

APPENDIX C

_____ COUNTY RESOLUTION NO. _____

CITY OF _____ ORDINANCE NUMBER _____

PROVIDING FOR THE ESTABLISHMENT, OPERATION, POWER, DUTIES,
JURISDICTION AND THE SHARING OF THE EXPENSES OF OPERATION
OF THE _____ REGIONAL PLANNING
COMMISSION WITHIN THE COUNTIES OF _____,

_____, _____, _____,
and _____.

WHEREAS, the Counties of _____,
_____, _____, and _____,

Kansas, have adjoining planning jurisdiction and together with the cities in these counties, comprise a (subregional) (regional) area identified as (Sub-region) (region) _____ by the Kansas Department of Economic Development and so designated by the Governor of Kansas' Executive Order dated February 15, 1971. And this said (sub-regional) (regional) area requires plans that will guide the unified development of the area, that will eliminate planning duplication, and promote economy and efficiency in the coordinated development of the area and the general welfare and prosperity of its people. Such plans may include, but shall not be limited to, recommendations for coordinated land use, coordinated regulatory controls; housing, building, plumbing, and electrical codes; principal highways, bridges, airports, parks and recreation areas; public facilities and institutions; elimination and prevention of blighted conditions;

public utilities and public works programs and general capital improvements programming. Said plans shall be based on physical, social, economic, governmental conditions and trends. The _____ Regional Planning Commission shall assist in the effectuation of said plans and shall serve in an advisory capacity to all governmental units in Region ___ of Kansas.

NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF _____, KANSAS:

(or)

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF _____ COUNTY, KANSAS:

SECTION 1. NAME: There is hereby created the _____ Regional Planning Commission in _____, _____, _____, _____, and _____ counties, Kansas.

SECTION 2. MEMBERSHIP, QUALIFICATION AND TERM.

(SEE SAMPLE)

SECTION 3. COMPENSATION. All members of the Commission shall serve without compensation.

SECTION 4. MEETINGS. Meetings shall be held at least once each three months on a date determined by the Commission. Special meetings may be called by the Chairman, or the Vice Chairman in the absence of the Chairman, or as otherwise provided, upon at least twenty-four (24) hour notice. All meetings of the Commission shall be open to the public.

SECTION 5. FUNCTIONS, DUTIES, AND POWERS. The _____ Regional Planning Commission shall have all the functions, duties and powers as provided in K.S.A. Section 12-716 to 12-721 inclusive, as amended. The general purpose of the _____ Regional Planning Commission shall be to make those studies and plans for the development of the region that will guide the unified development of the region, eliminate planning duplication and promote economy and efficiency in the coordinated development of the region and the general welfare and prosperity of its people. These plans may include, but shall not be limited to recommendations for sanitary sewage and solid waste disposal systems, airports, parks and recreational areas, public institutions, prevention of blighted conditions, regulatory codes and general capital improvement programs.

SECTION 6. RULES. The Commission shall adopt bylaws, including rules for the transaction of Commission business, which shall include but not be limited to:

- A. Membership
- B. Officers
- C. Meetings and Voting
- D. Organization of the Commission
- E. Staff and Budget
- F. Sharing of Costs

SECTION 7. SEPARABILITY. If this Ordinance, or any part thereof, shall be held or determined to be unconstitutional, illegal, ultravires or void, the same shall not be held or construed to change or annul any provision hereof which may be legal or lawful; and in the event this Ordinance or any part thereof, shall be held unconstitutional, illegal, ultravires or void, the same shall not affect any action heretofore taken by the _____ Regional Planning Commission as heretofore established and constituted.

SECTION 8. EFFECTIVE DATE. This Ordinance (or resolution) shall become effective following its adoption or passage by the county and the cities aforesaid, and the publication thereof, as provided by law.

PASSED, approved and adopted by the Board of County Commissioners of _____, County, Kansas, this _____ day of _____, 19 _____.

THE BOARD OF COUNTY COMMISSIONERS
 OF _____ COUNTY, KANSAS
 BY: _____
 Chairman

Attest:

 County Clerk

(or)
 C-4

PASSED by the City Council (or Commission) of the City of

_____, Kansas, and approved by the Mayor this _____ day of
_____, 19 _____.

THE CITY OF _____,

KANSAS

Mayor

Attest:

City Clerk

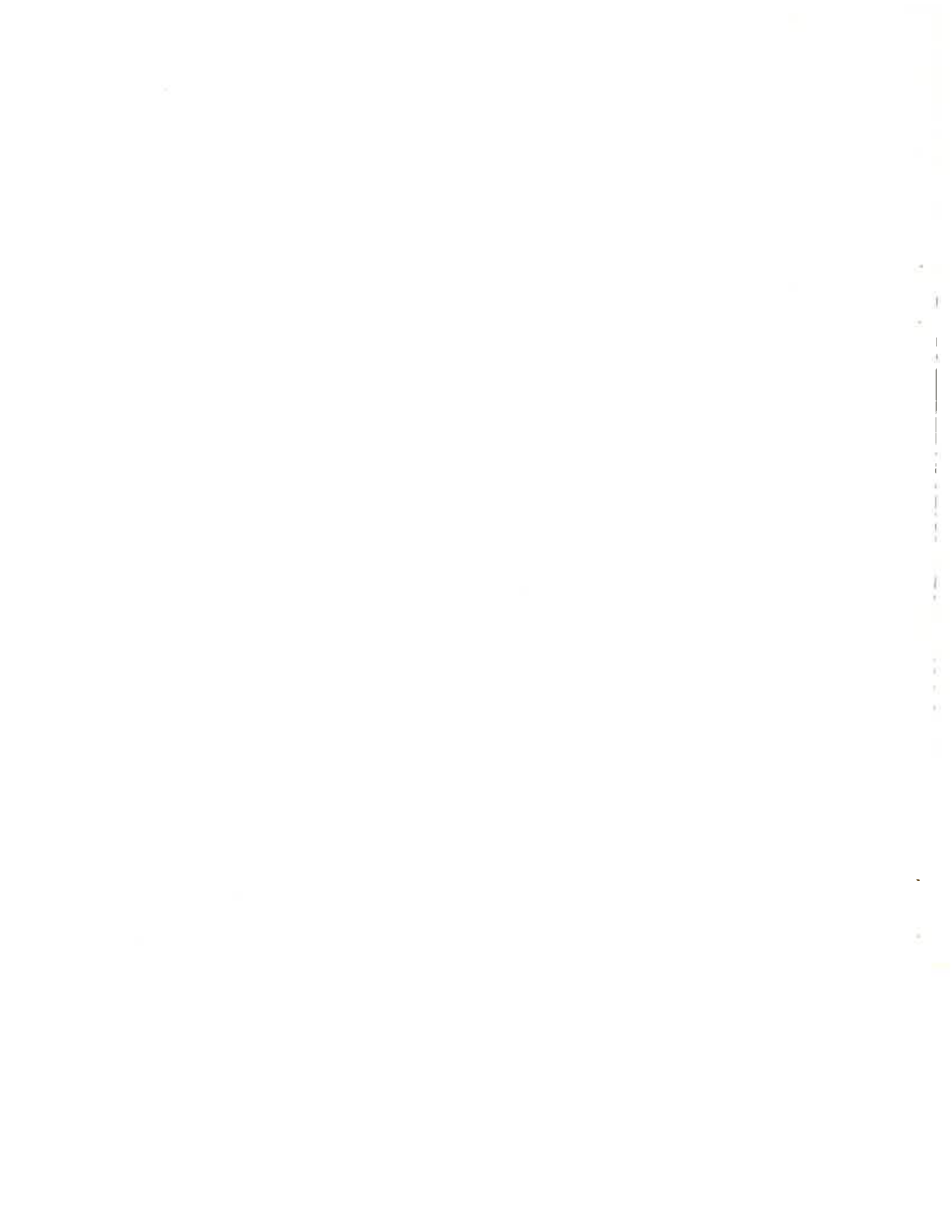
(SAMPLE)

SECTION 2. MEMBERSHIP, QUALIFICATION AND TERM. Any incorporated city or county government within _____, _____, _____, and _____ counties is eligible for membership in said _____ Regional Planning Commission upon passage of an appropriate ordinance or resolution and acceptance by said commission. Each City shall be represented by its mayor or his designee from the governing body or official responsible to the governing body. Each county shall be represented by the chairman of the board of county commissioners or his designee from the commission. Each county may appoint by majority vote of each board of county commissioners representatives from special interest groups and/or minority groups located within the counties. Representatives appointed shall serve at the pleasure of the board of county commissioners. All members shall continue to hold office until their successors are duly appointed and qualified.

SECTION 2. MEMBERSHIP, QUALIFICATION AND TERM. Any incorporated city or county government within _____, _____, _____, and _____, counties is eligible for membership in said _____ Regional Planning Commission upon passage of an appropriate ordinance or resolution and acceptance by said commission. Each city shall be represented by its mayor or his designee from the

(SAMPLE Continued)

governing body or official responsible to the governing body. Each county shall be represented by the chairman of the board of county commissioners or his designee from the commission. Each county shall additionally be represented by one (1) citizen from within the county appointed by a majority vote of each board of county commissioners. Citizens appointed shall serve a term of three (3) years, except that one (1) of the members first appointed shall serve a two (2) year term and one (1) of the members first appointed shall serve a one (1) year term, such terms shall be decided by lot. Such members shall continue to hold office until their successors are duly appointed and qualified.



APPENDIX D

(SAMPLE)

BYLAWS

of the

_____ REGIONAL PLANNING COMMISSION

Article I

Membership

1. Membership in the _____ Regional Planning Commission shall be as provided by ordinance or resolution of local governments within region ___ as designated by the Kansas Department of Economic Development. Membership for cities and counties according to regions shall be further dependent upon said jurisdiction's sharing of a proportionate cost of the commission's expenses as set forth in these Bylaws. Membership may be terminated at any time by passage of an appropriate ordinance or resolution.

Article II

Officers

2. Each year, at its annual meeting in _____ (date), the following officers of the _____ Regional Planning Commission shall be selected: Chairman, Vice-Chairman and Secretary-Treasurer. These officers shall assume office as of the first day of _____ following, and shall remain in office for 12 calendar months. No chairman may succeed himself in office unless he has served a partial (less than 12 months) term.
3. Any unscheduled vacancy in the officers of the Commission shall be filled by the membership of the Commission. The newly appointed officer shall serve until the next following _____ (date)

4. The duties of officers shall be those normally pertaining to their office, and shall include, but not be limited to, the following:
 - A. Chairman. The chairman shall call and preside at all meetings of the Commission, shall appoint, with approval of the executive council of the Commission, various committees necessary in the conduct of the Commission's activities and may appoint, with approval of the Commission, an executive director.
 - B. Vice-Chairman. The vice-chairman shall act as chairman in his absence or incapacity and perform other work as required in the normal conduct of the Commission's program.
 - C. Secretary-Treasurer. The secretary-treasurer shall be responsible for maintenance of a record of all proceedings and financial affairs of the Commission. This officer may request the executive director of the Commission to execute his duties on a day-to-day basis.

Article III

Meetings and Voting

5. The _____ Regional Planning Commission shall meet at least once each quarter at places and times designated by the Commission or its chairman. Insofar as possible, meetings shall be held at the same time, the same week of the month, and the same day of the week. Meetings should also be held at various locations throughout the Region.
6. Special meetings of the Commission may be called by the chairman upon 24 hours notice to each member of the Commission: Special meetings shall also be called upon request of one-third of the members of the Commission. A quorum shall be required to conduct the formal business of the Commission. A quorum shall consist of a majority vote of those present except as otherwise provided in these Bylaws.
7. The executive council of the Commission shall meet at least once each month except for those months in which a meeting of the Commission is held. Insofar as possible, meetings of the executive council should be held at the same time, the same week of the month, and the same day of the week. Meetings should also be

held at various locations throughout the area. Special meetings of the executive council may be called by the chairman upon 24 hour notice to each member of the council. A quorum shall be required to conduct the business of the executive council. A quorum shall consist of a majority of the members of the executive council.

Article IV

Organization of the Commission

8. The _____ Regional Planning Commission shall be composed as described in Article I of these Bylaws. To expedite the affairs of the Commission, an executive council is hereby formed. This council shall be composed of the chairman, vice-chairman, and secretary of the Commission and _____ (no.) other members of the Commission. These _____ (no.) members shall serve one-year terms on the executive council each beginning on _____ (date). Executive council members may serve as many as three consecutive terms. They shall be elected by the entire Commission each _____ (date) and should be representative of composite makeup of the Commission.

9. The Commission may also establish an administrative coordinating board composed of the chairman, vice-chairman, secretary, and sufficient other members to assure one representative from each county within the Region. The administrative coordinating board shall meet with a similar board of the _____ Regional Planning Commission as required. The duties of the administrative coordinating board shall be to provide for effective and efficient implementation of policies established by the respective Regional Planning Commissions.

10. These duties shall include, but not be limited to, supervision, employment, and dismissal of staff; preparation and supervision of grant applications for the respective Regional Planning Commissions and provision of quarters. The administrative coordinating board shall also have the responsibility for maintaining fiscal accounts and may be given the authority to expend funds within the budget limitation authorized by the respective commission.

11. The Commission shall also utilize committees as deemed necessary in the conduct of its affairs. These committees shall usually be concerned with specialized areas such as solid waste disposal or parks and recreation, but may be assigned other tasks as required. These committees shall be appointed by the chairman of the Commission with the approval of the executive council. Committee members shall be residents of Region ____.

Article V

Staff

12. The Commission chairman may appoint an executive director when determined necessary by the program of the Commission. Such appointment shall be made in accordance with the Bylaws. The executive director shall be the executive officer of the Commission and shall manage the affairs of the Commission pursuant to these Bylaws and policies established by the Commission: (a) he shall appoint employees; (b) he shall have an accurate record of accounts; (c) he shall prepare an annual budget of the estimated revenues and estimated expenditures and submit it for consideration at the _____ (date) meeting of the executive council; (d) he shall make all expenditures for the Commission within budget authority; (e) he shall disburse the funds of the Commission by check, bearing two signatures of persons authorized so to sign by the Commission; and (f) he shall be paid a salary to be fixed by the Commission.
13. If the Commission does not employ an executive director, the duties assigned to him shall be generally performed by the executive council of the Commission.
14. The _____ Regional Planning Commission shall adopt annually a budget for its operation. This budget shall be adopted at the _____ (date) meeting of the Commission. The executive council shall transmit a recommended budget to the Commission's _____ (date) meeting so as to provide adequate time for review by the members of the Commission. The budget shall be for 12 months and commence January 1 and end December 31. The budget of the _____ Regional Planning Commission may be amended from time to time as required. Budget amendments shall be approved by a majority vote of the entire Commission.

Article VI

Annual Budget and Sharing of Costs

15. The local cost of operating the program of the _____ Regional Planning Commission shall be allocated among its member city and county governments as follows:
- Each city \$ _____ (dues) per year;
- Each county \$ _____ (dues) per year;
16. Each city over _____ population and each county shall bear a proportionate share of the remaining annual cost based upon the number of persons residing within its jurisdiction. The amounts due shall be determined each year. The per capita share of cost for a participating government shall be reduced by 25% if it has completed a comprehensive plan within the past three (3) years.
17. (Example: Total population of county A is 10,000 people of which 4,000 live in cities of more than 1,000 population. The proportionate shares would be based upon 14,000 people. If the remaining annual cost after initial contributions were \$2,000, then each unit would pay approximately 14 cents per capita as its proportionate share.)

Article VII

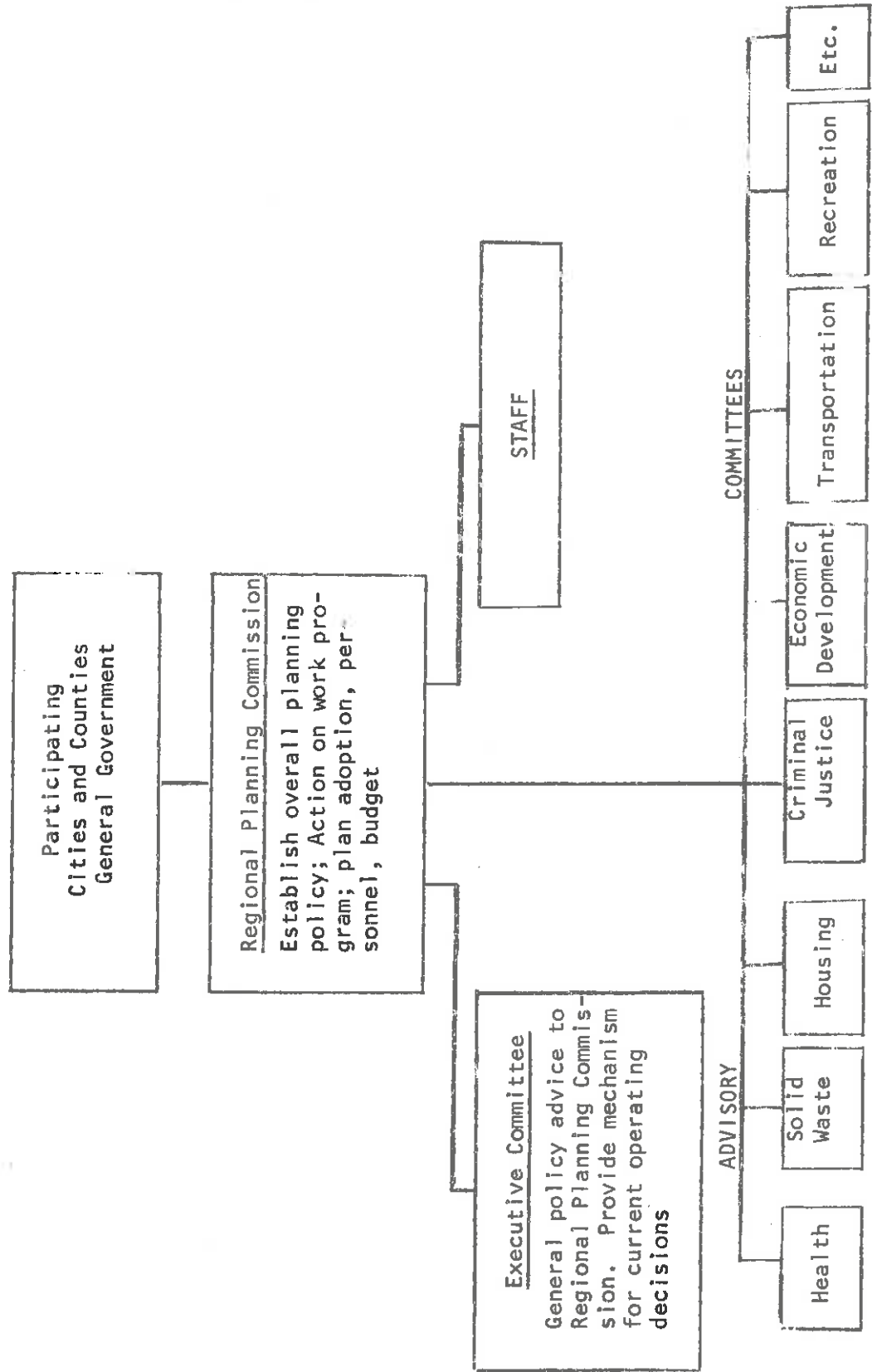
Amendments

18. Amendments to these Bylaws shall be approved by 2/3 vote of the entire Regional Planning Commission. Written notice shall be given of proposed Bylaw amendments to all members by depositing such notice in the U. S. Postal Service at least 10 days prior to its consideration by the Planning Commission.

APPENDIX E

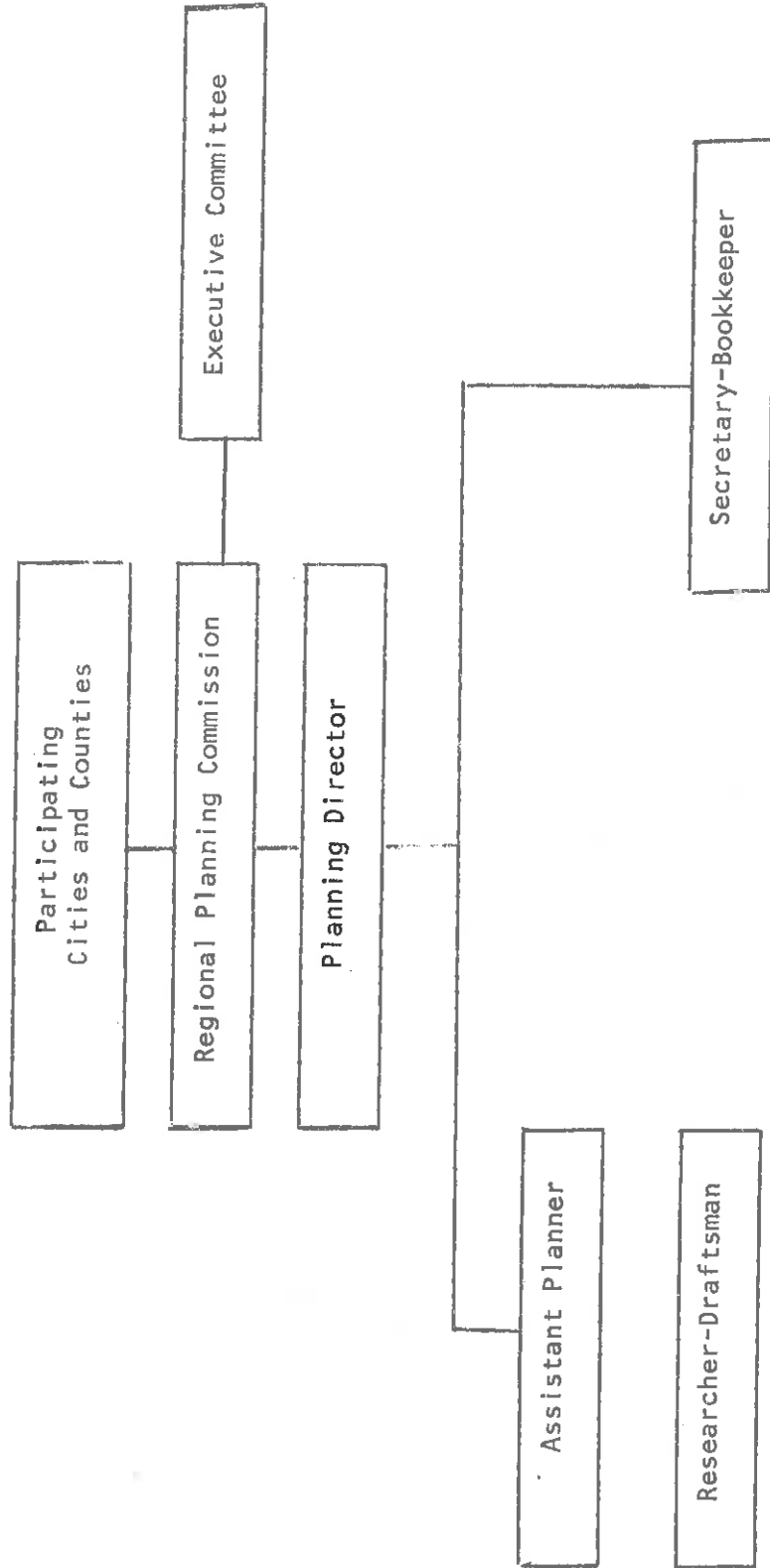
SUGGESTED FUNCTIONAL ORGANIZATION

MULTI-COUNTY REGIONAL PLANNING COMMISSION



APPENDIX F
SUGGESTED PERSONNEL ORGANIZATION

MINIMUM STAFF
MULTI-COUNTY REGIONAL PLANNING COMMISSION



APPENDIX G

SUGGESTED MINIMUM BUDGET

MULTI-COUNTY REGIONAL PLANNING COMMISSIONS

PERSONAL SERVICES*

Director (1)	\$15,000.00
Assistant Planner (1)	10,000.00
Draftsman- researcher (1)	6,000.00
Secretary (1)	4,800.00
Employee Benefits @ 20%	7,160.00
Total Personal Services	\$42,960.00

TRAVEL

Intra-Region @ 20,000 mi. @ 10¢/mi.	\$ 2,000.00
Outside Region	500.00
Total Travel	\$ 2,500.00

OPERATING EXPENSE

Telephone	\$ 480.00
L.D. Telephone & Telegraph	1,200.00
Postage	200.00
Legal Publications	250.00
Office Supplies	500.00
Duplicating Services	750.00
Contingency @ 10%	193.00
Total Operating Expenses	\$ 3573.00

OFFICE SPACE AND EQUIPMENT

Space Rental	\$ 1,800.00
Office Furniture**	
3 Desks @ \$200	600.00
1 Typewriter @ \$750	750.00
3 Swivel Chairs @ \$100	300.00
4 waiting room chairs @ \$50	200.00
1 Drafting Table @ \$150	150.00
1 Draftsman Stool @\$100	100.00
1 Conference Table @ \$100	100.00
8 Conference chairs @ \$40	320.00
Miscellaneous non-expendable	500.00
Total Office Space and Equipment	\$ 4,820.00

GRAND TOTAL BUDGET \$53,853.00

* The permanent staff costs will on occasion need to be supplemented by funds to be utilized to retain consultants for special projects.

** The office furniture expense totaling \$3,020.00 should occur only the first year. In subsequent years no more than \$500.00 annually should be required.

APPENDIX H

JOB DESCRIPTION

Position Title - Planning Director

Minimum Education Required - Bachelor's Degree from an accredited college or university.

Minimum Experience Required - Four years experience of a professional and responsible nature in the preparation of comprehensive plans for a state, region, county or city; at least eighteen months of which must be in the state or regional field.

Establishment of Experience Record - In establishing the record of minimum experience, the following shall govern:

1. The applicant's work experience shall show a high level of responsibility.
2. The applicant's work experience shall show independent initiative, substantial technical knowledge and a professional level of planning.
3. The work submitted by the applicant to establish the experience record must show experience in analyses, projections, design and program development of a comprehensive nature.
4. The work submitted by the applicant to establish the experience record must show a clear understanding of the relationship between planning and the public policies related to development.
5. The applicant's work experience shall show substantial experience in administration and a capability in and an understanding of the principles of administration.
6. Education may be substituted for experience as follows:
 - a. Three years as a full time student in an AIP recognized

- school of planning working toward a Ph.D. degree may substitute for three years work experience.
- b. Two years as a full time student in an AIP recognized school of planning working toward a Master's Degree in Planning may substitute for two years work experience.
7. To establish the above experience record, the applicant shall submit the following:
- a. Two comprehensive state, regional, county or city plans or whole elements thereof for which the applicant had major responsibility;
 - b. Names and addresses of three individuals who may give references relative to the professional competence of the applicant;
 - c. Certified official transcripts from the college or university attended to obtain the requisite bachelor's degree or to substantiate any claim to advanced education in lieu of experience.

General Description Of Work To Be Performed

The planning director shall be fully responsible for all planning and administrative activity undertaken in relation to the department and the commission. More specifically the planning director shall, under the direction of the commission, perform at least the following duties:

1. Provide recommendations, advice and counsel on all planning and administrative matters to be considered by the commission.

2. Select and employ, within restrictions established by the commission, such subordinate staff as may be necessary to perform the requisite work activities.
3. Supervise the work of all subordinate employees to assure work of the highest standards and quality.
4. Annually prepare the appropriate documentation to assure a continuous comprehensive planning process and funding therefor.
5. Represent the commission at such meetings and at such times and places as the commission shall direct.
6. Maintain complete records of the work of the commission and of the funds received and expended therefor all within the framework of rules, regulations, by-laws and the laws of Kansas which may be pertinent thereto.
7. Such other activities as the commission may direct; such as
 - a. establish and maintain a data file and library
 - b. provide technical and advisory assistance in planning and management to local governments
 - c. provide adequate supervision of consultants
 - d. prepare elements of comprehensive plans and the supporting studies therefor as necessary.