



PC2020-103: Consider Ordinance 2415 to rezone the Public Works Facility from R-1A, R-3, and RP-4 to RP-1A

RECOMMENDATION

Make a motion to accept the Planning Commission's recommendation and approve PC2020-103, rezoning the Public Works campus located at 3535 Somerset to RP-1A.

BACKGROUND

The Public Works campus was never platted and currently sits on several different lots, all with different zoning districts. During the process of designing the new facility, this issue was discovered as we tried to determine what the applicable setbacks for the facility would be. While the City is not technically required to go through this process like private property owners, staff felt it was important to follow the standard process and clean the property records up for this facility. As such, we are recommending platting the Public Works campus to one lot and rezoning the entire lot to RP-1A. RP-1A was chosen because it protects the interests of the City on this piece of land if for some reason in the distant future the City no longer owned the land. Anything new that is built on the lot would require a development plan to be approved by the Planning Commission and City Council since it would now be a planned zoning district.

The Planning Commission held a public hearing on February 4, 2020 and voted unanimously to recommend that the City Council approve this rezoning application. Two residents were present to speak at the public hearing. Neither resident spoke in favor or opposition; but they did express concerns that they wanted to be addressed as the new facility is designed. A summary of those comments are attached in the excerpt of the Planning Commission minutes.

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

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

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

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

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

Chris Brewster, the City's Planning Consultant, will be present at the meeting to provide a short presentation and answer any associated questions.

ATTACHMENTS

Ordinance 2415

Planning Commission Staff Report

Rezoning Application

Excerpt from February 4, 2020 Planning Commission Minutes

PREPARED BY

Jamie Robichaud

Deputy City Administrator

Date: February 26, 2020

ORDINANCE 2415

AN ORDINANCE REZONING PROPERTY LOCATED AT 3535 SOMERSET DRIVE, PRAIRIE VILLAGE, KANSAS FROM R1-A (SINGLE-FAMILY RESIDENTIAL), R-3 (GARDEN APARTMENT DISTRICT) AND RP-4 (PLANNED CONDOMINIUM OR COMMON WALL DWELLING DISTRICT) TO RP-1A (PLANNED SINGLE-FAMILY RESIDENTIAL DISTRICT), DIRECTING THE AMENDMENT OF THE OFFICIAL ZONING MAP OF THE CITY OF PRAIRIE VILLAGE, KANSAS; AND REINCORPORATING SAID ZONING MAP BY REFERENCE.

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

Section I. Planning Commission Recommendation. That having received a recommendation from the Planning Commission; having found favorably on the findings of fact, proper notice having been given and hearing held as provided by law and under the authority of and subject to the provisions of the Zoning Regulations of the City of Prairie Village, Kansas, the zoning classification or districts of the lands hereinafter legally described are changed from R-1A, RP-4, and R-3 to RP-1A (Planned Single-Family Residential District) and a Final Development Plan is adopted as set forth in section II.

Section II. Rezoning of Property. That the real estate located at 3535 Somerset Drive, Prairie Village, Kansas, and hereinafter described to wit: All that part of the Northeast Quarter of Section 27, Township 12 South, Range 25 East, Lot 1, in the City of Prairie Village, Johnson County, Kansas, commonly referred to as

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

is hereby rezoned in its entirety from R-1A, RP-4, and R-3 to RP-1A (Planned Single-Family Residential District).

Section III. Reincorporation by Reference of Prairie Village, Kansas Zoning District Map as Amended. The the official Zoning District Map of the City is hereby amended in accordance with Section II of this ordinance and is hereby reincorporated by reference and declared to be the Official Zoning District Map of the City as provided for and adopted pursuant to the provisions of Section 19.04.010 of the Prairie Village Zoning Regulations.

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

PASSED AND APPROVED THIS DAY OF 2nd DAY OF MARCH, 2020.

Mayor Eric Mikkelson

ATTEST:

APPROVED AS TO FORM:

Adam Geffert, City Clerk

David E. Waters, City Attorney

STAFF REPORT

TO: Prairie Village Planning Commission
FROM: Chris Brewster, Gould Evans, Planning Consultant
DATE: February 4, 2020 Planning Commission Meeting

Application: PC 2020-103

Request: Rezoning from SUP, R-1A, R-3, and RP-4 to R-1A-P, and Site plan review for proposed public works facility; and Replat for lot combination.

Action: *A Rezoning requires that the planning commission evaluate facts and weigh evidence, and based on balancing the factors and criteria in the ordinance, make a recommendation to the City Council.*

A Site Plan requires the Planning Commission to apply the facts of the application to the standards and criteria of the ordinance, and if the criteria are met to approve the application.

A Replat / Lot Combination requires the Planning Commission to apply the facts of the application to the standards and criteria of the ordinance, and if the criteria are met to approve the application.

Property Address: 3535 Somerset

Applicant: City of Prairie Village, Public Works

Current Zoning and Land Use: R-1A Single-Family District, RP-4 Planned Condominium, R-3 Garden Apartment, and SUP, all currently used for the Public Works facility

Surrounding Zoning and Land Use: **North:** R-1A Single-Family District & SUP – Single-Family Dwellings and Montessori School
East: R-1 (Leawood) Single-Family District – Single-Family Dwellings
South: R-3 Garden Apartment District – Apartments
West: R-P4 Planned Condominium District - Condominiums

Legal Description: [meets and bounds]

Property Area: 134,698.17 s.f. (3.09 acres)

Related Case Files: none

Attachments: Application, Site Plan, Elevations, Lot Combination Plat.



General Location – Map



General Location – Aerial



Site – Aerial



Birdseye



Street View (looking south at entrance on Somerset, Public Works facility in background)

BACKGROUND:

The City is requesting to rezone several lots from three different zoning districts to a single zoning district under a planned development controls. The site is currently used for the Public Works facility. During the process of constructing a new facility, it was discovered that the facility sits on several different parcels that have never been platted. Due to historical circumstances and likely as remnants of the development and projects around these parcels, each has different zoning designations. In an effort to clean these issues up, and to coordinate property records, it was determined that the property should be rezoned and platted in conjunction with the site plan for the new facility. While the City itself is not technically required to go through this process like private property owners are, staff felt it was important to follow the standard process. This will create one lot for the public works facility, and unify the property under a single zoning category. Due to the unique configuration of this property and lots, and the unique circumstances of a municipal facility, the RP-1A designation was selected. This permits the least intensive use of the property should it no longer be used as a municipal facility at some point in the distant future, and all residential zoning districts include municipal facilities as an allowed use to provide essential services. The P designation will account for the unique setback and building configuration, and also serve to limit the use and site design to those functions that serve the general public through the public works facility.

Public notice of a public hearing has been published as required by the zoning ordinance [Section 19.52.015] and the applicant held a neighborhood meeting on January 24, 2020 as required by the Citizen Participation Policy. The applicant has provided details of this meeting to supplement the application materials.

ANALYSIS – REZONING:

When reviewing a request to rezone property, the Planning Commission must consider the following criteria in association with a site plan for development of the property, commonly referred to as the “Golden” factors, which are the recommended factors incorporated into the City’s Zoning Ordinance [19.52.030]. The factors include, but are not limited to the following:

1. The character of the neighborhood;

This a mix of condominium, single-family, institutional and other multi-family uses. The road configuration and development pattern establish this area as a transitional land use area between the commercial areas further to the west on Mission Road, single-family neighborhoods to the east, and a range of multi-family and institutional uses in between. This application is also to facilitate the continuation of the current use of the property under a single zoning category, and the least intensive (single-family) zoning district has been chosen in the event that the property ceases being used as a municipal facility in the future.

2. The zoning and uses of property nearby;

North: R-1A Single Family Residential and SUP– Montessori school with detached single-family homes further north across the Somerset

East: R-1 (Leawood) Single Family Residential – detached single family dwellings

South: R-3 Garden Apartments – apartments

West: RP-4 Planned Condominium – condominiums, both immediately to the west and to the west on the north side of Somerset.

All of the property abutting this site is zoned residential with some property permitted as institutional uses. This area transitions to a commercial center along and west of Mission Road.

3. The suitability of the property for the uses to which it has been restricted under its existing zoning;

Municipal uses that serve an essential public purpose are allowed in all zoning districts in the City. This application currently entails property in three different zoning districts, all of which would allow the current use. The proposed action is to unify this site under a single zoning district for the purposes of record keeping, or in the event that it would cease being used as a municipal function. The current use of the property is not changing.

4. The extent that a change will detrimentally affect neighboring property;

There are some sensitive boundaries to this property with residential on most sides. However, this is an existing use, and the property is generally screened from these properties. While the proposed application will not necessarily increase the intensity of this use, and will improve the aesthetics of the site with a new building, opportunities for improved screening and landscape for the neighbors are included in this plan.

5. The length of time of any vacancy of the property;

The lot(s) are currently used as the Prairie Village Public Works facility, and this applications is to continue that use with upgraded facilities and better screening.

6. The relative gain to public health, safety and welfare by destruction of value of the applicant’s property as compared to the hardship on other individual landowners;

Rezoning of this property is to facilitate the continuation of a current use, to clean up property records, to unify the property and site under a single zoning category, to limit the application to municipal uses that serve the broader public interest, and to select the least intensive zoning district in the event the property is no longer used for municipal services in the future.

7. City staff recommendations;

Staff recommends approval of the rezoning, in association with the proposed site plan corresponding with the RP-1A designation.

8. Conformance with the Comprehensive Plan;

Village Vision identifies this area as a Neighborhood Conservation area in the Conceptual Development Framework. The general policies stated for Neighborhood Conservation areas are:

- *Promote housing renovation and rehabilitation*
- *Explore alternative housing options*
- *Improve Parks and Recreation and Natural Resources.*
- *Well-maintained infrastructure*

These goals and strategies are geared towards housing investments and not directly applicable to this use and this site. However, institutional and municipal uses are a necessary part of neighborhoods and allowed in all residential neighborhoods. While this application does not directly further the above general policies of the plan, as a permitted use in all zoning districts, it should not undermine these policies. This is an investment in an existing use on an existing site, and the submitted development plan will ensure the proposed zoning will not undermine these policies.

ANALYSIS – SITE PLAN:

The following are the Site Plan review criteria: [Section 19.32.030.]

A. Generally.

- 1. The plan meets all applicable standards**
- 2. The plan implements any specific principles or policies of the comprehensive plan that are applicable to the area or specific project.**
- 3. The plan does not present any other apparent risks to the public health, safety, or welfare of the community.**

The proposed plan generally meets all of the requirements of the R-1A district.

	R-1A Requirement	Proposed Plan
Height	35'	32' (approx. highest point, overall between 24' and 32')
Setback – Front	30'	Unique configuration of the lot – between 30.39' and 90.98 feet from the closest lot lines at the front of the building.
Setback - Side	7' minimum; 20% of lot width both sides; and at least 14' between adjacent buildings	Unique configuration of the lot – between 65.07' and 96.2' from the closest lot lines at the side of the building
Setback - Rear	25'	Not dimensioned, but all principal buildings are set back far greater than 25' from the rear of the property

The R-1A district also has standards with regard to impervious surfaces, building coverage, and accessory buildings that are primarily geared to residential uses but do apply to allowed institutional and non-residential uses. However, due to the nature of this site and this particular use, the standards are not applicable and the proposed development plan should control. The plan includes

1 principal building, and two secondary buildings (existing Bus Barn and Building G), and several other smaller accessory structures associated with covered parking, fuel functions or other public work services. These structures are essential to the public service functions performed on this site, and due to the context of the site, are screened from impacts on adjacent property by landscape, the drainage ditches and buffers, or other structural screens on the site.

B. Site Design and Engineering.

- 1. The plan provides safe and easy access and internal circulation considering the site, the block and other surrounding connections, and appropriately balances vehicle and pedestrian needs.**
- 2. The plan provides or has existing capacity for utilities to serve the proposed development.**
- 3. The plan provides adequate stormwater runoff.**
- 4. The plan provides proper grading considering the prevailing grades and the relationship of adjacent uses.**

There is no increase of traffic or other use of this site that will impact access and circulation on Somerset Road. There are over 97 parking spaces (plus additional vehicle storage areas) which exceeds the ordinance standards for a facility of this size, and there is adequate capacity for all staff and visitor parking, and circulation of equipment that is necessary to access and be stored on the site. The large number of parking spaces are needed, as this site is where the City's fleet is stored.

This site is bounded on three sides by a drainage ditch. Public Works will manage runoff through appropriate grading strategies and landscape designs for the site.

C. Building Design.

- 1. The location, orientation, scale, and massing of the building creates appropriate relationships to the streetscape and to adjacent properties.**
- 2. The selection and application of materials will promote proper maintenance and quality appearances over time.**
- 3. The architectural design reflects a consistent theme and design approach. Specifically, the scale, proportion, forms and features, and selection and allocation of materials reflect a coordinated, unified whole.**
- 4. The building reinforces the character of the area and reflects a compatible architectural relationship to adjacent buildings. Specifically, the scale, proportion, forms and features, and materials of adjacent buildings inform choices on the proposed building.**

The building is a predominantly 1- and 2-story building with the office portions having a single-story profile, and the service and utility functions having a 2-story profile. The public "face" of the building is the single-story office entrance, though it is removed from Somerset and not visible from the streetscape due to the unique configuration of this lot. It includes a fluted CMU veneer, and a combination of Prefinished wood-look panel sand corrugated metal panels for accents. The service areas have a more industrial aesthetic and use metal panels with accents of fluted CMU veneer and translucent panels for accents.

The overall profile of the building uses a low-pitched roof with a single plane, and it will be used for solar panels to help with energy efficiency and sustainability benchmarks

The area around this property is primarily residential, with the only significant non-residential space being Montessori School to the north near the site entrance. The context of the site and the configuration of the lot mean that the building and site do not have a significant relationship to the public streetscape. The presence of the drainage ditch on the south and east borders, and orientation of adjacent residential lots on the perimeter, create a pattern where buffering and screening this site is the appropriate strategy to ensure compatibility. Most boundaries entail a back-to-back relationship of adjacent buildings with this site. A combination of fences and other

screening structures, landscape, and the distance provided by the drainage area or perimeter streets create sufficient separation. The most sensitive edge is the west side, where the majority of the new landscape is concentrated. This also includes the improved frontage of the new building orienting to this area.

D. Landscape Design.

1. The plan creates an attractive aesthetic environment and improves relationships to the streetscape and adjacent properties.
2. The plan enhances the environmental and ecological functions of un-built portions of the site.
3. The plan reduces the exposure and adverse impact of more intense activities or components of the site or building.

The landscape ordinance establishes planting criteria based on 4 site elements – streetscape/frontage, foundation, parking, and buffers. These standards can then be adjusted to meet adequate performance criteria for each particular site. The proposed landscape plan compared to the base requirement is:

	Landscape Requirements	Proposed Plan
Streetscape / Frontage	1 large tree per 40' lot frontage (n/a)	none
Foundation	1 ornamental tree per 25' building frontage (3 required) 5 shrubs per 25' building frontage (15 required)	3 trees – associated with parking near entry 37 shrubs
Parking	1 large tree per 40' parking perimeter (3 required) 1 large tree per 40 parking spaces (3 required) 5 shrubs per 25' parking perimeter (45 required)	3 trees– associated with parking near entry 45 small / evergreen trees 55– shrubs concentrated at front
Buffer	performance standard (n/a – see comments)	

- **Streetscape / Frontage.** There is minimal street frontage on this site. Opportunities to plant large trees and improve the “gateway” presence and improve the relationship of this site to the streetscape are limited, and planting locations may be on adjacent property or related to the large drainage channel east of the entrance
- **Foundation.** This standard is to improve the relationship of buildings to the streetscape, particularly in situations when the building is setback a distance from the street, and street trees are not sufficient to cover this area. However, in this case, the foundation and building frontage area has no relationship to the street or any public spaces. To improve the aesthetic appeal of the building for visitors and employees, and to improve the ecological performance of landscape on the site, most of the landscape has been concentrated at the office entrance and around the parking area.
- **Parking.** The parking landscape standards are applied only to the front parking areas, and the proposed plan exceeds these standards. The remainder of parking and circulation are scattered within other functional portions of the site, which are difficult to apply parking standards to as the standards are geared to defined parking lots. Construction work is not proposed in these areas, and they are currently provided adequate landscape by the surrounding buffers, which will remain.
- **Buffer.** The ordinance has performance criteria for buffers and in this case, the condition of transition of land uses applies (municipal function to residential). The northwest side is where the majority of new construction is, and this is the most sensitive border due to the short buffer distance and the proximity to existing residential structures. Most of the landscape for the parking and foundation/frontage is concentrated here and will also serve as a buffer. Other sensitive edges on this site are primarily bounded by the drainage ditches and greater buffer separation from adjacent uses by off-site conditions (the ditch, adjacent parking or roads, or the backing of residential uses to the site). Existing vegetation and fence screening will be maintained in these areas.

ANALYSIS – RE-Plat / LOT COMBINATION:

The City of Prairie Village Subdivision Regulations have an abbreviated process for lot splits that do not involve any infrastructure issues of public land dedications. There is no similar process for lot combinations, but the City has interpreted this same process to apply to routine lot combinations. According to this section,

the Planning Commission may approve any lot combination (or lot spit) provided all resulting lots meet the zoning district standards. The proposed lot resulting from the replat would meet the proposed R-1A lot standards, with the exception of street frontage. However, the lot does exceed the width requirements for lots in R-1A further into the buildable portion of the lot, and the deficiency of the street frontage is an existing condition due to previous development patterns that have occurred over time and are beyond the City's control.

RECOMMENDATION:

Based on the information submitted with the application and considerations in this staff report, planning staff recommends that the rezoning, site plan, and replat be approved subject to the following conditions:

1. The appropriate pre- and post-construction drainage strategies be implemented by Public Works in recognition that this site may currently and/or through this plan exceed the default building coverage and impervious surface coverage standards in the zoning ordinance.
2. The Planning Commission recommends approval of the rezoning conditioned on the site plan. Approval of the site plan and the re-plat by the Planning Commission is subject to the City Council approval of the rezoning recommendation, or amended approval of the recommendation that does not significantly impact these plans.

CITY OF PRAIRIE VILLAGE, KANSAS
REZONING APPLICATION FORM

For Office Use Only

Case No.: PC2020-103
Filing Fees: WAIVED
Deposit: WAIVED



Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____

APPLICANT: Prairie Village Public Works PHONE: 913-385-6455
ADDRESS: 3535 Somerset ZIP: 66208
OWNER: City of Prairie Village PHONE: 913-381-6464
ADDRESS: 7700 Mission Road ZIP: 66208
LOCATION OF PROPERTY: 3535 Somerset
LEGAL DESCRIPTION: See attached legal description

Present Zoning SUP, R-1A, RP-4 Requested Zoning: SUP RP-1
Present Use of Property: Public Works

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Montessori School</u>	<u>SUP</u>
South	<u>Multi-Family Residential</u>	<u>R-3</u>
East	<u>Single Family Residential</u>	<u>R-1</u>
West	<u>Multi-Family Residential</u>	<u>RP-4</u>

CHARACTER OF THE NEIGHBORHOOD: _____

RELATIONSHIP TO EXISTING ZONING PATTERN:

1. Would proposed change create a small, isolated district unrelated to surrounding districts?
No
2. Are there substantial reasons why the property cannot be used in accord with existing zoning?
No, facility use to remain the same as existing
If yes, explain: _____

CONFORMANCE WITH COMPREHENSIVE PLAN:

1. Consistent with Development Policies? Yes, new facility will improve service and efficiency of Public Works to maintain a strong Prairie Village
2. Consistent with Future Land Use Map? Yes

DEVELOPMENT PLAN SUBMITTAL:

- Development Plan
- Preliminary Sketches of Exterior Construction

LIST OF NEIGHBORING PROPERTIES:

City to provide Certified list of property owners within 200 feet

TRAFFIC CONDITIONS:

1. Street(s) with Access to Property: Somerset Drive
2. Classification of Street(s):
Arterial _____ Collector X Local _____
3. Right-of-Way Width: 79.67'
4. Will turning movements caused by the proposed use create an undue traffic hazard?
No, traffic patterns and counts to remain the same

IS PLATTING OR REPLATTING REQUIRED TO PROVIDE FOR:

1. Appropriately Sized Lots? _____
2. Properly Size Street Right-of-Way? _____
3. Drainage Easements? _____
4. Utility Easements:
Electricity? _____
Gas? _____
Sewers? _____
Water? _____
5. Additional Comments: _____

UNIQUE CHARACTERISTICS OF PRPOERTY AND ADDITIONAL COMMENTS:

Property is being replatted to consolidate three lots to one.

SIGNATURE: Keith Bredhoeft

DATE: 1/6/20

BY: Keith Bredhoeft

TITLE: Public Works Director

Application No. PC2020-103

AFFIDAVIT

STATE OF KANSAS)
) ss.
COUNTY OF JOHNSON)

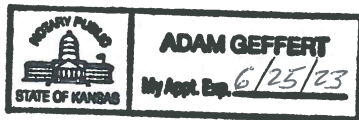
Melissa Prenger, being duly sworn upon his oath, disposes and states:

That he is the (owner) (attorney for) (agent of) the tract of land for which the application was filed. That in accordance with Municipal Code 2003, Section 19.42.010 (G, H, I), applicant placed and maintained a sign, furnished by the City, on that tract of land. Said sign was a minimum of two feet above the ground line and within five feet of the street right-of-way line in a central position of the tract of land and had no visual obstruction thereto.



(Owner/Attorney for/Agent of)

Subscribed and sworn to before me this 6th day of JANUARY, 2020





Notary Public or Planning Commission

Secretary

From: Melissa Prenger <mprenger@pvkansas.com>
Sent: Wednesday, January 29, 2020 9:52 AM
To: Jamie Robichaud <jrobichaud@pvkansas.com>
Cc: Keith Bredehoeft <kbredehoeft@pvkansas.com>; James Carney <jcarney@pvkansas.com>
Subject: PUBLIC WORKS FACILITY public meeting report.pdf

Jamie,

Per the attached report, we are currently exploring some options for the covered parking on the west side for the resident that has expressed concerns. Generally, the neighbors are very supportive of the project.

Since the meeting I have had two contacts with residents who had questions:

The first was a resident currently in Florida who was just now getting their mail. I forwarded to them an electronic copy of the invitation to the public meeting, the handout in that invitation and the landscape plan (a version of which was an exhibit at the meeting). She had a zoning question (which you helped to clarify for me).

The second was a resident from the meeting that had spoken to the neighbor in Florida. She wanted the updated landscape plan and had a question about the about the number of parking stalls. The resident indicated that she thought all of the stalls were for "people" and they had not seen many people over here. I explained in an email that those stalls are for employee parking, equipment parking, fleet parking (the white PW trucks) and visitor parking. We have additional employees and their city vehicles moving down from City Hall and we are assigning most of the equipment to stalls.

Please let me know if you need any other information or if you would like me to add the above information into the report.

M Prenger, PE
Prairie Village Public Works
3535 Somerset
913.385.4655 | mprenger@pvkansas.com

PUBLIC WORKS FACILITY PROJECT / REZONING

PUBLIC MEETING REPORT

JANUARY 24, 2020

Attachments:

- A) Map showing neighboring properties invited to public meeting
- B) Announcement mailed to neighboring property owners
- C) Signs at Public Works to direct attendees to meeting
- D) Sign in sheet
- E) Comment sheet
- F) Exhibits from meeting
- G) Thank you note mailed to neighboring property owners

There were 7 attendees at the public meeting for the new Public Works Facility project. Three members of the project team were there to answer questions relating to the rezoning and construction activities. A power point was available as questions came up and a video was on display showing the new facility on the lot. Comment sheets were available; however none were filled out by the attendees.

Questions asked:

Why are you rezoning? The City is taking the opportunity to rezone/replat the property while we are working on the new facility project. Currently we have three separate properties and want to represent the property properly in County records and on AIMS mapping.

Will you be using the solar panels as shown on the photo/video? Yes. Solar is part of our plan. *All residents that asked this question were very supportive of the use of the solar panels in the project.

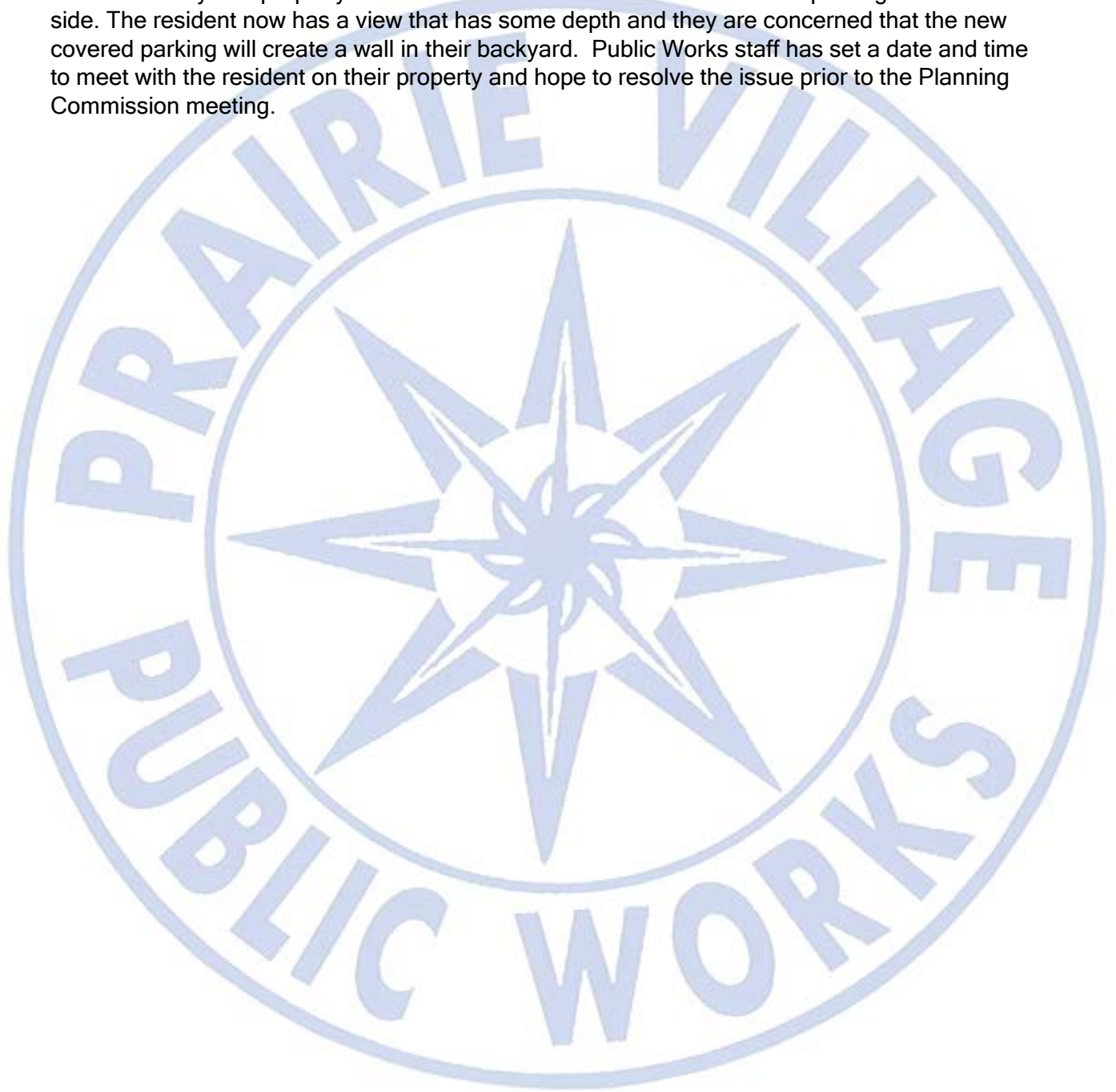
Will the large evergreen at the front of the lot remain in place (it shades a patio)? Yes. The site plan shows that tree remaining.

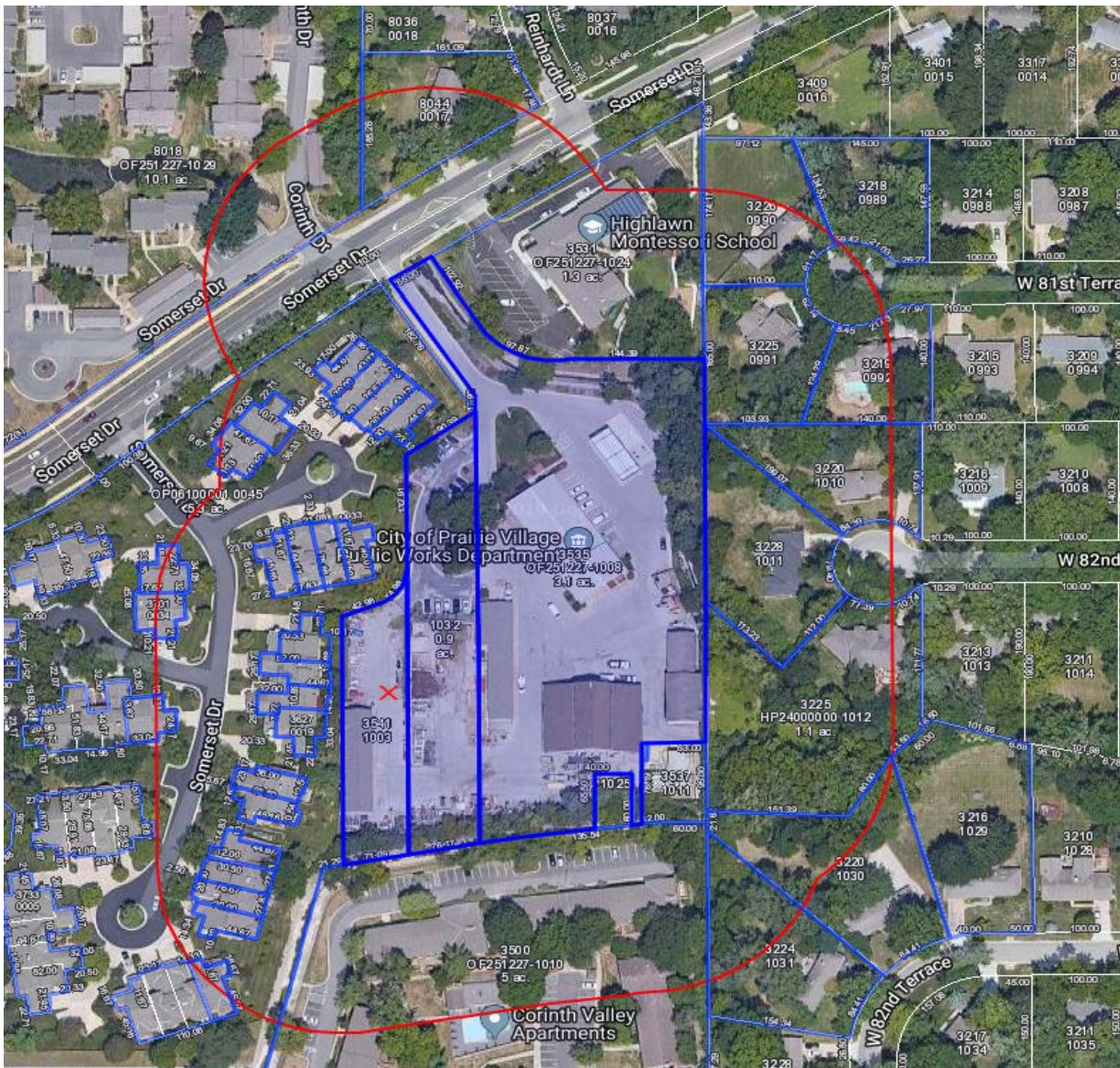
The neighbor to the east noted that a few years ago crews from KCPL cleared trees around power lines and maintenance crews cleared out volunteer trees behind fence. He asked us to consider planting trees again in the area behind eastern fence. This will be discussed as part of our normal operations and can be implemented as long as any plantings selected do not encroach upon the power lines.

Will you be removing any trees? Yes, there are 3 trees on the property to the west of A Building that will be removed. These are deciduous trees and don't provide screening year round. The landscape plan does show a line of new screening trees to be planted in the general vicinity of the parking lot. *The resident asking this question has direct view of these trees and is pleased that new screening trees will be planted.

Will you be putting in the rain garden? Right now the rain garden and its plants/variety are one of the ideas for education and LEED implementation. *The resident was very supportive of the rain garden.

There was only one property owner with a concern over the new covered parking on the west side. The resident now has a view that has some depth and they are concerned that the new covered parking will create a wall in their backyard. Public Works staff has set a date and time to meet with the resident on their property and hope to resolve the issue prior to the Planning Commission meeting.





**NOTICE OF PUBLIC MEETING
FOR
NEW PUBLIC WORKS FACILITY**

**JANUARY 22, 2020
5:00 PM TO 7:00 PM
3535 SOMERSET DRIVE
Rear Building**

Dear Resident,

You are receiving this invitation as a property owner within 200 feet of the project limits for the New Public Works Facility at 3535 Somerset Drive.

This project will be presented at Planning Commission on February 3, 2020 and will have a public hearing on that date as well.

The new facility will incorporate our shop, crew, and office space into one building in addition to incorporating the Building Inspection staff from City Hall.

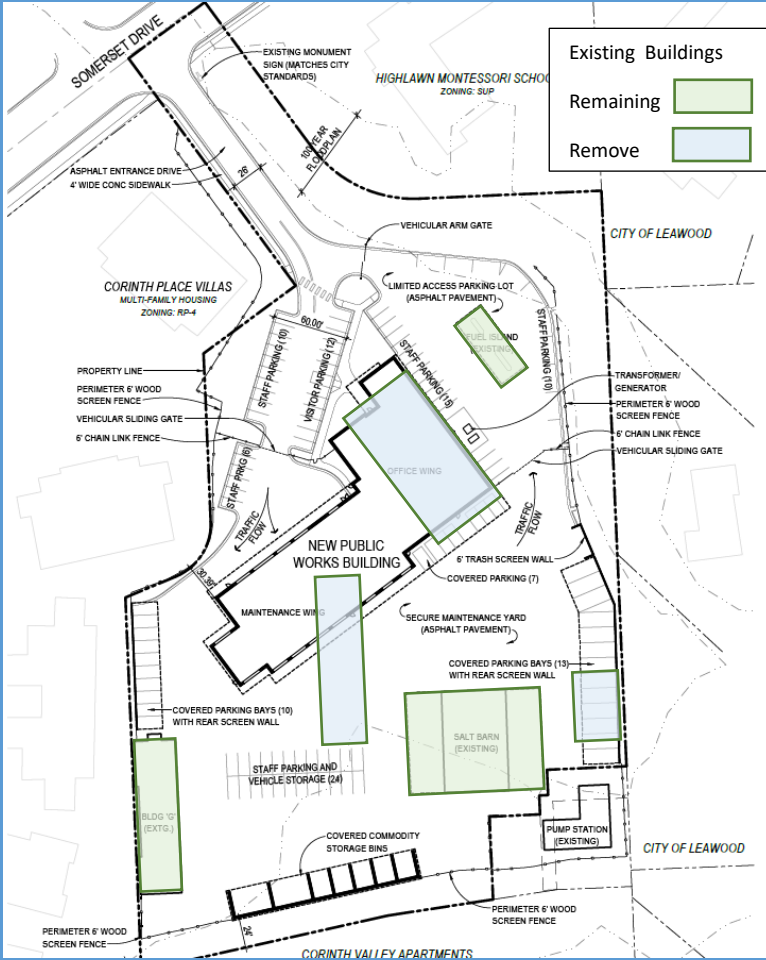
This project will eliminate 2 structures on site that were determined to be beyond the major maintenance they needed as they have structural issues or have outlived their functionality. These structures serve an important purpose and are needed to house staff, shop space and materials.

The new site layout will include pedestrian access to the facility from Somerset, a new traffic pattern which removes our day to day operations from close proximity to residential settings and screening in the appropriate location for our neighbors.

We are excited to invite you to this public meeting to view the building and site layout. Please join us on January 22, 2020.


Melissa Pronger, PE
Senior Project Manager

Prairie Village
 Public Works Department
 New Facility Site Plan and Elevation
 Public Meeting: Jan 22, 2020 5-7 pm



Site Plan



Front Elevation



Message board at entrance of
Public Works for attendees to
denote parking location



Message board at entrance of
B Building for meeting location

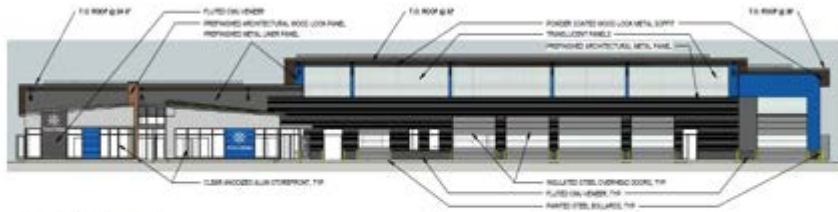


Public Works Building Public Meeting
B Building | 5 - 7 pm
January 22, 2020
Sign-in Sheet

Name	Phone Number	E-Mail
Greg Wilson		
Anne Bowman		
SHARON STRATTON		
Becky Richmond		
Mikes ZAKOURA		
JOHN STEWART		
* ED SWIST		

ELECTRICAL NOTES:

Review the notes to be provided to code number 221 Notes. Follow all the standards with a special light color LED lighting fixtures of 221 fixtures to increase retention of light reflectance and maintain appearance as well as uniformity toward the sky. Submit number 221 site fixtures of all types to meet the appearance and retention to dark to the building. These fixtures required light fixtures will be provided with a 3000K color temperature of light. The highest option will be provided. The color temperature of the sky will be an intermediate reflection of the light to the property boundary. All requirements will be provided. 221 type fixtures. These fixtures will be provided with the maximum lighting level available in order to meet the minimum requirements. These fixtures will be provided with a maximum height of all fixtures of the requirements of lighting in accordance with the lighting standards will be provided using 3000K in order to guarantee the requirements and meet the code book in the property boundary.



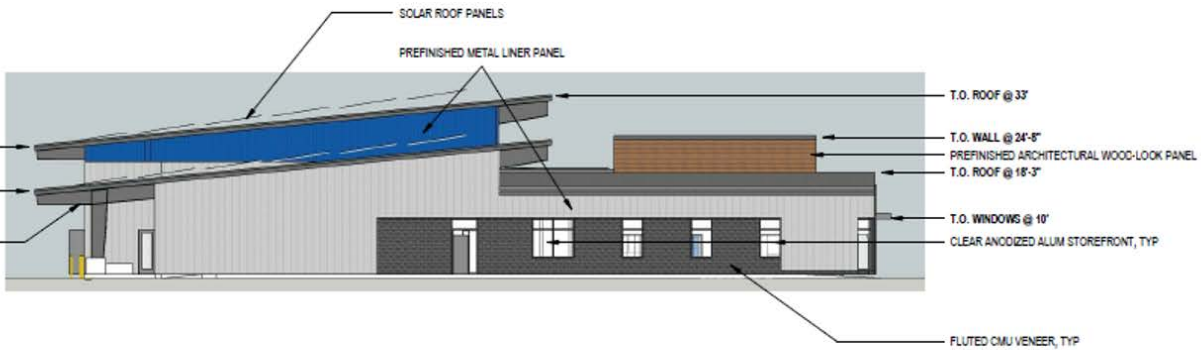
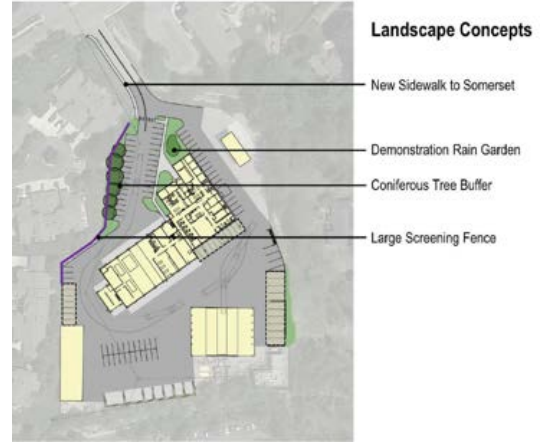
Northwest Elevation

SOLID TYP TYP



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Prarie Village Civic Public Works Facility
 Peoria Village, IL
 ICF No. 188-228-17
 1/18/2018



Northeast Elevation

SCA E - 01/27 - 01/27



Prairie Village Public Works New Facility Project

Thank you to all the residents that attended the public information meeting for the new Public Works Facility at 3535 Somerset.

CORRECTION:

Please note this project will be presented at Planning Commission on February 4, 2020.



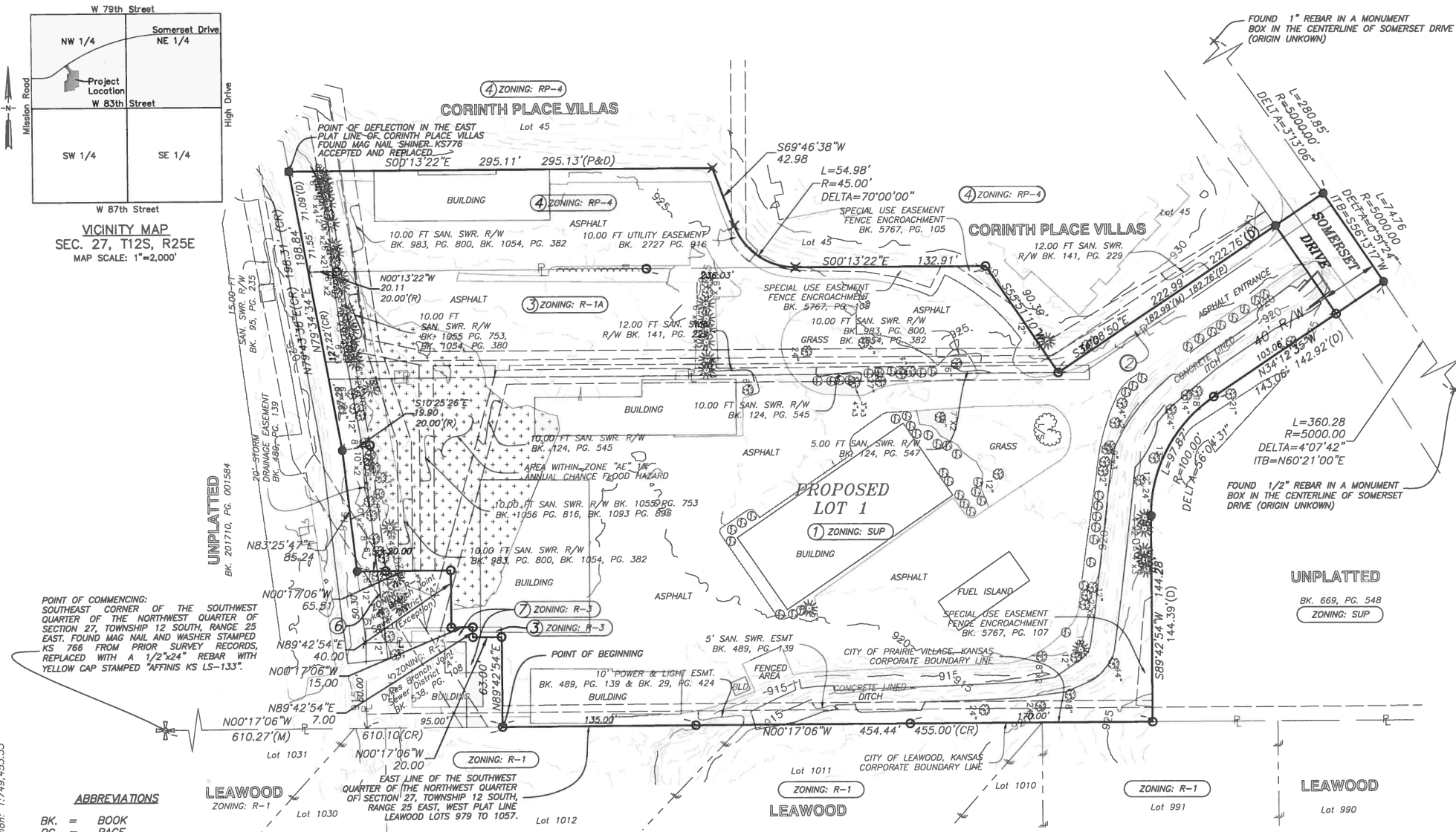
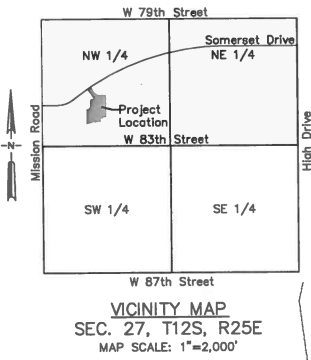
Melissa Prenger, PE

Sr. Project Manager

mprenger@pvkansas.com | 913-385-4655



PRELIMINARY PLAT OF
PRAIRIE VILLAGE PUBLIC WORKS COMPLEX
 PART OF THE NORTHWEST QUARTER OF SECTION 27, TOWNSHIP 12 SOUTH, RANGE 25 EAST
 CITY OF PRAIRIE VILLAGE, JOHNSON COUNTY, KANSAS



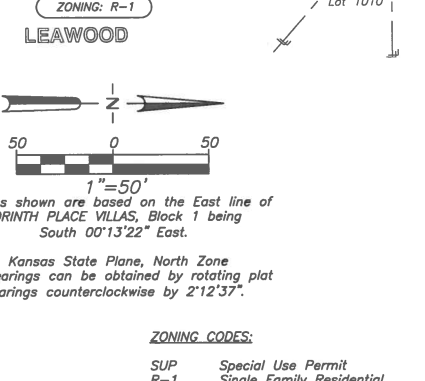
DESCRIPTION:

All that part of the Northeast Quarter of Section 27, Township 12 South, Range 25 East, in the City of Prairie Village, Johnson County, Kansas, described as follows:

Commencing at the Southeast corner of the Southwest Quarter of the Northwest Quarter of Section 27, Township 12 South, Range 25 East; thence North 00°17'06" West along the East line of the Southwest Quarter of the Northwest Quarter of said Section 27, a distance of 610.27 feet to the Point of Beginning; thence North 00°17'06" West, continuing along the East line of the Southwest Quarter of the Northwest Quarter of said Section 27, a distance of 454.44 feet; thence South 89°42'54" West, perpendicular to the last described course, a distance of 144.28 feet; thence in a northwesterly direction on a curve turning to the right with a radius of 100.00 feet, having a central angle of 56°04'31" and an arc length of 97.87 feet; thence North 34°12'35" West a distance of 143.06 feet to a point on the centerline of Somerset Drive as now established; thence in a southwesterly direction, along the centerline of said Somerset Drive, on a non-tangent curve to the left with a radius of 5000.00 feet, having an initial tangent bearing of South 56°13'17" West, a central angle of 00°51'24" and an arc length of 74.76 feet; thence South 34°08'50" East, departing the centerline of said Somerset Drive, and along the East plat line and its northerly extension thereof, of CORINTH PLACE VILLAS, a subdivision of record in the City of Prairie Village, Johnson County, Kansas, a distance of 222.99 feet to a point of deflection in said East plat line; thence in a southerly direction continuing along the East plat line of said CORINTH PLACE VILLAS the following five (5) described courses: One (1); South 55°51'10" West a distance of 90.39 feet; Two (2); thence South 00°13'22" East a distance of 132.91 feet; Three (3); in a southwesterly direction on a curve to the right with a radius of 45.00 feet, having a central angle of 70°00'00" and an arc length of 54.98 feet; Four (4); South 89°46'38" West a distance of 42.98 feet; Five (5); thence South 00°13'22" East a distance of 295.11 feet; thence North 79°34'34" East, departing the East plat line of said CORINTH PLACE VILLAS, a distance of 198.84 feet; thence North 83°25'47" East a distance of 85.24 feet; thence North 00°17'06" West a distance of 65.51 feet; thence North 89°42'54" East, perpendicular to the last described course, a distance of 40.00 feet; thence North 00°17'06" West, perpendicular to the last described course, a distance of 15.00 feet; thence North 89°42'54" East, perpendicular to the last described course, a distance of 7.00 feet; thence North 00°17'06" West, perpendicular to the last described course, a distance of 20.00 feet; thence North 89°42'54" East, along a line that is perpendicular to the East line of the Southwest Quarter of the Northwest Quarter of said Section 27, a distance of 63.00 feet to the Point of Beginning. Containing 4.599 acres, more or less.

- ABBREVIATIONS**
- BK. = BOOK
 - PG. = PAGE
 - L = ARC LENGTH
 - R = RADIUS
 - ITB = INITIAL TANGENT BEARING
 - B/L = BUILDING SETBACK
 - R/W = RIGHT-OF-WAY
 - C/L = CENTERLINE
 - SAN. = SANITARY
 - SWR. = SEWER
 - (D) = DEEDED DIMENSION
 - (M) = MEASURED DISTANCE
 - (CR) = BEARING OR DISTANCE CALCULATED FROM RECORD DATA ON DEEDS OR PLATS.
 - (P) = PREVIOUSLY PLATTED BEARING OR DISTANCE.
 - (R) = PRIOR SURVEY RECORD BY LS38

- PROPERTY CORNER MONUMENT LEGEND**
- SET A 1/2"x24" REBAR WITH YELLOW CAP STAMPED "AFFINIS KS LS-133".
 - ✕ FOUND AND ACCEPTED A 1/2" REBAR WITH CAP LS776 (UNLESS OTHERWISE NOTED)
 - FOUND AND ACCEPTED A 3-1/4" ALUMINUM DISK STAMPED LS38, IN CONCRETE
 - ⊕ FOUND AND ACCEPTED A SECTION CORNER MONUMENT AS NOTED
- LINE LEGEND**
- A PREVIOUSLY PLATTED LOT LINE
 - A PROPERTY LINE CREATED BY DEED
 - EXISTING ROADWAY RIGHT-OF-WAY LINE
 - EXISTING ROADWAY CENTER LINE
 - EXISTING EASEMENT LINE
 - PLAT LIMIT AND LOTS CREATED BY THIS PLAT



- GENERAL SURVEY NOTES:**
1. The easement information shown hereon has been taken from a Commitment for Title Insurance, issued by First American Title, Commitment Number 1530023, on September 22, 2019, Revised on December 16, 2019.
 2. The property shown hereon is subject to the rights of Dykes Branch Joint Sewer District "A" to have vehicular access through said property to its pumping station located at the Southeast corner of and adjoining the South and East portion of the property. The terms of this reservation is further defined in reservation item "One" in Kansas Warranty Deed to the City of Prairie Village, Kansas. Recorded September 12, 1961 in Book 489 at Page 139.
 3. All angles, bearings, and distances shown on this survey should be considered as measured unless indicated otherwise.
 4. According to the U.S. Federal Emergency Management Agency's Flood Insurance Rate Map, Community Panel No: 20091C0039G, effective 08/03/2009, the majority of this property lies within Zone "X", areas determined to be outside the 0.2% annual chance flood hazard area, as shown thereon. There is an area that lies within Zone "AE" 1% Annual Chance Flood Hazard along the southerly portion of the property.

AREA TABLE:

Lot 1	2,991 SQUARE FEET	4.530 ACRES
Road Right-of-Way	19,7346 SQUARE FEET	0.069 ACRES
Total Plat Area	200,337 SQUARE FEET	4.599 ACRES

- ZONING CODES:**
- SUP Special Use Permit
 - R-1 Single Family Residential
 - R-1A Single Family Residential
 - R-3 Garden Apartment District
 - RP-4 Planned Townhouse
- RECORDED DEEDS OF THE PROPERTY BEING PLATTED:**
- ① Kansas Warranty Deed to the City of Prairie Village, Kansas. Recorded September 12, 1961 in Book 489 at Page 139.
 - ② Kansas Warranty Deed to the City of Prairie Village, Kansas. Recorded November 21, 1963 in Book 537 at Page 23.
 - ③ Kansas Warranty Deed to the City of Prairie Village, Kansas. Recorded July 17, 1973 in Book 920 at Page 641.
 - ④ Gift of Real Property and Warranty Deed to the City of Prairie Village, Kansas. Recorded September 16, 1986 in Book 2423 at Page 828.
 - ⑤ Special Warranty Deed to the City of Prairie Village, Kansas. Recorded January 21, 2009 in Book 200901 at Page 004278.
 - ⑥ (Exception) Kansas Warranty Deed to Dykes Branch Joint Sewer District "A". Recorded July 17, 1973 in Book 920 at Page 643.
 - ⑦ (Exception) Kansas Warranty Deed to Dykes Branch Joint Sewer District "A". Recorded June 8, 1966 in Book 597 at Page 547.

RECORDED PLATS USED AS PART OF THIS SURVEY:

1. The recorded plat of CORINTH PLACE VILLAS, Block 1 subdivision: Recorded April 19, 1988 in Plat Book 69 at Page 30.
2. The recorded plat of LEAWOOD, Lots 979 to 1057 subdivision: Recorded June 4, 1957 in Plat Book 20 at Page 16.

SURVEYOR:
 Affinis Corp
 8900 Indian Creek Parkway, Ste 450
 Overland Park, KS 66210
 ATTN: Aubrey Meyer
 (913) 239-1100
 ameyer@affinis.us

OWNER:
 City of Prairie Village, Kansas
 3535 Somerset Dr
 Prairie Village, KS
 Attn: Melissa Prenger, PE
 (913) 385-4655

Surveyor's Certification:

I, J. Aubrey Meyer, hereby certify that this survey is based on an actual ground survey performed by me and persons under my direct supervision on December 31, 2019. The survey represented on this drawing was executed in accordance with the current Kansas Minimum Standards for Property Boundary Surveys, and the results of said survey are correctly represented on this plat.

J. Aubrey Meyer, Kansas Licensed Land Surveyor No. 1579

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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Error of Closure: 0.0030' North: -0.00072' East: 0.00286' Perimeter: 2,248.35' Precision: 1:749,453.33

Prairie Village New Public Works Facility

3535 Somerset Drive
Prairie Village, KS 66208

January 3, 2020
Rezoning & Site Plan Submittal

Owner: City of Prairie Village
7700 Mission Road

GENERAL

Z100 Title Sheet

CIVIL

Z201 Sanitary Relocation Plan
Z202 Stormwater Quality Plan

LANDSCAPE

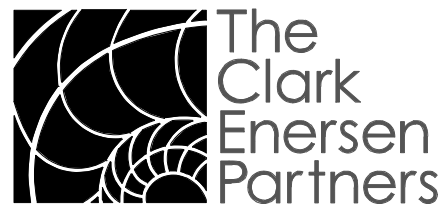
Z300 Site Layout Plan
Z301 Site Planting Plan

ARCHITECTURAL

Z401 Northwest Elevation
Z402 Northeast Elevation
Z403 Southeast Elevation
Z404 Southwest Elevation



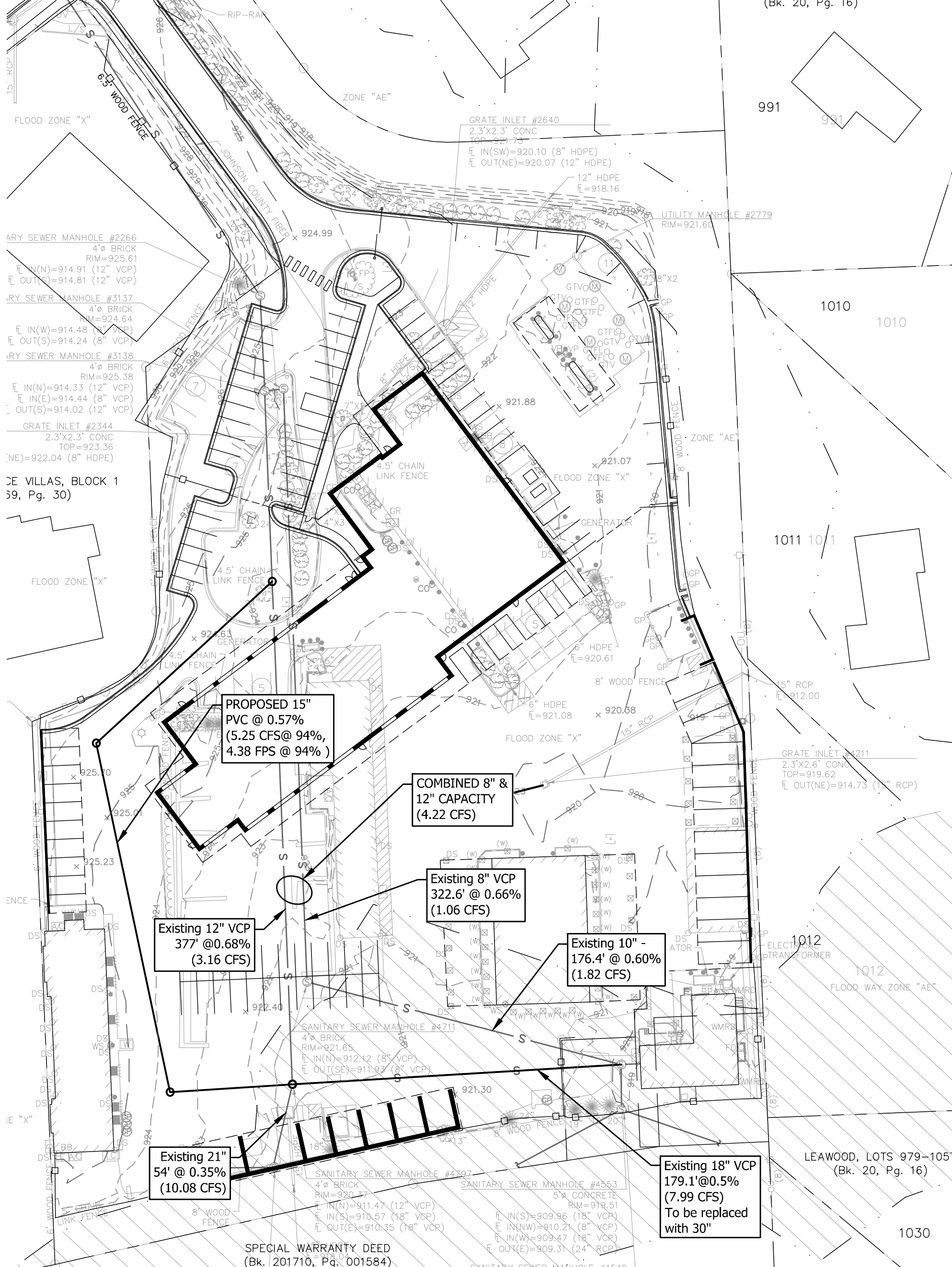
BUILDING ENTRY PERSPECTIVE



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Prairie Village New Public Works Facility
Prairie Village, KS
TCEP No.: 185-003-19

Title Sheet
Z100
1/3/2020



DE VILLAS, BLOCK 1
39, Pg. 30)

1011 1011

1012
1012
FLOOD WAY ZONE "AE"

LEAWOOD, LOTS 979-1057
(Bk. 20, Pg. 16)

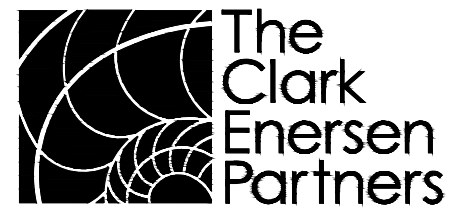
1030

SPECIAL WARRANTY DEED
(Bk. 201710, Pg. 001584)



SANITARY RELOCATION PLAN

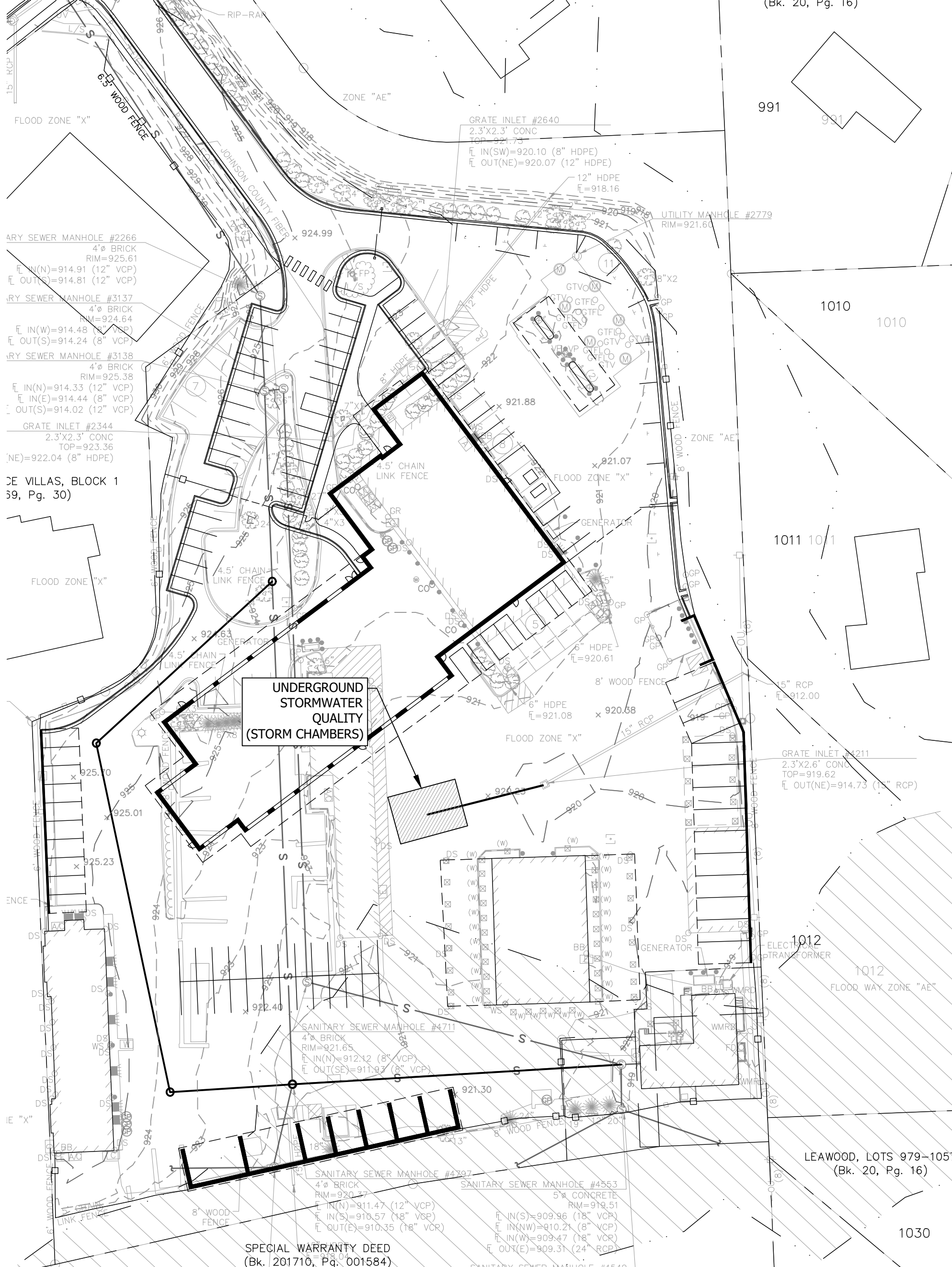
SCALE: 1"=50'-0"



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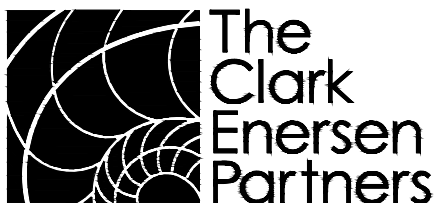
SANITARY
RELOCATION
Z201
1/3/2020



**UNDERGROUND
STORMWATER
QUALITY
(STORM CHAMBERS)**

STORMWATER QUALITY PLAN

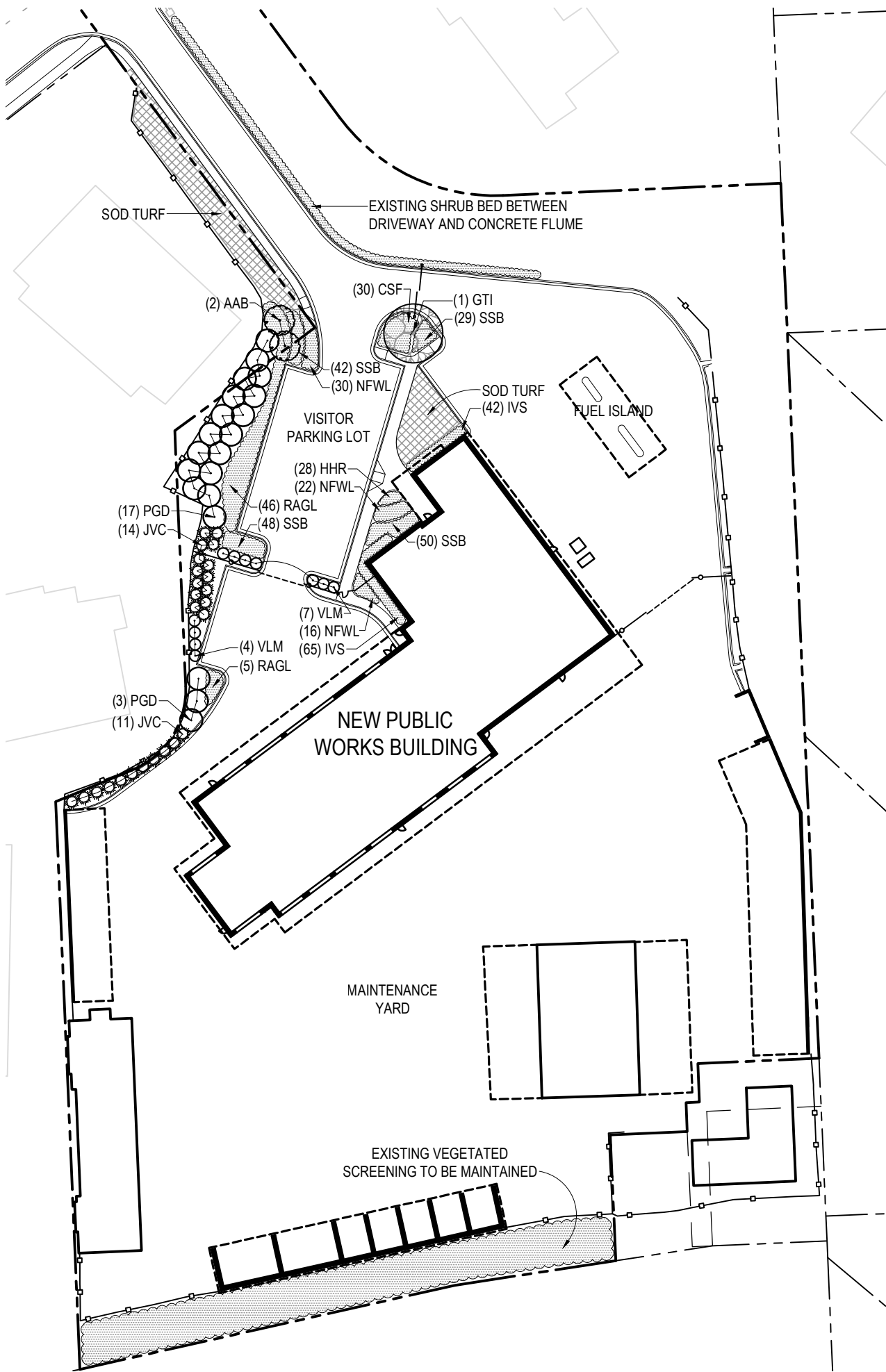
SCALE: 1"=50'-0"



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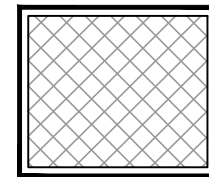
STORMWATER
 QUALITY
 Z202
 1/3/2020



PLANTING PLAN NOTES:

1. FINE GRADE AND SOD ANY AREA DAMAGED BY CONSTRUCTION OPERATIONS NOT OTHERWISE INDICATED ON PLAN, TYP
2. PROVIDE 6" TOPSOIL FOR TURF AREAS, 24" FOR PLANTING BEDS. EXISTING SITE TOPSOIL, OR PULVERIZED TOPSOIL SHALL BE USED. REF SPEC.
3. PLAN PREPARED BY:
SEAN A. RAY, REGISTERED LANDSCAPE ARCHITECT (KS LICENSE #813)

SOD TYPE 'A':
TURF BLEND TO MATCH PRAIRIE VILLAGE STANDARDS



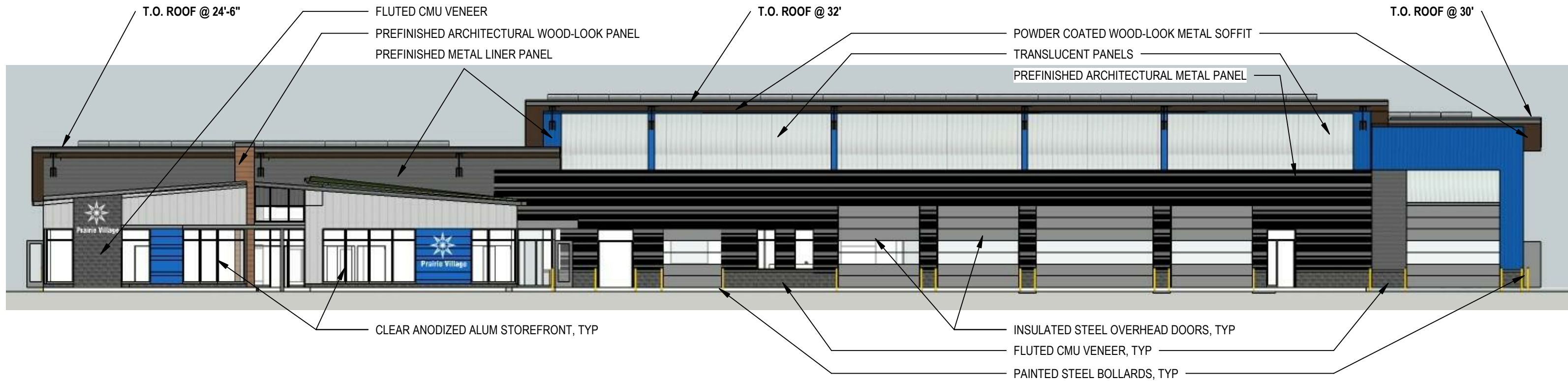
SITE PLANTING PLAN

SCALE: 1"=60'-0"

PLANT LIST				
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE & METHOD OF HANDLING	DESIGN HEIGHT & SPREAD
TREES				
AAB	AMELANCHIER x GRANDIFLORA 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE SERVICEBERRY	1 1/2" CAL / B&B / 8' HT MIN / SINGLE-STEMMED	20' HEIGHT, 15' SPREAD
GTI	GLEDITSIA TRIACANTHOS 'IMPCOLE'	IMPERIAL HONEYLOCUST	2 1/2" CAL / B&B / 12' HT MIN	35' HEIGHT, 35' SPREAD
JVC	JUNIPERUS VIRGINIANA 'CANAERTII'	CANAERT JUNIPER	B&B / 6' HT MIN	15' HEIGHT, 8' SPREAD
PGD	PICEA GLAUCA DENSATA	BLACK HILLS SPRUCE	B&B / 6' HT MIN	20' HEIGHT, 12' SPREAD
SHRUBS				
CSF	CORNUS STOLONIFERA 'FARROW'	ARCTIC FIRE DOGWOOD	#2 CONT/ 18" HT MIN W/ 3 CANES	3' HEIGHT, 3' SPREAD
IVS	ITEA VIRGINICA 'SPRICH'	LITTLE HENRY SWEETSPIRE	#2 CONT/ 12" HT MIN W/ 3 CANES	2' HEIGHT, 2' SPREAD
RAGL	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC	#2 CONT/ 12" HT MIN W/ 3 CANES	2' HEIGHT, 6' SPREAD
VLM	VIBURNUM LANTANA 'MOHICAN'	MOHICAN VIBURNUM	#5 CONT/ 30" HT MIN W/ 5 CANES	8' HEIGHT, 6' SPREAD
PERENNIALS/ GRASSES				
HHR	HEMEROCALLIS x 'HAPPY RETURNS'	HAPPY RETURNS DAYLILY	NO. 1 CONTAINER, 18" SPACING	15" HEIGHT, 18" SPREAD
NFWL	NEPETA X FAASSENII 'WALKER'S LOW'	WALKER'S LOW CATMINT	NO. 1 CONTAINER, 36" SPACING	24" HEIGHT, 36" SPREAD
SSB	SCHIZACHYRIUM SCOPARIUM 'THE BLUES'	THE BLUES LITTLE BLUESTEM	NO. 1 CONTAINER, 24" SPACING	30" HEIGHT, 24" SPREAD

ELECTRICAL NARRATIVE:

General site lighting will be provided by pole mounted, LED fixtures. Fixtures will be selected with a precise light output cutoff utilizing directional LED technology to minimize intrusion of light spillage onto neighboring property as well as vertically toward the sky. Building mounted LED site fixtures will be utilized at some locations near egress/entrance doors to the building. These building mounted light fixtures will be selected with only a direct component of light. No up-light option will be provided. This limits light trespass into the sky as well as limits/eliminates reflectance of the light to the property boundary. Any flagpole lighting will be dimmable, aimable, LED type fixtures. These fixtures will be provided with the necessary lighting cutoff properties or shielding in order to meet light trespass requirements. Proper selection of fixture lumen output and mounting height of all fixtures will be implemented as a strategy to eliminate light trespass. Lighting calculations will be performed using AGI32 in order to guarantee city requirements are met for foot candle levels on the property boundary.



Northwest Elevation

SCALE: 1/16" = 1'-0"



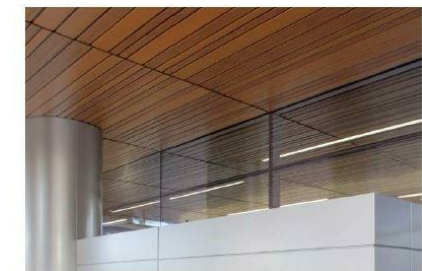
FLUTED CMU VENEER



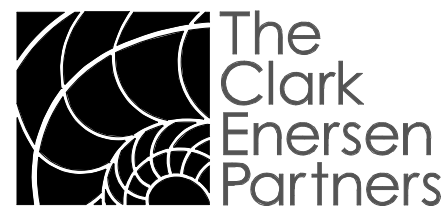
PREFINISHED CORRUGATED ARCHITECTURAL METAL PANELS



PREFINISHED METAL LINER PANELS



POWDER-COAT WOOD-LOOK METAL SOFFIT

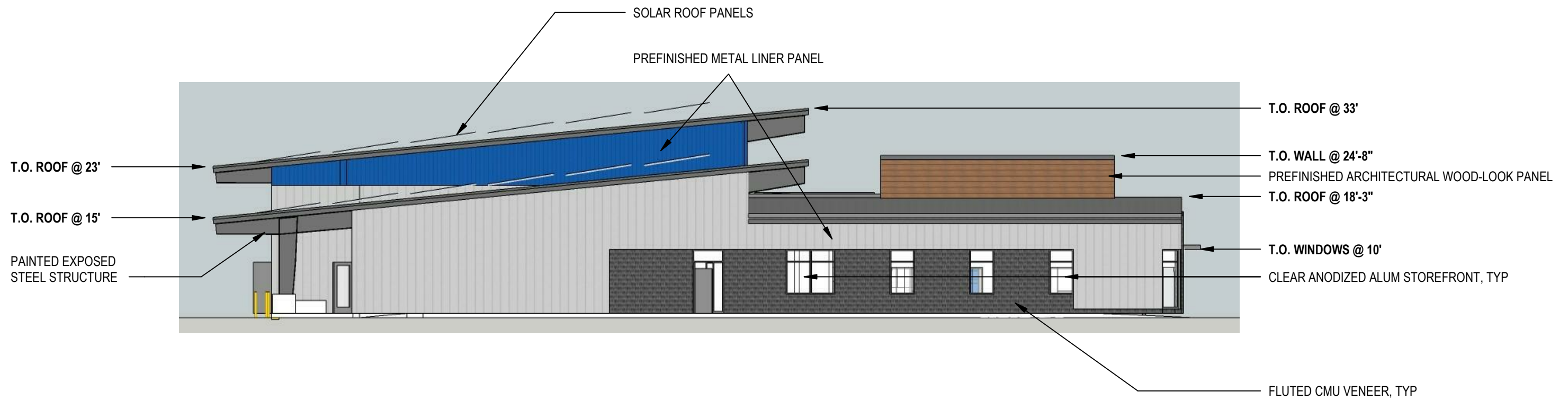


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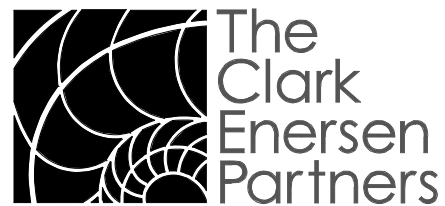
Prairie Village New Public Works Facility
Prairie Village, KS
TCEP No.: 185-003-19

Northwest Elevation
Z401
1/3/2020



Northeast Elevation

SCALE: 1/16" = 1'-0"



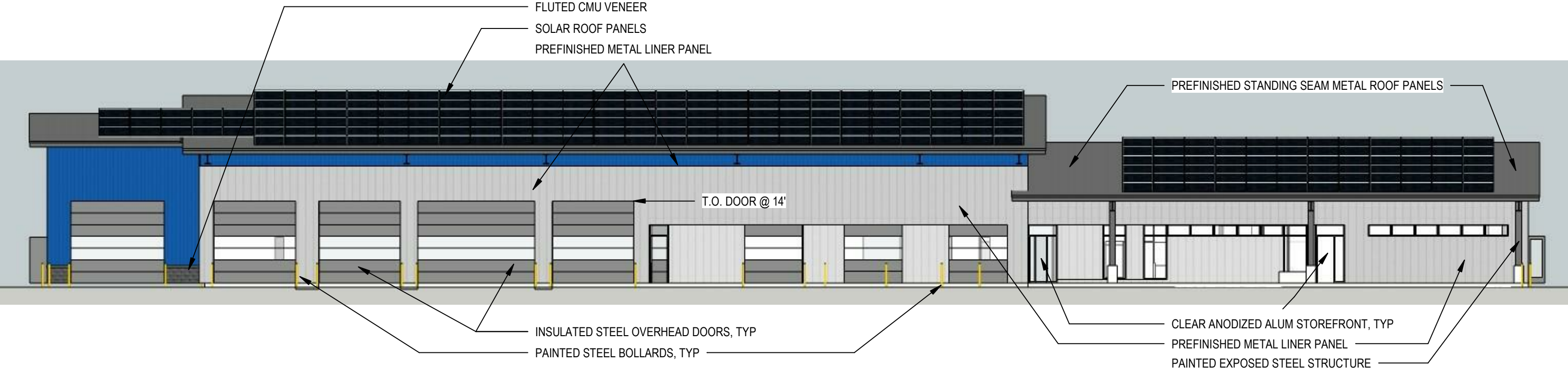
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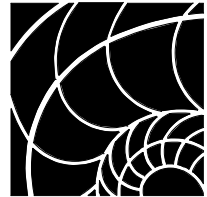
Northeast Elevation
 Z402
 1/3/2020

NOTE: THE SOLAR ROOF PANELS WILL COMPLY WITH THE CURRENT CITY ORDINANCE STANDARDS FOR STANDOFF PROJECTION.



Southeast Elevation

SCALE: 1/16" = 1'-0"



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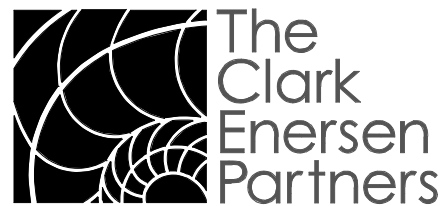
Southeast Elevation
Z403
1/20/2020

NOTE: THE SOLAR ROOF PANELS WILL COMPLY WITH THE CURRENT CITY ORDINANCE STANDARDS FOR STANDOFF PROJECTION.



Southwest Elevation

SCALE: 1/16" = 1'-0"



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Prairie Village New Public Works Facility
Prairie Village, KS
TCEP No.: 185-003-19

Southwest Elevation
Z404
1/20/2020

**EXCERPT OF PLANNING COMMISSION MINUTES
FEBRUARY 4, 2020**

**PC2020-103 Rezoning, Final Development Plan and Preliminary Plan of Public Works Facility
3535 Somerset Rd.
Current Zoning: R-1A, R-3 and RP-4
Requested Zoning: RP-1A
Applicant: Prairie Village Public Works**

Mr. Brewster stated the application was in regard to the forthcoming reconstruction at the City's Public Works facility. The site is currently composed of three lots with three different zoning districts. In an effort to clean up and simplify property records, it was determined that the property should be rezoned and platted in conjunction with the site plan for the new facility. Mr. Brewster added that staff recommended the rezoning, site plan and replat be approved subject to the following conditions:

1. The appropriate pre- and post-construction drainage strategies be implemented by Public Works in recognition that this site may currently and/or through this plan exceed the default building coverage and impervious surface coverage standards in the zoning ordinance.
2. The Planning Commission recommend approval of the rezoning conditioned on the site plan. Approval of the site plan and the re-plat by the Planning Commission is subject to City Council approval of the rezoning recommendation, or amended approval of the recommendation that does not significantly impact these plans.

Mr. Brewster reminded the Planning Commission that a rezoning requires the Planning Commission to evaluate facts, weigh evidence, and make a recommendation to the City Council based on balancing the "Golden Factors" outlined in the zoning ordinance.

Rick Wise, representing Clark Enersen Partners, gave a presentation on the project, sharing details about building elevations, selected exterior materials, and traffic flow through the site.

Mr. Breneman asked what type of material would be used on the back of the commodity bins and covered parking areas. Mr. Wise stated that the commodity bins would be constructed of large concrete blocks, approximately 2' x 4' x 2' in size, and would sit lower than the privacy fence along the property line. He added that the covered parking structures would be metal-framed, with metal panel screening and an asphalt-shingled roof. The selected materials could be changed based on feedback from neighbors.

Mr. Birkel asked whether the City owned the pump station located on the southeast corner of the property. Mr. Bredehoeft stated that it belonged to Johnson County Wastewater, but is accessed through the Public Works site.

Mr. Wolf opened the public hearing at 8:07 p.m.

- Anne Bowman, 3613 Somerset Drive, stated that she lived just to the west of the facility. She shared concern over potential increases in truck noise and evening lighting.

Mr. Wise stated that truck traffic would continue to drive along the west side of the property, whereas staff would approach on the east side. Mr. Bredehoeft added that the new configuration should make for less noise than what is currently experienced at the site. Mr. Wise noted that the proposed lighting would be less obtrusive to neighbors.

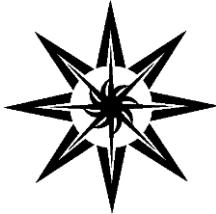
- Vicky Riffle, 3627 Somerset Drive, shared her concern with the building materials proposed for the parking structures. She stated she would prefer to see the same exterior materials that are currently found on Building G.

With no one else present to speak, Mr. Wolf closed the public hearing at 8:13 p.m.

The Planning Commission discussed the rezoning application and considered the eight factors for consideration outlined in the City's zoning regulations.

Based on the the Planning Commissions consideration of the Golden factors, Mr. Breneman made a motion to recommend rezoning to Council for approval, subject to the conditions recommended by staff. Ms. Brown seconded the motion, which passed unanimously.

Mr. Breneman made a motion to approve both the site plan and the survey plat, subject to the conditions recommended by staff. Ms. Brown seconded the motion, which passed unanimously.



PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 2, 2020

COU2020-05:

CONSIDER CONTRACT AMENDMENT 1 WITH NEW LINE SKATE PARKS FL, INC FOR THE FINAL DESIGN OF THE HARMON PARK SKATE PARK, PROJECT BG390001

RECOMMENDATION

Move to approve Contract Amendment 1 with New Line Skate Parks FL, Inc for the Final Design of the Harmon Park Skate Park for \$36,460.00, Project BG390001.

BACKGROUND

New Line Skate Parks is currently under contract for the preliminary design and public outreach for the new Harmon Park Skate Park. Amendment 1 to the existing contract will allow New Line Skate Parks to prepare final design documents so the project can be bid out to contractors. The final design is based on the drawing attached which was developed in conjunction with the skating community at our three public meetings. It is expected that the final project would be able to be bid in early summer 2020.

The Preliminary Design and Public Outreach Phase took longer to complete than we planned. It took addition work and discussion with council which resulted in a significant increase in the budget for this project. While securing additional funds is great for the project this delay has contributed to the possibility that we probably will not be able to construct the park in 2020. There are only a limited number of skate park contractors who specialize in shotcrete skate park construction. The project specifications require that a specialty skate park contractor construct certain parts of the park. Given our time for bidding, contractors may not be readily available to perform the work this year or perform it at reasonable prices. Given the situation that we are in, we anticipate that we will have to bid the project in the Fall of 2020 with construction starting in March 2021. Another factor to consider when we construct the skate park is that we want most of the construction completed by Jazz Fest in early September which would be difficult to achieve in 2020. Bidding in the fall of 2020 will allow contractors to bid on a 2021 project early which will allow for better pricing and the ability for us to hire a quality contractor.

FUNDING SOURCE

Funding is available under Project BG390001.

Original Agreement-	\$ 35,330.00
Amendment 1-	<u>\$ 36,460.00</u>
Project Total-	\$ 71,790.00

ATTACHMENTS

1. Amendment 1 with New Line Skate Parks FL, Inc.
2. Schematic of Skate Park Plan

PREPARED BY

Keith Bredehoeft, Public Works Director

February 26, 2020

AMENDMENT NO. 1 TO AGREEMENT BETWEEN OWNER AND CONSULTANT

Reason for the Amendment:

This Amendment is for Phase Two of the project which include technical design, construction drawings, and specifications. See Exhibit A for the detailed Scope of Services.

- a. **Date of the Agreement between Owner and Consultant** July 1, 2019
- b. **OWNER** City of Prairie Village, Kansas
- c. **CONSULTANT** New Line Skateparks FL, Inc.
- d. **Project** Harmon Park Skate Park and Performance Pad

2. Description of Modifications

Original Contract Amount:	<u>\$35,330.00</u>
Additional Fee Amount:	<u>\$36,460.00</u>
New Contract Total:	<u>\$71,790.00</u>
Completion of Phase 2	<u>May 1, 2020</u>

CONSULTANT and OWNER hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

Owner:
City of Prairie Village, Kansas

Consultant:
New Line Skate Parks FL, Inc.

By: Eric Mikkelson

By: Kyle Dion

Title: Mayor

Title: Director

Date Signed: _____

Date Signed: _____

ATTEST:

Adam Geffert, City Clerk

APPROED AS TO FORM BY:

David Waters, City Attorney

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

	Firm	NLS	NLS	NLS	NLS	NLS	NLS						
	individual	Kyle Dion Project Director	Mark van der Zalm Lead Land Arch.	Kanten Russell Designer PM	Adam Parker Skatepark Engineer	Chris Long Tech Design	Trevor Morgan Project Coord.		TIMELINE			DIRECT COSTS	PROJECT TOTAL
hourly rate		\$120.00	\$130.00	\$110.00	\$130.00	\$80.00	\$90.00						
Technical Design, Construction Drawings and Specifications													
Detailed Design Development		12	20	25	4	20	4		WEEK 15				
50% Technical Drawings Review		6	16	12	4	16	2		WEEK 18				
75% Technical Drawings and Cost Estimate Review		12	12	25	4	20	2		WEEK 20				
100% Technical Drawings and Cost Estimate Review		10	12	12	4	16	2		WEEK 22				
Submission of IFC Drawings, Specifications + Final Cost Breakdown		6	6	10	4	10	4		WEEK 23				
* Note all technical drawing submittals in digital format		\$5,520.00	\$8,580.00	\$9,240.00	\$2,600.00	\$6,560.00	\$1,260.00						\$33,760.00

Bid Assistance													
Preparation of Front-End Bid Package to be 'Dove-Tailed' with City's Standard Bid Documents		2	2	8		6							
Review of Bidder Questions and Issuance of Addenda as Required		4	4	4	2	2							
		\$720.00	\$780.00	\$300.00	\$260.00	\$640.00							\$2,700.00

- ASSUMPTIONS**
- 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 - Phase 2 Project Services	\$36,460.00
---	--------------------

HARMON SKATEPARK RECONSTRUCTION

FINAL CONCEPT DESIGN



FEATURE LEGEND

- A - Skatepark Entrance
- B - Quarter Pipe
- C - 14" Slappy Ledge
- D - 14" Flat Bar
- E - 16" Grindable Planter
- F - 6" Manual Pad Slappy Curb Combo
- G - Cantilevered Quarterpipe
- H - Banked Hip
- I - Quarter Pipe Hip
- J - Bank with Flat/Down Hubba
- K - 6 Stair with Handrail and Step-up
- L - Memorial
- M - 3' Quarter Pipe
- N - 5'/8' Bowl
- O - Skateable Multi-use Event Space
- P - Turnaround Quarter Pipe with Rolled Lip and Extension
- Q - Shade Structure Access

DESIGN INSPIRATION

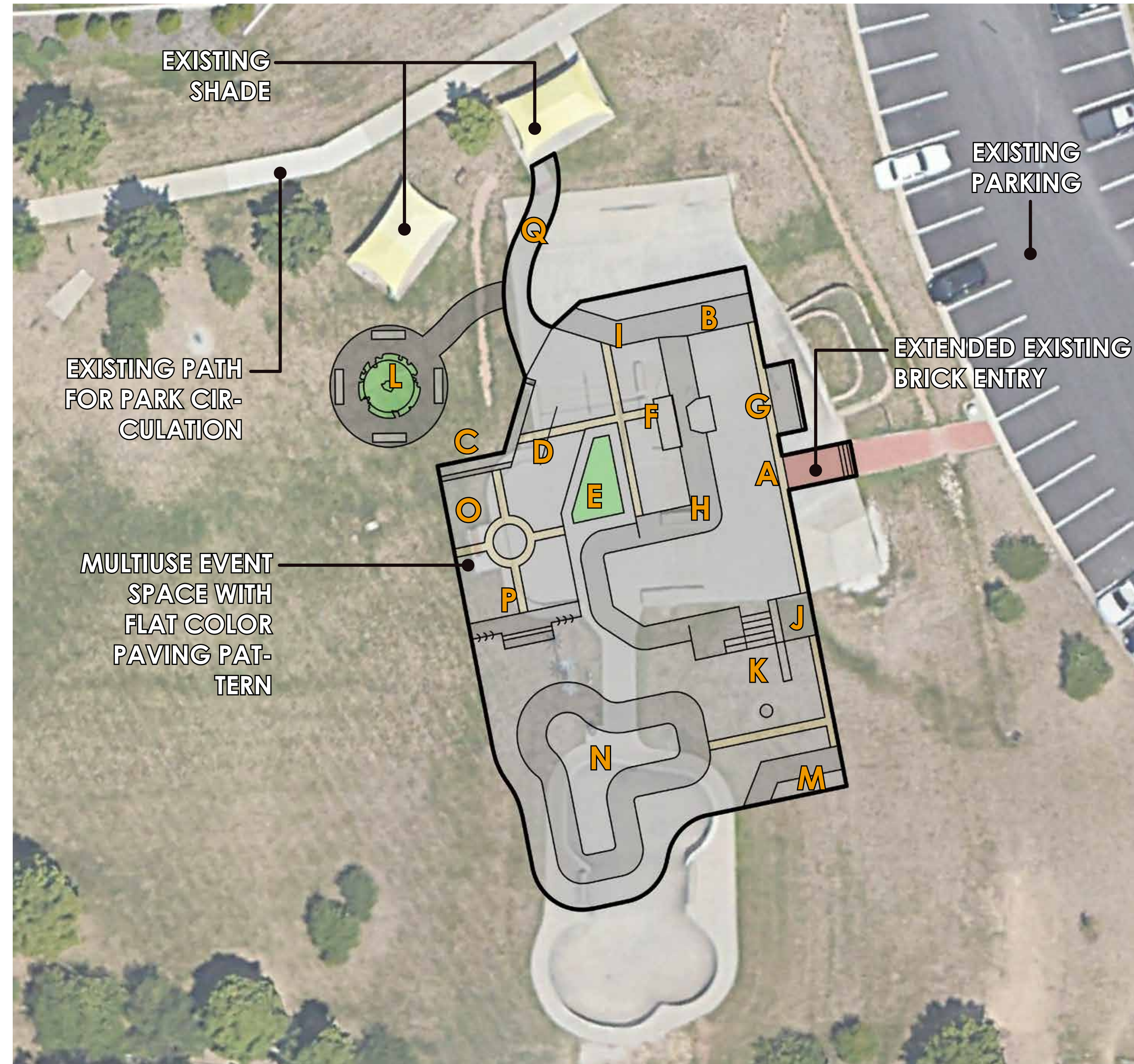
The following design elements were influenced by community feedback based on previous design concepts:

- Plaza Space
- Color Banding
- Transition Area with Rolled or Open Access
- Brick Stamped Concrete
- Long Street Course with Progression and Multiple Hits

SITE BREAKDOWN

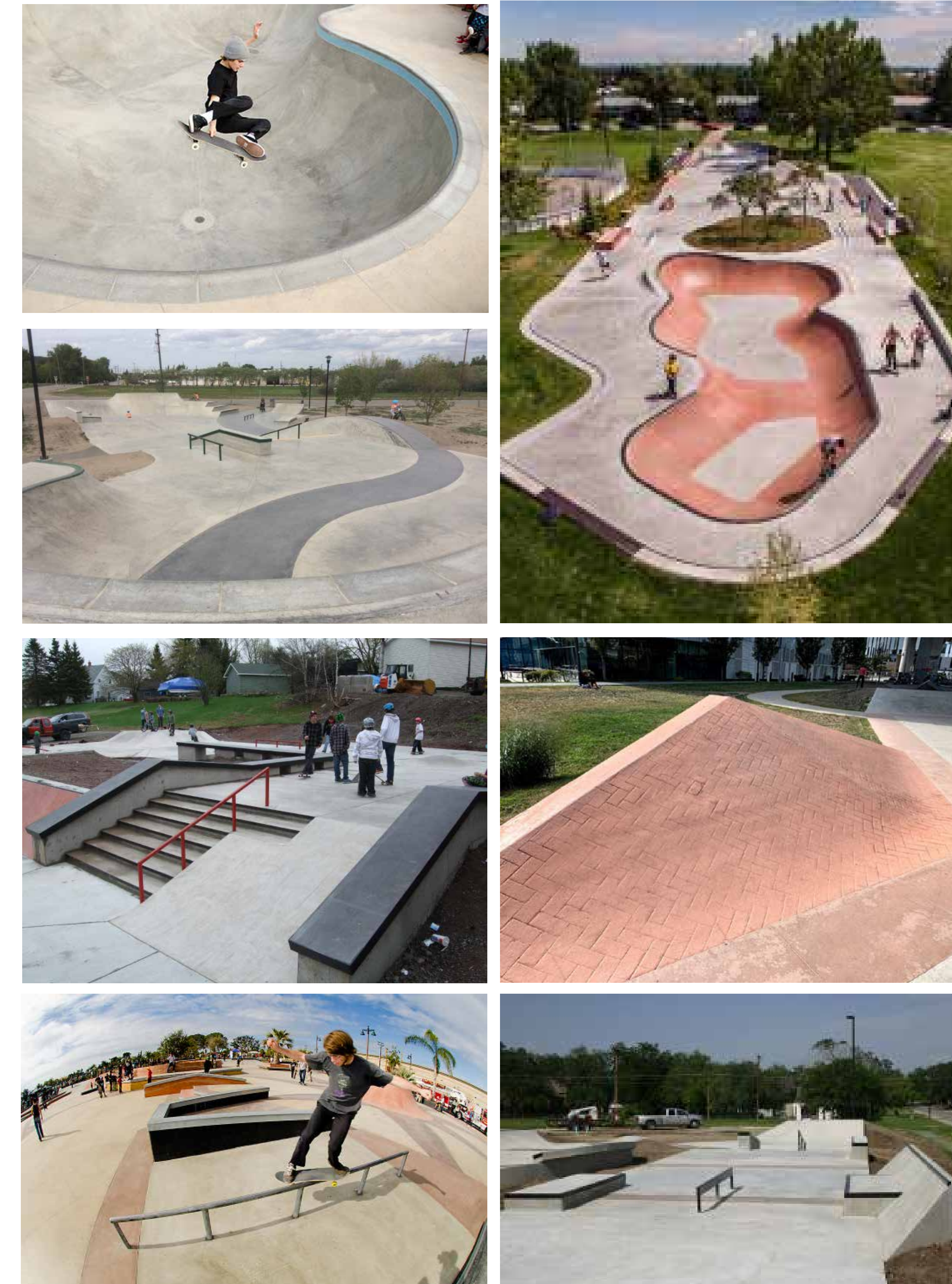
- Skatepark Footprint 9,408 s.f.
- Overall Skatepark Footprint including walks 10,000 s.f.
- Memorial Footprint 750 s.f.

CONCEPTUAL LAYOUT



The Final Concept Design is a wholesome skatepark that includes plaza elements, a street course, transitional elements, and an event stage integrated into the skatable territory. The design was influenced by feedback generated from previous concept designs. The popular feedback influenced the design in terms of terrain type, color banding, planters/vegetation, and textures. The Final Concept consists of approximately 9,000 square feet of skateable terrain including the integrated event space.

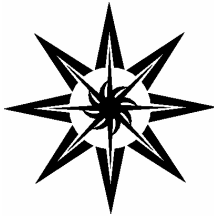
PRECEDENT PHOTOS



PRAIRIE VILLAGE, KS

FEBRUARY, 2020

WWW.NEWLINESKATEPARKS.COM



CITY CLERK DEPARTMENT

Council Meeting Date: March 2, 2020

COU2020-06

Consider agreement with Municode for online code hosting services

RECOMMENDATION

Recommend City Council approve an agreement between the City of Prairie Village and Municode, with a one-time fee of \$8,400.00, and an on-going yearly cost of approximately \$2,500.00.

SUGGESTED MOTION

Move to approve an agreement between the City of Prairie Village and Municode, with a one-time fee of \$8,400.00, and an on-going yearly cost of approximately \$2,500.00.

BACKGROUND

As part of the 2020 budget, Council authorized staff to research online code hosting providers to simplify the code updating process, as well as to make the City's code easier to search. Staff contacted three vendors, and selected Municode as the best option based on price and features offered. Municode is the primary code-hosting vendor in the region, and serves several municipalities in Johnson County.

Initial costs include a \$2,400.00 conversion and republication fee, along with a \$6,000.00 legal review of the City's existing code. Ongoing yearly costs for the "MyMunicode" package of hosting features is \$1,295.00. Changes made to the code run \$19.00 per page; staff was advised by the vendor to budget approximately \$1,200.00 per year for updates.

Total Cost:	\$8,400
2020 Budget:	\$19,000

Initial conversion and republication can be completed in 3-4 months. The proposal and agreement has been reviewed and approved by the City Attorney.

ATTACHMENTS

Municode Proposal for Hosting Services

PREPARED BY

Adam Geffert
City Clerk

February 26, 2020



REPUBLICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Quote for Prairie Village, Kansas

February 7, 2020 - Valid for 90 days



Patrick Holiday

Territory Account Manager

Phone 800-262-2633 ext. 1226

Email PJH@municode.com

PO Box 2235 Tallahassee, FL 32316



GovTech Top 100 Innovators in
2016, 2017 & 2018



LETTER OF INTEREST

municode

P.O. Box 2235 Tallahassee, FL 32316
municode.com • 800.262.2633

February 7, 2020

Mr. Adam Geffert
City Clerk
City of Prairie Village
7700 Mission Road
Prairie Village, KS 66208

via email: ageffert@pvkansas.com

Mr. Geffert:

Thank you for speaking with Territory Account Manager Patrick Holiday regarding publication and updating options for your Code of Ordinances. This proposal will provide you with the scope of services and costs for converting your Code to Municode's database for republication in print and online (via MunicodeNEXT), followed by ongoing supplementation and website hosting services. We've also included information and pricing for the optional **Legal Review** of the Code, to eliminate any internal conflicts or inconsistencies and ensure conformity with State Law. We typically recommend a Legal Review or full recodification of the Code every 10-15 years.

With over 67 years of experience, Municode is the oldest and most trusted codifier in the nation. We serve over 4,500 municipalities nationwide (including 46 codification clients in Kansas) and host over 3,500 Codes online. Whether it's through the legal codification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software, or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at <https://www.municode.com/> to explore our full suite of government services.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and efficient supplement process possible for the ongoing maintenance of your new code. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Customers who trust Municode with both their online codes and their municipal website enjoy the added benefit of a unified search engine. With a simple button click, you can easily filter your website search results to pull up all matches within your online Code of Ordinances.

Transitioning your Code to Municode is a simple and affordable process! Municode will convert the current WORD/Folio version of your Code to our database for publication and will include printed copies of the Code according to your specifications. We can also deliver the Code and future supplements via electronic download in WORD, PDF and/or FOLIO format as shown on the Price Quotation Sheet.

If you have any questions, please let us know. In addition to email, Patrick can be reached at 800-262-2633 ext. 1226, and our Vice President of Client Services, Steffanie Rasmussen (800-262-2633 ext. 1148), also welcomes your call at any time. Thank you for the opportunity to submit this proposal. We look forward to speaking with you soon.

Sincerely,



Dale M. Barstow
Vice President of Sales
Phone: 800-262-2633 ext. 1225

REPUBLICATION QUOTATION SHEET

Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Transition your Code to the most advanced suite of web/mobile services available in the nation: MunicodeNEXT.

Conversion and Republication (Includes Zoning & Subdivision Regulations) \$2,400¹

- ★ Conversion of Code to Municode database
- ★ Removal of supplement numbers
- ★ Updating of preliminary pages (title page, officials' page, and preface)
- ★ New page numbers
- ★ Creation of a consistent style
- ★ Incorporation of Graphics² & tabular³ matter
- ★ 10 printed copies of the new Code with divider tabs
- ★ Inclusion of adopted legislation, per page added or amended \$19⁴
- ★ Current Code can be posted online as a PDF during conversion & republication project

Binder Options:

3-post expandable binder, \$60⁵ each, with stamping qty _____ \$ _____

3-ring vinyl binders, \$20 each, stamping not available qty _____ \$ _____

Binder Color: Semi-Bright Black Dark Blue Hunter Green Burgundy
Binder Stamping Color: Gold Silver

External Linking

We note the City utilizes the Uniform Public Offense Code, Public Offense & Traffic Code, and Standard Traffic Ordinance provided by the League of Kansas Municipalities. While these publications are not included in Municode's republication proposal, we can provide external links within the online Code as quoted below:

External Linking, per link \$25

Optional Legal Services:

- Legal Review of Code, includes Zoning & Subdivision Regulations** \$6,000
See Scope of Services, page 10. If elected, 50% of cost is payable upon execution of contract, with the balance due upon submission of Legal Memorandum

¹ Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion will take approximately 12 to 16 weeks upon receipt of all required materials.

² Includes printing all copies. Additional fees may apply if graphics are printed color.

³ Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁴ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee.

⁵ Price does not include shipping costs.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate⁶

Page Format	Base Page Rate
Single Column	\$19 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you⁷
- ★ Updating electronic versions⁸ and online code
- ★ Printing 10 copies

Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics⁹ & tabular¹⁰ matter, each
- ★ MyMunicode or online code

**Actual
If applicable
\$10
Selections on page 4**

Electronic media options for Code of Ordinances (sent via download)¹¹

- | | |
|---|--|
| <input type="checkbox"/> Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update |

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

⁶ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

⁷ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

⁸ We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

⁹ Includes printing of all copies.


¹⁰ Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹¹ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.



WEBSITE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of over 3,500 codes on MunicodeNEXT [here](#). **Please check the appropriate box (es) to indicate your selection:**

STANDARD WEB HOSTING

- Online Code = MunicodeNEXT**, annually  **\$550**
 Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

- CodeBank** annually **\$150**
 Permanent online collection of previous versions of the code.
- OrdBank** annually (or per ordinance)  **\$385 (\$35)**
 Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. Applies to amendatory (included) ordinances only.
- OrdBank + OrdLink** annually (or per ordinance) **\$485 (\$60)**
 Provides hyperlinks from newly adopted amendatory legislation to sections of the code that will be amended.
- CodeBank Compare + eNotify**¹² annually  **\$250**
 Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- MuniPRO** Service annually **\$295**
 Search over 3,500 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**
 Customize MunicodeNEXT to match the look of your website.
- MuniDocs**¹³ annually, upgraded self-loading capabilities **\$350**¹⁴
 Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- MyMunicode** annually **\$1,295**¹⁵
 Includes **MunicodeNEXT (Online Code)**, **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

RECOMMENDED ADDITIONAL SERVICE (See pages 11 & 12 to review all additional services available)

- MunicodeMEETINGS** Agenda Management Software, annually **\$5,800**
 Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

¹² Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹³ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁴ Includes up to 25 GB storage. Quotation for additional storage is available upon request.

¹⁵ Total value if each item were to be purchased a la carte would be approximately \$1,630 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 67 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-seven years and partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.



Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



SCOPE OF SERVICES (Conversion, Republication, Supplementation & Website Hosting)

Conversion and Republication

We will work with you to confirm the desired formatting and style of the Code. We will update the preliminary pages, create an Index (if elected) and Table of Contents; add any uncodified newly adopted legislation at the per page supplement rate quoted; update history notes; provide a comparative table of ordinances and integrate all applicable photographs, maps, diagrams, charts and tables into the Code. Proofs will then be provided for your review. Following the approval of the proofs, the Code will be shipped and posted online in fully robust HTML format.

We will handle 100% of the publishing of your Code. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your Code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the Code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is **3 to 4 months**, excepting any delays in our receipt of materials or your return of proofs. Within 2 weeks of shipping the new Code, it will be published online in fully robust HTML format via MunicodeNEXT. The current Code can be posted online in PDF format during the conversion and republication phase, if desired.

The process includes:

- ★ Conversion to our codification database;
- ★ Inclusion of adopted legislation can be added at the per page supplement rate quoted;
- ★ Removal and replacement of supplement numbers;
- ★ Updating of preliminary pages (title page, officials' page, and preface);
- ★ New page numbers;
- ★ Editing & proofreading;
- ★ 10-point Times New Roman font, single column format, unless otherwise instructed;
- ★ Incorporation of maps, diagrams, charts and tables;
- ★ Preparation of Table of Contents and updating or creation of an Index (if elected);
- ★ Proofs provided for your review;
- ★ Posting your newly republished Code on MunicodeNEXT;
- ★ Providing printed copies and any electronic versions specified in the format of your choice (WORD, PDF, FOLIO), as elected on the quotation sheet.

The process does not include:

- ★ Renumbering and/or reorganizing the structure of your Code;
- ★ Legal Review by an attorney;
- ★ Substantive editing or changes to the text.

Supplementation Services

Municode's supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice, as there is no additional cost for more (or less) frequent supplementation. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online Code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service. A recent analysis of our 2017 printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the Code will be corrected at no cost. The printed supplement process is summarized as follows:

Supplementation Process:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under “Adopted Legislation not yet Codified” at this time.
2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your Code; where the ordinance should be placed; whether the ordinance conflicts with your existing Code format; what material should be removed from your existing Code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the Code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing Code.
3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, Code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online Code will be updated within 1 to 2 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If CodeBank Compare + eNotify service is elected, citizens will be notified each time the online Code is updated. When your Code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs (if elected) and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Website Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history.

With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,500 Codes hosted on MunicodeNEXT: <https://library.municode.com/>.

Our web application is WCAG 2.0 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, and Chrome 18 or later. macOS®: Safari™ 5.0 or later, Firefox 3.6 or later, Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia. All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.0.

MunicodeNEXT Premium Feature Summary

- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **CodeBank** will enable you to have instant access to past versions of your Code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online Code and compare it to any other version of the Code each time the Code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material). **eNotify** allows users to enroll to receive an email notification each time your online Code is updated. A “modified,” “removed” or “added” badge is shown within the online table of contents to alert users of recently amended sections of your Code.
- ★ **OrdLink** will create highlights within your online Code to help users identify what ordinances have been recently adopted and what Code sections have been amended.
- ★ **MuniDocs** will enable you to self-upload your Minutes, Agendas, Policies, Procedures, etc. alongside your Code for quick and easy access.
- ★ **MuniPRO** allows you to search over 3,500 Codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

SCOPE OF SERVICES (Optional Legal Review)

If a Legal Review is elected, we recommend that the Legal Review be conducted concurrently with the republication project. The existing Code can be published online in PDF format at no cost while the transition is in process. By electing this schedule, our Legal Editors and Legal Proofreaders can begin the conversion of the Code into Municode's database, while our codification attorney simultaneously begins the Legal Review of the existing Code. This schedule will minimize the overall time frame needed to fully accomplish your codification goals.

During the Legal Review process, the attorney assigned to your project will examine every title, chapter, section and line of the Code to ensure that it is free from conflicts and inconsistencies and conforms to the laws of the State of Kansas. Your Municode attorney will be available to consult with you and your staff at any time during the Legal Review process, which is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the analysis. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the review unless otherwise instructed by you.

Attorney Analysis and Review of Material. Our legal team will review the Code to ensure conformity with state statutes and to identify any areas of possible legal concern. New legislation included in the analysis will be compared to other ordinances in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the established cut-off date for the Legal Review, or items not contemplated within the scope of service, may be included later at an agreed upon page rate.

References. We will provide State Law References within the Code. Editorial notes will be provided as appropriate. Internal references within the Code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the Legal Review process simple and smooth for you.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal analysis will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

Implementation. Municode's recommendation to cure any conflicts noted during the Legal Review process can then be implemented by the adoption of amendatory legislation. This legislation can then be incorporated into your Code via the supplementation process, before publishing the completed Code both in print and online. Alternately, Municode can implement the recommendations for an additional agreed upon fee, and the new Code can be re-adopted. However, if the issues are too numerous or complex, a full recodification may be recommended. Should recodification be recommended, the expense incurred in the Legal Review may be credited toward its cost.

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.



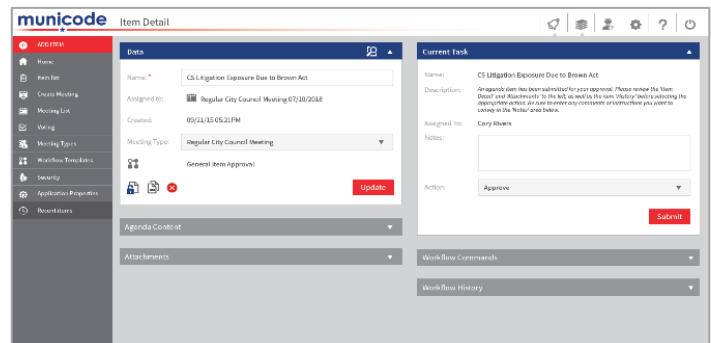
[Request MunicodeWEB Demo/Proposal](#)

Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our “single click publishing” will provide you with automatic agenda and packet creations.



[Request MunicodeMEETINGS Demo/Proposal \(see pricing page 4\)](#)

Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

[Request Point and Pay Demo/Proposal](#)

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.



JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

[Request MCCi Demo/Proposal](#)

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



[Request enCodePlus™ Demo/Proposal](#)

SIGNATURE PAGE

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the City of Prairie Village, Kansas.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: *Dale M Barstow*

Title: Dale M. Barstow, Vice President of Sales

Date: February 7, 2020

Accepted by:

CITY OF PRAIRIE VILLAGE, KANSAS

By: _____

Title: _____

Date: _____

Please indicate whether the City would like to include a Legal Review of the Code, Zoning & Subdivision Regulations in this project.

Include Optional Legal Review as quoted on page 2

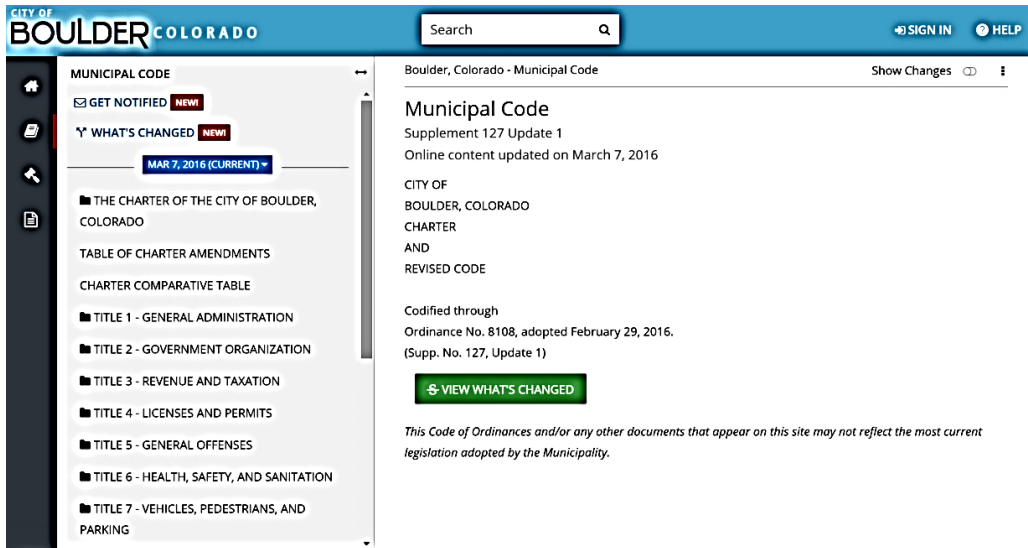


ATTACHMENT A

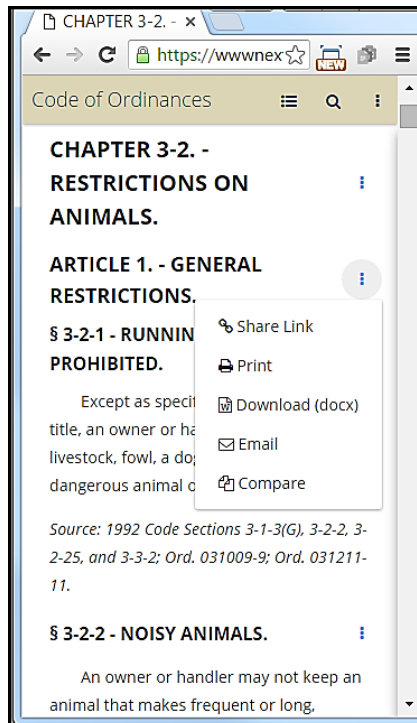
MunicodeNEXT Standard & Premium Features

STANDARD FEATURES OF MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

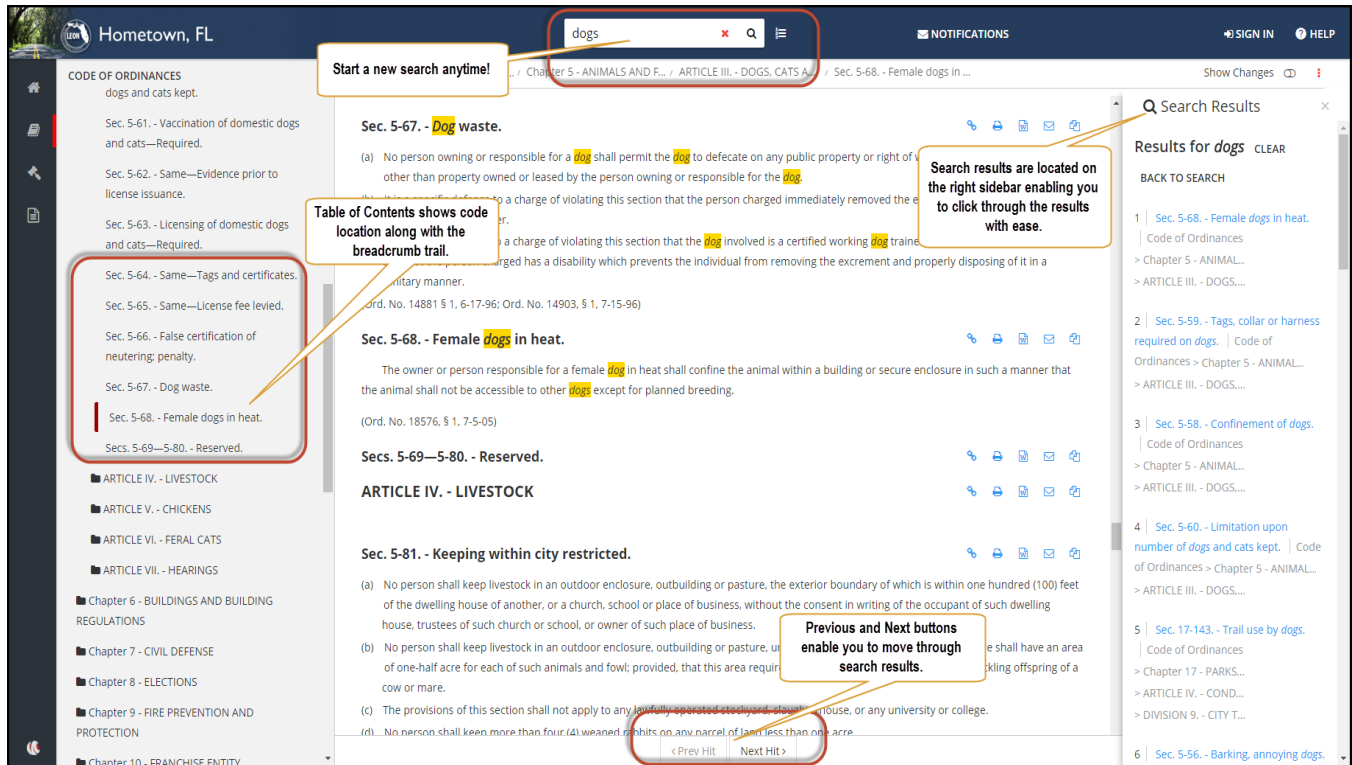


Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



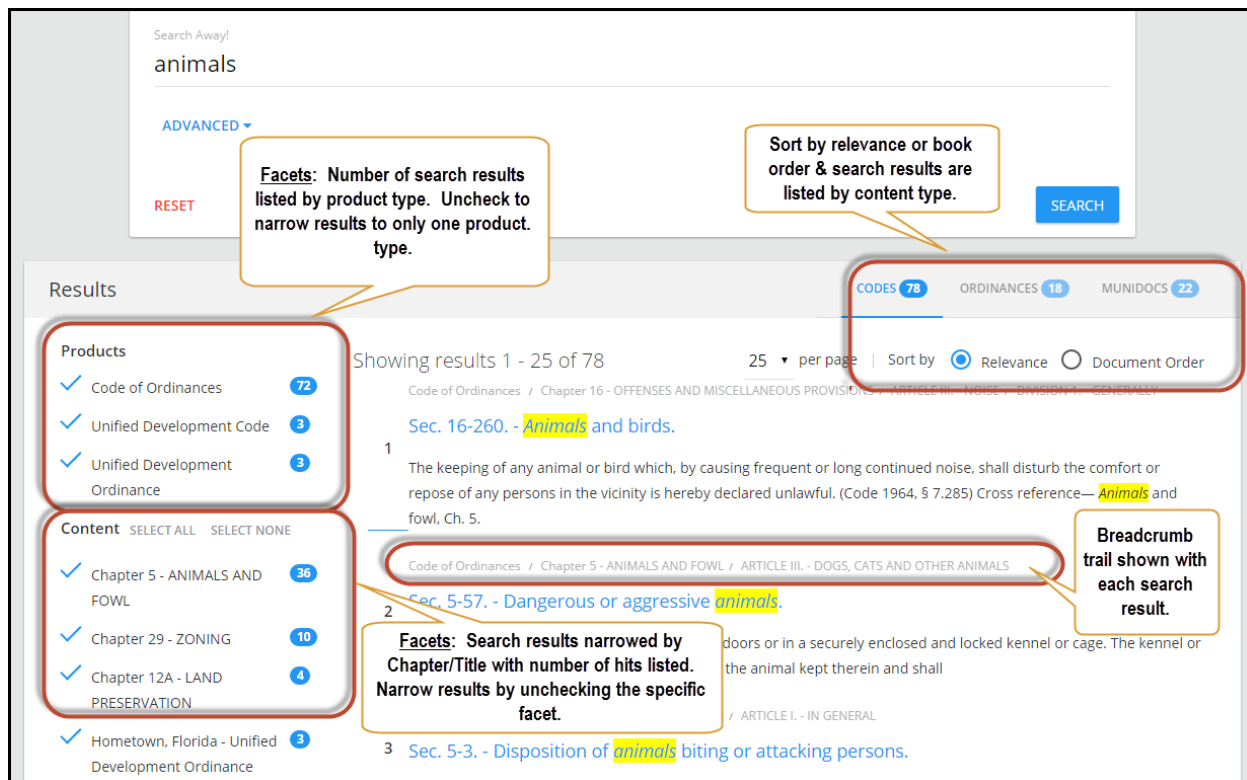
Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



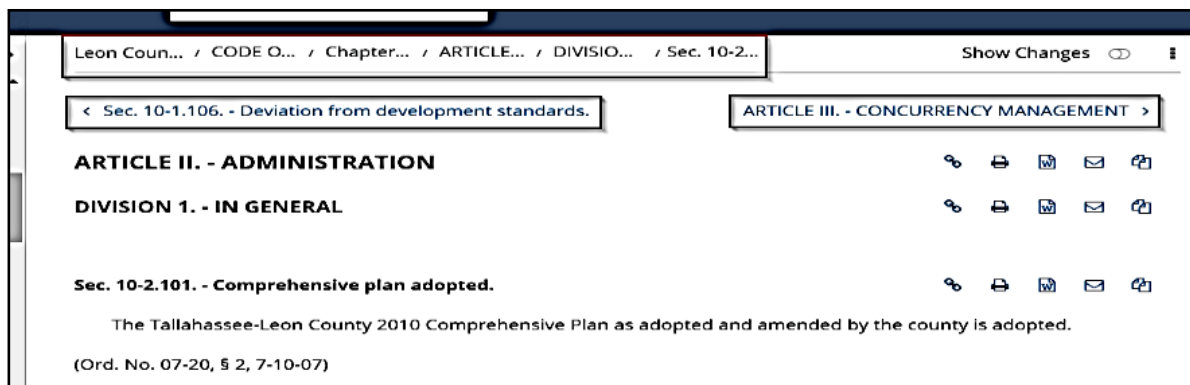
Municode Search Components:

- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser’s bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.



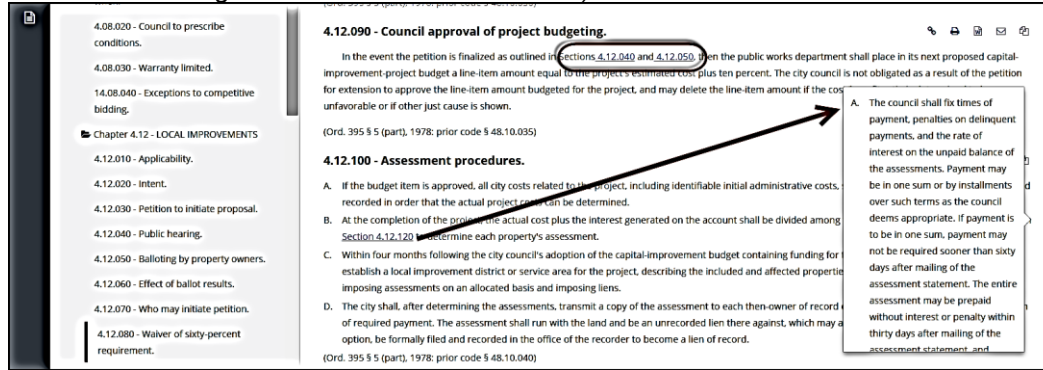
Search enhancements provided with our latest website upgrade include (see screenshot above):

Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

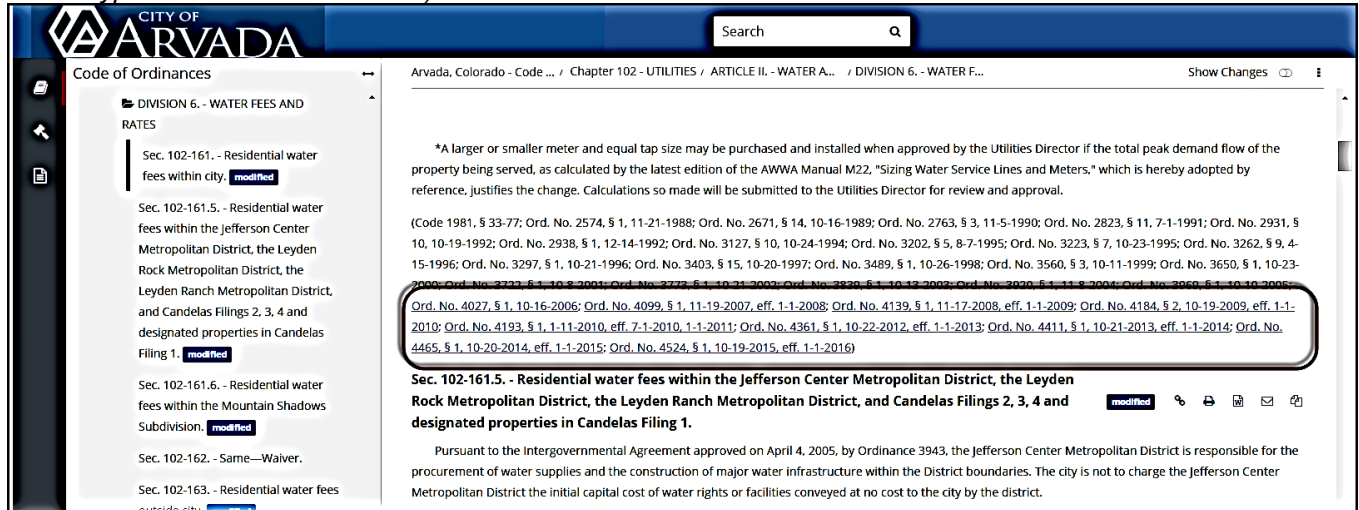
Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

PREMIUM FEATURES OF MunicodeNEXT

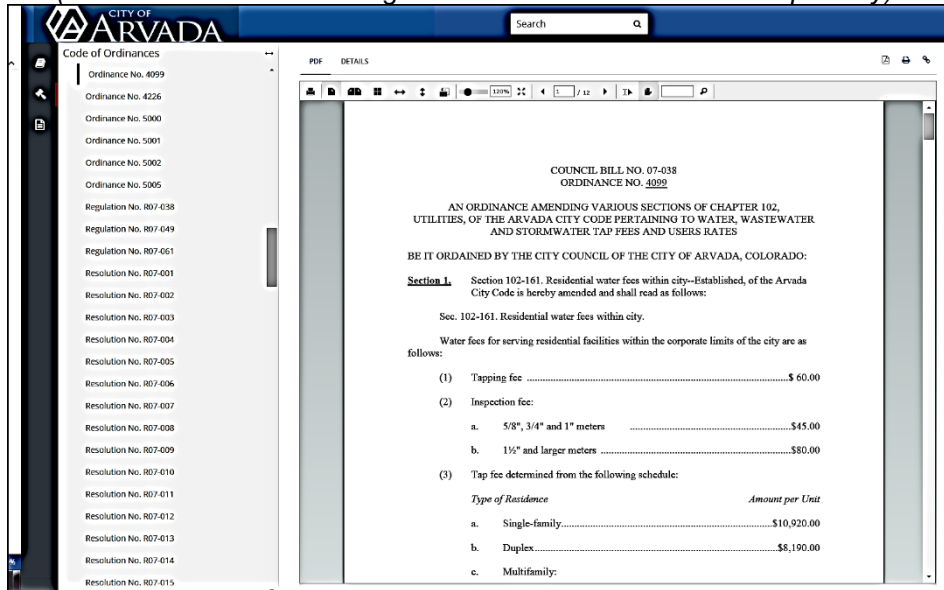
Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

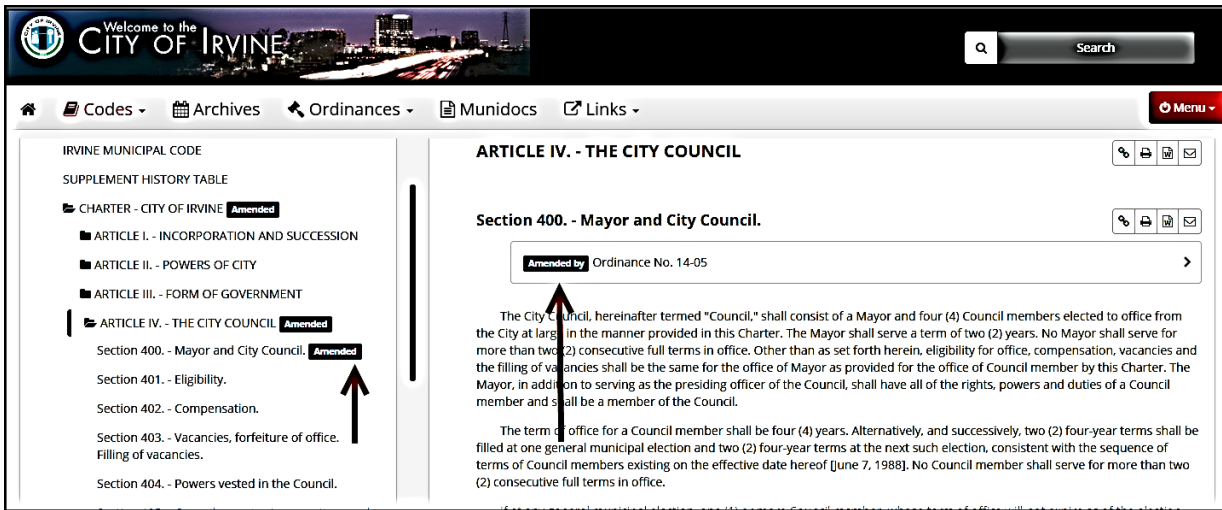
Hyperlinked ordinance in text)



(One-Click access to the original ordinance in the OrdBank Repository)

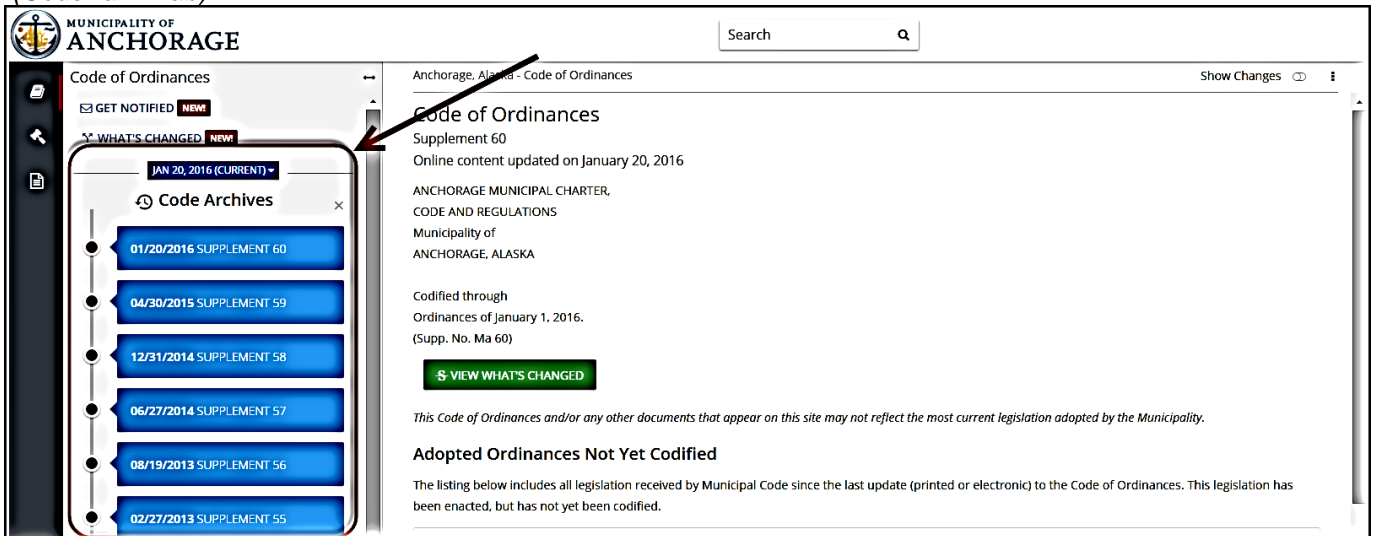


OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via “modified,” “new” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

Get Notified

Filling out this form will allow you to receive an email notification every time select publications are updated.

Note If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Email
Enter email

Profession
Select One

Codes

- Unified Development Code
- Unified Development Ordinance
- Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

MUNICIPALITY OF ANCHORAGE

Code of Ordinances

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organization: election of chair and vice-chair.

2.30.020 - Presiding officer.

2.30.030 - Meetings. **modified**

2.30.040 - Appearance requests and audience participation.

2.30.050 - Introduction of ordinances: action on ordinances.

2.30.055 - Conduct of public hearing.

2.30.060 - Public hearings and action on proposed resolutions.

2.30.070 - Voting.

Search

ANCHORAGE, Alaska - Code of Ord... / TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.30 - RULES OF PROCE...

Show Changes

K. Executive sessions.

1. The assembly may recess to meet in executive session to discuss the following subjects if the express nature of the subject is stated in the motion calling for the session:
 - a. Pending a specific legal matter, including pending litigation;
 - b. Labor negotiations with municipal employees;
 - c. Matters that the immediate knowledge disclosed of which would clearly affect have adversely an adverse effect upon the finances of the municipality; or
 - d. Matters which tend to defame or injure prejudice the reputation and character of persons any person, provided the person may request a public discussion.
2. No official action may be taken in executive sessions except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiation. Although the public may be excluded, the session shall be electronically recorded. The tapes shall be available for public access according to the following schedule:
 - a. If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further claims arising from the matter are otherwise barred;

Matters which by law, municipal charter, or ordinance are required to be confidential, or

Matters involving consideration of government records that by law are not subject to public disclosure.

CHANGED SECTIONS

ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS

SUPPLEMENT HISTORY TABLE

TITLE 2 - LEGISLATIVE BRAN... **modified**

Chapter 2.30 - RULES OF PROCE... 2.30.030 - Meetings.

TITLE 2 - LEGISLATIVE BRAN... **modified**

Chapter 2.50 - INITIATIVES, REFEREN... 2.50.090 - Effect of vote.

TITLE 3 - ADMINISTRATION / **modified**

Chapter 3.20 - EXECUTIVE ORGANIZA... 3.20.010 - Executive and administrative order.

(Show changes button and a custom banner are shown below)

MUNICIPALITY OF Bonita Springs Florida

Code of Ordinances

Bonita Springs, Florida - Code of Ordinances

Code of Ordinances Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015. (Supp. No. 2)

VIEW WHAT'S CHANGED

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

GET NOTIFIED NEW

WHAT'S CHANGED NEW

JAN 29, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE modified

CHARTER

ARTICLE I. - [IN GENERAL]

ARTICLE II. - [EFFECTIVE DATE]

Search

Show Changes

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

The screenshot shows the MuniDocs interface for the 'Ahoskie > Minutes' folder. A file upload dialog box is open, displaying the following information:

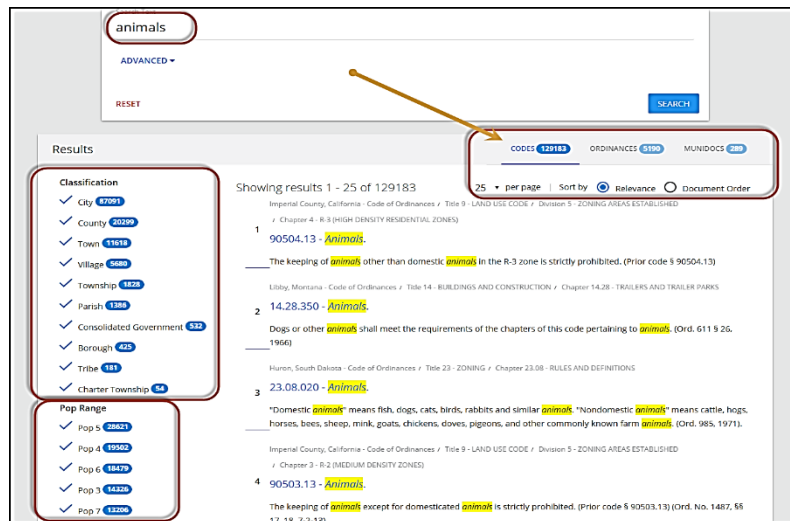
- Supported file types: .doc, .docx, .pdf
- Max file size: 10 MB
- Success message: "Success! All files uploaded." with a "RESET" button.
- Table of uploaded files:

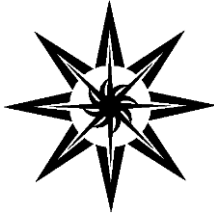
Name	Size	Status
Ord_2018-105 (4).pdf	144 KB	✓ Success

The background interface includes a folder tree on the left, a table with columns 'Name' and 'Sort Date', and buttons for 'UPLOAD FILES' and 'NEW FOLDER'. A 'BACK TO DASHBOARD' link and '© 2017 Municode' are visible at the bottom.

MuniPRO. MuniPRO Searching allows you to search the over 3,500 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.





2021 Goals and Objectives

Attached please find the 2021 Goals and Objectives and the budget process chart.

2021 Goals and Objectives

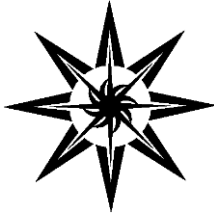
- Overall philosophy & approach
- Success factors and challenges
- Items to bring forward or to leave behind
 - 2021 Service / Decision Packages
- Understand revenue constraints

SUGGESTED MOTION

Recommend the City Council approve the 2021 Goals and Objectives.

ATTACHMENTS: 2021 Goals and Objectives
 2021 Budget Process Chart

Prepared by:
Lisa Santa Maria
Finance Director
Date: February 26, 2020



City of Prairie Village 2021 Goals and Objectives

2021 Council Goal-Setting:

- Budget Process Perspective
 - Serve the Community
 - Run the Organization
 - Manage the Resources
 - Develop Personnel

- Overall philosophy & approach
 - Quality of Life
 - Superior Services
 - Community Safety
 - Be mindful of tax burden
 - Invest in Public Realm

- Success factors and challenges
 - How do we measure success?
 - What are current and future challenges
 - i.e. aging infrastructure

- Items to bring forward or to leave behind
 - What is working and what needs to be changed
 - 2021 Service / Decision Packages

- Understand revenue constraints
 - What can be accomplished within our revenue constraints

2021 GOALS

• OBJECTIVES

Maintain high quality services and programs

- Manage and plan to meet demand for City services
- Promote sustainable growth and development
- Understand the scope of available options (solutions within the City's sphere of influence or control)

Maintain quality streets, parks and infrastructure

- Maintain a comprehensive plan
- Plan and construct capital projects

Continue strong financial condition

- Maintain AAA bond rating
- Budget for General Fund ending fund balance to be 25% of revenues (excluding transfers)
- Continue to tighten actual budget ratio by reducing budget expenditures (96% estimated) and more reliance on contingency
- Emphasis on Equipment Reserve Fund for non-routine equipment purchases
- Prepare and adopt a fiscally prudent 2021 City Budget

Increase financial transparency

- Communicate with Citizens and key local partners

Increase citizen participation in budget issues

- Communicate with Citizens and key local partners
- Gather information and understand questions to ask and actions the City or partners can take to assist citizens



City of Prairie Village 2021 Budget Goals & Objectives and
Mill Levy Information

- March 2, 2020



2021 Budget Goals & Objectives

City of Prairie Village 2021 Goals and Objectives

2021 Council Goal-Setting:

- Budget Process Perspective
 - Serve the Community
 - Run the Organization
 - Manage the Resources
 - Develop Personnel

- Overall philosophy & approach
 - Quality of Life
 - Superior Services
 - Community Safety
 - Be mindful of tax burden
 - Invest in Public Realm

- Success factors and challenges
 - How do we measure success?
 - What are current and future challenges
 - i.e. aging infrastructure

- Items to bring forward or to leave behind
 - What is working and what needs to be changed
 - 2021 Service / Decision Packages

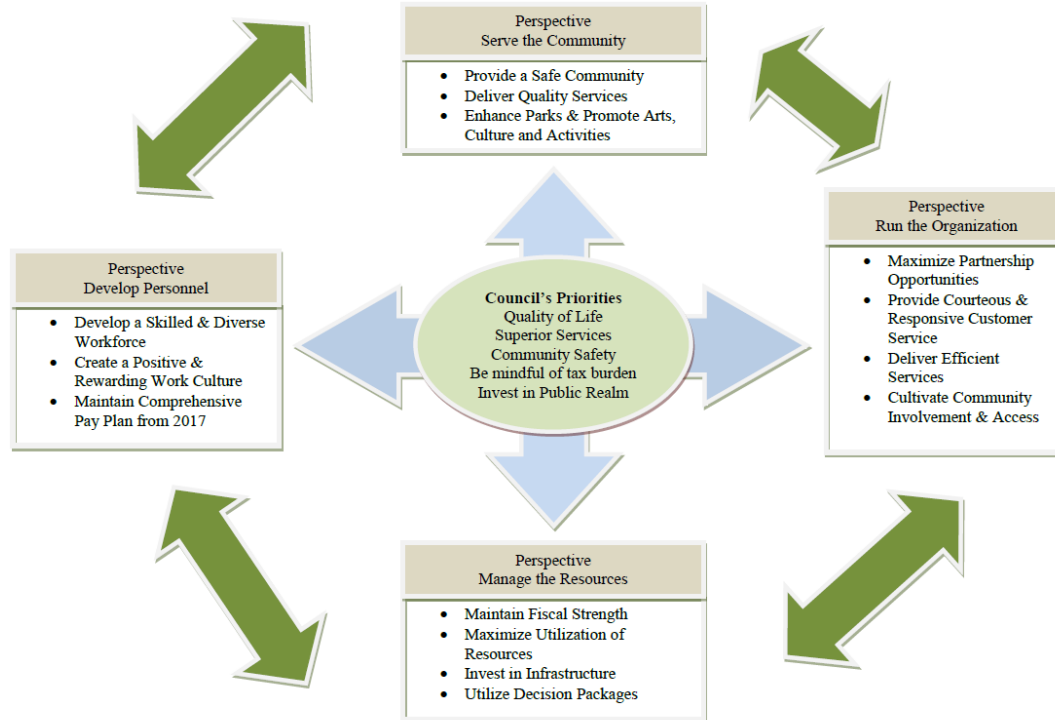
- Understand revenue constraints
 - What can be accomplished within our revenue constraints

2021 GOALS	OBJECTIVES
Maintain high quality services and programs	<ul style="list-style-type: none"> • Manage and plan to meet demand for City services • Promote sustainable growth and development • Understand the scope of available options (solutions within the City's sphere of influence or control)
Maintain quality streets, parks and infrastructure	<ul style="list-style-type: none"> • Maintain a comprehensive plan • Plan and construct capital projects
Continue strong financial condition	<ul style="list-style-type: none"> • Maintain AAA bond rating • Budget for General Fund ending fund balance to be 25% of revenues (excluding transfers) • Continue to tighten actual budget ratio by reducing budget expenditures (96% estimated) and more reliance on contingency • Emphasis on Equipment Reserve Fund for non-routine equipment purchases • Prepare and adopt a fiscally prudent 2021 City Budget
Increase financial transparency	<ul style="list-style-type: none"> • Communicate with Citizens and key local partners
Increase citizen participation in budget issues	<ul style="list-style-type: none"> • Communicate with Citizens and key local partners • Gather information and understand questions to ask and actions the City or partners can take to assist citizens



2021 Budget Goals & Objectives

Goals and Objectives - 2021 Budget Process





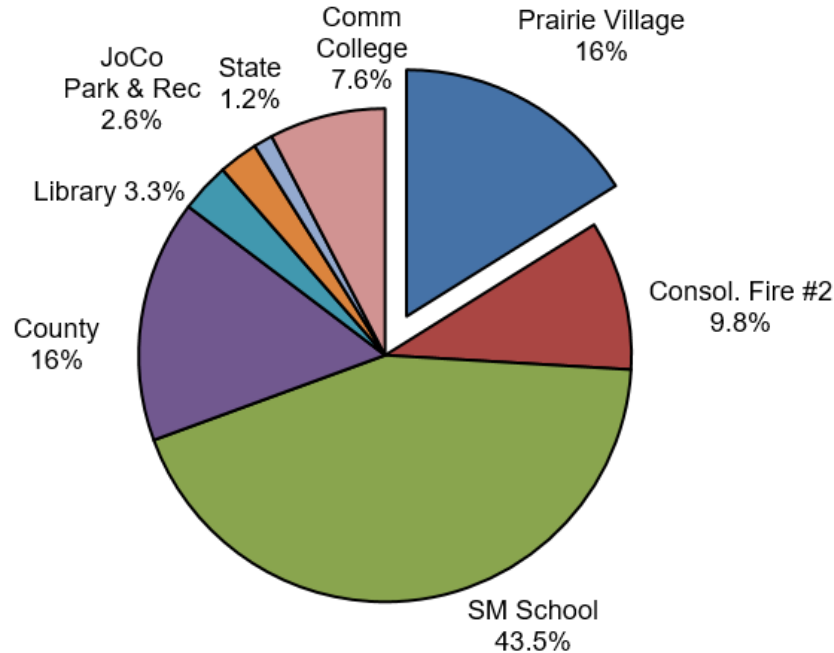
Decision Packages – Preliminary Staff Examples

Decision Packages (not ranked)	Funding Source	Description	Amount
Exterior Grant Program	Economic Development Fund		To be determined
Sustainability Grant	General Fund		To be determined
Transient Guest Tax	TGT Fund		\$25,000 annually
Food Composting and Glass Recycling	Solid Waste		To be determined



2019 Taxes Levied for 2020

2019 Taxes Levied for 2020





Average Prairie Village Home

2019 Taxes Levied for 2020 - Average Prairie Village House

Average Home Appraised Value: \$ 334,382

Mill Levies

	<u>2018/2019</u>	Assessed Value (11.5%): \$	38,454		
				<u>Annual</u>	<u>Monthly</u>
Prairie Village	19.320	Prairie Village	\$	743	\$ 62
Consol. Fire #2	11.753	Consol. Fire #2		452	38
SM School	52.121	SM School		2,004	167
County	19.036	County		732	61
Library	3.904	Library		150	13
JoCo Park & Rec	3.090	JoCo Park & Rec		119	10
State	1.500	State		58	5
Comm College	9.121	Comm College		351	29
	<u>119.845</u>			<u>\$ 4,609</u>	<u>\$ 385</u>

1 mill for the City = \$437,853 (2019 Annual Abstract of Taxes)

1 mill for the average house = \$38.45 (annual)



Johnson County Cities 2019 Mill Levies On each \$1,000 Tangible Assessed Valuation

City	Mill Levy					Total
	City	Fire	Bond & Interest	Stormwater	Other	
Roeland Park	26.618	11.753	1.915			40.286
Westwood Hills	22.986	11.753	4.949			39.688
Spring Hill C/F	24.866	12.968	1.438		0.327	39.599
Bonner Springs	24.392		9.288		4.723	38.403
Mission Hills	21.970	11.753	0.800			34.523
Westwood	20.806	11.753	0.500			33.059
Fairway	18.280	11.753	1.648			31.681
Prairie Village	19.320	11.753	-			31.073
Edgerton	30.881					30.881
Lenexa	23.006		6.313			29.319
Mission	17.157	11.753				28.910
Merriam	26.727		1.038			27.765
Shawnee	19.723	1.300	5.602			26.625
Leawood	18.881		5.667			24.548
Olathe C/F	9.921	1.727	9.707		3.042	24.397
De Soto	14.147	5.851	4.200			24.198
Gardner	14.109		6.601			20.710
Overland Park	12.596			0.961		13.557

S: 2019 Mill Levies on Each \$1,000 Tangible Assessed Valuation - Johnson County, Kansas worksheet found on the Johnson County Dept of Records & Tax Administration website.



Mill Levy (cont)

Johnson County Cities 2019 Mill Levies On each \$1,000 Tangible Assessed Valuation

City	Mill Levy					Total
	City	Fire	Bond & Interest	Stormwater	Other	
Spring Hill C/F	24.866	12.968	1.438		0.327	39.599
Bonner Springs	24.392		9.288		4.723	38.403
Edgerton	30.881					30.881
Lenexa	23.006		6.313			29.319
Roeland Park	26.618	-	1.915			28.533
Westwood Hills	22.986	-	4.949			27.935
Merriam	26.727		1.038			27.765
Shawnee	19.723	1.300	5.602			26.625
Leawood	18.881		5.667			24.548
Olathe C/F	9.921	1.727	9.707		3.042	24.397
De Soto	14.147	5.851	4.200			24.198
Mission Hills	21.970	-	0.800			22.770
Westwood	20.806	-	0.500			21.306
Gardner	14.109		6.601			20.710
Fairway	18.280	-	1.648			19.928
Prairie Village	19.320	-	-			19.320
Mission	17.157	-				17.157
Overland Park	12.596			0.961		13.557

S: 2019 Mill Levies on Each \$1,000 Tangible Assessed Valuation - Johnson County, Kansas worksheet found on the Johnson County Dept of Records & Tax Administration website.



Mill Levy estimates

Estimated Value Of One Mill For 2021 (Mill Rate = 19.320) - NO TIF

			AVG PV Home
The estimated value of one mill would be:		\$437,853	
1/10 mill		\$43,785	\$3.85
2/10 mill		\$87,571	\$7.69
3/10 mill		\$131,356	\$11.54
4/10 mill		\$175,141	\$15.38
5/10 mill		\$218,926	\$19.23
6/10 mill		\$262,712	\$23.07
7/10 mill		\$306,497	\$26.92
8/10 mill		\$350,282	\$30.76
9/10 mill		\$394,068	\$34.61
1 mill		\$437,853	\$38.45
1.1 mill		\$481,638	\$42.30
1.2 mill		\$525,423	\$46.14
1.3 mill		\$569,209	\$49.99
1.4 mill		\$612,994	\$53.83
1.5 mill		\$656,779	\$57.68
1.6 mill		\$700,565	\$61.52
1.7 mill		\$744,350	\$65.37
1.8 mill		\$788,135	\$69.21
1.9 mill		\$831,920	\$73.06
2 mill		\$875,705.73	\$76.90

1 mill for average Prairie Village House = \$38.45 (annually)

1 mill for the City (estimated actual)	437,853
2019 Abstract of Taxes	437,852,863

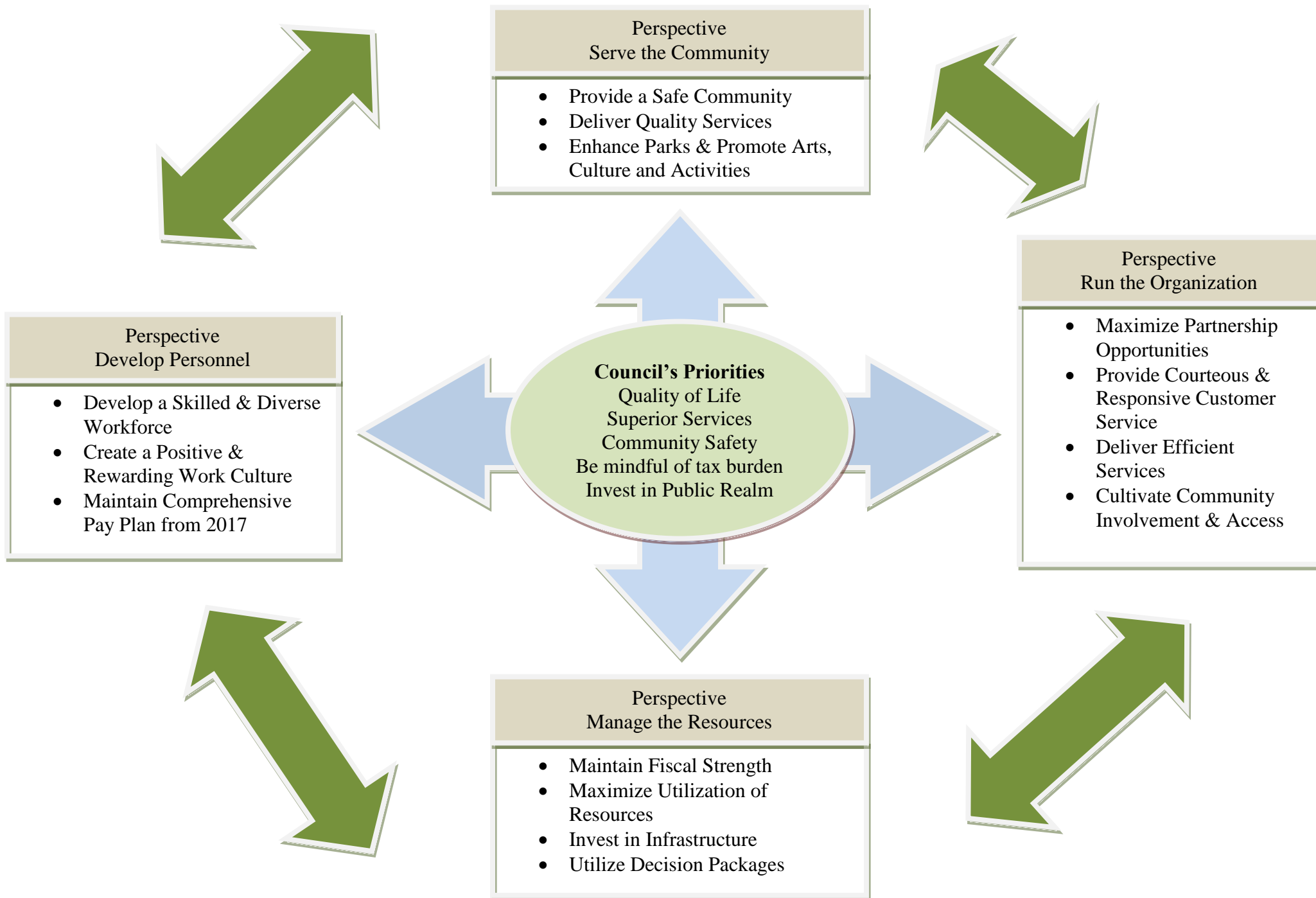


Next Steps – April 6th

10

- Worker's Compensation and Insurance Cost Assumptions
- Decision Package Discussion (decision packages due to Lisa by April 3rd)
- Committee 2021 Budget and Funding Requests
 - Village Fest
 - Arts Council
 - Environmental Committee
 - Jazz Fest
- Preliminary Revenue Estimate Report

Goals and Objectives - 2021 Budget Process





Discuss using future transient guest taxes from the Meadowbrook Inn to fund a fireworks display in coordination with VanTrust at Meadowbrook Park

BACKGROUND

At the February 18, 2020 Council Meeting, Mrs. McFadden reported that Justin Duff of VanTrust had suggested collaborating with the City for a Fourth of July fireworks display at Meadowbrook Park. When the Meadowbrook Inn opens in April, a transient guest tax will begin to be collected. To date, the City has not discussed or determined how those funds would be used. The Governing Body previously passed a Charter Ordinance that specified the first \$25,000 would be used for:

Revenues received by the City from the transient guest tax (TGT) shall be expended for all, or any portion of, community, economic development and cultural activities which encourage or which are deemed to result in increased economic development, visitors and tourism for the City, and to the payments of principal and interest on bonds issued by the City, including bonds issued pursuant to KSA 12-1774.

Staff explored the feasibility of handling this proposed event in order for the City Council to have introductory information in order to consider this request. The following possibilities have been discussed with preliminary answers.

1. How would the event be funded? Since the TGT has not been collected, another funding source such as contingency or unallocated funds, would need to be used then reimbursed once the TGT funds are collected.
2. Is it possible to combine VillageFest and the fireworks display? It would be nearly impossible to consider this year since VillageFest planning is well underway. Also, there are only a limited number of companies that provides this service and are booked years in advance for an event occurring on July 4th. Based on those parameters, exploring the possibility of integrating VillageFest and a fireworks display would need to be a future discussion.
3. Is there enough space at Meadowbrook for a display? Yes, a representative from Wald Fireworks met with the Fire Marshal and staff at the site on February 25th. The proposed location would be on the sledding hill and would adequately provide the necessary 400 ft. buffer zone.
4. Would JCPRD be agreeable to this use? Staff met with JCPRD representatives and they gave tentative approval for the Park to be used for this event. Final Approval will need to be ratified by their respective board.

5. What resources would be needed? The majority of personnel needs would focus on event security and traffic control. Chief Schwartzkopf and Major Roberson have had additional conversations with JCPRD Police personnel. The initial review proposes approximately 10 officers from each agency and possibly some assistance from Overland Park. The Fire Department, Med-Act, Public Works, and other City Staff would also be working the event. The staffing costs would need to be absorbed by each agency.
6. Where would patrons park? There would need to be further discussions, but initially nearby church parking lots and malls would need to be contacted to coordinate the use of their respective lots.
7. Would there be an associated insurance cost? Our insurance broker was contacted and discussed the coverages with the underwriter with Travelers. They believe the City would not have to pay for additional coverages as long as we were named as an additionally insured with the pyro-tech professional.
8. What would VanTrust's contribution to the display be? VanTrust has pledged a \$10,000 sponsorship of July 4th related events. VanTrust has been a committed sponsor of City events; contributing \$8,000 annually to VillageFest, JazzFest, Arts Council, and the Mayor's Holiday Tree Fund. VanTrust has committed to maintaining those contributions, while providing an additional \$9,000 to the fireworks display.
9. What is the estimated budget for the event? The TGT of \$25,000 combined with the \$9,000 pledged funding from VanTrust would total \$34,000. Staff would need to factor expenses such as plastic fencing, porta potties, and other associated costs leaving the remaining funds available for the fireworks display. The remaining amount would fall within the range of area displays such as \$17,000 (Blue Springs) and \$35,000 (Leawood) for the fireworks display.
10. What would happen if the event had to be cancelled for inclement weather? The event would not be rescheduled. The company would be paid for costs incurred and the fireworks would be credited to a future event.

NEXT STEPS

If the Council approves the event concept and allocation in funds, Staff would need to secure a pyro-tech quickly to ensure the event could be scheduled. Since there is a limited number of pyro-techs available, Staff would likely make phone contact to determine availability beyond Wald. If other vendors are available, Staff would prepare an RFP. Staff would return for final Council contract approval and a more comprehensive report of event details & logistics.

PREPARED BY

Wes Jordan
City Administrator
Date: February 25, 2020

MAYOR'S ANNOUNCEMENTS
Monday, March 2, 2020

Planning Commission - CANCELLED	03/03/2020	7:00 p.m.
Tree Board	03/04/2020	6:00 p.m.
Insurance Committee	03/05/2020	11:30 a.m.
Arts Council	03/11/2020	5:30 p.m.
Parks and Recreation Committee	03/11/2020	6:30 p.m.
Art Reception	03/13/2020	6:00 p.m.
City Council - CANCELLED	03/16/2020	6:00 p.m.
Environmental Committee	03/25/2020	5:30 p.m.
VillageFest Committee	03/26/2020	5:30 p.m.
JazzFest Committee	03/31/2020	5:30 p.m.
City Council	04/06/2020	6:00 p.m.

The Prairie Village Arts Council is pleased to feature the artwork of Hasna Sal, Katherine Bello, Emily Johnson and Lori Stanziola during the month of March. The artist reception will be held from 6:00 p.m. to 7:00 p.m. on Friday, March 13.

INFORMATIONAL ITEMS
March 2, 2020

1. Arts Council minutes - February 12, 2020
2. March Plan of Action

PRAIRIE VILLAGE ARTS COUNCIL
Prairie Village City Hall – 7700 Mission Road
Multi-Purpose Room
Wednesday, February 12th, 2020
5:30 P.M.

At 5:30 P.M., Bonnie Limbird called the meeting to order. Present were Dan Andersen, Kathy Clark, Sheila Evans, Al Guarino, Julie Hassel, Betsy Holliday, Paul Tosh, and Shelly Trewolla.

The **Consent Agenda**, on motion by Betsy Holliday and seconded by Dan Andersen was unanimously approved.

Bonnie Limbird gave the **City Council Report**, which included the expectation that more information regarding the Macy's closure would be provided to the council in the coming week; the repeal of breed specific legislation; and a discussion of single use plastics.

Dan Andersen directed the group's attention to the "2021 Budget Comparison" document included in the Arts Council Agenda Packet, and to the "2020 Budgeted" column, particularly to the income line items of Entry Fees, Wine Tasting, and Ticket Sales, and to the expense line item of Chamber Music Series.

Dan cautioned that we should realistically anticipate the balance between income and expenses. Consequently, to reduce the anticipated expense in the case of Chamber in Chamber, on motion by Dan and seconded by Sheila, the **group unanimously approved that there be no concert in March. June will be the next non-juried show which will be combined with a chamber music concert.** In the case of wine tasting, Dan wondered if this could be viewed as solidifying an income stream. Al cautioned that wine tasting event, if it does actually take place, should be considered a learning event, not income producing.

Under **Ongoing Business**, Dan proceeded to a discussion of the "2021 Proposed" column, expressing the same caution regarding the balance of anticipated income and expenses for 2020. In the case of \$9,000.00 anticipated income from Entry Fees, Dan defended the large figure by demonstrating the growing Café income from the Art of Photography, which, as an international juried show, is drawing multiple applicants.

The Marketing Sub-Committee will meet on Tuesday, February 25th at 5:00 P.M. at Al and Julie's. At this meeting, in addition to discussing Flip Cause, improving the website, and mailing lists, the committee will select two or three versions of Paul Tosh's Second Friday Logo to present to the March Arts Council meeting for their choice.

Under **Wine tasting legal update**, Al reiterated that he and Julie were still looking at the viability of this event and would present their conclusions at a future meeting.

Bonnie opened a discussion of Consolidation of Documents, commenting that at her work and in personal internet applications, she used Google Drive for placing documents in the cloud. Dan suggested that we contact David Tai, our web designer, to see what he would recommend to get this done for us.

Julie and Al reported on their interviews with two applicants for a position with the Arts Council. They will enthusiastically recommend Nancy Kalikow Maxwell and Sherrod Taylor to the Mayor.

Bonnie adjourned the business meeting at 6:35 P.M.

PLANNING COMMITTEE AS A WHOLE

EVENT REPORTS

Recap of 2020 FUTA Kathy said it went well. She suggested a change from the January date, and that trophies were not necessary.

February Second Friday Event Dan suggested that we reserve the multi-purpose room for the Saturdays when we would be removing and hanging shows to prevent other groups from holding meetings there, thus cutting off our access to the storage closet in that room. Bonnie said she would do this. Betsy reported that she had ordered the catering for the artists' show, and Dan said he would do the same for chamber in chamber. Helpers were encouraged to be at City Hall by 4:00.

March Second Friday Event Al and Julie are trading March for November with Kathy, so Kathy will proceed with the artists for this event. As stated earlier, there will be no Chamber in the Chamber in March.

Art of Photography 2020 Dan reported that 40 people so far had registered in Café representing 133 pieces and an income of \$1,470.00.

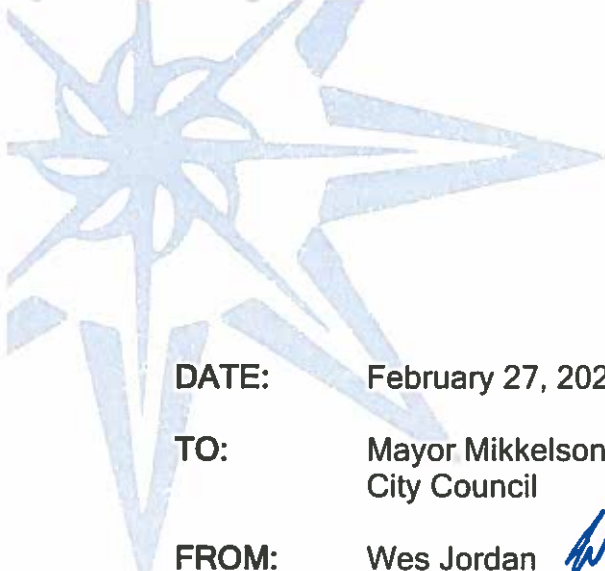
PLANNING

Prairie Village Arts Fair, June 5, 6, and 7

Dan will speak with Kelsey Potts, Village Merchant Association, and invite her to the March Arts Council Meeting to discuss the council's participation in this event.

The group disbursed at 7:00 P.M.

END



THE CITY OF PRAIRIE VILLAGE

STAR OF KANSAS

DATE: February 27, 2020
TO: Mayor Mikkelson
City Council
FROM: Wes Jordan *WJ*
SUBJECT: MARCH PLAN OF ACTION

The following projects will be initiated during the month of March:

- Public Works Rezoning - Jamie/Keith (03/20)
- Sharp Law Rezoning - Jamie 903/20)
- Newly Elected Budget Orientation - Lisa/Wes (03/20)
- Consider Meadowbrook Fireworks Display - Staff (03/20)
- NE Chamber Update - Wes (03/20)
- Evergy Update - Wes (03/20)
- Ward 4 Meeting - Meghan (03/20)
- VillageFest Contracts - Meghan (03/20)
- Special Events Coordinator Hiring Process - Meghan (03/20)
- PV Foundation Meeting - Meghan (03/20)
- Committee Volunteer Waiver Update - Staff (03/20)
- Court Clerk Hiring Process - Deana (03/20)
- 2020 Exterior Grant Applications - Penny/Jamie (03/20)
- Civic Center Action Plan - Staff (03/20)
 - Bond Capacity Discussion w/Council - Jeff White
 - Framework of Partnership Agreements with YMCA & Library
 - MOU - Public Engagement & Site Design
- 2021 Budget Process - Staff (03/20)
 - Council Goals & Objectives
 - Committee Funding Requests
 - Decision Packages
 - Insurance Cost Assumptions
 - Personnel Assumptions
 - Reappraisal Projections
 - Preliminary Revenue Estimates Report
- Large Item Pickup Coordination/Promotion - Jamie/Ashley (03/20)
- Planning Commission Appeal to Council - Jamie (03/20)
- NLC Conference Coordination - Jamie/Ashley (03/20)

In Progress

- “SevenDays” Project Support - Meghan (02/20)
- Employee Satisfaction Benefits Survey - Jamie/Amy (02/20)
- Sustainability Grant Program - Jamie (02/20)
- Committee Volunteer Appointments - Staff (02/20)
- Single Use Plastic Bag Discussion - Staff (02/20)
- Municipal Code Software Research/Implementation - Adam (03/19)
- 2019 Annual Report - Staff (02/20)
- Finalize Insurance Renewal Reports - Lisa (02/20)
- Insurance Committee Follow Up - Staff (01/20)
- 2018 Building Code Adoption - Jamie/Mitch (01/20)
- Website Audit - Staff (12/19)
- PW Office/Operations Relocation Planning - PW Staff (11/19)
- Website Redesign - Ashley/Adam (10/19)
- PW New Facility Planning - Keith (09/19)
- Memorial Plaques in Parks Criteria Review - Staff (08/19)
- Fee Schedule Review - Adam (08/19)
- 63rd Street Speed Limit Review - PW/PD (08/19)
- JOCO Municipalities Housing Study Task Force - Jamie (07/19)
- Master Personnel Spreadsheet Updates - Staff (06/19)
- Solicitor Ordinance Updates - Adam/Wes (06/19)
- Research Viability of Interior Rental Inspections - Jamie (06/19)
- Statuary Maintenance Plan - Meghan (05/19)
- Longevity Award Update - Amy/Wes (05/19)
- Property Maintenance Code Revisions - Jamie (03/19)
- Contractor’s License Requirements/Revisions - Jamie (03/19)
- Census 2020 - Ashley (02/19)
- Personnel Policy Updates - Amy/Jamie (07/18)
- Organization of City Records/Contracts - Adam (05/19)
- Village Vision/Comp Plan Update - Chris/Jamie/Wes (11/17)
- Watershed Interlocal Agreement - Keith (10/19)
- Sculpture Unveiling - Keith (11/19)

Completed

- Franchise Fee Expiration Review - Adam (12/19)
- Council Photos - Ashley (01/20)
- 2019 Audit Preparation - Lisa (02/20)
- Council Work Session - Meghan/Jamie/Wes (01/20)
- Annual Health Risk Assessments - Amy (01/20)
- LEED Certification Update - Keith (02/20)
- 2021 Budget Calendar Review & Presentation - Lisa/Wes (02/20)
- Village Voice Articles/Publication - Ashley (02/20)

- Civic Center Next Steps Plan of Action - Staff (02/20)
- Census Boundary Verification - Meghan/Wes (02/20)
- JCPRD Programming Agreements - Meghan (03/19)
- Work Comp Code Classifications - Amy (02/20)

Tabled Initiatives

- Review & update the City Code/Ordinances
- Review & Update City Policies
- Review of Smoking Ordinance/e-cigs
- 2020 Initiative(s)
 - Annual Report Format Update - Staff (03/19) [moved to initiated]
 - Council Policy Website Update - Staff (11/17)
 - Energy Efficiency Audit Public Building(s) - Staff
 - E/V Charging Station Installation - Staff