

**AGENDA**  
**CITY OF ROELAND PARK, KANSAS**  
**CITY COUNCIL MEETING**  
**ROELAND PARK**  
**Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205**  
**November 15, 2021 6:00 PM**

- |                                                                                                                                                                                                                                      |                                                                                                                                                                                                       |                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Mike Kelly, Mayor</li><li>• Trisha Brauer, Council Member</li><li>• Benjamin Dickens, Council Member</li><li>• Jan Faidley, Council Member</li><li>• Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Jim Kelly, Council Member</li><li>• Tom Madigan, Council Member</li><li>• Claudia McCormack, Council Member</li><li>• Michael Rebne, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Keith Moody, City Administrator</li><li>• Erin Winn, Asst. Admin.</li><li>• Kelley Nielsen, City Clerk</li><li>• John Morris, Police Chief</li><li>• Donnie Scharff, Public Works Director</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Admin     | Finance | Safety  | Public Works |
|-----------|---------|---------|--------------|
| Hill      | Madigan | Faidley | Dickens      |
| McCormack | Rebne   | Kelly   | Brauer       |

**Pledge of Allegiance**

A. Instructions on Logging into Meeting Remotely

**Roll Call**

**Modification of Agenda**

**I. Citizens Comments**

*Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda. Comments about items that appear on the agenda will be taken as each item is considered. Citizens Are Requested To Keep Their Comments Under 5 Minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.*

**II. Consent Agenda**

*Consent agenda items have been studied by the Governing Body and will be acted on in a single motion. If a Council member requests a separate discussion on an item, it can be removed from the consent agenda and placed on new business for further consideration.*

A. Appropriations Ordinance #986

B. Council Minutes November 1, 2021

**III. Business From the Floor**

**A. Applications / Presentations**

1. 2022 United Community Services Presentation on Human Services Fund

**IV. Mayor's Report**

**V. Workshop and Committee Reports**

**VI. Reports of City Liaisons**

- A. Racial Equity Committee
- B. Ad-Hoc Development

**VII. Unfinished Business**

- A. COVID Report
- B. Continued Discussion Resolution 692 - Masking Requirement

**VIII. New Business**

- A. Approve Arborist Agreement with the City of Mission Hills
- B. Approve Purchase of Jorge Blanco Bench Near Mural on 48th Street
- C. Amend COVID Related Temporary Leave Policies

**IX. Ordinances and Resolutions:**

- A. Ordinance 1019 Food Truck Regulations

**X. Workshop Items:**

**XI. Reports of City Officials:**

**Welcome to this meeting of the City Council of Roeland Park. Below are the Procedural Rules of Council**

The City Council encourages citizen participation in local governance processes. To that end, and in compliance with the Kansas Open meetings Act (KSA 45-215), you are invited to participate in this meeting. The following rules have been established to facilitate the transaction of business during the meeting. Please take a moment to review these rules before the meeting begins.

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the

discretion of the Mayor (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor (Chair). Any person wishing to speak, whether during Public Comments or on an agenda item, shall first complete a Public Comment or Request to Speak form and submit this form to the City Clerk before the Mayor (Chair) calls for Public Comments or calls the particular agenda item
1. **Public Comment on Non-Agenda Items.** The Agenda shall provide for public comment about matters that are within the jurisdiction of the City but are not specifically listed on the Agenda. A member of the public who wishes to speak under Public Comments must fill out a Public Comment Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls for Public Comments.
  2. **Public Comment on Agenda Items.** Public comment will be accepted on Agenda items. A member of the public, who wishes to speak on an Agenda item, including items on the Consent Agenda, must fill out a Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls the Agenda item.
- C. **Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.
- D. **Speaker Decorum.** Each person addressing the City Council, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the Council meeting. Any person, who so disrupts the meeting shall, at the discretion of the Mayor (Chair) or a majority of the Council Members present, be subject to removal from that meeting.
- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the City Council, each speaker shall limit comments to five minutes. If a large

number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available.

- F. **Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Council.** Comment and testimony are to be directed to the Mayor (Chair). Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor (Chair). Always speak from the microphone to ensure that all remarks are accurately and properly recorded. Only one speaker should be at the microphone at a time. Speakers are requested to state their full name, address and group affiliation, if any, before delivering any remarks.
- H. Agendas and minutes can be accessed at [www.roelandpark.org](http://www.roelandpark.org) or by contacting the City Clerk

***The City Council welcomes your participation and appreciates your cooperation. If you would like additional information about the City Council or its proceedings, please contact the City Clerk at (913) 722.2600.***

**Item Number:** Pledge of Allegiance- -A.  
**Committee** 11/15/2021  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

---

Date:

Submitted By:

Committee/Department:

Title: **Instructions on Logging into Meeting Remotely**

Item Type:

### **Recommendation:**

**See instructions to log in below.**

### **Details:**

The City Council Meeting will be held remotely. Below are instructions for joining the meeting by phone, online or both.

**Kelley Nielsen is inviting you to a scheduled Zoom meeting.**

**Topic: City Council and Governing Body Workshop Meeting**

**Time: This is a recurring meeting Meet anytime**

**Join Zoom Meeting**

**<https://zoom.us/j/97767592270?pwd=VWNXbjNkejlVb0JBaStWMDF5WXpoZz09>**

**Meeting ID: 977 6759 2270**

**Passcode: council**

**One tap mobile**

**+16699006833,,97767592270# US (San Jose)**

**+12532158782,,97767592270# US (Tacoma)**

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 929 205 6099 US (New York)**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**Meeting ID: 977 6759 2270**

**Find your local number: <https://zoom.us/j/adPknyVL7e>**

### Financial Impact

|                             |                  |
|-----------------------------|------------------|
| Amount of Request:          |                  |
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

### Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Consent Agenda- II.-A.  
Committee 11/15/2021  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: **Appropriations Ordinance #986**  
Item Type:

**Recommendation:**

**Appropriations ordinance will be added Friday, November 12th.**

**Details:**

Financial Impact

| Amount of Request:          |                  |
|-----------------------------|------------------|
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description                     | Type       |
|---------------------------------|------------|
| □ Appropriations Ordinance #986 | Cover Memo |

# ***The City of Roeland Park, Kansas***

*4600 West Fifty-First Street*

*Roeland Park, Kansas 66205*

*City Hall (913) 722-2600 – Fax (913) 722-3713*

Friday, November 12, 2021

## **Appropriation Ordinance - 11/15/2021 - #986**

An Ordinance making Appropriation for the payment of certain claims. Be it ordained by the Governing Body of the City of Roeland Park, Kansas:

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

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this 15th day of November, 2021.

Attest:

---

City Clerk

---

Mayor

**Total Appropriation Ordinance**

**\$**

**143,387.83**

## Appropriation Ordinance - 11/15/2021 - #986

| Vendor                            | Dept | Acct #   | Description                       | Invoice Description | Check /EFT | Amount       | Chk #   | Check Amount |
|-----------------------------------|------|----------|-----------------------------------|---------------------|------------|--------------|---------|--------------|
|                                   |      |          |                                   |                     | Date       |              |         |              |
| Vendor                            | Dept | Account  | Account Description               | Reference           | Date       | Distribution | Check # | Check        |
|                                   |      |          |                                   |                     |            | Amount       |         | Amount       |
| Shawnee Mission Tree Service, Inc | 106  | 5263.106 | Tree Maintenance                  | 67788               | 11/03/21   | 5,440.00     | 72791   | 5,440.00     |
| Aspen Lawn Care Inc.              | 110  | 5262.110 | Grounds Maintenance               | 7724 11/1/21        | 11/03/21   | 340.00       | 72792   | 340.00       |
| AT&T                              | 101  | 5202.101 | Telephone                         | 3241 10/21/21       | 11/03/21   | 95.31        | 72793   | 95.31        |
| Balls Food Stores                 | 102  | 5206.102 | Travel Expense & Training         | 42224               | 11/10/21   | 15.98        | 72822   | 15.98        |
| Black & McDonald                  | 101  | 5220.101 | Street Light Repair & Maintenance | 761241434           | 11/10/21   | 1,909.17     | 72823   | 3,225.84     |
| Black & McDonald                  | 101  | 5222.101 | Traffic Signal Expense            | 761241434           | 11/10/21   | 1,316.67     |         |              |
| Boelte-Hall, LLC                  | 101  | 5208.101 | Newsletter                        | 2134173             | 11/10/21   | 1,807.00     | 72824   | 1,807.00     |
| Bollcom, Inc.                     | 101  | 5214.101 | Other Contracted Services         | 9331                | 11/03/21   | 200.00       | 72794   | 200.00       |
| Breeden Holdings, LLC             | 102  | 5260.102 | Vehicle Maintenance               | 1065065             | 11/10/21   | 219.90       | 72825   | 289.90       |
| Breeden Holdings, LLC             | 102  | 5260.102 | Vehicle Maintenance               | 1067631             | 11/10/21   | 35.00        |         |              |
| Breeden Holdings, LLC             | 102  | 5260.102 | Vehicle Maintenance               | 1067651             | 11/10/21   | 35.00        |         |              |
| Jennifer Cartmill                 | 102  | 5308.102 | Clothing & Uniforms               | 10/20/21 Merrell    | 11/03/21   | 125.00       | 72795   | 125.00       |
| Columbia Capital Management, LL   | 101  | 5209.101 | Professional Services             | 21430004            | 11/03/21   | 6,421.06     | 72796   | 6,421.06     |
| DOCUSIGN INC Lockbox              | 101  | 5214.101 | Other Contracted Services         | INV28841211         | 11/10/21   | 1,883.70     | 72826   | 1,883.70     |
| E. Edwards, Inc.                  | 106  | 5308.106 | Clothing & Uniforms               | 9012112052          | 11/10/21   | 160.00       | 72827   | 160.00       |
| Eligius Bronze                    | 101  | 5283.101 | Community Foundation Grant Expen  | 1016100             | 11/10/21   | 185.00       | 72828   | 185.00       |
| ETC Institute                     | 101  | 5214.101 |                                   | 29074               | 11/03/21   | 868.75       | 72797   | 868.75       |
| Every Energy Solutions, Inc.      | 101  | 5214.101 | Other Contracted Services         | SS2021103107        | 11/03/21   | 996.80       | 72798   | 2,076.67     |
| Every Energy Solutions, Inc.      | 220  | 5214.220 | Other Contracted Services         | SS2021103107        | 11/03/21   | 456.87       |         |              |
| Every Energy Solutions, Inc.      | 290  | 5214.290 | Other Contracted Services         | SS2021103107        | 11/03/21   | 623.00       |         |              |
| Every                             | 106  | 5210.106 | Maintenace & Repair Building      | 10/29/21 Multi      | 11/10/21   | 10,774.41    | 72829   | 12,726.64    |
| Every                             | 220  | 5210.220 | Maintenance & Repair Building     | 10/29/21 Multi      | 11/10/21   | 297.70       |         |              |
| Every                             | 106  | 5290.106 | Street Light Electric             | 10/29/21 Multi      | 11/10/21   | 1,654.53     |         |              |
| Gather Media and Communication    | 101  | 5209.101 | Professional Services             | 189                 | 11/03/21   | 1,250.00     | 72799   | 1,250.00     |
| Gather Media and Communication    | 101  | 5209.101 | Professional Services             | 177                 | 11/12/21   | 1,490.00     | 32707   | 1,490.00     |
| GFL Environmental USA Inc, Kans   | 115  | 5235.115 | Disposal Fees                     | AS0000904961        | 11/03/21   | 1,122.00     | 72800   | 1,122.00     |
| Green For Life Environmental      | 115  | 5272.115 | Solid Waste Contract              | AS0000920380        | 11/10/21   | 44,032.50    | 72830   | 44,032.50    |
| Frank Gilman                      | 103  | 5214.103 | Other Contracted Services         | Recurring Check     | 11/01/21   | 1,166.67     | 72788   | 1,166.67     |
| The Goodyear Tire & Rubber Co.    | 106  | 5260.106 | Vehicle Maintenance               | 431285634           | 11/03/21   | 981.33       | 72801   | 981.33       |
| Habitat Architects                | 110  | 5262.110 | Grounds Maintenance               | HA108211            | 11/03/21   | 890.00       | 72802   | 4,490.00     |
| Habitat Architects                | 300  | 5470.300 | Park Maint/Infrastructure         | HA108211            | 11/03/21   | 3,600.00     |         |              |
| Hanna Rubber Company              | 106  | 5306.106 | Materials                         | 1325480IN           | 11/03/21   | 184.00       | 72803   | 184.00       |
| Jennifer Hill                     | 108  | 5206.108 | Travel Expense & Training         | 11/1/21 Man Ck      | 11/01/21   | 855.00       | 32705   | 855.00       |
| Judy Hyde                         | 300  | 5470.300 | Park Maint/Infrastructure         | 10312021            | 11/03/21   | 88.50        | 72804   | 88.50        |
| Jake's Lawn & Landscape, LLC.     | 106  | 5214.106 | Other Contracted Services         | 5016                | 11/10/21   | 1,511.25     | 72831   | 1,511.25     |
| Johnson County Wastewater         | 101  | 5288.101 | Waste Water                       | 10/28/21 Multi      | 11/10/21   | 157.34       | 72832   | 301.18       |
| Johnson County Wastewater         | 106  | 5288.106 | Waste Water                       | 10/28/21 Multi      | 11/10/21   | 67.63        |         |              |
| Johnson County Wastewater         | 220  | 5288.220 | Waste Water                       | 10/28/21 Multi      | 11/10/21   | 76.21        |         |              |
| Johnson County Key Service, Inc.  | 110  | 5262.110 | Grounds Maintenance               | 141023              | 11/10/21   | 299.95       | 72833   | 299.95       |

|                                         |     |          |                                   |                 |          |           |       |           |
|-----------------------------------------|-----|----------|-----------------------------------|-----------------|----------|-----------|-------|-----------|
| KAW Valley Engineering Inc.             | 270 | 5430.270 | Residential Street Reconstruction | C35004          | 11/10/21 | 39.00     | 72834 | 39.00     |
| Kansas City Board of Public Utilities   | 101 | 5222.101 | Traffic Signal Expense            | 2834 10/25/21   | 11/03/21 | 32.99     | 72805 | 32.99     |
| Key Equipment & Supply                  | 106 | 5211.106 | Maintenace & Repair Equipment     | KC200495        | 11/03/21 | 182.18    | 72806 | 182.18    |
| Kansas One-Call System, Inc.            | 101 | 5220.101 | Street Light Repair & Maintenance | 1100445         | 11/10/21 | 122.40    | 72835 | 122.40    |
| Kansas Secretary of State               | 102 | 5250.102 | Insurance & Surety Bonds          | Honas Notary    | 11/03/21 | 25.00     | 72807 | 50.00     |
| Kansas Secretary of State               | 102 | 5250.102 | Insurance & Surety Bonds          | Morris Notary   | 11/03/21 | 25.00     |       |           |
| League of Kansas Municipalities         | 108 | 5206.108 | Travel Expense & Training         | 212658          | 11/10/21 | 68.00     | 72836 | 68.00     |
| Lynda Leonard                           | 101 | 5230.101 | Art Commissioner                  | Recurring Check | 11/01/21 | 100.00    | 72789 | 100.00    |
| Kansas City Series of Lockton Co., Inc. | 102 | 5250.102 | Insurance & Surety Bonds          | 21047848        | 11/03/21 | 50.00     | 72808 | 100.00    |
| Kansas City Series of Lockton Co., Inc. | 102 | 5250.102 | Insurance & Surety Bonds          | 21048023        | 11/03/21 | 50.00     |       |           |
| Lowe's Business Acct./GEMB              | 102 | 5206.102 | Travel Expense & Training         | 1760 11/12/21   | 10/29/21 | 18.98     | 32704 | 812.43    |
| Lowe's Business Acct./GEMB              | 102 | 5210.102 | Maintenance & Repair Building     | 1760 11/12/21   | 10/29/21 | 10.80     |       |           |
| Lowe's Business Acct./GEMB              | 290 | 5210.290 | Maintenace And Repair Building    | 1760 11/12/21   | 10/29/21 | 20.84     |       |           |
| Lowe's Business Acct./GEMB              | 101 | 5256.101 | Committee Funds                   | 1760 11/12/21   | 10/29/21 | 302.20    |       |           |
| Lowe's Business Acct./GEMB              | 290 | 5262.290 | Grounds Maintenance               | 1760 11/12/21   | 10/29/21 | 94.92     |       |           |
| Lowe's Business Acct./GEMB              | 290 | 5262.290 | Grounds Maintenance               | 1760 11/12/21   | 10/29/21 | 118.65    |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5304.106 | Janitorial Supplies               | 1760 11/12/21   | 10/29/21 | 51.12     |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5304.106 | Janitorial Supplies               | 1760 11/12/21   | 10/29/21 | 91.30     |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5306.106 | Materials                         | 1760 11/12/21   | 10/29/21 | 67.36     |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5306.106 | Materials                         | 1760 11/12/21   | 10/29/21 | 5.21      |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5306.106 | Materials                         | 1760 11/12/21   | 10/29/21 | 12.57     |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5306.106 | Materials                         | 1760 11/12/21   | 10/29/21 | 9.47      |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5306.106 | Materials                         | 1760 11/12/21   | 10/29/21 | 9.46      |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5306.106 | Materials                         | 1760 11/12/21   | 10/29/21 | 5.66      |       |           |
| Lowe's Business Acct./GEMB              | 106 | 5306.106 | Materials                         | 1760 11/12/21   | 10/29/21 | (6.11)    |       |           |
| Mauer Law Firm PC                       | 101 | 5215.101 | City Attorney                     | 10/27/21        | 11/03/21 | 13,566.00 | 72809 | 13,566.00 |
| Venessa Maxwell-Lopez                   | 103 | 5209.103 | Professional Services             | 11/5/21         | 11/10/21 | 150.00    | 72837 | 150.00    |
| NAPA Auto Parts                         | 106 | 5211.106 | Maintenace & Repair Equipment     | 2138049596      | 11/03/21 | 2.89      | 72810 | 2.89      |
| Purchase Power                          | 101 | 5205.101 | Postage & Mailing Permits         | 7903 10/20/21   | 11/03/21 | 402.50    | 72811 | 402.50    |
| RideNow Powersports                     | 109 | 5317.109 | Special Law Enforcement Expenses  | 11/2/21 Ck Req  | 11/03/21 | 500.00    | 72812 | 500.00    |
| SFS Architecture                        | 450 | 5442.450 | Building Improvement              | 14338           | 11/10/21 | 640.00    | 72838 | 640.00    |
| Staples                                 | 101 | 5301.101 | Office Supplies                   | 8064063482      | 11/10/21 | 98.57     | 72839 | 98.57     |
| Karen Torline                           | 103 | 5214.103 | Other Contracted Services         | Recurring Check | 11/01/21 | 1,416.67  | 72790 | 1,416.67  |
| Town & Country Building Services        | 101 | 5214.101 | Other Contracted Services         | 27464           | 11/03/21 | 745.00    | 72813 | 1,715.00  |
| Town & Country Building Services        | 101 | 5214.101 | Other Contracted Services         | 27735           | 11/03/21 | 745.00    |       |           |
| Town & Country Building Services        | 101 | 5214.101 | Other Contracted Services         | 27787           | 11/03/21 | 225.00    |       |           |
| USIC Locating Services, LLC             | 101 | 5220.101 | Street Light Repair & Maintenance | 471476          | 11/03/21 | 1,802.94  | 72814 | 1,910.40  |
| USIC Locating Services, LLC             | 370 | 5457.370 | CARS 2020 - Roe                   | 471476          | 11/03/21 | 107.46    |       |           |
| Validity Screening Solutions            | 101 | 5214.101 | Other Contracted Services         | 210266          | 11/03/21 | 34.00     | 72815 | 34.00     |
| Verizon Wireless                        | 102 | 5202.102 | Telephone                         | 9891311126      | 11/03/21 | 321.92    | 72816 | 441.95    |
| Verizon Wireless                        | 104 | 5202.104 | Telephone                         | 9891311126      | 11/03/21 | 80.02     |       |           |
| Verizon Wireless                        | 106 | 5202.106 | Telephone                         | 9891311127      | 11/03/21 | 40.01     |       |           |
| The Voter Network                       | 101 | 5253.101 | Public Relations                  | 141             | 11/10/21 | 1,500.00  | 72840 | 1,500.00  |
| Capital One                             | 102 | 5206.102 | Travel Expense & Training         | 6837 10/29/21   | 10/29/21 | 12.73     | 32703 | 571.01    |

|                                 |     |          |                                   |               |          |                     |       |          |
|---------------------------------|-----|----------|-----------------------------------|---------------|----------|---------------------|-------|----------|
| Capital One                     | 101 | 5301.101 | Office Supplies                   | 6837 10/29/21 | 10/29/21 | 11.28               |       |          |
| Capital One                     | 102 | 5301.102 | Office Supplies                   | 6837 10/29/21 | 10/29/21 | 149.00              |       |          |
| Capital One                     | 360 | 5315.360 | Machinery & Auto Equipment        | 6837 10/29/21 | 10/29/21 | 398.00              |       |          |
| Ben Watson                      | 300 | 5499.300 | Mural on Retaining Wall           | 684           | 11/10/21 | 4,520.00            | 72841 | 4,520.00 |
| Watchmen Security Services, LLC | 106 | 5210.106 | Maintenace & Repair Building      | 60557         | 11/03/21 | 25.00               | 72817 | 25.00    |
| Weather or Not                  | 106 | 5214.106 | Other Contracted Services         | 9283          | 11/03/21 | 2,410.00            | 72818 | 2,410.00 |
| KPERS                           | 101 | 2040.101 | KPERS Accrued Employee            | 10/28/21 PR   | 11/02/21 | 5,537.81            | EFT   | 5,537.81 |
| KP&F                            | 101 | 2045.101 | KP&F Employee Withholding Payable | 10/28/21 PR   | 11/02/21 | 9,603.49            | EFT   | 9,603.49 |
| Open Edge                       | 101 | 5214.101 | Other Contracted Services         | 10/31/21      | 10/31/21 | 966.31              | EFT   | 966.31   |
| Wex Bank                        | 102 | 5302.102 | Motor Fuels & Lubricants          | 6429 11/5/21  | 11/05/21 | 2,236.00            | EFT   | 2,236.00 |
|                                 |     |          |                                   |               |          | <u>\$143,387.83</u> |       |          |

Item Number: Consent Agenda- II.-B.  
Committee 11/15/2021  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: **Council Minutes November 1, 2021**  
Item Type:

**Recommendation:**

**Details:**

Financial Impact

| Amount of Request:          |                  |
|-----------------------------|------------------|
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

Description  
□ Council Minutes November 1, 2021

Type  
Cover Memo

**CITY OF ROELAND PARK, KANSAS**  
**CITY COUNCIL MEETING MINUTES**  
**Roeland Park City Hall**  
**4600 W 51st Street, Roeland Park, KS 66205**  
**Monday, November 1, 2021, 6:00 P.M.**

- |                                                                                                                                                                                                                                      |                                                                                                                                                                                                       |                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>○ Mike Kelly, Mayor</li><li>○ Trisha Brauer, Council Member</li><li>○ Benjamin Dickens, Council Member</li><li>○ Jan Faidley, Council Member</li><li>○ Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>○ Jim Kelly, Council Member</li><li>○ Tom Madigan, Council Member</li><li>○ Claudia McCormack, Council Member</li><li>○ Michael Rebne, Council Member</li></ul> | <ul style="list-style-type: none"><li>○ Keith Moody, City Administrator</li><li>○ Erin Winn, Asst. City Administrator</li><li>○ Kelley Nielsen, City Clerk</li><li>○ John Morris, Police Chief</li><li>○ Donnie Scharff, Public Works Director</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Admin**

Brauer  
Hill

**Finance**

McCormack  
Madigan

**Safety**

Rebne  
Faidley

**Public Works**

Kelly  
Dickens

(Roeland Park Council Meeting Called to Order at 6:00 p.m.)

**Pledge of Allegiance**

Mayor Kelly called the City Council meeting to order and led everyone in the Pledge of Allegiance.

**Roll Call**

City Clerk Nielsen called the roll. CMBR McCormack joined the meeting virtually shortly after roll call. CMBR Kelly was absent. Staff members present were City Administrator Moody, Assistant City Administrator Winn, City Attorney Mauer, Public Works Director Scharff, Police Chief Morris, City Clerk Nielsen, Parks and Rec Superintendent Nichols, and Management Intern Verbrugge.

**Modification of Agenda**

*There were no modifications to the agenda.*

**I. Citizen Comments**

**Tristen Young** - Mr. Young spoke to the amount of traffic on 55<sup>th</sup> Street and asked the City to look into making it so it would not be a thru-street. His main concern was over aggressive ticketing and the high price of fines. He also said that virtual court is not real court and he should therefore be refunded for his fine. He added that the Police Department needs to prioritize what offenses they are giving tickets for.

**II. Consent Agenda**

- A. Appropriations Ordinance #985**
- B. Council Minutes October 4, 2021**
- C. Council Minutes October 18, 2021**

**MOTION:** CMBR DICKENS MOVED AND CMBR FAIDLEY SECONDED TO APPROVE THE CONSENT AGENDA AS PRESENTED. (THE MOTION CARRIED 6-0.)

**III. Business from the Floor - Proclamations/Applications/Presentation**

*(There was no Business from the Floor)*

#### **IV. Mayor's Report**

Mayor Kelly reminded everyone to vote on November 2<sup>nd</sup>.

(CMBR McCormack joined the meeting at 6:09 p.m.)

#### **V. Reports of City Liaisons and Committees**

##### **A. Sustainability Committee**

Judy Hyde from the Sustainability Committee said the bicycle repair stations with pumps have arrived. Public Works has installed one adjacent to Granada Park and a second one will be near 47<sup>th</sup> and Belinder. She said these signal Roeland Park's support that cycling is a healthy, energy efficient mode of transportation. The stations were funded by the Sustainability Committee, the Community Engagement Committee, and the City of Westwood. Ms. Hyde said that there are also two bike racks that will be installed but their location has yet to be determined.

Ms. Hyde said the Governing Body is contemplating two ordinances in regard to Complete Streets and for tree canopy protection. The Committee and will provide input if needed in the development and fine tuning.

With regard to a tree ordinance, the Committee recommends the City include both private and public property in the ordinance for tree protection. Mr. Hyde then spoke to the benefits of protecting the mature canopy. She said she would anticipate genuine concerns regarding private regulation but they can create a balanced and equitable ordinance by taking individual extenuating circumstances into account.

In September, Susan Classen spoke about the regional Climate Action KC plans, their challenges, and solutions. She said the three major challenges they are facing are floods, droughts, and heat.

In August, My Hyde attended a collaborative environment fair.

Ms. Hyde noted that eradication of invasive species continues in Cooper Creek Park. They have recently planted ten native trees to replace the non-native ones that were removed. The Committee continues to contribute funding toward pollinators and submitting articles to the *Roeland Parker* and the Facebook page. She said the group is still meeting virtually.

Mayor Kelly thanked Ms. Hyde and the Sustainability Committee for the work that they do.

##### **B. Planning Commission**

Asst. City Administrator Winn noted that Lisa Brunner has been appointed Vice Chair of the Planning Commission.

The Commission also approved the special use permit for the mobile taco truck at the Boulevard Apartments. The operator of the truck has agreed to the conditions proposed. Ms. Winn and John

Jacobson, the City's building official, will go out and inspect the operation after a 30-day trial. If the business' operations are in line with the permit, it will be reviewed annually.

The Planning Commission is also recommending that the Governing Body approve the Residential Design Standards that have been compiled.

Ms. Winn noted that there is an opening on the Planning Commission for at-large members adding that Haile Sims is up for a vote on the Commission later in the meeting.

CMBR Faidley asked if the permit is connected with the food truck ordinance. Ms. Winn said they are subject to sanitary and traffic conditions as in the ordinance, but there is an additional level of conditions because of where it is located.

## **VI. Unfinished Business**

### **A. COVID Report**

City Intern Chris Verbrugge noted a change in his report in that the FDA has now authorized vaccines for children aged 5 to 11. Also, Governor Kelly said Kansas has adopted the CDC's recommendation for booster shots and people have the option to choose which booster they would like.

Mr. Verbrugge said that Johnson County is at the substantial transmissibility level as of October 28<sup>th</sup>.

Included in Mr. Verbrugge's report are figures regarding the available assistance programs.

CMBR Dickens asked if there was anything they need to know about mixing vaccines. Mr. Verbrugge said he is not aware of anything.

CMBR Hill asked if the definition of being fully vaccinated has changed with the addition of a booster shot. Mr. Verbrugge said it remains at two weeks after the final shot and does not include the booster.

CMBR Madigan said his first two shots were Pfizer and he had some reactions but did not on the booster shot.

### **B. Continued Discussion Resolution 692 - Masking Requirement**

Mayor Kelly said that Resolution 692 remains in effect through midnight of November 16<sup>th</sup>. He said he did not recommend making any changes this evening.

There was no Governing Body discussion on this item and the requirement remains in effect.

## **VII. New Business**

### **A. Appoint Haile Sims to the Planning Commission**

Mayor Kelly emphatically expressed his support of the appointment of Mr. Sims noting the valuable work he did on the Racial Equity Committee.

CMBR Madigan said he has worked with Mr. Sims on the Police committee and that he worked tirelessly and also was very impressed with the work he did. He agreed with the appointment to the Planning Commission.

**MOTION:** CMBR HILL MOVED AND CMBR DICKENS SECONDED TO APPROVE THE APPOINTMENT OF HAILE SIMS TO THE PLANNING COMMISSION. (MOTION CARRIED 7-0)

**B. Approve Purchase of UTV for Police Department**

Police Chief Morris said the original donation is for \$25,000 and will be a gasoline engine. He noted that the electric version is not available yet and had 20-30 percent higher price tag. After purchasing the vehicle, they will have \$3,700 available which will be spent on graphics, lighting, and other others and should leave a \$2,200 balance. Chief Morris said this is a 100 percent community policing vehicle that they may store in their utility trailer. They are also looking at purchasing a trailer the unit could tow.

CMBR Madigan asked if Rango would be able to ride in it. Chief Morris said that Rango can do whatever he likes.

CMBR Rebne said he does not see the real reason behind this vehicle/donation. He asked if the \$25,000 might be better spent at the food pantry, on the Neighbors Helping Neighbors program, or residential tax relief. He felt those funds could be put to better use in the community.

Police Chief Morris said the donation was strictly toward public safety for this specific item. He said it is a win-win for the community. It is for community outreach and not enforcement. He said it can help bridge the gap and help with public relations, bring kids together, it is a tool that builds trust since it's approachable. He said they are very fortunate to have an individual who is very passionate about public safety and community relations.

CMBR Dickens said that knowing what the money is for is a good thing. He asked what some of the plans are for the vehicle. Chief Morris said they could take Santa around, drop in at birthday parties, and can be used with Shop with a Cop. He said there is an unlimited use for the vehicle and reiterated it will not be used in enforcement. It's to help show the community they care.

CMBR Hill clarified that even the Governing Body does not know who the donor is. She said a resident reached out to her about driving a personal ATV on the streets to plow snow versus the City driving one. Police Chief Morris said they are a public safety entity and this is not for leisure, pleasure, or errands. It is a public relations tool for official duty use only.

CMBR Madigan asked if there will be a sign on the back that it was paid for by donation and not City funds. Chief Morris said there would be but they don't know the specifics yet. He said it will be well known that it is a donation.

**MOTION:** CMBR MADIGAN MOVED AND CMBR DICKENS SECONDED TO APPROVE THE PURCHASE OF A UTV FROM A RECENT PUBLIC SAFETY DONATION OF \$25,000 SPECIFIC FOR THAT ITEM. (MOTION CARRIED 6-1 WITH CMBR REBNE VOTING NO.)

**VIII. Ordinances and Resolutions**

## **A. Ordinance 1017 - Banning Fireworks**

Mayor Kelly thanked the Police Department and Chief Morris for helping them go through this ordinance. He said that he wants a buy-in from everything. He also thanked staff, their legal team, and the residents in support of the ordinance.

CMBR Madigan wanted to clarify that the Kansas Fire Marshal and the American Pyrotechnics do not recognize caps and cap guns as fireworks.

CMBR Hill said she still had concerns on a timeframe for snappers. She said she does not want to see children being issued fines for throwing snappers on their patio.

CMBR Madigan said in his research snappers are considered a novelty firework. The Kansas Fire Marshal and American Pyrotechnics also not feel that caps or smoke bombs are firework but do consider snappers fireworks.

**MOTION:** CMBR HILL MOVED AND CMBR MADIGAN SECONDED TO APPROVE ORDINANCE 1017 - AMENDING SECTION 7-402 - USE OF FIREWORKS PROHIBITED; 7-403- EXCEPTIONS: 7-404 - DAY ON WHICH EXCEPTED FIREWORKS MAY BE USED; AND SECTION 7-414 - PENALTY. (MOTION CARRIED 7-0)

## **B. Ordinance 1018 - Residential Design Standards**

Mayor Kelly said they spent months in the Comprehensive Plan process and this is through the vision and work of the Planning Commission and Governing Body working through design standards with Confluence.

CMBR Faidley asked about the timeline for the illustrated guide. Ms. Winn said they are awaiting approval on this item, then they will work with Confluence to get that done as it is part of their contract with them.

CMBR Madigan asked if this would be changing the zoning codes of the City. Ms. Winn said it is implementing additional standards to residential design.

**MOTION:** CMBR FAIDLEY MOVED AND CMBR BRAUER SECONDED TO APPROVE THE ORDINANCE CODIFYING THE RESIDENTIAL DESIGN STANDARD TEXT AMENDMENTS DEVELOPED BY CONFLUENCE CONSULTING IN COLLABORATION WITH THE GOVERNING BODY, PLANNING COMMISSION AND STAFF. (MOTION CARRIED 7-0)

## **IX. Reports of City Officials**

### **A. RPAC End of Season Report**

Mayor Kelly congratulated Mr. Nichols on his successful first summer and said he appreciates the work he and his staff put in at the Aquatic Center.

Mr. Nichols said they worked on a modified schedule and reviewed the days closed in relation to when they were budgeted to be open. He said that when they first opened there were no COVID restrictions but by mid-July they required staff to wear masks when indoors.

Mr. Nichols also reviewed the staffing and noted that they were not able to provide swim lessons this year. He said they were able to have a swim team and next year they will be able to host some swim meets. In summary, he said it was a trying season but staff throughout the season performed really well especially for all the brand new lifeguards they had. He said it was a great season to build on and that the budget numbers were great.

He noted that the website needs to be updated and the Aquatics committee is planning on three after hours events. Additional loungers will also be purchased with CIP funds and the Super Pass program will return. They will also be working on signage around the center.

CMBR Madigan said that Mr. Nichols has done an exemplary job and hit the ground running. He asked how they did on the bonus referral program. Mr. Nichols said he did not have a specific breakdown but he believed he authorized about six to eight disbursements. CMBR Madigan said they should look at continuing that again next year.

CMBR Faidley asked if on their list of next steps and beyond whether it includes maintenance and upgrades to the ladies' room. Mr. Nichols said there is nothing current on the CIP plan. CMBR Faidley said they need to do something with the counters, floors, and driers.

CMBR Rebne echoed that the pool was great. He also said that it is important that both locker rooms be brought up to the same standard.

City Administrator Moody said there are maintenance dollars in each budget that are not specifically tied to one item and they can look into it.

## **B. 3<sup>rd</sup> Quarter Financial Report**

Assistant City Administrator Winn said they are trending ahead of budget for sales tax. She noted that court fines are in the red at more than 15 percent behind what is budgeted. She noted that is due to COVID restrictions placed on police officers to limit stop for their safety.

In the General Fund, they have collected about 87 percent of their annual revenue and are on track. Their investment summary portfolio is about \$10 million and they are ahead of where they expect to be on funds. There are also debt payments to be made in December. She noted that for TIF 1 they are 96 percent of expenditures which is higher than it should be. She noted that they missed a change order and are working with Columbia Capital and they may need to amend the budget.

Mayor Kelly noted that sales tax is doing well.

CMBR Faidley asked if they can also account for court fines being down as a factor to them lowering fines. Ms. Winn said those reductions are already accounted for in the budget.

City Administrator Moody noted the entry signs were changed to orange in line with Halloween. He noted that Officer Stamper is on color guard for that.

Public Works Director Scharff said the leaf program is back in action and to check out the City's website and Facebook for the schedule.

**Adjourn:**

**MOTION:** CMBR MADIGAN MOVED AND CMBR DICKENS SECONDED TO ADJOURN. (MOTION CARRIED 7-0)

(Roeland Park City Council Meeting Adjourned at 7:06 p.m.)

---

Kelley Nielsen, City Clerk

---

Mike Kelly, Mayor

**Item Number:** Applications/Presentations- A.-1.  
**Committee** 11/15/2021  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

---

Date: 11/10/2021  
Submitted By: Erin Winn  
Committee/Department: Administration  
Title: **2022 United Community Services Presentation on Human Services Fund**  
Item Type: Presentation

**Recommendation:**

**Informational purposes only.**

**Details:**

Attached is the 2022 Human Service Fund Recommendations Report. This details the distribution of grants to nonprofits in Johnson County that provide vital programs that meet the needs of low-income county residents. This fund is supported by the Cities of Johnson County including Roeland Park. The attached report is informational only.

Christina Ashe Guidry, director of resource allocation for UCS, will be giving a brief presentation, also attached.

**Financial Impact**

|                             |                  |
|-----------------------------|------------------|
| Amount of Request:          |                  |
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

**Additional Information**

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description                                                                       |                                 | Type       |
|-----------------------------------------------------------------------------------|---------------------------------|------------|
|  | 2022 UCS Presentation           | Cover Memo |
|  | 2022 HSF Cover Letter           | Cover Memo |
|  | 2022 HSF Recommendations Report | Cover Memo |
|  | 2022 HSF March Request          | Cover Memo |



United Community Services  
of Johnson County

# ***2022 Human Service Fund (HSF)***

**Roeland Park City Council Meeting**

**November 15, 2021**

# ***What is the Human Service Fund?***

- A City-County partnership that supports priority health and human services and has been managed by UCS since 1990.
- General tax dollars are awarded to nonprofits which operate vital health and human service programs that meet needs of Johnson County residents who live with income at, below or near federal poverty level.

# ***Human Service Fund Focus***

- Programs that address well-being, personal safety and stability of JoCo residents.
- Programs that fit within safety net investment components of basic needs, work and incomes supports, or health, wellness and personal safety.
- Primary beneficiaries are residents at or below 200% FPL (\$43,920 for a family of 3)
  - ~15% of the population in Johnson County

# ***Human Service Fund Impact***

- Since 1990, over \$6M in funds awarded through HSF and households, jurisdictions, and communities continue to benefit.
- In 2020, jurisdictions committed \$397,776 to HSF.
- In 2020, 15 HSF grantees provided >168,000 units of service provided to > 37,000 individuals in Johnson County
  - >15,000 medical/dental appointments
  - >45,000 meals
  - >5,000 nights of safe shelter

# Human Service Fund Support

| JURISDICTION   | 2021      | 2022      |  | JURISDICTION    | 2021     | 2022     |
|----------------|-----------|-----------|--|-----------------|----------|----------|
| Johnson County | \$141,775 | \$151,500 |  | Mission         | \$8,300  | \$10,000 |
| De Soto        | \$2,380   | \$2,880   |  | Olathe          | \$60,000 | \$70,000 |
| Edgerton       | \$2,000   | \$2,500   |  | Overland Park   | \$86,200 | \$94,000 |
| Gardner        | \$6,600   | \$6,600   |  | Prairie Village | \$8,300  | \$10,000 |
| Leawood        | \$16,500  | \$18,000  |  | Roeland Park    | \$4,771  | \$6,000  |
| Lenexa         | \$20,350  | \$22,350  |  | Shawnee         | \$26,200 | \$30,000 |
| Merriam        | \$8,300   | \$10,000  |  | Spring Hill     | \$2,000  | \$2,000  |
|                |           |           |  | Westwood        | \$1,500  | \$2,000  |

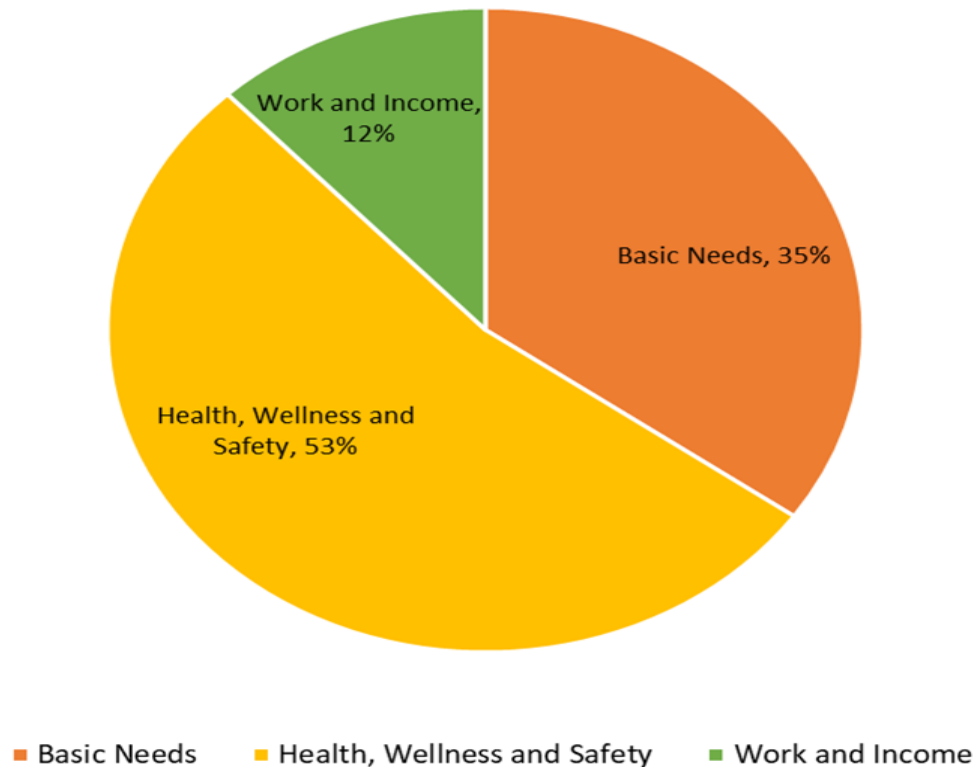
|                       | 2021            | 2022            |
|-----------------------|-----------------|-----------------|
| Total Contributions   | \$395,376       | \$437,830       |
| Interest              | + 3,000         | 0               |
| UCS Administration    | - <u>26,000</u> | - <u>27,000</u> |
| Total Allocable Funds | \$372,376       | \$410,830       |

# ***2022 Human Service Fund Recommendations***

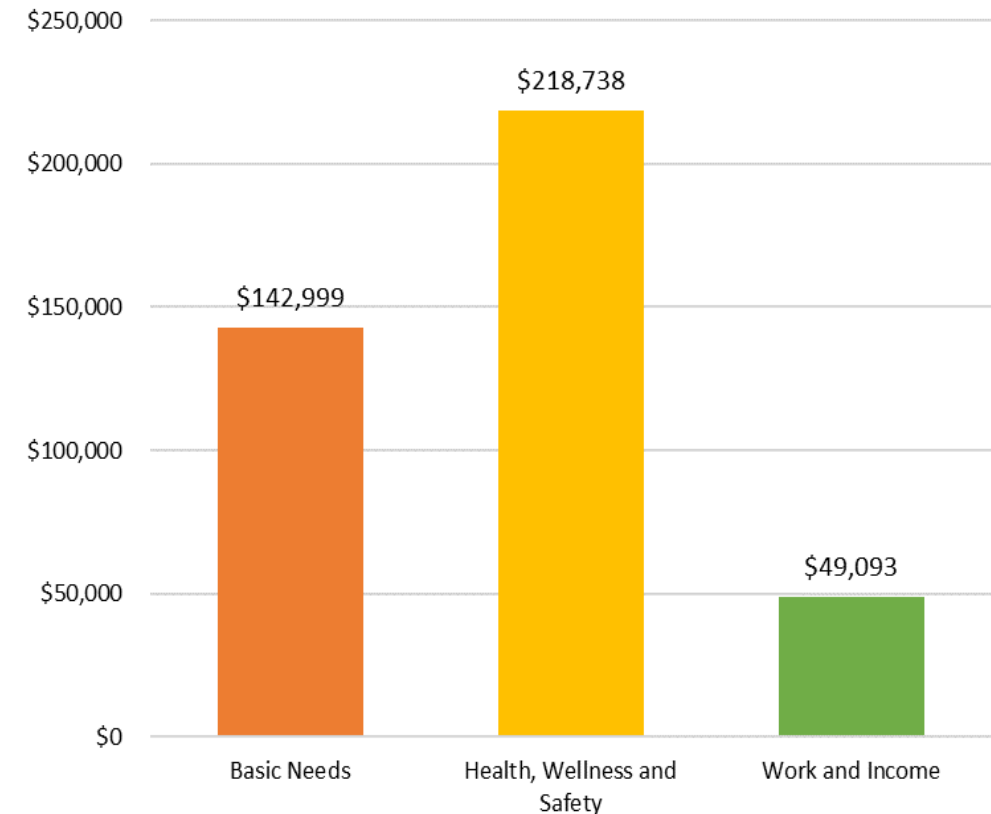
- Small grants: \$18,998 recommended
  - Community Center of Shawnee, Gateway to Hope, HopeBuilders, Pathway to Hope
- Regular grants: \$391,832 recommended
  - 2 year recommendation for returning, established grantees:
    - CASA, Catholic Charities, El Centro, Growing Futures, Health Partnership Clinic, Hillcrest Ministries, JoCo Interfaith Hospitality Network, Kansas Children's Service League, KidsTLC, NCircle, Salvation Army Family Lodge, and Sunflower House
  - 1 year recommendation for new programs/applicants:
    - FosterAdopt Connect, Inclusion Connections, SafeHome

# 2022 Human Service Fund Distribution

Distribution of Human Service Funds by Program Type  
*Total Recommended Grants in 2022: \$410,830*



Human Service Fund: Funding Recommendations  
by Program Type



# Questions?

Thank you!

Christina Ashie Guidry

Director of Resource Allocation

United Community Services of Johnson County

(913) 689-2326 (direct); (913) 438-4764 (office)

[christinag@ucsjoco.org](mailto:christinag@ucsjoco.org)



# United Community Services of Johnson County

November 5, 2021

## Board Members

Roxann Kerr Lindsey, President

Kate Allen

Marshaun Butler

Joe Connor

Tara Eberline

Erik Erazo

Rev. Adam Hamilton

Robin Rollins Harrold

Thomas Herzog

Donna Lauffer

Patty Markley

Dr. L. Michael McCloud, PhD

Hon. Donald Roberts

Kevin Tubbesing

Vanessa Vaughn West

Dave White

Rebecca Yocham

## Council of Advisors

Gary Anderson

Mary Birch

Dr. Andy Bowne

Pat Colloton

Dr. Stuart Day

Hon. Peggy Dunn

Hon. Ed Eilert

Jeff Ellis

SuEllen Fried

Ellen Hanson

Terrie Huntington

Audrey Langworthy

Penny Postoak Ferguson

Jill Quigley

Tom Robinett

Clint Robinson

Carol Sader

Brad Stratton

Charlie Sunderland

Hon. Stephen Tatum

David Warm

## Executive Director

Julie K. Brewer

To: Keith Moody, City Administrator

From: Julie Brewer, Executive Director

RE: 2022 Human Service Fund Recommendation Report

The United Community Services (UCS) Board of Directors has prepared its 2022 Human Service Fund allocation recommendations. An electronic version of the 2022 Human Service Fund Recommendation Report is attached. Print copies are available upon request.

UCS is sincerely grateful for the funding from the participating jurisdictions which resulted in total funding of approximately \$437,830. During 2022, allocations will benefit Johnson County residents who will be served through 19 programs recommended for grants. Thanks to your support, in 2020, programs receiving Human Service Fund grants provided over 168,000 units of service to more than 37,000 Johnson County residents.

The Human Service Fund agreement gives participating jurisdictions the authority and responsibility for approving UCS' recommendations for Human Service Fund grants. **The city of Roeland Park is requested to approve the recommendations and notify UCS no later than December 30, 2021.** After that date, the recommendations will stand as presented.

If you have any questions about the recommendations or process, please contact Christina Ashie Guidry at [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org) or (913) 438-4764. We appreciate your support of this county-wide partnership. Thank you.

Enclosure: 2022 Human Service Fund Recommendations Report



# United Community Services of Johnson County

## Board Members

Roxann Kerr Lindsey, President  
Kate Allen  
Marshaun Butler  
Joe Connor  
Tara Eberline  
Erik Erazo  
Rev. Adam Hamilton  
Robin Rollins Harrold  
Thomas Herzog  
Donna Lauffer  
Patty Markley  
Dr. L. Michael McCloud, PhD  
Hon. Donald Roberts  
Kevin Tubbesing  
Vanessa Vaughn West  
Dave White  
Rebecca Yocham

## Council of Advisors

Gary Anderson  
Mary Birch  
Dr. Andy Bowne  
Pat Colloton  
Dr. Stuart Day  
Hon. Peggy Dunn  
Hon. Ed Eilert  
Jeff Ellis  
SuEllen Fried  
Ellen Hanson  
Terrie Huntington  
Audrey Langworthy  
Penny Postoak Ferguson  
Jill Quigley  
Tom Robinett  
Clint Robinson  
Carol Sader  
Brad Stratton  
Charlie Sunderland  
Hon. Stephen Tatum  
David Warm

## Executive Director

Julie K. Brewer

## 2022 HUMAN SERVICE FUND RECOMMENDATIONS REPORT

Human service programs are vital to the well-being, safety, and stability of Johnson County residents. United Community Services (UCS) commends city and County government leaders for recognizing the important role of local government in supporting human service programs. Together, Johnson County Government and 14 cities have budgeted \$437,830 for the **Human Service Fund** (HSF) in 2022 – more than a 10% increase from 2021.

In 2022, HSF received a 50% increase in applications for funding. Due to your generous support, five new programs are recommended for funding, for a total of 19 programs receiving your support. Four of these new programs are welcomed through the new Small Grants Program, which provides grants of less than \$5,000 for new, growing, and grassroots organizations working to build their footprint and grant capacity. Thank you for making this possible!

The HSF offers local governments a cost-efficient, accountable mechanism to support an array of services that help residents of every city and township who are facing difficult circumstances. Funding is competitive and is awarded to local nonprofit agencies which provide vital programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. Priority is given to programs that address work support services, emergency aid and shelter, child/adult abuse, child welfare, and health care. (See Appendix B for all funding priorities.)

Agencies recommended for grants demonstrate positive outcomes and are working collaboratively with other organizations in the community. Funding recommendations represent the maximum HSF award for the calendar year(s), and UCS is not responsible for reductions in grant awards that may occur due to reduction in allocated funds by participating jurisdictions.

Thanks to your support, in 2020, programs receiving HSF grants provided over 168,000 units of service to more than 37,000 Johnson County residents. In 2020, “units of service” included medical and dental appointments, nights of safe housing, counseling and case management, emergency rental and utility assistance, food pantries, employment training and more. These programs benefit more than just the individual and their family; the entire community, including local government, benefits. Without a strong human service infrastructure to address issues such as unemployment, lack of childcare and transportation, homelessness, child abuse and neglect, domestic violence, and untreated medical conditions, our community will experience higher crime rates and lower tax revenue, a decline in the standard of living, and weakened economic health.

**Jurisdictions are asked to accept the funding recommendations by  
December 30, 2021.**

## 2022 Human Service Fund Applicant History and Recommendations

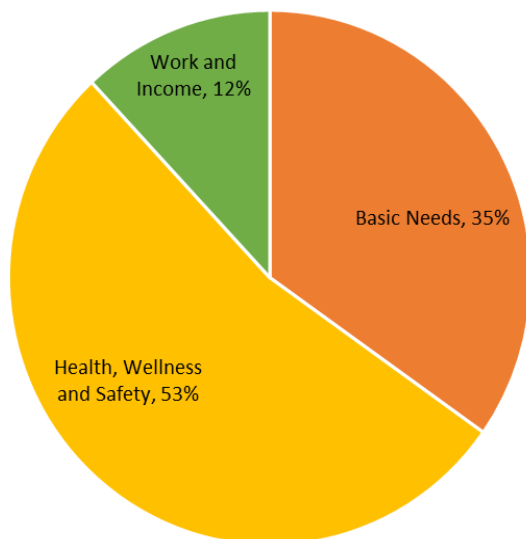
| Regular HSF Grant Applicant             | 2020 Grant       | 2021 Grant       | 2022 Recommended | Program Description                                                                                                                                                                                                          |
|-----------------------------------------|------------------|------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CASA of Johnson & Wyandotte*            | \$48,000         | \$48,000         | \$50,000         | Child Advocacy: court-ordered intervention by trained volunteers for children determined by a judge to be a "Child in Need of Care" due to abuse or neglect, or as high concern for safety and placement.                    |
| Catholic Charities of NE Kansas*        | \$70,000         | \$70,000         | \$68,500         | Emergency assistance and supportive housing, including case management to meet basic needs of low-income families and help them work towards self-sufficiency.                                                               |
| Center of Grace                         | —                | —                | \$0              | Free blood pressure monitors to take in-home blood pressure readings for low-income clients referred by health screening                                                                                                     |
| El Centro*                              | \$22,800         | \$22,800         | \$25,000         | Safety net services for low-income, under/uninsured households: economic empowerment (emergency assistance, financial literacy, assistance filing taxes), and access to healthcare (health navigation and health promotion). |
| FosterAdopt Connect                     | \$5,000          | \$5,000          | \$5,000          | Behavioral Interventionist Program: One-on-one services in the home with fostered/adopted children to support behavioral and emotional management and retain housing placement.                                              |
| Growing Futures EEC*                    | \$9,000          | \$9,000          | \$19,398         | Scholarships for pre-kindergarten wraparound childcare fees for low-income families, supporting full-time education/employment of caregivers and kindergarten preparedness.                                                  |
| Harvesters                              | \$15,000         | \$15,000         | No request       | BackSnack and Kids Café programs provide food for low-income school children for weekends and meals in afterschool locations and summer sites.                                                                               |
| Health Partnership Clinic*              | \$45,000         | \$49,500         | \$49,500         | Health, dental, and behavioral healthcare, through a medical home model, for uninsured low-income Johnson County residents.                                                                                                  |
| Hillcrest Ministries of MidAmerica*     | \$10,000         | No request       | \$10,000         | Transitional housing for youth, single adults, and families experiencing homelessness; case management, budget counseling, and supportive services.                                                                          |
| Inclusion Connections                   | —                | —                | \$5,000          | Life skill, education, and employability training at sliding scale fees for low-income young adults with developmental disabilities to support long term employment and quality of life.                                     |
| Jo. Co. Interfaith Hospitality Network* | \$9,000          | \$9,000          | \$9,000          | Case management, including shelter and meals for single women and families with children experiencing homelessness.                                                                                                          |
| Kansas Children's Service League*       | \$20,280         | \$20,280         | \$20,340         | Healthy Families Program: Home-based education and family support for new parents whose children are at-risk for child abuse and neglect.                                                                                    |
| KidsTLC*                                | \$18,500         | \$17,500         | \$17,500         | Thriving Families: Crisis counseling, parent education, and assistance navigating health care and mental health care, housing, and community resources to support positive family outcomes.                                  |
| Metro Lutheran Ministries               | —                | —                | \$0              | Short-term case management and emergent assistance for households at-risk of homelessness.                                                                                                                                   |
| NCircle*                                | \$15,696         | \$19,696         | \$19,696         | Training and Employment Services: skills training, certification, financial education, mentorship & job placement for clients in Department of Corrections custody and/or on supervision.                                    |
| SAFEHOME                                | \$21,000         | \$21,000         | \$21,000         | Case management services for clients of the domestic violence shelter, including emergency shelter, housing assistance, therapy, legal services, and advocacy.                                                               |
| Salvation Army Family Lodge (Olathe)*   | \$20,000         | \$23,000         | \$25,000         | Transitional housing for families in Johnson County experiencing homelessness, including related services and comprehensive case management.                                                                                 |
| Sunflower House*                        | \$42,500         | \$42,500         | \$46,898         | Personal safety, education and prevention programs for children and youth. Prevention and education programs for childcare professionals and caregivers, including mandated reporters.                                       |
| <b>Subtotal</b>                         | <b>\$371,776</b> | <b>\$372,776</b> | <b>\$410,830</b> | Funds allocated to human service programs serving Johnson County residents.                                                                                                                                                  |

|              |                  |                  |                  |                                                                   |
|--------------|------------------|------------------|------------------|-------------------------------------------------------------------|
| UCS          | \$26,000         | \$26,000         | \$27,000         | Fee for administration of the Human Service Fund.                 |
| <b>Total</b> | <b>\$397,776</b> | <b>\$398,276</b> | <b>\$437,830</b> | The 2021 federal poverty level for a family of three is \$21,960. |

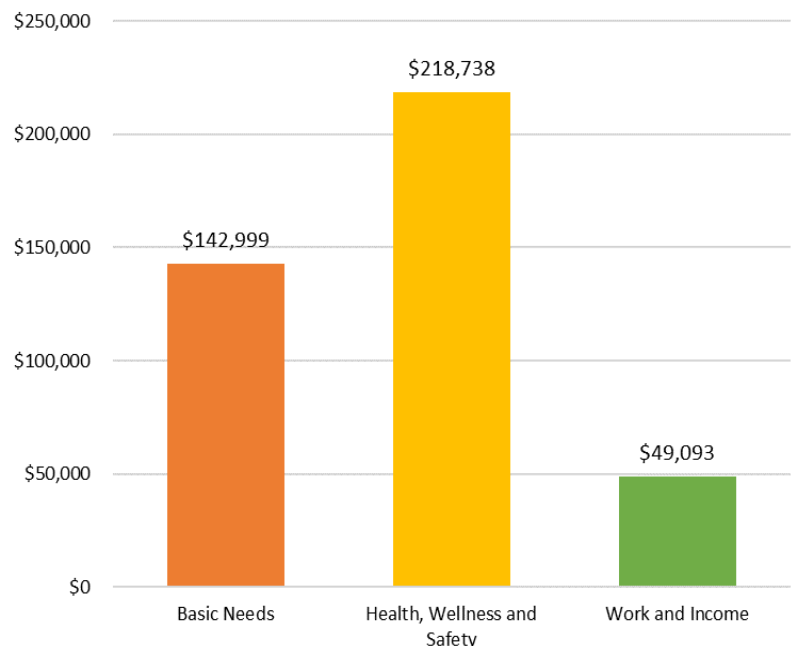
\*Applicants are returning grantees with established programs for which the UCS Board recommends two years of funding. The two-year funding recommendation is contingent on: continued agency performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it wishes to continue substantially the same program at the same level of funding in calendar year 2023. If all these conditions are met, these grantees may elect to submit a letter of affirmation rather than completing a full HSF application for the 2023 funding cycle. In the alternative, these grantees may submit a full HSF application in 2023.

|                                               | HSF Small Grant Applicant   | 2022 Recommendation | Program Description                                                                                                                                                                                                                                                                               |
|-----------------------------------------------|-----------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HSF Small Grants Program (New in 2022)</b> | Community Center of Shawnee | <b>\$4,500</b>      | Food pantry, clothing, and emergency financial assistance for shelter, fuel, utilities, healthcare, and transportation to support basic needs, healthcare access, and employment in Johnson County.                                                                                               |
|                                               | Gateway to Hope             | <b>\$4,500</b>      | Sisters of Hope/Hermanas en la Esperanza provides mental and behavioral healthcare to low income, under/uninsured teen girls and women in Johnson County through free and reduced fee services. This program serves primarily low-income Latina and BIPOC teens and women in English and Spanish. |
|                                               | HopeBuilders                | <b>\$4,999</b>      | Supports adequate housing and retention of affordable housing stock by providing accessibility modifications and home repair for older adults and individuals living with disabilities in Johnson County.                                                                                         |
|                                               | Pathway to Hope             | <b>\$4,999</b>      | Reclamation Clubhouse empowers individuals diagnosed with serious mental illness to secure and maintain stable employment and self-sufficiency through job training, transportation, work tools and attire, and employment support in Johnson County.                                             |
|                                               |                             |                     |                                                                                                                                                                                                                                                                                                   |

Distribution of Human Service Funds by Program Type  
Total Recommended Grants in 2022: \$410,830



Human Service Fund: Funding Recommendations by Program Type



## 2022 Human Service Fund Recommendations

### HSF Small Grants Recommendations

After consultation with and agreement of contributing jurisdictions, 2022 represents the launch of HSF Small Grants. HSF Small Grants are for amounts less than \$5,000 for agencies that are new, growing, or grassroots and working to build their footprint and grant capacity in Johnson County. Like regular HSF applicants, these nonprofits must meet Human Service Fund guidelines (See Appendix B), including funding priorities, eligibility criteria, and reporting requirements. \$18,998 in total funding is recommended for applicants to the HSF Small Grants.

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community Center of Shawnee</b><br><br>\$4,500<br>Recommendation | Funding is recommended to support transportation assistance and food pantry services to decrease food insecurity and increase self-sufficiency of Johnson County residents as part of the emergency assistance program, which includes food, clothing, holiday meals, school supplies, transportation assistance, and shelter. Community Center of Shawnee serves low-income clients. Transportation is a recognized barrier to employment and healthcare access in Johnson County. |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2022 Results Projected:** Reduction of food insecurity in Johnson County through the provision of food and increase in transportation supporting employment, employment retention, and access to healthcare by Johnson County residents.

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Gateway to Hope</b><br><br>\$4,500<br>Recommendation | Funding is recommended to subsidize the Sisters of Hope/Hermanas en la Esperanza program, which provides sliding scale and free quality mental health and behavioral healthcare to low income, under- and uninsured women in Johnson County, with an emphasis on Latina women and other women of color. Services are provided in English and Spanish. Access to mental and behavioral healthcare services are an acute need for low-income women in Johnson County. |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2022 Results Projected:** Increased access to mental health and behavioral healthcare for low-income and under- and uninsured women; reduction of depression and anxiety among clients; increase in work attendance and productivity among clients; and decrease in work absences among clients.

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HopeBuilders</b><br><br>\$4,999<br>Recommendation | Funding is recommended to support home safety, accessibility, and mobility through free home repair, modification, and accessibility projects which support older adults and individuals with disabilities in Johnson County. A recommendation of the 2021 Johnson County Community Housing Study, home modification and repair is an important component of maintaining existing Johnson County housing stock. |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2022 Results Projected:** Support families in maintaining a safe home environment, reduction in falls reported by clients, increased client mobility and self-sufficiency.

|                                                         |                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pathway to Hope</b><br><br>\$4,999<br>Recommendation | Funding is recommended to support the Reclamation Clubhouse, the local chapter of a national program, which provides a day program and free education and employment training as well as work tools, clothing, and transportation for adults with a diagnosis of serious mental illness to support stable employment and self-sufficiency. |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2022 Results Projected:** Clients will obtain employment skills resulting in employment; clients will report job satisfaction and will maintain employment.

### HSF Regular Grants Recommendations

|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CASA of Johnson and Wyandotte Counties</b><br><br>\$50,000<br>Recommendation | A \$2,000 increase in funding, for a total of \$50,000, is recommended for the Child Advocacy Program, a court-ordered program that serves children from birth to age 18. Most children in the program are those whom a Juvenile Court Judge has determined to be a “Child in Need of Care” due to abuse or neglect by parent or caretaker (commonly placed in foster care). Children may also be referred by a Family Court Judge when child safety and placement are of great concern in a high conflict divorce or separation. In these cases, the judge is determining if the child can reside in a safe placement without having to be placed in state custody (foster care). A trained CASA volunteer advocate regularly meets with the child and focuses on the child’s situation, including safety, mental health, education needs, etc. The volunteer also gathers information from the parents, foster parents, social workers, attorneys, and teachers, then with the CASA supervisor, identifies service needs. CASA submits a report to the judge which includes information about the child’s statements, behavior, and interaction with parents. Court reports support the judge’s critical decisions about where the child should live and what services should be court-ordered. |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2022 Results Projected:** Children are safe from additional abuse or neglect. Children have a stable adult presence in their lives, and when eligible will complete high school. CASA anticipates serving 494 Johnson County children during 2022.

**Outcomes achieved during 2020:** 351 Johnson County children were served. The presence of a stable adult is a key factor in building resilience from a history of trauma. 98% of children served by CASA had a stable adult presence through their CASA volunteer during their court involvement. While assigned to a CASA advocate, 99% of the children served did not have an additional affirmed or substantiated report of abuse to Kansas Department for Children and Families (DCF). Of the CASA-served youth eligible for graduation, 90% graduated.

CASA is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$50,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Catholic  
Charities of  
Northeast  
Kansas**

\$68,500  
Recommendation

Funding is recommended for the Emergency Assistance and Supportive Housing program which operates within two centers in Johnson County. The program provides assistance and strengths-based case management, without regard to religious affiliation, to families living at or below 150% of federal poverty guidelines. Emergency Assistance services include those that meet residents' basic needs such as food, clothing and shelter, as well as financial assistance with prescription medication and medical supplies, utilities, childcare, and transportation. The case management delivery model emphasizes practices to achieve self-sufficiency, including asset development/financial literacy, workforce development and job-seeking assistance, life skills, and referrals to other available community resources.

**2022 Results Projected:** During 2022, the agency anticipates serving 14,012 Johnson County residents with assistance that includes food and/or financial support to maintain housing and utilities. Every client who receives financial assistance will engage in budget coaching and a financial review with their case manager. 75% of clients will attend financial literacy education classes and receive one-on-one coaching according to assessed need and capability.

**Outcomes achieved during 2020:** 13,058 Johnson County residents were served and visits to Catholic Charities for food assistance totaled 51,091, a 20% increase in visits over 2019. Direct financial assistance enabled 940 individuals to maintain safe housing for at least 30 days. 1,044 individuals benefited from utility service assistance which enabled them to sustain utility services for 30 days. All individuals who received direct financial assistance completed a financial assessment with their case manager. 91% of individuals who received financial assistance also attended financial literacy education with one-on-one budget coaching.

Catholic Charities of Northeast Kansas is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$68,500/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**El Centro, Inc.**

\$25,000  
Recommendation

A \$2,200 increase in funding, for a total of \$25,000, is recommended for El Centro's Johnson County Family Services Center located in Olathe where a set of safety-net services are provided to low-income and/or under/uninsured Johnson County individuals and families. Services promote self-sufficiency, well-being, and health. Services include economic empowerment (emergency assistance, financial literacy classes, assistance filing taxes), access to healthcare (health navigation and promotion) and policy education.

**2022 Results Projected:** During 2022, El Centro expects to serve 2,700 Johnson County residents at the Olathe office. Results include meeting clients' basic needs (sustain housing and utility services, completion of financial classes), assisting clients with work and income supports (filing taxes, obtaining an Individual Tax Identification Number if needed) and clients leading healthier lives (successful access of community healthcare resources and increased knowledge of chronic disease prevention and healthy consumer behaviors).

**Outcomes achieved during 2020:** 3,248 unduplicated Johnson County residents were served. Due to CARES Act funds, El Centro was able to pass through additional funds to support low-income clients. Clients' basic needs were met: 265 households received utility assistance and were able to maintain utilities for minimum of 30 days; 269 households received rental assistance. 534 individuals completed financial empowerment classes. 51 people were assisted with the process that enabled them to receive an Individual Tax Identification Number and thus file income taxes. 575 individuals were assisted with applying for the Supplemental Nutrition Assistance Program (SNAP) and received benefits; 208 enrolled in KanCare with assistance; 964 were assisted in filing income taxes. El Centro also offered a drive through food pantry, serving over 2,000 individuals in Olathe and implemented educational videos related to health eating, budgeting, voting, the census, and COVID-19 with total view exceeding 36,600 between July-December 2020.

El Centro is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$25,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirm that it wishes to continue this program at the same level of funding in 2023.

**FosterAdopt Connect**

\$5,000

Recommendation

Funding is recommended for a new program at FosterAdopt Connect: the Behavioral Intervention Program (BIP). FosterAdopt Connect has received a federal grant to expand this program and HSF funds will provide a portion of the match for the federal grant. BIP uses the Nuerosequential Model of Therapeutics to provide intensive one-on-one in-home services with fostered and adopted children to address behavioral and emotional management to stabilize housing placement, preventing families from experiencing the trauma of disrupted housing placements, and reducing the need for residential in-patient services. BIP is recognized as an effective intervention and the cost of in-home intervention through BIP is significantly less than in-patient treatment and/or disrupting housing placement for children in the program.

**2022 Results Projected:** In 2022, FosterAdopt anticipates serving 30 Johnson County families through over 3,500 hours of intervention to reduce the likelihood of placement disruption for foster and adopted children, reduce risk factors for entry to residential care, enhance household capacity to meet children's needs, and reduce costs to regional care systems.

**Outcomes achieved during 2020:** In 2020, FosterAdopt Connect delivered Family Advocacy Services to 250 children and adults through its Lenexa office. 87% of families developed and maintained an action plan within 30 days of initial contact and 85% of families demonstrated increased access to resources and knowledge through having indirect advocacy needs met within 3 business days.

**Growing Futures Early Education Center**

A \$10,398 increase in funding, for a total of \$19,398, is recommended for Growing Futures' Scholarship Assistance for Wrap Around Care (WAC) Program. WAC complements the Head Start program, providing full-day care and education from 7 a.m. to 5: 30 p.m. 2021 research by The Family Conservancy and Mid-America Regional Council indicates that affordable childcare is an acute need in Johnson County and the surrounding region, with

\$19,398  
Recommendation

1,084 childcare slots permanently lost in Johnson County alone in 2020 due to COVID shutdowns, in order to support return to full-time employment by primary caregivers. Families served by Growing Futures are living at or below federal poverty guidelines. The majority of Growing Futures families speak English as a second language and half of families are single parent households. Through the HSF grant, childcare scholarships help low-income families experiencing financial hardships who are unable to pay their share of childcare fees and who are working or going to school for at least 30 hours per week. Scholarships allow for continuity of early childhood care and education while parents are working or attending school. Growing Futures also provides resources and support for the family to support self-sufficiency including connection to health, nutrition, social services, mental health services, parental education and parenting events.

**2022 Results Projected:** All supported families have income at or below the federal poverty level and require full day childcare to obtain employment and/or complete educational goals; all supported families have been adversely impacted financially during the COVID pandemic. Through the extended WAC program, Growing Futures will provide over 4,500 hours of care for enrolled children, serving an estimated 66 Johnson County residents. With Growing Futures, children will maintain daily attendance, supporting caregivers in maintaining employment and/or education. Families will engage in family counseling and support with Growing Futures, resulting in families achieving at least one large family goal, based upon family determined strengths and needs. Despite the financial hardship of families, children will remain enrolled in the program to ensure they obtain a high quality HeadStart education, which children will demonstrate by achieving kindergarten-readiness as demonstrated by the Child Observation Record scores and Bracken School Readiness Assessment.

**Outcomes achieved during 2020:** 66 Johnson County residents were served through families receiving short term help or fee subsidies which allowed parents to remain working or in school while facing financial challenges. No children left the program due to inability to pay fees. 87% of families took steps toward completion of a large family goal and 87% of children achieved kindergarten readiness.

Growing Futures is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$19,398/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Health Partnership Clinic (HPC)**

\$49,500  
Recommendation

Funding is recommended for primary and preventative medical care, which are provided at Health Partnership Clinic's office in Olathe, a pediatric clinic in Shawnee Mission, and a school-based clinic in Merriam. Funding helps to support a Nurse Practitioner providing care to uninsured patients at the Olathe Clinic. HPC's patients are primarily low-income and the majority are uninsured or publicly-insured. HPC is Johnson County's largest safety-net clinic and only Federally Qualified Health Center; it utilizes a medical home model which emphasizes prevention and health maintenance while providing a broad scope of services including care for patients with chronic diseases. HPC also provides dental and behavioral health services, and works in partnership with homeless shelters, delivering onsite health

care services and case management. Specialty care is provided through a network of providers.

**2022 Results Projected:** Anticipated program results include access to a medical and dental home for low-income and uninsured residents, patients achieve better health outcomes and are satisfied with services they receive, and patients continue to utilize HPC as their health home. During 2022, HPC anticipates serving 9,347 Johnson County residents through 25,125 patient office visits or encounters.

**Outcomes achieved during 2020:** 6,258 Johnson County residents were served through 15,485 patient office visits and/or clinical encounters. Approximately 94% of patients surveyed indicated they were either satisfied or very satisfied with overall care they received as a patient. 49% of hypertensive patients maintained blood pressure below 140/90; 64.7% of diabetic patients achieved HgA1c (blood glucose) level of 9.0 or below.

Health Partnership Clinic is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$49,500/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Hillcrest  
Ministries of  
MidAmerica**

\$10,000  
Recommendation

Funding is recommended for Hillcrest's Transitional Housing – Homeless Youth and Families Program. Transitional housing for homeless youth, up to age 24, families with children, and single adults will be provided in seven apartments located in Overland Park. Hillcrest uses either the U.S. Housing and Urban Development or McKinney-Vento definition of homeless and clients are at or below federal poverty guidelines. The program provides housing and food, case management, budget counseling and connection to community services to address immediate and ongoing needs, such as medical, dental, vision, mental health, substance abuse treatment, employment training, tutoring, and mentoring.

**2022 Results Projected:** 30 homeless children, youth, and adults will be provided transitional housing and achieve at least one goal from their assessment plan. Homeless youth will work toward achieving an education goal and adults will maintain or improve employment.

**Outcomes achieved during 2020:** 30 residents of Johnson County were served through transitional housing and completed individual service assessments. Each client completed at least one achievement goal identified in their individual service assessment. Of those, 3 youth worked toward achieving education goals and 12 adults improved and maintained employment.

Hillcrest Ministries of MidAmerica is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$10,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Inclusion Connections** A new applicant, funding is recommended for the EmployAbility/PawsAbilities employment program, which provides job training, transportation, job counseling, and wrap around services for low-income young adults with developmental disabilities (IDDs). The EmployAbility/PawsAbilities program is one of several services provided by Inclusion Connections. Inclusion Connections provides both day programs and evening programs for its clients including educational programs, life skills, and entertainment and physical activity-based programs. All programs are low-cost and sliding scale fee for low-income clients.

**\$5,000 Recommendation** With supportive job training, ongoing transportation assistance, barrier reduction, and client choice to direct employment opportunities, the EmployAbility/ PawsAbilities program supports long-term employment, quality of life, and independence among young adults with IDD and allows caregivers to maintain employment, supporting positive family outcomes. Employment among young adults with IDD nationally is 15%.

**2022 Projected Outcomes:** 75% of EmployAbility program participants will obtain employment; 90% of employed clients will maintain employment; and clients will report an increase in quality of life.

**Johnson County Interfaith Hospitality Network (JCIHN)** JCIHN provides shelter, meals, transportation and case management for families and single unaccompanied females experiencing homelessness. Area congregations provide shelter and meals on a rotating schedule while JCIHN staff helps families regain self-sufficiency and independence. Human Service Funds are used to provide strengths-based case management which includes assistance with transportation, referrals to other community resources, assistance with budgeting, money management, and job and housing searches. Services are provided by over 3,000 volunteers through partnerships with 40 faith congregations.

**\$9,000 Recommendation**

**2022 Results Projected:** During 2022, the agency expects to serve 40 Johnson County residents with 2,500 days of shelter and case management. Clients completing the program will increase their economic resources, and approximately 50% will move into homes of their own within four months of entering the network. Volunteers will increase their awareness of human service needs in Johnson County.

**Outcomes achieved during 2020:** During 2020, 57 Johnson County residents were served. Of those completing the program, 65.5% reported increasing their income by 25% or more while in the program, and 52.5% moved into homes of their own within three months of entering the network. Johnson County residents received 1,656 cumulative days of shelter and strength-based case management.

JCIHN is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$9,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Kansas Children's Service League (KCSL)**

\$20,340

Recommendation

Funding is recommended for Healthy Families Johnson County, a child abuse prevention program which provides intensive home-based education and family support services to parents who are experiencing extreme stress and are "at-risk" for abuse and neglect. Eligibility is based upon risk factors, not income, however, most of the families are low-income. Participants receive routine at-home visits, case management, referrals to community resources and services, child development and parent education, and linkage to health care services. Parent engagement includes Parent Cafés, parent support groups, and a parent advisory group. Funding is also recommended for the \$540 annual cost of webhosting the Johnson County Early Learning Collaborative, a collaborative of organizations (including KCSL) which serve young children. The website is used to connect caregivers and providers with programs that serve children, and as link to My Resource Connection when other services are needed.

**2022 Results Projected:** During 2022, 250 Johnson County individuals are expected to be served. Anticipated outcomes include: families will not have any substantiated child abuse or neglect while in the program; children will be covered by health insurance and current on immunizations; and, children will have had a developmental screen in the last six months (or are already receiving services for developmental delays).

**Outcomes achieved during 2020:** 259 Johnson County residents were served. 99% of the families served remained free from substantiated abuse and neglect while in the program and 85% of children were up to date on immunizations. 99% of children enrolled for at least six months had health insurance and 90% had a developmental screening.

KCSL is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$20,340/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**KidsTLC**

\$17,500

Recommendation

Funding is recommended for KidsTLC Thriving Families program which offers resource referral, parent support groups, and health care navigation to families who face behavioral and mental health issues with their children. The program serves families in the community and families who have children in one of KidsTLC's programs. Eligibility is not based upon income, however, most of the families are low-income (58% of KidsTLC's clients are living below 200% of the Federal Poverty Level). The program serves as the navigation arm for the agency, helping families find mental health/health care, housing and community resources/support. It also provides education and support to Spanish-speaking families. The program is a health navigation resource for schools and participates in Olathe and Shawnee Mission School Districts' IMPACT Olathe and Project Home programs which serve youth and families who are at-risk for homelessness. The goal of Thriving Families is to educate families about health issues, trauma, and raising healthy children; and, to provide health navigation resources so parents can raise healthy children.

**2022 Results Projected:** KidsTLC estimates serving 325 Johnson County residents through this program. Program results include clients will experience increased access to services, barriers to services are reduced, and clients express increased awareness of resources.

**Outcomes achieved during 2020:** Through crisis intervention, housing support, and health

navigation, the Thriving Families program served 185 Johnson County residents as well as 139 (not unduplicated) individuals through the Que Onda Familias educational platform. 45% of clients reported an increase in knowledge of their needs and resources available; 45% reported an increase in self-sufficiency as measured by the Arizona Self-Sufficiency Survey, and families were referred to KidsTLC services, including outpatient, respite care, intensive outpatient, Strengthening Families, Parents as Teachers, CARES parent education, and more.

KidsTLC is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$17,500/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**NCircle DBA  
Cultivate, Inc.,**

\$19,696

Recommendation

In 2021, NCircle, a subcontractor of Goodwill of MoKan, replaced Goodwill as the applicant for this Training and Employment Program. Funding is recommended for NCircle's Digital Literacy and College of Trades programs which provide skills training, certification instruction, financial education, job placement, and mentorship for individuals in Johnson County Department of Corrections Adult Residential Center (ARC) and Therapeutic Community, as well as adults on probation upon release from the ARC. In an expansion of this program, NCircle is working with partners and Johnson County Community College to provide college credit courses and community college support for clients. Through these programs, new life skills, employment training, and case management resources will be provided to clients (most of whom return to Johnson County upon completion of sentence/probation period). Program participants demonstrate increased rate of employment, increased income, decreased recidivism, and decreased new charges.

**2022 Results Projected:** NCircle plans to serve 80 Johnson County residents through this program. Participants will increase their workplace skills and digital skills, increase the number of persons with in-demand workforce credentials in Johnson County, and demonstrate a reduction in recidivism and costs to the County.

**Outcomes Achieved in 2020:** Goodwill and NCircle served 88 individuals through 5,430 hours of instruction and case management. Clients of the program earned 71 certificates through the College of Trades program and none of program participants reoffended or committed a new crime since their successful completion of the program.

NCircle is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$19,696/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Safehome**

\$21,000

Recommendation

Safehome provides shelter and other assistance to survivors of domestic violence. For 2022, funding is recommended for case management to support Safehome clients living in its emergency shelter. Safehome clients are provided case management as well as therapy, legal services, hospital advocacy, and a hotline. This is a new program for HSF funding; previously, HSF supported an economic empowerment program focused on financial

literacy, workshops, and employment assistance. Employment assistance and financial literacy will continue to be supported through case management services for shelter clients.

**2022 Results Projected:** Safehome will provide emergency shelter to 77 Johnson County residents. 65% of residents will transition from Safehome after 90 days to permanent housing and remain housed for at least six months; residents will increase financial independence and stability through employment and budgeting; residents will increase their knowledge about domestic violence, create a safety plan, and improve mental health through therapy.

**Outcomes achieved during 2020:** 66 Johnson County residents participated in the economic empowerment program with 67% of clients in shelter for at least 4 weeks completing job interviews and 100% of clients in shelter for more than 12 weeks obtaining a job.

**Salvation Army  
Family Lodge -  
Olathe**

\$25,000

Recommendation

An increase in funding of \$2,000, for a total of \$25,000, is recommended to assist low and very-low income homeless families in Johnson County with food and shelter at the Salvation Army Family Lodge in Olathe. In most cases, the Lodge provides up to 90 days of shelter (with a maximum stay of 180 days in some circumstances). Residents meet weekly with a case manager who utilizes the strengths-based case management model. Classes and/or skill building opportunities include parenting, financial literacy, maintaining employment, housing searches, daily living/life skills, developing a support system, and navigating mainstream resources.

**2022 Results Projected:** In addition to providing safe shelter, outcomes will include families increasing their skills or income, applying for mainstream services (SNAP, TANF, Medicaid, etc.), moving into transitional or permanent housing, and children beginning or continuing to receive daycare services as a work support for guardians. The Family Lodge anticipates serving 150 Johnson County residents.

**Outcomes achieved during 2020:** The Family Lodge provided 24,378 units of service which it defines as “one bed night and/or one meal provided” to 134 Johnson County residents. 96% of families exiting the program moved into transitional or permanent housing. 100% of eligible families applied for and received mainstream services (medical assistance, childcare subsidy, WIC, and SNAP). 91% of participants who successfully completed the program increased their skills or income.

Salvation Army is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$25,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Sunflower House**

\$46,898

Recommendation

An increase of \$4,398 is recommended, for a total of \$46,898, in funding to support the Personal Safety Education Program, a child abuse prevention education program. Sunflower House provides child-based education and mandated reporter training free of charge, and this increase helps offset loss of program fees; without grant support, these

programs are not sustainable. The program includes: 1) *Happy Bear*, an interactive drama in Spanish and English for children ages four to seven enrolled in public and private early childhood centers and elementary schools; 2) *Think First and Stay Safe*, a curriculum for grades PreK-5 that reinforces personal and digital boundaries and emphasizes that bullying and sexual abuse are against the law; 3) *E-Safety*, provides middle school students with information about how to protect themselves from online predators, and includes safety topics such as sexting, bullying, child exploitation, and social networking; 4) *Keeping Kids Safe Online*, a workshop for parents and caregivers provided in partnership with the FBI Cyber Crimes Unit; 5) *Stewards of Children*, a child sexual abuse prevention and education training for adults; 6) *Mandated Reporter Training* which teaches attendees to recognize signs of sexual abuse, correct procedures/laws for reporting, and how to handle a child's disclosure; and, 7) *Child Protection Project*, a presentation designed to raise the awareness of child sexual abuse among parents and caregivers, and give them tools needed to be proactive in protecting children.

**2022 Results Projected:** Age-appropriate person safety/abuse education will be provided to children; adults will be educated on child abuse indicators and reporting abuse; youth and adults will increase their knowledge of online crimes against children, including online safety steps and proper reporting. The agency anticipates reaching 15,000 Johnson County residents during 2022.

**Outcomes achieved during 2020:** 14,465 Johnson County residents were served. In post-program surveys, 98% of children indicated they would report unwanted contact, including physical touches and electronic communications. 98% of adults, including those within the special needs community, who were educated on child abuse indicators and reporting abuse, indicated they gained new information and 96% said they would monitor the electronic communications of children more closely.

Sunflower House is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$46,898/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

## APPENDIX A

### 2022 HUMAN SERVICE FUND PARTICIPATING JURISDICTIONS

| JURISDICTION                                     | CONTRIBUTION     |
|--------------------------------------------------|------------------|
| Johnson County                                   | \$151,500        |
| De Soto                                          | \$2,880          |
| Edgerton                                         | \$2,500          |
| Gardner                                          | \$6,600          |
| Leawood                                          | \$18,000         |
| Lenexa                                           | \$22,350         |
| Merriam                                          | \$10,000         |
| Mission                                          | \$10,000         |
| Olathe                                           | \$70,000         |
| Overland Park                                    | \$94,000         |
| Prairie Village                                  | \$10,000         |
| Roeland Park                                     | \$6,000          |
| Shawnee                                          | \$30,000         |
| Spring Hill                                      | \$2,000          |
| Westwood                                         | \$2,000          |
| <b>Total from County Government &amp; Cities</b> | <b>\$437,830</b> |
| UCS Administration                               | \$27,000         |
| <b>Total Available to Allocate</b>               | <b>\$410,830</b> |

### 2022 HUMAN SERVICE FUND GRANT REVIEW COMMITTEE

#### UCS Board Members

- Robin Harrold, *Committee Chair*, AdventHealth
- Marshaun Butler, Children's Mercy Kansas City
- Tara S. Eberline, Foulston Siefkin, LLP
- Mickey McCloud, Johnson County Community College
- Vanessa Vaughn-West, Lathrop GPM LLP

#### UCS Council of Advisors

- Hon. Steve Tatum (ret'd), 10<sup>th</sup> Judicial District Court

#### Community Members

- Janet Barrow, WaterOne

Staff support: Christina Ashie Guidry, UCS Director of Resource Allocation

## **APPENDIX B**

### **2022 HUMAN SERVICE FUND GUIDELINES**

The Human Service Fund is a competitive process that awards grants to nonprofit organizations for operating health and human service programs that promote self-sufficiency, well-being and/or personal safety of Johnson County residents who live with income at or near the federal poverty level. Funded programs provide pathways and opportunities for building a healthy community where every resident is empowered to reach their full potential. Components of the safety net investment that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety.

#### **FUNDING PRIORITIES 2022**

Health and human service programs funded by the Human Service Fund must:

- promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, education/training, work and income supports, or health.
- offer county-wide services or fill a gap which results in county-wide benefit.
- offer equal access to all clients and prospective clients who could benefit from the program.
- deliver measurable outcomes which benefit county residents and, in the long-term, benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.

Priority is given to programs that:

- address emergency aid and shelter, adequate housing, child/adult abuse, child welfare, health, work support services such as transportation, childcare and early childhood development, and job training.
- serve individuals and/or families with income below or near the federal poverty level.
- demonstrate innovation and/or collaboration in program delivery.
- are consistent with an evidence-based program, best practices or promising practices, or replicate a successful model.
- build the capacity of neighborhoods and local jurisdictions to support equity in the social determinants of health.

#### **ELIGIBILITY**

- Applicants must deliver direct services to Johnson County residents, be recognized by the IRS under section 501(c)(3), provide health and human services programming as their primary mission, and be in good standing in Kansas or Missouri as a nonprofit corporation, i.e. may not be an entity of city or county government.
- Agency must provide most recent IRS form 990 and, if requesting \$5,000 or greater in HSF funds, an independent certified audit of the previous year's financial records, or, if total agency revenues were less than \$250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must have been completed within nine (9) months of the close of the fiscal year. Upon request, the agency may need to provide additional financial information.
- The applicant complies with Agency Standards.

- Applicant affirms compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Human Service Fund.
- Funded program must:
  - promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, work and income supports, or health.
  - primarily serve Johnson County, Kansas residents who live with income at or near federal poverty level. However, programs that do not meet this criterion may still be eligible if the program addresses child/adult abuse, and/or leads to the prevention of poverty, and primarily serves Johnson County residents.
  - clearly define and measure outcomes for participants.
  - benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
  - offer county-wide services or fill a gap which results in county-wide benefit.
  - offer equal access to all clients and prospective clients who could benefit from the program.
- Only one HSF application may be submitted by an agency. Applications will not be accepted for both the HSF and Alcohol Tax Fund (ATF, managed by Drug and Alcoholism Council, a program of UCS) for the same program during the same funding cycle. However, applications may be submitted for both funds by the same agency or department for discrete programs during the same funding cycle. Criteria of discrete programs include, but are not limited to, programs for which expenses are recorded separately for purposes of functional accounting, programs that, if serving a population targeted by another program, serve a distinct need of that population, and/or employ distinct strategies and projected outcomes.
- Applications for substance abuse programs are not accepted and should be directed to the ATF.



# United Community Services of Johnson County

March 5, 2021

## Board Members

Roxann Kerr Lindsey, President  
Kate Allen  
Marshaun Butler  
Joe Connor  
Tara Eberline  
Erik Erazo  
Rev. Adam Hamilton  
Robin Rollins Harrold  
Thomas Herzog  
Donna Lauffer  
Patty Markley  
Dr. L. Michael McCloud, PhD  
Hon. Donald Roberts  
Kevin Tubbesing  
Vanessa Vaughn West  
Dave White  
Rebecca Yocham

## Council of Advisors

Gary Anderson  
Mary Birch  
Dr. Andy Bowne  
Pat Colloton  
Dr. Stuart Day  
Hon. Peggy Dunn  
Hon. Ed Eilert  
Jeff Ellis  
SuEllen Fried  
Ellen Hanson  
Terrie Huntington  
Audrey Langworthy  
Penny Postoak Ferguson  
Jill Quigley  
Tom Robinett  
Clint Robinson  
Carol Sader  
Brad Stratton  
Charlie Sunderland  
Hon. Stephen Tatum  
David Warm

## Executive Director

Julie K. Brewer

Hon. Mike Kelly  
City of Roeland Park  
4600 W. 51st St.  
Roeland Park, KS 66205

Dear Mayor Kelly:

### **Subject: Human Service Fund – 2020 Year End Report and 2022 Request for \$6,000**

UCS and organizations supported through the Human Service Fund (HSF) thank the City of Roeland Park for its longtime partnership in leveraging resources to address well-being, self-sufficiency, and personal safety needs of your residents and community members throughout Johnson County. Every few years, UCS board and staff review funding and determine if an increase is warranted to ensure important programs and services are available to meet the evolving needs of our residents.

As Roeland Park prepares its budget for 2022, please consider an investment of \$6,000 for the HSF. We are asking all jurisdictions to make a modest increase for two reasons: to respond to growing and more complex human service needs due to effects of the coronavirus pandemic and to support a new Small Grants Pool of funds through HSF.

The HSF is an important city/county partnership that pools dollars to support nonprofit programs which provide an essential health and human service safety net in our community. These programs help people live healthy, safe and productive lives; and the Human Service Fund provides a direct benefit to local governments and taxpayers by reducing the need for more costly interventions at public expense – such as law enforcement, courts, and code enforcement.

Enclosed is the *HSF 2020 Year-End Report*, which details how 2020 HSF grantees utilized \$371,776 in funding to provide more than 168,000 units of service – such as medical and dental appointments, nights of safe housing, childcare assistance, emergency food, rental, and utility assistance, case management and more – to more than 37,000 Johnson County residents. Also enclosed is a one-page background document on HSF, entitled *Why Contribute to the Human Service Fund*.

UCS is excited to share that 2022 will mark a few innovations in HSF; in planning for these innovations, UCS staff has contacted city staff for their thoughts and input. First, established grantees will be able to apply for a 2-year funding commitment, contingent on grantee performance and jurisdiction funding, which will allow for better resource planning by grantees and create capacity for UCS to work with grantees on continuous improvement regarding outcome measurement data collection and reporting. Grantees will continue semi-annual and annual reporting on both program outcomes and financial data.

March 5, 2021

Second, the pandemic has highlighted Johnson County residents' need for human services, particularly emergency assistance and work-related supports, such as education, transportation, and job training, to support local recovery. At the same time, many grassroots and growing nonprofits who offer important and needed services lack grant-writing capacity and experience to obtain funding to respond to that need. This intersection is where Roeland Park's increased investment in HSF can build capacity amongst nonprofits in Johnson County.

In 2022, HSF will reserve a portion of increased funds committed by jurisdictions for competitive small grants. Using a streamlined application, nonprofits will be able to apply for amounts <\$5,000 for specific projects within HSF priorities. Grantees will provide semi-annual reporting. Roeland Park will benefit from the Small Grants Pool through increased and targeted programmatic impact among its residents and, longer-term, through the maturation of local nonprofits. Experienced nonprofits with grant-writing experience and proven outcomes will be better equipped to engage in fund development. This strengthens the human service safety net for Johnson County residents and diverts costs from local government.

UCS and the agencies funded with your contribution to the Human Service Fund are grateful for your support. We hope we can count on you to increase your contribution in 2022. If you have any questions, please contact me or Christina Ashie Guidry, UCS Director of Resource Allocation, [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org). Thank you in advance for your consideration.

Sincerely,

A handwritten signature in dark ink that reads "Julie K. Brewer". The signature is written in a cursive, flowing style.

Julie K. Brewer  
Executive Director

cc: Keith Moody, Jennifer Jones

Enclosures: *Human Service Fund 2020 Year End Report*  
*Why Contribute to the Human Service Fund*



***Human Service Fund: A Collaborative City/County Partnership***  
**2020 Year-End Report**

Since 1990, United Community Services of Johnson County, Inc. (UCS) has worked in partnership with cities\* and Johnson County Government to support programs that improve the quality of life through human service strategies. For 2020, 15 nonprofit organizations were awarded \$371,776.

This report provides an overview of programs supported by the Human Service Fund (HSF) during 2020 – a year of unprecedented challenges and growing human service needs. Despite state-mandated closures and limitations on operations that continued throughout the year, grantees provided over 168,000 units of service to more than 37,000 Johnson County residents.\*\* These “units of service” are measured through a full spectrum of programs designed to offer support and build self-sufficiency and well-being. Examples of an unit of service include: medical and dental appointments, nights of safe housing, economic empowerment and counseling programs, emergency rental and utility assistance, food pantries, hours of case management, employment training and more.

Amid the global coronavirus pandemic, many HSF grantees pivoted to provide critical services in new ways – shifting to telehealth and online services, engaging in education and training through social media platforms, providing “porch” consultations, expanding service portfolios to include direct assistance like drive through food pantries, and supporting clients in accessing safety net services and CARES Act funds.

**Human Service Fund Priorities:**

Programs funded by the HSF must deliver measurable outcomes which benefit Johnson County residents and, in the long-term, benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.

1. Programs funded by the HSF must fit the definition of “Safety Net or Work Supports.” Priority is given to programs that address emergency aid and shelter, child/adult abuse, child welfare, health, work support services such as childcare and early childhood development, and job training.
2. Priority will be given to programs that serve individuals and/or families with income below or near the federal poverty level.
3. Priority will be given to programs that demonstrate innovation and/or collaboration in program delivery.
4. Priority will be given to programs that are consistent with an evidence-based program, best practices or promising practices, or replicate a successful model.

The UCS board of directors, funded programs and program participants thank the Board of County Commissioners, and Mayors and Council Members who make these funds available. For additional information, contact Julie Brewer, Executive Director, 913.438.4764 ([julieb@ucsjoco.org](mailto:julieb@ucsjoco.org)).

| <b>2020 Funding</b>       |                  |
|---------------------------|------------------|
| Johnson County Government | \$141,775        |
| 15 Cities                 | \$253,001        |
| Interest                  | \$3,000          |
| Total Dollars             | \$394,776        |
| UCS Administration        | -\$26,000        |
| <b>Grant Awards</b>       | <b>\$371,776</b> |

*\*Participating jurisdictions include Johnson County, De Soto, Edgerton, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, Roeland Park, Shawnee, Spring Hill, and Westwood.*

*\*\*Grantees were not able to capture unduplicated client counts for some services, such as services provided through some online platforms and drive through food pantries; as a result, service numbers are an underestimate for 2020.*

## 2020 Human Service Fund Year-End Report

### **CASA of Johnson and Wyandotte Counties**

351 Johnson County children served through >15,500 hours of support and advocacy

\$48,000 Grant

CASA's (Court-Appointed Special Advocate) Child Advocacy Program is a court-ordered program that serves children involved in cases where conflicting case information has been presented to the judge, there is extreme neglect or abuse, or there are concerns about implementation of services. A trained CASA volunteer advocate focuses on the child's needs. The volunteer gathers information from significant adults in the child's life, and with a CASA supervisor, submits a report to the judge who is then able to make a more informed decision regarding the child's future. Despite court closures and virtual court appearances during much of 2020, the Child Advocacy Program served 428 children within and outside of Johnson County with over 15,500 hours of advocacy.

**Outcomes achieved during 2020:** The presence of a stable adult is a key factor in building resilience from a history of trauma. 98% of children served by CASA had a stable adult presence in their CASA volunteer during their court involvement. While assigned to a CASA advocate, 99% of the children served did not have an additional affirmed or substantiated report of abuse to Kansas Department for Children and Families. Of the CASA-served youth eligible for graduation or working towards obtaining a GED, 90% were successful (graduated or awarded a GED). This percentage for academic milestones far exceeds the state average for children in foster care.

### **Catholic Charities of Northeast Kansas**

13,058 Johnson County residents served through 51,816 service encounters

\$70,000 Grant

Through two centers in Johnson County, Catholic Charities of Northeast Kansas provides an emergency assistance and supportive housing program for families living at or below 150% of federal poverty guidelines. Emergency assistance protects and promotes the well-being of families and children by meeting basic needs such as food, shelter and clothing, as well as financial assistance with prescription medication, utility payments, and transportation. The case management delivery model emphasizes modes of self-sustainment, including asset development/financial literacy, education on life skills and connection to other resources. While individuals served by Catholic Charities are fewer than in previous years, Catholic Charities is utilizing longer-term holistic services to support households in achieving household stability. As a result, those served engaged in significantly more services than in prior years, resulting in 51,816 units of service provided, despite mandated closures of facilities in spring and summer of 2020.

**Outcomes achieved during 2020:** Visits to Catholic Charities for food assistance totaled 20,110. Direct financial assistance enabled 940 individuals to maintain safe housing for at least 30 days. 1,044 individuals benefited from utility service assistance which enabled them to sustain utility services for 30 days. All individuals who received direct financial assistance completed a financial assessment with their case manager. 91% of individuals who received financial assistance also completed at least one component of financial literacy education (Money Smart, Your Money-Your Goals), and received one-on-one budget coaching.

|                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>El Centro, Inc.</b></p> <p>Unduplicated number of Johnson County residents served: 3,248</p> <p>2000 individuals accessed food from drive-thru food pantries</p> <p>&gt; 36,000 individuals engaged through social media</p> <p>\$22,800 Grant</p> | <p>El Centro's Johnson County Family Services Program provides a set of safety-net services to low-income, under-insured and uninsured Johnson County residents. Services include, but are not limited to, emergency assistance, assistance filing taxes, financial literacy classes and individual counseling regarding money management, and access to healthcare (health navigation and promotion). Assistance filing taxes is through El Centro's VITA (Volunteer Income Tax Assistance) site, located in Overland Park. The other services are provided in El Centro's office located in Olathe. In 2020, El Centro responded to the pandemic by leveraging its relationship with the community to support distribution of approximately \$200,000 in CARES Act rental and utility assistance and added a food pantry for food insecure households.</p> <p><b>Outcomes achieved during 2020:</b> Clients' immediate basic needs were met: 265 households received utility assistance and were able to maintain utilities for minimum of 30 days, and 269 households received rent assistance which enabled them to sustain housing for minimum of 30 days. 534 individuals completed the financial empowerment class. 51 people were assisted with the process that enabled them to receive an Individual Tax Identification Number and thus file income taxes; 964 people were assisted in filing their taxes. 575 individuals were assisted with applying for the Supplemental Nutrition Assistance Program (SNAP) and received benefits; 208 enrolled in KanCare with assistance. 346 individuals were referred to a community healthcare resource and of those, 100% had at least one successful outcome. 107 individuals completed a class about eating healthy on a budget. In 2020 as a response to the pandemic, El Centro also provided food distribution through a drive through process, serving over 2,000 individuals (not unduplicated) in Olathe. El Centro also implemented social media educational videos on topics like healthy eating, budgeting, voting, the census, and COVID-19 with total views exceeding 36,600 between July-December 2020.</p> |
| <p><b>FosterAdopt Connect</b></p> <p>Johnson County residents served: 92</p> <p>\$5,000 Grant</p>                                                                                                                                                        | <p>A new HSF grantee in 2020, FosterAdopt Connect's Family Advocacy Program's peer-to-peer support connects foster and adoptive families with trained advocates (experienced foster parents) who help families navigate and resolve issues related to interaction with the child welfare system. Examples of challenges include problems accessing school-based services and mental health services, and delays in reimbursement. The program forms the foundation of the agency which offers multiple programs/services in the Kansas City area. Founded in 1998, the agency operates five resource centers, including one in Lenexa.</p> <p><b>2020 Outcomes:</b> During 2020, FosterAdopt Connect served 250 unduplicated children and adults, 92 of whom were Johnson County residents. As a response to COVID-19 restrictions, FosterAdopt expanded use of virtual contact, which allowed it to work more effectively with underserved rural clients. 87% of families being supported through direct advocacy developed and maintained an action plan within 30 days of initial contact, 85% of families had indirect advocacy needs resolved within 3 business days, and 18% of families received advocacy and/or community support to preserve placements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Goodwill of MOKAN**

88 Johnson County residents engaged in 5,430 hours of case management and training

\$16,696 Grant

A new grantee in 2020, the Human Service Fund supports Goodwill's enhanced Training and Employment program. This program collaborates with NCircle, Inc. to provide skills training, certification instruction, financial education, job placement, connections to community services, and job retention services for individuals in Johnson County Department of Corrections Adult Residential Center (ARC) and Therapeutic Community, as well as adults on probation upon release from the ARC. Programs include essential life skills training, digital literacy and computer skills training, and occupational training courses, such as OSHA 10, welding, and forklift training. These programs enhance the qualifications of Johnson County workforce.

**Outcomes achieved during 2020:** In 2020, 88 individuals engaged in the training and employment program, receiving 5,430 hours of instruction and case management. Based on assessments, 100% of participants showed increased life skills and 100% of participants demonstrated increased digital literacy and computer skills. 65% of program participants were able to successfully find employment. Clients of the program earned 71 certificates through the College of Trades program. None of the program participants reoffended/committed a new crime since their successful completion of the program.

**Growing Futures  
Early Education  
Center**

Johnson County residents served: 62 through subsidized wrap around care for 17 children, virtual learning, and family support through home visits.

\$9,000 Grant

Most of the families served by Growing Futures are living at or below federal poverty guidelines. Through the Human Service Fund grant, scholarships for childcare assistance help low-income families experiencing financial hardships who are unable to pay their share of childcare fees (federal Head Start grants fund 3.5 hours of the day and parents are responsible for costs wrapped around the Head Start funded hours). Scholarships allow for continuity of early childhood care and education while parents are working or attending school. Emergency assistance is provided to families in need of short-term help, particularly with housing (those in jeopardy of losing Section 8 eligibility because of inability to pay rent on time), and food. This was particularly acute in 2020 due to the pandemic and Growing Futures supported 66 individuals through HSF funds with scholarship assistance and family support. During facility closure due to the coronavirus, Growing Futures provided educational materials and virtual learning for families. It also provided virtual home visits to support families in reaching family goals and met basic needs of families through delivery of diapers and wipes and seasonal produce.

**Outcomes achieved during 2020:** Seventeen children and their families received short term help or fee subsidies which allowed parents to remain working or in school while facing financial challenges. The needs of families went beyond monetary. Growing Futures' Family Support Advocates also helped families obtain childcare subsidy funding and resources specific to single fathers, incarceration, and mental health treatment as well as diapers, wipes, and food. During 2020, no children left the program due to inability to pay fees. Despite the challenges of the pandemic, 87% of the assisted families achieved steps toward the completion of a large family goal – such as maintaining employment, learning English, purchasing a first home, or working toward a GED. For the 2019-20 school year, 87% of kindergarten eligible children achieved kindergarten readiness based on the Classroom Observation Record.

### **Harvesters – The Community Food Network**

Johnson County children served:\*

BackSnack -1,610 children

Kids Cafe – 1,551 children

35,440 BackSnacks

6,804 café meals

\$15,000 Grant

The Human Service Fund supports Harvesters BackSnack and Kids Café programs within Johnson County. BackSnack provides low-income children with a backpack of food to take home from school over the weekends. Harvesters purchases food for the backpacks, transports the food to community partners and links schools to community partners. School staff identify children who are in greatest need of food assistance. Kids Café is provided in after-school locations and summer sites in Johnson County. Harvesters delivers meals directly to Kids Café sites and provides meals there at no cost to children and youth. Free and reduced lunch school statistics help determine location of Kids Café sites across school districts in Johnson County. Due to school closures beginning in March and continuing throughout 2020, Harvesters worked with community partners to provide pick-up meals for students.

**Outcomes achieved during 2020:** Harvesters provided 35,440 BackSnacks to children in Johnson County and Harvesters' Kids Cafe program served a total of 6,804 meals to food-insecure children.

\*Harvesters is not able to provide an unduplicated count of children served between Kids Café and BackSnack, or by each individual program over the calendar year or a school year. In order to determine the minimum number of unduplicated children served by both programs, the largest number of children served in each Johnson County jurisdiction during a six-month period for either program was added together for total of 3,161.

### **Health Partnership Clinic of Johnson County**

6,258 Johnson County residents utilized 15,485 healthcare visits

\$45,000 Grant

The Health Partnership Clinic (HPC) provides primary and preventative medical care and dental and behavioral health services for low-income and uninsured patients who otherwise would not have access to care. HPC health care services include both pediatric and adult care. Specialty care is provided through a network of providers. In addition, a walk-in clinic and case management services are provided for patients who are homeless. Based on recommendations from the American Dental Association and mandated closures, the dental clinic was closed from March-June to limit COVID exposure.

The pandemic has resulted in other changes at HPC, including patient triage of those who have COVID symptoms and drive-thru testing minimize COVID spread. Many HPC patients, in particular pediatric patients, delayed well child visits or regular visits for fear of COVID exposure. In response, HPC implemented drive-thru vaccination clinics to support pediatric vaccinations. HPC also implemented new platforms for telehealth technology to continue providing healthcare services during mandated closures and to support social distancing and limit exposure of patients and healthcare providers.

**Outcomes achieved in 2020:** HPC served 8,501 patients from within and outside of Johnson County in 2020. In 2020 there were 20,187 patient office visits and/or clinical encounters. Approximately 95% of patients surveyed indicated they were either satisfied or very satisfied with overall care they received as a patient. Patients achieved positive health outcomes as indicated by 61% of hypertensive patients who had their blood pressure under control with readings below 140/90, and 60% of diabetic

patients who achieved HgA1c (blood glucose) level of 9.0 or below during the last half of the year, despite the stressors of the pandemic.

**Hillcrest Ministries of MidAmerica**

Johnson County residents served: 25

3,299 nights of housing

\$10,000 grant

Hillcrest’s Transitional Housing – Homeless Youth and Families program provided transitional housing for 25 homeless youth, children and families in apartments located in Overland Park. The youth program provides up to 24 months of housing and services, including individual case management and budget counseling, and connection to community services to address immediate and ongoing needs as applicable, such as medical, dental, vision, mental health, substance abuse treatment, employment training, tutoring, and mentoring. Adults and families receive similar services, for a shorter period of up to three months.

**Outcomes achieved during 2020:** All youth and families received an individual assessment of needs including health, employment, education and housing. The six homeless youth worked toward achieving education goals (their work toward those goals continues), and seven adults are employed full-time. Over 810 hours of volunteer time and \$25,000 in in-kind donations were contributed to the program.

**Johnson County Interfaith Hospitality Network**

57 Johnson County residents accessed  
1,656 nights of shelter

\$9,000 Grant

Through partnerships with 36 faith congregations, Johnson County Interfaith Hospitality Network (IHN) provided homeless families and single unaccompanied women with shelter, meals, and case management which included assistance with budgeting and money management, job and housing searches, transportation, and referrals to community resources.

**Outcomes achieved during 2020:** Johnson County Interfaith Hospitality Network utilized the funding support to provide professional strengths-based case management for homeless families, and homeless single unaccompanied females. A total of 57 Johnson County residents were supported through this program in 2020. 52.5% of families moved to homes of their own, or transitional housing within four months of entering the network. 65.5% of families increased economic resources by 25% during their time in the network. While only two volunteer trainings were held in 2020 due to COVID, 94% of volunteers reported increased awareness of human service needs in our community after attending a volunteer training.

**Kansas Children’s Service League**

259 Johnson County residents engaged in  
827 client visits

\$20,280 Grant

Kansas Children’s Service League (KCSL) Healthy Families Johnson County, a child abuse prevention program, provides intensive home-based parent education, support, and case management to first and second-time parents who have been identified as being high risk for child abuse and neglect. Participants receive routine at-home visits, case management, referrals to community resources and services, child development and parent education, and linkage to health care services. During the pandemic, many of these visits were shifted to virtual or telephonic encounters or “porch” visits in outdoor settings. Parent engagement includes Parent Cafés, parent support groups, and a Parent Leadership Council. Parent engagement was also provided through virtual events and Facebook interactions, including family time events in which families received boxes of craft supplies and then participated in a party via zoom.

**Outcomes achieved during 2020:** 99% of families served by the program remained free from substantiated abuse and neglect while in the program. By the end of the year, 99% of children enrolled in the program for at least six months had health insurance and 90% had a developmental screening. A total of 87% of children were up to date on immunizations. KCSL notes that during 2020 their clients identified significant increase in stressors in 2020 related to the pandemic, including financial instability, food insecurity, domestic violence, and mental health issues; KCSL anticipates families will need additional support and more in-depth services in 2021.

## KidsTLC

Johnson County  
residents served: 185

139 individuals  
engaged with Que  
Ondas Familias

3,086 service  
encounters

\$18,500 Grant

KidsTLC's Thriving Families provides support and education services, including a Family Support and Navigation Specialist who is available to help families navigate the complexities of finding mental health/health care, housing, and community resources/support. The program also provides education groups for parents or guardians of KidsTLC clients through the CARES and Que Onda Familias (Spanish speaking) education and support groups. The program is a compliment to the residential and outpatient mental health services KidsTLC provides to children. Services are targeted to the following populations: homeless/McKinney Vento families in the Olathe and Shawnee Mission school districts; Spanish speaking families in Johnson County; parents/guardians of current KidsTLC clients; and families on long waitlists for mental health services. The goal of the program is to educate families on health issues, trauma, and raising healthy children and to provide health navigation and connection to community resources.

**Outcomes achieved during 2020:** KidsTLC served a total of 293 individuals in and outside of Johnson County as well as 139 (not unduplicated) individuals through Que Onda Familias in a total of 3,086 service encounters. During the pandemic, Que Onda Familias moved to an online platform, which increased class size from 20 adults per class to more than 130 – as a result, Que Onda Familias reached 2,109 (not unduplicated) individuals. KidsTLC helped meet people's live sustaining basic needs by referring clients to resources, as a result of referrals: 22 families were assisted with rent/deposits, 40 unduplicated households have had immediate crisis needs met or stabilized through emergency assistance programming/crisis counseling, 10 families were directed to food assistance, 1 to medication assistance, and 5 referred to Parents as Teachers program.

## Safehome

66 Johnson County  
residents engaged in  
95 economic  
empowerment  
sessions

\$21,000 Grant

Safehome provides shelter and other assistance to those fleeing domestic violence. Human Service Funds support the Economic Empowerment program. Through education, support, and referrals to community agencies, this program assists clients in taking control of their finances and moving towards financial independence as they work to rebuild their lives. Clients participating in Safehome's outreach programs also have access to financial literacy classes. To preserve client safety during the pandemic, Safehome eliminated room-sharing between non-household members; this resulted in a drop in shelter bed capacity from 60 to 28. Despite this challenge, through the shelter and outreach program, Safehome served 151 clients from inside and outside of Johnson County through online financial literacy classes and one-on-one sessions.

**Outcomes achieved during 2020:** Due to coronavirus restrictions, SafeHome shifted its Economic Empowerment Program to an online platform for training. 67% of clients in shelter on the Job Search Track (those who did not have a job or were underemployed) for at least 4 weeks completed at least 2 job interviews and 100% of clients in shelter for more than 12 weeks obtained a job. 84% of clients on the Budget Track set budgeting goals and 50% of clients in shelter for at least 4 weeks created a realistic household budget.

**The Salvation Army, Olathe**

134 Johnson County residents received 24,378 nights of shelter, meals, and hygiene kits

The Salvation Army Johnson County Family Lodge assists homeless and near homeless families with shelter and food at their Olathe campus. Each family receives strengths-based case management where they develop an individualized housing and financial stabilization plan and are assisted in locating affordable housing and establishing savings. Family therapy, crisis counseling, parenting classes and financial literacy programming are also available. The Salvation Army participates in the Coordinated Entry System which began in late 2017 under the auspices of UCS-facilitated KS-505 Johnson County Continuum of Care on Homelessness.

\$20,000 Grant

**Outcomes achieved during 2020:** 96% of families who exited the program moved into transitional or permanent housing. 100% of eligible families applied for and received mainstream services (medical assistance, childcare subsidy, WIC, work program supports, SNAP). 91% of households increased their skills or income through the program. Ten children utilized financial assistance for daycare which enabled their parents to go to work.

**Sunflower House**

Johnson County residents served: 10,761

\$42,500 Grant

The Human Service Fund supported the Sunflower House child abuse prevention program – the Personal Safety Educational program. The program includes: 1) *Happy Bear*, an interactive play for children ages four through seven in public and private early childhood centers and elementary schools; 2) *Think First and Stay Safe* for PreK-5<sup>th</sup> grade students; 3) *E-Safety*, an internet safety program for middle school students; 4) *Keeping Kids Safe Online*, education for parents; 5) *Stewards of Children*, a child abuse prevention training for parents and caregivers; 6) *Child Protection*, an adult-focused child sexual abuse prevention program; and, 7) *Mandated Reporter Training* which teaches attendees to recognize signs of sexual abuse, the correct procedures/laws for reporting, and how to handle a child's disclosure. Traditionally, Sunflower House provides in-person trainings to large groups; due to the pandemic, Sunflower House has shifted to providing virtual learning for larger groups and in-person training for small groups that can social distance appropriately. The program served 17,680 individuals from within and outside of Johnson County.

**Outcomes achieved during 2020:** Following training on personal safety, 98% of children indicated that they will report unwanted contact, including physical touches and electronic communication. 3,215 adults, including 382 within the special needs community, were trained regarding child abuse with 98.7% of adults indicating that they gained new information. After online safety training, 92% of youth indicated an increase in knowledge and 96% of adults indicated they will more closely monitor the electronic communications of children in their care.



# United Community Services of Johnson County

## Why Contribute to the Human Service Fund?

Investments in the health and human services result in a healthier, better educated, and highly skilled workforce. A community's workforce provides the foundation for a competitive economy and an attractive quality of life. The Human Service Fund (HSF) is a way for cities and county government to invest now in programs that promote the well-being, personal safety, and self-sufficiency of residents, preventing higher costs later.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>About the HSF</b>               | The HSF partnership has been in operation since 1990. Voluntary contributions from County Government and city general funds are combined to create a single pool of dollars that is awarded through a competitive grant process to nonprofit agencies. The process is managed by United Community Services of Johnson County, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>How funds are used</b>          | Grants support health and human service programs in the areas of emergency aid (such as food, housing), work supports that help low-income individuals achieve economic self-reliance (such as childcare, job training), access to health care and personal safety (prevention for those at risk of child abuse and/or family violence, and aid for victims of child abuse and family violence).                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Benefit to individuals</b>      | Unemployment, lack of childcare and early childhood development programs for working parents, homelessness, child abuse and neglect, domestic violence, and untreated medical conditions are issues that can touch people of all socioeconomic status. Philanthropy, the State, County or a single city alone cannot support the full array of services an individual might need to get through tough times and achieve self-sufficiency. Pooling dollars through the HSF is a cost-effective way for local governments to participate in supporting essential human services for residents. <i>During 2020, &gt;37,000 Johnson County residents benefited from &gt;168,000 services such as medical appointments, nights of shelter, case management, job training, and emergency food and rental and utility assistance.</i> |
| <b>Benefit to local government</b> | In the long-run, local government benefits from a strong array of health and human service programs. The availability of essential services helps people to be healthy, productive, and contributing members of the community. Neighborhoods are stable and the economy remains competitive. In addition, programs funded by the HSF help defer or reduce costs that would otherwise be incurred by city and County government, particularly costs for law enforcement. For example, preventing child abuse means law enforcement is not called upon to intervene and the court system is avoided.                                                                                                                                                                                                                             |
| <b>Benefit to business</b>         | Businesses require a dependable workforce and stable customer base. Health and human service programs can help when individuals face barriers to employment, such as health issues and concern for personal safety. These programs are a critical component of "quality of life" and "quality of life" boosts economic development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### The Need for Health and Human Services in Johnson County\*

- More than 1 in 7, or 82,391 residents, live in households with income less than 200% of the Federal Poverty Level - \$42,660 for a family of 3.
- 1 in 20 Johnson County residents, 31,942 people, live in households with income below 100% of the Federal Poverty Level - \$21,330 for a family of 3.
- 34,522 people (age 0-64) lack health insurance. Over 18% of people at the lowest income levels are uninsured.
- 24% of Johnson County households are burdened by the cost of housing; paying more than 30% of income for housing.
- 75% of school-age children (6-17 years-old) live in a household where all parents work; most require out-of-home care during work hours.
- Nearly 1 in 4 public school students participate in the Free and Reduced School Lunch Program.

Source: Kansas Department of Education, SY 2019-20

\*With exception of school lunch participation and Federal Poverty Level (FPL), data source is 2019 American Community Survey, 1-year estimates.

FPL source is U.S. Dept. Health & Human Services (2019). Produced March 2021

Item Number: Reports of City Liaisons- VI.-A.  
Committee 11/15/2021  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date: 11/10/2021  
Submitted By: Haile Sims  
Committee/Department: Racial Equity  
Title: **Racial Equity Committee**  
Item Type: Other

**Recommendation:**

Informational only. Haile Sims to provide update.

**Details:**

Financial Impact

|                             |                  |
|-----------------------------|------------------|
| Amount of Request:          |                  |
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Reports of City Liaisons- VI.-B.  
Committee 11/15/2021  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date: 11/10/2021  
Submitted By: Keith Moody  
Committee/Department: Ad-Hoc Development  
Title: **Ad-Hoc Development**  
Item Type: Other

**Recommendation:**

Informational only. Keith Moody to provide update.

**Details:**

Financial Impact

|                             |                  |
|-----------------------------|------------------|
| Amount of Request:          |                  |
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Unfinished Business- VII.-A.  
Committee 11/15/2021  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date: 11/12/2021  
Submitted By: Chris Verbrugge  
Committee/Department: Admin.  
Title: **COVID Report**  
Item Type: Report

**Recommendation:**

Report will be added Friday, November 12th.

**Details:**

Financial Impact

| Amount of Request:          |                  |
|-----------------------------|------------------|
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description  | Type       |
|--------------|------------|
| COVID Report | Cover Memo |

## Memo



**To:** Governing Body

**From:** Chris Verbrugge, City Management Intern

**CC:** Keith Moody, Donnie Scharff, John Morris, Kelley Nielsen,  
Erin Winn

**RE:** COVID-19 Update for the Period November 1 – November 15, 2021.

Below is a summary of activities that took place for the first half of November 2021 related to the COVID-19 Pandemic in Roeland Park and beyond.

### General

- As of November 15, 2021, Roeland Park is still in Phase 3 of the reopening plan.
- As of November 15, 2021, the State of Kansas is in Phase 5 of the vaccine distribution plan. All Kansans, aged 5 and older, are eligible to receive a COVID-19 vaccine.
- CDC Director Dr. Rochelle Walensky [endorsed](#) the CDC Advisory Committee on Immunization Practices' (ACIP) recommendation that children 5 to 11 years old be vaccinated against COVID-19 with the Pfizer-BioNTech pediatric vaccine.
  - Membership of the ACIP can be found [here](#).
- Governor Laura Kelly [announced](#) that the State of Kansas will adopt FDA and CDC recommendations for administering the Pfizer-BioNTech COVID-19 vaccine to children ages 5 to 11 under Emergency Use Authorization (EUA), making all Kansans 5 and older eligible for the COVID-19 Pfizer vaccine.
- Johnson County Department of Health and Environment has [begun providing](#) the Pfizer COVID-19 pediatric vaccine to children aged 5 to 11.
  - People can schedule vaccination appointments [here](#).
- Johnson County health officials [urge patience](#) as families line up for kids' COVID-19 vaccines.
- The Shawnee Mission Post [provided](#) a quick rundown of locations where children aged 5-11 can receive the COVID-19 vaccine.

- 
- The Shawnee Mission School District [approved](#) using a \$6 million grant to continue COVID-19 testing in schools.
  - Johnson County [gave the green light](#) for use of more than \$2.5 million in funding from the U.S. Department of Housing and Urban Development.
    - These federal funds will be applied toward housing rehabilitation and minor homeowner repairs, emergency assistance, homeless relief, public facility improvements, and a wide assortment of other local public services.
  - The Johnson County Board of County Commissioners has [approved](#) transit pilot programs. The pilots hope to be underway in the second quarter of 2022.
    - These programs [are funded](#), in part, with federal COVID-19 funds.
  - The Johnson County Department of Health and Environment provided an update to the Board of County Commissioners.
    - The most recent public health report updates can be found [here](#).
    - The key updates from the November 4, 2021, report include that the JCDHE is seeing vaccination rates remaining low across the region, COVID-19-related hospitalization rates are declining, and they continue to encourage residents to get vaccinated and wear masks.
  - The monthly Johnson County COVID-19 Operating Report, detailing COVID-19 specific expenditures and funding received is available [here](#).
  - Governor Kelly [provided](#) a statement addressing the federal COVID-19 vaccine mandate.
  - Kansas legislators [have called](#) a special session to discuss and address vaccine mandates.
  - Governor Kelly is [seeking](#) a “Kansas-centric” solution on vaccine mandates, per a spokesperson.
  - Pfizer and BioNTech [intend to seek](#) approval for boosters for all adults in the next couple of weeks.
  - NIH Director Dr. Francis Collins [told Reuters](#) on November 10, 2021, that the NIH’s COVID-19 vaccine patent dispute with Moderna will be taken to court.
    - The dispute could have consequences on future distribution of COVID-19 vaccines.
  - Blue Valley [intends](#) on making masks optional for high schoolers starting after Thanksgiving.
  - Ellume is [recalling](#) its at-home COVID-19 tests over the potential false positive results, according to the FDA. The FDA classified the recall as a Class I recall.
  - The Kansas City, Missouri, City Council [rescinded](#) their mask mandate outside of schools, as of November 4, 2021.



|                                                   | Low | Moderate | Substantial | High   |
|---------------------------------------------------|-----|----------|-------------|--------|
| New cases per 100,000 in past 7 days              | <10 | 10-49.99 | 50-99.99    | ≥100   |
| Percentage of positive NAATs tests in past 7 days | <5% | 5-7.99%  | 8-9.99%     | ≥10.0% |

- If two indicators suggest different transmission levels, then the higher level is selected.

|                                                | Johnson County Dashboard | Johnson County per MARC | MARC Region | Notes                     |
|------------------------------------------------|--------------------------|-------------------------|-------------|---------------------------|
| Percent Positivity Rate                        | 5.9%†                    | -----                   | -----       | Data not reported by MARC |
| Daily Average Cases                            | 92ω                      | 69*                     | 260*        |                           |
| Daily New Cases                                | 226**                    | 145**                   | 192**       |                           |
| Daily Average Deaths                           | 1                        | 0*                      | 0*          |                           |
| Daily New Deaths                               | 1α                       | 0**                     | 3**         |                           |
| Percentage of Population with at least 1 Dose  | 65.2%℥                   | 79.20%***               | 63.46%***   |                           |
| Percentage of Population with Full Vaccination | 58.2%℥                   | 66.10***                | 54.11%***   |                           |
| Additional Doses Administered                  | 57,526**                 | -----                   | -----       | Data not reported by MARC |

\*Past 7-days average with a 10-day enforced lag to account for delays in reporting

\*\*Reporting for November 8, 2021.

\*\*\*Percentage based on total population, includes ineligible individuals.

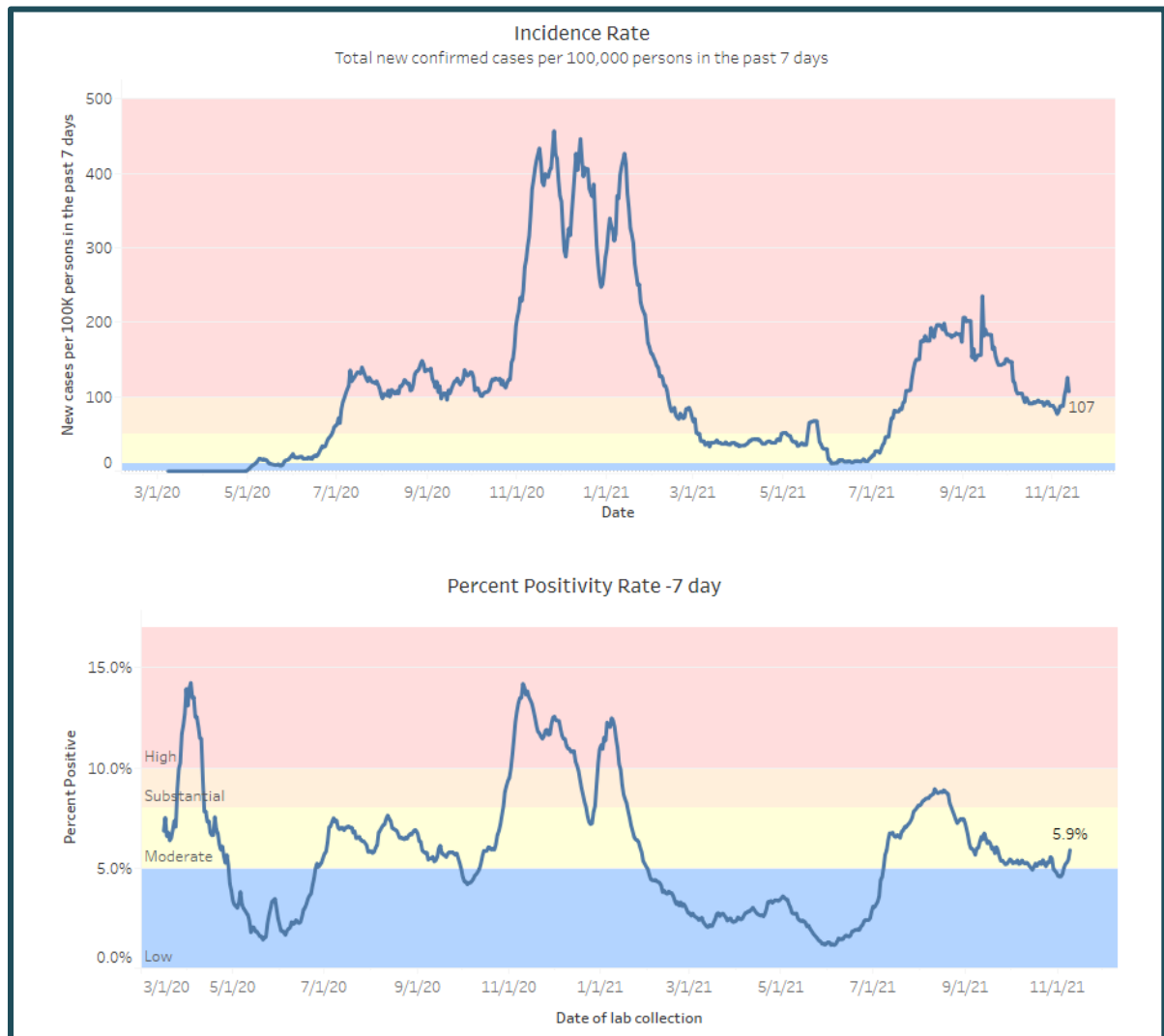
† 7 Day on November 9, 2021.

ω 7 Day Average as of November 11, 2021.

℥ Percentage of eligible population (those aged 5 years and older).

α As of November 8, 2021.

- Trends



## Administration/Neighborhood Services

- The Administration Department will continue to provide the most up-to-date information regarding the money expended toward assistance programs.
  - Kansas Emergency Rental Assistance (KERA)
    - Roeland Park households have requested \$138,382 of \$306,558 as of October 15, 2021.

- 
- Johnson County originally received \$18,609,765 in funding for this program but that was pooled with additional money received by Kansas to be distributed by the Kansas Housing Resource Corporation. \$14,925,100.66 has been distributed in Johnson County as of October 29, 2021, in rent and utility assistance.
  - Roeland Park Rent and Utility Assistance
    - \$0 of budgeted \$15,000 as of November 12, 2021.
  - Neighbors Helping Neighbors
    - \$4,150 of budgeted \$10,000 as of September 30, 2021.
  - Property Tax Rebate Program
    - \$11,480.06 of budgeted \$15,000 as of September 30, 2021.
  - Food Assistance
    - There is no singular food assistance program for the City or County. Information is still being gathered.

## Public Works

- Staff is continuing to follow all safety guidelines. There are no other updates from the Department of Public Works.

## Police Department/Municipal Court

- There are no updates regarding the Police Department or Municipal Court.

## Community Center and Parks & Recreation

- There are no updates regarding the Community Center or the Department of Parks & Recreation.

## **RESOLUTION NO 692**

### **A RESOLUTION MANDATING INDOOR MASKING WITHIN ROELAND PARK, KANSAS**

**WHEREAS**, COVID-19 is a respiratory disease that spreads easily from person to person and which results in serious illness or death among some who are infected; and

**WHEREAS**, COVID-19 has already resulted in the deaths of over 610,000 United States citizens; and

**WHEREAS**, 64,998 Johnson County, Kansas citizens have tested positive for COVID-19, and 793 Johnson County, Kansas citizens have died from COVID-19, and

**WHEREAS**, 342,196 citizens of the State of Kansas have tested positive for COVID-19, and 5,322 Kansas citizens have died from COVID-19, and

**WHEREAS**, Kansas is experiencing another wave of new COVID-19 cases, fueled by low rates of full vaccination (under 43%), and the spread of a new strain of COVID-19 (the Delta variant); and

**WHEREAS**, the COVID-19, and its Delta variant, are spread primarily through respiratory droplets exhaled when infected people breath, talk, cough, or sneeze; and

**WHEREAS**, wearing face coverings substantially reduces transmission of COVID-19 and the Delta Variant by blocking exhalation of virus-containing droplets into the air; and

**WHEREAS**, recent research has demonstrated the utility of requiring people to wear face coverings instead of relying on voluntary masking, up to a 23.4% increase in mask adherence, and that mask adherence is itself associated with a significant decrease in COVID-19 cases and deaths; and

**WHEREAS**, the Johnson County Board of Health issued Order No. 001-21 on August 5, 2021, wherein it required all public and private school students and staff through and including 6<sup>th</sup> grade to wear masks or other face coverings while attending school indoor and on bus rides; and

**WHEREAS**, on July 27, 2021 the U.S. Centers for Disease Control and Prevention issued guidance recommending face coverings be worn by all individuals while indoors in areas with “substantial” or “high” transmission of COVID-19; and

**WHEREAS**, Johnson County, Kansas is experiencing a “high” level of COVID-19 transmission as of Thursday, August 12, 2021, and

**WHEREAS**, pursuant to the authority provided in K.S.A. 65-301, the governing body of Roeland Park, Kansas is empowered to “take such action as in their judgment may be necessary to control, suppress and prevent the spreading” of COVID-19.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ROELAND PARK, KANSAS:**

**SECTION 1:** The following policy is to be observed by all citizens and visitors of Roeland Park, Kansas:

1. Face Coverings are required to be properly worn by all individuals ages 5 and older while in indoor public buildings and spaces and public transportation vessels. For purposes of clarity, “indoor public buildings and spaces” include all indoor buildings and spaces open to the public other than private dwellings or private transportation vessels. “Face Coverings” for the purposes of this Resolution means a covering of the nose and mouth that is secured to the head with ties, traps, or loops over the ears or is simply wrapped around the lower face. A Face Covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. A Face Covering can be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts or towels.

2. Face Coverings are recommended in indoor private settings and crowded outdoor settings where there is close contact with other people who may not be fully vaccinated.

3. Face Coverings are not required to be worn by:

i. Children under the age of 5;

ii. Persons with health conditions that prohibit wearing a Face Covering. Nothing in this Resolution shall require the use of a Face Covering by any person for whom doing so would be contrary to their health or safety because of a medical condition;

iii. Persons who have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the Face Covering without assistance;

iv. Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking;

v. Athletes who are engaged in an organized sports activity that allows athletes to maintain a 6-foot distance from others, or persons engaged in activities and athletics inside school buildings, who should follow KSHSAA and/or school guidelines;

vi. Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication;

vii. Persons who are alone in a separate room, office, or interior space;

viii. Persons who are consuming food or drink, including for religious purposes;

ix. Persons who are obtaining a service, including a religious service, involving the nose or face for which temporary removal of the Face Covering is necessary to perform the service;

x. Any interaction or gathering where parties have actual or constructive knowledge all persons present are fully vaccinated by federally-approved vaccine(s); and

xi. Persons engaged in any lawful activity during which wearing a Face Covering is prohibited by law.

4. Violation of this Resolution by any person, other than those listed in Subsection 3, shall constitute a trespass against property pursuant to Section 6.7 of the Uniform Public Offense Code, as adopted by the City of Roeland Park. Any owner, proprietor, lawful possessor, and chief administrator of any indoor public building or space observing an individual not wearing a Face Covering should first request the individual wear a Face Covering or leave the premises immediately. If the individual refuses to wear a Face Covering and further refuses to leave the premises, the owner, proprietor, lawful possessor and chief administrator may contact the City of Roeland Park Police Department to report a person not wearing a Face Covering in their building. The Roeland Park Police Department is hereby authorized to remove any individual, other than those listed in Subsection 3, that refuses to wear a Face Covering while in an indoor public building or space.

5. If any provision of this Resolution or its application is held to be invalid, then the remainder of this Resolution shall not be affected and shall continue in full force and effect. To this end, the provisions of this Resolution are severable.

6. The provisions of this Resolution shall not apply to the extent such provisions directly conflict with any current or subsequent orders issued by the United States Federal government (or agency thereof), the State of Kansas (or agency thereof), the Governor of the State of Kansas, Johnson County, Kansas, the Local Health Officer of Johnson County, Kansas, or other applicable authorities, including but not limited to Johnson County Board of Health Order No. 001-21 dated August 5, 2021. Any order(s) by the aforementioned authorities shall be deemed controlling, and any such order(s) would supplant any provision(s) of this Resolution directly in conflict with the controlling order(s).

7. This Resolution shall take effect at 12:01 A.M. on Tuesday, August 24, 2021 and shall expire on Monday, October 19, 2021 at 12:01 A.M. unless rescinded, extended, modified or amended pursuant to applicable law.

ADOPTED THIS 23RD DAY OF AUGUST, 2021.

**APPROVED** by the Mayor.

---

Mike Kelly, Mayor

**ATTEST:**

---

Kelley Nielsen, City Clerk

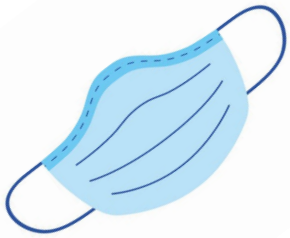
**APPROVED AS TO FORM:**

---

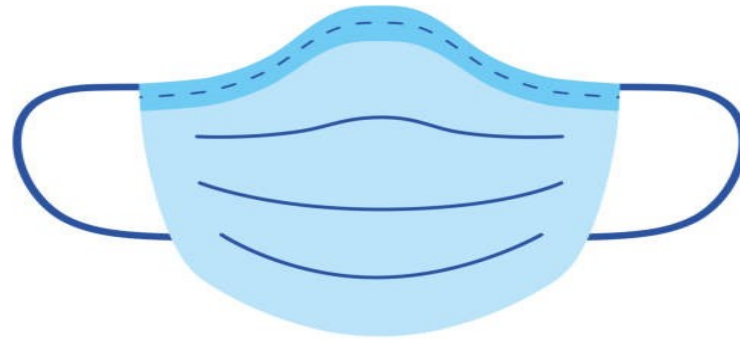
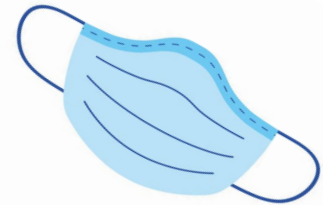
Steven E. Mauer, City Attorney

The City of Roeland Park is following CDC guidance and requires people to wear masks in public spaces per a resolution passed on August 23.

**FACE COVERINGS ARE REQUIRED WHILE INDOORS.  
SOCIAL DISTANCING IS STRONGLY RECOMMENDED AT ALL TIMES.**



“Remember—my mask protects you,  
and your mask protects me, we’re all in  
this together”.—Governor Laura Kelly





4600 West 51 Street • Roeland Park, Kansas 66205

John Morris, Chief of Police 913-677-3363 FAX: 913-722-3745

---

## **Mask Compliance & Safety**

**Date: 08-24-2021**

**To: Whom it may concern**

**From: Chief Morris**

**Subject: Resolution # 692**

The Roeland Park City Council passed Resolution # 692 on August 23, 2021 concerning a requirement for face masks to be worn at specific locations in the City of Roeland Park in regards to the Covid 19 pandemic. Information on this new resolution is available on-line at [www.roelandpark.net](http://www.roelandpark.net) and was in effect as of 12:01 a.m. on Tuesday, August 24, 2021 and shall expire on October 19, 2021 at 12:01 a.m. unless rescinded, extended, modified or amended pursuant to applicable law. For concerns or violations, the Roeland Park Police Department can be notified to respond to individuals who fail to meet the resolution requirements however we will NOT take enforcement action in any business, location, or event concerning the mask requirements and will only serve as escorting any individual(s) away from a location who refuse to comply. Criminal Trespass violations will be enforced if a refusal is applicable to a specific call for service and compliance is not made. Our goal is to educate citizens of personal safety and would appreciate cooperation and compliance during this pandemic.

**DISPATCH # (913) 782-0720**

**Item Number:** New Business- VIII.-A.  
**Committee** 11/15/2021  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

**Date:** 10/18/2021  
**Submitted By:** Erin Winn  
**Committee/Department:** Administration  
**Title:** **Approve Arborist Agreement with the City of Mission Hills**  
**Item Type:** Agreement

**Recommendation:**

**Approve agreement with the City of Mission Hills for arborist services.**

**Details:**

The City of Mission Hills has a full-time arborist on staff. Staff would like the ability to 'contract' with the City of Mission Hills for as needed arborist services.

The agreement was modeled off the one the City has with Westwood Hills where Roeland Park provides code enforcement and building inspection services at an hourly rate (plus 15% for overhead). The hourly rate for arborist services provided by Mission Hills would currently be \$50.00/hour. The contract is written to allow for the rate to change as the wage of the arborist changes providing flexibility and avoiding the need to amend the agreement when this occurs.

As the City moves forward with the tree protection ordinance, it would be prudent to have access to expert opinion. This agreement allows us to pay for the services as we use them, a significantly lower cost than hiring a full-time arborist. Access to an arborist does also exist via our tree trimming contractor and public works staff does plan to get a person certified as an arborist. This agreement provides an additional option to work with an arborist who has significant experience.

Link to profile:

<https://www.linkedin.com/in/jesse-kirk-5a14b750>

**Financial Impact**

| Amount of Request: |                  |
|--------------------|------------------|
| Budgeted Item?     | Budgeted Amount: |
|                    |                  |

Line Item Code/Description:

### Additional Information

How does item relate to Strategic Plan?

This item supports Strategy 1A of the strategic plan: Collaborate with peer cities with similar developmental issues.

How does item benefit Community for all Ages?

It helps to maintain a healthy tree canopy which is an asset to all age groups.

### ATTACHMENTS:

| Description                                                                                                  | Type       |
|--------------------------------------------------------------------------------------------------------------|------------|
|  Arborist Service Agreement | Cover Memo |

## **CONTRACT FOR ARBORIST SERVICES**

This Contract for Arborist Services (this "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2021, between the City of Roeland Park, Kansas, a municipal corporation ("Roeland Park"), and the City of Mission Hills, Kansas, a municipal corporation ("Mission Hills").

**WHEREAS**, in the opinion of the governing bodies of Roeland Park and Mission Hills, it is to the mutual benefit and general welfare of the persons and properties of both municipalities to cooperate in the provision of arborist services for the two cities; and

**WHEREAS**, this Agreement constitutes a contract between municipalities pursuant to K.S.A. 12-2908 to perform a governmental service, activity or undertaking which each party hereto is authorized by law to perform and accordingly, this Agreement shall not be regarded as an interlocal agreement under the provisions of K.S.A. 12-2901 *et seq.*, and amendments thereto;

**NOW THEREFORE**, in consideration of the foregoing, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Roeland Park and Mission Hills agree as follows:

1. **Services Provided.** Mission Hills shall provide arborist services to Roeland Park on an as-requested basis. Arborist services shall include, but are not limited to, periodic consultation regarding trees on public property. Any additional arborist services must be approved in writing by the City Administrator or Assistant City Administrator of Mission Hills prior to any work taking place.

2. **Cost of Services.** Arborist services shall be performed by the certified Arborist of Mission Hills (the "Arborist"). For arborist services provided to Roeland Park under the terms of this Agreement, a fee shall be paid to Mission Hills based upon the hours of service at an hourly rate equal to the actual hourly compensation rate including wages and benefit expenses of the Arborist, plus 15% of the hourly rate for overhead. The 2021 hourly rate for the Arborist is \$\_\_\_\_. This hourly rate will be adjusted periodically to reflect changes in compensation costs as they occur. Mission Hills shall notify Roeland Park of any change in compensation costs as soon as reasonably possible, but in no event less than thirty (30) days prior to such change becoming effective.

3. **Employees of Mission Hills.** Notwithstanding anything to the contrary herein, the Arborist shall remain subject to the exclusive supervision and control of the governing body of Mission Hills and shall be deemed an employee of Mission Hills at all times. However, Roeland Park's Public Works Director and Code Enforcement Officer or their designees may give the Arborist such information as is reasonably necessary to discharge the services contemplated herein.

4. **Insurance.** Mission Hills agrees to obtain and maintain throughout the duration of this Agreement, motor vehicle liability coverage, as well as comprehensive liability and property damage insurance coverage, with limits of not less than \$1,000,000 for each act and not less than \$2,000,000 aggregate per occurrence. Mission Hills also agrees to maintain workers'

compensation coverage for the Arborist and any other Mission Hills employee operating under this Agreement.

5. **Effective Date.** This Agreement shall be effective upon approval of the governing bodies and execution by the mayors of both cities and shall thereafter automatically renew annually with mutual consent of both parties; provided, however, that either party hereto shall have the right to terminate this Agreement by giving sixty (60) days' advance written notice to the other party by certified mail. This Agreement may not be assigned by either party.

6. **Review.** After the Agreement has been executed, both parties agree to review the feasibility and effectiveness of the Agreement after a period of six (6) months to determine its viability.

7. **Roeland Park's Responsibility.** Roeland Park shall be responsible for establishing and maintaining a budget to cover all anticipated expenses hereunder. It will also be responsible for coordinating with the Arborist on services to be provided as well as keeping the Arborist apprised of changes to Roeland Park codes related to tree safety, tree preservation and tree care. Administration of tree-related activities will be the responsibility of Roeland Park.

8. **Payment for Services.** Payment for services hereunder will be due after receipt by Roeland Park of an itemized invoice. Normally, if an invoice is received seven (7) days prior to a Roeland Park City Council meeting, payment will be made within seven (7) days thereafter. If an invoice remains unpaid for ninety (90) days after presentation, Mission Hills may decline to provide any further service under this Agreement until the delinquency is cured.

9. **Default.** The failure of either party to comply with the terms and conditions of this Agreement shall constitute a breach of the Agreement. Either party shall have thirty (30) days after receipt of written notice from the other party of any breach to correct the conditions specified in the notice, or if the corrections cannot be made within the thirty (30) day period, within a reasonable time if corrective action is commenced within ten (10) days after receipt of the notice.

10. **Rights and Remedies.** In the event of any breach hereunder and after the lapse of the cure period set forth in Section 8 above, the non-breaching party shall have all the rights and remedies available under the law or at equity. The rights and remedies of the parties hereto shall not be mutually exclusive but shall be cumulative in all respects. The respective rights and obligations of the parties hereunder shall be enforceable in equity as well as at law or otherwise.

11. **Governing Law, Jurisdiction and Venue.** All questions with respect to the construction of this Agreement and all rights and liabilities of the parties hereto shall be governed by the laws of the State of Kansas. The parties hereby stipulate to jurisdiction and venue within the District Court of Johnson County, Kansas for any legal action in any way premised upon the rights and responsibilities of the parties under this Agreement.

12. **Notices.** Any written notice which must or may be given relating to this Agreement shall be sufficient if deposited in the United States Mail, postage prepaid, via certified mail, addressed to the Mayor of the city to which notice is being provided, with copies to the City Administrator of such city.

13. **Cities Properly Authorized.** By executing this Agreement, each city certifies to the other that it has taken the necessary actions and is properly authorized to enter into this Agreement. The cities mutually agree to do all acts necessary and proper to carry out the applicable provisions of this Agreement.

14. **General Provisions.**

a. **Severability.** In the event that any condition, covenant, or other provision herein contained is held to be invalid or void by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any other covenant or condition herein contained. If such condition, covenant, or other provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

b. **Amendment.** This Agreement may be modified only by a writing signed by each of the parties hereto.

c. **Binding Effect.** To the extent permitted by law, this Agreement shall bind the parties and their respective successors and assigns.

d. **Captions.** The captions of the various sections of this Agreement are for convenience and ease of reference only and do not define, limit, augment, or describe the scope, content, or intent of this Agreement or any part or parts of this Agreement.

*[Remainder of page intentionally left blank; signature page follows.]*

**IN WITNESS WHEREOF**, the Mayor of Mission Hills, Kansas, has signed this agreement on behalf of the City of Mission Hills, Kansas, and the Mayor of the City of Roeland Park, Kansas has signed such agreement on behalf of the City of Roeland Park, Kansas.

**CITY OF ROELAND PARK, KANSAS**

**CITY OF MISSION HILLS, KANSAS**

By: \_\_\_\_\_  
Mike Kelly, Mayor

By: \_\_\_\_\_  
David Dickey, Mayor

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Kelley Nielsen, City Clerk

\_\_\_\_\_  
Meghan Woolbright, City Clerk

Item Number: New Business- VIII.-B.  
Committee 11/15/2021  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date: 11/12/2021  
Submitted By: Staff  
Committee/Department: Arts Committee  
Title: **Approve Purchase of Jorge Blanco Bench Near Mural on 48th Street**  
Item Type: Other

**Recommendation:**

**To approve purchase of Jorge Blanco bench near new mural on 48th St.**



## Details:

Council approved the funding of the arts component of the Aldi Staircase and Mural using Aldi's 1% for Art Contribution (\$36,378.23) in combination with up to \$36,000 from the Special Infrastructure Fund and the remainder of the Public Art allocation in the General Fund.

The final cost for the mural was \$29,668.81, leaving \$6,709.42 of Aldi's original \$36,378.23 contribution. However, staff anticipates receiving \$10,000 of reimbursement from the KCAIC grant, meaning \$16,709.42 is remaining.

The custom bench, plus packing and shipping cost, is estimated to cost \$5,300. There are a few funding options for this purchase:

1.) use some of the remaining money from the Aldi contribution. A consideration would be that we have yet to expend any fund on the arts component of the staircase, which was a large portion of Council's original intent for this funding.

2.) Use some of the \$12,000 remaining in the Public Art account in the General Fund. This account doesn't roll over, so any unused monies will go to fund balance at the end of the year.

### Financial Impact

|                             |                  |
|-----------------------------|------------------|
| Amount of Request: \$5,300  |                  |
| Budgeted Item?              | Budgeted Amount: |
| Line Item Code/Description: |                  |

### Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**Item Number:** New Business- VIII.-C.  
**Committee** 11/15/2021  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

**Date:** 11/11/2021  
**Submitted By:** Keith Moody  
**Committee/Department:** Admin.  
**Title:** **Amend COVID Related Temporary Leave Policies**  
**Item Type:** Other

**Recommendation:**

**Staff recommends amending the temporary personnel policies related to COVID as attached.**

**Details:**

The Council suspended the 240 hour vacation accrual limit in 2020 due to COVID making it difficult for staff to take vacation. Per the temporary personnel policy implementing this change staff have until 6/30/22 to bring their vacation accrual down to the normal 240 hour maximum or lose the vacation hours over the 240 limit. Attached is an amended temporary policy which adds an option for staff with vacation balances over 240 hours to be paid for up to 40 vacation hours (without taking the time off) in calendar year 2021 and 2022. Five employees would be eligible to use this option. Splitting the payment over two calendar years minimizes the fiscal impact in each budget year.

**Financial Impact**

|                                                                          |                                                                                                  |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Amount of Request: Estimated Total Fiscal Impact of \$7,500 in each year |                                                                                                  |
| Budgeted Item?                                                           | Budgeted Amount: Personnel budgets in 2021 and 2022 are sufficient to cover the additional cost. |
| Line Item Code/Description: Personnel Budget Line Items                  |                                                                                                  |

**Additional Information**

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description                                                              | Type       |
|--------------------------------------------------------------------------|------------|
| <input type="checkbox"/> COVID Related Temporary Leave Policies- Amended | Cover Memo |

**Temporary Personnel Policies to Address COVID 19 Related Absences and Pay in  
Compliance with the Families First Coronavirus Response Act (FFCRA)  
Updated 11-3-21**

Relevant Dates: 3/16/20 Kansas Schools Closed, 3/22/20 Stay Home Order Issued, FFCRA goes into effect 4/1/20, last day of school 6/11/21, widespread vaccination anticipated by 6/30/21.

**1. Employee is Ill or Quarantined Related to COVID-19.**

Between March 16, 2020 and June 30, 2021 an employee is entitled to use up to 80 hours of paid COVID 19 Sick Leave (pay code FFCRA-SL in ADP) at the employee's regular rate of pay when the employee is unable to work because the employee is ill or quarantined (pursuant to Federal, State, or local government order or advice of a health care provider) and/or is experiencing COVID-19 symptoms and seeking a medical diagnosis. Employees who have exhausted FFCRA-SL leave may use other accrued paid leave. If an employee has exhausted all their accrued paid leave the City Administrator may advance the employee up to 80 hours of regular sick leave accrual with the intent that the advance will be repaid by 6/30/22.

In the event the employee has exhausted their 80 hours of FFCRA-SL leave but the employee can work from home during quarantine or illness related to COVID-19 pursuant to an agreement to work from home, the City will continue to pay the employee based upon their regular scheduled hours and current rate of pay.

**2. Employee is Caring for a Family Member Who is Ill or Quarantined related to COVID-19.**

Between March 16, 2020 and June 30, 2021 an employee is entitled to use up to 80 hours of paid COVID 19 Sick Leave (pay code FFCRA-SL in ADP) at the employee's regular rate of pay when the employee is unable to work because the employee is caring for a family member who is ill or quarantined (pursuant to Federal, State, or local government order or advice of a health care provider) and/or is experiencing COVID-19 symptoms and seeking a medical diagnosis. Employees who have exhausted FFCRA-SL leave may use other accrued paid leave. If an employee has exhausted all their accrued paid leave the City Administrator may advance the employee up to 80 hours of regular sick leave accrual with the intent that the advance will be repaid by 6/30/22.

In the event the employee has exhausted their 80 hours of FFCRA-SL leave but the employee can work from home during quarantine or illness related to COVID-19 pursuant to an agreement to work from home, the City will continue to pay the employee based upon their regular scheduled hours and current rate of pay.

**3. Employee is Caring for a Child who is out of School/Daycare, and not ill, due to COVID-19.**

Between March 16, 2020 and June 30, 2021 an employee is entitled to use up to twelve weeks (480 hours) of paid COVID 19 Child Care Leave (pay code FFCRA-CCL in ADP) at the employee's regular rate of pay when the employee is unable to work because the employee is unable to work because of a bona fide need to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19. Employees who have exhausted FFCRA-CCL leave may use other accrued paid leave. If an employee has exhausted all their accrued paid leave the

Deleted: 2

Deleted: 21

Deleted: 0

City Administrator may advance the employee up to 80 hours of regular sick leave accrual with the intent that the advance will be repaid by 6/30/22.

If an employee can work from home while caring for a child out of school or daycare related to COVID-19 pursuant to an agreement to work from home, the City will continue to pay the employee based upon their regular scheduled hours and current rate of pay.

**4. Employee is not Working Their Regular Shift due to the City Closing Operations to Prevent the Spread of COVID-19.**

Between March 22, 2020 and May 30, 2020 or upon lifting of the Stay at Home Order, whichever occurs first, employees not able to come to work due to the City closing operations to prevent the spread of COVID-19 will be paid based upon their current pay and their normal weekly work schedule. This time is referred to as COVID 19 Operation Closure Leave (pay code FFCRA-OCL) in ADP.

If an employee can work from home during the operations closure related to COVID-19 pursuant to an agreement to work from home, the City will continue to pay the employee based upon their regular scheduled hours and current rate of pay.

**5. Temporarily Suspend 240-hour Vacation Accrual limit.**

Between March 22, 2020 and June 30, 2022, the City will suspend the 240-hour vacation accrual limit. An employee who has a vacation accrual balance greater than 240 hours may request reimbursement for up to 40 hours of vacation in 2021 and up to 40 hours of vacation in 2022 (without taking that vacation time off). The intent is to spread the fiscal impact out evenly over both budget years. This is to accommodate staff who have not been able to use vacation due to COVID-19. Vacation hours in excess of the 240-hour accrual limit as of June 30, 2022 will be forfeited.

Item Number:  
Committee Meeting Date:

Ordinances and Resolutions:- IX.-A.  
11/15/2021

Date: 9/30/2021  
Submitted By: John Jacobson  
Committee/Department: Neighborhood Services  
Title: Ordinance 1019 Food Truck Regulations  
Item Type: Ordinance

**Recommendation:**

Approve ordinance 1019 food truck regulations.

**Details:**

**Updates since 11/1:**

At the direction of Council, staff sought feedback from area food truck vendors. Staff also reviewed the food truck ordinances from other Johnson County cities to

1. **Allow reciprocity in fire inspection:** A vendor brought up the concern that if his truck passed the KCMO Fire Department inspection, would he have to pay for  
**Staff response:** Reciprocity is built into the ordinance, see Sec. 5-1403 D "At the discretion of the Johnson County Fire District #2, the City may accept the inspe

2. **Concern that vendors will have to get business licenses in addition to mobile food truck licenses**

**Staff response:** As written, the ordinance does not require two separate City of Roeland Park licenses. However, it does require all valid state licenses (consistent with th

3. **Concern that required distance from brick and mortar restaurants violated 14th amendment rights**

**Staff response:** 100 feet seems to be a reasonable distance requirement. For context, the city of Merriam mandates 150 feet while the City of Shawnee currently mandat

**Updates since 10/18:**

1. **Consider expanding the number of hours in a row per day a truck can be set up in a location.**

The original intent of the 8 hour limitation was to prevent late night operation and the accompanying issues (lights, noise, etc). However, staff recognizes that this lin  
Additionally, the Planning Commission approved a special use permit for the taco truck at the BLVD Apartments and authorized operating hours of 11 am - 9 pm (t  
Staff will adjust the ordinance to reflect Council preference.

2. **Consider allowing in multi-family areas**

Staff would not recommend that the ordinance be adjusted to allow for mobile food unit operation in multi-family areas, due to the underlying land use conflict. Multi  
engagement with property management and residents before approval was given.

3. **Do ice cream trucks fall under this regulation?**

They do not. Ice cream trucks are transient vendors, food trucks are stationary (at least for the period of time in which they operate).

**Overview**

Currently, Roeland Park has virtually no regulation on food trucks/trailers outside of a special event permitting process. Further, there is a current food truck applica

As the pandemic continues, traditional restaurants are impacted by the obvious public health concerns. As an alternative, food trucks are becoming more and more  
The attached draft ordinance proposes establishing a mobile food unit license. Owners would need to meet certain criteria - such as sanitary conditions, traffic con

|                |
|----------------|
|                |
| Budgeted Item? |
|                |

**Policy Impacts**

Again, Roeland Park has virtually no regulation on food trucks/trailers outside of a special event permitting process. These policies are inadequate to regulate any  
Staff has worked with consultant Chris Shires of Confluence to draft a policy that will fit into the existing code with an eye to simplicity and usability. The practical ap  
process.

NA

NA

**ATTACHMENTS:**

Description



Ordinance 1019

Food truck presentation

## **ORDINANCE NO. 1019**

### **AN ORDINANCE ESTABLISHING CHAPTER 5, ARTICLE 14 OF THE MUNICIPAL CODE OF THE CITY OF ROELAND PARK, KANSAS TO PROMULGATE RULES AND REGULATIONS REGARDING FOOD TRUCKS**

**WHEREAS**, the City of Roeland Park, Kansas (“City”) desires to establish rules and regulations regarding the operation of mobile food units within City limits; and

**WHEREAS**, the City hereby establishes Chapter 5, Article 14 to govern the operation of mobile food units within City limits.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:**

**Section 1. Established.** Chapter 5, Article 14, Sections 5-1401 through 5-1411 of the City Code is hereby established to read as follows:

#### **Sec. 5-1401. – Mobile Food Unit Licensing.**

It shall be unlawful for any person to engage in the sale of food or beverages to the public from a temporary or mobile facility within the corporate limits of the City of Roeland Park, Kansas without first obtaining a mobile food unit license from the City, in addition to any other state, federal, or county permits, certifications, and licenses.

- A. A mobile food unit license is an annual license that expires on April 15 each year and must be renewed prior to the first event after that date.
- B. Each mobile food unit shall be licensed separately. No license transfer is allowed.
- C. Although certain activities may be exempt from the licensing requirements of this Article, any food service to the public in the City of Roeland Park shall comply with all other local, county, state and federal requirements including, but not limited to; health inspections, licensing, safety, and fire code requirements.
- D. The following shall be exempt from the requirements of this Article:
  - 1. Catering businesses.
  - 2. Grilling and food preparation activities of brick-and-mortar establishments on the establishment's premises for immediate consumption by patrons or employees.
  - 3. Concession stands associated with sports or recreational venues that have been approved as part of a site plan or permitted conditional use permit for the venue.

E. For use in this Article the following terms are defined:

1. Mobile Food Unit means any type of annually licensed food establishment that is a readily movable vehicle (on wheels), that is self-propelled (driven), or can be pulled or pushed to a location and used for the vending of food or beverage items to the public.
2. Mobile Food Vendor means a person engaged in the business of selling food or beverages from a mobile food unit.
3. Pushcart means a mobile food unit that is pushed or pulled by the mobile food vendor to a location and serves a limited offering of food or beverage items.

**Sec. 5-1402. – License/Inspection Fees.**

At the time of the submittal of a license application, the applicant shall pay to the City Clerk the applicable license fee in addition to any applicable inspection fee(s).

A. The amount of the license and applicable inspections fee(s) shall be determined in accordance with an established fee schedule, which fee schedule may be modified from time to time with approval of the City Council. The City's fee schedule is incorporated in this Article as if fully stated herein.

B. Any licensee who surrenders their license prior to the date of expiration shall not be entitled to a refund of any portion of the fee.

C. Any licensee who is denied a mobile food unit license shall not be entitled to a refund of any portion of the fee.

**Sec. 5-1403. – Johnson County Fire District #2 Inspection.**

A. All mobile food units that have cooking facilities or use products with grease laden vapors shall be inspected by the Johnson County Fire District #2 prior to initiation of business operations within the City.

B. Inspections are required annually and prior to issuance of a mobile food vending license. It shall be the obligation of the mobile food vendor to schedule the inspection with the Johnson County Fire District #2, if required.

C. All mobile food units that have cooking facilities or use products with grease laden vapors shall have an acceptable fire suppression system, as determined by the Johnson County Fire District #2.

D. Upon completion of the annual fire inspection, a certificate shall be issued to the applicant to verify completion of the fire inspection. Said certificate shall be kept in the vehicle during operation and presented to whomever may request to view the certificate.

E. At the discretion of the Johnson County Fire District #2, the City may accept the inspection of the mobile food unit by another city's fire inspector to satisfy the annual inspection requirement. The applicant is obligated to contact the Fire District to verify whether another city's inspection is adequate to fulfill obligation of these inspection requirements.

**Sec. 5-1404. – Mobile Food Unit Licensing Application.**

A. Filing: Application requests shall be filed with the City Clerk. No application request shall be accepted for filing and processing unless it conforms to the requirements of this Article. This includes a complete and true application, all required materials and information prescribed, and submittal of the appropriate fees.

B. Timely Submittal: Unless otherwise provided herein, applications must be submitted not less than fourteen (14) calendar days prior to the proposed start date of the mobile food unit activities. The City reserves the right to reject any applications that have not been submitted in a timely manner.

C. Applicant's Responsibility: Receiving approval of a mobile food unit license from the City shall not preclude, supersede, circumvent, or waive the applicant's responsibility to obtain any additional permits, licenses, and approvals for other applicable local, state, and federal regulations.

D. Application Contents: Application shall be made on a form provided by the City and shall include:

1. Full name of the applicant; and
2. Applicant's contact information including mailing address, phone numbers, and e-mail address; and
3. A current health inspection certificate from the State of Kansas; and
4. The applicant's valid Kansas sales tax number; and
5. Description of the kitchen facilities, cooking facilities, preparation area, safety features (such as, but not limited to, fire suppression system) of the mobile food unit; and
6. Photographs of the mobile food unit from the front, side and back; and
7. Make, model, and year of vehicle to be used and the license plate number; and
8. Overall size of the vehicle; length, width, height, and weight; and

9. Copy of Fire District or equivalent inspection certificate, if required; and
10. Fee; and
11. Such other information as the City of Roeland Park may require for purposes of conducting a background check and fingerprinting. If it is determined that a nationwide background check is required, the applicant may be responsible for the expense to complete the background check(s).

E. Applications Deemed Withdrawn: Any application received shall be deemed withdrawn if it has been held in abeyance, awaiting the submittal of additional requested information from the applicant, and if the applicant has not communicated in writing with the City and made reasonable progress within thirty (30) days from the last written notification from the City to the applicant. The application fee is nonrefundable. Any application deemed withdrawn shall require submission of a new application and fee(s) to begin a new review and approval process.

F. Issuance of License: Upon completion of the review process and a determination of compliance with the applicable regulations, the City Clerk will issue a mobile food unit license.

G. Modification of License After Issuance: Should the mobile food vendor change the mobile food unit, or the food and beverage offerings during the term of an issued license, that would change the designation of the mobile food unit to a higher licensing level, a new application and fire inspection shall be required.

#### **Sec. 5-1405. – Mobile Food Units on Public Property.**

No mobile food unit may be operated on public property except as part of an approved event under a public property special event approved by the City. A special event permit is required to operate a mobile food unit on public property. Mobile food units shall be responsible for providing their own power, water, wastewater collection, and garbage collection.

#### **Sec. 5-1406. – Mobile Food Units on Private Property.**

Mobile food units shall not be parked, or operate, on an individual property or site for more than twelve (12) hours within a 24-hour period, except as part of an approved public property special event, approved residential block party, or private catering arrangement. Any mobile food unit not exempted above that wishes to occupy a site for more than a twelve (12) hour period must obtain special exemption from the Building Official for cause.

#### **Sec. 5-1407. – Unattended Mobile Food Unit.**

No mobile food unit shall be left unattended or stored on any site overnight, unless the mobile food unit is a participant in a multiple (contiguous) day, city permitted, public property special event. Any mobile food unit found unattended shall be considered in violation of these

regulations and subject to license revocation, municipal infraction, towing, or any other action the City deems proper.

**Sec. 5-1408. – Music and Sound Making Devices.**

The use of music or sound making devices as a part of a mobile food unit shall be prohibited, unless expressly allowed as part of an approved event.

**Sec. 5-1409. – Mobile Food Unit Performance Standards.**

Persons conducting business from a mobile food unit must do so in compliance with the following standards:

A. The mobile food vendor must obtain expressed written consent of the property owner or lessee to use the property on which they propose to operate and that the employees and customers of the mobile food unit have access and permission to use the restroom facilities located on the property. The written consent must be kept in the unit at all times that the unit is on the property. Written consent does not excuse or permit the violation of any other impossible regulations.

B. The operator of the mobile food unit shall display their City license in full view of the public in or on the mobile food unit.

C. Mobile food units shall only be allowed on nonresidential, commercially or industrially zoned properties that contain an active business use, except in the case of an approved residential block party or private catering arrangement, so long as it is in compliance with all other City code requirements related to residential property.

D. Mobile food units that are within three hundred feet (300') of a residential use or residentially zoned property, shall be limited to hours of operation between seven (7:00) A.M. and ten thirty (10:30) P.M.

E. A mobile food unit operating on nonresidential property (excluding those operating as part of City permitted "public property special event") may only do so during the usual posted business hours of the consenting business(es) of the property the mobile food unit is utilizing or during the posted hours of the City Park being utilized. Mobile food units may enter a nonresidential property in order to set up to conduct business up to one-half (1/2) hour (30 minutes) prior to the usual posted opening time of the corresponding business or City Park and must depart from the property no later than one-half (1/2) hour (30 minutes) after the posted closing time of the corresponding business or City park. In the case of operating a mobile food unit on nonresidential property where the corresponding business(es) does not have usual posted business operating hours or operates on a twenty-four (24) hour type basis, the mobile food unit may not remain on the premises for longer than twelve (12) hours and must depart for at least twelve (12) hours before reentering unless operating under an approved public property special event.

- F. A mobile food unit operating on nonresidential property as part of a City permitted public property special event may only do so during the granted time period for the event.
- G. Mobile food units must maintain a minimum separation between units of fifteen feet (15').
- H. Mobile food unit operation is a generally acceptable use of a nonresidential parking lot. It is the joint responsibility of the property owner or lessee and mobile food unit owner to ensure that adequate parking stalls and loading berths are available for normal operations of the food truck and primary use(s) of the property.
- I. Mobile food units shall serve patrons which are on foot only; no drive-up service to the unit itself shall be provided or allowed.
- J. A mobile food unit may not serve alcoholic beverages unless they obtain the appropriate state and city licenses in addition to the mobile food unit license.
- J. The mobile food unit must be located on a paved surface, unless approved as part of a public property special event.
- K. No mobile food unit may be located on a vacant property or lot with a vacant building. Exceptions to this rule may be granted by City staff after a review of the particular property and the vendor has been able to make arrangements to ensure safe and sanitary conditions. This would include but is not limited to: employee access to restrooms, adequate access for fire and police personnel/vehicles, and that the site in general is free from hazards or dangerous conditions.
- L. No mobile food unit may operate within one hundred feet (100') of a permanent restaurant or business offering food or beverage services unless they receive the express written consent of the restaurant or property owner.
- M. All mobile food units shall maintain a minimum separation of ten feet (10'), as measured to the closest building element including awnings or canopies, tents or membrane structures. Location of the food unit shall not impede pedestrians entering or exiting a building.
- N. The window or area where a patron orders and receives their purchase shall be located to not require a patron to stand or create a line that may cause pedestrians to be in the public right of way, vehicle travel lane, including parking lot drive aisles, or similar situation that may create a potential safety hazard. Adequate safe space for patrons waiting for their order must be available on the property where the mobile food unit is located.
- O. With the exception of pushcarts as allowed herein, no mobile food unit shall be placed on a public or private sidewalk. Pushcarts may locate on or adjacent to a private sidewalk or public sidewalk only as part of an approved public property special event. However, a minimum forty-eight-inch (48") open walkway must be maintained for passing

pedestrians. The placement of the pushcart shall be in such a manner so as to minimize encroachment into the forty-eight-inch (48") walkway by patrons waiting in line for service from the pushcart.

P. Signs are limited to those that are attached to the exterior of the mobile unit and must be mounted flat against the unit and not project more than six inches (6") from the exterior of the unit. No freestanding signs, banners, flags, or similar items are allowed. Off premises signs directing patrons to the mobile food unit are prohibited.

Q. During business hours, the mobile food vendor shall provide a trash receptacle for use by customers.

R. The mobile food vendor shall keep the area around the mobile food unit clear of litter and debris at all times.

S. All mobile food units shall be located in such a manner as to not create a safety hazard, such as blocking emergency access to buildings and the site, obstructing access to fire hydrants, impeding entering and exiting from a building, creating a visual impediment for the motoring public at drive entrances, intersections, pedestrian crossings, or similar movement and access.

#### **Sec. 5-1410. – License Revocation.**

A mobile food unit license is revokable upon the violation of any requirement set out in this Article or violation of any local, state, or federal law or regulation.

#### **Sec. 5-1411. – Property Owner/Lessee Responsibility.**

By allowing the mobile food unit on their property, the property owner or lessee jointly and severally with the vendor are responsible for compliance with this Article and to ensure the safety of pedestrians and access of emergency vehicles to and around the site. Failure to do so could result in the property owner or lessee being party to any enforcement actions or penalties allowed by law.

**Section 2. Effective Date.** This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City, approval by the Mayor and publication in the official City newspaper.

PASSED by the Governing Body, the majority of the members elect voting in favor thereof, this 15<sup>th</sup> day of November 2021.

---

Mike Kelly, Mayor

ATTEST:

---

Kelley Nielsen, City Clerk

APPROVED AS TO FORM

---

Steven E. Mauer, City Attorney

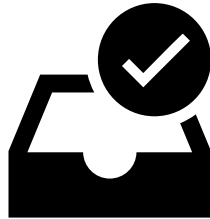
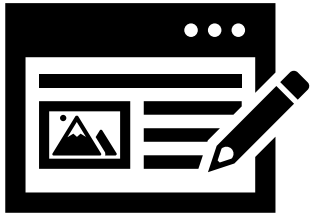


# FOOD TRUCK POLICY:

## PROPOSED ORDINANCE AND PROCESS

# PROCESS OVERVIEW

- Operators apply for a mobile food unit license.
- If staff deems that the application meets the criteria outlined in the ordinance, it will be approved administratively.
- If an operator applies and **does not** meet the criteria, they may apply for a special use permit.



# LICENSING REQUIREMENTS

- Submission of Fire Inspection report
- Submission of state license
- Adherence to operating hour limitations
- Adherence to parking limitations
- Adherence to sanitary guidelines
- Parking considerations
- Adherence to sound regulation
- Adherence to Pedestrian safety guidelines (no drive up/drive thru allowed)
- Non-residential property only

# SPECIAL USE PERMIT

- A mobile food unit operator may apply for a special use permit if the application does not meet all the specified licensing criteria.
- A special use permit goes before the Planning Commission for approval.
- Special use permits can require specific site plans from applicants.
- Special use permits can be revoked (with cause).

# CONSIDERATIONS AND NEXT STEPS

- The licensure process standardizes requirements and streamlines approval for operators.
- The ordinance allows for license revocation at any time.
- The process allows for applicants who don't meet all criteria to apply for a special use permit.
- If approved, staff will develop templates and guidelines for both the license application and special use permit process.

