

CITY OF PRAIRIE VILLAGE

March 21, 2011

**Committee Meeting
6:00 p.m.**



City Council Meeting

March 21, 2011

Dinner provided by:



Tacos and Enchiladas

Beans and Rice

Iguana dip

Chips and sauce

Dessert

**COUNCIL COMMITTEE
March 21, 2011
6:00 p.m.
Council Chambers**

AGENDA

CHARLES CLARK, COUNCIL PRESIDENT

AGENDA ITEMS FOR DISCUSSION

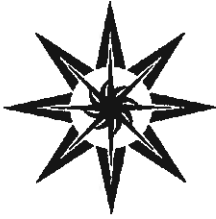
**COU2011-11 Consider Approval of the addition of Project 190662: Trail Project - Porter Park to 71st St to the 2011 CIP
Keith Bredehoeft**

***COU2011-06 Consider changes to PP930 - Expense Reimbursement and new policy PP932 - Eligible Expenses and Reimbursement
Chris Engel**

**Discussion of 2012 Budget Process
Finance Committee**

Executive Session

***Council Action Requested the same night**



PUBLIC WORKS DEPARTMENT

Council Committee Meeting Date: March 21, 2011

Council Meeting Date: April 4, 2011

COU2011-11: CONSIDER PROJECT 190662: TRAIL PROJECT- PORTER PARK TO 71ST STREET

RECOMMENDATION

Move to approve the addition of Project 190662- Trail Project- Porter Park to 71st Street to the 2011 Capital Infrastructure Program and to transfer \$200,000.00 from Park Unallocated to Project 190662.

BACKGROUND

During the 2011 budget discussions it was determined that Schlifke Park was not going to be the next park project. Budget discussions determined that parks had \$200,000.00 for its next project. Large park improvements could not be accomplished with this amount of money so the Parks and Recreation Committee looked into other less expensive options. The parks master plan states that trails ranked very high with residents and thus we looked into trail projects for the next parks project. The trail segment from Porter Park to 71st Street rose to the top as a meaningful trail project that would be a new amenity for residents. A trail from Porter Park to the Village Shops we feel will increase the mobility in the area and allow more residents to more easily get to the park or to the Village Shops.

We propose to apply for the Sunflower Grant to help with the cost of the project. Public Works Staff will perform the inspection duties as well.

FUNDING SOURCE

Funding is available in the 2011 CIP Parks for this project.

RELATION TO VILLAGE VISION

- TR1a. *Ensure that infrastructure improvements meet the needs of all transportation users.*

ATTACHMENTS

None

PREPARED BY

Keith Bredehoeft

March 9, 2011



ADMINISTRATION

Council Committee Meeting Date: March 21, 2011
Council Meeting Date: March 21, 2011

COU2011-06: Consider changes to PP930 - EXPENSE REIMBURSEMENT and new policy PP932 - ELIGIBLE EXPENSES AND REIMBURSEMENT

RECOMMENDATION

Move the Governing Body approve revisions to PP930 - Expense Reimbursement as written.

Move the Governing Body approve PP932 - Eligible Expenses and Reimbursement as written.

BACKGROUND

At the February 22, 2011 Committee of the Whole meeting the City Council approved new policy PP931 - TRAVEL POLICY. This policy established guidelines for city staff that travel on city business outside of the metropolitan area that requires an overnight stay. Prior to the approval of PP931 all travel (local, out-of-town, overnight, appointed, elected and staff) was addressed in PP930 - EXPENSE REIMBURSEMENT.

As a result of approving PP931 - TRAVEL POLICY that addresses only overnight staff travel, a new local policy is needed to sufficiently address city staff travel and training that does not require an overnight stay. The new policy PP932 - ELIGIBLE EXPENSES AND REIMBURSEMENT fulfills this need and provides sufficient guidance to govern city staff expenditures and reimbursements when not traveling overnight.

Highlights of PP932 include (1) defining the metro region as the nine-county MARC metropolitan area, (2) categorizes expenses as either within the metro region or outside the metro region but not requiring an overnight stay, and (3) prohibits reimbursement for local meals not included in registration or program fees unless the training/program is at least 5 total hours and occurs outside of Prairie Village. For example, an employee attends training that ends shortly before or begins shortly after the lunch hour. The policy states the City will not reimburse lunch in these instances.

If Council approves new policy PP932 - ELIGIBLE EXPENSES AND REIMBURSEMENT, all reference to staff and appointed officials will need to be removed from PP930 - EXPENSE REIMBURSEMENT as it is no longer applicable to staff and now addresses only elected officials.

ATTACHMENTS

PP930 strikethrough and PP932

PREPARED BY

Chris Engel
Asst to City Administrator
Date: March 17, 2011



City Council Policy: PP930 - EXPENSE REIMBURSEMENT

Effective Date: November 18, 1996

Amends: PP330 - EXPENSE REIMBURSEMENT, November 18, 1996

Approved By:

I. SCOPE

A. This policy applies to all expenses by elected officials approved for reimbursement.

II. PURPOSE

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

III. RESPONSIBILITY

IV. DEFINITIONS

V. POLICY

A. ~~An employee or City-elected~~ official who has approved out-of-pocket expenses while performing City business will be reimbursed according to this policy.

B. A City ~~employee or elected~~ official who incurs expenses on City business will be reimbursed for reasonable expenses provided the expenses are reported in detail and are approved by the ~~individual's department head, City Administrator or the Mayor or designee.~~

1. All out-of-pocket expenses must be supported with a valid receipt and explanation of the nature of the expense.
2. Personal auto mileage must be reported with date, purpose and actual miles driven. ~~based upon the speedometer readings of the actual mileage driven.~~
3. A detailed accounting of expenses prepared after completion of a trip or local City business must be submitted by the person incurring expenses. It must be approved by the ~~department head, Mayor or designee~~ City Administrator before a reimbursement check will be drawn.

C. Expenses Incurred in the City or Kansas City Metropolitan Area

1. Reimbursable local expenditures including mileage, meals, parking and the like must be reported in detail with receipts for all expenses.
2. Personal auto mileage must be reported with date, purpose and actual miles driven. ~~will be based on actual speedometer readings.~~
3. A detailed accounting is required before a reimbursement check will be drawn.

D. Expenses Incurred Outside the Metropolitan Area

1. All trips for City business out of the metropolitan area must be approved, in advance, by the ~~person's supervisor~~ Mayor or designee.
2. The City will pay reasonable expenses for lodging, meals, transportation, incidental expenses, registration fees and the like; they must be reported in detail with a receipt.
3. However, reimbursement will not be made for expenses above what, in the judgment of the official reviewing the expense report, constitutes expenses necessary to provide reasonably comfortable accommodations, meals and transportation, considering the local conditions.
4. Personnel may receive an advance payment of \$30.00 per day for food while out of the City with the requirement to provide receipts.
 - a.) This procedure cannot be used when a meal or meals are included in other costs.

VI. PROCEDURES



City Council Policy: PP932 - ELIGIBLE EXPENSES AND REIMBURSEMENT

Effective Date:

Amends:

Approved By:

I. SCOPE

A. This policy applies to all expenses made by city employees and appointed officials approved for the purpose of city business and reimbursement.

II. PURPOSE

A. To provide regulations for the administration of city expenses incurred by employees and appointed officials.

III. RESPONSIBILITY

IV. DEFINITIONS

1. Metropolitan Area: The nine county Kansas City metropolitan area served by the Mid-America Regional Council (MARC) comprised of the Missouri counties of Platt, Clay, Ray, Jackson and Cass and the Kansas counties of Leavenworth, Wyandotte, Johnson and Miami.
2. Supervisor: For employees, supervisor is their Department Manager or designee.

V. POLICY

- A. An employee or appointed official who has approved out-of-pocket expenses while performing City business will be reimbursed according to this policy. Eligible expenses must be a necessary function of city business, reported in detail and approved by a supervisor.
1. All eligible expenses must be supported with a valid receipt and explanation of the nature of the expense.
 2. Personal auto mileage must be reported with date, purpose and actual miles driven.
 3. A detailed accounting of eligible expenses must be submitted and approved by the individual's supervisor before a reimbursement check will be issued.
 4. Expenses Incurred within the Metropolitan Area
 - a.) Reimbursable local expenditures are mileage, parking and registration fees and must be reported in detail with receipts.
 - b.) Meals included in registration or program fees will be paid for by the City. Meals not included in registration or program fees are not eligible expenses unless city business or training time exceeds five (5) total hours excluding travel time and occur outside Prairie Village boundaries.
 5. Expenses Incurred Outside the Metropolitan Area Without an Overnight Stay
 - a.) All trips for City business out of the metropolitan area but not requiring an overnight stay must be approved, in advance, by a supervisor if reimbursement is desired.
 - b.) The City will pay reasonable expenses for meals, transportation, tolls and registration fees only if reported in detail with a receipt.
 6. Expenses Incurred Outside the Metropolitan Area Which Require an Overnight Stay
 - a.) Expenses incurred by employees on city business outside of the metropolitan area that require an overnight stay are covered by PP931 - TRAVEL POLICY.

Finance Committee Minutes

March 7, 2011 meeting
4:45PM, Police Department Conference Room

Committee members present: Dale Beckerman (Chair), Steve Noll, Charles Clark and David Belz. Also present: Quinn Bennion, City Administrator; Dennis Enslinger, Asst. City Administrator; Chris Engel, Asst. to the City Administrator; Gary Anderson, Gilmore & Bell; Kelsi Powell, Columbia Capital

Dale Beckerman chaired the meeting and called the meeting to order. He referred to the meeting agenda:

1. Consider options for financing the design and construction of a geothermal system – Columbia Capital and Gilmore & Bell
2. Discuss procurement process for design-build firm to install the geothermal system
3. Discuss 2012 budget process and calendar
4. Update on Finance Director search

Consider options for financing the design and construction of a geothermal system

The committee discussed the options available to fund the City's portion of a geothermal system for City hall, Police Department and the small community center building. The City recently accepted a Kansas renewable energy grant to design and construction a renewable energy source. A majority of the project will be funded with 2009 bond proceeds and the grant. About \$500,000 will need to be financed with another mechanism. It is estimated that the energy savings will be \$50,000 annually and the savings will be used to pay back the financed amount. Kelsi Powell outlined several options to consider and the benefits and drawbacks of each:

- 1) General Obligation Bond placement – the fixed issuance costs will result in a high cost for a placement of this size
- 2) Quasi-competitive direct placement – This process is streamlined and does not involve the high fixed costs typical with a competitive sale. Several banks could be selected to bid on the debt.
- 3) ARRA energy bonds – The Kansas bonds have been committed already.
- 4) Borrow from the City funds – The City could loan itself funding from the Economic Development fund or general fund reserves. The positives and drawbacks were discussed. The committee concluded that a self-loan would not be preferred due to current policies, length of payback and the need to clearly track the savings.

The committee preferred the direct placement option. The current bond market is favorable with not a lot of supply and the direct placement will be attractive resulting in a good interest rate. Although, the process does not include rating agencies, the City's AAA bond rating will be very attractive to the banks. The committee discussed the funding and construction timeline. Bond Counsel and Columbia Capital will prepare the necessary documents to proceed with a direct placement.

Discuss procurement process for design-build firm to install the geothermal system

Dennis Enslinger discussed the City's purchasing policy and the process used to select ESP as the City's ESCO. ESP was selected after a thorough and inclusive professional services process starting with the State's approved ESCO list. Typically an ESCO will guarantee energy savings with their recommended projects, but the entity ends up paying more for the services because the ESCO takes on risk. The anticipated geothermal system will be a design / build project and cannot follow the typical procurement model. ESP will act as the general contractor and monitor the State grants and reporting requirements.

The committee determined that ESP will be retained to manage the process and adhere to grant requirements. Their subcontractors will be selected after bids are obtained from three vendors for each component and approved by the City. Support documentation will be requested for each subcontractor. The contract for the design/construction of the system will be with ESP.

Discuss 2012 budget process and calendar

The City has utilized different budget processes to arrive at the desired annual budget. For the past several years, staff produced a list of budget reduction strategies that would produce a balanced budget. Staff received feedback from a few Council members to change the process to be more department driven.

Chris Engel handed out a list of elements to consider including in the budget process. The list included: a list of services, individual meetings with council, additional council meetings, CIP discussion before operating budget, staff produces budget strategies, and Department Heads develop and present their own budgets to Council. The advantages and drawbacks of a department driven process was discussed.

The committee determined to bring this item to Council Committee on March 21st for full council discussion.

Update on Finance Director search

Quinn Bennion provided a brief update on the recruitment process for a new Finance Director. The City received 45 applications and is in the process of interviewing five of the candidates. He hopes to have the new director hired by April 18th.

Chair Beckerman adjourned the meeting.

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Minutes prepared and submitted by
Quinn Bennion
City Administrator
March 10, 2011

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
March 21, 2011
7:30 p.m.**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. Congressman Kevin Yoder visit**
- V. Proclamation recognizing Cleo Simmons for his service to Prairie Village**
- VI. PUBLIC PARTICIPATION**
- VII. CONSENT AGENDA**

All items listed below are considered to be routine by the Governing Body and will be enacted by one motion (Roll Call Vote). There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the regular agenda.

By Staff:

1. Approve Regular Council Meeting Minutes - March 7, 2011
2. Approve Claims Ordinance 2881
3. Approve the purchase of a replacement street sweeper with five year parts and labor service warranty from Key Equipment & Supply Company of Kansas City, KS for \$178,510.00 and the disposal of Asset #1137 by auction
4. Ratify the Mayor's appointment of T. Andrew Gabbert to serve on the Prairie Village Tree Board with terms expiring in April, 2014.
5. Ratify the Mayor's appointment of the following individuals to serve on the 2011 JazzFest Committee:
 - Roderick Atteberry
 - Brian Peters
 - Karen Ecton
 - John R. (Jack) Shearer II
 - Kyle Kristofer VanLanduyt
 - Bob McGowan
 - Donelea Hespe
 - Mary Ann Watkins
 - Walt Vernon
 - Michael Anderson
 - Elise Haas - student representative
6. Authorize the Mayor to execute Proclamations recognizing April 29, 2011 as Arbor Day; the month of April as "Fair Housing Month" and April 10-16, 2011 as "National Crime Victims' Rights Week"

By Committee:

7. Approve the execution of the Marketing Agreement with Utility Services Partners Private Label, Inc. d/b/a Service Line Warranties of America, subject to the approval of the agreement by the City Attorney, with any revenue sharing to be used to reduce the resident cost of the service (Council Committee of the Whole Minutes - March 7, 2011)

- VIII. MAYOR'S REPORT**
- IX. COMMITTEE REPORT**
 - Council Committee of the Whole**
 - Consider revisions to PP930 - Expense Reimbursement - Charles Clark**

Consider PP932 - Eligible Expenses and Reimbursement - Charles Clark

Consider PP931 - Travel Policy (February 22, 2011 - Council Committee of the Whole) - Charles Clark

- X. STAFF REPORTS**
- XI. OLD BUSINESS**
- XII. NEW BUSINESS**
- XIII. ANNOUNCEMENTS**
- XIV. ADJOURNMENT**

If any individual requires special accommodations – for example, qualified interpreter, large print, reader, hearing assistance – in order to attend the meeting, please notify the City Clerk at 381-6464, Extension 4616, no later than 48 hours prior to the beginning of the meeting.

If you are unable to attend this meeting, comments may be received by e-mail at cityclerk@pvkansas.com

CITY OF PRAIRIE VILLAGE

WHEREAS, Cleo G. Simmonds has served on the Prairie Village Sister City Committee for the past ten years, representing Prairie Village at the Sister Cities International Conference; and

WHEREAS, Cleo G. Simmonds has provided valuable guidance and fiscal support of the mission and philosophy of the Prairie Village Sister City Committee; and

WHEREAS, Cleo G. Simmonds has been instrumental in building and maintaining the City's successful relationship with Dolyna, Ukraine, serving as an ambassador for Prairie Village in 2007 by visiting Dolyna, Ukraine at his own expense and hosting members of visiting Ukrainian delegations in his home during their visits; and

WHEREAS, Cleo G. Simmonds has served as a liaison with the residents of Dolyna and helped cultivate strong bonds between the residents of Dolyna and Prairie Village; and

WHEREAS, Cleo G. Simmonds' enthusiasm and devotion to Prairie Village has helped place the Star of Kansas on the world map.

NOW THEREFORE, I, Ronald L. Shaffer, Mayor of the City of Prairie Village, recognize and thank Cleo G. Simmonds for his service to Prairie Village during the past ten years. Cleo will be missed by those who have had the privilege of working with him.

Mayor Ronald L. Shaffer

James Hohensee, Chairman
Prairie Village Sister City Committee

CONSENT AGENDA

CITY OF PRAIRIE VILLAGE, KS

March 21, 2011

**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
March 7, 2011**

The City Council of Prairie Village, Kansas, met in regular session on Monday, March 7, 2011, at 7:30 p.m. in the Council Chambers of the Municipal Building.

ROLL CALL

Mayor Ron Shaffer called the meeting to order and roll call was taken with the following Council members present: Al Herrera, Ruth Hopkins, Steve Noll, Michael Kelly, Andrew Wang, Dale Beckerman, Charles Clark, David Morrison, Diana Ewy Sharp and David Belz.

Also present were: Wes Jordan, Chief of Police; Bruce McNabb, Director of Public Works; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Chris Engel, Assistant to the City Administrator and Joyce Hagen Mundy, City Clerk.

Mayor Shaffer led all those present in the Pledge of Allegiance.

PUBLIC PARTICIPATION

Susan Patton, 7646 Falmouth, addressed the Council with her concerns regarding Mr. Babick's holiday display. She appreciated the efforts of Captain Schwartzkopf to meet with the neighbors and address the situation this past year. She does not feel this is an appropriate location for a display of this size and nature which

has people parking and getting out of their vehicles to view the display. Ms Patton felt this type of display is more appropriate for a public or commercial location. She noted the difficulties incurred by the neighboring residents from traffic viewing the display and that she felt like a prisoner in her own home. Mayor Shaffer acknowledged her comments and stated she would be advised when the Governing Body would be discussing action on this issue.

CONSENT AGENDA

Charles Clark moved the approval of the Consent Agenda for March 7, 2011:

1. Approve Regular Council Meeting Minutes - February 22, 2011
2. Approve Information Technology Usage Personnel Policy #1165 and related changes to the City's Record Management Policy #036

A roll call vote was taken with the following members voting "aye": Herrera, Hopkins, Noll, Kelly, Wang, Beckerman, Clark, Morrison, Ewy Sharp and Belz.

MAYOR'S REPORT

Mayor Shaffer reviewed the several activities and events he attended during the past weeks representing the City during the earlier Council Committee of the Whole meeting.

COMMITTEE REPORTS

Council Committee of the Whole

COU2011-09 Consider Interlocal Agreement with Johnson County and the City of Mission for Project 190893: Nall Avenue, 63rd Street to 67th Street

On behalf of the Council Committee of the Whole, Charles Clark moved the Governing Body approve the Interlocal Agreement with Johnson County and the City of

Mission for Project 190893: Nall Avenue, 63rd Street to 67th Street Improvements. The motion was seconded by Dale Beckerman and passed unanimously.

COU2011-09 Consider Design Agreement for street Project 190880: Nall Avenue, 75th Street to 79th Street

On behalf of the Council Committee of the Whole, Charles Clark moved the Governing Body approve the Design Agreement with Affinis Corporation for the design of the Nall Avenue Improvements from 75th Street to 79th Street in the amount of \$61,300.00. The motion was seconded by Beckerman and passed by a 9 to 1 vote with David Morrison voting in opposition.

STAFF REPORTS

Mayor Shaffer stated staff reports were given at the earlier Council Committee of the Whole meeting.

OLD BUSINESS

There was no Old Business to come before the Governing Body.

NEW BUSINESS

Diana Ewy Sharp thanked the Mayor and staff for preparing a proclamation for Colorectal Cancer Awareness Month.

ANNOUNCEMENTS

Committee meetings scheduled for the next two weeks include:

Communications Committee	03/08/2011	5:30 p.m.
Park & Recreation Committee	03/09/2011	7:00 p.m.
Sister City Committee	03/14/2011	7:00 p.m.
PV Arts Council	03/16/2011	7:00 p.m.
Council Committee of the Whole	03/21/2011	6:00 p.m.
City Council	03/21/2011	7:30 p.m.

Mayor Shaffer advised Council of the Firefighter Memorial Dedication on Tuesday, March 8th at 9 a.m.

Congressman Yoder will be speaking to the Council at its March 21st meeting and new business owner Kelly Manning with the Tavern at the Village will also be recognized.

The Prairie Village Arts Council is pleased to announce a 3-dimensional exhibit by Ted Denton in the R. G. Endres Gallery for the month of March. The artist reception will be held on March 11th from 6:30 to 7:30 p.m.

The City Clerk's office is accepting enrollments for Warm Up for Tennis and private tennis lessons with the new tennis coach, Tracy Cooper. Other recreation enrollments and pool membership sales will begin April 1st. Warm Up for Tennis and Cardio Tennis have been added this year.

The annual large item pick-up has been scheduled. Homes on 75th Street and north of 75th Street will be collected on Saturday, April 30th. Homes south of 75th Street will be collected on Saturday, May 7th.

The 50th Anniversary books, Prairie Village Our Story, are being sold to the public.

ADJOURNMENT

With no further business to come before the City Council, the meeting was adjourned at 7:42 p.m.

Joyce Hagen Mundy
City Clerk

CITY TREASURER'S WARRANT REGISTER

DATE WARRANTS ISSUED:

Warrant Register Page No. 1

 March 21, 2011

Copy of Ordinance
2881

Ordinance Page No.

An Ordinance Making Appropriate for the Payment of Certain Claims.

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

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

NAME	WARRANT NUMBER	AMOUNT	TOTAL
EXPENDITURES:			
Accounts Payable			
96741-96803	2/4/2011	173,702.71	
96804-96805	2/10/2011	3,405.50	
96806-96810	2/11/2011	2,331.87	
96811-96888	2/18/2011	263,380.33	
96889-96895	2/25/2011	11,139.46	
Payroll Expenditures			
2/11/2011		238,536.85	
2/25/2011		239,691.91	
Electronic Payments			
Intrust Bank -credit card fees (General Oper)		999.34	
Intrust Bank - fee		334.86	
KCP&L		8,429.03	
Wageworks - Section 125 admin fees		267.92	
Intrust Bank - purchasing card transactions		10,275.22	
Kansas Gas		11,204.18	
Marshall & Ilsley - Police Pension Remittance		7,780.02	
State Sales Tax Quarterly		-	
TOTAL EXPENDITURES:			\$ 971,479.20
Voided Checks			
TOTAL VOIDED CHECKS:			-
GRAND TOTAL CLAIMS ORDINANCE			971,479.20

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

Passed this 21st day of March 2011.

Signed or Approved this 21st day of March 2011.

(SEAL)

ATTEST: _____

City Treasurer

Mayor



PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 21, 2011

CONSENT AGENDA: CONSIDER PURCHASE OF REPLACEMENT STREET SWEEPER AND DISPOSAL OF ASSET #1137 BY AUCTION

RECOMMENDATION

Staff recommends the City Council approve the purchase of a replacement street sweeper with five year parts and labor service warranty from Key Equipment & Supply Company of Kansas City, KS for \$178,510.00 and the disposal of Asset #1137 by auction.

BACKGROUND

The 2011 City Budget provides for the replacement of Asset #1137, an Elgin Pelican street sweeper. The vehicle is eight years old and past due for replacement. Staff proposes to purchase the replacement street sweeper using the Missouri DOT purchasing contract. City staff has modified the MoDOT specifications to make the equipment more appropriate for City use. The equipment cost is \$171,255.00. Staff proposes to purchase the five years parts and labor warranty for an additional cost of \$7,255.00. The equipment is necessary for our street sweeping program which keeps our streets clean and reduces pollutants and debris in our stormwater runoff. The current vendor contract with MoDOT expired on February 28, 2011. However, Key Equipment has agreed to extend the price through the end of March, 2011.

FUNDING SOURCE

The 2011 City Budget has a line item of \$180,000.00 for this purchase. Funding is shown in the Equipment Reserve Fund. Funding has been drawn from the Stormwater Utility Fund for the past two years.

RELATION TO VILLAGE VISION

CC1 Attractive Environment

CC1a Make streetscape improvements to enhance pedestrian safety and attractiveness of the public realm.

CC1b Evaluate street cleaning and sanitation practices to identify potential gaps in service provision. Offer supplementary services as necessary to keep streets clean.

CFS3 Streets and Sidewalks

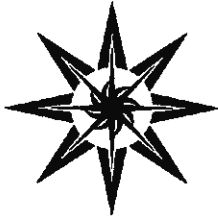
CCF3a Ensure streets and sidewalks are in good condition by conducting maintenance and repairs as needed.

TR3c Ensure the quality of the transportation network with regular maintenance as well as efficient responses to seasonal issues such as snow removal.

PREPARED BY

Bruce McNabb, Director of Public Works

Date March 8, 2011



MAYOR

Council Meeting Date: March 21, 2011

Consent Agenda: Consider appointment to the Prairie Village Tree Board

RECOMMENDATION

Mayor Shaffer requests Council ratification of his appointment of T. Andrew Gabbert to serve on the Prairie Village Tree Board with terms expiring in April, 2014.

BACKGROUND

T. Andrew Gabbert is a licensed landscape architect with over seven years of experience. He is excited to get involved in the community.

ATTACHMENTS

Volunteer application

PREPARED BY

Jeanne Koontz
Deputy City Clerk

Date: March 10, 2011



**City of Prairie Village
APPLICATION TO VOLUNTEER**

Please complete this form and return it to the City Clerk's Office, 7700 Mission Road, Prairie Village, Kansas 66208. If you have any questions, please contact the City Clerk's Office at 913-381-6464 or send an e-mail to cityclerk@pvkansas.com.

Name T. Andrew Gabbert Spouse's Name Justine Gabbert

Address 7516 Windsor Dr., Prairie Village Kansas Zip 66208 Ward VI

Telephone: Home 913.314.6967 Work 913.492.5158 Fax 913.492.8400

E-mail andy.gabbert@yahoo.com Other Number(s): _____

Business Affiliation Schlagei & Associates, P.A.

Business Address 14920 W. 107th St., Lenexa, Kansas 66215

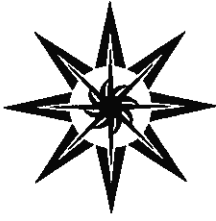
What Committee(s) interests you? Planning Commission / Park & Recreation Committee / Tree Board / etc...

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

My family has lived in Prairie Village for the past 5 years. I am a licensed landscape architect with over seven years of experience, focusing on planning and development, zoning, codes and project administration. I have also designed several parks in surrounding communities, including playgrounds, trails, and pool complexes and have been certified as a playground inspector (although I did let my certification expire). I am very familiar with all types of vegetation, including street trees, shrubs and annual/perennial landscapes. Several months ago, I attained the status of being LEED AP and have been involved in the design of several BMP's, including bioretention cells, wetlands, native plantings.

On a personal note, I am married and I have one daughter (1 yrs old) and another due in March 2010. I am 31 years old and am originally from Rose Hill, Kansas, a small suburb of Wichita. I am looking to get involved with my community as a way to meet people, network, and do my duty as a citizen of Prairie Village.

Thank you for your interest in serving our community.



MAYOR

Council Meeting Date: March 21, 2011

Consent Agenda: Consider appointment to JazzFest Committee

RECOMMENDATION

Mayor Shaffer requests Council ratification of his appointment of the following individuals to serve on the 2011 JazzFest Committee:

Roderick Atteberry
Brian Peters
Karen Ecton
John R. (Jack) Shearer II
Kyle Kristofer VanLanduyt
Bob McGowan
Donelea Hesper
Mary Ann Watkins
Walt Vernon
Michael Anderson
Elise Haas - student representative

BACKGROUND

In 2010, JazzFest served as a sub-committee of the Arts Council. In November, 2010, because of the time commitment involved with raising funds for and organizing the jazz festival, it was recognized as a City Committee and Dan Andersen and Kathy Peterson were appointed as co-chairs. Almost all of the committee is returning from 2010.

ATTACHMENTS

Volunteer applications

PREPARED BY

Joyce Hagen Mundy
City Clerk

Date: March 10, 2011



**City of Prairie Village
APPLICATION TO VOLUNTEER**

Please complete this form and return it to the City Clerk's Office, 7700 Mission Road, P
Village, Kansas 66208. If you have any questions, please contact the City Clerk's Office at
381-6464 or send an e-mail to cityclerk@pvkansas.com.

Name Derrick Attebery Spouse's Name _____
Address 3304 W. 71st Street Zip 66208 Ward III
Telephone: Home 310 562 2709 Work 877 258 2101 Fax 702 938 9057
E-mail rod@dandersenconsulting.com Other Number(s): _____
Business Affiliation D. Andersen Consulting
 Business Address 32 via Siena Place, Henderson, NV 89011
What Committee(s) interests you? Sister City

Please tell us about yourself, listing any special skills or experiences you have which w
qualify you for a volunteer with the City of Prairie Village.

I recently served as Technical Director for the Johnson County Arts
Commission's Shooting Stars Banquet. Previously, I have worked
in entertainment onboard cruise ships travelling the globe for
nearly seven years. I participated in an International Sister
City exchange in High School, travelling to Montpelier (sister
city to Louisville, KY) France, and also throughout Belgium
including our own, Antwerp, Brussels, Bruges & Ghent. I bel
in the value of this type of cultural exchange in linking
Prairie Village to the global village.

Thank you for your interest in serving our community.



City of Prairie Village

APPLICATION TO VOLUNTEER

Please complete this form and return it to the City Clerk's Office, 7700 Mission Road, Prairie Village, Kansas 66208. If you have any questions, please contact the City Clerk's Office at 913-381-6464 or send an e-mail to cityclerk@pvkansas.com.

Name Brian Peters Spouse's Name Lisa

Address 7547 Rainbow Dr Prairie Village Zip 66208 Ward _____

Telephone: Home 913-515-6629 Work 913-261-5601 Fax 913-261-5630

E-mail brian.peters35@gmail.com Other Number(s): _____

Business Affiliation US Bank

Business Address 6940 Mission Rd Prairie Village KS 66208

What Committee(s) interests you? Jazz Festival

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

Thank you for your interest in serving our community.



City of Prairie Village

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Name Karen Ecton Spouse's Name Tim
Address 2230 W. 72nd Terr Zip 66208 Ward _____
Telephone: Home 913.262.8479 Work 913.522.5347 Fax —
E-mail Karen@karenectoninteriors.com Other Number(s): _____
Business Affiliation Karen L. Ecton Interior Design
Business Address 2230 W. 72nd Terrace, PV KS 66208
What Committee(s) interests you? Jazz Committee

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

Was on the committee last year and I have many business contacts in the area. I pretty much live, work, play & spend in prairie village and have done so for the past 10 years.

Thank you for your interest in serving our community.



**City of Prairie Village
APPLICATION TO VOLUNTEER**

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Name John R (Jack) Shearer II Spouse's Name Gloria
Address 8001 Rosewood Drive Zip 66208 Ward 4
Telephone: Home 913-648-6172 Work 913-901-9400 Fax 913-901-9401
E-mail jrsii@sbcglobal.net Other Number(s): (C) 913-208-2299
Business Affiliation The Shearer Group, Inc.
Business Address _____

What Committee(s) interests you? Arts Council

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

I have been a resident of either Fairway or Prairie Village all my life. We have lived at our present address since 1974. All three of our girls attended public schools here finishing at SM East (as I did in 1961). Recently, I served on the Conth Hills Homes Association for two terms as treasurer. Our company manages real estate. We own office buildings in Overland Park and we are developing residential lots near the intersection of 7435 and V² in the Northland. Prior to being in real estate, I was in banking throughout Kansas City for 30 years. I am a member of Indian Hills Country Club and the Overland Park South Rotary.

Thank you for your interest in serving our community.



City of Prairie Village

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Name Kyle Kristofer VanLanduyt Spouse's Name Sarah VanLanduyt
Address 5701 W. 28th St. Prairie Village Zip 66208 Ward _____
Telephone: Home 901-0160 Work 262-488-1493 Fax _____
E-mail radiogaga kke@hotmail.com Other Number(s): _____
Business Affiliation Wilks Broadcasting
Business Address _____
What Committee(s) interests you? PV Jazz Fest

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

Jazz Committee, MC for 2010 Jazz Fest, Multiple
Radio Station Experience

Thank you for your interest in serving our community.



City of Prairie Village

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Name Bob McGowan Spouse's Name MARY
Address 4805 W. 81st St, PRAIRIE VILLAGE Zip 66208 Ward 4
Telephone: Home 341-1152 Work _____ Fax _____
E-mail rfmamac@gmail.com Other Number(s): _____
Business Affiliation _____

Business Address _____
What Committee(s) interests you? PV JAZZ FESTIVAL

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

2nd year member of PV JAZZ FESTIVAL
15+ year member of PV Sister City Committee
retired Intel Mfg. Co. Dir. of Purchasing (12 yrs) ^{retired}
Roland Park city council 10 years (70's-80's), Pres. 8 yrs;
Long time community volunteer, currently: Nelson at Cal
Catch-a-ride; Recent past: 2nd grade volunteer Somerset
& Corinth Schools; Board of KC People To People; Board of
Trustees - Park University; KPres of NAACP; 14 year sponsor
of Ft. Leavenworth Int'l officers at Command & Staff College (14

Thank you for your interest in serving our community. different countries); Pres. Park U
Alumni Assoc.; member steering committee ^{chair}
Conf. held in KC Mo 2009. Through the years; served on many
committees & boards, ie: BSA, Sports, City, KC Haven/Leavenworth Council
(10 +) - h. t. + t. a. o. c. a. t. o. n. o. t. e. s.



City of Prairie Village

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Name Donelea S. Hege Spouse's Name N/A

Address 806 N Parkway Dr Olathe Zip 66061 Ward _____

Telephone: Home 913-702-2136 Work 913-302-9089 Fax _____

E-mail Donelea@comcast.net Other Number(s): _____

Business Affiliation 1st National Bank of Olathe

Business Address _____

What Committee(s) interests you? Volunteer

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

Thank you for your interest in serving our community.



City of Prairie Village

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Name MARY Ann WATKINS Spouse's Name N/A
Address 15903 OAKLAND AVE, BELTON, MO Zip 64012 Ward —
Telephone: Home 816-322-2527 Work _____ Fax _____
E-mail SadieLanda@earthlink.net Other Number(s): _____

Business Affiliation _____

Business Address _____

What Committee(s) interests you? PR

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

FLYER Handouts - PR - Website; TV media

Thank you for your interest in serving our community.



City of Prairie Village

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Name Walt Vernon Spouse's Name Barbara
 Address 7928 Rosewood Zip 66208 Ward 4-3
 Telephone: Home 913-381-4295 Work Fax same
 E-mail Walt1935@sbcglobal.net Other Number(s):
 Business Affiliation Retired
 Business Address
 What Committee(s) interests you? JAZZ

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

Worked w/ S.O.P. Rotary club annual June
Jazz in the Woods many times

Thank you for your interest in serving our community.



City of Prairie Village

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Name Elise Haas Spouse's Name _____

Address 6409 W. 100th St OP, KS Zip 66212 Ward _____

Telephone: Home 913-41-3328 Work 913-23-4677 Fax _____

E-mail eliserochellenaas@gmail.com Other Number(s): _____

Business Affiliation Junior in highschool

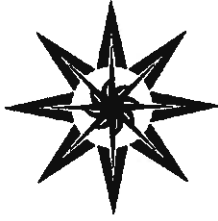
Business Address _____

What Committee(s) interests you? youth volunteer coordinator
(Prairie Village Jazz Festival)

Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

I am a Junior at Shawnee Mission South and I am enrolled in the Honors program. I'm also involved in student council as the Vice President of my class. This has given me experience with working with others and organizing events. Lastly music and playing the bass is a big part of my life and that's why I'd love to help with the Prairie Village Jazz Festival.

Thank you for your interest in serving our community.



CONSENT AGENDA

Council Meeting Date: March 21, 2011

Consent Agenda: Consider Proclamations recognizing April 29, 2011 as Arbor Day; the month of April as "Fair Housing Month" and the week of April 10-16, 2011 as "National Crime Victims' Rights Week"

RECOMMENDATION

Recommend the City Council authorize the Mayor to execute proclamations recognizing April 29, 2011 as Arbor Day; the month of April as "Fair Housing Month" and the week of April 10-16, 2011 as "National Crime Victims' Rights Week".

BACKGROUND

As a Tree City, the city annually recognizes Arbor Day with a mayoral proclamation. As a recipient of CDBG funds, the City must also approve a proclamation recognizing "Fair Housing Month". Mayor Shaffer has been requested by the District Attorney's Office to issue a proclamation for Crime Victims' Right Week. The City has done this in the past.

ATTACHMENTS

Proclamations

PREPARED BY

Joyce Hagen Mundy, City Clerk

Date: March 17, 2011

CITY OF PRAIRIE VILLAGE

Arbor Day 2011

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, trees can reduce the erosion of our precious topsoil by the wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW THEREFORE, I, Ronald L. Shaffer, Mayor of Prairie Village, Kansas, do hereby proclaim **April 29, 2011** as

Arbor Day

In the City of Prairie Village, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Mayor Ronald L. Shaffer

City Clerk

Date

CITY OF PRAIRIE VILLAGE

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Prairie Village is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U. S. Department of Housing & Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our City that can and should be achieved,

On this 21st day of March, 2011, I, Ronald L. Shaffer, Mayor of the City of Prairie Village on behalf of its citizens, do hereby proclaim the month of APRIL as

'FAIR HOUSING MONTH'

and express the hope that this year's observance will promote fair housing practices throughout our City.

Mayor Ronald L. Shaffer

City Clerk

Date

CITY OF PRAIRIE VILLAGE

WHEREAS, 20 million Americans are victims of crime each year and each crime affects many more, including families, friends and communities;

WHEREAS, crime exacts an emotional, physical, psychological and financial toll on victims as they have lost loved one, life savings, physical and mental health and often their sense of security that has the potential to irrevocably change the course of their lives forever;

WHEREAS, more than 30 years of progress for crime victims stands on the shoulders of dedicated advocates and brave victims who overcame shame, isolation and indifference to gain a voice, rights and respect;

WHEREAS, we applaud the progress that our nation has made in recognizing crime's impact on victims and celebrate advocates and survivors who through their determination brought rights and resources for victims and have change the course of history;

WHEREAS, victim assistance programs across the country are reaching more victims and criminal justice officials are honoring victims' rights more consistently, public understanding of victims' rights remains minimal and our nation's victim services system remains fragmented, underfunded and uncoordinated;

WHEREAS, more work remains to be done to address the mental health impact of crime and to meet the needs of victims of non-violent crime, victims of terrorism and underunderserved victims;

WHEREAS, our history teaches us that, by working together, we can help victims of crime reshape their destinies and ensure that they receive the support they need, the respect they deserve and the rights have earned;

WHEREAS, National Crime Victims' Rights Week, April 10-16, 2011, provides an opportunity for us to reshape the future for victims by honoring the past and reflecting on hard-won victories, and to recommit to working together to insist on better treatment for victims to help them overcome the harm caused by crime; and

WHEREAS, The City of Prairie Village is joining forces with victim service programs, criminal justice officials and concerned citizens throughout Prairie Village and America to raise awareness of victims' rights and observe National Crime Victims' Rights Week;

THEREFORE, be it resolved that I, Ronald L. Shaffer, Mayor of Prairie Village, Kansas proclaim the week of April 10 - 16, 2011 to be;

'National Crime Victims' Rights Week'

And reaffirm this City's commitment to respect and enforce victims' rights and address their needs during *National Crime Victims' Rights Week* and throughout the year; and

Express our appreciation for those victims and crime survivors who have turned personal tragedy into a motivating force to improve our response to victims of crime and build a more just community.

Mayor Ronald L. Shaffer

City Clerk

Date

OFFICE OF DISTRICT ATTORNEY
STEPHEN M. HOWE, DISTRICT ATTORNEY

February 24, 2011

Mr. Ronald L. Shaffer
Prairie Village City Hall
7700 Mission Road
Prairie Village, KS 66208

Dear Mayor Shaffer:

The 2011 National Crime Victims' Rights Week is April 10 through April 16, 2011. This annual commemorative week provides an excellent opportunity for our County to demonstrate its support for crime victims, their families, and those who serve them by educating our citizens about violence, victimization, and the importance of their support for victims' rights and services.


Our office would be honored if you would sponsor an official proclamation to recognize April 10 through April 16, 2011, as Crime Victims' Rights Week. Your proclamation would lend official recognition to the important work of helping crime victims, as well as emphasize your personal commitment to crime victims and their needs. I have enclosed a sample which may help your office compose an appropriate proclamation.

In addition, I invite you to attend a ceremony on April 14, 2011 from 6:00 to 8:00 p.m. at the Vala Gallery, 5815 Johnson Drive in Mission to honor Crime Victims.

Please mail your proclamation to Launy Russell, Johnson County District Attorney's Office, 100 N. Kansas Ave, Olathe, KS 66061. If you or your staff have any questions concerning our request, please contact Launy at 913-715-3094.

As always, we appreciate your past support of our efforts to support crime victim rights. Thank you for your consideration of this special request.

Sincerely,


Stephen M. Howe
District Attorney

Enclosure: Sample Proclamation

Sample Proclamation

NATIONAL CRIME VICTIMS' RIGHTS WEEK, APRIL 10–16, 2011

- Whereas,** 20 million Americans are victims of crime each year and each crime affects many more, including families, friends and communities;
- Whereas,** crime exacts an emotional, physical, psychological, and financial toll on victims as they have lost loved ones, life savings, physical and mental health, and often their sense of security that has the potential to irrevocably change the course of their lives forever;
- Whereas,** more than 30 years of progress for crime victims stands on the shoulders of dedicated advocates and brave victims who overcame shame, isolation, and indifference to gain a voice, rights, and respect;
- Whereas,** we applaud the progress that our nation has made in recognizing crime's impact on victims and celebrate advocates and survivors who through their determination brought rights and resources for victims and have changed the course of history;
- Whereas,** victim assistance programs across the country are reaching more victims and criminal justice officials are honoring victims' rights more consistently, public understanding of victims' rights remains minimal, and our nation's victim services system remains fragmented, underfunded, and uncoordinated;
- Whereas,** more work remains to be done to address the mental health impact of crime, and to meet the needs of victims of non-violent crime, victims of terrorism, and other underserved victims;
- Whereas,** our history teaches us that, by working together, we can help victims of crime reshape their destinies and ensure that they receive the support they need, the respect they deserve, and the rights they have earned;
- Whereas,** National Crime Victims' Rights Week, April 10 – 16, 2011, provides an opportunity for us to reshape the future for victims by honoring the past and reflecting on hard-won victories, and to recommit to working together to insist on better treatment for victims to help them overcome the harm caused by crime; and
- Whereas,** *(Your organization)* is joining forces with victim service programs, criminal justice officials, and concerned citizens throughout *(your City/County/Parish/State/Tribe)* and America to raise awareness of victims' rights and observe National Crime Victims' Rights Week;

Now, therefore, I, _____ as *(Governor/County Executive/Mayor, Other Title)* of _____ *(jurisdiction)*, do hereby proclaim the week of April 10-16, 2011, as

National Crime Victims' Rights Week

And reaffirm this *(City/County/Parish/State/Tribe's)* commitment to respect and enforce victims' rights and address their needs during *National Crime Victims' Rights Week* and throughout the year; and

Express our appreciation for those victims and crime survivors who have turned personal tragedy into a motivating force to improve our response to victims of crime and build a more just community.

_____ (signature)

_____ (date)

COUNCIL COMMITTEE OF THE WHOLE
March 7, 2011

The Council Committee of the Whole met on Monday, March 7, 2011 at 6:30 p.m. The meeting was called to order by Council President Charles Clark with the following members present: Mayor Ron Shaffer, Al Herrera, Ruth Hopkins, Steve Noll, Michael Kelly, Dale Beckerman, Diana Ewy Sharp and David Belz. David Morrison and Andrew Wang arrived late. Staff Members present: Wes Jordan, Chief of Police; Bruce McNabb, Director of Public Works; Keith Bredehoeft, Manager of Engineering Services; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Chris Engel, Assistant to the City Administrator; Paul Lampe, Intern and Joyce Hagen Mundy, City Clerk.

Presentation on Recycling and Yard Waste Statistics 2007-2010

Paul Lampe, intern with the City, presented recycling and yard waste statistics for 2007 - 2010. The Johnson County Solid Waste Management Plan 2007 recommended that the county decrease the amount of solid waste going to the landfill, increase curbside recycling, eliminate disposal of yard waste in the landfill by 2011, and implement a "pay-as-you-throw" volume based rate structure.

As part of the effort to reduce waste, the City of Prairie Village implemented the recommended measures. Currently six months of the year are allocated for high levels of yard waste disposal (March, April, August, September, October, and November) and six months for low yard waste levels (January, February, May, June, July, and December). During the high level yard waste pick up months, citizens may dispose of 12 bags of yard waste and during low level yard waste pick up months citizens may dispose of 8 yard waste bags. Any additional disposal of yard waste must be paid for at \$1.25 per bag.

To determine if Prairie Village is reaching the goal of increased recycling and reduced yard waste staff has taken a look at historic and current recycling and solid waste data. The data shows that there was an increase in yard waste from 2007 to 2009 and a decrease in yard waste in 2010. The data shows a decrease in recycling from 2007 to 2009, with recycling rebounding in 2010.

Paul Lampe noted in 2010, the City began receiving a portion of the proceeds from recycling revenue. As such, the data from 2007-2009 is an estimate, while 2010 data is actual. Any revenue received, is deposited in the solid waste utility fund to offset future costs of providing the service to the residents. In 2010, \$11,334.23 was received from recycling proceeds.

Analysis on yard waste data including a monthly break down in pounds of yard waste across the city and a monthly break down of pounds in recycling were presented with the following summary of findings given:

Recycling:

- In 2007 4,500,616 lbs. were recycled
- Between 2007 and 2008 there was a 34.8% decrease in the amount of materials recycled (2,933,216 lbs. recycled in 2008)
- Between 2008 and 2009 there was a 25.7% decrease in the amount of materials recycled (2,180,580 lbs. recycled in 2009)
- Between 2009 and 2010 there was a 66.3% increase in materials recycled (3,626,317 lbs. recycled in 2010)
- Overall between 2007 and 2010 there has been a 19.4% decrease in materials recycled

Yard Waste:

- Between 2007 and 2010 there has been 34.42% increase in pounds of yard waste collected.
- In 2007 3,143,710 lbs. of yard waste were collected.
- In 2008 4,146,160 lbs. of yard waste were collected.
- In 2009 6,655,640 lbs. of yard waste were collected.
- In 2010 4,225,854 lbs. of yard waste were collected.

Charles Clark confirmed the data does not include collections from those homes associations that do not receive City solid waste services.

COU2011-08 National League of Cities Service Line Warranty Program

The National League of Cities has a number of Enterprise Programs which are designed to assist cities in providing both business and consumer solutions. The City of Prairie Village currently participates in the NLC Prescription Discount Card program. The National League of Cities recently announced a new program, Service Line Warranty Program, designed to assist property owners with the repair/replacement of private sanitary sewer and water lines. This program allows property owners to purchase insurance to cover repairs for broken water lines or sewer lines, which are not covered by homeowners insurance.

At the February 7, 2011 Council Committee meeting, Brian Davis, BDA Consulting Group, presented a summary of the program via conference call. The Council Committee directed staff to work with Utility Service Partners, Inc. in securing the necessary documents for further Council review.

In addition, the Council asked for clarification on several items regarding the program. The first item was if blockage of the sewer line was covered under the program. Blockage of the system is covered under the warranty program. If tree roots are causing leakage, this would be covered under the program.

The second question was cost of the two programs. There is a \$4 a month fee for water service line warranty programs and a \$5.50 a month fee for the sewer service line warranty program. If a resident wants to warranty both lines, the fee would be \$9.50 per month. There would be several payment options.

Mr. Enslinger noted there is no cost to the City for this program. Residents would be charged a monthly fee for this service which will be collected by Utility Service Partners, Inc. The City has the option of receiving revenue sharing (10%) from the program or applying the revenue sharing to the residents cost of the program, thereby reducing the overall cost to the resident.

PROGRAM BENEFITS AND DRAWBACKS:

- Provides residents with a product which has been vetted by the National League of Cities
- Provides residents with a product at a reduced market rate cost. Market rate appears to be \$4.99 per month based on a recent mailing from Home Service another provider of a similar service. UPS program rate is \$4.00 per month per service line
- There are other companies which provide similar services which the City has not endorsed or assisted in marketing.
- There is a chance residents could believe that the City has some responsibility in servicing the warranty program because they received a solicitation letter with the City logo and city agent signature. The City actually has no responsibilities related to the warranty program other than assistance with the marketing of the program.
- The City may receive additional requests for endorsements of other providers of similar services or other services. Since this is a National League of Cities endorsed program, the City Council could indicate that it would only consider endorsing programs which have the NLC endorsement.
- The City has no control over the cost of the program.

Mr. Enslinger stated that should the Council decide to move forward with the endorsement of the program, the following steps would need to take place:

- Execution of the Marketing Agreement with the Utility Service Partners (UPS) Private Label, Inc (Service Line Warranties of America)
- UPS will generate a Press Release for City Approval
- UPS will generate a solicitation letter for City Approval

Dale Beckerman asked if the City had spoken with other cities participating in the program. Mr. Enslinger responded that he had not, but noted there are several large cities participating in the program as a revenue generator. Mr. Beckerman asked if there has been confusion on who is responsible for the program. Mr. Enslinger replied it is very important for the marketing information to be very clearly written to prevent confusion.

David Morrison stated he felt this was a very good program that has optional participation by the residents to provide a valuable service.

David Morrison made the following motion, which was seconded by Steve Noll and passed unanimously:

MOVE THE GOVERNING BODY AUTHORIZE THE MAYOR TO EXECUTE THE MARKETING AGREEMENT WITH UTILITY SERVICES PARTNERS PRIVATE LABEL, INC. d/b/a SERVICE LINE WARRANTIES OF AMERICA SUBJECT TO THE APPROVAL OF THE AGREEMENT BY THE CITY ATTORNEY WITH ANY REVENUE SHARING TO BE USED TO REDUCE THE RESIDENT COST OF THE SERVICE.

**COUNCIL ACTION REQUIRED
CONSENT AGENDA**

COU2011-09 Consider Interlocal Agreement with Johnson County and the City of Mission for Project 190893: Nall Avenue, 63rd Street to 67th Street

Keith Bredehoeft stated Johnson County has approved \$800,000 in CARS funding for this project and has submitted an interlocal agreement for execution by the City of Mission and the City of Prairie Village. The City of Mission is administering this project and has recently awarded the project in the amount of \$3,444,820.55. The cost allocations between the City of Mission and the City of Prairie Village are described in the executed interlocal agreement between the cities for this project.

Ruth Hopkins asked if the City of Mission was satisfied with the contractor awarded the project. Mr. Bredehoeft responded that they were and added the contract was not awarded to the low bid after references revealed several problems with their performance in other cities. He added that he is also satisfied with the contractor.

Diana Ewy Sharp confirmed that the City had filed a lawsuit against them on an earlier project for the City. Mayor Shaffer stated a lawsuit was filed against their work on Mission Road, related primarily to the installation of the brick crosswalks. Mr. Bredehoeft responded that he had not had any issues with them in the City of Olathe and several other area cities have given positive references.

Ruth Hopkins asked what kind of walkway is being proposed. Mr. Bredehoeft replied there would not be any brick and the sidewalks will be constructed of standard concrete. He added the work has been designed to allow for future possible expansion of the roadway or construction of a path without damaging the new curb.

Diana Ewy Sharp asked what portion of the cost of the project would be paid by Prairie Village. Keith Bredehoeft noted there was not a 50/50 split on the project and that the city's costs were delineated in the agreement at about \$150,000 over a ten year period.

Dale Beckerman made the following motion which was seconded by Al Herrera:

MOVE THE GOVERNING BODY APPROVE AN INTERLOCAL AGREEMENT WITH JOHNSON COUNTY AND THE CITY OF MISSION FOR PROJECT 190893: NALL AVENUE, 63RD STREET TO 67TH STREET IMPROVEMENTS

**COUNCIL ACTION TAKEN
03/07/2011**

COU2011-10 Consider Design Agreement for Project 190880: Nall Avenue, 75th Street to 79th Street

Keith Bredehoeft stated Affinis Corporation was selected as the 2010 and 2011 Design consultant for the City. Nall Avenue Improvements from 75th Street to 79th Street is the City's 2011 CARS project. The project will consist of replacing the concrete curb, replacing or repairing sidewalk, adjusting drainage inlets and placing a new asphalt pavement surface. The project will also evaluate the typical section and will consider moving the east curb line out two feet to allow for modifying this section of Nall Avenue to a three lane roadway in the future. Funds are available in the 2011 Capital Improvement Program for this project.

Ruth Hopkins questioned when and why future expansion to three lanes was planned. Keith Bredehoeft responded earlier discussion with the City of Overland Park revealed that in the future they may be open to expanding southbound Nall to three lanes south of 75th Street. There are no immediate plans for expansion.

Quinn Bennion added the agreement is for Affinis to do the design, it is not approval of the design at this time.

Ruth Hopkins expressed concern with having varying lane widths along Nall.

Charles Clark explained the design is such that if in the future it was decided to add an additional lane it could be done without reconstruction. The only requirement would be for the roadway to be restriped for three lanes. Mr. Bredehoeft stated the roadway will be wide enough for three lanes but will be striped as two lanes.

Dale Beckerman made the following motion which was seconded by David Belz and passed by a majority vote with Ruth Hopkins and David Morrison voting in opposition:

**MOVE THE GOVERNING BODY APPROVE THE DESIGN
AGREEMENT WITH AFFINIS CORPORATION FOR THE
DESIGN OF THE NALL AVENUE IMPROVEMENTS FROM
75TH STREET TO 79TH STREET IN THE AMOUNT OF
\$61,300.00**

**COUNCIL ACTION TAKEN
03/07/2011**

**Staff Reports
Public Safety**

- Chief Jordan updated the Council on the media attention about police staffing levels as a result of the staffing discussion at the last meeting.
- Chief Jordan reviewed the anticipated busing (12 buses) and traffic needs for Indian Hills Middle School next fall. The current entry will be restricted to buses only. Drop-off traffic will come into the school from Delmar. A map of the site was reviewed and changes in signage restricting turning were discussed. It is

anticipated that there will be more juvenile traffic at the Prairie Village Shopping Center

- Lane4 announced this week that they will no longer be hiring off-duty officers for patrol at the shopping center on Friday and Saturday.
- Crime data from surrounding communities was presented and discussed.
- Chief followed-up on his earlier e-mail to Council regarding the increase in mental health calls experienced by the department this year.

Public Works

- Bruce McNabb reported that 25% of the annual overtime budget was spent in January and February due to snow events.
- Prairie Village has again been designated a Tree City USA for the 14th year.
- Franklin Park is nearing completion with the contractor working on punch list items. Construction should be completed by the end of March.
- 25 residents attended the informational meeting on the Somerset Drive Improvements with most residents pleased with the plans. A few residents were unhappy with the proposed construction of sidewalk on their properties. Construction is scheduled to begin next Monday.

Administration

- Chris Engel announced the Legislative Breakfast on Saturday, March 12th with Senator Huntington scheduled to speak.
- Quinn Bennion reported the Travel Policy will be on the March 21st agenda.
- An update on the Finance Director Search was presented
- Quinn Bennion and Dennis Enslinger will both be out next week attending the National League of Cities Conference and vacation.

Mayor's Report

Mayor Shaffer reported that during the past two weeks he has attended/participated in the following events:

- MARC Board of Directors meeting
- HeadStart opening
- Shawnee Mission Medical Center ribbon cutting
- Brighton Gardens soup cook-off
- Wyandotte/Johnson County Mayors' meeting
- Mayor's Prayer Breakfast
- TLC fund-raiser in Olathe
- Ribbon cutting at KU Pediatrics

Committee Reports

Park & Recreation

Diana Ewy Sharp reported that at the scheduled Park meeting on Wednesday the committee will be considering a community garden with the Environmental Committee. She announced the rededication of Franklin Park has been set for Saturday, May 21st.

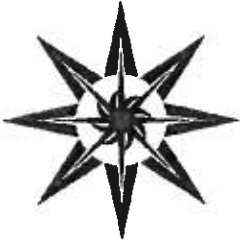
VillageFest

Plans are underway and things are going well under the direction of the new chair Marianne Noll. The committee will be incorporating the celebration of the City's 60th anniversary into the events of the day.

Adjournment

Council President Charles Clark adjourned the meeting at 7:10 pm.

Charles Clark
Council President



City Council Policy: PP931 - TRAVEL POLICY

Effective Date:

Amends:

Approved By:

I. SCOPE

A. This policy and these procedures apply to all city employees of the City of Prairie Village when travel requiring an overnight stay is necessary as part of official City business. This policy does not apply to appointed or elected officials.

II. PURPOSE

A. To establish procedures for a uniform method of approval, payment and accounting for expenditures related to travel on official business of the City. These guidelines ensure that City funds are being expended in a prudent and reasonable manner in the conduct of official City business.

III. RESPONSIBILITY

- A. The appropriate Department Manager or designee is empowered to authorize the approval of all requests for funds, reimbursements and overnight travel for their employees.
- B. The City Administrator or designee is empowered to authorize the approval of all requests for funds, reimbursements and overnight travel for Department Managers.

IV. DEFINITIONS

- A. **Metro Area:** The nine county Kansas City metropolitan area served by the Mid-America Regional Council (MARC) comprised of the Missouri counties of Platt, Clay, Ray, Jackson and Cass and the Kansas counties of Leavenworth, Wyandotte, Johnson and Miami.
- B. **Travel Days:** For per diem calculation purposes when traveling by air, travel time is defined as beginning one hour prior to departure and one hour after returning to Kansas City. Standard meal times are 7:30am for breakfast, 12:00pm for lunch, and 6:00pm for dinner. If travel time includes standard meal time(s) the associated meal(s) is included in per diem calculations.
- C. **Conference Days:** The day the conference begins and the day the conference ends and any days in between upon which conference activities occur.

V. POLICY

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

A. Meals and Incidentals [Per Diem]

The total daily per diem amount is based on the M&IE [Meals and Incidental Expenses] breakdown provided by the General Services Administration [GSA].

1. The City will adhere to prevailing per diem rates for meals and incidentals that are in accordance with those set forth by the GSA.
2. Employees shall receive a per diem amount for meals and incidentals incurred on travel days and conference days when the conference sponsor does not provide full meals [i.e., sit down breakfast, lunch or dinner] as part of the conference cost.
3. 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.
4. Employees in possession of a City purchasing card should not use it to pay for meals covered by per diem.
5. Any exceptions to this section require prior approval by the City Administrator.

PP931 Travel Policy

6. Per Diem rates for trips not requiring an overnight stay are not covered in this policy. See Council Policy: PP930 - ELIGIBLE EXPENSES AND REIMBURSEMENT.

B. Lodging Expenses

1. The City shall pay the cost of a standard room at the suggested conference hotel(s) unless extenuating circumstances prevent staying there. Expenses for in-room entertainment fees and other personal expenses will not be considered eligible expenses for reimbursement.
2. When traveling on official business not related to a conference, lodging choices should be based upon economy and accessibility to destination of purpose travel.
3. Whenever possible, advance arrangements should be made whereby lodging costs can be paid by a City purchasing card or billed directly to the City.
4. Expenses incurred by guests are the full responsibility of the employee.

C. Conference Registration

1. Arrangements should be made far enough in advance to take advantage of any special pricing opportunities and payment of conference registrations can be made directly to the sponsoring organization.
2. The City shall pay for the cost of basic conference registration and fees for additional pre-sessions and post sessions that are clearly a function of the conference and cannot be construed as entertainment.

D. Travel Costs

No specific mode of transportation is mandatory; however, employees are expected to use the most economical means available with reasonable consideration given to the time and distance involved. Mileage reimbursements will never be given which exceed the actual round trip cost of coach airfare. It is the department's responsibility to obtain competitive pricing to ensure comparative rates.

1. Air Travel

- a. The City shall pay the costs of coach airfare for travel on City business. Such travel must be the most cost-efficient, direct flight to and from the conference location based upon the conference and travel days scheduled for the travel.
- b. If significant monetary savings can be realized by making Saturday or Sunday a travel day, employees may request or be requested to depart earlier or later than the requested travel day. If a request is made for later or earlier departure, documentation of savings [airfare, hotel, M&I] must accompany the original travel request.

2. Driving

Employees may choose to drive to and from a conference outside the metropolitan area. However, in no event shall the City reimburse amounts incurred due to driving [mileage, hotel and meals] which exceed the costs that would have been incurred for air travel and associated costs. Further, in such instances, employees will be responsible for any tickets or citations issued to her/him.

- a. City Vehicle Use. Employees are encouraged to use a City vehicle in lieu of a personal vehicle whenever a City vehicle is available. When a City vehicle is used the employee will be reimbursed for all gas receipts if the gas is not charged directly to the City.
- b. Personal Vehicle Use. If an employee is allowed to use his/her personal vehicle, a mileage allowance at the prevailing IRS rate may be authorized for mileage amounts calculated based upon standard mileage charts or other sources [Google, MapQuest, etc.]. Total trip mileage will be calculated with City Hall as the starting and ending point. No other allowance for additional passengers, repairs or vehicle maintenance shall be allowed. The costs of tolls will be reimbursed by the city if receipts are provided. Employees using their own vehicles shall accept personal liability for any damage or injury occurring as a result of that use.

E. Miscellaneous Items and Restrictions

1. The City will pay directly to the employee the projected costs for 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. Employees are also entitled to be reimbursed for transportation expenses incurred upon arrival and departure of destination city on a travel day or conference day for

PP931 Travel Policy

necessary travel. Reimbursement can also be requested for taxi fares, to and from a restaurant for both lunch and dinner. A receipt must be submitted for reimbursement.

2. Employees who travel will not be reimbursed for personal phone calls.
3. If City employees travel early or stay later for personal reasons not related to City business, either prior to or after approved conference, all lodging and excess travel costs shall be paid for by the employee. No per diem rates shall be granted for days other than conference days, travel days, and days approved for conducting official City business.
4. Employees who wish to personally pay for the cost of items covered by this policy that are incurred as a result of overnight travel may do so. Reimbursement will only occur after completion, submittal and approval of a travel authorization form.
5. Consideration must be given to the most economical location for conferences or seminars, which are offered in various cities.
6. Charges for baggage not included in the initial airfare are reimbursable if baggage is used for official business.
7. Purchases of services such as internet and office supplies are reimbursable when required for official business while in travel status.
8. The costs of alcoholic beverages will not be reimbursed by the City.

F. Unforeseen Delays

If travel is extended due to unforeseen circumstances such as flight delays, the City will pay for any additional costs incurred. The employee may charge these additional costs to their purchasing card as long as the costs are allowable costs per the City's purchasing card policy.

G. Cancellation

In the event an employee is unable to complete their travel after arrangements have been made they should try and find an alternate attendee. If no alternate attendee can be found, they should make every effort to cancel and have refunded any funds committed to their accommodations [hotel, conference registrations, and airfare less cancellation fees] as soon as possible. If cancellation is not possible, the employee may be responsible for reimbursing the City for any forfeited fees with ownership of the ticket or reservation, if available, being transferred to the individual.

VI. PROCEDURES

A. Approval and Payment

A Travel Authorization Form shall be completed by the employee and approved by the appropriate Department Manager or designee. Department Managers should forward their request forms through the City Administrator or designee.

1. All completed and approved travel forms shall be submitted to the Finance Department at least fourteen [14] days in advance of travel to calculate and prepare per diem payment.
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 to avoid sales tax [if possible].
3. Employees seeking post-travel reimbursement for authorized travel expenses must submit the appropriate forms and documentation to their Department Manager or designee within ten [10] working days of their return.

MAYOR'S ANNOUNCEMENTS

March 21, 2011

Committee meetings scheduled for the next two weeks include:

Environmental Committee	03/23/2011	7:00 p.m.
JazzFest Committee	03/23/2011	7:00 p.m.
VillageFest Committee	03/24/2011	7:00 p.m.
Council Committee of the Whole	04/04/2011	6:00 p.m.
City Council	04/04/2011	7:30 p.m.

The Prairie Village Arts Council is pleased to announce a 3 dimensional exhibit by Ted Denton in the R. G. Endres Gallery for the month of March.

The annual large item pick-up has been re-scheduled. Homes on 75th Street and north of 75th Street will be collected on Saturday, May 14th. Homes south of 75th Street will be collected on Saturday, May 21st.

The City Clerk's office is accepting enrollments for Warm Up for Tennis and private tennis lessons with the new tennis coach, Tracy Cooper. Other recreation enrollments and pool membership sales will begin April 1st. Warm Up for Tennis and Cardio Tennis have been added this year.

The 10th Annual Earth Fair will be Saturday, April 16th from 10:00 a.m. - 2:00 p.m. at Shawnee Mission East High School.

JazzRee - a fundraiser for JazzFest - will be held on Friday, April 29th from 7:00 pm - 9:00 p.m. at US Bank, 6940 Mission Road.

This year's Arbor Day Event will be held April 30th at Porter Park beginning at 10:00 a.m.

The 50th Anniversary books, **Prairie Village Our Story**, are being sold to the public.

INFORMATIONAL ITEMS
March 21, 2011

1. Mark Your Calendars
2. Committee Agenda

**Council Members
Mark Your Calendars
March 21, 2011**

March 2011	Ted Denton 3-D exhibit in the R. G. Endres Gallery
April 2011	Sarah Bracco & Jeannie McDermott watercolor exhibit in the R. G. Endres Gallery
April 4	City Council Meeting
April 16	Earth Fair 10 - Shawnee Mission East High School 10:00 a.m. - 3:00 p.m.
April 18	City Council Meeting
April 29	JazzRee - US Bank, 6940 Mission Road
April 30	Arbor Day Event - Porter Park at 10:00 a.m.
May 2011	Bryan Voell mixed media exhibit in the R. G. Endres Gallery
May 2	City Council Meeting
May 15	BRGR Luv 4 Jazz 5k
May 16	City Council Meeting
May 30	City offices closed in observance of Memorial Day
June 2011	Nancy Todd Roberts oils & Suzy Perkins photography exhibit in the R. G. Endres Gallery
June 6	City Council Meeting
June 20	City Council Meeting
July 2011	Senior Arts Council exhibit in the R. G. Endres Gallery
July 4	VillageFest
July 4	City offices closed in observance of Independence Day
July 5(Tues.)	City Council Meeting
July 8	Artist reception in the R. G. Endres Gallery 6:30 - 7:30
July 18	City Council Meeting
August 2011	Cortney Christensen photography & watercolors exhibit in the R. G. Endres Gallery
August 1	City Council Meeting
August 12	Artist reception in the R. G. Endres Gallery 6:30 - 7:30
August 15	City Council Meeting
September 2011	
September 5	City offices closed in observance of Labor Day
September 6(Tues.)	City Council Meeting
September 10	JazzFest
September 19	City Council Meeting
October 2011	State of the Arts Exhibit in the R. G. Endres Gallery
October 3	City Council Meeting
October 14	Artist reception in the R. G. Endres Gallery 6:00 - 8:00
October 17	City Council Meeting
November 2011	
November 7	City Council Meeting
November 21	City Council Meeting
November 24	City offices closed in observance of Thanksgiving
November 25	City offices closed in observance of Thanksgiving

December 2011 Richard Joslin watercolor exhibit in the R. G. Endres Gallery
December 5 City Council Meeting
December 9 Artist reception in the R. G. Endres Gallery
December 19 City Council Meeting
December 26 City offices closed in observance of Christmas

ANIMAL CONTROL COMMITTEE

AC96-04 Consider ban the dogs from parks ordinance (assigned 7/15/96)

COUNCIL COMMITTEE

COU2007-02 Consider Reducing size of Council & term limits for elected officials (assigned 1/8/2007)
COU2007-35 Consider reactivation of Project 190709: 83rd Street/Delmar Drainage Improvements
COU2007-40 Consider Code Enforcement - Interior Inspections (assigned 5/2/2007)
COU2007-74 Consider reactivation of Prairie Village Development Corporation (assigned 12/3/2007)
COU2008-67 Consider sidewalk policy relative to sidewalks (8200 Rosewood) (assigned 8/13/2008)
COU2008-75 Consider approval of a modification to Personnel Policy 910 regarding "comp time" (assigned 10/1/2008)
COU2009-14 Consider Project 190870: 2010 Street Resurfacing Program (assigned 1/13/2009)
COU2009-16 Consider Project 190876: 2010 CARS, 83rd Street Resurfacing from Nall Avenue to Roe Avenue (assigned 1/13/2009)
COU2009-26 Consider Project 190722: 2010 Storm Drainage Repair Program (assigned 2/6/2009)
COU2009-63 Consider Project 190866 - 75th Street Paving (assigned 6/10/2009)
COU2009-100 Consider Project 190728: Prairie Lane Drainage Project (assigned 10/14/2009)
COU2011-06 Consider new policy PP931 - Travel Policy and changes to PP930 - Expense Reimbursement (assigned 2/16/2011)
COU2011-11 Consider approval of the addition of Project 190662: Trail Project - Porter Park to 71st St to the 2011 CIP (assigned 3/14/2011)

PARKS AND RECREATION COMMITTEE

PK97-26 Consider Gazebo for Franklin Park (assigned 12/1/97)

PLANNING COMMISSION

PC2007-01 Study City zoning regulations to address those items identified by the Village Vision Strategic Investment Plan in 2007 (assigned 8/20/2007)
PC2008-02 Consider development of ordinances to support best practices for renewable energy and for green design related to residential and commercial building design (assigned 7/7/08)

PRAIRIE VILLAGE ARTS COUNCIL

PVAC2000-01 Consider a brochure to promote permanent local art and history (assigned Strategic Plan for the 1st Quarter of 2001)