15	28	21	10	19.0	-9.0
Auto Theft	27	42	25	29	17	28.0	-11.0
Shoplifting	7	11	10	6	14	9.6	4.4
Theft of Motor Vehicle Parts	11	14	16	0	0	8.2	-8.2
Theft by Desception	17	4	13	9	13	11.2	1.8
All Other Theft	14	28	37	21	16	23.2	-7.2
Thefts Total	152	173	168	133	85	142.2	-57.2
Arrests							
Drug Arrests	41	43	39	47	31	40.2	-9.2
DUI	67	66	58	59	48	59.6	-11.6
Alcohol	19	10	4	13	5	10.2	-5.2
Arrests Total	127	119	101	119	84	110.0	-26.0
Miscellaneous							
Mental Health Total	163	123	146	140	164	147.2	16.8
Animal Bites	13	13	8	9	10	10.6	-0.6
Disturbance	89	92	110	102	110	100.6	9.4
Medical Calls	239	423	595	837	867	592.2	274.8
Failure to Yield	50	34	77	65	46	54.4	-8.4
Traffic Stops	5552	3634	5279	4242	4174	4576.2	-402.2
Parking Complaints	64	81	99	99	121	92.8	28.2
Miscellaneous Total	6170	4400	6314	5494	5492	5574.0	-82.0

Prairie Village / Mission Hills Police Department 5 Year Comparison

Second Quarter Crime Report - 2025

	2021	2022	2023	2024	2025	Average	2025+/- From Avg
Crashes							
Fatal	0	0	0	0	0	0.0	0.0
On Street > \$1,000 - no injury	85	100	113	68	90	91.2	-1.2
On Street - injury	33	31	35	37	21	31.4	-10.4
On Street < 1,000 - no injury	5	2	0	1	5	2.6	2.4
Private Property - no injury	1	2	0	2	0	1.0	-1.0
Private Property - injury	0	0	0	1	1	0.4	0.6
Crash - No Report	88	60	52	66	79	69.0	10.0
Crashes Total	212	195	200	175	196	195.6	0.4
Crash Other							
Hit and Run Crash	20	16	21	12	18	17.4	0.6
Hit and Run Crash Cleared	6	7	11	7	13	8.8	4.2
Crash Other Total	26	23	32	19	31	26.2	4.8
Calls For Service							
Calls By Officers	3679	4671	4826	4904	5250	4666.0	584.0
Calls By CSOs	542	574	602	529	609	571.2	37.8
Calls For Service Total	4221	5245	5428	5433	5859	5237.2	621.8
Crime Prevention							
Residence Checks	51	74	62	25	49	52.2	-3.2
Unattended Vehicle Checks	217	305	378	289	311	300.0	11.0
Open Door (Garage / Car)	331	257	247	193	277	261.0	16.0
House Checks	308	341	650	419	575	458.6	116.4
Crime Prevention Total	907	977	1337	926	1212	1071.8	140.2
Alarms							
Residential Cancelled	169	167	131	126	118	142.2	-24.2
Residential False	303	349	299	343	291	317.0	-26.0
Audible Residence Check	14	11	11	6	7	9.8	-2.8
Commercial Cancelled	33	41	27	33	24	31.6	-7.6
Commercial False	131	132	120	127	160	134.0	26.0
Alarms Total	650	700	588	635	600	634.6	-34.6

THE CITY OF PRAIRIE VILLAGE

STAR OF KANSAS

DATE: August 25, 2025

TO: Mayor Mikkelson
City Council

FROM: Wes Jordan 

SUBJECT: SEPTEMBER PLAN OF ACTION

The following projects will be initiated during the month of September:

- 2026 Budget Process - Jason (07/25)
 - Exceeding Revenue Neutral Rate Public Hearing - Jason (09/25)
 - Budget Adoption Public Hearing - Jason (09/25)
- PV Foundation Fall Meeting - Meghan (09/25)
- Holiday Event Planning - Meghan/JD (09/25)
- Everygy Update - Wes (09/25)
- Hispanic Heritage Celebration - Tim (09/25)
- Climate Action Plan Race to Zero CDP Reporting - Ashley/Meghan (09/25)
- Insurance Committee Meeting (Health Premiums) - Cindy/Tim (09/25)
- Flu Shot Coordination - Cindy (09/25)
- PD Pension Plan Amendment - Cindy/Tim (09/25)
- National Opioid Settlement Consideration - Wes/Alex (09/25)
- Compost program expansion implementation - Meghan/Ashley (09/25)

In Progress

- State of the Arts - Nickie/Arts Council (08/25)
- Lancer Day - PD/Mayor (08/25)
- Ward Meeting Facilitation - Meghan/Ashley (08/25)
- End of Pool Season Wrap-up/Dog Swim - Suzanne/Meghan (08/25)
- JazzFest Planning - Meghan/JD (1/25)
- Annual statutory maintenance program - Meghan (4/25)
- Newsletter printing and mailing RFP - Ashley (11/24)
- 2024 Building Code Review Process - Nickie (04/24)
- Safe Streets for All Grant/Citywide Traffic Study - Keith (01/24)
- Climate Action Plan, community phase - Meghan/Ashley (6/24)
- Subdivision Regulations Amendments/Easement Vacation - Nickie/Chris (04/22)
- 2026 Budget Process - Staff (06/25)

Completed

- Crime Stats 6 Month Review - Chief (08/25)
- Annual CID Report - Jason (06/25)
- Construction Noise Ordinance Review - Nickie/Chief (07/25)
- 2026 Budget Process - Jason (07/25)
 - Mission Hills Budget - Chief
- KU Kickoff Permitting - Adam (07/25)
- Ballot Resolution - Wes/Alex (08/25)
- Sept/Oct Village Voice - Ashley (08/25)
- Back to School with a Firefighter - Meghan/PV Foundation (08/25)
- 2026 Budget - Jason (08/25)
 - Publish Budget
- PD National Night Out - Chief (08/25)
- Drone as a First Responder (DFR) - Chief (08/25)
- 10-year Meadowbrook Park Agreement Review - Wes (08/25)

Ongoing

- City Hall/PD Project - Melissa/Keith/Tim/Staff (04/3/22)
- Disaster Recovery Plan - Dan/Tim (03/22)
- 75th Anniversary Preparation - Meghan/Staff (4/25)

On Hold

- Carbon Reduction/EV Charging Station - Wassmer Park - Keith (01/24) [Grant funding in question after Federal Executive Order]
- Research Federal Infrastructure/Job Act Grants - Jason/Nickie/Keith (12/22) [Grant funding in question after Federal Executive Order]

Tabled initiatives

- Review & Update the City Code/Ordinances
- Review & update City Policies