



Agenda

**REGULAR MEETING
GOVERNING BODY
CITY OF LENEXA, KANSAS
17101 W. 87th STREET PARKWAY**

**OCTOBER 6, 2026
7:00 PM
COMMUNITY FORUM**

CALL TO ORDER

Pledge of Allegiance

ROLL CALL

APPROVE MINUTES

September 15, 2026 City Council meeting draft minutes
(located in the Appendix)

MODIFICATION OF AGENDA

PROCLAMATIONS

Fire Prevention Month
National Community Planning Month
Arts and Humanities Month

RECOGNITION

APWA National Right-of-Way Manager of the Year Award
- Monty Zimmerman

CONSENT AGENDA

Item Numbers 1 through 7

The matters listed on the Consent Agenda are routine and approved collectively with no separate discussion on each individual item. Any item on the Consent Agenda may be removed from the Consent Agenda for separate consideration by a member of the Governing Body, the City Manager, or by a member of the public in attendance at the meeting. In the event the item is removed from the Consent Agenda, it will be placed on the regular agenda.

1. Approval of an encroachment agreement with WaterOne for the Lenexa Logistics Centre North Phase II Britton Street Special Benefit District Project

An encroachment agreement between the City and WaterOne is necessary to construct stormwater infrastructure located within a WaterOne private easement.

2. Approval of an agreement with Kimley-Horn to perform a Lenexa City Center Parking Study

As development at City Center progresses and the area becomes more heavily trafficked, a parking study is necessary to engage key stakeholders, inventory existing parking and curbside facilities, evaluate current usage, and forecast future parking needs. Staff proposes to contract with Kimley-Horn to develop recommendations for parking management, wayfinding, and future parking improvements, along with a phased implementation plan to guide the City's short- and long-term parking strategies for a total maximum cost of \$138,424.

3. Approval of an addendum with Kimley-Horn for final engineering design and construction documents for the Little Mill Creek Park Improvements Project

The project will reconstruct Cottonwood Street with concrete pavement, add parking at Little Mill Creek Park and the Municipal Services Center, and complete associated utility, stormwater, lighting, and site improvements. Preliminary engineering is complete, and staff recommends approval of an amendment with Kimley-Horn for final engineering design and preparation of construction documents for a total cost of \$205,500.

4. Approval of an addendum to the Master Services Agreement with ConvergeOne, Inc. for Information Technology Services

The City's Information Technology Services provide core operational functions and services to staff and the public. The proposed addendum is to purchase, replace, and improve the City's existing managed cybersecurity services. The addendum for these services is for an initial one-year term, with up to four additional one-year renewal terms. The initial term costs \$147,299.71.

5. Resolution authorizing the Mayor to execute a subrecipient agreement with Johnson County and an Authorized Signature Form for the 2026 Community Development Block Grant, Project Number 2026-09

This agreement accepts \$196,352.96 in funds for the 2026 Community Development Block Grant street lighting project.

6. Resolution creating the Neighborhood Beautification Grant Pilot Program

Homeowners associations (HOAs) often inquire about repairs for shared items like signs, fences, and walls. Staff has developed a pilot program to address this. Key features include a focus on repairing existing assets, prioritizing visible improvements, excluding pools, and requiring a 50% cost match from neighborhoods. The 2027 budget for the program is proposed at \$20,000, with individual grants capped at \$2,000.

7. Ordinance adopting the annual appropriations for the fiscal year 2027 budget

As part of the annual budget process, state law requires the City to pass an ordinance authorizing and ratifying the payment of all claims and invoices received during fiscal year 2027 provided there are budgeted funds for the payments. The proposed ordinance also authorizes the Mayor to execute all ongoing licensing and maintenance agreements included in the annual budget that exceed \$75,000 without further approval.

END OF CONSENT AGENDA

NEW BUSINESS

8. Resolution determining the advisability of authorizing certain municipal improvements and establishing a special benefit district to finance them and waiving the sealed bid process (99th Street & Woodsonia Drive SBD)

The City received a petition to establish a special benefit district (SBD) to finance the construction of 99th Street & Woodsonia Drive, as well as related public improvements. The maximum estimated cost for the SBD is \$10.6 million. This resolution will establish an SBD for this project and waive the sealed bid process for construction of the improvements.

9. Approval of amendments to the Governing Body Rules of Procedure

The Governing Body has decided to amend its rules of procedure to allow for the livestreaming of City Council meetings. Additionally, the proposed amendments correct typographical errors and clarify a few portions of the Rules of Procedure to align with current practices.

COUNCILMEMBER REPORTS

STAFF REPORTS

END OF RECORDED SESSION

BUSINESS FROM FLOOR

The Chair, at their discretion, may limit the amount of time each person has to address the Governing Body during Public Hearings or public comment regarding items listed on the agenda, or Business from the Floor, and may grant additional time at their sole discretion.

ADJOURN

APPENDIX

10. September 15, 2026 City Council meeting draft minutes
11. Fire Prevention Month Proclamation
12. National Community Planning Month Proclamation
13. Arts and Humanities Month Proclamation
14. Item 9 -- Governing Body Rules of Procedure (Redline)

Dist. Governing Body; Management Team; Agenda & Minutes Distribution List

IF YOU NEED ANY ACCOMMODATIONS FOR THE MEETING, PLEASE CONTACT THE CITY ADA COORDINATOR, 913/477-7550. KANSAS RELAY SERVICE 800/766-3777. PLEASE GIVE 48 HOURS NOTICE

ASSISTIVE LISTENING DEVICES ARE AVAILABLE FOR USE IN THE COMMUNITY FORUM BY REQUEST.



**CITY COUNCIL
MEMORANDUM**

ITEM 1

SUBJECT: Approval of an encroachment agreement with WaterOne for the Lenexa Logistics Centre North Phase II Britton Street Special Benefit District Project

CONTACT: Tim Green, Deputy Community Development Director

DATE: October 6, 2026

ACTION NEEDED:

Approve an encroachment agreement with WaterOne for the Lenexa Logistics Centre North Phase II Britton Street Special Benefit District Project ("Project").

PROJECT BACKGROUND/DESCRIPTION:

The Britton Street Special Benefit District (SBD) was approved by the Governing Body on December 2, 2025. The Project includes construction of 1,638 linear feet of 40-foot wide asphalt pavement with concrete curb and gutter, drainage facilities, streetlights, and sidewalks. Work also includes construction of a westbound right turn lane on College Boulevard at Britton Street, and signalization of the intersection. The Project will serve the new Lenexa Logistics Centre North development.

WaterOne has an existing 48-inch waterline along the north side of College Boulevard. To accommodate the proposed Britton Street, stormwater facilities will be constructed within the private WaterOne easement. Therefore, an encroachment agreement is necessary.

WaterOne has agreed to permit construction over its private easement to allow necessary stormwater construction work for the Project. General provisions of the encroachment agreement include:

- The City is solely responsible for performing the operation, maintenance, and repair work at no cost to WaterOne and shall coordinate all maintenance and repairs to minimize disruption.
- WaterOne shall provide no compensation to the City for any damage to the structure caused in connection with WaterOne's lawful use of the easement.
- The City shall indemnify, defend, and hold WaterOne harmless from any claims directly or indirectly arising out of the City's occupation and use of the easement.
- WaterOne reserves the right to request that the City make reasonable changes to the structure at any time during the agreement.

This agreement is available for review in the City Clerk's office.

STAFF RECOMMENDATION:

Approve the agreement.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

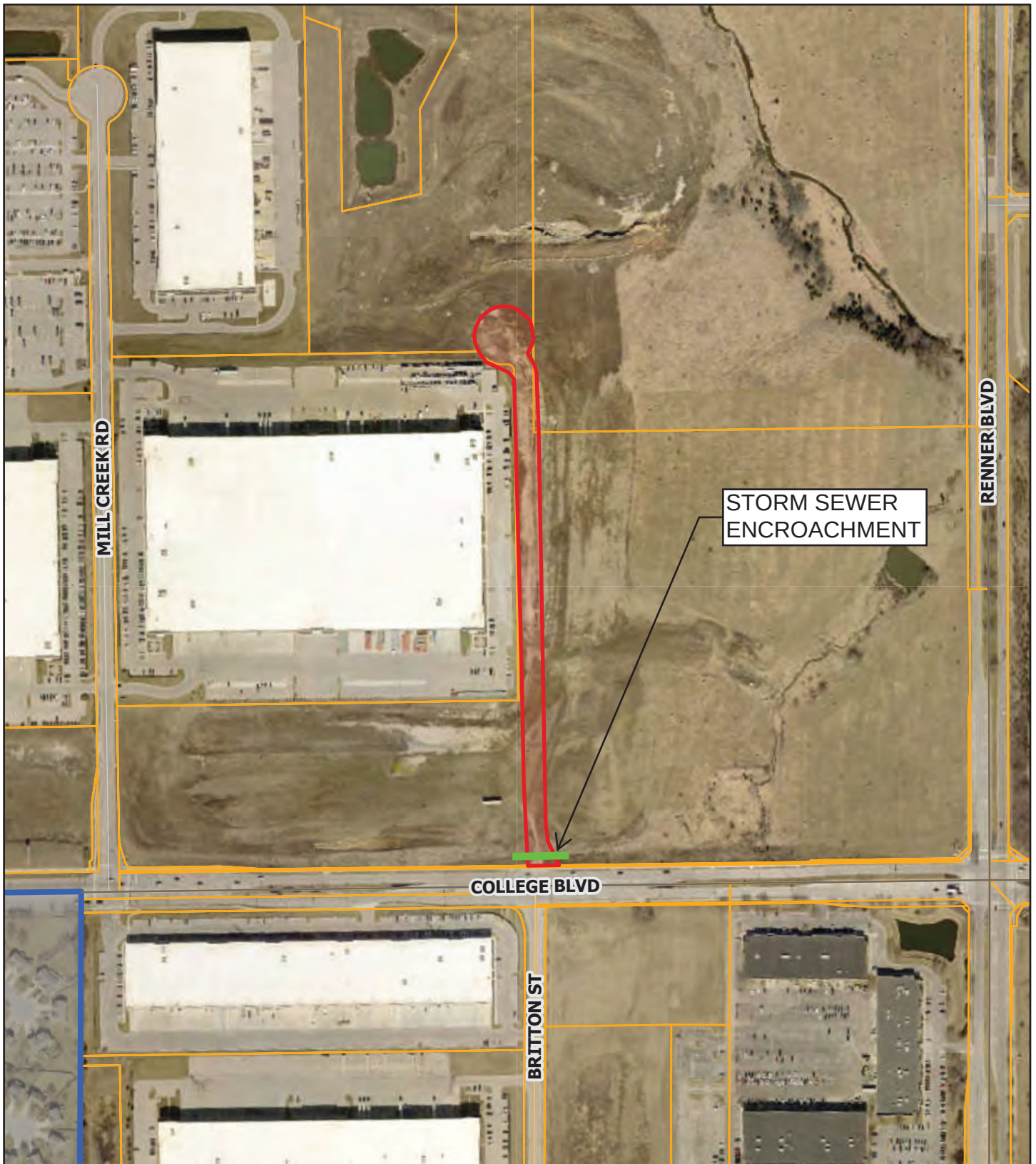
Integrated Infrastructure & Transportation

Guiding Principles

Strategic Community Investment

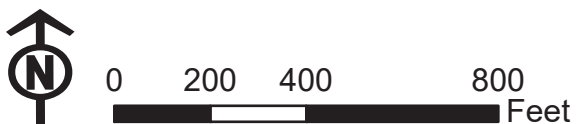
ATTACHMENTS

1. Map



Data Source: City of Lenexa and Johnson County Kansas
For further information, please call 913-477-7500

Lenexa Logistics Centre North Phase II **Special Benefit District - Britton Street Extension**





**CITY COUNCIL
MEMORANDUM**

ITEM 2

SUBJECT: Approval of an agreement with Kimley-Horn to perform a Lenexa City Center Parking Study
CONTACT: Tim Green, Deputy Community Development Director
DATE: October 6, 2026

ACTION NEEDED:

Approval of an agreement with Kimley-Horn to perform a Lenexa City Center Parking Study.

PROJECT BACKGROUND/DESCRIPTION:

The success of Lenexa City Center has led to a need to better understand parking demand and opportunities as the area continues to develop. The City issued a Request for Proposals (RFP) to solicit qualified consultants to conduct a parking study for Lenexa City Center and received eight proposals. A selection committee comprised of staff from Community Development, the Police Department, and the City Manager's office evaluated the proposals and shortlisted Kimley-Horn, Walker Consultants, and DESMAN Parking Consultants for interviews. The selection committee recommends Kimley-Horn based on its experience, responses to interview questions, and familiarity with Lenexa.

Staff proposes entering into an agreement with Kimley-Horn to conduct a comprehensive parking study for Lenexa City Center, beginning with stakeholder engagement involving City departments, partner agencies, major tenants, and merchants to identify parking issues and opportunities. The study will inventory existing on- and off-street parking, curbside facilities, amenities, signage, and regulations, and assess parking usage through a three-day occupancy study. Working with the City, Kimley-Horn will evaluate projected growth and development over two-, five-, and 10-year planning horizons to identify current and future parking needs, opportunities to optimize existing capacity, and potential locations for additional parking.

Based on these findings, Kimley-Horn will develop recommendations to improve parking management, wayfinding, technology, enforcement, shared parking, and the overall parking experience for residents, employees, businesses, and visitors. The study will conclude with a phased implementation action plan outlining recommended improvements, priorities, responsible parties, resource requirements, and timelines to guide the City's parking system enhancements over the short, intermediate, and long term.

The anticipated goal is to complete the analysis within 14 weeks of the project kickoff meeting. The consultant will present final results to the City Council.

The agreement uses the City's standard form and is available for review in the City Clerk's office.

FINANCIAL IMPLICATIONS/FUNDING SOURCES:

The maximum not-to-exceed fee is \$138,424.00, which includes all labor and fees to complete the study. Available funds from the City Center Tax Increment Financing (TIF) District will pay for the analysis.

STAFF RECOMMENDATION:

Approve the agreement.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

Integrated Infrastructure & Transportation

Guiding Principles

Sustainable Policies and Practices

ATTACHMENTS

1. Map



Lenexa City Center Parking Study Study Area





**CITY COUNCIL
MEMORANDUM**

ITEM 3

SUBJECT: Approval of an addendum with Kimley-Horn for final engineering design and construction documents for the Little Mill Creek Park Improvements Project

CONTACT: Nick Arena, Municipal Services Director

DATE: October 6, 2026

ACTION NEEDED:

Approve an addendum with Kimley-Horn for final engineering design and construction documents for the Little Mill Creek Park Improvements Project ("Project").

PROJECT BACKGROUND/DESCRIPTION:

The Project is needed to enhance safety, improve long-term infrastructure performance, and meet current operational and public-use demands at Little Mill Creek Park and the Municipal Services Center. Key reasons the Project is necessary are:

- Improves safety and durability by reconstructing Cottonwood Street with long-lasting concrete pavement, reducing future maintenance needs.
- Addresses high park demand by constructing a new parking lot at the north end of Little Mill Creek Park, increasing capacity, improving traffic flow, and alleviating frequent parking shortages.
- Supports City operations by expanding the south parking lot at the Municipal Services Center, providing additional parking for employees and visitors.
- Enhances public infrastructure with upgraded street lighting, stormwater management features, sidewalks, curbs, and other safety improvements.

In April 2026, the City Council approved an agreement with Kimley-Horn for preliminary engineering services for the Project. At that time, staff advised that upon approval and completion of the preliminary design, a separate agreement for final design and construction documents would be presented to the City Council for consideration.

Preliminary design evaluated alternatives for the parking lot configurations and Cottonwood Street roadway width and alignment. Based on this work and coordination with Parks & Recreation staff, the selected improvements include an additional 84-space parking lot serving Little Mill Creek Park, 33 additional parking spaces at the Municipal Services Center, and roadway and stormwater improvements along Cottonwood Street. The Project will also upgrade several utility service lines, including gas, water, and electrical services, serving the Municipal Services Center.

The proposed amendment will advance the Project through final engineering design and construction document preparation. Services will include roadway and parking lot design, grading and stormwater

improvements, utility coordination, lighting, landscaping, pavement markings and signage, pedestrian accessibility, mulch and topsoil bin relocation, traffic control, and construction sequencing.

Final design is anticipated to be completed in early 2027, followed by bidding and construction beginning in spring 2027.

This amendment uses the City's standard form and is available for review in the City Clerk's office.

FINANCIAL IMPLICATIONS/FUNDING SOURCES:

This Project is budgeted in the 2026-2030 Capital Improvement Program (Project No. 60032). The total fee for final engineering design, bidding, and related services is \$205,500. The previously approved preliminary engineering agreement was \$94,500.00, bringing total engineering services authorized for the Project to \$300,000. While not final, the Project's construction cost is currently estimated at \$3.5 million.

STAFF RECOMMENDATION:

Approve the addendum.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

Healthy People

Integrated Infrastructure & Transportation

Guiding Principles

Superior Quality Services

Strategic Community Investment

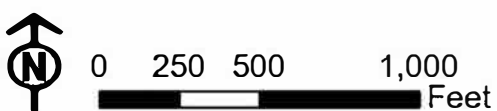
ATTACHMENTS

1. Map



Data Source: City of Lenexa and Johnson County Kansas
For further information, please call 913-477-7500

Little Mill Creek Park Improvements





**CITY COUNCIL
MEMORANDUM**

ITEM 4

SUBJECT: Approval of an addendum to the Master Services Agreement with ConvergeOne, Inc. for Information Technology Services

CONTACT: Jerry Swingle, Information Technology Director
Anthony Sitzes, Assistant Information Technology Director

DATE: October 6, 2026

ACTION NEEDED:

Approve an addendum to the Master Services Agreement (MSA) with ConvergeOne, Inc. ("ConvergeOne") for Information Technology (IT) Services.

PROJECT BACKGROUND/DESCRIPTION:

The City's IT systems are crucial to conducting business quickly, efficiently, and securely. Protecting these systems from cybersecurity threats requires continuous monitoring, proactive maintenance, and rapid response capabilities. By outsourcing these functions to a specialized provider, the City strengthens its security posture and responds more effectively to evolving cybersecurity risks.

In 2023, the City entered into an MSA with ConvergeOne to purchase hardware, software, and professional services related to IT equipment and systems. Like cooperative purchasing agreements the City regularly uses for other products and services, ConvergeOne brokers and implements major IT services, then provides support or manages them on the City's behalf. The MSA establishes baseline terms and conditions for future transactions, streamlining procurement and reducing the need to repeatedly negotiate standard provisions within each subcontract. The MSA automatically renews and has no direct cost; expenses arise only when the City orders products or services.

Purchases are made using individual Solution Quotes, which function as addenda under the MSA by identifying the service-specific pricing, terms, and conditions of use. Each Solution Quote operates as an add-on issued under the MSA framework to authorize and document each hardware or service purchase from ConvergeOne.

This proposed addendum covers the purchase, replacement, and improvement of the City's existing managed cybersecurity services. The addendum is for an initial term of one year, with up to four additional one-year extensions. Importantly, this addendum provides consistent pricing with no annual increase during the five-year term.

This addendum is available for review in the City Clerk's office.

FINANCIAL IMPLICATIONS/FUNDING SOURCES:

The cost of the managed cybersecurity services is \$147,299.71 in fiscal year 2027 and \$143,519.71 annually for each of the four optional one-year extensions. The Information Technology Department's annual operating budget includes sufficient funds to cover the addendum's projected costs.

STAFF RECOMMENDATION:

Approve the addendum.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

Integrated Infrastructure & Transportation

Guiding Principles

Superior Quality Services

ATTACHMENTS

None



**CITY COUNCIL
MEMORANDUM**

ITEM 5

SUBJECT: Resolution authorizing the Mayor to execute a subrecipient agreement with Johnson County and an Authorized Signature Form for the 2026 Community Development Block Grant, Project Number 2026-09

CONTACT: Tim Green, Deputy Community Development Director

DATE: October 6, 2026

ACTION NEEDED:

Adopt a resolution authorizing the Mayor to execute a subrecipient agreement with Johnson County and an Authorized Signature Form for the 2026 Community Development Block Grant (CDBG), Project Number 2026-09.

PROJECT BACKGROUND/DESCRIPTION:

By agreement, Johnson County administers the City's federal CDBG entitlement funds. Under the Memorandum of Understanding with Johnson County, the CDBG Program's annual sub-grant to the City is based on the City's share of the Johnson County population, according to the 2010 U.S. Census data, excluding the cities of Overland Park and Shawnee (both of which are Metropolitan Cities under the program). The sub-grant is awarded annually based on project applications submitted to Johnson County. In 2026, funding was awarded for street lighting projects along Cottonwood Street, 88th Terrace, 88th Place, Gallery Street, and 89th Street.

This subrecipient agreement sets forth the general terms and conditions, federal and Johnson County regulations and requirements, and financial management requirements for acceptance of the CDBG funds. The Authorized Signature Form certifies that the individual staff members listed on the form are authorized to sign the reimbursement requests for the CDBG funds.

The agreement and form are available for review in the City Clerk's office.

FINANCIAL IMPLICATIONS/FUNDING SOURCES:

The Project agreement provides CDBG funding, and the remaining amount is funded in the 2026-2030 Capital Improvement Program (CIP Project No. 60325). The total estimated construction cost is \$260,000.

CIP Project No. 60325	\$63,647.04
CDBG	\$196,352.96
Total	\$260,000.00

STAFF RECOMMENDATION:

Adopt the resolution.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

Vibrant Neighborhoods

Guiding Principles

Strategic Community Investment
Sustainable Policies and Practices

ATTACHMENTS

1. Map
2. Resolution

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE SUBRECIPIENT AGREEMENTS WITH JOHNSON COUNTY, KANSAS AND AUTHORIZED SIGNATURE FORMS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) PROJECT NUMBER 2026-09, STREET LIGHTING SYSTEM REPLACEMENT PROJECT.

WHEREAS, Johnson County, Kansas (“County”) has entered into a Grant Agreement with the United States Department of Housing and Urban Development (“HUD”), for federal assistance under Title I of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, pursuant to said Grant Agreement, County is obligated to require compliance with certain terms and conditions by any third-party with whom County contracts for the use of funds provided pursuant to the Grant Agreement; and

WHEREAS, the City of Lenexa’s Governing Body has determined a CDBG project is necessary to conduct essential community development activities and desires to be eligible for participation; and

WHEREAS, County has authorized the use of funds provided in conjunction with the Grant Agreement for a CDBG project to be administered by the City of Lenexa (“City”); and

WHEREAS, said CDBG project has been determined by County to be an eligible project under Title I of the Housing and Community Development Act of 1974, as amended, in that said CDBG project number 2026-09, 2026 Street Lighting Replacement Program (the “CDBG Project”), will enable City to replace streetlights along Cottonwood Street, 88th Terrace, 88th Place, Gallery Street, and 89th Street; and

WHEREAS, County requires, as a condition precedent to County’s requesting from HUD a release of funds for said CDBG Project, the execution of the Subrecipient Agreements; and

WHEREAS, the Subrecipient Agreement requires work on the CDBG Project to be completed prior to June 30, 2027, however, if such work will not be completed by that date, the City must request an extension; and

WHEREAS, the Subrecipient Agreement and Authorized Signature Form, attached hereto as Exhibits A and B, have been reviewed and accepted by the City’s Governing Body.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF
THE CITY OF LENEXA, KANSAS:**

SECTION ONE: The City of Lenexa, Kansas, a municipal corporation, does hereby approve and authorize the Mayor to execute the Subrecipient Agreement and the Authorized Signature Form CDBG Project Number 2026-09, 2026 Street Lighting Replacement Program, set out in Exhibits A and B, attached hereto and incorporated herein by reference.

SECTION TWO: This Resolution shall become effective upon adoption by the Governing Body.

ADOPTED by the City Council this 6th day of October, 2026.

SIGNED by the Mayor this 6th day of October, 2026.

[SEAL]

CITY OF LENEXA, KANSAS

Julie Sayers, Mayor

ATTEST:

Jennifer Martin, City Clerk

APPROVED AS TO FORM:

Steven Shrout, Assistant City Attorney



**CITY COUNCIL
MEMORANDUM**

ITEM 6

SUBJECT: Resolution creating the Neighborhood Beautification Grant Pilot Program

CONTACT: Scott McCullough, Community Development Director
Angel Whitaker, Community Standards Supervisor

DATE: October 6, 2026

ACTION NEEDED:

Adopt a resolution creating the Neighborhood Beautification Grant Pilot Program.

PROJECT BACKGROUND/DESCRIPTION:

City staff often receives inquiries from homeowners associations (HOAs) about commonly owned physical improvements, such as neighborhood identification signs, fencing, retaining walls, etc., in need of repair or replacement. These issues occur in neighborhoods with established, active HOAs and in many neighborhoods without an HOA. The City has a popular and beneficial Exterior Grant Program to help with repairs for individual homes, but it does not have a program for neighborhood-wide improvements.

In response to inquiries about whether the City could assist in these situations, City staff reviewed neighborhood beautification grant programs implemented locally and nationally to determine whether such programs could benefit Lenexa neighborhoods. Many of these programs provide modest City-funded grants for public-facing improvements that enhance neighborhood identity and encourage community pride and engagement.

At its August 11, 2026 Committee of the Whole meeting, the City Council reviewed the proposed framework for a Neighborhood Beautification Grant Pilot Program ("Pilot Program"), which incorporates successful elements from the programs researched, along with additional features to best support Lenexa's neighborhoods and residents. The proposed Pilot Program incorporates direction provided at that meeting and generally includes:

- \$1,000 minimum project investment
- \$2,000 maximum grant award per neighborhood with eligibility occurring once every three years (i.e. 2027, 2030)
- Required 50% neighborhood match in funding and/or labor
- Funding the repair or replacement of existing physical neighborhood assets, but not new improvements
- Prioritizing highly visible public-facing improvements

- Excluding individually owned physical assets and neighborhood pools from grant eligibility

Procedurally, the Pilot Program would mirror the Exterior Grant Program's timelines and administrative process, with applications opening in spring 2027.

Staff recommends approving the Pilot Program for one year, including a review of initial results and recommended changes before funding the program in future years.

FINANCIAL IMPLICATIONS/FUNDING SOURCES:

The proposed Pilot Program budget for 2027 is \$20,000, with individual grants capped at \$2,000.

STAFF RECOMMENDATION:

Adopt the resolution.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

Vibrant Neighborhoods
Inviting Places

Guiding Principles

Strategic Community Investment
Extraordinary Community Pride
Inclusive Community Building

ATTACHMENTS

1. Pilot Program
2. Resolution

Neighborhood Beautification Grant Pilot Program

The Neighborhood Beautification Program (Program) provides modest financial support to eligible neighborhoods for public-facing, neighborhood-wide exterior improvements in the form of a reimbursable grant. The program is intended to help maintain and enhance shared physical assets, foster unique neighborhood identity, and further community pride.

As a pilot program, funding levels and program requirements may be adjusted based on participation, funding availability, and community needs.

Minimum Eligible Project Cost	Maximum City Grant	Required Match	City Reimbursement
\$1,000	\$2,000	50% of eligible project costs (\$500 min.)	50% of eligible project costs (\$2,000 max)

The maximum City grant is \$2,000 per approved application. The applicant is responsible for the required match of project costs through actual expenditures, eligible volunteer labor, or a combination of the two.

For Example: If a project cost is \$1,000; HOA/applicant provides \$500 through actual expenses and/or eligible volunteer labor, and the City reimburses the remaining \$500.

Applications will be considered in accordance with the procedures established in this Program until all budgeted funds have been allocated for the applicable fiscal year.

Program Framework

1. Eligible improvements may be located:
 - a. On property owned and maintained by a Homeowners Association; or
 - b. On private property within a defined neighborhood determined to be eligible by the Community Development Director or their designee.
2. Parties eligible to apply include:
 - a. A Homeowners Association, or
 - b. When a Homeowners Association does not exist, owners of two separate properties who agree to serve as the neighborhood's representatives and grant recipients.
3. Proposed improvements must be existing public-facing physical assets and

provide a neighborhood-wide benefit.

4. The applicant must provide a match equal to at least 50% of the total eligible project cost. The match may consist of paying for actual project expenditures, eligible volunteer labor, or a combination of the two.
5. Costs incurred before written pre-approval by the City are not eligible for reimbursement.
6. Eligible improvements include:
 - a. Repair or replacement of neighborhood identification features, including neighborhood entry signs or monuments.
 - b. Improvements to playground equipment, shelters, or similar neighborhood amenities.
 - c. Repair or replacement of walkways, parking areas, stairs, or similar neighborhood-access improvements.
 - d. Replacement of landscaping immediately surrounding neighborhood identification signage or other eligible neighborhood assets.
7. Non-eligible improvements include:
 - a. Improvements that serve only an individual property owner.
 - b. Improvements determined to be non-public-facing.
 - c. Improvements related to a neighborhood pool.
 - d. New improvements.
8. The Community Development Director or their designee will determine the eligibility of improvements, review and issue any required permits, inspect completed work, and confirm that improvements conform to applicable land use and building codes.
 - a. Grants may be terminated if improvements do not comply with applicable Lenexa City Code.
9. The improvements must conform to the Lenexa City Code including, but not limited to, land use, building, and property maintenance regulations in effect at the time the improvements are made.
10. Neighborhoods are eligible to apply for grants when two years have passed since receiving a grant. For Example: A neighborhood that receives a grant in 2027 is not eligible to receive another grant until 2030.

Procedures

1. Applications for the Program will be accepted during an open application period each year until all budgeted grant funds are allocated.
 - a. Only complete applications will be considered for approval. A complete application includes:
 - I. The application form.
 - II. Bids or cost estimates for the proposed improvements.
 - III. Photographs reflecting the area to be improved.
 - IV. Documentation demonstrating that the Homeowners Association is active and authorized to submit the application, when applicable.
2. At the conclusion of the application period, the Community Development Director or their designee will prioritize applications based on the following criteria:
 - a. The extent to which the proposed improvements enhance the appearance, function, or identity of the neighborhood and are publicly visible.
 - b. The age of neighborhood, with older neighborhoods receiving priority.

Applications will be provisionally pre-approved (or denied) by the Community Development Director or their designee.
3. The Community Development Director or their designee will provide the applicant written notice that their application has been pre-approved or denied for the program.
4. The applicant or their contractor shall obtain a building permit (if applicable) and pay any associated plan review and/or permit fees.
5. The applicant will have 120 days to complete the work, complete the necessary inspections, and provide the required documentation to process the grant.
 - a. The Community Development Director or their designee may waive the 120-day deadline for completion of work for good cause and at their sole discretion.
 - b. Once the work is complete the applicant shall contact the Community Development Department for an inspection to ensure conformity with applicable Lenexa City Code and regulations.

- c. The applicant will thereafter submit all required final documentation , including photos of the improvements and receipt(s) for the work, to complete the processing of the grant.
- d. Failure to complete work in a timely manner or submit the required documentation for the grant may result in a forfeit of the pre-approval.
- e. Payment will be issued during the next accounts payable cycle once final approval is granted and the applicant has submitted a completed ACH Enrollment Form and W-9.
- f. At any point during the Program, the City reserves the right to request additional information from an applicant to ensure the improvements are in compliance with Program requirements.

RESOLUTION NO. _____

A RESOLUTION CREATING THE NEIGHBORHOOD BEAUTIFICATION GRANT PILOT PROGRAM.

WHEREAS, the City receives inquiries from homeowners associations (“HOAs”) about commonly owned physical improvements, such as neighborhood signs, fencing, retaining walls, etc., that are in need of repair or replacement; and

WHEREAS, in response to said inquiries, City staff reviewed neighborhood beautification grant programs implemented locally and nationally, which often provide modest city-funded grants for public-facing improvements; and

WHEREAS, the City desires to create a similar program under which eligible neighborhoods may receive modest financial support, in the form of a reimbursable grant, to repair or improve public-facing, neighborhood-wide exterior features in order to maintain, and enhance shared physical assets, foster unique neighborhood identity, and further community pride; and

WHEREAS, at the August 11, 2026 Committee of the Whole Meeting, staff presented a proposed framework for a Neighborhood Beautification Grant Pilot Program (“Pilot Program”) which incorporated successful elements from the programs researched, along with additional features to best support Lenexa neighborhoods and residents; and

WHEREAS, the Governing Body finds that such improvements are visible to and benefit the general public, support property values and the character of City neighborhoods, and therefore serve a valid public purpose; and

WHEREAS, the Governing Body desires to establish the Pilot Program for calendar year 2027, with staff to review the initial results and recommend any changes before the Governing Body considers funding for future years.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LENEXA, KANSAS:

SECTION ONE: The Governing Body hereby creates and approves a one-year Neighborhood Beautification Grant Pilot Program, as further described in Exhibit A, which is attached hereto and incorporated herein by reference (the “Pilot Program”). The City Manager is hereby authorized and directed to implement said Pilot Program.

SECTION TWO: This Resolution shall become effective upon adoption by the Governing Body.

ADOPTED by the City Council this 6th day of October, 2026.

SIGNED by the Mayor this 6th day of October, 2026.

[SEAL]

CITY OF LENEXA, KANSAS

Julie Sayers, Mayor

ATTEST:

Jennifer Martin, City Clerk

APPROVED AS TO FORM:

Steven Shrout, Assistant City Attorney



**CITY COUNCIL
MEMORANDUM**

ITEM 7

SUBJECT: Ordinance adopting the annual appropriations for the fiscal year 2027 budget

CONTACT: Nate Blum, Chief Financial Officer
Megan Sterling, Assistant Chief Financial Officer

DATE: October 6, 2026

ACTION NEEDED:

Pass an ordinance adopting the annual appropriations for the fiscal year (FY) 2027 budget.

PROJECT BACKGROUND/DESCRIPTION:

The City Council approved the FY 2027 budget on September 1, 2026. Before any funds can be expended in FY 2027, state law requires passage of an ordinance appropriating the budgeted funds. The total budget for all funds is \$275.2 million in FY 2027.

The City has a number of annual maintenance and licensing agreements associated with software programs. When these agreements exceed \$75,000, the City Code requires execution of the agreements by the Mayor. This ordinance authorizes the Mayor to execute the agreements without further approval by the City Council as long as the funds are included in the annual budget.

FINANCIAL IMPLICATIONS/FUNDING SOURCES:

The FY 2027 budget is \$275.2 million, \$178.9 million for expenditures and \$96.3 million for estimated reserve balances as of December 31, 2027, and serves as the annual financial plan for City operations.

STAFF RECOMMENDATION:

Pass the ordinance.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040
Thriving Economy

Guiding Principles
Prudent Financial Management

ATTACHMENTS

1. Ordinance

ORDINANCE NO. _____

AN ORDINANCE APPROPRIATING THE AMOUNTS SET UP IN EACH FUND IN THE BUDGET FOR FISCAL YEAR 2027, PROVIDING FOR THE PAYMENT OF ALL CLAIMS AND CHARGES AGAINST THE ACCOUNTS PROVIDED FOR THEREIN; APPROVING AND RATIFYING THE PAYMENT OF ALL CLAIMS AGAINST THE ACCOUNTS; AND AUTHORIZING EXECUTION OF ONGOING, ANNUAL MAINTENANCE AND LICENSING AGREEMENTS.

WHEREAS, on September 1, 2026, the Governing Body passed Resolution No. 2026-047 adopting the fiscal year 2027 annual budget and thereafter filed the same with the County Clerk in accordance with state law; and

WHEREAS, pursuant to K.S.A. 79-2934, the budget as approved and filed with the County Clerk constitutes an appropriation for each fund; and

WHEREAS, the Governing Body deems it advisable to authorize the payment of claims from the budget on a continuing basis in order to benefit from discounts for early payment; to avoid the assessment of penalties for late payment; and to promote administrative efficiency and convenience; and

WHEREAS, the City has annual, ongoing maintenance and licensing agreements in excess of \$75,000 for software programs ("Annual Maintenance Agreements"), which sums have been included within the amounts appropriated in the Fiscal Year 2027 Budget; and

WHEREAS, in addition to authorizing the payment of claims from the budget on a continuing basis, for convenience and efficiency, the Governing Body desires to approve and authorize the Mayor to execute such Annual Maintenance Agreements in excess of \$75,000 on forms approved by the City Attorney.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LENEXA, JOHNSON COUNTY, KANSAS:

SECTION ONE: Effective January 1, 2027, there is hereby appropriated the amount set up in each fund of the budget for fiscal year 2026 for the payment of all claims and charges against each fund. Payments of all claims and charges against each fund shall be made by combination of checks, warrants and other authorized forms of payment, drawn by the Chief Financial Officer and countersigned by the Mayor, or by any other means provided by law; provided, however, that such officers, prior to paying any claim, shall audit and approve such claim as correct, due and unpaid; and such officers shall at all times comply with the provisions of the Budget Law and the Cash Basis Law of the State of Kansas.

SECTION TWO: The payment of all claims and charges against the respective accounts and funds provided in the budget for the fiscal year 2026 is hereby authorized, ratified, and approved.

SECTION THREE: The City Council hereby approves and authorizes the Mayor, City Manager, or Administrative Team member to execute all annual, ongoing maintenance and licensing agreements in accordance with the City's Purchasing Policy & Procedures set out at AD-Finance-2, regardless of the amount of such agreement, provided such funds are included in the sums appropriated in the accounts set out in the 2027 Budget and further provided such agreements have been approved as to form by the City Attorney or his designee.

SECTION FOUR: This Ordinance shall take effect and be in force from and after its passage and publication once in the official City newspaper.

PASSED by the City Council this 6th day of October, 2026.

SIGNED by the Mayor this 6th day of October, 2026.

CITY OF LENEXA, KANSAS

[SEAL]

Julie Sayers, Mayor

ATTEST:

Jennifer Martin, City Clerk

APPROVED AS TO FORM:

Sean McLaughlin, City Attorney



**CITY COUNCIL
MEMORANDUM**

ITEM 8

SUBJECT: Resolution determining the advisability of authorizing certain municipal improvements and establishing a special benefit district to finance them and waiving the sealed bid process (99th Street & Woodsonia Drive SBD)

CONTACT: Sean McLaughlin, City Attorney

DATE: October 6, 2026

ACTION NEEDED:

Adopt a resolution determining the advisability of authorizing certain municipal improvements, establishing a special benefit district to finance them and waiving the sealed bid process for the 99th Street & Woodsonia Drive Special Benefit District (SBD).

PROJECT BACKGROUND/DESCRIPTION:

The City received a petition from the property owners of 100% of the land within the proposed special benefit district (SBD) to construct 99th Street and Woodsonia Drive in the southeast corner of K-7 Highway & Prairie Star Parkway, as well as related public improvements. The proposed SBD includes 57.37 acres. The proposed improvements are described in more detail in the petition and resolution, but generally include the construction of Woodsonia Drive commencing at Prairie Star Parkway and extending south approximately 2,562 feet, the construction of 1,125 feet of 99th Street along the southern border of the SBD, and construction of associated landscaping, stormwater facilities, and similar municipal improvements (referred to as the "Improvement"). The SBD is part of the Solera Mixed-Use Development which includes retail, commercial, and residential uses over a 75 acre area at the southeast corner of K-7 Highway & Prairie Star Parkway.

The maximum cost of the Improvement is estimated to be \$10.6 million. In accordance with City policy for arterial and collector road SBD assessments, the City is participating in the cost of the Improvement, which will be assessed 20% to the City and 80% to the property within the SBD. The assessments will be divided equally per square foot over the assessable area in the SBD and excludes right of way, easements, parks, and other common area.

The term of the SBD shall be 20 years. Because this is a maximum assessment SBD, the maximum assessments will be levied before construction commences and then adjusted downward (if applicable) and certified after construction is completed. After construction of the Improvement is completed, if the cost of the Improvement is less than the estimated maximum cost of \$10.6 million, then the savings will accrue: 80% to the property within the SBD and 20% to the City.

A portion of the City's share of the Improvement costs will be reimbursed through excise tax generated from property within the SBD. The petitioner will benefit from the Improvement, but the Improvement will also benefit other property which is not included in the SBD. In accordance with state law, the petitioner acknowledges this and agrees to be 100% responsible for the assessments on the property.

As part of the SBD approval, staff recommends the City Council waive the sealed bid process. Staff believes the City can obtain better pricing using contractors the developer will be utilizing for its private construction. However, the City retains the right to solicit and accept bids for construction of the Improvement. The City will have final approval of the contractors. Since this is a public project, the City will hold both the engineering and construction contracts. Construction is estimated to start later this year.

FINANCIAL IMPLICATIONS/FUNDING SOURCES:

The City will finance this project with 20-year special obligation bonds payable by special assessments. Once the SBD is established, a Capital Improvement Program (CIP) project is created and will be included in the 2027-2031 CIP.

STAFF RECOMMENDATION:

Adopt the resolution.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

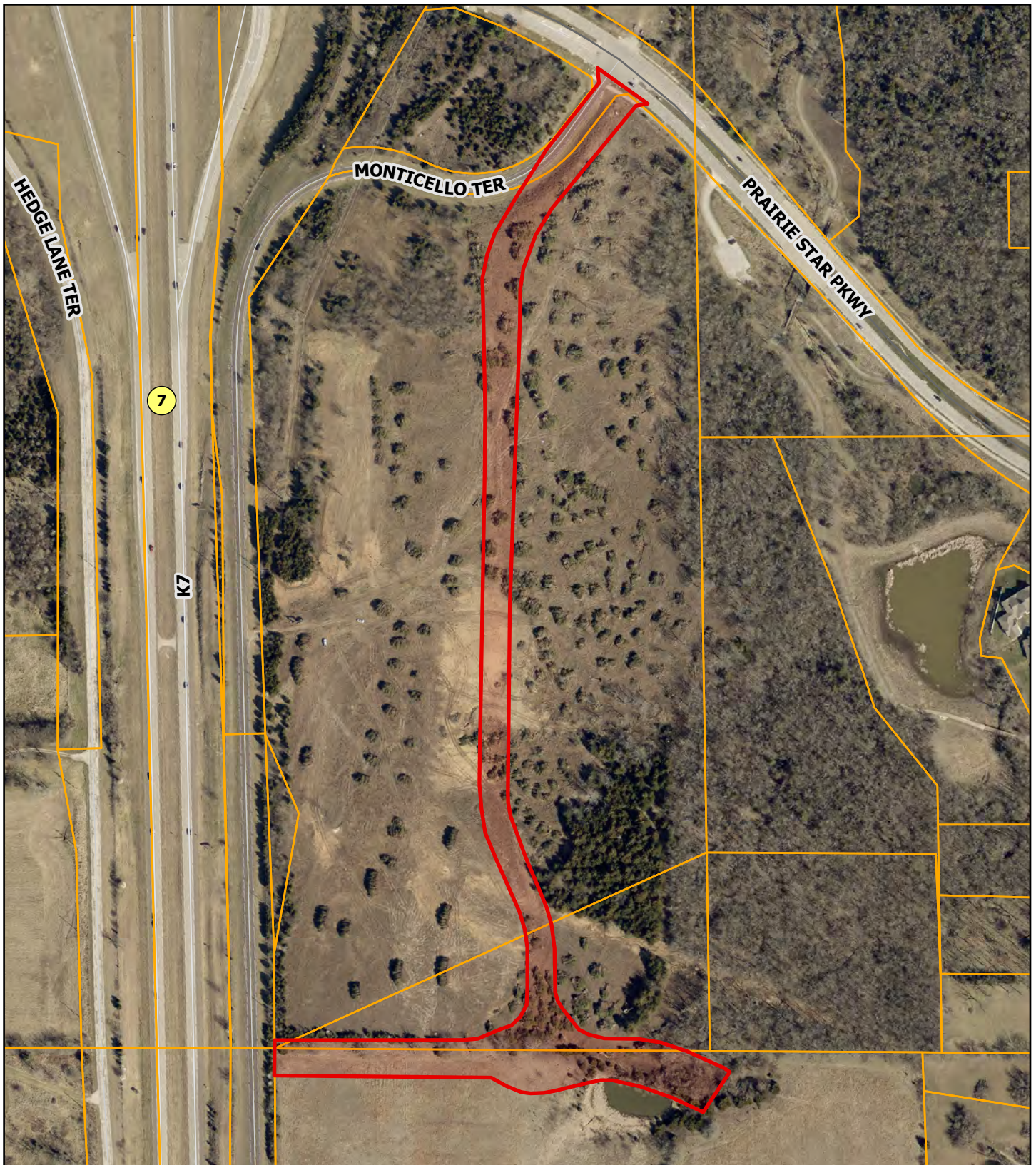
Thriving Economy

Guiding Principles

Responsible Economic Development

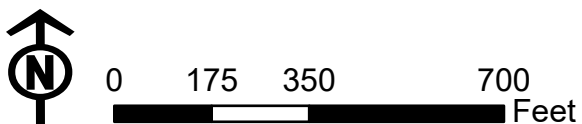
ATTACHMENTS

1. Map
2. Resolution



Data Source: City of Lenexa and Johnson County Kansas
For further information, please call 913-477-7500

99th St. & Woodsonia Dr. SBD



RESOLUTION NO. 2026 -

A RESOLUTION DETERMINING THE ADVISABILITY OF CONSTRUCTING CERTAIN MUNICIPAL IMPROVEMENTS IN THE CITY OF LENEXA, KANSAS, AND AUTHORIZING SUCH IMPROVEMENTS IN ACCORDANCE WITH THE FINDINGS OF THE GOVERNING BODY AND K.S.A. 12-6a01 *ET SEQ.* AND WAIVING THE SEALED BID PROCESS FOR DESIGN AND CONSTRUCTION OF SAID IMPROVEMENTS (99TH STREET AND WOODSONIA DRIVE SPECIAL BENEFIT DISTRICT)

WHEREAS, K.S.A. 12-6a02 authorizes the governing body of any city to make or cause to be made municipal works or improvements which confer a special benefit upon property within a definable area of the city and to levy and collect special assessments upon property in an area deemed by the governing body to be benefited by such improvements for special benefits conferred upon such property by any such improvements or an area described in a petition submitted in accordance with K.S.A. 12-6a04 (c) and (d) and to provide for the payment of all or any part of the costs of the improvements with the proceeds of such special assessments; and

WHEREAS, the City of Lenexa ("**City**") has approved a Special Benefit District Policy and Procedures setting forth the City's guidelines in establishing a special benefit district. The policy and procedures are set out in the City's Administrative Policies as GB05-C and AD04-B respectively (the "**SBD Policy**"); and

WHEREAS, a petition executed by 100% of the owners (the "**Petitioner**") of all of the property to be assessed (the "**Land**") within the proposed improvement district (the "**Improvement District**" or "**District**"), has been filed with the City Clerk requesting certain improvements be made in accordance with K.S.A. 12-6a01 *et seq.*; and

WHEREAS, in accordance with K.S.A. 12-6a04(c), the petition includes (a) a statement that the signers of the petition are the owners of 100% of the property proposed

to be included in the District and (b) acknowledgements that (i) the petition is submitted pursuant to K.S.A. 12-6a04(c), (ii) the proposed District does not include all properties which may be deemed to benefit from the proposed improvements and (iii) the signers' names may not be withdrawn from the petition by a signer after the Governing Body commences consideration of the petition or later than seven days after such filing, whichever occurs first; and

WHEREAS, K.S.A. 12-6a04(d) provides that upon receipt of a petition filed with the City Clerk in accordance with K.S.A. 12-6a04(c), the Governing Body of the City may (a) make findings by resolution as to (i) the advisability of the improvements requested in the petition, (ii) the nature of the improvements, (iii) the estimated cost, (iv) the boundaries of the District, (v) the method of assessment, (vi) the apportionment of cost, if any, between the District and the city-at-large, and (vii) whether the District includes all the property which may be deemed to be benefited by the proposed improvements, and (viii) the willingness of the signers of the petition to pay the costs of the proposed improvements as set forth in the petition, and (b) order the improvements without notice or public hearing; and

WHEREAS, the petition requests that the improvements be made without notice and hearing as required by subsection 1 of K.S.A. 12-6a04; and

WHEREAS, the Governing Body finds it necessary to make its final findings by resolution as to the advisability of the proposed improvements and finds and determines it necessary to authorize the improvements; and

WHEREAS, pursuant to Charter Ordinance No. 52 and Lenexa City Code Section 1-9-B-2, the Governing Body may waive the sealed bid process on public improvements when it deems it is in the best interests of the City to do so; and

WHEREAS, the Governing Body has determined that it is in the best interest of the City to waive the public bidding process on the design and construction of the improvements authorized herein so as to benefit from the efficiencies achieved from the use of the developer's contractors for design and construction of the improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LENEXA, KANSAS:

SECTION 1. The Governing Body finds and finally determines that:

(a) It is advisable to make the following improvements:

Acquisition and construction of:

- (1) a collector road referred to as Woodsonia Drive running from south to north along the interior of the Improvement District starting at Prairie Star Parkway and extending southerly a distance of approximately 2,562 L.F. to future 99th Street. Woodsonia Drive shall be constructed at a varying width of approximately forty (40') feet to approximately eighty (80') feet wide from

back of curb to back of curb. The construction of Woodsonia Drive shall include the installation of concrete curbs and gutters, asphalt pavement, sidewalks, street lighting, landscaping, a roundabout at Woodsonia Drive and 99th Street, associated utility installation and associated appurtenances;

- (2) an arterial road referred to as 99th Street running from east to west along the southern portion of the Improvement District starting at 426 linear feet east of Woodsonia Drive and extending westerly a distance of approximately 1,125 L.F. to Monticello Terrace. 99th Street shall be constructed at a varying width of approximately twenty-four (24) feet to approximately eighty-eight (88) feet wide from back of curb to back of curb. The construction of 99th Street shall include the installation of concrete curbs and gutters, asphalt pavement, sidewalks, trail, street lighting, landscaping, associated utility installation and associated appurtenances;
- (3) approximately 2,585 linear feet of storm sewer drainage pipes and related structures (manholes, inlets, detention, etc.) related to Woodsonia Drive and 99th Street and associated utility installations and associated appurtenances
- (4) The project, for each of the Improvements listed above, includes, but is not limited to, preliminary and final engineering, property acquisition, environmental review and mitigation, title and survey, staking, geotech including subsurface mine certification associated with the Improvements and mine surveying, water distribution systems, utilities and service connections lying within the curb lines, rock removal, retaining walls, grading, erosion control, construction supervision, testing, bonds, permits and fees, inspections, financing costs such as bond counsel, financial advisor, bond and interest expenses and other related appurtenances.

Collectively the foregoing shall hereafter be referred to as the “**Improvement**”. A general depiction of the proposed Improvement is attached hereto as **Exhibit A** and incorporated herein by reference.

- (b) The maximum cost of such Improvements is \$10,600,000.00 (“**Improvements Cost**”).
- (c) The Improvement District in the City to be assessed for the cost of the Improvement consists of approximately 57.37 acres and is legally described on **Exhibit B** attached hereto and incorporated herein by reference.
- (d) The Improvement District shall pay 80% of the Improvements Cost, which shall be apportioned among the owners of property within the Improvement District as described in Section (e) below. The City-at-large shall pay 20% of the Improvements Cost. If the actual total Improvements Cost is less than \$10,600,000.00, the savings will accrue proportionally to the Improvement District and the City-at-large in the following percentages:

Improvement District	80%
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City-at-large	20%
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- (e) The proposed method of assessment is to assess 80% of the Improvements Cost to all properties within the Improvement District, as legally described in **Exhibit B**, excluding those areas dedicated as public right-of-way, public parks, storm water retention or detention areas, common area to be owned by a homes association, conservation easements, publicly owned easements or similar areas, and such assessment shall be spread equally per square foot over of the assessable area in the District. The proposed term of the Improvement District shall be twenty (20) years.
- (f) The Improvement District does not include all the property which may be deemed to be benefited by the proposed Improvement.
- (g) The persons or entities signing the petition are willing to pay the costs of the proposed Improvement as set forth in the petition even though all property which may be benefited by the proposed Improvement will not be assessed for the cost of the Improvement.
- (h) All properties to be assessed within the Improvement District are specially benefited by the proposed Improvement.
- (i) The persons or entities signing the petition to pay the cost of the proposed Improvement requested the Improvement be made without notice and hearing as required by subsection (1) of K.S.A. 12-6a04.

SECTION 2. The Improvement is authorized and ordered to be made in accordance with the findings of the Governing Body as set forth in Section 1 of this resolution. General obligation bonds or notes are authorized to be issued in an aggregate amount not exceeding the maximum cost of the Improvements and the proceeds from such notes or bonds may be used to reimburse expenditures made by the City 60 days before and during the time after the date of this resolution in accordance with United States Treasury Regulation 1.150-2.

SECTION 3. The approved maximum cost of the Improvements is the estimated cost of the Improvements as set forth in this Resolution. The City Clerk shall prepare a proposed assessment roll for the Improvements which shall set forth the proposed maximum assessment against each lot, tract or parcel of land within the District for the Improvements in the manner set forth in this Resolution based on such estimated cost of the Improvements. The proposed assessment roll shall be maintained on file with the City Clerk and be open for public inspection. Following preparation of the proposed assessment roll, the Governing Body shall hold a public hearing on the proposed maximum assessments after compliance with the notice provisions set forth in this paragraph unless said hearing is waived by 100% of the properties and entities signing the petition. Unless the public hearing is waived, the City Clerk shall publish notice of the public hearing at least once not less than 10 days prior to the public hearing, and shall

mail to the owner of the property liable to pay the assessments, at its last known post office address, a notice of the hearing and a statement of the maximum cost proposed to be assessed all in accordance with K.S.A. 12-6a09.

SECTION 4. The City hereby waives the sealed bid process for the design and construction of the Improvement authorized herein, as provided by Charter Ordinance No. 52 and Code Section 1-9-B-2, and authorizes staff to negotiate with a contractor(s) for the design and construction of the Improvement.

SECTION 5. This Resolution shall be published one time in the official City newspaper, and shall also be filed of record in the office of the Register of Deeds of Johnson County, Kansas.

PASSED by the Governing Body this 6th day of October, 2026.

SIGNED by the Mayor this 6th day of October, 2026.

CITY OF LENEXA, KANSAS

[SEAL]

By: _____
Julie Sayers, Mayor

Attest:

Jennifer Martin, City Clerk

Approved As To Form

Sean McLaughlin, City Attorney

[illegible]

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EXHIBIT B

LEGAL DESCRIPTION OF THE SPECIAL BENEFIT DISTRICT

Part of the Northwest One-Quarter of Section 3, Township 13 South, Range 23 East, in the City of Lenexa, Johnson County, Kansas, being described as follows:

Commencing at the Southwest corner of the Northwest One-Quarter of said Section 3; thence along the South line of said Northwest One-Quarter, North 88 degrees 31 minutes 39 seconds East, a distance of 296.30 feet to the Southwest corner of a tract of land recorded in Warranty Deed, book 202203 at page 003126, said point on the Easterly right of way line of K-7 Highway, highway condemnation, volume 936, page 409, tract 57, said point being the Point of Beginning; thence along the Westerly line of said tract and the Easterly line of said right of way, North 02 degrees 06 minutes 34 seconds West, a distance of 248.11 feet to the Southernmost corner of a tract land recorded in Quit Claim Deed, book 201004, page 004172; thence along the Westerly line of said tract, North 04 degrees 13 minutes 04 seconds West, a distance of 550.05 feet to the Northernmost corner of said tract, said point being a corner point on the West line of said tract recorded in Warranty Deed, book 202203 at page 003126, and said point being on the Easterly right of way line of K-7 Highway; thence along the Westerly line of said tract recorded in Warranty Deed, book 202203 at page 003126, and said Easterly right of way line of K-7 Highway the following three courses, North 00 degrees 43 minutes 10 seconds East, a distance of 1102.80 feet; thence North 19 degrees 26 minutes 10 seconds East a distance of 325.00 feet; thence North 25 degrees 51 minutes 34 seconds East a distance of 460.16 feet to a point on the Southerly right of way line of Prairie Star Parkway as now established and recorded in book 6275, page 101; thence along said Southerly right of way line the following two courses, North 82 degrees 09 minutes 21 seconds East a distance of 75.84 feet to a point of curvature; thence Southeasterly on a curve to the right having an initial tangent bearing of South 74 degrees 58 minutes 42 seconds East, a radius of 1366.39 feet, a central angle of 30 degrees 21 minutes 15 seconds and an arc length of 723.89 feet to a point on the East line of the West one half of the Northwest One-Quarter of said Section 3; thence along said East line, South 02 degrees 46 minutes 21 seconds East a distance of 2245.25 feet to a point on the said South line of the Northwest One-Quarter of Section 3; thence along said South line, South 88 degrees 31 minutes 39 seconds West a distance of 1075.55 feet to the Point of Beginning.

Except any part thereof taken or used for road right of way.



**CITY COUNCIL
MEMORANDUM**

ITEM 9

SUBJECT: Approval of amendments to the Governing Body Rules of Procedure

CONTACT: Sean McLaughlin, City Attorney

DATE: October 6, 2026

ACTION NEEDED:

Approve amendments to the Governing Body Rules of Procedure.

PROJECT BACKGROUND/DESCRIPTION:

The Governing Body adopts its own Rules of Procedure to assist in efficiently conducting the City's business and to provide general information on the roles and responsibilities of staff. The Governing Body last updated its Rules of Procedure in 2023. The Governing Body has decided to allow livestreaming of Regular City Council meetings, which requires revisions to the Rules of Procedure. Additionally, staff has corrected some typographical errors and clarified a few portions of the Rules of Procedure to align with current practices.

The amendments include the following:

- Livestreaming - Regularly scheduled City Council meetings and Special Meetings (when practical) may be livestreamed and recorded. Livestreaming will cease when the meeting closes for executive session and when the meeting ends. Video recordings will remain available on the City's website after the meeting concludes and will be retained for two years.
- Continuances - Instead of specifically assigning one by-right continuance each to the City and an applicant, each item may now simply be continued twice in total before the City Council must take specific action to do so, which matches the City's current practice.
- Packet Materials - Identified the common documents that should be included in the Meeting Packet, including staff memos, resolutions, ordinances, and other legislative documents.
- Public Comment - Sets a three-minute time limit per individual for public comment, with the Chair having discretion to determine a different time limit.

Pursuant to the Rules of Procedure, to adopt the amendments at its October 6 meeting, a three-fourths majority of the Governing Body (7 members) must vote in favor because it is the first Regular City Council meeting at which the new Rules of Procedure are formally considered. Otherwise, the Governing Body may adopt the new Rules of Procedure by a simple majority (5 members) at a subsequent Regular City Council meeting. If the Governing Body adopts the Rules of Procedure at its October 6 meeting, the updated Rules of Procedure, including the livestreaming provisions, will take effect at the October 20, 2026 City Council meeting.

STAFF RECOMMENDATION:

Approve the amendments.

VISION / GUIDING PRINCIPLES ALIGNMENT:

Vision 2040

Guiding Principles

Sustainable Policies and Practices
Superior Quality Services

ATTACHMENTS

1. Rules of Procedure (redline) located in the Appendix

APPENDIX



**MINUTES OF THE
SEPTEMBER 15, 2026
LENEXA CITY COUNCIL MEETING
COMMUNITY FORUM, 17101 W 87th STREET PARKWAY
LENEXA, KS 66219**

CALL TO ORDER

Council President Williamson called the meeting to order at 7 PM.

ROLL CALL

Councilmembers Eiterich, Charlton, Nicks, Bell, Denny, and Herron were present with Council President Williamson presiding. Councilmember Handley and Mayor Sayers were absent.

Staff present included Beccy Yocham, City Manager; Todd Pelham, Deputy City Manager; Mike Nolan, Assistant City Manager; Scott McCullough, Community Development Director; Sean McLaughlin, City Attorney; Jennifer Martin, City Clerk; and other City staff.

APPROVE MINUTES

Council President Williamson announced a correction to the September 1st minutes. She said staff informed her there was a typographical error in Item 2 where the minutes referenced Item 3B, whereas it should have stated Councilmember Bell made a motion to approve Item 2B and Councilmember Nicks seconded the motion.

Councilmember Denny made a motion to approve the September 1, 2026 City Council meeting corrected draft minutes and Councilmember Nicks seconded the motion. Motion passed unanimously.

MODIFICATION OF AGENDA

Item 3 was removed from the Consent Agenda for presentation.

PROCLAMATIONS

Constitution Week Sept. 17-23

CONSENT AGENDA

1. Bid award to Total Electric for the Strang Line Road Streetlight & Stormwater Improvements Project
This project installs new streetlight poles and fixtures, underground cable and conduit, and a new controller along Strang Line Road south of College Boulevard and in the surrounding area. Total Electric bid \$483,943 to construct the project.
2. Approval of an agreement with KCS, LLC for septic system relocation work related to the 83rd Street Improvements - Gleason Road to Clare Road Project

This work will remove existing septic system components and install new septic systems for three properties affected by the 83rd Street from Gleason Road to Clare Road Improvements Project. The contract amount with KCS, LLC to perform the work is \$137,345.

4. Approval of a cooperative agreement with Johnson County, Shawnee, Olathe, and Overland Park for the distribution of funds under the Edward Byrne Memorial Justice Assistance Grant Program
The grant is designed to help communities reduce local crime and violence, providing funding for projects, training, staff, equipment, supplies, support, information systems for criminal justice, and research activities. The Lenexa Police Department will receive \$12,722 from this grant.
5. Resolution amending the Volumetric Rate Calculation Form used in determining the fee paid for natural gas transported within the city in accordance with natural gas franchise ordinances
Franchise ordinances with natural gas providers allow the City to receive compensation based on the volume of natural gas transported within the city. These ordinances require the Volumetric Rate Calculation Form to be updated annually. Adoption of this resolution will allow the City to continue collecting this fee in 2027.
6. Resolution authorizing the assignment and assumption of Resolution of Intent 2026-044 and the associated payment in lieu of taxes agreement (Lenexa Logistics Centre North - Building 8)
On August 4, 2026, the City approved a resolution of intent to issue approximately \$42.5 million in industrial revenue bonds (IRBs) to construct a 471,869-square-foot building in the Lenexa Logistics Centre North Phase II development and authorized a tax abatement for the project. The original developer desires to assign the IRBs to a related entity to own and develop the project.
7. Consideration of action items regarding Lenexa Logistics Centre North Phase II - Building 9
 - a. Resolution authorizing the assignment and assumption of and amendment of Resolution of Intent 2025-057 and the associated payment in lieu of taxes agreement
 - b. Ordinance authorizing the issuance of industrial revenue bonds in the principal amount not to exceed \$20 million
The City Council previously authorized the issuance of approximately \$20 million in industrial revenue bonds (IRBs) and a 10-year tax abatement to help finance the acquisition, construction, and equipping of an office/warehouse/manufacturing project located at the northwest corner of Eicher Drive & Renner Boulevard in the Lenexa Logistics Centre North Phase II business park. The proposed resolution will authorize the assignment and assumption of and amendment of Resolution of Intent 2025-057 and the associated payment in lieu of taxes agreement. The proposed ordinance will issue \$20 million in IRBs in fall 2026.

8. Ordinance authorizing the issuance of industrial revenue bonds in the principal amount not to exceed \$23.5 million (Lenexa Logistics Centre North Phase II - Building 6)
The City Council previously authorized the issuance of approximately \$23.5 million in industrial revenue bonds (IRBs) and a 10-year tax abatement to help finance the acquisition, construction, and equipping of a 202,286-square-foot office/warehouse/manufacturing project located at the northwest corner of College Boulevard & Britton Street in the Lenexa Logistics Centre North Phase II business park. The proposed ordinance will issue \$23.5 million in IRBs in fall 2026.

END OF CONSENT AGENDA

Item 3 was removed from the Consent Agenda for presentation.

Councilmember Bell made a motion to approve items 1, 2, and 4 through 8 on the Consent Agenda and Councilmember Charlton seconded the motion. Motion passed unanimously.

REGULAR AGENDA

3. Approval of Change Order No. 2 to the agreement with CM Concrete, Inc. for the 2026 Sidewalk & Trail Repair Program
This change order covers additional work to reconstruct the Prairie Star Parkway Trail from the I-435 Bridge west to Ridgeview Road, replacing 1.42 miles of asphalt trail with the City's current standard 10-foot-wide concrete trail, at a total cost of \$822,875.

Nick Arena, Municipal Services Director, said this is a change order to reconstruct 1.42 miles of trail along Prairie Star Parkway, from the I- 435 bridge to the bridge just west of Ridgeview Road. He said the project would replace the failed asphalt trail with 10-foot-wide concrete. He explained that reconstruction of this trail had been scheduled for this year but was deferred to prioritize the Hickory Ridge Trail project because of a failed pedestrian bridge.

Mr. Arena said staff obtained pricing from two contractors currently mobilized in the area and recommended CM Construction. He said the project would be funded by the Mining Tax Increment Financing District.

Councilmember Nicks commented that trails are a good investment and repairing existing trails is a good use of funding.

Councilmember Nicks made a motion to approve Item 3 and Councilmember Bell seconded the motion. Motion passed unanimously.

BOARD RECOMMENDATIONS

9. Consideration of a preliminary plan for an industrial development with two buildings known as Santa Fe Commerce Center located at the northeast corner of Santa Fe Trail Drive & Lakeview Avenue in the BP-2, Planned Manufacturing District

The applicant proposes an industrial development consisting of two buildings totaling 222,550 square feet of floor area. The buildings are speculative and potential uses include wholesale/warehousing, manufacturing, office, and basic industry.

Stephanie Sullivan, Planning Manager, said this is a preliminary plan for Santa Fe Commerce Center, consisting of two industrial buildings totaling more than 222,000 square feet along Santa Fe Trail Drive, north of 119th Street near the Olathe border. She said the site's BP-2 zoning and business park future land use designation support the proposed development. She talked about how the plan closely resembles the preliminary plan approved in 2024, which expired earlier this year, with minor changes to Building 1, parking, and stormwater improvements. She noted that the private street, Lakeview Avenue, would provide access to the site.

Ms. Sullivan reviewed the proposed concrete buildings, landscaping, and screening. She said staff supported a deviation allowing the outdoor storage area and fencing to extend beyond the building's front wall, with a 50-foot setback, upgraded fencing, and masonry columns, and that existing trees along the northern property line would be maintained. She noted the same deviation had been approved previously.

Ms. Sullivan said staff and the Planning Commission recommended approval subject to two conditions: a 5-foot-wide public sidewalk along Santa Fe Trail Drive, included in the final plan and constructed with the first building, and internal sidewalk connections between the buildings.

Councilmember Denny asked why a 10-foot sidewalk was not being constructed at this time and Ms. Sullivan explained that the public sidewalk could be widened by five feet when future trail connections are developed.

Councilmember Eiterich asked if the previous plan was for a commerce center. Ms. Sullivan confirmed that it was and that no tenants had been identified yet and that anticipated uses would be permitted under BP-2 zoning.

Dan Finn, Phelps Engineering, said the developer was ready to proceed with speculative construction and intended to move forward immediately with the final plan and construction documents.

Councilmember Bell made a motion to approve Item 9 and Councilmember Herron seconded the motion. Motion passed unanimously.

10. Consideration of a preliminary plan for an office, wholesale and warehousing, general and wholesale and warehousing, limited use development known as Meritex Lenexa Executive Park located at the northeast corner of 99th Street & Britton Street in the BP-1, Planned Business Park, and the BP-2, Planned Manufacturing Districts
The proposed development consists of four buildings totaling 233,587 square feet of floor area. The initial building will house mechanical equipment serving Meritex's subsurface tenants.

Ms. Sullivan said this is a preliminary plan and four-lot preliminary plat for Meritex Lenexa Executive Park, a 30-acre business park with four buildings totaling more

than 230,000 square feet northeast of 99th Street & Britton Street. She said the site is zoned BP-1 and BP-2 and designated for office, research, and development uses in the Comprehensive Plan. She said staff identified future rezoning needed to align zoning boundaries with Lots 1 and 2. Access would be provided from Britton Street and 99th Street and a new public street, Scarborough Street.

Ms. Sullivan said both staff and the Planning Commission recommended approval with no conditions.

Ms. Sullivan said the first construction phase would include Building 4, an approximately 27,000-square-foot equipment enclosure housing chillers and standby generators to serve underground tenants. She said staff classified the use as limited wholesale and warehousing under BP-1 zoning. She explained that the structure would resemble other Meritex surface buildings, be largely screened from Renner Boulevard by existing topography, and comply with City noise and performance standards.

Councilmember Nicks asked about the business' operational hours and Ms. Sullivan said the applicant could answer that.

Councilmember Bell asked about the agriculturally zoned property east of the site on the zoning map and Ms. Sullivan confirmed the future land use of that area is office, research, and development.

Mark Roseman, Meritex, said the equipment stored in the building would support the expansion of Lightedge, an existing Meritex underground tenant. He said the cooling equipment would operate continuously, while generators would run during power outages and maintenance testing.

Councilmember Avery asked about sound modeling for the project and Mr. Roseman said that had not been done but affirmed that the project would comply with City requirements.

Councilmember Herron talked about a visit he made to the site recently, saying he went to a larger generator yard in the area with Mr. Roseman and they did not have to raise their voices to talk over the noise so that is not of concern to him.

Councilmember Charlton asked if this was considered a data center. Mr. Roseman explained that this operation is different in how it operates compared to data centers that have been in the news recently. He said this operation has a less dense power usage and is more of a colocation facility.

Councilmember Charlton asked if there are state regulations for generator emissions.

Councilmember Bell responded saying if they are running as emergency standby, it falls under the EPA standard tier 2 classification. He said the Department of Health and Environment regulates for air quality, but he believed it was still under the EPA's purview for standby.

Councilmember Herron said he met with someone at Lightedge and that the environmental impacts are minimal, saying they use closed water cooling systems. He said he saw the space where the servers will be located underground and noted that they will have the same performance specifications as the servers that are already in the underground. He said he views this as needed economic development.

Council President Williamson confirmed that Lightedge is a current 20-year tenant in Meritex underground. She asked how many chillers and generators there would be. Mr. Roseman said the number of chillers and generators had not been finalized and that the building would connect to the underground facility through a shaft extending approximately 80 feet below the surface.

Councilmember Eiterich asked about the intended uses of the other three proposed buildings and Mr. Roseman said those will be spec buildings similar to those already in the Meritex surface development.

Councilmember Charlton asked if the building would not have a roof and Mr. Roseman said that was correct.

Councilmember Bell made a motion to approve Item 10 and Councilmember Eiterich seconded the motion. Motion passed unanimously.

NEW BUSINESS

11. Consideration of action items regarding the Central Green Playground Project

- a. Resolution amending the fiscal year 2026-2030 Capital Improvement Program to increase the budget for the Central Green Playground Project to \$1.7 million
- b. Bid award to Sands Construction, Inc. to construct the Central Green Playground for a total of \$704,172.50
- c. Approval of an agreement with Crouch Recreation for the purchase and installation of new playground equipment for a total of \$596,751

- d. Approval of an agreement with Greenfields Outdoor Fitness for the purchase of the Ninja Course and Fitness X-Rig for a total of \$188,998

Updated cost estimates for the Central Green Playground Project, including construction of the park restrooms, associated site work, as well as the purchase of playground and fitness equipment, increased significantly. Staff recommends amending the 2026-2030 CIP to increase the project budget by \$300,000 to \$1,700,000. Additionally, staff recommends awarding a bid to Sands Construction, Inc. to construct the project for \$704,152.50 and approving agreements with Crouch Recreation and Greenfields Outdoor Fitness to purchase the playground and fitness equipment for \$596,751.00 and \$188,998.00, respectively.

Mandy Danler, Assistant Parks and Recreation Director, presented the proposed Central Green playground and outdoor fitness project and introduced Doug Pickert with Indigo Design, the project designer. She said the project

would create a destination recreation space in City Center for users of various ages and abilities and fulfill priorities in the Parks Master Plan. The improvements would be on approximately 1 acre of the 11.6-acre park and include a playground, ninja obstacle course, fitness equipment, year-round restrooms with two family stalls, and trail connections. She noted that a trail surrounding the playground would allow parents to supervise children who are using different areas. She said a new eastern trail connection would also improve access for AdventHealth users and connect with the existing trail system.

Ms. Danler outlined the \$1.7 million project budget, which includes a \$400,000 AdventHealth donation approved in March. She said staff requested approval of a \$300,000 Capital Improvement Program (CIP) budget amendment funded through the City Center tax increment financing (TIF) fund, a construction contract with Sands Construction (“Sands”) and agreements with Crouch Recreation (“Crouch”) and Greenfields Outdoor Fitness (“Greenfields”). The additional funding would cover costs associated with the year-round restrooms, playground features, and the eastern trail connection.

Ms. Danler described the proposed playground, including an infinity tower that would be nearly 23 feet tall, hillside slides, climbing features, a seesaw, spinners, an accessible ground-level merry-go-round, and accessible swings. She said Crouch would supply and install the playground equipment and Greenfields would supply a 57-by-46-foot ninja course and an X-Rig fitness station designed for multiple users. She said two Apollo multi-gyms and one Helios unit from Outdoor-Fit would provide additional exercise options, including weight-assisted exercises. She noted that the Outdoor-Fit purchase was within existing budget authority and did not require Council approval.

Ms. Danler said construction is anticipated to begin in the fall, with most construction in spring 2027. She said staff would establish a more detailed schedule after contracting with Sands and that staff also was exploring bringing an “American Ninja Warrior” participant to the ribbon-cutting ceremony.

Councilmember Eiterich asked whether signs would explain safety rules, equipment use and etiquette, particularly for the hillside slides and ninja course. Ms. Danler said the ninja course and fitness equipment packages would include rules, etiquette signs, and QR codes with instructions. Playground supervision would primarily rely on parents, but she said staff would add signs if needed after opening.

Councilmember Eiterich said she liked the layout’s visibility between activity areas and the surrounding trail’s potential use by children learning to ride bicycles. Ms. Danler noted that the connected trails would provide additional recreation opportunities throughout the park.

Councilmember Charlton asked about parking and Ms. Danler said staff had contacted neighboring property owners about the project but had not

designated specific parking locations. She anticipated visitors would find available parking as they do for swim meets and other City Center events.

Councilmember Charlton asked whether the hillside slides could become dangerously hot and Ms. Danler said the slides were concrete and that staff observed no temperature concerns while testing similar slides during hot weather.

Councilmember Bell asked whether the additional \$300,000 would fund features excluded from the original project. Ms. Danler explained that the restrooms and playground features were already planned, but preliminary estimates did not fully reflect their costs. She said the eastern trail connection was added, and equipment selections, including the infinity tower, contributed to the additional expense.

Councilmember Bell asked how children would reach the tower's top and Ms. Danler said interior climbing elements would provide access between levels.

Councilmember Bell asked about equipment warranties and ongoing maintenance. Ms. Danler said Greenfields warranties ranged from one year for certain ropes and suspension components to 10 years for structural components. Outdoor-Fit equipment and playground components also would carry warranties, including 10-year structural coverage. She said staff had discussed replacement needs with the parks facilities manager, and maintenance funding was available. She added that staff inspects playgrounds three to four times annually and would include the new fitness equipment and ninja course in those inspections.

Councilmember Nicks asked Sands' responsibilities and Ms. Danler said the contractor would complete site work, curbs, restrooms, and trail connections but would not install playground or fitness surfacing or equipment. She said City staff would install the ninja course and three fitness units, with Greenfields providing on-site oversight and inspection for the ninja course. Crouch would install the playground equipment.

Councilmember Nicks asked about the difference between Sands' bid and the other bids. Ms. Danler said she had verified the scope with Sands, whose ability to perform its own concrete work contributed to the savings. Sands' bid was also closest to the engineer's estimate.

Councilmember Denny said he was happy to see Central Green transforming from a passive park into an active recreation destination and anticipated increased use by children and adults.

Council President Williamson asked whether the ninja course would have an age restriction and said she would like to try it herself. Ms. Danler said she believed the signs would recommend ages 12 and older because of the equipment's height, but she would verify that information with Greenfields. She

said staff would continue discussing appropriate guidance and supervision with the vendor.

Councilmember Denny made a motion to approve Item 11a and Councilmember Eiterich seconded the motion. Motion passed unanimously.

Councilmember Bell made a motion to approve Item 11b and Councilmember Nicks seconded the motion. Motion passed unanimously.

Councilmember Bell made a motion to approve Item 11c and Councilmember Charlton seconded the motion. Motion passed unanimously.

Councilmember Eiterich made a motion to approve Item 11d and Councilmember Nicks seconded the motion. Motion passed unanimously.

COUNCILMEMBER REPORTS

Councilmember Nicks talked about the Daughters of the American Revolution preserving remnants of the Santa Fe Trail.

Council President Williamson talked about attending the Lenexa Police workouts monthly and encouraged everyone to try it next month.

STAFF REPORTS

Beccy Yocham, City Manager, said there would not be a Committee of the Whole meeting next week.

END OF RECORDED SESSION

BUSINESS FROM FLOOR

There was no business from the floor.

ADJOURN

Councilmember Eiterich made a motion to adjourn and Councilmember Bell seconded the motion. Motion passed unanimously.

The meeting adjourned at 8:24 PM.

STUDENTS IN ATTENDANCE

Ryan White and Jaelyn Barber, Shawnee Mission West High School students, attended the meeting for their Government class.

Proclamation

WHEREAS, the City of Lenexa is committed to the safety and security of all who live in and visit our community; and

WHEREAS, lithium-ion batteries power many everyday devices, including smartphones, laptops, power tools, e-bikes, e-scooters, and toys, and can cause fires when damaged, misused, or improperly charged; and

WHEREAS, the National Fire Protection Association reports an increase in battery-related fires, highlighting the importance of public education on lithium-ion battery safety; and

WHEREAS, safe charging practices include using manufacturer-approved chargers, charging on a hard, flat surface, unplugging devices when fully charged, and charging larger devices such as e-bikes outdoors and away from exits; and

WHEREAS, the 2026 Fire Prevention Week theme, “Charge into Fire Safety: Safe Charging Is a Superpower,” reminds us that safe charging practices can help reduce the risk of fires and protect our homes and communities.

NOW, THEREFORE, I, Julie Sayers, Mayor of Lenexa, Kansas do hereby proclaim the month of October 2026 in Lenexa to be

FIRE PREVENTION MONTH

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of October, 2026.




Julie Sayers
Mayor of Lenexa, Kansas

Proclamation

WHEREAS, change is constant and affects all cities, suburbs, counties, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and,

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of professional staff, the members of the Planning Commission, and citizens who have contributed their time and expertise to the improvement of the City of Lenexa.

NOW, THEREFORE, I, Julie Sayers, Mayor of Lenexa, Kansas do hereby proclaim October to be

NATIONAL COMMUNITY PLANNING MONTH

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of October, 2026.



Julie Sayers
Mayor of Lenexa, Kansas

Proclamation

WHEREAS, Arts and humanities organizations and agencies across the nation issue annual proclamations designating October as National Arts and Humanities Month; and

WHEREAS, the arts and humanities embody much of the accumulated wisdom, intellect, and imagination of humankind, enhancing and enriching the lives of every American; and

WHEREAS, the arts and humanities play a unique role in the lives of our families, communities, and country; and

WHEREAS, the arts and humanities are a vital part of Johnson County's economy, and the creative economy drives tourism, annually welcoming over 652,000 audience members and generating \$23.1 million in audience spending, and

WHEREAS, the arts are an important part of the lives of the citizens of Lenexa, and the many and varied programs of the City of Lenexa and the Lenexa Arts Council, including the Lenexa City Hall Art Gallery, Community Orchestra, Outdoor Concert Series, City Center Live, Lenexa Art Fair, and the City's public art program help create a vibrant and livable city.

NOW, THEREFORE, I, Julie Sayers, Mayor of Lenexa, Kansas do hereby proclaim the month of October in the City of Lenexa as

ARTS AND HUMANITIES MONTH

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of October, 2026.




Julie Sayers
Mayor of Lenexa, Kansas

Governing Body Rules of Procedure

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1. AUTHORITY AND DEFINITIONS:

1.1 Authority:

The Governing Body shall establish its own Rules of Procedure to assist them in the general conduct of City business. The following rules shall be in effect upon adoption by the Governing Body and until such time they are amended, or new rules are adopted in the manner provided by this policy.

1.2 Application:

The Rules of Procedure shall be applicable to all members of the Governing Body and pertinent staff members in their role of conducting City business. It is the City's intent to comply with the Americans with Disabilities Act of 1990 (ADA) and all applicable federal, state, and local laws. If any provisions of this policy conflict with the ADA, the City will provide reasonable accommodation for all qualified persons.

1.3 Definitions and Interpretation:

(a) Definitions and Rules of Construction:

- (1) Chair: When the term Chair is referred to herein, it shall mean the Mayor, Council President, or Acting Council President pursuant to Lenexa City Code Section 1-2-A-3.
- (2) Governing Body: The eight (8) City Council members-elect plus the Mayor, collectively.
- (3) City Council: The eight (8) City Council members-elect.
- (4) Regular Meeting: When the term Regular Meeting is referred to in this document, it shall mean City Council meetings held pursuant to Lenexa City Code Section 1-4-B-1.
- (5) Special Meeting: When the term Special Meeting is referred to in this publication, it shall mean Special City Council Meetings held pursuant to Lenexa City Code Section 1-4-B-2.
- (6) Committee of the Whole Meeting: When the term Committee of the Whole is referred to in this publication, it shall mean Committee of the Whole Meetings held pursuant to Lenexa City Code Article 1-4-D. No binding action shall be taken at a Committee of the Whole Meeting. The Committee of the Whole may make recommendations to be considered by the Governing Body at a future Regular Meeting or Special Meeting.
- (7) Work Session: Work Sessions are called for the purpose of conducting exploration of matters that may come before the Governing Body at a future date. No Agenda is required for a Work Session, and no binding action shall be taken during a Work Session. When the term Work Session is referred to herein, it shall include joint or concurrent meetings with subordinate Boards and Commissions, strategic planning retreats, community tours, or other non-social gatherings of the Governing Body where business of the City will be discussed.
- (8) Meeting: When the term Meeting is referred to in this publication, it is understood to mean a Regular Meeting, Special Meeting, Committee of the Whole, or Work Session unless otherwise provided for by these Rules of Procedure.

(b) Interpretation:

(1) All positions listed in the Rules of Procedure shall be interpreted to include that position or their designee.

(2) These Rules of Procedure are adopted for the sole benefit of the members of the Governing Body in order to assist in the orderly conduct of its business and are enforceable only by the Governing Body members.

(3) The Governing Body's failure to adhere to or otherwise follow these rules shall not result in any liability to the City, its officers, employees or agents, and shall not result in the invalidation of any Governing Body act.

2. GENERAL RULES:

2.1 Applicability:

This document shall govern all Regular Meetings, Special Meetings, Committee of the Whole proceedings, and Work Sessions.

2.2 Meetings to be Public:

All Meetings of the Governing Body shall be open to the public in accordance with K.S.A. 75-4317, et seq. as amended (the "Kansas Open Meetings Act"), except for the purpose of having an Executive Session pursuant to applicable law.

2.3 Quorum:

A majority of the members-elect of the Governing Body shall constitute a quorum and be necessary for the transaction of business at a Meeting.

2.4 Attendance:

Governing Body members should inform the City Clerk and City Manager if they are unable to attend any Meeting.

2.5 Attendance via Electronic Participation Prohibited:

Members of the Governing Body shall not be allowed to use telephonic or other electronic means, such as video conferencing, to establish attendance to conduct Meetings.

2.6 Cancellation of a Meeting:

The Mayor may cancel a Regular Meeting when it falls on a federal holiday or local election day. Cancellations may also be made by the Mayor or at the request of three (3) City Council members when special circumstances exist. The City Manager may, due to inclement weather or other emergency situation, cancel a Regular Meeting or Special Meeting. Cancellation of Committee of the Whole and Work Sessions may be made by the City Manager.

2.7 Executive Sessions:

Executive Sessions are closed to the public and are held in accordance with the provisions of the Kansas Open Meetings Act. A motion must be passed to recess into Executive Session. The duration of the Executive Session must be stated, and discussion must be limited to the subjects identified in the motion. If necessary, additional motions must be passed to extend Executive Session discussions. No binding

action shall be taken in Executive Session. Subjects discussed during Executive Session should be kept confidential.

2.8 City Staff Attendance and Roles:

(a) City Manager: The City Manager attends all Meetings. The City Manager may make recommendations to the Governing Body and has the right to participate in all discussions occurring during such Meetings.

(b) City Attorney: The City Attorney attends all Meetings. The City Attorney may give written or oral opinions on questions of law, policy, or procedure. The City Attorney acts as the Governing Body's parliamentarian.

(c) City Clerk: The City Clerk attends all Regular Meetings, Special Meetings and Committee of the Whole Meetings. The City Clerk calls roll, keeps the official minutes, and performs other duties as requested by the Governing Body.

(d) Management Team: Management Team members should attend all Meetings, unless excused by the City Manager. When a request for information is made by any Governing Body member to a Management Team member or their staff, the City Manager should be apprised of the request by the Governing Body or Management Team member and be provided with all information supplied in response.

3. CALL AND NOTICE OF MEETINGS:

3.1 Call and Notice of Meetings:

The call and notice for all Meetings shall set out the date, time, and place of a Meeting (the "Call and Notice"). The City Clerk is responsible for preparing or causing the preparation of a Call and Notice for all Meetings pursuant to the Kansas Open Meetings Act.

3.2 Preparation and Distribution of an Agenda for Meetings:

(a) Regular Meetings and Committees of the Whole:

(1) Agenda Preparation: The City Clerk and City Manager shall create an agenda for Regular Meetings and Committee of the Whole Meetings. The City Manager shall determine what items are on the agenda through discussion and direction given at previous Meetings; recommendations made by City Boards and Commissions; recommendations made by the Management Team; requests made by the Mayor and/or City Council members; and any items of business that require action by the City. If necessary, the City Clerk shall coordinate the preparation and assembly of supporting documents for the agenda.

(2) Agenda Distribution: The agenda and supporting documents for Regular Meetings and Committee of the Whole Meetings shall be distributed electronically to the Governing Body and those requesting notice no later than four (4) days prior to a regularly scheduled Meeting; provided, however, that no technical difficulties would prevent this from occurring. The City Clerk may also make the agenda available on the City Website and at the Meeting location at the time of the meeting.

(b) Special Meetings: The agenda of any Special Meeting shall be prepared by the City Manager and City Clerk in accordance with Lenexa City Code Section 1-4-B-2 and the Kansas Open Meetings Act. Only those items set out in the Call and Notice for a Special Meeting shall be discussed at a Special Meeting.

(c) Work Session: A Work Session does not require an agenda but one may be created at the discretion of the City Manager.

3.3 Modification of the Agenda:

(a) Modification: The modification of a Meeting agenda is generally discouraged unless it is necessary due to a time factor, an emergency situation, or upon request by the Mayor, any City Council member, or the City Manager. If practicable, an updated agenda shall be distributed pursuant to Section 3.2.

Modifications shall be introduced by the City Clerk at the beginning of a Meeting. The City Manager may provide an explanation for the modification at the time the modification is announced or during discussion of the item. Any item added shall be placed on the regular agenda for discussion. If the Governing Body has taken action to place an item on a particular agenda, that item may not be removed from the agenda but may be continued to a date certain.

(c) Continuances: Any item may be continued upon request of an applicant, recommendation by the City Manager, or approval of the City Council. Any item that is continued must comply with all applicable notice requirements and, in the case of public hearings and publicly noticed agenda items, shall be continued to a date certain. Other items should be continued to a date certain when practicable. If a date certain is not determined, a continued item which fails to be placed on an agenda after six (6) months shall be considered withdrawn.

An ~~applicant and City Manager are each entitled~~ item placed on an agenda may be continued up to one (1) continuance two (2) times as a matter of right, and any subsequent continuance(s) must be approved by the City Council. If subsequent continuances are not approved by the City Council, action must be taken by the City Council, or the applicant must withdraw the item. Subject to applicable notice provisions, the City Council may grant a continuance to any item. An applicant for any item that has been continued two times must again comply with all applicable notice requirements for such item in order to be considered on an agenda.

(c) Change in Agenda Item Sequence: The Chair may state at any time during a Meeting a change in the sequence of discussion of items on the agenda. This provision may be used when a large crowd is in attendance for a particular item or to otherwise effectuate the orderly and efficient conduct of the City's business during a Meeting.

3.4 Materials and Supporting Documents:

In addition to the agenda, a Meeting packet ~~containing supporting documents related to agenda items~~ should be prepared and made available on the Friday preceding a Regular Meeting or Committee of the Whole Meeting. For any Special Meeting ~~requiring supporting documents related to items on the agenda~~, a Meeting packet may be distributed if necessary and as time allows. Meeting packets should include packet memos, resolutions, ordinance, and/or other legislative documents related to agenda items. Supporting documents and information that is unable to be provided electronically or is considered to be

a standard document as determined by the City Manager or City Attorney shall be available in the City Clerk's office.

3.5 Questions Regarding Agenda Items:

When possible, the Governing Body is encouraged to contact staff with questions and clarifications prior to the meeting.

4. MINUTES AND RECORDINGS:

4.1 Minutes:

(a) Recording of Minutes: The City Clerk shall create and maintain a written account of all Regular Meetings, Special Meetings, and Committee of the Whole Meetings. Meeting minutes shall be summary in nature and reflect the attendance of all members of the Governing Body, the actions taken during the Meeting, and the voting record of any roll call vote.

(b) Approval of Minutes: All Meeting minutes shall be considered and approved at a subsequent Meeting.

(c) Official Record, Publication and Retention of Minutes: The ~~minutes~~official record of open Meetings shall be the written summary minutes. The written summary minutes shall be published on the City's website after approval by the Governing Body. ~~These written summary minutes shall be considered the official record of the meeting~~ and shall be kept indefinitely.

4.2 Audio Recordings:

~~(a) Regular Meetings and Special Meetings:~~(a) The audio proceedings may be recorded for Regular Meetings ~~and~~ Special Meetings.

~~(b), and~~ Committee of the Whole Meetings ~~and Work Sessions: The audio proceedings may be recorded for Committee of the Whole Meetings. The audio proceedings may not be recorded for Work Sessions unless unexpected technical difficulties occur.~~

~~(b) Transcription of Audio Recording: A transcription of an audio recording shall not be considered the official record or minutes of a Meeting.~~

(c) Retention and Publication: Audio recordings shall be retained for a period of two (2) years from the date of the Meeting unless a longer period of retention is otherwise directed by the City Manager and/or City Attorney. Audio recordings shall not be published but shall be available upon request submitted to the City Clerk during the two (2) year retention period.

4.3 Video Live Streaming & Recordings:

(a) Regular Meetings and Special Meetings: Regular Meetings may be video recorded and live streamed while the Meeting is in progress ~~for later viewing unless unexpected technical difficulties occur~~. The video recording will cease ~~during the Business from the Floor portion of the meeting~~, when the Meeting is closed for executive session and when the Meeting ends.

~~(b) Committee of the Whole Meetings, Special Meetings, and Work Sessions: Committee of the Whole Meetings, Special Meetings, and Work Sessions may not be video recorded~~streamed when practicable.

(~~eb~~) ~~Transcription for Closed Captions:~~ A transcription of a video recording ~~may be produced solely for closed captioning purposes. The transcription~~ shall not be considered the official record or minutes of a Meeting.

(~~ec~~) Retention and Publication: Video recordings and transcriptions shall be retained for a period of two (2) years following the Meeting at which the recording was created unless a longer period of retention is directed by the City Manager and/or City Attorney. Video recordings of Meetings shall be available on the City's website during the two (2) year retention period.

5. RULES OF ORDER:

5.1 Call to Order:

The Chair will call all Meetings to order. In the event both the Mayor and City Council President are absent, the City Clerk shall call the Meeting to order and the City Council members who are present shall elect among themselves an Acting Council President to serve as temporary Chair.

5.2 Preservations of Order:

The Chair preserves order and decorum and ensures discussion and debate relate to the item under discussion.

5.3 Point of Order:

A member of the City Council, the City Manager, City Attorney, or City Clerk may raise a point of order at any point during a Meeting. Upon a point of order being raised, discussion shall immediately cease until the point of order is decided by the Chair.

5.4 Discussion of Issues:

A member of the City Council or staff shall gain the attention of the Chair by raising their hand and being acknowledged. Comments and questions should be limited to the issue before the Governing Body. Cross-exchange between Governing Body members and with members of the public should be avoided.

5.5 Tabling:

A member of the City Council may make a motion to table an agenda item for later discussion at the same Meeting. An agenda item shall not be tabled to a subsequent meeting. If a motion to table an item is made and seconded, discussion must stop immediately and a vote shall be taken to consider postponing the matter to later in the current Meeting.

5.6 Recess:

At any point in the Meeting, the Chair may declare a recess until a specified time. The Chair must announce a time when the Meeting will resume.

5.7 Adjournment:

The Chair cannot summarily adjourn a Regular Meeting or Special Meeting. A City Council member shall make a motion for adjournment. A motion for adjournment shall be in order when all ordinary and usual business on the agenda has been duly considered, and it appears there is no other business before the body. Upon adjournment, the meeting is ended. No further business shall be conducted nor binding action taken. If, under extraordinary circumstances, any items remain on the agenda which were not considered

and acted upon, those items will be automatically continued to the next Regular Meeting. The Chair may adjourn a Committee of the Whole Meeting or Work Session without a motion or vote.

5.8 Length of Meetings:

No Meeting shall extend beyond 12:00 a.m. without an affirmative vote of the majority of the Governing Body members present. In the absence of such a vote to extend a Meeting, all remaining business not considered or acted upon will automatically be continued to the next Regular Meeting.

5.9 Governing Body Seating Order:

The Mayor will be seated in the center of the dais. City Council Members from Ward One will be seated to the Mayor's farthest left and Ward Two City Council Members to the immediate left. City Council Members from Ward Three will be to the Mayor's immediate right and Ward Four City Council Members to the farthest right.

5.10 Electronic Communications During Meetings:

The Governing Body shall not communicate during the Meeting via electronic means with any other members of the Governing Body or the public regarding items published on the agenda or about any business that may otherwise be considered or discussed at the Meeting.

5.11 Ex Parte Communication:

Ex parte communication occurs when an individual communicates to a Governing Body member about an item on an agenda without the other side present, particularly when considering quasi-judicial action such as a zoning matter. Governing Body members shall disclose on the record any *ex parte* communications they have received prior to discussing and voting on an item so that the entire Governing Body may receive the benefit of their information. Governing Body members should provide copies of any written correspondence received on any agenda item to the City Clerk as soon as is practicable after receipt so that such items may be provided to all members of the Governing Body prior to a Meeting.

6 CONDUCT OF BUSINESS:

6.1 Motions, Resolutions, and Ordinances:

(a) Motions: All motions shall require a second before such motion may be considered. Only one motion may be considered at a time, and it must be withdrawn or be voted upon before another motion is introduced.

(a) Resolution: A resolution is an expression of the will of the Governing Body. Resolutions are used when required by statute, when the formality or permanency of an ordinance is not required, when a separately written record is advisable, or when there is a doubt that a simple motion, recorded only in the Meeting minutes, is sufficient.

(b) Ordinance: An ordinance is a local law that generally regulates persons or property and usually relates to a matter of a general and permanent nature. An ordinance is more formal and authoritative than a resolution. An ordinance should not conflict with federal or state law.

(c) Resolutions and ordinances shall be presented to the Governing Body in print or electronically. The City Attorney shall "Approve as to Form" all ordinances and resolutions. City Attorney approval shall be indicated by a signature on the last page of the ordinance or resolution.

(d) The City Clerk prepares all proposed ordinances and resolutions for distribution to Governing Body members as part of the Meeting packet.

(e) Unless otherwise provided by law, each proposed ordinance and resolution is read only by title unless a Governing Body member requests a full reading.

(f) Numbering Ordinances and Resolutions: Upon passage, the City Clerk will assign a number to each ordinance or resolution, a roster of which shall be kept in the City's official records.

(g) Ordinance Passage Procedure: When duly passed by the City Council, an ordinance shall be signed by the Mayor, as required by law, and attested to by the City Clerk. An ordinance may become effective without the Mayor's signature. A copy of the ordinance will be published as required by law and the original filed and preserved indefinitely by the City Clerk.

6.2 Voting:

(a) Motions: An affirmative vote from at least a majority of the Governing Body members present is necessary to approve a motion on any proposition. If a vote count is one less than required for passage, the Mayor shall have power to cast the deciding vote in favor of a motion.

(b) Resolutions: Unless otherwise provided for by law (i.e., resolutions requiring a majority vote of the Governing Body), an affirmative vote from at least a majority of the City Council members present will be necessary to adopt a resolution. If a vote count is one less than required for adoption, the Mayor shall have power to cast the deciding vote in favor of a resolution.

(c) Ordinance: Unless otherwise provided for by law (i.e., TIF Project Plans which require a two-thirds (2/3) majority vote), a majority of the members-elect (5) of the City Council must vote in the affirmative to pass an ordinance. If a vote count is one less than required for passage, the Mayor shall have power to cast the deciding vote in favor of an ordinance.

(d) Procedure: Unless otherwise provided by law or when a roll call vote is requested as set forth below, all votes shall be by voice. When any vote is called by the Chair, every City Council member present shall either vote or abstain from voting. In the case of a roll call vote, the ayes and nays for the passage of all ordinances, resolutions, and motions shall be recorded in the Meeting minutes. Voting by secret ballot is prohibited.

(e) Roll Call Vote: Any member of the Governing Body, City Manager, City Clerk, or City Attorney may request a roll call vote. The City Clerk will call the roll beginning with the Ward One City Council member seated farthest to the Mayor's left, then moving to the next Ward One position, then the Ward Two positions, and so on until all City Council members have been polled. If there are additional roll call votes during a single Meeting, the City Council member who voted second during the previous roll call vote will vote first, and so on until all members are polled. Each subsequent roll call vote in the same Meeting will begin with the member previously voting second until the roll call votes cycle back to the first position Ward One member.

(f) Tie Vote: The Mayor is authorized to cast the deciding vote involving any ordinances, resolutions, and motions in which the vote of the City Council results in a tie.

(g) Deemed Denied: Failure to receive the requisite number of affirmative votes for passage of a measure shall be deemed a denial of the measure.

(h) Reconsider: A motion to reconsider may be made by any City Council member who voted on the prevailing side of the motion to be reconsidered. Such motion to reconsider is subject to the following conditions:

- (1) The motion must be made at the same Meeting during which the original vote was taken;
- (2) The motion to reconsider shall not be made more than once; and
- (3) The motion to reconsider must be passed by a two-thirds (2/3) majority vote of the Governing Body (6).

If a motion to reconsider is passed, it annuls the vote previously taken and brings the original measure back before the City Council again for consideration, but it does not automatically result in the opposite decision of the vote previously taken.

(h) Veto of Ordinances: As provided in K.S.A. 12-3003, the Mayor has the power to sign or veto any ordinance passed by the City Council, except an appropriation ordinance or any ordinance on which the Mayor casts the deciding vote. The Mayor's veto may be overridden by a three-fourths (3/4) majority vote of the members-elect of the City Council (6) and upon override shall become effective without the Mayor's signature. The Mayor may not veto a charter ordinance or any other action.

6.3 Consent Agenda:

The matters listed on the consent agenda are routine and approved collectively with no separate discussion on each individual item. Any item on the consent agenda may be removed from the consent agenda for separate consideration by a member of the Governing Body, the City Manager, or by a member of the public in attendance at the Meeting. In the event the item is removed from the consent agenda, it will be placed on the regular agenda.

6.4 Abstentions:

Governing Body members must comply with the City's Code of Ethics. Members with a conflict of interest under the City's Code shall advise the Governing Body of such a conflict, abstain from any discussion or participation, and physically leave the Meeting room until discussion and action on the item under consideration is concluded. If a Governing Body member is required to abstain on an item listed on the Consent Agenda due to a conflict of interest, they must first request removal of the item from the Consent Agenda and advise of the conflict. They may physically remain in the meeting room provided there is no discussion on the item. Removed items will be voted on separately from the Consent Agenda by the remaining Governing Body members.

6.5 Signing of City Documents:

The Mayor, unless unavailable, shall sign all ordinances, resolutions, contracts, and other documents which have been duly enacted by the City Council and require an official signature; except when the City Manager has been specifically authorized to do so. In the event the Mayor is unavailable, the Council President's signature may be used.

7 PUBLIC COMMENT AND DECORUM:

7.1 Opportunities to Address the Governing Body:

(a) Public Hearings: The Governing Body shall hold Public Hearings when required by law. Public Hearings are officially opened and closed by the Chair. Public Hearings may be continued to a date certain with a motion and an affirmative vote of the majority of the members present. Subject to Section 3.4(c) herein, no further published notice is required if, at the time and place for which the Public Hearing notice was originally given, the Chair specifies the time and place where the Public Hearing will reconvene. Each speaker will be allotted up to three (3) minutes to address the Governing Body during any public comment period, unless the Chair determines a different time period is warranted. Individual speakers shall not combine or assign allotted time to others.

(b) Public Comment: On Agenda items being considered by the City Council that are not subject to a Public Hearing requirement, the Chair may, at their discretion, receive public comments on that item at the time the item is considered. Each speaker will be allotted up to three (3) minutes to address the Governing Body during any public comment period, unless the Chair determines a different time period is warranted. Individual speakers shall not combine or assign allotted time to others.

(c) Business from the Floor: Business from the Floor is intended to provide an opportunity for members of the public to present information and share their views regarding City business not listed on the Meeting agenda with the Governing Body. Comments related to an item on the Meeting agenda that is the subject of a statutorily required Public Hearing should be provided during the scheduled Public Hearing and not during Business from the Floor. Each speaker will be allotted up to three (3) minutes to address the Governing Body during any public comment period, unless the Chair determines a different time period is warranted. Individual speakers shall not combine or assign allotted time to others.

~~The video recording of the Meeting shall cease during the Business from the Floor period of the meeting.~~

7.2 Procedure for Addressing the Governing Body:

Any person desiring to address the Governing Body must secure permission from the Chair. Each person shall address the Governing Body from a podium and communicate their name and address clearly for the official record. If acting as spokesperson for a particular group, the speaker must disclose the name of such group for the record prior to communicating the nature of their business. All comments shall be addressed to the Governing Body as a whole and not to any individual member thereof. No person, other than members of the Governing Body and the person who is recognized by the Chair as having the floor, shall be permitted to enter into any discussion. Any questions asked by the person who has the floor, or by Governing Body members, shall be allowed at the sole discretion of the Chair.

Petitions or other items of information or correspondence presented during a Meeting shall be filed with the City Clerk at the time they are presented to the Governing Body, or as soon thereafter as is practicable by the person presenting such item.

7.3 Discretion of the Chair to Maintain Order:

(a) Time: ~~The Chair, at their discretion, may limit the amount of time each person has~~Each speaker will be allotted up to three (3) minutes to address the Governing Body during ~~Public Hearings or any public comment regarding items listed on the agenda, or Business from the Floor, and may grant additional period, unless the Chair determines a different time period is warranted.~~Individual speakers shall not combine or assign allotted time at their sole discretion to others.

(b) Issues: The Chair may limit immaterial, unnecessary, or redundant comments and/or presentations as well as take other lawful actions to maintain orderly proceedings.

(b) Discussion: Members of the Governing Body should not engage in back-and-forth discussion or debate with members of the public appearing before the body to offer comments.

7.4 Decorum:

Members of the public in attendance at Meetings of the Governing Body are expected to conduct themselves in a civil and respectful manner. Any person making personal, impertinent, threatening, or slanderous remarks, being disruptive or disorderly during a meeting or are otherwise deemed to be in violation of these Rules of Procedure will be directed by the Chair to cease such disruptive behavior. If the behavior continues, the person may be removed from the Meeting at the discretion of the Chair. Persons attending Meetings shall turn off, silence, or mute any device or instrument capable of emitting an audible sound or tone before entering the Meeting room.

7.5 Communication with the Governing Body:

Nothing in these Rules of Procedure shall be construed to limit a person's ability to contact members of the Governing Body outside of a Meeting. Members of the public may address the Governing Body in writing, electronically, or via telephone regarding any agenda items or matters of City business. If such communication regarding an agenda item is received by City staff, notification will be made to all Governing Body members and copies of any relevant information, if provided in written form, will be distributed by the City Clerk.

8 MISCELLANEOUS INFORMATION:

8.1 Orientation:

The City Manager shall be responsible for a consistent and orderly introduction of City policy and information to all new members of the Governing Body. This orientation process should be commenced within thirty days of taking office.

8.2 Mail:

All mail received by the Governing Body will be placed unopened in the individual trays in the Mayor and City Council mailboxes at Lenexa City Hall unless authorization to open is given.

8.3 Postage Use:

The City will pay for postage on any official correspondence sent by a member of the Governing Body associated with City business. The City will not provide postage for any campaign mailings or Governing Body member newsletters.

8.4 Governing Body Expenses:

The City will pay for all travel expenses relating to official business incurred by members of the Governing Body in accordance with the Overnight Travel Policy & Procedures set forth in AD-Finance-4. The City will not pay for any expenses incurred by City Council member spouses or other guests who accompany them on official City business trips. In the case of routine or informal City related business meals, the City will pay for the Governing Body member only. In the case of City related formal functions, such as the Chamber of Commerce Annual Meeting and Dinner, when Governing Body members are invited to represent the City and the attendance of a guest is appropriate, the City will pay Governing Body members and one guest each.

8.5 Return of Materials and Equipment:

At the completion of service to the Governing Body, any office equipment provided, such as laptop computers, software, and hardware, shall be returned to the City unless purchased by the outgoing Member pursuant to City policy. The outgoing Member will also immediately relinquish any keys, key cards, or other means of entry to all City facilities upon completion of service. Return of all City equipment shall occur no later than thirty days after completion of the Member's service unless extended by the City Manager.

9. SUSPENSION AND AMENDMENT OF RULES

9.1 Suspension of These Rules:

The Mayor may suspend these Rules of Procedure in part or in its entirety in the event of a National, State, County, and/or Local emergency declaration. Such suspension shall not waive or alter compliance with the Kansas Open Meetings Act. Any suspension of the Rules of Procedure shall not exceed the length of the associated emergency declaration.

9.2 Amendment of These Rules:

These rules may be amended, or new rules adopted by a majority vote of the members-elect of the Governing Body (5), provided that the proposed amendments or new rules were introduced into the record at a prior Regular Meeting or Special Meeting; or at the same Meeting with a three-fourths (3/4) majority vote of the entire Governing Body (7).