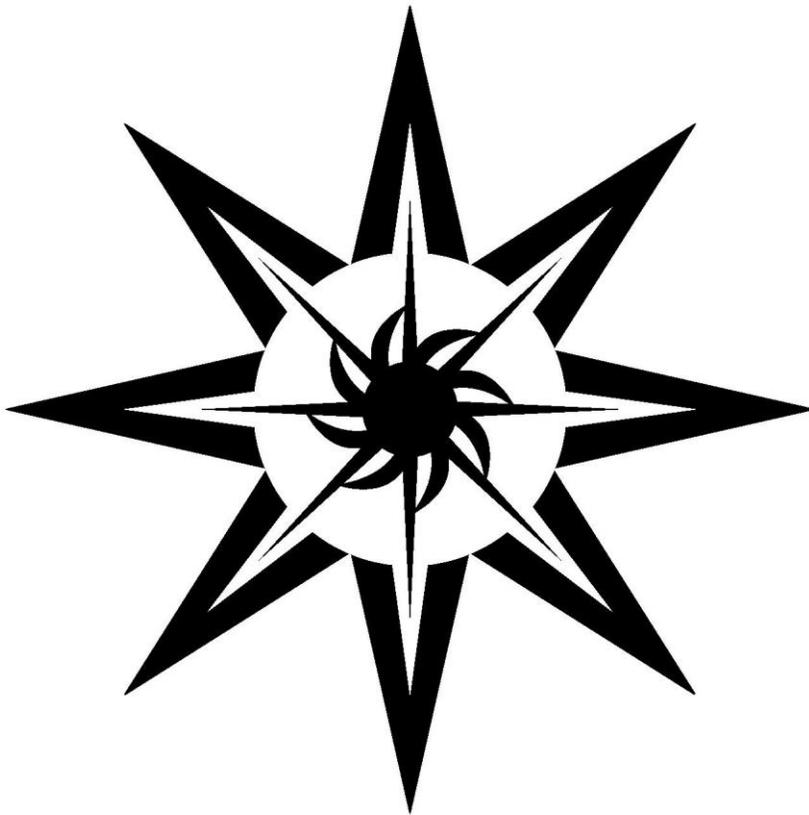


**CITY OF PRAIRIE VILLAGE, KANSAS**  
**COUNCIL POLICIES**



Updated October 7, 2024

**CITY OF PRAIRIE VILLAGE, KANSAS**  
**COUNCIL POLICIES**

**PREFACE**

Council policies are written policies that define a definite course or method of action to be taken by the City of Prairie Village. These policies are designed to: not just focus on solving immediate problems, but rather prevent further problems; preserve the governing body's legal authority; clarify council/staff relations; officially express municipal objectives; provide guidance and direction to city employees; and foster stability and continuity. The governing body makes policy and decides "what will be done." Administrative staff members decide how to carry out the will of the governing body.

This handbook is intended to provide members of the council and other city officials easy access to official policy decisions of the governing body. The index contains reference to the source of each policy should you desire to research any policy topic in further detail.

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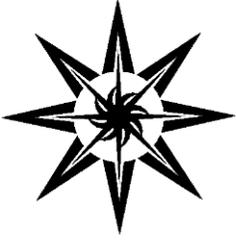
**COUNCIL POLICIES**

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City Council Policy: CP001 - City Committees

Effective Date: August 19, 2024

Amends: January 16, 2024

Approved By: Governing Body

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**I. PURPOSE**

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

**II. RESPONSIBILITY**

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

- k. All committee meetings, including subcommittee meetings and special meetings, are considered open meetings if a quorum is present, as defined by Kansas Open Meetings Act.
- l. Committee meetings will be held on public property unless permission is granted from the Mayor and Committee Chair. The Committee Chair and/or Vice-Chair must be present at the business meetings.

### III. APPOINTMENT PROCESS

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

### IV. REMOVAL PROCESS

The following process is outlined as a guide for the removal of a committee member. This does not apply to the members of the Planning Commission, whose removal is governed by Ord. 1901; PVMC 16, Article 1 and the adopted bylaws of the Planning Commission. Appointees serve at the pleasure of the Governing Body. A committee member may be removed prior to the expiration of his or her term by the recommendation of the Council Liaison and City Administrator, with

final approval by the Mayor. All committee members are expected to attend meetings and are subject to the code of conduct as outlined in this policy. This removal process applies to appointed committee members and non-appointed committee volunteers.

V. **COMMITTEE GUIDELINES**

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

## **VI. CODE OF CONDUCT**

Committee members are subject to the following ethical standards of conduct, which will be reviewed annually with committee members following new committee appointments.

- a. Members are bound to observe the highest standards of professionalism and to discharge faithfully the duties of their committee, regardless of personal consideration, recognizing that public interest must be their primary concern.
- b. The conduct in official affairs must be beyond reproach. Members are expected to promote positive interactions with fellow committee members, City staff, and the community. A member's actions or statements should not discredit, embarrass, or reflect poorly on the City.
- c. No committee member shall engage in any business or transaction or shall have a financial or other personal interest which is incompatible with the proper discharge of duties.
- d. Members are encouraged to vote in any and all elections for which they are eligible; however, committees and members thereof should not use such committees or their individual memberships thereof to raise money, influence elections, or otherwise act as organized political organizations in their capacities as committees or committee members.
- e. As volunteers, members do not have enforcement authority and shall not get involved in enforcement actions that would otherwise be handled by a City department.
- f. Committees and members thereof shall not set up accounts, financial or otherwise, without prior committee or City approval and without coordination with City staff.

## **VII. POLICY**

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

### **1. Insurance Committee**

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

### **2. Pension Board of Trustees/Employee Retirement Board**

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

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

### **3. Finance Committee**

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

### **4. Tree Board**

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

### **5. Parks and Recreation Committee**

- a. The Parks & Recreation Committee will consist of voting members who serve as Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Ten other voting members who include one from each ward, two at-large, a tennis representative, and a swim representative are appointed by the Mayor with the consent of the City Council. There may be two non-voting youth representatives.
- b. The Parks & Recreation Committee will normally meet at 4:00 p.m. six times per year.
- c. The Park & Recreation Committee will counsel and recommend policies and activities to the Governing Body, and as directed by the Governing Body, including, but not limited to, recreational activities in the parks, intergovernmental agreements pertaining to park and recreation facilities, use of park system facilities, development of park system facilities, short

and long-range plans for city parks, operations and activities related to the park system. (Ord. 1541 & 1875)

#### **6. Police Civil Service Commission**

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

#### **7. JazzFest**

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

#### **8. VillageFest**

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

#### **9. Prairie Village Arts Council**

- a. The Prairie Village Arts Council will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members appointed by the Mayor, with consent of the City Council, will also serve on the Committee. In addition, the Chair may select a second Vice-Chair. The second Vice-Chair will be confirmed by the Committee and will serve a one-year term. There may be two non-voting youth representatives.
- b. The Prairie Village Arts Council will meet at 5:30 p.m. each month, as needed.

- c. The Prairie Village Arts Council will counsel and implement policies and activities to the Governing Body and as directed by the Governing Body, including, but not limited to, fostering cultural appreciation, inclusion, and economic development by celebrating local art, connecting artists with enthusiasts, and creating lasting community partnerships.

#### **10. Environmental Committee**

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

#### **11. Diversity Committee**

- a. The Diversity Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Nine additional voting members shall be appointed by the Mayor, with the consent of the City Council. In addition, the Chair will select a second Vice-Chair from the Committee members. The second Vice-Chair will be confirmed by the Committee and will serve a one-year term. A non-voting representative from the Police Department shall serve on the committee. There may be two non-voting youth representatives.
- b. The Diversity Committee will normally meet at 4:00 p.m. every month.
- c. The Diversity Committee will implement policies and activities as directed by, and make recommendations to, the Governing Body, including, but not limited to, attracting and retaining diverse residents through housing and development policy, the arts, sustainability, affordability, events, policing, infrastructure, recruiting and hiring, funding, and communication. The mission includes diversity of race, religion, color, sexual orientation, gender identity, national origin, disability and more.

#### **12. Planning Commission/Board of Code & Zoning Appeals**

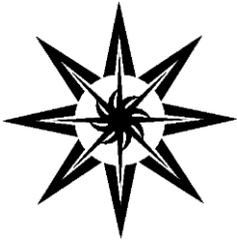
- a. The Planning Commission/Board of Code & Zoning Appeals will consist of seven voting members including a Chair, Vice-Chair and five other voting members all residing in or within three (3) miles of Prairie Village. Preference will be given to Prairie Village residents. All voting members are appointed by the Mayor with the consent of the City Council. The Chair and Vice-Chair will be elected once per year by the Commission, with different

leadership elected for the Board of Code & Zoning Appeals. The term of appointment on the committee will be three years. A Council Liaison appointed by the Mayor, without the consent of the City Council, will attend meetings as a nonmember observer.

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

### **13. Ad Hoc Committee**

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



## City Council Policy: CP002 - Committee Reports Submitted to the Council

Effective Date: February 19, 1991

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To encourage thorough work by committees and to avoid lengthy discussion in Council meetings on factual background aspects of an item rather than deliberative discussion.

### III. RESPONSIBILITY

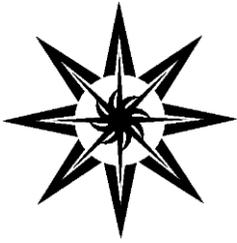
### IV. DEFINITIONS

### V. POLICY

A. Committee reports will be submitted to the Council in written form to all Councilmembers prior to a regularly scheduled meeting for all items on any committee agenda when Council action is requested. Oral committee reports without written reports will not be considered for action at a Council meeting unless the Mayor grants an exception to this policy.

B. A Committee's report to the Council on any specific agenda item should contain sufficient information for the Council to make an informed determination. This means committee reports should contain a description of the need or problem, the background, alternative solution considered, the action recommended by the committee, implementation procedure, supporting evidence for the action and the basis on which the recommendation is being made to the Council.

### VI. PROCEDURES



## City Council Policy: CP003 - Committee Cooperation Regarding Project Funding

Effective Date: January 21, 1991

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish the charge of committees when cooperating on projects which require funding.

III. RESPONSIBILITY

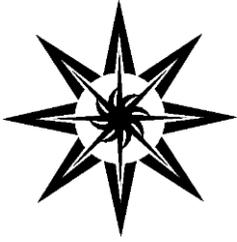
IV. DEFINITIONS

V. POLICY

A. Any committee may recommend an implementation package if the funding is available in the current year's budget which its operations encompass. If implementation design, or special considerations are required, a given subject may require conferences between committees for full definition of alternatives prior to action by the City Council.

1. Example: Public Safety determines priority on school safety, sidewalks; Public Works determines physical implementation procedure and estimated cost; Administrative establishes finance alternatives (if outside the normal Public Works budget); Council determines when, how and if the implementation is to take place.

VI. PROCEDURES



## City Council Policy: CP004 - ADA Compliance Committee

Effective Date: August 3, 1998

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To ensure that the City is accessible to all residents and visitors, and that all city programs are inclusive.
- B. To provide prompt and equitable compliance with and the resolution of recommendation/complaint alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA).

### III. RESPONSIBILITY

### IV. DEFINITIONS

### V. POLICY

- A. The City of Prairie Village intends to comply with the provisions of the Title II, and has adopted an internal grievance procedure for prompt and equitable resolution of a recommendation/complaint alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in *or* be denied the benefits of, the services, programs, or activities of a public entity, or be subject to discrimination by any such public entity.
- B. The Compliance Committee will be composed of the City Administrator, Personnel Director, Police Chief, Public Works Director, and the ADA Coordinator.
  - 1. The City Administrator will be the chair.
  - 2. The ADA Coordinator will be a non-voting member of the Committee.
  - 3. The Compliance Committee shall be responsible for responding to appeals of the decisions by the ADA Coordinator regarding the City's compliance with Title II requirements, making decisions regarding such appeals, and reporting these decisions to the Governing Body.
- C. Compliance  
The City of Prairie Village intends to ensure that discrimination on the basis of disability does not exist in any programs, activities or services provided by the City or contracted by the City in accordance with Title II. To be protected under ADA, a disabled person must be "qualified". The Title II rules define "qualified" as a disabled person who, with or without reasonable accommodations, auxiliary aids or removal of barriers, can meet the essential eligibility requirements to participate in programs or receive services offered by the City.

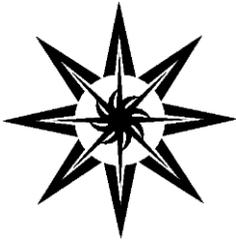
### VI. PROCEDURES

- A. The City encourages all people to freely advise and inform the City of any potential shortcomings or recommend creative solutions to increase the accessibility for City facilities and programs.
  - 1. Complaints should be filed with the ADA Coordinator, 3535 Somerset Drive, Prairie Village, KS, 66208, (913) 385-4640, or TDD at 800-766-3777, FAX 642-0117, who has been designated to coordinate ADA compliance efforts.
  - 2. A recommendation/complaint filed in writing or verbally, should contain:
    - a.) The name and address of the person filing it;
    - b.) A description of the alleged violation; and
    - c.) A recommendation for reasonable accommodation or solution should be provided.
  - 3. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case by case basis.)
  - 4. An investigation, as may be appropriate, shall follow the filing of complaint. The investigation will be conducted by the ADA Coordinator.
    - a.) These rules contemplate informal but thorough investigations, affording all interested parties and their representatives, if any, the opportunity to submit evidence relevant to the complaint.

## CP004 - ADA Compliance Committee

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- b.) A period of 30 calendar days is permitted for the investigation, but may be extended for reasonable cause after advising the complainants.
5. A written determination of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complaint/s by certified mail with receipt requested and the City ADA Compliance Committee no later than 15 calendar days after the completion of the investigation.
6. The complainants can request an appeal of the decision by the ADA Coordinator. The appeal should be made within 30 calendar days after receipt of the decision to the ADA Coordinator, 3535 Somerset Drive, Prairie Village, KS, 66208, (913) 385-4640, or TDD at 800-766-3777, FAX 642-0117, who has been designated to coordinate ADA compliance efforts.
  - a.) The ADA Compliance Committee shall meet with the complainant/s to hear the appeal. This hearing shall be within 30 calendar days of receipt of the appeal.
  - b.) The Committee shall issue a written decision within 30 calendar days of the hearing date.
  - c.) A copy of the decision will be sent to the complainant/s by certified mail with receipt requested, no later than 35 calendar days after completion of the hearing.
  - d.) A record of action taken on each appeal must be maintained as a part of the records or minutes at each level of the grievance process by the City Clerk.
7. If the Committee has not resolved the recommendation/complaint to the satisfaction of the complainant/s, the complainant/s may request, within 30 calendar days of the written decision by the ADA Compliance Committee, a hearing by the City Council.
  - a.) The City Council will hear the recommendation/complaint no later than the third regularly scheduled City Council meeting after receipt of the complainant's hearing request.
  - b.) A decision shall be made no later than the conclusion of the fourth regularly scheduled City Council meeting after receipt of the complainant's hearing request.
  - c.) A copy of the decision will be sent to the complainant/s by certified mail with receipt requested no later than 15 calendar days after the fourth regularly scheduled City Council meeting after receipt of the complainant's hearing request.
- B.** The right of a person to a prompt and equitable resolution of the recommendation/complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA recommendation/complaint with the appropriate federal department or agency. Use of this procedure is not a prerequisite to the pursuit of other remedies.
- C.** These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the City of Prairie Village complies with the ADA and its implementing regulations.



**City Council Policy: CP005 - Prairie Village Distinguished Service Award/Committee**

**Effective Date: June 20, 1994**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

**A.** To establish the Prairie Village Distinguished Service Award in recognition of Loren J. Newton.

**III. RESPONSIBILITY**

**A.** Mayor

**IV. DEFINITIONS**

**V. POLICY**

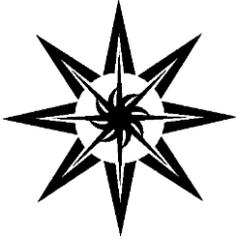
**A.** This award shall be given to a citizen of Prairie Village for dedication and commitment resulting in:

1. Significant contributions enhancing the quality of life;
2. Improving the performance of government;
3. Enriching the spiritual or cultural environment; or
4. Otherwise benefiting the citizens of Prairie Village.

**B. RULES**

1. The Prairie Village Distinguished Service Award Committee shall be appointed by the Mayor and shall consist of four members from the City Council and three Prairie Village Citizens who are not members of the Council. Members shall serve for a term of two years. Appointments shall be staggered to provide continuity of service. The Committee shall meet on call by the Chairman at least once a year.
2. A recipient of the Prairie Village Distinguished Service Award shall have been a citizen of Prairie Village during the period for which the recognition is being given.
3. Nominations for the award shall be made to the Mayor in writing stating the reasons why the award should be bestowed. The letter of nomination shall be accompanied by seconding letters from three additional Prairie Village citizens.
4. The Award Committee shall determine the qualifications of the nominees in accordance with the adopted criteria which exemplify the service of Loren J. Newton.

**VI. PROCEDURES**



## City Council Policy: CP006 - Prairie Village Foundation Donation Policy

Effective Date: May 1, 2023

Amends:

Approved By: City Council

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I. **SCOPE**

II. **PURPOSE**

A. To establish donation levels for commemoration through the Prairie Village Foundation.

III. **RESPONSIBILITY**

A. Governing Body, Prairie Village Foundation Board, and City Staff

IV. **DEFINITIONS**

V. **POLICY**

A. To be eligible for a memorial commemoration, a donation must be made to the Prairie Village Foundation in the amount of \$15,000.

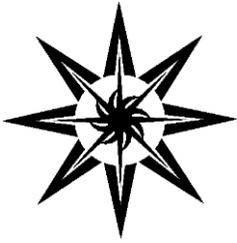
B. Available memorial commemorations include a plaque placed on a bench or in front of a tree. Locations are determined in partnership with the donor and City Staff.

C. The expected placement of the plaque is 10 years.

D. Commemorations are available in memory of a deceased person only.

E. Exceptions are to be approved by the City Council.

VI. **PROCEDURES**



**City Council Policy: CP010 - Legislative Policy**

**Effective Date: February 19, 2008**

**Amends: CP010 - Legislative Policy, June 17, 1991**

**Approved By: Governing Body**

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**I. SCOPE**

**II. PURPOSE**

A. To provide a coordinated and effective system for monitoring, sponsoring and responding to proposed and existing legislation in the County, State and Federal governmental agencies.

**III. RESPONSIBILITY**

A. City Administrator/Council Committee of the Whole

**IV. DEFINITIONS**

**V. POLICY**

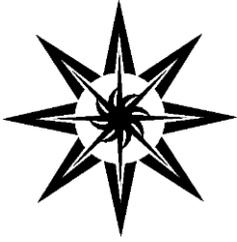
A. The Governing Body, by majority vote, will determine action to be taken in response to legislative matters; the staff will respond appropriately.

B. Legislation to be originated by Prairie Village will be reviewed by the City Attorney and approved by a majority of the Governing Body before it is submitted to a legislator.

C. Input into the legislative process in the name of Prairie Village will be initiated only through the office of the Mayor at the direction of the Council.

1. In an emergency, when the Council cannot be convened, the Mayor can communicate a legislative position in the name of the City if this position has also been approved by the President of the Council and Chairman of the major committee whose program would ultimately be affected by the proposed legislation.

**VI. PROCEDURES**



## City Council Policy: CP015 - Selection of Professional Consulting Services

Effective Date: April 3, 1995

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish procedures for selection of **professional consulting services**.

### III. RESPONSIBILITY

A. City Administrator

### IV. DEFINITIONS

- A. The term "**Professional Consulting Services**" shall mean those services within the scope of practice of **consultants** as defined by Kansas Statutes annotated 12-6a01(c). "**Consultant**" means engineers, architects, planners, attorneys and other persons deemed competent to advise and assist the governing body in planning and making improvements."
- B. The term "**Firm**" shall mean any individual, **firm**, partnership, corporation or association or other legal entity permitted by law to practice **consulting** services as defined above in the State of Kansas.
- C. The term "**Standing Committee**" shall refer to a committee of the Council recommending the consulting services.
- D. The term "**Staff Committee**" shall refer to a committee of the Council recommending the consulting services.

### V. POLICY

- A. **ROSTER OF CONSULTANTS** - The City Administrator or designated staff may maintain a roster, classified by category of professional service, of qualified **firms** interested in performing **professional consulting services** for the City. Names of **firms** may be placed on the roster upon their request; at the request of members of the City Council; or when recommended by City departments.
- B. **CURRENT ADDRESS** - each person or **firm** listed on the roster shall be responsible for maintaining a current address. This information shall be filed in the City Administrator's office.
- C. **CLASSES OF SERVICES** - Projects will be divided into two (2) classes as follows:  
Class A - Services for projects where fees will exceed \$10,000. The members of the appropriate **Standing Committee** will act as the screening and selection committee and recommend the firm and appropriate contract to the City Council for their approval.  
Class B - Services for projects where fees will not exceed \$10,000. The **firm** will be selected by a **staff committee** who will recommend the **firm** and appropriate contract to the City Council for their approval.

### VI. PROCEDURES

- A. **PROJECT INITIATION** - When a department of the City identifies projects for which professional services will be necessary, the department will draft a scope of services for those projects. This scope of services will be submitted to the City Administrator for authorization to initiate the project and a determination as to whether the appropriate **Standing Committee** or the **Staff Committee** will act as the screening and selection committee.
- B. **EXPRESSIONS OF INTEREST** - The administering department will contact those **firms** on the roster for a written expression of interest in the specific project. The written expression of interest shall request that the Request for Proposal (RFP) be sent to the **firm**. The administering department may add **firms** to those **firms** on the roster.
- C. **INITIAL SCREENING OF PROPOSALS** - The submitted RFPs will then be presented to the appropriate committee for initial screening. The committee members will independently evaluate and rate each proposal based on the following criteria:
1. Quality of similar work that has been provided for other public and private entities.
  2. Comparable experience and background of the specific personnel that shall be assigned to the team by the firm.
  3. Overall responsiveness to the RFP.
  4. Extent of applicable resources available to the **firm**.
  5. Understanding of services required by the City as evidenced in the Letter of Transmittal.
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## CP015 - SELECTION OF PROFESSIONAL CONSULTING SERVICES

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- D. RANKING THE RFPS - Once each member of the Committee has rated each proposal and completed a rating sheet, a composite is developed which indicates the Committee's collective ranking of the highest rated proposals in a descending order. At this point the Committee may request additional submittals or will proceed to conduct interviews with only the top ranked **firms**.
- E. INTERVIEW SCHEDULING - The Committee will set time and date for holding interviews with each of the qualified ranked firms. All interviews should be scheduled on the same and allow enough time for the selected **firms** to make a presentation and answer any committee questions.
- F. SELECTION - Based on the response to the RFP, any additional required submittals, and the interview, the Committee will decide which **consultants** are qualified to provide the services.
- G. COST PROPOSALS - Staff will obtain sealed cost proposals from the **consultants** selected as being qualified. The Committee will open the sealed cost proposals and select the **consultant** to provide the requested services.
- H. AGREEMENT - The staff will prepare an agreement with the successful firm. The agreement will be prepared and submitted to the City Attorney for review, and then submitted to the City Administrator for presentation to the City Council for approval.
- I. RIGHT TO WAIVE REQUIREMENTS - The City Council in its sole and absolute discretion, may waive any and all aforementioned procedural requirements.



**City Council Policy: CP016 - Selection of Professional Architect/Engineer Consulting Services**

**Effective Date: March 20, 2006**

**Amends:**

**Approved By: Governing Body**

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**I. PURPOSE**

- A. To establish policy for selection of professional architect/engineer consulting services for non-appointed City positions.

**II. RESPONSIBILITY**

- A. City Administrator

**III. DEFINITIONS**

- A. **"Architect/Engineering"** shall mean those services within the scope of practice of architecture, engineering or land surveying, as defined by the laws of the State of Kansas, or those performed by any architect, professional engineer or registered land surveyor as commonly provided by this employment or practice.
- B. **"City"** shall mean the City of Prairie Village.
- C. **"Council Committee"** shall mean two persons from the Permanent Standing Committees of the City Council and the Department Manager.
- D. **"Consulting Services"** shall mean any consulting work requiring the use of either an Architect, Engineer and/or Land Surveyor.
- E. **"Department Manager"** shall mean the manager of the department having jurisdiction over the involved work or that person's designee.
- F. **"Firm"** shall mean any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, and/or land surveying, in the State of Kansas.
- G. **"Staff Committee"** shall mean a committee of three employees designated by the department manager, at least one of whom shall be a person with appropriate professional qualifications and experience.

**IV. POLICY**

1. The City Clerk will maintain a roster of qualified firms interested in performing the work, classified by category of professional service.
- a. The classification of Architect/Engineer Consulting Services shall be in general conformance with the Kansas Department of Transportation Consultant Qualification Categories.
- b. Names of firms may be placed on the roster by request of the firm, by public advertisement, by request of governing body, or by department manager.
- c. Qualification will be judged by credentials and experience, by being duly authorized to conduct business in the State of Kansas in their particular profession, and by professional registration by the appropriate State of Kansas agency.
2. Services shall be obtained at the lowest reasonable cost consistent with the quality required for the project.
- a. Where fees will not exceed \$5,000, the selection of a consultant will not be subject to this Policy, and may be contracted by the department manager after considering firms on the roster who are best qualified at a reasonable written fee.

## **CP016 – Selection of Professional Architect/Engineer Consulting**

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- b.** Where fees will exceed \$5,000, but will not exceed \$20,000, the staff committee will interview firms on the roster to determine who is best qualified at a reasonable written fee and submit the agreement for City Council approval.
- c.** Where fees will be \$20,000 or more, the Council Committee will interview firms after public solicitation to determine who is best qualified at a reasonable written fee and submit the agreement for City Council approval.



## City Council Policy: CP020 - Insurance Liability Clause in Consultant Contracts

Effective Date: January 21, 1991

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To insure that, when reviewed and approved by Council, consultants' contracts include provisions for insurance covering the City from claims arising out of the performance of the contract.

### III. RESPONSIBILITY

A. City Administrator and Involved Department Head

### IV. DEFINITIONS

### V. POLICY

A. Consultant shall take out and maintain worker's compensation insurance covering all employees of the consultant who shall perform any of the obligations of the consultant hereunder, whether or not such insurance is required by the laws of the State governing the employment of any employee. If any employee is not subject to the worker's compensation laws, coverage shall be of the same extent as though such employee were subject to such laws. The policy for such insurance shall be in such form and issued by such insurer as shall be satisfactory to the City.

B. The consultant, its agent, representatives and employees shall also secure and maintain professional liability insurance for protection from claims arising out of the performance of this Contract. Such insurance shall provide protection from claims arising out of the Contract, caused by an error, omission, or act of the consultant or its employees, agent or representatives. Such professional liability insurance will provide for coverage in such an amount and for such periods as shall be satisfactory to the City and, further, shall be in such form issued by such insurer as shall be satisfactory to the City.

C. The Consultant shall indemnify the City, its administrators, its officials, and its employees, and shall hold them harmless, against all claims, suits, causes of action, judgments, or damages, including reasonable attorney's fees and costs, arising out of or resulting from the performance of this Contract by the Consultant or its employees, agents, servants, or representatives, whether arising from the negligence or otherwise, of Consultant, its employees, agents, servants, or representatives.

### VI. PROCEDURES



**City Council Policy: CP021 - Insurance Requirements for Miscellaneous Contract Services**

**Effective Date: June 20, 1994**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

**A.** To establish requirements and procedures for insurance coverage of vendors who provide miscellaneous contract services. This policy does not apply to major contracts such as street reconstruction and maintenance.

**III. RESPONSIBILITY**

**A.** City Administrator.

**IV. DEFINITIONS**

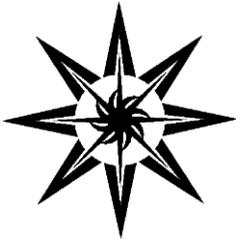
**V. POLICY**

**A.** The City frequently approves contracts for service. Often these contracts are for minor maintenance and repair jobs. In order to control the City's liability exposure for this work, the Council adopted this policy to require contractors who provide minor services for the City to provide proof of insurance. Insurance certificate must be submitted to the City by an agent. It must provide proof that the company has a minimum amount liability insurance coverage as described below and has named the City as an additional insured:

1. Minor service contracts of \$10,000 or less will be required to provide proof of liability insurance of at least \$100,000.
2. Minor service contracts of more than \$10,000 will be required to provide proof of liability insurance of at least \$300,000.

**B.** Proof of workers compensation insurance complying with State law will be a requirement of all contractors.

**VI. PROCEDURES**



## City Council Policy: CP022 - Insurance Coverage for City Property and Art Exhibits

Effective Date: February 21, 1995

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish requirements and procedures for insurance coverage for all city property and visiting art exhibits.

### III. RESPONSIBILITY

A. City Clerk

### IV. DEFINITIONS

### V. POLICY

A. All city property over \$1,000 in value shall be properly insured. All artwork exhibited on city property shall be properly insured for the period of time it is exhibited.

### VI. PROCEDURES

- A. City Property - Items considered fixed assets will be reported by the City Clerk to the City's insurance carrier as soon as possible after purchased or disposal. For purchases, the City Clerk shall indicate the date of purchase, description of item, model and serial numbers and value of item.
- B. City Vehicles - Vehicles will be reported by the City Clerk to the City's insurance carrier as soon as possible after purchased. The City Clerk shall indicate the date of purchase, year and make of vehicle, VIN number, cost of new vehicle.
- C. Visiting Art Exhibits - Prior to an exhibit, the City Clerk will obtain a detailed list of the artwork to be displayed including:
1. name of the art piece;
  2. the name, address and phone number of the art owner;
  3. the approximate monetary value of the art
- D. The City Clerk will send the information to the City's insurance carrier, requesting short-term coverage. The exhibitor will be required to sign a waiver prior to exhibiting the art. When the art exhibit is removed from city property, the City Clerk will notify the City's insurance carrier who will remove the items from city coverage.



## City Council Policy: CP025 - Arbitration

Effective Date: November 18, 1991

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish policy and procedures for arbitration on disputes arising from, or in connection with the interpretation of the application of any provision of a contract.

### III. RESPONSIBILITY

A. City Administrator

### IV. DEFINITIONS

### V. POLICY

### VI. PROCEDURES

A. The following language was approved by the City Council at its regular meeting November 11, 1991 to be used "for major construction contracts" such as annual storm drainage and major street rehabilitation/reconstruction contracts.

#### 1. Contractor's Notice of Dispute

- a.) Should a contractor dispute any term or condition of an agreement or of the performance thereof, then said contractor shall submit a written summary of the dispute to the City.
- If the parties hereto are unable to successfully resolve the dispute between themselves, the City shall within 20 days of the receipt of the summary, advise the contractor whether or not the dispute should be submitted to arbitration.
  - If the City does not so advise the contractor, then, the contractor may proceed with such legal remedies as it deems just and proper. Arbitration shall not be a condition precedent to litigation.

#### 2. City's Discretion to Arbitrate

- a.) Should the City advise the contractor within twenty days of the receipt of the contractor's summary of dispute that the same should be submitted to arbitration, then the contractor shall have 10 days from the date of the City's communication to submit a demand for arbitration to the City.
- b.) Should the City dispute any decisions under this agreement of the interpretations hereof, then the City in its sole discretion may demand binding arbitration of said dispute within a reasonable time after the dispute has arisen.

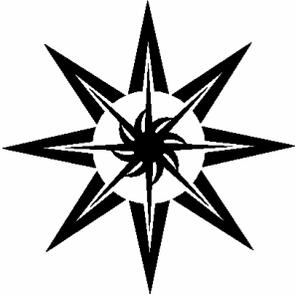
#### 3. The Arbitrators

- a.) No one shall be nominated or act as an arbitrator who is in any way financially interested in this contract or in the business affairs of either party.
- b.) The general procedure shall conform to the laws of the State of Kansas.
- Unless otherwise provided by such laws, the parties may agree upon one arbitrator; otherwise there shall be three, one named in writing by each party and the third chosen by the two named arbitrators.
  - Should the party demanding arbitration fail to name an arbitrator within ten days of its demand, their right to arbitration shall lapse.
  - Should the other party fail to choose an arbitrator within ten days following the first party's naming of an arbitrator, then the first party shall send a notice of same to said party, and if the second arbitrator is not named within five working days from the date of said notice, then arbitration shall no longer be deemed a condition precedent to litigation.
  - The third arbitrator shall be chosen by the two named arbitrators within 10 days from the date of the selection of the other two arbitrators.
  - If the third arbitrator is not so selected, the City may, at its option, elect to approve a new arbitrator and demand that the contractor also elect a new arbitrator within 10 days of the demand.

## CP025 - Arbitration

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- If new arbitrators are so chosen, they will have 10 days to name a third arbitrator.
  - If the third arbitrator is not so named by the new arbitrators, then the right and/or duty to arbitrate shall be deemed waived by the City and the contractor and, in such event, arbitration shall no longer be a condition precedent to arbitration.
4. Arbitration as a Condition Precedent
- a.) Should the City advise the contractor in writing of the need to submit a dispute to arbitration, or should the City demand arbitration of any dispute, the decision of a majority of the arbitration of any dispute, the decision of a majority of the arbitrators, or of one arbitrator if the parties have agreed on an individual, given after a full hearing and consideration of the matter in controversy shall be final and binding on the parties and a condition precedent to any suit on or by reason of any such controversy or difference.



City Council Policy: CP027 - Distribution of written public comments to the City Council

Effective Date: October 19, 2020

Amends:

Approved by: City Council

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## I. PURPOSE

To establish a consistent practice to ensure written communication from constituents is received by members of the governing body or other bodies in an appropriate, legal, and timely fashion.

## II. RESPONSIBILITY

City staff and governing body

## III. POLICY

### A. Comments on Regular Business Meeting Agenda Items

To submit written comments on an agenda item of a regular business meeting where binding action will be taken, such as a City Council or Planning Commission meeting, residents may send an e-mail to the City Clerk at [cityclerk@pvkansas.com](mailto:cityclerk@pvkansas.com) no later than 3 p.m. on the day of the meeting. Comments received in writing will be compiled and distributed by the City Clerk for consideration and become part of the official record of the meeting.

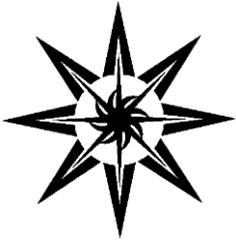
Residents should be instructed to email comments on specific agenda items directly to the City Clerk, rather than having members of staff or applicable body forward such comments on the residents' behalf. To the extent this is not feasible or appropriate, members of the body may forward such communications to city staff.

Email recipients should be blind-carbon-copied to avoid a "reply all" or "serial meeting" KOMA violation.

### B. Comments on Non-Agenda Items or General City Business

For items not appearing on a City Council meeting agenda, or for general city business, residents should be directed to email the appropriate city staff member or City Council members as a whole at [councilmembers@pvkansas.com](mailto:councilmembers@pvkansas.com). Recipients at such email address include the Mayor, Council Members, and administrative staff.

Council Members may reply directly to the resident, but should not "reply all" or include a quorum of members of the governing body on a response to avoid a KOMA violation.



## City Council Policy: CP028 - Remote Participation for Public Meetings

Effective Date: October 3, 2022

Amends: April 20, 2020

Approved By: City Council

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### I. SCOPE

Any meeting of the Governing Body, the Council Committee of the Whole, and any other established committee (other than the Planning Commission, which is authorized to adopt its own bylaws under City Code Sec. 16-102) (unless otherwise specified in this Policy, each a "Body" or collectively, the "Bodies"), and any other meeting which is or would be subject to the requirements of the Kansas Open Meetings Act, as amended (each, a "Public Meeting").

### II. PURPOSE

To establish a policy allowing for and regulating:

- (1) the holding of Public Meetings by a Body with only or predominantly by Remote Participation (defined below); and
- (2) Remote Participation by members of any Body (each, a "Member" or collectively, "Members") who are not physically present at otherwise in-person Public Meetings, so that such Members may participate in the decision process for matters of high importance to the City.

Members of such Bodies are strongly encouraged to physically attend Public Meetings whenever possible. Reference City Code Sec. 1-204 (Governing Body; Quorum; Compelling Attendance) and City Council Policy CP001 (City Committees).

### III. RESPONSIBILITY

City Administrator

### IV. DEFINITIONS

"Remote Participation" is defined as the participation of a Member in a Public Meeting via electronic or other means of telecommunication, when such Member is not or cannot be present at an in-person Public Meeting.

As used herein, the term "predominantly" as to Remote Participation shall mean a Public Meeting held pursuant to Section V.A below, such that a quorum of the Body is participating or is called to participate via Remote Participation. The term "in-person" as to a Public Meeting shall mean a Public Meeting not held predominantly by Remote Participation.

Other terms used herein shall be as defined herein.

### V. POLICY

#### A. Public Meetings Held Predominantly by Remote Participation.

1. It is the intent of the City that each Body meeting for a Public Meeting meet physically, in person; provided, that Remote Participation is allowable pursuant to this Policy. Regular and special Public Meetings of any Body may only be held predominantly via Remote Participation to the extent that the Mayor (or other authorized official) has exercised his or her authority under Chapter 1, Article 13 of the Prairie Village City Code, or to the extent that, in the opinion of the chairperson of such Body in consultation with the City Administrator, any other lawful order of applicable governmental authorities prohibits (or makes impracticable) the holding of in-person Public Meetings.
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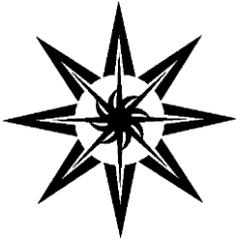
2. If any Public Meeting is to be held predominantly via Remote Participation, the City and the Body shall comply with all requirements of the Kansas Open Meetings Act, as amended ("KOMA") and any regulations, temporary or otherwise, issued in accordance with KOMA. This includes, but is not limited to, making provision for proper notifications and the ability of the public to view, listen, or otherwise participate in the Public Meeting, subject to the requirements and limitations of KOMA.
3. The Mayor (in the case of Public Meetings of the Governing Body and the Council Committee of the Whole) (or, in the absence of the Mayor, the Council President or his or her designee) and the chairperson of any other Body shall coordinate the holding of any Public Meeting held predominantly via Remote Participation with the City Administrator or his or her designee.
4. If the medium for Remote Participation by the full Body allows, the City shall provide an alternative means to access the Public Meeting for members of the public who do not have internet access; provided, that to the extent required by KOMA and any regulations, temporary or otherwise, issued in accordance with KOMA, the City shall provide an in-person alternative means to access and view the Public Meeting. The City Administrator, or his or her designee, shall provide directions describing how members of the public will be able to electronically access, listen to, or observe the Public Meeting, including in-person. Prior to any Public Meeting held predominantly by Remote Participation, the City Administrator, or his or her designee, shall provide electronic or paper copies of an agenda, if any, to any individual requesting the agenda.
5. The chairperson of any Body shall clearly state each motion before the Body votes and announce the results of the final vote. The chairperson shall also clearly identify and authorize by delegation each Member of the Body or City staff who will be permitted to sign any binding document for the Body.
6. The chairperson of any Body holding a Public Meeting predominantly by Remote Participation shall describe at the beginning of the Public Meeting whether public comment will be allowed and what process will be used to identify any individual who wishes to comment, if permitted. The chairperson of the Body shall further describe at the beginning of any such Public Meeting the process that will be used for a closed or executive meeting pursuant to KOMA.

**B. Individual Remote Participation at In-Person Public Meetings.**

1. Except where a Public Meeting is itself held predominantly via Remote Participation, Remote Participation should only be used for Public Meetings of the Governing Body and the Council Committee of the Whole. Remote Participation should not generally be used for executive sessions where privileged or confidential information or discussions may be impacted by the use of Remote Participation. Remote participation for training, retreats, workshops, field demonstrations, committee meetings, or other Public Meetings of any other Body may only be used where City staff resources, schedules, and facilities reasonably allow for Remote Participation.
2. For Public Meetings that are held in-person, Remote Participation is intended for Members who cannot physically attend Public Meetings for reasons of physical illness, injury or disability, personal emergencies, military service, geographic distance, or such other reasons as may make in-person participation impossible or impracticable.
3. For Public Meetings that are held in-person, and not held predominantly via Remote Participation, Remote Participation by an individual Member is subject to the following restrictions:
  - (a) A Member should give 24 hours' notice to the City Administrator or his or her designee.
  - (b) A quorum of the Body, not including any Member utilizing Remote Participation, must be physically present at and for the Public Meeting for Remote Participation to occur. The Mayor or chair of the meeting is not allowed to participate remotely.
  - (c) Remote Participation will not be used for any Public Meeting that takes place outside of Prairie Village City Hall.

**VI. PROCEDURES**

- A.** For Public Meetings held predominantly by Remote Participation, and upon request by a Member for individual Remote Participation in an in-person Public Meeting (and provided the qualifications for Remote Participation for such in-person meetings are otherwise met), the City Administrator will direct City staff to make accommodations for Remote Participation.
- B.** For Public Meetings held predominantly by Remote Participation, Members shall use their best efforts to utilize the Remote Participation method established by the City Administrator for such Public Meeting. For in-person Public Meetings, individual Members participating by Remote Participation are permitted to use any method, subject to approval by the City Administrator and compliance with KOMA, that allows them to be heard by those physically present at the Public Meeting and by any persons that may be viewing or watching the Public Meeting on channels provided by the City, and to hear and participate in all activities and discussion of the meeting clearly. Visual methods are permitted but not required.
- C.** The names of any individual Members utilizing Remote Participation will be stated during roll call, and Remote Participation will be explicitly noted for the record. The entrance, exit, re-entrance, disconnection, and reconnection of, from, and to the Public Meeting by any Member will also be noted in the Public Meeting minutes, to the extent minutes of any such Public Meeting are required to be kept.
- D.** A Member utilizing Remote Participation must be capable of fully participating in the Public Meeting, must be able to adequately communicate with all other Members of the Body, participating city staff, and other parties present at the Public Meeting, and should make all reasonable effort to be fully aware of all discussions, votes, activities, presentations, and any other conveyances of information occurring at said Public Meeting.
- E.** Each Member participating by Remote Participation shall take care that he or she is not unduly influenced by others, and that his or her participation will be full and absent distraction. Each Member participating by Remote Participation shall state such Member's name and title each time the Member begins speaking or voting so that such Member can be readily identified by remote listeners and observers.
- F.** Each Member participating by Remote Participation shall ensure that microphones, phones, or other electronic devices are muted when such Member is not speaking to that the ability of remote listeners and observers to hear the proceedings is not necessarily impeded.
- G.** In the event that full participation requires the use of documents, briefs, visual presentation of information, or any information conveyed via physical media, City staff will make reasonable efforts to assist in providing Members utilizing Remote Participation with the information, via physical or electronic means.
- H.** Should the Member utilizing Remote Participation experience technical difficulties, the chairperson of the Body, at his or her reasonable discretion, may suspend discussion until the Member is again able to be fully present, or so as to preserve a quorum. Should technical difficulties occur, the chairperson of the Body will retain authority to discontinue any Remote Participation and continue the Public Meeting. In general, delays collectively lasting longer than fifteen (15) minutes will result in discontinuation of Remote Participation by the Member and termination of any remote connection, at the chairperson's discretion.



**City Council Policy: CP029 - President of the Council**

**Effective Date: October 8, 2024**

**Amends: June 5, 2017**

**Approved By: Governing Body**

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**I. SCOPE**

**II. PURPOSE**

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

**III. RESPONSIBILITY**

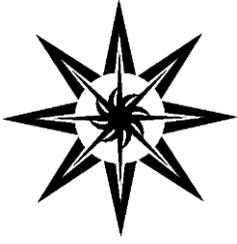
- A. The City Council elects one of its own body as President of the Council to preside over meetings of the City Council in the absence of the Mayor. The elected Councilmember will serve as President for a term of one year, starting at the first meeting in February.

**IV. DEFINITIONS**

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

**V. POLICY**

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



## City Council Policy: CP030 - Communications Stipend

Effective Date: October 16, 2006

Amends: CP030 dated November 17, 2003

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To provide an effective and economical way to communicate important information to elected officials in a timely manner.

### III. RESPONSIBILITY

- A. City Administrator

### IV. DEFINITIONS

### V. POLICY

- A. The City will provide a notebook PC to each member of the Governing Body, upon request.
- B. The City will provide a communications stipend of \$25/month to each member of the Governing Body, upon request.
- C. Upon departure from elected office, the elected official will return the notebook PC to the City and the communications stipend will be discontinued.
- D. If required by law, the City will hold appropriate state and federal taxes based on the value of the communications stipend.

### VI. PROCEDURES



City Council Policy: CP031 - Leadership Northeast

Effective Date: February 5, 2007

Amends:

Approved By: Governing Body

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I. SCOPE

II. PURPOSE

A. Encourage Council participation in the Leadership Northeast program.

III. RESPONSIBILITY

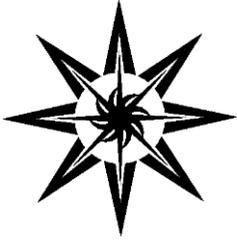
A. The Council.

IV. DEFINITIONS

A. Leadership Northeast is a program sponsored by the Northeast Johnson County Chamber of Commerce.

V. POLICY

A. The City will pay full tuition for Council members to attend the Leadership Northeast program.



City Council Policy: CP032 - Council Mentoring Program

Effective Date: January 16, 2007

Amends:

Approved By: Governing Body

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I. **SCOPE**

II. **PURPOSE**

A. To establish a mentoring program for new council members.

III. **RESPONSIBILITY**

A. The Council.

IV. **DEFINITIONS**

A. Council President is the council member elected by the Council to serve as President for one year.

B. New council members are those in their first year of service.

V. **POLICY**

A. The President will be available as a mentor to all new council members.

B. New council members will be made aware of the mentoring program during the orientation process.



## City Council Policy: CP033 - Expense Reimbursement

Effective Date: June 6, 2011

Amends: PP930 - Expense Reimbursement, March 21, 2011

Approved By: Governing Body

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### I. SCOPE

A. An elected official who has approved expenses while performing City business will be reimbursed according to this policy.

### II. PURPOSE

A. To provide regulations for the administration of city expenses incurred by elected officials.

### III. POLICY

A. The City shall pay for and/or reimburse individuals for the following costs, in accordance with the procedures more fully set forth in Section IV of this policy.

1. Eligible expenses must be a necessary function of city business, reported in detail with a valid receipt and approved by the Mayor or designee.
2. Personal auto mileage must be reported with date, purpose and actual miles driven.
3. A detailed accounting is required before a reimbursement check will be drawn.

B. Expenses Incurred on City Business Not Requiring an Overnight Stay

1. Reimbursable expenditures are mileage, tolls, parking, and registration fees.
2. Expenses for meals while conducting city business or included in registration or program fees will be paid for by the City.
3. The costs of alcoholic beverages will not be reimbursed by the City.

C. Expenses Incurred on City Business That Requires an Overnight Stay

The City will pay for reasonable expenses for travel, lodging and conference fees. However, individuals are expected to use the most economical means available with reasonable consideration given to the time and distance involved.

1. Travel Expenses
    - a.) The City will pay for coach airfare plus baggage fees when traveling on city business.
    - b.) Automobile mileage will be paid at the Federal rate not to exceed the cost of roundtrip coach airfare.
  2. Lodging Expenses
    - a.) The City will pay for a standard room at a conference hotel, if available. If a conference hotel is not available or travel is not related to a conference, lodging should be based on economy and accessibility to the purpose destination of travel.
    - b.) Expenses for personal items, guests, or in-room fees not related to city business will not be considered eligible for reimbursement.
  3. Transportation Expenses
    - a.) The City will reimburse for the costs of transportation to and from KCI airport using City Hall as the starting and ending point. Other associated costs, such as parking, will be reimbursed with actual receipts. Individuals will also be reimbursed for taxi fares incurred while in the destination city. A receipt should be submitted for reimbursement.
  4. Meals & Incidentals
    - a.) A Per Diem amount will be paid in advance of travel or after the costs are incurred. Meal expenses in excess of the per diem amount will not be paid or reimbursed by the City. Reconciliation of meal expenses is not required.
    - b.) The City will adhere to prevailing per diem rates for meals and incidentals [M&I] that are in accordance with those set forth by the General Services Administration [GSA].
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## PP020 Recruitment and Selection

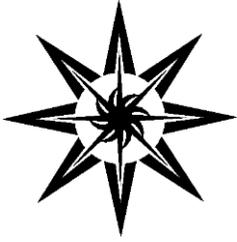
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- c.) Individuals will receive a per diem amount for meals and incidentals incurred when a conference sponsor does not provide full meals [i.e., sit down breakfast, lunch or dinner] as part of the conference cost.
- d.) Cities not specifically listed on the GSA website will be considered a “standard destination” and receive the prevailing Federal per diem rate for such destinations.
- e.) No per diem rates shall be granted for days other than conference days, travel days, and days approved for conducting official City business.
- f.) Individuals in possession of a City purchasing card should not use it to pay for meals covered by per diem.

### IV. PROCEDURES

#### A. Payment

1. All per diem requests should be submitted to the Finance Director at least fourteen [14] days in advance of travel to calculate and prepare per diem payment. Per Diem requests can also be submitted after the trip.
2. Advance payment for registrations, airline tickets, and lodging expenses, etc., should be paid directly by the City. Whenever traveling within Kansas, advance arrangements should be made whereby lodging costs will be paid directly by the City.



## City Council Policy: CP035 - Open Records Act Policy and Procedures

Effective Date: June 17, 1991

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. The purpose for this policy and of the Kansas Open Records Act, as found in Chapter 171 of the 1983 Kansas Session Laws, is to insure that all **public records** are open for inspection by any person, except those **public records** specifically exempted from disclosure.
  - 1. The act is to be liberally construed and applied to promote the purpose.
- B. The procedures contained herein are to be followed in requesting access to and obtaining copies of **public records**. These procedures are designed to provide access to **public records**, protect **public records** from damage and disorganization, prevent excessive disruption of the **City's** essential functions, provide assistance and information upon request, and insure efficient and timely action in response to applications for inspection of **public records**.

### III. RESPONSIBILITY

- A. All Departments

### IV. DEFINITIONS

- A. "**Public record**" means any recorded information, regardless of form or characteristics, which is made, maintained, and kept by or is in the possession of **the City**. "**Public record**" does not include records which are owned by a private person or entity and are not related to functions, activities, programs, or operations funded by public funds or records which are made, maintained or kept by an individual who is the Mayor or a member of the City Council.
- B. "**The City**" includes **the City** of Prairie Village and any office, officers, agency, or instrumentality thereof. It does not include any officer or employee if **the City** does not provide him or her with an office which is open to the public at least thirty-five (35) hours a week, nor does it include any municipal judge.
- C. "**Official custodian**" means the officer or employee who is responsible for the maintenance of the **public records**, regardless of whether such records are in the officer's or employee's actual personal custody and control. Appointment of official record custodians is referenced in PVMC 1.50.050
- D. "**Custodian**" means the **official custodian** or any person designated by an **official custodian** to carry out the duties of **custodian** under this act.
- E. "**Business day**" means any day other than a Saturday, Sunday, or day designated as a holiday by the Congress of the United States, by the legislature or governor of this state or by **the City**.
- F. "**Criminal investigation records**" means records of an investigatory agency or criminal justice agency as defined by K.S.A. 22-4701 and amendments thereto, compiled in the process of preventing, detecting or investigating violations of criminal law, but does not include police blotter entries, court records, rosters of inmates of jails or other correctional or detention facilities or records pertaining to violations of any traffic law other than vehicular homicide as defined by K.S.A. 22-3405 and amendments thereto.
- G. "**Undercover Agent**" means an employee of a public agency responsible for criminal law enforcement who is engaged in the detection or investigation of violation of criminal law in a capacity where such employee's identity or employment by the public agency is secret.

### V. POLICY

- A. FEES - All fees and charges for inspection and/or copying open **public records** shall be established by the Governing Body and published in the City Fee Schedule, which may be amended from time to time.
  - 1. Inspection Fee
    - a.) When a request has been made for inspection of any **public record** which is readily available to the custodian, the record custodian may waive the inspection fee.
    - b.) In all other cases, a record inspection fee may be changed at the rate established by the Governing Body when required by the Record Custodian.

## CP035 - Open Records Act Policy and Procedures

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- c.) If a records custodian is required to inspect the records to ensure **the City** abides by the Kansas Open Records Act, a charge based on the hourly employee salary rate of the custodian will also be assessed to the requestor.
  2. Copying Fee
    - a.) A fee may be charged for photocopying **public records**, such fee as necessary to cover the cost of labor, materials, and equipment.
    - b.) **The City** will charge the individual employee hourly rate for the copying of requests for more than ten pages.
    - c.) For copying any **public records** which cannot be reproduced by **the City's** photocopying equipment, the requester shall be charged the actual cost to **the City**, including staff time, in reproducing such records.
    - d.) Mailing and handling costs may be assessed by the Record Custodian to cover actual costs incurred by **the City** in responding to a request for copies of an open **public record**.
    - e.) The copying fee may be waived when multiple copies of the records requested have been prepared for free public distribution, or when the record custodian determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.
  3. Prepayment of Fees
    - a.) A custodian may demand prepayment of the fees herein whenever he or she believes this to be in the best interest of **the City**. The prepayment amount shall be \$10.00. Any overage or underage in the prepayment shall be settled prior to inspection of the requested record or delivery or the requested copies.
    - b.) Prepayment of inspection and/or copying fees shall be required whenever, in the best estimate of the record custodian, such fees are estimated to exceed \$10.00.
    - c.) Where prepayment has been demanded by the custodian, no record search or record duplication shall be made until such prepayment has been received.
  4. Payment
    - a.) All fees charged shall be paid to the custodian of the records inspected and/or copied unless the requester has established an account, for purposes of billing and payment, with the City. All fees received shall be paid to the City Treasurer whenever the amount of fees collected totals \$10.00, but not less than monthly.
- B. PUBLIC RECORDS NOT SUBJECT TO DISCLOSURE** - The following categories of **public records** are not required to be disclosed:
1. Records which are specifically prohibited from being disclosed or whose disclosure is restricted by federal or state law or rule of the Kansas Supreme Court. Section 7(a)(1).
  2. Records which are privileged under the rules of evidence. Section 7(a)(2).
  3. Medical, psychiatric, psychological or alcoholism or drug dependency treatment records which pertain to identifiable patients. Section 7(a)(3).
  4. Personnel records, performance ratings or individually identifiable records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries, and lengths of service of officers and employees once they are employed as such. Section 7(a)(4).
  5. Letters of reference or recommendation pertaining to the character of qualifications of an identifiable individual. Section 7(a)(6).
  6. Information which would reveal the identity of an individual who lawfully makes a donation to the City, if anonymity of the donor is a condition of the donation. Section 7(a)(7),(8).
  7. Testing and examination materials, before the test or examination is given or if it is to be given again, or records of individual test or examination scores, other than records which show only passage or failure and not specific scores. Section 7(a)(9).
  8. Records involving administrative adjudication or civil litigation, compiled in the process of detecting or investigating violations of civil law or administrative rules and regulations, if disclosure would interfere with a prospective administrative adjudication or civil litigation or reveal the identity of a confidential source or **undercover agent**. Section 7(a)(11).
  9. Records of emergency or security information or procedures of **the City**, or plans, drawings, specifications or related information for any building or facility which is used for purposes requiring security measures in or around the building or facility or which is used for the generation or transmission of power, water, fuels or communications, if disclosure would jeopardize security of **the City**, building, or facility. Section 7(a)(12).
  10. The contents of appraisals or engineering or feasibility estimates or evaluations made by or for **the City** relative to the acquisition of property, prior to the award of formal contracts therefore. Section 7(a)(13).
  11. Correspondence between **the City** and a private individual, other than correspondence which is intended to give notice of an action, policy or determination relating to any regulatory, supervisory, or enforcement

## CP035 - Open Records Act Policy and Procedures

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- responsibility of **the City** or which is widely distributed to the public by **the City** and is not specifically in response to communications from such a private individual. Section 7(a)(14).
12. Records pertaining to employer-employee negotiations, if disclosure would reveal information discussed in a lawful execute session under K.S.A. 75-4319 and amendments thereto. Section 7(a)(15).
  13. Software programs for electronic data processing and documentation thereof, but **the City** shall maintain a register, open to the public, that describes:
    - a.) The information which **the City** maintains on computer programs. Section 7(a)(16).
    - b.) The form in which the information can be made available using existing computer programs. Section 7(a)(16).
  14. Plans, designs, drawing, or specifications which are prepared by a person other than an employee of **the City** or records which are the property of private person. Section 7(a)(18).
  15. Notes, preliminary drafts, drawings, research data in the process of analysis, unfunded grant proposals, memoranda, recommendations, or other records in which opinions are expressed or policies or actions are proposed, except that this exemption shall not apply when such records are publicly cited or identified in an open meeting or in an agenda of an open meeting. Section 7(a)(20).
  16. Records of the City Council, which records pertain to proposed legislation, or which records pertain to research prepared for one or more members of the Council, except that this exemption shall not apply when such records are:
    - a.) Public cited or identified in an open meeting or in an agenda of an open meeting; or
    - b.) Distributed to a majority of a quorum of any body which has authority to take action or make recommendations to **the City** with regard to the matters to which such records pertain. Section 7(a)(21), (22).
  17. Library patron and circulation records which pertain to identifiable individuals. Section 7(a)(23).
  18. Records which are compiled for census or research purposes and which pertain to identifiable individuals. Section 7(a)(24).
  19. Records which represent and constitute the work product of an attorney. Section 7(a)(25).
  20. Specifications for competitive bidding, until the specifications are officially approved by **the City**. Section 7(a)(27).
  21. Sealed bids and related documents, until a bid is accepted or all bids rejected. Section 7(a)(28).
  22. **Public records** containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy. Section 7(a)(30).
  23. The bidder's list of contractors who have requested bid proposals for construction projects from **the City**, until a bid is accepted or all bids rejected. Section 7(a)(32).
  24. Engineering and architectural estimates made by or for **the City** relative to public improvements. Section 7(a)(33).
  25. Financial information submitted by contractors in qualification statements to **the City**. Section 7(a)(34).
  26. Information which would reveal the identity of any **undercover agent** or any informant reporting a specific violation of law. Section 7(a)(5).
    - a.) **Criminal investigation records**, except that the district court, in an action brought pursuant to section 8 of the Open Records Act, may order disclosure of such records, subject to such conditions as the court may impose, if the court finds that disclosure:
      - is in the public interest;
      - would not interfere with any prospective law enforcement action;
      - would not reveal the identity of any confidential source or **undercover agent**;
      - would not reveal confidential investigative techniques or procedures not known to the general public; and
      - would not endanger the life of physical safety of any person. Section 7(a)(10).
      - Would not reveal the name, address, phone number or any other information which specifically and individually identifies the victim of any sexual offense in article 35 of chapter 21 of the Kansas Statutes Annotated, and amendments thereto.
    - b.) Correctional records pertaining to an identifiable inmate, except that:
      - The name, sentence data, parole eligibility date, disciplinary record, custody level, and location of an inmate shall be subject to disclosure to any person other than another inmate; and
      - The ombudsman of corrections, the corrections ombudsman board, the attorney general, law enforcement agencies, council for the inmate to whom the record pertains, and any county or district attorney shall have access to correctional records to the extent otherwise permitted by law. Section 7 (a)(29).
    - c.) Records of a utility or other public service pertaining to individually identifiable residential customers of the utility or service, except that information concerning billings for specific individual customers named by the requester shall be subject to disclosure as provided by this act. Section 7 (a)(26).

## CP035 - Open Records Act Policy and Procedures

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d.) **Public records** pertaining to a prospective location of a business or industry where no previous public disclosure has been made of the business' or industry's interest in locating in, relocating within or expanding within the state. This exception shall not include those records pertaining to application of agencies for permits or licenses necessary to do business or to expand business operations within this state, except as otherwise provided by law. Section 7 (a)(31).

- Notwithstanding the foregoing provision, any **public record** which has been in existence more than 70 years shall be open for inspections by any person unless disclosure of the record is specifically prohibited or restricted by federal law, state statute, or rule of the Kansas Supreme Court.
- These provisions shall not be construed to exempt from public disclosure statistical information not descriptive of any identifiable person. There is, however, no requirement to compile statistical information.

### C. GENERAL GUIDELINES

1. The Open Records Act does not require **the City** to retain any **public record** nor does it authorize the destruction of any **public record**.
2. The City is not required, in response to requests for information, to compile information or statistics from raw data nor answer questions about the content of **public records**.

## VI. PROCEDURES

### A. PROVIDING ACCESS TO THE REQUESTED PUBLIC RECORDS:

1. Information to be Provided - **The City** shall provide, upon request of any person, the following information:
  - a.) The principal offices of **the City**, the regular office hours, and any additional hours established for inspecting and copying **public records**.
  - b.) The title and address of the **official custodians** of **the City's** records and of any other custodian who is ordinarily available to act on requests made at the location where the information is displayed.
  - c.) The fees, if any, charged for access to or copies of **the City's** records.
  - d.) The procedures to be followed in requesting access to and obtaining copies of **the City's** records, including procedures for giving notice of a desire to inspect or obtain copies of records during hours established by **the City**, for business days when it does not maintain regular office hours.
2. Hours - **Public records** may be inspected during the regular office hours of **the City**.
3. Removing Original Copies - No person may remove original copies of **public records** from any office of **the City** without the written permission of the custodian of the record. The form for permission is Form A-7.
4. Excising Materials - When a requested **public record** contains material which is not subject to disclosure, the custodian will excise or delete that material and make available to the requester only that material which is subject to disclosure. If a **public record** is not subject to disclosure because it pertains to an identifiable individual, **the City** shall delete the identifying portions of the record and make available to the requester any remaining portions which are subject to disclosure. However, if the request is for a record pertaining to a specific individual or to such a limited group of individuals that the individuals' identities are reasonably ascertainable, **the City** will not disclose those portions of the record which pertain to such individual or individuals without first obtaining a legal opinion from the City Attorney.
5. Persons receiving access to open **public records** may be required to complete a "Certification of Requester" Form A-6. This will certify that the information obtained from open **public records** will not be used for commercial purposes.

### B. PROVIDING COPIES OF PUBLIC RECORDS

1. Right to make copies - Any person may take abstracts or obtain copies of any **public record** to which such person has access under the Open Records Act.
  - a.) **The City** is not required to provide copies of radio or recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices, unless such items or devices were shown or displayed to a public meeting of the City Council, but **the City** is not required to provide such items or devices which are copyrighted by a person other than **the City**. Section 5(a). The form for providing access but denying copies is form. A-5.
  - b.) The custodian may require a written request for copies and advance payment of the prescribed fees.
2. Control by Custodian - Copies of **public records** must be made while the records are in possession, custody and control of the custodian or another employee designated by the custodian and shall be made under the supervision of such custodian or employee.
3. Making Copies - When practical, copies shall be made in the place where the records are kept. If it is impractical to do so, the custodian may allow arrangements to be made for the use of other facilities. If it is necessary to use other facilities for copying, the cost thereof must be paid by the person desiring a

## CP035 - Open Records Act Policy and Procedures

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copy of the records. In addition, **the City** will charge the same fee for the services rendered in supervising the copying as for furnishing copies under subsection FEES (b) and may establish a reasonable schedule of times for making copies at other facilities.



## City Council Policy: CP036 - Records Management Program

Effective Date: April 7, 2014

Amends: March 7, 2011

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. This policy is to provide direction for a Records Management Program, to bring consistency to the conduct of the City's record keeping operations, to eliminate unnecessary records, and to clarify the established City records control procedures.
- B. Further, this policy establishes the responsibility for the custody of records to include:
  - 1. Location;
  - 2. Method of storage;
  - 3. Personnel responsibility; and
  - 4. Criteria and authority for active records, inactive records and destruction of records.

### III. RESPONSIBILITY

- A. City Clerk

### IV. DEFINITIONS

- A. **"Active Records"**: Records in current use; often retained in offices because frequent reference is needed.
- B. **"Department Manager"**: The officer who by ordinance or administrative policy is in charge of an office of the City of Prairie Village that creates or receives records.
- C. **"Essential Records"**: Any record of the City necessary for the resumption or continuation of operations of the City in an emergency or disaster, including but not limited to the re-creation of the legal or financial status of the City or the protection and fulfillment of obligations to the residents of the City.
- D. **"Inactive Records"**: Records which are seldom referred to, but which must be retained, temporarily or permanently because of administrative, fiscal, legal, historical and/or research value.
- E. **"Permanent Record"**: Any record of the City of Prairie Village for which the retention period on a records control schedule is given as permanent.
- F. **"Record"**: All volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information and documentary material, regardless of physical form or characteristics, storage media or condition of use, made, or received, maintained, kept ky, or in the possession of the City of Prairie Village in the transaction of official City business. City records may be in the possession of a third party, but do not lose their character as a City record by virtue of such possession and they are covered by this policy. The term does not include published material acquired and preserved solely for reference purposes, extra copies of documents preserved only for convenience of reference and stocks of publications, blank forms and duplicated documents.
- G. **"Records Custodian"**: The employee of the City of Prairie Village designated on Attachment A, as the custodian for a specific City Department.
- H. **"Records Management Officer"**: The person designated as the Freedom of Information Officer/City Clerk for the City of Prairie Village.
- I. **"Records Management Program"**: The application of management techniques to the creation, use, maintenance, retention, preservation and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records,

## CP036 Records Management Program

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control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

- J. **“Records Retention Schedule”**: The document prepared by or under the authority of the Records Management Officer listing the records maintained by the City of Prairie Village, their retention periods, and other records disposition information that the records management program may require and any updates thereto, which shall be approved by the City Administrator and the Department Managers and adopted by the City Council. The current version of the Records Retention Schedule is attached hereto as Attachment B.
- K. **“Retention Period”**: Means the minimum time that must pass after the creation, recording, or receipt of a record or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

### V. POLICY

A. In consideration of this policy established guidelines as set by Kansas Statutes, Federal Regulations, Legal Opinions and Record Value Determinations have been considered. These include, but are not limited to the following:

1. KSA 10-111, as amended - Cancellation of Bonds and Coupons
2. KSA 12-120, as amended - Destruction of Certain Records
3. KSA 12-121 - Statutory Basis for Record Disposal of documents of temporary value after a reasonable time
4. KSA 12-122, as amended, Reproduction of records on film
5. KSA 12-123, as amended, Evidence in courts or administrative agencies
6. KSA 13-518 - General Duties of Clerk, Records and Accounts, Deputies, Salaries
7. KSA 45-215 through 45-225, as amended - Open Records Act
8. KSA 45-401 - Government Records Preservation Act
9. KSA 45-402 - Definitions
10. KSA 45-403 - Records public property; destruction prohibited, except as permitted by retention and disposition.
11. KSA 45-421©, as amended - Original copies kept until negative copy of film has been deposited in a secure place.
12. KSA45-501 - Computer Disks and Tapes, recording on
13. KSA 45-502 - Use of standard size paper for documents filed with state agencies and courts.
14. KSA58-2224, as amended - Recordation of instruments, papers or documents, making of photographic or microphotographed copies deemed recording and record books.
15. KSA 60-465, as amended - Authentication of copies of records.
16. KSA 60-469 - Photographic copies to prove content of business and public records.
17. F.L.S.A. 29 C.F.R. Subsection 516.5 and 516.6 - Payroll records, employment records, purchase of goods and supplies.
18. AG Op. #76-88 - Public Records; destruction of Certain Records.
19. Administrative Order No. 138 - The Supreme Court of the State of Kansas.

#### B. Disposition of Records -

1. Paper: The City staff is authorized to dispose of those records listed in the Records Retention Schedule after the minimum retention period has been fulfilled. It is not compulsory to discard the records. The records are grouped by departments in the Records Retention Schedule, See attachment B. Inactive records shall be readily accessible to staff.
2. Electronic. Whenever possible, paper records will be saved and maintained electronically with those records following the approved Records Retention Schedule.
3. E-mail. Retention of electronic mail messages (E-Mail) will follow Administrative Policy AP1105b - “Voice and Electronic Mail Message Procedure”.

#### C. Records Retention Schedule (Attachment B) -

1. The Records Retention Schedule shall be created in conjunction with the individual City Departments based on their records inventory, the value of the record, accepted records retention standards and required Federal and State retention rulings.
2. The Schedule shall identify the records. It will further provide the retention requirements of each record indicating the time period to be kept in active status in department offices; the

## CP036 Records Management Program

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number of years to be kept as an inactive record kept in the designated Records Storage Area and when the record can be legally destroyed.

3. This schedule shall be approved by the City Administrator and the Department Head and adopted by the Governing Body.
4. Updates to the Records Retention Schedule shall be coordinated by the City Clerk and presented to the City Council for approval and inclusion in the Council Policy on Records Retention.

### D. Treatment of Electronic Records

1. Certain internal electronic documents and communications, including electronic mail (e-mail) and internet e-mail, if they pertain to City of Prairie Village business, are City records and should be printed by the originator or recipient (for those received from sources external to the City of Prairie Village) and filed with paper files of correspondence, case files, project files or other appropriate record series, included within digital records keeping system, or otherwise disposed of in accordance with this Records Management Program.
2. Internal Electronic Mail
  - a.) To the extent possible, internal e-mail communications should be used as the functional equivalent of informal telephone or in-person conversations which do not document transactions, decisions, or findings and are not City of Prairie Village records. Users should delete non-record internal e-mail messages as soon as they no longer have value in accomplishing their current work.
  - b.) Internet e-mail communications that replace written or faxed correspondence, document purchases or otherwise record transactions should be printed and filed in accordance with this Records Management Program. Those e-mail messages that represent the functional equivalent of informal telephone or in-person conversations and which do not document transactions, decisions or findings are not City records.

### E. Responsibility - Designation of Records Management Officer. The Freedom of Information/City Clerk, and the successive holders of said office, shall serve as Records Management Officer for the City of Prairie Village.

1. Responsibilities of the Records Management Officer. The Records Management Officer shall be responsible for the implementation of the Records Management Program and shall:
  - a.) in cooperation with Department Managers identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense;
  - b.) develop procedures to ensure the permanent preservation of the historically valuable records of the City;
  - c.) monitor records retention schedules and administrative rules issued by the Kansas Historical Society to determine if the records management program and the municipality's records control schedules are in compliance with state regulations;
  - d.) disseminate to the City Council and Department Managers information concerning state laws and administrative rules relating to local government records; and
  - e.) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the records of the City of Prairie Village are carried out in accordance with the policies and procedures of the records management program and the requirements of the state law.
2. Department Managers shall:
  - a.) cooperate with the Records Management Officer in carrying out the policies and procedures established in the City of Prairie Village for efficient and economical management of records and in carrying out the Records Management Program;
  - b.) adequately document the transaction of government business and the services, programs, and duties for which the Department Manager or his or her staff are responsible;
  - c.) maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the Records Management Program of the City of Prairie Village; and

## CP036 Records Management Program

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- d.) report to the City Clerk during March of each year that his/her files have been purged and files transferred to the designated records storage area in accordance with the approved Records Retention Schedule.
- 3. Records Custodians
  - a.) Be responsible for the neat and orderly filing of department records
  - b.) Take an audit/inventory of all files by February 15<sup>th</sup> of each year to ensure that the files have been purged;
  - c.) Examine all records going to storage and label records to be stored identifying the records and if possible, the destruction date.
  - d.) Determine which records are no longer actively used, but are not yet scheduled for destruction; advise City Clerk or possible revisions to the records retention schedule.
- 4. Designation of Official and Alternate Records Custodians for each location of records is as follows:

<u>Department</u>	<u>Official Custodian(s)</u>
Administration	City Clerk
Codes Administration	Building Official
Municipal Court	Municipal Court Administrator
Accounting/Finance	Finance Director
Personnel	Director of Human Resources
Public Works	Office Manager - Public Works
Public Safety	Communications Supervisor

## VI. PROCEDURES

- A. This program has been prepared to aid City officials and employees in solving the growing problem of what can be done to dispose legally of official records after their administrative, legal, historical and/or fiscal values have expired and to set forth criteria for keeping records.

**CITY OF PRAIRIE VILLAGE  
RETENTION SCHEDULE**

DEPARTMENT: City Clerk	Retention Period in Years		
	Active	Inactive	Destroy
<b>ADMINISTRATION (Mayor &amp; Council)</b>			
Agendas	2 years		2 years
Appointments	Current	Term + 3 years	Term + 3 years
Committee Listings	Current	2 years	2 years
Committee Listing Master	Perm		
Committee/Council Minutes	2 years	Perm	
Council Records			
Council Packets	Current	1 year	2 years
Council Personnel Files	Current	Term + 1	Term + 1
Council Pictures	Current	Perm	
Council Worksessions	2 years	Perm	
City Awards	Perm		
Correspondence, Mayor's	2 years	2 years	4 years
City Policies (Administrative, Council, Personnel)	Current		
Council & Personnel Policy Master File	Perm		
<b>CITY CLERK</b>			
Abstract of Assessments	Perm		
Accident Reports involving City facilities, vehicles and/or Personnel	5 years		5 years
ADA Records	Perm	Perm	
Agreements/Contracts	2 years	3 years	Term + 5 years
Animal Records			
Licenses	Current	1 year	2 years
License Reports/Enumeration Summary	Perm		Perm
Leash/Law Violations	2 years		2 years
Tag information	Perm	Perm	
Annexation Records	Perm	Perm	
Annual Reports	2 years	Perm	
1) Architectural Plans, Drawings City Facilities	Current	Perm	
Bad Check Correspondence	2 years		2 years
Bid Records	Current	4 years	5 years
3) Bond Documents	Current		3 years after maturity
Budget			
Final Document	2 years	Perm	Perm
Notice to County	2 years	3 years	5 years
Budget Preparation Materials	1 year	1 years	2 years
Capital Improvement Projects			
Contract/Change Orders/Final Reports	Current	Perm	
Project corres, pay estimates, inspections, etc.	Current	5 years	5 years
Celebrations/Dedications	Current	Perm	
Census Information	10 years		10 years
Citizen Surveys	Current	Perm	
City Directories	Current		
Claims Against the City (insurance)	5 years		5 years
Comprehensive Plan	Current	Perm	
Computer System Documentation	Current		Life of equip
Correspondence - Policy Related	Perm		
General	2 years	3 years	5 years
Drug & Alcoholism Council Information	2 years		2 years
Election Records			
Candidate filing documents	2 years		2 years
Disclosure of Substantial Interests	2 years		2 years
Election Voting Abstracts	Perm		Perm

CITY CLERK - Retention Schedule	Retention Period in Years		
Emergency Preparedness Records	Current	Perm	
Employee Events i.e. appreciation dinner, holiday lunch, etc.	Current	2 years	3 years
2) Equal Employment Opportunity Records	Perm		
Equipment Records			
Service Manuals, Maintenance records, etc.	Life of equip		Life of equip
Facility Reservation Records	1 year	1 year	2 years
Fax Confirmation Records	Current		Current
Franchise Records	Perm		
Grant Files			
Federal, State & Private	Perm		
CDBG	2 years	3 years	5 years
History of the City	Perm		
Incorporation Documents		Perm	
Insurance Certificates	Current		Term of Agreement
3) Insurance Policies	Current	5 years	Term + 5
League of Kansas Municipalities Information	2 years		2 years
Legal Documents - Lawsuits pending	Current		
Lawsuits closed		Perm	
Legal Opinions	Perm		
Legal Notices of Publication	5 years		5 years
Legislation Records; Legislative Breakfast, Programs, etc.	3 years		3 years
Leases	Current	5 years	Term + 5
Licenses			
Applications	Current	2 years	3 years
Reports	2 years	Perm	
Mailing Lists	Current		Superseded
Maps	Current	Perm	
Motor Vehicle Titles	Current		
Newsletters - Prairie Village Voice	3 years	Perm	
Newspaper Clippings			
Having Historical City Value	2 years	Perm	
Having local interest value	1 years	1 years	2 years
Open Record Requests	2 years	3 years	5 years
Ordinances	2 years	Perm	
Parade & Street Race Permits	3 years		3 years
Parks			
Historical Information	Perm		
Ball Field/Tennis Court Reservations	1 year	1 year	2 years
Shelter/Pavilion Reservations	1 year	1 year	2 years
Pension Records (Non-personnel)	2 years	Perm	
Petitions - General	5 years		5 years
Placed on the ballot	Perm		
Postal Records: Bulk mailings, postage meter, etc.	2 year		2 years
Policy Manuals	Current		
Council Policy; Personnel Policy; Administrative;			
Prairie Village Art Exhibit Information	1 year	2 years	3 years
Proclamations	2 years		2 years
Procedures	Current		
Promotional Catalogs	Current		
Property Files			
Deeds (real estate)	Perm		
Easements	Perm		
Right-of-way acquisition	Perm		
Vehicle titles	Ownership		
Warranty Deeds	Perm		

CITY CLERK - Retention Schedule	Retention Period in Years		
	Active	Inactive	Destroy
Recreation Records			
Recreation Membership Applications	1 year	1 year	2 years
Team Membership Applications	1 year	1 year	2 years
Tennis Lesson Information	1 year	1 year	2 years
Program Reports	Perm		
Redevelopment Audit Final Reports	Perm		
Resolutions	Perm		
Scrapbooks	Perm		
Short-term Special Use Permits	2 years		2 years
Solid Waste Program Records - Policy	Perm		
Contracts for Service	2 years	3 years	Term + 5
Assessments to County	5 years	5 years	10 years
Strategic Plan Records	Current	Perm	
Surveys - City	Current	Perm	
Others	Current	5 years	5 years
4) Tax Records	3 years		3 years
Board of Tax Appeals			
City Property Tax Records			
Reports from the County			
Sales Tax Records			
Tree City Information	Perm		
Traffic Safety Study	Current	Perm	
United Community Services Information	2 years		2 years
Unsafe Structure Files	2 years	3 years	5 years

- 1) KSA 79-1410 & KSA 79-1604 & KSA 45-221(a)(12)
- 2) KSA 45-221(a)(11) & (25)
- 3) KSA 12-120
- 4) The State of Kansas requires State Tax Records to be retained for 4 years.
- 5) KSA 45-221(a)(4)

Note: Kansas Statue of Limitations - General Contracts 5 years; Sales Contracts 4 years; Improvements to real property 2 years.

Approved by:

Joyce Hagen Mundy  
City Clerk

**CITY OF PRAIRIE VILLAGE  
RETENTION SCHEDULE**

<b>DEPARTMENT: Codes Administration</b>	<b>Retention Period in Years</b>		
	<b>Active</b>	<b>Inactive</b>	<b>Destroy</b>
Annual Statistical Reports	2 years	Perm	
Building Permits	2 years	Perm	
Building Codes	Current	Perm	
Building Permit Reports	Perm		
Certificates of Occupancy	2 years	Perm	
Construction Plans - City Property	Current	Perm	
Contractor Licensing	1 year	2 years	3 years
Correspondence	2 years	3 years	5 years
Demolition Files	2 years	Perm	
Flood Insurance Maps	Current		
Informational Bulletins	Current		
Inspection Reports	2 years	Perm	
Inspection Schedules	1 year		1 year
MAPS AIMS Address, Plat & Zoning	Current Current	Perm	
Monthly Reports	2 years	Perm	
PERMITS Elevator, Fence, Pool, Sign/Banner, Underground Tank	2 years	Perm	
Plan Review Comments	2 years	Perm	
*Plans - Commercial	Current	180 days	Term + 180 days
*Plans - Residential	Current	180 days	Term + 180 days
Subdivision Plats	Perm		
<b>CODE ENFORCEMENT RECORDS</b>			
Abatement Notices	3 years		3 years
Assessment Notices	5 years		5 years
Code Enforcement Correspondence/Notes/Photos	2 years	3 years	5 years
Code Enforcement Complaints - Substantiated	2 years	3 years	5 years
Code Enforcement Complaints - Unsubstantiated	2 years	3 years	5 years
Code Enforcement Inspection Reports	2 years	3 years	5 years
Code Enforcement Inspection Schedules	1 year		1 year
Hot Docket - Agendas/Minutes/Findings/Orders	3 years	Perm	
Rental Property Inspections (maintained by City Clerk)	3 years		3 years

\*ICBO Section 106.5

Approved by:

Dennis Enslinger  
Assistant City Administrator

**CITY OF PRAIRIE VILLAGE  
RETENTION SCHEDULE**

<b>DEPARTMENT: Finance &amp; Accounting</b>	<b>Retention Period in Years</b>		
	<b>Active</b>	<b>Inactive</b>	<b>Destroy</b>
Accounts Payable Records Vouchers, Invoices, Ledgers, Correspondence	2 years	3 years	5 years
Accounts Receivable Records Invoices, Correspondence	2 years	1 year	3 years
Annual & Special Reports	2 years	Perm	
Audit Reports	2 years	Perm	
Audit Proposals and Contracts	2 years	3 years	5 years
Banking Records Bank Statements; Deposit records, Check Register, cancelled checks	2 years	3 years	5 years
Certificates of Deposit	Current	Maturity + 5 years	Maturity + 5 years
Check Logs	2 years	1 year	3 years
City Budget	3 years	Perm	
Claims Ordinances	2 years	Perm	
Employee Time Records Time Cards, Time Sheets, Attendance reports	1 year	4 years	5 years
Fixed Asset Records	2 years	3 years	5 years
General Ledger	2 years	Perm	
Investment Records	2 years	3 years	5 years
Payroll Reports	2 years	5 years	7 years
Payroll Records: W2's,	2 years	5 years	7 years
Purchasing Records, Purchase Orders	2 years	3 years	5 years
Receipt Records Receipt slips/books/ledgers	2 years	1 year	3 years
Tax Records	2 years	Perm	
Treasurer's Reports	2 years	3 years	5 years
Treasury Bills & related correspondence	Maturity	5 years	Maturity + 5 years
Vouchers & Requisitions	2 years	3 years	5 years
1099's	2 years	3 years	5 years
Labor and Statistics Reports	2 years	3 years	5 years
Journal Entries	2 years	3 years	5 years
Budget Preparation Files	2 years	3 years	5 years
CID Accounts Payable Documentation	Life of CID		5 years after expiration

Approved by:

Karen Kindle  
Finance Director

Revised November 16, 2009

**CITY OF PRAIRIE VILLAGE  
RETENTION SCHEDULE**

<b>DEPARTMENT: Human Resources</b>	<b>Retention Period in Years</b>		
	<b>Active</b>	<b>Inactive</b>	<b>Destroy</b>
<b><i>Employment</i></b>			
Job Recruitment	1 year	2 years	3 years
Equal Opportunity Employment Program	Perm		
Affirmative Action Records	3 years		3 years
EEO-4 Employer Information Report	3 years		3 years
Employee Personnel Manual/Handbook (City Clerk maintains permanent master copy of manual)	Current		
Employee Applications/Resumes (Not Hired)	1 year		1 year
Physicals/Drug Test Results & Correspondence - Hired	Perm		
Physicals/Drug Test Results & Correspondence - Not Hired	1 year		1 year
Active Employee Records	Perm		
Inactive Employee Records		3 years	3 years
Employee Grievances	Perm		
Employment Eligibility Verification I-9	Term	3 years	Term + 3 years
Equal Opportunity Employment Program	Perm		
Employee Position Description	Perm		
<b><i>Compensation &amp; Benefit Plans</i></b>			
Compensation Plans	Perm		
Benefit Plans	Perm		
Deferred Compensation Access Reports	2 years	3 years	5 years
Deferred Compensation Records - General	Term	3 years	5 years
Insurance Information - General	Current	5 years	5 years
Employee Classification Plans	Perm		
KPERS Accounting Records & Annual Reports	5 years		5 years
Pension Plan Actuarial Reports	Perm		
<b><i>Workers Compensation</i></b>			
Workers Compensation Records	Perm		
<b><i>Payroll Related Records</i></b>			
W-4	1 year	4 years	5 years
Direct deposit authorization, Payroll deduction authorizations	2 years	3 years	5 years

Approved by:

Nicholas Sanders  
Human Resources Specialist

**CITY OF PRAIRIE VILLAGE  
RETENTION SCHEDULE**

<b>DEPARTMENT: Municipal Court</b>	<b>Retention Period in Years</b>		
	<b>Active</b>	<b>Inactive</b>	<b>Destroy</b>
Abstract List	1 year		1 year
Bank Records	2 years	3 years	5 years
Cash Bond Receipts	2 years	3 years	5 years
Cash Receipts	1 year		After Audit
Closed Case Files - Minor	1 year	4 years	5 years
Closed Case Files - A & B Misdemeanor/C Assult	1 year	49 years	50 years
Court Disposition Dockets	1 year	Perm	
Expungements	1 year	Perm	
Monthly Reports	1 year	4 years	5 years
Municipal Court Procedure Manual	Current	Perm	
Tickets - Dismissed or Void	2 years	3 years	5 years
Tickets - Voided	1 year		DAA
Tickets	1 year	4 years	5 years

Approved by:

Bettina Jamerson  
Municipal Court Administrator

**CITY OF PRAIRIE VILLAGE  
RETENTION SCHEDULE  
PUBLIC WORKS**

DEPARTMENT: PUBLIC WORKS Administration	Retention Period in Years		
	Active	Inactive	Destroy
Accident Reports - personal injury (copy)*	Current Employment	1 year	Term + 1 year
Accident Reports - property damage (copy)*	Current Employment	1 year	Term + 1 year
ADA Records Complaints/Correspondence Manuals	2 Current	3	5 years Superseded
Annual Reports (copy)*	Current	4 years	5 years
Assets less than \$1,000 value	Current	1 year	Term + 1 year
Assets value at \$1,000 or greater (copy)**	Current	1 year	Term + 1 year
Bids - Materials (copy)*	Current	1 year	Term + 1 year
Bonds - Maintenance (copy)*	Current	1 year	Term + 1 year
Bonds - Bid (copy)*	Current	1 year	Term + 1 year
Bonds - Performance (copy)*	Current	1 year	Term + 1 year
Budget Preparation Documents	Current	4 years	5 years
Budget (copy)*	Current	4 years	5 years
Calendar and Appointment Books	Current	1 year	Term + 1 year
Call Log Books	Current	1 year	Term + 1 year
Committee Agendas (copy)*	2 years		2 years
Committee listings (copy)*	Current	1 year	
Committee Minutes (copy)*	2 years		2 years
Correspondence	5 years		5 years
Department Training Records	5 years		5 years
Drawings - Construction	Current		Superseded
Driver's Licenses Copies	Current		Termination
Employee Application (copy)***	Current	1 year	Term + 1 year
Employee Records (copy)***	Current	1 year	Term + 1 year
Estimates for Purchases (copy)**	Current	1 year	2 years
Financial Statements (copy)**	Current	4 years	5 years
Invoices (copy)**	Current	1 year	2 years
Leave Requests	Current	1 year	Term + 1 year
Legal Notices (copy)*	Current		1 year
Manuals	Current		Superseded
Ordinances (copy)*	Current		
Packing Slips	Current	1 year	2 years
Pay Estimates (copy)***	Current	1 year	2 years
Petitions (copy)*	Current		1 year
Photos	5 years	Perm	
Plat Map (Copy)	Current		
Policies (copy)*	Current		Superseded
Publication Notices & Affidavits (copy)*	Current	1 year	2 years
Purchase Orders (copy)**	Current	1 year	2 years
Quotes (copy)**	Current	1 year	2 years
Software, Public Works	Current		Superseded
Timecards/sheets (copy)**	Current	1 year	2 years
Training Certificates	Current		
Vandalism Reports	5 years		5 years
Vendor files	Current		Superseded
<b>Agreements</b>			
Annual Service Agreements (copy)*	Current	1 year	Term + 1 year
Engineering Agreements (copy)*	Current	1 year	Term + 1 year

DEPARTMENT: PUBLIC WORKS Administration	Retention Period in Years		
	Active	Inactive	Destroy
Interlocal Agreements (copy)*	Current		
Rental Agreements (copy)*	Current	1 year	Term + 1 year
<b>Capital Improvement Projects</b>			
Agreements*	Current	Perm	
Bid*	Current	Perm	
Bid Bond*	Current	Perm	
Correspondence	Current	Perm	
Drawings	Current	Perm	
Maintenance Bond*	Current	Perm	
Pay Estimates**	Current	Perm	
Performance Bond*	Current	Perm	
Reports/Studies	Current	Perm	
Specifications	Current	Perm	
Change Orders*	Current	1 year	Term + 1 year
Easement and land taking documents (copy)*	5 years	Perm	
<b>Citizen Requests</b>			
Complaints about Service	5 years		5 years
Service Requests & Request Surveys	5 years		5 years
Street light - installation (copy)*	5 years		5 years
Street light - requests & work orders	5 years		5 years
Work Requests	5 years		5 years
<b>Facilities</b>			
Building Maintenance & Repair Records	1 year	2 years	3 years
Chemical Use Records	1 year	Perm	
Equipment Warranties	Current		Termination
Inspection Reports	1 year	2 years	3 years
Maintenance Reports	5 years		5 years
Pool Water Quality Tests	1 year	1 year	2 years
Sidewalk Inventory	Current		
Tree Planting/Trimming/Inspection/Removal	1 year	2 years	3 years
<b>Maps</b>			
Aerial Maps	5 years	Per,	
Maps	Current		Superseded
<b>Parks</b>			
Playground Inspections	1 year	2 years	3 years
<b>Permits</b>			
Driveway, Excavation, Right-of-way	5 years	Perm	
Drainage Permits	5 years	Perm	
<b>Projects/Reports</b>			
Bridge Safety Study/Inspection	Current		
Environmental Reports	5 years	Perm	
Infrastructure Condition Inspections	5 years		5 years
Inspection Reports	5 years		5 years
Operations Reports	Current	4 years	5 years
Pavement Management Report	Current		
State Required Reports	5 years	Perm	
Storm Drainage Studies	3 years	Perm	
Street Lighting Report	1 year	1 year	2 years
Street Sign Inventory	Current		

DEPARTMENT: PUBLIC WORKS Administration	Retention Period in Years		
	Active	Inactive	Destroy
<b>Vehicle Records</b>			
Equipment/Parts purchases	1 year	1 year	2 years
Equipment Operating Costs	1 year	1 year	2 years
Fuel Consumption	Life of Vehicle		Life of Vehicle
Fuel Purchase	2 years		2 years
Service Manuals	Current		Life of Equipment
Vehicle Maintenance Records	Current		City Ownership
Vehicle Registrations	Current		City Ownership
Vehicle Title of Ownership (copy)	Current		City Ownership

\*originals maintained by City Clerk

\*\*originals maintained by Accounting

\*\*\*originals maintained by Human Resources

Approved by:

S. Robert Pryzby  
Public Works Director

**CITY OF PRAIRIE VILLAGE  
RETENTION SCHEDULE  
POLICE DEPARTMENT**

<b>PRAIRIE VILLAGE POLICE DEPARTMENT Retention Schedule</b>	<b>Retention Period in Years</b>	
<b>ADMINISTRATION</b>		
Administrative Staff Meeting Agendas and Minutes	5 years	
Agreements/Contracts	termination + 5 years	
Annual Report	permanent	
Biased-Based Policing Reports/Officer Stop Data	5 years	
Bid Records	5 years	
Bloodborne Pathogens Exposure Summary - Annual	permanent	
Budget (Prairie Village and Mission Hills)	permanent	
Budget Preparation Materials (for both Prairie Village and Mission Hills)	5 years	
Chemical Irritant – List of Employees Issued	current	
Chemical Irritant (OC Spray) Use Report	5 years	
Chemical Irritant Use –Supervisory Review		
Chemical Irritant Use –Command Review		
Chemical Irritant Use Summary - Annual	permanent	
Citizen Surveys	permanent	
Code of Ethics – Department Personnel File	current	to HR upon separation
Complaint Control Reports (CCR)	5 years	
Complaint Documents – General		
Crime Summaries – Monthly/Quarterly/Annual	permanent	
Critical Incident – Response Plan	permanent	
Critical Incident – After Action Report		
Department Goals and Objectives – Annual	permanent	
Department Goals and Objectives – Six-Month Update	5 years	
Disciplinary Warning/Action Reports	current	to HR upon separation
Dismissal Notices		
Diversionsary Device (Flash Bang) Use Report	5 years	
Diversionsary Device Use Review		
Diversionsary Device Use Summary - Annual	permanent	
Electronic Control Device (Taser) Use Report	5 years	
Electronic Control Device Use Review		
Electronic Control Device Use Summary - Annual	permanent	
Employee Background Investigations Packets	current	to HR upon separation
Equipment Records	life of equipment	
Federal Equitable Sharing Reports	permanent	
Firearms – Secondary Weapon Request/Waiver	retained during qualified period	
Fleet Accident Reports	5 years	
Fleet Accident – Supervisory Review		
Fleet Accident – Annual Report	permanent	
Forfeiture Account Records	permanent	

Grant Files – Federal	current	permanent
Grievances – Written Notices	5 years	
Grievances – Appeals	5 years	
Grievances – Annual Analysis	permanent	
Hepatitis A/B Vaccine Waiver	current	to HR upon separation
Internal Affairs Reports	5 years	
Internal Affairs Summary - Annual	permanent	
Intoxilyzer – Repair Logs	3 years minimum	
Intoxilyzer – Solution Tests		
Intoxilyzer – Quarterly Reports		
Job Descriptions	until superseded + 3 years	
Job Task Analysis	current	10 years
Lateral Transfer Process Documents	5 years	
Lawsuit Documents – Closed	permanent	
Lawsuit Documents – Current/Pending	current	
Legal Documents and Legal Opinions	permanent	
Major Intersection Accident Summary – Annual	permanent	
Medical Evaluations/Drug Tests – Job Applicants	current	to HR upon separation
Negotiation Team Forms	5 years	
Negotiation Team – After Action Report	5 years	
Oath of Office – Department Personnel File	current	to HR upon separation
Officer Involved Shooting – Final Reports	permanent	
On-the-Job Injury Report	to HR with Worker’s Comp forms	
Parked Vehicle Accidents – Annual Summary	permanent	
Patrol Dynamic Entry – Forms/Annexes/Checklists	5 years	
Patrol Dynamic Entry – After Action Report		
Performance Evaluations	current	to HR upon separation
Performance Evaluation Appeals		
Performance Evaluations – Probationary Employees		
Personnel Files		
Plans of Action – Monthly	5 years	
Policy Manuals	2 years	
Press Releases	permanent	
Promotional Process Records	10 years	
Property Room Audits – Semiannual (2)	5 years	
Property Room Audit - Unannounced Annual		
Property Room Audit - Annual	permanent	
Psychologicals – Current Employees	current	to HR upon separation
Psychologicals – Non-Hires	3 years	
Retiree Range Contract and Qualification Waiver	1 year	
Retiree Range Liability Waiver		
Retiree Range Record of Qualification		
School Crossing Guard Review – Annual	permanent	
Siren Test Log	permanent	
Tactical Operations – Plan	5 years	
Tactical Operations – After Action Report		
Traffic Safety Study	permanent	
Tire Deflation (Stop Stick) Discharge Report	5 years	

Tire Deflation - After Action Report		
Tire Deflation Use Summary - Annual	permanent	
Use of Force Report	5 years	
Use of Force Reviews – Supervisors		
Use of Force Reviews – Division Commanders		
Use of Force Summary – Annual	permanent	
Vehicular Pursuit Reports – Supervisors	5 years	
Vehicular Pursuit Reports - Division Commanders		
Vehicular Pursuit Analysis/Review – Annual	permanent	
<b>COMMUNITY SERVICES OFFICERS (ANIMAL CONTROL)</b>		
Chemical Immobilization Use (on Animals)	5 years	
Drug Log – drugs received, dispensed, destroyed, discarded		
Drug Log – Used on Animals		
<b>CRITICAL INCIDENT RESPONSE TEAM (CIRT)</b>		
Tactical Operations Plan	5 years	
Tactical Operations After-Action Report		
<b>INVESTIGATIONS</b>		
Crime Bulletins	until no longer useful	
Detention Log in Property Room	permanent	
FIFs	until no longer useful	
Investigations Staff Meeting Agendas	5 years	
Weekly Intake Inspection	2 years	
<b>PATROL</b>		
Bean Bag Discharge Report	5 years	
Firearms Discharge Report	5 years	
Firearms – Maintenance and Repair Records	life of equipment	
Operational Readiness Checklist	1 year	
VIP Protection/Security Detail – Action Plans and After Action Reports	until no longer useful	
<b>PROFESSIONAL STANDARDS</b>		
Background Investigations – Job Applicants	to HR upon separation	
Chemical Irritant (OC Spray) – list of officers issued	training file	separation +2 years
Equipment – Issued to Employees		
Field Training Manual – Completed		
Hiring Processes	3 years	
Job Application Status/Rejections		
Job Applicant Eligibility List		
Job Applicant Medical Evaluation/Drug Testing		
Job Information Packets		
Lesson Plans	current or until superseded	
Roll Call Training Notices	training file	separation +2 years
Training Files	separation +2 years	

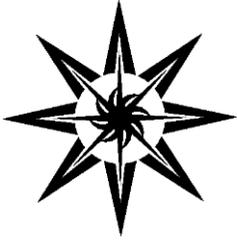
Training Critiques	until no longer useful	
Training Hours	separation +2 years	
Training Plan - Annual	permanent	
Training Requests	until no longer useful	
Use of Force/Firearms Written Directives Training Exams (annual)	training file	separation +2 years
Weapons Assignment Form	training file	
<b>SPECIAL INVESTIGATIONS UNIT</b>		
SIU Buy Fund Ledger/Requests/Reports	5 years	
SIU Confidential Informant (CI) Files	until no longer useful	
SIU Intelligence/Complaint Files	5 years	
SIU Operational Plans	5 years	
<b>STAFF SERVICES</b>		
Annual Audit of Records Unit	permanent	
Forms Inquiry – Annual Review	1 year	
Key Master Log	until no longer useful	
Ride- Along Applications/Waivers	1 year	
Supply Requisitions	2 years	
Storm Warning Notifications – Weather Checklist	1 year	
Towed Vehicles Log	5 years	
Visitor Logs	until no longer useful	
<b>TRAFFIC UNIT</b>		
Traffic Surveys/Studies	until no longer useful	
<b>ACCIDENT REPORTS</b>		
<b>KSA 75-3504</b>		
Case Files – Accidents	5 years minimum	
Diagrams of Accident and Disaster Scenes		
Motor Vehicle Accident Location Maps		
Motor Vehicle Accident Report Summaries		
Motor Vehicle Accidents, Film Indexes		
Motor Vehicle Accidents, Indexes to		
Motor Vehicle Accidents, Information Exchange Forms		
Non-Reportable Accident Forms		
<b>KSA 8-1601, et seq</b>		
Motor Vehicle Accident Reports	5 years minimum	
<b>ARREST RECORDS</b>		
<b>KSA 75-3504</b>		
Booking Records	misdemeanors – 5 years minimum felonies – 20 years minimum	
Criminal History Clearance Letters		
Criminal History Request Logs		

Fingerprint Records	
Photographs – Mug Shots – Felonies	20 years minimum
Photographs – Mug Shots – Misdemeanors	5 years minimum
<b>KAR 10-14-1</b>	
Logs for Disseminations of Criminal History Record Information	misdemeanors – 5 years minimum felonies – 20 years minimum
<b>CASE FILES</b>	
Case Files – Extraditions	20 years minimum after statute of limitations 80 years for murder cases permanent for unsolved murder cases
Case Files – Felonies	
Case Files – Fugitives – Felonies	
Case Files – Fugitives – Misdemeanors	
Case Files – Juveniles – Felonies	
Case Files – Juveniles - Misdemeanors	
Case Files – Mental Illness	
Case Files – Misdemeanors	
Laboratory Reports – Felonies	
Laboratory Reports – All Others	
FIFs – Felonies	
FIFs – Misdemeanors	
Offense Information Cards	20 years minimum after statute of limitations 80 years for murder cases permanent for unsolved murder cases
Offense Report and Field Contact Forms from Other Counties (copies of)	
Offense Reports – Felonies	
Offense Reports – Misdemeanors	
Reports from Other Law Enforcement Agencies – Felonies	
Reports from Other Law Enforcement Agencies – All Others	
Photographs – Crime Scenes and Evidence (negatives, prints, slides and films)	
Statements of Witnesses and Victims – Felonies	
Statements of Witnesses and Victims – All Others	
Voluntary Statements – Felonies	
Voluntary Statements – All Others	
Daily Log Sheets	2 years
<b>INCIDENT REPORTS</b>	
Incident Reports – Felonies	3 years minimum
Incident Reports – Misdemeanors or Non-Criminal	
<b>NATIONAL CRIMINAL INFORMATION CENTER RECORDS</b>	
National Crime Information Center (NCIC) Report Forms (copies of)	until case is terminated
<b>PROCESS LOG</b>	
Affidavits/Search Warrants (copies of) – Felonies	5 years minimum after close
Affidavits/Search Warrants (copies of) – All Others	

<b>SALES DOCUMENTS</b>	
Sale of Seized Assets or Evidence Room/Property Disposals	5 fiscal years minimum
<b>OTHER</b>	
Coroner's Reports	permanent
Grants for Police Equipment	5 years after termination and after federal audit requirements are met
Juvenile Reports	permanent
Liability Waivers	2 years
Missing Persons Reports	permanent
Notices of Hearings on Drivers' License Suspensions or Revocations	2 years
Personal Property of Jail Prisoners (documents concerning)	until case is terminated
Records Ordered Sealed by a Court	until ordered by court to be destroyed
Recovered Property Records	5 years after disposition
Runaway Report Forms	permanent
Sex Offenders Registers	until offender is no longer required to register
<b>KSA 21-6614</b>	
Expunged Conviction Records – Felonies	permanent
Expunged Conviction Records – Misdemeanors	5 years

Approved by:

Wes Jordan  
Chief of Police



**City Council Policy: CP045 - Use of Public Property**

**Effective Date: June 17, 1991**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

A. To establish regulations for use of public property.

**III. RESPONSIBILITY**

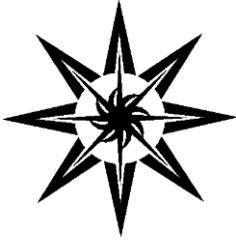
A. City Administrator. Ordinance requires person in this position to be responsible for city owned fixed assets.

**IV. DEFINITIONS**

**V. POLICY**

A. Material, supplies, equipment, tools and vehicles owned by the City shall not be used for private use except in the event of an emergency at the direction of the Mayor or his designated representative.

**VI. PROCEDURES**



## City Council Policy: CP 046 - Reservation of City Facilities

Effective Date: February 16, 2016

Amends: CP046 dated February 7, 2011

Approved By: Governing Body

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### I. SCOPE

### II. PURPOSE

The City of Prairie Village maintains certain indoor and outdoor facilities for the purpose of conducting the business of the City and providing meeting and recreational opportunities for its residents. When these facilities are not scheduled for use by the Governing Body, or its committees, they may be made available at reasonable times and reasonable rates to groups which fall within the categories below.

### III. RESPONSIBILITY

The City Clerk is delegated the authority and duty to consider and approve or disapprove the requests for the use of facilities according to policies established herein, previously established policies and applicable law. Reports will be made to the Governing Body annually by the City Clerk regarding the reservation of City facilities during the previous year. The City Administrator will report annually the amount of revenue received from such usage, estimated actual costs to the City and any recommended changes in this policy.

### IV. DEFINITIONS

### V. POLICY

### VI. PROCEDURES

#### A. Rental Categories:

The City Clerk will determine which category applies to each application and charge the applicable fee according to the Fee Schedule on file.

Internal: Prairie Village Governing Body, Committees, Boards, and other governmental entities, residents and groups participating in City-Sponsored programs and homes association meetings.

Resident: A person residing within the City limits of Prairie Village or owning a business with a physical location in Prairie Village.

Non-Resident: An individual whose primary living domicile is outside City limits of Prairie Village.

#### B. General Rules:

Groups or organizations using the facility will comply with the laws and ordinances of the City of Prairie Village and the State of Kansas. In addition, they will comply with all requirements specifically set forth in the Application for Facility Reservation Permit.

No items may be sold by outside individuals/groups reserving City facilities.

Application for the reservation of a City facility must be made on the appropriate form available from the City Clerk's office. Applications must be signed by an adult who will be present and in charge while the facility is in use, and who will assume responsibility for payment of charges for use of the facility. The organization will be required to assume responsibility and pay for any damage or loss that may occur to the facility, equipment and grounds. In addition, the group will be required to sign a hold-harmless affidavit.

**C. Facilities:**

1. Community Center 28' x 31' (approx.) Maximum occupancy 45 people

Prairie Village Community Center

- a) All reservation requests for the use of the Community Center must be made in writing.
- b) Reservations will be recognized by receipt of a Facility Use Permit.
- e) The Community Center may be reserved between the hours of 7:00 a.m. to 10:00 p.m.
- f) A member of the sponsoring group must be responsible for the actions of group members.
- g) Cleanup after use shall be done by the group using the Community Center.

2. Municipal Building

Council Chamber 30' x 50' (approx.) Maximum occupancy 150 people

Multi-Purpose Room Maximum occupancy 52 people

Reservations of the City Council Chamber to groups classified as Internal will be permitted under the following conditions:

1. The group makes its facility reservation request within 30 days of the date the group intends to use the City Council Chamber
2. Multiple reservations of the City Council Chamber will not be permitted (i.e. monthly meetings) on the same facility reservation request.
3. A City employee is on duty during the entire time the Council Chamber is being used by the group; or
4. A City Council member or City employee will be present at the meeting

3. Park Facilities

Tennis Courts

Swimming Pool

Soccer Fields

Park Pavilions

Volleyball Courts

Baseball Diamonds

4. Park Pavilions

- a) All reservation requests for the use of the park pavilions must be made in writing.
- b) Reservations will be recognized by receipt of a Facility Use Permit.
- c) Groups of 20 or less may reserve part of the Harmon Park structure.
- d) Groups of 21 to 100 may reserve all of the Harmon Park structure.
- e) The park pavilions may be reserved throughout the year between the hours of 7:00 a.m. to 11:00 p.m. for a maximum of six hours except for special hours approved by the Park Board.
- f) A member of the sponsoring group must be responsible for the actions of group members.
- g) Cleanup after use shall be done by the group using the Pavilion.
- h) The City Clerk may require a short-term special use permit be issued by the Council for the use of the parks by large groups, which may require parking that would exceed normal park use.

**D. Applications and Permits:**

Applications should be completed and filed with the City Clerk. Upon approval, the organization/individual will be given a permit showing the hours and facilities approved. All fees are due at the time of the reservation.

**E. Special Requirements:**

Park Facilities:

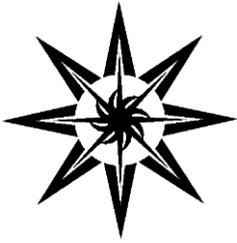
Possession and consumption of cereal malt and/or alcoholic beverages is prohibited except as provided for in Ordinance 2010 which allows for sale and consumption of alcoholic beverages Harmon Park in conjunction with an approved City function upon the approval of the Governing Body.

City Hall and Municipal Courtyard:

Serving and consumption of beer and wine may be authorized in conjunction with an approved City function upon the approval of the Governing Body by resolution.

All Other Facilities:

1. Amplified sound prohibited except by written permit from the City.
2. Alcoholic liquor prohibited.



## City Council Policy: CP050 - Telecommunication & Cable Application Fees

Effective Date: June 20, 2005

Amends: Policy 055, June 19, 2000

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish requirements for application fees of telecommunication and cable companies who plan to use existing poles, place conduits in right-of-way and lease space in existing conduits.

### III. RESPONSIBILITY

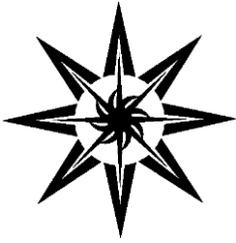
- A. City Administrator

### IV. DEFINITIONS

### V. POLICY

### VI. PROCEDURES

- A. The Prairie Village City Council has approved that all companies proposing to construct network facilities in the region should complete appropriate applications and pay an application fee regarding their proposed activity.
- B. The City's base application fee for either a Telecommunications Contract Franchise or a Cable Franchise shall be a non-refundable charge of \$1,000.00.
  - 1. Before, or as a condition of final approval of the franchise, the City reserves the right to charge an additional application fee amount for its reasonable, actual and verifiable costs in excess of the base application fee amount associated with its review, negotiations and approval of the franchise.



## City Council Policy: CP054 - Investment Policy Statement for City Supplemental 401/457 Retirement Plans

Effective Date: November 1, 2021

Amends: Not applicable - new policy

Approved By: Governing Body

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### I. PURPOSE

The City of Prairie Village Supplemental 401/457 Retirement Plan (the “Plan”) provides for individual accounts and permits participants (or beneficiaries) to exercise investment control over the assets in their accounts. The Pension Board of Trustees (the “Board”) has the responsibility to manage oversight of the investment options offered to Plan participants and to receive performance updates periodically and no less than once per quarter. The Board will use these guidelines and objectives to monitor, evaluate, and make decisions about the suitability of the Plan’s investment options and the management of those investments.

The Plan’s overall investment objective is to provide Plan participants (or beneficiaries) with a sufficient variety of investment options to enable participants to achieve their individual investment goals for retirement. To accomplish this, the Plan may enter into group annuity contracts or agreements with financial services providers to offer a wide variety of investment options and benefit distribution facilities. The investment options should represent multiple asset classes covering equity (stock), fixed income (bond), money market or stable value, and balanced options/lifestyle/lifecycle. These investments will have the following general characteristics:

- a. Different risk/return characteristics;
- b. Different investment objectives and styles;
- c. Annualized returns over three-, five-, and ten-year periods that have met or exceeded the competitive averages or established industry benchmarks; and
- d. Reasonable operating expenses and/or minimum guaranteed rates or return, as applicable, that are disclosed to participants.

The investment objectives and standards set forth in this Investment Policy Statement (“Policy”) should be reviewed by the Board quarterly, or more frequently as needed to ensure it remains prudent and consistent with the best interests of the Plan’s participants. Additional review may be necessary upon the occurrence of a financial event or event affecting a Plan investment (for example, the change of management of a mutual fund). This Policy may be amended or modified by the Board at any time, subject to final approval by the Governing Body.

### II. STANDARDS FOR INVESTMENT OPTION SELECTION

The selection of particular investment options will be based on the standards outlined below. It is the intent to have investment options that represent a diversified mix of asset classes and styles. Included in the selections are active and passive/index-like options, equity options across capitalization ranges (small, mid, and large capitalization), and style categories (growth, blend, and value) as well as international equity exposure (foreign or global), fixed income and lifecycle or lifestyle options.

Income option selection will generally focus on credit quality (investment grade, high-yield), and maturity period (short, intermediate, long term). Stable value option selection will generally focus on credit rate structures, the adequacy of any minimum guarantees, and the claims paying abilities of the underlying insurer(s). Index fund selection will focus on the reasonableness of fund expense ratios and correlation to the index benchmark.

For investment options other than index funds, stable value funds and income funds, Board will establish a reasonable universe of diversified investment funds with similar investment styles for each targeted asset class and then make selections from that universe based on the following standards:

- a. Operating expenses - the expense ratio of the funds will be evaluated for reasonableness with a preference for lower cost funds except where additional cost can be justified by other factors.

## CP054 - Investment Policy for City Supplemental 401/457 Retirement Plans

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- b. Risk-adjusted returns - as measured by Sharpe Ratio, historical investment performance relative to risk and a comparison of risk/return tradeoff versus peers.
- c. Performance - the investment performance of the fund as reflected by total trailing annualized returns, rolling window performance, and Alpha, a measure of value added by a manager.
- d. Risk characteristics - such as standard deviation (a measure of the dispersion of a fund's historical returns) and upside/downside market capture (a measure of downside protection and upside participation).
- e. Consistency of style - the consistency of the fund's investment performance relative to its stated investment objectives.

### III. **404(c) COMPLIANCE**

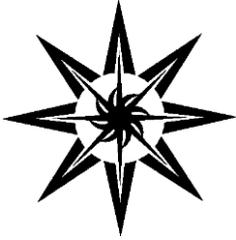
While the Plan is not subject to ERISA, the Plan intends to follow Section 404(c) of ERISA and related regulations as guidelines, but the Plan is not bound to follow every requirement of Section 404(c) of ERISA and related regulations. Plan participants shall have the opportunity to control the investment of their individual accounts, and no fiduciary of the Plan shall be liable for any loss that results from a participant's exercise of investment control.

The Plan's service provider(s) should provide detailed account statements that regularly inform participants regarding investment performance and expenses that affect their individual account balances. In addition, to the extent provided in the Plan, participants may exercise any voting, tender, or other rights connected with investments in their accounts.

### IV. **MONITORING**

The Board will monitor the Plan's investment options by periodically reviewing the investment objectives and risk characteristics, historical performance, and expenses applicable to each investment option. Investment option reviews will be undertaken with the understanding that investment performance is best evaluated on the basis of full-market cycles and that greater weight should be afforded to market-cycle performance than to performance in any given year.

Investment options that consistently underperform on a risk-adjusted basis will be placed on a watch list for closer monitoring and evaluation to determine if action is warranted, the Board shall direct the transfer of assets directly to the replacement investment option. If the decision to terminate or replace an investment option is made by the Board, a transfer of assets directly to the replacement investment option, freeze the assets allocated to the de-selected investment option, and direct new asset flows to the newly-selected investment option or take such other action it deems appropriate under the circumstances and in the best interests of the Plan.



# City Council Policy: CP055 - Investment Policy for Police Pension Plan Retirement Funds

Effective Date: November 1, 2021

Amends: May 6, 2019

Approved By: Governing Body

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## I. PURPOSE

### A. OVERSIGHT OF PLAN'S INVESTMENTS

The Board of Trustees (Board) have the responsibility, among others, to manage the investment of the Plan's assets. The purpose of this Policy is to formalize the Board's guidelines and objectives related to the investment of the Plan's assets, including the standards for selecting and monitoring the Plan's investments, and the persons or entities (if any) to whom the authority and responsibility for management of those investments is delegated by the Board. This Policy presents the Board's general investment philosophy and identifies specific guidelines and objectives related to investment return and risk with respect to management of the Plan's assets. The Board will use these guidelines and objectives to monitor, evaluate and make decisions about the suitability (and continued suitability) of the Plan's investments, and the management of those investments, in light of the Plan's contribution source, accrued benefit liabilities, benefit payment stream, and other relevant factors.

### B. THE PLAN'S CONTRIBUTION SOURCE, BENEFIT LIABILITIES AND BENEFIT PAYMENTS

Contributions to the Plan are made by the employees as a condition of participation and by the City based on an amount determined by the Plan's actuaries to adequately fund the Plan. Thus, the funding of the Plan depends on some of the following factors:

- a) the number of persons employed, during any period of time;
- b) the salary of the covered employees during such period of time;
- c) the amount of time the employees work for the City; and
- d) the performance of the investments of the Plan's assets.

The contribution rate is determined upon consideration of many factors, including but not necessarily limited to, the Plan's benefit accrual formula, the projected benefit accruals under the Plan, benefit payment obligations, and performance of the Plan's investments over extended time horizons.

Benefits are paid by the Plan upon a distributable event, such as death, disability or retirement of a covered employee. Benefits obligations may be paid monthly to eligible retirees and beneficiaries.

### C. REVIEW AND MODIFICATION OF THIS INVESTMENT POLICY STATEMENT

The investment objectives and standards set forth in this Policy will be reviewed by the Board annually, or more frequently as needed to ensure it remains prudent and consistent with the best interests of the Plan's participants. This Policy may be amended or modified by the Board at any time.

## II. POLICY

- A. This document, as amended from time to time, will serve as the Investment Policy Statement (Policy) for the City of Prairie Village Police Pension Plan (Plan), a defined benefit pension plan qualified under Section 401(a) of the Internal Revenue Code. The City of Prairie Village (City) established the plan to provide retirement benefits to employees (and their beneficiaries) in accordance with the Plan document.

### B. INVESTMENT GUIDELINES

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1. GENERAL FIDUCIARY OBLIGATION

In establishing, monitoring and modifying this Policy, and in complying with the guidelines and standards established in this Statement, the Board will at all times act prudently, and exclusively in the best interests of the Plan's participants and beneficiaries. "Prudence" means the care, skill and diligence under the circumstances then prevailing that a prudent person acting in a similar capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. The Board will diversify the investments of the Plan's assets so as to minimize the risk of large losses, unless under the circumstances then prevailing, it is clearly prudent not to do so.

2. LONG TERM RISK AND REWARD

This Policy reflects consideration of the long-term funding requirements of the Plan. The Board recognizes that expectations for the returns to be earned on the different classes of Plan assets in the future may not be realized. However, the expectations reflected in this Statement are considered by the Board to be reasonable, given the historical experience covering long-term periods and the belief that the capital markets will remain viable. Long-term is defined as over 10 years. If the assumptions are not realized, the Board recognizes that a substantial shortfall of actual investment returns from those expected could require increased contributions or a reduction in future benefit accruals, or other Plan modifications.

3. PRESERVATION OF ASSETS AND PURCHASING POWER

The fundamental objectives of the Plan's investments are to preserve capital, to avoid a diminution in the purchasing power of the Plan's assets (relative to inflation), and to assure satisfaction of the Plan's long-term liquidity needs. The Board believes it is appropriate for the Plan to assume a moderate degree of investment risk, with diversification of Plan assets among different classes of investments as a means of reducing risk. The Plan can and will tolerate some variability in market value and rates of return in order to achieve a greater long-term rate of return.

While neither the City nor the Board guarantee the continued viability of existence of the Plan, they hope and intend to continue the Plan indefinitely. Consequently, the Board endorses a long-term approach to managing the investment portfolio, but believe this should not be viewed as justification for exposing the portfolio to levels of volatility that might adversely affect the value of the Plan's assets.

The Board believes that the level of risk assumed in the fund is a function, in large part, of the fund's risk posture as stated above. The proportion of assets allocated to equity investments is the most important determinant of volatility of future returns. As indicated by long-term historical data, the risk of equity ownership has been rewarded with a higher rate of return.

4. SELECTION OF INVESTMENT MANAGERS

The Boards desire to retain an Investment Manager (Manager) to assist them in their responsibility to manage the Plan's assets. The Manager will construct and manage investment portfolios within the guidelines of this Policy. The manager will select specific securities, buy and sell such securities, and modify the asset allocation within the guidelines in this Policy. The Policy is intended to allow enough flexibility for the Manager to respond to changing economic conditions and securities markets.

In selecting a Manager the following criteria will be taken into account:

- Investment returns
- Risk assessments
- Background of people
- Philosophy of Manager
- Process of investment decisions
- Diversification of portfolio
- Management fees
- Use of cash
- Portfolio turnover
- Quality of manager reports and communications
- Comparison of Manager's return and risk to appropriate market indices and universes
- Compliance with regulatory agencies

## CP055 - Investment Policy for City Retirement Funds

Managers will be required to specifically assume fiduciary liability for investment results. Any manager may be replaced at any time by the Board. The Manager is required to acknowledge the guidelines and objectives stated in this Policy and agrees to manage Plan assets in accordance with this Policy.

### 5. PORTFOLIO RESTRICTIONS AND DIVERSIFICATION

Each asset class will be invested in a portfolio of marketable securities. Private placements, restricted or letter stock, and other non-marketable securities are not permissible. Investment in the following types of marketable securities is not permissible: financial futures, derivatives (except mortgaged backed securities used in a conservative manner), options, warrants, and commodities except for gold.

The Manager may choose to invest in publicly traded mutual funds and/or commingled trust funds. Mutual funds are expected to exhibit long-term performance that is competitive relative to the peer group and an appropriate market benchmark. Expense ratios within any mutual fund or commingled trust should be at or below the category average. Assets within the mutual fund or commingled trust should be at least \$50 million.

The Manager may not engage in the following types of transactions: short sales or any other marginable transactions, option writing, hedging strategies, or any other transaction that unduly increases risk in the portfolio.

The diversification of equity and fixed income securities held in each portfolio among sectors, industry groups and issuers is the responsibility of the Manager. The Manager is expected to diversify the portfolio sufficiently to minimize the risk of a large loss from a single security.

### C. ASSET ALLOCATION

The Board will select the appropriate asset classes. In selecting the asset classes, the Board will choose asset classes reasonably designed to further the purposes of the Plan, taking into account:

1. The risk of loss and opportunity for gain associated with the asset classes, both objectively and in light of the acceptable risk permitted by this Policy, taking into account the correlation of the various asset classes and the time horizon over which the Plan is likely to have assets invested in the asset classes;
2. The composition of the available asset classes with regard to the Plan's opportunity to meet its objectives without exceeding the risk tolerance permitted by this Policy;
3. The composition of the available asset classes with regard to the Plan's opportunity to achieve diversification of its investment portfolio;
4. The liquidity and current return which with respect to the asset classes, relative to the specific cash flow requirements of the Plan; and
5. The projected return available with respect to the asset classes, relative to the funding objectives of the Plan.

The target asset allocation and asset classes to be used in the Plan are shown below. All percentages are based on market values of the entire portfolio.

Asset Class	Target Percentage of Total Portfolio	Minimum Percentage of Total Portfolio	Maximum Percentage of Total Portfolio
Large Cap Domestic Equity	25	20	40
Mid Cap Domestic Equity	10	0	15
Small Cap Domestic Equity	10	0	15
International Equity	15	0	20
Fixed Income	35	25	45
Other	5	0	10
Cash	0	0	10

Based on asset allocation studies using long-term historical returns from the various capital markets, the Board believes there is a reasonable likelihood the Plan will meet the overall investment objectives using the above asset allocation.

The Board may add, delete, or change asset classes (and may change the percentages assigned to each asset class) at any time, in their discretion. In some cases the Board may satisfy asset classes by using pooled funds. Where pooled funds are used, they should substantially comply with this policy.

### D. STANDARDS OF INVESTMENT PERFORMANCE

#### 1. ACTUARIAL OBJECTIVES

The Plan's investment objective is to realize an investment return that, at a minimum, equals the Plan's actuarial interest assumption on an ongoing basis.

#### 2. INFLATION OBJECTIVES

As inflation is a serious deterrent to providing meaningful benefits to covered employees and their beneficiaries in the future, the Board maintains a relative objective to keep the investment performance of the Plan's assets in perspective. This relative objective is an annual rate of return, net of fees, equal to the annual rate of inflation plus five percent (5%). The Consumer Price Index (CPI) will be used as an index to measure inflation.

#### 3. MARKET RELATED OBJECTIVES

The Plan's investment objectives should be pursued as long-term goals designed to maximize return while reducing exposure to undue risk as set out in this Policy. All returns will be measured in terms of total return based on market value. Total returns will be defined as all income paid or accrued plus realized and unrealized capital gains and losses. The Plan's custodian is responsible for preparing the statement used for performance monitoring.

#### 4. OVERALL INVESTMENT PERFORMANCE STANDARD

The market objective for measurement of the Plan's overall investment performance is a weighted blended index based on target percentage return consisting of: The Standard and Poor's 500 Equity Index, the Russell Mid Cap, the Russell 2000, the MSCI EAFE International Equity Index, the Barclays Capital Intermediate Government/Corporate Fixed Income Index, and the 90 day Treasury Bill. Risk will be measured by variability of returns (standard deviation). Emphasis will be placed on measurement over a full market cycle, usually three to five years. Policy Benchmark consists of 25% S&P 500, 15% EAFE, 10% Russell Mid Cap, 10% Russell 2000, 35% Barclays US Govt/Cred Int., 5% 90-Day T-bills.

The total fund should exceed the returns of a comparable universe of balanced funds with similar objectives, net of investment management fees, with less risk.

#### 5. DOMESTIC EQUITY PERFORMANCE STANDARDS

The purpose of Domestic Equity investments is to provide maximum total return while not exceeding the risk levels stated in this Policy.

The market objective for the Domestic Equity portion of the portfolio is to exceed the return of The Standard & Poor's 500 Equity Index (benchmark) while not exceeding the risk of the benchmark as measured by variability of returns (standard deviation), net of investment management fees. Emphasis will be placed on measurement over a full market cycle, usually three to five years.

The asset class should exceed the returns of a comparable universe of Domestic Equity funds with similar objectives, net of investment management fees, with less risk.

#### Guidelines

- a.) The Manager may select from marketable domestic equity securities traded on any of the major U.S. exchanges or through NASDAQ. Securities for this portfolio may include common stocks, preferred stocks, convertible securities and publicly traded mutual funds or commingled trust funds.
- b.) Securities with a market capitalization of less than \$500 million at the time of purchase will not be used. Preference should be given to high quality equity securities.

## CP055 - Investment Policy for City Retirement Funds

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- c.) Diversification must be maintained at all times. No single equity position shall exceed 10% of the market value of the Domestic Equity portfolio. No single industry (as defined by Standard & Poor's industry groups) shall exceed 20% of the market value of the Domestic Equity portfolio.
- d.) The selection of individual securities will be at the discretion of the Manager, within the guidelines stated in this Policy.
- e.) The Manager should stay fully invested in Domestic Equity securities

### 6. INTERNATIONAL EQUITY PERFORMANCE STANDARDS RELATIVE TO MARKET

The purpose of international equity investments is to diversify the overall equity position in the portfolio to protect assets and reduce risk.

The market objective for the International Equity portion of the portfolio is to exceed the return of the EAFE International Equity Index (benchmark) while not exceeding the risk of the benchmark as measured by variability of returns (standard deviation), net of investment management fees.

Emphasis will be placed on measurement over a full market cycle, usually three to five years.

The asset class should exceed the returns of a comparable universe of international equity pooled funds with similar objectives, net of investment management fees, with less risk.

#### Guidelines

- a.) The Manager may select from marketable international securities traded on any of the major international exchanges. Securities for this portfolio may include common stocks, preferred stocks and convertible securities.
- b.) Securities with a market capitalization of less than \$500 million at the time of purchase will not be used. Preference should be given to high quality equity securities.
- c.) Diversification must be maintained at all times. No single equity position shall exceed 10% of the market value of the International Equity portfolio. No single industry shall exceed 20% of the market value of the International Equity portfolio. The Manager should also be diversified in at least three capital markets whose assets and currencies are not closely correlated to each other.
- d.) The selection of individual securities will be at the discretion of the Manager, within the guidelines stated in this Policy.
- e.) The Manager may use discretion regarding hedging currencies where they may be fluctuating adversely relative to the dollar.
- f.) The Manager should stay fully invested in International Equity securities.

### 7. DOMESTIC FIXED INCOME PERFORMANCE STANDARDS RELATIVE TO MARKET

The primary purpose of fixed income investments is to provide total return while not exceeding the risk levels stated in this policy. The secondary purpose is to generate income and reduce volatility in the entire portfolio.

The market objective for the fixed income portion of the Plan is to exceed the return of the Barclays Capital Intermediate Government/Corporate Fixed Income Index (benchmark) while not exceeding the risk of the benchmark as measured by variability of returns (standard deviation), net of investment management fees. Emphasis will be placed on measurement over a full market cycle, usually three to five years.

The asset class should exceed the returns of a comparable universe of domestic fixed income funds with similar objectives, net of investment management fees, with less risk.

#### Guidelines

- a.) The Manager may select from marketable Domestic Fixed Income securities. Securities for this portfolio may include corporate bonds, government & agency bonds, Treasury Inflation-Protected Securities (TIPS), mutual funds, or exchange traded funds (ETFs).
- b.) Fixed income investments should stress high quality with overall portfolio quality rated A or better. Corporate debt securities will be of investment grade or better. Any investments that do not maintain a minimum investment grade credit rating of BBB from Standard & Poor's or Baa from

## CP055 - Investment Policy for City Retirement Funds

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Moody's Investment Services may be retained in the portfolio at the discretion of the Manager, but only after a serious review of the risks involved.

- c.) Diversification must be maintained at all times. The Manager may not invest more than 10% of the market value of fixed income portion in any obligation of a single issuer, with the exception of the U.S. Government and its agencies.
- d.) The portfolio duration will not vary from the duration of the benchmark by plus or minus 20%.
- e.) The selection of individual securities will be at the discretion of the Manager, within the guidelines stated in this Policy. The allocation between corporate and government bonds is in the discretion of the Manager.
- f.) The Manager should stay fully invested in Domestic Fixed Income securities. Cash positions in excess of 5% are not permitted.

### E. RESPONSIBILITIES OF THE INVESTMENT MANAGER

#### 1. FIDUCIARY LIABILITY

The Manager acknowledges that investment decisions will be made in the sole interest and for the exclusive purpose of providing benefits to participants. All assets must be invested with the care, skill and diligence that a prudent person familiar with such matters acting in a like capacity would use in a similar enterprise. The Manager will assume the responsibility for investment performance and comply with all fiduciary requirements required by law. All investments will be made within the guidelines of quality, marketability and diversification mandated by any controlling statutes. The Manager is granted full discretion to manage the investment portfolio within the constraints and guidelines of this Policy. The Manager will acknowledge and accept this fiduciary responsibility by executing this document. The Manager shall comply with the fiduciary responsibility standards and requirements of the Employee Retirement Income Security Act (ERISA) of 1974, as amended, and rules and regulations thereunto.

#### 2. REPORTING

The Manager shall report investment results to the Board in writing on at least a semi-annual basis. The Board should also be informed of any significant changes in the ownership, affiliation, organizational structure, financial condition, or professional personnel staffing of the investment management organization. The Manager will inform the Board regarding all significant matters pertaining to the investment of the assets. The Board should be kept apprised of major changes in investment strategy, portfolio structure, market value of the assets, and other matters affecting the investment of the assets.

#### 3. TRADING AND BROKERAGE

Trading activity is in the discretion of the Manager. The Manager is free to execute trades whenever it is in the best interest of the Fund. There are no specific restrictions on portfolio turnover. However, the Board anticipates that better long-term investment performance will result from investment strategies, not trading strategies. The Manager will have the discretion to execute transactions with brokerage firms of his or her choosing. This selection should be based on the quality of executions rendered, the financial health of the brokerage firm, the general business integrity of the firm, commission costs, and the firm's overall efficiency in transacting business. It is further acknowledged that commission dollars are a Fund asset and should not be used for purposes other than that which directly benefits plan participants. The Manager will report to the Board on the total commissions paid, commission rates charged, and the brokerage firms used by the Manager.

#### 4. USE OF CASH

If cash is used by the Manager, it should be invested in instruments that will achieve the highest return which does not impair the principal of the Fund, while maintaining liquidity at all times. All such assets must represent maturities of one year or less at the time of purchase. Cash investments can be made in money market mutual funds, bank short-term U.S. Government and agency obligations, government insured deposits, time deposits, certificates of deposit, A1/P1 commercial paper, collateralized agreements, bankers acceptances, and the like.

#### 5. PROXY VOTING

The Manager for equities is required to vote all proxies in the best interest of plan participants by maximizing the value of the securities in the portfolio. The Manager shall maintain proper files documenting the decisions made on each proxy. The Manager's proxy voting procedure and proxy voting record will be reviewed by the Board on a regular basis. The Manager will have complete discretion with respect to the voting of the proxies.

**F. MONITORING OF INVESTMENT PERFORMANCE**

**1. SEMI-ANNUAL REPORT**

No less frequently than semi-annually, the Board will review the continued suitability of the asset classes, and the overall performance of the investment funds. As part of this review process, the Board will prepare or cause to be prepared a Performance Monitoring Report, which shall review the performance of the investment vehicles in light of the criteria set out in this Policy. The purpose of this report is to satisfy Boards' obligation to continually perform due diligence on the Plan's investments. Cash equivalents used in reserve to pay benefits and expenses of the Plan will not be part of the performance monitoring process.

**2. CHANGES IN INVESTMENT MANAGER**

The Board will also review the suitability of an investment manager upon a change in the portfolio manager or a perceived or announced change in investment style or objectives, of which the Board are aware. The Board has the right to eliminate and, as appropriate, replace any manager that ceases to be suitable based upon the criteria set out in this Policy. The Board may add additional investment managers, as they deem appropriate in their discretion.

In the event the Board determines that an investment manager is no longer suitable, the Board shall select another manager within the same asset class, and direct that amounts then invested in the unsuitable manager be transferred to the new manager for management.

**G. CUSTODIAN**

All assets will be held at BMO Trust and Custody Services as the custodian in the name of the City of Prairie Village Police Pension. The Custodian will regularly summarize these holdings for the Boards' review. The Custodian will allocate funds to the Manager at the direction of the Board. All indicia of ownership of any assets of the Plan shall be maintained within the jurisdiction of the courts of the United States.

The Board hereby adopts this Investment Policy Statement for the City of Prairie Village Police Pension Plan this 1<sup>st</sup> day of November, 2021. This Policy supersedes any previous Investment Policy Statement.

**H. DEFINITIONS**

Board of Trustees - Responsible for establishing the Investment Policy Statements (ISP). Also known as the Police Pension Board.

Custodian - Maintains physical possession of the funds.

Investment Manager - Manages investment portfolios within the guidelines of this policy. The manager will select specific securities, buy and sell securities, and modify the asset allocation within the guidelines of this policy.



## City Council Policy: CP056 - Financial Management Policies

Effective Date: April 15, 2013

Amends: September 21, 2009

Approved By: Governing Body

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### I. SCOPE

### II. PURPOSE

A. Prairie Village Financial Management Policies provide a basic framework for the overall fiscal management of the City. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision making process. The financial policies represent guidelines for evaluating both current activities and proposals for future programs.

### III. RESPONSIBILITY

A. City Administrator / Finance Director

### IV. DEFINITIONS

### V. POLICY

A. The Prairie Village Financial Management Policies reflect long-standing principles and practices, which have enabled the City to maintain its financial stability. It is intended that the policies be reviewed annually so the guidelines represent a realistic, current framework for public policy decisions. Policy statements for the following areas:

- 1.0 Operating Budget Policies
- 2.0 Revenue Policies
- 3.0 Reserve Policies
- 4.0 Debt Policies
- 5.0 Capital Budget Policies
- 6.0 Accounting Policies
- 7.0 Investment Policies
- 8.0 Treasury Policies

#### 1. Operating Budget Policies

The objective of the operating budget policies is to maintain adequate service levels at reasonable costs by following sound financial management practices.

- a.) Balanced budget. The operating budget shall be balanced. For each fund, ongoing costs shall not exceed ongoing revenues plus available fund balances used in accordance with Reserve Policies.
  - b.) Borrowing for operating expenditures. The City will not use debt or bond financing to fund current expenditures.
  - c.) Planning. The budget process will be coordinated so as to identify policy issues for governing Body consideration prior to the budget approval date so proper decision analysis can be made. The City Administrator shall have responsibility for: supervising the preparation and coordination of the budget, advising Department Managers of budget formats, timing and constraints; as well as the preparation of such cost/benefit studies and revenue/expenditure projections as necessary to fulfill such budgetary responsibilities.
  - d.) Performance evaluation. Where appropriate, performance measurement and productivity indicators shall be integrated into the annual budgeting process. All departments will be reviewed regularly for such performance criteria as program initiatives, compliance with policy direction, program effectiveness and cost efficiency. The information will be reported to the Governing Body annually.
  - e.) Budgetary controls. The City will maintain a budgetary control system to ensure adherence to the adopted budget and associated appropriations.
    - The Governing Body shall review proposed expenditures in the form of appropriation/claims ordinances presented at each Council meeting, as well as through quarterly financial reports.
    - Prior to Council review, the City Treasurer shall review disbursements for the purpose of determining adherence to the approved accounting procedures.
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## CP056 - Financial Management Policies

- The City Administrator and Finance Director will review monthly and quarterly expenditure reports to determine adherence to the approved budget. Department Managers shall have primary responsibility for insuring compliance with their approved departmental budget. If the City Administrator or Finance Director find an expenditure which constitutes a significant deviation (an unbudgeted impact of more than \$5,000 on a particular budget category) from the approved expenditure plan or approved budget, the department head will be asked to prepare an amended departmental budget an/or expenditure plan to accompany the appropriations ordinance for review by the Governing Body.
  - City Department Managers shall have primary responsibility for insuring compliance to approved departmental budget and expenditure plans.
- f.) Financial reports.
- Monthly expenditure reports will be prepared for Department Managers at the end of each month to enable them to meet their budget goals and to enable the City Administrator and Finance Director to monitor and control the budget.
  - Summary financial reports will be presented to the Governing Body quarterly.
- g.) Service levels. The City will attempt to maintain essential service levels. Changes in service levels will be governed by the following policies:
- h.1.) Budget process. The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new ongoing programs made outside the annual process must substantiate the need for the new program.
  - h.2.) Personnel expenses. Requests for additional personnel should meet program initiatives and policy directives after service needs have been thoroughly documented or it is substantiated that the new employee will result in increased revenue or enhanced operating efficiencies.
2. Revenue Policies
- The objective of the revenue policies is to ensure that funding for public programs is derived from a fair, equitable and adequate resource base, while minimizing tax differential burdens. The City will keep the revenue system as simple as possible by avoiding nuisance taxes, fees or charges only as a revenue source.
- a.) Revenue structure. The City will maintain a diversified and stable revenue system to shelter programs from short-term fluctuations in any single revenue source.
- b.) Sources of services financing. Services which have a city-wide benefit will be financed with revenue sources which are generated from a broad base, such as property taxes and state aids. Services where the customer determines the use shall be financed with user fees, charges and assessments directly related to the level of service provided.
- c.) User fees. The City will maximize the utilization of user charges in lieu of general revenue sources for services that can be individually identified and where the costs are directly related to the level of service:
- Cost of service. The City will establish user charges and fees at a level which reflects the costs of providing the service, to the extent legally allowable. Operating, direct, indirect (where practical and available) and capital costs shall be considered in the charges. Full cost charges shall be imposed unless it is determined that policy and market factors require different fees.
  - Policy and market considerations. The City will also consider policy objectives and market rates and charges levied by other public and private organizations for similar services when fees and charges are established.
  - Annual review. The City will review fees and charges annually, and will make appropriate modifications to ensure that charges grow at a rate which keeps pace with the cost of efficiently providing the service.
  - Non-resident charges. Where practical or legally allowable, user fees and other appropriate charges shall be levied for activities or facilities in which non-residents participate in order to relieve the burden on City residents. Non-resident fees shall be structured at market levels.
  - Internal service fees. When interdepartmental charges are used to finance internal functions, charges shall reflect full costs; indirect expenses shall be included where practical.
- d.) License Fees. The City will establish license fees at levels which reflect full administrative costs, to the extent legally allowable.
- e.) Fines. Levels of fines shall be requested according to various considerations, including legal guidelines, deterrent effect, and administrative costs. Because the purpose of monetary penalties against those violating City ordinances is to deter continuing or future offenses, the City will not request any increase in fine amounts with the singular purpose of revenue enhancement.

## CP056 - Financial Management Policies

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- f.) Dedicated revenues. Except where required by law or generally accepted accounting practices (GAAP), no revenues shall be dedicated for specific purposes. All non-restricted revenues shall be deposited in the General Fund and appropriated by the annual budget process.
  - g.) Surplus property. Surplus and seized property will be disposed of in the most cost effective manner. Council approval shall be required for the disposal of fixed assets listed on the City's balance sheet.
  - h.) Reimbursements. The City will seek all possible Federal, State and County reimbursement for City programs and/or services.
  - i.) Monitoring System. Major revenue sources will be tracked on a routine basis. Five year trends will be developed and monitored for major revenue sources.
3. Reserve Policies
- The objective of the reserve policies is not to hold resources solely as a source of interest revenue, but rather to provide adequate resources for cash flow and contingency purposes, while maintaining reasonable tax rates.
- a.) Cash flow and contingency - All Funds. The City will maintain a minimum "base" unallocated fund balance of five percent of all operating fund budgets to be used for cash flow purposes, unanticipated expenditures of a non-recurring nature, or to meet unexpected increases in service delivery costs. The funds will be used to avoid cash flow interruptions, generate interest income, avoid the need for short-term borrowing and assist in maintaining the City's bond rating.
    - To the extent that unusual contingencies exist as a result of state and federal aid uncertainties, or other unknown, a balance larger than this "base" amount may be maintained.
  - b.) Use of fund balances. Available fund balances will not be used for on-going operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and that plans have been established to address future operating budget shortfalls. Emphasis will be placed on one-time uses which achieve future operating cost reductions. Use of fund balances must be authorized by the City Council.
  - c.) Annual review. An annual review of cash flow requirements and appropriate fund balances will be undertaken to determine whether modifications are appropriate for the reserve policies.
4. Debt Policies
- The objective of the Prairie Village debt management policies is to maintain the City's ability to incur present and future debt at minimal interest rates in amounts needed without endangering the City's ability to finance essential City services. Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued.
- a.) Bond Rating. The City will manage financial affairs to ensure Aa or better bond rating.
  - b.) General obligation bonds, property tax supported. The City will utilize general obligation, property tax supported bonding to finance only those capital improvements and long term assets which have been determined by the City Council to be essential to the maintenance or development of the City and which cannot be financed with current revenue. Debt will be used to acquire major assets with expected lives which equal or exceed the average life of the debt issue.
  - c.) Special obligation revenue bonds. Special obligation revenue bonds, those bonds for which the City incurs no financial or moral obligation, shall only be issued if the associated development projects can be shown to be financially feasible and will contribute substantially to the welfare and/or economic development of the City and its citizens.
  - d.) Short term debt and leases. Because the City recognizes the inherent risk in short-term borrowing, it will not be used without careful investigation of financing options, cost of the financing and terms available. Lease/purchase will be used as a financing tool only when, through investigation, the City determines this is the most prudent and cost effective way to finance the project or equipment.
  - e.) Limitations on issuance of new debt. The City will establish and maintain limitations on the issuance of new property tax base supported bonded indebtedness. These limitations will promote a balanced relationship between expenditures for debt service and current municipal costs, and assist in minimizing the overall property tax burden. The City will limit the issuance of new bonded debt so as to maintain or make improvements in key financial ratios, including;
    - Direct City debt should not exceed 3% of the estimated market value of property within the City.
    - The percentage of direct City debt scheduled for retirement in the next 10 years should exceed 50% of the total outstanding debt.
    - General obligation maturities should not exceed the life of the project or asset financed with bonds.
  - f.) Debt Service. Bond issues should be scheduled to equalize annual debt service requirements to the degree that borrowing costs can also be minimized.
5. Capital Budget Policies

The objective of the capital budget policies is to ensure that the City of Prairie Village maintains its public infrastructure and equipment in the most cost-efficient manner.

- a.) Capital Infrastructure Program. The City will prepare and adopt a three year Capital Improvement Program which will detail each capital project, the estimated cost and funding source. A priority system will be used to rank recommended projects.
- b.) Operating budget impacts. Operating expenditures will be programmed to include the cost of implementing the Capital Improvement Program and will reflect estimates of all associated personnel expenses and operating costs attributable to the implementation and/or ongoing operations of capital outlays. All single items purchased by the City which have a cost of \$5,000 or more and a useful life of more than one year will be considered Fixed Asset and will be added to the fixed asset inventory.
- c.) Repair and replacement. The City recognizes deferred maintenance increases future capital costs by an estimated five to ten times. Therefore, the City will endeavor to maintain its physical assets at a level adequate to protect the City's capital investments and minimize future maintenance and replacement costs. The capital budget will provide for the adequate maintenance, repair and orderly replacement of the capital plant and equipment from current revenues where possible.

6. Accounting Policies

The objective of the City's accounting policies is to ensure that all financial transactions of the City of Prairie Village are carried out according to the dictates of the City Charter, State Statutes, federal grant guidelines and the principles of sound financial management.

- a.) Accounting standards. The City will establish and maintain accounting systems according to the generally accepted accounting principles and standards (GAAP) of the Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB). A centralized system shall be used for financial transactions of all City departments.
- b.) Annual audit. An annual audit will be performed by a firm selected by the City Council and will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement, if required.
- c.) Disclosure. Full disclosure will be provided in all financial statements and bond representatives.
- d.) Monitoring. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment, if required, at mid-year.
- e.) GFOA Award. The City will annually submit necessary documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting.

7. Investment Policies

The objective of the investment policies is to ensure that all non-pension related revenues received by the City are promptly recorded and deposited in designated depositories, and if not immediately required for payments of obligations, are placed in authorized investments earning interest income for the City according to the following criteria.

- a.) Objectives. The following objectives shall govern Prairie Village investments, as listed in order of importance.
  - Safety. Safety of principal is the foremost objective of the City of Prairie Village. Each investment transaction will be made in a manner which ensures that capital losses are avoided, whether from securities defaults or erosion of market value.
    - (a) All investments of funds of the City of Prairie Village will be collateralized to at least 100% of market value by instruments which are backed by the full faith and credit of the federal government or instruments issued by agencies of the federal government.
      - (i) If any mortgage is involved in the underlying value of the instruments pledged as security by an institution, City funds should be collateralized at market to 120% of total investment.
  - Liquidity. The cash position of the City of Prairie Village has peaks and valleys during the year which require that a portion of the investment portfolio emphasize liquidity. The City of Prairie Village will consider liquidity as a priority, while still recognizing the need to maximize yield.
  - Yield. The investment portfolio of the City of Prairie Village will be designed to attain a market-average rate of return through budgetary and economic cycles, taking into account the City's investment risk constraints, cash flow characteristics of the portfolio and prudent investment principles.
  - Local considerations. Subject to requirements of the above priority objectives and regulations of the State of Kansas, it is the policy of the City of Prairie Village to offer financial institutions within the City and the Kansas Municipal Investment Pool the opportunity to bid on investments. Financial institutions outside the City limits may also bid on investments in accordance with state statutory provisions. When the highest yield rate offered is the same or higher than the

weighted yield rate of current investments, the offer may be accepted. When the yield rate offered is lower than the weighted yield rate of current investments, the money will be invested in a short-term account until yield rates increase above the weighted yield rate of current investments.

- Maintaining the public trust. Because the investment portfolio is subject to public review and evaluation, the overall investment program will be designed and managed with a degree of professionalism that is worthy of the public trust. Investment officials will avoid any transaction that might impair public confidence in the City of Prairie Villages' ability to govern effectively.
- b.) Types of investments. The City of Prairie Village shall invest only United States Treasury bills/notes and certificates of deposit as authorized by Kansas statute.
- c.) Diversification. It is the policy of the City of Prairie Village to diversify its investment portfolio. Assets held in the general fund and other funds shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be established, with periodic review and revision, as appropriate. Before a significant change in type of investments is made, staff will consult with the Council Committee of the Whole. In establishing specific diversification strategies, the following general policies and constraints will apply:
- Portfolio maturities. Maturities will be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities will be selected which provide for income stability and reasonable liquidity.
  - Liquidity. For short-term cash management fund liquidity, investment practices will be followed which ensure that funds required for the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury securities.
8. Treasury Policies  
The objectives of the Treasury Policies is to provide an effective way for the preparation and distribution of employee salaries and vendor accounts payable checks.
- a.) Payroll Procedure. The Accounting Department is authorized by the Governing Body to release funds for City payroll costs without prior claims ordinance approval. The City Administrator and/or Finance Director shall approve the transfer of funds between City checking accounts necessary to fund those costs, which shall be placed on a claims ordinance for approval of the Governing Body at their next regular meeting.
- b.) Accounts Payable Procedure. The Accounting Department is authorized by the Governing Body to prepare and distribute checks for payment to the City's accounts payable vendors after a claims ordinance and check register have been approved by the Governing Body.
- The Accounting Department is authorized to prepare and distribute payments without prior approval of the Governing Body on utility bills, insurance policies or other annual agreements that incur late payment fees if held for the next approved claims ordinance. These disbursements shall be placed on a claims ordinance for approval of the Governing Body at their next meeting.
  - All other emergency disbursement requests shall require approval of the City Treasurer or, in their absence, the City Administrator or their designee. If authorized and disbursement is made, a record of the disbursement shall be placed on a claims ordinance for approval of the Governing Body at their next meeting.

VI. PROCEDURES



## City Council Policy: CP057 - Capital Infrastructure Program

Effective Date: May 19, 2003

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish process for Capital Infrastructure Program (CIP).

### III. RESPONSIBILITY

- A. City Administrator
- B. Public Works Director
- C. Finance Director

### IV. DEFINITIONS

- A. For purpose of this publication, the following words and phrases shall have the meanings respectively ascribed to them by this section.
- B. **City:** The City of Prairie Village, Kansas.
- C. **City Administrator:** The **City Administrator** of the City of Prairie Village, Kansas, as appointed by the Mayor, or the designee of the **City Administrator**.
- D. **Department:** The **Department** of Public Works in the City of Prairie Village, Kansas.
- E. **Director of Public Works:** The **Director of Public Works** of the **City** of Prairie Village, Kansas, as appointed by the Mayor, or the designee of the **Director of Public Works**.
- F. **Director of Finance:** The **Director of Finance** of the **City** of Prairie Village, Kansas, as appointed by the **City Administrator**, or the designee of the **Director of Finance**.
- G. **Infrastructure:** Any facility or structure proposed to be constructed, reconstructed, repaired, improved, or maintained either wholly or partially within the right-of-way or connecting to the right-of-way.
- H. **Program:** The Capital Infrastructure **Program** for the City of Prairie Village, Kansas.
- I. **Project:** A series of task producing a specific capital improvement.
- J. **Section:** The Capital Infrastructure **Program** will be segregated into five sections: Parks, Drainage, Streets, Buildings, and Other.

### V. POLICY

#### A. PREAMBLE

- 1. This policy is intended to describe the process to be used for preparing the **Program**, approving the budget for the **Program**, and managing the **Program**.

#### B. PREPARATION OF THE PROGRAM

- 1. The **Director of Public Works** will prepare annually the **Program**.
- 2. The **Program** will be for a three year period beginning with the next budget year. (Ref: City Council Policy 124 part 5.0).
- 3. The **Program** will be grouped into Parks, Drainage, Streets, Buildings, and Other **sections**.
- 4. The **Program** will contain individual project pages for each capital expenditure acquired, modified or replaced.
- 5. The individual project page will detail major expenditure categories and sources of revenue for the **Program** period and include a total of expenditures to date for the individual program.
- 6. The **Director of Public Works** will prepare a summary page of the Capital Infrastructure **Program** in the format required by the **Director of Finance**.
- 7. The **Director of Public Works** will submit the Capital Infrastructure **Program** Summary Page and the individual project pages to the **Director of Finance**.

#### C. BUDGET APPROVAL

- 1. The **Director of Finance** will include the Capital Infrastructure **Program** Summary Page in the budget presented to the **City Administrator**.
- 2. The **City Administrator** will review the Capital Infrastructure **Program** for presentation to the Mayor.
- 3. The City Council will approve the budget amount for each **Section**, i.e., Parks, Drainage, Streets, Buildings, and Other.

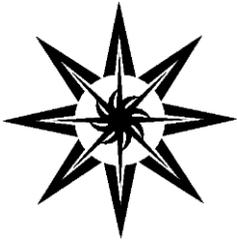
## CP057 - Capital Infrastructure Program

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### D. PROGRAM MANAGEMENT

1. Funds budgeted for the Capital Infrastructure **Program** may not be used for any other purposes unless approved by the City Council.
2. Funds budgeted for each **Section** may not be used for any other **Section** unless approved by the City Council.
3. The **Director of Finance** will establish individual **project** budgets as approved in the Capital Infrastructure **Program** budget.
4. The **Director of Public Works** will establish expenditure budgets within a **project**.
5. Any adjustments to a **project** budget will be submitted by the **Director of Public Works** for approval by the **City Administrator** and recording by the **Director of Finance**.
6. Any surplus **project** funds after project close-out will be returned to the appropriate **Section** allocation.
7. All project expenditures will be in accordance with **City Policies**. (Ref: City Council Policy 150).

### VI. PROCEDURES



## City Council Policy: CP058 - Industrial Revenue Bond Policy

Effective Date: February 19, 2008

Amends: March 20, 1995

Approved By: Governing Body

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### I. SCOPE

### II. PURPOSE

A. To establish guidelines which are equitable and serve to control the quality and quantity of bonds approved.

### III. RESPONSIBILITY

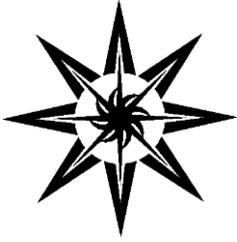
- A. City Council
- B. City Clerk's Office

### IV. DEFINITIONS

### V. POLICY

- A. Applications from companies and/or individuals who apply to the City for Industrial Revenue bonds will be evaluated by the City Council. Considerations in such evaluation shall include, but are not limited to the following:
1. The plan must be approved by the City's Planning Commission.
  2. Zoning of the land on which the building is (to be) built be in agreement with the applicant's plan.
  3. The Council will consider the extent to which the company or individual requesting the bonds has been a part of the surrounding metropolitan area in the past.
  4. Company or individual requesting bonds must prove to the Council's satisfaction that their financial position will adequately support the bonds.
  5. The proposed project must provide a needed service or product to Prairie Village residents.
  6. The proposed project should create additional revenue for the City of Prairie Village.
  7. Applicants will be furnished with a list of the above considerations and will submit a written case statement in response to each item and any other requests by the City Council. This statement will be submitted to the Mayor with the applicant's request for approval of Industrial Revenue Bonds. The Mayor will assign the application request to the Council Committee of the Whole for review and recommendation to the City Council.
  8. Fee for issuance of an Industrial Revenue Bond by the City will be .02% of the total amount of bonds issued. In addition, the applicant must pay all costs related to the issue incurred by the City throughout the life of the bonds.

### VI. PROCEDURES



## City Council Policy: CP059 - City Assistance with Redevelopment Projects

Effective Date: June 15, 1998

Amends:

Approved By: City Council

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### I. SCOPE

- A. The guidelines set forth in this Policy shall apply to the provision of redevelopment assistance by the City to any individual or legal entity seeking to develop or redevelop real property within the City (hereinafter "redeveloper"). The City's legal authority to offer such incentives in no way obligates it to offer such incentives.
- B. Each request for assistance would be reviewed and acted upon by the Governing Body on a case-by-case basis. No action (or inaction) taken by the Governing Body will obligate or prohibit the Governing Body from taking similar or dissimilar actions at any future date.

### II. PURPOSE

- A. Recognizing that Prairie Village is a fully developed community, the Governing Body acknowledges that the future economic growth and vitality of the City will partially derive from reinvestment in the community by residents, businesses, and other private property owners and the City in the form of redevelopment. Unlike development occurring on vacant or "raw" land, redevelopment presents unique challenges such as:
  - 1. Obsolete, deteriorated or dilapidated structures;
  - 2. Complex property acquisition due to diversity in ownership and private deed restrictions;
  - 3. Inefficient traffic systems or street layout;
  - 4. Environment concerns
- B. Recognizing the importance of economic development and redevelopment to the City's future prosperity, the Governing Body recognizes that the public good may be served by the City's ability to provide incentives, monetary and otherwise, which may serve to encourage redevelopment within the City.
- C. In order to ensure the public good is served when providing incentives for redevelopment, the Governing Body recognizes the need to establish guidelines to help direct the City in its effort to provide redevelopment incentives in a consistent and fair manner. While the guidelines shall serve to convey the intent, general priorities and references of the Governing Body of the City of Prairie Village, Kansas, relating to the City's assistance in redevelopment projects within the City.

### III. RESPONSIBILITY

- A. The authority to establish a redevelopment or similar district within the City of Prairie Village, or to provide incentives to encourage redevelopment, rests with the Governing Body of the City of Prairie Village, as it is permitted by state statute or federal law to make such determinations.
  - 1. The Governing Body may obtain the assistance of City Staff, legal counsel, consultants, or other qualified experts to assist in any decision-making process relating to redevelopment issues.

### IV. DEFINITIONS

### V. POLICY

- A. **"But For" Principle** - It is the general intent of the Governing Body to allow market forces to direct redevelopment activities within the City, however, the Governing Body recognizes that redevelopment may involve unique challenges and expenses. The City shall apply a "but for" principle in considering redevelopment assistance. In light of this principle, it will be incumbent on the redeveloper requesting such assistance to demonstrate to the satisfaction of the Governing Body that the proposed project would not be economically feasible without assistance from the City.
- B. **Cost - Benefit Analysis** - Prior to providing any form of assistance, the City shall prepare, or direct to be prepared, a cost-benefit analysis examining the costs and benefits of the proposed project to the City and its residents. Such analysis shall be performed based on assumptions acceptable to the Governing Body and shall be conducted at the redeveloper's expense.
- C. **Condemnation** - Where permitted by law, the City may enter into condemnation proceedings in an effort to facilitate redevelopment. However, the City will only consider condemnation of private property, however, subsequent to the redeveloper's demonstration to the satisfaction of the Governing Body that the acquisition and use of private property is an essential element of the redevelopment project as approved by the City and that he/she has attempted in good faith, to acquire the property privately but has been unable to do so. In the

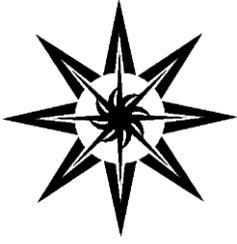
## CP059 - City Assistance with Redevelopment Projects

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event condemnation is approved by the Governing Body, the redeveloper shall be responsible for all costs associated with the condemnation proceedings, including but not limited to court and litigation costs, attorney's fees, and any final condemnation awards made.

- D. Impact on Existing Properties and Land Uses** - In making its determination regarding the provision of assistance, the Governing Body shall consider the impact of the proposed project on existing properties and land uses within the City. For example, the Governing Body may consider the impact the proposed project would have on:
  - 1. The value of adjacent properties;
  - 2. Zoning of adjacent properties;
  - 3. Competing business currently located within the City which may be in competition with the goods/services provided by the proposed project.
- E.** A report addressing the impact on current properties and land uses shall be incorporated into the cost-benefit analysis required pursuant to section D of this Policy. Preparation of such report shall be conducted at the redeveloper's expense.
- F. Other Issues** - The issues addressed in this Policy are not intended to be exhaustive. The Governing Body reserves the right to require information in addition to matters as set forth herein or issues relating to redevelopment which may be required by state statute or federal law.

## VI. PROCEDURES



## City Council Policy: CP060 - Revenue Impact of Zoning Changes

Effective Date: October 16, 1995

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish a policy which requires the Governing Body to analyze the fiscal impact of every zoning change.

III. RESPONSIBILITY

A. City Administrator

IV. DEFINITIONS

V. POLICY

VI. PROCEDURES

A. Recommendation for zoning change will be made by the Planning Commission after conducting a Public Hearing.

B. Prior to Council review of the recommendation the City Administrator will prepare an analysis of the fiscal impact of the change. The analysis will include:

1. a comparison of property tax revenues based on the value and classification of the property with current zoning and proposed zoning;
2. a comparison of ancillary revenue which will be produced by current zoning and by proposed zoning;
3. a comparison cost of City services for current zoning and for proposed zoning.



## City Council Policy: CP061 - Purchasing

Effective Date: April 15, 2013

Amends: December 20, 1999

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish a uniform policy for bid solicitation, purchase order system, and approval of change orders. This policy is intended to provide a method for the most prudent and effective expenditure of City funds and for maximum protection of the taxpayer.

### III. RESPONSIBILITY

- A. City Administrator

### IV. DEFINITIONS

### V. POLICY

#### A. Purchasing

1. A commodity or service should be obtained at the lowest cost possible consistent with the quality required to maintain efficient operations of city departments.
2. Even though the Governing Body approves a level of expenditures for any given program that in itself is not a permit nor is a directive to expend funds unless the need exists at the time of purchase and the item to be purchased within the budget limits. Purchases will not be made only because funds are available.

#### B. Bids from a minimum of three (3) vendors will be taken for any singular item purchased for the following amounts and by the following method:

1. No bids will be required for any singular item costing less than \$2,500. All departments are encouraged to solicit three (3) bids if the costs saved by bidding outweigh the administrative costs of soliciting bids.
2. Phone bids will be required for any singular item costing \$2,500 or more, but less than \$10,000.
3. Informal written price quotes will be required for any singular item costing \$10,000 or more, but less than \$20,000.
4. For any singular item costing \$20,000 or more, bids must be solicited by a notice in the paper and sealed bids will be received and opened by the City Clerk.
5. For capital improvements projects in excess of \$10,000, a City Charter Ordinance requires bids be solicited by a notice in the paper and sealed bids be received and opened by the City Clerk. The bids received must be lower than the Engineer's or Architect's estimate by state law.

#### C. Change orders can be approved by the Mayor without council approval, but subject to council ratification, in amounts which total no more than 5% of the original contract for each change order submitted. "Original Contract Amount" is defined as the base bid plus alternates added at the time the original contract was approved. Change orders for work unrelated to the original projects must have council approval.

1. All routine change orders will be included on the Consent Agenda.

#### D. Purchase orders will be required for items of expenditure purchased by the City as outlined below:

1. Purchase orders are not required for expenditures less than \$2,500.
2. For any single item expenditure of \$2,500 or more, but less than \$10,000, a purchase order is required with the Department Head and City Administrator's approval.
3. For any single item expenditure of \$10,000 or more, but less than \$20,000, a purchase order is required with the Department Head and Mayor's approval.
4. For any single item expenditure of \$20,000 or more, the Council must approve the expenditure prior to the preparation of a purchase order.

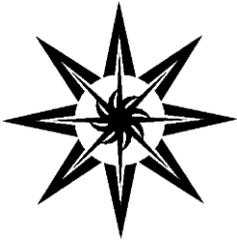
#### E. Expenditures Not Requiring a Purchase Order Are:

1. Expenditures of less than \$2,500.
  2. Monthly or regular expenditures for contractual agreements such as, but not limited to, the following:
    - a.) Lease agreement payments
    - b.) Utility payments Debt service payments
    - c.) Payroll liability payments
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## CP061 - Purchasing

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3. Blanket purchase orders may be used for those merchants from whom many repetitive purchases are made, as supplies are required. Blanket purchase orders may be used for items such as, but not limited to, the following: Office Supplies, Gasoline, Salt, Asphalt, Auto Parts, Tires, Tree Service, and Printing. If there is more than one accessible supplier, the bids will be taken and awarded to the best bidder. Bids may be taken on a yearly basis.
  4. Emergency Purchases - An emergency shall be defined as situations when the department's operations would be severely hampered if the purchase were not made immediately. In these instances, the purchase order policy may be bypassed and the purchasing department will furnish a requisition as soon as possible. In these instances the Mayor shall have the authority to approve purchases in excess of \$20,000. "EMERGENCY" should be boldly written across the purchase requisition. The purchase order process should only be bypassed in extreme emergencies with department head approval.
- F.** All other expenditures which are \$2,500 or more, not a regular expenditure, not a contractual expenditure, not covered by a blanket purchase order, and are not considered an emergency must have an approved purchase order BEFORE ordering. No warrant for payment shall be issued by the City unless a purchase order has been properly issued for the expenditure item.
- G.** Tax Exempt Status
1. The City is tax exempt as a political subdivision under Section 4221(b) of the IRS Code and K.S.A. 79-3606. Under Missouri Statute, the City's exempt status is valid only when items purchased from Missouri vendors are delivered within the State of Kansas.



## City Council Policy: CP062 - Returned Check Charge

Effective Date: September 15, 2003

Amends:

Approved By: City Council

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I. **SCOPE**

II. **PURPOSE**

A. To establish a fee to charge check remitter when their check is returned for non-payment.

III. **RESPONSIBILITY**

A. City Clerk

IV. **DEFINITIONS**

V. **POLICY**

A. It shall be the policy of the City of Prairie Village to charge check remitters \$30.00 on any checks returned by our bank for non-payment.

VI. **PROCEDURES**

- A. The Accounting Department will give the actual returned check to the City Clerk's Office or Municipal Court.
- B. A certified letter is mailed to the check remitter at their address requesting the check amount and the \$30.00 return check charge be sent to our office in the form of cash or cashier's check.
- C. If the funds are not returned within the stipulated time period of complaint is filed with the Johnson County District Attorney's Office.



City Council Policy: CP063 - Public Arts Fund

Effective Date: September 5, 2023

Approved By: Governing Body

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I. SCOPE

II. PURPOSE

A. To establish guidelines for the Governing Body and Arts Council in the purchase and placement of public art.

III. RESPONSIBILITY

A. Governing Body and Arts Council

IV. DEFINITIONS

V. POLICY

A. The following process is outlined as a guide for the purchase and placement of public art.

VI. PROCEDURES

A. Art Purchases

1. Purchase Process: The Arts Council shall make recommendation(s) to the Governing Body regarding the purchase of public art. The recommendation should focus on public art appropriate for areas identified in an approved "Priority List".

For each location on the Priority List that the Arts Council is recommending a specific piece of public art to be purchased, the Arts Council shall provide the following information:

- a. A brief description of the public art;
- b. Whether the art is available or would need to be located/commissioned and the recommended purchase method;
- c. The list price of the public art or an estimated commission charge for artwork to be related and the recommended funding source; and
- d. The Arts Council may also recommend a theme for public art at a specific location.

The final decision authorizing the purchase of either a specific piece of art or authorizing the commission of a specific artist to create a specific piece of art rests with the Governing Body.

Upon acceptance of an Arts Council recommendation, the Governing Body shall direct the City Administrator or designee to commence negotiations with the artist to agree on a price and contract terms. As needed, the City Administrator or designee shall draft the contract/commission and approve

as to form. The City Administrator or designee may work collectively with one or more members of the Arts Council and Governing Body to negotiate the final purchase and/or commission terms with the artist. Public art purchases are exempt from the City's administrative purchasing policy.

## **B. Purchase Selection Factors**

When making public art purchases the Governing Body shall consider factors such as:

1. Durability of design and material;
2. Maintenance requirements including resistance to vandalism;
3. Quality and impact of work;
4. Appropriateness of the public art to the project site, including suitability to fit, content and scale;
5. Price;
6. Lighting, labeling and installation requirements;
7. Public safety, and
8. Any other applicable factors.

## **C. Purchase Methods**

Public art may be purchased through multiple methods. The Arts Council will recommend to the Governing Body a method of purchase based upon the public art piece the Arts Council is proposing. There are four general methods of purchase:

1. Standard Purchase: The Governing Body may recommend the purchase of a specific completed piece of art.
2. Open Competition: The City may recommend a request for proposal (RFP) that shall be sent to arts identified by the Arts Council and may be advertised on the City's website, the Arts Council website, and/or in specialized magazines or websites for the arts. The RFP should be tailored to fit the specific public art sought but will generally include a description of the art desired; a description and a photograph of the location where the public art will be placed; if appropriate the medium in which the artwork should be prepared; and an estimated time within which the public art should be completed. Artists responding to the RFP will submit slides or photographs of examples of their works as well as proposals for the project and a cost for the completed public art. The Arts Council will review all proposals and recommend a proposal for acceptance to the Governing Body.
3. Limited Competition: The Governing Body may request the Arts Council invite a select group of artists to submit materials to the Arts Council for review. The Arts Council shall then recommend final approval of an artist to the Governing Body for consideration.

4. Direct Selection: The Governing Body may directly commission a specific artist to create a piece of public art.
- D. Funding: Public art may be acquired with a variety of funds upon approval of the Governing Body. Funding sources for public art include but are not limited to:
1. Funding itemized in the annual City budget by the Governing Body specific for arts purchases;
  2. Arts Council funds upon the recommendation of the Arts Council;
  3. Grants and other private funding;
  4. Fundraising;
  5. Private Donation; and
  6. Public/private funding partnerships.
- E. Art Locations: In determining the placement of public art, the following guidelines shall be followed:
1. Priority List: Annually, the Arts Council shall review the Priority List to determine if adjustment or changes should be recommended for consideration by the Governing Body. When the locations are in City parks, the Arts Council should discuss locations with the Parks and Recreation Committee. The Governing Body, on its own initiative, may also review the Priority List.
  2. Location Selection Factors: In determining a specific site, the Arts Council and Governing Body shall consider a number of factors, including but not limited to:
    - a. Durability;
    - b. Maintenance requirements;
    - c. Appropriateness of piece of artwork for the site;
    - d. Accessibility of the site;
    - e. Secure location; and
    - f. Fit with the other pieces of City public art.
  3. Art Displays on Loan to the City of Prairie Village: In addition to purchasing public art, the Governing Body and the Arts Council may consider securing art displays that rotate or travel throughout the City. Such public art displays would be on loan to the City. Prior to approval of such public art displays, the Governing Body shall direct the City Attorney or designee to commence negotiations with the artist(s) or agent to agree on contract terms for loan of the public art display. The City Attorney or designee shall draft the contract and approve as to form.



## City Council Policy: CP201 - Manual of Infrastructure Standards

Effective Date: March 20, 2000

Amends:

Approved By: City Council

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### I. SCOPE

- A. The **Manual** of Infrastructure Standards is intended to provide direction for the construction, replacement, and repair of the **infrastructure** in the **City** of Prairie Village. Because there are many different reference materials, the governing body of the **City** of Prairie Village desires to provide the user of this **Manual** with knowledge of **standards** required by the **City**.
- B. All projects that are required to conform to these **standards** shall also be in compliance with all applicable ordinances of the **City**.
- C. All projects shall conform to the rules and regulations of the Federal, State and County entities having jurisdiction.
- D. In the event that there is a conflict between these standards and other **City** requirements, these standards will prevail.

### II. PURPOSE

- A. To establish a format for items included in the **Manual** of Infrastructure Standards.

### III. RESPONSIBILITY

- A. The Public Works **Department** of the **City** is the originator and keeper of the **manual**. The **Manual** will be available at the Public Works offices for review and purchase.

### IV. DEFINITIONS

- A. For purposes of this publication, the following words and phrases shall have the meanings respectively ascribed to them by this section.
  1. **City:** The **City** of Prairie Village, Kansas.
  2. **Department:** The **Department** of Public Works in the City of Prairie Village, Kansas.
  3. **Director of Public Works:** The Director of Public Works or designee of the City of Prairie Village, Kansas.
  4. **Infrastructure:** Any facility or structure proposed to be constructed, reconstructed, repaired, improved, or maintained either wholly or partially within the **right-of-way** or connecting to the **right-of-way**.
  5. **Manual:** The Manual of Infrastructure Standards as adopted by the City of Prairie Village, Kansas.
  6. **Public easement:** Property to which the City has an interest and right of use as granted and defined by the property owner.
  7. **Right-of-way:** Property that is owned by the City and held for the public interest.
  8. **Standards:** The Manual of Infrastructure Standards.

### V. POLICY

- A. Technical References:
  1. The **Manual** refers to many sources of design criteria and specifications. Rather than re-publish all pertinent material in the **Manual**, precedence is established for the user. The precedence shall be:
    - a.) **City** of Prairie Village **Manual of Infrastructure Standards**.
    - b.) Kansas City Metropolitan Chapter of American Public Works Association Standard Specifications and Design Criteria.
    - c.) State of Kansas Department of Transportation Standard Specifications for State Road and Bridge Construction.
    - d.) American Association of State Highway and Transportation Officials A Policy of Geometric Design of Highways and Streets.
    - e.) United States Department of Transportation Federal Highway Administration Manual of Uniform Traffic Control Devices.
    - f.) Institute of Transportation Engineers Manual of Transportation Engineering Studies.
    - g.) The Asphalt Institute various technical manuals.
    - h.) Portland Cement Association Design and Control of Concrete Mixtures.
    - i.) Consumer Product Safety Council Standards for Playgrounds.

## CP201 - Manual of Infrastructure Standards

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- j.) All references materials are the latest editions including all amendments. This Manual contains modifications in the form of additions, deletions, and substitutions to the referenced standards. Where any part of any published standard is modified by this Manual, only the specific referenced item is modified and the unaltered provisions shall remain in effect.
- k.) Where discrepancies occur, calculated dimensions shall govern over scaled dimensions, special conditions shall govern over general conditions, and standard drawings shall govern except where noted as otherwise.

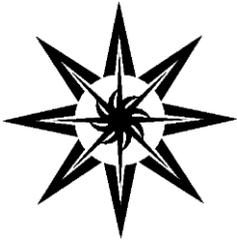
### **B. Manual of Infrastructure Standards:**

- 1. The **Manual** will be divided into sections representing the various segments of the **infrastructure**.
- 2. Each section will have copies of pertinent City Ordinances and City Council Policies.
- 3. Each section will either list references to or contain pertinent design criteria, construction process and material specifications.

### **C. Graphic Standards:**

- 1. Graphic **standards** shall be drawn using AutoCad®.
- 2. Graphic **standards** shall conform to the Johnson County AIMS requirements. If no graphic standards exist, then the AutoCad® symbols and graphics will be used.
- 3. Drawing sizes shall be multiples of 8.5 inches by 11.0 inches and have a minimum of a 0.5-inch border with a title block in the lower right corner.

## **VI. PROCEDURES**



## City Council Policy: CP202 - Driveway Standards

Effective Date: November 20, 2006

Amends: July 16, 2001

Approved By: Governing Body

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### I. SCOPE

### II. PURPOSE

- A. To establish standards for driveways.

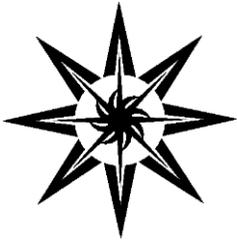
### III. RESPONSIBILITY

- A. Public Works Director

### IV. DEFINITIONS

### V. POLICY

- A. Driveways are for the convenience and responsibility of the property owner.
- B. Driveways may be constructed on City property (right-of-way) after a Right-of-Way permit is obtained from Public Works.
- C. The City may replace driveways, if part of a City construction project.
- D. Driveways constructed by the City will be concrete. If requested by the property owner, asphalt may be substituted for concrete. The City will not construct driveways using brick pavers or epoxy coatings.
- E. The City will permit materials other than concrete for driveways in the City right-of-way provided that a City provided document be filed with the Johnson County land records stating the property owner assumes all cost for maintenance, repair and replacement from a specified date forward and further stating any sidewalk constructed through the driveway will be of concrete to City criteria.
- F. The City will widen driveways to maximum limits if requested by the property owner during a City construction project.
- G. Sidewalks constructed through driveways will be concrete, no other materials are acceptable.
- H. For new development or redevelopment projects, the City Comprehensive Plan will be considered.
- I. Design Criteria
  - 1. Driveways will be constructed in accordance with Prairie Village Municipal Code.
  - 2. Driveways will be constructed in accordance to the Public Works Standard Detail for Driveway contained in the Public Works Manual of Infrastructure Standards.
- J. Construction
  - 1. Construction of driveways will be in accordance with Public Works Standard Detail for Driveway.
  - 2. Construction method will be in accordance with practices specified by agencies commonly associated with concrete construction, such as, but not limited to, the Kansas Department of Transportation Standard Specifications, Portland Cement Association and the American Concrete Producers Association.
- K. References:
  - 1. Prairie Village Municipal Code Section 13.20.
  - 2. Prairie Village Comprehensive Plan.



## City Council Policy: CP203 - Construction Plans Requirements & Standards

Effective Date: November 20, 2000

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish requirements and standards for construction plans.

### III. RESPONSIBILITY

A. Public Works Director

### IV. DEFINITIONS

### V. POLICY

A. Any construction activity larger than 150 square feet occurring on either City right-of-way or on City owned lands will be detailed on construction plans for review by the Public Works Director.

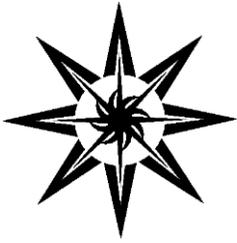
B. The construction plans will provide:

1. A separate project sheet showing name of project, name of applicant, contact information of applicant and all utilities, 100-scale project map.
2. Plans must be signed by a professional engineer registered in Kansas.
3. Plan and profile drawing (24x36 inches) sheets using a 1-inch equal 20-foot horizontal scale and a 1-inch equal 5-foot vertical scale.
4. Cross sections will be provided every 25-feet at a 1-inch equal 5-foot scale.
5. North arrow to point either to the top of the sheet or to the right of the sheet.
6. All plans will be to Johnson County AIMS drawing standards and state plane coordinates at two opposing points.
7. Private property lines including corner and change of alignment pins.
8. Location of all utilities (both private and municipal) within 25-feet in 360 degrees of proposed work line.
9. X-Y-X dimensions and material composition (concrete, ductile iron, clay, cable) of all facilities.
10. Signed statements from each utilities that the plans represent the best and most current X-Y-Z locations of the facilities.
11. Location of all surface items such as, but not limited to, trees, sidewalks, curbs, drainage inlets, manhole, driveway, signs, poles, etc.
12. Location and data of all test pits and borings.
13. Location of line of work - length, depth, width.
14. Type of materials being installed.
15. Location and size of junction boxes, manholes, hand holes, gate valve boxes.
16. A separate traffic plan and schedule.
17. A separate restoration plan and schedule.
18. A separate environmental control plan.
19. All terms, symbols and references will be typical municipal civil engineering items commonly used.

C. Three copies of construction plans are to be submitted for review.

D. The Public Works Director may add or delete requested information as may be necessary for proper review of the construction plans.

### VI. PROCEDURES



## City Council Policy: CP204 - Sidewalks

Effective Date: September 4, 2012

Amends: July 20, 2009

Approved By: Governing Body

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### I. PURPOSE

- A. To establish a Public Works policy for the construction, reconstruction, maintenance and repair of City sidewalks.

### II. RESPONSIBILITY

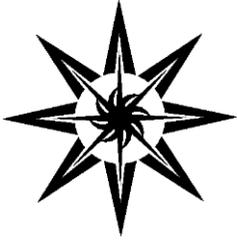
- A. Director of Public Works

### III. POLICY

- A. All arterial streets will have sidewalks constructed on both sides of the street.
- B. All collector streets will have sidewalks constructed on both sides of the street
- C. All local streets will have sidewalks constructed on one side of the street. *(See possible exception, Section I. below)*
- D. Sidewalks may be constructed one side of street as part of a street resurfacing project
- E. Sidewalks installed by the City will be financed by the City
- F. A notice of intent to construct a sidewalk will be sent to property owners before design work is begun.
- G. The City of Prairie Village will repair or replace and pay the entire cost for sidewalks on public streets within the City limits of Prairie Village that have deteriorated due to natural conditions, except as otherwise provided by Prairie Village Municipal Code Chapter XIII Article 1 SIDEWALKS.
- H. Sidewalks will be constructed all around cul-de-sacs that are 501 feet or longer. Sidewalks will not be constructed on cul-de-sacs 500 feet or less unless a sidewalk already exists.
- I. For residential / local streets, property owners who abut the street with a proposed sidewalk project may contest its construction. Public Works will send a written notice of intent to construct a sidewalk to the property owners abutting the street. The notice will be sent certified mail (no return receipt) to the first property owner of record as listed on the Johnson County land records. The notice will include a vote petition which the property owner can indicate approval or disapproval of the construction of the sidewalk. The vote petition must be received by Public Works within 30 calendar days of the mailing of the notice. No response is counted towards approval of the construction of a sidewalk. There is only one vote petition per residential property. If 75 percent or greater of the vote petitions indicate disapproval, then the sidewalk will not be constructed as part of the street project. If more than 25 percent of the vote petitions indicate approval or are not returned, then the sidewalk will be constructed as a part of the project.

### IV. CONSTRUCTION

- A. All constructed sidewalks shall have a minimum width of five feet
- B. When a sidewalk terminates at a street pavement, a ramp shall be constructed in accordance with the latest provisions of the American with Disabilities Act.



## City Council Policy: CP206 - Curb and Gutter Replacement

Effective Date: March 20, 2000

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish a policy to outline financial responsibility for curb and gutter replacement.

III. RESPONSIBILITY

A. Public Works Director

IV. DEFINITIONS

V. POLICY

A. The City of Prairie Village will repair, replace and pay the entire cost for curbs and gutters on public streets within the City limits of Prairie Village that have deteriorated due to natural conditions.

B. Any person(s) who damages or causes there to be damages to any City sidewalk shall repair or replace the damaged sections as directed by the Director of Public Works at no cost to the City.

C. Included in any public repair or replacement will be the seeding or replacement of sod in any excavated areas.

D. The Director of Public Works will notify abutting property owners that it is their responsibility to water and maintain the seeded or sod areas.

VI. PROCEDURES



## City Council Policy: CP207 - Horizontal Directional Boring (HDD) Standards

Effective Date: September 18, 2006

Amends:

Approved By: City Council

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### I. SCOPE

- A. HDD is a trench-less installation technique developed to install pipe under natural or man-made obstacles, especially water ways and highways. Today directional drilling is utilized not only for crossings, but also for parallel installations along the right-of-way as an alternative to digging trenches. HDD is utilized for the installation of gas, water and sewer mains; chemical pipelines; electric and communications conduits.
- B. Every HDD project is unique and will have unique elements, conditions and requirements. Therefore, the standard, set forth herein, is a compilation of practices for HDD projects, which may be amended by the Director of Public Works to address unique circumstances.

### II. PURPOSE

- A. The purpose of this standard is to provide, as an inclusion in the City of Prairie Village Manual of Infrastructure Standards, practices for projects utilizing Horizontal Directional Drilling (HDD) that will help ensure public safety and protect existing underground facilities within the City .
- B. This standard is closely modeled after The City of Overland Park, Kansas, Right-of-Way Permits, Horizontal Directional Drilling Guidelines Handbook and the Kansas City Metro Damage Prevention Report prepared by the Mid-America Regional Council (MARC).

### III. RESPONSIBILITY

- A. Public Works Director

### IV. DEFINITIONS

- A. **City** shall mean the City of Prairie Village
- B. **City Clerk** shall mean the City Clerk employed by the City of Prairie Village or designee.
- C. **City Lands** shall mean any land owned in fee by the City of Prairie Village such as, but not limited to, grounds at City buildings, City parks and City right-of-ways,
- D. **Public Works Director** shall mean the Director of Public Works employed by the City or that person's designee.
- E. **Storm Drain System** shall mean any City owned pipe, structure, channel or other City drain facility.

### V. POLICY

#### A. PLANNING AND DESIGN

1. Subsurface utility engineering is an engineering process used to identify and map underground utilities and structures. The site information is collected by surveying visible subsurface utility structures such as manholes, hand-holes, utility valves and meters, fire hydrants, pedestals and utility markers; and then correlating data from existing utility records, as-built drawings, distribution and services maps, existing geographic information system databases, and construction plans, to create a composite design drawing.
  2. Prior to submitting an application for a right-of-way permit for an HDD installation, the project plan preparer shall undertake a review of City Council Policy CP203 - Construction Plans Requirements and Standards. At a minimum, the plan preparer shall comply with the Policy CP203 and complete the plan
-

preparation tasks prior to submitting a right-of-way permit application. The following additional information is to be provided on the plans:

- a.) Obtain existing easement, right-of-way and property line information through survey records, or other sources
- b.) Obtain general and/or specific geotechnical information (as required or deemed necessary by the Permittee or City Public Works Director) including USDA Soil Conservation Service data for the project area and site-specific geotechnical sampling and analysis
- c.) State minimum horizontal and vertical clearance requirements, including road setbacks, existing surface features and existing underground utilities and structures
- d.) Present bore geometry for the given ground profile including bore length(s) and depth requirements, bending radii for the final product pipe plus entry and exit pit locations with size and depth as required.
- e.) At critical points, prepare plan and profile on half scale (11x17 inches) using 1-inch equals 20 feet horizontal scale and 1-inch equals 5 feet vertical scale.
- f.) Proposed facility information and design details including the proposed alignment (dimensioned), final product type and dimensions, proposed depths of cover and clearances, and all proposed above and below grade structures.

#### **B. PERMITTING**

1. As part of the permit application process, the applicant shall state the project type (communication, gas, etc.), purpose, system capacities and location.
2. The construction plans shall comply with City Council Policy CP203 - Construction Plans Requirements & Standards.
3. A Storm Water Pollution Prevention and Erosion Control Plan shall:
  - a.) Ensure that all construction activities shall be performed in accordance with the National Pollution Discharge Elimination System (NPDES) as regulated by the Environmental Protection Agency (EPA), as well as state and local requirements.
  - b.) Ensure that sediment controls are in place prior to disturbance.
  - c.) Maintain sediment controls throughout the construction and restoration processes.
  - d.) Minimize the overall disturbance whenever possible.
  - e.) Protect disturbed areas throughout the construction process.
  - f.) Prevent storm water runoff from entering disturbed areas.
  - g.) Never intentionally discharge construction contaminants directly into creeks, rivers, ditches, or storm systems. Avoid causing flooding in roadways and adjacent right-of-way by not block existing culverts and storm inlets except as a last resort and ensuring that sediment is removed from sediment traps and filters after all storm events.
4. A permanent restoration plan shall be provided with detail sheets and specifications for restoration of City infrastructure.
5. A Construction Schedule shall be provided indicating the proposed start date(s), completion date(s), and restoration schedule.

#### **C. CONSTRUCTION SAFETY**

1. Prior to performing work involving HDD under a Right-of-Way Permit, the Permittee (or its Contractor) shall implement the following safety guidelines:
  - a.) Perform all operations in compliance with OSHA guidelines and insure that all personnel are properly trained and equipped to work in the public right-of-way

- b.) Ensure that utility One-Calls and other utility coordination requirements have been met
- 2. The HDD Contractor shall have a planned response in the event of a utility strike including utility owner notification call numbers.

**D. CONSTRUCTION GUIDELINES**

- 1. All construction work shall be performed in accordance with City requirements and as outlined below. For all work involving horizontal directional drilling under a Right-of-Way Permit, the Permittee (or its Contractor) shall perform the tasks outlined in the following sections.
- 2. The following shall be performed **during construction**:
  - a.) The HDD Contractor shall calibrate its tracking and locating equipment at the beginning of each work day. A log shall be maintained and submitted to the permitting agency on a weekly basis.
  - b.) The HDD Contractor shall monitor and maintain a log recording the alignment and depth readings provided by their tracking system every 25 to 30 feet for normal conditions, or every 5 to 10 feet where precise alignment control is requested by the engineer.
  - c.) The HDD contractor should back-ream to accommodate the product size. It is preferable that the use of compaction reamers be avoided. However, the Contractor shall not expand the bore hole by more than six inches (6") using only a compaction reamer.
  - d.) The HDD Contractor shall plan its reaming and back pulling operations carefully to ensure that, once started, all reaming and back pulling operations can be completed without stopping and within the permitted work hours
  - e.) Positively locate/expose (by potholing) all utilities crossed
  - f.) Positively locate/expose (by potholing) all parallel utilities at the beginning and ending of all bores, every 200 feet if it is within 5 feet of the proposed alignment, or every 50 feet if it is within 3 feet of the proposed alignment, and additionally as requested by the Public Works Inspector
  - g.) A municipal Public Works inspector will monitor and verify the alignment measurements provided by the HDD Contractor on a frequent and un-announced schedule
  - h.) The HDD Contractor shall inspect the work and surrounding area to ensure that no construction-related damage has occurred including heaving or humping of paved surfaces, and drilling fluid fractures or releases
  - i.) At the request of the City Public Works Director, the Contractor shall provide access for inspection of the HDD operations
- 3. Items noted below shall be performed **following construction**:
  - a.) Prior to the start of backfilling excavations under paved surfaces, the Permittee shall notify the Public Works Inspector to schedule an inspection
  - b.) The Permittee (or its Contractor) shall ensure that all cleanup and restoration is in compliance with the City requirements for right-of-way restoration. Upon completion of all right-of-way restoration activities, the Permittee will schedule a closeout inspection
  - c.) The Permittee shall notify the Public Works Inspector upon completion of all project work including final punch list items
  - d.) The two-year maintenance period for the permittee will not begin until all corrective actions required have been completed and subsequently approved by the Public Works Inspector

- e.) Additional permits will not be issued if restoration work is not complete on the existing permit
- f.) The permittee will televise, in the presence of the Public Works Inspector, the City of Prairie Village stormwater components within five feet parallel to boring activity or crossed by the boring activity.

**E.** The HDD Contractor shall contain, handle, and dispose of drilling fluids in accordance with the following requirements:

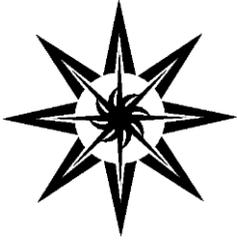
1. All drilling fluid and fluid additives shall be disclosed, and Material Safety Data Sheets (MSDS) shall be provided to the Public Works Inspector upon request
2. Excess drilling fluid shall be confined in a containment pit at the entry and exit locations until recycled or removed from the site
3. Precautions shall be taken to insure that drilling fluid does not enter roadways, streams, municipal storm or sanitary sewer lines, and/or any other drainage system or body of water
4. Unintended surfacing of drilling fluid shall be contained at the point of discharge and recycled or removed from the site
5. Drilling fluids that are not recycled and reused shall be removed from the site and disposed at an approved disposal site
6. Drilling fluids shall be completely removed from the construction site prior to back filling or restoring the site
7. Collection, transportation, and disposal of drilling fluids shall be environmentally safe and comply with local ordinances and government regulations

**F. CONSTRUCTION RECORDS**

1. The HDD Contractor shall keep detailed and accurate records of all activities associated with the HDD process. Upon completion of HDD installations, the Permittee shall provide the Public Works Inspector with As Built plans and any supporting documents within 60 days of project completion. Failure to submit as-built plans and supporting documents will be justification for rejecting future permits.
2. As Built plans should be in electronic format, but hard copy format may be approved on a case-by-case basis by the permitting agency. HDD construction records and As Built plans shall conform to the same plans submission requirements as for Right-of-Way Permits and as described in this handbook.

**G. REFERENCES**

1. City of Prairie Village Municipal Code Section 13.500
2. City of Prairie Village Municipal Code Section 13.700
3. City of Prairie Village City Council Policy CP203



**City Council Policy: CP210 - Assistance in Flooding Situations**

**Effective Date: October 15, 1984**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

- A.** To establish policy guidelines for assisting residents who have a serious problem because of flooding on their property.

**III. RESPONSIBILITY**

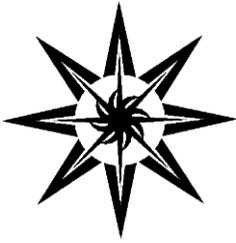
- A.** Director of Public Works

**IV. DEFINITIONS**

**V. POLICY**

- A.** In an emergency situation and subject to availability of equipment and manpower, the Public Works department may offer assistance to residents in cases of flooding. This assistance may include pumping out of basements, particularly for houses in the flood plain.
- B.** When specifically ordered by the City Council, (as in the case of the Plaza flood) the Public Works department will remove and dispose of flood debris.
- C.** In no case will a Public Works employee enter a flooded basement until all electrical power has been disconnected from the residence.

**VI. PROCEDURES**



## City Council Policy: CP215 - Trees Damaged by Storms

Effective Date: August 20, 2001

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish procedure for the City Public Works Department to remove tree debris caused by a storm event.

### III. RESPONSIBILITY

A. Public Works Director

### IV. DEFINITIONS

### V. POLICY

A. Streets totally or partially obstructed or closed by fallen tree material.

1. City crews will open any totally or partially blocked public street by removing the tree material.
2. Tree limbs entangled with electrical power lines will not be moved to City crews until the power company has cleared the power lines. Until the power company arrives, the tree will be marked with yellow tape marked "Hazard".

B. Survey for tree damage.

1. Public Works will survey all streets and remove tree limbs larger than two inches in diameter that are broken or hanging over the right-of-way.
2. City crews will survey all City parks and remove any hazardous tree material.

C. Private versus Public owned trees.

1. The City will be responsible for the collection and disposal of tree debris from any tree trunk located completely in the City right-of-way or on City owned property.
2. The City will not be responsible for removing tree debris from any tree located on private property. However, the City crews will remove any tree debris obstructing the City right-of-way, by moving the tree material off the City right-of-way. The property owner will be responsible for disposal of the tree material.

D. Authorization

1. The Public Works Director has authorization to use City crews to collect and dispose of any public tree debris at the curb line of the streets not to exceed more than two days of Public Works Department crew time.
2. City Council must authorize the collection and disposal of tree debris for public and/or private trees requiring more than two days of Public Works Department efforts.

### VI. PROCEDURES

A. Property owners may place at the curb line, but not in the traveled roadway, the private tree debris for collection by the City refuse contractor.



# City Council Policy: CP216 - Planting, Maintenance, Removal and Replacement of Trees

Effective Date: August 7, 1995

Amends:

Approved By: City Council

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## I. SCOPE

## II. PURPOSE

A. To provide for the planting, maintenance, removal and replacement of trees indigenous to the area.

## III. RESPONSIBILITY

A. Director of Public Works

## IV. DEFINITIONS

## V. POLICY

A. The City regulates the planting, maintenance, removal and replacement of City planted trees located on City owned property, right-of-way and easements granted by the City.

## VI. PROCEDURES

### A. Planting

1. The City may plant suitable trees on City owned property, right-of-way and easements granted by the City to enhance the beauty and usefulness of the City provided that any planting program exceeding \$500 in total cost shall be approved by the City Council.
2. The following list constitutes the official tree species for Prairie Village, Kansas. No species other than those included in this list may be planted without written permission of the Director of Public Works, except in special plantings designed or approved by the City landscape architect:
  - a.) Small trees 15 to 30 feet matured height
    - 'Centurion' Crabapple - Malus (Red Flower)
    - 'Snowdrift' Crabapple - Malus (White Flower)
    - 'Profusion' Crabapple - Malus (Red Flower)
    - 'Prairie Fire' Crabapple - Malus (Red Flower)
    - 'Tschonoski' Crabapple - Malus (No Flower)
    - 'Spring Snow' Crabapple - Malus (WhiteSterile Flower)
    - Redbud - Cercis Canadensis
  - b.) Medium trees 31 to 50 feet matured height
    - Goldenrain Tree - Koelreuteria paniculata
    - 'Aristocrat' Pear - Pyrus calleryana
    - 'Autumn Blaze' Pear - Pyrus calleryana
    - 'Imperial' Honeylocust - Gleditsia tricanthos
    - 'Halka' Honeylocust - Gleditsia tricanthos
    - 'Shademaster' Honeylocust - Gleditsia tricanthos
    - 'Patmore' Green Ash - Fraxinus pennsylvanica
    - 'Marshall' Ash - Fraxinus pennsylvanica
    - 'Rosehill' White Ash - Fraxinus Americana
    - 'Autumn Purple' Ash - Faxinus Americana
    - 'Autumn Applause' Ash - Faxinus Americana
    - 'Glenleven' Linden - Tilia cordata
    - 'Greenspire' Linden - Tilia cordata
    - 'Redmond' Linden - Tilia Americana
    - 'Red Sunset' Maple - Acer rubrum
    - 'October Glory' Maple - Acer rubrum
    - 'Commeration' Maple - Acer saccharum

## CP216 Planting, Maintenance, Removal & Replacement of Trees

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- 'Legacy' Sugar Maple - *Acer saccharum*
  - 'Autumn Blaze' Maple - *Acer rubrum x saccharinum*
  - 'Emerald Queen' Maple - *Acer platanoides*
  - 'Crimson King' Maple - *Acer platanoides*
  - 'Deborah' Maple - *Acer platanoides*
  - Black Hills Spruce - *Picea glauca densata*
- c.) Large trees 51 or taller matured height
- 'Heritage' River Birch - *Betula nigra*
  - 'Hackberry' - *Celtis occidentalis*
  - Ginkgo (male) - *Ginkgo biloba*
  - Tuliptree - *Liriodendron tulipifera*
  - Shingle Oak - *Quercus imbricaria*
  - Red Oak - *Quercus rubra*
  - Shumard Oak - *Quercus shumardii*
  - Cottonwood (male) - *Populus deitoides*
  - Japanese Scholar tree - *Sophora japonica*
  - Zeikova - *Zeldova serrata*
  - Colorado Spruce - *Picea pungens*
  - Eastern White Pine - *pinus strobes*
3. No trees other than those species listed as small trees above may be planted:
- a.) Under or within 15 lateral feet of any overhead utility wire; or
  - b.) Over or within 15 lateral feet of any underground water line, sewer line, transmission line or other utility.
4. No trees may be planted closer, as measured trunk to trunk, than the following:
- a.) Small trees, 30 feet;
  - b.) Medium trees, 40 feet;
  - c.) Large trees, 50 feet;
  - d.) Except in special plantings designed or approved by the City landscape architect.
5. No trees may be planted closer to any curb or sidewalk than three feet as measured from the center of the tree planting pit.
- a.) The City may plant trees on private property with the permission of the property owner.
6. The property owner shall be responsible for watering, restoring mulch, maintaining the staking and trunk wrapping for City planted trees for a period of one year.
- a.) After one year the staking and trunk wrapping shall be removed.
7. Replacement trees shall be a minimum of 1 ½ inch caliper (D.B.H.) and planted in the same relative location.
- B. Maintenance**
- 1. The property owner shall water, fertilize, trim, spray and provide proper tree maintenance on any City planted tree.
  - 2. The Director of Public Works may direct the trimming of trees for the convenience of the City where it is deemed advisable, e.g., in preparation for use of heavy equipment on the streets for overlay work, street light improvements, or other uses.
  - 3. The Director of Public Works may direct the removal of broken branches that are hanging so as to hit motor vehicles or pedestrians. The property owner is responsible to remove other hanging broken branches not immediately impeding the movement of motor vehicles or pedestrians.
  - 4. The Director of Public Works shall see that trees on City property, e.g., City Hall, parks, etc. are properly trimmed, sprayed, watered, and otherwise maintained.
  - 5. Any exceptions to this section must be approved by the City Council.
- C. Removal**
- 1. Diseased and/or dead trees on City owned property, right-of-way and easements granted by the City may be removed at the City's expense.
  - 2. The party who removes a tree will be responsible to remove the stump and to fill the hole.
  - 3. Live, healthy trees that are a nuisance or a hazard, may be removed from City owned property, right-of-way and easements granted by the City at the discretion of the Director of Public Works.
    - a.) The property owner may request removal, because the tree is an "undesirable" species such as "hedge apple", thorny locust, cottonwood, mulberry, etc. The cost of removal shall be borne by the property owner. The property owner must arrange in advance to replace the tree in the same relative location at no expense to the City. The tree shall be of the approved caliper, species and approved location.

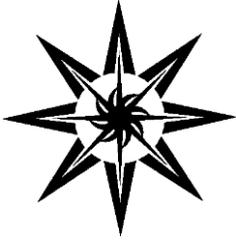
## CP216 Planting, Maintenance, Removal & Replacement of Trees

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4. The Director of Public Works will not remove any tree(s) from private property.

### **D. Replacement**

1. Whenever a tree is removed, it shall be replaced by the City, at the discretion of the Director of Public Works.
2. Replacement may take place no later than the next appropriate planting season.
3. Replacement trees shall be planted in, as near as possible, the original location.



**City Council Policy: CP217 - Arbor Day Honoree Nomination**

**Date: October 7, 2019**

**Amends: September 18, 2006**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

- A.** To recognize the efforts and contributions of outstanding individuals and organizations that have made a difference in Prairie Village.

**III. RESPONSIBILITY**

- A.** Prairie Village Tree Board  
**B.** Director of Public Works

**IV. DEFINITIONS**

**V. POLICY**

- A.** The Tree Board will select an individual(s) or organization(s) once per year from a list of nominees to be the Arbor Day Honoree(s).

**VI. PROCEDURES**

**A. Criteria for Nominees**

1. Nominee's efforts had a positive and lasting impact on the community.
2. Nominees may be living or deceased.
3. Nominees may have served the community in any capacity.

**B. Selection Process**

1. The Tree Board will notify the community that there is an annual Arbor Day Honoree. This could be done at city events like the Mayor's Tree lighting, VillageFest, the Annual Fall Tree Seminar, the City website, and the Village Voice.
2. Nominations may be submitted by Prairie Village residents, committees, churches, schools and organizations. A nomination form will be available at the Municipal Offices and submitted to the Tree Board.
3. The Tree Board will accept nominations from January 1 to the last day of February of each year. Nominations received on or after March 1 will be considered in subsequent years.



# City Council Policy: CP220 - Maintenance of Plantings, Statues and Structures on Islands

Effective Date: February 22, 2000

Amends:

Approved By: City Council

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## I. SCOPE

## II. PURPOSE

A. To establish responsibility of maintenance of plantings, statues and structures on islands owned by the City.

## III. RESPONSIBILITY

A. Director of Public Works

## IV. DEFINITIONS

## V. POLICY

### A. Turf

1. The City Public Works Department will provide turf maintenance that is limited to mowing, trimming, fertilizing, aerating and reseeding.
2. Other persons may assume any and all of the turf maintenance by defining the specific maintenance and obtaining an annual Right-of-Way permit from the City.
  - a.) There will be no fee for the annual permit.

### B. Planting

1. Other persons may plant, trim, fertilize water and remove plantings such as flowers, ground cover, shrubs and trees.
  - a.) Prior to providing the planting maintenance these persons must obtain an Right-of-Way permit from the City.
    - There will be no fee for the annual permit.
  - b.) A scaled, dimensioned plan and list of planting species detailing growth, color, maintenance and maturity characteristics will be submitted with the permit application.
2. The City reserves the right to remove any dead or diseased plantings without providing a replacement.
3. The City also reserves the right to remove any live plantings that interfere with traffic, are not consistent with the plan submitted with the permit application or that the Public Works Director deems inappropriate, without providing a replacement.

### C. Fixed structures

1. Other persons may provide fixed structures such as statues, fountains, walls and other fixed structures.
  - a.) These persons must obtain a Right-of-Way permit from the City.
    - There will be no fee for the annual permit.
  - b.) A scaled, dimensioned plan showing all pertinent details will be submitted with the application.
  - c.) The City reserves the right to remove any deteriorated, broken or hazardous fixed structures, without providing a replacement.

### D. Utilities

1. The City may provide water and electricity for the operation of fountains located on City owned islands.

### E. General

1. It is the intent of the City to provide islands that are aesthetically pleasing with the local City environment.
    - a.) The islands will be of a low maintenance type.
    - b.) The plantings and fixed structures will not interfere with the safe movement of traffic and with any traffic control devices.
      - Plantings will be limited to three-foot mature height in traffic line of sight areas.
      - Plantings will not have thorns or spikes in areas where the public could be injured.
  2. Every island will be protected by a non-mountable curb and have one four foot wide access ramp for maintenance equipment.
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## CP220 Maintenance of Plantings, Statutes and Structures of Islands

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- a.) If a non-mountable curbing or ramp currently does not exist, they will be considered as part of a future Public Works Program.
- b.) The City will not compensate any employee or other person who provide any design, construction, maintenance or repair work on the islands, pursuant to the annual permit.

### F. Other persons

- 1. Other persons may be homes associations, nearby property residents, or any responsible individual or individuals.

## VI. PROCEDURES



## City Council Policy: CP225 - Sod/Seed City Maintenance/Improvement Property

Effective Date: August 4, 1986

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish a policy for repair of lawn damage resulting from maintenance and construction activities of the City's public works crews and resulting from maintenance and construction activities of contractors performing work such as sidewalks, street and storm drainage improvement projects for the City.
- B. Use of sod will prevent erosion due to lack of grass to hold the soil and thus protect the investment in these improvements, both from the standpoint of the interest of the City and of the property owner.
- C. Use of sod will substantially improve public relations where construction work itself has already caused irritation and inconvenience to the residents.

### III. RESPONSIBILITY

- A. Director of Public Works

### IV. DEFINITIONS

### V. POLICY

- A. Improvements such as new construction or replacement of sidewalks, streets and storm drainage projects will normally be sodded, whether by City forces or by an outside contractor working for the City.
- B. Seed will be used at the discretion of the Director of Public Works should conditions such as very small disturbed areas, etc. warrant it.
- C. The type of sod used, either bluegrass or zoysia, will be decided by the Director of Public Works based on the type already established in the disturbed area.
- D. The residents will also be informed that the sod will be replaced one time and that it is their responsibility to keep the newly placed sod or seed watered until it is established.

### VI. PROCEDURES



## City Council Policy: CP230 - Private Improvements on Public Right-of-Way

Effective Date: October 18, 1999

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish responsibility for either replacement or relocation of private improvements in the public right-of-way.

### III. RESPONSIBILITY

- A. Director of Public Works

### IV. DEFINITIONS

### V. POLICY

- A. The City will either remove, relocate or replace private improvements, on an equivalent basis, located within the City right-of-way if necessitated by a City improvement project.
  - 1. The private improvement must be owned by either a residential property owner or a homes association representing the residential property owner for the City to do the work at no cost to the owner of the private improvements.
- B. Typical private improvements are driveway ramps, lawn sprinklers, homes association monuments, driveway markers, lampposts, shrubs and other plantings.

### VI. PROCEDURES



## City Council Policy: CP235 - Not a Through Street

Effective Date: October 18, 1999

Amends:

Approved By: City Council

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I. **SCOPE**

II. **PURPOSE**

A. To establish responsibility for determining the placement of a "Not-a-through-street" designation on a City street.

III. **RESPONSIBILITY**

A. Director of Public Works

IV. **DEFINITIONS**

V. **POLICY**

A. The City will install a "Not a through street" sign on streets where the street loops entering and existing on the same street but at a different location.

B. The request for such a sign shall be submitted in writing to the Director of Public Works.

VI. **PROCEDURES**



**City Council Policy: CP240 - Standard Colors for Safety Railing**

**Effective Date: September 16, 1991**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

**A.** To establish a standard color for safety railing for bridges, guardrails, handrails and sign posts.

**III. RESPONSIBILITY**

**A.** Director of Public Works

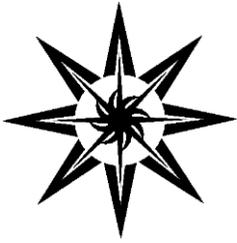
**IV. DEFINITIONS**

**V. POLICY**

**VI. PROCEDURES**

**A.** The standard colors are as follows:

1. Bridges:
  - a.) Vehicular - Galvanized or KDOT Aluminum.
  - b.) Pedestrian - Natural Rust, Galvanized, KDOT Aluminum, Black or Architectural Brown.
2. Vehicular Guardrails: Galvanized or KDOT Aluminum.
3. Pedestrian Handrails:
  - a.) Drainage channels and culverts or public right-of-way - KDOT Aluminum.
  - b.) Open channels alongside residential houses - Black or Architectural Brown.
4. Sign Posts:
  - a.) Traffic Control - Galvanized or KDOT Aluminum.
  - b.) Street Identification - Galvanized or KDOT Aluminum.



## City Council Policy: CP245 - Water Service for Fountains

Effective Date: October 6, 1997

Amends:

Approved By: City Council

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I. **SCOPE**

II. **PURPOSE**

A. To establish a procedure for the temporary shut off of water service to City fountains to alleviate problems with freezing pipes.

III. **RESPONSIBILITY**

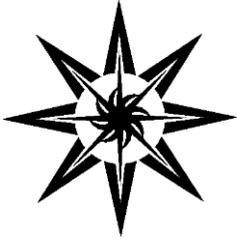
A. Public Works Department

IV. **DEFINITIONS**

V. **POLICY**

- A. The City of Prairie Village authorizes the shut off of water service to City fountains and City drinking fountains and directs the city staff to disassemble City drinking fountains beginning November 1<sup>st</sup> of each year.
- B. The water service will be continued on April 1<sup>st</sup> of each year.

VI. **PROCEDURES**



## City Council Policy: CP250 - Comprehensive Street Lighting

Effective Date: February 19, 2008

Amends: CP250 - Comprehensive Street Lighting, June 20, 1994

Approved By: Governing Body

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### I. SCOPE

### II. PURPOSE

A. The overall objective of this comprehensive street lighting policy is:

1. To achieve good visibility through effective utilization while minimizing energy consumption to provide the level of illumination required according to this policy.
2. To provide street lighting that will contribute to the safety and welfare of City residents and visitors by:
  - a.) Reducing night accidents;
  - b.) Aiding police protection;
  - c.) Facilitating traffic flow;
  - d.) Promoting business activity during night hours; and
  - e.) Providing inspiration for community spirit and growth.

### III. RESPONSIBILITY

A. Director of Public Works

### IV. DEFINITIONS

### V. POLICY

A. Design Criteria:

1. The roadway classification for street lighting design will be:
    - a.) Arterial - having an Average Daily Traffic (ADT) volume of greater than 15,000 vehicles or 100 pedestrians per night and serves as the principle network for through traffic flow.
    - b.) Collector - having an ADT volume of less than 15,000 and 1,000 or more vehicles or 100 pedestrians per night and servicing traffic arterial and local roadways.
    - c.) Local - having an ADT volume of less than 1,000 vehicles or 50 pedestrians per night and used for direct access to residential properties.
  2. The minimum average maintained horizontal illumination in foot candles will be:
    - a.) Arterial
      - Commercial (business area where ordinarily there are many pedestrians during night hours) 1.2
      - Intermediate (where moderately heavy night time pedestrian activity in such areas as libraries, recreation centers, apartments and neighborhood retail stores) 0.9
      - Residential (where residential development occurs with few pedestrians at night) 0.6
    - b.) Collector
      - Commercial - 0.8
      - Intermediate - 0.6
      - Residential - 0.4
    - c.) Local
      - Commercial - 0.6
      - Intermediate - 0.5
      - Residential - 0.3
  3. The minimum average-to-minimum uniformity ratios will be:
    - a.) Commercial - 3:1
    - b.) Intermediate - 4:1
    - c.) Residential - 6:1
  4. The road surface classification will be R-3 - Asphalt road surfaces with dark aggregates and rough texture after months of use.
  5. The equipment will be:
    - a.) Pole - steel pole of 25 feet to 30 feet in height, except for intersections with no trees, the maximum height of 40 feet is permitted.
-

## CP250 Comprehensive Street Lighting

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- b.) Luminaire - cutoff type using high pressure sodium lamp mounted at right angle to the pavement.
- c.) Mast arm - sufficient length to cause the maximum foot candles to be over travel lane of roadway.
- 6. The installation design will be based on the above design criteria. The formulas will be contained in either the US Department of Transportation Federal highway Administration Implementation Package 78-15, as amended, or the Illuminating Engineering Society (IES) Special Report ED-3A, as amended.
- 7. The installation design will be evaluated to determine the effect on street trees. The intent will be to minimize damage from pruning. Also, the location of a street light pole will be as near to property line as feasible to minimize viewing from the front of a residence or business. If detrimental issues are found, the installation design will be altered to minimize the aesthetic impact.
  - a.) NOTE: The Public Works Director will invite residents to a public information meeting when a street light is to be changed, installed or removed from their property.

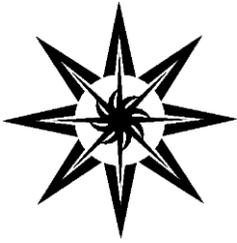
### VI. **PROCEDURES**

#### A. For all accepted City streets.

- 1. The City will consider a street lighting request, if a petition form is received from over 50 percent of the abutting properties within 500 feet of the proposed street light location.
  - a.) Only one signature is required per building owner.
  - b.) The office of the City Clerk will receive the petition and verify the names on the petition. Verified petitions will be forwarded to Public Works for appropriate action; or
  - c.) Public Works may request street lighting as a part of any project of where, in the opinion of the Public Works Director, a street light or street lighting system may be necessary.
- 2. Public Works will prepare a warrant for the requested street light(s). The purpose of the warrant will be to establish warranting condition that can be used to determine the necessity of the light and a priority when compared to other street light requests.
  - a.) Public Works will estimate the cost and prepare a report for the Council Committee of the Whole.
- 3. The Council Committee of the Whole will hold a public information meeting and recommend action to the City Council.
- 4. The City Council will take appropriate action consistent with the amount of funds available for street lighting.

#### B. For all private or unaccepted City streets:

- 1. The City will not install or pay for any power usage for any street light installed on a private or unaccepted City street.
- 2. The developer will pay for any street lighting that will be installed on streets to be accepted by the City.



## City Council Policy: CP255 - Maintenance of Stormwater Runoff System

Effective Date: November 11, 1990

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish responsibility for maintenance of stormwater runoff systems.

III. RESPONSIBILITY

A. Director of Public Works

IV. DEFINITIONS

V. POLICY

VI. PROCEDURES

A. On improved or unimproved stormwater runoff systems located on City owned property, the City of Prairie Village will:

1. Seed or sod and maintain the grass area.
2. Trim and maintain trees and shrubs.

B. On improved or unimproved stormwater runoff systems located on private property, utility easements or drainage easements, the responsibility for maintenance is shared as follows:

1. If it is an improved system such as pipe or concrete channels:
  - a.) It is the responsibility of the City to maintain the concrete liner of pipe, or repair any erosion caused by the stormwater runoff system within the easement.
  - b.) It is the responsibility of the property owner to maintain the grass, trim the trees and shrubs, and provide other such general stormwater runoff system commonly known as Brush Creek that is located within a drainage easement.
  - c.) It is the responsibility of the City to trim or remove trees and shrubs and provide such other general maintenance required to maintain the free flow of stormwater runoff.
  - d.) On all other unimproved stormwater runoff systems, erosion is the responsibility of the property owner.
2. The City will maintain the free flow of all storm drainage in the City.



## City Council Policy: CP256 - Water Discharges

Effective Date: February 21, 2006

Amends: Council Policy 380 - entitled "Sump Pumps" - Deleted

Approved By: Governing Body on February 21, 2006

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### I. SCOPE

### II. PURPOSE

To establish policy for water discharges to City lands.

### III. RESPONSIBILITY

Public Works Director

### IV. DEFINITIONS

1. "City" shall mean the City of Prairie Village
2. "City Clerk" shall mean the City Clerk employed by the City of Prairie Village or designee.
3. "City Lands" shall mean any land owned in fee by the City of Prairie Village such as, but not limited to, grounds at City buildings, City parks and City right-of-ways,
4. "Connection Fee" shall mean the fee paid by the property owner for connecting to the City storm drain system.
5. "Front Feet" shall mean the total length of the property line at the City right-of-way where the proposed pipe will be installed.
6. "Public Works Director" shall mean the Director of Public Works employed by the City or that person's designee.
7. "Storm Drain System" shall mean any City owned pipe, structure, channel or other City drain facility.
8. "Water Discharge" shall mean any water from a sump pump system, roof drain, swimming pool or any other non-polluted water.

### V. POLICY

- A. Polluted water will not be discharged onto any City land.
- B. The City may install and maintain ownership of any pipe on City lands used to collect private property water discharges.
- C. A Drainage Permit will be required to discharge water to the City storm drain system.
- D. The City will charge a front foot fee as on file in the Office of the City Clerk.
- E. The Public Works Director may request an annual Capital Infrastructure Program budget amount for installation of the storm drain pipe.

### VI. PROCEDURES

- A. A property owner must apply to the Public Works director for a Drainage Permit to discharge water to the City storm drain system.
- B. The property owner, prior to the issuance of a Drainage Permit, will pay the connection fee that is the product of multiplying the front feet by the front fee.
- C. The property owner will sign an agreement indemnifying, defending and holding the City harmless from any and all damage, loss, or liability of any kind occasioned by reason of injury to persons or damage to property which may occur as a result of the City permitting the property owner to attach their water discharge pipe into a pipe owned by the City.
- D. The Public Works Director will determine the location and construction details of the pipe to collect the water discharge.
- E. The Public Works Director will investigate reported water discharges and may request remedial action by the property owner for non-compliance with this policy. If the property owner fails to comply, the property owner may be issued a Code Violation citation by the City Code Enforcement Officer.



## City Council Policy: CP257 - Stormwater Utility Fee Credit

Effective Date: August 1, 2009

Amends:

Approved By: Governing Body, 2009

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### I. SCOPE

A. The purpose of this Policy is to establish a Stormwater Utility Fee Credit process.

### II. PURPOSE

- A. In 2008, the City established the Stormwater Utility Fee in order to provide stable and non-discriminatory funding for its stormwater activities. The impact on individual properties in the stormwater system is quantified based on the amount of impervious area on a parcel of property as defined in Prairie Village Municipal Code Chapter 14 Article 4 *Stormwater Utility*.
- B. The Stormwater Utility Fee does not take into account the value provided by some property owners that independently implement and maintain Best Management Practices (BMPs) that offset, to some extent, the impact of their developed property on the components of the stormwater drainage system, both natural and man-made.
- C. Using the Stormwater Utility Fee Credit process, the City may make an adjustment to the Stormwater Utility Fee paid by a property owner that provides value-added stormwater management services that support and complement the City's stormwater management goals.
- D. The granting of a Stormwater Utility Fee Credit is an administrative recognition of the value of a variety of significant stormwater management activities provided by the property owner for as long as the approved activities continue and accomplish their intended purposes.

### III. RESPONSIBILITY

A. The responsibility for administering the Stormwater Utility Fee Credit will be the City Director of Public Works.

### IV. DEFINITIONS

- A. In addition to the words, terms and phrases elsewhere defined in this policy, the following words, terms and phrases, as used in this policy shall have the following meanings:
1. **CITY** - means the City of Prairie Village.
  2. **CREDIT** - means a conditional reduction in the amount of the Stormwater Utility Fee paid by an individual property owner based on the provision and continuation of an effectively documented Education Credit or BMP Credit, which system, facility, services or components reduces the volume of stormwater the rate at which it discharges.
  3. **DEVELOPED PROPERTY** - means real property, other than Undeveloped Land.
  4. **DIRECTOR** - means the Director of Public Works or the designated person.
  5. **IMPERVIOUS AREA** - means as defined in Prairie Village Municipal Code Chapter 14 Article 4.
  6. **PROPERTY OWNER** - means any partnership, corporation or any person who alone or jointly and severally with others, either as tenants in common or otherwise has:
    - i. Legal title to any real property or building, with or without accompanying actual possession thereof; or
    - ii. Has charge, care or control of any property or building as owner or agent of the owner, or as executor, executrix administrator, administrator, trustee, or guardian of the estate of the owner.
    - iii. Any such partnership, corporation or person representing the actual owner shall be bound to comply with the provisions of this policy to the same extent as if they were the owner.
  7. **STORMWATER MANAGEMENT PROGRAM** - means as defined in Prairie Village Municipal Code Chapter 14 Article 2.
  8. **STORMWATER SYSTEM** - means as defined in Prairie Village Municipal Code Chapter 14 Article 2.
  9. **STORMWATER UTILITY FEE** - means a fee authorized by Prairie Village Municipal Code Chapter 14 Article 4 and charged to owners of property served and benefited by the City Stormwater System.

### V. POLICY

#### A. Restrictions

1. No public or private property shall receive credit to offset Stormwater Utility Fee for any condition or activity unrelated to the City cost of providing stormwater management services.
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## CP257 Stormwater Utility Fee Credit

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2. The maximum credit will be equal or less than 15% of the Stormwater Utility Fee.
3. No credit will be applied to any parcel that reduces the Stormwater Utility Fee to an amount less than \$75.00.
4. Credits outlined in this policy will be given only to any property located within the boundaries of the City.
5. Credit shall only be given for that portion of the Stormwater Utility Fee paid by the property owner.

### B. Terms

1. To receive a credit, an application must be submitted to the Public Works Director on the required form.
2. Credits will only be applied if requirements outlined in this Policy are met, including, but not limited to guaranteed right-of-entry by Public Works for inspections and submittal of annual reports by the property owner to Public Works.
3. Credits will be defined as a percentage (%) reduction applied as a Credit adjustment to the Stormwater Utility Fee calculation.
4. Credits for BMPs constructed or installed prior to the creation of the Stormwater Utility Fee will be applied if the credit application is approved and inspected by Public Works before June 1, 2010.
5. Credits will be applied to the next billing year for credit applications approved and inspected after June 1 of any year.
6. Credits are valid as long as the BMP is implemented as approved (as demonstrated by the annual report and Public Works inspection).
7. If the approved BMP is not implemented as approved or is terminated, the Credit reduction will be cancelled.
8. Once a Credit has been cancelled, a property owner may not reapply for a Credit for a period of 12 months and only if the deficiency has been corrected as determined by a Public Works inspection.

## VI. EDUCATION CREDIT

- A. Those schools, public or private, wishing to receive a Credit for educating its students and employees in the area of water quality awareness and protection must agree to the following minimum standards.
1. Devote two hours per half student year (four hours annually) to educating the fourth and ninth grade students about water quality awareness and protection. Topics must rotate on at least an annual basis for each grade level. Credit allowance is five percent for each grade.
  2. Devote one-half hour twice a year (one hour annually) to educating employees about water quality and protection at time of hiring. Credit allowance is five percent.
  3. The maximum Education Credit will be fifteen (15) percent.
  4. A pre and post education survey of students and staff will be required.
  5. Schools will be required to submit an annual report to the Public Works Director for the proposed education sessions that will include information on the number of attendees, time(s), location(s), and topic(s) covered during each session. Copies of materials disseminated must be provided to Public Works with the annual report.
  6. Educational information may be obtained from the United States Environmental Protection Agency, the Kansas Department of Health and Education, the Mid-America Regional Council (MARC), Johnson County Stormwater Management (SMAC), or any other reputable educational resource approved by the Director.

## VII. BMP CREDIT

- A. A basic goal for BMP Credit is to maintain predevelopment peak flows, runoff volumes, and water quality by the installation of an approved BMP.
- B. Those residential and non-residential properties wishing to receive a Credit of reducing the quantity and quality of stormwater entering the City Stormwater System must agree to construction of a BMP approved by Public Works on a developed site, and must agree to the following minimum standards:
1. Install an appropriate BMP as provided in the Kansas City Metro Chapter of American Public Works and the Mid-America Regional Council Manual of Best Management practices for Water Quality published in March 2008 and as amended.
  2. Provide document for choosing the selected BMP.
  3. Provide the design calculations for the selected BMP.
  4. Provide the intended maintenance practice and schedule.
  5. Provide the area in square feet provided by the BMP.
  6. Credit allowance will be the percentage calculated by dividing the area of the BMP by the total impervious area on the property.
  7. The maximum BMP Credit for each property is fifteen (15) percent.
  8. Property owners will be required to submit a written annual report to the Public Works Director for the proposed BMP Credit that will include description of the BMP, location of BMP, and maintenance provided for the BMP.

**VIII. APPLICATION PROCEDURE**

- A.** A property owner seeking a Stormwater Utility Fee Credit must comply with the procedures outlined in this Policy and must submit a Stormwater Utility Fee Credit application.
- B.** All information necessary for the Public Works Director to make a determination must be supplied as outlined in this Policy.
- C.** Failure to comply with the procedures will result in denial of the Stormwater Utility Fee Credit application.
- D.** The Director will review and make a determination of the Stormwater Utility Fee Credit application within sixty (60) calendar days of receipt of the complete application.
- E.** The City reserves the right to review the application for accuracy and/or inspect and review the documentation confirming the provision of the BMP Credit or Education Credit at any time.
- F.** A determination of the Credit value will be mailed to the applicant and the Stormwater Utility Fee will be adjusted accordingly for the following year as stated in Section V.B.4 of this policy.
- G.** Appeals of the Credit decision by the Director may be made to the City Administrator within thirty (30) calendar days of the date of decision by the Director.

**IX. ENFORCEMENT**

- A.** An annual report will be required to be submitted every May 1 to the Director to document the continuing provision of BMP Credit or Education Credit.
- B.** If, after its review or inspection, the Director finds either the application or annual report to be inaccurate or the projected level of service is not being provided or continued, the property owner will be notified in writing and given thirty (30) calendar days to correct the deficiency. The property owner must provide written documentation to the Director within thirty (30) calendar days of the original notice that the deficiency has been corrected.
- C.** If, in the opinion of the Director, the deficiency is not satisfactorily corrected, the Stormwater Utility Fee Credit attributable to the deficiency will be terminated on the next billing cycle and will remain in effect for a minimum of twelve (12) months before a new Credit application may be submitted.



**City Council Policy: CP258 - BMP Manual**

**Effective Date: November 3, 2008**

**Amends:**

**Approved By: Governing Body on November 3, 2008**

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**I. SCOPE**

**A.** The Kansas City Metro Chapter of American Public Works and the Mid-American Regional Council have published a Manual of Best Management Practices for Water Quality in March, 2008 and is made hereby made part of the City Infrastructure Manual.

**II. PURPOSE**

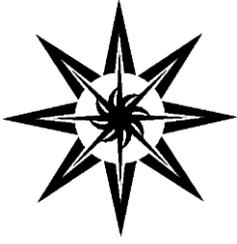
- A.** The BMP Manual will provide design and construction practices for a combination of infiltration, filtration, detention and other water quality treatment of stormwater.
- B.** The BMP Manual is intended to minimize site disturbance and introduce native landscaping practices during site development.
- C.** Use of the BMP Manual will promote infiltration and on-site detention of stormwater runoff before its entry into the City stormwater drainage system.

**III. RESPONSIBILITY**

Director of Public Works

**IV. POLICY**

**A.** For any site land disturbance within the City, an appropriate BMP will be considered and may be required as a condition of the drainage permit.



**City Council Policy: CP260 - Signage/Deaf Children**

**Effective Date: August 4, 1980**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

A. To advise motorists of neighborhoods in which deaf children live so that extra caution can be exercised.

**III. RESPONSIBILITY**

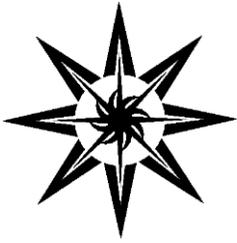
A. Director of Public Works

**IV. DEFINITIONS**

**V. POLICY**

A. The Director of Public Works will install signs in those areas of the City in which deaf children live. The Director will review these signs on an annual basis to make sure that there is a deaf child living in the area, and if there is not, the sign shall be removed.

**VI. PROCEDURES**



## City Council Policy: CP265 - Pre-Qualification of Contractors

Effective Date: October 17, 1994

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish a policy and the procedures necessary to pre-qualify contractors in order for them to be eligible to bid on and to perform street, curbing, sidewalk and/or storm drainage projects with a bid value of \$100,000 or more for the City of Prairie Village.

### III. RESPONSIBILITY

- A. Director of Public Works.

### IV. DEFINITIONS

### V. POLICY

### VI. PROCEDURES

- A. All contractors submitting bids of \$100,000 or more for street, curbing, sidewalk and/or storm drainage must be pre-qualified by the Kansas Department of Transportation (KDOT).
1. This pre-qualification includes, among other things, financial rating, amount of required equipment, performance record, and previous experience on various types of construction work.
- B. At a minimum, the prime contractor must be pre-qualified in asphalt or concrete, and must maintain his pre-qualification status, both currently and during the time the contract is in force.
1. Some of the various other classifications may include grading, structures, base course, pavement marking, sod/landscaping, etc.
- C. Notice of the pre-qualification of contractor's requirement shall be contained in the "Notice to Bidders."
- D. The "Bid Proposal" and the "Contract Agreement" shall contain a statement certifying that the prime contractor is in fact currently listed on the official KDOT listing of pre-qualified contractors and that the prime contractor will do whatever is necessary to remain on that listing during the time the contract in question is in force.
- E. The official business name of the contractor must appear on the KDOT listing currently on file in the office of the Director of Public Works at the time the bid is received. This list will be obtained at least annually from KDOT.



## City Council Policy: CP266 - Bond Criteria for Minor Construction Projects

Effective Date: October 21, 1991

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish specific criteria for construction projects in which estimated construction does not exceed \$20,000.

III. RESPONSIBILITY

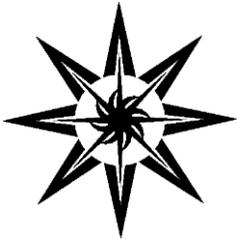
A. Codes Administrator

IV. DEFINITIONS

V. POLICY

A. A mud bond in an amount not to exceed \$5,000 shall be required when, in the opinion of the Codes Administrator or an authorized representative, a construction project requiring a building permit, may create the tracking, dumping or spilling of gravel, dirt, mud, or other debris on the City streets.

VI. PROCEDURES



## City Council Policy 270 - Construction Cost Estimate

Effective Date: January 17, 2006

Amends:

Approved By: Governing Body

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### I. SCOPE

### II. PURPOSE

To establish a policy for receiving Cost Estimates for a Public Improvement Project.

### III. RESPONSIBILITY

Public Works Director

### IV. DEFINITIONS

1. **"City"** shall mean the City of Prairie Village
2. **"City Clerk"** shall mean the City Clerk employed by the City of Prairie Village or designee.
3. **"Engineer/Architect"** shall mean the company or individual whose services are rendered by engineers, architects, landscape architects and surveyors licensed by the Kansas State Board of Technical Professions.
4. **"Construction Cost Estimate"** shall mean and include the cost of the entire construction of the Project, including all supervision, materials, supplies, labor, tools, equipment, transportation, and/or other facilities furnished, used or consumed, but such cost shall not include Consultant Engineer/Architect fees or other payments to the Consultant Engineer/Architect and shall not include the cost of land or right-of-way and easement acquisition.
5. **"Engineer/Architect"** shall mean those professional services, labor, materials, supplies, testing, surveying, title work, if applicable, and all other acts, duties and services required of the Engineer/Architect.
6. **"Project"** shall mean any work undertaken by the City for the construction or reconstruction of any public infrastructure, including without limitation, streets, bridges, sidewalks, storm drains, traffic control devices, street lights, parks, buildings or lands work.
7. **"Public Works Director"** shall mean the Director of Public Works employed by the City of Prairie Village or that person's designee.

### V. POLICY

- A. If the projected construction cost is less than \$100,000, no Construction Cost Estimate is required.
- B. If the projected construction cost is \$100,000 or more, the Public Works Director will prepare a Construction Cost Estimate for review by the governing body.

### VI. PROCEDURE

- A. If a bid does not exceed the Construction Cost Estimate, then the Public Works Director may recommend that the City governing body consider awarding a construction contract.
  - B. If all bids exceed the Final Construction Cost Estimate, the City may consider four options.
    1. Approve the bid award if the bid cost does not exceed the Final Construction Cost Estimate by 10% and additional funding is available.
    2. Request staff to revise the Project scope and/or specifications as necessary to reduce the construction cost.
    3. Reject all bids and authorize staff to obtain new bids.
    4. Terminate the project and the agreement with the Engineer/Architect.
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## City Council Policy: CP301 - Traffic Control Devices

Effective Date: February 19, 2008

Amends: February 21, 2006

Approved By: Governing Body

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### I. SCOPE

### II. PURPOSE

- A. The U.S. Secretary of Transportation, under authority granted by the Highway Safety Act of 1966, decreed that traffic control devices on all streets and highways open to public travel in accordance with 23 U.S.C. 109(d) and 402(a) in each State shall be in substantial conformance with the Standards issued or endorsed by the FHWA.
- B. Traffic control devices shall be defined as all signs, signals, markings, and other devices used to regulate, warn, or guide traffic, placed on, over or adjacent to a street, highway, pedestrian facility, or bikeway by authority of a public agency having jurisdiction.
- C. This policy and procedure are adopted for the use of traffic control devices within the City.

### III. RESPONSIBILITY

- A. The Chief of Police shall be responsible for:
  - 1. Regulatory traffic control devices
- B. The Director of Public Works shall be responsible for:
  - 1. Non-regulatory traffic control devices.
  - 2. Reviewing contracts entered into by the City for construction and maintenance to ensure that proper signing and traffic control is provided.
  - 3. Reviewing work of private companies including utility entities to provide construction signing and control in accordance with the MUTCD at no cost to the City.
- C. The Chief of Police and Director of Public Works shall both be responsible for complying with:
  - 1. Standards:
    - a. The most current edition of the Uniform Traffic Control Devices (MUTCD) as issued or endorsed by the FHWA shall be the standard for use on traffic control devices throughout the City under the following guidelines.
      - i. Whenever the word SHALL is used in the MUTCD, it is considered a MANDATORY condition and no control will be used in conflict with these conditions set forth.
      - ii. Whenever the word SHOULD is used in the MUTCD, it is considered advisable, but not mandatory. The MUTCD should be followed in these cases unless the Governing Body shall consider the recommendations of City Staff and of a professional traffic engineer.
      - iii. Whenever the word MAY is used in the MUTCD, it is considered permissive and no requirements are set forth. When possible, the City will establish a set of policy guidelines to be followed on a routine basis in these cases.
  - 2. Law:
    - b. United States Code
    - c. State of Kansas Statutes
    - d. City of Prairie Village Ordinances

### IV. DEFINITIONS

### V. POLICY

#### EXISTING CONTROLS, ORDINANCES AND SIGNAL DEVICES

- A. The traffic control devices presently used within the City have been developed throughout the incorporated history of the City and many were acquired through annexation.
- B. The Director of Public Works shall be responsible for compiling a complete inventory of all City traffic control devices. The inventory will list each device by type, condition and location. A map shall be maintained showing the location of each City traffic control device.
- C. The Chief of Police and the Director of Public Works shall periodically review the City traffic control devices to ensure compliance to standards and laws.

## CP301 General Use Uniform - Traffic Control Devices

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- D. The Director of Public works will make a recommendation to the City Council for any changes that are needed to bring non-regulatory traffic control devices into compliance with current laws, regulations and standards.
- E. The Chief of Police will prepare an ordinance for presentation to the City Council for approval to adopt all regulatory traffic control devices and repealing all previous ordinances or Council requirements.
- F. An audit of accidents and traffic control devices in the City shall be conducted every five years by a professional traffic engineer.

### VI. PROCEDURES

- A. Requests received to change, add to, or alter the traffic controls within the City will follow this procedure:
  - 1. The Chief of Police will receive any request pertaining to regulatory traffic control devices.
  - 2. The Director of Public Works will receive any request pertaining to non-regulatory traffic control devices.
  - 3. The Chief of Police and the Director of Public Works will be required to give written recommendations on the request, based on the requirements of the Laws, MUTCD and City Policy.
  - 4. The request may be either:
    - a. Refused and the requesting party notified
    - b. Handled administratively and completed by City personnel
    - c. Forwarded to the Council Committee of the Whole for City Council approval
- B. The following traffic controls or devices shall not be approved or altered except on the basis of a traffic engineering study and approval by the City Council:
  - 1. Speed limits
  - 2. Automatic traffic control devices (traffic signals)
  - 3. Truck routes or no-through-trucks provisions
  - 4. Safe school routes, school zones, school pedestrian crossings
  - 5. Emergency snow routes
  - 6. Stop signs

### STREET DESIGNATION

- A. Any street within the City that carries an average daily traffic volume in excess of 7,000 cars per 24-hour period will be classified as an arterial street.
- B. Any street that carries an average daily traffic volume in excess of 3,500 cars per 24-hour period will be classified as a collector street.
- C. All other streets will be classified as local streets.

### STANDARDS

- A. Street markings
  - 1. The City Council recognizes the importance placed on street markings in accordance with the MUTCD. To ensure that the City meets and uses those control devices, the following standards will be adopted:
    - a. Every street designated as arterial or collector street, shall have the centerline be clearly marked as required by the MUTCD
    - b. Every street with more than one lane in the same direction, the centerline and individual lanes will be marked as designated in the MUTCD
    - c. That the Director of Public Works shall use material that is effective and appropriate for long-term use
    - d. That every spring the Director of Public Works shall order an inspection of all markings for maintenance
- B. No Parking Restrictions
  - 1. To ensure a uniform policy and procedure for the placement of "No Parking" restrictions in the City, the following shall apply.
    - a. Any designated street, which carries a traffic volume in excess of 12,000 vehicles per day, will be posted "No Parking at Any Time".
    - b. All four-lane streets shall be marked "No Parking at Any Time" in a manner required in the MUTCD, regardless of the volume of traffic present.
    - c. Any designated street, which carries a traffic volume of between 7,000 and 12,000 vehicles in any 24-hour period, shall be posted, "No Parking Between the Hours of 7-9 a.m. and 4-6 p.m."

## CP301 General Use Uniform - Traffic Control Devices

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- d. Streets carrying a volume of traffic between 3,500 and less than 7,000 will be posted with “No Parking” restrictions after City Council approval. For those streets meeting this volume of traffic, and are not now posted, the following yearly evaluation will be made:
    - i. In January of each year, the Chief of Police will prepare an accident summary of those streets carrying 3,500 to 7,000 vehicles in a 24-hour period. Those streets with five or more accidents, which have as a direct or contributing cause with parked vehicles, the Chief of Police shall request no parking restrictions for the street to be marked according to the time in which the accidents occur. (For the purpose of this accident count, intersection accidents will not be included unless a parked car is involved.)
    - ii. For those streets carrying a volume of traffic of less than 3,500 vehicles, it shall be the general policy of the City not to restrict parking along or on either side of said street. Requests received from residents for no parking restrictions will be presented to the City Council for approval.
- C. Public Street Parking in Commercial Areas
1. If a public street is adjacent to and a normal part of the parking area to be used by the general public for a commercial development, the City will authorize two-hour parking restrictions if more than 50% of the merchants affected request the restriction.
  2. When the inconvenience caused to the residential neighborhood around commercial developments is such that the City desires to provide protection to the residents, the City will post restricted time parking around commercial developments under the following conditions:
    - a. The time restriction will be for the normal business hours of the affected area.
    - b. No restrictions shall apply on Sundays.
    - c. The request must come from a street that is adjacent to the commercial development.
    - d. No restriction will be considered unless a distance of one half-city block is involved.
    - e. A petition signed by more than 50% of the affected residents must be presented requesting such restrictions.
    - f. All residents must understand the restrictions apply to them equally as well as to those not living in the area.
    - g. This policy shall also apply to areas adjacent to public or private schools within the City.
- D. Parking Restrictions in Residential Neighborhoods
1. The general policy of the City will be to allow parking on either side of all residential streets unless a public safety condition exists. When requests are received from persons desiring no parking restrictions within a residential neighborhood, the following procedure will be followed:
    - a. A petition signed by more than 50% of the affected residents must be presented to the City requesting said restrictions.
    - b. The Chief of Police shall order a study to determine if an actual public safety condition exists.
    - c. If the safety condition is severe, a recommendation for a restriction will be presented to the City Council for approval.
- E. Stop Signs and Traffic Signals
1. For every intersection with an arterial street by a collector or local street, a stop sign shall be considered on the collector or local street requiring all vehicles to stop prior to entry across or onto the arterial street.
  2. When two arterial streets intersect, traffic movements shall be considered for control by an automatic traffic control device (traffic signal).
  3. Stop signs and traffic signals for all streets will be reviewed against the warrants in the MUTCD.
    - a. The MUTCD does not recommend the common use of stop signs at intersections with light vehicle use. Stop Signs should be used only when warranted. K.S.A. 8-1526 and Prairie Village Ordinance 1517, Article 10, Section 57 clearly state the “right-of-way” provisions for uncontrolled intersections.
    - b. There is no requirement that the City place stop signs at intersections unless required warrants are met.
    - c. It shall be the general policy of this city:
      - i. Stop signs shall not be used as a speed control device unless a public safety condition exists which cannot be corrected by selective traffic enforcement. A safety condition shall exist if five or more accidents occur within a one-block distance during a 12-month period with speed listed as the cause or contributing factor of the accident.
      - ii. When a stop sign is approved at an intersection without an arterial street classification, a 24-hour traffic count will be taken. The higher traffic count street will be given priority over the

## CP301 General Use Uniform - Traffic Control Devices

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lesser traffic count street. To deviate from this standard shall require a traffic engineering study be made to identify a public safety condition.

4. The Chief of Police will receive requests for stop signs.
  - a. The Chief of Police will conduct an accident survey. If at any time five or more accidents are reported within a 12-month period, a public safety condition does exist and the Chief of Police will prepare a recommendation for the Council Committee of the Whole.
  - b. The Chief of Police shall conduct a 24-hour traffic count survey. If neither street has a 24-hour traffic count of more than 1,000 cars, signs will not be recommended to the Council Committee of the Whole unless there is a sight restriction caused by curves, grade, etc. creates a hazard. The sight restriction will be determined within the following distances for these speeds:
    - i. 20 mph 100 feet
    - ii. 25 mph 175 feet
    - iii. 30 mph 250 feet
    - iv. 35 mph 325 feet
5. If a sight restriction is present that can be removed, the Chief of Police shall advise the Public Works Department.

### F. Identification Signs

1. The Director of Public Works shall be responsible for seeing that every intersection within the City is identified with street identification signs placed as required in the MUTCD.
2. Signs shall be blue background with white letters with the City logo.
3. On streets with overhead light arms, a street identification sign shall be posted on the overhead arm as directed by the MUTCD.
4. Metal posts will be used for all installations.

## TRAFFIC CONTROLS FOR CONSTRUCTION

- A. The MUTCD sets forth requirements for the proper signing and marking of streets under construction and repair.
- B. No construction or maintenance shall take place upon a public street within this city until the requirements of the MUTCD are met.
- C. Every contract entered into by the City shall detail the contractor's responsibility to provide signs, cones, flagmen, or any other material necessary to meet the requirements of the MUTCD.
  1. A traffic control plan shall be the responsibility of the contractor and shall be furnished to the Director of Public Works prior to work authorization.
  2. The Police Department shall not control traffic around street construction sites.
- D. Any time a lane of traffic upon a four-lane street is to be closed for more than a one-hour period, a light arrow board shall be placed in the roadway to warn motorists of the lane being closed ahead.
- E. A Police or Public Works Employee may provide emergency traffic control until the private contractor or utility has been notified and assumed traffic control.

## CITY EMPLOYEE PROTECTION

- A. In order to protect the City from liability and provide safety for City employees, the following requirements shall be followed for all City Employees working within the public roadway:
- B. All City vehicles shall be equipped with flashing warning lights any time the vehicle is stopped upon a public roadway.
- C. All City vehicles shall be equipped with traffic cones and placed into use in accordance with the MUTCD.
- D. Any City employee working in the public roadway shall wear a reflective safety vest.



**City Council Policy: CP305 - Use of Speed Bumps**

**Effective Date: July 15, 1991**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

A. Establish policy on use of speed bumps as a traffic control device in the City.

**III. RESPONSIBILITY**

A. Chief of Police

**IV. DEFINITIONS**

**V. POLICY**

A. Speed bumps will not be placed on public streets due to increase danger to motorists and bicycle traffic, which in turn increases the liability of the City.

**VI. PROCEDURES**



**City Council Policy: CP310 - Disposal of Wild Animals**

**Effective Date: November 7, 1983**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

A. To establish City's responsibility for wild animals on private property.

**III. RESPONSIBILITY**

A. Chief of Police

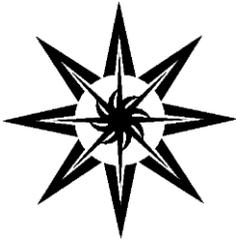
**IV. DEFINITIONS**

**V. POLICY**

**VI. PROCEDURES**

A. Homeowners will request traps for wild animals from the police department.

B. Homeowners will dispose of (relocate) wild animals and return animal trap to the police department.



## City Council Policy: CP311 - Control of Rodents

Effective Date: August 1, 1988

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To set forth the requirements of rodent control within the City. Chapter 7.32 of the Prairie Village Municipal Code entitled "Rat and Pest Control" sets forth the requirements of rodent control within the City.

### III. RESPONSIBILITY

### IV. DEFINITIONS

### V. POLICY

- A. It shall be the policy of the City of Prairie Village to refer owners of private property to a private exterminator when notice of eradication is given as stated in PVMC 7.32.050, or when requests are received from citizens for assistance.
- B. When the City is required to act upon private property as stated in PVMC 7.32.050, it shall be the policy of the City to contract with a private professional extermination company licensed to operate within the State of Kansas.
  - 1. At no time will City employees be authorized to use rat baits or poisons upon private property.
- C. It is the responsibility of the City to eradicate rats located upon City property.

### VI. PROCEDURES

- A. Enforcement officers shall inspect infested areas and take proper actions to ensure food sources and nests areas are destroyed. The department manager may contract with a private exterminator, properly licensed to operate within the State of Kansas, for eradication of rats on City property.



## City Council Policy: CP315 - Neighborhood Watch Program

Effective Date: September 8, 1981

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish procedures for implementation of Neighborhood Watch program.

III. RESPONSIBILITY

A. Chief of Police

IV. DEFINITIONS

V. POLICY

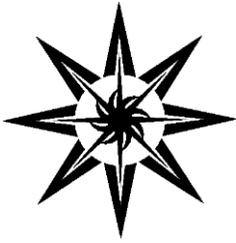
VI. PROCEDURES

A. A petition requesting designation as a Neighborhood Watch area must be signed by at least 60% of the residents who reside in the area.

B. Police Chief will schedule an information meeting with residents of the area and a Council member.

C. Police Chief will specify location of "We Call the Police" signs.

D. Public Works will install sign within two days of notification from Police Department.



**City Council Policy: CP320 - Authorization for Police Off-Duty Employment;  
Wearing of the Police Uniform & Equipment**

**Effective Date: August 17, 1992**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

- A.** To increase the police presence within the community by allowing off-duty officers to perform duties for private employers while wearing the police uniform and equipment, thereby reducing crime within the community.

**III. RESPONSIBILITY**

- A.** Chief of Police

**IV. DEFINITIONS**

**V. POLICY**

- A.** The Chief of Police is authorized and instructed to prepare policies and procedures controlling the practice of off-duty police officers providing public safety services for private employers within the Cities of Prairie Village and Mission Hills.
- B.** Duties are to be restricted to what would be considered an extension of normal police duties.
1. The Chief of Police shall determine that no conflict of interest is apparent prior to approval of any off-duty employment.
- C.** Except as provided by the Kansas Mutual Aid Act, no off-duty employment shall be authorized while wearing the police uniform and equipment outside the Cities of Prairie Village and Mission Hills.
1. If a request is received from a jurisdiction requesting police assistance as provided by the Kansas Mutual Aid Act, the Chief of Police of Prairie Village may authorize wearing of the uniform outside the City limits of Prairie Village and Mission Hills.

**VI. PROCEDURES**



## City Council Policy: CP325 - Drug Forfeiture and Seizure Accounts

Effective Date: October 20, 2003

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. This policy will establish a process whereby property that is seized pursuant to K.S.A. 60-4117 will be properly accounted for through controls established by state statute and City policy. It is the responsibility of the Chief of Police to establish such controls, thereby accomplishing an accurate accounting of seized property and/or funds.

### III. RESPONSIBILITY

- A. Police Chief

### IV. DEFINITIONS

### V. POLICY

- A. Seized property and/or funds will be properly accounted for and controlled.

### VI. PROCEDURES

#### A. Establishment of Forfeiture Fund

1. The City Administrator is authorized to establish a fund of the treasury entitled "Special Law Enforcement Trust Fund."
2. The purpose of the fund is to provide a depository for monies forfeited to the City of Prairie Village through controlled substance investigations.
3. The Chief of Police:
  - a.) Is authorized to file seizure requests on behalf of the City in both Federal and State courts of jurisdiction to provide assets for the fund.
  - b.) May request legal assistance from the City legal staff to file such requests on behalf of the City.
4. If other law enforcement agencies are substantially involved with the Prairie Village Police Department in an investigation which subsequently leads to a forfeiture, the court having jurisdictions will be notified of such participation so that seized assets may be equitably distributed among involved agencies.

#### B. Fiscal Controls

1. Expenditures from this fund shall adhere to K.S.A. 65-4173 and be used for law enforcement purposes of the Prairie Village Police Department not inclusive of the normal operating expenses of the City or its police department.
  2. Trust funds may be used for the following expense:
    - a.) Satisfaction of any court preserved security interest or lien;
    - b.) Thereafter, for payment of all proper expenses of the proceedings for forfeiture and disposition;
    - c.) Reasonable attorney fees;
    - d.) Repayment of law enforcement funds expended in purchasing of contraband or controlled substances;
    - e.) Deposited in such city treasury and credited to the special law enforcement trust fund.
  3. The Chief of Police will expend funds from the special law enforcement trust fund consistent with K.S.A. 60-4117.
    - a.) Expenses will be through the normal appropriation system and will be used for additional law enforcement purposes, as the Chief of Police deems necessary.
    - b.) Funds cannot be used for normal operating expenses or for the planning or adopting of a law enforcement budget.
  4. Interest earned from the forfeiture trust fund will be credited back to the fund.
  5. The Chief of Police will recommend to the City Council what seized property should be sold or retained. Property to be sold will be in accordance with K.S.A. 60-4117(3) {A
  6. In the event the Chief of Police determines a need for confidentiality to deviate from normal purchasing policy, he may request a special meeting of the City Council.
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## CP325 Drug Forfeiture and Seizure Accounts

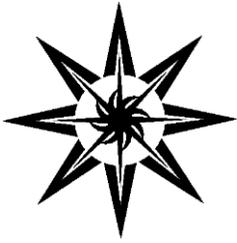
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### **C. Buy Fund**

1. A buy fund will be established for use in ongoing drug investigations. The maximum amount of the fund at any one time will be \$5,000.00.
2. The Special Investigations Unit supervisor will have the authority to use buy fund monies for active investigations as per P.V.P.D. Written Directive 43.1.3.
3. The Chief of Police will have ultimate accountability for the Buy Fund. This will include the establishment of a Buy Fund Expenditure Procedure and a regular audit of the fund balance.

### **D. Fund Accountability**

1. The Chief of Police shall submit an annual report to the City Council specifying the type and approximate value of forfeited property received and an accounting of expenditures.



## City Council Policy: CP330 - Forfeiture Buy-Back

Effective Date: January 18, 1994

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. Establish a policy that provides a means for owners of property seized and forfeited by the Prairie Village Police Department to buy back their property from the City.

### III. RESPONSIBILITY

- A. Chief of Police

### IV. DEFINITIONS

### V. POLICY

- A. It is the policy of the City of Prairie Village to allow property buy-backs by former owners of property seized and forfeited by the Police Department under Kansas State Law 65-4135 or 65-4156. The City Prosecutor's Office will direct and control all offers and transactions to ensure the integrity of the process.

### VI. PROCEDURES

- A. Former owners of forfeited property, or their legal representatives, who contact the Police Department regarding forfeiture buy-back, will be instructed to call the City Prosecutor's Office. Police Department employees may not initially notify or suggest to former owners that a buy-back policy exists within the City.
- B. The City Prosecutor will notify the Police Department that a buy-back offer exists and identify the property the person wishes to purchase.
- C. The Police Department will attempt to obtain a fair market value price for the item. Vehicle pricing will be accomplished through consulting with the Blue Book listing, or from an auto agency, using written information and pictures.
- D. The fair market value price will be given to the City Prosecutor's Office for negotiation purposes. The agreed-upon price between the City and the former owner should be close to the fair market value. The Police Department may play no part in the negotiations for an acceptable buy-back price.
- E. Upon conclusion of the negotiation process to determine the buy-back price, the City Prosecutor will contact the Chief of Police with the agreed-upon price.
- F. The Chief of Police will submit a recommendation as to whether the buy-back offer should be approved to the City Administrator and City Council.
- G. The City Council will have the final authority to approve a buy-back offer.



**City Council Policy: CP335 - No Smoking in Council Chambers**

**Effective Date: September 16, 1991**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

A. To establish regulation and procedure to prohibit smoking in the room/area of City Hall referred to as the Council Chamber.

**III. RESPONSIBILITY**

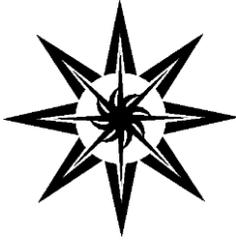
A. Police Department

**IV. DEFINITIONS**

**V. POLICY**

A. Smoking is prohibited in the Council Chamber at all times. Notice will be posted and police officials will enforce compliance with this regulation.

**VI. PROCEDURES**



## City Council Policy: CP345 School Crossing Guards

Effective Date: June 19, 2006

Amends:

Approved By: Governing Body

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I. **SCOPE**

Governs the placement of new Adult School Crossing Guards at locations within the City of Prairie Village.

II. **PURPOSE**

To provide pedestrian safety for students walking to and from school by establishing Adult School Crossing Guards at intersections that meet criteria contained in the policy.

III. **RESPONSIBILITY**

Chief of Police

IV. **DEFINITIONS**

V. **POLICY**

- A. The responsibility for the safe passage of students to and from school is a shared responsibility between student's parents, the school district and the City of Prairie Village. It is the policy of the City that its responsibility in this endeavor be focused at the locations that includes maximum student traffic. These locations are streets directly adjoining a school building that is a major ingress and egress route for students.
- B. The City of Prairie Village will utilize specific criteria to determine the need to place an Adult School Crossing Guard at a specific location to increase pedestrian safety for students walking to and from school.
- C. The Chief of Police will be responsible for reviewing requests for Adult School Crossing Guards and making a determination that a need exists by utilizing the established criteria.
- D. Locations with established Adult School Crossing Guards will remain, but may require periodic re-evaluation. The continued existence of an existing site will be determined by comparing the requirements of this policy, the expectations of parents and students using the route and specifically identified safety issues that may require City intervention.
- E. The City recognizes the parental responsibility of ensuring children walk to and from school in a safe environment and the City's obligation to aid this process. Thus, at locations that do not meet the City's criteria for an Adult School Crossing Guard, the City will offer training, equipment and supervision for parents or school sponsored organizations to provide such service.

VI. **PROCEDURES**

- A. The City of Prairie Village will accept requests to establish Adult School Crossing Guards at specified locations that impact students walking to school.
  - 1. The request will be submitted to the Chief of Police in writing listing the proposed location of the Adult Crossing Guard and the names of the parents whose children use the location.
  - 2. Requests will only be considered for intersections where elementary students cross or locations specific to elementary school pedestrian traffic.
  - 3. The minimum number of students present at the identified location during school crossing periods must be an average of 15 students per crossing period at a time established by the City that will be indicative of student pedestrians.

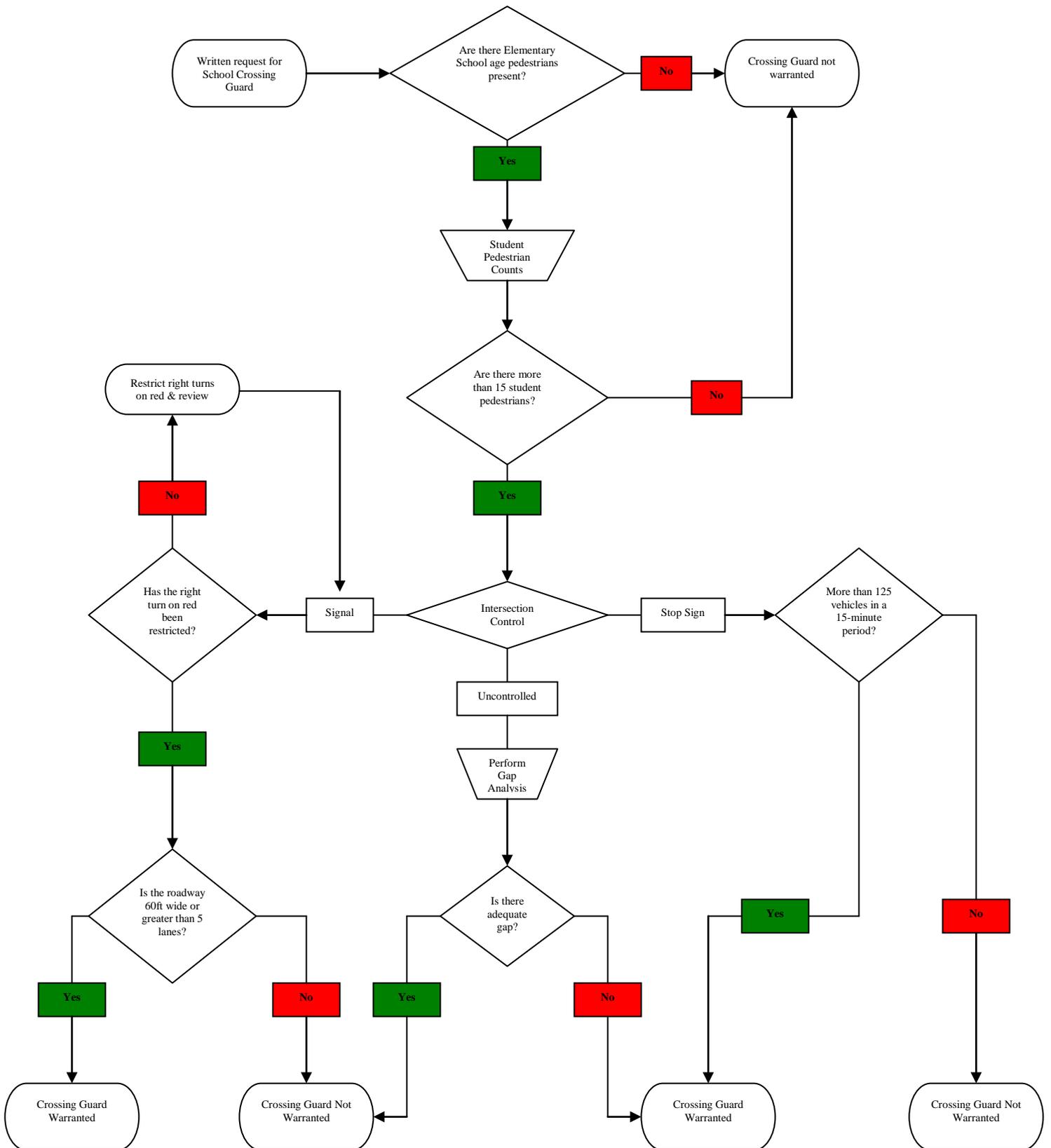
## CP345 School Crossing Guards

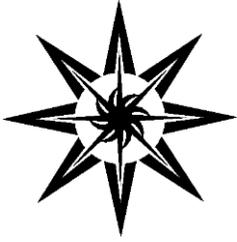
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4. Based on the traffic control device present or lack thereof at the identified location, the City will commission the appropriate traffic engineering study. The attached flow chart will be used to address criteria in the decision making process.
  5. The City will consider alternatives to existing traffic control devices that can be implemented to increase gap times to allow for safe crossing.
- B.** The Chief of Police in his/her discretion will approve or disapprove the written request for an Adult School Crossing Guard.

### School Crossing Guard Criteria

1. Written request for a School Crossing Guard received by the Chief of Police that includes the names of parents whose children use the requested location.
2. Intersections must be where elementary school children cross or locations specific to elementary schools.
3. A minimum number of children present at the identified location during school crossing periods must be an average of 15 students.
4. Traffic engineering study to determine pedestrian group size, vehicle gap time, and vehicle volume at identified location.
  - a. Pedestrian group size study to determine the adequate gap time required for the 85<sup>th</sup> percentile group size for students to cross the street at a specified width at a given time.
  - b. Vehicle gap study to determine the percentage of time during the school crossing periods when adequate gaps for safe crossing exist.
  - c. Measure the volume of vehicle traffic to determine if there are more than 125 vehicles in a 15-minute period or an average of eight vehicles per minute.
  - d. Review of traffic control devices at the identified location.
5. Are there alternatives to existing traffic control devices that can be implemented to increase gap times to allow for safe crossing.





## City Council Policy: CP 350 - Neighborhood Traffic Calming Program

Effective Date: June 19, 2006

Amends:

Approved By: City Council

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### I. SCOPE

The purpose is to provide a neighborhood traffic calming program to address neighborhood groups and residents concerned about the effects of traffic in their neighborhood.

### II. PURPOSE

Neighborhood Traffic Calming Program (NTCP) is the development of an approach to calm and manage traffic and improve neighborhood safety and livability for neighborhood's experiencing traffic impacts due to changes over the years in the effects of traffic.

### III. RESPONSIBILITY

The responsibility for this policy and practice/standard publications is:

1. Public Safety - Police Chief
2. Public Works - Public Works Director

### IV. POLICY

- A. A Traffic Calming Plan supports the City's efforts to develop traffic calming standards and to discourage speeding and cut-through traffic through neighborhoods by installing appropriate traffic control and calming measures. There is recognition that traffic is negatively impacting both safety and quality-of-life in the neighborhoods. Residents are requesting that the City use traffic calming measures to slow speeding traffic and divert non-local traffic from neighborhood streets in order to make the neighborhoods more livable, quieter and pedestrian-oriented.
- B. "City staff" participating in the NTCP will be members of the City Public Safety Department and the City Public Works Department.
- C. The "Neighborhood Traffic Calming Committee" (NTCC) will be a committee of property owners representing the neighborhood requesting traffic calming from the City.
- D. The NTCP provides tools that can deal with traffic that negatively impacts neighborhood livability. At the neighborhood's initiative, a NTCC is formed. The NTCC meets with the City staff to discuss the nature of the traffic concern in the proposed area and assesses the eligibility of the proposed project for the NTCP. If the project is eligible, it is ranked with other eligible projects according to specific ranking criteria.
- E. For projects that are prioritized, residents and City staff then become involved in developing a neighborhood traffic calming plan that will address the traffic problems specific to the project street or area. The NTCP provides a framework for residents of a neighborhood to examine traffic patterns in their area and choose alternative that can achieve community acceptance. The NTCP attempts to find a balance between the many uses and needs of the residential neighborhood and helping residents to feel safe and secure in their neighborhood.
- F. This program does not necessarily provide a simple solution for every neighborhood traffic concern. In some cases, the traffic concerns are complicated and may have developed over a long period of time.
- G. There are two types of projects in the NTCP:
  1. **Local Street Projects** deal with traffic problems on residential streets classified as "local" streets. These small-scale projects cover an area limited to the properties adjacent to the targeted street. The planning and cost involved in a Local Street Project is usually less than what is required for more complex projects. These projects can be funded through the recurring traffic calming budget of the City's Public Works Capital Infrastructure Program

## CP 350 - Neighborhood Traffic Calming Program

2. **Complex Traffic Calming Projects** are projects dealing with traffic impacts on residential streets classified as “collector” streets. These projects may deal with one or more streets, or an entire neighborhood of streets that may cause diversion of traffic, . They may include emergency response routes or priority snow removal roads, and may look at other issues such as access points, enhancement of pedestrian facilities, and installation of more extensive physical modifications than those used in a Local Street Project.
- H. In developing effective approaches to managing neighborhood traffic within the resources that are available, neighborhood involvement is a key component in all aspects of the NTCP.
1. Anyone residing or owning property within a neighborhood is eligible to apply for a NTCP project for a local or collector street(s) within that area.
  2. The first step is to schedule a pre-application meeting with a City staff member to discuss the area in question and the NTCP process. Staff provides a packet of NTCP program information, including application and including the initial petition process that the applicant must complete.
  3. The applicant circulates a petition in the identified project area to demonstrate that at least 30% of the property-owners support initiation of a traffic calming project. The applicant must obtain the necessary signatures, complete the application materials, and return everything to the City staff member. Signatures must be one of the property owners currently on record with the County Register of Deeds. If multiple persons own the same property, only one signature will be accepted for that property.
  4. The eligibility and ranking of the project is then studied by City staff. Traffic studies are done to determine if the street or project area meet the minimum eligibility requirements for inclusion in the NTCP. If a project is eligible, further studies are done to determine the priority ranking of the project in relation to other eligible projects that have been submitted to the NTCP. City staff notifies the applicant about the status of the proposed project. If the project is ranked as a priority it moves into the plan development phase, which is outlined in the Procedures section of this document.
- I. **PROGRAM GOAL, OBJECTIVES AND POLICIES**
1. **Program Goal:** The goal of the Traffic Calming Program (NTCP) is to establish procedures and techniques to promote community and neighborhood livability by mitigating the negative aspects of automobile traffic in the City’s neighborhoods.
  2. **Objectives:** The overall objectives for the NTCP are derived from existing City policy. They are:
    - a.) To improve neighborhood livability by mitigating the impact of vehicular traffic on residential neighborhoods;
    - b.) To provide safe and pleasant conditions for residents, motorists, bicyclists and pedestrians on residential streets;
    - c.) To manage vehicular traffic on neighborhood streets;
    - d.) To reduce the average speed of traffic on residential streets;
    - e.) To solicit citizen participation in all phases of the program and in all traffic calming activities; and
    - f.) To provide a process that will address neighborhood traffic calming requests and makes efficient use of City resources by prioritizing projects.
  3. **Policies:** The following policies are established as part of the NTCP:
    - a.) Streets eligible for the City’s Traffic Calming Program (NTCP) must be publicly dedicated and maintained streets located within the City.
    - b.) Arterials as designated are not eligible for the NTCP. Roads classified as locals or collectors are eligible for the program.
    - c.) Through traffic shall be routed to major roadways such as arterials.
    - d.) Some traffic may be rerouted from one local residential street to another as a result of a NTCP project. Traffic rerouting can occur due to the implementation of such devices as diverters, or partial road closures. The amount of rerouted traffic that is acceptable will be defined on a project by project basis by the NTCP for that project and city staff. Generally, adjacent local streets should not receive an increase of more than 250 vehicles per day or an increase in traffic greater than 50%, whichever is less. If adjacent streets receive higher than acceptable levels of rerouted traffic, additional studies will be undertaken by staff in order to consider possible mitigation of those impacts.
    - e.) To ensure that essential City services are not compromised, the following guidelines will be followed:

## CP 350 - Neighborhood Traffic Calming Program

- Reasonable emergency vehicle access will be preserved, and the appropriate agencies will be asked to review proposed traffic calming plans and to comment in writing. The NTCP may invite a Fire Department staff member to explain the Department's criteria for access to the neighborhood. All NTCP projects must meet the approval of the Fire Department.
  - Traffic calming devices shall not block access to a fire hydrant as determined by the Fire Department.
  - On emergency response routes speed bumps shall not be used as a matter of public safety.
  - The City Staff and the NTCP shall work to find other devices or techniques that can achieve the desired level of traffic management.
  - If a roadway segment is narrowed by a traffic calming device, it must leave travel width adequate for Fire and Solid Waste vehicle access.
  - A diverter at an intersection must allow for a forty foot turning radius.
  - If a road is closed and the resulting dead-end segment is more than 150 feet long, the closure must include a Fire Department approved turn-around.
  - If a project includes a street that is part of an operating regular service school transit route, the use of traffic calming devices will be reviewed with the School District Transit Department prior to approval.
  - All streets selected for traffic calming need to be evaluated to determine drainage impacts. If a street is a major conduit of storm water and its slope is steep enough that a traffic calming device would deflect storm water out of the public right-of-way, device(s) will be selected to minimize or eliminate this problem.
  - Consideration shall also be given to streets designated on the City Priority Snow Removal Roads Map. These concerns will be reviewed with staff prior to approval.
  - The variety of traffic calming devices that shall be employed shall meet objectives in accordance with solid engineering practices. The City directs the installation of all traffic control devices in compliance with applicable laws and the Manual on Uniform Traffic Control Devices.
  - Speed bumps shall not be used on any street with more than one travel lane in each direction.
  - Reasonable automobile access will be maintained. Pedestrian, bicycle, and transit access will be enhanced where possible and practical.
  - Parking removal shall be considered on a project by project basis. It shall be balanced with other needs.
- f) The program shall be implemented according to City Codes and related policies within applicable resources. The procedures outlined in this document shall be used
- g) A survey of the property-owners in the project may be conducted by City staff after the evaluation period to determine if some aspect of the installation no longer meets the needs of a neighborhood. If 75% of the property owners surveyed agreed that a device or devices no longer meet the needs of the neighborhood, staff will review the performance of these devices and will estimate the cost of mitigating, revising or removing these devices. If the City requests to remove the traffic calming device, the City will pay for the cost of removal. If the neighborhood requests the removal of the traffic calming device and the City agrees on the removal, the neighborhood will reimburse the City for the costs of removing the traffic calming device.
- h) If a project meets criteria to be considered for traffic calming and is ranked on the priority list, but is unfunded, a neighborhood association may elect to provide funds for the design and construction of such devices upon approval of the City staff in accordance with city policies and procedures.
- i) Special events are not eligible for the funding and installation of traffic calming devices via this program.
- j) After a project is implemented, if tests indicate hazards, which had not been foreseen, the installation may be revised or removed at any time at the discretion of the City staff. The City will not forward a survey in this situation, although notice will be provided to residents in the project area.

## CP 350 - Neighborhood Traffic Calming Program

### V. APPLICATION PROCESS

- A. Anyone owning property within a neighborhood is eligible to apply for a NTCP project for a street within that area. This section describes the steps involved in the application process.
- B. The prospective applicant should call the City staff to set up an appointment. Staff and the applicant will review the street or area in question and discuss the NTCP process, including the initial petition process and application forms that the applicant must complete. Staff and the applicant will discuss the type, location and degree of the applicant's traffic concerns and discuss possible solutions. If a preliminary review indicates a potential hazard to the public exists or the issue is not related to speeding or cut-through traffic, staff may address the issue separately as it may not fall under the umbrella of the NTCP. However, if the situation could fall under a Local Street Project or Complex Traffic Calming Project, and will identify the affected area for the project, which shall serve as the petition area. Staff will then provide the applicant with a packet of NTCP program information, including application and petition forms.
- C. It is the responsibility of the applicant to circulate a petition to demonstrate that at least 30% of property-owners in the identified petition area are in favor of initiating a traffic calming study in the area. The applicant is also responsible for notifying the contact persons of the homes association in their area that they are preparing an application for a NTCP project. The applicant must obtain the necessary petition signatures, complete the application materials, and return them to the City staff. If the material is incomplete or an insufficient number of signatures are submitted the materials will be returned to the applicant for revision. The date a complete package is submitted will be considered as the date of application for the program and the time when the project is carried into the next step.
- D. City staff will evaluate the potential eligibility and ranking of the project according to the procedures outlined in this document. Preliminary traffic studies are done to determine if the street or project area meet the minimum eligibility requirements for inclusion in the NTCP. If a project is eligible, further studies are done to determine the priority ranking of the project in relation to other eligible projects that have been submitted to the NTCP.



**City Council Policy: CP401 - Requests for Information Concerning the Municipal Court**

**Effective Date: January 21, 1991**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

**A.** To properly handle questions about court cases or procedures.

**III. RESPONSIBILITY**

**A.** Council members shall be responsible for channeling questions about court cases/procedures through the City Attorney.

**IV. DEFINITIONS**

**V. POLICY**

**A.** The Council member will contact the City Attorney, giving him all details, questions, or concerns.

**B.** The City Attorney will contact the City Prosecutor and the Judge involved to get further details and answers to the questions.

**C.** The City Attorney will then contact the Council member to relate the requested information.

**D.** The City Attorney will then send a brief written report to the Mayor, and if the matter involves the Court Clerks, a copy of the report will be sent to the City Administrator.

**VI. PROCEDURES**



**City Council Policy: CP405 - Alcohol and Drug Safety Action Program  
Administrative Fee**

**Effective Date: July 19, 1993**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

- A.** To establish a procedure to administer Alcohol and Drug Safety Action Program fees in accordance with K.S.A. 8-1008.

**III. RESPONSIBILITY**

- A.** Senior Court Clerk

**IV. DEFINITIONS**

**V. POLICY**

- A.** The Senior Court Clerk is authorized by the Governing Body to transfer 10% of the Alcohol and Drug Safety Action fees collected to the General Fund Revenue account.
- B.** State statute permits the court to retain up to 10% of assessments collected to be used "to cover the expenses of the court involved in administering the provisions of this section."
- C.** The 10% administrative fee funds will be transferred by the Accounting Manager on a monthly basis. A minimum balance of \$2,000 will be maintained in the fund to ensure prompt payment of monitors.

**VI. PROCEDURES**



## City Council Policy: CP501 - Naming of City Parks

Effective Date: October 6, 2003

Amends:

Approved By: City Council

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### I. SCOPE

A. This policy applies to all public parks that have not been previously named for a Mayor within the jurisdiction of the City of Prairie Village, Kansas.

### II. PURPOSE

A. To provide guidelines for the future naming and renaming of public parks in the City of Prairie Village.

### III. RESPONSIBILITY

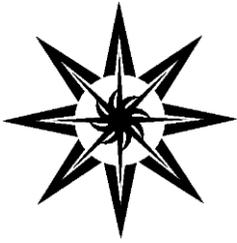
### IV. DEFINITIONS

### V. POLICY

A. Upon completion of at least a four-year term of office as Mayor of the City of Prairie Village, Kansas a City Park will be dedicated and renamed for the Mayor.

B. This policy is subject to the availability of Parks deemed appropriate for renaming.

### VI. PROCEDURES



## City Council Policy: CP: 505 - Swimming Pool/Tennis Club Memberships

Effective Date: July 15, 1991

Amends:

Approved By: City Council

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I. **SCOPE**

II. **PURPOSE**

A. To establish policy for providing complimentary swimming pool and tennis club memberships to the governing body.

III. **RESPONSIBILITY**

A. City Clerk

IV. **DEFINITIONS**

V. **POLICY**

A. Members of the governing body will receive complimentary memberships to the swimming pool and tennis club for themselves and family members who live in the home.

VI. **PROCEDURES**

A. The City Clerk will include membership cards and instructions in the council packet of members of the governing body in May of each year.

B. Council members will complete the registration cards and return them to the City Clerk' officer. The City Clerk will issue appropriate identification to the council member and his or her family members who live in the home.



**City Council Policy: CP506 - Swimming Pool Memberships - Business Owners**

**Effective Date: January 21, 1991**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

A. To establish membership rate fees for owners of businesses in the City.

**III. RESPONSIBILITY**

A. City Clerk

**IV. DEFINITIONS**

**V. POLICY**

A. Individuals who own a business in the City and who have purchased a city license to operate that business shall be considered residents for the purpose of swimming pool memberships. They will be charged the resident rate for both memberships and patches.

**VI. PROCEDURES**



## City Council Policy: CP507 - Recreation Memberships

Effective Date: May 3, 1993

Amends:

Approved By: City Council

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I. **SCOPE**

A. This policy applies to all regular full-time and regular part-time employees.

II. **PURPOSE**

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

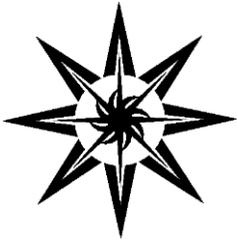
III. **RESPONSIBILITY**

IV. **DEFINITIONS**

V. **POLICY**

- A. Memberships and patches for the Prairie Village swimming and tennis programs will be provided to eligible employees, spouses, and their children living in the same home with the employee, without charge.
- B. Seasonal employees are eligible only for individual memberships.

VI. **PROCEDURES**



**City Council Policy: CP508 - Pool Food Service Budget Practice**

**Effective Date: February 1, 1993**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

A. To establish Budget and Operational Guidelines for Swimming Pool Food Service.

**III. RESPONSIBILITY**

A. Assistant City Administrator/City Clerk

**IV. DEFINITIONS**

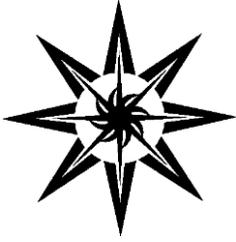
**V. POLICY**

A. The pool food service operation shall be budgeted and operated in such a manner as to cover all the costs associated with its operations.

B. Food service operations should not be subsidized by funds from the General Pool Operations Accounts.

C. In all cases, food service operations will be open at the manager's discretion based upon attendance.

**VI. PROCEDURES**



## City Council Policy: CP509 - Swimming Pool Schedule

Effective Date: February 7, 2022

Amends: January 2, 2018

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish hours of operation for the Prairie Village Municipal Swimming Pool.

### III. RESPONSIBILITY

A. Pool Manager

### IV. DEFINITIONS

### V. POLICY

A. The Prairie Village Pool opens Saturday of Memorial Day Weekend and closes for the season on Labor Day.

#### B. Regular Pool Hours:

1. 12 p.m. - 8 p.m. All Pools
2. 4:30 p.m. - 7 p.m. Lap Lanes - adults only

#### C. Reduced Hours:

1. The pool complex will be open on weekdays from 2 p.m. - 8 p.m. beginning the first Monday in August
2. The pool complex will be open on weekdays from 4:30 p.m. - 8 p.m. beginning the second Monday in August.
3. Weekend hours will remain 12 p.m. - 8 p.m.
4. During reduced hours, lap lanes will be available to all patrons.

#### D. Special Pool Hours:

1. All pools will close at 4:00 p.m. for swim meets.
2. The slides and diving well will close at 4:30 p.m. for dive meets
3. Moonlight Swims will be held from 8:00 p.m. - 10:00 p.m. as designated by the pool manager
4. The pool will close at 6 p.m. on the Fourth of July.
5. The pool will close at 5 p.m. on Labor Day.

E. Operation of the pool will be subject to the Pool Manager's discretion based upon weather conditions and staffing levels.

### VI. PROCEDURES



## City Council Policy: CP510 - Swimming Pool/Tennis Memberships

Effective Date: March 19, 2001

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish a policy for swimming pool membership and gate fees.

### III. RESPONSIBILITY

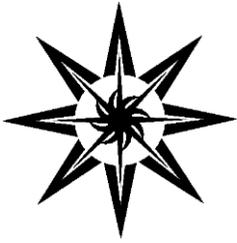
A. Assistant City Administrator

### IV. DEFINITIONS

### V. POLICY

- A. Swimming pool memberships will be made available to non-Johnson County residents at the non-resident prices established by the Governing Body. A non-resident is anyone other than a Prairie village resident or business owner.
- B. The Swimming pool gate fee is a fee for residents and non-residents for the entire day. Persons who have paid this fee may leave and re-enter the pool complex during the day.
- C. All rules and regulations of the swimming pool will be acknowledged by the person signing up for the membership. The signer will agree that all members of the family will follow the rules.
- D. Pool memberships will be reduced by 50% on July 16<sup>th</sup>.

### VI. PROCEDURES



## City Council Policy: CP511 - Discount for Pool Employees on Food Service Items

Effective Date: June 20, 1994

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. This policy is established to offer a discount to pool employees on food and drinks sold at the Prairie Village pool.

III. RESPONSIBILITY

A. Pool Manager

IV. DEFINITIONS

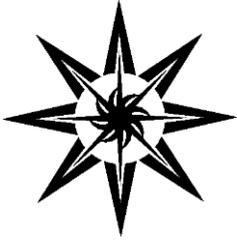
V. POLICY

VI. PROCEDURES

A. Pool employees will receive a 50% discount off items sold at food service while on duty.

B. Pool employees are prohibited from purchasing items for other non-pool employees at the discounted rate.

C. This policy applies to pool employees and pool managers. It does not apply to other employees of the City.



## City Council Policy: CP512 - Recreation Scholarship

Effective Date: July 7, 2003

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To provide scholarship moneys to low income residents for summer recreation programs.
- B. Scholarships are available for the following summer programs:
  - 1. Swimming pool membership
  - 2. Tennis memberships
  - 3. Junior Tennis League (JTL)
  - 4. Synchronized swim team
  - 5. Swim team program
  - 6. Tennis Lessons

### III. RESPONSIBILITY

### IV. DEFINITIONS

### V. POLICY

### VI. PROCEDURES

- A. Interested parties are given a financial disclosure form, income qualification form and family eligibility form. The financial disclosure form must be completed and returned to the City Administrator.
- B. 50% scholarships are available to residents whose income does not exceed federal low income guidelines.
- C. 100% scholarships are available to residents whose income does not exceed federal very low income guidelines.
- D. Applicant eligibility will be determined based on an assessment of information provided using the income qualification form, family eligibility form, and federal low income guidelines.
  - 1. City staff will request documentation as needed to prove family and income circumstances.
- E. If guidelines qualify applicant, he/she must submit Federal Income Tax information. If applicant receives ADC, SRS and/or Social Security assistance, both case number and case worker name must be submitted.
- F. If approved by the City Administrator, a letter is sent to the family/person notifying them they are eligible for the recreation scholarship. Membership forms are also sent and must be completed and returned to the City.
- G. Eligible recipients may participate in as many programs as they wish.

**City of Prairie Village  
Summer Recreation Program  
Financial Disclosure Form**

Applicant Name: First/MI/Last \_\_\_\_\_

Spouse's Name: First/MI/Last \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Nos: Daytime \_\_\_\_\_

Evening \_\_\_\_\_

Other \_\_\_\_\_

Please list the names and ages of family members receiving support from your family income and residing in your household.

<i>Name</i>	<i>Age</i>	<i>Name</i>	<i>Age</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List employment information for all members of the household.

Name & Social Security No.	Employer	Work phone	Annual Income

Other sources of income (i.e., child support): \_\_\_\_\_ Monthly Amt \$ \_\_\_\_\_

Other assistance received:    \_\_\_ ADC           \_\_\_ SRS           \_\_\_ SSI           Monthly Amt \$ \_\_\_\_\_

**Total annual income for the year 2000: \$ \_\_\_\_\_**

**Total estimated annual income for the year 2001: \$ \_\_\_\_\_**

If you pay for child care in order to work and/or make child support/alimony payments, please give the amounts you pay *annually*:

Child Care \$ \_\_\_\_\_           Child Support \$ \_\_\_\_\_           Alimony \$ \_\_\_\_\_

I, the undersigned, attest to the accuracy of the information recorded on this form. I further agree to submit proof of income and have provided a copy of my 2000 Federal Income Tax information (see attached). Further, should I currently receive ADC, SRS, or SSI assistance, both case number and caseworker name will be provided:

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return completed application and copy of 2000 Federal Income Tax information to: City Clerk's Office, City of Prairie Village, 7700 Mission Road, Prairie Village KS 66208.**

SOURCES OF MONTHLY INCOME TO BE COUNTED AND DOCUMENTED

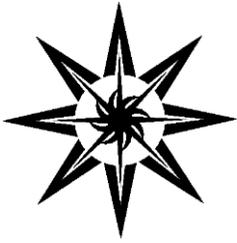
- ✓ Wages, salaries, overtime pay, fees, tips, commissions, bonuses, and other compensation for personal services (before any payroll deductions)
- ✓ Interest, dividends and other net income of any kind from real or personal property
- ✓ Unemployment, worker's compensation, severance pay
- ✓ Welfare assistance
- ✓ Alimony, child support payments
- ✓ Social Security
- ✓ Annuities
- ✓ Retirement Funds
- ✓ Pensions
- ✓ Insurance Policies
- ✓ Disability or Death Benefits
- ✓ Net income from operating a business

MONTHLY INCOME NOT COUNTED

- ✓ Food stamps
- ✓ Income from employment of children under 18 years of age
- ✓ Earnings in excess of \$480 for each full-time students 18 years or older
- ✓ Payments for foster care
- ✓ Lump sum payments such as inheritances, insurance payments
- ✓ Payments as reimbursements for medical costs
- ✓ Full amount of student financial assistance paid directly to student or institution
- ✓ Refunds or rebates under state or local law for property taxes
- ✓ Amounts paid by state agency to family with member who has a developmental disability and is living at home

FAMILY ELIGIBILITY

- ✓ Parent(s) and children must be Prairie Village residents
- ✓ Divorced parents must have primary custody of children to request scholarship assistance for the children.
- ✓ Only children claimed on Federal Income Tax statements by a Prairie Village resident may be included in an application for scholarship assistance.
- ✓ Children age 18 and over are not eligible for a scholarship as a dependent of their parent(s).
- ✓ Parent(s) with custody and primary care responsibilities for grandchildren may include grandchildren on the application.



## City Council Policy: CP513 - Educational Expenses - Lifeguards

Effective Date: January 14, 1999

Amends:

Approved By: City Council

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### I. SCOPE

- A. This policy applies to individuals who agree to work as lifeguards for the City and who request that the City pay the American Red Cross certification fee.

### II. PURPOSE

- A. To recruit lifeguards for City employment.

### III. RESPONSIBILITY

### IV. DEFINITIONS

- A. An employee completes "one season of employment" if he or she works as a lifeguard for the City for 100 hours or more during the months of May, June, July, August, or September up to and including the Sunday following Labor Day Weekend.

### V. POLICY

- A. All lifeguards must take the American Red Cross Lifeguard Training - Full Course.
- B. The prospective employee will complete an employee application form and register for the American Red Cross Lifeguard Training - Full Course.
  - 1. The fee for this course will be paid by the employee to the American Red Cross.
  - 2. The employee will retain his or her own lifeguard certification card, to be produced at the City's request.
- C. Each employee who completes the American Red Cross Lifeguard Training - Full Course and completes one season of employment with the City will receive a bonus payment equal to the cost of the American Red Cross Lifeguard Training - Full Course upon presentation of proof of payment for the course.
  - 1. The employee will receive the bonus payment only if the American Red Cross course was completed during the year in which the employee is to commence employment with the City.
- D. Employees who resign or are terminated by the City due to unsatisfactory performance prior to the completion of one season of employment are ineligible for the bonus.

### VI. PROCEDURES



## City Council Policy: CP514 - Swim Team Exceptions

Effective Date: March 19, 2001

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To encourage participation in the City sponsored swim team programs by residents and older youth.

III. RESPONSIBILITY

A. City Clerk

IV. DEFINITIONS

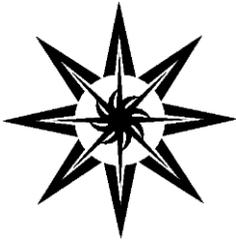
V. POLICY

A. Lifeguards may participate on the City's swim team at no cost.

B. Individual 15 years of age and over may participate on City sponsored swim teams at a reduced fee.

C. A fee discount will be provided to resident families with more than one child participating on a team.

VI. PROCEDURES



## City Council Policy: CP515 - Daycare at Swimming Pool

Effective Date: October 6, 2008

Amends: December 20, 1999

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish proper supervision of children that are part of an organized day care group and using the pool facilities.

### III. RESPONSIBILITY

- A. Pool Manager

### IV. DEFINITIONS

### V. POLICY

- A. Only daycare groups that have their facility in Prairie Village are eligible for this membership.
- B. There must be an adult supervisor (16 or older) for every eight children.
  - 1. Supervisors must sit in specially designated chairs adjacent to the pool and watch the children at all times.
- C. The manager of the daycare will sign an agreement at the beginning of the season. The agreement will require them to:
  - 1. Provide a list of students who will attend the daycare swim sessions.
  - 2. Follow the requirements for supervisors.
  - 3. Provide armbands (one color for each daycare) for children and supervisors while they are in the pool complex.
  - 4. Schedule day/time to attend the pool and follow that schedule throughout the summer.
  - 5. Schedule a time for the swimming pool manager to talk to children about pool rules on their first visit to the pool.
  - 6. Return pool cards if they do not provide the supervision required by the City's pool manager.
- D. The manager of the daycare will provide a list of students in the daycare swim group. The list will be checked as the children enter the pool. Each child will wear an armband of a certain color to designate the daycare group.
- E. Daycare groups will be issued a special card for each child and supervisor they plan to bring to the pool. This card will allow the person to attend only with the group on the dates and times scheduled for the group.
- F. The fees for the daycare group attendance will be per person per visit and must be paid in advance on dates listed in the agreement.

### VI. PROCEDURES



## City Council Policy: CP516 - Sports Team Programs

Effective Date: November 6, 2006

Amends: April 21, 2003

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish guidelines for the registration and memberships in Prairie Village Sports Team Programs.

### III. RESPONSIBILITY

A. City Clerk

### IV. DEFINITIONS

### V. POLICY

A. Aquatics Team memberships will not be limited in size.

B. Junior Tennis League memberships:

1. Each age/sex group shall be limited to 16 members.

C. Tennis and Aquatic teams are required to have a ratio of at least 1 coach for every 25 participants.

### VI. PROCEDURES



## City Council Policy: CP517 - Pool Closing

Effective Date: June 6, 2005

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish guidelines for closing the pool due to cold weather.

III. RESPONSIBILITY

A. Pool Manager

IV. DEFINITIONS

V. POLICY

A. At the Pool Manager's discretion, the Prairie Village Pool will be closed due to cold weather when the sum of the water temperature and the air temperature is less than 130.

1. The Manager will make an initial decision for the 11:00 a.m. opening and reassess the situation for a 3:30 p.m. opening.

2. If the pool does not open at 3:30 p.m. it will remain closed for the day.

B. The Pool Manager retains the discretion to close the pool at any time when weather conditions do not permit.

VI. PROCEDURES



## City Council Policy: CP520 - Recreational Program Refunds

Effective Date: August 6, 2001

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish a policy for refunds from recreational programs and/or memberships.

III. RESPONSIBILITY

IV. DEFINITIONS

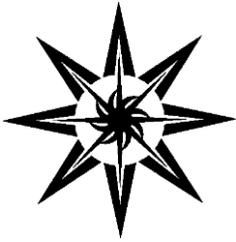
V. POLICY

A. Pool memberships will not be refunded except in cases with a verifiable medical reason.

B. Swim Team, Synchronized Swim Team and Junior Tennis League team fees may be refunded for a period of one week after the start of team practices.

C. A \$5 processing fee will be charged against refunded memberships.

VI. PROCEDURES



## City Council Policy: CP525 - Athletic Field Rental/Reservation Policy

Effective Date: January 14, 2019

Amends: January 18, 1988

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish a policy that governs the allocation and use of athletic fields with the goal of fair and equitable usage at the following parks: Franklin, Porter, Taliaferro, Windsor, and any additional parks deemed appropriate by the City.

### III. RESPONSIBILITY

- A. City Clerk

### IV. DEFINITIONS

### V. POLICY

#### A. Permissible and Impermissible Activities

1. Approved activities may include, but are limited to: general public use (no reservation), individual use (reservation), community events, recreational sport practices, programs sponsored by the City or City partners.
2. League play is prohibited on City ballfields due to current facilities such as restrooms, seating, and parking spaces being inadequate to hold league play.
3. The "subletting" of fields (when an organization reserves a field and then rents it to a separate group for a different purpose) is not allowed. Reservations need to be made directly with the City.

#### B. Priority of Use

1. Programs sponsored by the City of Prairie Village or Johnson County Park & Recreation District
2. Seasonal reservations for youth practices
  - a.) Teams from Prairie Village schools and teams with at least 50% members who are Prairie Village residents will be given preference.
  - b.) Seasonal ballfield requests are restricted to a period not to exceed 1 ½ hours per field, per team and shall be limited to a maximum of two practices per week.
3. Reservations for commercial ("pay for play") organizations

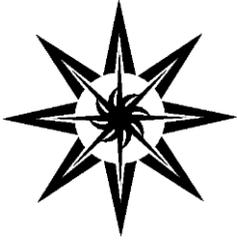
#### C. Filing an Application for a Permit

1. Other than for general public use, individuals or organizations must obtain an approved permit through the City of Prairie Village.
2. All groups requesting use of athletic fields shall complete the application provided by the City Clerk's Office.
3. Applications for single or multiple use dates should be submitted at least seven (7) days prior to the date of use.
4. Applications for seasonal use should be submitted at least thirty (30) days prior to the date of use.
5. A request for a particular athletic field does not guarantee availability or assignment.

#### D. Fees

1. Fees will be outlined in the annual fee schedule and can differ for each use.

### VI. PROCEDURES



## City Council Policy: CP526 - Reservation of Ballfields

Effective Date: January 18, 2011

Amends: April 7, 1997

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish a schedule which provides maximum utilization of the City's playing fields.

### III. RESPONSIBILITY

A. City Clerk

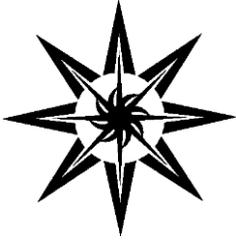
### IV. DEFINITIONS

### V. POLICY

A. It shall be the policy of the City of Prairie Village to reserve playing fields in City parks for one event or for a season.

1. Seasonal reservations shall be for practices only. Single reservations shall be as part of a pavilion reservation for informal play or for special practice.
2. Teams from Prairie Village schools and teams that have at least 50% members who are Prairie Village residents will be given preference on Prairie Village seasonal reservations.
3. Before March 1, ballfield requests shall be restricted to a period not to exceed one and one-half hours per field, per team and shall be limited to a maximum of two practices per week. In the event there are multiple requests for the same time and field, the City Clerk staff will conduct a lottery to resolve the conflicting requests. Beginning March 1, all remaining ballfield rentals will become unrestricted and awarded on a first-come, first-serve basis for Spring/Summer reservations.
4. Teams whose players are 5<sup>th</sup> grade and older shall have season reservation preference at Franklin and Windsor baseball/softball fields.
5. Teams whose players are younger, who are in 4<sup>th</sup> grade or lower, shall have season reservation preference at Taliaferro and Porter baseball/softball fields.

### VI. PROCEDURES



## City Council Policy: CP527 - Tennis Court Rental/Reservation Policy

Effective Date: January 16, 2024

Amends: February 5, 2018

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish the procedures for the rental/reservation of Prairie Village Tennis Courts.

### III. RESPONSIBILITY

A. City Clerk

### IV. DEFINITIONS

### V. POLICY

#### A. **Private Use**

The Prairie Village Tennis Courts may be reserved for private use by making a written request to the City Clerk.

1. The request shall include:
  - a.) The name of the sponsoring organization;
  - b.) The reason for the reservation;
  - c.) The dates and times to be reserved; and
  - d.) The number of courts to be reserved;
2. There shall be a fee per tennis court per hour as established in the city fee schedule.

#### B. **School Use**

The Prairie Village Tennis Courts may be reserved for team practice by city affiliated schools by making a written request to the City Clerk.

1. The request shall include:
  - a.) The name of the sponsoring organization;
  - b.) The reason for the reservation;
  - c.) The dates and times to be reserved;
  - d.) Number of courts to be reserved
2. There shall be a court maintenance fee based on the number of courts used as established in the city fee schedule.

#### C. **Tournament Use for City Affiliated Schools**

The Prairie Village Tennis Courts may be reserved for city affiliated schools tennis tournaments by making a written request to the City Clerk.

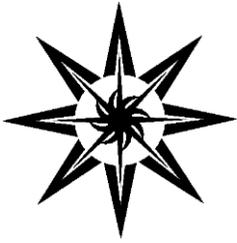
1. The request shall include:
  - a.) The name of the sponsoring organization;
  - b.) The reason for the reservation;
  - c.) The dates and times to be reserved;
  - d.) The number of courts to be reserved;
  - e.) Special accommodations required for the event
    - Access to Tennis Shack
    - Access to additional toilet facilities
    - Reservation of park shelter facilities
2. There shall be a tournament fee as established in the city fee schedule.

#### **D. Tournament Use for Private Entities**

The Prairie Village Tennis Courts may be reserved for private use tennis tournaments by making a written request to the City Clerk.

1. The request must be submitted a minimum of two weeks prior to event and shall include:
  - a.) The name of the sponsoring organization;
  - b.) The reason for the reservation;
  - c.) The dates and times to be reserved;
  - d.) The number of courts to be reserved;
  - e.) Special accommodations required for the event
    - Access to the Tennis Shack as long as expectations of the City are met
    - Access to additional toilet facilities
    - Reservation of park shelter facilities
2. There shall be a tournament fee as established in the city fee schedule.
3. Each tournament may not exceed three days (excluding exceptions for rain out delays).
4. No single private entity can reserve the courts for tennis tournaments on consecutive weekends.
5. A maximum of two tournaments may be held per month, available on a first come, first served basis after the school-related tournaments have been scheduled.

#### **VI. PROCEDURES**



## City Council Policy: CP528 - Reservation of City Park Shelters

Effective Date: January 17, 2006

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To provide maximum utilization of the City's Park Shelters by residents and non-residents.

### III. RESPONSIBILITY

A. City Clerk

### IV. DEFINITIONS

### V. POLICY

- A. Picnic structures in City parks may be reserved by Prairie Village residents and non-residents throughout the year for use between 7:00 a.m. and 11:00 p.m. for a period of up to six hours.
1. Groups of 20 or less may reserve part of the Harmon Park Pavilion;
  2. Groups of 21 to 100 may reserve the entire pavilion.
  3. Pavilions are also available in Taliaferro, Porter, Windsor, Bennett and Weltner, as well as the Santa Fe pavilion in Harmon Park.
- B. It shall be the policy of the City of Prairie Village to accept reservations by Prairie Village residents, non-residents, businesses and church or school organizations.
1. A written request for reservation must be filed with the City Clerk's Office prior to a date and time being reserved and a permit being issued.
  2. Only single date reservations can be processed by the City Clerk's Staff. Requests for multiple date reservations must be approved by the Park and Recreation Committee.
- C. Clean up of the premises shall be done by the group using the facility.
1. The sponsor is responsible for the actions of the Group.
  2. The City is not responsible for lost or stolen articles or accidents.
  3. The City will clean the facility the day of the event if it is a regular scheduled work day. On non-scheduled workday, the facility will be cleaned on the previous work day.
- D. Use of amplified sound equipment requires a permit from the City Clerk's office with the shelter reservation.
- E. Commercial entertainment on site, i.e. moonwalk, pony rides, etc., require a short-term special use permit approved by the City Council.

### VI. PROCEDURES



## City Council Policy: CP530 - Fund Raising Events in City Parks

Effective Date: February 19, 1991

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

A. To establish requirements in authorizing nonprofit fund raising events in City Parks.

### III. RESPONSIBILITY

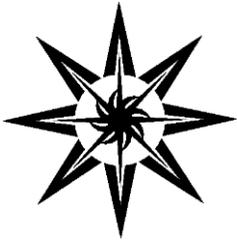
A. City Clerk, Pool Manager and Tennis Manager

### IV. DEFINITIONS

### V. POLICY

- A. All requests for use of the Prairie Village Parks and properties for nonprofit fund raising events shall be in writing at least 120 days prior to the requested event date.
- B. Usage of the pool or tennis complex for such fund raising events shall be by facility members and paid admission participants only.
- C. All events approved will be scheduled in such a manner as to not conflict with normal routine City facility operations.
- D. Each event shall purchase and pay for and deliver to the City a liability insurance policy naming the City as the additional insured for accident, injury, dismemberment, disability or death to any of the participants or spectators associated with such event, and in the amounts acceptable to the City.
- E. Each participant must sign a waiver of liability holding the City harmless for accident, injury, dismemberment, disability or death caused directly and/or immediately after such event. In cases where a minor is involved, a parent or legal guardian must authorize participation and sign such a waiver for and on behalf of the minor.
- F. A \$100.00 deposit (cash or money order) shall be made to the City prior to the event and within a reasonable period of time after the event, a refund will be made of monies not used in covering the costs of the City before, during, or immediately after the event. No refund will be more than \$50 dollars.
- G. The times of events shall coincide with the open hours of the park; not after 11:00 p.m. and not before daybreak.
- H. The City will not be responsible for the theft or loss of any items before, during, or immediately after the event.

### VI. PROCEDURES



## City Council Policy: CP601 - Reinspection Fees

Effective Date: July 21, 1997

Amends:

Approved By: City Council

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### I. SCOPE

### II. PURPOSE

- A. To establish criteria for the assessment of reinspection fees to persons who fail to comply with City codes regarding building and construction projects.

### III. RESPONSIBILITY

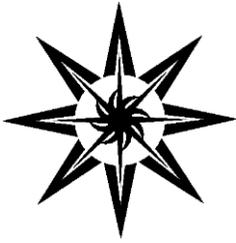
- A. Building Official

### IV. DEFINITIONS

### V. POLICY

- A. Section 108.8 of the City's adopted building code, the Uniform Building Code, 1994 Edition, allows the City to charge a "reinspection fee" when such portion of work for which inspection is called is not complete or when corrections called for are not made."
- B. Recognizing that some persons, especially homeowners, may not be as conversant in the building and construction codes as professional builders or tradesmen, the City Council hereby establishes the following criteria under which the Building Official may assess reinspection fees under Section 108.8 of the Uniform Building Code.
- C. The Building Official shall assess a reinspection fee at a rate established by the City Fee Schedule under the following conditions:
1. When, after being given notice by the Building Official or his designee, a permittee fails to provide a City inspector access to the property in order to perform a scheduled inspection at the appointed time.
  2. When, after being given notice by the Building Official or his designee, a permittee fails to correct deficiencies previously noted in an inspection report provided to the permittee.
  3. When the permittee fails to maintain approved construction documents on the job site.
  4. The Building Official on his/her designee shall consider the following criteria when making the decision to assess a reinspection fee in accordance with this policy.
    - a.) The permittee's knowledge in and experience with the construction codes and trades.
    - b.) Reinspection fees shall not be assessed to a homeowner when he/she is making a good-faith effort to comply with the City's building and construction codes.

### VI. PROCEDURES



**City Council Policy: CP602 - Waiving Permit Fees for Construction Projects  
Sponsored by Social Service Agencies**

**Effective Date: June 2, 1997**

**Amends:**

**Approved By: City Council**

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**I. SCOPE**

**II. PURPOSE**

**A.** To establish requirements for waiving permit fees for work performed by social service agencies.

**III. RESPONSIBILITY**

**A.** Building Official

**IV. DEFINITIONS**

**V. POLICY**

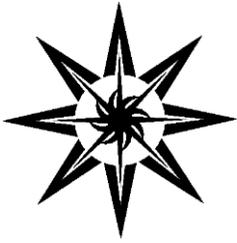
**A.** The City contributes to home improvement and rehabilitation programs such as the HOME Program and the Johnson County Minor Home Repair Program sponsored by the Johnson County Department of Human Services and Aging. Both programs provide assistance to low-moderate income Prairie Village residents. At times, construction activity performed as part of these projects requires the issuance of a building permit.

**B.** Because the work is being performed under the auspices of a City-supported program, and the payment of permit fees would reduce the amount of City funds contributed directly to home improvements through these programs, the City Council has determined that no permit fees shall be charged for these projects. (City Council meeting May 5, 1997.)

**C.** It will be the responsibility of the Building Official to ensure that permit fees are waived only for bona-fide projects occurring under the auspices of the HOME Program and/or the Johnson County Department of Human Services and Aging. The waiving of permit fees will have no impact on the need to obtain building and other construction permits, obtain inspections, or the need for contractors performing work to obtain appropriate City business licenses.

**D.** Before waiving a permit fee in accordance with this policy, the Building Official shall require the permit applicant to provide proof that he/she is working under a contract with the Johnson County HOME Program or the Johnson County Department of Human Services and Aging.

**VI. PROCEDURES**



## City Council Policy: CP605 - Municipal Gallery Exhibits

Effective Date: April 7, 1997

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish a policy for exhibits in the **Municipal gallery**.

III. RESPONSIBILITY

A. Prairie Village Arts Council

IV. DEFINITIONS

A. "**Municipal gallery**" shall be defined to include the public areas in the Municipal Office Building, Public Safety Center, Prairie Village Community Center and the Public Works facility.

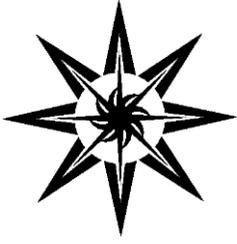
V. POLICY

VI. PROCEDURES

A. The Prairie Village Arts Council shall approve all exhibits in the **Municipal gallery**. Individual artists or groups must apply to the Prairie Village Arts Council for approval to exhibit in the Municipal gallery.

1. The application must include a formal letter of request, samples of the artist(s) work, proposed dates for the exhibit and credentials of the exhibitor(s).
2. Individual artists must be juried.

B. Prairie Village Arts Council may approve for exhibit the work of juried artists with some exceptions for schools and other similar groups.



## City Council Policy: CP615 - Retention of City Produced Video Tapes

Effective Date: February 19, 1991

Amends:

Approved By: City Council

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I. SCOPE

II. PURPOSE

A. To establish a time frame for retaining City produced video tapes.

III. RESPONSIBILITY

A. Communications Director

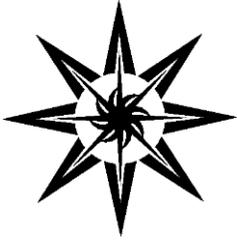
IV. DEFINITIONS

V. POLICY

A. All City produced television shows, excluding City Council Meetings, shall be retained for period of no less than three (3) years from the date of production.

B. All City Council Meeting videotapes shall be retained for a period of no less than one month.

VI. PROCEDURES



**Council Policy: CP620 Access Control**

**Effective Date: April 4, 2016**

**Amends:**

**Approved By: Governing Body**

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**I. SCOPE**

- A. It is the policy of the City to limit, control, and monitor access to sensitive, restricted, and controlled areas of City-owned buildings or departments to authorized persons only.
- B. To manage and control access to City buildings.
- C. To facilitate, with the Access Control Badge, the identification of those persons who have legitimate access to and use of City buildings.
- D. To establish a standard process for staff, governing body, contractors, guests, and vendors to obtain access to secured facilities or areas.
- E. To encourage the participation of all in the self-policing of secure areas and/or controlled doors.

**II. PURPOSE**

The purpose of this directive is to enhance the personal safety of City employees and visitors; secure City-owned buildings, and protect buildings from unauthorized access.

**III. EXCEPTIONS**

The only areas exempt from the provisions of this order are facility lobbies and public restrooms. The Police Department's sally ports (garages) and detention areas are also exempt when officers from other agencies process or convey prisoners.

**IV. GENERAL SECURITY OF CITY OWNED BUILDINGS**

- A. During normal business hours, the main entry doors to City-owned buildings will remain unlocked. Other exterior doors should remain locked at all times. All exterior doors that allow access to secure portions of the building shall be kept closed and locked at all times, unless City employees are physically present to monitor building access.
- B. Those visitors arriving for scheduled meetings or court may be granted access into public unsecured areas of the building without an escort. This access will be granted for the meeting or court time frame. Unescorted access into secured areas of the building will not be allowed. Escorted entry into secure areas will be limited to official business only.
- C. Police communications personnel with security monitors should watch the interior and exterior security cameras on a regular basis.
- D. All employees are responsible to report any suspicious activity viewed to the police and their immediate supervisor.
- E. For the Police Department, the doors to the garage shall remain closed except authorized access or other special circumstances that dictate they be left open.

**V. ACCESS BY NON-DEPARTMENT PERSONNEL**

- A. General Guidelines.
  - 1. No visitor shall have free and unrestricted access to secure areas. The employee who is being visited or allows the visitor access shall be responsible for the accountability of the visitor.
  - 2. Any person who is not a City employee, who desires or requires access to secure areas, will check in with the Police Records, Unit, Police Communications, or the front desk.
- B. Police Department.
  - 1. City employees should wear official badge, identification card, or official City uniform while in the Police Department or other secure City buildings.
  - 2. The Police Records Unit will maintain a log book of visitors and issue visitor badges. The badges will be displayed so as to be visible when challenged by any employee.
  - 3. Non-uniformed officers/agents from other law enforcement agencies are required to show their badge/identification of their agency. These officers, who are the responsibility of the visiting department member, will keep their badge and/or identification visible while in the Police Department facility at all times.

4. Department employees should identify or confirm any unknown visitor not wearing an identification badge.
- C. Requirements for Access.
1. City personnel who require access for official business, and are visibly identified, do not need to log in. Their access to certain areas of the building will be controlled electronically.
  2. Individuals desiring access to see a Police Department employee during normal business hours will inform the Police Records Unit who they desire to see. The Records Unit will contact the employee who will then meet the visitor in the lobby. The Police Records Unit personnel shall ensure the visitor is logged in, issued a visitor's badge, and is escorted at all times. The badge must be turned in prior to departure. The employee being visited will assume responsibility for the visitor once they are admitted into the building.
  3. Individuals who require access to service machinery, equipment, or those who are sales representatives, etc. and are not employees of the City, shall inform the Police Records Unit of the nature of their business and be issued a visitors badge. They will be escorted to the area in which service is to be performed and will be monitored.
  4. A visitor, service provider, or Police Department retiree shall not be allowed unescorted access to the armory, dispatch, report writing room, records unit, property room or any other area of the Police Department where access is limited.
  5. Individuals who are known as frequent service visitors to the City, such as those who regularly service vending machines, may be given limited and short-term access to perform the service duty. These service providers to the Police Department may gain access to the building during normal business hours via the Police Records Unit.
  6. Prairie Village Police Department retirees may be granted limited and unescorted access to the Police Department. Their access to the Police Department is limited to common areas of the Department.
  7. Persons making deliveries, who do not require access to a secure area of the building, do not need to log in.
  8. A member of an employee's family, not in the company of an employee, should enter through the front door of the station. Once in the secure portion of the building, family members should be escorted at all times.
  9. Visitors attending training at the station will be treated no differently than any other visitor. It will be the responsibility of the employee who is coordinating the training to ensure visitors are accounted for after entering the secure area beyond the public lobby. The employee/coordinator will ensure that trainees are escorted at all times, except as indicated below:
    - If the training is being held in the lower level training room the employee/coordinator has the option of escorting trainees at all times, or ensuring that all trainees are thoroughly briefed on the secure areas of the building.

**VI. SECURING SYSTEM AND KEY CONTROL**

- A. The Access Control system administrator will be the Police Department Staff Services Supervisor or designee. He/she will manage Police Department employees in the system.
- B. Human Resources will manage City Hall employees and the Governing Body.
- C. All Access Control fobs, cards, or codes will be issued by either Staff Services Supervisor or Human Resources.
- D. Employees must report the loss/theft of fobs or cards immediately to Staff Services Supervisor or Human Resources.

**VII. BASE LEVEL ACCESS**

Personnel, by virtue of their type of association with the City, will receive a certain base level access as appropriate for their function or role.

**Police Department**

- Command Staff - all access, except Property Room and Armory
- Supervisory Personnel - Police Department administrative level and City Hall administrative level
- Officers - Police Department sworn staff level and City Hall staff level
- Civilian Staff - Police Department staff level and City Hall staff level
- Property Room - Property Clerk and back up officers as designated
- Armory - Range Instructors and Department Armorers

City Hall/Public Works Personnel

City Administrator/Assistant City Administrator/Public Works Director - City Hall administrative level

Other Department Heads - City Hall administrative level

City Hall Staff - City Hall staff

Public Works Staff - City Hall staff

**VIII. REQUEST FOR ACCESS**

To gain access to a controlled area or building, the applicant must complete the process noted below:

- A. City Hall: If access is requested beyond the base access, the Human Resources Manager will consult with the City Administrator or Assistant City Administrator for approval.
- C. Police Department: If additional access is requested for the Police Department, the Staff Services Supervisor will consult with the Chief of Police for approval.
- D. This policy forbids the use of an access code, fob, or card assigned to another person and may result in the confiscation and access denial to both parties.
- E. Personnel will return all means of access control when they are separated from employment/service with the City. Fobs or cards shall be returned to the Staff Services supervisor or Human Resources.

**IX. MONITORING BY COMMUNICATIONS**

- A. The on-duty police communications personnel should monitor the Security System to include video cameras. Police Communications personnel will use the system to lock and unlock doors and allow access for official business in the Police Department and City Hall.
- B. Police Communications personnel will monitor alarms reported by the security system. If they can determine the origin of the alarm, and have contact or visual confirmation of a false alarm, they may choose not to dispatch an officer to the alarm location. However, if the alarm's origin is unknown, a police officer will be dispatched and the alarm recorded as in any other alarm situation.