

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
Monday, July 01, 2019
6:00 PM**

#

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PLEDGE OF ALLEGIANCE**

IV. **APPROVAL OF THE AGENDA**

V. **INTRODUCTION OF STUDENTS & SCOUTS**

VI. **PUBLIC PARTICIPATION**

(5 minute time limit for items not otherwise listed on the agenda)

VII. **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. Approval of regular City Council meeting minutes - June 3, 2019
2. Approval of expenditure ordinance #2979
3. Consider approval of revisions to CP001 - City Committees
4. Consider reappointment of City Municipal Judges and Prosecutor
5. Consider reappointment of City Treasurer
6. Consider appointment to the Arts Council
7. Consider approval of utility easement on City Hall property
8. Request permission to publish the 2020 budget
9. Consider interlocal agreement with Overland Park related to the 2019 Crack Seal/Micro Surfacing program
10. Consider approval of proposal for installation of foot lockers in Police Department men's locker room

VIII. **COMMITTEE REPORTS**

IX. **MAYOR'S REPORT**

X. **STAFF REPORTS**

XI. **OLD BUSINESS**

XII. **NEW BUSINESS**

Discuss the historical marker at Wassmer Park
Melissa Prenger

COU2019-34 Consider approval of the agreement with New Line Skate Parks FL,
Inc., for the preliminary design and public outreach for the Harmon
Park Skate Park
Keith Bredehoeft

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

Discussion on proposed zoning regulation changes
Jamie Robichaud

XIV. **ANNOUNCEMENTS**

XV. **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 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
JUNE 3, 2019**

The City Council of Prairie Village, Kansas, met in regular session on Monday, June 3, 2019, at 6:00 p.m. in the Council Chambers at the Municipal Building, 7700 Mission Road, Prairie Village, Kansas. Mayor Mikkelson presided.

ROLL CALL

Roll was called by the City Clerk with the following Council Members in attendance: Jori Nelson, Serena Schermoly, Ron Nelson, Tucker Poling, Andrew Wang, Sheila Myers, Brooke Morehead, Dan Runion, Courtney McFadden and Ted Odell. Staff present: Tim Schwartzkopf, Chief of Police; Keith Bredehoeft, Public Works Director; Wes Jordan, City Administrator; Jamie Robichaud, Deputy City Administrator; Alley Porter, Assistant City Administrator; Lisa Santa Maria, Finance Director; Adam Geffert, City Clerk.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Ron Nelson made a motion to approve the agenda for May 20, 2019. The motion passed unanimously.

INTRODUCTION OF STUDENTS & SCOUTS

No students or scouts were in attendance.

PRESENTATIONS

Proclamation: National Gun Violence Awareness Day

Mayor Mikkelson read a proclamation designating June 7, 2019 as “National Gun Violence Awareness Day”.

Legislative update - Sen. Bollier, Rep. Clayton, Rep. Stogsdill and Rep. Xu

State Legislators representing the City provided a brief recap of the 2019 legislative session, giving updates on the following items:

- Medicaid expansion
- Non-discrimination
- School funding
- Tax lid legislation
- State budget
- Environmental issues



Presentation of 2018 audit - Berberich, Trahan & Company, P.A.

Representatives from the firm presented audit results, noting that they would be issuing an “unmodified audit opinion”, which is the best result a City can receive.

PUBLIC PARTICIPATION

Brian Nelson, 3332 N. 83rd Street, Kansas City, Kansas, spoke on behalf of Georgia Pratt, and shared his concern about her being denied a membership to the Prairie Village swimming pool. He asked that the Council have her suspension lifted.

Georgia Pratt, 136 Main Street, Kansas City, Missouri, also requested that her membership be reinstated.

CONSENT AGENDA

Mayor Mikkelson asked if there were any items to remove from the consent agenda for discussion.

1. Approval of the regular City Council meeting minutes - May 20, 2019
2. City planning consultant contract renewal

Mrs. Myers asked to remove item #1 for discussion. She asked why she was marked “present” on the attendance roll call in the minutes when she was late to the meeting on May 20th. Mr. Geffert advised that he was following the process set by the previous City Clerk, but could change that process if desired by Council. No amendment was proposed.

Mr. Nelson made a motion to approve item #1 from the consent agenda. The motion was seconded by Mrs. Myers, and passed unanimously.

Mrs. Schermoly asked to remove item #2 for discussion, stating that policy dictated that contracts over \$2,000.00 required the City to go out for bid. She noted that the last time the City Planning contract went out for bid was in 2015, and asked why it was not being done again. Mrs. Robichaud said that for professional services contracts such as this, the contracted agency provides staff that act much like a city employee. Not only does the current planner have expertise in zoning law, but also institutional and historical knowledge of the City itself. Mrs. Robichaud added that the original agreement was for a period of three years, which automatically renews each year unless either party opts out.

Ms. Nelson asked why there had been an increase of \$11,000 in billing charges from Gould Evans over the past two years. Mrs. Robichaud said the difference was due to the number of hours spent working on projects, and the neighborhood design standards had a significant impact on how much the city spent on planning consulting in 2018. She also



noted that, per the contract, Gould Evans has had the right to raise its hourly rate each year but had declined to do so since the beginning of the contract in 2015.

Mr. Nelson made a motion to approve item #2 from the consent agenda. The motion was seconded by Mrs. Myers, and passed unanimously.

COMMITTEE REPORTS

There were no committee reports to come before the City Council.

MAYOR'S REPORT

Mayor Mikkelson reported the following:

- The Mayor attended a Public Works recognition lunch during Public Works Week. Councilmembers Runion and Myers were also in attendance.
- The Shawnee Mission East boys golf team was recognized for winning the state championship.
- The Meadowbrook Events Center opening, hosted by the Johnson County Parks and Recreation District, took place the prior week. Many Councilmembers and staff attended.
- The Mayor, along with staff, attended a Northeast Johnson County Legislative Breakfast.
- During the week of June 17th, ground will be broken for the installation of electric vehicle charging stations at the Prairie Village shops. Charging stations are currently installed at the Meadowbrook Events Center.
- The annual Prairie Village Art Fair took place Friday, May 31st through Sunday, June 2nd.
- The Mayor was invited by the Planning Commission to attend a planning session for Village Vision 2.0. The framework of the plan is in the development stage.
- The Mayor shared his thoughts about the budget discussion from the previous Council meeting.

STAFF REPORTS

Public Safety

- Chief Schwartzkopf stated that a Johnson County Mental Health Co-Responder would soon be hired. This resource will be shared with the City of Leawood.
- Major Roberson participated in a community panel forum hosted by the Johnson County chapter of the NAACP about reaching out to young adults.

Public Works

- Keith Bredehoeft said that Public Works had received a request from Leavenworth County to assist with cleaning up the damage caused by recent tornadoes. One staff member will be on-hand to help the week of June 3rd.



- Two new maintenance workers were hired the previous week, and the department is once again fully staffed.
- Mr. Poling asked about the intersection at Mission Road and Tomahawk Road, noting that some crosswalk bricks were loose. Mr. Bredehoeft stated that Public Works would inspect the area, and noted that the crosswalks were on the schedule to be repaired in the next few years.
- Mrs. Morehead reported sidewalk issues near 82nd and Granada Road.

Administration

- Mrs. Robichaud shared that Vince Rodriguez was hired as a Code Enforcement Officer, and will begin on June 17th. Mr. Rodriguez was promoted from his previous role as an Animal Control Officer.

Mrs. Robichaud also noted that the Planning Commission is continuing to work on the Comprehensive Plan as well as zoning updates.

- Wes Jordan stated that the audio system in the Council Chambers still needed some modifications to improve sound quality.

Mr. Jordan also spoke to the roll call attendance question previously discussed during the approval of the consent agenda, stating that it can be changed if the Council prefers.

Lastly, Mr. Jordan shared that the contract City Planner, Chris Brewster of Gould Evans, was both an attorney and planner, which was a valuable combination when working through zoning regulations.

OLD BUSINESS

Serena Schermoly noted that Kansas City, Kansas overturned its dog breed-specific pit bull ban, and suggested that the City look at the issue again.

NEW BUSINESS

COU2019-30 Ratify the Mayor's reappointment of Tim Schwartzkopf to serve as Chief of Police

Mayor Mikkelson asked Council to ratify the reappointment of Tim Schwartzkopf to serve as Chief of Police.

Mrs. Morehead moved that the City Council ratify the reappointment of Tim Schwartzkopf as Chief of Police. The motion was seconded by Mr. Nelson, and passed unanimously.

COU2019-31 Ratify the Mayor's reappointment of Keith Bredehoeft to serve as Public Works Director



Mayor Mikkelson asked Council to ratify the reappointment of Keith Bredehoeft to serve as Public Works Director.

Mr. Nelson moved the City Council ratify the reappointment of Keith Bredehoeft as Public Works Director. The motion was seconded by Mrs. Myers, and passed unanimously.

COU2019-32 Consider approval of contract with Kansas Heavy Construction for the 2019 Concrete Repair Program

Mr. Bredehoeft stated that both contracts were part of the street maintenance projects related to concrete and asphalt repair. Three bids were received for the concrete repair project, with Kansas Heavy Construction being the lowest, at \$692,516.00. Work will be performed in areas between 67th Street and 71st Street, Nall Avenue to Mission Road. Funding is available through the Capital Infrastructure Program.

Mrs. Myers made a motion to approve COU2019-32 as presented. The motion was seconded by Mrs. Morehead and passed unanimously.

COU2019-33 Consider approval of contract with Advanced Asphalt Paving and Concrete for the 2019 Street Repair Program

Mr. Bredehoeft stated that four bids were received for the asphalt repair project, with Advanced Asphalt Paving and Concrete being the lowest, at \$138,275.00. Work will be performed in areas throughout the city. \$150,000.00 was budgeted for the project, so locations of repairs will be increased to use the full amount. Funding is available through the 2019 Operations Fund.

Mr. Poling made a motion to approve COU2019-33 as presented. The motion was seconded by Mrs. Myers and passed unanimously.

Mrs. Myers made a motion that the City Council move to the Council Committee of the Whole portion of the meeting. The motion was seconded by Ms. Nelson and passed unanimously.

COUNCIL COMMITTEE OF THE WHOLE
Council Policy 001 update

Mrs. Porter reported that updates were made to CP001 in March 2018, which included adding a council member as Chair and Vice Chair to both the Arts Council and Environmental Committee. Now that they have had over a year to evaluate, staff recommended further changes. One recommendation would be to permit staff to attend



meetings at their own discretion rather than as a requirement. Further, administrative tasks would be handled by committee members rather than staff, and would require approval from the Chair, Vice-Chair or City Administration if staff assistance is needed on any tasks.

Mrs. Porter added that the Mayor, staff and the Chair and Vice-Chair of each committee make recommendations for appointments. With Councilmembers and a staff member assigned to each committee evaluating and recommending appointments to the Mayor, it is more efficient to include appointment materials in Council agenda packets rather than send out a week in advance. Additionally, staff is recommending that it no longer be required to forward all applications to City Council, but instead have them available upon request.

Lastly, slight modifications were made to the Tree Board section to match Ordinance 13-301, which established the Tree Board. The modification would give the Councilmember appointed to the Tree Board the ability to vote.

Mrs. Schermoly shared her concern that committee applicants would not receive a response without Councilmembers being aware that someone from their ward had applied. Mrs. Porter stated that applications are forwarded to the City Clerk, and that an automatic response is generated and sent to the applicant. In addition, staff contacts all applicants if they are not chosen to be appointed or if there are no current vacancies once all the spots have been filled.

Mr. Poling suggested that a revised version be drafted and presented to Council that ensures staff continues to provide applications to Councilmembers.

All voted in favor of permitting staff to attend meetings at their own discretion and to bring the policy back to City Council, but to continue the requirement of having all applications forwarded to City Council.

Preliminary 2020 budget

Since the Council voted at the last meeting to keep the mill levy at its current level for 2020 and not reduce by one mill, Mr. Jordan stated that staff was seeking clarity and a recommendation of where to allocate the additional property tax revenue. He added that dollars could be added to the general fund or the building reserve account, and then moved to a different account at a later date. Mr. Runion stated he was in favor of the approach since it didn't bind the Council into using the funds for a specific purpose.

Mr. Odell made a motion to put the additional mill levy funds not included in the original budget into the general fund. The motion was seconded by Mr. Poling.

Mrs. Schermoly amended the motion, requesting that the funds be added to the Public Works budget to better address infrastructure and street repair. The motion was seconded by Mr. Nelson.



Mr. Poling stated that putting the money into the general fund at this time would still allow it to be used for Public Works projects in the future. Mr. Odell agreed, stating discussion could be held in the future to determine how the funds are used.

The amended motion failed by a vote of 1-9, with Mrs. McFadden being the only Councilmember in support.

The original motion passed by a vote of 9-1, with Mrs. Myers in opposition.

New Business

There was no new business to come before the Council Committee of the Whole.

Mrs. Myers moved the City Council end the Council Committee of the Whole portion of the meeting. Mrs. Morehead seconded the motion which passed unanimously.

ANNOUNCEMENTS

Announcements were included in the Council packet.

ADJOURNMENT

With no further business to come before the City Council, Mayor Mikkelson declared the meeting adjourned at 8:29 p.m.

Adam Geffert
City Clerk

CITY TREASURER'S WARRANT REGISTER

DATE WARRANTS ISSUED:

Warrant Register Page No. 1

June 17, 2019

Copy of Ordinance
2979

Ordinance Page No. _____

An Ordinance Making Appropriate for the Payment of Certain Claims.

Be it ordained by the governing body of the City of Prairie Village, Kansas

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

NAME	DATE	AMOUNT	TOTAL
EXPENDITURES:			
Accounts Payable			
19412-19508	5/3/2019	657,650.34	
19509	5/7/2019	318.00	
19510-19514	5/10/2019	825.10	
19515-19589	5/17/2019	810,110.24	
19590-19591	5/21/2019	5,455.00	
19592-19601	5/24/2019	130,496.29	
19602-19673	5/31/2019	573,383.39	
Payroll Expenditures			
5/7/2019		311,471.64	
5/21/2019		298,414.62	
Electronic Payments			
Electronic Pmnts			
	5/1/2019	21,255.33	
	5/3/2019	619.26	
	5/7/2019	10,029.55	
	5/8/2019	576.01	
	5/13/2019	865.60	
	5/14/2019	4,530.25	
	5/15/2019	9,636.06	
	5/24/2019	4,627.64	
	5/26/2019	26,474.89	
TOTAL EXPENDITURES:			2,866,739.21
Voided Checks	Check #	(Amount)	
Praxair Distribution Inc	19481	(7.35)	
Kansas Dept of Revenue	ACH	(230.00)	
Pro Circuit Inc	19655	(5,085.52)	
TOTAL VOIDED CHECKS:			(5,322.87)
GRAND TOTAL CLAIMS ORDINANCE			2,861,416.34

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

Passed this 17th day of June 2019.

Signed or Approved this 17th day of June 2019.

(SEAL)
ATTEST: Judith I. Gordon Jr.
City Treasurer

ATTEST: Lisa Santa Maria 6.20.19
Finance Director



ADMINISTRATION

Council Committee Date: June 3, 2019

City Council Meeting Date: July 1, 2019

CONSENT AGENDA

Consider approval of revisions to CP001 - City Committees

RECOMMENDATION

Staff recommends approval of revisions to Council Policy 001 - City Committees.

BACKGROUND

Based off feedback from the June 3 City Council meeting, staff made the following revisions to the CP001:

1. Staff will attend meetings at their own discretion;
2. Committee members will have responsibility for a majority of administrative tasks and cannot delegate to City staff without approval from the Chair, Vice-Chair, or City Administration;
3. Recommended appointments will be included in the agenda packet prior to the Council meeting;
4. Appointments will typically be presented and voted on at a City Council meeting in March; and
5. Modifications to the Tree Board section to match the ordinance establishing Tree Board

Staff did not eliminate forwarding all applications to City Council, but specified the materials would be sent once the application period has closed.

ATTACHMENTS

CP001 - City Committees Redline

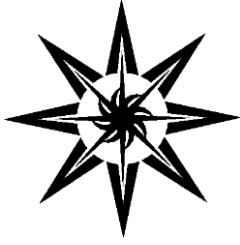
CP001 - City Committees Amended

PREPARED BY

Alley Porter

Assistant City Administrator

Date: June 13, 2019



City Council Policy: CP001 - City Committees

Effective Date: ~~November 5, 2018~~ ~~June 17~~ July 1, 2019

Amends: CP001 - dated ~~March~~ November 5, 2018

Approved By: Governing Body

I. PURPOSE

To establish public committees which will allow citizen involvement and provide recommendations to the Governing Body.

II. RESPONSIBILITY

- a. Except as otherwise provided herein, the Mayor, with the consent of the City Council, will be responsible for appointing members to serve on the committees established by this policy.
- b. The Mayor will appoint a City Council Member to serve as Committee Chair and a City Council Member to serve as Vice-Chair for the Parks and Recreation Committee, Environmental Committee, Prairie Village Arts Council, Insurance Committee, and Finance Committee. Both Council Members will be voting members.
- c. The Mayor will appoint a City Council Member to serve as a voting member of the Police Pension Board of Trustees without the consent of the City Council, and will appoint one additional voting member to the Police Pension Board of Trustees, with the consent of the City Council.
- ~~e.d.~~ The Mayor will appoint a City Council Member to serve as a voting member of the Tree Board without the consent of the City Council.
- ~~d.e.~~ The Mayor will appoint a City Council Member as a nonvoting "Council Liaison" to the VillageFest Committee, and JazzFest Committee, ~~and Tree Board.~~
- ~~e.f.~~ The Mayor will appoint a City Council Member as a "Council Liaison" nonmember observer to the Planning Commission/Board of Zoning Appeals.
- ~~f.g.~~ Vacancies will be filled for the unexpired term by appointment by the Mayor with the consent of the City Council, where applicable.
- ~~g.h.~~ Each Council Member, Committee Chair, and Council Liaison (except Council Liaison to the Planning Commission/Board of Zoning Appeals) will set direction, attend meetings, communicate the Governing Body's direction, priorities, and policies, prepare committee budget, in consultation with City staff, manage city resource requests, including the budget and staff time, and report back any necessary information and recommendations to and from the City Council.
- ~~i.~~ City staff will ~~attend meetings, when necessary, and will~~ be responsible for publicizing meeting notices, providing budget and policy oversight, and assisting with committee objectives, as needed. The will attend meetings at their discretion. Committees will normally be responsible for taking their own minutes and submitting them to the Staff Liaison, once approved by the Committee.
- ~~h.j.~~ Committee members will have responsibility for a majority of administrative tasks and cannot delegate to City staff without prior approval from the Committee Chair, Vice-Chair, or City Administration.
- ~~i.k.~~ All committee meetings, including subcommittee meetings and special meetings, are considered open meetings if a quorum is present, as defined by Kansas Open Meetings Act.
- ~~j.l.~~ Committee meetings will be held on public property unless permission is granted from

the Mayor and Committee Chair. [The Committee Chair and/or Vice-Chair must be present at the business meetings.](#)

III APPOINTMENT PROCESS

- a. The following process is outlined as a guide for committee appointments. Minor adjustments may be made by the Mayor and City Administrator.
- b. Advertise opportunities in October and November in the Village Voice, City website, news release, etc.
- c. Applications are due by December 1; online applications preferred. All [applications materials](#) will be sent to the City Council [once the application period has closed](#).
- d. Committee Chair Council Liaison and City staff representative discuss incumbents, attendance and contributions to the committee along with applications and vacancies, and may interview candidates. The Committee Chair and Council Liaison for each committee, except the Planning Commission/Board of Zoning Appeals, will recommend appointments to the Mayor.
- e. For Planning Commission/Board of Zoning Appeals, the selection committee will consist of the Mayor, Planning Commission Council Liaison, [Assistant—Deputy](#) City Administrator, Planning Consultant, and Council President. The selection committee will recommend appointments to the Mayor.
- f. Mayor will make the final determination of recommended appointees for all committees.
- g. ~~Mayor will forward the applications for the recommended appointees to the City Council at least one week prior to the City Council meeting, at which the recommended appointments will be considered. This will provide council members additional time to review the applications prior to the recommendation being included in the agenda packet.~~ [Recommended appointments will be included in the agenda packet prior to the Council meetings.](#)
- h. Mayoral appointment of Council members to serve on committees, as directed by this policy, will typically become effective [the second meeting in February in March](#).
- i. Applicants who are not selected or approved will be notified by City administration.
- j. Appointments will typically be presented and voted on [by the second City Council meeting in February at a City Council meeting in March](#).
- k. In the event of vacancies after the regular annual appointments, the applicants who submitted applications in October and November will be first considered, and vacant positions will be re-advertised, if needed.
- l. All appointed Committee Members and non-appointed Volunteers must sign a liability and photo waiver prior to serving on a Committee or volunteering for the City.

V. REMOVAL PROCESS

The following process is outlined as a guide for the removal of a committee member. This does not apply to the members of the Planning Commission, whose removal is governed by Ord. 1901; PVMC 16, Article 1 and the adopted bylaws of the Planning Commission.

Appointees serve at the pleasure of the Governing Body. A committee member may be removed prior to the expiration of his or her term by the recommendation of the Council Liaison and City Administrator, with final approval by the Mayor. All committee members are expected to attend meetings and are subject to the City's ethics code. This removal process applies to appointed committee members and non-appointed committee volunteers.

VI. COMMITTEE GUIDELINES

- a. Length of Terms - All committee terms will be two years, except for Planning Commission, ~~and~~ Civil Service Commission, [and Tree Board](#), who, by code, serve for three years, and Committee Chairs, Council Liaisons, and youth representatives, who serve for a one-year term.. All committee members and youth representatives will serve

- without compensation.
- b. Attendance - All committee members must attend 75% of meetings held in a calendar year. A member who does not meet attendance requirements may be subject to removal prior to the end of the appointed term. Members who are unable to attend a meeting must notify the Committee Chair or Staff Liaison in advance to ensure a quorum will be present.
 - c. City Operation Committees include the Insurance Committee, Police Pension Board/Employee Retirement Committee, Finance Committee, Tree Board, Parks and Recreation Committee, and the Civil Service Commission.
 - d. Event Committees include the JazzFest Committee and the VillageFest Committee, which are responsible for specific city-sponsored events.
 - e. Lifestyle Committees include the Environmental Committee and the Arts Council.
 - f. Statutory Committees include the Planning Commission, Board of Zoning Appeals, and the Board of Code Appeals as required by Kansas Statutes.
 - g. Committee Resources - City Council reviews and approves the committee budget each year. No committee is allowed to lend or transfer given funds to another committee or another organization without staff approval except The Prairie Village Foundation. The committee budget is for specific items or events, which are the responsibility of that committee. If additional funds are needed, committee representatives must make a request to the City Council. No committee may use its funds to contribute funding support to another organization outside of required membership dues without specific City Council approval.
 - h. If a committee desires additional staff time for an event, initiative, or program, that request will be communicated to the City Administrator through the Committee Chair or Council Liaison. Any significant new program or proposal that requires staff time or additional funding will need to come before the City Council to determine if and where it fits on the priority list and obtain City Council approval before the committee may proceed.
 - i. Special meetings may be called by the Committee Chair, with approval of the Mayor, along with required public notification.
 - j. A quorum for each committee is a majority of the then sitting, voting members of each committee.
 - k. Notice of all meetings must be posted on the City's website.

POLICY

There are established public committees with the following requirements for membership, meetings and duties:

1. Insurance Committee

- a. The Insurance Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. The Mayor, with the consent of the City Council, appoints three other voting members who have an insurance background.
- b. The Insurance Committee will meet during the day as needed and adjourn no later than 6:00 p.m.
- c. The Insurance Committee will monitor and discuss insurance issues relating to the City and recommend insurance bid award, when applicable.

2. Police Pension Board of Trustees/Employee Retirement Board

- a) The Police Pension Board of Trustees/Employee Retirement Board will consist of three voting members. One member will be a council member who is appointed by the Mayor, without the consent of the City Council. One member will be appointed by the Mayor, with the consent of the City Council. One voting member will be designated by the Police Department employees, with a term of service until the appointment of successor.

- b) The Police Pension Board of Trustees/Employee Retirement Board will meet as needed during the day and adjourn no later than 6:00 p.m.
- c) The Board has the powers and duties as designated in the Prairie Village, Kansas Police Department Revised Retirement Plan.

3. Finance Committee

- a) The Finance Committee will consist of six voting members, including a Chair and Vice-Chair, who are City Council Members, appointed by the Mayor without the consent of the City Council.
- b) The Finance Committee will meet as needed during the day and adjourn no later than 6:00 p.m.
- c) The Finance Committee will counsel and recommend policies and activities to the Governing Body and as directed by the Governing Body, including but not limited to, management of financial resources, financial/investment policies and provide direction and guidance to staff on financial issues.

4. Tree Board

- a) The Tree Board will consist of ~~nine~~ eight voting members appointed by the Mayor with the consent of the City Council, ~~which includes a Chair elected by the Committee at least every two years.~~ A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as ~~the non-voting Council Liaison~~ a voting member. All voting members are appointed by the Mayor with the consent of the City Council.
- b) The Tree Board will normally meet ~~bi-monthly, as needed,~~ at 6:00 p.m. six times per year.
- c) The Tree Board will study, investigate, assess, counsel and recommend to the Governing Body, and as directed by the Governing Body, a policy relating to trees, shrubs and other plantings upon city-owned property; to promote and preserve the beautification of the City; to provide the protection of the public health and safety; and to protect and encourage the preservation of trees, shrubs and plantings. (Ord. 1911, & 2075)

5. Parks and Recreation Committee

- a. The Parks & Recreation Committee will consist of voting members who serve as Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Ten other voting members who include one from each ward, two at-large, a tennis representative, and a swim representative are appointed by the Mayor with the consent of the City Council. There may be two non-voting youth representatives.
- b. The Parks & Recreation Committee will normally meet at 6:30 p.m. six times per year.
- c. The Park & Recreation Committee will counsel and recommend policies and activities to the Governing Body, and as directed by the Governing Body, including, but not limited to, recreational activities in the parks, intergovernmental agreements pertaining to park and recreation facilities, use of park system facilities, development of park system facilities, short and long-range plans for city parks, operations and activities related to the park system. (Ord. 1541 & 1875)

6. Police Civil Service Commission

- a. The Police Civil Service Commission will consist of five voting members appointed by the Mayor with the consent of the City Council. A Chair will be designated by the Mayor, without the consent of the City Council. Members will not hold any other public office of the City.
- b. The Civil Service Commission will meet as needed and adjourn no later than 6:00 p.m.
- c. The Civil Service Commission responsibilities, as established in PVMC 1-807 & 1-

808, including, but not limited to, assisting in determining qualifications and fitness of applicants for the position of commissioned police officer, for promotion of officers; and further will serve as an appeals board for commissioned officers. (Ord. 1468 & 1614)

7. JazzFest

- a) The JazzFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed by the Mayor without the consent of the City Council.
- b) The JazzFest Committee will meet at 5:30 p.m. as needed.
- c) The JazzFest Committee will coordinate and host the annual JazzFest event.

8. VillageFest

- a) The VillageFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed by the Mayor without the consent of the City Council.
- b) The VillageFest Committee will meet at 5:30 p.m. as needed.
- c) The VillageFest Committee will coordinate and host the annual VillageFest event.

9. Prairie Village Arts Council

- a) The Prairie Village Arts Council will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members appointed by the Mayor, with consent of the City Council, will also serve on the Committee. There may be two non-voting youth representatives.
- b) The Prairie Village Arts Council will meet at 5:30 p.m. each month, as needed.
- c) The Prairie Village Arts Council will counsel and implement policies and activities to the Governing Body and as directed by the Governing Body, including, but not limited to, promotion and development of the arts in Prairie Village and development of cultural activities for the city.

10. Environmental Committee

- a. The Environmental Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members shall be appointed by the Mayor, with the consent of the City Council. There may be two non-voting youth representatives.
- b. The Environmental Committee will normally meet at 5:30 p.m. every other month.
- c. The Environmental Committee will implement policies and activities as directed by the Governing Body, including, but not limited to, maintaining and enhancing air quality, reducing waste disposal in landfills, increasing awareness of the need to conserve natural resources and generally educating the public on methods to protect the environment.

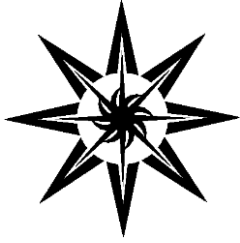
11. Planning Commission/Board of Code & Zoning Appeals

- a. The Planning Commission/Board of Code & Zoning Appeals will consist of seven voting members including a Chair, Vice-Chair and five other voting members all residing in or within three (3) miles of Prairie Village. Preference will be given to Prairie Village residents. All voting members are appointed by the Mayor with the consent of the City Council. The Chair and Vice-Chair will be elected once per year by the Commission, with different leadership elected for the Board of Code & Zoning Appeals. The term of appointment on the committee will be three years. A Council Liaison appointed by the Mayor, without the consent of the City Council, will attend meetings as a nonmember observer.

- b. The Planning Commission will meet on the First Tuesday of the month at 7 p.m. The Board of Code & Zoning Appeals will meet as needed at 6:30 p.m. on the First Tuesday of the month.
- c. The duties of the Planning Commission are described in PVMC Chapter XVI covering such responsibilities as Comprehensive Plan, subdivision & zoning regulations, approval of plats. (Ord. 1901; PVMC 16, Article 1 and their adopted bylaws). The duties of the Board of Zoning Appeals are described in PVMC 19.54 covering the hearing of requests for variances to the zoning regulations and appeals of an interpretation of the zoning regulations (Ord. 1409; PVMC 19.54).

12. Ad Hoc Committee

- a. The Mayor will appoint a voting Chair and voting members to serve on Ad Hoc Committees, as needed, and without the consent of the City Council. Meetings of the committee will be held as designated by the Mayor, the Governing Body and/or the Chair of the committee. These committees will continue to meet as long as necessary, but will not be considered permanent committees.
- b. The Committee will discuss issues as requested by the Mayor and/or the Governing Body. Ad Hoc Committees will be established by the Mayor to discuss a particular subject and make recommendations related to the subject matter to the Mayor and Council.



City Council Policy: CP001 - City Committees

Effective Date: July 1, 2019

Amends: CP001 - dated November 5, 2018

Approved By: Governing Body

I. PURPOSE

To establish public committees which will allow citizen involvement and provide recommendations to the Governing Body.

II. RESPONSIBILITY

- a. Except as otherwise provided herein, the Mayor, with the consent of the City Council, will be responsible for appointing members to serve on the committees established by this policy.
- b. The Mayor will appoint a City Council Member to serve as Committee Chair and a City Council Member to serve as Vice-Chair for the Parks and Recreation Committee, Environmental Committee, Prairie Village Arts Council, Insurance Committee, and Finance Committee. Both Council Members will be voting members.
- c. The Mayor will appoint a City Council Member to serve as a voting member of the Police Pension Board of Trustees without the consent of the City Council, and will appoint one additional voting member to the Police Pension Board of Trustees, with the consent of the City Council.
- d. The Mayor will appoint a City Council Member to serve as a voting member of the Tree Board without the consent of the City Council.
- e. The Mayor will appoint a City Council Member as a nonvoting "Council Liaison" to the VillageFest Committee and JazzFest Committee.
- f. The Mayor will appoint a City Council Member as a "Council Liaison" nonmember observer to the Planning Commission/Board of Zoning Appeals.
- g. Vacancies will be filled for the unexpired term by appointment by the Mayor with the consent of the City Council, where applicable.
- h. Each Council Member, Committee Chair, and Council Liaison (except Council Liaison to the Planning Commission/Board of Zoning Appeals) will set direction, attend meetings, communicate the Governing Body's direction, priorities, and policies, prepare committee budget, in consultation with City staff, manage city resource requests, including the budget and staff time, and report back any necessary information and recommendations to and from the City Council.
- i. City staff will be responsible for publicizing meeting notices, providing budget and policy oversight, and assisting with committee objectives, as needed. They will attend meetings at their discretion. Committees will normally be responsible for taking their own minutes and submitting them to the Staff Liaison, once approved by the Committee.
- j. Committee members will have responsibility for a majority of administrative tasks and cannot delegate to City staff without prior approval from the Committee Chair, Vice-Chair, or City Administration.
- k. All committee meetings, including subcommittee meetings and special meetings, are considered open meetings if a quorum is present, as defined by Kansas Open Meetings Act.
- l. Committee meetings will be held on public property unless permission is granted from the Mayor and Committee Chair. The Committee Chair and/or Vice-Chair must be

present at the business meetings.

III APPOINTMENT PROCESS

- a. The following process is outlined as a guide for committee appointments. Minor adjustments may be made by the Mayor and City Administrator.
- b. Advertise opportunities in October and November in the Village Voice, City website, news release, etc.
- c. Applications are due by December 1; online applications preferred. All materials will be sent to the City Council once the application period has closed.
- d. Committee Chair Council Liaison and City staff representative discuss incumbents, attendance and contributions to the committee along with applications and vacancies, and may interview candidates. The Committee Chair and Council Liaison for each committee, except the Planning Commission/Board of Zoning Appeals, will recommend appointments to the Mayor.
- e. For Planning Commission/Board of Zoning Appeals, the selection committee will consist of the Mayor, Planning Commission Council Liaison, Deputy City Administrator, Planning Consultant, and Council President. The selection committee will recommend appointments to the Mayor.
- f. Mayor will make the final determination of recommended appointees for all committees.
- g. Recommended appointments will be included in the agenda packet prior to the Council meetings.
- h. Mayoral appointment of Council members to serve on committees, as directed by this policy, will typically become effective in March.
- i. Applicants who are not selected or approved will be notified by City administration.
- j. Appointments will typically be presented and voted on at a City Council meeting in March.
- k. In the event of vacancies after the regular annual appointments, the applicants who submitted applications in October and November will be first considered, and vacant positions will be re-advertised, if needed.
- l. All appointed Committee Members and non-appointed Volunteers must sign a liability and photo waiver prior to serving on a Committee or volunteering for the City.

V. REMOVAL PROCESS

The following process is outlined as a guide for the removal of a committee member. This does not apply to the members of the Planning Commission, whose removal is governed by Ord. 1901; PVMC 16, Article 1 and the adopted bylaws of the Planning Commission.

Appointees serve at the pleasure of the Governing Body. A committee member may be removed prior to the expiration of his or her term by the recommendation of the Council Liaison and City Administrator, with final approval by the Mayor. All committee members are expected to attend meetings and are subject to the City's ethics code. This removal process applies to appointed committee members and non-appointed committee volunteers.

VI. COMMITTEE GUIDELINES

- a. Length of Terms - All committee terms will be two years, except for Planning Commission, Civil Service Commission, and Tree Board, who, by code, serve for three years, and Committee Chairs, Council Liaisons, and youth representatives, who serve for a one-year term. All committee members and youth representatives will serve without compensation.
- b. Attendance - All committee members must attend 75% of meetings held in a calendar year. A member who does not meet attendance requirements may be subject to removal prior to the end of the appointed term. Members who are unable to attend a

meeting must notify the Committee Chair or Staff Liaison in advance to ensure a quorum will be present.

- c. City Operation Committees include the Insurance Committee, Police Pension Board/Employee Retirement Committee, Finance Committee, Tree Board, Parks and Recreation Committee, and the Civil Service Commission.
- d. Event Committees include the JazzFest Committee and the VillageFest Committee, which are responsible for specific city-sponsored events.
- e. Lifestyle Committees include the Environmental Committee and the Arts Council.
- f. Statutory Committees include the Planning Commission, Board of Zoning Appeals, and the Board of Code Appeals as required by Kansas Statutes.
- g. Committee Resources - City Council reviews and approves the committee budget each year. No committee is allowed to lend or transfer given funds to another committee or another organization without staff approval except The Prairie Village Foundation. The committee budget is for specific items or events, which are the responsibility of that committee. If additional funds are needed, committee representatives must make a request to the City Council. No committee may use its funds to contribute funding support to another organization outside of required membership dues without specific City Council approval.
- h. If a committee desires additional staff time for an event, initiative, or program, that request will be communicated to the City Administrator through the Committee Chair or Council Liaison. Any significant new program or proposal that requires staff time or additional funding will need to come before the City Council to determine if and where it fits on the priority list and obtain City Council approval before the committee may proceed.
- i. Special meetings may be called by the Committee Chair, with approval of the Mayor, along with required public notification.
- j. A quorum for each committee is a majority of the then sitting, voting members of each committee.
- k. Notice of all meetings must be posted on the City's website.

POLICY

There are established public committees with the following requirements for membership, meetings and duties:

1. Insurance Committee

- a. The Insurance Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. The Mayor, with the consent of the City Council, appoints three other voting members who have an insurance background.
- b. The Insurance Committee will meet during the day as needed and adjourn no later than 6:00 p.m.
- c. The Insurance Committee will monitor and discuss insurance issues relating to the City and recommend insurance bid award, when applicable.

2. Police Pension Board of Trustees/Employee Retirement Board

- a) The Police Pension Board of Trustees/Employee Retirement Board will consist of three voting members. One member will be a council member who is appointed by the Mayor, without the consent of the City Council. One member will be appointed by the Mayor, with the consent of the City Council. One voting member will be designated by the Police Department employees, with a term of service until the appointment of successor.
- b) The Police Pension Board of Trustees/Employee Retirement Board will meet as needed during the day and adjourn no later than 6:00 p.m.
- c) The Board has the powers and duties as designated in the Prairie Village, Kansas Police Department Revised Retirement Plan.

3. Finance Committee

- a) The Finance Committee will consist of six voting members, including a Chair and Vice-Chair, who are City Council Members, appointed by the Mayor without the consent of the City Council.
- b) The Finance Committee will meet as needed during the day and adjourn no later than 6:00 p.m.
- c) The Finance Committee will counsel and recommend policies and activities to the Governing Body and as directed by the Governing Body, including but not limited to, management of financial resources, financial/investment policies and provide direction and guidance to staff on financial issues.

4. Tree Board

- a) The Tree Board will consist of eight voting members appointed by the Mayor with the consent of the City Council. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as a voting member. All voting members are appointed by the Mayor with the consent of the City Council.
- b) The Tree Board will normally meet at 6:00 p.m. six times per year.
- c) The Tree Board will study, investigate, assess, counsel and recommend to the Governing Body, and as directed by the Governing Body, a policy relating to trees, shrubs and other plantings upon city-owned property; to promote and preserve the beautification of the City; to provide the protection of the public health and safety; and to protect and encourage the preservation of trees, shrubs and plantings. (Ord. 1911, & 2075)

5. Parks and Recreation Committee

- a. The Parks & Recreation Committee will consist of voting members who serve as Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Ten other voting members who include one from each ward, two at-large, a tennis representative, and a swim representative are appointed by the Mayor with the consent of the City Council. There may be two non-voting youth representatives.
- b. The Parks & Recreation Committee will normally meet at 6:30 p.m. six times per year.
- c. The Park & Recreation Committee will counsel and recommend policies and activities to the Governing Body, and as directed by the Governing Body, including, but not limited to, recreational activities in the parks, intergovernmental agreements pertaining to park and recreation facilities, use of park system facilities, development of park system facilities, short and long-range plans for city parks, operations and activities related to the park system. (Ord. 1541 & 1875)

6. Police Civil Service Commission

- a. The Police Civil Service Commission will consist of five voting members appointed by the Mayor with the consent of the City Council. A Chair will be designated by the Mayor, without the consent of the City Council. Members will not hold any other public office of the City.
- b. The Civil Service Commission will meet as needed and adjourn no later than 6:00 p.m.
- c. The Civil Service Commission responsibilities, as established in PVMC 1-807 & 1-808, including, but not limited to, assisting in determining qualifications and fitness of applicants for the position of commissioned police officer, for promotion of officers; and further will serve as an appeals board for commissioned officers. (Ord. 1468 & 1614)

7. JazzFest

- a) The JazzFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed by the Mayor without the consent of the City Council.
- b) The JazzFest Committee will meet at 5:30 p.m. as needed.
- c) The JazzFest Committee will coordinate and host the annual JazzFest event.

8. VillageFest

- a) The VillageFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed by the Mayor without the consent of the City Council.
- b) The VillageFest Committee will meet at 5:30 p.m. as needed.
- c) The VillageFest Committee will coordinate and host the annual VillageFest event.

9. Prairie Village Arts Council

- a) The Prairie Village Arts Council will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members appointed by the Mayor, with consent of the City Council, will also serve on the Committee. There may be two non-voting youth representatives.
- b) The Prairie Village Arts Council will meet at 5:30 p.m. each month, as needed.
- c) The Prairie Village Arts Council will counsel and implement policies and activities to the Governing Body and as directed by the Governing Body, including, but not limited to, promotion and development of the arts in Prairie Village and development of cultural activities for the city.

10. Environmental Committee

- a. The Environmental Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members shall be appointed by the Mayor, with the consent of the City Council. There may be two non-voting youth representatives.
- b. The Environmental Committee will normally meet at 5:30 p.m. every other month.
- c. The Environmental Committee will implement policies and activities as directed by the Governing Body, including, but not limited to, maintaining and enhancing air quality, reducing waste disposal in landfills, increasing awareness of the need to conserve natural resources and generally educating the public on methods to protect the environment.

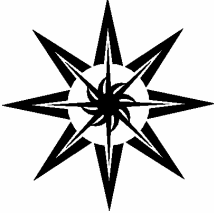
11. Planning Commission/Board of Code & Zoning Appeals

- a. The Planning Commission/Board of Code & Zoning Appeals will consist of seven voting members including a Chair, Vice-Chair and five other voting members all residing in or within three (3) miles of Prairie Village. Preference will be given to Prairie Village residents. All voting members are appointed by the Mayor with the consent of the City Council. The Chair and Vice-Chair will be elected once per year by the Commission, with different leadership elected for the Board of Code & Zoning Appeals. The term of appointment on the committee will be three years. A Council Liaison appointed by the Mayor, without the consent of the City Council, will attend

- meetings as a nonmember observer.
- b. The Planning Commission will meet on the First Tuesday of the month at 7 p.m. The Board of Code & Zoning Appeals will meet as needed at 6:30 p.m. on the First Tuesday of the month.
 - c. The duties of the Planning Commission are described in PVMC Chapter XVI covering such responsibilities as Comprehensive Plan, subdivision & zoning regulations, approval of plats. (Ord. 1901; PVMC 16, Article 1 and their adopted bylaws). The duties of the Board of Zoning Appeals are described in PVMC 19.54 covering the hearing of requests for variances to the zoning regulations and appeals of an interpretation of the zoning regulations (Ord. 1409; PVMC 19.54).

12. Ad Hoc Committee

- a. The Mayor will appoint a voting Chair and voting members to serve on Ad Hoc Committees, as needed, and without the consent of the City Council. Meetings of the committee will be held as designated by the Mayor, the Governing Body and/or the Chair of the committee. These committees will continue to meet as long as necessary, but will not be considered permanent committees.
- b. The Committee will discuss issues as requested by the Mayor and/or the Governing Body. Ad Hoc Committees will be established by the Mayor to discuss a particular subject and make recommendations related to the subject matter to the Mayor and Council.



ADMINISTRATION CONSENT AGENDA

Council Meeting Date: July 1, 2019

Consider Reappointment of City Municipal Judges and Prosecutor

RECOMMENDATION

Ratification of the Mayor's reappointment of the following City Officials:

Michelle Decicco	Municipal Judge
Karen Torline	Municipal Judge
Ashley Repp	City Prosecutor

BACKGROUND

Under the terms of the Municipal Code, these positions are Mayoral appointments for two-year terms. The compensation of these offices shall be fixed by agreement.

- Michelle DeCicco was appointed as Municipal Judge in January of 2016. She is a graduate of the University of Kansas and Washburn University School of Law. In addition to her private practice, she serves as Pro tem Judge and Pro tem Prosecutor for the cities of Merriam, Lenexa, Overland Park, Roeland Park, Shawnee and Miami County. The new contract includes increasing Judge DeCicco's compensation from \$425 to \$435 for arraignment dockets and from \$450 to \$460 for plea dockets. This increase is accounted for in the 2019 and 2020 budgets.
- Karen Torline was appointed as Municipal Judge in January of 2017, replacing retiring Judge M. Virginia "Jennie" Clark. She is a graduate of the Kansas State University and Kansas University School of Law. Ms. Torline currently serves as Municipal Judge for the cities of Shawnee, Roeland Park, and Edgerton. The new contract includes increasing Judge Torline's compensation from \$425 to \$435 for arraignment dockets and from \$450 to \$460 for plea dockets. This increase is accounted for in the 2019 and 2020 budgets.
- Ashley Repp was appointed as City Prosecutor in October of 2018, replacing Debra Vermillion. Ms. Repp is a graduate of University of Missouri. In addition to her private practice, she serves as the City Prosecutor for Gardner and Pro tem City Prosecutor in Shawnee and several other municipalities. The contract includes increasing Prosecutor Repp's monthly rate from \$1,800 to \$2,000. This increase is accounted for in the 2019 and 2020 budgets.

Each of these individuals are invaluable in ensuring our municipal court operates fairly and efficiently. The compensation increases are recommended to remain competitive with what other cities pay for these same services.

ATTACHMENTS

Professional Services Agreement with Michelle DeCicco
Professional Services Agreement with Karen Torline
Professional Services Agreement with Ashley Repp

PREPARED BY

Deana Scott
Court Administrator

**PROFESSIONAL SERVICES AGREEMENT
MUNICIPAL JUDGE CONTRACT**

This MUNICIPAL JUDGE CONTRACT ("Contract"), made and entered into effective as of July 1, 2019, by and between **Michelle DeCicco** (the "Judge") and the **City of Prairie Village, Kansas**, a Kansas municipal corporation (the "City").

The Judge and the City, for the mutual promises and consideration hereinafter set forth, agree as follows:

1. Scope of Work.

a. The Judge shall provide the services as described in Exhibit A (the "Work"), all as attached and incorporated herein.

b. The Judge shall be solely responsible for all means, methods, techniques and sequences for coordinating all portions of the Work. The Judge shall be responsible to the City for the acts and omissions of his or her agents and employees, and other persons performing any of the Work.

c. The Judge is free to establish and control his or her times of performance of the Work and the City shall not dictate time of performance except as required for presiding over municipal court dockets as noted in Exhibit A.

d. The Judge is not required to perform work exclusively for the City during the term of this Contract.

2. Independent Contractor. This Contract does not create an employer/employee relationship between the parties. It is the parties' intention that the Judge will be an independent contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Kansas revenue and taxation laws, Kansas workers' compensation law, and Kansas unemployment insurance law. The Judge will retain sole and absolute discretion and judgment in the manner and means of carrying out the Judge's activities and responsibilities hereunder. The Judge agrees that it is a separate and independent enterprise from the City, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the Work. This Contract shall not be construed as creating any joint employment relationship between the Judge and the City, and the City will not be liable for any obligation incurred by the Judge, including, but not limited to, unpaid minimum wages and/or overtime premiums.

3. License. The Judge shall at all times hold an unrestricted license to practice law in the State of Kansas. The Judge shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work.

4. Annual Training. The Judge is strongly encouraged to attend the annual

conference for municipal judges continuing legal education conference hosted by the Kansas Supreme Court Office of Judicial Administration ("OJA"). The OJA does not charge a fee to municipal judges for such attendance and also will reimburse Judge for hotel, travel and provide a per diem for food. To the extent that OJA does not cover those costs, they will be covered by the City. Judge will notify the Court Administrator of her ability annually to attend this conference.

5. Indemnification. The Judge shall appear, defend, indemnify and hold harmless the City, members of the City's governing body, its officers, agents, representatives, successors and assigns from and against all claims of any character or nature, demands, suits, actions and costs arising out of the Work performed under the terms of this Contract, or on account of any act or omission by the Judge or its agents, employees or representatives, or from any claims or amounts arising or recovered under workers' compensation laws or any other law, bylaw or ordinance, order, decree or any failure on the part of the Judge to fulfill the Judge's obligations under this Contract. Without limiting the generality of the preceding sentence, it is the intent of the parties to this Contract that the City shall, in all instances, be indemnified against all liability losses and damages of any nature whatsoever for or on account of any injuries to or death of persons or damages to or destruction of property belonging to any person arising out of or in any way connected with the performance of this Contract. The provisions of this paragraph shall survive termination of this Contract.

6. Governing Law. This Contract shall be governed by the laws of the State of Kansas.

7. Contract Fee. The Judge shall be compensated for the Work as set forth in Exhibit A. The Judge shall provide a monthly statement for services. The City shall promptly pay amounts due to the Judge.

8. Contract Term. The term of this Contract will be for a period commencing on July 1, 2019 and continue through June 30, 2021.

9. Termination. If the Judge fails to adequately perform the services or is otherwise determined by the City to have committed misconduct, City may immediately terminate this Contract by written notice to Judge. Either party may terminate this Contract at any time, without cause, subject to an obligation to give notice in writing to the other party at least sixty (60) days prior to termination. Termination is effective sixty (60) days from the date of the written notice unless otherwise specified therein. Notwithstanding the termination, the City will remain obligated to pay the Judge all fees incurred prior thereto.

10. Rights and Remedies. The duties and obligations imposed by this Contract and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the City or the Judge shall constitute a waiver of any right or duty afforded the parties under the Contract, nor shall any action or failure to act constitute an approval of or acquiescence to any briefs hereunder, except as may be specifically agreed to in writing.

11. Litigation. Should litigation be necessary to enforce any term or provision under

this Contract, or to collect any damages claimed or portion of the amount payable under this Contract, then all litigation and collection expenses, witness fees, court costs and attorneys' fees shall be paid to the prevailing party. Nothing herein shall preclude non-binding arbitration if the parties so elect in the event of a dispute hereunder.

12. Entire Agreement. This Contract constitutes the entire agreement between the parties relative to the subject matter.

13. Amendment. No amendment or modification of this Contract shall be valid or effective, unless in writing and signed by the parties to this Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed, the day and year first herein written.

JUDGE:

**THE CITY OF PRAIRIE VILLAGE,
KANSAS**

Sign: _____
Michelle DeCicco

By: _____
Eric Mikkelson
Mayor

ATTEST:

By: _____
Adam Geffert
City Clerk

APPROVED AS TO FORM:

By: _____
David E. Waters
City Attorney

EXHIBIT A
SCOPE OF WORK & CONTRACT RATE

1. The Judge shall serve as one of two municipal court judges for the City of Prairie Village, Kansas. The Judge's primary responsibilities shall include, but are not limited to, the following:
 - (a) Alternatively, with the second appointed municipal court judge, presiding over the Court's regularly scheduled dockets, including video appearances when necessary;
 - (b) Scheduling and presiding over such additional or special dockets or hearings as may from time to time be necessary for expeditious disposition of pending matters;
 - (c) Establishing or ratifying a fine schedule applicable to traffic infractions and any other violation for which a scheduled fine is permissible;
 - (d) Establishing or ratifying policies and procedures for posting and revocation of appearance bonds;
 - (e) Adjudging such convictions, acquittals and other dispositions as the evidence and law warrant;
 - (f) Imposing authorized punishment upon persons convicted of violating city ordinances;
 - (g) Issuing such subpoenas, arrest warrants and other process as court procedures and the facts and law warrant; and
 - (h) Providing such services as are required by the Hearing Officer under City Code Sec. 5-801 *et seq.* (Prohibited Discrimination in Employment, Housing, or Public Accommodations).
2. The Judge shall, in the ordinary course of his or her duties, coordinate administrative aspects of his performance hereunder with the Court Administrator or designee to ensure effective and efficient operation of the Court. Administrative matters not resolved through such coordination shall be submitted to the City Administrator for resolution; provided, that this Contract shall not be construed to require the Judge to perform any act which would violate the Code of Judicial Conduct.
3. All municipal court dockets shall be conducted in the courtroom of the Prairie Village Municipal Court, 7700 Mission Road, Prairie Village, KS 66208; provided, that if the courtroom is unavailable by reason of damage, destruction or public emergency, the City may designate another suitable location.
4. The Municipal Court dockets are held on designated Tuesdays' beginning at 8 a.m. and designated Thursdays beginning at 3:00 p.m. as more fully set forth on the City's Municipal Court Calendar. Judge and the second appointed municipal judge will mutually agree upon a schedule of dockets to be presided over by each, and in a manner that ensures coverage of all dockets.
5. The Judge will be compensated \$435 per each arraignment docket and \$460 per each plea docket presided over by Judge.

**PROFESSIONAL SERVICES AGREEMENT
MUNICIPAL JUDGE CONTRACT**

This MUNICIPAL JUDGE CONTRACT ("Contract"), made and entered into effective as of July 1, 2019, by and between **Karen Torline** (the "Judge") and the **City of Prairie Village, Kansas**, a Kansas municipal corporation (the "City").

The Judge and the City, for the mutual promises and consideration hereinafter set forth, agree as follows:

1. Scope of Work.

a. The Judge shall provide the services as described in Exhibit A (the "Work"), all as attached and incorporated herein.

b. The Judge shall be solely responsible for all means, methods, techniques and sequences for coordinating all portions of the Work. The Judge shall be responsible to the City for the acts and omissions of his or her agents and employees, and other persons performing any of the Work.

c. The Judge is free to establish and control his or her times of performance of the Work and the City shall not dictate time of performance except as required for presiding over municipal court dockets as noted in Exhibit A.

d. The Judge is not required to perform work exclusively for the City during the term of this Contract.

2. Independent Contractor. This Contract does not create an employer/employee relationship between the parties. It is the parties' intention that the Judge will be an independent contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Kansas revenue and taxation laws, Kansas workers' compensation law, and Kansas unemployment insurance law. The Judge will retain sole and absolute discretion and judgment in the manner and means of carrying out the Judge's activities and responsibilities hereunder. The Judge agrees that it is a separate and independent enterprise from the City, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the Work. This Contract shall not be construed as creating any joint employment relationship between the Judge and the City, and the City will not be liable for any obligation incurred by the Judge, including, but not limited to, unpaid minimum wages and/or overtime premiums.

3. License. The Judge shall at all times hold an unrestricted license to practice law in the State of Kansas. The Judge shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work.

4. Annual Training. The Judge is strongly encouraged to attend the annual

conference for municipal judges continuing legal education conference hosted by the Kansas Supreme Court Office of Judicial Administration ("OJA"). The OJA does not charge a fee to municipal judges for such attendance and also will reimburse Judge for hotel, travel and provide a per diem for food. To the extent that OJA does not cover those costs, they will be covered by the City. Judge will notify the Court Administrator of her ability annually to attend this conference.

5. Indemnification. The Judge shall appear, defend, indemnify and hold harmless the City, members of the City's governing body, its officers, agents, representatives, successors and assigns from and against all claims of any character or nature, demands, suits, actions and costs arising out of the Work performed under the terms of this Contract, or on account of any act or omission by the Judge or its agents, employees or representatives, or from any claims or amounts arising or recovered under workers' compensation laws or any other law, bylaw or ordinance, order, decree or any failure on the part of the Judge to fulfill the Judge's obligations under this Contract. Without limiting the generality of the preceding sentence, it is the intent of the parties to this Contract that the City shall, in all instances, be indemnified against all liability losses and damages of any nature whatsoever for or on account of any injuries to or death of persons or damages to or destruction of property belonging to any person arising out of or in any way connected with the performance of this Contract. The provisions of this paragraph shall survive termination of this Contract.

6. Governing Law. This Contract shall be governed by the laws of the State of Kansas.

7. Contract Fee. The Judge shall be compensated for the Work as set forth in Exhibit A. The Judge shall provide a monthly statement for services. The City shall promptly pay amounts due to the Judge.

8. Contract Term. The term of this Contract will be for a period commencing on July 1, 2019 and continue through June 30, 2021.

9. Termination. If the Judge fails to adequately perform the services or is otherwise determined by the City to have committed misconduct, City may immediately terminate this Contract by written notice to Judge. Either party may terminate this Contract at any time, without cause, subject to an obligation to give notice in writing to the other party at least sixty (60) days prior to termination. Termination is effective sixty (60) days from the date of the written notice unless otherwise specified therein. Notwithstanding the termination, the City will remain obligated to pay the Judge all fees incurred prior thereto.

10. Rights and Remedies. The duties and obligations imposed by this Contract and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the City or the Judge shall constitute a waiver of any right or duty afforded the parties under the Contract, nor shall any action or failure to act constitute an approval of or acquiescence to any briefs hereunder, except as may be specifically agreed to in writing.

11. Litigation. Should litigation be necessary to enforce any term or provision under

this Contract, or to collect any damages claimed or portion of the amount payable under this Contract, then all litigation and collection expenses, witness fees, court costs and attorneys' fees shall be paid to the prevailing party. Nothing herein shall preclude non-binding arbitration if the parties so elect in the event of a dispute hereunder.

12. Entire Agreement. This Contract constitutes the entire agreement between the parties relative to the subject matter.

13. Amendment. No amendment or modification of this Contract shall be valid or effective, unless in writing and signed by the parties to this Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed, the day and year first herein written.

JUDGE:

**THE CITY OF PRAIRIE VILLAGE,
KANSAS**

Sign: _____
Karen Torline

By: _____
Eric Mikkelson
Mayor

ATTEST:

By: _____
Adam Geffert
City Clerk

APPROVED AS TO FORM:

By: _____
David E. Waters
City Attorney

EXHIBIT A
SCOPE OF WORK & CONTRACT RATE

1. The Judge shall serve as one of two municipal court judges for the City of Prairie Village, Kansas. The Judge's primary responsibilities shall include, but are not limited to, the following:
 - (a) Alternatively, with the second appointed municipal court judge, presiding over the Court's regularly scheduled dockets, including video appearances when necessary;
 - (b) Scheduling and presiding over such additional or special dockets or hearings as may from time to time be necessary for expeditious disposition of pending matters;
 - (c) Establishing or ratifying a fine schedule applicable to traffic infractions and any other violation for which a scheduled fine is permissible;
 - (d) Establishing or ratifying policies and procedures for posting and revocation of appearance bonds;
 - (e) Adjudging such convictions, acquittals and other dispositions as the evidence and law warrant;
 - (f) Imposing authorized punishment upon persons convicted of violating city ordinances;
 - (g) Issuing such subpoenas, arrest warrants and other process as court procedures and the facts and law warrant; and
 - (h) Providing such services as are required by the Hearing Officer under City Code Sec. 5-801 *et seq.* (Prohibited Discrimination in Employment, Housing, or Public Accommodations).
2. The Judge shall, in the ordinary course of his or her duties, coordinate administrative aspects of his performance hereunder with the Court Administrator or designee to ensure effective and efficient operation of the Court. Administrative matters not resolved through such coordination shall be submitted to the City Administrator for resolution; provided, that this Contract shall not be construed to require the Judge to perform any act which would violate the Code of Judicial Conduct.
3. All municipal court dockets shall be conducted in the courtroom of the Prairie Village Municipal Court, 7700 Mission Road, Prairie Village, KS 66208; provided, that if the courtroom is unavailable by reason of damage, destruction or public emergency, the City may designate another suitable location.
4. The Municipal Court dockets are held on designated Tuesdays' beginning at 8 a.m. and designated Thursdays beginning at 3:00 p.m. as more fully set forth on the City's Municipal Court Calendar. Judge and the second appointed municipal judge will mutually agree upon a schedule of dockets to be presided over by each, and in a manner that ensures coverage of all dockets.
5. The Judge will be compensated \$435 per each arraignment docket and \$460 per each plea docket presided over by Judge.

**PROFESSIONAL SERVICES AGREEMENT
CITY PROSECUTOR CONTRACT**

This CITY PROSECUTOR CONTRACT ("Contract"), made and entered into effective as of July 1, 2019, by and between **Ashley Repp** (the "Contractor") and the **City of Prairie Village, Kansas**, a Kansas municipal corporation (the "City").

The Contractor and the City, for the mutual promises and consideration hereinafter set forth, agree as follows:

1. Scope of Work.

a. The Contractor shall provide the services as described in Exhibit A (the "Work"), all as attached and incorporated herein.

b. The Contractor shall be solely responsible for all means, methods, techniques and sequences for coordinating all portions of the Work. The Contractor shall be responsible to the City for the acts and omissions of his or her agents and employees, and other persons performing any of the Work.

c. The Contractor is free to establish and control his or her times of performance of the Work and the City shall not dictate time of performance except as required for presiding over municipal court dockets as noted in Exhibit A.

d. The Contractor is not required to perform work exclusively for the City during the term of this Contract.

2. Independent Contractor. This Contract does not create an employer/employee relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Kansas revenue and taxation laws, Kansas workers' compensation law, and Kansas unemployment insurance law. The Contractor will retain sole and absolute discretion and judgment in the manner and means of carrying out the Contractor's activities and responsibilities hereunder. The Contractor agrees that it is a separate and independent enterprise from the City, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the Work. This Contract shall not be construed as creating any joint employment relationship between the Contractor and the City, and the City will not be liable for any obligation incurred by the Contractor, including, but not limited to, unpaid minimum wages and/or overtime premiums.

3. License. The Contractor shall at all times hold an unrestricted license to practice law in the State of Kansas. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work.

4. Indemnification. The Contractor shall appear, defend, indemnify and hold harmless the City, members of the City's governing body, its officers, agents, representatives, successors and assigns from and against all claims of any character or nature, demands, suits, actions and costs arising out of the Work performed under the terms of this Contract, or on account of any act or omission by the Contractor or its agents, employees or representatives, or from any claims or amounts arising or recovered under workers' compensation laws or any other law, bylaw or ordinance, order, decree or any failure on the part of the Contractor to fulfill the Contractor's obligations under this Contract. Without limiting the generality of the preceding sentence, it is the intent of the parties to this Contract that the City shall, in all instances, be indemnified against all liability losses and damages of any nature whatsoever for or on account of any injuries to or death of persons or damages to or destruction of property belonging to any person arising out of or in any way connected with the performance of this Contract. The provisions of this paragraph shall survive termination of this Contract.

5. Governing Law. This Contract shall be governed by the laws of the State of Kansas.

6. Insurance. The Contractor shall purchase and maintain professional liability insurance in minimum amounts of two hundred fifty thousand dollars (\$250,000.00) per specific claim and seven hundred fifty thousand dollars (\$750,000.00) per aggregate claim per occurrence. If required by the City, Certificates of Insurance acceptable to the City shall be filed with the City at all times while this Contract is in effect. The Certificates shall contain a provision stating that coverage is supported and that the policies will not expire, be canceled or changed until all Work has been completed and accepted by the City.

7. Contract Fee. The Contractor shall be compensated for the Work as set forth in Exhibit A. The Contractor shall provide a monthly statement for services. The City shall promptly pay amounts due to the Contractor.

8. Contract Term. The term of this Contract will be for a period commencing on July 1, 2019 and continue through June 30, 2021.

9. Termination. If the Contractor fails to adequately perform the services or is otherwise determined by the City to have committed misconduct, City may immediately terminate this Contract by written notice to Contractor. Either party may terminate this Contract at any time, without cause, subject to an obligation to give notice in writing to the other party at least sixty (60) days prior to termination. Termination is effective sixty (60) days from the date of the written notice unless otherwise specified therein. Notwithstanding the termination, the City will remain obligated to pay the Contractor all fees incurred prior thereto.

10. Rights and Remedies. The duties and obligations imposed by this Contract and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the City or the Contractor shall constitute a waiver of any right or duty afforded the parties under the Contract, nor shall any action or failure to act constitute an approval of or acquiescence to any briefs hereunder, except as may be specifically agreed to in writing.

11. Litigation. Should litigation be necessary to enforce any term or provision under this Contract, or to collect any damages claimed or portion of the amount payable under this Contract, then all litigation and collection expenses, witness fees, court costs and attorneys' fees shall be paid to the prevailing party. Nothing herein shall preclude non-binding arbitration if the parties so elect in the event of a dispute hereunder.

12. Entire Agreement. This Contract constitutes the entire agreement between the parties relative to the subject matter.

13. Amendment. No amendment or modification of this Contract shall be valid or effective, unless in writing and signed by the parties to this Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed, the _____ day _____ and _____ year _____ first _____ herein _____ written.

CONTRACTOR:

**THE CITY OF PRAIRIE VILLAGE,
KANSAS**

Sign: _____
Ashley Repp

By: _____
Eric Mikkelson
Mayor

ATTEST:

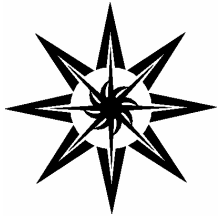
By: _____
Adam Geffert
City Clerk

APPROVED AS TO FORM:

By: _____
David E. Waters
City Attorney

EXHIBIT A
SCOPE OF WORK & CONTRACT RATE

1. The Contractor shall serve as the City Prosecutor for the City of Prairie Village, Kansas. The Contractor's primary responsibilities shall include, but are not limited to, prosecution of misdemeanors, traffic violations that occur within the City and violations of Prairie Village City Ordinances.
2. The Contractor shall render to the best of its abilities, in accordance with applicable professional standards, the services, legal representation and advice described herein during the continuance of this Contract.
3. The Contractor agrees to faithfully represent the interests of the City in carrying out his or her duties as City Prosecutor and in accordance with established prosecution standards and policies.
4. The Contractor's services shall include attendance at hearings to represent the City of Prairie Village as City Prosecutor in the Municipal Court and preparation for such hearings. Hearing, trial, arraignment and plea dockets will be as specified by the City from time to time and will be held in the council chambers at City Hall.
5. The Contractor will be compensated \$2,000.00 per month for the period July 1, 2019 through June 30, 2021 for prosecution services described in paragraph 4 above.
6. The Contractor shall also be required to continue its representation of the City when a case is appealed to the Johnson County District Court. The Contractor may also be requested from time to time to provide legal advice to the police department not involving the prosecution of individual cases. The Contractor shall be compensated at an hourly rate of \$130.00 for such appeal work.
7. The Contractor shall be responsible for arranging for substitute counsel when unable, for any reason, to appear in Court. Substitute counsel shall not be used routinely. Generally, substitute counsel shall be used only when the Contractor cannot serve as City Prosecutor because of illness or prior legal commitment in another Court. The Contractor shall provide the City and the City Attorney with a list of the name(s), address(es), telephone number(s), Kansas Bar number(s), and professional resumes of substitute counsel who will be responsible for providing City Prosecutor services. All substitute counsel on such list must be approved by the City in advance. All services performed by substitute counsel shall be the sole responsibility of the Contractor, including matters of compensation due and payable to substitute counsel for work performed.
8. Contractor shall provide such services as are required by the Investigator under City Code Sec. 5-801 *et seq.* (Prohibited Discrimination in Employment, Housing, or Public Accommodations).



MAYOR

City Council Meeting Date: July 1, 2019

Consider Reappointment of City Treasurer

RECOMMENDATION

Mayor Mikkelson requests the City Council ratify the reappointment of Fielding Norton to serve as City Treasurer.

MOTION

Move to ratify Mayor Mikkelson's appointment of Fielding Norton as City Treasurer.

BACKGROUND

Under the terms of the Municipal Code, the following positions within the City are appointive positions with two-year terms: City Attorney, Assistant City Attorney, Municipal Judges, City Prosecutor, City Treasurer and City Architect.

Upon reappointment, Mr. Norton will serve as City Treasurer no later than December 31, 2019. If a new Treasurer is hired prior to that date, Mr. Norton will complete his service at that time.

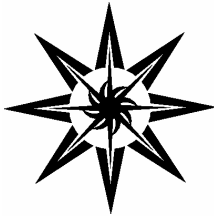
ATTACHMENTS

PREPARED BY

Adam Geffert

City Clerk

Date: June 12, 2019



MAYOR

**Council Meeting Date: July 1, 2019
CONSENT AGENDA**

Consider Appointment to the Arts Council

RECOMMENDATION

Mayor Mikkelson requests Council ratification of the appointment of Bonnie Limbird to the Prairie Village Arts Council.

BACKGROUND

Mrs. Limbird is being recommended for appointment to the Arts Council per Council Policy CP001. Ms. Limbird will fill the unexpired term of Anette Hadley, whose term will expire in 2020.

ATTACHMENTS

Volunteer Application

PREPARED BY

Adam Geffert
City Clerk

Date: June 12, 2019

Arts Council Volunteer Application

Name: Bonnie Limbird

Ward: 3

Biography:

I am an 11-year resident of Prairie Village, a homeowner, and the parent of one Indian Hills Middle School student. I have a Bachelor of Fine Arts, and I practice Interior Design with a 45+ year architecture firm. My interests have always drawn me to the creative arts, and I've been a supporter of our local events and institutions my entire adult life: Kansas City Repertory, Nelson-Atkins Museum of Art, Prairie Village Art Fair, Color + Couture, and more.

I strongly believe that a fully supported arts program can create a positive impact on our evolving community and bring together people from across multiple boundaries to increase understanding between disparate groups of our population. We can find commonality in the unlikeliest of art forms and learn things about other cultures that we wouldn't have stepped outside our comfort zone to learn in any other way.

I have an abundance of idea to share for ways that Prairie Village can let the arts help facilitate this exchange of ideas and cultures throughout our community and engage a larger cross-section, and I have a vast local network to engage thought leaders and artistic-minded people to gather even more ideas and feedback. I'm an excellent connector and communicator, and I would love the opportunity, and be honored, to represent my friends and neighbors in PV on the Arts Council.

My volunteer engagement in my various personal and professional communities to date has included:

- **Belinder Elementary PTA:**
 - Past-President 2018-2019
 - President 2016-2018
 - President-Elect 2015-2016
 - Secretary 2013-2015
- **Girl Scouts of NEW Kansas and NW Missouri**
 - Day Camp Business Manager 2017-Current
 - Troop Treasurer 2013-2018
 - Council Board of Directors 2012-2014
 - Troop Leader 2011-2013
- **Johnson County Library Foundation**
 - Website and Communications Volunteer 2014-2016
- **Maddie Rhodes Center**
 - Fund Development Volunteer 2013-2014
- **International Interior Design Association, Mid-America Chapter**
 - President-Elect/President/Past President 2009-2011



PUBLIC WORKS DEPARTMENT

Council Meeting Date: July 1, 2019
CONSENT AGENDA

CONSIDER APPROVAL OF UTILITY EASEMENT ON CITY HALL PROPERTY

RECOMMENDATION

Move to authorize the Mayor to sign the easement document dedicating 10' Utility Easement on the north end of the City Hall Property.

BACKGROUND

Recent upgrades to technology are requiring that some of the service providers on the tower have need to connect to those facilities with fiber optic. After two requests by providers to bring construction activities on City Hall Property, staff determined through ownership and encumbrance documents, that there is no easement in this area. This new utility easement provides a path for the providers to place cable and other needed below ground/surface facilities such as cable conduit and vaults to connect to facilities in the right of way along Mission Road.

This easement reduces the impact to City Hall property during future construction activities as the providers are directed to one location to feed their conduit.



FUNDING SOURCE

No funding required.

ATTACHMENTS

1. Utility Easement

PREPARED BY

Melissa Prenger, Senior Project Manager

June 17, 2019

PRAIRIE VILLAGE, KANSAS
75th Street, Mission Road to State Line
75ST0001
2014

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS: **The City of Prairie Village**, hereinafter the "Grantor", in consideration of the sum of (\$1.00) dollars and other valuable considerations, receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey to the **City of Prairie Village, Kansas**, a Municipal Corporation in the County of Johnson, State of Kansas, hereinafter the "Grantee", its successors and assigns the following perpetual easements over, under, and through the following described real estate:

SEE ATTACHMENT 'A'
, as depicted on the attached Exhibit A

For the following purposes:

1. Permanent Utility Easement. Entering upon, locating, constructing and maintaining, or authorizing the location, construction, or maintenance, and use of conduits, water, gas, sewer pipes, poles, wires, surface drainage facilities, ducts, cables, and appurtenances thereto in any part of the easement, including the right to clean, repair, replace and care for said facilities, together with the right of access to said easement and over said easement for said purposes.

THIS DEED OF EASEMENT is executed and delivered and said easement is granted upon the following conditions, to wit:

1. Grantee is to have and to hold the above-described land for the uses and purposes hereinabove set forth forever.
2. The Grantor, its/his/her heirs, executors, administrators, successors and assigns, hereby releases the Grantee, its agents and employees, assigns and successors from any and all liability to damage to the remaining lands resulting from this conveyance, and construction and maintenance of said utilities and sidewalk, provided the Grantee, its agents and employees, assigns and successors shall, as soon as practicable, after construction or maintenance of said utilities and sidewalk restore all property of the Grantor, its heirs, executors, administrators, successors and assigns, to a neat and presentable condition.

3. It is understood by the Grantor that the utilities constructed hereunder shall, in every respect be a public utility as if laid in one of the dedicated streets of the Grantee and all the property abutting thereon shall have the right to connect therewith under the same conditions as if the utility were in a public street; and the Grantee, or any abutting property owners, upon permit from the Grantee herein, shall have the right at all times to enter upon the described premises for the purpose of making any necessary repairs to or renewals for replacements of said utility.
4. The rights granted herein shall not be construed to interfere with or restrict the Grantor, its heirs, executors, administrators, successors and assigns from the use of the premises with respect to the construction and maintenance of property improvements along and over the premises herein described so long as the same so constructed as not to impair the strength or interfere with the use and maintenance of said utilities.

This easement shall run with the land and apply to all interests now owned or hereafter acquired to the above-described property. It shall be filed of record with the Department of Records and Tax Administration, Johnson County, Kansas.

The City of Prairie Village

By: _____
 Print Name:Erik Mikkelson
 Print Title:Mayor

ACKNOWLEDGEMENT

STATE OF _____)
) SS.
 COUNTY OF _____)

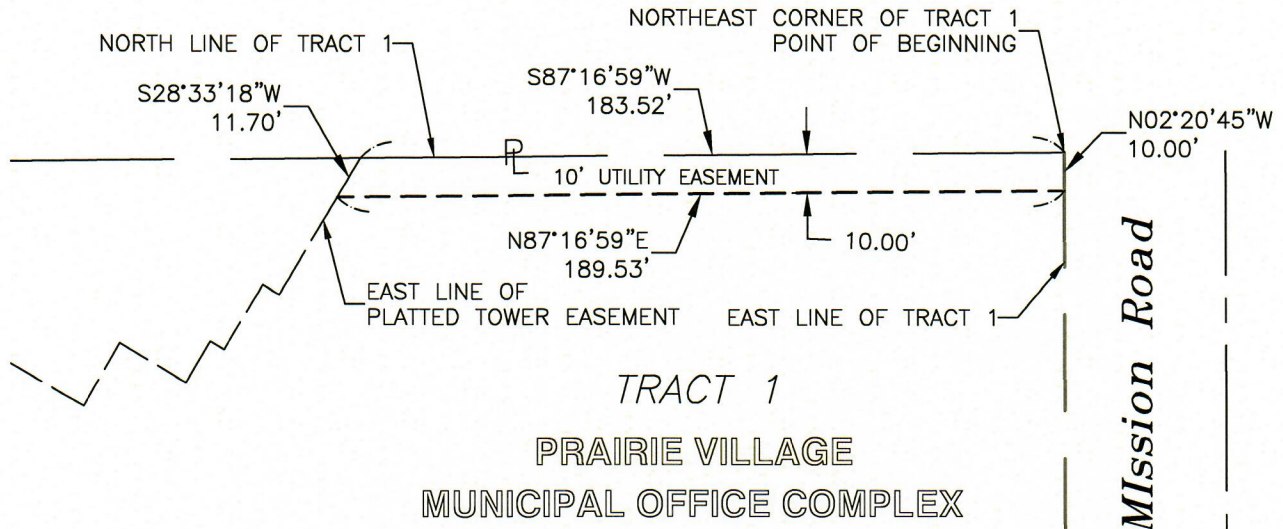
BE IT REMEMBERED, That on this ___ day of _____, 20___, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came _____ (name) _____ (title) of **[type name of grantor]**, who is personally known to me to be the such officer and who is personally known to me to be the same person who executed as such officer the within instrument on behalf of _____, and such persons duly acknowledged the execution of the same to be the act and deed of _____.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

My Appointment Expires _____

 Notary Public

Utility Easement Exhibit
Part of Tract 1, PRAIRIE VILLAGE MUNICIPAL OFFICE COMPLEX
Prairie Village, Johnson County, Kansas



10' Wide Utility Easement Description:

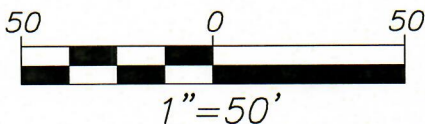
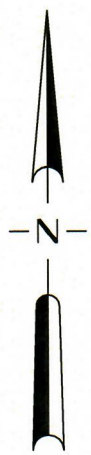
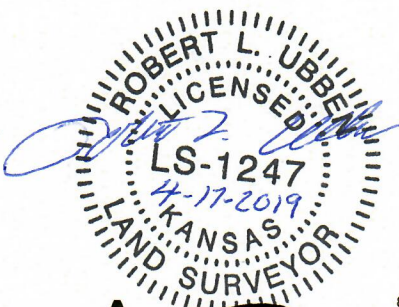
All that part of Tract 1, PRAIRIE VILLAGE MUNICIPAL OFFICE COMPLEX, a recorded subdivision of land in the Southeast Quarter of Section 21, Township 12 South, Range 25 East, in the City of Prairie Village, Johnson County, Kansas, described as follows:

Beginning at the Northeast corner of said Tract 1; thence South 87°16'59" West, along the North line of said Tract 1, a distance of 183.52 feet to the East line of a platted Tower Easement; thence South 28°33'18" West, along the East line of said platted Tower Easement, a distance of 11.70 feet; thence North 87°16'59" East, along the South line of the North 10.00 feet of said Tract 1, a distance of 189.53 feet to a point on the East line of said Tract 1; thence North 02°20'45" West, along the East line of said Tract 1, a distance of 10.00 feet to the Point of Beginning. Containing 1,865 square feet, more or less.

The bearings used in this description are based on the recorded subdivision of PRAIRIE VILLAGE MUNICIPAL OFFICE COMPLEX.

The description shown was prepared by Robert L. Ubben, Kansas
 Licensed Land Surveyor Number 1247 on April 17, 2019.

This drawing does not constitute a Kansas Property Boundary survey
 and should not be considered as such.



8900 Indian Creek Parkway, Suite 450
 Overland Park, Kansas 66210
 Phone: 913-239-1100
 Fax: 913-239-1111
 www.affinis.us

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ADMINISTRATION

Council Meeting Date: July 1, 2019
CONSENT AGENDA

Request Permission to Publish the 2020 Proposed Budget

SUGGESTED MOTION

Move to authorize staff to publish the NOTICE OF BUDGET HEARING for the 2020 Proposed Budget as required by State statutes.

BACKGROUND

Over the last several months the Council and staff have worked to develop the 2020 budget. The presented budget maintained the same level of services as the 2019 Budget.

The 2020 proposed budget maintains the 2019 total mill rate of 19.314. The last mill levy rate increase was in 2012.

The 2020 budget does not exceed the 2020 computed limit per House Bill 2088 (tax lid). HB 2088 states that the governing body of any city or county shall not approve any budget which provides funding by property tax that exceeds the Computed Limit Test. If the computed limit is exceeded than an election is required to approve the resolution needed to adopt the budget.

State statutes require that the City hold a public hearing on the proposed budget at least ten days prior to the date the budget is certified to the County Clerk (August 25th) and that the City publish the budget at least ten days prior to the date of the public hearing. To comply with these statutory requirements, the public hearing has been scheduled for the City Council's regular meeting on Monday, August 5, 2019.

Solid Waste Fund - the 2020 annual household assessment will increase from \$207 to \$228, a \$21.00 increase.

PUBLIC NOTICE

The Budget Summary will be published in The Legal Record on Tuesday, July 2, 2019.

ATTACHMENTS:

- State Budget Forms
- 2020 Budget

Prepared By:
Lisa Santa Maria
Finance Director
Date: 6/18/2019

NOTICE OF BUDGET HEARING

The governing body of
City of Prairie Village
will meet on August 5, 2019 at 6:00 pm at 7700 Mission Road for the purpose of
hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.
Detailed budget information is available at Prairie Village Municipal Office, 7700 Mission Road and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2020 Expenditures and Amount of 2019 Ad Valorem Tax establish the maximum limits of the 2020 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2018		Current Year Estimate for 2019		Proposed Budget for 2020		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	Estimate Tax Rate *
General	21,670,769	19.311	22,180,214	19.314	29,394,646	8,459,481	19.314
Debt Service	1,308,037		1,320,358		1,353,871		
Library							
Special Highway	619,774		643,000		729,177		
Solid Waste Management	1,713,616		1,954,438		2,064,355		
Stormwater Utility	1,691,833		1,660,383		1,672,803		
Special Parks	139,072		137,433		140,427		
Special Alcohol	214,393		172,833		215,932		
CID-Corinth	577,821		632,034		730,328		
CID-PV Shops	503,715		517,423		694,441		
Non-Budgeted Funds-A	6,437,328						
Non-Budgeted Funds-B	2,301,018						
Totals	37,177,376	19.311	29,218,116	19.314	36,995,980	8,459,481	19.314
Less: Transfers	9,272,277		9,105,907		14,351,078		
Net Expenditure	27,905,099		20,112,209		22,644,902		
Total Tax Levied	7,115,789		7,754,405		xxxxxxxxxxxxxxxxxxxx		
Assessed Valuation	365,342,508		401,494,261		437,997,334		
Outstanding Indebtedness, January 1,							
	2017		2018		2019		
G.O. Bonds	18,295,000		17,125,000		15,950,000		
Revenue Bonds	0		0		0		
Other	8,135,000		8,135,000		8,135,000		
Lease Purchase Principal	0		0		0		
Total	26,430,000		25,260,000		24,085,000		

*Tax rates are expressed in mills

City of Prairie Village

City Official Title: The governing body of

2020

CERTIFICATE

To the Clerk of Johnson County, State of Kansas

We, the undersigned, officers of

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 2020; and
 (3) the Amount(s) of 2019 Ad Valorem Tax are within statutory limitations.

		2020 Adopted Budget		
		Budget Authority for Expenditures	Amount of 2019 Ad Valorem Tax	County Clerk's Use Only
Table of Contents:		Page No.		
Computation to Determine Limit for 2020		2		
Allocation of MVT, RVT, and 16/20M Vehicle Tax		3		
Schedule of Transfers		4		
Statement of Indebtedness		5		
Statement of Lease-Purchases		6		
Fund	K.S.A.			
General	12-101a	29,394,646	8,459,481	
Debt Service	10-113	1,353,871		
Library	12-1220			
Special Highway		729,177		
Solid Waste Management		2,064,355		
Stormwater Utility		1,672,803		
Special Parks		140,427		
Special Alcohol		215,932		
CID-Corinth		730,328		
CID-PV Shops		694,441		
Non-Budgeted Funds-A				
Non-Budgeted Funds-B				
Totals	xxxxxx	36,995,980	8,459,481	
				County Clerk's Use Only
Budget Summary		1		
Neighborhood Revitalization Rebate				

Tax Lid Limit (from Computation Tab)	8,459,481
Does the City Need to Hold and Election?	NO

Assisted by: _____

Address: _____

Email: _____

Attest: _____, 2019

County Clerk

Governing Body

CPA Summary

Input Sheet for City1 Budget Workbook

Enter city name ("City of _____");

City of Prairie Village

 Enter county name followed by "County":

Johnson County

 Enter year being budgeted (YYYY):

2020

 CPI Percentage - 5 Year Average

1.50%

 CPI Percentage - Preceding Year

2.50%

Enter the following information from the sources shown. This information will flow throughout the budget worksheets to the appropriate locations.

Note: All amounts are to be entered as whole numbers only.

The input for the following comes directly from the 2019 Budget, Certificate Page:
 If amended, then use the amended figures.

Fund Names:	Statute:	2019 *Expenditures*	2018 Ad Valorem Tax
General	12-101a	27,007,704	7,754,405
Debt Service	10-113	1,361,748	
Library	12-1220		
Fund name for all other funds with a tax levy:			
Total Tax Levy Funds for 2019 Budgeted Year			7,754,405

Other (non-tax levy) fund names:	
Special Highway	694,216
Solid Waste Management	1,986,651
Stormwater Utility	1,706,635
Special Parks	137,433
Special Alcohol	240,285
CID-Corinth	632,034
CID-PV Shops	517,423

Single Non Tax Levy:	
1	
2	
3	
4	
Total Expenditures for 2019 Budgeted Year	34,284,129

Non-Budgeted (A):

1	Capital Projects
2	Risk Management Reserve
3	Economic Development
4	Equipment Reserve
5	Grants

Non-Budgeted (B):

1	Meadowbrook TIF
2	
3	
4	
5	

From the 2019 Budget, Budget Summary Page	2017 Tax Rate (2018 Column)
General	19,311
Debt Service	
Library	
Total	19,311

Total Tax Levied (2018 budget column)	7,115,789
Assessed Valuation (2018 budget column)	365,342,508

Outstanding Indebtedness, January 1:	2017	2018
G.O. Bonds	18,295,000	17,125,000
Revenue Bonds		
Other	8,135,000	8,135,000
Lease Purchase Principal		

Note: All amounts are to be entered as whole numbers only.

From the County Clerk's 2020 Budget Information:	
Total Assessed Valuation for 2019	437,997,334
New Improvements, Remodeling and Renovations for 2019	7,241,373
Personal Property - 2019	1,075,236
Territory Added: (Current Year Only)	
Real Estate	
State Assessed	
New Improvements	
Property that has changed in use for 2019	
Personal Property - 2018	1,146,869
Expiration of Property Tax Abatement	
Gross earnings (intangible) tax estimate for 2020	
Neighborhood Revitalization	

Actual Tax Rates for the 2019 Budget:

Fund	Rate
General	19.314
Debt Service	
Library	
0	
0	
0	
0	
0	
0	
0	
0	
0	
0	
0	
0	
Total	19.314

Final Assessed Valuation from the November 1, 2018 Abstract	401,494,261
---	-------------

From the County Treasurer's Budget Information - 2020 Budget Year Estimates:	
Motor Vehicle Tax Estimate	785,610
Recreational Vehicle Tax Estimate	1,604
16/20 M Vehicle Tax	337
Commercial Vehicle Tax Estimate	1,474
Watercraft Tax Estimate	
LAVTR	
City and County Revenue Sharing	

Computation of Delinquency

Actual Delinquency for 2017 Tax - (e.g. rate .01213 = 1.213%; key in 1.2)

Delinquency % used in this budget will be shown on all fund pages with a tax levy**

****Note:** The delinquency rate can be up to 5% more than the actual delinquency rate from the previous year.

From the League of Municipalities' Budget Tips (Special City and County Highway Fund):	
2020 State Distribution for Kansas Gas Tax	610,040
2020 County Transfers for Gas***	
Adjusted 2019 State Distribution for Kansas Gas Tax	591,170
Adjusted 2019 County Transfers for Gas***	

*****Note:** Only used when a portion of the County monies are distributed to the Cities under the provisions of K.S.A. 79-3425c

From the 2018 Budget Certificate Page	
Funds	2018 Expenditure Amounts Budget Authority
General	27,604,765
Debt Service	1,308,038
Library	
0	
0	
0	
0	
0	
0	
0	
0	
0	
0	
0	
Special Highway	710,546
Solid Waste Management	2,021,083
Stormwater Utility	1,785,088
Special Parks	139,072
Special Alcohol	311,938
CID-Corinth	707,343
CID-PV Shops	642,897
0	
0	
0	
0	
0	

Note: If the 2018 budget was amended, then the expenditure amounts should reflect the amended expenditure amounts.

City of Prairie Village

2020

Computation to Determine Limit for 2020

	Amount of Levy
1. Total tax levy amount in 2019 budget	+ \$ <u>7,754,405</u>
2. Library levy in 2019 budget	- \$ _____
Other tax entity levy in 2019 budget	- \$ _____
3. Net tax levy	\$ <u>7,754,405</u>

2020 Budget Percentage Adjustments

4. New improvements, Remodeling and Renovations for 2019 :	+ <u>7,241,373</u>	
5. Increase in personal property for 2019 :		
5a. Personal property 2019	+ <u>1,075,236</u>	
5b. Personal property 2018	- <u>1,146,869</u>	
5c. Increase in personal property (5a minus 5b)	+ <u>0</u>	
		(Use Only if > 0)
6. Valuation of annexed territory for 2019 :		
6a. Real estate	+ <u>0</u>	
6b. State assessed	+ <u>0</u>	
6c. New improvements	+ <u>0</u>	
6d. Total adjustment (sum of 6a, 6b, and 6c)	+ <u>0</u>	
7. Valuation of property that has changed in use during 2019 :	+ <u>0</u>	
8. Expiration of property tax abatements	+ <u>0</u>	
9. Expiration of TIF, Rural Housing, and NR Districts (Incremental assessed value over base)	+ _____	
10. Total valuation adjustment (sum of 4, 5c, 6d, 7, 8 & 9)	<u>7,241,373</u>	
11. Total estimated valuation July 1, 2019	<u>437,997,334</u>	
12. Percentage adjustment factor - Line 10 / (Line 11 - Line 10))	<u>0.0168</u>	
13. Percentage adjustment increase (12 times 3)	+ \$ <u>130,358</u>	
14. Consumer Price Index for all urban consumers for calendar year 2018 (5 year average)	<u>1.50%</u>	
15. Consumer Price Index adjustment (Line 3 times Line 14)	\$ <u>116,316</u>	
16. Total Percentage Adjustments	\$ <u>246,674</u>	

2020 Revenue Adjustments

17. Property tax revenues for debt service in 2020 budget:			+	<u>693,555</u>	
Property tax revenues for debt service in 2019 budget:			-	<u>238,724</u>	
Increase property tax revenues spent on debt service					<u>454,831</u>
18. Property tax revenues spent for public building commission and lease payments in the 2020 budget:			+	<u> </u>	
(Obligations must have been incurred prior to July 1, 2016)					
(Do not include amounts already reported in debt service levy)					
Property tax revenues spent for public building commission and lease payments in the 2018 budget:			-	<u> </u>	
Increase property tax revenues spent on public building commission and lease payments					<u>0</u>
19. Property tax revenues spent on special assessments in the 2020 budget:			+	<u> </u>	
(Do not include amounts already reported in debt service levy)					
20. Property tax revenues spent on court judgments or settlements and associated legal costs in the 2020 budget:			+	<u> </u>	
21. Property tax revenues spent on Federal or State mandates (effective after June 30, 2015)					
and loss of funding from Federal sources after January 1, 2017 in the 2020 budget:			+	<u> </u>	
22. Property tax revenues spent on expenses related to disaster or Federal Emergency in the 2020 budget:			+	<u> </u>	
23. Law enforcement expenses - 2020 budget:			+	<u>7,590,196</u>	
Law enforcement expenses - 2019 budget:			-	<u>7,474,507</u>	
CPI adjustment	1.50%			<u>112,118</u>	
Increased law enforcement expenses in 2020 budget:					<u>3,571</u>
(Do not include building construction or remodeling costs)					
24. Fire protection expenses - 2020 budget:			+	<u> </u>	
Fire protection expenses - 2019 budget:			-	<u> </u>	
CPI adjustment	1.50%			<u>0</u>	
Increased fire protection expense in 2020 budget:					<u>0</u>
(Do not include building construction or remodeling costs)					
25. Emergency medical expenses - 2020 budget:			+	<u> </u>	
Emergency medical expenses - 2019 budget:			-	<u> </u>	
CPI adjustment	1.50%			<u>0</u>	
Increased emergency medical expenses in 2020 budget:					<u>0</u>
(Do not include building construction or remodeling costs)					
26. Total Revenue Adjustments					<u>458,402</u>

Levies on Behalf of Another Political or Governmental Subdivision

27. Library levy - 2020 budget:	+	_____
Other tax entity levy - 2020 budget:	+	_____
Other tax entity levy - 2020 budget:	+	_____
28. Total Levies on Behalf of Another Political or Governmental Subdivision	+	0
29 Levy for Dissolved Taxing Entity (Only Use the First Year After Dissolved)	+	_____
30. Total Computed Tax Levy		8,459,481

Other Tests - Property Tax Decline

Note - In order to use the test, there must be a decline in tax revenues in at least one of the years listed below.

2016 Tax Levy (Less Levy for other Governmental Units)		
2017 Tax Levy (Less Levy for other Governmental Units)		None
2018 Tax Levy (Less Levy for other Governmental Units)		None
2019 Tax Levy (Less Levy for other Governmental Units)		None
Average Tax Levy (last three years)	#DIV/0!	
CPI Adjustment of 0.025	#DIV/0!	
Average Tax Levy Adjusted by CPI	#DIV/0!	
2020 Total Tax Levy (Less Levy for Other Governmental Units)		
Exemption from Election Requirement	#DIV/0!	

"

Other Tests - Lost Valuation Test

Assessed Valuation Loss		
2020 Tax Levy (Less Levy for other Governmental Units)		
2019 Tax Levy (Less Levy for other Governmental Units)		
Change in Levy	0	
CPI Adjustment		116,316
2020 Mill Rate (Less Mills for other Governmental Units)		
Loss of Assessed Valuation Multiplied by 2020 Mill Rate		0
Total Adjustment for Loss of Assessed Valuation		116,316
Exemption from Election Requirement		Yes

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

Budgeted Funds for 2019	Ad Valorem Levy Tax Year 2018	Allocation for Year 2020				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	7,754,405	785,610	1,604	337	1,474	0
Debt Service						
Library						
TOTAL	7,754,405	785,610	1,604	337	1,474	0

County Treas Motor Vehicle Estimate 785,610
 County Treas Recreational Vehicle Estimate 1,604
 County Treas 16/20M Vehicle Estimate 337
 County Treas Commercial Vehicle Tax Estimate 1,474
 County Treas Watercraft Tax Estimate 0

Motor Vehicle Factor 0.10131
 Recreational Vehicle Factor 0.00021
 16/20M Vehicle Factor 0.00004
 Commercial Vehicle Factor 0.00019
 Watercraft Factor 0.00000

City of Prairie Village

2020

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2018	Current Amount for 2019	Proposed Amount for 2020	Transfers Authorized by Statute
General	Capital Projects	5,303,560	5,155,116	10,179,632	12-1,118
General	Risk Management	35,000	35,000	35,000	12-2615
General	Equipment Reserve	450,000	400,000	455,385	12-1,117
General	Bond & Interest	1,033,038	1,074,975	1,301,229	12-101
General	Economic Development	0	0	65,000	12-1,117
Special Highway	Capital Projects	619,774	643,000	610,040	12-1,118
Stormwater Utility	General	450,000	565,000	565,000	Charter Ord. 23
Stormwater Utility	Capital Projects	1,000,000	850,000	1,000,000	Charter Ord. 23
Stormwater Utility	Bond & Interest	241,833	245,383	0	Charter Ord. 23
Special Parks	Capital Projects	139,072	137,433	139,792	12-1,118
	Totals	9,272,277	9,105,907	14,351,078	
	Adjustments*				
	Adjusted Totals	9,272,277	9,105,907	14,351,078	

*Note: Adjustments are required only if the transfer is being made in 2019 and/or 2020 from a non-budgeted fund.

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1, 2019	Date Due		Amount Due 2019		Amount Due 2020	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
Series 2009A Ref/Improv	11/19/2009	9/1/2019	2% - 3%	10,085,000	225,000	March & Sept	Sept	6,750	225,000	0	0
Series 2011A Ref/Improv	10/19/2011	9/1/2021	0.4% - 2.0%	4,555,000	2,170,000	March & Sept	Sept	40,258	555,000	31,100	800,000
Series 2016A Meadowbrook	5/17/2016	3/1/2036	2% - 5%	11,300,000	11,300,000	March & Sept	Sept	292,125	0	289,625	100,000
Series 2016C Streetlight	10/31/2016	9/1/2023	2% - 3%	3,100,000	2,255,000	March & Sept	Sept	63,350	430,000	54,750	435,000
Total G.O. Bonds					15,950,000			402,483	1,210,000	375,475	1,335,000
Revenue Bonds:											
Total Revenue Bonds					0			0	0	0	0
Other:											
Series 2016B Bonds (TIF)	5/17/2016	3/1/2016		8,135,000	8,135,000			488,100	0	484,800	110,000
Total Other					8,135,000			488,100	0	484,800	110,000
Total Indebtedness					24,085,000			890,583	1,210,000	860,275	1,445,000

Note: The Series 2016B Bonds are special, limited obligations of the City payable solely out of incremental tax revenues pursuant to the Bond Trust Indenture dated as of March 1, 2016, relating to the Series 2016B Bonds. The City is under no obligation to levy any form of taxation or make any appropriation for the payment of the Series 2016B Bonds.

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 2019	Payments Due 2019	Payments Due 2020
NONE							
Totals					0	0	0

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

City of Prairie Village

2020

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget General	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	7,515,509	7,148,016	6,615,790
Receipts:			
Ad Valorem Tax	6,851,002	7,754,405	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax	719,182	756,786	785,610
Recreational Vehicle Tax	1,527	1,417	1,604
16/20M Vehicle Tax	96	1,630	337
Commercial Vehicle Tax			1,474
Watercraft Tax			0
Gross Earning (Intangible) Tax			0
LAVTR			0
City and County Revenue Sharing			0
Local Alcoholic Liquor	140,154	136,233	139,792
Sales Tax	5,515,563	5,404,875	5,575,000
Use Tax	1,340,244	1,268,750	1,375,000
Franchise Fees	2,119,628	1,972,200	2,048,154
Licenses & Fees	826,011	735,432	763,850
Charges for Services	1,691,852	1,647,151	1,673,906
Fines & Fees	1,043,189	913,823	1,037,775
Recreational Fees	420,201	431,350	411,050
Proceeds from Sale of Assets			
Transfer from Stormwater Utility Fund	450,000	565,000	565,000
LOSS from County Clerk - TIF Districts		-127,930	-250,778
LOSS expected from BOTA		-11,732	
In Lieu of Taxes (IRB)			
Interest on Idle Funds	95,758	56,000	75,000
Neighborhood Revitalization Rebate			0
Miscellaneous	88,869	142,599	116,600
Does miscellaneous exceed 10% Total Rec			
Total Receipts	21,303,276	21,647,989	14,319,375
Resources Available:	28,818,785	28,796,005	20,935,165

City of Prairie Village

FUND PAGE - GENERAL

Adopted Budget General	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Resources Available:	28,818,785	28,796,005	20,935,165
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
Sub-Total detail page	0	0	0
Administration	1,602,610	1,674,163	1,741,773
Public Works	5,128,513	5,336,402	5,707,029
Police Department	6,516,187	6,786,131	7,468,483
Municipal Justice	469,351	516,103	553,760
Community Development	570,706	633,693	737,830
Parks & Community Programs	561,804	568,631	649,525
Transfer to Bond & Interest Fund	1,033,038	1,074,975	1,301,229
Transfer to Capital Projects Fund	5,303,560	5,155,116	10,179,632
Transfer to Risk Management Fund	35,000	35,000	35,000
Transfer to Equipment Reserve	450,000	400,000	455,385
Transfer to Economic Development	0	0	65,000
Cash Forward (2020 column)			500,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	21,670,769	22,180,214	29,394,646
Unencumbered Cash Balance Dec 31	7,148,016	6,615,790	xxxxxxxxxxxxxxxxxxxxxx
2018/2019/2020 Budget Authority Amount:	27,604,765	27,007,704	29,394,646
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	29,394,646
		Tax Required	8,459,481
		Delinquent Comp Rate:	0.0%
		Amount of 2019 Ad Valorem Tax	8,459,481

CPA Summary

City of Prairie Village

2020

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
Debt Service	Actual for 2018	Estimate for 2019	Year for 2020
Unencumbered Cash Balance Jan 1	72,058	51,542	52,542
Receipts:			
Ad Valorem Tax	12,450	0	xxxxxxxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Transfer from General Fund	1,033,038	1,074,975	1,301,229
Transfer from Stormwater Utility	241,833	245,383	0
Interest on Idle Funds	200	1,000	100
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,287,521	1,321,358	1,301,329
Resources Available:	1,359,579	1,372,900	1,353,871
Expenditures:			
Principal	1,175,000	1,210,000	831,100
Interest	133,037	110,358	489,750
Cash Basis Reserve (2020 column)			33,021
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
Total Expenditures	1,308,037	1,320,358	1,353,871
Unencumbered Cash Balance Dec 31	51,542	52,542	xxxxxxxxxxxxxxxxxxxxxx
2018/2019/2020 Budget Authority Amount:	1,308,038	1,361,748	1,353,871
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	1,353,871
		Tax Required	0
	Delinquent Comp Rate:	0.0%	0
	Amount of 2019 Ad Valorem Tax		0

City of Prairie Village

2020

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Highway	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	148,736	152,467	107,137
Receipts:			
State of Kansas Gas Tax	604,956	591,170	610,040
County Transfers Gas		0	0
Interest on Idle Funds	18,549	6,500	12,000
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	623,505	597,670	622,040
Resources Available:	772,241	750,137	729,177
Expenditures:			
Transfer to Capital Projects Fund	619,774	643,000	610,040
Cash Forward (2020 column)			119,137
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	619,774	643,000	729,177
Unencumbered Cash Balance Dec 31	152,467	107,137	0
2018/2019/2020 Budget Authority Amount:	710,546	694,216	729,177

Adopted Budget

Adopted Budget Solid Waste Management	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	340,709	359,030	137,268
Receipts:			
Licenses & Permits	2,445	1,700	1,900
Charges for Services	1,706,924	1,720,776	1,910,187
Interest on Idle Funds	22,500	10,200	15,000
Miscellaneous	68		
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,731,937	1,732,676	1,927,087
Resources Available:	2,072,646	2,091,706	2,064,355
Expenditures:			
Solid Waste & Recycle Collection	1,680,799	1,735,538	1,798,754
Personnel Services	32,817	33,900	34,821
Commodities		1,000	1,000
Cash Forward (2020 column)		184,000	229,780
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,713,616	1,954,438	2,064,355
Unencumbered Cash Balance Dec 31	359,030	137,268	0
2018/2019/2020 Budget Authority Amount:	2,021,083	1,986,651	2,064,355

CPA Summary

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City of Prairie Village

2020

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Stormwater Utility			
Unencumbered Cash Balance Jan 1	202,732	118,686	61,803
Receipts:			
Licenses & Permits	12,250	8,000	10,000
Charges for Services	1,572,826	1,584,000	1,584,000
Interest on Idle Funds	22,711	11,500	17,000
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,607,787	1,603,500	1,611,000
Resources Available:	1,810,519	1,722,186	1,672,803
Expenditures:			
Transfer to General Fund	450,000	565,000	565,000
Transfer to Capital Projects Fund	1,000,000	850,000	1,000,000
Transfer to Bond & Interest Fund	241,833	245,383	0
Cash Forward (2020 column)			107,803
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,691,833	1,660,383	1,672,803
Unencumbered Cash Balance Dec 31	118,686	61,803	0
2018/2019/2020 Budget Authority Amount:	1,785,088	1,706,635	1,672,803

Adopted Budget

Adopted Budget	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Special Parks			
Unencumbered Cash Balance Jan 1	0	1,135	535
Receipts:			
Liquor Tax	140,154	136,233	139,792
Interest on Idle Funds	53	600	100
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	140,207	136,833	139,892
Resources Available:	140,207	137,968	140,427
Expenditures:			
Transfer to Capital Projects Fund	139,072	137,433	139,792
Cash Forward (2020 column)			635
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	139,072	137,433	140,427
Unencumbered Cash Balance Dec 31	1,135	535	0
2018/2019/2020 Budget Authority Amount:	139,072	137,433	140,427

CPA Summary

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City of Prairie Village

2020

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
Special Alcohol	Actual for 2018	Estimate for 2019	Year for 2020
Unencumbered Cash Balance Jan 1	182,262	109,740	74,640
Receipts:			
Liquor Tax	140,154	136,233	139,792
Interest on Idle Funds	1,717	1,500	1,500
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	141,871	137,733	141,292
Resources Available:	324,133	247,473	215,932
Expenditures:			
Public Safety	160,291	117,833	123,024
Alcohol Programs	54,102	55,000	65,000
Cash Forward (2020 column)			27,908
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	214,393	172,833	215,932
Unencumbered Cash Balance Dec 31	109,740	74,640	0
2018/2019/2020 Budget Authority Amount:	311,938	240,285	215,932

Adopted Budget

Adopted Budget	Prior Year	Current Year	Proposed Budget
CID-Corinth	Actual for 2018	Estimate for 2019	Year for 2020
Unencumbered Cash Balance Jan 1	137,476	158,862	128,128
Receipts:			
Sales Tax	596,063	600,000	600,000
Interest on Idle Funds	3,144	1,300	2,200
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	599,207	601,300	602,200
Resources Available:	736,683	760,162	730,328
Expenditures:			
Urban Planning & Management	577,821	632,034	730,328
Cash Forward (2020 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	577,821	632,034	730,328
Unencumbered Cash Balance Dec 31	158,862	128,128	0
2018/2019/2020 Budget Authority Amount:	707,343	632,034	730,328

CPA Summary

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City of Prairie Village

2020

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget CID-PV Shops	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	108,720	157,764	141,841
Receipts:			
Sales Tax	548,606	500,000	550,000
Interest on Idle Funds	4,153	1,500	2,600
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	552,759	501,500	552,600
Resources Available:	661,479	659,264	694,441
Expenditures:			
Urban Planning & Management	503,715	517,423	694,441
Cash Forward (2020 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	503,715	517,423	694,441
Unencumbered Cash Balance Dec 31	157,764	141,841	0
2018/2019/2020 Budget Authority Amount:	642,897	517,423	694,441

0

NON-BUDGETED FUNDS (A)
(Only the actual budget year for 2018 is to be shown)

2020

Non-Budgeted Funds-A

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Capital Projects		Risk Management Reserve		Economic Development		Equipment Reserve		Grants		Total
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		
Cash Balance Jan 1	3,080,530	Cash Balance Jan 1	92,939	Cash Balance Jan 1	620,075	Cash Balance Jan 1	334,380	Cash Balance Jan 1	539,299	4,667,223
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Intergovernmental	1,405,378	Trans fr General Fund	35,000	Interest on Idle Funds	198	Trans fr General Fund	450,000	Intergovernmental	2,105	
Trans fr General Fund	5,303,560	Miscellaneous	10,214			Interest on Idle Funds	1,486			
Trans fr Spec Highway	619,774	Interest on Idle Funds	591							
Trans fr Spec Park	139,072									
Trans fr Stormwater	1,000,000									
Miscellaneous										
Interest on Idle Funds	65,376									
Total Receipts	8,533,160	Total Receipts	45805	Total Receipts	198	Total Receipts	451486	Total Receipts	2105	9,032,754
Resources Available:	11,613,690	Resources Available:	138,744	Resources Available:	620,273	Resources Available:	785,866	Resources Available:	541,404	13,699,977
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Infrastructure	6,097,050	Insurance Deductibles	625	Community Develop	72,525	Equipment Purchases	267,128	Community Develop	0	
Debt Service										
Total Expenditures	6,097,050	Total Expenditures	625	Total Expenditures	72,525	Total Expenditures	267,128	Total Expenditures	0	6,437,328
Cash Balance Dec 31	5,516,640	Cash Balance Dec 31	138,119	Cash Balance Dec 31	547,748	Cash Balance Dec 31	518,738	Cash Balance Dec 31	541,404	7,262,649 **
										7,262,649 **

**Note: These two block figures should agree.

CPA Summary

0

NON-BUDGETED FUNDS (B)
(Only the actual budget year for 2018 is to be shown)

2020

Non-Budgeted Funds-B

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Meadowbrook TIF		0		0		0		0		
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Dec 31	536,922	Cash Balance Dec 31		Cash Balance Dec 31		Cash Balance Dec 31		Cash Balance Dec 31		536,922
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Incr Property Tax	396,929									
Miscellaneous	107,850									
Interest on Idle Funds	19,936									
Prior Period Adj	1,519,013									
Total Receipts	2,043,728	Total Receipts	0	Total Receipts	0	Total Receipts	0	Total Receipts	0	2,043,728
Resources Available:	2,580,650	Resources Available:	0	Resources Available:	0	Resources Available:	0	Resources Available:	0	2,580,650
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Urban mgmt & planning	2,008,893									
Interest	292,125									
Bond Costs										
Principal										
Total Expenditures	2,301,018	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	2,301,018
Cash Balance Dec 31	279,632	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	279,632 **
										279,632 **

**Note: These two block figures should agree.

CPA Summary

**City of
Prairie Village, Kansas**

2020 Budget



The Star of Kansas



Executive Summary



2020 Budget Overview - All Funds Combined

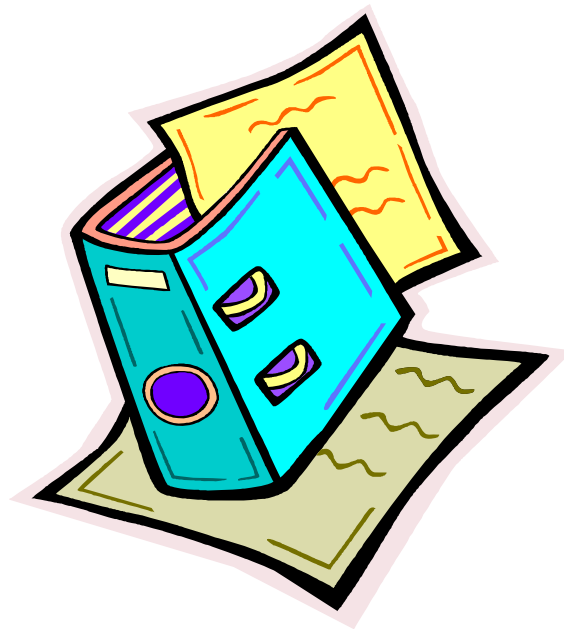
	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Fund Balance 1/1	13,432,940	12,927,828	10,737,603	13,096,233
Revenues:				
Property Taxes	6,324,800	7,168,679	7,614,743	8,208,703
Sales Taxes	6,253,933	6,660,232	6,425,000	6,725,000
Use Tax	1,243,105	1,340,244	1,250,000	1,375,000
Motor Vehicle Tax	707,915	720,805	759,833	789,025
Liquor Tax	413,052	420,462	408,699	419,376
Franchise Fees	1,961,828	2,119,628	1,972,200	2,048,154
Licenses & Permits	748,657	840,706	737,850	775,750
Intergovernmental	1,606,407	2,010,334	1,068,170	1,389,790
Charges for Services	4,732,874	4,971,602	4,951,927	5,168,093
Fines & Fees	899,054	1,043,189	904,775	1,037,775
Recreational Fees	429,928	420,201	431,350	411,050
Bond Proceeds	-	-	-	-
Interest on Investments	155,660	244,172	151,650	189,050
Miscellaneous	174,387	99,151	147,600	117,600
Net Inc/Decr in Fair Value	(34,957)	(7,735)		
Total Revenue	25,616,643	28,051,669	26,823,797	28,654,366
Transfers from Other funds:				
Transfer from General Fund	4,815,696	6,821,598	6,665,091	6,509,723
Transfer from Solid Waste Management	-	-	-	-
Transfer from Stormwater Utility Fund	1,642,608	1,691,833	1,660,383	1,565,000
Transfer from Special Highway Fund	588,751	619,774	643,000	610,040
Transfer from Special Parks & Rec Fund	154,446	139,072	137,433	139,792
Transfer from Special Alcohol Fund	-	-	-	-
Transfer from Economic Development Fur	-	-	-	-
Total	7,201,501	9,272,277	9,105,907	8,824,555
Total Sources	32,818,144	37,323,946	35,929,704	37,478,921
Expenditures:				
Personnel Services	9,246,073	9,954,546	10,788,562	11,337,498
Contract Services	8,084,594	7,446,557	7,820,092	7,993,865
Commodities	593,230	635,829	777,855	792,755
Capital Outlay	464,872	529,380	983,581	755,650
Debt Service	1,252,572	1,249,761	1,320,358	1,320,850
Infrastructure	6,572,112	6,155,326	7,264,000	7,182,691
Equipment Reserve	-	-	-	-
Risk Management Reserve	-	-	-	-
Capital Project Reserve	-	-	-	-
Contingency	-	-	1,008,454	1,197,581
Total Expenditures	26,213,453	25,971,399	29,962,902	30,580,890
Transfers to Other Funds:				
Transfer to General Fund	400,000	450,000	565,000	565,000
Transfer to Bond & Interest Fund	723,304	1,274,871	1,320,358	1,301,229
Transfer to Capital Projects Fund	5,843,198	7,062,406	6,785,549	6,402,941
Transfer to Risk Management Fund	35,000	35,000	35,000	35,000
Transfer to Economic Development Fund	-	-	-	65,000
Transfer to Equipment Reserve Fund	200,000	450,000	400,000	455,385
Total	7,201,502	9,272,277	9,105,907	8,824,555
Total Uses	33,414,955	35,243,676	39,068,809	39,405,445
Sources Over(Under) Uses	(596,811)	2,080,270	(3,139,105)	(1,926,524)
Fund Balance @ 12/31	12,836,129	15,008,099	7,598,498	11,169,709

Includes all City funds except for the Grant Fund and the pension trust funds.

City of Prairie Village 2020 Budget Budget Summary - All Funds								City of Prairie Village 2020 Budget Budget Summary - All Funds							
General Fund	Solid Waste Management	Special Highway	Stormwater Utility	Special Parks & Rec	Special Alcohol	Bond & Interest	Subtotal - Budgeted Funds	Capital Infrastructure	Risk Management	Economic Development	Equipment Reserve	CID Corinth	CID PV Shops	All Funds Total	
Fund Balance 1/1	6,615,787	137,268	107,136	61,803	535	74,641	52,542	7,049,713	5,580,189	133,569	35,178	27,615	128,128	141,841	13,096,233
Revenues:															
Property Taxes	8,208,703	-	-	-	-	-	-	8,208,703	-	-	-	-	-	-	8,208,703
Sales Taxes	5,575,000	-	-	-	-	-	-	5,575,000	-	-	-	-	600,000	550,000	6,725,000
Use Tax	1,375,000	-	-	-	-	-	-	1,375,000	-	-	-	-	-	-	1,375,000
Motor Vehicle Tax	789,025	-	-	-	-	-	-	789,025	-	-	-	-	-	-	789,025
Liquor Tax	139,792	-	-	-	139,792	139,792	-	419,376	-	-	-	-	-	-	419,376
Franchise Fees	2,048,154	-	-	-	-	-	-	2,048,154	-	-	-	-	-	-	2,048,154
Licenses & Permits	763,850	1,900	-	10,000	-	-	-	775,750	-	-	-	-	-	-	775,750
Intergovernmental	-	-	610,040	-	-	-	-	610,040	779,750	-	-	-	-	-	1,389,790
Charges for Services	1,673,906	1,910,187	-	1,584,000	-	-	-	5,168,093	-	-	-	-	-	-	5,168,093
Fines & Fees	1,037,775	-	-	-	-	-	-	1,037,775	-	-	-	-	-	-	1,037,775
Recreational Fees	411,050	-	-	-	-	-	-	411,050	-	-	-	-	-	-	411,050
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest on Investments	75,000	15,000	12,000	17,000	100	1,500	100	120,700	62,000	450	100	1,000	2,200	2,600	189,050
Miscellaneous	116,600	-	-	-	-	-	-	116,600	1,000	-	-	-	-	-	117,600
Total Revenue	22,213,855	1,927,087	622,040	1,611,000	139,892	141,292	100	26,655,266	842,750	450	100	1,000	602,200	552,600	28,654,366
Transfers from Other funds:															
Transfer from General Fund	-	-	-	-	-	-	1,301,229	1,301,229	4,653,109	35,000	65,000	455,385	-	-	6,509,723
Transfer from Solid Waste Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from Stormwater Utility Fund	565,000	-	-	-	-	-	-	565,000	1,000,000	-	-	-	-	-	1,565,000
Transfer from Special Highway Fund	-	-	-	-	-	-	-	-	610,040	-	-	-	-	-	610,040
Transfer from Special Parks & Rec Fund	-	-	-	-	-	-	-	-	139,792	-	-	-	-	-	139,792
Transfer from Special Alcohol Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	565,000	-	-	-	-	-	1,301,229	1,866,229	6,402,941	35,000	65,000	455,385	-	-	8,824,555
Total Sources	22,778,855	1,927,087	622,040	1,611,000	139,892	141,292	1,301,329	28,521,495	7,245,691	35,450	65,100	456,385	602,200	552,600	37,478,921
Expenditures:															
Personnel Services	11,205,956	34,821	-	-	-	96,721	-	11,337,498	-	-	-	-	-	-	11,337,498
Contract Services	4,605,594	1,798,754	-	-	-	74,748	-	6,479,096	-	40,000	50,000	-	730,328	694,441	7,993,865
Commodities	775,200	1,000	-	-	-	16,555	-	792,755	-	-	-	-	-	-	792,755
Capital Outlay	271,650	-	-	-	-	-	-	271,650	-	-	-	484,000	-	-	755,650
Debt Service	-	-	-	-	-	-	1,320,850	1,320,850	-	-	-	-	-	-	1,320,850
Infrastructure	-	-	-	-	-	-	-	-	7,182,691	-	-	-	-	-	7,182,691
Equipment Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Risk Management Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Infrastructure Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	500,000	229,780	119,136	107,803	635	27,909	33,021	1,018,284	-	129,019	50,278	-	-	-	1,197,581
Total Expenditures	17,358,400	2,064,355	119,136	107,803	635	215,933	1,353,871	21,220,133	7,182,691	169,019	100,278	484,000	730,328	694,441	30,580,890
Transfers to Other Funds:															
Transfer to General Fund	-	-	-	565,000	-	-	-	565,000	-	-	-	-	-	-	565,000
Transfer to Bond & Interest Fund	1,301,229	-	-	-	-	-	-	1,301,229	-	-	-	-	-	-	1,301,229
Transfer to Capital Infrastructure Fund	4,653,109	-	610,040	1,000,000	139,792	-	-	6,402,941	-	-	-	-	-	-	6,402,941
Transfer to Risk Management Fund	35,000	-	-	-	-	-	-	35,000	-	-	-	-	-	-	35,000
Transfer to Economic Development Fund	65,000	-	-	-	-	-	-	65,000	-	-	-	-	-	-	65,000
Transfer to Equipment Reserve Fund	455,385	-	-	-	-	-	-	455,385	-	-	-	-	-	-	455,385
Total	6,509,723	-	610,040	1,565,000	139,792	-	-	8,824,555	-	-	-	-	-	-	8,824,555
Total Uses	23,868,123	2,064,355	729,176	1,672,803	140,427	215,933	1,353,871	30,044,688	7,182,691	169,019	100,278	484,000	730,328	694,441	39,405,445
Sources Over(Under) Uses	(1,089,268)	(137,268)	(107,136)	(61,803)	(535)	(74,641)	(52,542)	(1,523,193)	63,000	(133,569)	(35,178)	(27,615)	(128,128)	(141,841)	(1,926,524)
Fund Balance @ 12/31	5,526,519	(0)	0	-	0	(0)	0	5,526,520	5,643,189	-	-	-	-	-	11,169,709

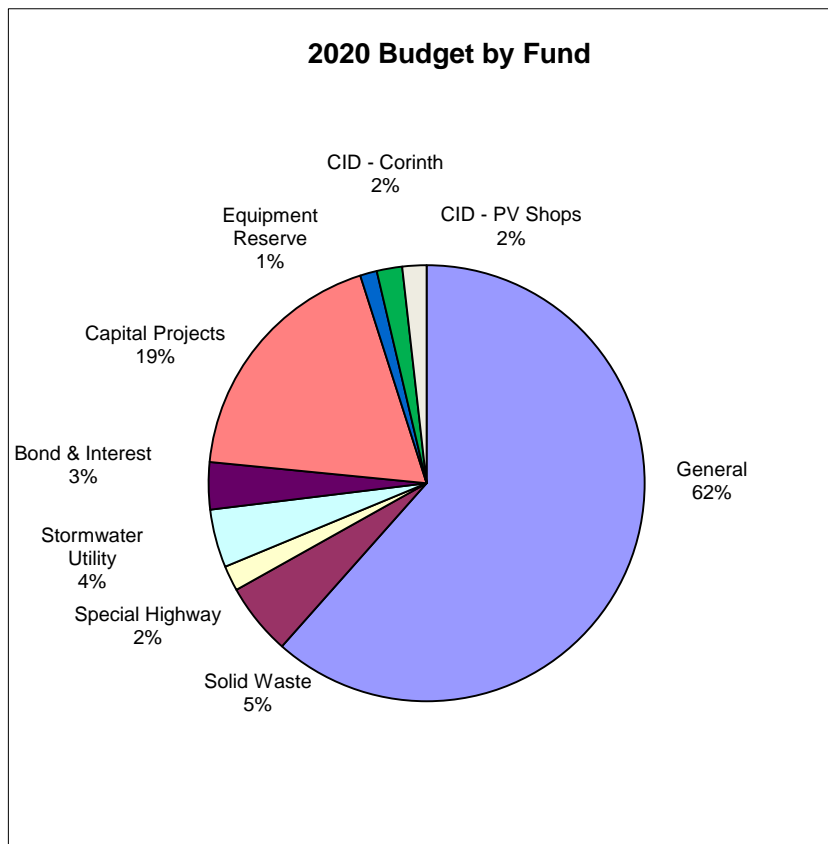


Expenditures by Fund



2020 Budget by Fund

Fund	2017 Actual	2018 Actual	2019 Budget	2020 Budget
General	\$ 18,999,411	\$ 21,670,773	\$ 23,384,547	\$ 23,868,123
Solid Waste	1,781,098	1,713,616	1,986,651	2,064,355
Special Highway	588,751	619,774	694,216	729,176
Stormwater Utility	1,642,608	1,691,833	1,706,635	1,672,803
Special Parks & Rec	154,447	139,072	137,433	140,427
Special Alcohol	134,723	214,392	240,285	215,933
Bond & Interest	818,750	1,308,037	1,361,750	1,353,871
Capital Projects	7,005,934	6,097,050	7,264,000	7,182,691
Risk Management Reserve	35,365	625	125,929	169,019
Economic Development	984,408	72,525	273,075	100,278
Equipment Reserve	256,888	267,128	744,831	484,000
Meadowbrook TIF	-	367,315	-	-
CID - Corinth	527,243	577,821	632,034	730,328
CID - PV Shops	485,329	503,715	517,423	694,441
Total	\$ 33,414,956	\$ 35,243,676	\$ 39,068,809	\$ 39,405,445



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 and Economic Development

General Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 6,834,040	\$ 7,515,509	\$ 6,825,053	\$ 7,148,012	\$ 6,615,787
Revenues:					
Property Taxes	6,322,487	6,851,002	7,614,743	7,614,743	8,208,703
Sales Taxes	5,174,214	5,515,563	5,325,000	5,404,875	5,575,000
Use Tax	1,243,105	1,340,244	1,250,000	1,268,750	1,375,000
Motor Vehicle Tax	649,470	720,805	759,833	759,833	789,025
Liquor Tax	137,684	140,154	136,233	136,233	139,792
Franchise Fees	1,961,828	2,119,628	1,972,200	1,972,200	2,048,154
Licenses & Permits	735,942	826,011	728,150	735,432	763,850
Intergovernmental				-	
Charges for Services	1,549,356	1,691,852	1,647,151	1,647,151	1,673,906
Fines & Fees	899,054	1,043,189	904,775	913,823	1,037,775
Recreational Fees	429,928	420,201	431,350	431,350	411,050
Interest on Investments	56,787	103,493	56,000	56,000	75,000
Miscellaneous	155,982	88,869	142,600	142,600	116,600
Net Inc/Decr in Fair Value	(34,957)	(7,735)			
Total Revenue	19,280,881	20,853,276	20,968,035	21,082,989	22,213,855
Transfers from Other funds:					
Transfer from Stormwater Utility Fund	400,000	450,000	565,000	565,000	565,000
Total	400,000	450,000	565,000	565,000	565,000
Total Sources	19,680,881	21,303,276	21,533,035	21,647,989	22,778,855
Expenditures:					
Personnel Services	9,140,761	9,825,700	10,663,987	10,237,428	11,205,956
Contract Services	4,253,993	4,178,266	4,556,419	4,328,598	4,605,594
Commodities	580,978	622,571	760,300	722,285	775,200
Capital Outlay	207,984	222,638	238,750	226,813	271,650
Contingency	-		500,000	-	500,000
Total Expenditures	14,183,715	14,849,175	16,719,456	15,515,123	17,358,400
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	4,100,000	5,303,560	5,155,116	5,155,116	4,653,109
Transfer to Bond & Interest Fund	480,696	1,033,038	1,074,975	1,074,975	1,301,229
Transfer to Risk Management Fund	35,000	35,000	35,000	35,000	35,000
Transfer to Economic Development Fund				-	65,000
Transfer to Equipment Reserve Fund	200,000	450,000	400,000	400,000	455,385
Total	4,815,696	6,821,598	6,665,091	6,665,091	6,509,723
Total Uses	18,999,411	21,670,773	23,384,547	22,180,214	23,868,123
Sources Over(Under) Uses	681,469	(367,497)	(1,851,512)	(532,225)	(1,089,268)
Fund Balance @ 12/31	\$ 7,515,509	\$ 7,148,012	\$ 4,973,541	\$ 6,615,787	\$ 5,526,519

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

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 483,473	\$ 340,709	\$ 253,975	\$ 359,030	\$ 137,268
Revenues:					
Licenses & Permits	1,935	2,445	1,700	1,700	1,900
Charges for Services	1,609,385	1,706,924	1,720,776	1,720,776	1,910,187
Interest on Investments	10,152	22,500	10,200	10,200	15,000
Miscellaneous	16,862	68	-	-	-
Total Revenue	1,638,334	1,731,937	1,732,676	1,732,676	1,927,087
Total Sources	1,638,334	1,731,937	1,732,676	1,732,676	1,927,087
Expenditures:					
Personnel Services	26,841	32,817	33,900	33,900	34,821
Contract Services	1,754,257	1,680,799	1,735,538	1,735,538	1,798,754
Commodities	-	-	1,000	1,000	1,000
Contingency	-	-	216,213	184,000	229,780
Total Expenditures	1,781,098	1,713,616	1,986,651	1,954,438	2,064,355
Total Uses	1,781,098	1,713,616	1,986,651	1,954,438	2,064,355
Sources Over(Under) Uses	(142,764)	18,321	(253,975)	(221,762)	(137,268)
Fund Balance @ 12/31	\$ 340,709	\$ 359,030	\$ -	\$ 137,268	\$ (0)

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.

2018 Assessment: \$192.00

2019 Assessment: \$207.00

2019 Assessment: \$228.00

Special Highway Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 147,676	\$ 148,736	\$ 96,546	\$ 152,466	\$ 107,136
Revenues:					
Intergovernmental	583,369	604,956	591,170	591,170	610,040
Interest on Investments	6,442	18,549	6,500	6,500	12,000
Total Revenue	589,811	623,505	597,670	597,670	622,040
Total Sources	589,811	623,505	597,670	597,670	622,040
Expenditures:					
Contingency	-	-	51,216	-	119,136
Total Expenditures	-	-	51,216	-	119,136
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	588,751	619,774	643,000	643,000	610,040
Total	588,751	619,774	643,000	643,000	610,040
Total Uses	588,751	619,774	694,216	643,000	729,176
Sources Over(Under) Uses	1,060	3,730	(96,546)	(45,330)	(107,136)
Fund Balance @ 12/31	\$ 148,736	\$ 152,466	\$ -	\$ 107,136	\$ 0

Funding Sources: State gasoline tax (per gallon)

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

Stormwater Utility Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 249,377	\$ 202,732	\$ 103,135	\$ 118,686	\$ 61,803
Revenues:					
Licenses & Permits	10,780	12,250	8,000	8,000	10,000
Charges for Services	1,574,133	1,572,826	1,584,000	1,584,000	1,584,000
Interest on Investments	11,050	22,711	11,500	11,500	17,000
Total Revenue	1,595,963	1,607,787	1,603,500	1,603,500	1,611,000
Total Sources	1,595,963	1,607,787	1,603,500	1,603,500	1,611,000
Expenditures:					
Contingency	-		46,252		107,803
Total Expenditures	-	-	46,252	-	107,803
Transfers to Other Funds:					
Transfer to General Fund	400,000	450,000	565,000	565,000	565,000
Transfer to Bond & Interest Fund	242,608	241,833	245,383	245,383	-
Transfer to Capital Infrastructure Fund	1,000,000	1,000,000	850,000	850,000	1,000,000
Total	1,642,608	1,691,833	1,660,383	1,660,383	1,565,000
Total Uses	1,642,608	1,691,833	1,706,635	1,660,383	1,672,803
Sources Over(Under) Uses	(46,645)	(84,046)	(103,135)	(56,883)	(61,803)
Fund Balance @ 12/31	\$ 202,732	\$ 118,686	\$ -	\$ 61,803	\$ -

Funding Sources: Special assessments on the property tax bills - fee per square foot of impervious area (\$0.040/sq. ft.) (2015 rate was \$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

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 15,517	\$ -	\$ -	\$ 1,135	\$ 535
Revenues:					
Liquor Tax	137,684	140,154	136,233	136,233	139,792
Interest on Investments	1,246	53	1,200	600	100
Total Revenue	138,930	140,207	137,433	136,833	139,892
Total Sources	138,930	140,207	137,433	136,833	139,892
Expenditures:					
Contingency	-	-	-	-	635
Total Expenditures	-	-	-	-	635
Transfers to Other Funds:					
Transfer to Capital Infrastructure Fund	154,447	139,072	137,433	137,433	139,792
Total	154,447	139,072	137,433	137,433	139,792
Total Uses	154,447	139,072	137,433	137,433	140,427
Sources Over(Under) Uses	(15,517)	1,135	0	(600)	(535)
Fund Balance @ 12/31	\$ -	\$ 1,135	\$ 0	\$ 535	\$ 0

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

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 177,792	\$ 182,262	\$ 102,552	\$ 109,741	\$ 74,641
Revenues:					
Liquor Tax	137,684	140,154	136,233	136,233	139,792
Interest on Investments	1,509	1,717	1,500	1,500	1,500
Total Revenue	139,193	141,871	137,733	137,733	141,292
Total Sources	139,193	141,871	137,733	137,733	141,292
Expenditures:					
Personnel Services	78,471	96,029	90,675	90,675	96,721
Contract Services	44,000	65,492	65,603	65,603	74,748
Commodities	12,253	13,258	16,555	16,555	16,555
Capital Outlay	-	39,614	-	-	-
Contingency	-	-	67,452	-	27,909
Total Expenditures	134,723	214,392	240,285	172,833	215,933
Total Uses	134,723	214,392	240,285	172,833	215,933
Sources Over(Under) Uses	4,470	(72,521)	(102,552)	(35,100)	(74,641)
Fund Balance @ 12/31	\$ 182,262	\$ 109,741	\$ -	\$ 74,641	\$ (0)

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.

Bond & Interest Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 105,728	\$ 72,058	\$ 40,392	\$ 51,542	\$ 52,542
Revenues:					
Property Taxes	2,312	12,450	-	-	-
Motor Vehicle Tax	58,445	-	-	-	-
Interest on Investments	1,019	200	1,000	1,000	100
Total Revenue	61,776	12,650	1,000	1,000	100
Transfers from Other funds:					
Transfer from General Fund	480,696	1,033,038	1,074,975	1,074,975	1,301,229
Transfer from Stormwater Fund	242,608	241,833	245,383	245,383	-
Total	723,304	1,274,871	1,320,358	1,320,358	1,301,229
Total Sources	785,080	1,287,521	1,321,358	1,321,358	1,301,329
Expenditures:					
Debt Service	818,750	1,308,037	1,320,358	1,320,358	1,320,850
Contingency	-	-	41,392	-	33,021
Total Expenditures	818,750	1,308,037	1,361,750	1,320,358	1,353,871
Total Uses	818,750	1,308,037	1,361,750	1,320,358	1,353,871
Sources Over(Under) Uses	(33,670)	(20,516)	(40,392)	1,000	(52,542)
Fund Balance @ 12/31	\$ 72,058	\$ 51,542	\$ -	\$ 52,542	\$ 0

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

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

Notes: The City's outstanding bonds will be paid off in 2036.

Capital Infrastructure Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 3,156,962	\$ 3,080,530	\$ 2,455,530	\$ 5,516,640	\$ 5,580,189
Revenues:					
Intergovernmental	1,023,038	1,405,378	477,000	477,000	779,750
Bond Proceeds			-	-	-
Interest on Investments	62,338	65,376	60,000	60,000	62,000
Miscellaneous	930		5,000	5,000	1,000
Net Inc/Decr in Fair Value					-
Total Revenue	1,086,306	1,470,754	542,000	542,000	842,750
Transfers from Other funds:					
Transfer from General Fund	4,100,000	5,303,560	5,155,116	5,155,116	4,653,109
Transfer from Special Highway Fund	588,751	619,774	643,000	643,000	610,040
Transfer from Stormwater Utility Fund	1,000,000	1,000,000	850,000	850,000	1,000,000
Transfer from Special Parks & Rec Fund	154,446	139,072	137,433	137,433	139,792
Transfer from Economic Development Fund					
Total	5,843,197	7,062,406	6,785,549	6,785,549	6,402,941
Total Sources	6,929,503	8,533,160	7,327,549	7,327,549	7,245,691
Expenditures:					
Debt Service	492,098				
Infrastructure	6,513,836	6,097,050	7,264,000	7,264,000	7,182,691
Total Expenditures	7,005,934	6,097,050	7,264,000	7,264,000	7,182,691
Total Uses	7,005,934	6,097,050	7,264,000	7,264,000	7,182,691
Sources Over(Under) Uses	(76,432)	2,436,110	63,549	63,549	63,000
Fund Balance @ 12/31	\$ 3,080,530	\$ 5,516,640	\$ 2,519,079	\$ 5,580,189	\$ 5,643,189

Funding Sources: Transfers from the General Fund, Stormwater Utility Fund, Special Parks & Recreation Fund, Economic Development Fund, 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 = \$7,182,691

2019 PROJECT DESCRIPTION	2019 EXPENDITURES
Park Infrastructure Reserve	\$20,000
Harmon Skate Park	\$100,000
Windsor Trail Expansion	\$25,000
Windsor Tennis Court Resurface	\$65,000
Taliaferro park Shelter Renovation	\$180,000
Pool Slide Major Repairs	\$100,000
PARK TOTAL PER YEAR	\$490,000
Water Discharge Program Reserve	\$20,000
Drainage Repair Program	\$800,000
Brush Creek: 68th & Mission Road	\$325,000
DRAINAGE TOTAL PER YEAR	\$1,145,000
Traffic Calming Program Reserve	\$20,000
Residential Street Rehabilitation Program	\$3,175,691
Nall Ave: 83rd St to 95th St (OP & CARS)	\$420,000
Roe Ave: 83rd St to 91st St (CARS)	\$652,000
Nall Ave: 79th St to 83rd St (CARS)	\$100,000
Nall Ave: 67th St to 75th St (OP & CARS)	\$50,000
STREET TOTAL PER YEAR	\$4,417,691
Building Reserve	\$50,000
Public Works Renovation	\$50,000
City Hall Updates (windows, doors, hall carpet, conf room)	\$145,000
BUILDINGS TOTAL PER YEAR	\$245,000
ADA Compliance Program	\$25,000
Concrete Repair Program	\$700,000
Bike Plan Implementation	\$140,000
Electric Vehicle Charging Station	\$20,000
OTHER TOTAL PER YEAR	\$885,000
CIP TOTAL	\$7,182,691

Risk Management Reserve Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 92,265	\$ 92,939	\$ 90,479	\$ 138,119	\$ 133,569
Revenues:					
Interest on Investments	426	591	450	450	450
Miscellaneous	613	10,214	-	-	-
Total Revenue	1,039	10,805	450	450	450
Transfers from Other funds:					
Transfer from General Fund	35,000	35,000	35,000	35,000	35,000
Transfer from Special Alcohol Fund	-	-	-	-	-
Total	35,000	35,000	35,000	35,000	35,000
Total Sources	36,039	45,805	35,450	35,450	35,450
Expenditures:					
Contract Services	35,365	625	40,000	40,000	40,000
Risk Management Reserve	-	-	85,929	-	129,019
Total Expenditures	35,365	625	125,929	40,000	169,019
Total Uses	35,365	625	125,929	40,000	169,019
Sources Over(Under) Uses	674	45,180	(90,479)	(4,550)	(133,569)
Fund Balance @ 12/31	\$ 92,939	\$ 138,119	\$ -	\$ 133,569	\$ -

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

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 1,603,200	\$ 620,075	\$ 322,075	\$ 547,748	\$ 35,178
Revenues:					
Interest on Investments	1,283	198	500	250	100
Total Revenue	1,283	198	500	250	100
Transfers from Other funds:					
Transfer from General Fund	-	-	-	-	65,000
Total	-	-	-	-	65,000
Total Sources	1,283	198	500	250	65,100
Expenditures:					
Contract Services	984,408	72,525	273,075	512,820	50,000
Contingency	-				50,278
Total Expenditures	984,408	72,525	273,075	512,820	100,278
Total Uses	984,408	72,525	273,075	512,820	100,278
Sources Over(Under) Uses	(983,125)	(72,327)	(272,575)	(512,570)	(35,178)
Fund Balance @ 12/31	\$ 620,075	\$ 547,748	\$ 49,500	\$ 35,178	\$ -

Economic Development Fund Allocation	2019 Est	2020 Bud	2021
Beginning balance	\$547,748	\$35,178	\$50,278
Interest	250	100	100
Transfer from General Fund (Public Safety Sales Tax)	-	65,000	65,000
North Park Demolition	(250,000)		
Exterior Grant Program (2 years - 2019 - 2020) @ \$50,000 year	(50,000)	(50,000)	
City Owned Art Restoration (clean, repair, replace & restore)	(50,000)		
Bike / Pedestrian Master Plan	(75,000)		
Comprehensive Master Plan	(69,745)		
Cross Walk Flashing Lights	(18,075)		
Total	\$35,178	\$50,278	\$115,378

Equipment Reserve Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 390,335	\$ 334,380	\$ 400,709	\$ 518,738	\$ 27,615
Revenues:					
Interest on Investments	933	1,486	500	500	1,000
Total Revenue	933	1,486	500	500	1,000
Transfers from Other funds:					
Transfer from General Fund	200,000	450,000	400,000	400,000	455,385
Total	200,000	450,000	400,000	400,000	455,385
Total Sources	200,933	451,486	400,500	400,500	456,385
Expenditures:					
Capital Outlay	256,888	267,128	744,831	891,623	484,000
Total Expenditures	256,888	267,128	744,831	891,623	484,000
Total Uses	256,888	267,128	744,831	891,623	484,000
Sources Over(Under) Uses	(55,955)	184,358	(344,331)	(491,123)	(27,615)
Fund Balance @ 12/31	\$ 334,380	\$ 518,738	\$ 56,378	\$ 27,615	\$ -

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 = \$484,000

2020 PROJECT DESCRIPTION	2020 EXPENDITURES
IT Projects	
City Hall Energy Audit	\$10,000
City Hall Server Replacement	\$15,000
City Hall Online Municipal Code	\$19,000
City Hall Live Stream Upgrade	\$30,000
Police Department Park Security Cameras (location TBD)	\$15,000
Police Department Traffic Cameras (location TBD)	\$15,000
Police Department Laptop Replacement	\$20,000
Police Department Fixed Location License Plate Readers	\$30,000
Police Department Radio Replacement	\$50,000
Police Department In Car Video	\$50,000
TOTAL	\$254,000
Public Works Equipment	
Public Works Mower	\$10,000
Public Works Mower	\$15,000
Public Works 3/4 Ton Leased Vehicle	\$40,000
Public Works 1 Ton Dump Truck (2021 @ \$100,000)	\$50,000
Public Works Street Sweeper (2021 @ \$230,000)	\$115,000
TOTAL	\$230,000
EQUIPMENT RESERVE TOTAL	\$484,000

CID - Corinth Fund

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 86,828	\$ 137,476	\$ 30,734	\$ 158,862	\$ 128,128
Revenues:					
Property Taxes					
Sales Taxes	576,525	596,063	600,000	600,000	600,000
Interest on Investments	1,366	3,144	1,300	1,300	2,200
Total Revenue	577,891	599,207	601,300	601,300	602,200
Expenditures:					
Contract Services	527,243	577,821	632,034	632,034	730,328
Total Expenditures	527,243	577,821	632,034	632,034	730,328
Total Uses	527,243	577,821	632,034	632,034	730,328
Sources Over(Under) Uses	50,648	21,386	(30,734)	(30,734)	(128,128)
Fund Balance @ 12/31	\$ 137,476	\$ 158,862	\$ -	\$ 128,128	\$ -

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

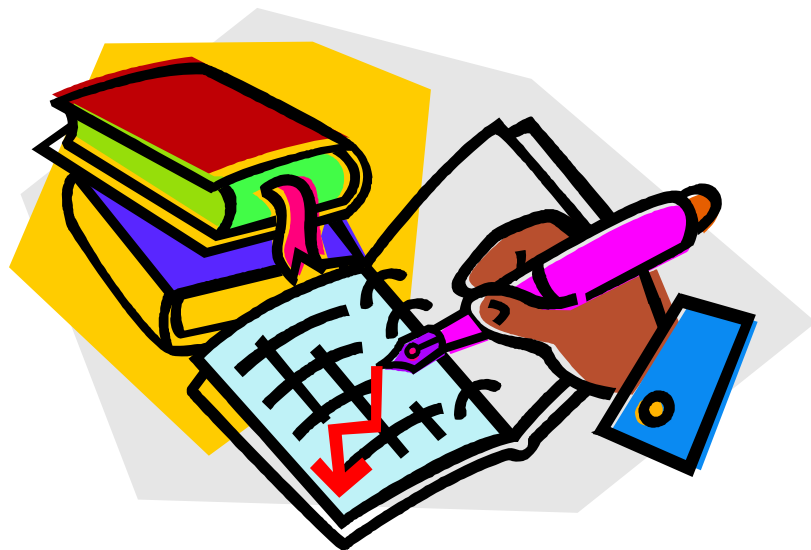
	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance 1/1	\$ 89,747	\$ 108,720	\$ 16,423	\$ 157,764	\$ 141,841
Revenues:					
Sales Taxes	503,194	548,606	500,000	500,000	550,000
Interest on Investments	1,108	4,153	1,000	1,500	2,600
Total Revenue	504,302	552,759	501,000	501,500	552,600
Total Sources	504,302	552,759	501,000	501,500	552,600
Expenditures:					
Contract Services	485,329	503,715	517,423	517,423	694,441
Total Expenditures	485,329	503,715	517,423	517,423	694,441
Total Uses	485,329	503,715	517,423	517,423	694,441
Sources Over(Under) Uses	18,973	49,044	(16,423)	(15,923)	(141,841)
Fund Balance @ 12/31	\$ 108,720	\$ 157,764	\$ -	\$ 141,841	\$ -

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

Expenditures: Development within PV Shops per Developer Agreement



Expenditures by Line Item

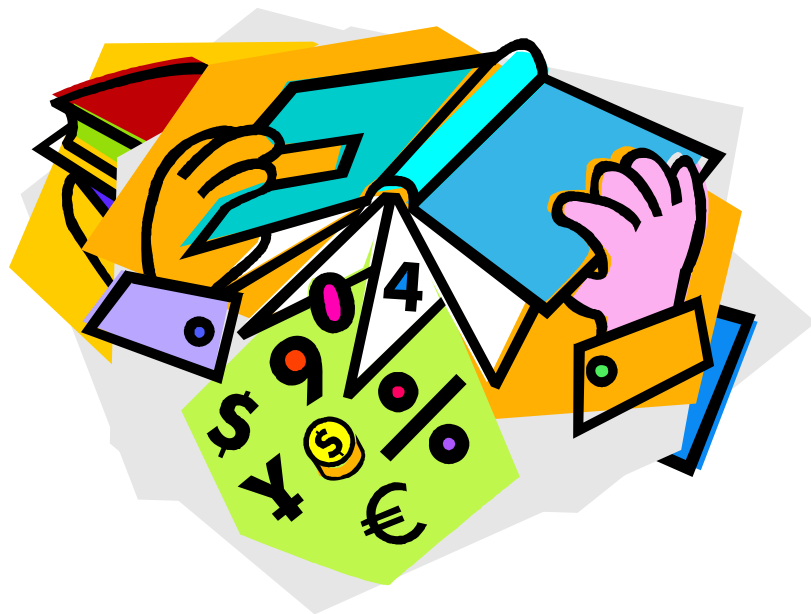


**Expenditures by Character & Line Item
Combines All Funds For 2017 - 2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2020 Budget</u>
Personnel Services				
Wages/Salaries/Overtime	\$ 6,638,078	\$ 7,232,102	\$ 7,566,324	\$ 7,828,922
Health Care/Other Insurance Coverage	1,057,241	1,036,083	1,337,581	1,511,122
Social Security/Pension	1,550,754	1,692,262	1,884,657	2,005,454
Total Personnel Services	\$ 9,246,073	\$ 9,960,446	\$ 10,788,562	\$ 11,345,498
Contract Services				
Utilities/Communications	\$ 1,347,587	\$ 1,381,300	\$ 1,469,800	\$ 1,485,200
Insurance	361,018	382,628	400,227	358,628
Special Assessments	36,452	40,116	37,500	37,500
Printing	4,295	3,783	6,900	6,060
Fees for Contract Services	4,914,202	4,339,022	4,437,405	4,633,647
Training, Dues, Publications	184,025	170,725	243,585	244,955
Vehicular & Equipment Maint.	220,874	200,579	239,375	232,525
Building & Grounds Maint.	1,016,141	922,504	985,300	987,350
Total Contract Services	\$ 8,084,594	\$ 7,440,657	\$ 7,820,092	\$ 7,985,865
Commodities				
Postage, Office Supplies	\$ 38,477	\$ 36,301	\$ 53,875	\$ 57,125
Clothing	66,881	83,003	79,475	78,675
Vehicular & Equip. Supplies	230,066	282,215	286,855	294,605
Building & Grounds Supplies	175,798	147,752	237,600	246,100
Other Commodities	82,008	86,557	120,050	116,250
Total Commodities	\$ 593,230	\$ 635,829	\$ 777,855	\$ 792,755
Capital Outlay				
Equipment & Vehicles	\$ 464,872	\$ 529,380	\$ 983,581	\$ 755,650
Total Capital Outlay	\$ 464,872	\$ 529,380	\$ 983,581	\$ 755,650
Total Operating Costs	\$ 18,388,770	\$ 18,566,312	\$ 20,370,090	\$ 20,879,768
Transfers				
Transfers to/from Other Funds	\$ 7,201,502	\$ 9,272,277	\$ 9,105,907	\$ 8,824,555
Total Transfers	\$ 7,201,502	\$ 9,272,277	\$ 9,105,907	\$ 8,824,555
Debt Service				
Principal	\$ 745,000	\$ 1,175,000	\$ 1,210,000	\$ 1,235,000
Interest	73,750	133,037	110,358	85,850
Total Debt Service	\$ 818,750	\$ 1,308,037	\$ 1,320,358	\$ 1,320,850
Infrastructure				
Park Projects	\$ 508,927	\$ 491,038	\$ 1,245,000	\$ 490,000
Drainage Projects	511,831	724,009	850,000	1,145,000
Street Projects	5,097,693	4,229,728	4,394,000	4,417,691
Building Projects	183,366	31,258	50,000	245,000
Sidewalk & Curb Projects	704,117	621,017	725,000	885,000
Total Infrastructure	\$ 7,005,934	\$ 6,097,050	\$ 7,264,000	\$ 7,182,691
Reserves & Contingency				
Contingency	\$ -	\$ -	\$ 1,008,454	\$ 1,197,581
Total Reserves	\$ -	\$ -	\$ 1,008,454	\$ 1,197,581
Total Non-Operating Costs	\$ 15,026,186	\$ 16,677,364	\$ 18,698,719	\$ 18,525,677
Grand Total	\$ 33,414,956	\$ 35,243,676	\$ 39,068,809	\$ 39,405,445



Expenditures by Program



2020 Budget

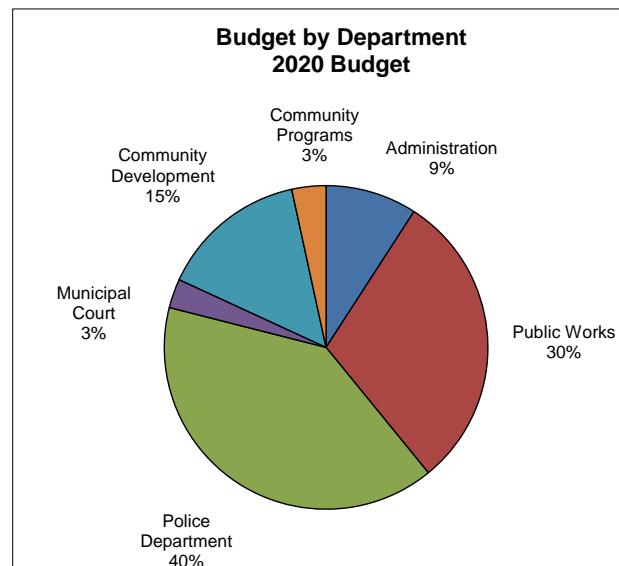
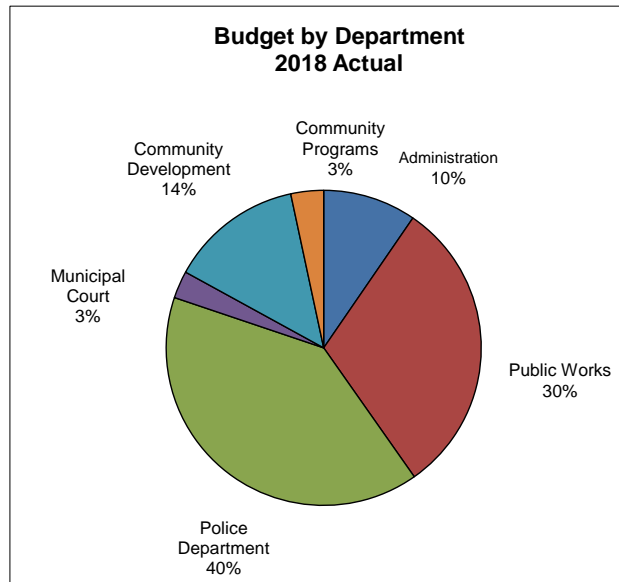
Summary by Department

Department	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Administration	\$ 1,517,985	\$ 1,602,610	\$ 1,750,155	\$ 1,741,773
Public Works	5,042,003	5,128,513	5,578,626	5,707,029
Police Department	6,192,610	6,676,478	7,212,061	7,591,507
Municipal Court	438,567	469,351	539,535	553,760
Community Development	2,363,699	2,284,322	2,649,115	2,802,185
Community Programs	506,532	561,804	594,448	649,525
Total	\$ 16,061,397	\$ 16,723,078	\$ 18,323,940	\$ 19,045,779

Expenditures by Fund

General Fund	\$ 14,183,715	\$ 14,849,171	\$ 16,219,456	\$ 16,858,400
Solid Waste Management Fund	1,781,098	1,713,616	1,986,651	2,064,355
Special Alcohol Fund	96,584	160,291	117,833	123,024
Total	\$ 16,061,397	\$ 16,723,078	\$ 18,323,940	\$ 19,045,779

Note: Only appropriated funds are included in the following department and program schedules. Those funds include: General, Solid Waste Management, Special Highway, Stormwater Utility, Special Parks & Recreation, Special Alcohol and Bond & Interest.





Expenditures – Administration



2020 Budget

Department: Administration

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Program				
Mayor & Council	\$ 62,797	\$ 90,079	\$ 111,654	\$ 122,431
Management & Planning	462,289	536,593	594,125	558,609
Legal Services	194,359	164,701	175,000	175,000
Human Resources	190,414	191,825	220,971	221,799
Finance	300,298	308,407	325,728	338,418
City Clerk	307,829	311,005	322,677	325,516
Total	\$1,517,985	\$ 1,602,610	\$ 1,750,155	\$ 1,741,773

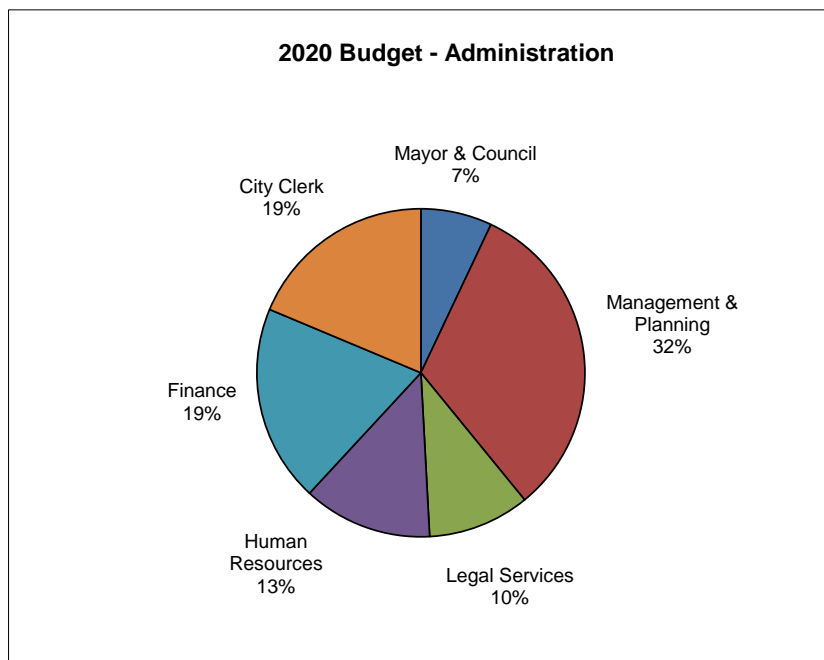
Expenditures by Character				
Personnel Services	\$ 921,683	\$ 985,985	\$ 1,070,498	\$ 1,055,270
Contract Services	530,423	531,878	598,907	603,703
Commodities	55,440	59,747	77,750	81,300
Capital Outlay	10,439	25,000	3,000	1,500
Total	\$1,517,985	\$ 1,602,610	\$ 1,750,155	\$ 1,741,773

Expenditures by Fund				
General Fund	\$1,517,985	\$ 1,602,610	\$ 1,750,155	\$ 1,741,773
Total	\$1,517,985	\$ 1,602,610	\$ 1,750,155	\$ 1,741,773

Full-time Equivalent Positions	9.30	9.30	9.18	9.18
Unpaid Positions	13.00	13.00	13.00	13.00
Appointed/Contracted Officials	0.15	0.15	0.15	0.15

Notes

- In 2018, Information Technology was moved from the Administration budget to the Police Department budget.



2020 Budget

Department: Administration

Program: Mayor & Council

The Mayor and 12 elected Council members serve as the legislative and and policy-making body of the City. The Mayor and Council provide leadership, vision and direction for the staff, resources and City.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 2,267	\$ 2,032	\$ 5,606	\$ 5,606
Contract Services	37,202	37,639	73,498	79,475
Commodities	20,328	25,408	32,550	37,350
Capital Outlay	3,000	25,000	0	0
Total	\$ 62,797	\$ 90,079	\$ 111,654	\$ 122,431

Expenditures by Fund				
General Fund	\$ 62,797	\$ 90,079	\$ 111,654	\$ 122,431
Total	\$ 62,797	\$ 90,079	\$ 111,654	\$ 122,431

Unpaid Positions				
	13.00	13.00	13.00	13.00
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

Notes

- The Mayor and Council Members do not receive a salary. They may receive a communications stipend of \$25/month. This rate has not changed since its inception in 2006.

2020 Contractual Services Budget also Includes the Following:

Consulting fees, council retreat, photo	\$15,000
Worker's Compensation	60
Training and conferences	36,150
Dues & Subscriptions:	
MARC, NLC & LKM	28,265
	\$ 79,475

2020 Commodities Budget Includes the Following:

Office supplies and postage	\$3,000
Other (Misc. expenses, rentals, etc)	7,650
Volunteer Appreciation Dinner	13,000
Council meals	7,100
Volunteer gift	1,800
	\$ 32,550

2020 Budget

Department: Administration

Program: Management & Planning

Provides overall management of City operations, coordination of City planning and implementation of Council direction and policy.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 314,967	\$ 375,575	\$ 421,309	\$ 384,093
Contract Services	129,245	142,880	151,316	153,016
Commodities	15,078	18,138	21,500	21,500
Total	\$ 462,289	\$ 536,593	\$ 594,125	\$ 558,609

Expenditures by Fund				
General Fund	\$ 462,289	\$ 536,593	\$ 594,125	\$ 558,609
Total	\$ 462,289	\$ 536,593	\$ 594,125	\$ 558,609

Full-time Equivalent Positions				
	2.30	2.30	2.48	2.48
City Administrator	1.00	1.00	1.00	1.00
Deputy City Administrator	0.30	0.30	0.48	0.48
Public Information Officer	1.00	1.00	1.00	1.00
	2.30	2.30	2.48	2.48

Appointed/Contracted Officials				
	0.15	0.15	0.15	0.15
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
	0.15	0.15	0.15	0.15

2020 Contractual Services Budget Includes the Following:

Miscellaneous contracts & Advising	\$ 23,000
Planning	50,000
Newsletter	30,000

Training & Conferences:	
NE Chamber lunch, MARC, LKM, ICMA, NLC, ASPA, KACM & NE KS Managers	13,220
Dues & Subscriptions:	
ICMA, KACM & ASPA	2,120
Insurance (Property & Workers Comp)	34,676
	\$ 153,016

2020 Budget

Department: Administration

Program: Legal Services

Provides support to City departments regarding legal matters. This service is provided by law firms retained by the City to handle the City's legal affairs.

The law firms bill the City on an hourly basis for these services.

	2017	2018	2019	2020
	Actual	Actual	Budget	Budget
Program Expenditures				
Contract Services	\$ 194,359	\$ 164,701	\$ 175,000	\$ 175,000
Total	\$ 194,359	\$ 164,701	\$ 175,000	\$ 175,000
Expenditures by Fund				
General Fund	\$ 194,359	\$ 164,701	\$ 175,000	\$ 175,000
Total	\$ 194,359	\$ 164,701	\$ 175,000	\$ 175,000

Notes

- Services are provided at an hourly rate.

2020 Budget

Department: Administration

Program: Human Resources

The Human Resources function is responsible for providing quality service and support to employees, City-wide compliance with federal, state and local employment and benefit laws and regulations, recruitment, policies, employee compensation and benefits, maintenance of personnel records, training and development, and worker's compensation.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 123,573	\$ 109,208	\$ 135,210	\$ 141,143
Contract Services	66,502	82,158	85,261	80,156
Commodities	339	459	500	500
Capital Outlay	0	0	0	0
Total	\$ 190,414	\$ 191,825	\$ 220,971	\$ 221,799

Expenditures by Fund				
General Fund	\$ 190,414	\$ 191,825	\$ 220,971	\$ 221,799
Total	\$ 190,414	\$ 191,825	\$ 220,971	\$ 221,799

Full-time Equivalent Positions				
	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

Notes

2020 Contractual Services Budget Includes the Following:

Staff training	\$ 4,800
Payroll services	55,580
Recruitment	4,400
Wellness Incentives	10,000
Training & Conferences	2,750
Insurance (Property & Workers Comp)	1,656
Dues & Subscriptions	970
	\$ 80,156

2020 Budget

Department: Administration

Program: Finance

The Finance Department is responsible for payroll, budgeting, accounting and financial reporting operations of the City and providing support to other City departments

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 217,758	\$ 225,002	\$ 236,393	\$ 249,166
Contract Services	81,877	82,961	88,335	88,452
Commodities	663	444	1,000	800
Capital Outlay	0	0	0	0
Total	\$ 300,298	\$ 308,407	\$ 325,728	\$ 338,418

Expenditures by Fund				
General Fund	\$ 300,298	\$ 308,407	\$ 325,728	\$ 338,418
Total	\$ 300,298	\$ 308,407	\$ 325,728	\$ 338,418

Full-time Equivalent Positions				
	2.00	2.00	2.00	2.00
Finance Director	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

Notes

2020 Contractual Services Budget Includes the Following:

Audit Services	\$ 25,440
Investment Services	27,000
Bank Fees	7,500
Credit Card Fees	19,500
Printing	2,160
Insurance (Property & Workers Comp)	2,752
Training	3,500
Dues & Subscriptions	600
Total	\$ 88,452

2020 Budget

Department: Administration

Program: City Clerk

City Clerk staff are responsible for maintaining all records of the City. City Clerk staff provides support services to elected officials, City committees and other departments. Staff issue business and animal licenses; register individuals and families for recreation programs; coordinate the reservation of meeting rooms, ball fields, tennis courts and park pavilions.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 263,118	\$ 274,168	\$ 271,980	\$ 275,262
Contract Services	21,239	21,539	25,497	27,604
Commodities	19,033	15,298	22,200	21,150
Capital Outlay	4,439	0	3,000	1,500
Total	\$ 307,829	\$ 311,005	\$ 322,677	\$ 325,516

Expenditures by Fund

General Fund	\$ 307,829	\$ 311,005	\$ 322,677	\$ 325,516
Total	\$ 307,829	\$ 311,005	\$ 322,677	\$ 325,516

Full-time Equivalent Positions

	4.00	4.00	3.70	3.70
City Clerk	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	0.70	0.70
Administrative Support Specialist	2.00	2.00	2.00	2.00
Total	4.00	4.00	3.70	3.70

Notes

2020 Capital Outlay Budget Includes the Following:

Office equipment and furniture	\$ 1,500
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Expenditures – Public Works



2020 Budget

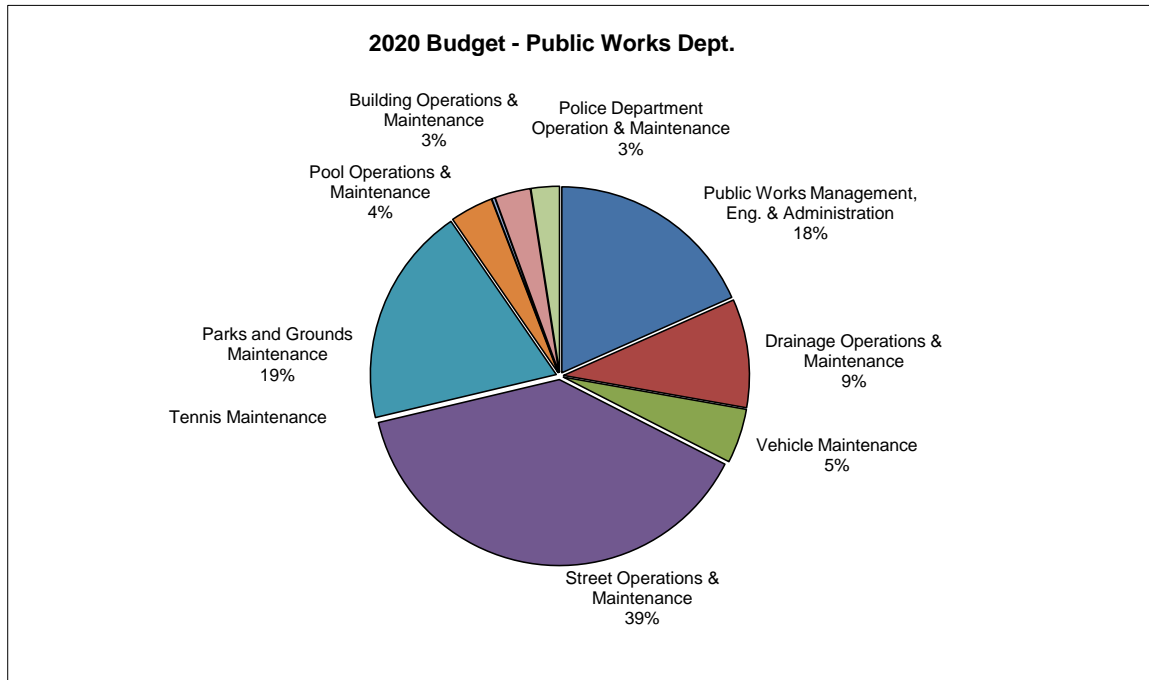
Department: Public Works

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Program				
Management, Engineering & Administration	\$ 952,641	\$ 983,651	\$ 1,022,588	\$ 1,047,165
Drainage Operations & Maintenance	393,738	409,620	513,263	538,318
Vehicle Maintenance	236,117	246,575	254,091	270,251
Street Operations & Maintenance	1,972,103	1,863,181	2,188,463	2,212,570
Parks and Grounds Maintenance	934,611	1,055,530	1,053,851	1,091,511
Pool Operations & Maintenance	200,811	198,844	216,370	213,930
Tennis Maintenance	10,132	11,994	15,050	15,550
Building Operations & Maintenance	200,846	200,604	178,750	177,150
Police Department Operation & Maintenance	141,003	158,514	136,200	140,584
Total	\$ 5,042,003	\$ 5,128,513	\$ 5,578,626	\$ 5,707,029

Expenditures by Character				
Personnel Services	\$ 2,025,101	\$ 2,204,185	\$ 2,402,065	\$ 2,514,929
Contract Services	2,660,245	2,540,990	2,714,511	2,719,050
Commodities	340,021	343,733	416,550	435,550
Capital Outlay	16,637	39,605	45,500	37,500
Total	\$ 5,042,003	\$ 5,128,513	\$ 5,578,626	\$ 5,707,029

Expenditures by Fund				
General Fund	\$ 5,042,003	\$ 5,128,513	\$ 5,578,626	\$ 5,707,029
Total	\$ 5,042,003	\$ 5,128,513	\$ 5,578,626	\$ 5,707,029

Full-time Equivalent Positions	28.00	28.00	30.00	30.00
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2020 Budget

Department: Public Works

Program: Management, Engineering & Administration

This program provides general management for Public Works and includes departmental budget preparation and control, purchasing, ADA compliance, public right of way and drainage permits and support to City committees. The program processes and monitors service requests from residents, businesses, City officials and other employees.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 821,132	\$ 877,306	\$ 879,184	\$ 902,241
Contract Services	104,785	74,127	113,504	116,924
Commodities	20,723	25,993	23,900	25,000
Capital Outlay	6,000	6,225	6,000	3,000
Total	\$ 952,641	\$ 983,651	\$ 1,022,588	\$ 1,047,165

Expenditures by Fund				
General Fund	\$ 952,641	\$ 983,651	\$ 1,022,588	\$ 1,047,165
Total	\$ 952,641	\$ 983,651	\$ 1,022,588	\$ 1,047,165

Full-time Equivalent Positions	7.00	7.00	8.00	8.00
Public Works Director	1.00	1.00	1.00	1.00
Senior Project Manager	-	-	1.00	1.00
Project Inspector	-	-	1.00	1.00
Manager of Engineering Services	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
Total	7.00	7.00	8.00	8.00

Notes

2020 Contractual Services Budget Includes the Following:

Cell Phones and Pagers	\$ 4,700
Insurance (Property & Workers Comp)	39,224
Drug Testing & Physicals	2,400
City Engineer	20,000
Traffic Engineer	10,000
Weather Service	11,000
Training	9,000
Dues & Subscriptions	4,600
Equipment Rental	8,000
Biennial Bridge Inspection	8,000
	\$ 116,924

2020 Budget

Department: Public Works

Program: Drainage Operations & Maintenance

The maintenance and repair of almost 2,600 drainage structures, 45 miles of drainage pipes and 9 miles of channels. The primary activities are compliance with Federal stormwater regulations (NPDES) and local stormwater management program including activities such as street sweeping, drainage inlet cleaning, and channel maintenance.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 329,269	\$ 343,695	\$ 449,294	\$ 475,418
Contract Services	21,106	27,386	24,869	22,700
Commodities	43,363	38,539	39,100	40,200
Capital Outlay	0	0	0	0
Total	\$ 393,738	\$ 409,620	\$ 513,263	\$ 538,318
Expenditures by Fund				
General Fund	\$ 393,738	\$ 409,620	\$ 513,263	\$ 538,318
Stormwater Utility Fund	\$0	\$0	\$0	\$0
Total	\$ 393,738	\$ 409,620	\$ 513,263	\$ 538,318
Full-time Equivalent Positions				
	5.00	5.00	6.00	6.00
Stormwater Engineer	-	-	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00
Maintenance Workers	4.00	4.00	4.00	4.00
Total	5.00	5.00	6.00	6.00

2020 Budget

Department: Public Works
Program: Vehicle Maintenance

This program provides maintenance of all Public Works vehicles and equipment including: specifications preparation, preventative maintenance, repairs, and fueling.

This program provides fuel and limited vehicle maintenance service to the Police Department and Codes Division. The City provides fuel to the City of Mission Hills and to Johnson County Consolidated Fire District #2.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 203,960	\$ 207,812	\$ 221,222	\$ 234,377
Contract Services	16,416	17,218	17,769	19,574
Commodities	15,741	21,545	15,100	16,300
Capital Outlay	0	0	0	0
Total	\$ 236,117	\$ 246,575	\$ 254,091	\$ 270,251
Expenditures by Fund				
General Fund	\$ 236,117	\$ 246,575	\$ 254,091	\$ 270,251
Total	\$ 236,117	\$ 246,575	\$ 254,091	\$ 270,251
Full-time Equivalent Positions				
	3.00	3.00	3.00	3.00
Mechanic	1.00	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00
Maintenance Worker	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

2020 Budget

Department: Public Works
Program: Street Operations & Maintenance

This program provides for the maintenance and repair of approximately 112 miles of streets, 2800 traffic signs, 93 miles of sidewalk, and 1,530 ADA ramps. The primary activities in this program are pothole patching, snow/ice control, sidewalk repairs and curb/gutter repair. Major maintenance activities are annual crack filing, slurry sealing, bridge repairs and traffic line re-marking.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 295,239	\$ 299,622	\$ 333,718	\$ 363,926
Contract Services	1,586,892	1,490,893	1,701,845	1,697,644
Commodities	89,973	72,666	152,900	151,000
Capital Outlay	0	0	0	0
Total	\$ 1,972,103	\$ 1,863,181	\$ 2,188,463	\$ 2,212,570

Expenditures by Fund				
General Fund	\$ 1,972,103	\$ 1,863,181	\$ 2,188,463	\$ 2,212,570
Total	\$ 1,972,103	\$ 1,863,181	\$ 2,188,463	\$ 2,212,570

Full-time Equivalent Positions				
	5.00	5.00	5.00	5.00
Maintenance Workers	4.00	4.00	4.00	4.00
Crew Leader	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00

Notes

2020 Contractual Services Budget Includes the Following:

OP Green Light	\$ 5,400
Street Lights	300,000
Traffic Signals	825,000
Water	5,000
Equipment Maintenance & Repair	3,700
Equipment Rental	4,000
Insurance (Property & Workers Comp)	26,544
Training	3,000
Street Maintenance & Repair	525,000
	\$ 1,697,644

2020 Budget

Department: Public Works

Program: Parks and Grounds Maintenance

This program provides for operation, maintenance and repair of 12 parks, 6 fountains, 187 city islands, 9 pavilions, 68 acres of turf, 11 playscapes, 31 flower gardens, and 9,950 public trees.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 375,500	\$ 475,750	\$ 518,647	\$ 538,967
Contract Services	452,822	464,011	414,804	419,544
Commodities	106,290	111,269	110,900	128,500
Capital Outlay	0	4,500	9,500	4,500
Total	\$ 934,611	\$ 1,055,530	\$ 1,053,851	\$ 1,091,511

Expenditures by Fund				
General Fund	\$ 934,611	\$ 1,055,530	\$ 1,053,851	\$ 1,091,511
Total	\$ 934,611	\$ 1,055,530	\$ 1,053,851	\$ 1,091,511

Full-time Equivalent Positions	8.00	8.00	8.00	8.00
Crew Leader	1.00	1.00	2.00	2.00
Maintenance Worker	5.00	5.00	5.00	5.00
Forestry Specialist	1.00	1.00	1.00	1.00
Seasonal Laborers	1.00	1.00	-	-
Total	8.00	8.00	8.00	8.00

Notes

2020 Contractual Services Budget Includes the Following:

Utilities - Electricity	\$ 24,000
Utilities - Wastewater	6,000
Utilities - Water	21,000
Special Assessments	9,000
Maintenance & Repair - equipment	8,200
Insurance (Property & Workers Comp)	34,144
Training	2,500
Dues	100
Equipment rental	2,000
Grounds Maintenance & Repair	59,700
Tree Maintenance & Repair	213,000
Building Maintenance & Repair	39,900
	\$ 419,544

2020 Budget

Department: Public Works
Program: Pool Operations & Maintenance

This program is for the operation and maintenance of the Harmon Park Swimming Pool complex and buildings. The complex has six pools: wading, leisure, slide, diving, lap, and adult.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Contract Services	160,482	161,148	168,270	166,830
Commodities	40,330	37,696	48,100	47,100
Total	\$ 200,811	\$ 198,844	\$ 216,370	\$ 213,930

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Fund				
General Fund	\$ 200,811	\$ 198,844	\$ 216,370	\$ 213,930
Total	\$ 200,811	\$ 198,844	\$ 216,370	\$ 213,930

Notes

Pool Complex Features:

- Leisure Pool
- Wading Pool
- Adult Pool
- Lap Lanes
- Diving Well, Meter Pool
- Water Slides
- Concession Stand



2020 Budget

Department: Public Works
Program: Tennis Maintenance

This program is for the operation and maintenance of the 15 tennis courts in several City parks.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Contract Services	8,806	7,564	12,050	12,050
Commodities	1,326	4,430	3,000	3,500
Total	\$ 10,132	\$ 11,994	\$ 15,050	\$ 15,550
Expenditures by Fund				
General Fund	\$ 10,132	\$ 11,994	\$ 15,050	\$ 15,550
Total	\$ 10,132	\$ 11,994	\$ 15,050	\$ 15,550



2020 Budget

Department: Public Works

Program: Building Operations & Maintenance

This program provides for the maintenance and operation of seven public buildings - Municipal Offices, Community Center and Public Works Facility (5)

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Contract Services	184,165	176,633	160,700	159,200
Commodities	16,681	23,971	18,050	17,950
Capital Outlay	0	0	0	0
Total	\$ 200,846	\$ 200,604	\$ 178,750	\$ 177,150
Expenditures by Fund				
General Fund	\$ 200,846	\$ 200,604	\$ 178,750	\$ 177,150
Total	\$ 200,846	\$ 200,604	\$ 178,750	\$ 177,150

2020 Budget

Department: Public Works

Program: Police Building Operations & Maintenance

This program provides for the maintenance and operation of the Police Building.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Contract Services	124,772	122,010	100,700	104,584
Commodities	5,594	7,624	5,500	6,000
Capital Outlay	10,637	28,880	30,000	30,000
Total	\$ 141,003	\$ 158,514	\$ 136,200	\$ 140,584
Expenditures by Fund				
General Fund	\$ 141,003	\$ 158,514	\$ 136,200	\$ 140,584
Total	\$ 141,003	\$ 158,514	\$ 136,200	\$ 140,584

Notes

2020 Capital Outlay Budget Includes the Following:

Building remodel project \$30,000



Expenditures – Police Department



2020 Budget

Department: Police Department

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Program				
Administration	\$ 426,000	\$ 482,432	\$ 451,792	\$ 502,144
Staff Services	837,282	857,917	924,844	967,286
Community Services	191,356	201,611	213,669	202,219
Crime Prevention	13,428	13,156	87,131	129,153
Patrol	2,985,830	3,311,918	3,339,250	3,487,536
Investigations	633,410	597,444	744,561	755,028
Special Investigations Unit	126,288	45,005	227,149	239,201
D.A.R.E.	96,584	160,291	117,833	123,024
Professional Standards	154,027	187,398	191,402	204,284
Off-Duty Contractual	37,779	39,345	46,240	38,463
Traffic Unit	368,113	457,142	415,420	432,546
Information Technology	322,513	322,819	452,770	510,623
Total	\$6,192,610	\$ 6,676,478	\$ 7,212,061	\$ 7,591,507

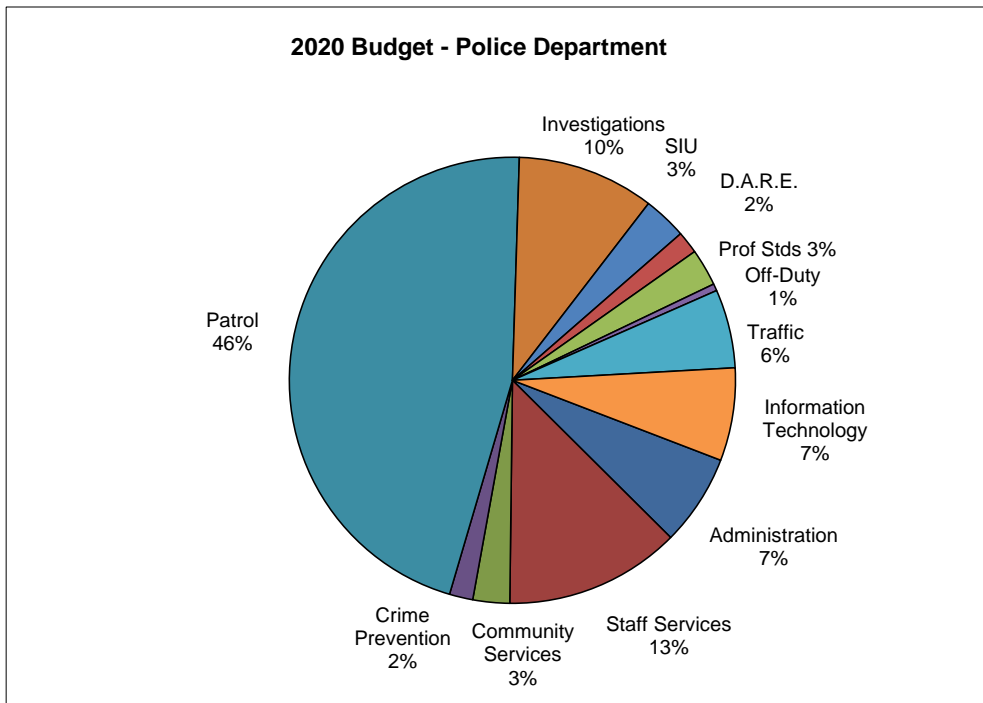
Expenditures by Character				
Personnel Services	\$5,086,139	\$ 5,463,911	\$ 5,909,327	\$ 6,211,630
Contract Services	796,360	836,049	924,529	960,872
Commodities	145,609	185,794	203,355	200,955
Capital Outlay	164,503	190,724	174,850	218,050
Total	\$6,192,610	\$ 6,676,478	\$ 7,212,061	\$ 7,591,507

Expenditures by Fund				
General Fund	\$6,096,026	\$ 6,516,187	\$ 7,094,228	\$ 7,468,483
Special Alcohol Fund	96,584	160,291	117,833	123,024
Debt Service Fund	-	-	-	-
Total	\$6,192,610	\$ 6,676,478	\$ 7,212,061	\$ 7,591,507

Full-time Equivalent Positions	60.00	60.00	61.00	61.00
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Notes

- in 2018, Information Technology was moved from the Administration budget to the Police Department budget.



2020 Budget

Department: Police Department
Program: Administration

Police administration is responsible for carrying out the directives, policies and procedures established by the City Council for operations of the Police Department. Responsibilities of this program include development of programs and procedures for emergency response, procedures to control or reduce crime and traffic accidents, and the establishment of programs to increase the quality of life in the cities of Prairie Village and Mission Hills.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 269,532	\$ 279,875	\$ 270,409	\$ 304,366
Contract Services	147,000	188,647	168,383	176,378
Commodities	9,399	13,460	12,500	13,400
Capital Outlay	68	450	500	8,000
Total	\$ 426,000	\$ 482,432	\$ 451,792	\$ 502,144
Expenditures by Fund				
General Fund	\$ 426,000	\$ 482,432	\$ 451,792	\$ 502,144
Total	\$ 426,000	\$ 482,432	\$ 451,792	\$ 502,144
Full-time Equivalent Positions				
	2.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

Notes

2020 Capital Outlay Budget Includes the Following:

Office Equipment	\$8,000
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2020 Budget

Department: Police Department
Program: Staff Services

The staff services division is responsible for the "911" emergency communication system and other calls for service within Prairie Village and Mission Hills. Additional responsibilities include the collection, dissemination, and the security of all police records, as well as monitoring building and court areas where security cameras are available.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 723,624	\$ 733,098	\$ 798,253	\$ 831,546
Contract Services	103,211	108,871	109,591	118,240
Commodities	10,211	13,987	16,000	15,500
Capital Outlay	236	1,961	1,000	2,000
Total	\$ 837,282	\$ 857,917	\$ 924,844	\$ 967,286

Expenditures by Fund				
General Fund	\$ 837,282	\$ 857,917	\$ 924,844	\$ 967,286
Total	\$ 837,282	\$ 857,917	\$ 924,844	\$ 967,286

Full-time Equivalent Positions	10.00	10.00	10.00	10.00
Police Captain	-	-	-	1.00
Communications Supervisor	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
Total	10.00	10.00	10.00	10.00

Notes

2020 Capital Outlay Budget Includes the following:

Replace Office Chairs	\$ 2,000
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2020 Budget

Department: Police Department
Program: Community Services

Community Services is responsible for the enforcement of the City's Animal Control Ordinances. Community Service Officers (CSOs) investigate animal complaints to include leash laws and neglect or animal abuse cases.

Community Services also supplements the Patrol Division by directing traffic at accident scenes, and providing extra personnel when needed for special events, vehicle maintenance, and other related duties.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 120,077	\$ 125,050	\$ 132,499	\$ 121,798
Contract Services	68,850	72,675	76,345	75,596
Commodities	2,429	3,886	4,825	4,825
Capital Outlay	0	0	0	0
Total	\$ 191,356	\$ 201,611	\$ 213,669	\$ 202,219

Expenditures by Fund				
General Fund	\$ 191,356	\$ 201,611	\$ 213,669	\$ 202,219
Total	\$ 191,356	\$ 201,611	\$ 213,669	\$ 202,219

Full-time Equivalent Positions				
	2.00	2.00	2.00	2.00
Community Service Officer	2.00	2.00	2.00	2.00
Total	2.00	2.00	2.00	2.00

Notes

2020 Contract Services Budget Includes the Following:

Johnson County Co-Responder	\$6,000
Crossing Guards & Animal Services	64,000
Insurance (Property & Workers Comp)	3,996
Vehicle Maintenance & Repair	1,500
Memberships	100
Total	\$ 75,596

2020 Budget

Department: Police Department

Program: Crime Prevention

Crime Prevention is responsible for speaking to various groups regarding crime prevention methods, distributing literature, alerting victims on how best to avoid future victimization, maintaining the Department's Face book account, and summarizes crime analysis patterns for the Patrol division to identify future enforcement priorities.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 10,373	\$ 9,445	\$ 79,348	\$ 80,905
Contract Services	2,880	3,134	4,733	8,198
Commodities	175	577	2,750	2,750
Capital Outlay	0	0	300	37,300
Total	\$ 13,428	\$ 13,156	\$ 87,131	\$ 129,153
Expenditures by Fund				
General Fund	\$ 13,428	\$ 13,156	\$ 87,131	\$ 129,153
Total	\$ 13,428	\$ 13,156	\$ 87,131	\$ 129,153
Full-time Equivalent Positions				
	1.00	1.00	1.00	1.00
Police Officer	-	1.00	1.00	1.00
Sergeant	1.00	-	-	-
Total	1.00	1.00	1.00	1.00

2020 Budget

Department: Police Department
Program: Patrol

The Patrol Division is responsible for initial response to calls for service and provide services through the district patrol concept. The basic emphasis of officers assigned to this Division is the protection of life and property, the detection and arrest of criminal violators of the law, recovery of stolen property and maintenance of a "police presence" throughout the cities of Prairie Village and Mission Hills.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 2,656,494	\$ 2,930,937	\$ 2,939,149	\$ 3,079,760
Contract Services	143,413	158,824	175,001	162,676
Commodities	85,994	115,182	118,600	114,600
Capital Outlay	99,929	106,975	106,500	130,500
Total	\$ 2,985,830	\$ 3,311,918	\$ 3,339,250	\$ 3,487,536

Expenditures by Fund				
General Fund	\$ 2,985,830	\$ 3,311,918	\$ 3,339,250	\$ 3,487,536
Total	\$ 2,985,830	\$ 3,311,918	\$ 3,339,250	\$ 3,487,536

Full-time Equivalent Positions	30.00	30.00	29.00	29.00
Police Captain	1.00	1.00	1.00	-
Police Major	-	-	-	1.00
Police Sergeant	4.00	4.00	4.00	4.00
Police Corporal	3.00	3.00	2.00	2.00
Police Officer	22.00	22.00	22.00	22.00
Total	30.00	30.00	29.00	29.00

Notes

2020 Contractual Services Budget Includes the Following:

APS maintenance contract	\$ 8,000
Cleaning	10,500
Tow expenses	600
Dues & subscriptions	500
Patrol reference manuals	900
Machinery maintenance & repair	61,000
Insurance (Property & Workers Comp)	62,676
Graphics & application	5,000
In car video repairs	3,000
Mobile computer repair	3,500
School crossing beacon repairs	2,000
Department Cell Phones	5,000
	\$ 162,676

2020 Capital Outlay Budget Includes the Following:

Miscellaneous field equipment	\$ 17,500
Police Vehicles (3)	111,000
Office and field equipment	2,000
Total	\$ 130,500

2020 Budget

Department: Police Department
Program: Investigations

Investigators conduct criminal investigations into all Part I (felony) and Part II (misdemeanor) crimes within the community. Personnel in this program also conduct juvenile investigations through School Resources Officers (SROs) at Shawnee Mission East High School and Indian Hills Middle School.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 561,093	\$ 544,523	\$ 650,882	\$ 693,555
Contract Services	29,932	32,186	50,554	44,648
Commodities	17,953	15,707	15,825	15,825
Capital Outlay	24,432	5,028	27,300	1,000
Total	\$ 633,410	\$ 597,444	\$ 744,561	\$ 755,028
Expenditures by Fund				
General Fund	\$ 633,410	\$ 597,444	\$ 744,561	\$ 755,028
Total	\$ 633,410	\$ 597,444	\$ 744,561	\$ 755,028
Full-time Equivalent Positions				
	6.00	6.00	6.00	6.00
Police Captain	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00
Police Corporal	-	-	-	1.00
Police Officer	4.00	4.00	4.00	3.00
Total	6.00	6.00	6.00	6.00

Notes

2020 Capital Outlay Budget Includes the Following:

Office Equipment \$1,000

2020 Budget

Department: Police Department
Program: Special Investigations Unit

The Special Investigations Unit (SIU) conducts investigations of individuals suspected of selling, distributing or possessing controlled substances. SIU not only focuses on drugs, but also other crimes such as prostitution, theft, liquor sales, and any other suspicious activity that may require undercover and/or surveillance work.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 118,577	\$ 37,610	\$ 213,706	\$ 227,023
Contract Services	6,723	7,395	9,093	7,828
Commodities	988	0	4,350	4,350
Capital Outlay	0	0	0	0
Total	\$ 126,288	\$ 45,005	\$ 227,149	\$ 239,201
Expenditures by Fund				
General Fund	\$ 126,288	\$ 45,005	\$ 227,149	\$ 239,201
Total	\$ 126,288	\$ 45,005	\$ 227,149	\$ 239,201
Full-time Equivalent Positions				
	2.00	2.00	2.00	2.00
Police Corporal	1.00	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

2020 Budget

Department: Police Department
Program: D.A.R.E.

The D.A.R.E. officer's primary responsibility is teaching the D.A.R.E. curriculum curriculum in our City's elementary schools. The D.A.R.E. officer is also the liaison between the Department and elementary school administration, participates in community events and and works with staff on school safety.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 78,471	\$ 96,029	\$ 90,675	\$ 96,721
Contract Services	5,860	11,390	10,603	9,748
Commodities	12,253	13,258	16,555	16,555
Capital Outlay	0	39,614	0	0
Total	\$ 96,584	\$ 160,291	\$ 117,833	\$ 123,024

Expenditures by Fund				
General Fund		\$ -	\$ -	\$ -
Special Alcohol Fund	96,584	\$ 160,291	117,833	123,024
Total	\$ 96,584	\$ 160,291	\$ 117,833	\$ 123,024

Full-time Equivalent Positions	2017	2018	2019	2020
Police Officer	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

Notes

- In 2018, Capital Outlay budget includes D.A.R.E. vehicle for \$39,614
- D.A.R.E. is funded from the Special Alcohol Fund

2020 Budget

Department: Police Department
Program: Professional Standards

Professional Standards develops and implements training programs for all personnel and is responsible for hiring and recruitment. The training not only includes developing the existing staff, but also maintaining the Field Training Program for new employees.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 85,524	\$ 114,098	\$ 115,515	\$ 126,349
Contract Services	67,883	72,854	75,187	77,235
Commodities	621	446	700	700
Total	\$ 154,027	\$ 187,398	\$ 191,402	\$ 204,284
Expenditures by Fund				
General Fund	\$ 154,027	\$ 187,398	\$ 191,402	\$ 204,284
Total	\$ 154,027	\$ 187,398	\$ 191,402	\$ 204,284
Full-time Equivalent Positions				
	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

2020 Budget

Department: Police Department
Program: Off-Duty Contractual

City organizations and private individuals often desire a police presence at private events. The City Council has stated that an increased police presence within the community by off-duty officers may further reduce crime. This program provides for those off-duty officers at events under conditions administered and controlled by the Department. This program includes security at Council meetings and Court sessions for both Prairie Village and Mission Hills.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 36,675	\$ 38,385	\$ 45,343	\$ 37,787
Contract Services	1,104	960	897	676
Total	\$ 37,779	\$ 39,345	\$ 46,240	\$ 38,463
Expenditures by Fund				
General Fund	\$ 37,779	\$ 39,345	\$ 46,240	\$ 38,463
Total	\$ 37,779	\$ 39,345	\$ 46,240	\$ 38,463

Notes

Revenues offset the anticipated expenses for off-duty contractual work.

2020 Budget

Department: Police Department
Program: Traffic Unit

The Traffic Unit is responsible for providing police services geared toward public safety on roadways, reduction in traffic accidents, and handling special projects.

These responsibilities are accomplished through selective enforcement in high accident areas, citizen complaints, school zones, and areas where speeding vehicles are problematic. In addition, the Traffic Unit handles special projects such as parades, street races, DUI saturation patrol, "Click It or Ticket," educational efforts, and other prevention programs sponsored by the Kansas Department of Transportation (KDOT).

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 340,845	\$ 433,459	\$ 388,945	\$ 405,742
Contract Services	13,775	14,559	15,425	14,554
Commodities	5,493	9,124	11,050	12,250
Capital Outlay	8,000	-	-	-
Total	\$ 368,113	\$ 457,142	\$ 415,420	\$ 432,546
Expenditures by Fund				
General Fund	\$ 368,113	\$ 457,142	\$ 415,420	\$ 432,546
Total	\$ 368,113	\$ 457,142	\$ 415,420	\$ 432,546
Full-time Equivalent Positions				
	5.00	5.00	5.00	5.00
Police Officer	4.00	4.00	4.00	4.00
Police Sergeant	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00

2020 Budget

Department: Police Department

Program: Information Technology

Information Technology provides support for all users of the City's network information systems and administers the network hardware, software and communications for all applications.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 84,853	\$ 121,402	\$ 184,603	\$ 206,078
Contract Services	205,729	164,554	228,717	265,095
Commodities	93	167	200	200
Capital Outlay	31,837	36,696	39,250	39,250
Total	\$ 322,513	\$ 322,819	\$ 452,770	\$ 510,623

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Fund				
General Fund	\$ 322,513	\$ 322,819	\$ 452,770	\$ 510,623
Total	\$ 322,513	\$ 322,819	\$ 452,770	\$ 510,623

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Full-time Equivalent Positions				
IT Specialist	-	-	1.00	1.00
IT Manager	-	-	1.00	1.00
Total	-	-	2.00	2.00

Notes

2020 Contractual Services Budget Includes the Following:

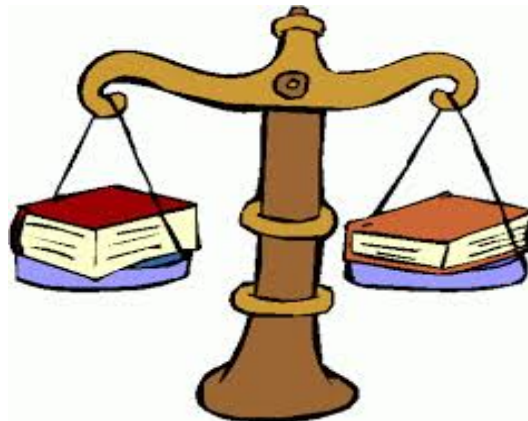
Communications	\$ 52,000
Emergency contractor services, Wife	13,000
Consultant (JoCo IT)	56,650
Software maintenance	135,349
Dues & subscriptions	500
Training	4,000
Insurance (Property & Workers Comp)	3,596
	\$ 265,095

2020 Capital Outlay Budget Includes the Following:

Office equipment	\$ 500
Computer equipment (PC replacement)	37,750
Field and miscellaneous equipment	1,000
Total	\$ 39,250



Expenditures – Municipal Justice



2020 Budget

Department: Municipal Justice

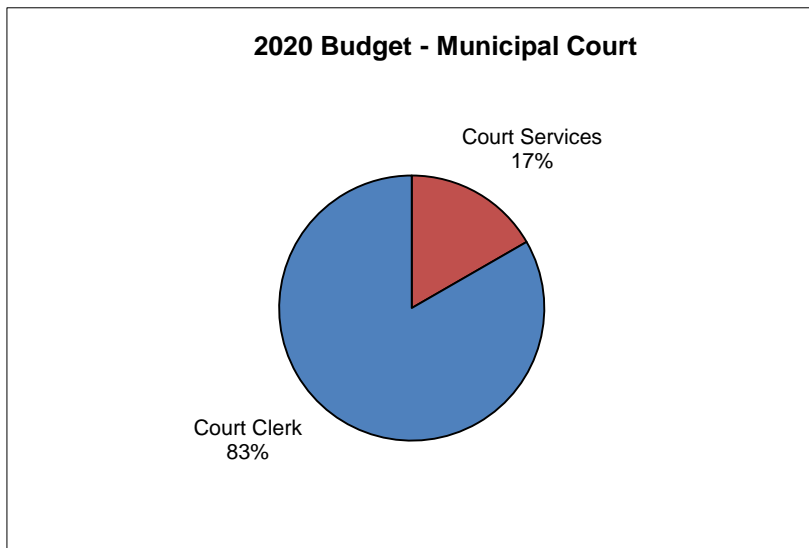
	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Program				
Court Services	80,541	80,205	91,218	92,391
Court Clerk	358,026	389,146	448,317	461,369
Total	\$ 438,567	\$ 469,351	\$ 539,535	\$ 553,760

Expenditures by Character				
Personnel Services	\$ 287,976	\$ 321,109	\$ 361,420	\$ 371,665
Contract Services	145,775	144,344	170,915	175,895
Commodities	4,082	3,377	5,200	4,200
Capital Outlay	734	521	2,000	2,000
Total	\$ 438,567	\$ 469,351	\$ 539,535	\$ 553,760

Expenditures by Fund				
General Fund	\$ 438,567	\$ 469,351	\$ 539,535	\$ 553,760
Total	\$ 438,567	\$ 469,351	\$ 539,535	\$ 553,760

Full-time Equivalent Positions	5.25	5.25	5.25	5.25
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Appointed/Contracted Officials	1.25	1.25	1.25	1.25
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2020 Budget

Department: Municipal Justice
Program: Court Services

The Prosecutor is responsible for representing law enforcement and code enforcement interests during trials and in processing the City's Diversion Program for DUI's and other misdemeanor Criminal Offenses.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 2,795	\$ 2,570	\$ 5,034	\$ 4,665
Contract Services	77,746	77,635	86,184	87,726
Total	\$ 80,541	\$ 80,205	\$ 91,218	\$ 92,391
Expenditures by Fund				
General Fund	\$ 80,541	\$ 80,205	\$ 91,218	\$ 92,391
Total	\$ 80,541	\$ 80,205	\$ 91,218	\$ 92,391
Full-time Equivalent Positions				
	0.25	0.25	0.25	0.25
Court Baliff	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25
Appointed/Contracted Officials				
	1.25	1.25	1.25	1.25
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	1.25	1.25	1.25	1.25

2020 Budget

Department: Municipal Justice
Program: Court Clerk

The City of Prairie Village provides Municipal Court services for the City of Prairie Village and the City of Mission Hills. The Court Clerk office prepares and maintains records, collects fines, schedules Court dockets, and prepares required reports of Court activities.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 285,180	\$ 318,539	\$ 356,386	\$ 367,000
Contract Services	68,030	66,709	84,731	88,169
Commodities	4,082	3,377	5,200	4,200
Capital Outlay	734	521	2,000	2,000
Total	\$ 358,026	\$ 389,146	\$ 448,317	\$ 461,369
Expenditures by Fund				
General Fund	\$ 358,026	\$ 389,146	\$ 448,317	\$ 461,369
Total	\$ 358,026	\$ 389,146	\$ 448,317	\$ 461,369
Full-time Equivalent Positions				
	5.00	5.00	5.00	5.00
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	3.00	3.00	3.00	4.00
Total	5.00	5.00	5.00	5.00



Expenditures – Community Development



2020 Budget

Department: Community Development

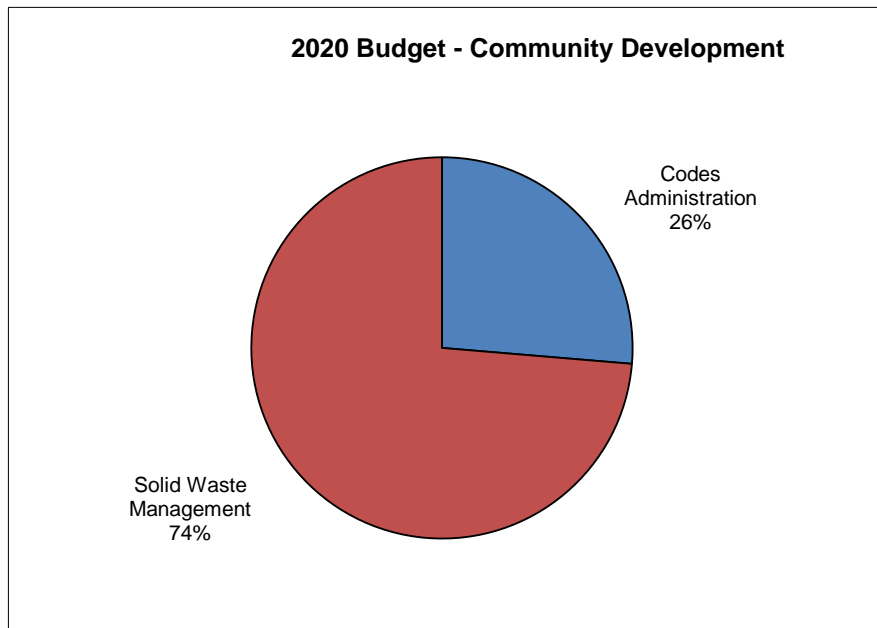
	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Program				
Codes Administration	582,601	570,706	662,464	737,830
Solid Waste Management	1,781,098	1,713,616	1,986,651	2,064,355
Total	\$2,363,699	\$ 2,284,322	\$ 2,649,115	\$ 2,802,185

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Character				
Personnel Services	\$ 570,616	\$ 560,704	\$ 633,367	\$ 708,837
Contract Services	1,782,089	1,711,588	1,780,435	1,844,468
Commodities	10,496	10,176	16,500	16,500
Capital Outlay	498	1,854	2,600	2,600
Debt Service	-	-	-	-
Contingency	-	-	216,213	229,780
Total	\$2,363,699	\$ 2,284,322	\$ 2,649,115	\$ 2,802,185

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Fund				
General Fund	582,601	570,706	662,464	737,830
Solid Waste Management Fund	1,781,098	1,713,616	1,986,651	2,064,355
Total	\$2,363,699	\$ 2,284,322	\$ 2,649,115	\$ 2,802,185

Full-time Equivalent Positions	5.20	6.20	8.32	7.82
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- In 2017, personnel services reflects budget for full time Building Inspector.
- In 2019, personnel services reflects budget for a second Codes Support Specialist.



2020 Budget

Department: Community Development
Program: Codes Administration

Codes Administration Program is charges with enforcing building codes, zoning codes, rental licensing and property maintenance codes to ensure the health, safety and welfare of the community. The Codes Administration Program is also responsible for administering the Exterior Grant Program.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 543,775	\$ 527,887	\$ 599,467	\$ 674,016
Contract Services	27,832	30,789	44,897	45,714
Commodities	10,496	10,176	15,500	15,500
Capital Outlay	498	1,854	2,600	2,600
Total	\$ 582,601	\$ 570,706	\$ 662,464	\$ 737,830

Expenditures by Fund				
General Fund	\$ 582,601	\$ 570,706	\$ 662,464	\$ 737,830
Total	\$ 582,601	\$ 570,706	\$ 662,464	\$ 737,830

Full-time Equivalent Positions	4.90	5.90	7.87	7.37
Deputy City Administrator	0.40	0.40	0.37	0.37
Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	2.00	2.00	2.00
Building Inspector	1.00	1.00	2.00	2.00
Codes Support Specialist	1.00	1.00	2.00	2.00
Management Intern	0.50	0.50	0.50	-
Total	4.90	5.90	7.87	7.37

Notes

- In 2017, personnel services reflects budget for full time Building Inspector.
- In 2019, personnel services reflects budget for a second Codes Support Specialist.

2020 Contract Services Budget Includes the Following:

Insurance (P&C and WC)	\$ 8,984
Training	13,350
Vehicle gas and maintenance	2,400
Dues for professional organizations	5,780
Contract for mowing	7,000
Contract for scanning	5,200
Copier	3,000
	\$ 45,714

2020 Capital Outlay Budget Includes the Following:

Office equipment & furniture	\$ 2,000
Field equipment	600
	\$ 2,600

2020 Budget

Department: Community Development
Program: Solid Waste Management

Solid waste, composting and recyclables collection services are provided weekly for residents. These services are financed by special assessments to residents who subscribe to the service. Ninety-five percent of the single-family homes in the city use the service. Other are provided service through their homes association.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 26,841	\$ 32,817	\$ 33,900	\$ 34,821
Contract Services	1,754,257	1,680,799	1,735,538	1,798,754
Commodities	0	0	1,000	1,000
Contingency	0	0	216,213	229,780
Total	\$ 1,781,098	\$ 1,713,616	\$ 1,986,651	\$ 2,064,355

Expenditures by Fund				
Solid Waste Management Fund	1,781,098	1,713,616	1,986,651	2,064,355
Total	\$ 1,781,098	\$ 1,713,616	\$ 1,986,651	\$ 2,064,355

Full-time Equivalent Positions				
	0.30	0.30	0.45	0.45
Deputy City Administrator	0.30	0.30	0.15	0.15
Receptionist	-	-	0.30	0.30
Total	0.30	0.30	0.45	0.45

Notes

- Contract services budget includes the cost for the annual large item pickup. The cost is \$38,425.

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. The fee also includes a portion of the City's administrative costs including personal services and supplies.

2018 Assessment: \$192.00

2019 Assessment: \$207.00

2020 Assessment: \$228.00



Expenditures – Community Programs



2020 Budget

Department: Community Programs

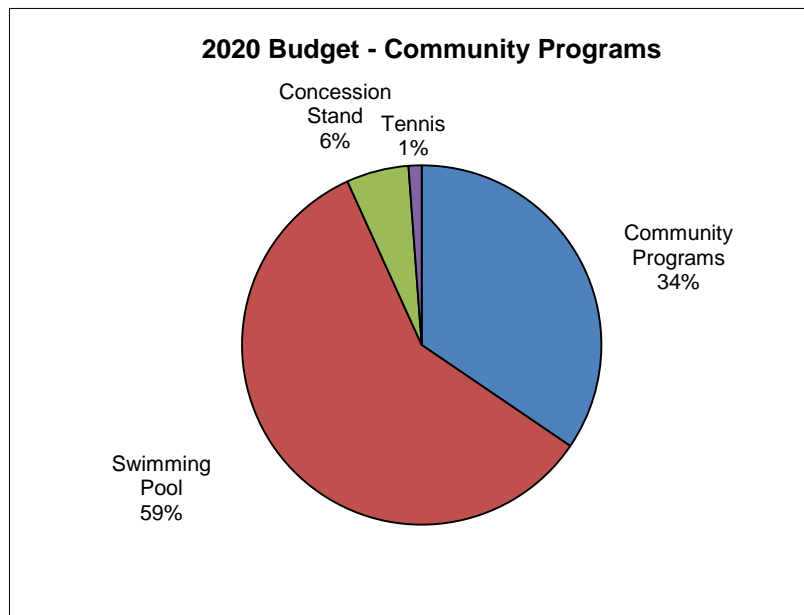
	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Expenditures by Program				
Community Programs	\$ 144,548	\$ 159,822	\$ 158,419	\$ 224,099
Swimming Pool	278,189	323,084	345,987	381,353
Concession Stand	73,629	70,257	73,437	36,412
Tennis	10,166	8,641	16,605	7,661
Total	\$ 506,532	\$ 561,804	\$ 594,448	\$ 649,525

Expenditures by Character				
Personnel Services	\$ 354,559	\$ 418,651	\$ 411,885	\$ 475,167
Contract Services	99,217	105,604	113,263	110,108
Commodities	37,583	33,002	58,500	54,250
Capital Outlay	15,173	4,547	10,800	10,000
Total	\$ 506,532	\$ 561,804	\$ 594,448	\$ 649,525

Expenditures by Fund				
General Fund	\$ 506,532	\$ 561,804	\$ 594,448	\$ 649,525
Special Alcohol Fund	30,000	55,000	55,000	55,000
Debt Service Fund	0	0	0	0
Total	\$ 536,532	\$ 616,804	\$ 649,448	\$ 704,525

Full-time Equivalent Positions	20.80	20.80	20.80	21.30
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- In 2020, personnel services reflects budget for a Special Events Coordinator.



2020 Budget

Department: Community Programs
Program: Community Programs

This program provides funding for special city events and activities such as the annual 4th of July Celebration (Village Fest). It provides cultural programming sponsored by the Prairie Village Arts Council, JazzFest and Environmental Committee initiatives.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 81,951	\$ 87,772	\$ 89,146	\$ 153,929
Contract Services	62,172	71,808	68,273	69,420
Commodities	149	242	1,000	750
Capital Outlay	276	0	0	0
Total	\$ 144,548	\$ 159,822	\$ 158,419	\$ 224,099

Expenditures by Fund				
General Fund	\$ 144,548	\$ 159,822	\$ 158,419	\$ 224,099
Special Alcohol Fund	30,000	55,000	55,000	55,000
Total	\$ 174,548	\$ 214,822	\$ 213,419	\$ 279,099

Full-time Equivalent Positions				
	0.78	0.78	1.00	1.50
Assistant City Administrator	0.78	0.78	1.00	1.00
Special Events Coordinator	-	-	-	0.50
Total	0.78	0.78	1.00	1.50

Notes

- Programs include Arts Council, Environmental Committee, Jazz Fest and Village Fest.
- In 2020, personnel services reflects budget for a Special Events Coordinator.

2020 Contract Services Includes the Following:

Insurance (P&C and WC)	\$ 2,620
VillageFest	20,000
Arts Council	14,500
Environmental Committee	8,000
Minor Home Repair	6,000
UCS	8,300
JazzFest	10,000
	\$ 69,420

2020 Budget

Department: Community Programs
Program: Swimming Pool

The City provides a swimming pool complex for use during the summer months. The City also sponsors swim and dive teams for youth.

	2017 Actual		2018 Actual		2019 Budget		2020 Budget
Program Expenditures							
Personnel Services	\$ 218,187	\$	280,481	\$	278,839	\$	317,729
Contract Services	33,107		29,626		38,348		34,624
Commodities	15,050		8,430		21,000		22,000
Capital Outlay	11,845		4,547		7,800		7,000
Total	\$ 278,189	\$	323,084	\$	345,987	\$	381,353

Expenditures by Fund							
General Fund	\$ 278,189	\$	323,084	\$	345,987	\$	381,353
Total	\$ 278,189	\$	323,084	\$	345,987	\$	381,353

Full-time Equivalent Positions	16.82	16.82	16.60	16.60
Assistant City Administrator	0.22	0.22	-	-
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
Total	16.82	16.82	16.60	16.60

Notes

- in 2020, Concession seasonal salaries were moved to Swimming Pools.

2020 Capital Outlay Budget Includes the Following:

Miscellaneous Pool Equipment	\$ 7,000
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2020 Budget

Department: Community Programs
Program: Concession Stand

The concession stand serves the patrons of both the swimming pool complex and Harmon Park.

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Program Expenditures				
Personnel Services	\$ 49,117	\$ 44,130	\$ 31,611	\$ -
Contract Services	2,406	2,424	3,826	3,412
Commodities	22,054	23,703	35,000	30,000
Capital Outlay	52	0	3,000	3,000
Total	\$ 73,629	\$ 70,257	\$ 73,437	\$ 36,412
Expenditures by Fund				
General Fund	\$ 73,629	\$ 70,257	\$ 73,437	\$ 36,412
Total	\$ 73,629	\$ 70,257	\$ 73,437	\$ 36,412
Full-time Equivalent Positions				
	3.00	3.00	3.00	3.00
Concession Worker	3.00	3.00	3.00	3.00
Total	3.00	3.00	3.00	3.00

Notes

- in 2020, Concession seasonal salaries were moved to Swimming Pools.

2020 Budget

Department: Community Programs
Program: Tennis

The City provides tennis courts in several City parks. The City also sponsors tennis lessons and a Kansas City Junior Tennis League (JTL) team.

	2017 Actual		2018 Actual		2019 Budget		2020 Budget
Program Expenditures							
Personnel Services	\$ 5,303	\$	6,268	\$	12,289	\$	3,509
Contract Services	1,533		1,746		2,816		2,652
Commodities	330		627		1,500		1,500
Total	\$ 10,166	\$	8,641	\$	16,605	\$	7,661
Expenditures by Fund							
General Fund	\$ 10,166	\$	8,641	\$	16,605	\$	7,661
Total	\$ 10,166	\$	8,641	\$	16,605	\$	7,661
Full-time Equivalent Positions							
	0.20		0.20		0.20		0.20
Tennis Instructor	0.20		0.20		0.20		0.20
Total	0.20		0.20		0.20		0.20





Capital Infrastructure Program



2020 Capital Infrastructure Program Summary

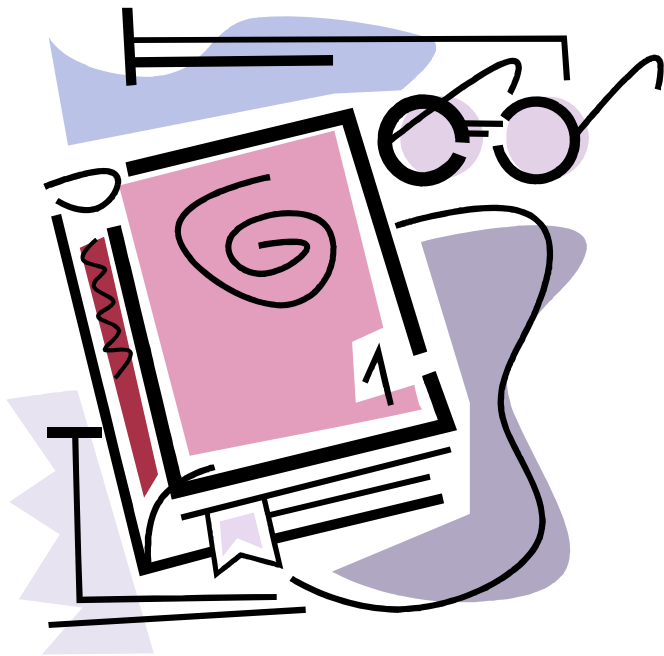
PROJECT #	PROJECT DESCRIPTION	2019 EXPENDITURES	2020 EXPENDITURES	2021 EXPENDITURES	2022 EXPENDITURES	2023 EXPENDITURES	PROJECT TOTAL
PARK							
POOLRESV	Park Infrastructure Reserve	\$ 120,000.00	\$ 20,000.00	\$ 120,000.00	\$ 120,000.00	\$ 132,000.00	\$ 512,000.00
BG390001	Harmon Skate Park	\$ 320,000.00	\$ 100,000.00				\$ 420,000.00
BG860001	Pool Bathhouse Repairs	\$ 150,000.00					\$ 150,000.00
BG300003	Harmon Park Play Set	\$ 575,000.00					\$ 575,000.00
BG850002	Replaster - Slide, Leisure and Wading	\$ 450,000.00					\$ 450,000.00
BG900003	Windsor Trail Expansion		\$ 25,000.00				\$ 25,000.00
BG930001	Windsor Tennis Court Resurface		\$ 65,000.00				\$ 65,000.00
BG460001	Taliaferro Park Shelter Reno		\$ 180,000.00				\$ 180,000.00
	Pool Slide Major Repairs		\$ 100,000.00				
	Taliaferro Park Restrooms			\$ 230,000.00			\$ 230,000.00
	Pool Painting - Dive, Lap, and Adult			\$ 50,000.00			\$ 50,000.00
	Windsor Park Restrooms				\$ 240,000.00		\$ 240,000.00
	PARK TOTAL PER YEAR	\$ 1,615,000.00	\$ 490,000.00	\$ 400,000.00	\$ 360,000.00	\$ 132,000.00	\$ 2,897,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	
DRAINAGE							
WDPRRESV	Water Discharge Program Reserve		\$ 20,000.00				\$ 20,000.00
DRAIN20x	Drainage Repair Program	\$ 850,000.00	\$ 800,000.00	\$ 275,000.00	\$ 900,000.00	\$ 900,000.00	\$ 3,725,000.00
MIRD0007	Brush Creek: 68th & Mission Rd	\$ 36,830.00	\$ 325,000.00	\$ 2,500,000.00			\$ 2,861,830.00
	DRAINAGE TOTAL PER YEAR	\$ 886,830.00	\$ 1,145,000.00	\$ 2,775,000.00	\$ 900,000.00	\$ 900,000.00	\$ 6,606,830.00
		\$ -	\$ -	\$ -	\$ -	\$ -	
STREETS							
TRAFRESV	Traffic Calming Program Reserve		\$ 20,000.00				\$ 20,000.00
PAVP2020	Residential Street Rehabilitation Program	\$ 3,000,000.00	\$ 3,175,691.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 15,175,691.00
UBAS2019	UBAS Overlay Program	\$ 400,000.00		\$ 400,000.00		\$ 400,000.00	\$ 1,200,000.00
ROAV0005	Roe Ave - 63rd St to 67th St (CARS)	\$ 954,000.00					\$ 954,000.00
NAAV0003	Nall Ave - 83rd St to 95th St (OP & CARS)	\$ 40,000.00	\$ 420,000.00				\$ 460,000.00
ROAV0006	Roe Ave - 83rd St to 91st St (CARS)		\$ 652,000.00				\$ 652,000.00
NAAV0004	Nall Ave - 79th St to 83rd St (CARS)		\$ 100,000.00	\$ 1,050,000.00			\$ 1,150,000.00
79ST000?	79th St - Roe Ave to Lamar St (CARS)			\$ 236,000.00			\$ 236,000.00
NAAV0005	Nall Ave - 67th St to 75th St (CARS & OP)		\$ 50,000.00	\$ 150,000.00	\$ 2,880,000.00		\$ 3,080,000.00
MIRD0008	Mission Rd - 85th St to 95th St (CARS & Leawood)			\$ 30,000.00	\$ 1,016,000.00		\$ 1,046,000.00
SODR0005	Somerset Dr - State Line to Reinhardt UBAS (CARS)				\$ 10,000.00	\$ 520,000.00	\$ 530,000.00
NAAV0006	Nall Ave - 63rd St to 67th St UBAS (CARS)				\$ 10,000.00	\$ 222,000.00	\$ 232,000.00
75ST0002	75th St - State Line to Mission Rd				\$ 10,000.00	\$ 595,000.00	\$ 605,000.00
NAAV0007	Nall Ave - 75th St to 79th St (CARS)					\$ 75,000.00	\$ 75,000.00
MIRD0009	Mission Rd - 63rd St to 67th Ter					\$ 50,000.00	\$ 50,000.00
ROAV0007	Roe Ave - N City Limit to 63rd St					\$ 5,000.00	\$ 5,000.00
	STREET TOTAL PER YEAR	\$ 4,394,000.00	\$ 4,417,691.00	\$ 4,866,000.00	\$ 6,926,000.00	\$ 4,867,000.00	\$ 25,470,691.00
		\$ -	\$ -	\$ -	\$ -	\$ -	

2020 Capital Infrastructure Funding Summary

FUNDING DESCRIPTION		2019 FUNDING	2020 FUNDING	2021 FUNDING	2022 FUNDING	2023 FUNDING	FUNDING TOTAL
CASH	CAPITAL RESERVE	\$ 506,830.00	\$ -	\$ -	\$ -	\$ -	\$ 506,830.00
CASH	GENERAL FUND	\$ 5,155,116.00	\$ 4,653,109.00	\$ 4,579,000.00	\$ 4,312,250.00	\$ 4,156,000.00	\$ 18,699,475.00
BUILD	BUILDING BOND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DRAIN	STORMWATER FUND	\$ 850,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 3,850,000.00
DRAIN	SMAC GRANT	\$ -	\$ 243,750.00	\$ 1,875,000.00	\$ -	\$ -	\$ 2,118,750.00
DRAIN	DRAIN BOND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PARK	SPECIAL PARK	\$ 138,884.00	\$ 139,792.00	\$ 132,000.00	\$ 132,000.00	\$ 132,000.00	\$ 542,676.00
PARK	PARK SALES TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STREET	CARS GRANT	\$ 477,000.00	\$ 536,000.00	\$ 633,000.00	\$ 1,814,500.00	\$ 668,500.00	\$ 3,460,500.00
STREET	SPECIAL HIGHWAY	\$ 643,000.00	\$ 610,040.00	\$ 597,000.00	\$ 597,000.00	\$ 597,000.00	\$ 2,447,040.00
STREET	STREET BOND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISC	FUNDING FROM OTHERS	\$ -	\$ -	\$ -	\$ 1,105,250.00	\$ 120,500.00	\$ 1,105,250.00
ED	ECONOMIC DEVELOPMENT FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING BY YEAR		\$ 7,770,830.00	\$ 7,182,691.00	\$ 8,816,000.00	\$ 8,961,000.00		\$ 32,730,521.00



Appendix



2020 Budget

FTE Summary by Department

Department	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Administration	9.30	9.30	9.18	9.18
Public Works	28.00	28.00	30.00	30.00
Police Department	60.00	60.00	61.00	61.00
Municipal Court	5.25	5.25	5.25	5.25
Community Development	5.20	6.20	8.32	7.82
Community Programs	20.80	20.80	20.80	21.30
Total FTE	128.55	129.55	134.55	134.55
City Governance <i>(unpaid positions)</i>	13.00	13.00	13.00	13.00

FTE Summary by Program

Program	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Management & Planning	2.30	2.30	2.48	2.48
Public Works Mgmt., Engineering & Admin	7.00	7.00	8.00	8.00
Drainage Operation & Maintenance	5.00	5.00	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	8.00	8.00	8.00	8.00
Swimming Pool Operation & Maintenance	-	-	-	-
Tennis Operation & Maintenance	-	-	-	-
Building Operation & Maintenance	-	-	-	-
Police Department Operation & Maint.	-	-	-	-
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	30.00	30.00	29.00	29.00
Investigations	6.00	6.00	6.00	6.00
Special Investigations	2.00	2.00	2.00	2.00
D.A.R.E.	1.00	1.00	1.00	1.00
Professional Standards	1.00	1.00	1.00	1.00
Off-Duty Contractual	-	-	-	-
Traffic	5.00	5.00	5.00	5.00
Information Technology	-	-	2.00	2.00
Judges	-	-	-	-
Bailiff	0.25	0.25	0.25	0.25
Court Clerk	5.00	5.00	5.00	5.00
Legal Services	-	-	-	-
Human Resources	1.00	1.00	1.00	1.00
Finance	2.00	2.00	2.00	2.00
Codes Administration	4.90	5.90	7.87	7.37
Solid Waste Management	0.30	0.30	0.45	0.45
City Clerk	4.00	4.00	3.70	3.70
Community Programs	0.78	0.78	1.00	1.50
Swimming Pool	16.82	16.82	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	128.55	129.55	134.55	134.55
Mayor & Council <i>(unpaid positions)</i>	13.00	13.00	13.00	13.00

2020 Budget

FTE Summary by Department

Department	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Administration	9.30	9.30	9.18	9.18
Public Works	28.00	28.00	30.00	30.00
Police Department	60.00	60.00	61.00	61.00
Municipal Court	5.25	5.25	5.25	5.25
Community Development	5.20	6.20	8.32	7.82
Community Programs	20.80	20.80	20.80	21.30
Total FTE	128.55	129.55	134.55	134.55
City Governance (<i>unpaid positions</i>)	13.00	13.00	13.00	13.00

FTE Summary by Position

Department/Position	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Administration				
City Administrator	1.00	1.00	1.00	1.00
Deputy City Administrator	0.30	0.30	0.48	0.48
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	1.00	1.00	0.70	0.70
Administrative Support Specialist	2.00	2.00	2.00	2.00
City Clerk	1.00	1.00	1.00	1.00
Total	9.30	9.30	9.18	9.18
Public Works				
Public Works Director	1.00	1.00	1.00	1.00
Senior Project Manager	-	-	1.00	1.00
Project Inspector	-	-	1.00	1.00
Manager of Engineering Services	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
Forestry Specialist	1.00	1.00	1.00	1.00
Crew Leader	4.00	4.00	5.00	5.00
Maintenance Workers	14.00	14.00	14.00	14.00
Mechanic	1.00	1.00	1.00	1.00
Seasonal Laborers	1.00	1.00	-	-
Total	28.00	28.00	30.00	30.00
Police Department				
Police Chief	1.00	1.00	1.00	1.00
Police Major	-	-	-	1.00
Police Captain	2.00	2.00	2.00	2.00
Police Sergeant	8.00	7.00	7.00	7.00
Police Corporal	4.00	4.00	3.00	4.00
Police Officer	32.00	33.00	33.00	32.00
Executive Assistant	1.00	1.00	1.00	1.00
Communications Supervisor	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
Community Service Officer	2.00	2.00	2.00	2.00
Information Technology	-	-	2.00	2.00
Total	60.00	60.00	61.00	61.00

2020 Budget

FTE Summary by Position

Department/Position	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Municipal Justice				
Court Bailiff	0.25	0.25	0.25	0.25
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	3.00	3.00	3.00	4.00
Total	5.25	5.25	5.25	5.25
Community Development				
Deputy City Administrator	0.70	0.70	0.52	0.52
Receptionist	-	-	0.30	0.30
Codes Support Specialist	1.00	1.00	2.00	2.00
Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	2.00	2.00	2.00
Building Inspector	1.00	1.00	2.00	2.00
Management Intern	0.50	0.50	0.50	-
Total	5.20	6.20	8.32	7.82
Community Programs				
Assistant City Administrator	1.00	1.00	1.00	1.00
Special Events Coordinator	-	-	-	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	20.80	20.80	20.80	21.30
Grand Total	128.55	129.55	134.55	134.55
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



PUBLIC WORKS DEPARTMENT

Council Meeting Date: July 1, 2019
CONSENT AGENDA

CONSIDER APPROVAL OF AN INTERLOCAL AGREEMENT WITH THE CITY OF OVERLAND PARK, KANSAS RELATED TO THE 2019 CRACK SEAL/MICRO SURFACING PROGRAM

RECOMMENDATION

Move to authorize the Mayor to sign interlocal agreement with the City of Overland Park, Kansas related to the 2019 Crack Seal/Micro Surfacing Program.

BACKGROUND

On April 1, 2019 the governing body awarded Project P5000/P5038, 2016 Crack Seal/Micro Surfacing Program to Vance Brothers, Inc.

This contract consists of two separate maintenance programs at various locations throughout the City. One of these locations is 69th Street from Nall Avenue to Reeds Drive, a jointly maintained street.

The interlocal agreement allows for the City of Prairie Village to micro surface this street in joint funding with Overland Park. The total estimated cost is \$8,000 with a cost split of 50%.

FUNDING SOURCE

Funding is available in the 2019 Project P5000/P5038.

ATTACHMENTS

1. Interlocal Agreement with Overland Park.

PREPARED BY

Melissa Prenger, Senior Project Manager

June 17, 2019

AGREEMENT BETWEEN THE CITY OF PRAIRIE VILLAGE, KANSAS, AND THE CITY OF OVERLAND PARK, KANSAS, FOR THE PUBLIC IMPROVEMENT OF 69th STREET FROM NALL AVENUE TO REEDS DRIVE.

THIS AGREEMENT, made and entered into this _____ day of _____, 2019, by and between the CITY OF PRAIRIE VILLAGE, KANSAS (hereinafter "PRAIRIE VILLAGE"), and the CITY OF OVERLAND PARK, KANSAS (hereinafter "OVERLAND PARK"), each party having been organized and now existing under the laws of the State of Kansas (hereinafter PRAIRIE VILLAGE and OVERLAND PARK may be referred to singularly as the "Party" and collectively as the "Parties").

WITNESSETH:

WHEREAS, the Parties hereto have determined it is in their best interest to make the public improvement to 69th STREET FROM NALL AVENUE TO REEDS DRIVE as such improvement is hereinafter described; and

WHEREAS, the Governing Bodies of each of the Parties hereto have determined to enter into this Agreement for the aforesaid public improvement, as authorized and provided by K.S.A. 12-2908; and

WHEREAS, the Director of Public Works of OVERLAND PARK is authorized to execute this agreement on behalf of OVERLAND PARK pursuant to Overland Park Municipal Code Section 2.18.070; and

WHEREAS, the Governing Body of PRAIRIE VILLAGE did approve and authorize its mayor to execute this Agreement by official vote of the Body on the _____ day of _____, 2019.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants and agreements herein contained, and for other good and valuable considerations, the Parties hereto agree as follows:

1. PURPOSE OF AGREEMENT. The Parties hereto enter into this Agreement for the purpose of constructing those public improvements to 69th STREET FROM NALL AVENUE TO REEDS DRIVE, as more particularly described in Prairie Village Project No P5038 MicroSurface (collectively, the "Improvements").
2. ESTIMATED COST OF PROJECT.
 - A. The estimated cost of construction of the Improvement covered by this Agreement, exclusive of the cost of right-of-way or easement acquisition, is **\$8,000.00**.
 - B. The cost of making the Improvement shall include:
 - (1) Labor and material used in making the Improvement; and
 - (2) Such other expenses which are necessary in making the Improvement, exclusive of the cost of acquiring real property and any improvement thereon for the location of the Improvement. These expenses include material testing.
 - C. The remaining cost of making the said Improvement shall be distributed between the

Parties as follows:

- (1) PRAIRIE VILLAGE shall pay **50%** of the cost of the Improvement (estimated to be **\$4,000.00**).
 - (2) OVERLAND PARK shall pay **50%** of the cost of the Improvement (estimated to be **\$4,000.00**).
 - (3) Each Party shall pay the cost of financing and/or bonding its share of the project cost.
3. FINANCING. PRAIRIE VILLAGE and OVERLAND PARK shall each pay their portion of the cost with monies budgeted and appropriated funds.
4. PRAIRIE VILLAGE ADMINISTRATION OF PROJECT. It is acknowledged and understood between the Parties that since there are two separate entities included within the proposed Improvement, one of the entities should be designated as being "in charge" of the project to provide for its orderly design and construction. However, both entities shall have the right of review and comment on project decisions at any time throughout duration of this Agreement, and any subsequent agreements hereto. The Improvement shall be constructed and the job administered by PRAIRIE VILLAGE acting by and through the PRAIRIE VILLAGE Director of Public Works (hereinafter the "PW Director"), who shall be the principal public official designated to administer the Improvement; provided, the PW Director shall, among his several duties and responsibilities, assume and perform the following:
- A. Make all contracts for the Improvement, including soliciting bids by publication in the official newspaper of PRAIRIE VILLAGE. In the solicitation of bids, the most favorable bid shall be determined by PRAIRIE VILLAGE administering the project and the Governing Body of PRAIRIE VILLAGE approving the lowest responsible bidder for the project, except that the Governing Body of OVERLAND PARK reserves the right to reject the successful bidder in the event that the bid price exceeds the engineer's estimate. If all bids exceed the estimated cost of the Improvement, then either PRAIRIE VILLAGE or OVERLAND PARK shall have the right to reject the bid. In such case, the project shall rebid at a later date.
 - B. Submit to OVERLAND PARK on or before the 10th day of each month, or as received, estimates of accrued costs of constructing the Improvement for the month immediately preceding the month the statement of costs is received; provided that OVERLAND PARK shall within thirty (30) days after receipt of a statement of costs as aforesaid, remit their portion of the accrued costs to PRAIRIE VILLAGE as herein agreed.
 - C. Upon completion of the Improvement, the PW Director shall submit to OVERLAND PARK a final accounting of all costs incurred in making the Improvement for the purpose of apportioning the same among the Parties as provided herein.
 - D. PRAIRIE VILLAGE shall require performance and completion bonds for the Improvement from all contractors performing work on this Improvement (the "Contractors") and require that all Contractors discharge and satisfy any mechanics or materialman's liens that may be filed.
 - F. PRAIRIE VILLAGE shall require that any Contractor provide a two-year performance

and maintenance bond for the Improvement. As Administrator, PRAIRIE VILLAGE will, upon request of OVERLAND PARK, make any claim upon the maintenance bond or performance bond and require that the Contractor fully perform all obligations under the performance and maintenance bonds, and this obligation shall survive the termination of this Agreement and shall be in force and effect for the full term of the performance and maintenance bond.

- G. PRAIRIE VILLAGE shall cause to be inserted in all contracts for construction, including contracts for construction PRAIRIE VILLAGE has already entered into for this Improvement at the time of execution of this Agreement a requirement that the Contractor defend, indemnify and save OVERLAND PARK and PRAIRIE VILLAGE harmless from and against all liability for damages, costs, and expenses arising out of any claim, suit or action for injuries or damages sustained to persons or property by reason of the acts or omissions of the Contractor and the performance of his or her contract.
 - H. PRAIRIE VILLAGE shall cause OVERLAND PARK to be named as additional insured, including contracts for construction PRAIRIE VILLAGE has already entered into for this Improvement at the time of execution of this Agreement, on all applicable certificates of insurance issued by any contractor for this Improvement.
5. DURATION AND TERMINATION OF AGREEMENT. The Parties hereto agree that except for the obligations of PRAIRIE VILLAGE which may arise after completion of the Improvement as set forth in Section 4, Paragraph F, above, this Agreement shall exist until the completion of the aforesaid Improvement, which shall be deemed completed upon certification to each of the Parties hereto by the PW Director advising that the Improvement has been accepted by him as constructed; provided that upon the occurrence of such certification by the PW Director, this Agreement shall be deemed terminated and of no further force or effect.
 6. PLACING AGREEMENT IN FORCE. The administering body described in Section 4 hereof shall cause this Agreement to be executed in triplicate. Each Party hereto shall receive a duly executed copy of this Agreement for their official records.
 7. AMENDMENTS. This Agreement cannot be modified or changed by any verbal statement, promise or agreement, and no modification, change nor amendment shall be binding on the Parties unless it shall have been agreed to in writing and signed by both Parties.
 8. JURISDICTION. This Agreement shall be construed according to the laws of the State of Kansas and may be enforced in any court of competent jurisdiction.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in triplicate by each of the Parties hereto on the day and year first above written.

CITY OF PRAIRIE VILLAGE, KANSAS

By _____
ERIC MIKKELSON, MAYOR

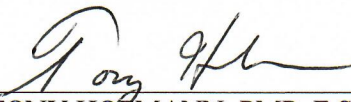
ATTEST:

ADAM GEFFERT, CITY CLERK

APPROVED AS TO FORM:

DAVID WATERS, CITY ATTORNEY

CITY OF OVERLAND PARK, KANSAS

By 

TONY HOFMANN, PMP, F.SAME
DIRECTOR OF PUBLIC WORKS



ATTEST:



ELIZABETH KELLEY, CITY CLERK

APPROVED AS TO FORM:



TREVOR L. STILES
ASSISTANT CITY ATTORNEY, SR.



PUBLIC WORKS DEPARTMENT

Council Meeting Date: July 1, 2019
CONSENT AGENDA

CONSIDER APPROVAL OF A PROPOSAL FOR INSTALLATION OF FOOT LOCKERS IN POLICE DEPARTMENT MENS LOCKER ROOM

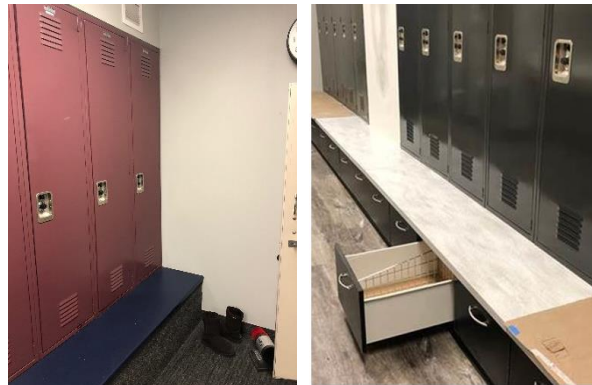
RECOMMENDATION

Move to authorize the Mayor to sign the proposal with Carlsen Contracting for foot locker installation for \$36,850.

BACKGROUND

In 2018, the Police Department women's locker room received a new bench and foot lockers to accommodate personal items. These foot lockers are helpful to the officers because their assigned lockers are not large enough for the gear/footwear and locker space is at a premium.

The City received 2 quotes for this work and selected the lowest quote, Carlsen Contracting, to install the lockers. Carlsen's quote averaged \$776 per locker compared to the competitor's quote of \$2121 per locker. The lockers in the women's locker room were removed to be painted during the construction process and were not part of the foot locker bid. Before and after pictures of the women's locker room are to the right.



Carlsen Contracting performed well and, given the prices received for the initial project, staff would like to move forward with Carlsen Contracting for the installation of foot lockers in the men's locker room. There are two differences in the locker rooms: 1) the women's locker room is a straight bench with no angles and the men's locker room has a more complex configuration, and 2) since lockers in the men's locker room will not be painted, they will remain in place and must be moved or secured to the wall during construction by Carlsen Contracting. Compared to the women's locker room for 15 lockers at \$776 per locker (\$11,650 total), this project is \$801 per locker (\$36,850 total) for the 46 lockers with the additional dollars per locker for the labor associated with the above mentioned work in this project. Given the above assessment of previous submittals, the proposal is a reasonable price for this work.

FUNDING SOURCE

Funding for this project is allocated in Police Department Building and Operations.

ATTACHMENTS

1. Proposal with Carlsen Contracting

PREPARED BY

Melissa Prenger, Senior Project Manager

June 13, 2019

CARLSEN CONTRACTING COMPANY, INC.

Peculiar, MO. 64078

Proposal

Customer			
Name	Prairie Village City Hall	Date	2/25/2019
Address		Inv. No.	
City	Prairie Village	State	KS
Phone			

	Total
Mens Locker Room Renovation	
This Proposal Includes:	
Demolition of existing cabinets under existing lockers.	36,850.00
Construction and installation of new drawer cabinets.(as per drawings)	
Cabinet to be "Black" Melamine drawer fronts, with Flush drawer handels.	
Top to be Solid Surface. Color to be determined.	
Haul of construction debris.	
This Proposal Excludes:	
All Painting	
All Flooring	
All Electrical	
All Plumbing	

Payment Details			Sub total	36,850.00
30% upon acceptance of proposal	\$11,055.00		Total	36,850.00
% draws as work is completed				
Total				

Acceptance of proposal _____
Date of acceptance _____

All material is guaranteed to be specified. All work is to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon delays, accidents or conditions beyond our control.



PUBLIC WORKS DEPARTMENT

Council Meeting Date: July 1, 2019

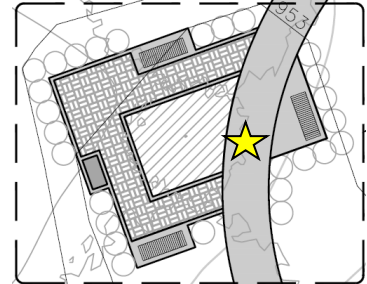
DISCUSS THE HISTORICAL MARKER AT WASSMER PARK

RECOMMENDATION

Move forward with historical marker as presented.

BACKGROUND

As previously presented at Council, Wassmer Park will have a patio area with a plaque to commemorate the history of the parcel and its transition to park land. The patio, shown to the right, will have 3 benches and simple landscaping. This landscaping helps to define the area much like the design of the formal garden on the west side. The patio has an open center to highlight a new Japanese Maple, representing a tree that was formerly on site. The historical marker will be at the starred location on a raised pedestal at angle for easy reading. The plan calls for a 36" long x 18" high bronze plaque. The current verbiage proposed by City Staff with a representative of Faith Lutheran is as follows:



Prior to its purchase, this property was the location of Faith Lutheran Church for 64 years. The United Lutheran Church of America chose to develop a new mission church in the fast-growing community of Prairie Village and formed the Faith Lutheran congregation. The land was purchased from the J.C. Nichols Company in 1950, with dedication of the original chapel on October 25, 1953. Continued growth led to an educational wing addition in 1958 and a full sanctuary in 1966.

Members of Faith Lutheran were active within the community and the church welcomed a number of community and neighborhood events. When the congregation closed in 2017, Faith Lutheran sold the property to the City of Prairie Village to create a public park for residents to enjoy for generations to come.

A photo of the building will be added in relief as shown below:



Prior to its purchase, this property was the location of Faith Lutheran Church for 64 years. The United Lutheran Church of America chose to develop a new mission church in the fast-growing community of Prairie Village and formed the Faith Lutheran congregation. The land was purchased from the J.C. Nichols Company in 1950, with dedication of the original chapel on October 25, 1953. Continued growth led to an educational wing addition in 1958 and a full sanctuary in 1966.

Members of Faith Lutheran were active within the community and the church welcomed a number of community and neighborhood events. When the congregation closed in 2017, Faith Lutheran sold the property to the City of Prairie Village to create a public park for residents to enjoy for generations to come.

PREPARED BY

Melissa Prenger, Senior Project Manager

June 13, 2019



PUBLIC WORKS DEPARTMENT

Council Meeting Date: July 1, 2019

CONSIDER AGREEMENT WITH NEW LINE SKATE PARKS FL, INC FOR THE PRELIMINARY DESIGN AND PUBLIC OUTREACH FOR THE HARMON PARK SKATE PARK.

RECOMMENDATION

Move to approve the agreement with New Line Skate Parks FL, Inc for the Preliminary Design and Public Outreach for the Harmon Park Skate Park for \$35,330.

BACKGROUND

Staff discussed the need to reopen the RFQ process for the Skate Park and design options with the Governing Body at the November 5, 2018, meeting. The Governing Body voted 9-3 for staff to proceed with the design of the Skate Park and a proposed performance pad as presented. A request for qualifications was publicly advertised and sent to known skate park design consultants in January of 2019. Eight consultants submitted proposals that summarized their qualifications for consideration.

The Selection Team, consisting of Council Members Dan Runion and Brooke Morehead, three members of the local skate boarding community, Andy Peterson, Dan Mapes, and Dan Askew along with Keith Bredehoeft all ranked the proposal and four consultants were selected for interviews. The four firms were California Skate Parks, Stantec, New Line Skate Parks, and Evergreen Skate Parks.

Based on the interviews New Line Skate Parks was selected by the committee. New Line Skate Parks did a very good job of understanding that they are not just designing a skate park but that they are designing a community space for Prairie Village. Their past project experience will be a great value to our planning process. They also displayed a very good grasp of the project development process which included a robust community involvement effort. The community involvement effort will be essential for the success of this project.

We have negotiated a scope and fee that includes only the preliminary design and the public outreach effort for the skate park and the performance pad. This includes three public meetings and one presentation to council. The presentation to council will occur after the first public outreach meeting and will include three options for the skate park and the performance pad. After council direction is received the public outreach and design will continue. The attached contract includes all the details in the scope of services section. Once the preliminary design near completion we will execute an addendum for the final design. It will take about 6 months or so to develop this project and an early 2019 construction bid is expected. Construction will be complete in the summer of 2020 prior to the Jazz Fest in early September.

FUNDING SOURCE

Funding is available under Project BG390001.

ATTACHMENTS

1. Agreement with New Line Skate Parks FL, Inc.

PREPARED BY

Keith Bredehoeft, Public Works Director

June 26, 2019



**AGREEMENT FOR PROFESSIONAL
DESIGN SERVICES**

Of

The Harmon Park Skate Park and Performance Pad

THIS AGREEMENT, made at the Prairie Village, Kansas, this ___ day of _____, by and between the City of Prairie Village, Kansas, a municipal corporation with offices at 7700 Mission Road, Prairie Village, Kansas, 66208, hereinafter called the “**City**”, and New Line Skate Parks FL, Inc., a corporation with offices at #1, 137 West Marion Avenue, Edgewater, Florida, 32132, hereinafter called the “**Consultant**”.

WITNESSED, THAT WHEREAS, the City has determined a need to retain a professional skatepark design firm to provide design consulting services for the Design of the Harmon Park Skate Park and Performance Pad, hereinafter called the “**Project**”,

AND WHEREAS, the City is authorized and empowered to contract with the Consultant for the necessary consulting services for the Project,

AND WHEREAS, the City has the necessary funds for payment of such services,

NOW THEREFORE, the City hereby hires and employs the Consultant as set forth in this Agreement effective the date first written above.

Article I City Responsibilities

- A. Project Definition** The City is preparing to design and construct a new skate park and performance pad in Harmon Park.
- B. City Representative** The City has designated, Keith Bredehoeft, Public Works Director, to act as the City’s representative with respect to the services to be performed or furnished by the Consultant under this Agreement. Such person shall have authority to transmit instructions, receive information, interpret and define the City’s policies and decisions with respect to the Consultant’s services for the Project.
- C. Existing Data and Records** The City shall make available to the Consultant all existing data and records relevant to the Project such as, maps, plans, correspondence files and other information possessed by the City that is relevant to the Project. Consultant shall not be responsible for verifying or ensuring the accuracy of any information or content supplied by City or any other Project participant unless specifically defined by the scope of work, nor ensuring that such information or content does not violate or infringe any law or other third party rights. However, Consultant shall promptly advise the City, in writing, of any inaccuracies in the information provided or any other violation or infringement of any law or third party rights that Consultant observes. City shall indemnify Consultant for any infringement claims resulting from Consultant’s use of such content, materials or documents.

- D. **Review For Approval** The City shall review all criteria, design elements and documents as to the City requirements for the Project, including objectives, constraints, performance requirements and budget limitations.
- E. **Standard Details** The City shall provide copies of all existing standard details and documentation for use by the Consultant for the project.
- F. **Submittal Review** The City shall diligently review all submittals presented by the Consultant in a timely manner.
- G. The City has funded the Project which may include:
 - \$350,000- Skate Park Design and Construction
 - \$100,000- Performance Pad Design and Construction

Article II Consultant Responsibilities

- A. **Professional Engineering Services** The Consultant shall either perform for or furnish to the City professional engineering services and related services in all phases of the Project to which this Agreement applies as hereinafter provided.
- B. **Prime Consultant** The Consultant shall serve as the prime professional Consultant for the City on this Project.
- C. **Standard Care** The standard of care for all professional consulting services and related services either performed for or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the Consultant's profession, practicing under similar conditions at the same time and in the same locality.
- D. **Consultant Representative** Designate a person to act as the Consultant's representative with respect to the services to be performed or furnished by the Consultant under this Agreement. Such person shall have authority to transmit instructions, receive information, and make decisions with respect to the Consultant's services for the Project.

Article III Scope of Services

- A. **Design Phase:** Upon receipt of notice to proceed from the City, the Consultant shall provide all consulting services related to this project including, but not limited, to these phases and tasks. The scope is generally defined below.

Public Consultation and Concept Design Phase

3.11 Project Initiation, Program Review and Site Base Data Collection: The Consultant will meet with the City to review the intended program for the skatepark development. At this time, project goals and objectives will be confirmed, timelines set, processes reviewed, lines of communication/communication protocol established (including a suggested weekly update meeting day and time). The Consultant will then work with the City to obtain the available base data for the site. This will include survey and geotechnical information as well as other pertinent data related to grades, irrigation, existing vegetation, current and future site development. City to provide 3rd party geotechnical study and digital site survey outside of contract with New Line Skateparks.

3.1.2 Create Base Maps and Site Analysis Drawings for Review with City (via video/teleconference)

3.1.3 Community Design Workshop 1: Prior to engaging in conceptual design development for each park, the Consultant Team will conduct a participatory design workshop. This ~2hr session usually takes place in the early evening at a time convenient to both parents and youth. The workshop will begin with a presentation introducing the project team and objectives, an overview of the skatepark development journey, and a case study-based review of modern concrete skateparks. Once attendees are familiarized with the project parameters and vast array of park development options, the workshop will then transition to a comprehensive, 'hands-on' component consisting of a 'dotmocracy' exercise, interactive drawing/sketching, writing, discussion, modelling of specific park layout/features, and site integration options. The workshop will conclude with a general summary of the input received and the collection of all participant sketches and feedback forms. Attendees will be encouraged to continue submitting ideas and comments through an online survey until the next community design workshop is conducted.

3.1.4 Preparation of Preliminary Concept Options + Cost Estimates and Review with City (includes in-person presentation of 3 preliminary concepts to City Council)

3.1.5 Community Design Workshop 2: Comprehensive 2D renderings of the preliminary concept design options (3) will be brought back to the community for feedback through a second interactive design workshop on a weekday evening convenient for parents and youth. The concept presentation will consist of a PowerPoint aided overview of the development process to date, a discussion of the guiding principles established at the first participatory workshop, and a thorough review of the site-specific concept design developed for the park. This will be followed by a general Q&A session and opportunity for attendees to vote on their preferred concept direction via written feedback/sketching forms.

3.1.6 Preparation of Preferred Concept Option + Cost Estimate and Review with City (via video/teleconference)

3.1.7 Community Design Workshop 3: Comprehensive photorealistic 3D renderings of the preferred concept design will be brought back to the community for any final feedback through a third interactive design workshop. The final community concept presentation will consist of a PowerPoint aided overview of the development process to date, a discussion of the feedback from the first preceding two participatory workshops, and a thorough review of the final concept designs developed for the park. This will be followed by a general Q&A session and opportunity for attendees to provide any last comments for consideration in written feedback forms.

3.1.8 Submission of Final Concept Design and Phase 1 Summary Report: Any last modifications as a result of the concept design presentation will be prioritized for implementation and our team will prepare the final concept design and budget estimates for City review and approval. The Consultant will update our drafts so that detailed design considerations are resolved for the site and technical drawings can proceed with ease. The final concept design and budget estimate will be submitted to the City in digital and hardcopy form and the Consultant will stand by for approval to proceed with technical design.

Article IV Time Schedule

- A. **Timely Progress** The Consultant's services under this Agreement have been agreed to in anticipation of timely, orderly and continuous progress of the Project.
- B. **Authorization to Proceed** If the City fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase, the Consultant shall be entitled to equitable adjustment of rates and amounts of compensations to reflect reasonable costs incurred by the Consultant as a result of the delay or changes in the various elements that comprise such rates of compensation.
- C. **Default** Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. Should such circumstances occur, the consultant shall within a reasonable time of being prevented from performing, give written notice to the City describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.
- D. **Completion Schedule** Recognizing that time is of the essence, the Consultant proposes to complete the scope of services as specified in the Scope of Services:

Conceptual Design Phase - See Exhibit A for proposed project schedule.

Article V Compensation

- A. **Maximum Compensation** The City agrees to pay the Consultant as maximum compensation as defined in Exhibit B for the scope of services the following fees:

Conceptual Design Phase	\$ 35,330.00
-------------------------	---------------------

- B. **Invoices** The compensation will be invoiced by phase, detailing the position, hours and appropriate hourly rates (which include overhead and profit) for Consultant's personnel classifications and the Direct Non-Salary Costs.

- C. **Direct Non-Salary Costs** The term “Direct Non-Salary Costs” shall include the Consultant payments in connection with the Project to other consultants, transportation, and reproduction costs. Payments will be billed to the City at actual cost. Transportation, including use of survey vehicle or automobile will be charged at the IRS rate in effect during the billing period. Reproduction work and materials will be charged at actual cost for copies submitted to the City.
- D. **Monthly Invoices** All invoices must be submitted monthly for all services rendered in the previous month. The Consultant will invoice the City on forms approved by the City. All properly prepared invoices shall be accompanied by a documented breakdown of expenses incurred and description of work accomplished.
- E. **Fee Change** The maximum fee shall not be changed unless adjusted by Change Order mutually agreed upon by the City and the Consultant prior to incurrence of any expense. The Change Order will be for major changes in scope, time or complexity of Project.

Article VI General Provisions

- A. **Opinion of Probable Cost and Schedule:** Since the Consultant has no control over the cost of labor, materials or equipment furnished by Contractors, or over competitive bidding or market conditions, the opinion of probable Project cost, construction cost or project schedules are based on the experience and best judgment of the Consultant, but the Consultant cannot and does not guarantee the costs or that actual schedules will not vary from the Consultant's projected schedules.
- B. **Quantity Errors:** Negligent quantity miscalculations or omissions because of the Consultant's error shall be brought immediately to the City's attention. The Consultant shall not charge the City for the time and effort of checking and correcting the errors to the City's satisfaction.
- C. **Reuse of Consultant Documents:** All documents including the plans and specifications provided or furnished by the Consultant pursuant to this Agreement are instruments of service in respect of the Project. The Consultant shall retain an ownership and property interest upon payment therefore whether or not the Project is completed. The City may make and retain copies for the use by the City and others; however, such documents are not intended or suitable for reuse by the City or others as an extension of the Project or on any other Project. Any such reuse without written approval or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability to the Consultant. The City shall indemnify and hold harmless the Consultant from all claims, damages, losses and expenses including attorney's fees arising out of or resulting reuse of the documents.
- D. **Reuse of City Documents** In a similar manner, the Consultant is prohibited from reuse or disclosing any information contained in any documents, plans or specifications relative to the Project without the expressed written permission of the City.
- E. **Insurance** The Consultant shall procure and maintain, at its expense, the following insurance coverage:
 - 1. Workers' Compensation -- Statutory Limits, with Employer's Liability limits of \$100,000 each employee, \$500,000 policy limit;
 - 2. Commercial General Liability for bodily injury and property damage liability claims with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
 - 3. Commercial Automobile Liability for bodily injury and property damage with limits of not less than \$1,000,000 each accident for all owned, non-owned and hired automobiles;
 - 4. Errors and omissions coverage of not less than \$1,000,000. Deductibles for any of the above coverage shall not exceed \$25,000 unless approved in writing by City.

5. In addition, Consultant agrees to require all consultants and sub-consultants to obtain and provide insurance in identical type and amounts of coverage together and to require satisfaction of all other insurance requirements provided in this Agreement.
- F. Insurance Carrier Rating** Consultant's insurance shall be from an insurance carrier with an A.M. Best rating of A-IX or better, shall be on the GL 1986 ISO Occurrence form or such other form as may be approved by City, and shall name, by endorsement to be attached to the certificate of insurance, City, and its divisions, departments, officials, officers and employees, and other parties as specified by City as additional insureds as their interest may appear, except that the additional insured requirement shall not apply to Errors and Omissions coverage. Such endorsement shall be ISO CG2010 11/85 or equivalent. "Claims Made" and "Modified Occurrence" forms are not acceptable, except for Errors and Omissions coverage. Each certificate of insurance shall state that such insurance will not be canceled until after thirty (30) days' unqualified written notice of cancellation or reduction has been given to the City, except in the event of nonpayment of premium, in which case there shall be ten (10) days' unqualified written notice. Subrogation against City and City's Agent shall be waived. Consultant's insurance policies shall be endorsed to indicate that Consultant's insurance coverage is primary and any insurance maintained by City or City's Agent is non-contributing as respects the work of Consultant.
- G. Insurance Certificates** Before Consultant performs any portion of the Work, it shall provide City with certificates and endorsements evidencing the insurance required by this Article. Consultant agrees to maintain the insurance required by this Article of a minimum of three (3) years following completion of the Project and, during such entire three (3) year period, to continue to name City, City's agent, and other specified interests as additional insureds thereunder.
- H. Waiver of Subrogation Coverage** (except commercial automobile liability and errors and omissions coverage) shall contain a waiver of subrogation in favor of the City, and its subdivisions, departments, officials, officers and employees.
- I. Consultant Negligent Act** If due to the Consultant's negligent act, error or omission, any required item or component of the project is omitted from the Construction documents produced by the Consultant, the Consultant's liability shall be limited to the difference between the cost of adding the item at the time of discovery of the omission and the cost had the item or component been included in the construction documents. The Consultant will be responsible for any retrofit expense, waste, any intervening increase in the cost of the component, and a presumed premium of 10% of the cost of the component furnished through a change order from a contractor to the extent caused by the negligence or breach of contract of the Consultant or its subconsultants.
- J. Termination** This Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure the failure in a manner acceptable to the other party. In any such case, the Consultant shall be paid the reasonable value of the services rendered up to the time of termination on the basis of the payment provisions of this Agreement. Copies of all completed or partially completed designs, plans and specifications prepared under this Agreement shall be delivered to the City when and if this Agreement is terminated, but it is mutually agreed by the parties that the City will use them solely in connection with this Project, except with the written consent of the Consultant (subject to the above provision regarding Reuse of Documents).
- K. Controlling Law** This Agreement is to be governed by the laws of the State of Kansas.
- L. Indemnity** To the fullest extent permitted by law, with respect to the performance of its obligations in this Agreement or implied by law, and whether performed by Consultant or any sub-consultants hired by Consultant, the Consultant agrees to indemnify City, and its agents, servants, and employees against all claims, damages, and losses, including reasonable attorneys' fees and defense costs, caused by the negligent acts, errors, or omissions of the Consultant or its sub-

consultants, to the extent and in proportion to the comparative degree of fault of the Consultant and its sub-consultants.

- M. Severability** Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.
- N. Notices** Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears on the signature page to this Agreement (as modified in writing from item to item by such party) and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.
- O. Successors and Assigns** The City and the Consultant each is hereby bound and the partners, successors, executors, administrators, legal representatives and assigns of the City and the Consultant are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, legal representatives and assigns of such other party in respect of all covenants and obligations of this Agreement.
- P. Written Consent to Assign** Neither the City nor the Consultant may assign, sublet, or transfer any rights under the Agreement without the written consent of the other, which consent shall not be unreasonably withheld; provided, Consultant may assign its rights to payment without Owner's consent, and except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Agreement.
- Q. Duty Owed by the Consultant** Nothing in this Agreement shall be construed to create, impose or give rise to any duty owed by the Consultant to any Contractor, subcontractor, supplier, other person or entity or to any surety for or employee of any of them, or give any rights or benefits under this Agreement to anyone other than the City and the Consultant.
- R. Non Discrimination** The Consultant agrees that it shall abide by the Prairie Village Non Discrimination Code (Section 5-801 et seq) and shall not discriminate against any person in the performance of Work under the present contract because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry. If the City determines that the Consultant has violated any applicable provision of any local, state or federal law, or has discriminated against any person because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry, such violation and/or discrimination shall constitute a breach of contract and the City may cancel, terminate or suspend this agreement in whole or in part.

IN WITNESS WHEREOF: the parties hereto have executed this Agreement to be effective as of the date first above written.

City:

City of Prairie Village, Kansas

By: _____

Eric Mikkelson, Mayor

Address for giving notices:

City of Prairie Village
Department of Public Works
3535 Somerset Drive
Prairie Village, Kansas 66208

Telephone: 913-385-4640
Email: publicworks@pvkansas.com

ATTEST:

Adam Geffert, City Clerk

Consultant:

Consultant Firm

By _____

Address for giving notices:

New Line Skate Parks FL, Inc.

Telephone: _____
Email: _____

APPROVED AS TO FORM BY:

David Waters, City Attorney

City of Prairie Village - Harmon Park Skatepark
 EXHIBIT A - FEE SCHEDULE AND TIMELINE

	Firm						TIMELINE	DIRECT COSTS	PROJECT TOTAL
	individual	NLS	NLS	NLS	NLS	NLS			
	Kyle Dion Project Director	Mark van der Zalm Lead Land Arch.	Kanten Russell Designer PM	Adam Parker Skatepark Engineer	Chris Ray Tech Design	Trevor Morgan Project Coord.			
hourly rate	\$120.00	\$130.00	\$110.00	\$130.00	\$80.00	\$90.00			
Project Initiation, Community Consultation and Concept Design									
Start Up Meeting, Site Analysis and Program Review (Project Initiation)	2	2	8			4	WEEK 1		
Creation of Site Analysis Drawings	2	4	8	2	8	2			
Community Design Workshop 1 (Project Intro, Terrain Priorities, Guiding Principals, 'Hands-On' Design Input)	2		8		8	2	WEEK 4	large format printing + travel and accommodations	\$900.00
Development of Preliminary Concepts	16	8	20	2	25	2			
Internal Preliminary Concept and Budget Review (includes presentation to Council)	2	2	6			2	WEEK 7		
Community Design Workshop 2 (Presentation + Feedback for Preliminary Concepts - 2D Renderings)	2		8		4	2	WEEK 8	large format printing + travel and accommodations	\$900.00
Development of Preferred Concepts	16	12	25	4	25	2			
Internal Preferred Concept and Budget Review	2	2	6		2	2	WEEK 12		
Community Design Workshop 3 (Presentation + Feedback for Final Concepts - 3D Renderings)	2		8		4	2	WEEK 13	large format printing + travel and accommodations	\$900.00
Submission of Final Concept Design and Conceptual Cost Estimate	8	8	2	2	12	2	WEEK 14		
	\$6,480.00	\$4,940.00	\$10,890.00	\$1,300.00	\$7,040.00	\$1,980.00		\$2,700.00	\$35,330.00
Technical Design, Construction Drawings and Specifications (Not Included in Contract at This Time)									
Detailed Design Development							WEEK 15		
50% Technical Drawings Review							WEEK 18		
75% Technical Drawings and Cost Estimate Review							WEEK 20		
100% Technical Drawings and Cost Estimate Review							WEEK 22		
Submission of IFC Drawings, Specifications + Final Cost Breakdown							WEEK 23		
* Note all technical drawing submittals in digital format	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Allowance for Site Survey and Geotechnical Study (Not Included in Contract)									
									\$0.00
Allowance for Irrigation Design (Not Included in Contract)									
									\$0.00
Allowance for Electrical Engineering / Lighting Design (Not Included in Contract)									
									\$0.00
Total - Base Project Design Services									\$35,330.00
Bid Assistance (Not Included in Contract at This Time)									
Preparation of Front-End Bid Package to be 'Dove-Tailed' with City's Standard Bid Documents									
Review of Bidder Questions and Issuance of Addenda as Required									
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Construction Administration (Not Included in Contract)									
Review of Contractor RFI's, Shop Drawings, Testing Results, etc. Issuance of Site Instructions as Required									
* Note all technical drawing submittals in digital format									\$0.00
Site Inspections (Not Included in Contract)									
Onsite Inspection + Follow Up Report with Photo References									\$0.00
ASSUMPTIONS									
<ul style="list-style-type: none"> • Survey and site topographic information is not included and will be provided by the City • Any easements required for the project will be obtained by the City. • Soil borings and infiltration testing will be conducted by the Owner, providing site soil information and geotechnical recommendation appropriate to the development at hand. • Bidding will be administered by the City. • Storm Water and environmental permitting is not currently included in the scope of work, but could be provided as an additional service if needed. • Lighting and electrical engineering is not included. • Irrigation design is not included. 									
Total - Bid Assistance and Construction Administration Services									N/A



ADMINISTRATION

Council Committee Meeting Date: July 1, 2019

Discussion on Proposed Zoning Regulations

BACKGROUND

City staff has been working with the Planning Commission for the past several months on updates to our zoning regulations. The following sections have been added or revised and will be presented to the City Council for review and discussion:

1. Commercial landscaping standards (a new section)
2. Sign standards (revisions to existing chapter 19.48)
3. Site plan criteria (revisions to existing chapter 19.32.030)
4. Alternative energy systems (revisions to existing Chapter 19.50)
5. CUP/SUP/Uses and Districts (revisions to several sections of the zoning code)

Chris Brewster with Gould Evans will be present at the meeting to present the attached presentation and revised zoning regulations.

Once feedback is received from the Council, the next steps are to get community input and then set the proposed changes for public hearing at an upcoming Planning Commission meeting, followed by final adoption by the City Council late this summer.

RECOMMENDATION

Provide feedback to city staff on the proposed regulations and any changes/revisions that are deemed necessary.

ATTACHMENTS

Presentation on proposed changes
Proposed commercial landscaping standards
Proposed sign standards
Current sign standards
Proposed site plan criteria
Current site plan criteria
Proposed Alternative Energy Systems revisions
Current Alternative Energy Systems code
Proposed CUP/SUP/Uses and Districts revisions

PREPARED BY

Jamie Robichaud
Deputy City Administrator
Date: June 13, 2019

Zoning Ordinance Updates



Technical / “Clean up” Issues

- Interpretation of setback exceptions
- Coordination of SUP / CUP uses and process
- Sign ordinance update
- Landscape standards
- Other interpretation issues [fences, decks, site plans, etc.]

Policy / Planning Issues

- Multi-family Infill [R-2, R-3, R-4, & MXD]
- Neighborhood Infill or Redevelopment [R-1A/B]
- Commercial Reinvestment [Form-based Codes?]
- Zoning Districts & Uses - Generally

Special Tasks / Ongoing Issues

- Wireless Facilities Standards & Updates
- Neighborhood Design Focus Groups [“Phase II”]
- Renewable Energy Standards

Technical / “Quick Fixes”

- Interpretation of setback exceptions
- Coordination of SUP / CUP uses and process
- Sign ordinance update
- Landscape standards
- Other interpretation issues [fences, decks, site plans, etc.]

Policy / Planning Issues

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Special Tasks / Ongoing Issues

- Wireless Facilities Standards & Updates
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- Renewable Energy Standards

Technical / “Quick Fixes”

- Interpretation exceptions
- Coordination of SUP / CUP uses and process
- Sign ordinance update
- Landscape standards
- Other interpretation issues [fences, decks, site plans, etc.]

Comp Plan
Discussions

Policy / Planning Issues

- Multi-family Infill [R-2, R-3, R-4, & MXD]
- Neighborhood Infill or Redevelopment [R-1A/B]
- Commercial Reinvestment [Form-based Codes?]
- Zoning Districts & Uses - Generally

Special Tasks / Ongoing Issues

- Wireless Facilities Standards & Updates
- Neighborhood Design Focus Groups [“Phase II”]
- Renewable Energy Standards

- Landscape Standards (19.47 - *NEW*)
- Sign Standards (19.48)
- Site Plan Criteria (19.32.030)
- Alternative Energy Systems (19.50)
- CUP / SUP / Uses and Districts (various sections)
- Wireless Facilities (19.33 - future updates)

OVERVIEW



Requirements for different site elements

- Streetscape & Frontage (ROW + 20')
- Building Foundation (w/in 20' of Building)
- Parking (interior & perimeter)
- Buffers (other locations needing mitigation)

Planting location guidelines and specifications


- Flexibility + performance standards

Exceptions

- Staff up to 10% of dimensions; 25% of plant requirement
- Greater coordinated with PC site plan review

LANDSCAPE STANDARDS (19.47)





Streetscape & Frontage:

- 1 tree per 40'
- 2 if building set back more than 30'
- 50% on corner sides

≈ 25 trees

Foundation:

- 1 ornamental tree per 25'
- Evergreens substitute up to 50%
- 5 shrubs per 25'

≈ 14 trees; 66 shrubs



Parking:

- 1 large tree per 40' perimeter
 - Ornamental substitute 2 for 1 up to 50%
 - 1 large tree per 40' spaces
 - Evergreens substitute 2 for 1 up to 50%
 - 5 shrubs per 25' perimeter
- ≈ 29 trees; 190 shrubs





Buffers:

- Additional plants, walls, fences or combination may be required
- ≈ dependent on allocation of required plants

General Interpretation Improvements

- Better define / allocate “exempt” signs (flags, window signs, temporary signs, construction and sale/lease signs, etc.)
- 4 simplified categories for sign types:
 - Wall Signs (5%)
 - Monument Signs (20 s.f. / 5')
 - “Pedestrian Signs” (per entrance (1 @ 8s.f.) and per linear feet of frontage (per 50' @ 6 s.f))
 - Temporary Signs

Design & Location Standards for Specific Types

- Monument Signs; Wall Signs; Temporary Signs
- Improved multi-tenant requirements and guidelines

SIGN STANDARDS (19.48)



Current [19.23.030]:

- A. *Accommodate building(s), parking areas and drives with appropriate open space and landscape;*
 - B. *Adequate utilities;*
 - C. *Adequate stormwater management;*
 - D. *Safe and easy ingress, egress and internal traffic circulation;*
 - E. *Good land planning and site engineering design principles;*
 - F. *Appropriate degree of compatibility will prevail between the architectural quality of buildings and the surrounding neighborhood;*
 - G. *Consistent with the Comprehensive Plan / other adopted policies.*
-
- Improve criteria and give applicants better expectations based on past difficult applications.



SITE PLAN CRITERIA (19.32.030)

Current [19.23.030]:

- A. *Accommodate building(s), parking areas and drives with appropriate open space and landscape;*
- B. *Adequate utilities;*
- C. *Adequate stormwater management;*
- D. *Safe and easy ingress, egress and internal traffic circulation;*
- E. *Good land planning and site engineering design principles;*
- F. *Appropriate degree of compatibility will prevail between the architectural quality of buildings and the surrounding neighborhood;*
- G. *Consistent with the Comprehensive Plan / other adopted policies.*

Proposed:

- D. The plan provides for safe and easy ingress, egress and internal traffic circulation, and appropriately balances vehicle and pedestrian circulation for the site, the block and other surrounding connections.



Current [19.23.030]:

- A. *Accommodate building(s), parking areas and drives with appropriate open space and landscape;*
- B. *Adequate utilities;*
- C. *Adequate stormwater management;*
- D. *Safe and easy ingress, egress and internal traffic circulation;*
- E. ***Good land planning and site engineering design principles;***
- F. *Appropriate degree of compatibility will prevail between the architectural quality of buildings and the surrounding neighborhood;*
- G. *Consistent with the Comprehensive Plan / other adopted policies.*

Proposed:

- E. The plan is consistent with good land planning and site engineering design principles. In making this determination, the Planning Commission shall consider:
 1. The location and orientation of buildings, and the scale, massing and design of portions of buildings nearest the property boundaries;
 2. Prevailing grades and transitions to adjacent areas;
 3. The arrangement, design, and location of open spaces and landscape areas.



Current [19.23.030]:

- A. Accommodate building(s), parking areas and drives with appropriate open space and landscape;
- B. Adequate utilities;
- C. Adequate stormwater management;
- D. Safe and easy ingress, egress and internal traffic circulation;
- E. Good land planning and site engineering design principles;
- F. **Appropriate degree of compatibility will prevail between the architectural quality of buildings and the surrounding neighborhood;**
- G. Consistent with the Comprehensive Plan / other adopted policies.

Proposed:

- F. ~~An appropriate degree of compatibility will prevail between the architectural quality~~ The quality and appearance of the proposed building(s), and in particular the impact on the character of and the surrounding neighborhood. In making this determination, the Planning Commission shall consider:
1. The application of materials, and the likelihood for proper maintenance and appearances over time;
 2. The consistency of the design with the principles of the chosen architectural style for the building;
 3. Whether any specific materials, patterns or arrangements are prevalent among buildings and sites throughout the area, and which are capable of being integrated into the proposed plan.



General Interpretation Improvements

- Codify recent PC interpretation on “roof - integrated” systems
- Clarify requirements for “visibility” from street.
- Address new or emerging options:
 - Vertical / wall mounted solar
 - “micro-” rooftop wind energy systems
- More flexibility, but associated with performance criteria on impacts on adjacent property (noise, glare, visibility).
- Administrative processes -
 - more as accessory use / building permit (staff);
 - some to site plan (PC) - small wind and exceptions to solar;
 - less to SUP (CC) - exceptions to small wind and larger wind in non-residential.



ALTERNATIVE ENERGY SYSTEMS (19.50)

1. Better distinctions between Special Use Permits and Conditional Use Permits

- Generally:
 - SUP = more thorough / discretionary review
 - CUP / Site Plan = routine / specific criteria or performance standards
- Process
 - SUP = Mailed & Posted notice / Public Hearing / Neighborhood Meeting / Council Approval
 - CUP / Site Plan = Mailed & Posted notice (?) / Public Hearing (?) / Neighbor Meeting (?) / Planning Commission Approval
- Change Criteria (currently the same for both)

2. Clean up list of uses

- Permitted uses -
 - Consistency of terminology between different zoning districts.
 - Generalize uses, but distinguish more based on scale / potential impact
- CUP / Site Plan vs. SUP - revisit lists based on above.
- Address recent interpretation issues (doggy daycare, wellness center, etc.)

Otherwise no substantive or policy changes to currently allowed uses

CUP / SUP / USES & DISTRICTS



Planning Commission

Governing Body

Board of Zoning Appeals

Preliminary Plat

Administrative

Final Plat

Administrative

(acceptance)

Lot Split

Administrative

Rezoning / Text Amendment

(recommendation)

Quasi-judicial / Legislative

Special Use Permit

(recommendation)

Quasi-judicial

Conditional Use Permit

Administrative

Site Plan

Administrative

Exceptions

Administrative

Administrative

Variance

Quasi-judicial

Appeal

Quasi-judicial

Comprehensive Plan Adoption

Legislative / Policy

(acceptance)

TYPES OF DECISIONS

Legislative

Changing the Law

*Comprehensive Plan
Rezoning
Zoning text amendments*

- Full Discretion

*What should we do?
What does our plan say?*

Quasi-Judicial

Evaluate How the Law Applies

*Variances & Appeals
Special Use Permits*

- Targeted Discretion

*How should the law apply
to these facts?*

Administrative

Apply the Law

*Site Plans & Exceptions
Plats
Conditional Use Permits*

- Limited Discretion

*How do the facts meet the
standards?*

Uses	R1A	R1B	R-2	R-3	R-4	C-O	C-1	C-2	C-3	MXD	Notes:
Single family dwellings	■	■	■	■							
Two-family dwellings			■	■							
Garden Apartment Building				■							
Condominium					■						
Golf courses (not mini-golf or commercial driving range)	■	■	■	■							
Public parks and recreation areas	■	■	■	■							
Churches and synagogues	■	■	■	■							
City hall, police, fire stations	■	■	■	■							
Public libraries, museums, art galleries	■	■	■	■							
Public schools, college and university centers operated by local district or state	■	■	■	■							
Group Homes	■	■	■	■							
Residential Design Manufactured Home	■	■	■	■							
Accessory Uses (per 19.34)	A	A	A	A		A	A	A			
Conditional Uses (per 19.30)	□	□	□	□		□	□	□			
Special Use Permits (19.28)	○	○	○	○		○	○	○			
Office (only administrative functions)						■					
Other offices – Limited (accountant, architect, engineer, landscape architect, city planner, broker, dentist and dental labs, lawyers, physicians and other licensed healing arts, real estate and insurance)						■					
Wellness Center						■					
Bed and Breakfast						■					
Day Care Centers						■					
Shops and stores for retail (food, beverage, goods)							■	■			
Services such as... (banks, offices, barber, [laundry list...])							■	■			
Offices of all types, including ...							■	■			
Shops and stores for retail or wholesale of department store, discount...								■			
Services such as clubs, dry cleaning and laundries...								■			
Country clubs/private clubs w/ food/alcohol	○	○	○	○	○	○	○	○	○	○	
Cemeteries	○	○	○	○	○	○	○	○	○	○	
Columbarium	○	○	○	○	○	○	○	○	○	○	
Hospital	○	○	○	○	○	○	○	○	○	○	
Nursery sales office / greenhouse (wholesale or retail)	○	○	○	○	○	○	○	○	○	○	
Assembly Hall	○	○	○	○	○	○	○	○	○	○	
Nursing and convalescent home (but not "group home")	○	○	○	○	○	○	○	○	○	○	
Service Stations (non-car wash)							○	○	○	○	
Car wash (w/ or w/o service station)							○	○	○	○	

Any R-3 permitted use; Reconsider this practice.

No specific permitted; Planned District (SUP for any C-O through C-2 (except single family and 2-family); Reconsider in relation to what MXD is supposed to do or Planned Overlay is intended to do...

Very similar to C-3 except broader mix to include residential as well; however poor planning, design, and policy parameters to guide implementation

Notes:

Consider building typology – house split into two units (neighborhood scale and compatible) vs. two houses smashed together (suburban type – not neighborhood scale and compatible); Allowance for single ownership is positive.

Need to consider more refined typologies per comp plan housing policy ("missing middle"), instead of just density-based pods and projects that do not relate to surroundings. (Compare to R-4...)

Need to reconsider entire approach. "Condominium" is an ownership type, not a use category or type and not a building type. Re-characterize along with R-3 "garden apartment." Need to broaden R-4 allowed uses to if this is to be better used as a district. This will need to take lead from Comp Plan housing policy / "density" discussion.

Best practice is to call "places of assembly" and then refine, limit, prohibit based on scale of use; avoid federal RLUIPA claims

Best practice would be to make more generic and limit / prohibit based on scale or impact; practice of SUP for "private" is questionable vs. allowing public by right; plus deference to other government entity concession may not be necessary based on KS AG opinion; but this could get very complicated in the context where most schools are existing and built...

Need to distinguish this as a use type under PV zoning, vs. state mandated exception for s.f. houses used for this under statutory anti-discrimination provisions.

Consider removing this – it is a statutorily protected construction technique or a building typology – not a use (certainly not something that can be quantified to a level of knowing if you should allow it under zoning or not.)

In 19.34.005A may need to better address – those that are so "commonly associated, incidental and subordinate" that then just need not be listed vs. those that are listed due to specific enabling and/or limiting conditions vs. those that don't need to be listed at all and are just assumed "accessory" (See below for specific Comments – "only if specifically listed" (better practice)); provided they are general categories and we have broad interpretation for similar uses.

(See below for specific Comments – "only if specifically listed" (better practice); though only a few are district-specific)

A bit clunky of a category, description, definition with interpretation issues – may need updates

Same comment as immediately above – this is a list of professions; whether they are appropriate in C-O has almost nothing to do with what they are doing, but more with the scale of their operations (employees), type of operation (customer intensive or not), and scale of building (national, regional, community, neighborhood, micro, or home)

May be interpretation issues with use definition in light of fitness industry and popularity; consider in association with 20/20 cross fit vs. 24 hour fitness...

May need conditions or criteria (i.e. not clear if this is limited rooms, use of a house in commercial or if it could be a commercial building type.

Similar comment to "other offices" above – also this use includes a long laundry list of specific types that may create interpretation issues. Refine approach.

Similar comment to above – Refine approach.

Somewhat redundant of above – refine approach.

Problematic description – not really distinguishable from C-1 shops; no strategy apparent on what goes in C-1 vs. C-2; uses a lot of terms of, then throws in random and arbitrary specific uses calling into question their treatment under C-1 (i.e. bicycles, newspapers, books, pets, stationary...)

Refine approach – (a) better general categories; (b) refine based on scale / intensity between C-1 and C-2; (c) call out only specific uses for different treatment if known impacts; (d) have a better lead in on staff interpretation of "similar" uses based on operations, scale, intensity, impacts...etc.

Same issue as above with respect to services in C-1 vs C-2

Compare with "golf courses" allowed in R-1a; club w/ alcohol is the distinguishing factor here.

Probably should not be an all-district use; also be aware of NE Jo Co "micro hospital trend and other variations and scales of health care generally...

See comment associated with churches; how does this definition scale to neighborhood or community centers, or non-alcohol golf club houses.

Bad practice to defer to statute for local zoning issues; may need to consider better hierarchy of housing for aging in light of correspondence and interpretation in association with Benton House, Mission Chateau, etc.; compare comments on group homes and "Senior Housing" (see interpretation memo in files as well)

Special Use Permit Uses [current] / *[new]*

- Nursing and Convalescent Home
- Dwelling for Senior Adults
- Group Home - general
- Private Schools
- Country Clubs / Private Clubs
- Columbarium
- Hospital
- Day Care Centers
- Nursery
- Service Station
- Skating Rings
- Mortuary / Funeral Home
- Bar / Night Club
- *Assembly (larger than permitted scale)*
- ~~*Utility Storage Buildings (non-residential)*~~
- *Retail, Office or Service (larger than permitted scale)*
- *Outdoor sales and service - general*
- *Animal Care (larger than permitted scale)*
- *Drive-Through Retail Food & Beverage*

Conditional Use / Site Plan Uses [current] / *[new]*

- *Drive-up / ~~Drive-through~~ / Dine-in*
- *Drive up service - non-food or beverage*
- *Outdoor sales and service - limited*
- Satellite dish antennas over 1-meter (non-commercial)
- Property Maintenance facilities
- Portable carts, booths and stands for retail
- Utility boxes larger than 12 s.f., etc.
- Temporary use of land for commercial or industrial
- Off-street parking lots and parking structures

Planning Commission Recommendations

- New Landscape Standards
- Simplified / Streamlined Sign Standards
- Improved Site Plan Review Criteria
- Revised approach to SUP / CUP / Uses & Districts
 - Generalize uses into use table across districts
 - Update SUP / CUP list
 - Convert CUP to Site Plan Review + specific conditions / criteria for particular uses
- Update Alternative Energy Standards

SUMMARY



**Prairie Village Zoning Ordinance Updates
Landscape Standards – Final Draft 04/11/19**

19.47 Landscape Standards

19.47.010. Intent & Applicability

- A. **Intent.** The intent of the landscape standards is to:
1. Create an attractive aesthetic environment in the city, and preserve the value of properties as new investment occurs.
 2. Improve the relationship of buildings and sites to the streetscape, and coordinate the designs of multiple sites and buildings along a block through consistent frontage designs.
 3. Encourage creative and efficient site design where the layout of sites and buildings can allow open spaces and landscape to serve multiple aesthetic, screening, environmental, and social or recreational functions.
 4. Enhance the environmental and ecological function of un-built portions of sites.
 5. Reduce the exposure and adverse impacts of intense land uses, activities and site conditions on streets and adjacent areas, and mitigate the effects through landscape designs.
- B. **Applicability.** A landscape plan shall be required for any application that requires a site plan approval per section 19.32. Landscape standards shall specifically apply to:
1. All development in the R-3, R-4, C-O, C-1, C-2, and MXD districts.
 2. Any permitted non-residential uses in the R-1A, R-1B, or R-2 districts, including any conditional uses, special uses, or accessory uses that have a landscape requirement as part of their conditions.
 3. Any single-family development project that requires streetscape or landscape improvements per the Neighborhood Design Standards shall meet the standards in Sections 19.06.025 and 19.08.025.

19.47.020. Required Landscape

- A. **Site Elements and Planting.** The required landscape shall be based on different elements of the site, according to Table 19.47 A: Plant Specifications.

Table 19.47 A: Plant Specifications

Site Element	Trees	Evergreen	Shrubs
Streetscape and Frontage: The area between the front building line and the street, including any plantings required in the ROW, used to create a relationship between the site and the public realm.	1 large tree per 40' of lot frontage; 2 large trees per 40' if buildings setback more than 30'.	n/a	n/a
	Corner lots shall meet this requirement on side lot lines at a rate of 50% of the streetscape and frontage rate.		
Foundation. Areas along the building frontage (within the first 10' – 20 from the building) used to provide accents and soften larger expanses of buildings.	1 ornamental tree per 25' of building frontage.	Evergreens may be substituted for ornamental trees at a rate of 1 for 1 for up to 50% of the requirement.	5 shrubs for 25' of building frontages.
	Side elevations on corner lots shall provide this standard on at least 50% of the building.		
Parking. Areas on the perimeter, or interior of parking where landscape is used to soften the appearance, mitigate heat gain and infiltrate stormwater.	1 large tree per 40' of parking perimeter; and 1 large tree per 40 parking spaces in internal islands or added to the perimeter. Ornamental trees may be substituted for large trees at a rate of 2 for 1 for up to 50% of	Evergreens may be substituted for perimeter trees at a rate of 2 for 1, for up to 50% of the perimeter requirement that does not face a front lot line.	5 shrubs for 25' of perimeter. Any parking near the right of way or adjacent to lots may require buffers per section 19.47.040.

**Prairie Village Zoning Ordinance Updates
Landscape Standards – Final Draft 04/11/19**

Table 19.47 A: Plant Specifications

<i>Site Element</i>	<i>Trees</i>	<i>Evergreen</i>	<i>Shrubs</i>
	the internal islands requirements.		

Buffers. Areas of a site that require additional landscape to mitigate potential impacts on streetscape or adjacent property.

See Section 19.47.040.

- B. **Credits for Existing Vegetation.** Preservation of existing landscape material that is healthy and of a desirable species may count towards these requirements provided measures are taken to ensure the survival of the vegetation through construction and all other location and design standards are met. Credits shall be on a 1 for 1 basis provided existing trees shall be at least 4” caliper to count. Landscape material that is of exceptional quality due to size, maturity and health may be credited on a 2 for 1 basis. Trees or other existing landscape that contributes to the standard shall be protected by a construction fence installed at the greater of the drip line or 15 feet from the trunk of a tree, for the entirety of construction.
- C. **Design.** The required landscape material shall be arranged and designed on a particular site in a way that best achieves the intent expressed in 19.47.010, with regard to the specific context, street frontage, property adjacencies and other elements proposed on the site. Specifically designs shall:
1. Create an attractive site.
 2. Improve the relationships of buildings and sites to the streetscape and block.
 3. Promote efficient layouts of the site and landscape areas.
 4. Enhance environmental and ecological functions of the site.
 5. Screen and buffer any potential adverse impacts of site elements.

19.47.030. Landscape Specifications

- A. **Location.** Required plantings shall be planted in the following specific locations and open spaces on the lot.
1. **Street Trees & Frontage Trees.** Street trees and frontage trees shall be located in line with other trees along the block to create a rhythm along the streetscape and enclosure of the tree canopy. In the absence of a clearly established line along the block, trees may be planted the following locations, where applicable and in order of priority. **[Insert graphic]**
 - a. On center between the sidewalk and curb where at least 6 feet of landscape area exists;
 - b. 4 feet from the back of curb where no sidewalk exists; or
 - c. Within the first 5 feet of the front lot line where any constraints on the lot or in the right-of-way would prevent other preferred locations.
 - d. Where the depth of the frontage between the building and streetscape require additional trees per Table 19.47 A, they shall be located between the front building line and the street.
 - e. Ornamental trees may be substituted for street trees only in situations where no other alternative is available due to constraints of the site and right-of-way conditions.
 2. **Foundation Trees & Shrubs.** Foundation plantings shall generally be located in open spaces within 20 feet of the building, or within planting beds at least 8 feet deep and along at least 35% of the building. **[insert graphic]** Groupings of required trees and shrubs are permitted to provide the best balance of the following goals:
 - a. Relate sites and building to the lot frontage and streetscape;
 - b. Accent or emphasize points of significance along the building frontage;
 - c. Soften larger expanses of building wall planes along the frontage; and

**Prairie Village Zoning Ordinance Updates
Landscape Standards – Final Draft 04/11/19**

- d. Maintain visibility of signs or key elements of the building.
- 3. **Parking Perimeter & Island Planting.** Parking lot perimeters shall be permeable vegetated ground cover meeting the following size and dimension requirements.
 - a. Parking lot perimeters shall be at least 8 feet wide except for locations where walkways are necessary to provide access to the building or to a public sidewalk in the streetscape, in which case the width of the walk way shall be added to the minimum 8 feet requirement.
 - b. Parking lot islands shall be at least 120 square feet and at least 8 feet wide in all directions. Parking lots under 80 spaces shall not require islands; parking lots 80 spaces or more shall require at least 1 island per 40 spaces. Islands may stand alone within the parking lot or may project into the parking area from the perimeter buffer, but should generally be spaced equally throughout the parking lot. In general no space shall be further than 100 feet from an island or perimeter buffer, and no more than 40 consecutive spaces shall occur without being adjacent to a perimeter buffer, “end cap,” or “peninsula” island. [insert diagram]

B. **Specifications.** Required planting shall meet the following specifications at planting.

Table 19.47 B: Plant Specifications

Type	Specification
Large Tree	2" caliper
Ornamental Tree	1.5" caliper
Evergreen	5' minimum height
Shrub	18" minimum height
Ground Cover	50% coverage at planting; Full coverage within 2 growing seasons
Turf	All proposed or required turf areas shall be sodded.

All landscape materials shall meet the American Standards for Nursery Stock, published by the American Nurserymen’s Association, and be selected for its native characteristics or survival in the climate for the Kansas City region, and be planted and maintained according to ANSI-accredited specifications for this region. [reference Great Trees for KC region here and/or coordinate with the Tree Board as to what list or resources they prefer; Johnson County Extension was also listed: PV Tree Board recommend ROW tree list;– confirm with Whitman...]

C. **Tree Diversity.** The required trees planted shall promote diversity with the following species selection criteria.

Table 19.47 C: Tree Diversity

Required Trees	Diversity
1 - 4	No specific requirement, but trees should be diversified from those existing trees in the vicinity.
5 - 10	At least 2 genus No more than 50% of any one species
11 - 20	At least 3 genus; AND At least 5 species No more than 33% of any one species

Table 19.47 C: Tree Diversity

<i>21 or more</i>	At least 3 genus ; AND At least 5 species No more than 20% of any one species
-------------------	---

- D. **Maintenance.** All landscape plans shall include installation specifications, a statement on the of maintenance methods. All plantings shall be properly maintained. All elements of an approved landscape plan, including plant materials shall be considered elements of the project in the same manner as parking, buildings or other details. Plant materials which fail to grow within a 2-year period, or which exhibit evidence of insect pests, disease, and/or damage shall be appropriately treated. The City may order that any plant that dies or is in danger of dying be removed and replaced by the property owner.

19.47.040. Buffers and Screening

Intense land uses or unattractive site elements shall be buffered and screened from streetscapes and adjacent property using the following strategies and techniques, which may require additional landscape materials beyond the requirements in Table 19.47 A.

- A. Areas of parking or circulation near streets or property lines may require 2.5 to 4 feet hedge/wall screen.
- B. Accessory structures, mechanical equipment, trash enclosures, loading or service areas, and other similar functional or utility elements of the site shall be buffered and screened from streetscapes or adjacent property with a combination of landscape, fencing, walls or other structure components compatible with the building design.
- C. Commercial uses or parking service areas of other allowed uses abutting residential property may require a screen and buffer combination, using a combination of dense vegetation, or fences and walls compatible with the buildings or other elements of the site.
- D. Areas that transition to different uses or building scale, whether across streetscapes or between lots along the same street, may require enhanced landscape areas to soften transitions or E.
- E. Areas designed as gathering places, for social function or as civic amenities to support the site or area may require enhanced landscape to create human scale, comfort, and appropriate transitions.

19.47.050. Exceptions

- A. **Administrative Adjustment** Staff may grant an administrative adjustment of up to 10% of any location or dimension requirement (i.e. 9' or 11' instead of 10') and 25% of any plant requirement (i.e. 3 plants instead of 4 plants), or types of plant and species where the following criteria are met:
 - 1. The proposed landscape plan taken as a whole equally or better meets the intent of this section, and any design objective of the specific standards.
 - 2. The proposed plan incorporates any existing vegetation in a manner that is not better served by new plants.
 - 3. The proposed plan uses sound landscape architecture design principles and industry standards considering the context, species, and planting specifications that ensure the long-term maintenance and survival of plants.
 - 4. The request for the adjustment is justified by some specific conditions on the site that would make compliance with the standard less effective than the proposed plan or unreasonably difficult when compared to the proposed plan.
- B. **Site Plan Exceptions.** The Planning Commission may grant exceptions to these standards beyond what is permitted by Administrative Adjustments through the Site Plan review process. The Planning Commission shall use the same criteria stated for administrative adjustments. In

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addition, the Planning Commission may consider balancing the need for adaptive reuse of existing sites with a landscape budget proportionate to the amount of work being done on the site.

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19.48 Sign Standards

19.48.010. Intent & Applicability

- A. **Intent.** The intent of the sign standards is to:
1. Create an attractive aesthetic environment in the City.
 2. Enhance the quality and civic design of the community through the visual priority of buildings, open spaces, streetscapes, landscape, and other investments in the public realm.
 3. Preserve the unique character of distinct areas by ensuring signs contribute to an appropriate sense of place.
 4. Ensure safety of pedestrians, motorists or other users of the public rights-of-way with proper location, construction, design, operation and maintenance of signs.
 5. Promote economic viability by assuring that the City is a visually pleasant place to visit, conduct business, and live.
 6. Provide effective and efficient identification and communication for businesses, institutions, and other community destinations without excessive competition for visual attention.
 7. Protect property values and investments by minimizing adverse effects of signs on adjacent property, such as light trespass, obstructing views and access, or visual clutter and blight.
 8. Ensure that the constitutionally guaranteed right of free speech is protected through reasonable standards for signs as a way of public communication.
- B. **Applicability.**
1. All new signs and replacement of existing signs that are visible from the right-of-way, from adjacent property, or from internal publicly accessible common or private spaces intended to serve as an extension of public-streets and open spaces shall require a sign permit demonstrating compliance with these sign standards, unless exempt from a permit by Section 19.48.020. Ordinary maintenance, care or repair of existing signs without altering the essential construction elements of an existing sign shall not require a permit for zoning and design standards, but any associated electrical or construction work may require permitting per applicable building codes.
 2. Applications for a sign permit shall be signed by the owner or the owner's legal tenant, and include plans and specifications demonstrating compliance with all applicable standards of this Chapter, and any other building and construction codes of the City. The Building Official is authorized to establish forms and submittal requirements, and may request any additional information on a particular site, building or sign necessary to evaluate compliance with these standards.
 3. Any owner of a site or building subject to property-specific sign standards approved by the City prior to [effective date of this ordinance], may apply for a sign permit under these generally applicable standards and procedures. The owner may opt out of the previous property-specific standards by way of the application, and the owner shall issue a signed statement of that fact with the application. Upon approval of any sign applied for in this manner, the property-specific sign standards shall no longer be in effect, and any further property-specific standards shall only be enforced by the City subject to the standards and procedures in Section 19.48.100.

19.48.020 Exempt Signs

The following signs are exempt from the permit process provided they meet all other applicable requirements of this Chapter. Unless specifically noted, they are additional signs that do not count towards the sign allowance specified for the zoning districts. Any sign that exceeds the limits of the

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exemption may only be permitted within the allowances and standards of a specifically permitted sign type.

- A. **Property Identification Signs.** Signs clearly indicating the property address or building identification are encouraged to enhance the ability of public safety, emergency services personnel, and the general public to locate the property. Property identification signs are subject to the following limitations:
1. **Address Signs.** Two per address up to 2 square feet each, only one of which may be ground mounted. Address signs on buildings shall be between 4 feet and 9 feet high. Ground-mounted address signs shall be no more than 36 inches high.
 2. **Building Name Plate.** Each building may have one name plate sign up to 3 square feet, except that a name plate sign such as engraved stone, bronze, brass or similar ornamental detail integrated with the architecture and associated with the permanence of the building, rather than a particular tenant, may be up to 24 square feet when approved by the Planning Commission as part of the construction or substantial modification of the building.
- B. **Public Safety, Traffic Control or Public Information.** Signs designed and located to control traffic movement and safety of vehicles and pedestrians according to uniform traffic control device standards, signs required by the City's Building or Fire Code, or signs otherwise required to support any official action or legal obligation of a federal, state or local government, may be designed and located to meet the public purpose or requirements of other codes.
- C. **Flags.** Up to three non-commercial flags may be permitted per lot. Flags shall be mounted to the building and below the building height or mounted on a permanent pole subject to the height restrictions of the zoning district and setback from the property line a distance equal to the height. Total flag area per property shall not exceed 80 square feet and no more than 40 square feet per flag for residentially property zoned residential, and shall not exceed 200 square feet or 96 square feet per flag for property zoned non-residential.
- D. **Window Signs.** Signs mounted to the interior of any first floor windows in non-residential districts, provided signs not exceed more than 33 percent of all first floor window area measured between 2 feet and 10 feet above the first floor elevation, and at least 50 percent of the entire window area remains clear of any visual obstructions including the sign area.
- E. **Temporary Signs.** Temporary signs are exempt from the sign permit process, provided they are within the allowances specified for the zoning district in Tables 19.48-2 and 19.48-3, and Section 19.48.070C.
- F. **Accessory Signs.** Accessory signs for non-residential uses or multi-family complexes, intended to convey messages guests, patrons, or other users of the site, such as parking instructions, internal directions, building names or unit numbers, security warnings, or other similar minor signs that are accessory if limited to:
1. No more than 20 square feet total sign allowance per site, or 30 square feet per acre, whichever is greater.
 2. No more than 4 total signs per site, or 10 per acre, whichever is greater.
 3. No single sign may be more than 10 square feet;
 4. Signs shall be no more than 6 feet high, whether ground mounted or building mounted;
 5. Signs shall be setback at least 20 feet from all property lines; and

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6. Grouping or arranging minor signs to have the effect of a larger permitted sign or to convey messages and increase visibility to the general public (as opposed to guests, patrons or other users of the site) makes all signs ineligible for this exemption.
- G. **Construction Signs.** Signs associated with a temporary non-residential or multi-family construction project and erected to promote public information or public relations regarding the project if limited to:
1. Up to 80 square feet total sign allowance per public street frontage;
 2. No more than 3 signs per street frontage.
 3. Signs shall be mounted on a trailer, building or fence, or if mounted on the ground it shall be limited to no more than 10 feet high; and
 4. The signs shall only be posted for the duration of a valid permit associated with the project.
- Construction signs for single-family and two-family structures in the residential zoning districts are required to meet the applicable temporary sign standards for those districts.
- H. **Sale or Lease Signs.** One sign shall be permitted for any lot or building being offered for sale if limited to:
1. No more than 12 square feet for residential lots 1 acre or less.
 2. No more than 20 square feet for non-residential property, or any residential property on larger than 1 acre.
 3. No sign shall be more than 5 feet high if mounted on the ground, and no higher than 20' high or the top of the building, whichever is less, if mounted on a building.
 4. Only the period where the property is actively on the market or pending the finalization of a contract for sale or lease.
- I. **Interior Signs.** Any sign that is not visible from the right-of-way, from any point along the perimeter of the property or from adjacent property, or from publicly accessible common or private spaces intended to serve as an extension of public-streets and open spaces are exempt from permits and these standards, other than those applicable by building codes or construction standards.

19.48.030. Sign Types

The following general sign types are distinguished for the purposes of the sign allowances requirements in this Chapter. **[combine labels with a graphic.....]**

Table 19.48-A Sign Types

Type	Description
A Wall Sign	A sign painted, printed or attached to the exterior surface of a building, awning, canopy or other fixed building surface in a permanent manner with a scale and design legible to vehicles in the public right-of-way or pedestrians at a distance from the building.
B Monument Sign	A detached sign that is mounted to the ground, independent from any building and on an enclosed, solid base or ornamental surface structure, with a scale and design legible primarily to vehicles in the public right-of-way or pedestrians at a distance from the building or site. Detached signs mounted on one or more poles columns or similar structures where the bottom edge is elevated above the ground are prohibited, except as authorized as Pedestrian Signs or Temporary Signs.

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Table 19.48-A Sign Types

Type	Description
C Pedestrian Signs	A sign with a design and scale to be legible to pedestrians in front of or immediately adjacent to the building, or to be legible to individuals internal to a site containing multiple buildings. Pedestrian signs may be attached to a building or detached, provided they are located in a permanent manner such as hanging below a canopy or awning, projecting from a wall, mounted on a wall, door or window, or free-standing.
D Temporary Sign	A portable sign which is not permanently embedded in the ground or permanently affixed to a building or structure, and designed or intended to be used for a brief period of time.

19.48.040. Residential Sign Allowance

The following signs are permitted in the residential zoning districts (R-1A, R-1B, R-2, R-3 or R-4), for any planned version of these districts, and for any residential building or use permitted in a non-residential district.

Table 19.48-B: Residential District Sign Allowances

Wall Signs	<p>Permitted principal non-residential or multi-family uses:</p> <ul style="list-style-type: none"> ▪ 2 per building, but no more than 1 per wall ▪ Maximum 5% of façade, but, no more than 50 s.f. per sign. <p>[See additional wall sign standards in Section 19.48.070.B.]</p>
Monument Signs	<p>Permitted principal non-residential or multi-family uses:</p> <ul style="list-style-type: none"> ▪ 1 per lot ▪ 20 square feet maximum ▪ 5' high maximum ▪ Setback at least 3' from all property lines and at least 12' from a street, whichever is greater ▪ Requires Planning Commission Site Plan approval. <p>Monument signs for a neighborhood or groups of housing with 10 or more lots or at least 5 acres may be approved by the Planning Commission, provided:</p> <ul style="list-style-type: none"> ▪ No sign is larger than the above limits ▪ The design, quality and location is compatible with the character and context of the neighborhood; and ▪ There is a Homeowner's Association to ensure on-going maintenance of the sign and landscape. <p>[See additional monument sign standards in Section 19.48.070.A.]</p>
Temporary Signs	<ul style="list-style-type: none"> ▪ 32 s.f. total sign allowance ▪ 16 s.f. per sign max; ▪ 5' high maximum, or no higher than 20' or top of the roof, whichever is less if mounted on a building. ▪ 90 day limit per sign; 120 day limit for period where more than sign displayed. <p>[See additional temporary sign standards in Section 19.48.070.C.]</p>
Pedestrian Sign	<p>Permitted principal non-residential or multi-family uses:</p> <ul style="list-style-type: none"> ▪ 1 per each public building entrance ▪ 12 s.f. maximum ▪ Mounted on a wall within 10' of the entrance, or mounted on the ground within 20' of the entrance feature and no taller than 5 feet.

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19.48.050. Non-residential Sign Allowance

The following signs are permitted in the commercial zoning districts (C-O, C-1, C-2, and C-3), and for any planned version of these districts.

Table 19-48-C: Commercial District Sign Allowances

Wall Signs	<p>Permitted principal uses:</p> <ul style="list-style-type: none"> • 2 per principle facade, up to 4 per building, except that any building with multiple office or store exterior entrances may have a sign, and the total area apportioned to its exterior wall space of each office or store. • Maximum 5% of façade, but no more 50 s.f. per sign. <p>[See additional wall sign standards in Section 19.48.070.B.]</p>
Monument Signs	<p>Permitted principal uses:</p> <ul style="list-style-type: none"> ▪ 1 per street frontage ▪ 20 square feet maximum ▪ 5' high maximum ▪ Setback at least 3' from all property lines and at least 12' from a street, whichever is greater ▪ Gas stations may have 1 monument sign up to 85 square feet, provided it is at least 50' from any residential property. ▪ Requires Planning Commission Site Plan approval. <p>[See additional monument sign standards in Section 19.48.070.A.]</p>
Temporary Signs	<ul style="list-style-type: none"> ▪ 48 s.f. total sign allowance ▪ 16 s.f. per sign max; ▪ 5' high maximum, or no higher than 20' or top of the roof, whichever is less if mounted on a building. ▪ 90 day limit per sign; 120 day limit for period where more than 1 sign displayed. <p>[See additional temporary sign standards in Section 19.48.070.C.]</p>
Pedestrian Signs	<p>Canopy or Awning Signs</p> <ul style="list-style-type: none"> ▪ 1 per 50 feet of building frontage, or 1 per storefront tenant, whichever is greater. Gas station canopies may have 1 per canopy face. ▪ 6 s.f. maximum ▪ At least 7' 6" clear from the sidewalk below the sign. <p>Entrance Signs</p> <ul style="list-style-type: none"> ▪ 1 per primary business entrance, and shall be within 10' of the entrance ▪ 8 s.f. maximum ▪ Mounted flush to the wall, or if projecting must be at least 7'6" clear form the sidewalk below the sign.

19.48.060. General Standards Applicable to All Signs

A. Public Health, Safety and Maintenance.

1. All signs shall be designed, constructed, located and maintained in a manner that is compliant with all other building codes, and in no way presents any potential risk to public safety in the judgment of the Building Official.
2. No sign shall imitate or resemble government signs for traffic direction or any other public safety symbol.

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3. No sign shall be placed in any sight triangle applicable to public streets, internal access streets, or driveway access points using the sight distance provisions of Article 13-2A of the City Code.
4. Any sign projecting over a walkway or other active area in front of a building or other area where people may walk shall maintain at least 7' 6" vertical clearance.
5. All signs and any surrounding grounds or landscape, shall be maintained in good condition, free of any debris, weeds, disrepair or other unsightly conditions.

B. *Specific Designs Prohibited.*

1. No sign shall be placed on any vehicle or trailer, when such vehicle or trailer is placed or parked visible from the right-of-way, and the primary purpose of the sign is to deviate from the standards or criteria of this Chapter.
2. No sign shall be attached to any public utility pole or shall be installed within the right-of-way of a public road or street, except as permitted by the public authority or where specifically exempt from the right-of-way prohibition by this Chapter.
3. No sign shall include balloons, streamers, pennants or other air activated elements and animated elements, whether animated by mechanical, electrical, or environmental means, except as authorized through any temporary use or special event permit.
4. No sign shall have any electronic message, video display or other digital display, except the Planning Commission may approve the following through the site plan review:
 - a. Time and temperature displays, provided it is in place of an allowed wall sign and is a static display.
 - b. Digital display of prices for gas station monument signs provided no other information than price is displayed.
 - c. In each case, the Planning Commission shall consider the intent of these standards, and the potential impacts of the lighting or digital display on adjacent property.
5. Obscene signs are prohibited. "Obscene" is considered to be any material that:
 - a. the average person, when applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest; or
 - b. the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
 - c. the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
6. Any sign with a business message shall be located on the site of the business activity.

C. *Illumination.*

1. Any illumination shall be designed to eliminate negative impacts on surrounding rights-of-way and properties. In general, any direct source of light shall not be visible from the public street or adjacent residential property.
2. The light from an illuminated sign shall not flash or oscillate, or create any negative impact on adjacent property in direct line-of-sight to the sign.
3. External light sources shall be directed and shielded to limit direct illumination of any object other than the sign.
4. Exposed incandescent, neon or other tube lighting shall be limited to window signs mounted to the inside of the building, or as an accent of typically less than 10% of the sign area other signs.
5. High pressure sodium, low-pressure sodium, and fluorescent lighting are prohibited.

19.48.070. Standards for Specific Sign Types

A. **Monument Signs**

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1. All monument signs shall require Sign Plan and Permit approved by the Planning Commission according to these standards and criteria.
2. Monument signs shall be located within a landscape area at least 3 feet in all directions from the base of the sign, or be located in a large landscaped yard.
3. Monument signs shall have a base at least 75% of the width of the widest part of the sign. The base shall not count as part of the sign area provided it contains no messages or other component of the sign, and is otherwise integrated into the site as a landscape feature.
4. All monument signs and bases shall be constructed with durable, quality materials that complement the building and other site elements in terms of material, colors, and ornamentation.
5. All monument signs shall be accompanied by a landscape plan that integrates the sign area into the overall site, softens the view and appearance of the structural elements, and otherwise improves the view of the sign and property from the streetscape.
6. The Planning Commission shall consider the intent of this Chapter and the objectives of the Design Guidelines in Section 19.48.080 in approving a Sign Plan and Permit. Deviations from the specific design guidelines may be approved for any sign plan that equally or better meets the intent or design objectives of this Chapter.

B. Wall Signs. Wall signs are subject to the following additional limitations:

1. Signs attached to a building shall not extend vertically above the highest portion of the wall plane of the facade it is mounted on or the roofline, whichever is less. No portion of a building wall may be built above the roofline, that serves no other structural or architectural purpose, other than to mount a sign or expand the sign area allowance.
2. Signs attached to a building shall not project more than 12 inches off the surface it is mounted on unless specifically exempt from this limit by this chapter.

C. Temporary Signs. Temporary signs are subject to the following additional limitations:

1. Any temporary sign shall be placed with the permission of the property owner, and it is the responsibility of the person placing the sign and the property owner to ensure the sign meets all standards and is removed when the applicable display time limit has expired.
2. Temporary signs shall not be illuminated or painted with a light-reflecting paint.
3. Temporary signs shall be constructed of rigid material, designed to resist quick deterioration from the elements, and securely anchored so as not to pose a distraction or hazard to drivers. Non-rigid materials (such as banners) shall be secured by a support or frame to avoid distraction of flapping and set back at least 20 feet from the pavement edge of the fronting roadway, or may be attached securely to a building.
4. No temporary sign shall be displayed for more than 90 consecutive days, without 30 days intervening, and any temporary sign related to a particular event shall be removed within 7 days from the end of that event.
5. The period of time when a property has more than one temporary sign displayed shall not be more than 120 days in a calendar year.
6. Relocation of a temporary sign, removal of the sign for a short period, or removal and replacement with a substantially similar sign to expand the time periods is prohibited.
7. The Building Official shall be authorized to require the removal of any temporary sign that pertains to an expired event.

D. Multi-tenant Buildings and Sites

1. All signs for multi-tenant buildings or sites shall require Sign Plan and Permit approved by the Planning Commission according to these standards and criteria.
2. The sign plan shall demonstrate coordination of all signs on the building, allow sufficient flexibility for the replacement of signs or new tenants without the need for a new sign plan, unless a completely new sign design concept is proposed for the entire building or site.

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3. The wall sign allowance may be apportioned to any tenant with a separate exterior entrance. In the case where all tenants share a common entrance the wall sign allowance may be apportioned to no more than two signs per facade.
4. The monument sign allowance for the building(s) and site shall meet the standards of 19.48.070.A, however the copy within the allowed sign may be apportioned to multiple tenants.
5. The Planning Commission shall consider the intent of this Chapter and the objectives of the Design Guidelines in Section 19.48.080 in approving a Sign Plan and Permit. Deviations from the specific design guidelines may be approved for any sign plan that equally or better meets the intent or design objectives of this Chapter.

19.48.080. Design Guidelines

All signs shall be designed to convey durability and a quality appearance. Signs should meet the following design guidelines, and where the Building Official determines that a sign presents a substantial deviation from these guidelines that could conflict with the intent of this Chapter, the Building Official may require that the sign permit application be reviewed by the Planning Commission, according to the procedures and criteria in Chapter 19.32.

- A. Materials, particularly for the frames, casings or bases of signs, should be chosen to compliment the architecture of the building, and coordinate with other accent materials or architectural details of the building. In general, natural construction materials such as wood, metals, ceramic, and stone should be used for frames of all wall signs and bases of monument signs. Synthetic materials should only be used if they are designed to resemble the recommended natural materials. Plastic or acrylic is discouraged as the primary component of signs, except when used for sign panels that are accompanied by frames or individual letter casings that add architectural details to compliment the building.
- B. Simple 2- and 3-color contrasting colors schemes should be used between the color of the background, letters, and accents to ensure legibility and quality appearances. Symbols and logos may incorporate other colors. Colors or color combinations that interfere with the legibility of the sign copy should be avoided. Fluorescent colors should be limited to accents and typically less than 10% of the sign area.
- C. The location of all permanent signs should be incorporated into the architectural design of the building. Placement of signs should be considered part of the overall facade design. Sign locations should be carefully considered, and align with major architectural features such as marquees, building name plates, storefront sign bands, cornices and parapets, entrance features, windows, canopies and other similar architectural features.
- D. Buildings that have multiple wall or ground signs should coordinate all signs for the building or site. Coordination may be established by combinations of two or more of the following:
 1. The same fonts, in terms of color, scale, and style. However, a primary and secondary font may be incorporated into signs.
 2. The same sign background in terms of material and color or coordinated colors.
 3. The same casing or framing in terms of materials and style, provided it is prominent enough to be a visible coordinating element across multiple signs.
 4. A consistent scale, orientation, shape or placement of signs. For example, all oval signs, or all signs located within a sign band across storefronts.
 5. Other elements specific to a proposed sign package.

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6. Limited deviations in the consistency are allowed for:
 - a. Any one sign may reserve up to 33% of the sign area for logos or icons that are unique to the tenant and deviate from the consistency elements.
 - b. Any building with three or more significant tenant spaces, or other similar large building or sites, may have one gateway sign per facade that deviates from the consistency elements provided it is associated with a prominent point of entry or similar point of architectural emphasis.
 - c. Pedestrian signs may deviate according to section 19.48.080.E. below.
- E. Pedestrian signs should help create architectural variety and unique business identities from establishment to establishment. In multi-tenant buildings, pedestrian signs should be used to create interest and variety of the tenants, while overall building and site signs should create consistency and identity of the place and building.

19.48.090 Alternative Sign Plans

Shopping centers, office parks or other multi-tenant projects with 3 or more buildings or 4 or more acres may propose a property specific sign plan. The sign package shall be based on the intent, types of signs, and standards of this Chapter, but the Planning Commission may approve deviations to these standards where they find that the plan:

- A. Promotes a unique character for the area, and improves the image and identity of the project as it relates to the surrounding community.
- B. Presents uniform designs to coordinate multiple components of the project, and where there are distinctions in the type and design of the signs, they are well-coordinated in light of the overall plan.
- C. The plan has clear and explicit standards for the size, location, design and quality of the signs, and it anticipates future tenants or changes in tenants without requiring amendments to the plan.
- D. The property owner or landlord has authorized the plan, and any changes to the plan will require the property or landlord to submit a new application to be approved by the Planning Commission.

19.48.100. Interpretation

- A. **Measurements.** The following shall be used in interpreting dimensional standards for signs:
 1. *Sign Area.* Signs mounted on or displayed as a standard geometrical shape shall be measured by the standard mathematical formula for that shape. Signs mounted on or displayed as an irregular shape shall be measured by the smallest area of up to two standard geometrical shapes that can encompass the entire sign mounting.
 2. *Detached Signs.* The area of the sign shall be computed by the entire area of the face of the structure, cabinet or module enclosed by the border of the frame.
 3. *Wall, window or other building-mounted signs.* Any building mounted sign mounted on a background shall be measured by the area of the background. If mounted directly on the wall, the area shall be computed by means of the smallest single and continuous perimeter of up to two standard geometric shapes that enclose the outer limits of the writing, emblem or other display.
 4. *Wall Area.* The area of a wall for determining that wall sign allowance shall be the continuous plane of the facade that a sign is mounted on, or when apportioned to multiple tenants the exterior wall area associated with each tenants gross leasable floor area.

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Structures built solely to expand the wall plane for the purpose of increasing the sign area or mounting a sign shall not count towards the wall area.

5. *Window Area.* The area of a window for determining the window sign allowance shall be the actual surface of the clear glass inside the window casing. Larger windows or glass panels shall only count this area between 2 feet and 10 feet above the finished floor elevation.
6. *Double-faced Signs.* Where the sign faces of a double-faced sign are no more than three feet apart at any location, only one face will be measured in computing sign area. If the two faces of a double-faced sign are of unequal area, the area of the sign will be the area of the larger face. In all other cases, the areas of all faces of a multi-faced sign or the surface area of objects will be added together to compute the area of the sign.

- B. ***Defined Terms.*** [merge and purge current definitions for sign ordinance and overall zoning ordinance here, amend and supplement as necessary based on new organization]

CHAPTER 19.48 - SIGNS

Sections:

- 19.48.005 Regulations Generally.
- 19.48.010 Purpose.
- 19.48.011 Definitions.
- 19.48.012 Prohibited Signs.
- 19.48.015 Regulations Applicable to all Districts.
- 19.48.020 Regulations Applicable to Districts R-1a through R-4 Inclusive.
- 19.48.025 Regulations Applicable to Districts C-0, C-1, C-2, and C-3.
- 19.48.030 Prohibition of Nonconforming Signs.

19.48.005 Regulations Generally.

Signs shall be permitted in the various districts in accordance with the following regulations, which shall apply to all signs that are visible from beyond the lot line. Signs not authorized by the provisions of this Chapter 19.48 are prohibited. (Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

19.48.010 Purpose.

It is determined that regulation of the location, size, placement and certain features of signs is necessary to enable the public to locate goods, services, and facilities without difficulty and confusion; to prevent wasteful use of natural resources in competition among businesses for attention; to prevent hazards to life and property; to avoid visual clutter; to assure the continued attractiveness of the community and protect property values. (Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

19.48.011 Definitions.

- A. **Awning Sign:** A sign that is mounted on, painted on, or attached to an awning.
- B. **Bulletin Board Sign:** A sign that indicates the name of an institution or organization on whose premises it is located and which contains the name of the institution or organization, the name or names of persons connected with it, and announcement of persons, events or activities occurring at the institution. Such sign may also present a greeting or similar message.
- C. **Business Sign:** A sign which directs attention to a business or profession conducted, or to products, services or entertainment sold or offered upon the premises where such sign is located or to which it is affixed.
- D. **Identification Sign:** A sign giving the name and address of a building, business, development or establishment. Such signs may be wholly or partly devoted to a readily recognized symbol.
- E. **Monument Sign:** Any sign placed upon, or supported by, the ground independent of the principal building or structure on the property and is constructed with permanent building materials.
- F. **Name Plate Sign:** A sign giving the name and/or address of the owner or occupant of a building or premises on which it is located, and where applicable, a professional status.
- G. **Off-Site Sign:** A sign which displays any message directing attention to a business, product, service, profession, commodity, activity, event, person, institution or any other commercial

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message, which is generally conducted, sold, manufactured, produced, offered or occurs elsewhere than on the premises where such sign is located.

- H. **On-Site Sign:** A sign that is other than an off-site sign.
- I. **Pole Sign:** Any sign placed upon, or supported by, the ground independent of the principal building or structure on the property where the bottom edge of the sign is more than five (5) above the ground level.
- J. **Portable Sign:** Any sign that is not permanently affixed to a building, structure, or the ground.
- K. **Projecting Sign:** A sign that is wholly or partly dependent upon a building for support and which projects more than 12 inches from such building.
- L. **Real Estate Sign:** A sign pertaining to the sale or lease of a lot or tract of land on which the sign is located, or to the sale or lease of one or more structures, or a portion thereof on which the sign is located.
- M. **Temporary Sign:** A sign that is intended for a temporary period of posting on public or private property, and is typically constructed from nondurable materials, including paper, cardboard, cloth, plastic and/or wall board and does not constitute a structure subject to the City's Building Code and Zoning provisions.
- N. **Wall Sign:** A sign fastened to or painted on a wall of a building or structure in such a manner that the wall becomes merely the supporting structure or forms the background surface, and which does not project more than 12 inches from such building. Wall signs shall not project above the top of the wall on which the sign is attached.

(Ord. 2004, Sec. II, 2001; Ord. 2122, Sec. II, 2006; Ord. 2138, Sec. II, 2006)

19.48.012 Prohibited Signs.

All signs not expressly permitted within this ordinance or exempted herein are prohibited in the city. Such prohibited signs include, but are not limited to:

- A. Animated Signs.
- B. Awning Signs.
- C. Digital Readout or Electronic Graphic Signs.
- D. Flashing or Blinking Signs.
- E. Off-Site Signs.
- F. Pole Signs.
- G. Portable Signs.
- H. Projecting Signs.
- I. Roof Signs.
- J. Rotating Signs.
- K. Signs attached to any tree, fence or utility pole except warning signs issued and properly posted by that utility company.

(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

19.48.015 Regulations Applicable to All Districts.**A. Sign Permit.**

1. Except as provided herein, or as may be provided by other ordinances or resolutions of the city, it shall be unlawful for any person to erect, install, alter, move or replace any new or existing sign or signage without first obtaining a permit and making payment of the sign permit fee as established in the city fee schedule on file in the City Clerk's Office. A permit is not required for ordinary maintenance and repair of a sign nor is a permit or fee required to post temporary signs.
2. Any person desiring to erect a sign for which a permit is required shall submit to the Building Official an application upon a form to be provided by the City which shall contain the following information:
 - a. Name, address and telephone number of the applicant;
 - b. Location of building, structure, or lot to which or upon which the sign is to be attached or erected;
 - c. Position of the sign in relation to nearby building or structures, streets and sidewalks;
 - d. Drawing of sign and specifications describing the sign;
 - e. Length of time that sign will be displayed;
 - f. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected; and
 - g. Such other information as the Building Official shall require to show full compliance with this and all other laws and ordinances of the City.
3. It shall be the duty of the Building Official upon filing of an application for a sign permit, to review the application and to conduct such other investigation as is necessary to determine the accuracy of the application. If it shall appear that the applicant has provided the information requested in the application and that said information is accurate and that the proposed sign when placed will comply with the ordinance of the City, (s)he shall issue a sign permit.
4. If the Building Official determines that the proposed sign is not in compliance with all requirements of this chapter or any other laws and ordinances of the city, (s)he shall not issue the requested permit and shall advise the applicant of the right to appeal as set out in Section 19.54.025.
5. All rights and privileges acquired under the provisions of this chapter or any amendments thereto, are revocable at any time by the city for cause, and all such permits shall contain this provision.

(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

B. Exceptions. A permit as provided for in Section 19.48.015(A) of this chapter shall not be required to erect, install, alter, move or replace the following signs:

1. Street markers, traffic sign and other appropriate signs displayed by the City or other governmental subdivision;
2. Temporary signs;
3. Name plate signs for single-family dwellings; and
4. Any sign required by the City's Building or Fire Codes for purposes of premises identification.

(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

C. Aesthetic Considerations. All permanent signs shall be well constructed of permanent materials and shall be constructed with similar materials as used in other buildings on the site.

(Ord. 2138, Sec. II, 2006)

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- D. Obstruction of Exits. No sign shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window or fire escape.
(Ord. 2138, Sec. II, 2006)
- E. Traffic Hazards. No sign shall be constructed at the intersection of any street in such a manner as to obstruct the free and clear vision of motorists, or any location where, by reason of the position, shape or color, said sign may interfere with, obstruct the view or be confused with any authorized traffic sign, signal or device.
(Ord. 2138, Sec. II, 2006)
- F. Certain Devices and Displays
1. Movement or the illusion of movement, flashing of lights or reflectors, likeness of human or animal forms, or searchlights are prohibited.
 2. Permanent banners may be allowed as an architectural or decorative accessory in shopping centers and other developments provided they are generally uniform throughout the project, and are in harmony with the architectural theme of the development. No such banners shall be installed unless their location and design have first been approved by the Planning Commission.
(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)
- G. Unsafe and Unlawful Signs. If the Building Official or his/her representative find that any sign regulated herein is unsafe or insecure, or is a menace to the public, or, has been constructed or erected, or is being maintained in violation of the provisions of this chapter, (s)he shall give written notice to the owner of the structure, lot or parcel upon which the sign is installed. If the permittee fails to remove or alter the sign so as to comply with the standards herein set forth within forty-eight (48) hours after such notice, such sign may be removed or altered to comply by the Building Official at the expense of the permittee or owner of the property upon which it is located, and the permit shall be revoked. The Building Official shall refuse to issue a permit to any permittee or owner who refuses to pay costs so assessed. The Building Official may cause any sign, which is an immediate peril to persons or property to be removed summarily and without notice.
(Ord. 2138, Sec. II, 2006)
- H. Public Property. Unless otherwise permitted in this Chapter, no sign shall be placed within a public street right-of-way, public park or other public property, or on a utility pole, except that wall-mounted signs may protrude not more than eight (8) inches into a public street right-of-way if the sign is nine (9) feet or more above the sidewalk or the grade abutting said wall. A permanent identification sign for a subdivision or other residential project may be located on street right-of-way if approved as required in Section 19.48.020, Paragraph E.
(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)
- I. “For Sale Signs.” Only one “For Sale” sign shall be permitted for each project that is being offered for sale in a non-residential area. For purposes of this Ordinance, a Project shall mean a parcel of property which is uniformly owned or controlled by one person or legal entity, regardless of the size of the parcel and regardless of how many lots or improvements exist on the parcel and whether or not the parcel is divided by one or more public streets. Said sign shall not exceed sixteen (16) square feet in area per face, shall not have more than two faces, and shall not exceed a height of five (5) feet. Such sign shall be located so as to relate to and complement permanent monument signs and be integrated into the landscape features of the site. Such a sign may be posted for a period of up to ninety (90) days, at which time the sign shall be removed or replaced. Any such sign and any supporting or supplemental structures shall be maintained in good condition, adjacent land areas shall be kept free of weeds and debris, and a neat appearance

shall be maintained at all times. The responsibility for such maintenance shall be with the project owner served by said sign.

(Ord. 1955, Sec. I, 1998, Ord. 2138, Sec. II, 2006)

J. Type of Lettering and General Design Allowed.

1. The lettering and general design of all signs or signage shall be simple and straightforward. "General design" shall include the background panel, case or cabinet upon which the sign text is located.
2. Exceptions to the above restrictions are all internationally recognized health and safety symbols. Other exceptions are medical, religious, and fraternal organization identifications and governmental seals and logos.
3. Logos may be incorporated into a sign and will be subject to all regulations governing signs and be included within the square footage allotments.
4. All existing signs affected by the above restrictions shall conform to these restrictions whenever the existing signs are modified, altered, moved or replaced.

(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

K. Service stations shall be permitted the following signs:

1. One illuminated or non-illuminated detached post-supported or monument sign may be permitted. Such sign shall not be closer than fifty (50) feet to any boundary of a district, R-1a to C-0 inclusive, and shall not be located in the street right-of-way. Such sign shall not exceed ten (10) feet in height above the average grade of the lot, and further, shall not exceed seventy (70) square feet in area per face. If not sitting within the landscaped setback, the sign base shall be located within a curbed landscaped area, extending a minimum of three (3) feet on all sides of the sign base. If illuminated, the lighting shall be arranged so that no glare extends to land within Districts R-1a to C-0 inclusive.
2. No more than two illuminated or non-illuminated signs that display fuel prices shall be permitted. Such signs may be detached or wall-mounted but shall not exceed fifteen (15) square feet each.
3. Each fuel pump island may have a sign on each end identifying if that island is "full service" or "self-service." If the service station is completely self-service, a maximum of two (2) "self-service" signs shall be permitted. These signs shall not exceed four (4) square feet in area each.
4. A maximum of two (2) non-illuminated signs displaying credit card information shall be permitted. Such signs shall not exceed one (1) square foot each.
5. Fuel pumps may display signs indicating only the type and brand name of fuel, in addition to signs required by law, which shall be of minimum size and quantity.
6. An additional non-illuminated sign not to exceed six (6) square feet in area shall be allowed and may be placed on each side of the pump island canopy.

(Ord. 2138, Sec. II, 2006)

L. Temporary Signs.

1. Purpose and Findings.

The City of Prairie Village is enacting this Ordinance to establish reasonable regulations for the posting of informational signs on public and private property.

Temporary Signs left completely unregulated, can become a threat to public safety as a traffic hazard, a detriment to property values as an aesthetic nuisance.

By implementing these regulations, the City intends to:

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- a. balance the rights of individuals to convey their messages through temporary signs and the right of the public to be protected against the unrestricted proliferation of signs;
 - b. further the objectives of the City’s comprehensive plan;
 - c. protect the public health, safety and welfare;
 - d. reduce traffic and pedestrian hazards;
 - e. protect property values by minimizing the possible adverse effects and visual blight caused by signs;
 - f. promote economic development; and
 - g. ensure the fair and consistent enforcement of the temporary sign regulations specified in the following.
2. Regulations:
- Temporary signs may be posted on property in all Zoning Districts of the City, subject to the following requirements:
- a. The total square footage for temporary signs in any district, in the aggregate, shall not exceed forty-eight (48) square feet, with no individual sign exceeding sixteen (16) square feet. The total square footage of a sign is measured to include all of the visible display area of only one side of the sign and only the area of one side of a double sided sign is included in the aggregate calculation.
 - b. Signs shall not exceed five (5) feet in height measured from the average grade at the base of the sign.
 - c. No sign shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant, or any other type of street furniture, or otherwise create a hazard, including a tripping hazard.
 - d. No sign shall be illuminated or painted with light-reflecting paint.
 - e. A sign shall only be posted with the consent of the property owner or occupant. Signs posted in the public right-of-way may only be posted with the permission of the abutting property owner.
 - f. A temporary sign may be posted for a period of up to ninety (90) days, at which time the sign shall be removed or replaced.
 - g. Signs shall not be posted on trees, utility poles, and other similar structures within the rights-of-way.
3. Removal or Replacement of Informational Signs:
- a. The person who has posted or directed the posting of the sign is responsible for the removal or replacement of that sign.
 - b. If that person does not remove or replace the sign in accordance with these regulations, then the property owner or occupant of the building or lot where the sign is posted is responsible for the sign’s removal or replacement.
 - c. “If the Building Official finds that any sign is posted in violation of these regulations on public property, the Building Official is authorized to remove any such signs. If the Building Official finds that any sign posted in violation of these regulations on private property, (s)he shall give written notice to the person who has posted or directed the posting of the sign. If that person fails to remove or replace the sign so as to comply with the standards herein set forth within seventy-two (72) hours after such notice, such sign may be removed by the Building Official.”

(Ord. 2138, Sec. II, 2006)

- M. Monument Signs: Monument signs shall not exceed five (5) feet in height above the average grade of the base; shall not exceed twenty (20) square feet in area per face; shall be placed on private property, not closer than three feet to the property line or 12 feet from the back of curb of the street and shall be landscaped at the base. All monument signs shall be constructed with

permanent building materials that are similar to or complement existing building materials and colors used on the buildings located on the site. If the sign is not located within the landscape setback area, the sign base shall be located with a landscaped area extending a minimum of three (3) feet on all sides of the sign base and a landscape plan shall be submitted for approval. All monument signs including the landscape plan shall be reviewed and approved by the Planning Commission based on the above requirements prior to obtaining a permit and being installed. (Ord. 2004, Sec. II, 2001; Ord. 2068, Sec. II, 2004; Ord. 2138, Sec. II, 2006)

N. Sign Area Calculations.

1. Monument Signs: The area shall include the sign panel but not the sign base on which it is mounted or the structural elements or frames that form the perimeter of the panel.
 2. Wall Signs: If the wall sign is contained within a panel, the sign area calculation shall be the area of the panel. If the sign consists of individual letter, symbols or words, either painted or mounted on the wall, the area shall be the smallest rectangular figure that can encompass all of the letters, words, logos or symbols.
 3. Band Signs: The area of a band sign shall be the width of the band times the outside extremities of the letters, words, logos or symbols contained within the band.
- (Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

O. Setback: All signs shall setback a minimum of twelve (12) feet from the back of curb and five (5) feet from any adjacent side or rear property line. (Ord. 2138, Sec. II, 2006)

P. Obscene Materials: Obscene signs, flags, banners, or any sign of any type are prohibited. “Obscene” is defined as any material that (a) whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest; (b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and (c) whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value. (Ord. 2138, Sec. II, 2006)

Q. Substitution of Messages: Subject to the landowner’s consent, a noncommercial message of any type may be substituted for any duly permitted or allowed commercial message or any duly permitted or allowed noncommercial message, provided that the Sign or Sign Structure is legal without consideration of message content. This substitution of message may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision does not create a right to increase the total amount of signage on a parcel or land use, nor does it affect the requirement that a sign structure or mounting device be properly permitted. This provision does not allow for the substitution of an offsite commercial message in place of an onsite commercial message. (Ord. 2138, Sec. II, 2006)

19.48.020 Regulations Applicable to Districts R-1a through R-4 Inclusive.

No sign may be constructed, erected, or displayed in districts zoned R-1a through R-4 inclusive, except as provided in the Section 19.48.020.

A. Public Churches, Synagogues, Schools, and Community Buildings.

1. Churches, synagogues, private or public schools, community center buildings, libraries, art galleries, and museums shall be allowed not more than two (2) signs identifying the premises and activities provided therein. Such signs may either be wall mounted or

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monument signs and may be illuminated provided the source of illumination shall not be visible from off the premises. Wall signs shall not exceed five (5) percent of the total area of the facade of the building, on which it is attached and in no event shall exceed fifty (50) square feet in area. Such signs shall be of a design, location and size as to be in harmony with the neighborhood and the building served as determined by the Building Official. No such monument sign shall be constructed, installed or replaced until plans have been reviewed and approved by the Planning Commission and a building permit issued therefore. The copy on the sign may be changed from time to time provided that the design of the sign is not changed from that approved by the Planning Commission.

2. In addition to the signs permitted in paragraph 1 above, schools are permitted to install a sign to display a National School of Excellence or equivalent award. The award sign may be either a monument sign or wall mounted sign; however, the sign face for wall mounted signs shall not exceed five percent of the total area of the façade of the building on which it is attached, but in no event shall exceed 50 square feet in area and for monument signs, the sign face shall not exceed 20 square feet in area. Said monument sign shall not exceed five feet in height and shall not be constructed, installed or replaced until plans have been reviewed and approved by the Planning Commission and a building permit issued. There shall be no more than two wall signs or two monument signs with no more than a total of three signs.

(Ord. 2004, Sec. II, 2001; Ord. 2044, Sec. II, 2003; Ord. 2138, Sec. II, 2006)

- B. One or more signs which are for the sole purpose of identifying a subdivision or a residential project may be permitted under the following standards and procedures:

1. Detailed plans of the sign and any supporting or supplemental structure shall be submitted for Planning Commission review. If approved, a construction permit may be procured from the Building Official and all details of the approved plans and any conditions included by the Commission shall be met. Subdivision signs are encouraged to be designed in accordance with the guidelines adopted by the Planning Commission;
2. Only the proper name of the subdivision or residential project shall be on the sign; provided, however, that the Planning Commission may approve further language or information it deems appropriate;
3. The sign and any supporting or other supplemental structure may be on private property or on public right-of-way provided the Planning Commission shall first determine that a location on public right-of-way will not create a traffic hazard, maintenance problem, nuisance or other condition adverse to the public interest;
4. Walls, fences and other architectural features may be used to supplement said signs provided that traffic hazards, maintenance problems or other conditions which may be adverse to the public interest are not present;
5. Any such sign and any supporting or supplemental structures shall be maintained in good condition, adjacent land areas kept free of weeds and debris, and a neat appearance displayed at all times. The responsibility for such maintenance shall be with the homeowner's association or the project owner served by said sign, the name, address and phone number of the responsible officer being kept on file in the Building Official's Office. The Planning Commission may, if long-term maintenance responsibilities are a concern, require that surety, acceptable to the City Council, be deposited with the City. The surety amount is to be equal to not less than the cost of one year's maintenance plus the cost of demolition and removal if such action is deemed by the City Council to be in the public interest.
6. Signs and supporting structure may be illuminated provided the source of illumination shall not be visible from a public street or from any dwelling that is part of said subdivision or project.

7. The design, shape, sizes and location of such signs and accompanying structure shall be in harmony with the neighborhood and the project that is served. Materials, lettering style, colors and size shall present a dignified appearance and be such that long-term maintenance can be readily and economically accomplished.
(Ord. 1952, Sec. I, 1998; Ord. 2138, Sec. II, 2006)

19.48.25 Regulations Applicable to Districts C-0, C-1, C-2, and C-3.

No sign may be constructed, erected, or displayed in districts zoned C-0, C-1, C-2, and C-3 inclusive, except as provided in this Section 19.48.025.

- A. Signs shall be permitted for uses permitted in Districts R-1a through R-4 inclusive in accordance with the regulations established therefore in Section 19.48.020.
(Ord. 2138, Sec. II, 2006)
- B. One illuminated or non-illuminated wall-mounted sign shall be permitted on each principal facade of each building or each shop or office therein provided that said shop or office has an exterior door and that the total area of such sign shall not exceed five (5) percent of the total area of the facade of each building or each shop upon which it is mounted and in no event shall such area exceed fifty (50) square feet. Facade shall mean that portion of the building's wall, which is contiguous with the tenant's gross leasable floor area.
(Ord. 2004, Sec. II, 2001; Ord. 2068, Sec. II, 2004; Ord. 2138, Sec. II, 2006)
- C. Monument signs; where allowed.
1. In the case of a stand alone building, which is not a part of a "shopping center, office park or multi-tenant building" as defined in Paragraph J below, and which is occupied by a single tenant, one monument sign may be permitted in lieu of one of the wall signs permitted in B above. Said sign shall depict only the name and address of the building or business and may include an additional line of text that describes services.
 2. In the case of a "shopping center, office park or multi-tenant building" as defined in Paragraph J below, and which is occupied by more than one tenant, one detached monument sign may be permitted for each street frontage in addition to the wall-mounted signs permitted in B above. The location of said signs will be approved by the Planning Commission. Said sign shall depict only the name and address of the center or grouping of shops or offices and may include an additional line of text that describes services.
 3. A tenant and/or property owners within a "shopping center, office park or other grouping" as defined in Paragraph J, occupying a stand alone single-tenant building of at least 5,000 square feet may, in lieu of the wall sign permitted in Paragraph B above, have one detached monument sign depicting his business or product. The design and location of this sign shall be in accordance with Sections 19.48.015 and 19.48.025 and shall be subject to approval of the Planning Commission.
All of the above detached signs shall also conform to the following:
Such sign shall not be closer than fifty (50) feet to any boundary of a Residential District. If flood lighted, the lighting shall be shielded so that the source is not visible.
(Ord. 2004, Sec. II, 2001; Ord. 2068, Sec. II, 2004; Ord. 2138, Sec. II, 2006)
- D. Where canopies are permitted, one sign not to exceed three (3) square feet in area and allowing at least seven (7) feet six (6) inches clearance above the sidewalk shall be securely attached to the canopy and an additional sign not to exceed three (3) square feet may be mounted on the facade beneath the canopy.
(Ord. 2138, Sec. II, 2006)

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- E. Buildings Under Construction. One non-illuminated sign of not more than eighty (80) square feet in area, inclusive, shall be permitted for each building during its construction, provided, that said sign shall be removed upon completion of the building.
(Ord. 2138, Sec. II, 2006)
- F. New Subdivisions or Developments. One non-illuminated sign of not more than eighty (80) square feet in area shall be permitted for each new subdivision or development project; provided, that the permit shall be issued for a period of not more than one (1) year.
(Ord. 2138, Sec. II, 2006)
- G. Off-Street Parking or Loading Facilities. One illuminated or non-illuminated sign with a maximum area of ten (10) square feet shall be permitted at each entrance to off-street parking or loading facility to identify such facility and present any regulations governing the use thereof.
(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)
- H. Non-illuminated Signs Mounted Against Face of Building. In cases where non-illuminated signs are to be mounted flat against the face of the building, such signs shall not protrude more than three (3) inches from the face of the building and shall not extend above the height of the wall on which it is mounted.
(Ord. 2138, Sec. II, 2006)
- I. Regulations Pertaining to Illuminated Signs.
1. There shall be no exposed incandescent or neon or other tube-type lights; provided, that indirect flood lighting shall be permissible.
 2. There shall be no flasher-type lighting.
 3. If required to be mounted flat against the face of the building, such sign shall not protrude more than eight (8) inches from the face of the building and shall not extend above the height of the wall upon which it is mounted.
 4. Signs conveying the impression of movement through flashing lights or signs that fluctuate in light intensity shall be prohibited.
(Ord. 2138, Sec. II, 2006)
- J. Private Sign Standards Applicable to Office Parks, Shopping Centers, Multi Tenant Buildings and Planned Business Districts. In the case of an office park, shopping or multi-tenant building (new or remodeled), the developer or owner shall prepare and submit to the Planning Commission a set of sign standards for all permanent exterior signs. The purpose of the sign standards is to create uniform signage design throughout the development. Such standards shall run with all leases or sales of portions of the development. A full and accurate description of all signs shall be included indicating location, placement, materials, graphic design styles, type of illumination, etc. Sign permits shall not be issued until the Planning Commission has approved the sign standards. For purposes of this section the terms "shopping center, office park, or multi-tenant buildings" shall mean a project that has been planned as an integrated development on property under unified control or ownership at the time of development. The sale, subdivision, or other partition of the site does not exempt the project or portions thereof from complying with these regulations.

If multiple monument signs are proposed as part of the design standards, they shall be of uniform design regarding the sign base, frame, materials and proportions, but the Planning Commission may require that the monument signs located at stand alone buildings be smaller than the maximum area allowed per face by the ordinance.

(Ord. 2004, Sec. II, 2001; Ord. 2068, Sec. II, 2004; Ord. 2138, Sec. II, 2006)

- K. A time and temperature device, mounted on a building, may be allowed in lieu of one of the above permitted wall or detached signs. The design, size, materials and illumination of such device shall be compatible and in harmony with the building and the degree and type of illumination shall be at such levels as to not unduly detract from traffic safety devices or have adverse effects on nearby residences or places of business. All such time and temperature devices hereafter installed shall be reviewed by the Planning Commission and approved prior to a permit being issued.
(Ord. 2138, Sec. II, 2006)
- L. Certain Devices and Displays.
1. Exposed neon tubing shall meet the following conditions:
 - a. Exposed neon tubing may not be placed on any exterior facade of a building.
 - b. Exposed neon tubing may be placed on the interior of any windows, doors, or on any interior wall.
 - c. Existing exposed neon tube signs declared to be nonconforming shall be removed within two years of the effective date of this ordinance.
 2. Unless otherwise prohibited, signs may be displayed inside windows or doors and the area of such signage shall be in addition to that permitted on the exterior facade, but the aggregate area of all signs within 48 inches of a window or door shall not exceed 20% of the window and door area.
(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)
- M. “Semi-Permanent Leasing Signs.” Only one semi-permanent “For Lease” sign shall be permitted for the purpose of advertising the on-going leasing activities of each Project that is being offered for lease in a non-residential area. For purposes of this Ordinance, a “Project” shall mean a parcel of property which is uniformly owned or controlled by one person or legal entity, regardless of the size of the parcel and regardless of how many lots or improvements exist on the parcel and whether or not the parcel is divided by one or more public streets. The sign area shall not exceed twenty (20) square feet per face, shall not have more than two faces, shall not exceed a maximum height of five (5) feet; and shall not be placed closer than twenty (20) feet to the back of curb or be placed in a public right-of-way. Said sign shall be constructed of durable materials using vertical supports no larger than 4” x 4” and shall not be illuminated either internally or externally. The maximum dimensions of the sign shall be 4’ x 5’ and sign dimensions shall be reduced proportionally when the sign is reduced in area. The sign shall be located so as to relate to and complement permanent monument signs and be integrated into the landscape features of the site. Any such sign and any supporting or supplemental structures shall be maintained in good condition, adjacent land areas shall be kept free of weeds and debris, and a neat appearance shall be maintained at all times. The responsibility for such maintenance shall be with the project owner served by said sign. In lieu of a separate leasing sign, said leasing sign may be combined with the project monument sign and the monument sign may be increased to thirty (30) square feet per face.
(Ord. 1955, Sec. II, 1998; Ord. 2004, Sec. II, 2001; Ord. 2068, Sec. II, 2004; Ord. 2138, Sec. II, 2006)
- N. If the property is both for lease and for sale, the information shall be combined so that in addition to the permanent monument sign, only one additional sign which complies with all requirements as set forth in Sections 19.48.015 I. and 19.48.025 M. shall be placed on the project site.
(Ord. 1955, Sec. III, 1998; Ord. 2138, Sec. II, 2006)
- O. Where one retail establishment (the “sub-tenant”) leases space and conducts business within another retail establishment (the “primary tenant”) but does not have an exterior business façade and an exterior door leading directly to the sub-tenant space, one exterior wall sign may be permitted for the sub-tenant if the following conditions are met:

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1. The sub-tenant’s business establishment occupies at least 100 square feet of floor area, and is staffed and open for business during predetermined hours.
2. The primary tenant’s business establishment occupies at least 25,000 square feet of floor area.
3. The sub-tenant’s business is a separate legal entity from the primary tenant’s business, as opposed to a department, division or subsidiary of the primary tenant’s business.
4. A sign criteria for the building or shopping center has been submitted to and approved by the Planning Commission which specifically provides for sub-tenant signage, including standards for the sign location, size, style, color and content. Such sign criteria shall include scale drawings of the facades of all primary tenants where sub-tenant signs are authorized showing the permitted locations for sub-tenant signs.
5. The total area for all signs on the same façade does not exceed the allowable signage area for that district.
6. The provisions of this section for sub-tenant signs shall not apply to businesses within an enclosed shopping mall or to businesses that are conducted primarily by automated machines.

(Ord. 2004, Sec. II, 2001; Ord. 2138, Sec. II, 2006)

19.48.030 Prohibition of Nonconforming Signs.

All existing nonconforming signs which exist at the time of adoption of this amendment may remain and further provided that no changes in the basic structure, source of illumination, location of appearance shall be made in such signs and further provided that if the business to which the sign is related should move to another site, which move, in the opinion of the Building Official, creates in effect an off-site advertising sign, then such device shall be removed or otherwise brought into full conformance with this title.

(Ord. 2138, Sec. II, 2006)

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19.50 Alternative Energy Systems

19.50.005 Intent & Applicability.

- A. **Intent.** The intent of this Chapter is to:
1. To allow residents to use renewable energy resources, specifically wind, solar and geothermal, as an alternative to the prevailing sources of natural gas and electricity.
 2. To promote small-scale, site-specific energy strategies that can reduce consumption and reliance on fossil fuels or other non-renewable energy source, and allow more efficient heating, cooling and lighting of sites and buildings.
 3. To establish standards for the use of renewable energy equipment that ensure effective site design, minimize potential impacts on adjacent property, and promote the character of neighborhoods and districts in the City.
- B. **Applicability.** Site-specific renewable energy systems that meet the standards of this Chapter are considered an accessory use to the principal use of property, and shall be approved by the issuance of a Building Permit, subject to all applicable building codes. Some applications also require Site Plan or Special Use Permits as specified in this Chapter. Applications for hybrid energy systems that use combinations of two or more of the types of systems in this Chapter may be joined as a single application, subject to the most detailed approval procedure for any component of the system. Any renewable energy systems not meeting the standards of this Chapter, or any authorized exceptions or alternative approval procedures specified in this Chapter, may only be permitted by a variance subject to the procedures and criteria in Chapter 19.54 of this ordinance.

19.50.010. Solar Energy. The following regulations shall apply to accessory solar energy systems:

- A. **Related Ordinances.** All equipment shall comply with any other applicable provisions of the municipal code or this ordinance, including building setbacks, yard requirements and height restrictions.
- B. **Solar Easements.** In order to preserve and protect the solar access accords adjacent property, a solar easement may be arranged between adjacent property owners. However, the solar easement may not be used to negate any other development or design standard required by this ordinance or other applicable law. It is the responsibility of the parties to the easement to report and file the easement with the Building Official at the time of any building permit application that may be impacted by the easement.
- C. **Compatibility.** The design of any solar energy system shall generally be compatible with the character of the neighborhood or district, the architectural design of the buildings, and situated on a site in a manner that minimizes potential negative impacts on adjacent property or public streetscapes. Compatibility shall be evaluated as follows:
1. Systems mounted on pitched roof structures or vertical walls shall not project more than 5 inches off the surface of the roof or wall and be generally parallel to the roof pitch or vertical wall.
 2. Systems mounted on flat roofs shall be setback from the roof edge a distance equal to the amount they project off the roof deck, or be concealed from street level or ground level of adjacent property by a parapet. Any panels or accessory equipment that projects more than 2 feet off the roof deck shall be screened in the same manner as other rooftop accessory building equipment.
 3. Framing, mounting racks, piping, conduits or other associated equipment shall be designed, located or use colors to minimize the visibility from streetscapes or adjacent property, and blend with the overall design of the building.

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4. Ground mounted solar panels shall be located behind the front building line, and be setback from adjacent property by at least ten feet. No ground-mounted equipment shall exceed eight feet high. All ground-mounted equipment shall be screened from adjacent property and the street by fences, landscape or a combination of both. This provision shall not apply to solar energy facilities attached to utility poles, light fixtures or other similar accessory structures provided they be designed in a manner that integrates the energy collecting components into the design of the structure in a manner that does not significantly alter the appearance of the structure, when compared to other similarly functioning accessory structures.
5. No solar panel shall be mounted in a location where it could create additional glare on adjacent sites or otherwise damage plants or structures on adjacent property from reflectiveness or heat sources. Panels in locations with the potential to contribute to this situation may satisfy this requirement with manufacturer's specifications that demonstrate minimal glare, reflectiveness and heat gain.

D. **Exceptions and Alternatives.** Any solar energy system that does not meet the standards of this section may only be permitted with a site plan, approved by the Planning Commission according to the procedures and criteria of Chapter 19.32. In addition, the Planning Commission shall consider the following criteria:

1. The intent of this Chapter, and whether the proposal is contrary to the intent of any other sections of this ordinance.
2. The context of the application, and in particular the relationship of the proposed facilities to surrounding property.
3. Whether the proposed design and requested exceptions are necessary to ensure that the function and efficiency of the solar energy system is maintained, and whether the exception could negatively impact other design or sustainability principles.

19.50.015. Wind Energy. The following regulations shall apply to accessory wind energy systems:

A. **Site Plan Approval.** The following wind energy systems may be permitted with a site plan, approved by the Planning Commission according to the procedures and criteria of Chapter 19.32.

1. Wind turbines installed on any structure which is otherwise permitted to be three stories or greater, and at least 35 feet tall, provided that the wind turbines shall add no more than twenty additional feet to the structure.
2. Wind turbines on structures less than three stories or under 35 feet tall, provided the turbine adds no more than one-half the actual height of the structure.
3. Wind turbines installed on light or utility poles up to 25 feet tall, provided the wind turbine adds no more than twenty percent to the actual height of the pole.
4. The Planning Commission shall consider the following criteria in addition to the general site plan criteria:
 - a. Whether the location and design of the turbine is architecturally compatible with the building.
 - b. Whether the location on the site is likely to generate noise, physical, optical (light- or shadow-flicker), or aesthetic impacts on adjacent property.
 - c. Any other potential physical impacts or conflicts from the location of the system, the type and typical function of the system, or other issues associated with the siting or operation of the wind turbine.

B. **Special Use Permit.** Any wind turbine in a non-residential zoning district, which does not meet the criteria or eligibility for site plan approval, may be permitted with a special use permit, approved by the City Council according to the procedures and criteria of Chapter 19.28. The special use permit shall meet the following additional criteria:

1. No turbine more than 150 feet tall may be approved in any circumstance.
2. Any ground-mounted turbine shall be on a lot of at least one acre.

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3. All ground-mounted wind turbines shall be setback from the property line a distance equal to its height, measured at the highest rotation of the blades. When two or more turbines are on the same lot, they shall be separated from each other by this same distance.
5. Wind turbines shall be painted a non-reflective, non-obtrusive color that blends with the context, surroundings or buildings in the vicinity.
6. All tower structures shall be self-supporting monopoles, unless attached to a structurally reinforced roof where not support structure is warranted. Lattice structures shall not be permitted.
7. Blade sizes for rotary turbines shall be limited to 1/3 the support structure height. Blade clearance for a ground-mounted horizontal-axis, propeller-style wind turbine shall not be less than 30 feet at the lowest point.
8. Turbines shall not be lit unless such lighting is required by the Federal Aviation Administration (FAA) or other applicable authority.
9. Signs shall be limited to the appropriate warning signs (e.g. electrical hazard or high voltage) placed on the wind turbine tower(s), electrical equipment, and the wind turbine.
10. Reasonable efforts shall be made to locate utility connections from the wind turbine(s) underground, depending on the appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for the utility interconnections may be above ground if required by the utility provider. For electrical transformers with a footprint greater than 2 square feet in area, landscaping shall be provided where necessary to substantially screen the structure from public view and/or view of adjacent lots.
11. All electrical wires associated with the wind turbine shall be located underground or inside the monopole except for those necessary to connect the wind generator to the tower wiring, the tower wiring to the disconnect junction box, and the ground wiring.
12. Each wind turbine shall be equipped with both manual and automatic overspeed controls to limit the rotational speed of the blade within the design limits of the rotor. Manual electrical and/or overspeed shutdown disconnect switches shall be provided and clearly labeled on the turbine structure. No wind turbine shall be permitted that lacks an automatic braking, furling, or feathering system to prevent uncontrolled rotation, overspeeding and excessive pressure on the tower structure, rotor blades and turbine components.
13. The noise emitted from any wind turbine shall not exceed 55dbA as measured at the nearest property line, except during short-term events such as utility outages and sever winds.
14. No building permit for a wind turbine shall be issued until a copy of the utility company's approval for interconnection of a customer-owned generator has been provided. Off-grid systems are exempt from this notice.
15. Any wind turbine that is not operated for energy production for a continuous period of 12 months shall be considered abandoned, and the owner of the turbine shall remove it within 90 days of receipt of a notice from the City. If the turbine is not removed within 90 days, the city may remove the turbine at the owner's expense. Any wind turbine, functional or abandoned/inoperable, which is determined to be a public safety risk may be ordered to be removed by the owner. In the event that the owner does not remove the turbine in a timely manner, the City may have the turbine removed, with costs billed to the property owner as a lien against the property.

19.50.020. Geothermal Energy.

- A. **Site Plan Approval.** Geothermal energy installations are permitted with a site plan, approved by Staff, including all buildings, property lines, and location of pipes and other elements of the system. The site plan shall include a description of the system, the type, model, and brand of the system, and the contractor installing the system. A building permit will also be required, but may be incorporated into the permit of any other building being constructed associated with the

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system. Staff may require additional information if it is necessary to fully evaluate the site plan or building permit.

19.50.030. Definitions

[consolidate and streamline existing definitions when above sections are finalized...]

DRAFT

CURRENT REQUIREMENTS

CHAPTER 19.50 - ALTERNATIVE ENERGY SYSTEMS

Sections:

- 19.50.005 Purpose.
- 19.50.010 Solar Energy.
- 19.50.015 Wind Energy.
- 19.50.020 Geothermal Energy.
- 19.50.025 Hybrid Energy.

19.50.005 Purpose.

The purpose of this chapter is to establish for the residents of the City of Prairie Village a provision for using an alternate sources of energy apart from the prevailing energy sources of natural gas and electricity—in this case, solar, wind and geothermal energy. The City, by this chapter, establishes that the use of alternative energy systems is in the general welfare of its residents in that its use will help alleviate the use of depreciating energy resources and thereby will lessen the city's reliance on increasingly uncertain power resources. The use of alternative energy systems is, therefore, valid public purpose. (Ord. 2250, Sec. II, 2012)

19.50.010 Solar Energy – The following regulations shall apply to solar energy installations:

A. Related Ordinances

All other ordinances of the municipal code are applicable to this section, including, but not limited to building setbacks, yard requirements, and height restrictions. (Ord. 2250, Sec. II, 2012)

B. Definitions

1. "Solar access" means access to the envelope of air space exposed to the face of any solar energy system through which the sun passes and which allows the solar energy system to function. Such access is necessary to any solar energy system.
2. "Solar air space envelope" means that volume of air space whose lower limits are defined by a plane sloping upward to the south at an angle of twenty-two (22) degrees from the horizontal plane, measured from the bottom of the solar collector system and whose lateral limits are defined by planes which correspond to the direct rays of the sun on each end (east and west) of the solar collector system at 0900 and 1600 solar time from September 21 through April 21.
3. "Solar collector" means both passive and active systems. An active collector shall include panels designed to collect and transfer solar energy into heated water, air or electricity. Passive collectors shall include windows and window walls, which admit solar rays to obtain direct heat or to obtain heat for storage. Such windows and window walls of passive systems may extend to ground level. Greenhouses, atriums, and solariums are included in this definition.
4. "Solar easement" means an easement arising by agreement between property owners and establishing the solar air space envelope within which building and vegetation obstructions are prohibited. (Ord. 2250, Sec. II, 2012)

C. Solar Easements.

In order to preserve and protect the solar access across contiguous or nearby property, "solar annotated easements" may be formulated. Such easements shall establish the solar air space envelope within which building and vegetation obstructions are prohibited.

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Solar easements are allowed by Kansas Statutes Annotated 58-3801 - "Creation of Solar Easements; Recordation" and 58-3802 - "Same; Content." A property owner who wishes to construct a solar energy system may enter into a solar easement agreement with another property owner whose property contains an obstruction to solar access. Under this agreement the latter property owner may agree to remove existing vegetation or structures which block solar access to the solar energy system. The City of Prairie Village shall also be included as a property owner wherein property owned by the City may be located in a solar air space envelope and the city, therefore, may be a party to such an easement. All easements shall be recorded by the Johnson County Register of Deeds and shall transfer from one owner to another if the property is sold. All such easements shall also be filed with the Building Official for coordinating issuance of future building permits, which might be affected by the easement. (Ord. 2250, Sec. II, 2012)

D. Compatibility.

The design of any solar system, active or passive, shall generally be compatible with the architectural design of the surrounding neighborhood as follows, whether or not the solar energy system is the subject of a solar easement.

1. Any solar energy system incorporated into residential facility shall be integrated into the basic form and main structure of the residence. All active systems shall be roof mounted with the collector panels integrated into the roof either directly mounted against the roof or integrated into the roof so that they form a part of the roof itself. Mounting arrangements, which allow the collectors to project above the roof line, such as "standoff" or "rack" mounting arrangements are not allowed.
2. Any system incorporated into a commercial building or a nonresidential building or structure in a residentially zoned district shall be integrated into the basic form and main body of the building. If roof mounted, all collector panels shall fit into the form of the roof; if the building's roof is sloped or if "rack" mounting is used on a flat roof, the mounting must be concealed from view at street level. Exposed rack supports and ground mounted installations apart from the main building are not permitted.
3. Roof mounted solar energy systems mounted on "accessory or detached buildings" are allowed on detached garages, carports, swimming pool equipment buildings and other similar structures. Detached "greenhouses" are also acceptable. All such energy systems mounted on accessory or detached buildings shall conform to the requirements outlined in Paragraphs 1 and 2 above. No ground mounted installations or panel racks shall be allowed except as set out in Section 19.50.030.E.
4. In an active or photovoltaic system, all components servicing the collector panels shall be concealed including mechanical piping, electrical conduits, etc.
5. All exposed metal, including the frame work of active collector panels or exposed mullions and framework of passive systems shall be of finished warm earth tones, or black, in color. Clear unpainted aluminum shall not be allowed. (Ord. 2250, Sec. II, 2012)

E. Ground-mounted installation:

1. Ground-mounted solar collectors for utilities and public entities shall not exceed eight (8) feet in total height and shall be located within an easement or public right-of-way.
2. All lines serving a ground-mounted solar collector shall be located underground.

3. Parking lot light pole installation: The mounting height for parking lot light fixtures shall not exceed 25 feet as measured from the bottom of the fixture to grade. Twenty (20) percent of the height of the light pole may be added above the light fixture for the purpose of installing a solar collector panel. The overall height of the parking lot light pole and solar collector shall not exceed 30 feet. Any necessary solar collector appurtenances shall be painted to match the light pole and fixture.
4. Utility Pole Installation: Solar collector panels may be mounted on utility poles by utilities and public agencies.
5. Solar panels shall not exceed two square feet in area.
6. Staff shall review and approve the size, design and location of all ground-mounted installations prior to their installation. (Ord. 2250, Sec. II, 2012)

F. Site Plan Approval.

1. As a part of the site plan approval process as set out in Chapter 19.32 Site Plan Approval, the Planning Commission may make adjustments to the height and location of solar panels provided that it results in a project that will not be detrimental to the public welfare or be injurious to or will substantially adversely affect adjacent property or other property in the vicinity.
2. An application may be made to the Planning Commission for site plan approval of a solar panel installation that is unique and does not have the locational or design characteristics set out in these regulations. (Ord. 2250, Sec. II, 2012)

G. Permits.

A building permit is required for the construction and/or installation of any solar system. If the solar system construction is a part of other construction, it may be incorporated with that permit. (Ord. 2250, Sec. II, 2012)

19.50.015 – WIND ENERGY – The following regulations shall apply to wind energy installations:**A. Definitions.**

1. “Wind Turbine” means any machine designed for the purpose of converting wind energy into electrical energy. Wind turbine shall include all parts of the system, including the tower and turbine composed of the blades and rotor.
2. “Horizontal-axis wind turbine” means the main rotor shaft of the turbine is oriented horizontally. This type of turbine must be pointed into the wind.
3. “Meteorological tower” means a tower separate from a wind turbine designed to support the gathering of wind energy resource data. A meteorological tower shall include the tower, anemometers, wind direction vanes, and any telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics at a given location.
4. “Roof-mounted wind turbine” means a turbine system mounted to the roof of a building.
5. “Vertical-axis wind turbine” means the main rotor shaft of the turbine is arranged vertically and does not have to be pointed into the wind.

(Ord. 2250, Sec. II, 2012)

B. Site Plan Approval – The following wind energy installations shall be subject to site plan approval as set out in Chapter 19.32:

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1. Wind turbines may be installed on any non-single-family structure (such as a building, water tower, etc.) three stories in height or greater but no less than 35 feet provided that the wind turbines shall add no more than 20 feet to the height of said existing structure. Wind turbines which are architecturally compatible to the building architecture may locate on non-residential buildings less than three stories or 35 feet in height. The maximum height which may be approved for a roof-mounted wind turbine on a non-residential building less than three stories or 35 feet in height shall be equal to one-half the height of the building, measured from the surface of roof on which the turbine is mounted to the highest point of the wind turbine structure, including blades, if applicable. Associated equipment may be permitted on the roof so long as it is screened from view.
2. Wind turbines may be installed on parking lot light poles. The mounting height for parking lot light fixtures shall not exceed 25 feet as measured from the bottom of the fixture to grade. Twenty (20) percent of the height of the light pole may be added above the light fixture for the purpose of installing a wind turbine. The overall height of the parking lot light pole and wind turbine shall not exceed 30 feet, measured to the highest point of the wind turbine structure, including blades, if applicable. The wind turbine and any required appurtenances shall be painted to match the light pole and fixture. (Ord. 2250, Sec. II, 2012)

C. Special Use Permit – The following wind energy installation shall be subject to Special Use Permit as set out in Chapter 19.28:

1. In office and business districts, a ground-mounted wind turbine not to exceed a maximum height of 150 feet, measured from average grade at the tower base to the highest point of the wind turbine structure, including blades, if applicable. A lightning rod, not to exceed 10 feet, shall not be included within the height limitations. (Ord. 2250, Sec. II, 2012)

D. Application Requirements.

Each application for site plan approval or a special use permit for a wind turbine or wind turbines shall be accompanied by the following information:

1. Preliminary site plan (see Chapter 19.32).
2. Turbine information, including type, model, size, height, rotor material, rated power output, performance, safety, and noise characteristics of each wind turbine being proposed, tower and electrical transmission equipment.
3. Meteorological tower information, if applicable, including location, height, and appearance.
4. Digital pictorial representations of “before and after” (photo simulation) views from key viewpoints as may be appropriate.
5. The Staff, Planning Commission, or Governing Body may require additional technical studies deemed necessary to fully evaluate the application, such as a shadow/flicker model, noise study, geotechnical report, or wildlife impact study. (Ord. 2250, Sec. II, 2012)

E. Conditions of Approval.

The Planning Commission and City Council may require any or all of the following conditions and may add additional conditions if deemed necessary for a specific location:

1. A request for a special use permit for a wind turbine(s) may be approved for an indefinite period of time.

2. Height - The maximum height which may be approved for a wind turbine is 150 feet. Height shall be measured from average grade at the tower base to the highest point of the wind turbine structure, including blades, if applicable. A lightning rod, not to exceed 10 feet, shall not be included within the height limitations. The maximum height which may be approved for a roof-mounted wind turbine shall be equal to one-half the height of the building, not to exceed 20 feet. Height shall be measured from the surface of roof on which the turbine is mounted to the highest point of the wind turbine structure, including blades, if applicable.
3. Minimum lot size – Ground-mounted wind turbines shall be located on property a minimum of one acre in size.
4. Setbacks – All wind turbines, other than roof-mounted wind turbines, shall be setback a distance equal to the height of the wind turbine, including blades, if applicable, from all property lines.
5. Separation requirements – When two or more ground-mounted wind turbines are located on one lot, they shall be separated by a distance equal to the overall height of one wind turbine system, including blades, if applicable.
6. The Planning Commission or Governing Body shall have the ability to grant a deviation from these standards. In support of a deviation request from these requirements, the applicant shall submit detailed information illustrating the need for the deviation.
7. Color/Finish – Wind turbines, including the towers, shall be painted a non-reflective, non-obtrusive color or a color that conforms to the environment and architecture of the community.
8. Tower design – All tower structures shall be of self-supporting, monopole construction unless attached to a structurally reinforced roof where such support is not warranted. No lattice structures shall be permitted.
9. Blade size – The diameter of the blades for a ground-mounted horizontal-axis, propeller-style wind turbine system shall be limited to one-third the height of the tower.
10. Lighting – Wind turbines shall not be artificially lit unless such lighting is required by the Federal Aviation Administration (FAA) or other applicable authority.
11. Signage – Signs shall be limited to the appropriate warning signs (e.g. electrical hazard or high voltage) placed on the wind turbine tower(s), electrical equipment, and the wind turbine. Commercial advertising is strictly prohibited.
12. Federal and State regulations – All wind turbines shall meet or exceed current State and federal standards and regulations.
13. Building code compliance – All wind turbines shall meet or exceed the current standards expressed in the adopted building codes. A building permit is required prior to the installation of any wind turbine.
14. Utility connections – Reasonable efforts shall be made to locate utility connections from the wind turbine(s) underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider. For electrical transformers with a footprint greater than two (2) square feet in area, landscaping shall be provided where necessary to substantially screen the structure from public view and/or view of adjacent homeowners. Maintenance of all landscaping shall be the responsibility of the property owner.
15. Electrical wires – All electrical wires associated with a wind turbine shall be located underground or inside the monopole except for those wires necessary to connect the

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wind generator to the tower wiring, the tower wiring to the disconnect junction box, and the grounding wires.

16. Safety shutdown – Each wind turbine shall be equipped with both manual and automatic overspeed controls to limit the rotational speed of the blade within the design limits of the rotor. Manual electrical and/or overspeed shutdown disconnect switches shall be provided and clearly labeled on the wind turbine structure. No wind turbine shall be permitted that lacks an automatic braking, furling or feathering system to prevent uncontrolled rotation, overspeeding and excessive pressure on the tower structure, rotor blades, and turbine components.
17. Minimum blade clearance – The blade tip clearance for a ground-mounted, horizontal-axis, propeller-style wind turbine shall, at its lowest point, have a ground clearance of not less than 30 feet.
18. Noise – The noise emitted from any wind turbine shall not exceed 55dbA as measured at the nearest property line, except during short-term events such as utility outages and severe windstorms.
19. Utility notification – No building permit for a wind turbine shall be issued until a copy of the utility company’s approval for interconnection of a customer-owned generator has been provided. Off-grid systems shall be exempt.
20. Removal of abandoned wind turbines – Any wind turbine that is not operated for energy production for a continuous period of twelve (12) months shall be considered abandoned, and the owner of such wind turbine shall remove the same within ninety (90) days of a receipt of notice from the governing authority notifying the owner of such abandonment. If such wind turbine is not removed within said ninety (90) days, the governing authority may remove such wind turbine at the owner’s expense.

(Ord. 2250, Sec. II, 2012)

19.50.020 Geothermal Energy.

A. Definitions

1. Geothermal Energy – Energy that is stored in the Earth. (Ord. 2250, Sec. II, 2012)

B. Application Requirements

Each application for a geothermal energy installation shall be accompanied by the following:

1. A site plan or scaled drawing showing all buildings, property lines and the location for the pipe system.
2. A description of the system being installed including the type, model, brand and contractor installing the system.
3. Staff may require additional information if it is necessary to fully evaluate the application. (Ord. 2250, Sec. II, 2012)

C. Approval

1. Staff shall review and approve all geothermal installations.
2. A building permit will be required for the installation, but if it is part of other construction, it may be incorporated with that permit. (Ord. 2250, Sec. II, 2012)

19.50.025 Hybrid Energy Installations.

It has become a common practice to use a combination of energy sources rather than just one. An applicant may submit an application to include more than one energy source and it will be considered as one application.

(Ord. 2250, Sec. II, 2012)

**Prairie Village Zoning Ordinance Updates
Site Plan Criteria – Working Draft 04/11/19**

19.32.030 Standard of Approval.

In making a determination that the Site Plan meets the standards of the zoning ordinance and that the standards are appropriately applied to the specific site, the Planning Commission shall give consideration to the following criteria in approving or disapproving a Site Plan:

- A. The site is capable of accommodating the building(s), parking areas and drives with appropriate open space and landscape;
- B. Utilities are available with adequate capacity to serve the proposed development;
- C. The plan provides for adequate management of stormwater runoff;
- D. The plan provides for safe and easy ingress, egress and internal traffic circulation, and appropriately balances vehicle and pedestrian circulation for the site, the block and other surrounding connections;
- E. The plan is consistent with good land planning and site engineering design, principles with particular consideration of the relationship to adjacent sites. In making this determination, the Planning Commission shall consider:
 - 1. The location and orientation of buildings, and the scale, massing and design of portions of buildings nearest to the property boundaries;
 - 2. Prevailing grades and transitions to adjacent areas;
 - 3. The arrangement, design and location of open spaces and landscape areas.;
- F. An appropriate degree of compatibility will prevail between the architectural quality The quality and appearance of the proposed building(s), and in particular the impact on the character of the -and the surrounding neighborhood. In making this determination, the Planning Commission shall consider:
 - 1. The application of materials, and the likelihood for proper maintenance and appearances over time.
 - 2. The consistency of the design with the principles of the chosen architectural style for the building.
 - 3. Whether any specific materials, patterns, or arrangements are prevalent among buildings and sites throughout the area, and which are capable of being integrated into the proposed plan.
- G. The plan represents an overall development pattern that is consistent with the Comprehensive Plan and other adopted planning policies.
- H. The plan is consistent with the intent or design objectives of any other applicable standards stated in these regulations, and does not present any other apparent risks to the public health, safety and welfare of the community.

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Chapter 19.32 – Site Plan Approval

- B. Name and address of the owner of record, developer, and name, address and phone number of preparers;
- C. All existing lot lines, easements, rights-of-way including area in acres or square feet;
- D. The location and use of all existing and proposed buildings and structures within the development. All dimensions of height and floor area, all exterior entrances and all anticipated future additions and alterations. Typical elevations, showing building materials and colors;
- E. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs and fences;
- F. Location of required parking areas including parking stalls, setbacks and loading and service areas and the type of pavement proposed;
- G. The location, height, intensity and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties;
- H. The location, height, size, materials and design of all proposed signage;
- I. Location, type and screening details for all waste disposal containers;
- J. A landscape plan showing all existing open space and trees to be retained, all proposed changes to these features including the location, size and type of proposed plant material, and any proposed screening for adjacent properties which may include solid or semi-solid, fencing, walls or hedges or a combination thereof;
- K. The location of all exist and proposed utility systems including:
 - 1. sewer lines and manholes.
 - 2. water lines and fire hydrants.
 - 3. telephone, cable and electrical systems.
 - 4. storm drainage system including drain fines, culverts, catch basins, headwalls, endwalls, manholes, and drainage scales.
- L. Plans to prevent: (a) the pollution of surface or groundwater; (b) the erosion of soil both during and after construction; (c) excessive run-off-, (d) and flooding of other properties, as applicable. Said plans shall include stormwater run-off calculations and shall provide for on-site stormwater management in accordance with Chapter 14, Article 2 Stormwater Management of the City Code;
- M. Existing and proposed topography shown at not more than two-foot contour intervals and the location of flood plains. All elevations shall refer to U. S. G. S. datum;
- N. Zoning districts adjacent to the site;
- O. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.

The Planning Commission may require a detailed traffic study for large uses, mixed use and multi-tenant developments, or for developments in heavy traffic areas to include:

- A. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
- B. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and
- C. The impact of this traffic upon existing, abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.

19.32.030 Standard of Approval.

The Planning Commission shall give consideration to the following criteria in approving or disapproving a Site Plan:

- A. The site is capable of accommodating the building(s), parking areas and drives with appropriate open space and landscape;
- B. Utilities are available with adequate capacity to serve the proposed development;
- C. The plan provides for adequate management of stormwater runoff;
- D. The plan provides for safe and easy ingress, egress and internal traffic circulation;
- E. The plan is consistent with good land planning and site engineering design principles;
- F. An appropriate degree of compatibility will prevail between the architectural quality of the proposed building(s) and the surrounding neighborhood;
- G. The plan represents an overall development pattern that is consistent with the Comprehensive Plan and other adopted planning policies.

19.32.035 Improvements.

The Planning Commission may require the construction or installation of infrastructure improvements such as sidewalks, traffic signals, street widening and channelization, acceleration and deceleration lanes, storm drainage improvements and other similar improvements that are related to the proposed project.

19.32.040 Site Plan Modifications.

Minor modifications may be made to an approved site plan by the applicant with approval of the Building Inspector and without reapproval of the Planning Commission provided that the modifications do not:

- A. Vary the proposed gross residential density or intensity of use by more than five percent (5%), nor
- B. Increase by more than ten percent (10%) the floor area proposed for non-residential use; nor
- C. Increase by more than five percent (5%) the total ground area covered by buildings or the height of buildings; nor
- D. Substantially change the design of plan so as to significantly alter:
 - a. Pedestrian or vehicular traffic flow.
 - b. The juxtaposition of different land uses.
 - c. The relation of open space to residential development.
 - d. The architectural appearance and building materials selected for the project.

If, in the opinion of the Building Official, a site plan is substantially changed from the approved plan, the applicant shall resubmit the plan to the Planning Commission for approval.

Prairie Village Districts and Uses – Working Draft / Framework

Procedures Table

	Notice				Neighborhood Meeting	Public Hearing	Decision	Protest allowed	Comments
	Mailed	Posted	Published	HOA mailed*					
■ = permitted by right	--	--	--	--	--	--	Staff	--	Only a process if site plan, building line modification, or variance needed with development activity.
A = permitted Accessory Use	--	--	--	--	--	--	Staff	--	Only a process if site plan, building line modification, or variance needed with development activity.
□ = Conditional Use Permit	Yes certified?	?	Yes	Yes	Yes	Yes (see note)	PC	--	Process Required – site plan review (but no public hearing – change from current due to fact that public comment technically not relevant); review is against general site plan parameters PLUS any use-specific conditions in the code or any extra conditions the PC wants to put on site plan approval within parameters of general CUP criteria. NOTE: since changing to “no public hearing” probably should get rid of certified mailed notice and use same as site plan review...
○ = Special Use Permit	Yes certified	Yes		Yes	Yes	Yes	CC	Yes	Process Required – site plan with public hearing at PC and CC decision – more discretion and public comment is part of record. NOTE: we may want to get rid of the “certified” mailed requirement; it may be expensive and it is up to the City on how...
Site Plan	Yes	--	--	Yes	Yes (see note)	--	PC	--	Only required at certain thresholds of development activity. Updated with more specific criteria. NOTE: we still have the issue of some fairly minor activities triggering site plan review and thus a Neighborhood meeting, and then technically required mailed notice.
Variance	Yes certified	--	Yes	--	No	Yes	BZA	--	Public hearing; BZA quasi-judicial decision - required by statute and ordinance
Rezoning	Yes certified	Yes	Yes	Yes	Yes		CC	Yes	Public hearing; PC review/recommendation; CC decision – required by statute and zoning ordinance
Plat (preliminary / final)	--	--	--	Yes	Yes	--	PC	--	There are some provisions for administratively approved Plats, and lot line adjustments (exempt from sub-regs altogether).
Plat (final)	--	--	--	?	?	--	PC (see note)	--	PC approves final plats, however any land dedication or public facility dedication requires acceptance by the City Council, though there is no specific meeting requirement or process stated. Similar to site plan – consider Citizen Participation Policy / required neighborhood meetings... Also, need to clear up if a second notice/neighborhood meeting is needed if they do preliminary and then final, or if only one, that it should occur at preliminary.
Lot Split	--	--	--	--	--	--	PC	--	PC approves at general meeting
Building Line Modification	Yes	--	--	Yes	Yes	--	PC	--	Neighborhood meeting / site plan

* HOA mailing requirements is not by ordinance, but by citizen participation policy. It is only first class (not certified), and includes an additional first class notice to property owners within 200 feet (redundant of certified by ordinance/statute, but this may also include the neighborhood meeting required by the policy). However, the Building Line Modification HOA notice is by ordinance, NOT the citizen participation policy, but includes the same provisions as the policy.

Use Table – Recommendations to clarify and improve conflicts and recurring interpretation issues.

Prairie Village											
■ = permitted by right □ = permitted by Conditional Use Permit (Note: administrative - PC review only; converting to non-public hearing / specific criteria) ○ = Permitted by Special Use Permit (Note: discretionary – PC recommendation / CC review based on discretionary criteria w/ public hearing) A = Permitted as Accessory Use											
Uses	R1A	R1B	R-2	R-3	R-4	C-O	C-1	C-2	C-3	MXD	Internal Staff Drafting Notes (delete / refine these for PC review)
Residential Uses											
Single family dwellings	■	■	■	■		Any R-3 permitted use; Reconsider this practice.					No specific permitted; Planned District / SUP for any C-O through C-2 (except very similar to C-3 except broader mix to include residential as well; however poor planning, design, and policy recommendations to guide implementation.
Two-family dwellings			■	■							
Garden Apartment Building				■							
Condominium					■						
Nursing and convalescent home (but not “group home”)	○	○	○	○	○			○	○		
Dwellings for senior adults...	○	○	○	○	○			○	○		
Group homes	■	■	■	■							
Group home - statutory	■	■	■	■							
Group home - general	○	○	○	○				○	○		
Civic Uses											
Golf courses (not mini-golf or commercial driving range)	■	■	■	■							
Public parks and rec areas	■	■	■	■	■		■	■			
Churches and synagogues	■	■	■	■	■		■	■			Recommended clarification to get (a) scaled to neighborhoods and (b) neutral to religious vs. non-religious assembly.

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Prairie Village											
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Uses	R1A	R1B	R-2	R-3	R-4	C-O	C-1	C-2	C-3	MXD	Internal Staff Drafting Notes (delete / refine these for PC review)
Assembly Halls	○	○	○	○	○		○	○			
Assembly – Small (under 600 / under 5 ac.)	■	■	■	■	■		■	■			
Assembly – Medium (601 to 1,200 / 5 – 10 ac.)	○	○	■	■	■		■	■			
Assembly – Large (1,201 + / over 10 ac.)							○	○			
City hall, police, fire stations	■	■	■	■			■	■			
Public libraries, museums, art galleries	■	■	■	■			■	■			
Public schools, college and university centers operated by local district or state	■	■	■	■			■	■			
Private schools	○	○	○	○	○		○	○			No change – may reconsider after comp plan, and all treatments of civic uses in residential districts. [Jamie wants to think about if we should change this...???]
Country clubs/private clubs w/ food/alcohol	○	○	○	○	○	○	○	○	○	○	
Cemeteries	○	○	○	○	○	○	○	○	○	○	
Columbarium	○	○	○	○	○	○	○	○	○	○	
Hospital								○	○	○	Limiting SUP to only certain districts (could be interpreted as any district now); smaller scale medical services are treated under general “personal services” in commercial uses and permitted in certain districts.
Commercial Uses											
Shops and stores for retail (food, beverage, goods)							■	■			
Retail – Micro (under 1.5K)						■	■	■		■	
Retail – Small (1.5 – 5K)						○	■	■		■	Proposed fix based on scale analysis of existing uses and districts; change eliminates long lists of sometimes over-lapping and sometimes conflicting specific uses and puts the emphasis on the scale of uses with respect to which district they are appropriate for. A bump up in scale could occur through SUP review, based on new specific criteria added below.
Retail – General (5K – 20K)							○	■		○	
Retail – Large (20K-80K)								■		○	
Retail – Warehouse (80K+)										○	
Outdoor Sales and Services – Accessory						■	■	■	■	■	
Outdoor Sales and Services – Limited							□	□	□	□	New specific use to deal with current interpretation issues on limited patio seating; vs. seasonal outside activities (parking area or large scale patio service vs. business conducted outside). This will also allow deletion of an SUP for “short term permits” that causes confusion and interpretation issues.
Outdoor Sales and Services - General								○	○	○	
Office						■	■	■			
Office – Small (under 10K)						■	■	■			Current districts have lots of meaningless and conflicting distinctions on types of specific offices. Proposed fix based on scale analysis of existing uses and districts
Office – General (10K – 100K)						■	■	■			
Office – Large (over 100K)								○			
Services						?	■	■			Current to be replaced with below; Note: current interpretation issues on what types of services can go in C-O proposed to be cleared up by a simple “scale” approach rather than the type of specific service Proposed fix based on scale analysis of existing uses and districts
Wellness Center						■	■	■			
Personal Service – Small (under 5K s.f.)						■	○	■			
Personal Service – General (5K – 20K s.f.)						■	○	■			
Personal Service – Large (more than 20K s.f.)								■			Current to be replaced by below. Note: veterinary offices and pet daycare have been permitted in other districts via SUP even though the ordinance does not technically specify this, and a veterinary office could be interpreted similar to other services or offices that are generally allowed in other districts
Veterinary Hospital								■			
Animal Care – Veterinary Office						○	■	■			
Animal Care – Pet Daycare							○	■			
Animal Care – Animal Hospital								■			
Animal Care – Boarding (non-accessory / non-medical)							○	■			Proposed fix based on previous cases and past interpretations, and pet daycare as an emerging use. Boarding would only be allowed in C-2 or by SUP in C-1; otherwise it is only limited to accessory boarding with a vet or animal hospital for medical observation.
Bed and Breakfast	?	?	?	?	?	■					
Day Care Centers	○	○	○	○	○	■	■	■			A recent interpretation question has come up on this use. It is currently only allowed in C-O by the zoning ordinance, however “air B&Bs” may exist through past interpretations and business licenses. Should each be treated the same under the zoning ordinance, and should they be allowed in residential districts in some capacity? Added to C-1 and C-2 to be more consistent with other general services and/or clear up interpretation conflict. Another interpretation issue is whether day care centers associated with an otherwise allowed institutional use (church or school) should be required to get an SUP in residential districts, or should it be treated as an “accessory use”?
Nursery sales office / greenhouse (wholesale or retail)							○	○	○	○	
Service Stations (non-car wash)							○	○	○	○	
Car wash (w/ or w/o service station)							○	○	○	○	
Skating rinks / commercial recreation							○	○	○	○	
Mortuary / Funeral Home						○	○	○	○	○	
Bar / Night Club							○	○	○	○	

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Prairie Village											
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Uses	R1A	R1B	R-2	R-3	R-4	C-O	C-1	C-2	C-3	MXD	Internal Staff Drafting Notes (delete / refine these for PC review)
Utility storage Buildings (non residential uses)	○	○	○	○	○	○	○	○	○	○	Recommend deleting this and letting either general accessory building standards (R-districts) control; or site plan standards control for commercial – there are no clear criteria for this as an SUP, yet as an SUP it would require a neighborhood meeting, PC public hearing and CC approval.
Drive through or drive-in service – fast food							○	○	○	○	[See notes below]
Uses listed below will not be in the use table as they are listed in the specific CUP section. However they needs coordination with what is being considered in the Permitted and Special Uses, as well as consideration with our recommended changes to the CUP process (elevated site plan review, but not “public hearing”)											
Temporary use of land for commercial or industrial						□	□	□	□	□	Reconsider how this may typically apply; qualified to only be where the use is otherwise allowed by right, so odd interpretation issues may arise. Also note: City does not even allow “industrial” anywhere...
Off-street parking lots and parking structures	□	□	□	□	□	□	□	□	□	□	Need better distinction, but must assume principle use / accessory use distinction... may not be relevant to PV??? Alternatively, this may try to say accessory parking STRUCTURES get CUP, but then inconsistent because it includes surface lots which should not....
Drive up / Drive through / Drive in						□	□	□	□	□	New distinction added to the types of past CUPs that have warranted greater scrutiny (and potential council involvement). The basic distinction would be fast foot drive through that have higher traffic, longer hours and potentially greater impacts, compared to a bank or pharmacy service window.
Drive up service –non-food or beverage						□	□	□	□	□	
Drive through – retail food and beverage							○	○	○	○	
Satellite dish antennas over 1 meter and non-commercial transmitting	□	□	□	□	□	□	□	□	□	□	A bit broad of category, and more typical to be “accessory”; also may need more specific standards to distinguish from SUP-type review/approval
Property maintenance facilities	□	□	□	□	□	□	□	□	□	□	Vague category; difficult to see any specific applicability or rational, worthwhile conditions and review processes; further, how is this different from Utility storage building by SUP in commercial areas above...
Portable carts, booths and stands for retail...	□	□	□	□	□	□	□	□	□	□	Food trucks vs. “temporary use”; also consider the broadening to all outside uses in light of C-O and C-1 blanket prohibition of outside activity...(also note odd that no limitation to only C-O – C-2 in enabling...Probably want to eliminate from residential as other types have done.
Utility boxes larger than 12 s.f., or 2.5 time pad / 32s.f. pad, or 56”h	□	□	□	□	□	□	□	□	□	□	This is the counter of those in accessory uses. Note: no standards go with this and generic standards go with accessory ones. Monitor in association with Wireless and ROW ordinance amendments being prepared by David Waters.
Below will not be included in table; added to aid comparison to CUP and SUP, and identify any necessary reorganization to Chapter 19.34. Accessory Uses											
Home Occupation	A	A	A	A	A	A	A	A	A	A	
Day Care – Family Home	A	A	A								
Temporary real estate offices	A	A	A	A	A	A	A	A	A	A	
Storage limitations beyond 24 hours	A	A	A	A	A	A	A	A	A	A	
Tennis courts	A	A	A	A	A	A	A	A	A	A	
garage sales	A	A	A	A	A						
dumpster / trash bins	A	A	A	A	A	A	A	A	A	A	Recommend deleting 19.34.020.I. It is more of a site design issue than and “accessory use” issue; 19.34.005 can handle the accessory use aspects of this and 19.47.040.B of the draft landscape standards adequately address the site design issue.
Outdoor swimming pools and spas...	A	A	A	A	A	A	A	A	A	A	
Small utility boxes.	A	A	A	A	A	A	A	A	A	A	
Tenant recreation and swimming pools				A	A						
Odd generic laundry list for commercial						A	A	A	A	A	
2-bay or less car wash...(w/ service station)								A	A		
Auto supplies sales (w/ service station)								A	A		
Convenience store (w/ service stations)								A	A		
Short term permit	?	?	?	?	?	?	?	?	?	?	Recommend eliminating this. See note on outdoor sales and services. This concept is very vague in the current ordinance; it has two different conflicting procedures – one to PC and one to CC; staff avoids using this due to these and other problems with this idea. (Special Even permits are handled by other procedures outside of the zoning ordinance.). Further, though it is listed in “Accessory Use” section, the process and approvals it requires is more similar to CUP or SUP reviews.
Satellite dish Antenna (under 1M diameter)	A	A	A	A	A	A	A	A	A	A	
Emergency generator (SF and 2F)	A	A	A	A	A	A	A	A	A	A	
Accessory living quarter	A	A	A	A	A	A	A	A	A	A	Very limiting standards (not detached, family-only, owner-occupancy, etc.); Many communities are addressing this housing policy issue – However, need to address in relation to any comp plan and housing issues...

Use Procedures and Review Criteria Changes –

The CUP and SUP approval criteria are exactly the same except for 19.28.030.I on “architectural style” is on SUPs but not on CUPs. This does not match up well with the types of things that are listed as CUPs (more site conditions that actual “uses”); and it does not reflect the different level of scrutiny and discretion for each –

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- *CUP = elevated site plan scrutiny with the ability to limit and condition for CUP (reserving our administrative judgment on things we expect to be OK, but we are not sure until we see a plan in context – what extra conditions are needed to make sure they meet the standards and criteria); vs.*
- *SUP = limited legislative scrutiny for the SUP (reserving our legislative judgement on things we are not certain are OK until we see a plan in context – what special things are they doing to make sure they fit in.)*

Change 19.30.030 (CUP criteria) to the following to emphasize the difference between CUP and SUP

In making its decision, consideration shall be given to any of the following factors that are relevant to the request:

- A. The proposed conditional use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations and use limitations;
- B. The proposed conditional use meets any specific standards or limitations for the particular use listed in this ordinance.
- C. The proposed conditional use meets all of the site plan review criteria in 19.32.030.
- D. The proposed conditional use at the specified location is adequately planned, designed, located and limited to not cause any impacts on the character of the area, the public streetscape or adjacent property, different from any other permitted use.
- E. In meeting these criteria the Planning Commission may place additional conditions that it deems appropriate to ensure that the criteria are met based on the particular context, site or plan.

Change 19.30.010; 015; and 020 to not require a public hearing with public testimony for the CUP

Use Sections (19.06.010, 19.08.005, 19.10.005, 19.12.005, 19.16.005, 19.18.005, 19.20.005, 19.22.010, 19.23.010)

- Replace all use list in districts with a statement deferring to the table.
- Clean up all definitions – remove all of the definitions for uses not used in the ordinance (many existing and some more due to revised approach); develop concise descriptions of each of the uses in the table.

SUP Uses (19.28) – Add the following to the list of specifically listed special use permits (19.28.070)

H. [Change “Assembly Hall” to “Assembly” (to match use table) and add: Where assembly uses are listed as a Special use in certain districts, the application should be reviewed particularly in regard to

1. The intensity of the use in terms of activity and noise;
2. The scale of the building and associated site elements compared to patterns in the area;
3. Potential impacts of the use on adjacent property from anticipated operations and activities; and
4. The benefits of the use to other permitted uses in the district compared with the potential detriment of the use character of the area.

R. Utility or Storage Buildings [consider deleting per above note in table]

U. (add retail) Retail, Office or Service: Where retail, office or service uses are listed as a Special Use in certain districts, the application should be reviewed particularly in regard to:

1. The intensity of the use in terms of activity and noise;
2. The scale of the building and associated site elements compared to patterns in the area;
3. Potential impacts of the use on adjacent property from anticipated operations and activities; and
4. The benefits of the use to other permitted uses in the district compared with the potential detriment of the use character of the area.

V. (add Animal Care) Animal Care: Where animal care uses are listed as a Special Use in certain districts, the application should be reviewed particularly in regard to:

1. The scale of the building and number of animals to be cared for at one time, and whether that number is compatible with other activities in the area and uses on adjacent lots and buildings.
2. The amount of outdoor space for animal activities, the frequency of outdoor use, and the location and design of these spaces proximate to other uses.
3. The likelihood of noise generated from animals, and the hours of operation, and in particular the location of this activity in relation to residential uses and lots.

W. (add Drive Through – Retail food and beverage) Drive-through Retail Food and Beverage: Where drive-through retail food and beverage uses are listed as a Special Use in certain districts, the application should be reviewed particularly in regard to:

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1. The proximity of the service area and circulation areas to residentially zoned property, and whether specific location, siting or screening strategies are needed.
2. The level of traffic and the anticipated hours of peak operation, particularly with regard to potential noise impacts on adjacent property compared to ambient noises and typical noise levels from other uses in the district.
3. The circulation patterns for traffic considering both the access from abutting streets and the internally circulation, with particular regard to vehicle stacking and pedestrian access to and within the site.
4. The impact of any facilities, including drive-through lanes, service windows and ordering stations on public streetscapes and adjacent property, and whether the facilities are located in the most remote location of the site thereby placing a greater emphasis and visual priority on non-vehicular elements of the site and building.
5. Whether the facilities are compatible with other uses in the vicinity considering the type, scale and format of the uses, sites and buildings, and particularly limiting any negative impacts on streetscapes or development patterns that have a pedestrian-oriented or multi-modal character.

CUP Uses (19.30)

Change the CUP list in C to the following:

- C. Drive-up services for non-food businesses, may be approved in C-O, C-1, or C-2 by a conditional use permit provided the following criteria are met:
 1. The service area and any circulation or stacking areas is designed and located in a way that minimizes impacts on any adjacent residential uses. This may include locating the service area at a remote part of the site, using enhanced screening and buffering of service areas, limiting the hours of operation and anticipated peak times of the operations, or demonstrating other operational or technical controls that will clearly meet the City's noise ordinance standards.
 2. The access and circulation does not present any disruption to surrounding traffic patterns in the street, any pedestrian access points to the site or along the streetscape beyond ordinary vehicular access.
 3. No food or beverage services is permitted. Drive-through retail food and beverage services require a special use permit according to the procedures and criteria in Section 19.28.

MAYOR'S ANNOUNCEMENTS
Monday, July 1, 2019

Committee meetings scheduled:

Planning Commission	07/02/2019	7:00 p.m.
Arts Council	07/03/2019	5:30 p.m.
JazzFest Committee	07/09/2019	5:30 p.m.
Arts Reception	07/12/2019	6:00 p.m.
City Council	07/15/2019	6:00 p.m.

=====

The Prairie Village Arts Council is pleased to feature the State of the Seniors Art 2019 during month of July. The artist reception will be held from 6:00 p.m. to 8:00 p.m. on Friday, July 12.

INFORMATIONAL ITEMS
July 1, 2019

1. Environment and Recycling Committee Meeting Minutes - April 24, 2019
2. Planning Commission Meeting Minutes - May 7, 2019
3. VillageFest Committee Meeting Minutes - May 16, 2019
4. July Plan of Action
5. Mark Your Calendar

PRAIRIE VILLAGE ENVIRONMENT AND RECYCLING COMMITTEE

24 April 2019/ 5:30 p.m.

ATTENDEES

Jori Nelson
Beth Held
Penny Mahon
Sarah Bradley
Fred Grunwald
SueAnn Heim
Richard Dalton
Nathan Kovac
Magda Born
Stephanie Alger
Nancy Robinson (Guest)
Margaret Thomas (Guest)

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the agenda
- IV. Approval of minutes from February 27th meeting
 - a. The minutes were approved following the correction of two typos (misspelling of Penny Mahon's last name and JazzFest)
- V. Public Participation (None)
- VI. VillageFest Planning
 - a. The committee reviewed last year's VillageFest efforts, which included discussion of two recycling games (the fishing recycling game aimed at younger children and the sorting recycling game aimed at older kids and adults) and the pedal power game that was designed to demonstrate the benefits of LED vs incandescent light bulbs. Committee members noted that the fishing game and pedal power had some issues that would need to be resolved in order to make them more user-friendly.
 - b. As a result of the discussion, the committee made the following decisions regarding VillageFest:
 1. Nathan volunteered to ask his wife to lead improvements and oversight of the fishing game.
 2. Pedal power *will not* be a part of this year's VillageFest plan.

- ii. The recycling sorting game will be included in this year's plan for the event.
 - iii. The committee's table at the event will feature handouts and other materials on recycling, tips for reducing food waste, recipes to encourage more plant based meal preparation and composting.
 - iv. The committee also hopes to have an iPad or other technology that will make it possible to stream the Prairie Elementary student videos on recycling education.
 - v. The next meeting of the committee was moved up to June 12 at 5:30 p.m. to allow more time to check-in on progress leading up to the event.
- c. Below is a summary of specific action items and owners for VillageFest:
- i. **Beth** will provide a recycling education flyer.
 - ii. **SueAnn** will explore technology options to display the student recycling videos and compile plant-based recipes that can be used to create a handout for the event.
 - iii. **Fred** and **Richard** will work together to prepare materials for the recycling sorting game.
 - iv. **Penny** will create the composting education materials.
 - v. **Sarah** will create a handout featuring tips for reducing food waste.
 - vi. **Alley** will explore updating the committee banner so that it includes the updated committee name and green color on the globe, if possible.
 - vii. **Magda** will bring a boomerang bag sample to the next committee meeting so the committee can review and decide if it would like to explore offering the reusable bags as a giveaway at the event.

VII. Staff Report

- a. EV Update: The city is waiting for an updated site plan; once received a permit will be issued.
- b. Solar Ordinance Update: Ordinance has been discussed with the planning commission; will come to the committee for comment some time in May.

VIII. Old Business (None)

IX. New Business

- a. Plastic Bag Ban: Jori informed the committee that she would be exploring a plastic bag ban in PV. She'll be reviewing past efforts by the committee and talking with Becky Fast.
- b. Bulky Item Pickup: SueAnn suggested that the committee develop educational resources in advance of the fall pickup to help inform the community of items that can be recycled instead of thrown out.
- c. Penny inquired about updates to the committee website. This prompted a brief discussion about the status of the communications subcommittee. Jori encouraged members of the subcommittee to reconvene to talk about website updates, social media posts, Village Voice articles and other

communication efforts. Sarah volunteered to send an email to committee members regarding a new meeting schedule.

- i. Alley informed the committee that the city's website will be undergoing a refresh pending city budget approval. It could make sense for the committee to hold off on major updates until that refresh process is underway.

PLANNING COMMISSION MINUTES
May 7, 2019

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, May 7, 2019 in the Council Chambers at 7700 Mission Road. Chair Nancy Wallerstein called the meeting to order at 7:00 p.m. with the following members present: Jonathan Birkel, James Breneman, Patrick Lenahan, Melissa Brown, Greg Wolf and Jeffrey Valentino.

The following individuals were present in their advisory capacity to the Planning Commission: Chris Brewster, City Planning Consultant; Jamie Robichaud, Deputy City Administrator; Mitch Dringman, City Building Official, Ron Nelson, Council Liaison, and Adam Geffert, City Clerk/Planning Commission Secretary.

APPROVAL OF MINUTES

James Breneman moved for the approval of the minutes of the April 2nd regular Planning Commission meeting as presented. Greg Wolf seconded the motion, which passed 5-0, with Patrick Lenahan and Nancy Wallerstein in abstention.

PUBLIC HEARINGS

No public hearings were scheduled.

NON-PUBLIC HEARINGS

**PC2019-108 Site Plan Approval
Generator Installation
7801 Delmar Water Tower**

Chris Brewster provided background on the request, stating that the generator would be placed on an existing concrete pad at the site. He added that staff recommended approval since all required specifications had been met. Pete Akers, representing T-Mobile, said that the generator was for emergency use only, and would not be operational otherwise.

Mr. Birkel asked if the fuel tank was double-walled to prevent leaks. Mr. Akers stated he was unsure, but could research if needed.

Greg Wolf made a motion to approve the site plan as presented. James Breneman seconded the motion.

Mr. Birkel asked that the motion be amended to require a double-walled tank. Mrs. Wallerstein asked about the noise level of the generator when it is operational. Mr. Breneman stated that the sound output was 65 dB based on the equipment documentation provided in the packet, slightly less than a vacuum cleaner. Mr. Valentino

added that the documentation also noted that the fuel tank is adequately designed to safely contain fuel and avert leaks.

Mr. Birkel agreed to withdraw his amendment and return to the original motion, which passed unanimously.

**PC2019-109 Revised Development Plan
Canopy Design Change
Tidal Wave Auto Spa
7930 State Line Road**

Mr. Brewster stated that the final development plan for the site had been approved by the Planning Commission in June, 2018. The new proposal would alter the pay kiosk canopy from two arched canopies to one flat-roof canopy. Mr. Brewster recommended approval, subject to all previous conditions of the preliminary and final development plans.

Petty Hardin, a representative from Tidal Wave Car Wash, stated that the reason for the design change was to keep employees warm during cold weather. An attendant booth with heating and air conditioning will be located under the canopy. The new canopy is made of the same material and is the same color as the previously approved design.

David Wooldridge, 2115 Somerset Drive, indicated that he was out of town during the neighborhood meeting, and asked the Commission for time to speak against the updated proposal. He stated that he lived behind the property, and was asked by neighbors to attend the meeting. He suggested that the new canopy design will introduce additional noise to surrounding homes and asked for a different design to direct noise in another direction.

Mr. Brewster stated that performance standards were already in place to address noise levels at the site, particularly with regard to vacuums and car wash equipment. All of these issues were reviewed by staff and are conditions of the final development plan. Mrs. Wallerstein asked Mr. Hardin if he agreed to the terms laid out in the staff recommendations, to which he said he did.

Greg Wolf made a motion to approve the revised development plan, subject to the conditions of the preliminary and final development plans. Patrick Lenahan seconded the motion, which passed 6-1, with Jonathan Birkel in opposition.

**PC2019-110 Site Plan Approval
Design Changes
Homestead Country Club
4100 Homestead Court**

Mr. Brewster stated that the country club originally received a special use permit in 2018, and that two other site plans had been received and approved since that time. The new

plan reconfigures the parking lot over a portion of the existing tennis courts and leaves the center portion in its current configuration. There will no longer be a covered pickleball structure, and all the existing small courts will remain as they are configured now. The most significant change affects the parking area. Approval is recommended, but will require that the conditions of the previous site plan remain in place.

Becky Ludovissie, representing Homestead, stated that the new plans are better for both neighbors and the City, and will require much less construction and cause less disturbance to residents. The revised plan will utilize the existing raised surface for pickleball courts instead of creating more impervious surfaces.

Mrs. Wallerstein asked where the playground equipment would be moved. Ms. Ludovissie stated that the current location will be sodded over, and the playground would move to the southern end of the property, next to the existing childcare facility. She added that there was no objection to the new plans from attendees at the neighborhood meeting. Mrs. Wallerstein noted that some neighbors had requested a berm across the entire south side of the property to address drainage issues, and that it should be added as a condition for approval.

Mrs. Wallerstein asked where the downspouts from the clubhouse went. Tyler Holloman with Frontier Construction said that all downspouts were included in the plan drawings, and that raingardens would be installed as well if the plan was approved. Mr. Brewster stated a drainage study would be conducted by Public Works to ensure that flooding would not be an issue for neighboring homes. Mrs. Robichaud added that the Public Works Director had been in contact with neighbors regarding drainage issues and made them aware that changes to site plan were again coming to the Planning Commission for consideration.

Mrs. Wallerstein requested that the following condition be added for approval: “a berm and landscaping will continue all along the southern border subject to final approval by Public Works.”

Greg Wolf made a motion to approve the plan with the conditions laid out in the staff report along with the additional condition. James Breneman seconded the motion, which passed unanimously.

OTHER BUSINESS

Planning Commission Interpretation: 9001 Roe Sign Standards

Mrs. Robichaud stated she was seeking an interpretation of the documents included in the packet regarding the previous sign standards developed for 9001 Roe Avenue. Recently, two signs were installed on the building without permits. When staff reviewed the permit status, it was noted that the new signs did not conform to the multi-tenant sign standards approved for this building by the Planning Commission in 1998. The standards presented by the owner state that sign cabinets need to be a dark, contrasting color to the building, but do not mention the color of the lettering. However, after approval of the standards by the Planning Commission in 1998, both the confirmation letter sent to the

building owner as well as the meeting minutes included a condition stating that the letters must be white.

A notice was sent to the owner indicating that the new signs did not meet the standards, and that there were two options to remedy the issue. The first option was for the owners to remove the signs, apply for permits and replace signs with new ones that met the standards. Alternatively, they could go through the site plan review process to revise the sign standards for the Planning Commission's consideration.

Andy and Susan Cope, building owners, stated that the sign company with whom they had a contract was responsible for applying for permits from the City. Mr. Cope added that the sign standards developed in 1998 were created to remove and replace the initially installed signs, which ended up being difficult to read from the street. He indicated that he worked closely with City staff to determine the size and location of signs, and developed signs standards based on those discussions. Mr. Cope noted that there was never a condition in the standards that required sign letters to be white. Instead, the standards only described the permissible colors of the sign boxes and their locations on the building.

Commission members agreed that the conditions referenced in both the meeting minutes and confirmation letter would need to be considered the final version of the sign standards, as those documents were the only record of the Planning Commission's actions and final decision. As a result, the building owners will need to go through the site plan review process to revise the building's sign standards, and present the new standards to the Commission for approval.

Discussion of Proposed Zoning Regulation Changes

Mr. Brewster stated that landscape standards, sign standards, and renewable energy standards had each been reviewed by the Commission at recent meetings. For this meeting, two additional documents were presented for the first time: revised site plan criteria and a revised approach to use and districts. Mr. Brewster added that the proposal will continue to use both special use permits and conditional use permits. In general, conditional use permits are less rigorous and are for routine items. Special use permits are analogous to re-zoning, and require more consideration by the Planning Commission. A table was included in the packet listing allowed uses for both types of permits.

Mr. Lenahan stated that he had questions and comments on each document, so Commission members agreed to review each of them individually. Mr. Lenahan asked if it was necessary for the Alternative Energy Systems ordinance to require a site plan for all wind turbines. Mr. Brewster stated that small turbines that sit on a roof probably wouldn't need a site plan. Mr. Lenahan asked whether ground-based turbines had size restrictions and would need a site plan or special use permit in a residential neighborhood. Mr. Breneman added that the language did not address turbines that rotate vertically rather than horizontally, which should be considered as well. Mr. Valentino asked if there were any standards regarding flagpoles. Mr. Brewster stated that flagpoles would fall under "accessory structure" regulations. Mr. Birkel asked if there was a decibel level limit for windmills, and Mr. Brewster stated that a limit of 55 dB was referenced in the standards.

Mr. Lenahan said the landscape specifications described in section 19.47.030, A1a, speak to having six feet of landscape area between a sidewalk and curb to place a tree, which seemed like a small amount. Furthermore, section A1b states that only four feet of landscape area are required on streets where no sidewalk exists. Mr. Brewster indicated that the landscape architect preferred eight feet of landscape, but six feet was chosen to allow for more trees to be planted.

Mr. Breneman noted that 19.47.030, A2 says foundation plantings are allowed within 20 feet of a building, which he felt was too great a distance. Mr. Brewster stated the goal was to find a distance that allowed plantings that accent the building, such as ornamental trees, which building owners may not want to be too close to the structure. Shrubbery would be an example of something that would sit closer to the foundation. Mr. Breneman also asked about section A3b, in reference to the size of parking lot perimeters. Mr. Brewster stated that the square footage recommendations for parking lot islands would give more flexibility for parking. He added that parking lots under 80 spaces did not need islands.

In the Sign Standard ordinance, Mr. Lenahan asked what was meant in Section 19.48.080, A, which indicated that natural construction materials must be used for frames. Mr. Brewster stated that the guidelines were written in an effort to get away from back-lit acrylic boxes. Mr. Valentino suggested Section A should be simplified, and Mr. Breneman recommended eliminating the second and third sentences of the paragraph, which was supported by the group. Mr. Breneman added that Section 19.48.100, A, bullets 1 and 3 refer to the area and shape of signs. Mr. Birkel asked if it would be easier to use the word "rectangle" instead of "standard geometrical shapes" to determine area. The group agreed to the change.

Mrs. Robichaud said that the updated regulations would be taken to the City Council for review, which would be followed by a public hearing and final consideration by the Planning Commission and City Council at a later date.

NEXT MEETING

Adam Geffert stated that four applications had been received for the June meeting:

- BZA2019-01 - Variance from front setback requirements and building line modification for carport at 7737 Chadwick Street
- PC2019-107 - Site plan application for retaining wall at 2918 W. 73rd Terrace
- PC2019-111 - Site plan review for sign standards at 9001 Roe Avenue
- PC2019-112 - Site plan application for eight-foot fence at 9030 Rosewood Drive

ADJOURNMENT

With no further business to come before the Commission, Chair Nancy Wallerstein adjourned the meeting at 9:45 p.m.

VillageFest Committee

May 16, 2019

Multi-Purpose Room

1. **Welcome & Introductions**—Teresa Stewart, Dale Warman, Amber Fletcher, Josh Sigler, Scott Oberkrom, Joel Crown, Ted Fritz, Toby Fritz, Todd Kerkhoff, Morgan Greer, Susan Forrest, Patty Jordan, Meghan Buum
2. **Approval of Minutes** – Motion: Toby, Second: Joel, passed unanimously
3. **2019 event discussion**
 - Contract update – Meghan has followed up with all vendors and is in the process of collecting the lingering agreements.
 - Pancake Breakfast—Meghan will contact Starbucks for their donation. Mark Stewart will pick up the coffee at 7 a.m. Starbucks on the morning of the event. Dale has lined up the Masons to volunteer as servers.
 - Patriotic Ceremony—Dale has a verbal commitment from the Boy Scout troop to present the colors. Corbin has confirmed with Kristi Lambert to sing the National Anthem.
 - Spirit Award –The committee considered and voted on the Spirit Award winners. The committee unanimously approved awards for Mely Ballard, Laura Wassmer, and Joyce Hagen Mundy.
 - Children’s Craft area—Patty shared the crafts she selected for the Community Center.
 - Balloons & Décor—The balloons have been ordered. There is electric at the entry to the grounds, so one inflatable will be purchased.
 - Children’s Parade—The Police Department has confirmed that one motorcycle officer and one bicycle officer will be available for the parade escort and tail.
 - Live Entertainment—No update
 - Craft Fair—Amber reported that eight vendors have signed up, the committee recommending looking in craft groups on Facebook to promote the fair.
 - Food Vendors / Water –Josh shared that Taco Republic and the Nothing Bundt Cakes truck will be additions to this year’s festival. A coffee truck asked for the entry fee to be waived, but the committee decided not to proceed with that option.
 - Pie Baking Contest—Susan reported that the contest is in good shape. She will need volunteers to help tally score sheets in City Hall.

- Little Kids Area / YMCA—The “Little Village” will be roughly 30 x 30, with a small bounce house, low table for coloring sheets, ride on toys, water tables, and slides.
- Historic Display—Mr. Bones, the National Guard, and Native American dancers are set to attend.
- Information Booth—No update. Amber will float to the info booth to support Courtney.
- Day of Volunteers—Committee members shared their volunteer needs with Morgan.
- Car Show—The car show will be tabled to next year.
- Police Department/Fire Department Displays—No update from the PVPD. Todd reported that the CFD2 will have their open house, hose and target, and bucket truck for the Mayor’s toss.
- Yard Games—Additional trashcans have been purchased for a second pong game.
- Other

4. Next Meeting – 5:30 p.m., June 27



THE CITY OF PRAIRIE VILLAGE

STAR OF KANSAS

DATE: June 26, 2019

TO: Mayor Mikkelson
City Council

FROM: Wes Jordan 

SUBJECT: JULY PLAN OF ACTION

The following projects will be initiated during the month of JULY:

- Community Center Market Feasibility Study MOU - Staff (07/19)
- VillageFest - Meghan/Staff (07/19)
- City Treasurer Recruitment - Lisa (07/19)
- First Suburbs Coalition Regional Housing Summit - Jamie (07/19)
- Equipment Leasing Review - Keith (07/19)
- Wassmer Park Remembrance Plaque - Keith/Staff (07/19)
- Kansas Housing Assistance Resolution - Jamie (07/19)
- Meeting Coordination w/Merchants Assoc. and NE Chamber - Jamie (07/19)
- JOCO Municipalities Housing Study Task Force - Jamie (07/19)

In Progress

- Insurance Committee Vacancy - Lisa (06/19)
- Legislative Updates to Council - Alley (06/19)
- Master Personnel Spreadsheet Updates - Staff (06/19)
- JCPRD Updates to Council - Wes (06/19)
- JazzFest Contracts - Meghan (06/19)
- Solicitor Ordinance Updates - Adam/Alley/Wes (06/19)
- Research Viability of Interior Rental Inspections - Jamie (06/19)
- KCP&L Presentation - Wes (06/19)
- Statuary Maintenance Plan - Alley (05/19)
- Longevity Award Update - Amy/Wes (05/19)
- Vehicle Leasing Program - Keith/James (04/19)
- Committee Volunteer Waiver Update - Staff (03/19)
- Property Maintenance Code Revisions - Jamie (03/19)
- Contractor's License Requirements/Revisions - Jamie (03/19)
- Community Center - Staff (03/19)
- Census 2020 - Alley (02/19)
- New Statue Location/Foundation/Easement - Alley/Keith (07/18)

- Personnel Policy Updates - Amy (07/18)
- Comprehensive Traffic Study - Keith/Melissa (03/18)
- Village Voice Format Update - Ashley (02/18)
- Organization of City Records/Contracts - Adam (05/19)
- Village Vision/Comp Plan Update - Chris/Jamie/Wes (11/17)
- Drone Ordinance - David Waters (10/17)
- Zoning Ordinance Update on SUP's/CUP's - Chris (10/16)

Completed

- Service Line Warranty Program Renewal - Jamie (03/18)
- MARC/LKM Salary Input Updates - Amy (04/19)
- 2020 Budget Process - Staff (06/19)
 - Finalizing Budget Approval
 - Permission to Publish
- Skate Park Scope of Services - Keith (06/19)
- New Code Enforcement Officer Training - Jamie (06/19)
- Contract Renewals for Municipal Judges - Jamie (06/19)
- CP 001 Updates - Alley (06/19)
- VillageFest Contracts - Meghan (03/19)
- Meadowbrook Park Grand Opening Event - Staff (05/19)
- Committee Training/Purchasing Process Guidelines - Meghan/Jamie (05/19)
- Arts Council Vacancies - Brooke/Jamie (04/19)
- Pool Opening Preparations & Lifeguard Recruitment - Alley (03/19)
- Voya 457/419A Updates - Amy/Wes (04/19)
- Reappointment of Chief of Police/PW Director - Adam (06/19)
- Gould Evans Contract Renewal - Jamie (06/19)
- 2018 CAFR/PAFR Reports - Lisa (06/19)

Tabled Initiatives

- Review & update the City Code/Ordinances
- Review & Update City Policies
- Review of Smoking Ordinance/e-cigs
- 2020 Initiative(s)
 - Website Re-design - Ashley/Alley - (03/19)
 - Municipal Code Software Research - Adam/Alley (03/19)
 - Annual Report Format Update - Staff (03/19)
 - Council Policy Website Update - Staff (11/17)

**Council Members
Mark Your Calendars
July 1, 2019**

July 2019

July 2

July 4

July 12

July 15

State of the Seniors Art 2019

Planning Commission Meeting

VillageFest

Artist Reception in the R.G. Endres Gallery

City Council Meeting