



Prospect Kentucky

A Resident's Guide To The City

City Hall 228-1121

Hours

Monday 8:30 a.m. to 6:30 p.m.

Tuesday - Thursday 8:30 a.m. to 5:00 p.m.

Friday 8:30 a.m. to 3:30 p.m.

City Police - Emergency..... 228-COPS(2677)

City Police - Administrative.....228-1150

Fire..... 911

(Harrods Creek Fire Department)

Web Page..... www.prospectky.com

A Message From The Mayor

Residents of Prospect:

Prospect is one of 83 suburban cities in Jefferson County, Kentucky, and is one of the largest – being a Third Class City as defined by the Commonwealth of Kentucky. We have a 24 hour police department, twice-a-week garbage and recycling pickup, library services, street paving and snow removal, street lighting, several parks, street cleaning, a forestation program and many other services.



We are proud that our City is one of the most progressive in the region. In 2008 the city was awarded “Tree City USA” Status by the National Association of Foresters and the National Arbor Day Foundation. Most residents pick Prospect as a place to live because of its ambiance: mature trees, grassy open spaces, lack of urban sprawl and the convenience of our service-oriented shopping.

City Council meets on the third Monday of each month at 7:00 p.m. at City Hall and you’re invited to attend any meetings. City Hall itself is open weekdays from 8:30 to 6:30 Monday, 8:30 to 5:00 Tuesday thru Thursday and 8:30 to 3:30 on Friday. Call or come by if we can help you or provide you with information.

We’ve prepared this booklet to help you familiarize yourself with Prospect. I hope you will take the time to read it. If you need assistance, please call us at 228-1121.

Sincerely,

A handwritten signature in black ink that reads "Todd B. Eberle". The signature is written in a cursive style.

Todd B. Eberle - Mayor

Government

Prospect has a Mayor-Council form of government. The Mayor is in charge of the executive branch and the City Council, made up of six at-large members, comprises the legislative branch. The Mayor serves a four-year term, and the City Council Members serve two year terms. Elections are on a non-partisan basis and are held in November of even numbered years. There is no formal judicial branch in City government though we do have a Code Enforcement Board which hears appeals of code violations. Jefferson County has a unified court system under which all traffic and criminal fines and fees are collected by the County.

Elected Officials

Six City Council Members are elected every two years in a non-partisan election. There are no “districts” in the City. Each council member runs at-large. The present members of the City Council and their telephone numbers are:

Loretta Ertel
228-9858

Sandra Leonard
228-6657

Stuart Miles
777-5042

Sandy Tucci
228-6200

Alan Simon
228-2960

Mike Scott
228-3561

Mayor Todd Eberle
228-1121 (City Office)

City Staff

Ann Simms, is our City Administrator and City Clerk. She is in charge of the day-to-day operations of the City.

Marvin Wilson is our Chief of Police and is in charge of the Prospect Police Department.

Debra Skaggs is our Deputy City Clerk for Finance. Her responsibilities are focused on managing city finances, collection of taxes and the issuance of permits and licenses.

Ann Melton, is our Deputy City Clerk for Administration. She is responsible for record-keeping and recording duties assigned to the City Clerk and has a primary responsibility of dealing with inquiries from residents.

Ron Cundiff is our Director of Parks, Maintenance and Technology. He is responsible for regular maintenance within the city and its park areas, as well as managing the city’s computers, technical activities and initiatives.

City Newsletter and Web Site

Your city is dedicated to keeping all residents informed about its activities. The “Prospect City Newsletter” received a merit award in 2008 from the Kentucky Association of Government Communicators. It contains regular columns and the minutes of City Council meetings. It is printed and mailed to every resident on a monthly basis and emailed to residents who have provided City Hall their email address. If you would like to receive it electronically, be sure to provide us with your email address. Residents are encouraged to attend meetings and can participate in discussions on issues which interest them. Because the Council must vote to approve the minutes, their publication runs one month behind. The Council minutes are also available on the City web site at:

www.prospectky.com.

City Ordinances

The City has a Code of Ordinances covering a wide variety of subjects. You are invited to visit City Hall any time to read the content of any ordinance. At your request, we can also make copies of ordinances which may involve a small photocopying charge.

City Parks and Public Areas

Prospect maintains several city park areas. ***Putney Pond and Woodlands*** is a natural area purchased by the city in 2008. The 25 acre park has a pedestrian/bicycling trail leading to the pond and a series of trails in the woodland area adjacent to the pond. ***Cowley Park***, sometimes referred to as “the Cowley Open Space,” is located at the intersection of Hunting Creek Drive and Westover Drive and is the site of many of our annual city celebrations including the 4th of July “Boomsday,” the Sunday before Halloween “Pun’kin Paint’in,” and the winter holidays’ “Light Up Prospect.” ***Little Hunting Creek Park***, sometimes referred to as “City Hall Park,” lies between the east side of Prospect City Hall and Fox Harbor Road. The park is maintained as an open area and is used by various neighborhood groups for picnics and other activities. The city also owns land adjacent to and in the flood plains of Harrods Creek. Though those areas are public lands, at present they have no formal trails maintained by the city.

Police Department

The Police Department, located on the second floor of City Hall, consists of eight full-time officers and a Chief of Police. Col. Marvin Wilson is the Chief of Police. The department provides 24-hour patrols throughout the City, investigates crimes, advises residents of code violations, and performs “house watches” when residents are away. Their response time to any call for assistance is usually never more than two to three minutes. For police emergency assistance, call 228-COPS (2677) 24 hours a day, be sure to note you are calling from Prospect. For police business, call the City Hall number, 228-1150 during regular City Hall office hours.

Fire Department

The Harrods Creek Fire Department, a fully equipped fire-fighting force, provides fire protection and emergency medical services for Prospect residents. They are not part of the city government. The department has two firehouses, both of which are staffed full-time. The closest is at 8905 U.S. Highway 42. Chief Chris Aponte is in charge of the Fire Department. He can be reached at 228-1351. For a fire emergency, call 911.

Garbage and Recycling

Prospect is the only city in Jefferson County to provide twice-a-week back-door garbage and once-a-week back door recycling pickups. In addition, the City provides curbside once-a-week pickup of yard waste (leaves, grass, and small branches) from the second week in April through the second week in January. Garbage pickup is on Monday and Thursday for half the city and on Tuesday and Friday for the remainder. Recycling pickup is on the second garbage pickup day of the week and yard waste pickup is on the first garbage day. Call City Hall or check the City Calendar to determine your days.

You do not need to sort recycling items. Sorting is done by the City's contractor. If you have recently moved into your home, a green recycling container should have been left for you to use. If there is no container, please call City Hall for a new one.

Yard waste (grass clippings, leaves and small branches) is picked up year round. However, between January and April, please call the City's contractor at 568-3800 if you have yard waste to be picked up. Branches no larger than three inches in diameter must be tied with twine in bundles no longer than four feet in length and weigh no more than forty pounds per bundle. Yard waste must be placed in paper or plastic bags or separate containers marked "yard waste." Large items (except appliances with freon), sometimes picked up only as a part of "trash day" in other cities, will be picked up curb side at any time. If you have an unusually large item or a large number of items, please alert our contractor at 568-3800 ahead of time.

If a garbage, recycling or yard waste pickup is missed on your regular day, please call City Hall at 228-1121. The makeup will normally be the next day. All items for waste removal must be out by 6 a. m. on the pickup day. Times for routes can change from day to day. There will be no collection on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If one of your collection days falls on or after an observed holiday for that week, your collection day for that week will be postponed one day. Check your city calendar to confirm.

Speed Limits

Except for U.S. Highway 42, which is a State maintained road, the speed limit on all streets in the city is either 20 or 25 miles per hour.

Permits and Licenses

Generally, any improvements which you make regarding the exterior of your home require a building permit from the City. This includes structural additions, fences, swimming pools, sprinkler systems, etc. PODS, dumpsters, and trailers also require permits. Permits must be obtained at City Hall. Most contractors are familiar with the process but you are responsible for

seeing that the permit is obtained and any required deposits are paid. If construction is begun without a permit, a stop-work order and/or a fine may be imposed. It is advisable to check with City Hall before you do work to see if it requires a permit. Residents who build in-ground swimming pools (no above-ground pools are allowed in the City) must also obtain a permit from Louisville Metro and from their Board of Health. You should be aware many areas of Prospect have deed restrictions, which may be more restrictive than City ordinances. Read your deed restrictions or contact your homeowner's association before you decide to build, remodel or plant.

Right of Way/Easements

Your lot extends through what is called the City's right-of-way to the street. Although the City has a right-of-way, it is your obligation to maintain it, i.e., to mow the grass, take care of trees, etc. The City has the right to use and exercise control over the right-of-way. Please be sure you do not place sprinkler system components in the right-of-way. If the City or a utility has to dig in the right-of-way or pave the street, they are not obligated to make repairs in the right-of-way. Any planting of trees in the right-of-way or on city owned lands, must be approved by the **Prospect Forestation Board**. While you are generally prohibited from constructing or planting anything in an easement, the City and utility companies are generally tolerant of you doing so – with the understanding that if they do have to work in the easement, they will not replace anything they may damage or remove. You can check for easements on your property by looking at the survey for your lot.

Snow Removal

The City has a designated snow removal plan for Prospect roadways. It targets main thoroughfares first, with special attention paid to hilly areas. Generally, Fox Harbor Road and Hunting Creek Drive will be cleaned first, followed by Bridgepointe Boulevard, Timber Ridge Drive, Westover Drive, Windham Parkway and Sutherland Farm Road. The snow removal plan is for main streets to be kept clear as much as possible, for connector streets to be worked next and secondary streets to be attended to last. All cul-de-sacs are last on the list. Highway 42 is cleared by the State, not the City. The City does not have control over when snowplows will clear the highway.



Animals

No pets may run loose outside of your yard in Prospect. Louisville Metro and City ordinances both require an animal to be under the control of a person at all times. If you have a fence (including an invisible fence when your pet is wearing a control collar) the animal is considered under your control. Even if under your control, you must abide by the City's "animal waste" ordinance and clean up after your pet. Animals found roaming free will be caught by the Police or Louisville Metro Animal Control Officers. When caught by Prospect Police, the animal will be placed in a cage at City Hall until Metro Animal Control picks it up. Prospect Police will attempt to contact a pet's owner if it has a tag. You are subject to a City fine and Metro penalties if your pet is picked up. The animal shelter is in southwest Jefferson County, and it is to your advantage to reclaim any pet you have as quickly as possible. Except for large lots and small farms, livestock and farm animals are not allowed in the city. No hunting is allowed within the city limits of Prospect.

Landscaping In Common Areas

Generally, the open areas in the City, areas around the entrances to subdivisions and medians or traffic islands are City property and are maintained by the City. The City also plants some flowers, small trees and bushes. Garden clubs and homeowner associations are encouraged to augment these plantings if they wish after notifying the city. Trees are managed by the Forestation Board. Developers maintain areas which are under development. The City has no responsibility for these areas.

Street Signs and Street Lights

The City furnishes street signs (both directional and traffic control) and street lights in areas under its control. If you believe a street sign or street light is needed, please contact City Hall. Private streets and areas under development may not be under City control. We can tell you whether specific areas have been dedicated as public roads.

Voter Registration

We want you to be involved with our community. One of the best ways to do that is registering to vote. To obtain voter registration cards, please call Jefferson County Clerk's office at 625-5700 or the Oldham County Clerk's office at 222-0047 if you are in the Oldham County portion of the city.

Signs

Generally, commercial signs are prohibited in residential areas and signs are not permitted on public property. Off-premise signs are not allowed. The sign ordinance is quite extensive. To check on the legality of a sign, contact city hall before posting it.

Property Taxes

Residents receive two property tax bills: one from Louisville Metro Government (which includes the Harrods Creek Fire Protection District, School District taxes and County property taxes) and another from the City of Prospect. The City's current tax rate is 21.25 cents per \$100 of assessed valuation of the property. Prospect taxes are mailed in August and are due by October 1 of each year, with fees added for late payment. *Bills are sent to the resident. If you escrow taxes with your mortgage company, it is your responsibility to send the bill to the lender. The City of Prospect does not assess property. This is done by Jefferson County Property Valuation Administrator (PVA). If you wish to dispute your assessment, contact the PVA at 574-6380.*

The Lawrence C. Falk Library

Prospect maintains a library which is open during the regular business hours of City Hall. Though not a full-service reference library, we do maintain a book lease contract with a provider which allows us to receive newly published works and best sellers the day of release. The collection includes both fiction and non-fiction for adults as well as extensive biography, children's, and young-adult's sections. You can access the entire library collection through the Prospect web site at www.prospectky.com. Used books are sold throughout the year. Two major book sales are conducted, one in the spring and another in the fall.

Fourth Of July and Other City Celebrations

Prospect's Fourth of July is always a lot of fun! Nearly since the City's founding in 1974, we have had a community fireworks display. In 1994, we inaugurated a parade and community picnic to go along with the fireworks. Prizes are awarded for the best decorated floats, golf carts, children's bicycles and the like. Watch the Prospect Newsletter for details of this annual event.

In October, usually the weekend before Halloween, the Mayor's Great Punkin' Paintin' Contest and Costume Parade takes place at Cowley Park. Our Annual Mayor's Beautiful Day, Arbor Day celebration and Reading Center book sales occur at various times of the year and are noted on the City Calendar.

An Afterword

Prospect is your City. Every elected official and employee is dedicated to making Prospect a city you can be proud of. Please call or write the Mayor, City Council Members, City Administrator or Police Chief if you have any ideas or suggestions on how to make Prospect a better place to live. We take your input seriously and do our best to respond promptly.