

# CITY OF PRAIRIE VILLAGE

**April 15, 2013**

Council Committee Meeting 6:00 pm

City Council Meeting 7:30 pm



**COUNCIL COMMITTEE OF THE WHOLE**  
**Council Chambers**  
**April 15, 2013**  
**6:00 PM**

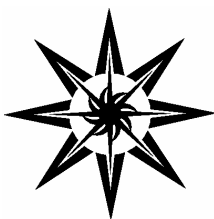
**AGENDA**

**CHARLES CLARK, COUNCIL PRESIDENT**

**AGENDA ITEMS FOR DISCUSSION**

- \*COU2013-13 Consider approval of an agreement with Mercer Group, Inc. to conduct the executive search for the Public Works Director position  
Quinn Bennion
  
- \*COU2013-14 Consider changes to City Council Policy: CP061 - Purchasing  
Lisa Santa Maria
  
- \*COU2013-15 Consider change to City Council Policy: CP056 - Financial Management Policies  
Lisa Santa Maria
  
- COU2013-12 Consider Significant Budget Items/Priorities  
Lisa Santa Maria & Quinn Bennion

**\*Council Action Requested the same night**



## ADMINISTRATION DEPARTMENT

Council Committee Meeting Date: April 15, 2013

Council Meeting Date: April 15, 2013

**\*COU2013-13: Consider approval of an agreement with Mercer Group, Inc. to conduct the executive search for the Public Works Director position**

---

### **MOTION**

Move the City Council approve the agreement with the Mercer Group, Inc. to provide Executive Search services for the Public Works Director position in the amount of \$15,000 and not-to-exceed \$8,000 in expenses and approve the allocation of funding from General Fund Contingency

**COUNCIL ACTION REQUESTED: APRIL 15, 2013**

### **RECOMMENDATION**

The Executive Selection Committee recommends Mercer Group, Inc. to conduct the executive search for the Public Works Director position.

### **BACKGROUND**

In February, City Council directed staff to hire an executive recruitment firm to assist with the selection of a new Public Works Director. The selection process was initiated with a Request for Proposal. The City received ten submittals resulting in a competitive process. The selection committee has been asked to recommend the recruitment firm, work through the recruitment process and eventually select the Public Works Director.

The committee consists of Mayor Shaffer, Laura Wassmer, Dale Warman, Ted Odell, Doug Brown (Public Works Director in Overland Park) and the City Administrator. The selection committee reviewed each response and considered the following criteria in ranking and selecting the firms:

- Ability to respond to the information requested in the RFP
- Ability to relate to Prairie Village and represent PV's needs
- Previous experience with Public Works Director searches
- Database of possible candidates / connections with Public Works Directors
- Cost of the service
- Proposed timeline
- Proposed process

The committee narrowed the responses to four firms for phone interviews. Based on the information provided and the interviews, the selection committee recommends Mercer Group, Inc. to conduct the executive search. Mercer Group, Inc. is familiar with Prairie Village and conducted the Police Chief and City Administrator searches in 2007.

### **FUNDING SOURCE**

General Fund Contingency

**ATTACHMENTS**

1. Agreement
2. Proposal Response
3. Updated Timeline

**PREPARED BY**

Jeanne Koontz  
Deputy City Clerk  
April 9, 2013

**VIII. ACCEPTANCE**

This proposal is accepted for the City of Prairie Village, Kansas, by:

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\* \* \* \* \*

## AGREEMENT

This AGREEMENT, made as of this \_\_\_ day of \_\_\_\_\_, 2013, by and between **THE MERCER GROUP, INC.** and the **CITY OF PRAIRIE VILLAGE, KANSAS**, a governmental corporation.

### WITNESSETH:

WHEREAS, the City of Prairie Village, Kansas, (hereinafter referred to as the "City") has made a request for proposals dated March 1, 2013, to hire an executive recruiter to conduct a search for a Public Works Director for the City, and

WHEREAS, The Mercer Group, Inc. (hereinafter referred to as "Mercer") has submitted a proposal in response to the City's request; and

WHEREAS, the City has selected Mercer's proposal as the proposal which best meets its needs and the City desires to hire Mercer to conduct the City's search for a new Public Works Director, and

WHEREAS, Mercer desires to assist the City in conducting the City's search for a Public Works Director.

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and the City hereby agree as follows:

1. Mercer agrees to provide services and support to the City in the conduct of the City's search for a Public Works Director. Mercer agrees to conduct the City's project in accordance with the scope of services outlined in its Proposal to the City dated March 20, 2013, in response to the City's request for proposal.

Mercer's proposal is incorporated by reference and thus made a part of this Agreement.

2. The City agrees to compensate Mercer for its services in the amount of \$15,000 for professional services and not-to-exceed \$8,000 in expenses, said expenses to cover three (3) trips to Prairie Village, lodging and per diem, telephone, correspondence, advertising, research, sourcing, reference and background investigation, data assemblage and report preparation and transmittal. Payments to Mercer are to be made as outlined on pages 9-10 of Mercer's proposal to the City.
3. The City and Mercer both agree that this Agreement shall be governed by the laws of the State of Kansas, and that the forum for any lawsuit brought by either party relating to this Agreement shall be the District Court of Johnson County, Kansas.

**Agreement, Continued:**

4. The City and Mercer both agree that in the event that any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of receipt of such notice.
5. The City and Mercer both agree that any amendments to this Agreement shall be made in writing, and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this Agreement.
6. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days written notice to the affected party. Should either party terminate this Agreement the City shall only be obligated to pay Mercer for those services already provided.

**CITY OF PRAIRIE VILLAGE,  
KANSAS**

BY: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**THE MERCER GROUP, INC.**

BY: \_\_\_\_\_  
James L. Mercer, CMC  
President/CEO

**CITY OF PRAIRIE VILLAGE, KANSAS  
PUBLIC WORKS DIRECTOR  
TENTATIVE DRAFT TIMELINE (Updated)**

Kickoff Interviews with Committee and others to be interviewed	April 16, 2013
Draft Recruitment Brochure to Committee for Review	April 24, 2013
Color Recruitment Brochure to Committee for Review	May 1, 2013
Access Data Base, Place Ads and Kick Off Search Process	April 24-30, 2013
Send Recruitment Brochure/Invitation Letter	May 2-3, 2013
Follow-up Telephone Calls	May 3-June 12, 2013
Cutoff Date for Receipt of Applications	June 12, 2013
Meet with Committee to Review Review Short List of Candidates	June 19, 2013
Conduct Reference and Background Checks	June 19-July 8, 2013
Send Interview Guide (Final Report) to Committee on Top 5 Candidates	July 15, 2013
Committee to Conduct Interviews on Top 4-6 Candidates	July 17-18, 2013
Make Selection	July 18, 2013
Negotiate Agreement	July 19-22, 2013
Selected Candidate On-Board	30 - 60 days later
Close off Search Process	Week of July 29, 2013





# The Mercer Group, Inc.

*Consultants To Management*

551 W. Cordova Road, #726

Santa Fe, New Mexico 87505

(505) 466 9500

FAX (505) 466-1274

E-mail: [jmerc@mercergroupinc.com](mailto:jmerc@mercergroupinc.com)

March 20, 2013

**VIA E-MAIL: [jhmundy@pvkansas.com](mailto:jhmundy@pvkansas.com) with "cc" to [qbennion@pvkansas.com](mailto:qbennion@pvkansas.com)**

Mr. Quinn Bennion, City Administrator

City of Prairie Village

7700 Mission Road

Prairie Village, KS 66208

Dear Mr. Bennion:

The Mercer Group, Inc. is most pleased to submit this proposal to assist the City of Prairie Village to recruit nationally and to develop exceptionally well-qualified candidates for the position of Public Works Director. We are most interested in assisting the City of Prairie Village with this critical project, and if selected to conduct the search, would have no difficulty beginning the project immediately and expediting our work to ensure a smooth process. The Mercer Group, Inc. has extensive experience in conducting public works director searches locally and nationally and in working with the City of Prairie Village on turn-key executive searches.

Thank you for the opportunity to respond to this important assignment. This proposal is valid for ninety (90) days from receipt by the City of Prairie Village. We are looking forward to discussing this proposal with you personally, and urge you to allow us to come to Prairie Village at our expense to do that. We can move very quickly to do so. Please call me at 505-466-9500 if you have any questions.

Sincerely yours,

**THE MERCER GROUP, INC.**

James L. Mercer, President/CEO  
Certified Management Consultant (CMC)

Enclosure

PINPOINTING WORKABLE SOLUTIONS FROM OUR OFFICES NATIONWIDE

[www.mercergroupinc.com](http://www.mercergroupinc.com)

## II. QUALIFICATIONS

The Mercer Group, Inc. is an independent management consulting firm incorporated in the State of Georgia and operating nation-wide. The firm was founded by James L. Mercer, a long-term public management consultant.

The Mercer Group, Inc. provides exceptionally high quality management consulting services to state and local governments, transit authorities, health care providers, utilities, special districts, and private sector clients. Specialty practice areas include: executive recruitment, organization and operations analysis, productivity improvement, strategic planning, management systems, compensation/classification/policy studies, privatization, budget evaluation services, government consolidation and organization development, training, and general management consulting. Our key consultants have conducted successful searches for hundreds of public sector organizations nationally and can offer numerous references as testimony of our work.

This important engagement will be conducted by Mr. James L. Mercer. Mr. Mercer has conducted or assisted in the conduct of more than 2000 successful executive searches in recent years. Mr. Mercer's resume is included below.

## III. PROJECT MANAGER INFORMATION

### James L. Mercer, President - Atlanta and Santa Fe Offices

Mr. Mercer holds a Master of Business Administration degree from the University of Nevada, Reno, and a Bachelor of Science degree in Industrial Management from the same institution. He has also received a Certificate in Municipal Administration from the University of North Carolina at Chapel Hill and is a graduate of the Executive Development Program at Cornell University. Mr. Mercer is a Certified Management Consultant (CMC) and has more than 25 years of experience in executive search and management consulting. He has authored or co-authored five books and has written more than 250 articles on various management topics. His experience covers the following functional areas: executive search, organization and operations analysis, management systems, productivity improvement, seminars/training, goal setting, strategic planning, privatization, government, consolidation, and general consulting.

Prior to founding The Mercer Group, Inc., Mr. Mercer held positions as President of Mercer, Slavin & Nevins, Inc.; Regional Vice President of Wolfe & Associates, Inc.; as Partner and Vice President of Korn/Ferry International; General Manager of Battelle Southern Operations; National Program Director for Public Technology, Inc.; and Assistant City Manager of Raleigh, North Carolina. He has also been President of James Mercer & Associates, Inc., and has served as Director of Government Consulting Services for Coopers & Lybrand in both the Southeast and Southwest, as well as Director of the Industrial Extension Division for Georgia Tech.

Mr. Clark Wurzberger and Ms. Prince-Mercer will be involved as needed.

#### IV. BRIEF EXPLANATION OF OBJECTIVES/APPROACH

##### A. Objectives

The objectives that we will meet in order to help find the best qualified candidates for the position are as follows:

- To conduct on-site needs assessment for the new Public Works Director.
- To develop a comprehensive position profile.
- To reconcile any differences in points of view with regard to specifications for the position.
- To encourage top level people to apply who would otherwise be reluctant to respond to an advertisement.
- To save a considerable amount of the Mayor's, Selection Committee's and staff's time in establishing a position profile and reviewing applicants.
- To comply with appropriate personnel regulations and state laws (i.e., EEO, Affirmative Action and ADA).
- To independently and objectively assess the qualifications and suitability of candidates for the positions.
- To recommend a pool of finalist candidates to the Mayor and Selection Committee.
- To coordinate finalist candidate interviews with the Mayor and Selection Committee.
- To mail an information packet supplied by the Mayor and Selection Committee to all qualified applicants.
- To respond to all candidate inquiries and produce all correspondence throughout the search.
- To preserve the confidentiality of inquiries to the degree possible under Kansas law.
- To assist the Mayor and Selection Committee in reaching a final decision.
- To assist in negotiating a compensation package with the successful candidate on behalf of the Mayor and Selection Committee.
- To assist the Mayor and Selection Committee in establishing criteria for evaluating the new Public Works Director's performance.
- To follow-up with the Mayor and Selection Committee and the new Public Works Director during the first year to determine if adjustments need to be made.
- To keep the Mayor and Selection Committee closely involved in key decisions and informed of our progress.

##### B. Approach/Work Plan

Our approach and style are interactive. We recommend a seven (7)-step search process as follows:

- Position Analysis — We will define work relationships, job qualifications and requirements for the position — the "Position Profile".
- Recruitment Process — We will recruit regionally and nationally for the position and network to locate qualified candidates.
- Resume Review — We will identify qualified candidates.
- Candidate Screening — We will thoroughly screen prospective candidates.
- Background Investigation — We will thoroughly evaluate prospective candidates.
- Interview Process — We will make recommendations and assist in selection.
- Negotiation and Follow-up — We will facilitate employment and follow-up to

ensure complete integrity of the process.

## V. REFERENCES

Mr. Robert Layton, City Manager  
City of Wichita; population: 357,698  
455 N Main Street  
Wichita, KS 67202  
316-268-4351  
[RLayton@wichita.gov](mailto:RLayton@wichita.gov)  
Director of Public Works and Utilities Search; Assistant Director of Public Works and Utilities

Ms. Michele Bechhold, Senior Human Resources Officer  
City of Fayetteville; population: 73,580  
113 W Mountain  
Fayetteville, AR 72701  
479-575-8314  
[mbechhold@ci.fayetteville.ar.us](mailto:mbechhold@ci.fayetteville.ar.us)  
Water and Sewer Operations Manager Search

Mr. Jeff Pomeranz, City Manager  
City of Cedar Rapids; population: 128,056  
3851 River Ridge Road, NE  
Cedar Rapids, IA 52401  
319-286-5080  
[citymanager@cedar-rapids.org](mailto:citymanager@cedar-rapids.org)  
Various Searches

Mr. Andrew Quigley, Interim Assistant City Manager  
City of Tucson; population: 520,585  
255 W Alameda, City Hall - 10th Floor  
Tucson, AZ 85071  
520-791-4204  
[Andrew.Quigley@tucsonaz.gov](mailto:Andrew.Quigley@tucsonaz.gov)  
Tucson Water Director Search

Mayor Tom Beehan  
City of Oak Ridge; population: 27,378  
200 W Tulane Avenue  
Oak Ridge, TN 37830  
865-425-3432  
[tbeehan@corn.org](mailto:tbeehan@corn.org)  
City Manager Search

Mr. Randy Reid, County Administrator  
Sarasota County; population: 379,448  
1660 Ringling Blvd  
Sarasota, FL 34236

941-861-5111

[rreid@scgov.net](mailto:rreid@scgov.net)

County Administrator Search

Mr. Quinn Bennion, City Administrator  
City of Prairie Village; population: 20,511  
7700 Mission Road  
Prairie Village, KS 66208  
913-385-4601

[qbennion@pvkansas.com](mailto:qbennion@pvkansas.com)

City Administrator Search; Police Chief Search

## VI. PROCESS AND TENTATIVE TIMELINE

### 1. Position Analysis

We will have extensive consultation with the Mayor and Selection Committee (Committee), other City staff and local leaders selected by them, as well as other individuals or groups (if you wish) to determine the City's vision/mission, goals and objectives, the needs and issues, requirements of the job, and to obtain information about the environment within which the position functions. In addition, we will spend a considerable amount of time at the beginning of the process in the City of Prairie Village in order to determine the level of experience and training needed.

During this process, we will initiate individual interviews with the Committee, citizen organizations, department heads and key staff, and others of your choice to identify expectations, perceptions, and concerns regarding the position.

Based on those meetings, we will prepare a draft position profile and review it with the Committee in order to arrive at a general agreement regarding the specifications for the position. The final position profile will include information about the City of Prairie Village, the community, major issues to be faced, the position, and the selection criteria established.

### 2. Recruitment Process

Because we have recently completed similar searches, we will first review our database to determine those candidates whom we may already know and/or already have on file who may meet the City's specifications.

Although this process is valuable, we will rely most heavily on our own contacts in the public works director field and on our own experience. In other words, through "networking", we will conduct a nation-wide professional search for the best qualified candidates and invite them to apply for the position.

We will provide the Committee with several advertising alternatives with varying degrees of cost and their associated benefits. Based on our discussions with the Committee, we will place ads in professional journals, at online websites which directly target people in the public works field, and in various minority and women's publications to encourage applicants to apply.

### 3. Resume Review

We will review and analyze each applicant's background and experience against the position

description criteria. We will acknowledge all resumes received and keep candidates informed of their status.

#### **4. Candidate Screening**

Criteria for the preliminary screening will be contained in the approved "Recruitment Profile". They may include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resumes and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the Recruitment Profile.

We will be responsible for screening the applications received. This initial screening will be conducted by telephone and/or interactive video with the prospective candidate. We will conduct interviews with references who may know the candidate's background and expertise by telephone. Where feasible, we will also conduct personal interviews with top candidates.

Once the initial screening is completed, we will select the prospective candidates who most closely match the criteria established by the Committee. The output of this step in the process will be a matrix display of the top candidates showing how each rates against the selection criteria established by the Committee. This matrix will be reviewed with the Committee in group meetings and guidance obtained prior to proceeding. One contingency here is that the Committee may not approve of any of the candidates. If that should occur, we would, of course, keep searching until the City of Prairie Village's needs are clearly met.

After review by the Committee, we will personally interview each using various interview techniques. We will closely examine their experience, qualifications and achievements in view of the selection criteria and our professional expertise in evaluating the quality of such qualifications and achievements.

We also request that all candidates provide us, in writing, substantial information about their accomplishments and their management style and philosophy. This information will be verified and, at the Committee's option, may be further tested by having the finalists complete management and leadership style inventories. We interpret these instruments for the Committee, as well.

#### **5. Background Investigations**

As part of our process in evaluating top candidates, we make detailed and extensive reference checks. In conducting these, it is our practice to speak directly to individuals who are now or have previously been in a position to evaluate the candidates' job performance.

We ask each candidate to provide us with a large number of references. We then network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates. We also verify past employment difficulties, if any, including reasonable due diligence on any legal action filed against current or former employers.

As part of our evaluation process, we verify undergraduate and graduate college degrees. We arrange for credit checks, criminal checks, and, as an additional option, can arrange for psychological (or similar) testing of the candidates that may be desired. As a part of this project we can provide the results of a Teleometrics Management Style Inventory on the finalist candidates. We can also

conduct a Myers-Briggs analysis of the team with the new team member for team building purposes. (These may be extra cost items.) We will recommend background investigation criteria to the Committee which will make the final decision on the specifics of the background check.

#### **6. Interview Process**

Based on the preceding steps, a recommended list of finalists for the positions of Public Works Director will be compiled. We will prepare a written summary on each finalist. The information will cover, but not be limited to, 1) present position, 2) total years experience, 3) salary requirements, 4) education, 5) previous positions held, 6) notable projects, 7) management style, 8) skills and abilities, 9) interests, and 10) professional goals.

This information will be presented to the Committee in a detailed written format combined with the results of the background investigation and candidate screening. We will make a recommendation on a group of five (5) to seven (7) finalists. The Committee shall make the final decision on which and how many candidates will be interviewed.

Our report will be presented in a meeting with the Committee in which we will discuss our recommendations and provide background information, sample questions and a rating form for the interviews. We can also assist the Committee at no extra charge in conducting targeted selection and/or simulation processes with finalists, if desired. In particular, we will explain which, if any, of the applicants specifically meet the total criteria established by the Committee or whether the final group simply represents the best available talent.

We will also provide the Committee with our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews with the finalists. We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate role for spouses, receptions, etc. We will arrange schedules for top candidate interviews with the Committee and will coordinate the process.

#### **7. Negotiation and Follow-up**

We will also assist in the negotiation process relative to salary, benefits and other conditions of employment. We feel that we can be especially helpful because we have proposed a fixed fee rather than one based on a percentage of salary. One contingency here is that an agreement may not be able to be arranged. If that is the case, we will work with the Committee to select an alternate candidate.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of the Committee and that any public statement should come directly from the Committee. We will maintain confidentiality of candidate information, to the degree possible, under Kansas law.

Finally, we will notify by letter all unsuccessful candidates who were not recommended for interview with the Committee of the final decision reached. We suggest, however, that it is more proper for the Committee to directly notify all unsuccessful candidates whom they interviewed of the final result.

Once the new Public Works Director has been on board for 30 days or so, we will conduct a session with the Committee and with the new Public Works Director in order to establish mutual performance criteria and goals for the position. In this regard, we will work with the Committee to define the role of the new Public Works Director within the City of Prairie Village.

We will follow-up periodically with the Committee and the new Public Works Director during the first year in order to make any adjustments that may be necessary.

We will keep the Committee closely informed and involved in decisions concerning the search process at all times. We will prepare and send to the Committee weekly e-mail updates and a formal progress report at the mid-point of the search. These reports will contain a progress report on the recruitment and specific steps to be taken to meet the Committee's deadlines and an itemization of expenses incurred-to-date and expected to be incurred during each succeeding project step.

Support from the Committee will be needed, as follows:

- Arranging interviews with the Committee and key City staff
- Providing budget, organization charts and other documents
- Place of contact for the search
- Processing invoices for payment

**CITY OF PRAIRIE VILLAGE, KANSAS  
PUBLIC WORKS DIRECTOR  
TENTATIVE DRAFT TIMELINE**

Kickoff Interviews with Committee and others to be interviewed	March 26-27, 2013 (as needed)
Draft Recruitment Brochure to Committee for Review	April 5, 2013
Color Recruitment Brochure to Committee for Review	April 11, 2013
Access Data Base, Place Ads and Kick Off Search Process	April 11-14, 2013
Send Recruitment Brochure/Invitation Letter	April 12-15, 2013
Follow-up Telephone Calls	April 12-May 23, 2013
Cutoff Date for Receipt of Applications	May 23, 2013
Meet with Committee to Review Review Short List of Candidates	May 29, 2013
Conduct Reference and Background Checks	May 31-June 12, 2013
Send Interview Guide (Final Report) to Committee on Top 5 Candidates	June 14, 2013
Committee to Conduct Interviews on Top 4-6 Candidates	June 17-18, 2013



Make Selection (Appointment by Mayor & City Council)	June 26, 2013
Negotiate Agreement	June 27-30, 2013
Selected Candidate On-Board	30 - 60 days later
Close off Search Process	Week of July 8, 2013

**VII. UNIQUE/INNOVATIVE APPROACHES**

We reach out directly to individuals in the field, former placement and professional associations which include/involve management level public works personnel and access social networking sites. Our firm uses Assessment Centers, the Myers-Briggs Type Indicator program and Teleometrics Management Style Inventory. We also make extensive use of interactive video to interview and evaluate candidates.

Making extensive use of the Internet and interactive video can also be used as an expense saving method. We would like to talk with the Committee about the advantages of this approach.

**VIII. COST PROPOSAL**

Our fee for the services outlined is \$16,500 plus not-to-exceed expenses of \$8,000. Because the City of Prairie Village is a repeat client we will discount the \$16,500 fee by \$1,500 so that the fee to conduct this search will be \$15,000 plus \$8,000 in not-to-exceed expenses. Items typical of a similar search with their approximate costs are broken down as follows:

Position Analysis . . . . .	\$ 2,000
Outreach Campaign . . . . .	2,000
Resume Review . . . . .	1,750
Candidate Screening . . . . .	4,500
Background Investigation . . . . .	4,750
Interview Process . . . . .	1,000
Negotiation and Follow-up . . . . .	<u>500</u>
<b>TOTAL FEE . . . . .</b>	<b>\$16,500</b>
<b>DISCOUNT ON SEARCH . . . . .</b>	<b>\$1,500</b>
<b>TOTAL FEE FOR SEARCH . . . . .</b>	<b>\$15,000</b>

Expenses, not-to-exceed out-of-pocket in the amount of \$8,000.00 are for consultant travel, lodging and per diem, telephone, correspondence, advertising, research, sourcing, reference and background investigation, data assemblage and report preparation.

Because of our other ongoing consulting and search work and our experience, expenses should be kept to a minimum. The cost for final candidates to travel to interview with the Committee is not included. Such costs are typically paid by the client on a reimbursement basis, directly to the candidates. These costs are extremely difficult to estimate because they depend on where the candidates are located. Typically, out-of-state costs run about \$750 to \$1,000 per person.

The City of Prairie Village's liability to The Mercer Group, Inc. for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by the Committee in writing.

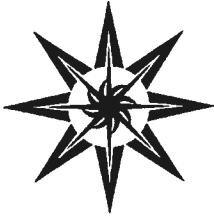
We will submit regular invoices for fees and expenses. It is our practice to bill one-third at the start of the search, one-third upon delivery of the semi-finalist application materials, and one-third upon delivery of the Final Report (Interview Guide with candidates' materials). Each invoice is due and payable upon receipt for professional services.

We will comply with all applicable laws, rules and regulations of federal, state and local government entities.

Our ability to carry out the work required will be heavily dependent upon our past experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out the engagement. The results obtained, our recommendations and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Kansas.



## FINANCE COMMITTEE

Council Meeting Date: April 15, 2013  
Committee Meeting Date: April 15, 2013

**\*COU2013-14: Consider changes to City Council Policy: CP061- Purchasing**

---

### RECOMMENDATION

Finance Committee Recommends the City Council approve the changes to City Council Purchasing Policy - CP061. The amended policy changes the requirements for any singular item purchase from \$2,000 to \$2,500.

### SUGGESTED MOTION

Recommend the City Council approve the changes to City Council Purchasing Policy - CP061.

### BACKGROUND

The Finance Committee discussed at the April 9<sup>th</sup> meeting increasing the dollar amount on expenditures requiring purchase orders from \$2,000 to \$2,500.

Changing the purchase order limit allows the limit on Purchasing Cards (Pcards) to be increased from \$2,000 to \$2,500. Purchases made on Pcards save the City on processing and handling costs. The transactional, or process cost, of using a traditional procure-to-pay process—often involving a purchase order, invoice and check payment—is the same regardless of the dollar amount of the purchase. In other words, the process cost of a \$25 purchase is the same as a \$10,000 purchase. Often, the process cost exceeds the value of the item being acquired (e.g., the cost to acquire a \$25 wrench may exceed \$100). Estimates of the process cost of the traditional process range from \$50 to \$200. Overall, P-Cards provide a means for streamlining the procure-to-pay process, allowing the City to procure goods and services in a timely manner, reduce transaction costs, track expenses, take advantage of supplier discounts, make purchasing and/or accounts payable department more efficient and reduces or eliminates petty cash.

The City receives an annual rebate from UMB Bank on all purchases made on the Pcard. The 2012 rebate was \$715.69.

The bid requirement for a single item was also changed from \$2,000 to \$2,500 to be in line with the Purchase Order and Pcard limits.

## **FUNDING SOURCE**

No funding source needed

## **ATTACHMENTS**

- City Council Policy: COP61 - Purchasing, effective December 20, 1999
- City Council Policy: COP61 - Purchasing, effective April 15, 2013

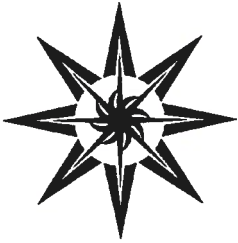
---

### **PREPARED BY:**

Lisa Santa Maria

Finance Director

Date: April 11, 2013



## City Council Policy: CP061 - Purchasing

Effective Date: April 15, 2013

Amends: CP061 - Purchasing, December 20, 1999

Approved By: City Council

---

### 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 ~~\$2,000~~ **\$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 ~~\$2,000~~ **\$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 ~~\$2,000~~ **\$2,500**.
2. For any single item expenditure of ~~\$2,000~~ **\$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 ~~\$2,000~~ **\$2,500**.
2. Monthly or regular expenditures for contractual agreements such as, but not limited to, the following:
  - a.) Lease agreement payments

## CP061 - Purchasing

---

- b.) Utility payments Debt service payments
- c.) Payroll liability payments
- 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 ~~\$2,000~~ \$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.



## FINANCE COMMITTEE

Council Meeting Date: April 15, 2013  
Committee Meeting Date: April 15, 2013

**\*COU2013-15: Consider change to City Council Policy: CP056- Financial Management Policies**

---

### RECOMMENDATION

Finance Committee Recommends the City Council approve the change to City Council Financial Management Policy - CP056 (page 4). The amended policy changes the capitalization threshold (Fixed Assets) from \$1,000 to \$5,000.

### SUGGESTED MOTION

Recommend the City Council approve the changes to City Council Financial Management Policies - CP056.

### BACKGROUND

The Finance Committee discussed at the April 9<sup>th</sup> meeting increasing the capitalization threshold on items with a useful life of greater than one year from \$1,000 to \$5,000.

The Governmental Accounting, Auditing, and Financial Reporting (GAAFR) guidelines recommend a minimum \$5,000 capitalization threshold.

Changing the capitalization threshold will affect which items are considered Fixed Assets.

### FUNDING SOURCE

No funding source needed

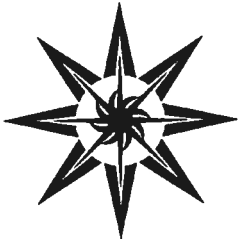
### ATTACHMENTS

- City Council Policy: COP56 - Financial Management Policies, effective February 21, 2009
  - City Council Policy: COP56 - Financial Management Policies, effective April 15, 2013
- 

### **PREPARED BY:**

Lisa Santa Maria  
Finance Director

Date: April 11, 2013



## City Council Policy: CP056 - Financial Management Policies

Effective Date: April 15, 2013

Amends: CP056 - Financial Management Policies, September 21, 2009

Approved By: Governing Body

---

### 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 Polices

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.
-



## 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

---

- 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

## CP056 - Financial Management 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 \$1,000 **\$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

## CP056 - Financial Management Policies

---

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

**Significant Budget Proposals  
Proposed 2014 Budget**

The Significant Budget Proposals list has been updated to reflect Council action (votes) taken at the March 18, 2013 Council Committee of the Whole meeting. The following Significant Budget Proposals have been identified for discussion during the 2014 Budget process by Council and staff.

Item	Description	Background / Description of Project	Estimated Budget Amount	Council Meeting Discussion
			2014	
A 2	Develop a plan for parks funding and more park/green space (Parks Master Plan)	Discussed by Finance, Council and Parks and Rec Committee. Sales tax initiative not pursued in 2012. Staff and Parks and Rec Committee are recommending adding projects. Staff anticipates parks funding to be between \$200,000 - \$300,000 annually in the CIP budget for several years. More information and a presentation will occur in May from the Parks and Rec Committee.	\$ (250,000)	20-May-13
A 3	Address Emerald Ash Borer infestation	Currently being researched. The Tree Board discussed this item in January and will provide a recommendation in the coming months.. There needs to be a decision to treat and / or remove street trees.  Contract to remove trees depends on the dbh (thickness) of the tree. Prices vary from \$140-\$1215. The average of the cost of arterial avenues and minor streets is \$575. For 737, trees that is \$423,775 total. This is also assuming our 2013 contract agreement rate.  The cost for a single treatment on average is \$87.02 (using city labor). Because the treatment works for two years the true annual cost is \$43.51 per tree or \$33,540.87 a year excluding admin and training costs.  The estimate represents spreading the cost over 5 years.	\$ (50,000)	1-Apr-13
A 4	Rental licensing program enhancement and home ownerships initiatives	Estimated cost includes a staff position for inspection and program administration. There is also a one-time cost for a vehicle and other equipment. Cost could be offset with a fee increase. There are currently 800 rental properties license.	\$ (65,000)	20-May-13
A 7	Comprehensive Compensation Study	Recommended if Council desires to review employee salary and benefits structure. Full study includes pay, insurance and retirement plans.	\$ (30,000)	15-Apr-13

**Significant Budget Proposals  
 Proposed 2014 Budget**

A 8	Pool closing on weekdays after start of school	<p>Closing the pool Mon-Thurs after the start of schools, would save wages of concession and life guards less lost revenue. Council Committee reviewed recently and did not pursue.</p> <table border="1" data-bbox="825 272 1623 690"> <thead> <tr> <th></th> <th>Members</th> <th>Drop-in</th> <th>Total Attendance</th> <th>Gate Revenue</th> </tr> </thead> <tbody> <tr> <td>Week 1 M-Th 2012</td> <td>295</td> <td>121</td> <td>416</td> <td>\$ 624.00</td> </tr> <tr> <td>Week 2 M-Th 2012</td> <td>428</td> <td>99</td> <td>527</td> <td>\$ 494.00</td> </tr> <tr> <td>Week 3 M-Th 2012</td> <td>534</td> <td>142</td> <td>676</td> <td>\$ 696.00</td> </tr> <tr> <td><b>Total 2012</b></td> <td><b>1257</b></td> <td><b>362</b></td> <td><b>1619</b></td> <td><b>\$ 1,814.00</b></td> </tr> <tr> <td>Week 1 M-Th 2011</td> <td>442</td> <td>119</td> <td>561</td> <td>\$ 610.00</td> </tr> <tr> <td>Week 2 M-Th 2011</td> <td>503</td> <td>138</td> <td>641</td> <td>\$ 658.00</td> </tr> <tr> <td>Week 3 M-Th 2011**</td> <td>0</td> <td>0</td> <td>0</td> <td>\$ -</td> </tr> <tr> <td><b>Total 2011</b></td> <td><b>945</b></td> <td><b>257</b></td> <td><b>1202</b></td> <td><b>\$ 1,268.00</b></td> </tr> <tr> <td>Week 1 M-Th 2010</td> <td>435</td> <td>169</td> <td>604</td> <td>\$ 880.00</td> </tr> <tr> <td>Week 2 M-Th 2010</td> <td>189</td> <td>111</td> <td>300</td> <td>\$ 552.00</td> </tr> <tr> <td>Week 3 M-Th 2010*</td> <td>204</td> <td>47</td> <td>251</td> <td>\$ 224.00</td> </tr> <tr> <td><b>Total 2010</b></td> <td><b>828</b></td> <td><b>327</b></td> <td><b>1155</b></td> <td><b>\$ 1,656.00</b></td> </tr> <tr> <td colspan="5">*Closed one day</td> </tr> <tr> <td colspan="5">** Pool Closed 8 days early at the advice of the Johnson County Health Department</td> </tr> </tbody> </table>		Members	Drop-in	Total Attendance	Gate Revenue	Week 1 M-Th 2012	295	121	416	\$ 624.00	Week 2 M-Th 2012	428	99	527	\$ 494.00	Week 3 M-Th 2012	534	142	676	\$ 696.00	<b>Total 2012</b>	<b>1257</b>	<b>362</b>	<b>1619</b>	<b>\$ 1,814.00</b>	Week 1 M-Th 2011	442	119	561	\$ 610.00	Week 2 M-Th 2011	503	138	641	\$ 658.00	Week 3 M-Th 2011**	0	0	0	\$ -	<b>Total 2011</b>	<b>945</b>	<b>257</b>	<b>1202</b>	<b>\$ 1,268.00</b>	Week 1 M-Th 2010	435	169	604	\$ 880.00	Week 2 M-Th 2010	189	111	300	\$ 552.00	Week 3 M-Th 2010*	204	47	251	\$ 224.00	<b>Total 2010</b>	<b>828</b>	<b>327</b>	<b>1155</b>	<b>\$ 1,656.00</b>	*Closed one day					** Pool Closed 8 days early at the advice of the Johnson County Health Department					\$ 8,000	
	Members	Drop-in	Total Attendance	Gate Revenue																																																																											
Week 1 M-Th 2012	295	121	416	\$ 624.00																																																																											
Week 2 M-Th 2012	428	99	527	\$ 494.00																																																																											
Week 3 M-Th 2012	534	142	676	\$ 696.00																																																																											
<b>Total 2012</b>	<b>1257</b>	<b>362</b>	<b>1619</b>	<b>\$ 1,814.00</b>																																																																											
Week 1 M-Th 2011	442	119	561	\$ 610.00																																																																											
Week 2 M-Th 2011	503	138	641	\$ 658.00																																																																											
Week 3 M-Th 2011**	0	0	0	\$ -																																																																											
<b>Total 2011</b>	<b>945</b>	<b>257</b>	<b>1202</b>	<b>\$ 1,268.00</b>																																																																											
Week 1 M-Th 2010	435	169	604	\$ 880.00																																																																											
Week 2 M-Th 2010	189	111	300	\$ 552.00																																																																											
Week 3 M-Th 2010*	204	47	251	\$ 224.00																																																																											
<b>Total 2010</b>	<b>828</b>	<b>327</b>	<b>1155</b>	<b>\$ 1,656.00</b>																																																																											
*Closed one day																																																																															
** Pool Closed 8 days early at the advice of the Johnson County Health Department																																																																															
A 10	Accelerate Street Maintenance	Accelerate street maintenance with a bond issue or a mill levy increase. With the current assessed valuation estimate for 2012, 1 mill would raise \$282,170.	\$ -	1-Apr-13																																																																											
A 11	Video System - Police Department	<p>Replacement units for in-car video/audio systems.</p> <p>13 units - \$78,000                      13 installations - \$5,200</p> <p>Total = \$83,200</p>	\$ (83,200)	17-Jun-13																																																																											
A 12	Mill levy increase	This is an option even though the preference is not to. With the current assessed valuation estimate for 2012, 1 mill would raise \$282,170.	\$ 282,170	3-Jun-13																																																																											
				ongoing																																																																											



**Significant Budget Proposals  
Proposed 2014 Budget**

B 2	Evaluate Community Program budgets	Village Fest - \$16k, Environmental Committee - \$8k, Arts Council - \$13.5k and Sister City - \$4k	\$ -	6-May-13
B 24	Employee Merit Pool for 2014	The 2014 Budget will include a merit increase for employees. A smaller or elimination of the increase results in lower increases in FICA, retirement, etc., \$80,000 per 1% of salary. Eliminating the employee merit pool will have negative impact on morale and recruitment.	\$ -	3-Jun-13
B 25	Employee Appreciation Events	<p>The City holds an Annual Employee Appreciation Event to recognize employees for their hard work and dedication. The following are invited: full-time employees, crossing guards, bailiff, mayor and council members. Each person is allowed to bring one guest. The cost also includes the purchase of gift certificates for police officers who are required to work the night of the event and cannot attend.</p> <p>Employee Appreciation Events                  2012 Sporting KC \$10,452, 146 attendance                  2011 Royals \$6,665, 108 attendance                  2010 New Theatre \$8,599, 109 attendance</p> <p>2013 budget = \$15,000                  2012 actual = \$15,399 – the expenditures include the appreciation event, holiday lunch and milestone anniversary recognition.</p> <p>Other options discussed previously: New Dinner Theatre, bowling, Worlds of Fun, Starlight Theater, Country Club Dinner</p>	\$ -	1-Apr-13
B 28	Discuss lump sum merit awards	<p>No "one-time" payment for employees at max of range for performance review.</p> <p>At the end of 2012, only one employee received a lump-sum payment for their employee performance evaluation. The payment was a result of their base salary + performance increase being higher than the top of the range. Budget impact in 2012 of \$140.00. There are five employees currently within 2% of their range maximum.</p>	\$ -	1-Apr-13
B 29	Health Insurance Premiums	Employees pay a greater portion of health insurance premiums	\$ -	15-Apr-13
B 50	Treasurer Position	The Treasurer position is a standing appointment and the Mayor desires to continue that appointment. This position provides additional review of City financial activity. This item has been removed from budget consideration.	\$ <del>5,040</del>	

Significant Budget Proposals  
 Proposed 2014 Budget

**Removed from A List - not a part of 2014 budget process**

A 1	Community Center Feasibility Study	Determine what additional action is needed. If Council wants to proceed, additional project funds will be needed in the CIP budget. At the 03/4/13 meeting, Council voted to not pursue further action at this time.	\$ -
A 5	Review necessity of pet licenses / enumeration	Explore revenue and cost of administering animal licensing program and enumeration. Also discuss the benefits and drawbacks of licensing pets. Savings would be nominal, but would enable staff to focus on other priorities. Will be explored in 2013, but will not affect 2014 budget preparation. This item has been added to the Council's priority initiative list.	\$ -
A 6	Explore the purchase of the city's street light and /or traffic signal system	Currently KCPL owns the street lights and signal systems. The city pays an annual tariff for the use. Several neighboring cities have found it cost effective (long term) to purchase these systems through the issue of bonds. This item will be explored in 2013, but will not affect the 2014 budget preparation. This item is already included on the Council's budget priority list.  <b>2013 Budget:</b> Street lights - \$690k Traffic signals - \$680k	\$ -
A 9	WC Insurance Coverage	Explore joining KERIT instead of traditional Worker's Compensation coverage. Kerit is first dollar coverage with no deductibles. Savings amount reflects transferring to KERIT and cancellation penalty. The Insurance Committee explored the possibility of joining the KERIT insurance pool for workers comp insurance on three occasions and has not recommended a change. This item has been added to the Council's priority initiative list.	\$ 30,000



# 2014 BUDGET

Compensation & Benefits



## Significant Budget Items – Discussion 04/15

---

- A7 – Comprehensive compensation study
- B29 – Health insurance premiums



## Discussion Points

---

- Example of salary ranges.
- How salary ranges were determined prior to 2007.
- 2006 FBD compensation study.
- Health insurance costs and comparisons.



# Examples of Salary Ranges

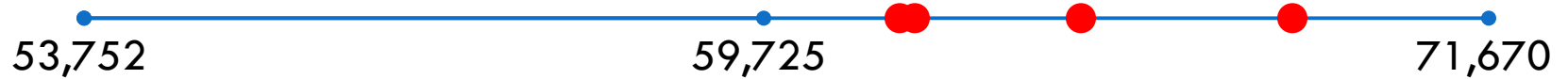
Court Clerk A



Maintenance Worker



Police Corporal



● Represent an actual employee salary.



## Prior to 2007

---

- MARC Salary Survey used to establish ranges.
  - Minimum and maximum determined based on the average of other Johnson County municipalities.
  - If average minimum/maximum increased, then minimum/maximum increased.
  - If average minimum/maximum decreased, range stayed the same.



## FBD Study

---

- Completed in 2006 for 2007.
- Cost of FBD study: \$29,857.
- Process/Study took over one year to complete.
- Comparison of compensation & benefits.
- Provided recommendations based on survey data.
  - ▣ Salary Ranges
  - ▣ Health & Welfare Benefits
- Position description review.



# Comparison Municipalities - Benefits

- Gardner
- Bonner Springs
- Grandview
- Overland Park
- Olathe
- Raytown
- Kansas City, Missouri
- Johnson County
- Wyandotte County
- Leawood
- Jackson County
- Shawnee
- Lenexa
- Private Sector

\* Determined by FBD, Governing Body and City Administration.



# Comparison Municipalities - Compensation

- Bonner Springs
- Gardner
- Grandview
- Jackson County
- Johnson County
- Kansas City, Kansas
- Kansas City, Missouri
- Leawood
- Lenexa
- Merriam
- Olathe
- Overland Park
- Raytown
- Roeland Park
- Shawnee
- Westwood
- Wyandotte County
- Private Sector
- Regional & National Data

\* Determined by FBD, Governing Body and City Administration.





## FBD Study Recommendations

- ✓  Adjustment of pay ranges based on market reference point (MRP); initial cost of \$46,490 to 'bring-to-minimum'.
- ✗  Increase life insurance benefit for non-commissioned employees.
- ✗  Increase vacation benefit.
- ✓ ✗  Offer paid military leave.
- ✗  Decrease employee family medical coverage cost.



# FBD Recommendations – Salary Ranges

- ✓ □ Ranges for the following positions were adjusted to meet specific market considerations:
  - Standard - 80/120
  - Public Safety
    - Police Officer - 80/125
    - Dispatcher - 85/130
    - Corporal - 90/120
    - Sergeant - 90/120
  - Public Works
    - Laborer - 85/120
    - Maintenance Worker - 85/120
    - Senior Maintenance Worker - 85/120
- ✓ □ A & B ranges created for positions in which survey showed a decrease.



# FBD Recommendations – Salary Ranges

---

- ✓ □ Police Officer Step System
  - Merit based system for Police Officers under the midpoint of the salary range.
  - Initial cost of \$7,100 in 2007.
  - Employee ‘Exceeds Expectations’ – 2/3 steps.
  - Employee ‘Below Expectations’ – 0 steps.
- Discontinued in 2011.



## FBD Recommendations – Council Adopted

---

- ✓  Change in salary ranges.
- ✓  Police Officer Step System.



# Historical Salary Range Adjustments

Year	% Increase	Source
2013	2.00	Indexes*
2012	1.00	Indexes*
2011	1.00	Indexes*
2010	1.75	Indexes*
2009	2.30	FBD
2008	2.60	FBD
2007	2.60	FBD
2006	Varied	MARC
2005	Varied	MARC

\* CPI, Social Security COLA, Employment Cost Index & Comparative Cities.



# Average Performance Increase

Year	% Increase
2013	1.99
2012	0.00*
2011	2.95
2010	1.95
2009	4.18
2008	5.86

\* Lump-sum merit payment; base salary did not change.



## A7 – Comprehensive Compensation Study

---

- Questions?
- Discussion?



# Health Insurance Cost Sharing

---

- Current cost sharing determined on 'Base' plan.
  - ▣ Employee – 100% City share
  - ▣ Employee +1 – 83% City share
  - ▣ Family – 75% City share
- Same dollar amount paid towards other health insurance plans by coverage level.





# Monthly Health Insurance Plan Costs

Base Plan (PPO)	EE Cost	City Cost	Total
Employee	0	399	399
Employee +1	164	801	965
Family	355	1,068	1,423

HMO	EE Cost	City Cost	Total
Employee	33	399	432
Employee +1	245	801	1,046
Family	474	1,068	1,542



# Monthly Health Insurance Plan Costs

High-Deductible/HSA	EE Cost	City Cost	Total
Employee	0	399	399*
Employee +1	37	801	838
Family	170	1,068	1,238

\* Employee receives \$52.41 contribution to HSA

Buy-Up Plan (PPO)	EE Cost	City Cost	Total
Employee	132	399	531
Employee +1	484	801	1,285
Family	826	1,068	1,894



# Annual City Cost for Health Insurance

---

Coverage Level	Annual City Cost (\$)
Employee	4,786
Employee +1	9,616
Family	12,812



# Claims by Enrollment Type

	# of Employees	Claims Paid (\$)	Claims per EE (\$)
Employee	57	186,888	3,279
Employee +1	11	104,401	9,491
Family	37	446,709	18,272
Total	105	737,998	7,029



## Additional Items...

---

- Under State statute, City is required to offer coverage to retirees until age 65; retiree rate is 100% or 125% of total premium cost.
- Increasing the cost of employee coverage could create disincentive to elect coverage.
- If covered employees drop below 100, providers could require individual underwriting leading to higher premiums.
- Charging for employee coverage could lead to administrative burden under Affordable Care Act.



# Health Insurance Renewal Schedule

---

- August 2013 – Set 2014 budget
- October 2013 – Renewal process
- November 2013 – Select plans/provider
- November 2013 – Make plan changes to fit to budget, if necessary
- November 2013 – Open enrollment
- January 2014 – Start new plan year



# Johnson County Health Insurance Comparison

Monthly City Cost – 2012	Plan Type	Employee		Employee +1		Family	
		%	\$	%	\$	%	\$
Fairway	HMO	80	355	80	841	80	941
Gardner	HSA	100	375	80	690	80	810
Johnson County	HSA	96	429	92	828	92	1,276
Leawood	PPO	94	369	80	626	75	825
Merriam	POS	87	392	80	698	80	1,013
Mission	POS	83	418	83	895	83	1,155
Olathe	HSA	95	416	84	832	85	1,186
Overland Park	PPO	95	422	87	818	86	1,110
<b>Prairie Village</b>	<b>PPO</b>	<b>100</b>	<b>399</b>	<b>83</b>	<b>801</b>	<b>75</b>	<b>1,068</b>
Roeland Park	PPO	100	421	100	972	100	1,139
Shawnee	POS	97	441	86	819	86	1,130



## B29 – Health Insurance Premiums

---

- Questions?
- Discussion?



**COUNCIL MEETING AGENDA  
CITY OF PRAIRIE VILLAGE  
Council Chambers  
April 15, 2013  
7:30 PM**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PUBLIC PARTICIPATION**
- V. **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 - April 1, 2013
- 2. Approve Claims Ordinance 2904
- 3. Adopt Ordinance 2273 approving the Prairie Village Art Fair as a special event and authorizing the sale, consumption and possession of alcoholic liquor and cereal malt beverages within the boundaries of barricaded public areas of the event
- 4. Approve the lease with Great America Leasing Corp for the PostBase 45 w/auto feeder postage meter at a monthly cost of \$159 with funding from the City Clerk's Operating Budget
- 5. Ratify the reappointment of the following individuals:
  - ADA Advisory Committee, Gary Groening, term ends 4/2016
  - ADA Advisory Committee, Michele Ohmes, term ends 4/2016
  - ADA Advisory Committee, Jon & Kim Ratliff, term ends 4/2016
  - ADA Advisory Committee, Alleen VanBebber, term ends 4/2016
  - ADA Advisory Committee, Martha Wyrsh, term ends 4/2016
  - Board of Zoning Appeals/PC, Randy Kronblad, term ends 4/2016
  - Board of Zoning Appeals/PC, Dirk Schafer, term ends 4/2016
  - Board of Zoning Appeals/PC, Gregory Wolf, term ends 4/2016
  - Environment/Recycle, Deborah English, term ends 4/2016
  - Environment/Recycle, Thomas O'Brien, term ends 4/2016
  - Environment/Recycle, Polly Swafford, term ends 4/2016
  - Park & Recreation, Dan Searles, term ends 4/2016
  - Park & Recreation, Tim O'Toole, term ends 4/2014
  - Park & Recreation, Maggie Swartz, term ends 4/2014
  - Prairie Village Arts Council, Shelly Trewolla, term ends 4/2016
  - Prairie Village Arts Council, Ian Arnold, term ends 4/2016
  - Prairie Village Arts Council, Art Weeks, term ends 4/2016

Sister City Committee, James Hohensee, term ends 4/2016  
Sister City Committee, Bob McGowan, term ends 4/2016  
Sister City Committee, Vera Glywa, term ends 4/2016  
Sister City Committee, Ivan Novikov, term ends 4/2014  
Tree Board, Luci Mitchell, term ends 4/2016  
Tree Board, Rich Howell, term ends 4/2016  
Tree Board, Elizabeth Cavanaugh, term ends 4/2016

VI. **MAYOR'S REPORT**

**Presentation of Council Checks**

VII. **COMMITTEE REPORTS**

**Council Committee of the Whole**

- COU2013-13 Consider approval of an agreement with Mercer Group, Inc. to conduct the executive search for the Public Works Director position  
COU2013-14 Consider changes to City Council Policy: CP061 - Purchasing  
COU2013-15 Consider change to City Council Policy: CP056 - Financial Management Policies

VIII. **STAFF REPORTS**

IX. **OLD BUSINESS**

X. **NEW BUSINESS**

**Election of Council President**

XI. **ANNOUNCEMENTS**

XII. **ADJOURNMENT**

**If any individual requires special accommodations - for example, qualified interpreter, large print, reader, hearing assistance - in order to attend the meeting, please notify the City Clerk at 385-4616, no later than 48 hours prior to the beginning of the meeting.  
If you are unable to attend this meeting, comments may be received by e-mail at [cityclerk@pvkansas.com](mailto:cityclerk@pvkansas.com)**

**CONSENT AGENDA**

**CITY OF PRAIRIE VILLAGE, KS**

**April 15, 2013**

**CITY COUNCIL  
CITY OF PRAIRIE VILLAGE  
April 1, 2013**

The City Council of Prairie Village, Kansas, met in regular session on Monday, April 1, 2013, 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: Ashley Weaver, Dale Warman, Ruth Hopkins, Steve Noll, Michael Kelly, Andrew Wang, Laura Wassmer, Brooke Morehead, Charles Clark, David Morrison, Ted Odell and David Belz.

Also present were: Wes Jordan, Chief of Police; Keith Bredehoeft, Interim Public Works Director; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Lisa Santa Maria, Finance Director and Joyce Hagen Mundy, City Clerk.

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

**PUBLIC PARTICIPATION**

Charles Schollenberger, 3718 West 79<sup>th</sup> Terrace, stated he was pleased to learn the city is considering dropping animal licensing. He is in favor of not requiring animal licenses and noted the cities of Mission and Shawnee no longer license animals. He does not feel pets are returned to owners due to their license tag and feels the required rabies vaccinations are overpriced and unnecessary. This would also end animal enumeration which he considers an invasion of civil liberties.

With no one else to address the Council Public Participation was closed.

## **CONSENT AGENDA**

Charles Clark moved the approval of the Consent Agenda for April 1, 2013:

1. Approve the Regular Council Meeting Minutes - March 18, 2013
2. Authorize the Mayor to execute proclamations recognizing the following:
  - April as Fair Housing Month
  - April 12 - 27 as National Crime Victim's Rights Week
  - April 22 as Earth Day
  - April 26 as Arbor Day
3. Approve an agreement as recommended between the City of Prairie Village and Securitas Security Services, USA to provide crossing guard services for the City of Prairie Village

A roll call vote was taken with the following members voting "aye": Weaver, Warman, Hopkins, Noll, Kelly, Wang, Wassmer, Morehead, Morrison, Clark, Odell and Belz.

## **MAYOR'S REPORT**

Mayor Shaffer gave his report at the earlier Council Committee of the Whole meeting.

## **COMMITTEE REPORT**

### **Council Committee of the Whole**

#### **COU2013-11 Consider 2013-2014 Insurance Renewals**

On behalf of the Council Committee of the Whole, Charles Clark moved the City Council approve the renewal of insurance policies and rates with Trident, RLI and Argonaut at a renewal rate not to exceed \$297,701 for the upcoming coverage year May 1, 2013 through April 30, 2014. The motion was seconded by Steve Noll and passed unanimously.

### **Planning Commission**

#### **PC2013-02 Consider Revisions to Section 19.25 "Overlay Zoning District" and adopt the "Design Guidelines for Countryside East Homes Association, 2012 Edition"**

Dennis Enslinger stated in 2010 members of the Countryside East Homes Association with the assistance of city staff began working on creation of development and design standards. In December, the Council adopted an enabling ordinance to allow for the creation

of Overlay Zoning Districts. These districts provide the opportunity for neighborhoods to create design guidelines within the existing code that provide greater control over the design and redevelopment of their neighborhoods while adhering to the existing city code and zoning regulations.

Dan Bloom, 6408 West 64<sup>th</sup> Terrace, noted this is his sixth appearance in the past six months before the City. There have not been any changes in the proposed guidelines which were presented at the Countryside East Homes Association Annual meeting in November. Everyone attending the meeting signed a petition in support of the proposed design guidelines.

On January 10, 2013, the Board of Directors of the Countryside East Homes Association unanimously adopted a resolution stating that the Board continues to be in favor of the creation of a neighborhood Overlay District and proposed design guidelines.

A public hearing was held before the Planning Commission on Tuesday, March 5<sup>th</sup> with the Planning Commission unanimously recommending the Governing Body approve the Design Guidelines for the Countryside East Neighborhood Overlay District 2012 Edition as presented.

Charles Clark moved the Governing Body adopt Ordinance 2271 amending Chapter 19.25 entitled "Overlay Zoning Districts" of the Prairie Village, Kansas Zoning Ordinance, by amending Section 19.25.150 entitled "NC Districts Established; Section 19.25.055 entitled "NC District Development/Design Standards Established" and Section 19.25.160 "Incorporation by Reference of "Design Guidelines Countryside East Homes Association 2012 Edition". The motion was seconded by Laura Wassmer.

A roll call vote was taken with the following members voting "aye": Weaver, Warman, Hopkins, Noll, Kelly, Wang, Wassmer, Morehead, Morrison, Clark, Odell, Belz and Mayor Shaffer.

### **PC2013-03 Consider Special Use Permit for St. Ann's School**

Dennis Enslinger noted that St. Ann's School was built in 1968 and is a legal non-conforming use. On February 5<sup>th</sup>, the Planning Commission approved the site plan for an expansion to the school extending the north wing of the school and adding eight new classrooms. The addition will provide for the implementation of a full-day kindergarten and the removal of classrooms from the basement of the church. A condition of approval for the site plan was that St. Ann's would apply for a Special Use Permit.

The applicant held a neighborhood meeting on February 20<sup>th</sup> and a public hearing was held before the Planning Commission on March 5<sup>th</sup>. The Planning Commission unanimously recommended the Governing Body approve a Special Use Permit for a private school for pre-school through eighth grade subject to four conditions.

Mr. Enslinger reported that no protest petition has been filed on this application and reviewed the options available for action by the Governing Body.

Laura Wassmer asked if there would be exterior changes. Mr. Enslinger responded there will be a major addition to the school adding eight classrooms, elevator access, and a new entrance in the first phase of a multi-phase project. Ruth Hopkins confirmed there are significant improvements planned.

Ruth Hopkins moved the Governing Body adopt Ordinance 2272 approving a Special Use Permit for the operation of St. Ann's School, grades pre-school through eighth grade, at 7235 Mission Road subject to the conditions recommended by the Planning Commission. The motion was seconded by David Belz.

A roll call vote was taken with the following members voting "aye": Weaver, Warman, Hopkins, Noll, Kelly, Wang, Wassmer, Morehead, Morrison, Clark, Odell, Belz and Mayor Shaffer.

## **Villagefest Committee**

Dale Warman provided an update from the Villagefest Committee announcing several changes including new inflatables at a lower cost, the addition of a “pie baking contest” to the festival and announced the “WOW” feature for the 2013 celebration will be a Zip Line on the top of the hill to the bottom. The company will set up and run the event and provide the required insurance.

## **STAFF REPORTS**

Mayor Shaffer stated that Staff Reports were given at the earlier Council Committee of the Whole meeting.

## **OLD BUSINESS**

David Belz asked for Council direction for staff who has received requests from outside entities regarding partnering with the City on the construction of a community center.

Ted Odell stated he has been contacted regarding the City partnering with the YMCA, not the construction of a new community center. Mr. Belz stated other entities have also contacted the City.

Laura Wassmer stated that unless the other entity is providing a significant portion of the funding, the City does not have the funds for a community center. She would be ok with staff to screen the proposals and if they are not providing significant funding, to not spend any more staff time.

Michael Kelly stated he hoped staff would talk with these individuals and report back to the Council.

Quinn Bennion noted these entities are not only making proposals, but are also wanting feedback regarding the proposal and direction. Mr. Bennion expressed concern with providing



that feedback and direction. He noted the proposals are different from the concepts presented in the community center feasibility study.

Ted Odell asked if the entities could be asked to submit a written proposal to staff and staff reporting back to the Council.

Charles Clark stated an important part of the visibility study was the market study while confirming that there are many existing centers in close proximity and in order to be successful a new community center would need to offer a grand or unique new feature.

Quinn Bennion stated staff would meet with these entities, gather additional information and report back to the City Council.

**NEW BUSINESS**

There was no New Business to come before the City Council.

**ANNOUNCEMENTS**

Planning Commission	04/02/2013	7:00 p.m.
Tree Board	04/03/2013	6:00 p.m.
JazzFest Committee	04/04/2013	6:30 p.m.
Sister City Committee	04/08/2013	7:00 p.m.
Finance Committee	04/09/2013	3:00 p.m.
Parks & Recreation Committee	04/10/2013	7:00 p.m.
Council Committee of the Whole	04/15/2013	6:00 p.m.
City Council	04/15/2013	7:30 p.m.

=====
Mayor Shaffer announced that Nancy Wallerstein was recently honored by the Kansas Recreation & Park Association as the recipient of its 2013 Distinguished Board Member Award.

The Mayor also announced that the latest "Ingram's" honored Peter Brown, founder of Grassmere Partners, who will be opening STANDEES at the Prairie Village Shopping Center.

Remember to Vote on Tuesday, April 2<sup>nd</sup>.

The Prairie Village Arts Council is pleased to announce a photography exhibit by Dale Cole and Rick Scaletty in the R. G. Endres Gallery for the month of April. The reception will be held on April 12<sup>th</sup> from 6:30 to 7:30 p.m.

Recreation sales begin April 1<sup>st</sup>.

The City, in conjunction with Deffenbaugh Industries, will be holding a free compost pick-up on Saturday, April 6<sup>th</sup>, for Prairie Village residents. Compost will be available starting at 8:00 a.m. in the parking lot next to the water tower. Staff will also be presenting a brief workshop on composting at 9:00 a.m. in the Santa Fe pavilion.

The annual large item pick-up has been scheduled. Homes on 75<sup>th</sup> Street and north of 75<sup>th</sup> Street will be collected on Saturday, April 13<sup>th</sup>. Homes south of 75<sup>th</sup> Street will be collected on Saturday, April 20<sup>th</sup>.

### ADJOURNMENT

With no further business to come before the City Council, the meeting was adjourned at 8:15 p.m.

Joyce Hagen Mundy  
City Clerk

## CITY TREASURER'S WARRANT REGISTER

DATE WARRANTS ISSUED:

Warrant Register Page No. 1

April 15, 2013

Copy of Ordinance  
2904

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
<b>EXPENDITURES:</b>			
<b>Accounts Payable</b>			
4401-4453	3/1/2013	45,417.10	
4454-4461	3/8/2013	94,049.06	
4462-4474	3/11/2013	10,959.26	
4475-4551	3/15/2013	356,386.35	
4552	3/19/2013	325.32	
4553-4555	3/22/2013	382.87	
4556-4634	3/29/2013	175,347.59	
<b>Payroll Expenditures</b>			
3/8/2013		239,774.44	
3/22/2013		235,598.96	
<b>Electronic Payments</b>			
Electronic Pmnts	3/11/2013		1,555.08
Electronic Pmnts	3/13/2013		4,537.10
Electronic Pmnts	3/15/2013		8,765.08
Electronic Pmnts	3/21/2013		567.19
Electronic Pmnts	3/22/2013		217.92
Electronic Pmnts	3/29/2013		4,257.58
 <b>TOTAL EXPENDITURES:</b>			 1,406,349.95
 <b>Voided Checks</b>			
George Butler Associates Inc	# 4418		(215,718.75)
 <b>TOTAL VOIDED CHECKS:</b>			 -
 <b>GRAND TOTAL CLAIMS ORDINANCE</b>			 <b>1,210,531.15</b>

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

Passed this 15th day of April 2013.

Signed or Approved this 15th day of April 2013.

(SEAL)

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
City Treasurer

\_\_\_\_\_  
Mayor



## ADMINISTRATION DEPARTMENT

Council Meeting Date: April 15, 2013

**CONSENT AGENDA:** Consider Ordinance 2273 approving the Prairie Village Art Fair as a special event and authorizing the Sale, Consumption and Possession of Alcoholic Liquor and Cereal Malt Beverages within the Boundaries of Barricaded Public Areas of the Event

---

### **MOTION**

Adopt Ordinance 2273 approving the Prairie Village Art Fair as a special event and authorizing the sale, consumption and possession of alcoholic liquor and cereal malt beverages within the boundaries of barricaded public areas of the event

### **RECOMMENDATION**

Staff recommends that the City Council approve Ordinance 2273 approving the Prairie Village Art Fair as a special event and authorizing the sale, consumption and possession of alcoholic liquor and cereal malt beverages within the boundaries of barricaded public areas of the event

### **BACKGROUND**

Pursuant to KSA 41-719(a)(2) and KSA 41-2645, the Governing Body may approve special events and exempt public streets and sidewalks from the prohibition concerning drinking or consuming alcoholic liquor and cereal malt beverages on public streets and sidewalks.

The Prairie Village Merchants Association has requested that the City approve an ordinance identifying the Prairie Village Art Fair (May 31-June 2) as a special event and authorizing the sale, consumption and possession of alcoholic liquor and cereal malt beverages within the boundaries of barricaded public areas at the event.

Vendors must be active business occupants in the Prairie Village Shopping Center at the time of the event, having the proper licenses. Currently, the following businesses qualify: Café Provence, Blue Moose, Minsky's, Tavern in the Village and Story.

### **ATTACHMENTS**

1. Ordinance 2273

### **PREPARED BY**

Jeanne Koontz  
Deputy City Clerk  
April 10, 2013

**ORDINANCE NO. 2273**

**AN ORDINANCE APPROVING THE PRAIRIE VILLAGE ART FAIR AS A SPECIAL EVENT AND AUTHORIZING THE SALE, CONSUMPTION AND POSSESSION OF ALCOHOLIC LIQUOR AND CEREAL MALT BEVERAGES WITHIN THE BOUNDARIES OF A BARRICADED PUBLIC AREAS AT SUCH EVENT**

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

Section 1. Pursuant to KSA 41-719(a)(2) and KSA 41-2645, the Governing Body may approve special events and exempt public streets and sidewalks from the prohibitions concerning drinking or consuming alcoholic liquor and cereal malt beverages on public streets and sidewalks.

Section 2. In accordance with such authority, the City approves the Prairie Village Art Fair as a special event to be held at the Village Shopping Center on May 31 - June 2, 2013.

Section 3. Authorization is given to barricade the area outlined on the attached Exhibit A during such event. A smaller area may be selected based on the size of the event, but the event boundary may not be expanded

Section 4. Vendors holding the appropriate license from the State of Kansas to sell alcoholic liquor and cereal malt beverages may, in accordance with all applicable state laws and municipal ordinances, sell alcoholic liquor and cereal malt beverages in the area designated by the Division of Alcoholic Beverage Control within the barricaded area during the event.

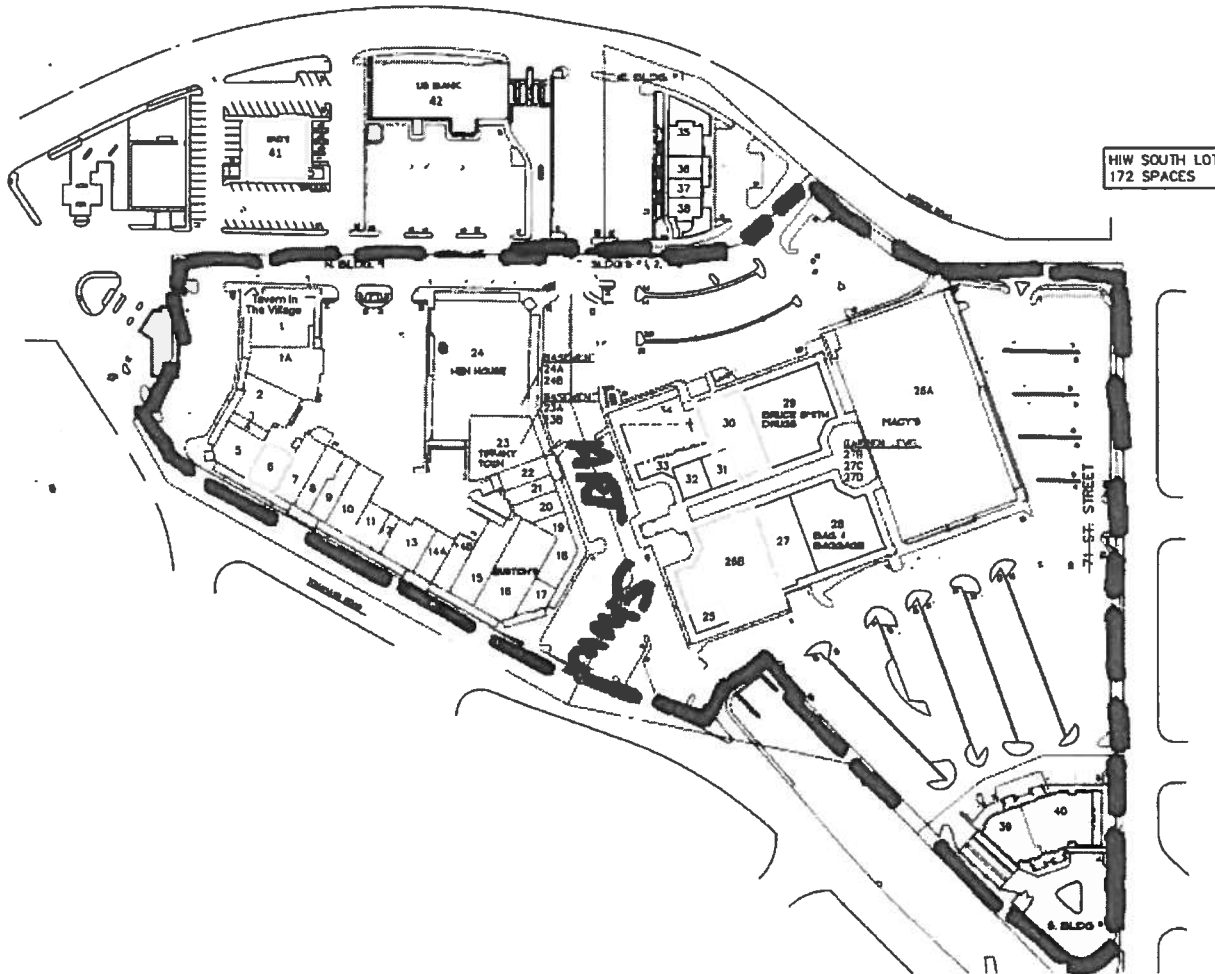
Section 5. Vendors must be active business occupants in the Prairie Village Shopping Center at the time of the event and have the appropriate licenses from the City of Prairie Village.

Section 6. Event attendees may buy, possess and consume alcoholic liquor and cereal malt beverages within barricaded area on May 31 - June 2, 2013

Section 7. This Ordinance shall take effect and be in force from and after its passage, approval, and publication in the official newspaper of the City of Prairie Village, Kansas as provided by law.

PASSED AND APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2013.

Exhibit A



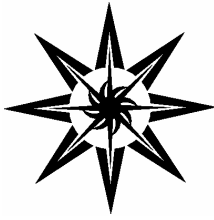
Key Plan No.	Tenant Name	Address	SF
1	Tavern in The Village	3001 Prairie Lane	4,418
1A	Zake's Paint & Design	3009 Prairie Lane	3,583
2 & 3	Rimann Liquors	3915-3917 Prairie Lane	4,592
4	P.V. Hairstyling #1	3919 Prairie Lane	580
5	Ultra Mac	6911-6919 Tomahawk	2,936
6	AVAILABLE	6911-6919 Tomahawk	1,800
7	Minsky's Pizze	6921-23 Tomahawk	2,754
8	The Village Dentist, DDS	6925 Tomahawk	1,867
9	Spangler Gals	6927 Tomahawk	1,311
10	Fairytales Ballet/Princess Club	6929-31 Tomahawk	2,706
11	Brookside Optical	6933-35 Tomahawk	1,492
12	C. Jack's Sidewalk Cafe	6937 Tomahawk	725
13	Mady & Me	6939-43 Tomahawk	2,674
14A	Tower Cleaners	6945 Tomahawk	1,773
14B	Tulip	6949 Tomahawk	1,819
15	Clique Boutique	6951-55 Tomahawk	1,741
16	Euron Hardware	6955-57 Tomahawk	7,327
17	Mr. Goodcents Subs	3954-3956 W 69th Terrace	1,335
18/19	Chico's / Storage	3945-60 W 69th Terrace	2,210
20	Cafe Provence	3926-46 W 69th Terrace	1,618
21	RSVP	3934 W 69th Terrace	908
22	Jake's In The Village	3930 W 69th Terrace	1,054
23	Tiffany Town	3924 W 69th Terrace	4,872
23A	Village Shoe Repair	3928-A W 69th Terrace	1,747
24	Men House	6950 Mission Road	10,029
24A	PV Merchants Association	3924 W 69th Terrace	2,530
24B	Adrian Mason & Co	3920 W 69th Terrace	373
25	Ehrlein Bro Bagels	3938 W 69th Terrace	2,824
26A	Macy's	71st & Mission Road	136,988
26B	AVAILABLE	3936 W 69th Terrace	28,914
27	Bain Salon & Day Spa	#18 on the Mall	4,981
27B	P.V. Hairstyling #2	#20 on the Mall	682
27C	Gymboree	#17 on the Mall	2,595
27D	Gymboree	#20 on the Mall	488
28	Bag & Baggage	#22 on the Mall	4,052
29	Bruce Smith Drugs	#19, 21, & 25 on the Mall	9,221
30	AVAILABLE	#16 on the Mall	4,980
31	Fitness for Life	#11 on the Mall	1,682
32	The Better Checkdar	#5 on the Mall	1,512
33	Steak Restaurant	3931 W 69th Terrace	2,980
34	JoS. A. Bank	3925 W 69th Terrace	3,087
35	T.C.B.Y.	6909 Mission Road	1,142
36	Starbuck's	6970 Mission Road	1,484
37	Dolce Baking Co	6974 Mission Road	1,239
38	Village Flowers	6978 Mission Road	1,137
39	Missouri Bank	4140 W 71st Street	3,000
40	Blue Mooes	4180 W 71st Street	5,300
41	AVAILABLE	6920 Mission Road	6,231
42	US Bank	6940 Mission Road	22,789



SITE MASTER PLAN—PRAIRIE VILLAGE SHOPPING CENTER  
SCALE: 1"=60'-0"

Updated February 2012





## CITY CLERK DEPARTMENT

Council Meeting Date: April 15, 2013  
Consent Agenda

**Consider renewal of lease of postage meter for Administration area**

---

### **RECOMMENDATION**

Recommend the City Council extend the lease with Great America Leasing Corp for the lease of a PostBase 45 w/auto feeder postage meter at a monthly cost of \$159 with funding from the City Clerk's Operating Budget.

### **BACKGROUND**

In 2008, the City entered into an agreement with Multiple Services Equipment Company for the lease of Ultimail 65 Semi/Sealer Postage Meter. This lease expires in April and we have received a proposal for an extension of the lease with an upgraded PostBase 65 w/auto feeder. This unit includes free resets, RateGuard rate protection plan and service.

The City Attorney has reviewed and approved the proposed lease.

### **FINANCIAL IMPACT**

Under the proposal received the current monthly postage equipment costs would not increase. Money has been budgeted in the 2013 City Clerk's Budget.

### **ATTACHMENTS**

Proposed Lease Agreement

### **PREPARED BY**

Joyce Hagen Mundy  
City Clerk

Date: April 10, 2013



**AGREEMENT**

GREATAMERICA LEASING CORPORATION®  
625 FIRST STREET SE, CEDAR RAPIDS IA 52401  
PO BOX 609, CEDAR RAPIDS IA 52406-0609

AGREEMENT NO.:

**CUSTOMER** ("you" or "your")

FULL LEGAL NAME: **City of Prairie Village, Kansas**

ADDRESS: **7700 Mission Road**

**Prairie Village**

**KS**

**66208-4230**

**VENDOR** (Vendor is not Owner's agent nor is Vendor authorized to waive or alter any term or condition of this Agreement)

**Multiple Services Equipment Company**

**North Kansas City**

**MO**

**EQUIPMENT AND PAYMENT TERMS**

QTY TYPE, MAKE, MODEL NUMBER AND INCLUDED ACCESSORIES SERIAL NO.

**1 FP PostBase 45 Automatic Mail Machine with Sealer**

EQUIPMENT LOCATION: **7700 Mission Road, Prairie Village, KS 66208**

SEE SCHEDULE

SECURITY DEPOSIT: \$ \_\_\_\_\_

TERM IN MONTHS: **63** MONTHLY PAYMENT AMOUNT: \$ **159.00** (PLUS TAX)

PURCHASE OPTION:  FAIR MARKET VALUE  10% OF EQUIPMENT COST

**ADDITIONAL TERMS AND CONDITIONS**

**AGREEMENT.** You want us, GreatAmerica Leasing Corporation, to pay your Vendor for the equipment referenced herein ("Equipment") and you agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement will begin on the date the Equipment is delivered to you or any later date we designate. We may charge you a reasonable fee to cover documentation and investigation costs. If any amount payable to us is not paid when due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six (\$26.00) dollars; or 2) the highest lawful charge, if less. Any security deposit will be commingled with our assets, will not earn interest, and will be returned at the end of the term, provided you are not in default. If an advance payment is required, the amount exceeding one payment shall be applied to the last payment(s) during the term or any renewal term.

**NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU UNDERSTAND WE ARE PAYING FOR THE EQUIPMENT BASED ON YOUR UNCONDITIONAL ACCEPTANCE OF IT AND YOUR PROMISE TO PAY US UNDER THE TERMS OF THIS AGREEMENT, WITHOUT SET-OFFS FOR ANY REASON, EVEN IF THE EQUIPMENT DOES NOT WORK OR IS DAMAGED, EVEN IF IT IS NOT YOUR FAULT.**

**EQUIPMENT USE.** You will keep the Equipment in good working order, use it for business purposes only, and not modify or move it from its initial location without our consent. You must resolve any dispute you may have concerning the Equipment with the manufacturer or Vendor. Payments under this Agreement may include amounts you owe your Vendor under a separate arrangement (for maintenance, service, supplies, etc.), which amounts may be invoiced by us on your Vendor's behalf for your convenience.

**POSTAGE DEVICES:** Postage measurement devices referenced herein which are subject to a rental agreement between you and FP Mailing Solutions, Inc. ("FP") are not part of the Equipment and your use and the ownership of such devices will be governed exclusively by your rental agreement with FP. You will need to reference your rental agreement with FP for the term of, and your rights and obligations under, the rental agreement. For your convenience, payments under this Agreement may include the rental amounts you owe FP under the rental agreement.

**SOFTWARE/DATA.** Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

**NO WARRANTY. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU HAVE ACCEPTED THE EQUIPMENT "AS-IS". YOU CHOSE THE EQUIPMENT, THE VENDOR AND ANY/ALL SERVICE PROVIDER(S) BASED ON YOUR JUDGMENT. YOU MAY CONTACT YOUR VENDOR FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER OR VENDOR IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.**

**ASSIGNMENT.** You may not sell, assign or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement or our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, the assignee will have our rights but will not be subject to any claim, defense, or set-off assertable against us or anyone else.

**LAW/FORUM.** This Agreement and any claim related to this Agreement will be governed by Iowa law. Any dispute will be adjudicated in a state or federal court located in Linn County, Iowa. You consent to personal jurisdiction and venue in such courts and waive transfer of venue. Each party waives any right to a jury trial.

**LOSS OR DAMAGE.** You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. We are not responsible for, and you will indemnify us against, any claims, losses or damages, including attorney fees, in any way relating to the Equipment. In no event will we be liable for any consequential or indirect damages.

**INSURANCE.** You agree to maintain comprehensive liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 3% per annum.

**TAXES.** We own the Equipment. You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and this Agreement. Sales or use tax due upfront will be payable over the term with a finance charge.

**END OF TERM.** At the end of the term of this Agreement (or any renewal term) (the "End Date"), this Agreement will renew month to month unless a) you provide us written notice of your intent to return the Equipment at least 60 days prior to the End Date, and b) you timely return the Equipment to the location designated by us, at your expense. If a Purchase Option is indicated above and you are not in default on the End Date, you may purchase the Equipment from us "AS IS" for the Purchase Option price. If the returned Equipment is not immediately available for use by another without need of repair, you will reimburse us for all repair costs. You cannot pay off this Agreement or return the Equipment prior to the End Date without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the amount we paid for the Equipment.

**DEFAULT AND REMEDIES.** If you do not pay any sum within 10 days after its due date, or if you breach any other term of this Agreement or any other agreement with us, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, both discounted at 4% per annum. We may also use all other legal remedies available to us, including disabling or repossessing the Equipment. You agree to pay all our costs and expenses, including reasonable attorney fees, incurred in enforcing this Agreement. You also agree to pay interest on all past due amounts, from the due date, at 1.5% per month.

**UCC.** You agree that this Agreement is (and/or shall be treated as) a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

**MISCELLANEOUS.** This Agreement is the entire agreement between you and us and supersedes any prior representations or agreements, including any purchase orders. Amounts payable under this Agreement may include a profit to us. The original of this Agreement shall be that copy which bears your facsimile or original signature, and which bears our original signature. Any change must be in writing signed by each party.

**OWNER**

**THIS AGREEMENT IS NON-CANCELABLE FOR THE FULL AGREEMENT TERM. THIS AGREEMENT IS BINDING WHEN OWNER FUNDS VENDOR FOR THE EQUIPMENT.**

OWNER: **GREATAMERICA LEASING CORPORATION**

**CUSTOMER'S AUTHORIZED SIGNATURE**

**CUSTOMER: (As Stated Above)**

SIGNATURE:

DATE:

SIGNATURE: **X**

DATE:

PRINT NAME & TITLE:

PRINT NAME & TITLE:

**UNCONDITIONAL GUARANTY**

The undersigned unconditionally guarantees that the Customer will timely perform all obligations under the above Agreement. The undersigned also waives any notification if the Customer is in default and consents to any extensions or modifications granted to the Customer. In the event of default, the undersigned will immediately pay all sums due under the terms of the Agreement without requiring Owner to proceed against Customer or any other party or exercise any rights in the Equipment. The undersigned, as to this guaranty, agrees to the designated forum and consents to personal jurisdiction, venue, and choice of law as stated in the Agreement, agrees to pay all costs and expenses, including attorney fees, incurred by Owner related to this guaranty and the Agreement, waives a jury trial and transfer of venue, and authorizes obtaining credit reports.

SIGNATURE: **X**

INDIVIDUAL:

DATE:





**FP Mailing Solutions**  
 140 N Mitchell Ct, Ste 200  
 Addison, IL 60101-5629  
 Tel 800.341.6052

## Customer Agreement

### CUSTOMER INFORMATION

<b>Billing Address</b>	
Customer: <b>City of Prairie Village Kansas</b>	
Department:	
Street: <b>7700 Mission Road</b>	
City: <b>Prairie Village</b>	County: <b>Johnson</b>
State: <b>KS</b>	Zip: <b>66208-4230</b>
Tel: <b>913-361-6464</b>	Fax: <b>913-381-7755</b>
E-mail: <b>jhmundy@pvkansas.com</b>	
Contact Name: <b>Joyce Hagen-Mundy</b>	
Deliver To: <input type="checkbox"/> Dealer <input type="checkbox"/> Customer <input checked="" type="checkbox"/> Fulfilled from Dealer Inventory	

<b>Shipping &amp; Installation Address (if different than Billing)</b>	
Customer:	
Department:	
Street:	
City:	County:
State:	Zip:
Tel:	Fax:
E-mail:	
Contact Name:	
Mailing Address: <input checked="" type="checkbox"/> Same as Billing <input type="checkbox"/> Same as Shipping/Installation	

### RENTAL INFORMATION

Quantity	Item #	Item Description	Monthly Rate	Rental Billing Delivery (select one)
1	POSTBASE45AA	POSTBASE METER	29.00	<input type="checkbox"/> Electronic Billing <input checked="" type="checkbox"/> Paper Billing
				<b>Rental Billing Frequency (select one)</b>
				<input type="checkbox"/> Annual Billing
				<input type="checkbox"/> Semi-Annual
				<input type="checkbox"/> Quarterly Billing
Term of Contract: <u>63</u> months		<b>Total Monthly Payment \$29.00</b>		

Terms and Conditions: By signing below, I hereby acknowledge and agree that FP's standard shipping rates and the additional terms and conditions available on the FP website at [www.fp-usa.com/terms-conditions](http://www.fp-usa.com/terms-conditions) are applicable to, and incorporated by reference into, this agreement. (If you do not have access to the internet, please contact FP directly at 800.341.6052 and we will provide you with a copy for your records.)

### CUSTOMER ACCEPTANCE

<b>Customer Acceptance of Terms</b>		<b>Dealer Information</b>	
Authorized Representative:		Dealer Name: <b>Multiple Services Equipment Co</b>	Dealer #: <b>7070</b>
Tel: <b>913-381-6464</b>		Address: <b>1124 Howell St. North Kansas City, MO</b>	
Tax ID: <b>48-6077081</b>	State: <b>KS</b>	Tel: <b>816-221-1124</b>	Fax: <b>816-221-3990</b>
Authorized Signature: <b>X</b>		Sales Representative Name: <b>David Mogren</b>	
Date:		Sales Representative:	Date: <b>4-11-13</b>

### DEALER & INTERNAL USE ONLY

<input type="checkbox"/> New Customer <input checked="" type="checkbox"/> Upgrade From: <u><b>U65</b></u> <input type="checkbox"/> Renewal (no change of equipment) <input type="checkbox"/> Change of Ownership Existing Account No.: <u><b>481428100</b></u> Existing Contract No.: <u><b>673224</b></u>	<input checked="" type="checkbox"/> Lease Company: <u><b>Great America Leasing</b></u> <input type="checkbox"/> Major Account: _____ <input type="checkbox"/> GSA Contract No.: _____ <input checked="" type="checkbox"/> State Contract No.: <u><b>stofks</b></u> Master Billing Acct. No.: _____ Master Postage Acct. No.: _____	Promo Code: <u><b>WC 012</b></u> <input type="checkbox"/> Price or Terms Exception Approval (attach copy) Navision No.: _____ <input type="checkbox"/> USPS® Location: (letter must be attached) <input checked="" type="checkbox"/> Tax-Exempt Certificate Attached Additional Terms: _____
---	---	---



2517 Jefferson St.  
 Kansas City, Missouri  
 64108  
 O: 816-221-1124  
 F: 816-221-3990

## Service Level Agreement

(PostBase/UltiMail/EZ Lease)

Company Name: <b>City of Prairie Village Kansas</b>	
Contact Name: <b>Joyce Hagen-Mundy</b>	
Telephone No: <b>913-381-6464</b>	Fax No: <b>913-381-7755</b>
E-Mail Address: <u>jhmundy@pvkansas.com</u>	

**Local Service with MSEC.** I understand that I will be billed annually. Renewals will be billed at prevailing rates.

### LOCAL SERVICE

I have the option to receive upgraded local service and support from MSEC. Local Service includes:

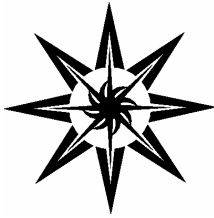
- Installation
- Initial and ongoing training
- Unlimited local and factory telephone support
- All labor and parts (excluding circuit boards) on any service calls
- On-site service for maintenance issues; including machine swap or loaner equipment
- Up to 2 Preventative Maintenance visits per year (may be part of repair call)

Enrolling in Local Service ensures you receive the fastest, most convenient response to maintenance concerns.

All service commenced outside of MSEC normal working hours will be charged at an hourly rate 1.5 times our normal hourly rate. All parts or assemblies replaced become the property of MSEC. Consumable items are excluded from replacement under this agreement, as are parts and assemblies made unserviceable due to negligence, misuse, external forces, loss of electrical power or current fluctuation. Services NOT covered by this agreement include, but are not limited to: relocation of equipment, operator tasks, installing accessories on the equipment, updates to postage rate calculating software. Applicable taxes shall be added to the total billed under this agreement. The undersigned represents that he/she has the authority to enter into this agreement.

Model	Description	Effective Date	Annual Rate (Local Service)
PostBase 45 Auto	Local Service	At installation	Billed Thur leasing Company

Customer Signature:	Title:
Print Name:	Date:
Signature: <i>David R. Mogren</i>	Title: Account Manager
Print Name: David R. Mogren	



MAYOR

Council Meeting Date: April 15, 2013  
Consent Agenda

## Consent Agenda: Consider Reappointment of Committee Members

---

### RECOMMENDATION

Mayor Shaffer requests Council ratification of the reappointment of the following individuals:

		<u>Term Ends</u>	<u>Years of Service</u>
ADA Advisory Committee	Gary Groening	4/2016	18
ADA Advisory Committee	Michele Ohmes	4/2016	15
ADA Advisory Committee	Jon & Kim Ratliff	4/2016	15
ADA Advisory Committee	Alleen VanBebber	4/2016	15
ADA Advisory Committee	Martha Wyrsh	4/2016	15
Board of Zoning Appeals/PC	Randy Kronblad	4/2016	9
Board of Zoning Appeals/PC	Dirk Schafer	4/2016	5
Board of Zoning Appeals/PC	Gregory Wolf	4/2016	1
Environment/Recycle	Deborah English	4/2016	5
Environment/Recycle	Thomas O'Brien	4/2016	3
Environment/Recycle	Polly Swafford	4/2016	10
Park & Recreation	Dan Searles	4/2016	4
Park & Recreation	Tim O'Toole	4/2014	3
Park & Recreation	Maggie Swartz	4/2014	1
Prairie Village Arts Council	Shelly Trewolla	4/2016	5
Prairie Village Arts Council	Ian Arnold	4/2016	5
Prairie Village Arts Council	Art Weeks	4/2016	9
Sister City Committee	James Hohensee	4/2016	7
Sister City Committee	Bob McGowan	4/2016	16
Sister City Committee	Vera Glywa	4/2016	4
Sister City Committee	Ivan Novikov	4/2014	1
Tree Board	Luci Mitchell	4/2016	7
Tree Board	Rich Howell	4/2016	12
Tree Board	Elizabeth Cavanaugh	4/2016	1

### BACKGROUND

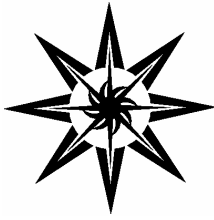
Several current committee members have terms expiring in April, 2013. Mayor Shaffer has contacted each of the Committee Chairs regarding their desire to have these committee members reappointed. The Mayor then sent letters to each of the individuals asking them if they would accept reappointment for an additional term.

These individuals have been actively involved in their committees bringing expertise, experience and enthusiasm. They represent a total of 153 years of service to the City of Prairie Village.

### PREPARED BY

Joyce Hagen Mundy  
City Clerk

April 5, 2013



## ADMINISTRATION DEPARTMENT

Council Committee Meeting Date: April 15, 2013

Council Meeting Date: April 15, 2013

**\*COU2013-13: Consider approval of an agreement with Mercer Group, Inc. to conduct the executive search for the Public Works Director position**

---

### **MOTION**

Move the City Council approve the agreement with the Mercer Group, Inc. to provide Executive Search services for the Public Works Director position in the amount of \$15,000 and not-to-exceed \$8,000 in expenses and approve the allocation of funding from General Fund Contingency

**COUNCIL ACTION REQUESTED: APRIL 15, 2013**

### **RECOMMENDATION**

The Executive Selection Committee recommends Mercer Group, Inc. to conduct the executive search for the Public Works Director position.

### **BACKGROUND**

In February, City Council directed staff to hire an executive recruitment firm to assist with the selection of a new Public Works Director. The selection process was initiated with a Request for Proposal. The City received ten submittals resulting in a competitive process. The selection committee has been asked to recommend the recruitment firm, work through the recruitment process and eventually select the Public Works Director.

The committee consists of Mayor Shaffer, Laura Wassmer, Dale Warman, Ted Odell, Doug Brown (Public Works Director in Overland Park) and the City Administrator. The selection committee reviewed each response and considered the following criteria in ranking and selecting the firms:

- Ability to respond to the information requested in the RFP - follow instructions
- Ability to relate to Prairie Village and represent PV's needs
- Previous experience with Public Works Director searches
- Database of possible candidates / connections with Public Works Directors
- Cost of the service
- Proposed timeline
- Proposed process

The committee narrowed the responses to four firms for phone interviews. Based on the information provided and the interviews, the selection committee recommends Mercer Group, Inc. to conduct the executive search. Mercer Group, Inc. is familiar with Prairie Village and conducted the Police Chief and City Administrator searches in 2007.

### **FUNDING SOURCE**

General Fund Contingency

**ATTACHMENTS**

1. Agreement
2. Proposal Response
3. Updated Timeline

**PREPARED BY**

Jeanne Koontz  
Deputy City Clerk  
April 9, 2013

**VIII. ACCEPTANCE**

This proposal is accepted for the City of Prairie Village, Kansas, by:

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\* \* \* \* \*

## AGREEMENT

This AGREEMENT, made as of this \_\_\_ day of \_\_\_\_\_, 2013, by and between **THE MERCER GROUP, INC.** and the **CITY OF PRAIRIE VILLAGE, KANSAS**, a governmental corporation.

### WITNESSETH:

WHEREAS, the City of Prairie Village, Kansas, (hereinafter referred to as the "City") has made a request for proposals dated March 1, 2013, to hire an executive recruiter to conduct a search for a Public Works Director for the City, and

WHEREAS, The Mercer Group, Inc. (hereinafter referred to as "Mercer") has submitted a proposal in response to the City's request; and

WHEREAS, the City has selected Mercer's proposal as the proposal which best meets its needs and the City desires to hire Mercer to conduct the City's search for a new Public Works Director, and

WHEREAS, Mercer desires to assist the City in conducting the City's search for a Public Works Director.

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and the City hereby agree as follows:

1. Mercer agrees to provide services and support to the City in the conduct of the City's search for a Public Works Director. Mercer agrees to conduct the City's project in accordance with the scope of services outlined in its Proposal to the City dated March 20, 2013, in response to the City's request for proposal.

Mercer's proposal is incorporated by reference and thus made a part of this Agreement.

2. The City agrees to compensate Mercer for its services in the amount of \$15,000 for professional services and not-to-exceed \$8,000 in expenses, said expenses to cover three (3) trips to Prairie Village, lodging and per diem, telephone, correspondence, advertising, research, sourcing, reference and background investigation, data assemblage and report preparation and transmittal. Payments to Mercer are to be made as outlined on pages 9-10 of Mercer's proposal to the City.
3. The City and Mercer both agree that this Agreement shall be governed by the laws of the State of Kansas, and that the forum for any lawsuit brought by either party relating to this Agreement shall be the District Court of Johnson County, Kansas.



**Agreement, Continued:**

4. The City and Mercer both agree that in the event that any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of receipt of such notice.
5. The City and Mercer both agree that any amendments to this Agreement shall be made in writing, and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this Agreement.
6. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days written notice to the affected party. Should either party terminate this Agreement the City shall only be obligated to pay Mercer for those services already provided.

**CITY OF PRAIRIE VILLAGE,  
KANSAS**

BY: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**THE MERCER GROUP, INC.**

BY: \_\_\_\_\_  
James L. Mercer, CMC  
President/CEO

**CITY OF PRAIRIE VILLAGE, KANSAS  
PUBLIC WORKS DIRECTOR  
TENTATIVE DRAFT TIMELINE (Updated)**

Kickoff Interviews with Committee and others to be interviewed	April 16, 2013
Draft Recruitment Brochure to Committee for Review	April 24, 2013
Color Recruitment Brochure to Committee for Review	May 1, 2013
Access Data Base, Place Ads and Kick Off Search Process	April 24-30, 2013
Send Recruitment Brochure/Invitation Letter	May 2-3, 2013
Follow-up Telephone Calls	May 3-June 12, 2013
Cutoff Date for Receipt of Applications	June 12, 2013
Meet with Committee to Review Review Short List of Candidates	June 19, 2013
Conduct Reference and Background Checks	June 19-July 8, 2013
Send Interview Guide (Final Report) to Committee on Top 5 Candidates	July 15, 2013
Committee to Conduct Interviews on Top 4-6 Candidates	July 17-18, 2013
Make Selection	July 18, 2013
Negotiate Agreement	July 19-22, 2013
Selected Candidate On-Board	30 - 60 days later
Close off Search Process	Week of July 29, 2013



## The Mercer Group, Inc.

*Consultants To Management*

551 W. Cordova Road, #726

Santa Fe, New Mexico 87505

(505) 466 9500

FAX (505) 466-1274

E-mail: [jmercerc@mercergroupinc.com](mailto:jmercerc@mercergroupinc.com)

March 20, 2013

**VIA E-MAIL: [jhmundy@pvkansas.com](mailto:jhmundy@pvkansas.com) with "cc" to [qbennion@pvkansas.com](mailto:qbennion@pvkansas.com)**

Mr. Quinn Bennion, City Administrator

City of Prairie Village

7700 Mission Road

Prairie Village, KS 66208

Dear Mr. Bennion:

The Mercer Group, Inc. is most pleased to submit this proposal to assist the City of Prairie Village to recruit nationally and to develop exceptionally well-qualified candidates for the position of Public Works Director. We are most interested in assisting the City of Prairie Village with this critical project, and if selected to conduct the search, would have no difficulty beginning the project immediately and expediting our work to ensure a smooth process. The Mercer Group, Inc. has extensive experience in conducting public works director searches locally and nationally and in working with the City of Prairie Village on turn-key executive searches.

Thank you for the opportunity to respond to this important assignment. This proposal is valid for ninety (90) days from receipt by the City of Prairie Village. We are looking forward to discussing this proposal with you personally, and urge you to allow us to come to Prairie Village at our expense to do that. We can move very quickly to do so. Please call me at 505-466-9500 if you have any questions.

Sincerely yours,

**THE MERCER GROUP, INC.**

James L. Mercer, President/CEO  
Certified Management Consultant (CMC)

Enclosure

PINPOINTING WORKABLE SOLUTIONS FROM OUR OFFICES NATIONWIDE

[www.mercergroupinc.com](http://www.mercergroupinc.com)

## II. QUALIFICATIONS

The Mercer Group, Inc. is an independent management consulting firm incorporated in the State of Georgia and operating nation-wide. The firm was founded by James L. Mercer, a long-term public management consultant.

The Mercer Group, Inc. provides exceptionally high quality management consulting services to state and local governments, transit authorities, health care providers, utilities, special districts, and private sector clients. Specialty practice areas include: executive recruitment, organization and operations analysis, productivity improvement, strategic planning, management systems, compensation/classification/policy studies, privatization, budget evaluation services, government consolidation and organization development, training, and general management consulting. Our key consultants have conducted successful searches for hundreds of public sector organizations nationally and can offer numerous references as testimony of our work.

This important engagement will be conducted by Mr. James L. Mercer. Mr. Mercer has conducted or assisted in the conduct of more than 2000 successful executive searches in recent years. Mr. Mercer's resume is included below.

## III. PROJECT MANAGER INFORMATION

### James L. Mercer, President - Atlanta and Santa Fe Offices

Mr. Mercer holds a Master of Business Administration degree from the University of Nevada, Reno, and a Bachelor of Science degree in Industrial Management from the same institution. He has also received a Certificate in Municipal Administration from the University of North Carolina at Chapel Hill and is a graduate of the Executive Development Program at Cornell University. Mr. Mercer is a Certified Management Consultant (CMC) and has more than 25 years of experience in executive search and management consulting. He has authored or co-authored five books and has written more than 250 articles on various management topics. His experience covers the following functional areas: executive search, organization and operations analysis, management systems, productivity improvement, seminars/training, goal setting, strategic planning, privatization, government, consolidation, and general consulting.

Prior to founding The Mercer Group, Inc., Mr. Mercer held positions as President of Mercer, Slavin & Nevins, Inc.; Regional Vice President of Wolfe & Associates, Inc.; as Partner and Vice President of Korn/Ferry International; General Manager of Battelle Southern Operations; National Program Director for Public Technology, Inc.; and Assistant City Manager of Raleigh, North Carolina. He has also been President of James Mercer & Associates, Inc., and has served as Director of Government Consulting Services for Coopers & Lybrand in both the Southeast and Southwest, as well as Director of the Industrial Extension Division for Georgia Tech.

Mr. Clark Wurzberger and Ms. Prince-Mercer will be involved as needed.

#### IV. BRIEF EXPLANATION OF OBJECTIVES/APPROACH

##### A. Objectives

The objectives that we will meet in order to help find the best qualified candidates for the position are as follows:

- To conduct on-site needs assessment for the new Public Works Director.
- To develop a comprehensive position profile.
- To reconcile any differences in points of view with regard to specifications for the position.
- To encourage top level people to apply who would otherwise be reluctant to respond to an advertisement.
- To save a considerable amount of the Mayor's, Selection Committee's and staff's time in establishing a position profile and reviewing applicants.
- To comply with appropriate personnel regulations and state laws (i.e., EEO, Affirmative Action and ADA).
- To independently and objectively assess the qualifications and suitability of candidates for the positions.
- To recommend a pool of finalist candidates to the Mayor and Selection Committee.
- To coordinate finalist candidate interviews with the Mayor and Selection Committee.
- To mail an information packet supplied by the Mayor and Selection Committee to all qualified applicants.
- To respond to all candidate inquiries and produce all correspondence throughout the search.
- To preserve the confidentiality of inquiries to the degree possible under Kansas law.
- To assist the Mayor and Selection Committee in reaching a final decision.
- To assist in negotiating a compensation package with the successful candidate on behalf of the Mayor and Selection Committee.
- To assist the Mayor and Selection Committee in establishing criteria for evaluating the new Public Works Director's performance.
- To follow-up with the Mayor and Selection Committee and the new Public Works Director during the first year to determine if adjustments need to be made.
- To keep the Mayor and Selection Committee closely involved in key decisions and informed of our progress.

##### B. Approach/Work Plan

Our approach and style are interactive. We recommend a seven (7)-step search process as follows:

- Position Analysis — We will define work relationships, job qualifications and requirements for the position — the "Position Profile".
- Recruitment Process — We will recruit regionally and nationally for the position and network to locate qualified candidates.
- Resume Review — We will identify qualified candidates.
- Candidate Screening — We will thoroughly screen prospective candidates.
- Background Investigation — We will thoroughly evaluate prospective candidates.
- Interview Process — We will make recommendations and assist in selection.
- Negotiation and Follow-up — We will facilitate employment and follow-up to

ensure complete integrity of the process.

## V. REFERENCES

Mr. Robert Layton, City Manager  
City of Wichita; population: 357,698  
455 N Main Street  
Wichita, KS 67202  
316-268-4351  
[RLayton@wichita.gov](mailto:RLayton@wichita.gov)  
Director of Public Works and Utilities Search; Assistant Director of Public Works and Utilities

Ms. Michele Bechhold, Senior Human Resources Officer  
City of Fayetteville; population: 73,580  
113 W Mountain  
Fayetteville, AR 72701  
479-575-8314  
[mbechhold@ci.fayetteville.ar.us](mailto:mbechhold@ci.fayetteville.ar.us)  
Water and Sewer Operations Manager Search

Mr. Jeff Pomeranz, City Manager  
City of Cedar Rapids; population: 128,056  
3851 River Ridge Road, NE  
Cedar Rapids, IA 52401  
319-286-5080  
[citymanager@cedar-rapids.org](mailto:citymanager@cedar-rapids.org)  
Various Searches

Mr. Andrew Quigley, Interim Assistant City Manager  
City of Tucson; population: 520,585  
255 W Alameda, City Hall - 10th Floor  
Tucson, AZ 85071  
520-791-4204  
[Andrew.Quigley@tucsonaz.gov](mailto:Andrew.Quigley@tucsonaz.gov)  
Tucson Water Director Search

Mayor Tom Beehan  
City of Oak Ridge; population: 27,378  
200 W Tulane Avenue  
Oak Ridge, TN 37830  
865-425-3432  
[tbeehan@corn.org](mailto:tbeehan@corn.org)  
City Manager Search

Mr. Randy Reid, County Administrator  
Sarasota County; population: 379,448  
1660 Ringling Blvd  
Sarasota, FL 34236

941-861-5111

[rreid@scgov.net](mailto:rreid@scgov.net)

County Administrator Search

Mr. Quinn Bennion, City Administrator  
City of Prairie Village; population: 20,511  
7700 Mission Road  
Prairie Village, KS 66208  
913-385-4601

[qbennion@pvkansas.com](mailto:qbennion@pvkansas.com)

City Administrator Search; Police Chief Search

## **VI. PROCESS AND TENTATIVE TIMELINE**

### **1. Position Analysis**

We will have extensive consultation with the Mayor and Selection Committee (Committee), other City staff and local leaders selected by them, as well as other individuals or groups (if you wish) to determine the City's vision/mission, goals and objectives, the needs and issues, requirements of the job, and to obtain information about the environment within which the position functions. In addition, we will spend a considerable amount of time at the beginning of the process in the City of Prairie Village in order to determine the level of experience and training needed.

During this process, we will initiate individual interviews with the Committee, citizen organizations, department heads and key staff, and others of your choice to identify expectations, perceptions, and concerns regarding the position.

Based on those meetings, we will prepare a draft position profile and review it with the Committee in order to arrive at a general agreement regarding the specifications for the position. The final position profile will include information about the City of Prairie Village, the community, major issues to be faced, the position, and the selection criteria established.

### **2. Recruitment Process**

Because we have recently completed similar searches, we will first review our database to determine those candidates whom we may already know and/or already have on file who may meet the City's specifications.

Although this process is valuable, we will rely most heavily on our own contacts in the public works director field and on our own experience. In other words, through "networking", we will conduct a nation-wide professional search for the best qualified candidates and invite them to apply for the position.

We will provide the Committee with several advertising alternatives with varying degrees of cost and their associated benefits. Based on our discussions with the Committee, we will place ads in professional journals, at online websites which directly target people in the public works field, and in various minority and women's publications to encourage applicants to apply.

### **3. Resume Review**

We will review and analyze each applicant's background and experience against the position

description criteria. We will acknowledge all resumes received and keep candidates informed of their status.

#### **4. Candidate Screening**

Criteria for the preliminary screening will be contained in the approved "Recruitment Profile". They may include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resumes and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the Recruitment Profile.

We will be responsible for screening the applications received. This initial screening will be conducted by telephone and/or interactive video with the prospective candidate. We will conduct interviews with references who may know the candidate's background and expertise by telephone. Where feasible, we will also conduct personal interviews with top candidates.

Once the initial screening is completed, we will select the prospective candidates who most closely match the criteria established by the Committee. The output of this step in the process will be a matrix display of the top candidates showing how each rates against the selection criteria established by the Committee. This matrix will be reviewed with the Committee in group meetings and guidance obtained prior to proceeding. One contingency here is that the Committee may not approve of any of the candidates. If that should occur, we would, of course, keep searching until the City of Prairie Village's needs are clearly met.

After review by the Committee, we will personally interview each using various interview techniques. We will closely examine their experience, qualifications and achievements in view of the selection criteria and our professional expertise in evaluating the quality of such qualifications and achievements.

We also request that all candidates provide us, in writing, substantial information about their accomplishments and their management style and philosophy. This information will be verified and, at the Committee's option, may be further tested by having the finalists complete management and leadership style inventories. We interpret these instruments for the Committee, as well.

#### **5. Background Investigations**

As part of our process in evaluating top candidates, we make detailed and extensive reference checks. In conducting these, it is our practice to speak directly to individuals who are now or have previously been in a position to evaluate the candidates' job performance.

We ask each candidate to provide us with a large number of references. We then network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates. We also verify past employment difficulties, if any, including reasonable due diligence on any legal action filed against current or former employers.

As part of our evaluation process, we verify undergraduate and graduate college degrees. We arrange for credit checks, criminal checks, and, as an additional option, can arrange for psychological (or similar) testing of the candidates that may be desired. As a part of this project we can provide the results of a Teleometrics Management Style Inventory on the finalist candidates. We can also



conduct a Myers-Briggs analysis of the team with the new team member for team building purposes. (These may be extra cost items.) We will recommend background investigation criteria to the Committee which will make the final decision on the specifics of the background check.

#### **6. Interview Process**

Based on the preceding steps, a recommended list of finalists for the positions of Public Works Director will be compiled. We will prepare a written summary on each finalist. The information will cover, but not be limited to, 1) present position, 2) total years experience, 3) salary requirements, 4) education, 5) previous positions held, 6) notable projects, 7) management style, 8) skills and abilities, 9) interests, and 10) professional goals.

This information will be presented to the Committee in a detailed written format combined with the results of the background investigation and candidate screening. We will make a recommendation on a group of five (5) to seven (7) finalists. The Committee shall make the final decision on which and how many candidates will be interviewed.

Our report will be presented in a meeting with the Committee in which we will discuss our recommendations and provide background information, sample questions and a rating form for the interviews. We can also assist the Committee at no extra charge in conducting targeted selection and/or simulation processes with finalists, if desired. In particular, we will explain which, if any, of the applicants specifically meet the total criteria established by the Committee or whether the final group simply represents the best available talent.

We will also provide the Committee with our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews with the finalists. We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate role for spouses, receptions, etc. We will arrange schedules for top candidate interviews with the Committee and will coordinate the process.

#### **7. Negotiation and Follow-up**

We will also assist in the negotiation process relative to salary, benefits and other conditions of employment. We feel that we can be especially helpful because we have proposed a fixed fee rather than one based on a percentage of salary. One contingency here is that an agreement may not be able to be arranged. If that is the case, we will work with the Committee to select an alternate candidate.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of the Committee and that any public statement should come directly from the Committee. We will maintain confidentiality of candidate information, to the degree possible, under Kansas law.

Finally, we will notify by letter all unsuccessful candidates who were not recommended for interview with the Committee of the final decision reached. We suggest, however, that it is more proper for the Committee to directly notify all unsuccessful candidates whom they interviewed of the final result.

Once the new Public Works Director has been on board for 30 days or so, we will conduct a session with the Committee and with the new Public Works Director in order to establish mutual performance criteria and goals for the position. In this regard, we will work with the Committee to define the role of the new Public Works Director within the City of Prairie Village.

We will follow-up periodically with the Committee and the new Public Works Director during the first year in order to make any adjustments that may be necessary.

We will keep the Committee closely informed and involved in decisions concerning the search process at all times. We will prepare and send to the Committee weekly e-mail updates and a formal progress report at the mid-point of the search. These reports will contain a progress report on the recruitment and specific steps to be taken to meet the Committee's deadlines and an itemization of expenses incurred-to-date and expected to be incurred during each succeeding project step.

Support from the Committee will be needed, as follows:

- Arranging interviews with the Committee and key City staff
- Providing budget, organization charts and other documents
- Place of contact for the search
- Processing invoices for payment

**CITY OF PRAIRIE VILLAGE, KANSAS  
PUBLIC WORKS DIRECTOR  
TENTATIVE DRAFT TIMELINE**

Kickoff Interviews with Committee and others to be interviewed	March 26-27, 2013 (as needed)
Draft Recruitment Brochure to Committee for Review	April 5, 2013
Color Recruitment Brochure to Committee for Review	April 11, 2013
Access Data Base, Place Ads and Kick Off Search Process	April 11-14, 2013
Send Recruitment Brochure/Invitation Letter	April 12-15, 2013
Follow-up Telephone Calls	April 12-May 23, 2013
Cutoff Date for Receipt of Applications	May 23, 2013
Meet with Committee to Review Review Short List of Candidates	May 29, 2013
Conduct Reference and Background Checks	May 31-June 12, 2013
Send Interview Guide (Final Report) to Committee on Top 5 Candidates	June 14, 2013
Committee to Conduct Interviews on Top 4-6 Candidates	June 17-18, 2013

Make Selection (Appointment by Mayor & City Council)	June 26, 2013
Negotiate Agreement	June 27-30, 2013
Selected Candidate On-Board	30 - 60 days later
Close off Search Process	Week of July 8, 2013

**VII. UNIQUE/INNOVATIVE APPROACHES**

We reach out directly to individuals in the field, former placement and professional associations which include/involve management level public works personnel and access social networking sites. Our firm uses Assessment Centers, the Myers-Briggs Type Indicator program and Teleometrics Management Style Inventory. We also make extensive use of interactive video to interview and evaluate candidates.

Making extensive use of the Internet and interactive video can also be used as an expense saving method. We would like to talk with the Committee about the advantages of this approach.

**VIII. COST PROPOSAL**

Our fee for the services outlined is \$16,500 plus not-to-exceed expenses of \$8,000. Because the City of Prairie Village is a repeat client we will discount the \$16,500 fee by \$1,500 so that the fee to conduct this search will be \$15,000 plus \$8,000 in not-to-exceed expenses. Items typical of a similar search with their approximate costs are broken down as follows:

Position Analysis . . . . .	\$ 2,000
Outreach Campaign . . . . .	2,000
Resume Review . . . . .	1,750
Candidate Screening . . . . .	4,500
Background Investigation . . . . .	4,750
Interview Process . . . . .	1,000
Negotiation and Follow-up . . . . .	<u>500</u>
<b>TOTAL FEE . . . . .</b>	<b>\$16,500</b>
<b>DISCOUNT ON SEARCH . . . . .</b>	<b>\$1,500</b>
<b>TOTAL FEE FOR SEARCH . . . . .</b>	<b>\$15,000</b>

Expenses, not-to-exceed out-of-pocket in the amount of \$8,000.00 are for consultant travel, lodging and per diem, telephone, correspondence, advertising, research, sourcing, reference and background investigation, data assemblage and report preparation.

Because of our other ongoing consulting and search work and our experience, expenses should be kept to a minimum. The cost for final candidates to travel to interview with the Committee is not included. Such costs are typically paid by the client on a reimbursement basis, directly to the candidates. These costs are extremely difficult to estimate because they depend on where the candidates are located. Typically, out-of-state costs run about \$750 to \$1,000 per person.

The City of Prairie Village's liability to The Mercer Group, Inc. for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by the Committee in writing.

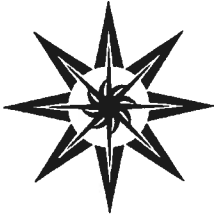
We will submit regular invoices for fees and expenses. It is our practice to bill one-third at the start of the search, one-third upon delivery of the semi-finalist application materials, and one-third upon delivery of the Final Report (Interview Guide with candidates' materials). Each invoice is due and payable upon receipt for professional services.

We will comply with all applicable laws, rules and regulations of federal, state and local government entities.

Our ability to carry out the work required will be heavily dependent upon our past experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out the engagement. The results obtained, our recommendations and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Kansas.



## FINANCE COMMITTEE

Council Meeting Date: April 15, 2013  
Committee Meeting Date: April 15, 2013

**\*COU2013-14: Consider changes to City Council Policy: CP061- Purchasing**

---

### RECOMMENDATION

Finance Committee Recommends the City Council approve the changes to City Council Purchasing Policy - CP061. The amended policy changes the requirements for any singular item purchase from \$2,000 to \$2,500.

### SUGGESTED MOTION

Recommend the City Council approve the changes to City Council Purchasing Policy - CP061.

### BACKGROUND

The Finance Committee discussed at the April 9<sup>th</sup> meeting increasing the dollar amount on expenditures requiring purchase orders from \$2,000 to \$2,500.

Changing the purchase order limit allows the limit on Purchasing Cards (Pcards) to be increased from \$2,000 to \$2,500. Purchases made on Pcards save the City on processing and handling costs. The transactional, or process cost, of using a traditional procure-to-pay process—often involving a purchase order, invoice and check payment—is the same regardless of the dollar amount of the purchase. In other words, the process cost of a \$25 purchase is the same as a \$10,000 purchase. Often, the process cost exceeds the value of the item being acquired (e.g., the cost to acquire a \$25 wrench may exceed \$100). Estimates of the process cost of the traditional process range from \$50 to \$200. Overall, P-Cards provide a means for streamlining the procure-to-pay process, allowing the City to procure goods and services in a timely manner, reduce transaction costs, track expenses, take advantage of supplier discounts, make purchasing and/or accounts payable department more efficient and reduces or eliminates petty cash.

The City receives an annual rebate from UMB Bank on all purchases made on the Pcard. The 2012 rebate was \$715.69.

The bid requirement for a single item was also changed from \$2,000 to \$2,500 to be in line with the Purchase Order and Pcard limits.

## **FUNDING SOURCE**

No funding source needed

## **ATTACHMENTS**

- City Council Policy: COP61 - Purchasing, effective December 20, 1999
- City Council Policy: COP61 - Purchasing, effective April 15, 2013

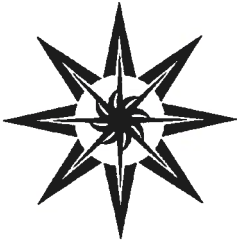
---

### **PREPARED BY:**

Lisa Santa Maria

Finance Director

Date: April 11, 2013



## City Council Policy: CP061 - Purchasing

Effective Date: April 15, 2013

Amends: CP061 - Purchasing, December 20, 1999

Approved By: City Council

---

### 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 ~~\$2,000~~ **\$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 ~~\$2,000~~ **\$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 ~~\$2,000~~ **\$2,500**.
2. For any single item expenditure of ~~\$2,000~~ **\$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 ~~\$2,000~~ **\$2,500**.
2. Monthly or regular expenditures for contractual agreements such as, but not limited to, the following:
  - a.) Lease agreement payments

## CP061 - Purchasing

---

- b.) Utility payments Debt service payments
- c.) Payroll liability payments
- 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 ~~\$2,000~~ \$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.





## FINANCE COMMITTEE

Council Meeting Date: April 15, 2013  
Committee Meeting Date: April 15, 2013

**\*COU2013-15: Consider change to City Council Policy: CP056- Financial Management Policies**

---

### RECOMMENDATION

Finance Committee Recommends the City Council approve the change to City Council Financial Management Policy - CP056 (page 4). The amended policy changes the capitalization threshold (Fixed Assets) from \$1,000 to \$5,000.

### SUGGESTED MOTION

Recommend the City Council approve the changes to City Council Financial Management Policies - CP056.

### BACKGROUND

The Finance Committee discussed at the April 9<sup>th</sup> meeting increasing the capitalization threshold on items with a useful life of greater than one year from \$1,000 to \$5,000.

The Governmental Accounting, Auditing, and Financial Reporting (GAAFR) guidelines recommend a minimum \$5,000 capitalization threshold.

Changing the capitalization threshold will affect which items are considered Fixed Assets.

### FUNDING SOURCE

No funding source needed

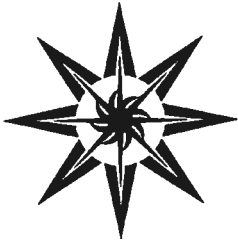
### ATTACHMENTS

- City Council Policy: COP56 - Financial Management Policies, effective February 21, 2009
  - City Council Policy: COP56 - Financial Management Policies, effective April 15, 2013
- 

### **PREPARED BY:**

Lisa Santa Maria  
Finance Director

Date: April 11, 2013



## City Council Policy: CP056 - Financial Management Policies

Effective Date: April 15, 2013

Amends: CP056 - Financial Management Policies, September 21, 2009

Approved By: Governing Body

---

### 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 Polices

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.
-

## 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

---

- 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

## CP056 - Financial Management 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 ~~\$1,000~~ **\$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

## CP056 - Financial Management Policies

---

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

## MAYOR'S ANNOUNCEMENTS

April 15, 2013

**Committee meetings scheduled for the next two weeks include:**

Prairie Village Arts Council	04/17/2013	7:00 p.m.
Environmental/Recycle Committee	04/24/2013	7:00 p.m.
VillageFest Committee	04/25/2013	7:00 p.m.
Council Committee of the Whole	05/06/2013	6:00 p.m.
City Council	05/06/2013	7:30 p.m.

=====

The Prairie Village Arts Council is pleased to announce a photography exhibit by Dale Cole and Rick Scaletty in the R.G. Endres Gallery for the month of April.

The annual large item pick-up has been scheduled. Homes on 75th Street and north of 75th Street were collected on Saturday, April 13th. Homes south of 75th Street will be collected on Saturday, April 20th.

**INFORMATIONAL ITEMS**  
**April 15, 2013**

1. Planning Commission Minutes - March 5, 2013
2. Council Committee of the Whole Minutes - April 1, 2013
3. Park & Recreation Committee Minutes - March 13, 2013
4. Mark Your Calendars



**PLANNING COMMISSION MINUTES  
MARCH 5, 2013**

**ROLL CALL**

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, February 5, 2013, in the gymnasium of Indian Hills Middle School, 6400 Mission Road. Vice Chairman Bob Lindeblad called the meeting to order at 7:00 p.m. with the following members present: Randy Kronblad, Dirk Schafer, Nancy Wallerstein, Gregory Wolf and Nancy Vennard.

The following persons were present in their advisory capacity to the Planning Commission: Ron Williamson, City Planning Consultant; Dennis Enslinger, Assistant City Administrator; Jim Brown, Building Official, Keith Bredehoeft, Interim Public Works Director, Ted Odell, Council Liaison and Joyce Hagen Mundy, City Clerk/Planning Commission Secretary.

**APPROVAL OF MINUTES**

Nancy Vennard noted in the first paragraph under PC2013-105 on page 3, the second sentence should read “proposed sign is a sign band” not “sign ban”. Randy Kronblad moved the minutes of the February 5, 2013 be approved as corrected. The motion was seconded by Gregory Wolf and passed by a vote of 5 to 0 with Bob Lindeblad abstaining.

**PUBLIC HEARINGS**

**PC2013-02 Ordinance Revisions to Section 19.25 “Overlay zoning District” to adopt Design Guidelines for Countryside East Homes Association**

Dennis Enslinger stated in 2010, the City Council directed staff to work with the Countryside East Homes Association in the development of a neighborhood conservation overlay district and the creation of development/design standards. It was decided the Countryside East Homes Association would be the initial model for the development of this tool.

Under Chapter 19.25 Neighborhood Conservation Overlay District the Planning Commission, Governing Body, or at least 51% percent of the property owners within the proposed area can initiate the establishment of a district. The governing Body initiated the establishment of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines on December 12, 2012. The Governing Body also requested the Planning Commission set a public hearing date regarding this issue.

The Planning Commission set public hearing date for consideration of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines for February 5, 2013. The Planning Commission approved the continuation of the public hearing to March 5, 2013 because of notification issues related to the public hearing.

Dennis Enslinger reviewed the purpose for Neighborhood Conservation Overlay Districts as set out in Chapter 19.25.

Section 19.25.30 establishes the process for review of proposed Neighborhood Conservation Overlay Districts and indicates that the Planning Commission shall make a recommendation that the NC district zoning be approved, approved with conditions or denied to the Governing Body. The recommendation shall be accompanied by a report containing the following information:

- (i) an explanation of how the area meets or does not meet the selection criteria contained in Section 19.25.010;*
- (ii) in the case of an area found to meet the criteria in Section 19.25.010:*
  - a. a description of the general pattern of development, including Streets, Lots and Buildings in the area; and*
  - b. Development/Design Standards to guide development within the District;*
- (iii) a map showing the recommended boundaries of the NC District; and*
- (iv) a record of the proceedings before the Planning Commission;*

### **Design Standards**

The CSE Homes Association has spent the last two years working with staff to develop design standards for the CSE Overlay District. The Design Standards are attached and are focused on what could be described as the “big ticket” items such as overall height of structures, side yard setbacks, how additions relate to neighboring properties, etc. The following fifteen key points are listed in the Design Guidelines Documents:

1. A maximum 5-foot knee wall height on upper story will be allowed on front of home.
2. Minimum 66% of original eave line must be maintained on the front of home.
3. Minimum 10% of new home or renovated portion of front of home must contain windows.
4. Gabled roofs facing the street must match existing roof slopes on front of home, excluding dormers.
5. For a 3-car garage on home front, at least 1 bay must be in a different plane.
6. For a split-level home, an addition above existing upper level is not allowed.
7. In the case of a new home, predominate eave line on the front of the home must be within 2' of the highest neighboring eave line.
8. The plots in Countryside East shall be used for private dwellings only and each dwelling shall be designed only for occupancy by a single family.
9. No garage or outbuilding shall be used as a residence or living quarters.
10. No building structure shall be commenced or erected until acceptable plans are submitted for Overlay District approval with the City of Prairie Village.
11. No outbuilding shall exceed the dwelling in height or number of stories. The size of an outbuilding is limited to 50 percent of the width of the lot measured along the rear line. Any outbuilding, except a greenhouse, shall correspond in style and architecture to the dwelling and shall be of the same exterior materials.

12. No dwelling or any part thereof shall be erected nearer to the adjoining street than the building limit line shown on the recorded plat. Stoops, porches, balconies and terraces that are not enclosed, may extend no more than 6 feet beyond the limit line. Architectural appurtenances may extend no more than 4 feet beyond the limit line.
13. No part of any dwelling shall be erected nearer to the side property line than 12 ½ percent of the width of the property at the front property line.
14. No dwelling shall exceed 1½ stories. A house - new construction or remodel - that meets the restrictions numbered 1 through 7 above shall be deemed to meet the 1½ story restriction.
15. Houses must have a ground floor minimum square footage (excluding garages and porches) based on the frontage length of the property as follows:

Frontage of:	1 story	1.5 story
70 - 80 feet	900 sq. ft	700 sq. ft.
80 - 90 feet	1000 sq. ft	750 sq. ft.
90 - 100 feet	1100 sq. ft.	750 sq. ft.
100 feet or over	1200 sq. ft.	800 sq. ft.

Acting Chairman Bob Lindeblad opened the public hearing:

Peter Gogol, 5019 West 66<sup>th</sup> Terrace and current president of the Countryside East Homes Association, spoke in support of the proposed overlay district as the key to preserving their neighborhood and quality of life. He reported that on January 10<sup>th</sup> the Board of Directors unanimously adopted a resolution stated that the Board continues to be in favor of the creation of a neighborhood Overlay District and that they approved the design guidelines that were publicly presented at the association's annual meeting in November, 2012. Mr. Gogol noted these guidelines were passed on opinions of their residents derived from a survey, public meetings and individual discussion with homeowners.

Dan Blom, 6408 West 64<sup>th</sup> Terrace, reported that at the annual meeting of the homes association the overlay district guidelines were presented as well as an explanation of the process followed. Everyone was notified of that meeting and a petition of support was signed by the residents attending that meeting.

With no more comments, the public hearing was closed at 7:09 p.m.

Vice Chairman Bob Lindeblad led the Commission in review the following criteria that must be met in order to establish a Neighborhood Conservation Overly District:

**(1) the general pattern of development, including streets, lots and buildings, shall have been established at least 25 years prior to the Effective Date;**

The Countryside East (CSE) Overlay District area began developing in the late 1940s with the oldest structure built ca. 1948. The majority of structures in the CSE Overlay District were completed in the 1950s and 1960s. There were a few structures which were built in the mid-1970s. Based on this information, the CSE Overlay District meets the 25 year criteria.

**(2) the area shall possess built environmental characteristics that create an identifiable setting, character and association;**

While there are a variety of architectural form types and styles within the CSE Overlay District, the area consists of a built environment which creates an identifiable setting, character and association.

The CSE Overlay District is residential in land use and consists of only single-family dwelling units. The area is centered along the North-South collector street, Hodges Drive with the numbered streets intersecting Hodges Drive. One of the unique features of the area is Highland Cemetery. The area is also known for its tree lined streets which are planted with predominantly Ash trees.

The lots within the CSE Overlay District are predominately just under or just over a quarter of an acre. There are a few larger lots within the area which are just over one-half acre. With the exception of Hodges Drive and Ash Street, the dwellings are oriented towards the number streets.

The area also contains a very active homes association the Countryside East Homes Association. The proposed CSE Overlay District is consistent with the Countryside East Homes Association.

**(3) the designated area shall be a contiguous area of at least five (5) acres in size. Areas of less than five (5) acres may be designated as an NC Overlay District only when they abut an existing five (5) acre or greater NC Overlay District.**

The CSE Overlay District contains approximately 112 acres.

Nancy Wallerstein moved the Planning Commission forward the proposed Design Guidelines for the Countryside East Neighborhood Overlay District to the Governing with a recommendation for approval. The motion was seconded by Gregory Wolf and passed unanimously.

Bob Lindeblad thanked the neighborhood for their participation and work during the past two years in the development of these guidelines.

Nancy Wallerstein announced to those in attendance that the neighborhood meeting on the Mission Valley Site was currently being held at Shawnee Mission East and that this item would not be discussed by the Planning Commission this evening.

**PC2013-03 Request for Special Use Permit for St. Ann's School Expansion  
7235 Mission Road**

Arnie Tulloch, with Shafer, Kline & Warren, presented the application on behalf of St. Ann's School and noted their acceptance of the staff recommendation on this application. However he wanted to clarify that the existing pre-school that operates within St. Ann's School was included in the special use permit.

Ron Williamson responded that the special use permit would cover pre-school through 8<sup>th</sup> grade. If the school expanded to cover high school, the permit would need to be amended.

Mr. Williamson noted that the site plan for the school expansion was approved at the February meeting by the Commission which extends the north wing of the school building to add eight new classrooms. The expansion will have four classrooms on each floor and an elevator will be constructed to provide access between the floors. The addition will provide implementation of a full-day kindergarten program. All classrooms will be moved out of the basement of the church to the new classrooms. The science lab, which currently serves a dual purpose as a home room, will be dedicated full time to science education. Staff will be moved from lobbies and corridor spaces to the classrooms. The proposed expansion will provide a more efficient and effective organization of providing education to the students.

A neighbor has submitted a request that the construction vehicles not access from Windsor, but access the site from Mission Road. This seems to be a reasonable request and can be added as a condition of approval. Windsor is a residential street and bringing construction equipment and materials through this residential area would be disruptive.

The applicant held a neighborhood meeting on February 20, 2013, in accordance with the Planning Commission Citizen Participation Policy. One resident attended and had no issues with the proposal.

Bob Lindeblad opened the public hearing. No one was present to address the Commission, however, it was noted that a letter was received earlier and included in the commissioners' packet by a resident. The public hearing was closed at 7:15 p.m.

Vice Chairman Bob Lindeblad led the Commission in the following review of findings of fact:

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

The property is zoned R-1B Single Family Residential District and has been developed by St. Ann's Church and School since 1968. The site is approximately 10.6 acres and has adequate area to accommodate the proposed expansion and meet all setback, height and area regulations of the zoning ordinance.

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

The site is large and this is the expansion of a use that has been there since 1968. The proposed expansion is for eight classrooms internally on the site and will not adversely affect the welfare or convenience of the public.

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

The footprint of the proposed expansion is approximately 72' x 77' or 5,544 sq. ft. The total square footage added will be 11,088 sq. ft. The existing square footage of the school and church is 93,631 square feet according to the Johnson County Appraisers data. This is a 11.8% increase in the square feet of the complex.

The proposed expansion is internal to the site and will have little if any impact on the surrounding neighborhood. Therefore, the proposed expansion will not cause substantial injury to the value of other property.

4. **The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it, are such that this special use will not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will so dominate the immediate neighborhood, consideration shall be given to: a) the location, size and nature of the height of the building, structures, walls and fences on the site; and b) the nature and extent of landscaping and screening on the site.**

This proposal is for only eight additional classrooms and is not of a size that will dominate the neighborhood or hinder development or redevelopment. This neighborhood is completely developed.

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

Currently there are 305 parking spaces on the site and the applicant has calculated that the school and church require 239 spaces. The ordinance requires two spaces for each classroom which will add 16 spaces for a total requirement of 255 spaces. The site will have an excess of 50 spaces over the requirements. The church normally does not have functions during school time so generally there is more than adequate parking available. The parking spaces are existing and are located to have minimum negative impact on the neighborhood. When major events occur, the grassed sports fields could be used as temporary parking. Also it may be possible to use parking to the south if an activity does not occur during normal office hours.

6. **Adequate utility, drainage and other necessary utilities have been or will be provided.**

Storm drainage was addressed at the time of site plan approval and the applicant is working with Public Works to resolve drainage concerns. All utilities are available on site.

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

St. Ann's Church and School is a developed property and no change in the ingress or egress is planned. Currently the property can be entered from one location on Mission Road and one location of Windsor Street. Exiting can occur from two locations on Mission Road and one on Windsor Street. No congestion will be added to adjacent public streets.

8. **Adjoining properties will be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors, or unnecessary intrusive noises.**

This particular use does not appear to have any hazardous or toxic materials, hazardous processes or obnoxious odors related to its use. There may be some noise generated from the outdoor play of the children, but it should be minimal.

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

The architectural plans were approved as a part of the Site Plan Approval.

Gregory Wolf moved the Planning Commission find favorable the findings of fact for PC2013-02 and recommend the Governing Body approve the issuance of a Special Use Permit for St. Ann's School, grades pre-school through eighth grade, at 7235 Mission Road, Prairie Village, subject to the following conditions:

1. That access to the site for construction vehicles and material deliveries be from Mission Road.
2. That the Special Use Permit be approved for an indefinite time.
3. That future expansion or modification be handled through the Site Plan Procedure and amendment to the Special Use Permit not be required unless the school expands to high school grades.
4. That if the applicant is found to be in non-compliance with the conditions of the Special Use Permit, the permit will become null and void within 90 days of notification of non-compliance, unless the non-compliance is corrected.

The motion was seconded by Randy Kronblad and passed unanimously.

## **NON-PUBLIC HEARINGS**

### **PC2013-101 Site Plan Approval - Roe 89 Shops 8825 & 8839 Roe Avenue**

Kevin Harden with Gastinger, Walker & Harden and Greg Hoefer with The Tutera Group noted they are proposing to give a new facelift to the 89<sup>th</sup> and Roe Shops. The north building, 8825 Roe Avenue was built in 1965 and the south building, 8839 Roe Avenue, was built in 1988. Both buildings are owned by the same entity and the proposed facade design is to update and create some similarity in the buildings' appearance.

The proposed design for the north building essentially includes adding columns for aesthetic purposes, replacing the fluorescent light strip under the canopy with can lights and attaching a gable roof to the face of the facade. The existing canopy projects approximately eight feet from the building and the sidewalk is approximately ten feet wide. The proposed columns are not needed for structural support of the canopy. The proposed gables will only be about one foot deep and the roof material will be cedar boards.

The proposed design for the south building extends the canopy approximately four feet, adds gables, adds columns and replaces the five foot sidewalk with an eight foot sidewalk. The existing canopy is approximately three feet and it will be extended to approximately seven feet. The two existing dormers do not serve a purpose, are a maintenance problem and will be removed.

Kevin Harden stated they have received staff comments and are in agreement except for condition 3 that the façade of the north building be changed to be a shingled mansard roof. Mr. Harden noted the north building has a flat roof and the south building has a pitched roof 15' higher than the north building.

Mr. Williamson noted the flat front facade of the building is really not being changed and it is the most unattractive feature of the building. Redesigning it to a true mansard roof using the same roofing material as the south building would be more compatible with the south building and would better unify the development. Mr. Williamson pointed out that this renovation would probably be a 15 to 20 year improvement, and now is the time to provide a more compatible design.

Bob Lindeblad confirmed one of their goals was to be able to have more updated signage on the buildings.

Kevin Hardin noted the larger over hang on the south building to match the north.

There was a lengthy discussion regarding design that would better unify the buildings. Nancy Vennard suggested adding a continuous cedar band to the north building similar to that on the south building. to provide continuity between buildings.

Randy Kronblad noted Mrs. Vennard's suggestion would give more interest to the building and build a sign band. He noted he is ok with the proposal and noted you cannot make the buildings the same without starting over.

Bob Lindeblad led the Commission in the following review of the site plan criteria:

**A. The site is capable of accommodating the building, parking areas and drives with appropriate open space and landscape.**

The applicant is not proposing to increase the square footage of either building and is not proposing to increase or decrease the number of parking spaces. According to the plans there are 41 parking spaces. The total square feet of the two buildings is 9,791 square feet which requires 39 parking spaces. The buildings meet the parking requirements of the ordinance. It should be pointed out that the south building has only 13 parking spaces and the ordinance requires 18 parking spaces. Therefore, these two buildings will need to remain in common ownership in order to meet the off-street parking requirements. It is recommended that the two unplatted tracts be platted into one lot unless it is decided to turn the project into condos.

The applicant has proposed a new landscape plan. The existing pine trees on Roe Avenue are dying and need to be replaced. The replacement trees proposed are Hackberry which will probably not be approved by the Tree Board. The applicant is also proposing to replace the plants along 89<sup>th</sup> Street which have deteriorated over time.

**B. Utilities are available with adequate capacity to serve the proposed development.**

Utilities are currently in place and adequately serve the buildings.



**C. The plan provides for adequate management of stormwater runoff.**

There will be no increase in impervious surface so stormwater is not an issue.

**D. The plan provides for safe and easy ingress, egress and internal traffic circulation.**

The proposed site will utilize existing driveways and the general circulation of the Center will not be changed.

**E. The plan is consistent with good land planning and good site engineering design principles.**

There is very little change in site. The canopy is being expanded and the sidewalk is being widened on the south building. Adequate area will be available to accommodate drive ways and perpendicular parking.

The landscape which has deteriorated over time is being replaced.

**F. An appropriate degree of compatibility will prevail between the architectural quality of the proposed building and the surrounding neighborhood.**

The upgrading of the facade design of these buildings will be an improvement to this area. The front facade design of the north building should be changed to be more similar to the south building. A mansard roof and shingles could accomplish this. The applicant has submitted a materials palette to indicate the color of the brick, painted wood and roof shingles. The residential development to the north and south is high quality and the upgrading of these two buildings should reflect that quality.

Any proposed outdoor lighting will need to be in compliance with the outdoor lighting ordinance.

**G. The plan represents an overall development pattern that is consistent with the comprehensive plan and other adopted planning policies.**

One of the principles of the Village Vision was to focus on redevelopment and reinvestment in the community. These issues have become primary goals for the City and this project represents a step in that direction.

Dirk Shaffer moved the Planning Commission approve the proposed site plan for the 89<sup>th</sup> & Roe Shops (8825 & 8839 Roe Avenue) subject to the following conditions:

1. That all lighting used to illuminate the outdoor area be installed in such a way as to not create any glare off the site and be in conjunction with the outdoor lighting regulations.
2. That the street trees proposed along Roe Avenue and the landscape plan are subject to the approval of the Tree Board.
3. That the developer meet with staff and work out an acceptable façade design.
4. That the dormers be removed on the south building.
5. That a revised set of drawings be prepared and submitted with any changes required by this approval.
6. That the applicant plat the property into one lot in the future prior to the next renovation project. Because it is small and only one lot the preliminary and final plats can be submitted and reviewed as one package.

The motion was seconded by Gregory Wolf and passed unanimously.

## **SIGN STANDARDS:**

The applicant has submitted a new set of Sign Standards for the renovated project including both a text and a building graphic.

Dirk Shafer moved the Planning Commission approve the revised sign standards for Roe 89 Shops subject to the following conditions:

1. The title of paragraph "1. Elliptical Under Gable - Signage" should be revised to "1. Elliptical Under Gable and Band Sign - Signage".
2. Text needs to be added to paragraph 1.a. that "Only one sign shall be permitted per tenant and no sign shall exceed 5% of the square feet of the tenants' facade.
3. Add paragraph 5. Monument Sign:
5. Monument Sign:
  - a. One monument sign shall be permitted for the two building complex.
  - b. The sign face may be changed out by City Staff approval.
  - c. If the monument sign is relocated or redesigned, it will be required to be submitted to the Planning Commission for review and approval.
4. Remove the window dormers on the south building elevation and submit revised drawings to the City.

The motion was seconded by Randy Kronblad and passed unanimously.

### **PC2013-106      Approval of Revised Final Plan for Mission Pines 7870 Howe Circle**

Rick Jones with Nearing Staats Prelogar & Jones presented the application on behalf of the Hickok Dible Company. They are requesting a revision to the approved Final Development Plan for Lot 35 Mission Pines Second Plat. When the Final Development Plan was approved in 1989, Lot 35 was approved for a "New A-1" residential design. The first floor was 1,405 sq. ft.; the second floor was 787 sq. ft.; the garage was 452 sq. ft.; and the building was two story with a height of approximately 31 feet to the top of the roof at the street level. Since this is a Planned District specific floor plans and building facades were approved for the project and any minor changes must be approved as a revised Final Plan by the Planning Commission. Mission Pines was originally conceived as a 35 lot subdivision, but over time it was reduced to 25 lots. Lot 35 is one of the largest lots in the subdivision.

The proposed first floor plan is approximately 1,475 sq. ft. plus a 144 sq. ft. sun porch for a total of 1,619 sq. ft. with a 700 sq. ft. lower level, a 468 sq. ft. garage and the height of the building at the street is approximately 24 feet. The first floor is approximately 214 sq. ft. larger, the garage is 16 sq. ft. larger and the building is 7 feet less in height then the originally approved plan. The approved plan also had a shared driveway with the lot to the east and the proposed plan will have a separate driveway. The garage has been moved to the other side of the house and the shared driveway no longer is practical. Lot coverage will be 24.8% compared to 22.1% on the original plan.

The redesign of the floor plan has also changed the relationship of the proposed residence to the existing ones. The distance between the proposed residence and the one to the north is 13.71 feet compared to the original plan of 24 feet. The distance between the proposed residence and the one to the east is about 9 feet compared to 17 feet on the original plan.

This lot slopes from northeast to southwest approximately six feet which is why the applicant is proposing the lower level walkout. Rick Jones stated the first floor elevation would be higher than that of the adjacent homes. The engineer was to provide elevations of the first floors of the two adjacent homes, but had not been able to survey because of the snow.

Ron Williamson noted the Mission Pines Home Owners Association provides for a Design Review Committee that is required to review and approve all plans prior to obtaining a building permit. The City does not have any jurisdiction regarding private restrictions or covenants, however, because this project was approved as a Planned Development the design of the buildings must be in accordance with the approved plans. The proposed residence appears to be designed in the same theme as the original plan and will use the same building materials.

The applicant held a Citizen Participation Meeting on February 20, 2013 in accordance with the Planning Commission Policy. Ten residents attended the meeting and three were HOA Board members. Most were concerned about issues during construction, however, one resident preferred that it not be built.

Gregory Wolf moved the Planning Commission approved the revised final plan for Mission Pines subject to the following conditions:

1. That the applicant obtain formal approval of the plan from the HOA Design Review Committee prior to obtaining a building permit.
2. That the applicant use the same materials and colors used in the construction of the existing dwellings.
3. That the first floor elevation be approved by city staff.

The motion was seconded by Nancy Wallerstein and passed unanimously.

### **PC2013-107 Approval of Monument Sign - Hillcrest Covenant Church 8801 Nall Avenue**

Mike Manzo, president of SignCraft, Inc. presented the request from Hillcrest Covenant Church to replace its existing monument sign at the same location. The existing sign is perpendicular to Nall Avenue, is lighted and is double faced. The sign will be setback 13 feet from the back of curb. The sign base will be stone similar to the stone on the building. The sign face will be stucco with flat cut bronze aluminum letters.

The sign will be lit with ground mounted lights. Mr. Manzo stated the lights are only 8.5" high and will be incorporated into the landscape bed making their visibility minimal. He feels this indirect lighting is softer and does not have the glare produced by other lighting.

The maximum sign height permitted by the ordinance is five feet and the proposed sign complies with that requirement. The area of the proposed sign panel is 19.09 square feet. However, the actual sign is approximately 7.5 square feet. The maximum square feet permitted is 20 square feet for the sign panel.

Ron Williamson noted the applicant has submitted a landscape plan and the plant selection is appropriate.

Nancy Vennard stated she felt the proposed lighting could be hidden in landscaping and prefers them to flush mounted lighting. However, the landscape plan presented has them very exposed. She suggested that it be adjusted to provide more coverage of the light fixtures by placing permanent plantings in front of them.

Bob Lindeblad stated he is ok with the proposed lighting and feels a revised landscape plan would address the concerns with their visibility.

Nancy Vennard moved the Planning Commission approve PC2013-107 granting approval for the proposed monument sign for Hillcrest Covenant Church at 8801 Nall Avenue as presented subject to the following conditions:

1. That the existing sign be removed when the new one is installed.
2. That the stone be similar to that of the church building.
3. That the landscape plan be revised to provide better screening of the proposed lighting and presented to staff for approval.

The motion was seconded by Gregory Wolf and passed unanimously.

### **PC2013-108 Site Plan Approval for Wireless Communication Equipment Installation 3921 West 63<sup>rd</sup> Street**

Bud Harlow with Black & Veatch representing AT&T presented a request for site plan approval to add three new antennas at the 95' level of the existing monopole at 3921 West 63<sup>rd</sup> Street. The antennae will be not be visible.

Ron Williamson noted a Special Use Permit was issued for this facility for Verizon and two additional carriers with the additional carriers being required to get site plan approval. AT&T submitted a site plan approval application and it was approved by the Planning Commission in December 2010.

T-Mobile was approved as the third carrier for the co-location site in June 2011. Both Verizon and AT&T have used two center-lines on the monopole while T-Mobile only used one. T-Mobile is only using G-3 data transmission at this location so only one center-line was needed. The pole was designed for six center-lines which means there is still one left at 95'. AT&T is requesting to use this center-line to install antennas for its LTE (Long-Term Evolution) high-speed data service.

T-Mobile has not installed its antennas and equipment, but will use the 105' center-line and the equipment will be installed between the monopole and the AT&T lease area. AT&T leases the east 21.5 feet of the equipment compound. The T-Mobile equipment box will be mounted on a rack rather than being mounted on a pad and the rack poles will be slightly less than 10 feet in height which will be below the height of the 10-foot screening wall.

Mr. Williamson noted the applicant was unable to hold a neighborhood meeting because of the weather, but also noted that a neighborhood meeting was held when the Special Use Permit was approved in 2010, but no additional neighborhood meetings were held for the AT&T and T-Mobile Site Plan approvals.

Acting Chairman Bob Lindeblad led the Commission in the following review of site plan criteria:

**A. The site is capable of accommodating the building, parking areas and drives with appropriate open space and landscape.**

The capability of the site to accommodate the equipment compound was addressed in the approval of the Special Use Permit.

**B. Utilities are available with adequate capacity to serve the proposed development.**

Adequate utilities are available to serve this location.

**C. The plan provides for adequate management of stormwater runoff.**

Public Works has reviewed and approved a storm water management plan for the entire equipment compound as a part of the Special Use Permit Application (PC 2010-03).

**D. The plan provides for safe and easy ingress, egress and internal traffic circulation.**

The proposed site will utilize the existing fire station driveway and parking lot for circulation which will adequately serve the proposed use.

**E. The plan is consistent with good land planning and good site engineering design principles.**

The details of the overall design of the equipment compound were worked as a part of the Special Use Permit Application (PC 2010-03).

**F. An appropriate degree of compatibility will prevail between the architectural quality of the proposed installation and the surrounding neighborhood.**

A 10-foot tall brick screening has been constructed around the perimeter of the equipment compound using the same materials that match the existing fire station. No equipment will be visible above the wall.

**G. The plan represents an overall development pattern that is consistent with the comprehensive plan and other adopted planning policies.**

Wireless communications are not specifically addressed in Village Vision. Generally it falls into maintaining and improving infrastructure.

Randy Kronblad moved the Planning Commission approve PC2013-108 for site plan approval for the installation of wireless communication equipment at 3921 West 63<sup>rd</sup> Street for AT&T subject to the following conditions:

1. That all antennas and wiring be contained within the monopole.
2. That none of the equipment and supporting structure shall be taller than the 10' screening wall.

3. That none of the proposed improvements encroach into the T-Mobile equipment area the compound.
4. That AT&T and any subsequent entity maintain compliance with all the conditions of approval of the Special Use Permit (2010-03).

The motion was seconded by Gregory Wolf and passed unanimously.

## **OTHER BUSINESS**

### **Next Meeting**

Ron Williamson noted it appears that Tutera will be filing for the May Planning Commission meeting. He and Mr. Enslinger are to meet with them the end of the week. Dennis Enslinger announced that Tutera has moved the timeline back one month. Joyce Hagen Mundy announced that two applications have been filed for April: PC2013-108 - Site Plan approval for antenna on the tower at 9011 Roe Avenue and PC2013-109 - Site Plan approval for a small addition to 7400 State Line Road. It is also expected that PV Retail Partnership will be bringing to the Commission a new plat for the Prairie Village Shopping Center that covers only property owned by them. The location of the April meeting will be determined at a later date depending on agenda items. Indian Hills Middle School has already been reserved for the meeting. Mrs. Vennard noted the need for audio visual equipment for presentations.

## **ADJOURNMENT**

With no further business to come before the Planning Commission, Vice Chairman Bob Lindeblad adjourned the meeting at 7:50 p.m.

Bob Lindeblad  
Vice Chairman

**COUNCIL COMMITTEE OF THE WHOLE**  
**April 1, 2013**

The Council Committee of the Whole met on Monday, April 1, 2013 at 6:00 p.m. in the Council Chambers. The meeting was called to order by Council President Charles Clark with the following members present: Mayor Ron Shaffer, Ashley Weaver, Dale Warman, Steve Noll, Ruth Hopkins, Michael Kelly, Andrew Wang (late), Laura Wassmer, Brooke Morehead, David Morrison, Charles Clark, Ted Odell and David Belz. Staff Members present: Wes Jordan, Chief of Police; Keith Bredehoeft, Interim Public Works Director; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Lisa Santa Maria, Finance Director; Nic Sanders, Human Resources Specialist and Joyce Hagen Mundy, City Clerk.

**COU2013-11 Consider 2013-2014 Insurance Renewals**

Charles Clark called upon Bob Frankovic, the city's insurance consultant with Cretcher-Heartland, to present the proposed insurance renewals. Cretcher-Heartland went out to bid on behalf of the City for its Property/Casualty Renewals. The recommended carriers are incumbents - Trident (Property); Rli (Inland Marine) and Argonaut (GL/Auto/Public Official/employment practices, Law Enforcement Liability, Workers Compensation) for the coverage year beginning May 1, 2013.

The Insurance Committee discussed the renewal options and approved modifications to some of the coverages to reduce premium rates. Overall, the renewal bids represented an increase of \$11,066 or 3.9% with the proposed policies very similar to the current coverage. The most significant change in premium is the property coverage rate with an increase of \$5,539. The law enforcement liability rate also increased \$4,037. All other rates are similar or reduced.

The premiums are budgeted in the general fund in 2013 and the renewal amount will be budgeted as part of the 2014 budget process. The deductible amounts will be taken from the insurance reserve fund.

Steve Noll stated the Insurance Committee met several times and unanimously supports the proposed renewals. He noted that changes were made to the city's coverage to reduce premium costs such as lowering the auto physical damage coverage on older city vehicles and removing from coverage police vehicles that were in transition. Bob Frankovic noted these changes reduced the premium after renewal by \$1709.

Steve Noll made the following motion, which was seconded by Michael Kelly and passed unanimously:

**MOVED THE GOVERNING BODY APPROVE THE INSURANCE  
RENEWAL POLICIES AND RATES WITH TRIDENT, RLI AND ARGO-  
NAUT AT A RENEWAL RATE NOT TO EXCEED \$297,701 FOR**

**THE UPCOMING COVERAGE YEAR MAY 1, 2013 THROUGH APRIL 30, 2014  
COUNCIL ACTION TAKEN  
4/1/2013**

Bob Frankovic introduced Steve Sopinski with Cretcher-Heartland who was also present and has been working with city staff.

**Discussion regarding 2014 Budget - Overview of significant Items**

Quinn Bennion noted City staff has updated the list of significant budget items for discussion adding requested information, estimated financial impact and date the item will come before the Council Committee for consideration. Also updated and distributed was the Council Priority List. Mr. Bennion noted that most of the priority items will not be able to be discussed and researched before the June budget preparation.

**A3 Address Emerald Ash Borer Infestation**

Keith Bredehoeft reported staff is continuing to research this issue and that more data is needed before an action plan can be developed. A realistic estimate of the cost for a program is not possible without an evaluation of the Ash trees in the city. Staff is proposing a budget of \$50,000 to hire an outside company to do the evaluation and begin treatment in 2014 with remaining budget funds. The evaluation would be done by an arborist that would rank the trees for treatment. Quinn Bennion added the individual conducting the evaluation would be different from the individual providing the tree removal or treatment.

Ruth Hopkins confirmed there are 750 city owned Ash trees in city right-of-way and parks. Brooke Morehead asked if the city had any history on these trees. Mr. Bredehoeft responded public works staff has located all the trees, but not evaluated their condition. He feels the city has time to develop a plan.

Quinn Bennion noted that one of the considerations will be the number of Ash Trees located on the street. Research indicates that this disease is nearly 100% fatal without treatment. Steve Noll asked if residents would be made aware of the findings of the evaluation. Mr. Bredehoeft responded there will be major public involvement in the development of the plan.

Michael Kelly confirmed that this is an ongoing cost and that treated trees will need to continue to be treated or they will die. Therefore an important part of this plan is to create a removal and replanting schedule to minimize the impact.

Laura Wassmer expressed concern that \$50,000 is not sufficient funding to address the problem. Mr. Bredehoeft responded the \$50,000 is sufficient to do the evaluation necessary to develop a plan of action and noted immediate action is not necessary. Charles Clark stated he felt the earlier cost figures were high based on an estimate he received to treat three Ash trees on his property. He also feels that as this becomes a bigger issue there will be more competition by companies to provide the needed services.



Steve Noll moved to move forward with the proposed inclusion of \$50,000 in the 2014 budget to address Emerald Ash Borer infestation. The motion was seconded by Michael Kelly and passed unanimously.

#### **A8 Pool Closing on Weekdays after start of school**

Quinn Bennion stated this has been considered in the past. He noted the past attendance figures for week day attendance after the start of school and related revenue.

Brooke Morehead stated is this not a significant cost and she feels the benefit to the residents outweighs the savings to be incurred. Brooke Morehead moved to not close the pool on weekdays after the start of school. The motion was seconded by Ted Odell and passed by a vote of 10 to 2.

#### **B25 Employee Appreciation Events**

Quinn Bennion reviewed the employee appreciation events held over the past three years and noted the fund is also used for employee anniversary awards and holiday luncheon. Those employees who cannot attend due to scheduled work are given gift certificates, nothing is given to employees who are unable or choose not to attend.

Ruth Hopkins noted her employer has recently dropped employee events and the action has had a very negative impact on morale. Michael Kelly asked why the events were held out of the City. Quinn Bennion responded the events are determined by an employee committee. He noted in the past city events have been tried with very little participation. Michael Kelly asked if the employees had a holiday party. Mr. Bennion replied they have an employee luncheon during work in the Council Chambers. Mr. Kelly felt given the fiscal condition these events should be reined in.

Andrew Wang asked about participation levels. While he feels it is important to show appreciation to employees, he does not feel holding special employee events is an integral part of being a good employer.

David Belz warned against being penny wise and pound foolish. He does not see anything wrong with holding employee appreciation events. He noted this is one tenth of one percent of the city's budget and to further reduce the amount spent would be an event smaller percentage of the budget. He feels that if this was to be cut, it will be the perception of the employees that the Council is balancing the budget on their backs.

Ted Odell stated he would like to look at other opportunities for these events. Quinn Bennion responded this item was discussed in 2009 and 2010 when the city was in the position that cuts had to be made to the budget. This year staff is not looking at having to reduce the budget or increase the mill levy. City employees do appreciate and look forward to these events. He noted that in-house planned events take significant staff time to plan and implement.

Dale Warman stated that "7 Habits" book states you "must take time to celebrate achievements". In today's economy employees are being asked to do more with less.

He is totally against cutting these appreciation events. Ruth Hopkins added this is one of the few times that Council members are allowed to interact with city employees. She added that several years ago this event was a dinner/dance held at Meadowbrook Country Club. Attendance at the event kept getting lower and it was discovered that public works employees were not participating. A committee was formed to get input from the employees in the selection of an event that would appeal to all employees.

Michael Kelly stated employee morale starts with compensation and then other benefits. He feels at some point these extra benefits need to be reined in. Andrew Wang stated he does not feel the event should be taken away, but he would like to see less money spent.

Laura Wassmer moved the proposed funding for the Employee Appreciation Events of \$15,000 remain in the 2014 budget. The motion was seconded by Ruth Hopkins.

Brooke Morehead stated she can see both sides but feels the council owes its residents to be good stewards of their tax dollars.

The motion was voted on and passed by a vote of 7 to 5 with Weaver, Kelly, Wang, Morehead and Odell voting in opposition.

#### **B28 Discuss lump sum merit awards**

Quinn Bennion noted again this is an item considered in 2009 and 2010. Review of this revealed in 2012 only one employee received a lump sum merit award due to being at the maximum of their range and cost the city \$104 (the amount the merit increase earned was over the maximum range).

Laura Wassmer noted this would have very minimal impact on the budget and that good employees should be compensated.

Andrew Wang asked how this process worked, how it was calculated and if it involved highly compensated employees. Mr. Bennion responded it is based on an employee's performance evaluation; however, in the case where the employee is at the top of their range, an increase in base salary cannot be given. Therefore, if the performance evaluation earned a 2% increase, the employee is given a lump sum payment equivalent to the 2% increase and their base salary remains the same. This is generally for a long term employee and could be an employee in an entry level position or management position.

Kathy Thompson, a resident in attendance, asked why ranges were established if they were not going to be honored. Mr. Bennion stated salary ranges are set by ordinance and noted the employee's base salary does not increase over the maximum range.

Brooke Morehead stated it is a question of philosophy whether you are paying for the position or paying for the person in the position. A position has been given a value and that value does not increase due to an employee being in the position for a long time. An employee seeking more compensation, needs to move to a higher valued position.

Brooke Morehead moved the 2014 budget does not include funding for lump sum merit awards. The motion was seconded by Michael Kelly.

Andrew Wang confirmed that this is not an automatic increase. Michael Kelly asked what the potential number of employees reaching maximum in the next few years. Mr. Bennion responded that 5 employees are currently within 2% of their maximum. Ted Odell confirmed that salary ranges can be changed. Mr. Bennion responded they are evaluated each year based on several indexes. For 2013 the salary ranges increased 2.6% for all positions.

The motion was voted on and failed by a vote of 2 to 10.

Council President Charles Clark announced that the April 15<sup>th</sup> Council Committee of the Whole meeting will discuss City Health Insurance Premiums and the comprehensive compensation study.

## **STAFF REPORTS**

### **Public Safety**

- Chief Jordan reported he has a copy of the “48 Hours” episode available for viewing by Council members who may have missed the airing of the episode.

### **Public Works**

- Keith Bredehoeft reported the city will test USDA Emerald Bore Traps this summer with one at Porter Park and another at Public Works.
- Staff is continuing to gather information for the Kansas Department of Emergency Management for possible funding on the earlier snow event.
- Mr. Bredehoeft reported the results of the new salt deicer used this past season in conjunction with regular highway rock salt. The new deicer is more environmentally friendly, is effective at colder temperatures. The salt was used on 75<sup>th</sup> Street & Mission Road. Staff recommends continuing to use both products and will be bidding both products for 2014.

Ted Odell asked for the results of the sidewalk surveys on this year’s street projected. Mr. Bredehoeft reported all three streets will have sidewalks installed with none of the segments reaching a “no vote” of 75%.

### **Administration**

- Dennis Enslinger reported the Planning Commission would hold a work session on the Mission Valley project following their meeting tomorrow evening. No comments will be taken from the public, no formal application has been filed.
- The City will host a Compost event this Saturday, April 6<sup>th</sup> at Harmon Park
- The Earth Fair will be held on Saturday, April 13<sup>th</sup> at Shawnee Mission East.
- Mr. Enslinger announced he has tickets available for the “Shooting Stars Gala Event” at Johnson County Community College this Sunday, April 7<sup>th</sup>.

- Lisa Santa Maria reported the auditors were on-site last week for the 2012 audit. They expect to have the audit completed and present it to the Council the end of April.
- The 2012 4<sup>th</sup> Quarter Financial report was distributed to the Council. The year-end fund balance was 39.3% of Revenue, similar to the previous year. Staff is anticipating increased sales and property taxes of 1% for 2013.
- The Finance Committee will meet on Tuesday, April 9<sup>th</sup>.
- Quinn Bennion provided an update on Notify JoCo which has been implemented and tested. He encouraged all Council members to go online and register.
- The Assistant to the City Administrator has been hired and will begin work on Wednesday, April 10<sup>th</sup>.
- The City Clerk announced that the annual code of ethics statement, statement of substantial interest forms and council pay requests have been distributed and need to be returned to her as soon as possible. Registration forms for recreational members were distributed via e-mail to all council members.

### **MAYOR'S REPORT**

Mayor Shaffer reported he attended the following events representing the City: March 21 - Kansas City Chamber Networking event; March 22 - Brighton Gardens, Taste of PV; March 23 - Johnson County Legislative Breakfast; March 26 - Johnson County State of the County and March 29 - Retirement celebration for Fire Chief Phil Hodgdon.

### **Adjournment**

Council President Charles Clark adjourned the meeting at 7:15 p.m.

Charles Clark  
Council President

## **PARK AND RECREATION COMMITTEE**

**March 13, 2013**  
**Council Chambers**

Park and Recreation Committee met at 7:00 pm. In attendance: Laura Wassmer, Chair, Ashley Weaver, Vice-Chair, Diane Mares, Eric Blevins, Kevin Letourneau, Maggie Swartz, Joe Nolte and Dan Searles. Staff: Quinn Bennion & Keith Bredehoeft. Also present: Tom O'Brien and five individuals with interest in the community garden expansion.

Laura called the meeting to order at 7PM.

### **PUBLIC PARTICIPATION**

None

### **CONSENT AGENDA**

The consent agenda was approved unanimously as submitted.

1. Minutes from February 13, 2013

### **REPORTS**

#### **1. Community Garden Update**

Laura called on Tom O'Brien to update the committee on this year's community garden and plans for expansion for the 2013 season. Tom introduced the five gardeners accompanying him. The group offered to help spruce up and maintain the sculpture garden area if the irrigation system is turned back on. The existing and new garden plots were made available for lease in January. Tom assured the committee that an active responsible team of gardeners are involved to make sure that plots are not abandoned, vegetables are picked on time and the garden is well maintained.

Tom made available a garden plot map for 2013 and pointed out the proposed new plots for the coming year. The Tree Board reviewed the new plans and concurred that the two smaller trees can be removed to make room for the 12 new plots. The largest tree, the elm, will not be removed as part of the expansion. The community garden group will donate two trees to replace those removed.

Laura opened the discussion up for questions from the committee. Dan Searles recalled previously approving a smaller area for expansion. Tom explained that four areas of expansion were identified during the last visit with the committee. He stated that he may not have been clear last time so he brought the plot plan with him this meeting. He shared the process that the garden committee worked through to expand the park including visits with the Parks and Rec Committee and the Tree Board. Dan expressed concern about the garden expansion being so close to the tennis courts. There was a question if the garden plots are leased to nonresidents. The Harmon Park garden plots are only leased to Prairie Village residents. The Cherokee Church community garden site is leased to nonresidents, with preference to residents. Tom reported that the grant for the community garden is still active and the grant funds will be spent down during the season. For the community garden program to "break even" and be self-sustaining there needs to be about 35 plots sold.

Diane expressed concern that the community garden effort may be a trend and may not be a long-lived venture so at some point the fencing and other materials will need to be removed. Tom responded that the community garden members will clean up the garden if it is returned to green space. There are no permanent structures in the garden except for the irrigation system. Laura shared her views of the

expansion and is comfortable with the 3 plot expansion to the east and three plot expansion to the west, but she is hesitant with the six on the south side of the garden next to the large elm tree.

Tom mentioned that all the plots have been rented for 2013, but if the number of plots are reduced, the money could be refunded. Several members of the committee shared their opinion about the process of expanding the garden and expressed hesitation of the expansion, especially to the south. Keith Bredehoeft of Public Works said that he isn't too concerned about the expansion from a operations viewpoint. Last year, the gardeners were good stewards of the area. Tom mentioned that the plots have all been leased for 2013 and the demand appears to be close to the number of plots available. The lease amount is \$40 for a large plot and \$25 for a small plot. Both individuals and families have leased the plots.

Diane asked who paid for the water last year. Tom responded that the City currently pays for the water, but the City keeps the lease fees the past two years to pay for the water. At the Cherokee site, the annual water bill was about \$200 for the water to the garden.

Laura stated that she would like to see the garden remain at its current extent to the south with only expansion to the east and west. Tom suggested a compromise that the garden plots would not extend further than the large elm tree. A fence would need to be negotiated around the tree. Dan asked about an exit strategy for the garden, if needed. The fear is that the garden will become unkept in the future and then who cleans up the property.

Laura asked about the proposed compromise to clarify the location and orientation of the expanded plots. Tom walked through the plot plan and stated that proposed plots 27-32 will be eliminated, with two plots added on each side of the tree for a total of 13 additional plots (versus the 15 proposed). Diane moved that the expansion include the compromise plots extending east and west and the expansion does not extend beyond the large elm tree (see attached plot sheet). The committee approved the motion.

## **2. Public Works Report**

Keith, the Interim Public Works Director, provided the Public Works Report to the committee. He reported that the crews have been busy with snow removal operations and the tree limb cleanup at Porter Park. The debris removal operation includes hauling and chipping depending on how compact the material is. The crews are getting ready for the weekend when more debris will arrive. The crews are trying to get it out of the park as soon as possible to return the park to normal use.

Laura questioned how the crews are monitoring that just Prairie Village residents dump debris at the park. Public Works is not monitoring or policing the dumping. There is likely some abuse by nonresidents and contractors, but it appears that a majority of the users are residents. There was a discussion about placing the debris drop-off operation in a different location in the City such as at the pool.

Keith reported that the Franklin Park trail was cleared off of snow once the priority snow routes were complete. He also reported on Public Work's efforts to increase the number of recycling containers in the park. The status of the Franklin Park trail was then summarized by Keith. The significant cracks in the trail have developed during the first and second year of use. The trail was built to high standard with aggregate base and asphalt. The contractor for the Franklin Park project went out of business and a claim has been filed with the bonding company. The bonding company has selected another contractor to do the repairs and they are in negotiations right now for the scope of the repairs. The plan is to place a new seal over the trail after the repairs are made.

### **3. Recreation Report**

Quinn provided a short report of recreation programs. The hiring process continues for the Assistant to the City Administrator position to replace Chris Engel. If all goes well, the new hire will be in attendance at the next Parks & Recreation meeting on April 10<sup>th</sup>. The pool managers are picking up some of the tasks to ensure the pool staff is trained and ready to operate. Pool passes will go on sale April 1<sup>st</sup>.

### **4. Chairperson's Report**

The Chair moved straight to the other agenda items.

## **NEW BUSINESS**

### **1. Discuss City owned island Statuary**

Laura introduced the topic of the City owned statuaries in the islands. There is an inventory of the statuaries with pictures and general condition. The city owns the statues and insures them, however there is not a formal policy or protocol for maintenance of the statuaries. Laura asked if the committee wants an active role with the upkeep and maintenance of the statuaries.

Diane recounted the history of the statuary maintenance and mentioned that there are likely resources to help develop a plan. The committee members concurred that the island statuary maintenance is not the responsibility of the Parks and Recreation Committee.

### **2. Discussion regarding short-term special use permits in parks and process for approval**

Quinn introduced that topic of short-term special use permits. Currently, city staff reviews and approves the special use permits, except with significant proposals. Most of the permits are routine in nature. In 2012, 18 permits were issued for special events within the city parks. Quinn asked for the committee's direction for future permit approvals and how active the committee wants to be in the approval process. He shared that staff desires a streamlined and efficient process for the applicants. Diane shared an idea that the special use permits could be a tiered approach with higher fees for the large events that take the whole park or a different type of event permit. There was discussion about the size of the event that would require a special process or permit. It was suggested that events with more than 50 people becomes an "event" or longer than 3 hours. The permit should include events that create too much wear and tear and displace too many other park users. Dan suggested that there could be a fee charged to the user to repair any damage or collect trash after the event. There was discussion about special approval for any event with over 100 people in attendance and they could be required to pay a trash fee. Laura sought closure to the discussion and it was the consensus of the committee members that a special use permit should be brought to the Parks & Recreation Committee if the event significantly inhibits use of the park or restricts access to a part of the public park.

### **3. Discussion regarding walk/run events in parks and process for approval**

Quinn introduced a similar subject. He sought direction from the committee relating to walk/run events in parks and how involved the Committee wants to be in approving the events. The Parks & Recreation Committee concurred that if an event is out of the norm and is significant in nature, the item needs to be brought to the Parks & Recreation Committee for approval.

#### **4. Consider donation of park bench memorial to Porter Park**

Recently, a resident approached city staff with the desire to donate a bench or other item to be placed in Porter Park. The existing policy from the Municipal Foundation states that donations over \$500 will be recognized on a plaque in City Hall and only donations exceeding \$5,000 will be recognized with a plaque in the park. Quinn inquired if the committee is comfortable with the policy or if the amount should be a lesser amount.

Laura expressed concerns that if the amount was less, there could be too many memorials and recognition plaques resulting in clutter in the park and it would be more difficult to maintain. She advocated for keeping with the current policy. She also suggested that there could be a needs list created for equipment that is needed in specific parks. Dan mentioned that there is a donation plaque in the shelter at a park in Fairway listing contributors to the parks. A similar plaque could be placed in each park displaying names who donated. Diane mentioned that Loose Park has a memorial garden with plaque and names. Due to the time of the meeting, it was agreed that the item would be tabled to a future meeting for further discussion.

#### **OLD BUSINESS**

##### **1. Park priorities and maintenance needs**

Laura initiated a discussion about the park priorities and maintenance needs. The discussion is in preparation for the 2014 budget and CIP plan. The park plan will be presented to City Council at a meeting in May.

The committee was provided with a handout "Parks Master Plan Suggested Funding". The list was the result of the park tours in February and Public Works maintenance lists. The Parks Master Plan was also referenced in creating the list with Doug Pickert of Indigo Design. The revised list totals \$868,000 that could be funded over several years.

Keith explained that the existing CIP 4 yr current budget already includes the park reserve, aquatic center assessment plan and Harmon Park tennis courts replacement. The park improvements and maintenance items on the list would be in addition to what is already in last year's budget. Laura commented that the Committee should review the list and identify park improvements and priorities to be presented to Council in May.

The committee discussed the following park projects, funding and project years.

##### 2014

- McCrum Park at \$123,800 and another \$20,000 for administration and inspection fees. The powerline burial or relocation are not included in the project costs.
- Prairie Park at \$5,000 for the addition toddler swings
- Taliaferro Park at \$27,000 for the nature play are (\$25k) and safety mat replacement (\$2k)
- Harmon Park at \$20,000 for the establishment of a 9-hole frisbee golf course

##### 2015

- Taliaferro Park at \$50,000 to reconstruct the practice field and sand court
- Bennett Park at \$133,000 for multiple upgrades

##### 2016

- Porter Park at \$165, 000



- Windsor Park at \$95,000

2017, 2018, 2019

- equipment replacement or north park development

The committee concurred and supported the list of park improvements and maintenance items.

Dan asked a question about Mission Road trail development from 71<sup>st</sup> & 75<sup>th</sup>. At the last Parks & Recreation meeting it was suggested that a trail could be included in the corridor if the road was narrowed to three lanes. Keith responded that a significant change such as narrowing from four lanes to three lanes requires significant consideration and examining the average daily traffic counts (ADT). The ADT range on Mission Road in this location is 22,000 and narrowing would have major impacts on traffic. Nall Avenue narrowing was recommended because of an ADT of 13,000. The narrowing on Nall and Somerset have been successful due to the lower ADT.

There was a question about tree trimming in parks. Keith stated that tree trimming should come from the Public Works operating budget and not the CIP. He will examine the amount set aside during the upcoming budget process.

**Adjourned at 9:10PM**

The next meeting will be Wednesday, April 10<sup>th</sup>, 2013.

**Council Members  
Mark Your Calendars  
April 15, 2013**

<b>April 2013</b>	Dale Cole and Rick Scaletty exhibit in the R.G. Endres Gallery
April 15	City Council Meeting
<b>May 2013</b>	Jacia Humiston exhibit in the R.G. Endres Gallery
May 6	City Council Meeting
May 10	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
May 20	City Council Meeting
May 27	City offices closed in observance of Memorial Day
<b>June 2013</b>	
June 3	City Council Meeting
June 14	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
June 17	City Council Meeting
<b>July 2013</b>	Senior Arts Council exhibit in the R.G. Endres Gallery
July 1	City Council Meeting
July 4	City offices closed in observance of Independence Day
July 4	VillageFest
July 12	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
July 15	City Council Meeting
<b>August 2013</b>	
August 5	City Council Meeting
August 9	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
August 19	City Council Meeting
<b>September 2013</b>	
September 2	City offices closed in observance of Labor Day
September 3	City Council Meeting
September 7	Jazz Festival
September 13	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
September 16	City Council Meeting
September 25	Shawnee Mission Education Foundation Fall Breakfast
<b>October 2013</b>	State of the Arts Exhibit in the R. G. Endres Gallery
October 7	City Council Meeting
October 11	Artist reception in the R. G. Endres Gallery 6:00 - 8:00 p.m.
October 21	City Council Meeting
<b>November 2013</b>	Greater Kansas City Arts Association exhibit in the R. G. Endres Gallery
November 4	City Council Meeting
November 8	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
November 12 - 16	National League of Cities Conference in Seattle, WA
November 18	City Council Meeting
November 28	City offices closed in observance of Thanksgiving
November 29	City offices closed in observance of Thanksgiving

**December 2013**

December 2 City Council Meeting  
December 13 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.  
December 16 City Council Meeting  
December 25 City offices closed in observance of Christmas