

AGENDA
CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING
ROELAND PARK
Roeland Park City Hall - 4600 W 51st St
March 16, 2015 7:00 PM

Pledge of Allegiance
Roll Call
Modification of Agenda

I. Consent Agenda

All matters listed within the Consent Agenda are considered to be routine, and will be enacted by one motion of the council with no separate discussion. If separate discussion is desired on an item, from either the Governing Body or from the audience, that item may be removed from the Consent Agenda and placed on the Regular Agenda.

- A. Appropriation Ordinance #877
- B. Approval of Arts Committee Fundraiser for Arts Events
- C. Event Funding for Staff Lead Community Services and Citizen Lead Community Events
- D. Revised Position Description
- E. Administration- 2015 Minor Home Rehabilitation Program Agreement

II. Business From the Floor

A. Applications/Presentations

- 1. AAA Traffic Award - Bob Hamilton
- 2. Recognition Award

B. Citizens Comments

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.

III. Mayor's Report

- A. Economic Development Update
- B. Proclamation - National Crime Victims' Rights

IV. Standing Committees/Committee Reports

- A. Admin

- B. Finance
- C. Safety
- D. Public Works

V. Reports of City Liaisons

- A. 47th & Mission Road (Jennifer Gunby and Michael Rhoades)
- B. JoCo Parks & Rec Pool Advisory Board (Becky Fast, JoAnna Rush and Jan Grebe)
- C. NE Animal Control (Megan England and Sheri McNeil)

VI. Unfinished Business

VII. New Business

- A. Appointment - City Attorney: Neil Shortlidge, Stinson
- B. Appointment - Ethics Attorney: David Waters, Lathrup and Gage
- C. Appointment - City Engineer: Jerry Johnson, Shaffer Kline and Warren
- D. Appointment - Bond Counsel: Gary Anderson, Gilmore Bell
- E. Appointment - Financial Advisor: Columbia Capital
- F. Purchasing Policy
- G. Streetlight Inspection Proposal
- H. Roeland Park Community Center Improvements List
- I. Task Order 15 for Community Center/Nall Park Trail Study
- J. Task Order 16 for Community Center Roof Drainage, Parking Lot Drainage and Traffic Flow Study
- K. Roeland Park Community Center HVAC
- L. SMAC BMP Cost Share Program
- M. Granada Park Trashcan and Picnic Tables
- N. Novus Agenda

VIII. Ordinances and Resolutions:

- A. Ordinance 907 - AN ORDINANCE ALLOWING CONSUMPTION OF ALCOHOL ON CERTAIN PUBLIC PROPERTY FOR A LIMITED TIME AND PURPOSE, PURSUANT TO K.S.A. 2013 SUPP. 41-719 (d).(for Community Block Party and Barktoberfest)
- B. RESOLUTION 639: A RESOLUTION ACCEPTING THE NEIGHBOR-TO-NEIGHBOR STRATEGIC PLAN FOR THE CITY OF ROELAND PARK.
- C. Resolution 640 - A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES TO TAKE EFFECT April 1, 2015

IX. Reports of City Officials:

- A. City Administrator Report
- B. 2014 United Community Service Annual Report
- C. City Attorney Report

D. City Clerk Report

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 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: Consent Agenda- I.-A.

Committee 3/16/2015
Meeting Date:



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: **Appropriation Ordinance #877**

Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:

Budgeted Item?

Budgeted Amount:

Line Item Code/Description:

Additional Information

ATTACHMENTS:

Description	Type
 Appropriation Ordinance 877	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

Monday, March 09, 2015

Appropriation Ordinance - 03/16/2015 - #877

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 16th day of March, 2015.

Attest:

City Clerk

Mayor

Total Appropriation Ordinance	\$	119,286.22
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There are sufficient funds in the General Fund to cover general fund expenditures.

Appropriation Ordinance - 03/16/2015 - #877

Vendor	Dept	Acct #	Description	Invoice Description	Amount	Chk #	Check /EFT
							Date
Acme Hydraulics	106	5318.106	Tools	Invoice: 67149 /	\$ 1,490.00	64177	3/5/2015
American Equipment Co.	106	5260.106	Vehicle Maintenace	Invoice: 22867 / snow plow parts	\$ 674.08	64178	3/5/2015
American Fidelity Assurance	101	2052.101	Supplemental Insurance Payable	Invoice: B272408 /	\$ 829.06	64162	2/25/2015
American Public Works Association	106	5405.106	Dues, Subscriptions & Books	Invoice: 2015 RENEWAL /	\$ 292.00	64140	2/18/2015
Blue Sky Cleaners	102	5224.102	Laundry Service	Invoice: 3/1/15 /	\$ 277.90	64179	3/5/2015
Kelley Bohon	105	5206.105	Travel Expense & Training	Invoice: 3/10-3/12/15 / travel	\$ 55.00	64180	3/5/2015
The Bullet Hole	102	5206.102	Travel Expense & Training	Invoice: 34473 /	\$ 40.00	64181	3/5/2015
City of Mission Kansas	106	5305.106	Traffic Control Signs	Invoice: 2/4/15 /	\$ 486.00	64141	2/18/2015
City of Mission Kansas	101	5214.101	Other Contracted Services	Invoice: JAN-MAR 15 INTERLOCA / interloc	\$ 2,925.00	64182	3/5/2015
City of Mission Kansas	106	5305.106	Traffic Control Signs	Invoice: 2/18/15 /	\$ 295.00	64183	3/5/2015
CL Electric, LLC	101	5210.101	Maintenace & Repair Building	Invoice: 136 /	\$ 170.00	64142	2/18/2015
Columbia Capital Management, LLC	101	5214.101	Other Contracted Services	Invoice: 15430001 /	\$ 675.00	64163	2/25/2015
Occupational Health Centers c	102	5207.102	Medical Expense & Drug Testing	Invoice: 1008690258 /	\$ 127.00	64184	3/5/2015
Consolidated Communications	101	5202.101	Telephone & Internet	Invoice: 2/9/15 / other contractual sv	\$ 1,298.69	64143	2/18/2015
Drexel Technologies	106	5306.106	Materials	Invoice: 2/17/15 /	\$ 30.00	64185	3/5/2015
E. Edwards, Inc.	106	5308.106	Clothing & Uniforms	Invoice: 1/30/15 /	\$ 299.23	64144	2/18/2015
Fred Pryor Seminars	106	5206.106	Travel Expense & Training	Invoice: 127476 /	\$ 198.00	64186	3/5/2015
Lisa Galvan	107	5133.107	Wellness Incentive	Invoice: 3/2/15 FAMOUS FTWR /	\$ 50.00	64187	3/5/2015
Jan Grebe	101	5510.101	Community Events	Invoice: 2/15 EASTER EGG HUNT /	\$ 308.23	64188	3/5/2015
Johnson County Wastewater	101	5201.101	Electric, Gas, Sewer & Water	Invoice: 1838/3179/7699 2/15 / wastewater c	\$ 35.38	64145	2/18/2015
Johnson County Wastewater	106	5201.106	Electric, Gas, Sewer & Water	Invoice: 1838/3179/7699 2/15 / wastewater c	\$ 93.11	64145	2/18/2015
Johnson County Election Office	101	5406.101	Elections - City	Invoice: 12/9/14 SPECIAL ELEC /	\$ 4,812.11	64146	2/18/2015
Johnson County Housing Services	101	5421.101	Johnson County Home Repair	Invoice: 2014 RP MINOR HOME /	\$ 2,500.00	64147	2/18/2015
Johnson County Housing Services	101	5421.101	Johnson County Home Repair	Invoice: 2014 ROELAND PARK /	\$ 2,500.00	64147	2/18/2015
KS Association of Code Enforcement	104	5206.104	Travel Expense & Training	Invoice: 3/25-27/15 CONF / Wells	\$ 159.00	64165	2/25/2015
Kansas City Board of Public Utilities	101	5121.101	Franchise Exps-Stop Light/Traffic Sig.	Invoice: 2834 2/24/15 / electric charges	\$ 31.13	64189	3/5/2015
KCP & L	101	5201.101	Electric, Gas, Sewer & Water	Invoice: 2/27/15 MULTIPLE / electric charges	\$ 1,559.94	64190	3/5/2015
KCP & L	106	5201.106	Electric, Gas, Sewer & Water	Invoice: 2/27/15 MULTIPLE / electric charges	\$ 636.24	64190	3/5/2015
Kansas City Tree Care, LLC	106	5321.106	Tree Maintenance	Invoice: KCTC021315 /	\$ 950.00	64191	3/5/2015
Keller Fire & Safety	105	5301.105	Office Supplies	Invoice: 177783 /	\$ 19.03	64148	2/18/2015
Kansas Gas Service	101	5201.101	Electric, Gas, Sewer & Water	Invoice: 1745/7836 2/16/15 /	\$ 354.19	64166	2/25/2015
Kansas Gas Service	106	5201.106	Electric, Gas, Sewer & Water	Invoice: 1745/7836 2/16/15 /	\$ 955.37	64166	2/25/2015
Kansas Building Science Institute	104	5206.104	Travel Expense & Training	Invoice: 9692 /	\$ 1,290.00	64149	2/18/2015
Kansas State University	106	5206.106	Travel Expense & Training	Invoice: 3/15 TREE CITY / registration	\$ 25.00	64192	3/5/2015
KU Transportation Center	106	5206.106	Travel Expense & Training	Invoice: 1/30/15 /	\$ 300.00	64150	2/18/2015

Lathrop & Gage, LLP	101	5216.101 Special Prosecutor Fees	Invoice: 1665920 / ethics	\$	1,247.00	64151	2/18/2015
The Legal Record	101	5204.101 Legal Printing	Invoice: L52955 /	\$	52.51	64193	3/5/2015
The Legal Record	101	5204.101 Legal Printing	Invoice: L52954 /	\$	41.46	64193	3/5/2015
The Legal Record	101	5204.101 Legal Printing	Invoice: L52997 /	\$	32.66	64193	3/5/2015
Jose Leon	106	5206.106 Travel Expense & Training	Invoice: 2/24/15 TUITION /	\$	1,155.43	64194	3/5/2015
Lowe's Business Acct./GEMB	101	5210.101 Maintenace & Repair Building	Invoice: 1760 3/15/15 /	\$	(13.46)	64167	2/25/2015
Lowe's Business Acct./GEMB	101	5210.101 Maintenace & Repair Building	Invoice: 1760 3/15/15 /	\$	40.90	64167	2/25/2015
Lowe's Business Acct./GEMB	106	5306.106 Materials	Invoice: 1760 3/15/15 /	\$	178.94	64167	2/25/2015
Lowe's Business Acct./GEMB	106	5321.106 Tree Maintenance	Invoice: 1760 3/15/15 /	\$	7.60	64167	2/25/2015
Law Offices of Daniel J. Martinez, LLC	103	5209.103 Professional Services	Invoice: 143 /	\$	150.00	64168	2/25/2015
Law Offices of Daniel J. Martinez, LLC	103	5209.103 Professional Services	Invoice: 140 /	\$	150.00	64168	2/25/2015
Scott McFall	103	5209.103 Professional Services	Invoice: 2/20/15 PD DOCKET /	\$	150.00	64169	2/25/2015
Midwest Public Risk	107	5126.107 Health Insurance	Invoice: B00J4C / health ins.	\$	23,825.03	64195	3/5/2015
Russel Morgan	106	5321.106 Tree Maintenance	Invoice: 2/20/15 /	\$	743.75	64196	3/5/2015
Jennifer Murphy	105	5206.105 Travel Expense & Training	Invoice: 12/17/14-1/22/15 MIL /	\$	40.25	64197	3/5/2015
National Association of Town Watch	102	5405.102 Dues, Subscriptions & Books	Invoice: 2/17/15 KS134 /	\$	35.00	64152	2/18/2015
Nationwide Retirement Solutions	101	2060.101 Section 457 Employee Payable	Invoice: 2/26/15 /	\$	1,267.96	64175	2/25/2015
Nextel Communications	102	5202.102 Telephone & Internet	Invoice: 503261523131 / phone/data p.d.	\$	38.04	64153	2/18/2015
Nu-Life Laboratories, Inc.	101	5304.101 Janitorial Supplies	Invoice: 42837 /	\$	79.99	64154	2/18/2015
Nu-Life Laboratories, Inc.	106	5304.106 Janitorial Supplies	Invoice: 42806 /	\$	74.99	64154	2/18/2015
Nu-Life Laboratories, Inc.	106	5320.106 Grounds Maintenance	Invoice: 42806 /	\$	197.99	64154	2/18/2015
Paul C. Green	106	5260.106 Vehicle Maintenace	Invoice: 2/9/15 /	\$	215.00	64155	2/18/2015
Wex Bank	106	5302.106 Motor Fuels & Lubricants	Invoice: 40013122 / fuel charges pd	\$	269.97	64198	3/5/2015
Praxair Distribution Inc	106	5214.106 Other Contracted Services	Invoice: 51889048 / cylinder rental	\$	25.07	64199	3/5/2015
Balls Food Stores	101	5408.101 Miscellaneous Charges	Invoice: 619302 /	\$	17.99	64156	2/18/2015
Principal Life	107	5130.107 City Paid Life Insurance	Invoice: 2/17/15 / health insurance	\$	804.14	64170	2/25/2015
Wex Bank	104	5302.104 Motor Fuels & Lubricants	Invoice: 39890569 / fuel chgs/codes & pw	\$	67.60	64157	2/18/2015
Wex Bank	106	5302.106 Motor Fuels & Lubricants	Invoice: 39890569 / fuel chgs/codes & pw	\$	1,252.08	64157	2/18/2015
Wex Bank	102	5302.102 Motor Fuels & Lubricants	Invoice: 40047860 / fuel charges pd	\$	1,540.74	64200	3/5/2015
Rejis Commission	102	5214.102 Other Contracted Services	Invoice: INV0040536 /	\$	204.20	64201	3/5/2015
Roll Easy Door Co.	106	5210.106 Maintenace & Repair Building	Invoice: 90429 /	\$	19.98	64202	3/5/2015
George Schlegel	101	5230.101 Art Commissioner	Invoice: CHECKMAR /	\$	100.00	64176	3/1/2015
Shawnee Mission Ford, Inc.	102	5260.102 Vehicle Maintenace	Invoice: C48437 / unit 26	\$	334.16	64171	2/25/2015
Signco Inc.	106	5306.106 Materials	Invoice: 32260 /	\$	38.00	64158	2/18/2015
Staples Business Advantage	101	5304.101 Janitorial Supplies	Invoice: 8033131714 /	\$	56.80	64159	2/18/2015
Staples Business Advantage	101	5301.101 Office Supplies	Invoice: 8033218629 / office supplies	\$	8.17	64172	2/25/2015
Staples Business Advantage	102	5301.102 Office Supplies	Invoice: 8033303508 /	\$	92.53	64203	3/5/2015
Staples Business Advantage	104	5301.104 Office Supplies	Invoice: 8033303508 /	\$	8.14	64203	3/5/2015

Staples Business Advantage	105	5301.105 Office Supplies	Invoice: 8033303508 /	\$	49.85	64203	3/5/2015
Staples Business Advantage	106	5301.106 Office Supplies	Invoice: 8033303508 /	\$	28.45	64203	3/5/2015
Zach Stamper	107	5133.107 Wellness Incentive	Invoice: 2/26/15 WALMART /	\$	50.00	64204	3/5/2015
Deborah Sweeney	101	5214.101 Other Contracted Services	Invoice: 6432 / transcription	\$	158.50	64173	2/25/2015
Doug Thorell	107	5133.107 Wellness Incentive	Invoice: 3/2/15 DICKS SPTG /	\$	50.00	64205	3/5/2015
Town & Country Disposal	106	5312.106 Leaf Program Disposal Fees	Invoice: 54341 /	\$	3,282.51	64160	2/18/2015
Town & Country Disposal	101	5272.101 Solid Waste Contract	Invoice: 54649 / solid waste	\$	34,469.28	64206	3/5/2015
USIC Locating Services, LLC	101	5120.101 Street Light Repair And Maintenance	Invoice: 113756 /	\$	1,265.00	64207	3/5/2015
VanBooven Tree Care	106	5321.106 Tree Maintenance	Invoice: 2/3/15 /	\$	975.00	64208	3/5/2015
Walmart Community-RFCSLLC	101	5301.101 Office Supplies	Invoice: 6837 3/14/15 /	\$	72.32	64174	2/25/2015
Water District No 1 of Johnson County	106	5201.106 Electric, Gas, Sewer & Water	Invoice: 2/23/15 MULTIPLE / water charges	\$	174.55	64209	3/5/2015
KPERS	101	2040.101 KPERS Accrued Employee	EFT# 2/17/2015 Invoice: 2/17/15 /	\$	1,766.95		
KPERS	101	2050.101 Insurance Withholding Payable	EFT# 2/17/2015 Invoice: 2/17/15 /	\$	65.00		
KPERS	107	5123.107 KPERS City Contribution	EFT# 2/17/2015 Invoice: 2/17/15 /	\$	3,042.09		
KPF	101	2045.101 KP&F Employee Withholding Payable	EFT#2/17/15 Invoice: 2/17/15 /	\$	2,779.61		
KPF	107	5131.107 KP&F City Contribution	EFT#2/17/15 Invoice: 2/17/15 /	\$	8,303.81		
Miller Management Systems, LLC	101	5214.101 Other Contracted Services	Invoice: EFTMAR /	\$	1,462.00		

\$ 119,286.22

Item Number: Consent Agenda- I.-C.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date:	2/25/2015
Submitted By:	Aaron Otto
Committee/Department:	Finance
Title:	Event Funding for Staff Lead Community Services and Citizen Lead Community Events
Item Type:	Agreement

Recommendation:

To approve spending the \$2,000 in the budget for staff led community services in 2015 on the following: Tree Lighting Event, Christmas Tree Recycling, National Walk to School, Shredding Events, Arbor Day, and if there are fund remaining in line item then they can be used for citizen initiated community event such as Easter Egg Hunt, Earth Day and Community Block Party.

Details:

The 2015 budget includes \$2,000 in the line item entitled community events. Below are estimated costs for staff lead community services based on past experience:

Christmas Tree Recycling: \$750 (January)
Tree Lighting: \$450 (December)
Shredding Event: \$250 (April)
National Walk to School Event: \$250 (October)
Arbor Day: \$125 (April)

*Fireworks are their own separate line item for funding and not included in community events.

For 2015, if the \$2,000 for staff lead community services is not exhausted then the balance in this line item could be used for citizen lead community events such as for the community block party (June) / Easter Egg Hunt (April) /Earth Day (April).

Financial Impact

Amount of Request: \$2000	
Budgeted Item?	Budgeted Amount: \$2000
Line Item Code/Description: 5510	

Additional Information

Item Number: Consent Agenda- I.-D.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/6/2015
Submitted By: Jose Leon
Committee/Department: Public Works
Title: **Revised Position Description**
Item Type:

Recommendation:

To approve the revise the Shop Foreman/Mechanic position to Superintendent job title and responsibilities to be held in the Public Works Department.

Details:

29 year Public Works employee, Steve Haesemeyer, announced his retirement set for April 30, 2015. During this transition Public Works would like to modify the position to have some leadership, administrative, and maintenance operations knowledge and skills. The Public Works Superintendent would assist in more coordination, organizing, and maintenance activities. This revised position could also lead and act on behalf of the Director of Public Works in their absence.

In the interim, Public Works and Police Departments would not have the ability to service vehicles on a scheduled or emergency basis. During the FY16 budget preparation, the Public Works and Police Departments may offer a couple options for servicing vehicles over the long term.

Financial Impact

Amount of Request:

Budgeted Item?

Budgeted Amount:

Line Item Code/Description:

Additional Information

ATTACHMENTS:

Description		Type
	PW Superintendent Job Description - Final	Cover Memo
	pw superintendent job description	Cover Memo



POSITION DESCRIPTION

Class Title: Superintendent

Reports to: Director of Public Works

Department: Public Works

Date: Adopted

Location: Public Works Building

FLSA:

Non-Exempt

Salary Range: See Pay Classification Plan

Job Summary Statement

The Public Works Superintendent assists in the coordinating, planning, and organizing of all maintenance activities and operations of the Public Works Department. This position also Leads and Acts on behalf of the Director of Public Works in his/her absence.

Primary Duties

- a) Assists in establishing goals and objectives for the Public Works Department.
- b) Assists the Public Works Director in daily, weekly, and monthly work assignments. Communicates all issues or concerns with Director of Public Works.
- c) Serves as crew leader during the maintenance, repair, and construction of City owned facilities and infrastructure. Ensures all work is done in a safe and efficient manner that follows City codes, policies, and standards. Provides a positive teamwork environment.
- d) Assists in purchasing and maintaining material, tool, and operational supply inventories. Performs general maintenance on all City vehicles.
- e) Assists in the maintenance of public works vehicles and equipment within the capabilities of the Public Works Department.
- f) Operates a variety of Public Works heavy duty equipment such as Skid Loader, Single Axle Dump Trucks, and Street Sweeper.
- g) Provides outstanding customer service to all Roeland Park stake holders in a professional manner and timely manner. Responds to requests and complaints with courtesy and sound judgment.
- h) Assist the Public Works Director in training Public Works staff with the operation of equipment, effective maintenance methods, and field safety practices. Coordinates monthly safety meetings with Public Works staff and serves as safety coordinator.
- i) Provides administrative support to the Director of Public Work. Prepares memos, reports, and program recommendations. Assists in the preparation and monitoring of the annual budget.
- j) Performs snow removal duties as directed by the Public Works Director.
- k) Attends all council meetings and various committee meetings in the absence of the Public Works Director and exhibits a professional aptitude.
- l) Performs other duties as assigned by management.

BUSINESS EXPECTATIONS

- a) Exhibits positive attitude and values which align with the Public Works Department.

- b) Attends work regularly and is punctual.
- c) Behaves professionally and presents a professional business appearance.
- d) Conducts self in such a way as it reflects positively on the City.
- e) Fosters positive working relationships with all City staff. Builds professional relationships through professional organizations which could provide a positive impact for the City of Roeland Park.
- f) Learns and understands the safe practices for the job being performed and complies with the safe work practices and personal protective requirements for the job.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Public Works Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent oral and written communication skills
- Analytical skills Leadership skills
- Public Organizational skills and understanding
- Proficiency in Microsoft Office programs, some knowledge of Geographical Information Systems (GIS).
- Basic math and accounting concepts
- Operational planning and scheduling
- Must obtain a valid CDL Class B license before end of six month probationary period.

MINIMUM QUALIFICATIONS:

- High School Diploma, GED or equivalent, 3-5 years increasingly responsible experience in Public Works maintenance, operation, construction, and administration. Associates Degree in Business, Construction, or other related Public Works field preferred.
- Additional experience may be substituted for education providing it is at least four years experience with Public Works or six years in construction or a combination of both equaling six years.
- Must have valid Driver's License and an insurable driving record.
- The applicant must pass a background check and drug test.

ADA REQUIREMENTS

Physical Requirements: Tasks involve frequent walking, standing; some lifting and carrying objects of heavy weight (75-100 lbs.); and the operation of vehicles, office equipment and hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions, such as inclement weather, heat, and extreme cold.

Sensory Requirements: Tasks require visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Clerk

Approval: _____
City Administrator



City of Roeland Park

POSITION DESCRIPTION

Class Title: Superintendent~~Shop Foreman / Mechanic~~

Reports to: Director of

Public Works

Department: Public Works

Date: Adopted ~~May 2, 2011~~

Location: Public Works Building

FLSA:

Non-Exempt

Salary Range: See Pay Classification Plan

Job Summary Statement

The Public Works Superintendent assists in the coordinating, planning, and organizing of all maintenance activities and operations of the Public Works Department. This position also Leads and Acts on behalf of the Director of Public Works in his/her absence.

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Primary Duties

- a) Assists in establishing goals and objectives for the Public Works Department.
- b) Assists the Public Works Director in daily, weekly, and monthly work assignments. Communicates all issues or concerns with Director of Public Works.
- c) Serves as crew leader during the maintenance, repair, and construction of City owned facilities and infrastructure. Ensures all work is done in a safe and efficient manner that follows City codes, policies, and standards. Provides a positive teamwork environment.
- d) Assists in purchasing and maintaining material, tool, and operational supply inventories. Performs general maintenance on all City vehicles.
- e) Assists in the maintenance of public works vehicles and equipment within the capabilities of the Public Works Department.
- f) Operates a variety of Public Works heavy duty equipment such as Skid Loader, Single Axle Dump Trucks, and Street Sweeper.
- g) Provides outstanding customer service to all Roeland Park stake holders in a professional manner and timely manner. Responds to requests and complaints with courtesy and sound judgment.
- h) Assist the Public Works Director in training Public Works staff with the operation of equipment, effective maintenance methods, and field safety practices. Coordinates monthly safety meetings with Public Works staff and serves as safety coordinator.
- i) Provides administrative support to the Director of Public Work. Prepares memos, reports, and program recommendations. Assists in the preparation and monitoring of the annual budget.
- j) Performs snow removal duties as directed by the Public Works Director.
- k) Attends all council meetings and various committee meetings in the absence of the Public Works Director and exhibits a professional aptitude.
- l) Performs other duties as assigned by management.

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ESSENTIAL FUNCTIONS:

~~1) Project Related Activities~~ ~~80% of Time~~

- ~~a) Working with supervisor, determines work schedule. Receives daily assignment including mowing, snow removal, etc. Assembles the needed supplies, tools and equipment. Assuring for safety.~~
- ~~b) Completes the assigned tasks / projects assuring for safety and that the specifications are followed. Assists with clean-up.~~
- ~~c) If project is interrupted prior to completion, erects barricades and other safety apparatus assuring that site is secured.~~
- ~~d) As needed, conducts any additional steps, such as digging around phone lines, etc. assuring for safety, thoroughness, and for professionalism.~~
- ~~e) Communicates with supervisor regarding project as needed assuring for professionalism.~~
- ~~f) Assists with special projects as requested assuring for thoroughness, professionalism, and timelines.~~
- ~~g) Maintains certifications and operates a variety of machines, including heavy duty equipment such as dump trucks and skid loaders, assuring for safety.~~
- ~~h) Maintains proper functioning of all small engine equipment and medium duty equipment. Diagnoses any defects, procures necessary replacement parts, and repairs defects, assuring for timeliness, effectiveness and safety.~~
- ~~i) Provides routine maintenance on electrical, plumbing, heating and air conditioning systems on all city buildings and facilities. Corrects any defects in the systems with the exception of major overhauls requiring outside contractor expertise.~~
- ~~j) Uses masonry skills to maintain City's decorative retaining walls.~~
- ~~k) Handles snow removal duties, sometimes for multiple days, and with minimum rest periods.~~
- ~~l) Attends to all municipal landscaping requirements. This includes grass cutting, tree pruning, turf management, leaf removal, flower planting and weeding, and proper use of herbicides and pesticides.~~
- ~~m) Regulates traffic control devices according to state legal requirements.~~
- ~~n) Provides information and clarification in a professional manner to citizens who make inquiries.~~
- ~~o) Maintains Public Works Facility Keeping shop clean and well organized.~~
- ~~p) Perform all duties of Equipment Operator position.~~
- ~~q) Assists Public Works Director in request for bids on new equipment and vehicles.~~

~~2) Mechanic Duties~~ ~~20% of Time~~

- ~~a) Performs general maintenance on all City vehicles.~~
- ~~b) Performs light to moderate vehicle repairs on all City vehicles within the capabilities of the Public Works Department.~~
- ~~c) Maintains tools, assuring that they are in good working order.~~

BUSINESS EXPECTATIONS

- ~~a) Follows applicable Federal, State and City rules, regulations, and policies. Exhibits positive attitude and values which align with the Public Works Department.~~
- b) Attends work regularly and is punctual.
- c) Behaves professionally and presents a professional business appearance.
- d) Conducts self in such a way as it reflects positively on the City.
- e) Fosters positive working relationships ~~and accepts new responsibilities with all City staff. Builds~~

professional relationships through professional organizations which could provide a positive impact for the City of Roeland Park.-

- f) Learns and understands the safe practices for the job being performed and complies with the safe work practices and personal protective requirements for the job.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by ~~their supervisor~~the Public Works Director;- subject to reasonable accommodations

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ~~Outstanding~~Excellent oral and written communication skills~~Demonstrates ability to acquire knowledge and an understanding of the basic operation of equipment and hand tools.~~
- ~~Analytical skills~~ Observe accepted safety and preventative maintenance procedures at all times.
- ~~Knowledge, understanding, and ability to follow the policies and practices.~~Leadership skills
- ~~Must be able to work in various weather conditions and physically perform the basic job abilities required in Public Works.~~Public Organizational skills and understanding
- ~~Ability to deal tactfully with the public and other employees.~~Proficiency in Microsoft Office programs, some knowledge of Geographical Information Systems (GIS).
- Basic math and accounting concepts
- Operational planning and scheduling
- Must obtain a valid CDL Class BA license before end of six month probationary period.

MINIMUM QUALIFICATIONS:

- High School Diploma, GED or equivalent, 3-5 years increasingly responsible experience in Public Works maintenance, operation, construction, and administration. Associates Degree in Business, Construction, or other related Public Works field preferred.
- Additional experience may be substituted for education providing it is at least four years experience with Public Works or six years in construction or a combination of both equaling six years.
- ~~work experience.~~
- ~~Ability to speak, write and understand English language, required.~~
- ~~Must comply with City policy on use of City or privately owned vehicles for City business.~~
- Must have valid Drivers License and an insurable driving record.-
- The applicant must pass a background check and drug test.

ADA REQUIREMENTS

Physical Requirements: Tasks involve frequent walking, standing; some lifting and carrying objects of heavy weight (75-100 lbs.); and the operation of vehicles, office equipment and hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

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Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Clerk

Approval: _____
City Administrator

Item Number: Consent Agenda- I.-E.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/5/2015
Submitted By: Aaron Otto
Committee/Department: Administration
Title: **Administration- 2015 Minor Home Rehabilitation Program Agreement**
Item Type: Agreement

Recommendation:

To sign the minor HOME improvement program MOU with Johnson County Department of Human Services.

Details:

For many years the City has partnered with Johnson County Department of Human Services to provide funding for minor HOME repair projects located within Roeland Park. This MOU outlines the program guidelines and has remained unchanged for a number of years.

This program focuses on ADA issues or addresses other limitations that help allow individuals stay in their homes versus moving to other facilities. This program does have an income means test for low to moderate income individuals.

The City has budgeted \$2,500 annually for the last number of years which has satisfied the needs of Roeland Park residents in this program.

Financial Impact

Amount of Request: \$2,500.00

Budgeted Item?	Budgeted Amount: \$2,500.00
----------------	-----------------------------

Line Item Code/Description: 5421 JoCo HOME Repair Major / Minor

Additional Information

ATTACHMENTS:

Description	Type
 2015 Minor Home Rehabilitation Program Agreement	Cover Memo

LETTER OF UNDERSTANDING FOR THE JOHNSON COUNTY 2015 MINOR HOME REHABILITATION PROGRAM

This service agreement is between the Housing Services office of the Johnson County Department of Human Services and the **CITY OF ROELAND PARK, KANSAS** agreement is for the period of January 1, 2015 through December 31, 2015.

PURPOSE

The purpose of this agreement is to enable Johnson County Housing Services to provide more extensive home repairs to qualified low to moderate income residents of the City as long as funds are available for this purpose.

ADMINISTRATION

The Housing Services office, located at 12425 W. 87th Street Pkwy., Ste. 200, Lenexa, Kansas 66215 will provide all personnel necessary to administer and manage an effective program.

The program will be administered according to CDBG guidelines and the Policies and Procedures for the Johnson County Minor Home Repair Program (Copies of Policies & Procedures available upon request). These Policies and Procedures are made a part of this agreement and are incorporated herein by reference.

FUNDING

The Minor Home Repair Program is a partnership program between the County and participating Cities. In order to leverage non-federal dollars, the County agrees to match City funds on a dollar for dollar basis with County CDBG funds to the extent these funds are made available. **With this Letter of Understanding the City agrees to provide City funding in an amount up to \$_____ for the Minor Home Repair Program.**

It is agreed that the County shall retain twenty five percent (25%) of the funding provided by the City in this Letter of Understanding for program administration.

It is further agreed that all expenditures incurred after December 31, 2015 for projects approved during the 2015 calendar year, will be charged to De Soto City funds.

HOLD HARMLESS

The County agrees to hold and save the City harmless from any and all claims, settlements, and judgments for personal injury, bodily injury, property damage, and/or death arising out of the County's or any of its officers', employees' or agents' negligent acts and/or omissions with respect to the performance of home repairs provided under this agreement.

INSURANCE

The County will maintain coverage of the types of insurance and in such amounts as may be necessary to protect itself and the City against all hazards or risks of loss.

In no event shall the County be subjected to any liability greater than found in the Kansas Tort Claims Act, K.S.A. 75-6101 et seq., and amendments thereto.

AMENDMENT

This Agreement may be amended by supplemental writing signed by the parties to the agreement.

TERMINATION

This agreement may be terminated by either party upon thirty (30) days' written notice. In the event of termination, all unexpended City funds shall be returned to the City within thirty (30) days of termination.

RENEWAL

A new agreement will be signed for each calendar year. Any portion of funds not used for the current year will be automatically transferred to the next program year or returned to the City upon request. **Requests must be received in writing, in our office, no later than November 1, 2015.**

GOVERNING LAW

This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Kansas.

NON DISCRIMINATION

The County shall not discriminate against any person in the performance of work under this Agreement because of race, religion, age, color, sex, handicap, national origin, familial status or ancestry.

RECORDS AND REPORTS

The County agrees to retain all program records for a minimum of three years. The City shall have access to program records at all reasonable times upon request.

The Housing Services office shall prepare and submit to the City a statement at the end of each quarter showing expenditures to date and the remaining balance of City funds. Other data, pertinent to the City, may also be included with the quarterly report.

CITY OF ROELAND PARK, KANSAS

HOUSING SERVICES OFFICE,
JOHNSON COUNTY HUMAN
SERVICES DEPARTMENT

Signature

Deborah Collins
Director, Human Services

Title

Date

Item Number: Mayor's Report- Ill.-B.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date:

Submitted By:

Sponsored by: Sheri McNeil and Teresa Kelly

Committee/Department:

Title:

Proclamation - National Crime Victims' Rights

Item Type:

Recommendation:

Approve Proclamation to make the week of April 19-25, 2015 National Crime Victim's Rights Week

Details:

Proclamation requested by the Johnson County District Attorney

Financial Impact

Amount of Request:

Budgeted Item?

Budgeted Amount:

Line Item Code/Description:

Additional Information

ATTACHMENTS:

Description	Type
☐ National Crime Victims' Rights Week	Cover Memo



Proclamation

NATIONAL CRIME VICTIMS' RIGHTS WEEK APRIL 19-25, 2015

Whereas, Americans are the victims of more than 26 million crimes each year,¹ and crime can touch the lives of anyone regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status;

Whereas, Many victims face challenges in finding appropriate services, including victims with disabilities, young victims of color, deaf and hard of hearing victims, LGBTQ victims, tribal victims, elder victims, victims with mental illness, immigrant victims, teen victims, victims with limited English proficiency, and others;

Whereas, The entire community has a role to play;

Whereas, Involving survivors helps victim service providers and criminal justice professionals understand the culture, values, and expectations of under- and unserved victims who seek assistance and justice;

Whereas, Engaging victims' communities and learning from leaders about their unique needs helps service providers foster a supportive and culturally relevant atmosphere in which victims seek help and healing;

Whereas, Incorporating communities' existing experts and trusted sources of support into efforts to fully serve survivors will develop a criminal justice system response that is truly accessible and appropriate for all victims of crime;

Whereas, Victims know best how to direct and manage their own lives, and true recovery from crime will incorporate a victim's cultural, religious, economic, social, and personal interests;

Whereas, With the full weight of their community and victim service providers behind them, survivors will feel empowered to face their grief, loss, fear, anger, and shame, without fear of judgment and will feel understood and worthy of support;

Whereas, National Crime Victims' Rights Week, April 19-25, 2015, is an opportune time to commit to ensuring that all victims of crime—even those who are challenging to reach or serve—are offered culturally and linguistically accessible and appropriate services in the aftermath of crime; and

Whereas, The City of Roeland Park is hereby dedicated to building partnerships with trusted sources of support, including community leaders, religious groups, schools, and other agencies to better reach and serve all victims of crime, no matter their community;

I, Joel Marquardt Mayor of Roeland Park, on behalf of its citizens, do hereby proclaim April 19-25, 2015 as National Crime Victims' Rights Week.

Witnessed this 16 day of March in the year 2015.

Seal here

JOEL MARQUARDT
Mayor

Item Number: New Business- VII.-F.

Committee Meeting Date: 3/16/2015



City of Roeland Park

Action Item Summary

Date: 3/3/2015
Submitted By: Jennifer Jones-Lacy
Committee/Department:
Title: **Purchasing Policy**
Item Type: Other

Recommendation:

To review and approve the recommended changes to the City's purchasing policy.

Details:

City staff recently reviewed the existing purchasing policy adopted in 2011. The attached copy recommends some changes that we believe would improve efficiencies and align existing practices with the policy. The primary changes include:

- Better definition of the requirements for informal written price quotes and formal bids (Item 4D);
- Clearly defined spending limitations (item 4F);
- Department heads rather than the City Clerk will keep a list of qualified vendors for routine or on-call services (item. 5A);
- More clear definition of the procedure for petty cash stating it will be provided on a reimbursable basis after providing a receipt (item 5F).
- Establishes a procedure for approving change orders. In the absence of a notation within a capital improvement contract, the purchasing policy would allow the City Administrator to approve change orders on Capital Improvement projects of 2% of the contract amount up to a maximum of \$20,000.
- Increases spending authority for Directors from \$1,000 to \$2,500 and the City Administrator would have purchasing authority up to \$7,500. This puts Roeland Park more in line with the standard set by neighboring cities and helps reduce lag time associated with making purchases. As a matter of procedure, any unbudgeted item request, such as a new program or outsourced process would still be brought to Council for their review and approval. Staff reviewed the purchasing policies of neighboring communities including Merriam, Prairie Village, Mission, Fairway and Mission Hills. The recommended policy revisions for Roeland

Park follow a similar procedure to peer cities. The primary difference is that most other cities have higher expenditure thresholds for directors and the City Administrator. Below is a chart of peer city’s spending authority. In addition, the chart outlines change order approval procedures/limitations allotted to the City Administrator for each City.

City	Director’s Authority	Administrator’s Authority	Council Approval	Change Order Policy
Merriam	\$5,000	\$30,000	\$30,000+	Up to cumulative total of 5% of contract not to exceed \$30,000.
Prairie Village	\$2,500	\$10,000; \$10k-\$20k requires dept. head and Mayor’s approval	\$20,000+	Mayor has authority to approve change orders up to 5% on cap. impr. projects, subject to Council ratification.
Mission	\$1,000	\$10,000	\$10,000+	Up to a cumulative total of 2% on cap. impr. projects, not to exceed \$20,000.
Fairway	No specific expenditure limits set. Items are approved during the annual budget and approved by the Council as deemed necessary.			No specific limitations set per policy.
Mission Hills	N/A	\$15,000	\$15,000+	Up to cumulative total of 10% not to exceed \$15,000.
Roeland Park	\$1,000	\$5,000	\$5,000+	Not specified in policy.

Financial Impact

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

Additional Information

ATTACHMENTS:

Description	Type
☐ Purchasing Policy	Cover Memo
☐ Purchasing Policy with track changes	Backup Material

**I. SCOPE**

This purchasing policy shall apply to all Officers and employees of all departments without exception. The policy shall include: (1) a statement of procedures to be followed in making purchases of goods and services, which statement shall be consistent with the policies contained herein; (2) limitations on the authority of employees and Officers to make purchases of goods and services and (3) a statement governing all budgeted expenditures for departments. Generally, however, it is the responsibility of the Department Head, with their Council appointed Committee Chair, to manage their budgets and to keep the Chair, the City Administrator/City Clerk and, when required, the City Council informed of significant and material expenditures. The City Administrator or his/her designee shall submit a monthly listing of expenditures in aggregate to the City Council for approval. So long as the Cash Basis Law and Budget Law are complied with, the failure to comply with the policy shall not be deemed to be an illegal expenditure of public funds.

II. PURPOSE

To establish a uniform policy for bid solicitation, purchase order system. This policy is intended to provide a method for the most prudent and effective expenditure of City funds and for maximum protection of the taxpayer.

III. RESPONSIBILITY

City Administrator

IV. POLICY**A. Purchasing**

1. A commodity or service should be obtained at the lowest cost possible consistent with the quality required to maintain efficient operations of city departments.
2. Even though the Governing Body approves a level of expenditures for any given program, that in itself is not a permit nor a directive to expend funds unless the need exists at the time of purchase and the item to be purchased is within the budget limits. Purchases will not be made only because funds are available.
3. No employee of any department shall make any purchase of an unbudgeted item without prior notice and approval from the Department Head who will in turn work with the City Administrator. The City Administrator will work with the Governing Body if the spending limit exceeds limits set per this policy. The Department Head will inform and receive consent in advance from the Governing Body for unbudgeted expenses when funds cannot be used from other approved sources within the department's approved annual budget. In general, even if an expense is considered unbudgeted, but necessary for the

fulfillment of a City program or project need, the unbudgeted item must be consistent with the established programs and projects approved by the City Council and established either by ordinance, policy or the annual budget and Capital Improvement Plan.

B. Sustainable/Green Purchasing – Purchases will be made in accordance with the City's Green Purchasing Policy (as adopted).

C. Local Preference Purchasing

Whenever possible the City of Roeland Park will make purchases of goods and services within the city limits. If the product can be found cheaper outside of city limits, the Roeland Park based business will be given the opportunity to match or beat those expenses. Exceptions to this policy can be considered if the product or service does not meet one of the following conditions:

a.) The product is not available within the city limits

b.) Buying locally increases the costs by more than a 2.5 percent cost variation.

D. Bids or informal price quotes from a minimum of three (3) vendors will be taken for any single item purchased for the following amounts and by the following method:

1. No bids will be required for any single item costing less than \$1,000. All departments are encouraged to solicit three (3) informal written price quotes.
2. Informal written price quotes will be required for any single item costing \$1,000 or more, but less than \$10,000.
3. For any single item costing \$10,000 or more, bids must be solicited by a notice in the paper and sealed bids will be received and opened by the City Clerk.

E. Exceptions:

1. The goods or services are available from only one vendor; or
2. It is advantageous to purchase through the purchasing contracts of other governmental agencies.
3. Professional services are being obtained pursuant to qualification-based selection.

F. Expenditure limitations will be set as follows:

1. Directors/Department Heads shall have the authority to spend up to \$2,500 on a single item. \$2,501 - \$7,500 will require approval by the City Administrator.
2. City Administrator shall have the authority to spend up to \$7,500 on a single item.
3. Council approval shall be required for purchases beyond \$7,500 for a single item unless the item is preapproved during the Budget process and the amount of the item falls within the parameters of the established budget.

G. Expenditures Not Requiring special approval by the City Administrator or Council are:

1. Expenditures of less than \$2,500 not outlined in item F of this policy.
2. Monthly or regular expenditures for contractual agreements such as, but not limited to, the following:
 - a.) Lease agreement payments
 - b.) Utility payments
 - c.) Debt service payments
 - d.) Motor Fuel
 - e.) Payroll liability payments
3. Blanket purchase authority may be used for those merchants from whom

many repetitive purchases are made, as supplies are required. Blanket purchase authority may be used for items such as, but not limited to, the following: Office Supplies, Salt, Asphalt, Auto Parts, Tires, Tree Service, and Printing. If there is more than one accessible supplier, the bids will be taken and awarded to the best bidder. Bids may be taken on a yearly basis.

4. Emergency Purchases – An emergency shall be defined as situations when the department's operations would be severely hampered if the purchase were not made immediately. In these instances, the purchase authority policy may be bypassed and the purchasing department will furnish a requisition as soon as possible. In these instances the City Administrator shall have the authority to approve purchases in excess of \$7,500. "EMERGENCY" should be boldly written across the purchase requisition. The purchase authority process should only be bypassed in extreme emergencies with department head approval.

H. Tax Exempt Status

The City is tax exempt as a political subdivision under Section 4221(b) of the IRS Code and K.S.A. 79-3606. Under Missouri Statute, the City's exempt status is valid only when items purchased from Missouri vendors are delivered within the State of Kansas.

I. Declaration of Surplus Property

1. Department Heads shall notify the City Clerk in writing when there is equipment or supplies that are no longer of value to the department.
2. Surplus property may be disposed through online or live auction or online sales sites. Sale of property will go to the highest legitimate offer.
3. Department heads shall notify the Administrative office of the disposition of all items in order that fixed asset records may be maintained.
4. The disposal of real-property must be authorized by the Governing Body.

V. PROCEDURES

- A.** Department heads shall maintain a list of qualified vendors for the purchase of routine or on-call services. A vendor may be deleted for late delivery, failure to meet specifications and failure to provide the necessary maintenance or service. The above will be noted and placed in the vendor file.
- B.** In no case shall vendors or bidders for goods and services purchased by the City have any direct familial, business or other monetary relationship to anyone serving as a Department Head or as a member of the City Council unless proper notification is made to the City Council in advance of the purchase and approval is given by the City Council to make an exception to this guideline.
- C.** The City Governing Body and/or the City Administrator has the right to refuse all or any part of the bid when it is felt it is in the best interest of the City.
- D.** The City Administrator may approve changes orders on Capital Improvements projects up to 2 percent of the contract value up to a maximum of \$20,000 to account for elements that were unknown at the time a work package was assembled.
- E.** An original invoice showing place, amount and date of purchase must accompany each purchase. All individual expenditures from the Department will be

marked with the Department budget line item and initialed by the Department Head and/or City Administrator prior to submission for payment with the requisite documentation of the purchase.

- F.** Quotes will be furnished when repairs involve an insurance loss or claim
- G.** Petty cash fund may be used for the reimbursable purchase of miscellaneous small items of supplies or equipment, meals, and mileage, under control and supervision of the appropriate Department Head. Anyone being reimbursed for expenses with petty cash must furnish a receipt in order to be reimbursed. All reimbursements must be signed off by the designated petty cash custodian.
- H.** Certain goods or services are required on an "as needed" basis to enable departments to maintain their level of service. The invoice of service products purchased will be turned in to the Administrative Office within 24 hours. Examples are: sand and salt, asphalt, gravel, emergency needs, automobile parts and repairs.
- I.** The purchase of real property must be authorized by the Governing Body.
- J.** Any deviation of this purchasing policy shall be first approved by the City Administrator for items less than \$7,500.
- K.** The City Council at their discretion and for good cause shown can waive the purchasing policy.



I. SCOPE

This purchasing policy shall apply to all Officers and employees of all departments without exception. The policy shall include: (1) a statement of procedures to be followed in making purchases of goods and services, which statement shall be consistent with the policies contained herein; (2) limitations on the authority of employees and Officers to make purchases of goods and services and (3) a statement governing all budgeted expenditures for departments. Generally, however, it is the responsibility of the Department Head, with their Council appointed Committee Chair, to manage their budgets and to keep the Chair, the City Administrator/City Clerk and, when required, the City Council informed of significant and material expenditures. The City Administrator or his/her designee shall submit a monthly listing of expenditures in aggregate to the City Council for approval. So long as the Cash Basis Law and Budget Law are complied with, the failure to comply with the policy shall not be deemed to be an illegal expenditure of public funds.

II. PURPOSE

To establish a uniform policy for bid solicitation, purchase order system. This policy is intended to provide a method for the most prudent and effective expenditure of City funds and for maximum protection of the taxpayer.

III. RESPONSIBILITY

City Administrator

IV. POLICY

A. Purchasing

1. A commodity or service should be obtained at the lowest cost possible consistent with the quality required to maintain efficient operations of city departments.
2. Even though the Governing Body approves a level of expenditures for any given program, that in itself is not a permit nor a directive to expend funds unless the need exists at the time of purchase and the item to be purchased is within the budget limits. Purchases will not be made only because funds are available.
3. No employee of any department shall make any purchase of an unbudgeted item without prior notice and approval from the Department Head who will in turn work with the City Administrator ~~and the Governing Body. The City Administrator will work with the Governing Body if the spending limit exceeds limits set per this policy.~~ The Department Head will inform and receive consent in advance from the Governing Body for unbudgeted expenses when funds cannot be used from other approved sources within the department's approved annual budget. In general, even if an expense is considered

unbudgeted, but necessary for the fulfillment of a City program or project need, the unbudgeted item must be consistent with the established programs and projects approved by the City Council and established either by ordinance, policy or the annual budget and Capital Improvement Plan.

- B. Sustainable/Green Purchasing** – Purchases will be made in accordance with the City's Green Purchasing Policy (as adopted).

C. Local Preference Purchasing

Whenever possible the City of Roeland Park will make purchases of goods and services within the city limits. If the product can be found cheaper outside of city limits, the Roeland Park based business will be given the opportunity to match or beat those expenses. Exceptions to this policy can be considered if the product or service does not meet one of the following conditions:

- a.) The product is not available within the city limits
- b.) Buying locally increases the costs by more than a 2.5 percent cost variation.

- D. Bids or informal price quotes** from a minimum of three (3) vendors will be taken for any single item purchased for the following amounts and by the following method:

1. No bids will be required for any single item costing less than \$1,000. All departments are encouraged to solicit three (3) informal bids—written price quotes ~~if the costs saved by bidding outweigh the administrative costs of soliciting bids.~~
2. ~~Bids will be required for any single item costing \$1,000 or more, but less than \$5,000.~~
- 3-2. Informal written price quotes will be required for any single item costing ~~\$1,000~~ or more, but less than \$10,000.
- 4-3. For any single item costing \$10,000 or more, bids must be solicited by a notice in the paper and sealed bids will be received and opened by the City Clerk.

E. Exceptions:

1. The goods or services are available from only one vendor; or
2. It is advantageous to purchase through the purchasing contracts of other governmental agencies.
3. Professional services are being obtained pursuant to qualification-based selection.

F. Expenditure limitations will be set as follows:

1. Directors/Department Heads shall have the authority to spend up to \$2,500 on a single item. \$2,501 - \$7,500 will require written approval by the City Administrator.
2. City Administrator shall have the authority to spend up to \$7,500 on a single item.
3. Council approval shall be required for purchases beyond \$7,500 for a single item unless the item is preapproved during the Budget process and the amount of the item falls within the parameters of the established budget.

F. Purchase orders will be required for items of expenditure purchased by the City as outlined below:

1. ~~Purchase orders are not required for expenditures less than \$500.~~
2. ~~For any single item expenditure of \$500 or more, but less than \$1,000, a purchase order is required with the Department Head's approval.~~

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- ~~3. For any single item expenditure of \$1,000 or more, but less than \$5,000, a purchase order is required with the Department Head and City Administrator's approval.~~
- ~~4. For any single item expenditure of \$5,000 or more, the Council must approve the expenditure prior to the preparation of a purchase order.~~

G. Expenditures Not Requiring ~~a Purchase Order~~ special approval by the City Administrator or Council ~~Are~~:

1. Expenditures of less than ~~\$2,500~~ \$500 not outlined in item F of this policy.
2. Monthly or regular expenditures for contractual agreements such as, but not limited to, the following:
 - a.) Lease agreement payments
 - b.) ~~Utility~~ payments
 - c.) Debt service payments
 - d.) Motor Fuel
 - e.) Payroll liability payments
3. Blanket purchase ~~orders~~ authority may be used for those merchants from whom many repetitive purchases are made, as supplies are required. Blanket purchase ~~authority~~ orders may be used for items such as, but not limited to, the following: Office Supplies, Salt, Asphalt, Auto Parts, Tires, Tree Service, and Printing. If there is more than one accessible supplier, the bids will be taken and awarded to the best bidder. Bids may be taken on a yearly basis.
4. Emergency Purchases – An emergency shall be defined as situations when the department's operations would be severely hampered if the purchase were not made immediately. In these instances, the purchase ~~order~~ authority policy may be bypassed and the purchasing department will furnish a requisition as soon as possible. In these instances the City Administrator shall have the authority to approve purchases in excess of ~~\$7,500~~ \$5,000. "EMERGENCY" should be boldly written across the purchase requisition. The purchase ~~order~~ authority process should only be bypassed in extreme emergencies with department head approval.

H. Tax Exempt Status

The City is tax exempt as a political subdivision under Section 4221(b) of the IRS Code and K.S.A. 79-3606. Under Missouri Statute, the City's exempt status is valid only when items purchased from Missouri vendors are delivered within the State of Kansas.

I. Declaration of Surplus Property

1. Department Heads shall notify the City Clerk in writing when there is equipment or supplies that are no longer of value to the department.
2. ~~Notice of the auction shall be provided by a vendor contracted by the City.~~ Surplus property may be disposed through online or live auction or online sales sites. Sale of property will go to the highest legitimate offer.
- ~~3. All capital equipment will be offered for sale by competitive bids.~~
- ~~4.~~ 3. Department heads shall notify the Administrative office of the disposition of all items in order that fixed asset records may be maintained.
- ~~5.~~ 4. The disposal of real-property must be authorized by the Governing Body.

V. PROCEDURES

- A.** ~~The City Clerk's office~~ **Department heads** shall maintain a list of qualified vendors for the purchase of ~~commodities, services and equipment~~ **routine or on-call services**. A vendor may be deleted for late delivery, failure to meet specifications and failure to provide the necessary maintenance or service. The above will be noted and placed in the vendor file.
- B.** In no case shall vendors or bidders for goods and services purchased by the City have any direct familial, business or other monetary relationship to anyone serving as a Department Head or as a member of the City Council unless proper notification is made to the City Council in advance of the purchase and approval is given by the City Council to make an exception to this guideline.
- C.** The City Governing Body and/or the City Administrator has the right to refuse all or any part of the bid when it is felt it is in the best interest of the City.
- G-D.** The City Administrator may approve changes orders on Capital Improvements projects up to 402 percent of the contract value up to a maximum of \$20,000 to account for elements that were unknown at the time a work package was assembled.
- D-E.** An original invoice showing place, amount and date of purchase must accompany each purchase. All individual expenditures from the Department will be marked with the Department budget line item and initialed by the Department Head and/or City Administrator prior to submission for payment with the requisite documentation of the purchase.
- E-F.** Quotes will be furnished when repairs involve an insurance loss or claim
- F-G.** Petty cash fund may be used for the **reimbursable** purchase of miscellaneous small items of supplies or equipment, meals, and mileage, under control and supervision of the appropriate Department Head. Anyone being reimbursed for expenses with petty cash must furnish a receipt in order to be reimbursed. All reimbursements must be signed off by the designated petty cash custodian.
- G-H.** Certain goods or services are required on an "as needed" basis to ~~enable~~ departments to maintain their level of service. The invoice of service products purchased will be turned in to the Administrative Office within 24 hours. Examples are: sand and salt, asphalt, gravel, emergency needs, automobile parts and repairs.
- H-I.** The purchase of real property must be authorized by the Governing Body.
- I-J.** Any deviation of this purchasing policy shall be first approved by the City Administrator for items less than \$~~5,075~~ 500.
- J-K.** The City Council at their discretion and for good cause shown can waive the purchasing policy.

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Item Number: New Business- VII.-G.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 2/16/2015
Submitted By: Aaron Otto
Committee/Department: Public Works
Title: **Streetlight Inspection Proposal**
Item Type: Agreement

Recommendation:

To approve an agreement with Black and McDonald to conduct an annual day survey and pole assessment for the street lights located in Roeland Park.

Details:

As was discussed during the conversations dealing with purchasing the city's street light system, one of the additional features that Black and McDonald previously preformed for Kansas City Power and Light when they were the owners of the system was a day survey and pole assessment. The goal of this survey will be inventory the material condition of poles throughout the City's street light system. The City Engineer will also be asked to spot check a number of poles following the conclusion of this survey from Black and McDonald.

Financial Impact

Amount of Request: \$3,225.00	
Budgeted Item?	Budgeted Amount: \$63,000
Line Item Code/Description: 5720 Streetlight Maintenance and Repair	

Additional Information

ATTACHMENTS:

Description	Type
☐ Streetlight Inventory Pricing	Cover Memo



February 6, 2015

To: Aaron Otto, City Administrator, City of Roeland Park, KS

RE: Day Survey & Pole Assessment Pricing

Aaron,

Black & McDonald respectfully submits this proposal to add unit pricing for streetlight day survey/assessment pricing to the existing Streetlight Maintenance Contract. This proposal will assist the City of Roeland Park in assessing the condition of the street lighting system, as well as help prepare capital and maintenance budgets for needed repairs to the system.

Black & McDonald uses portable data collection computers as its field data collection tool. Output from the Black & McDonald data collection process can be directly input into the existing GIS system.

The survey personnel will audit attributes for each active street light including:

- Street address/GPS Coordinates
- Pole type
- Fixture type
- Wattage
- Feed type
- Pole number
- Paint analysis
- Leaning poles
- Rusted/Rotten poles
- Missing hand hole covers

This process includes a certain amount of our GIS coordinator's time to prepare maps and menus in our GIS program, as well as data cleansing and preparation after the survey has been completed. The start-up costs for an inventory, including final data cleansing is \$250.00. In addition, the price to inventory lights would be \$5.00 per pole.

Thanks again for this opportunity. Please contact me if you have any questions.

Regards,

Jennifer L. Mathes

Jennifer Mathes
Manager, Streetlight Maintenance
Black & McDonald

Item Number: New Business- VII.-H.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/5/2015
Submitted By: Aaron Otto
Committee/Department: Public Works
Title: **Roeland Park Community Center Improvements List**
Item Type: Other

Recommendation:

To approve phase 1 of deferred maintenance, cosmetic, and functional improvements to the Roeland Park Community Center and to approve SKW Task Order #15 to provide trail options between the Community Center and Nall Park and to approve SKW Task Order #16 to provide a plan for drainage off the community center, the flow of traffic and drainage issues in the parking lot.

Details:

Recently, the City had set aside funds from the 27-C sales tax for the community center reroofing effort from the last number of years. That effort was completed in 2014 and since the roof was recovered verses completed replaced the City experienced an approximate \$60,000 savings in the equipment reserve fund that had been set aside for the roofing effort. Additionally, there is approximately \$60,000 of carry forward funds available in the 27-C sales tax fund. Therefore, approximately \$120,000 exists that is intended for use to address deferred maintenance and make other functional improvements to the building.

City staff and the community center leadership team have worked together to build this first phase list that will address a number of deferred maintenance issues, cosmetic, and functional additions. These funds are available now to be spent in support of the community center. Therefore, staff is seeking permission of the governing body to move forward with these items as the first phase projects. After these projects are underway, staff will work on the next phase of projects currently listed under the next items to investigate list.

One item to note on this list is the replacement of the A/C and heating unit used in the MPR

(large auditorium) space. This item will be paid from the FY16 budget and will come back before council individually, per the purchase policy for the City, since it is estimated to cost more than the \$5,000 expense on any one item.

Next Steps for Improvements to the Roeland Park Community Center

improvements/repairs Phase 1	Cost
Replace T-12 Hallway Light Fixtures with LED Bulbs *assumes future movement of duck work/soffit box	\$1,700
Roof Fan Reserve	\$1,426
Feasibility study through City Engineer to determine possible options for a trail connection between the community center and Nall Park and pricing options	\$6,400
Flag Pole Replacement Pole donated by KCP&L and installation donated by Black and McDonald	\$0
	\$5,000 -
Paint building trim and north exterior wall	\$6,000
City Engineer task order for: 1.) Roof run off drainage system replace or replacement 2.) Improved drainage for the parking lot on the north, east and south side and 3.) modifying parking stalls to horizontal to support one way traffic flow	\$16,420
replace tile floor in the ADA bathroom	\$2,500
Hot water circulation pump to supply hot water faster for the east side of the building - repair has been made to the circulation pump	\$0
Large display screen, projector and sound system in the MPR	\$12,500
Repair or replacement of bench by gazebo	\$50
Possible replacement of counter doors between kitchen and MPR with roll up system add \$900 if desire a color other then silver metal	\$3,515
Improve TV signal by moving antenna to an external mounting	\$500

Financial Impact

Amount of Request: Approximately \$51,000	
Budgeted Item?	Budgeted Amount: \$120,000
Line Item Code/Description: 360 Equipment and Building Reserve / 290 Community Center (Approx \$35,591) 27 A (Approx \$15,420)	

Additional Information

ATTACHMENTS:

Description	Type
 community center improvements	Cover Memo

Roeland Park Community Center Improvements





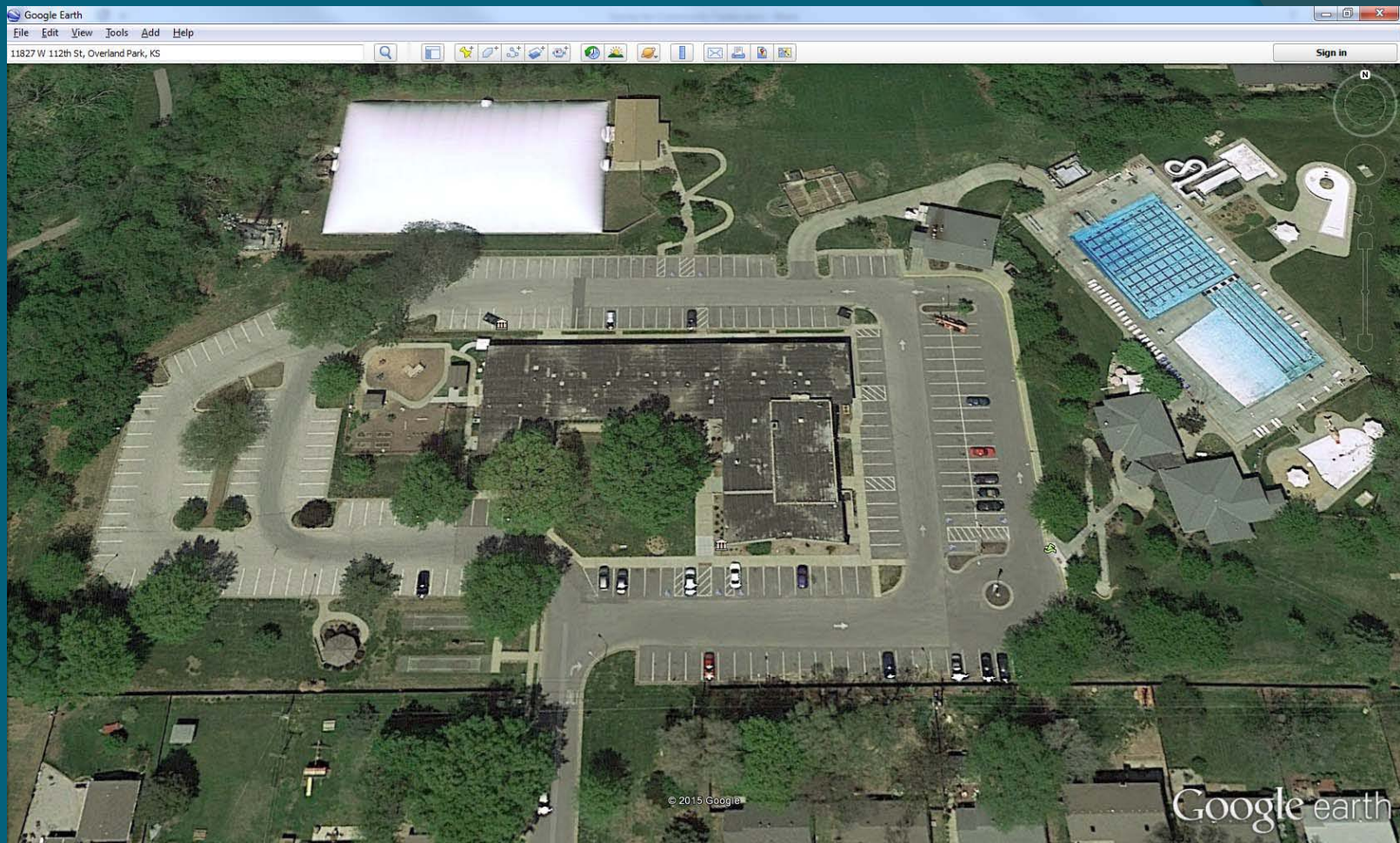












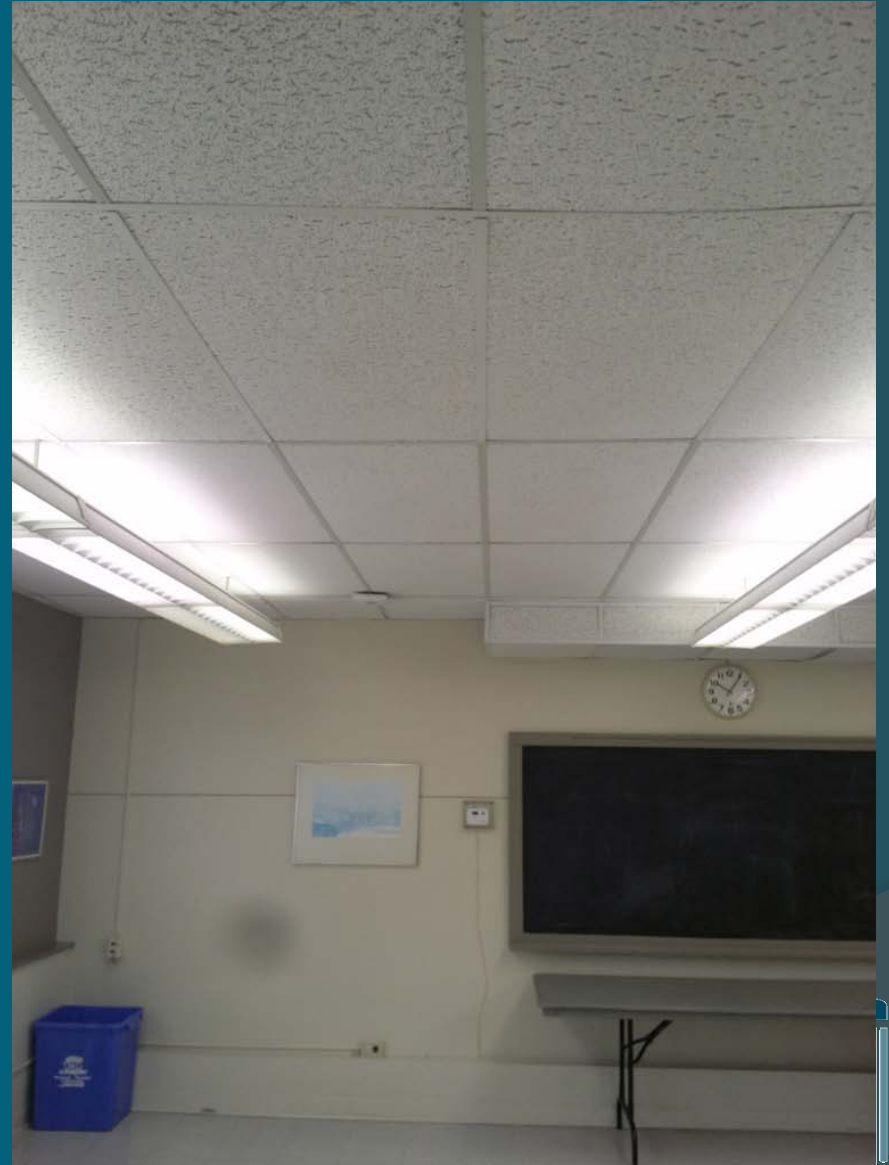
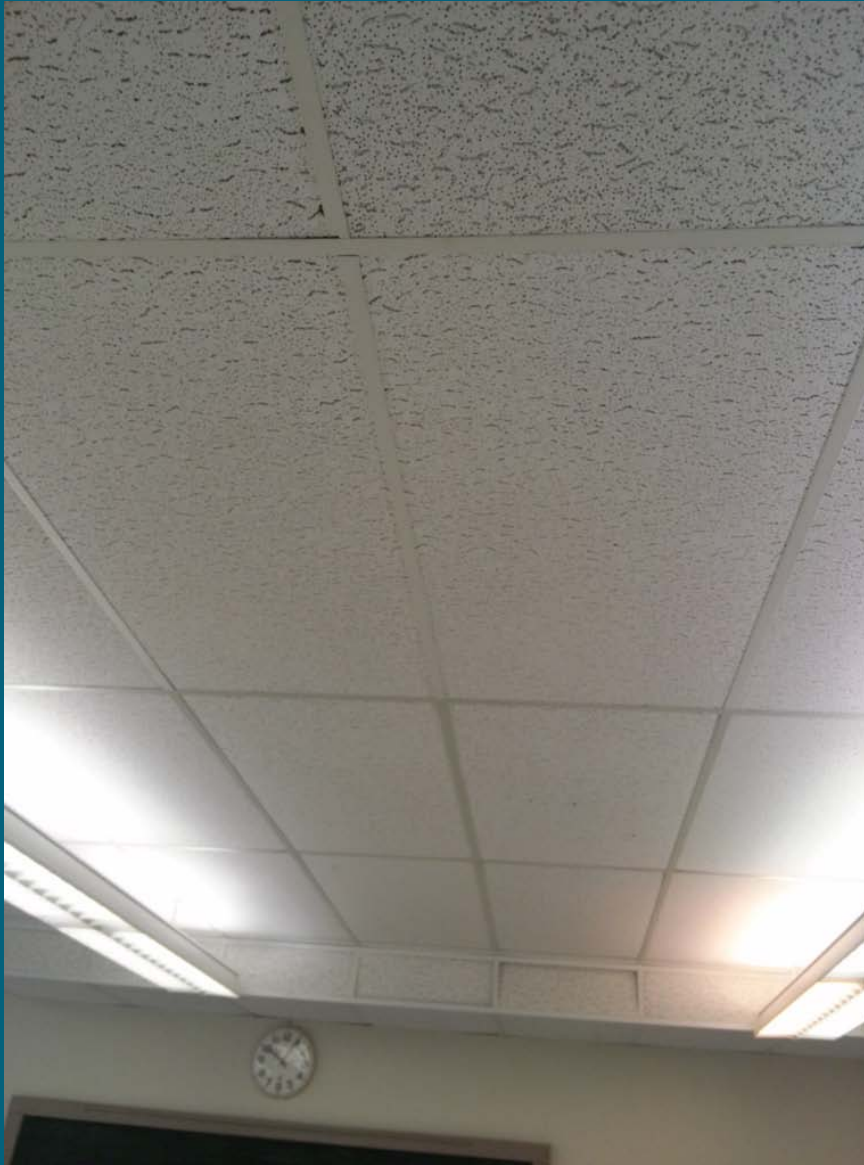






















Item Number: New Business- VII.-I.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: Task Order 15 for Community Center/Nall Park Trail Study

Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:

Budgeted Item?

Budgeted Amount:

Line Item Code/Description:

Additional Information

ATTACHMENTS:

Description	Type
 Community Center Nall Park task order 15	Cover Memo



SHAHER, KLINE & WARREN, INC.
WWW.SKW-INC.COM

PROFESSIONAL SERVICES TASK ORDER#...

Project	<u>Feasibility Study--Trail Connection</u>	Date	<u>2/10/15</u>
SKW Project No.	<u>130099-150</u>	Agreement Date	<u>3/10/15</u>
Client	<u>City of Roeland Park, KS</u>		

Description of task order:

Provide a feasibility study showing 3-5 routes for connecting the Nall Park Trail to the Roeland Park Community Center. The study will utilize topographical data from Johnson County AIMS and provide submittals in the form of a short summary to go along with schematics and estimates of probable construction cost for each route identified.

Exhibits/Attachments/References which are a part of this professional services task order:

Article I - Consultants Responsibilities
Article II - Scope of Consultant Services
Article III - City's Responsibilities
Article IV - Time Schedule
Article V - Compensation
Article VI - General Provisions

Anticipated effects of professional services tasks order on basic services:

None.

Schedule:

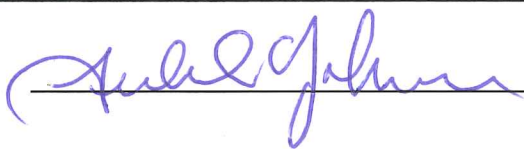
Per Article IV attached.

Fees:

Per Article V attached.

\$6,400.00

The work described in this professional services task order is made a part of the indicated professional services agreement between the client and SKW. All other provisions of the agreement shall remain in force.

SKW by  Date 2/10/15

Client by _____ Date 3/10/15

If directed/approved by Client by telephone, by letter, in meeting, etc., provide reference material here.

Distribution

☒ Client ☒ Project File ☒ SKW Accounting ☐ Other

Item Number: New Business- VII.-J.

Committee Meeting Date: 3/16/2015



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

**Task Order 16 for Community Center Roof Drainage,
Parking Lot Drainage and Traffic Flow Study**

Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:

Budgeted Item?

Budgeted Amount:

Line Item Code/Description:

Additional Information

ATTACHMENTS:

Description	Type
 Community Center Nall Park task order 16	Cover Memo



SHAHER, KLINE & WARREN, INC.
WWW.SKW-INC.COM

PROFESSIONAL SERVICES TASK ORDER#...

Project	Study--Comm. Center Drainage & Park...	Date	2/25/15
SKW Project No.	130099-160	Agreement Date	3/16/15
Client	City of Roeland Park, KS		

Description of task order:

Provide a study discussing drainage & parking issues at the Community Center. The study includes survey of the north, south and east portions of the parking lot and will address the following items: 1) Drainage solutions for substandard parking lot and roof drains, 2) Two (2) concept layouts investigating the possibility of improved traffic movements through the parking lot for 1-way (with angled parking, new striping & signage) and 2-way traffic (with straight-in parking, new striping and signage).

Exhibits/Attachments/References which are a part of this professional services task order:

Article I - Consultants Responsibilities
Article II - Scope of Consultant Services
Article III - City's Responsibilities
Article IV - Time Schedule
Article V - Compensation
Article VI - General Provisions

Anticipated effects of professional services tasks order on basic services:

None.

Schedule:

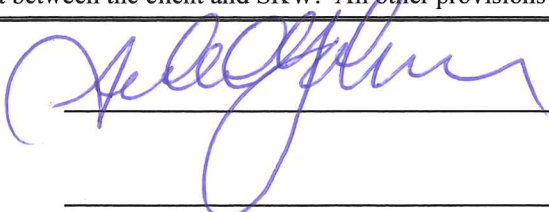
Per Article IV attached.

Fees:

Per Article V attached.

\$16,420.00

The work described in this professional services task order is made a part of the indicated professional services agreement between the client and SKW. All other provisions of the agreement shall remain in force.

SKW by  Date 2/25/15

Client by _____ Date 3/16/15

If directed/approved by Client by telephone, by letter, in meeting, etc., provide reference material here.

Distribution

☒ Client ☒ Project File ☒ SKW Accounting ☐ Other

Item Number: New Business- VII.-K.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/5/2015
Submitted By: Aaron Otto
Committee/Department: Public Works
Title: **Roeland Park Community Center HVAC**
Item Type: Other

Recommendation:

To approve the purchase of a replacement HVAC system for the MPR room at the Roeland Park Community Center from Schuler Heating and Cooling at a price not to exceed \$13,350 from the FY16 Community Center Building Maintenance budget.

Details:

Towards the end of the 2014 summer season, contractors preformed repair work on this unit which is believed to be nearly 30 years old. This unit services the largest and the most frequently rented room in the community center. With the warm months approaching, the spring would be an ideal time to replace the unit to ensure there are not disruptions that might force the cancellation of events in the space due to a lack of climate control.

The staff at the community center also sought two other bids for this larger HVAC system and received one other bid from O'Dell Service for - \$16,350.00

Financial Impact

Amount of Request: \$13,350	
Budgeted Item?	Budgeted Amount: \$25,000
Line Item Code/Description: 27 C Sales Tax Community Center 5210 MAINTENACE AND REPAIR BUILDING	

Additional Information

ATTACHMENTS:

Description	Type
 community center hvac	Cover Memo

Schuler Heating and Cooling, Inc.
3400 Shawnee Drive
Kansas City, KS 66106
913-262-2969/Fax 913-262-5042

February 18, 2014

Roeland Park Community Center
4850 Rosewood
Roeland Park, Ks.
Office Phone # 826-3133
Fax # 826-3136
Attn: David Mootz

RE: 10 ton A/C replacement,

Dear David,

The Schuler Company is pleased to submit the following quote. I recommend two 5 ton systems twinned together. This system will allow for the system to be staged depending on the heat load. Both blowers on the air handlers would run on a call for cool. The two outdoor units would stage depending on the thermostat's demand. The condensing units would have low ambient fan controls installed for winter usage.

Provide, Deliver, and Install:

- (2) Lennox condensing units, Model # TSA-060S4, 5 ton, 3 Phase 208/230 volt, R-410A refrigerant.
- (2) Air handlers, Model # CBX25UH060. 5 ton.
- (1) Return air box to allow for bottom return of air handlers.
- (1) Digital Programmable thermostat, 2 stage cool.
- (2) fused disconnect boxes.

Total price installed.....\$11,750.00

GAS FURNACE UPGRADE OPTION

Additional cost to change air handlers to gas furnaces.

- Provide Deliver, and Install:
 - (2) Lennox furnaces, Model # ML180UH110XE60C, 80% efficient, 110,000 BTU input.
 - (2) 5 ton matching A-coils, Model C33-62C-2F.

Total gas furnace upgrade price installed.....\$1600.00

Warranty:

5-year compressor
5-year parts
1-year labor

Special Installation Notes

- Warranty service does not include maintenance such as filter replacement; fuse replacement or tripped circuit breaker.

- **During installation, we shall take all reasonable precautions to protect persons and avoid damage to property.**
- **Our work will be performed in the highest workmanlike manner possible and comply with existing governing codes and regulations.**

Again, thank you for the opportunity to serve you. If you have any questions please give me a call at 913-262-2969.

Respectfully Submitted,

**Jim McGrew
Project Manager**

Item Number: New Business- VII.-L.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 2/16/2015
Submitted By: Aaron Otto
Committee/Department: Public Works
Title: **SMAC BMP Cost Share Program**
Item Type: Agreement

Recommendation:

To approve an agreement with Johnson County Public Works to serve as a pass through for matching county funds for qualified storm water best management practices for individual residential and businesses property owners.

Details:

The goal of this program is to encourage individual landowners and businesses to incorporate stormwater BMPs on their property to aid in the improvement of water quality and reduce stormwater runoff from their property.

Each city in Johnson County may apply for up to **\$10,000 to fund a BMP cost-share program for their residents/businesses to install stormwater BMPs on their personal property.**

The structure of the program would allow for up to 50 percent of the cost of BMPs (material and labor) to be funded by JCSMP funds. The remaining 50% would be covered by the homeowner. Cities may opt to use city funds to provide additional assistance to the homeowner. Funding must be spent in the calendar year in which it was awarded. If BMP requires vegetation it must be installed between April 1st and October 31st.

BMP Cost-Share Program Administration

Due to variations in local codes and to give each city the flexibility to develop a program that fits their needs, cities must administer their own BMP cost-share program. JCSMP

funds will be reimbursed through an inter-local agreement.

In order to participate in the BMP cost-share program a city must agree to the following:

- 1) Develop a public education campaign that promotes the program and describes the benefits of reducing stormwater runoff
- 2) Accept and approve applications for funding
- 3) Perform a pre and post construction inspection
- 4) Require property owner to enter into a 3-year maintenance agreement
- 5) Request documentation of eligible expenses (material and labor) and reimburse residents (within established funding limits) upon completion of an approved BMP project
- 6) Request reimbursement for 50% of eligible expenses from JCSMP not more than once monthly. Documentation regarding the cost of the BMP and photo verification of installation by city staff must be included in the reimbursement request.
- 7) Submit to JCSMP a summary of projects completed with photos and a map of BMP locations at the end of the year

Types of BMPs eligible and cost share

- rain gardens – 50% match up to \$1000
- native planting buffers/swales – 50% match up to \$1000
- cisterns (rain water harvesting systems) – 50% match up to \$1000
- permeable pavement (driveways/patios) – 50% match up to \$1000
- rain barrels – 50% match up to \$75

Financial Impact

Amount of Request: 0.00	
Budgeted Item?	Budgeted Amount: 0.00
Line Item Code/Description:	

Additional Information

ATTACHMENTS:

Description	Type
 Stormwater Agreement	Cover Memo
 Stormwater Treatment	Cover Memo

Agreement

For Stormwater BMP Cost-Share Program

THIS AGREEMENT is entered into by and between the Board of County Commissioners of Johnson County Kansas by Public Works Department (hereinafter “the County”) and the city of Roeland Park, Kansas, acting through the Roeland Park Public Works Department (hereinafter “the City”) (hereinafter collectively “the Parties”) as of the ____ day of _____, 20____.

Recitals

A. The City and the County cooperate, in general, and have entered into numerous beneficial arrangements in the past for the control of stormwater runoff to reduce the amount of pollutants in local streams, prevent stream bank erosion, and reduce flooding caused by stormwater.

B. The Stormwater Management Advisory Council determined that it is in the best interests of the residents of Johnson County for the County’s Stormwater Management Program to participate in a cost-share program with the City that promotes the use of rain barrels, rain gardens, and native plantings on residential property to reduce stormwater runoff as well as increase public awareness of stormwater-related issues, all as required by federal NPDES stormwater rules and regulations.

C. The City has developed BMP cost-share program (“Program”) which allows its residents to seek and receive reimbursement for a portion of costs related to the installation of certain BMPs.

E. The County, with the concurrence of the Stormwater Management Advisory Council, hereby agrees to provide \$10,000.00 to the City for its Program upon the following terms and conditions:

Agreement

1. **Purpose of Agreement.** The Parties enter into this Agreement for the purpose of providing City residents the opportunity to receive partial reimbursement for implementing certain stormwater best management practices. The Parties acknowledge that residents shall be allowed to apply for funding in accordance with the Program requirements set forth in the attached Exhibit A.
2. **County Contribution.** The County agrees to contribute up to \$10,000 towards the Program. Not more than once each calendar quarter, the City shall submit to the County a statement satisfactory in form and content to the Manager of the Stormwater Management Program detailing the expenditure of funds during the preceding calendar quarter.
3. **Administration of Program.** It is acknowledged and agreed that the City shall enter into all contracts relating to the Program in its own name and not as an agent of the County. The City agrees to be solely responsible for the administration of all other contracts for the Program. Any contract disputes shall be resolved by the City at the City’s sole cost and expense.

4. **Reporting Requirements.** The City agrees to provide a final report to the County summarizing the projects completed under the Program.
5. **Duration and Expiration of Agreement.** This Agreement shall be effective as of March 1, 2015, and shall expire on January 31, 2016. The Parties acknowledge and agree that any prior agreements on the same subject matter have expired and neither party has any unfilled obligations under that agreement.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by each of the Parties hereto.

City of Roeland Park

Johnson County Public Works Department

Aaron Otto
City Administrator

Brian Pietig
Director of Public Works

Approved as to form:

Approved as to form:

Robert A. Ford, Asst. County Attorney

Stormwater Treatment Best Management Practices Cost Share Reimbursement Program

The City of Roeland Park has received a grant of \$10,000 from Johnson County Stormwater to fund stormwater treatment facilities on homeowner properties within the city limits. It is a cost share program awarded on a first come, first serve basis. The program is designed to promote water quality and reduce stormwater runoff within the city.

ELIGIBLE STFs/BMPs

- 1) Rain Gardens - 50% match up to \$1000.
- 2) Native planting buffers/swales - 50% match up to \$1000.
- 3) Bio retention cells (dry retention basins) - 50% match up to \$1000.
- 4) Rain Barrels – 50% match up to \$75. Two barrels maximum.
- 5) Pervious Pavement - 50% match up to \$1000.

PROGRAM APPLICANT CONDITIONS:

- 1) The applicant shall be responsible for all project costs and purchases. The City of Roeland Park will provide reimbursement after costs have been incurred. After final project approval, the applicant must submit all final costs and receipts and the City will reimburse the applicant according to the program rates.
- 2) Projects must be completed by October 31 of the calendar year of application approval.
- 3) The City of Roeland Park will require access to your property at these times:
 - A) Pre - construction - to evaluate the application and site
 - B) During construction
 - C) Post - construction – for final inspection and approval
- 4) Once a project is approved, implementation is the sole responsibility of the homeowner. The City of Roeland Park is NOT liable for personal injury or property damage resulting from said work.
- 5) Projects approved for funding carry no implied warranty from the City of Roeland Park.
- 6) The project (i.e., rain garden, swale, etc.) must be maintained for a minimum of three years after final approval. All costs for maintenance are the responsibility of the homeowner.
- 7) The applicant is responsible for obtaining all required permits. The approval of the initial application does NOT constitute a permit. The homeowner is responsible for notifying Kansas One Call and Water One to have utilities located and marked before digging.

Kansas One Call – dial 811 or go to their website / Water One – 913-895-1806 or their website

RP BMP Cost Share Program

INSTRUCTIONS:

- 1) Fill out the application. Attach a map, project summary and description, cost summary, and a project schedule.
- 2) Include a copy of any cost estimates or quotes.
- 3) Make sure the application is signed by the property owner.
- 4) Submit your application and required documents to :
City of Roeland Park
Public Works Department
4600 W. 51st Street
Roeland Park, KS 66205
Attn: Carl Wisdom
- 5) After application approval, contact Public Works prior to project start and then begin installation of your project.
- 6) Contact Public Works for your midpoint and completion inspections.
- 7) Submit your final receipts and form for approval and payment.
- 8) CONTACTS:

By mail: City of Roeland Park
Public Works Department
4600 W. 51st Street
Roeland Park, KS 66205

By phone or e-mail:

Carl Wisdom, City Forester, 913-722-5435, cwisdom@roelandpark.org
Jose Leon, Public Works Director, 913-722-5435, jleon@roelandpark.org

Item Number: New Business- VII.-M.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/6/2015
Submitted By: Jose Leon and Aaron Otto
Committee/Department: Public Works
Title: **Granada Park Trashcan and Picnic Tables**
Item Type: Other

Recommendation:

To approve replacing the current trash cans and picnic tables at Granada Park with larger items and include a recycling container.

Details:

As part of the Granada Park Update, staff has researched larger trash containers to be included on the site since over the weekends the existing containers can overflow. Additionally, a few of the cans have some minor damage to them over the years they have been in service. Below are cost of adding larger trash cans and the first recycle container in a city park space.

6 Trash Can replacements
5 - 32 Gallon = \$744/each
1 - 32 Gallon Recycle = \$794/each

Additionally, the two picnic tables at the park are set to be replaced with three tables and will also be placed on concrete pads in the future.

3 Picnic Table replacements
3 - 7' Powder coated tables (ADA Accessible) = \$1,043.00/each

Financial Impact

Amount of Request: \$8,436.00 with shipping	
Budgeted Item?	Budgeted Amount: \$150,000
Line Item Code/Description: City Hall TIF - 5763 SKATEBOARD PARK MAINTENANCE	

Additional Information

ATTACHMENTS:

Description	Type
 Granada Park Amenities	Cover Memo
 Granada Park Picnic Table	Cover Memo
 Granada Recycle Can	Cover Memo
 Granada Trash Can	Cover Memo



Fry & Associates, Inc.

101 E 15th Ave, North Kansas City, MO 64116
t. 816-221-4825 f. 816-221-4831

QUOTE

Number FRYQ56821
Date Mar 6, 2015

End User	Ship To	Bill To
City of Roeland Park, KS Granada Park WBV Amenities 4600 West 51st Street Roeland Park, KS 66205	City of Roeland Park, KS 4600 West 51st Street Roeland Park, KS 66205	City of Roeland Park, KS 4600 West 51st Street Roeland Park, KS 66205

Granada Park WBV Amenities

Associates	P.O. Number	Ship Via	Terms
Margie Fry Steve Jones		Common	Net 10

Qty	Description	Unit Price	Ext. Price
1	TF3S32S Wabash Valley Receptacle Faux - Wood w/ Liner & Recycle Top Lid Surface Mount Faux Wood Color: Espresso Lid Color: Black	\$794.00	\$794.00
5	TF3D32S Wabash Valley Receptacle Faux - Wood - w/ Liner & Dome Lid Surface Mount Faux Wood Color: Espresso Lid Color: Black	\$744.00	\$3,720.00
3	CA2T56C Wabash Valley 7' Table - Round Perforation - Portable/Surface Mount (Mounting Covers Included) Top & Seat Color: Textured Black Frame Color: Textured Black	\$1,043.00	\$3,129.00

DELIVERY NOTIFICATION:

NAME: _____

PHONE: _____

**CUSTOMER IS RESPONSIBLE FOR UNLOADING,
STORAGE, ASSEMBLY AND INSTALLATION**

Continued On Next Page ...

Qty	Description	Unit Price	Ext. Price
Also forward to Jose' at jleon@roelandpark.org		SubTotal	\$7,643.00
		Tax	\$0.00
		Shipping	\$820.00
		Total	\$8,463.00

Shipping Contact: Rick Allen
Email: rallen@roelandpark.org

Phone: 913-400-1151 (cell)
Fax:

Quote Accepted By: _____ Date: _____

Pricing is CASH pricing. 3.5% will be added to the total for credit card transactions



Model #CA2T56C

The legs on this model set further in than the Signature Style ADA table; therefore is ADA without the ends extending beyond the seats.





Item Number: New Business- VII.-N.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/6/2015
Submitted By: Jennifer Jones-Lacy
Committee/Department: Administration
Title: **Novus Agenda**
Item Type: Discussion

Recommendation:

To approve the use of the NOVUS system for agenda management.

Details:

City staff also benefit from agenda management software through reduced time spent in compiling council and committee packets, ease of moving items from one meeting to the next, ability to take notes during the meeting within the software, and the ease in navigating through the packet and attachments during the meetings.

Financial Impact

Amount of Request: \$4,950 – base annual fee
--

Budgeted Item?	Budgeted Amount: \$12,000
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Line Item Code/Description: 5405.101/Dues, subscriptions and books
--

Additional Information

Item Number: Ordinances and Resolutions:- VIII.-
 A.

Committee 3/16/2015
Meeting Date:



City of Roeland Park Action Item Summary

Date: 3/11/2015
Submitted By: Kelley Bohon
Committee/Department: Admin
Title: **Ordinance 907 - AN ORDINANCE ALLOWING CONSUMPTION
OF ALCOHOL ON CERTAIN PUBLIC PROPERTY FOR A LIMITED
TIME AND PURPOSE, PURSUANT TO K.S.A. 2013 SUPP. 41-719
(d).(for Community Block Party and Barktoberfest)**
Item Type: Ordinance

Recommendation:

**To approve an Ordinance 907 - AN ORDINANCE ALLOWING CONSUMPTION OF ALCOHOL
ON CERTAIN PUBLIC PROPERTY FOR A LIMITED TIME AND PURPOSE, PURSUANT TO
K.S.A. 2013 SUPP. 41-719(d).**

Details:

City Code requires an ordinance be passed if there is an event involving alcohol on public property. The Community Events Committee has asked for permission to have these two events that may include the consumption of alcohol.

Financial Impact

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

Additional Information

ATTACHMENTS:

Description	Type
 R Park Ordinance 907	Cover Memo

ORDINANCE NO 907

AN ORDINANCE ALLOWING CONSUMPTION OF ALCOHOL ON CERTAIN PUBLIC PROPERTY FOR A LIMITED TIME AND PURPOSE, PURSUANT TO K.S.A. 2013 SUPP. 41-719(d).

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

SECTION 1. Purpose. The purpose of this ordinance is to allow for consumption of alcoholic liquor at the City of Roeland Park's "R Park" (located at 5535 Juniper) for a Community Block Party on June 15, 2015 and Barktoberfest October 3, 2015.

SECTION 2. Exemption of City Property. Pursuant to K.S.A. 2013 Supp. 41-719(d), the City hereby exempts for a limited time and purpose the following property ("Exempted Property"), title of which is vested in the City, from K.S.A. 2013 Supp. 41-719(c), which prohibits the drinking or consumption of alcoholic liquor by any person on public property:

A tract of land in the Northwest Quarter of Section 9, Township 12, Range 25, in the City of Roeland Park, Johnson County, Kansas, described as follows:

Beginning at a point which is 906.14 feet West and 215 feet South of the Northeast corner of said Northwest Quarter, thence West 510; thence South 512.7 feet to the North line of 56th Street; thence Northeasterly along the North line of 56th Street to a point which is 465.54 feet South of the point of beginning; thence North 465.54 feet to the point of beginning, except that part in any road.

The exemption of the foregoing property from the provisions of K.S.A. 2013 Supp. 41-719(c) shall be limited to June 15, 2015 and October 3, 2015, and thereafter, the exemption and all other sections of this ordinance shall be of no force or effect.

SECTION 3. Limited Suspension of Certain City Ordinances Pertaining to Alcoholic Liquor. Notwithstanding any provisions in the Code of the City of Roeland Park, Kansas to the contrary, including but not limited to Sections 3-102 and 12-108 of the Code, the City may allow the possession, drinking and consumption of alcoholic liquor by persons twenty-one (21) years of age or older on June 15, 2015 and October 3, 2015., on the Exempted Property in conjunction with the Community Block Party and Barktoberfest for residents; provided that nothing contained in this ordinance shall constitute a suspension of any ordinances prohibiting drunkenness, disturbing the peace, or disorderly conduct on the Exempted Property.

SECTION 4. Take Effect. This ordinance shall take effect and be in force from and after its publication in the official City newspaper.

PASSED by the City Council the 16th day of March 2015. APPROVED by the Mayor.

Joel Marquardt, Mayor

ATTEST:

Kelley Bohon, City Clerk

APPROVED AS TO FORM:

Neil R. Shortlidge, City Attorney

Item Number: Ordinances and Resolutions:-
VIII.-B.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/10/2015
Submitted By: Jennifer Jones-Lacy
Committee/Department: Admin
Title: **RESOLUTION 639: A RESOLUTION ACCEPTING THE NEIGHBOR-TO-NEIGHBOR STRATEGIC PLAN FOR THE CITY OF ROELAND PARK.**
Item Type: Resolution

Recommendation:

TO APPROVE Resolution 639 – A RESOLUTION ACCEPTING THE NEIGHBOR-TO-NEIGHBOR STRATEGIC PLAN FOR THE CITY OF ROELAND PARK

Details:

Financial Impact

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

Additional Information

ATTACHMENTS:

Description	Type
 Resolution 639 - Strategic Plan	Resolution Letter

RESOLUTION NO. 639

A RESOLUTION ACCEPTING THE NEIGHBOR-TO-NEIGHBOR STRATEGIC PLAN FOR THE CITY OF ROELAND PARK.

WHEREAS, the citizen-led Neighbor-to-Neighbor Strategic Plan (Plan) was presented to the City Council at the March 2, 2015 Committee of the Whole meeting; and

WHEREAS, the group of volunteer citizens with the assistance of Wichita State University worked for over a year to draft a set of goals to guide the Governing Body and City staff on a direction for the City's future; and

WHEREAS, the Governing Body respects and appreciates the work of the citizen-led task force and will work towards thoughtful implementation of the Strategic Plan; and

WHEREAS, by accepting the plan the Council will move focus on the primary tenants and goals of the Plan understanding the Plan is a "living document" and that the strategies to achieve the goals laid out in the Plan may change over time; and

WHEREAS, staff will develop a reasonable time frame and Budget necessary to put the Plan into action; now

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS, AS FOLLOWS:

Section 1. Accept the Neighbor-to-Neighbor Strategic Plan. The Governing Body of the City hereby accepts the Neighbor-to-Neighbor Strategic Plan, a copy of which is attached hereto as **Exhibit A**.

Section 2. The Governing Body will review and determine financial parameters, estimates and feasibilities for the goals associated with the Plan as determined during the annual budget preparation and also in conjunction with the Volunteer Citizens Task Force with all due deliberation and diligence.

PASSED by the Governing Body of the City on March 16, 2015 and **APPROVED AND SIGNED** by the Mayor.

(SEAL)

Joel Marquardt, Mayor

ATTEST:

Kelley Bohon, City Clerk

Item Number: Ordinances and Resolutions:-
VIII.-C.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date: 3/10/2015
Submitted By: Jennifer Jones-Lacy & Aaron Otto
Committee/Department: Finance
Title: **Resolution 640 - A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES TO TAKE EFFECT April 1, 2015**
Item Type: Resolution

Recommendation:

TO APPROVE Resolution 640 – A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES TO TAKE EFFECT April 1, 2015

Details:

At the September 17, 2012 City Council meeting, Resolution 626 was adopted and contained information about fees charged by the City that previously were outlined in City ordinances.

In 2012 - 2014 the City completed its codification review process and there were a few lesser used fees that were not previously removed from City Code and included in the 2014 fee resolution.

The proposed fee schedule includes removing some services that are no longer provided and increasing the fees for plan review which had previously not been reviewed for at least 10 years. Additionally, a few new fees were added including for a second rental property re-inspection and water line check by the building inspector. The rest of the fees for the Police Department and City Hall largely remain unchanged. These fee rates will go into effect on April 1, 2015.

Financial Impact

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

Additional Information

ATTACHMENTS:

	Description	Type
	Resolution 640	Cover Memo

RESOLUTION # 640

**A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES
TO TAKE EFFECT April 1, 2015**

WHEREAS, the City Council has determined it is proper to review and update a schedule of fees;

WHEREAS, the City Council of the City of Roeland Park, Kansas, previously adopted fees by ordinance and now seeks to do so via resolution;

WHEREAS, these fee schedules for the Police Department and City Hall will remain in place until a new resolution is adopted by the City Council;

NOW THEREFORE be it resolved by the governing body of the City of Roeland Park, Kansas, that the following Schedule of Fees and Charges shall take effect on **April 1, 2015**.

City of Roeland Park, Kansas Schedule of Fees and Charges

BOUND REPORTS AND OTHER PUBLICATIONS

Budget	Available online Free	\$12.00
Annual Financial Report	Available online Free	\$25.00
Comprehensive Plan	Available online Free	\$15.00
Municipal Code (Hard Copy)	Available online Free	\$85.00
Municipal Code (CD)	Available online Free	\$5.00
Zoning and Subdivision Regulations	Available online Free	\$10.00
Zoning Maps	Available online Free	\$5.00

BUSINESS LICENSE (Chapter 5)

Adult Businesses	
Entertainment License	\$250.00
Manager's license	\$20.00
Entertainer's license	\$20.00
Server's licenses	\$20.00
Amusement Devices	
Operator License	\$100.00
Distributor License	\$200.00
Home Occupational License	\$40.00
Massage Establishments	\$150.00
Massage Therapist	\$50.00
	\$80.00
Non-Domicile License	½ Year Prorate \$40.00
Payday Loans	\$1,000.00
Peddlers, Solicitors	\$20.00 per day per person
Businesses with permanently established house to house or wholesale business shall receive such license upon the payment of \$50.00 for any year.	
Rental License	
Single/Duplex (Per Unit)	\$75.00
Multi-Family (Per Square Foot of living space)	\$0.04

Retail/Office Space		
	Square Footage	License Fee
	0 — 499 sq.ft.	\$50.00
	500 — 999 sq.ft.	\$65.00
	1,000 — 1,999 sq.ft.	\$100.00
	2,000 — 2,999 sq.ft.	\$125.00
	3,000 — 3,999 sq.ft.	\$150.00
	4,000 — 4,999 sq.ft.	\$180.00
	5,000 — 5,999 sq.ft.	\$210.00
	6,000 — 6,999 sq.ft.	\$230.00
	7,000 — 7,999 sq.ft.	\$290.00
	8,000 — 8,999 sq.ft.	\$360.00
	9,000 — 9,999 sq.ft.	\$430.00
	10,000 — 10,999 sq.ft.	\$500.00
	11,000 — 12,999 sq.ft.	\$560.00
	13,000 — 14,999 sq.ft.	\$620.00
	15,000 — 17,999 sq.ft.	\$710.00
	18,000 — 20,999 sq.ft.	\$780.00
	21,000 — 24,999 sq.ft.	\$950.00
	25,000 and over sq.ft. —	\$950.00 + \$30/1000 sq.ft.
Service Station		Retail/Office Space Schedule + Pump Fee \$10 per handle
Solid Waste/Trash Trucks		\$50.00 Per Truck

FRANCHISE APPLICATION FEES

Telecommunication franchise application (one-time fee)	\$2,000.00
Telecommunication franchise renewal (one-time fee)	\$1,000.00
Cable franchise application	\$2,000.00
Cable franchise renewal	\$1,000.00
Utility franchise application	\$2,000.00
Utility franchise renewal	\$1,000.00

LICENSE FEES

<i>Alcohol and Liquor</i>		
CMB Licenses	Consumption on premises (Includes State Stamp) Fee Set By State	\$200.00
CMB Licenses	Non Consumption on premises (Includes State Stamp) Fee Set By State	\$75.00
Liquor Store (Occupational Tax)	Fee Set By State Annual license fee	\$300.00
Liquor Store (Occupational Tax)	Fee Set By State Biennial license fee	\$600.00
Temporary Liquor or CMB	Fee Set By State Annual license fee	\$25.00
Change of location (CMB)	Fee Set By State Annual license fee	\$50.00
Fireworks - Application for Public Exhibition (7-408 refunded if denied)		\$100.00
Garage Sale Permit		\$5.00
<i>Pet Licenses (Chapter 2)</i>		
Chickens/Hens:		

New Applications	\$80.00
Renewal	\$20.00
Dogs/Cats:	
Spayed/Neutered - Annual Tag	\$10.00
Not Spayed/Neutered - Annual Tag	\$25.00
Late charge on Dog/Cat Tags	
30 days but less than 60 days, following the expiration of the registration period	\$5.00
60 days but less than 90 days following the expiration of the registration period	\$10.00
90 days or more following the expiration of the registration period	\$20.00
Replacement Tag	\$1.00
Special Pet Permit - Dogs/Cats (More than 2 of each) - Annual	\$100.00

OTHER FEES

Administration	
Copies (items readily available)	\$0.25/Per page
Copies (all other items)	\$0.25/page + staff cost
Copies to CD	\$5.00/CD
Research Fee	\$35.00 per hour
Second Reinspection of Rental Property	\$40.00 per inspection
Court/Police	
Copies:	
Accident Reports & Pictures	\$10.00
DUI Report & Video	\$30.00
Fax	\$5.00
Offense Reports & Pictures	\$10.00
	\$10.00
Video only (per disc)	\$25.00
Fingerprinting - Residents	\$5.00
Fingerprinting - Non-Residents	\$25.00
Clerk Research Fee	\$ \$35.00 per hour
Returned Check Fee	\$40.00

PERMITS

After hours inspection fee	\$50.00 per hour; minimum 2 hours
House Moving	\$40.00
Portable Storage Unit/Dumpster	\$20.00; If purchased after delivery \$30 penalty

Building Permits - Remodeling/Tenant Finish	
Value of Work	
\$.00 - 1,000	\$20.00
\$ 1,000.01 - 1,200	\$45.00
\$ 1,200.01 - 1,300	\$48.00
\$ 1,300.01 - 1,400	\$51.00
\$ 1,400.01 - 1,500	\$54.00
\$ 1,500.01 - 1,600	\$57.00
\$ 1,600.01 - 1,700	\$60.00
\$ 1,700.01 - 1,800	\$63.00
\$ 1,800.01 - 1,900	\$66.00

\$ 1,900.01 - 2,000	\$69.00
\$ 2,000.01 - 10,000	\$ 69.00 for the first \$2,000 plus \$20.00 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)
\$ 10,000.01 - 15,000	\$245.00
\$ 15,000.01 - 20,000	\$290.00
\$ 20,000.01 - 25,000	\$325.00
\$ 25,000.01 - 50,000	\$ 325.00 for the first \$25,000 plus \$5.00 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)
\$ 50,000.01 - 100,000	\$ 450.00 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)
\$100,000.01 and higher	\$ 675.00 for the first \$100,000 plus \$3.00 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)
Building Permits - Single/Duplex Family Dwellings - Flat Fee Permits	
Building Permit New Construction Residential \$.20/Square Foot	
Building Permit New Construction Commercial \$.35/Square Foot	
Driveway	\$100.00
Electrical (upgrades)	\$50.00
Fence	\$40.00
Foundation Repair	\$125.00
Full HVAC Replacement (includes AC and Furnace)	\$125.00
Furnace and AC (separate)	\$65.00
Roof Replacement	\$130.00
Waterline	\$75.00
Demolition Permit	
Value of Work	
\$.00 – 200	\$20.00
\$ 200.01 -1,500	\$40.00
\$ 1,500.01 - 7,000	\$100.00
Demolition Permit	
\$ 7,000.01 - 50,000	\$ 100.00 for the first \$7,000 plus \$2.50 for each additional \$1,000 or fraction thereof
Over 50,000	\$ 7,000 plus \$2.50 for each additional \$1,000 \$350 for the first \$50,000 plus \$2.50 for each additional \$1,000 or fraction thereof.
Plan Review	
Residential 10% of total building permit fee; \$25.00 Minimum	
Commercial 65% of total building permit fee; \$50.00 Minimum	
Re-inspection Fee Building Permit	\$40.00 each
Sign Permits *	

For new, rebuilt or altered signs	\$100.00 for the first 100 square feet and \$10.00 for each 100 square feet or portion thereof in excess of 100 square feet.
Renovation of an existing sign	\$50.00.
On all Building Permits - Fees doubled if permit not purchased before work commences	
BUILDING PERMIT FEE REFUNDS.	
(a) The full amount of any fee paid hereunder that was erroneously paid or collected.	
(b) Not more than seventy-five (75%) percent of the permit fee when no work has been done under a permit issued in accordance with this code.	
The Code Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than sixty (60) days after the date of the fee payment.	

SPECIAL EVENTS PERMITS

Type 1 - Fund raising or non-commercial events held outside an enclosed permanent structure for non-profit religious, educational or community service organizations that periodically and routinely operate in the city; including any on-site signs and structures in conjunction with the event	No Cost
Type 2 - Seasonal Sales, including Christmas tree sales, garden centers, farmers' markets (1 Per year)	\$50.00
Type 3 - Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district such as banners as defined in Section 16-903(e) hereof, and attention-attracting devices as defined in Section 16-903(c) hereof (Up to 10 per year)	\$50.00
Type 4 - Significant commercial activities intended to sell, lease, rent or promote specific merchandise, services or product lines, such as tent sales, trade shows, or product demonstrations; (Up to 10 per year)	\$50.00
Type 5 - Significant public events intended primarily for entertainment or amusement, such as carnivals, concerts or festivals. (up to 10 per year)	\$75.00

STREETS & SIDEWALKS

Curb Cut Permit	\$85.00
Excavation	
Streets without non-woven fabric	\$85.00 + See 13-203
Streets containing non-woven fabric	See 13-204
Parade Permits	\$150.00
Right-of-Way Permit	\$85.00

WEED/NUISANCES

Mowing	1st Offense	\$125.00 Minimum
	2nd Offense	\$150.00 Minimum
	3rd Offense or more	\$175.00 Minimum
Additional Clean Up		Actual Costs

ZONING

Board of Zoning Appeals	
-------------------------	--

Appeal	\$50.00
Residentially Zoned April and August Meetings	No Cost
Variance	\$100.00

Rezoning to Single Family Resident District, Duplex Resident District or Multiple Resident

A District

0 to 5 acres	\$200.00
5+ to 10 acres	\$250.00
10+ to 20 acres	\$300.00
20+ acres	\$350.00

B Rezoning to Office Building District or Retail Business District

0 to 5 acres	\$350.00
5+ to 15 acres	\$400.00
15+ to 25 acres	\$450.00
25+ acres	\$500.00

Rezoing to District CP-O (included preliminary development

C plan review)

0 to 5 acres	\$450.00
5+ to 15 acres	\$500.00
15+ to 25 acres	\$550.00
25+ acres	\$600.00

Rezoing to District CP-1 or CP-2 (included preliminary

D development plan review)

0 to 5 acres	\$500.00
5+ to 15 acres	\$550.00
15+ to 25 acres	\$600.00
25+ acres	\$650.00

Rezoing to District P-1 (included preliminary development plan

E review)

0 to 5 acres	\$500.00
5+ to 20 acres	\$550.00
20+ acres	\$600.00

F Mixed zone change application for conventional districts (applications for any combination of districts listed in subsections A or B above)

0 to 10 acres	\$400.00
10+ to 20 acres	\$450.00
20+ to 40 acres	\$500.00
40+ acres	\$550.00

G Mixed zone change application for conventional districts (applications for any combination of districts listed in subsections A or B above)

0 to 10 acres	\$400.00
10+ to 20 acres	\$450.00
20+ to 40 acres	\$500.00
40+ acres	\$550.00

H Special Use Permits

0 to 5 acres	\$250.00
5+ to 10 acres	\$350.00
10+ acres	\$500.00
Site Plans (Non residential development in residential district	\$150.00
Preliminary Revised Preliminary Development Plan	\$400.00
Final Development Plan or Revised Final Development Plan	\$ 650.00

Landscaping Plan		\$125.00
Preliminary Plat		
	0-5 lots	\$100.00 plus \$8.00 per lot
	6-10 lots	\$100.00 plus \$7.00 per lot
	11-20 lots	\$100.00 plus \$6.50 per lot
	21 or more lots	\$110.00 plus \$6.00 per lot
Final Plat		
	0-5 lots	\$150.00 plus \$8.00 per lot
	6-10 lots	\$150.00 plus \$7.00 per lot
	11-20 lots	\$150.00 plus \$6.50 per lot
	21 or more lots	\$160.00 plus \$6.00 per lot
Lot Split		\$150.00
Nonconforming Situation Permits		\$75.00
Vested rights permits		\$100.00
Zoning - In addition to the above application fees, applicants shall be responsible for the cost of all legal publications, ie Public Notices of Hearings, Publication of ordinances, etc.		

The Resolution is hereby introduced and adopted by the City Council at the regular meeting held on **March 16, 2015**. This Resolution shall become effective upon being adopted by the City Council with the fees to take effect **April 1, 2015**.

Joel Marquardt, Mayor

ATTEST:

Kelley Bohon, City Clerk

SEAL:

Item Number: Reports of City Officials:- IX.-B.

Committee Meeting Date: 3/16/2015



City of Roeland Park Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: 2014 United Community Service Annual Report

Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:

Budgeted Item?

Budgeted Amount:

Line Item Code/Description:

Additional Information

ATTACHMENTS:

Description	Type
 2014 UCS Human Service Year-End Report	Cover Memo



Human Service Fund
A Collaborative City/County Partnership
Managed by United Community Services of Johnson County

2014 Year-End Report

Since 1990, United Community Services of Johnson County (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 2014, 13 nonprofit organizations were awarded \$268,100.

This report provides an overview of the programs supported by the Human Service Fund during 2014. While some programs also serve individuals who live outside of Johnson County, the number of people benefiting from services, as indicated below the name of each agency within the report, reflects the number of Johnson County residents served. Approximately **64,000 residents benefited** from programs designed offer support or create opportunities to help people avoid or escape poverty.

2014 Human Service Fund Priorities:

- Meet the basic needs of low-income individuals and/or families through services such as emergency aid, shelter, and food;
- Provide work supports such as job training and childcare assistance to individuals so that they may achieve economic self-reliance;
- Provide access to health care for those who otherwise lack access;
- Prevent and respond to personal safety through prevention services targeted to those at-risk of child abuse and/or family violence, and aid for victims of child abuse and/or family violence.

The UCS board of directors, the funded agencies and program recipients thank elected officials who make these funds available. For additional information, contact Marya Schott, UCS Community Initiatives Director, 913.438.4764.

2014 Funding	
Johnson County Government	\$110,250
15 Cities	\$179,850
Total Dollars	\$290,100
UCS Administration	-\$22,000
Grant Awards	\$268,100

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

*The City of Westwood's contribution was pending at time of 2013 allocations, and therefore was included in 2014 Human Service Fund grant awards.

2014 Human Service Fund Year-End Report

CASA of Johnson and Wyandotte Counties

Protected safety of 267 children

\$20,000 Grant

CASA's (Court-Appointed Special Advocate) Children in Need of Care (CINC) 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.

Outcomes achieved during 2014: With the exception of three children who were removed from their home following an investigation of abuse and/or neglect, children did not experience abuse or neglect while in the program. Judges and attorneys utilized reports prepared by CASA in 320 of 326 CINC court hearings. 97% of children served by CASA had a stable adult presence in their CASA volunteer.

Catholic Charities of Northeast Kansas

Met basic needs of 33,517 people

\$67,500 Grant

Through two centers in Johnson County, Catholic Charities of Northeast Kansas provides an emergency assistance and transitional housing program for families living at or below 150% of federal poverty guidelines (\$29,685 in 2014 for a family of 3 – the average family size served). 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 prescription medication, utility payments, and gasoline for emergencies or job transportation. The program includes temporary child care assistance for low-income parents who are working, attending school full time or searching for employment. Strength-based case management, coupled with financial education and asset development, helps families identify the strengths they possess and move toward stability and economic self-sufficiency.

Outcomes achieved during 2014: Direct financial assistance enabled 1,294 individuals to maintain housing. 2,789 individuals benefited from utility service assistance which enabled them to be safely housed. Visits to Catholic Charities for food assistance totaled 62,263. This included assistance with applications for SNAP (Supplemental Nutrition Assistance Program, previously known as Food Stamps), and food from the agency's pantry.

El Centro, Inc.

Met basic needs of 1,234 people

\$17,400 Grant

El Centro's Johnson County Family Services Program provides a set of safety-net services to low-income, under-/uninsured Johnson County residents. Services include emergency assistance (help with basic needs such utility and housing), domestic violence assistance (crisis counseling, case management), health navigation (help with accessing health services, obtaining prescriptions, etc.), and economic improvement (building

economic self-reliance through asset building, tax assistance, financial literacy education).

Outcomes achieved during 2014: Over \$20,000 was provided to help individuals facing emergency situations with housing and utilities. People were assisted with obtaining same-day care for medical issues to avoid emergency room visits and unnecessary expense. Through assistance with income tax preparation, families received an average of \$1,532 in Earned Income Tax Credits.

The Family Conservancy

Built economic self-reliance of 65 people

\$5,000 Grant

The Family Conservancy's Asset Building program is a nationally recognized incentive-based financial education and savings program. It provides Individual Development Accounts (IDAs) to assist low-income residents with acquiring long-term appreciable assets such as first homes and small businesses, and post-secondary education. IDAs are matched savings accounts. Individuals identify one goal to save for and their savings are matched (within guidelines) by the program. In order to access IDAs, participants must attend economic education classes that teach financial skills including how to improve credit. IDAs and the assets they help to produce increase family stability, have a positive effect on educational outcomes for children, and decrease the use of fringe financial institutions.

Outcomes achieved during 2014: During 2014, 65 IDA account holders were in the program. Most account holders are family units; in total 264 individuals from various geographic areas were served, and Johnson County residents accounted for about 25% of individuals served. All IDA account holders saved at least \$60 during the last six months of the year, and 14 account holders and their families completed financial education. Other account holders continued their education into 2015; due to timing of enrollment and length of the program, some account holders are unable to complete the financial education program within the calendar year. Thirteen account holders graduated from the program and purchased assets which included funding postsecondary education, purchasing a home, and opening a business. Others continue to save for their future asset purchase.

Harvesters – The Community Food Network

Met basic food needs of 2,330 children

\$7,500 Grant

Human Service Funds support Harvesters BackSnack program within Johnson County schools. Low-income children are given a backpack of food to take home 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. In Johnson County Harvesters collaborates with 50 schools and 24 community partners, many of which are faith-based.

Outcomes achieved during 2014: Harvesters provided 71,895 backpacks of food to Johnson County children. The most recent program evaluation, which was conducted metro-wide by UMKC Midwest Center for Nonprofit Leadership, found that during the 2012-13 school year, discipline incidents among participants were reduced by 54%, participants had 9% fewer tardies, grades improved in all four subject areas, and visits to the school counselor or social worker were reduced by 19%.

Head Start of Shawnee Mission

(As of January, 2015 Growing Futures Early Education Center)

Built economic self-reliance of parents of 131 children

The Human Service Fund helps support families enrolled in Growing Futures Early Education Center's (formerly Head Start of Shawnee Mission) Wrap Around Care (WAC) Program by providing fee subsidies for low-income families who are either working or in school, and having financial difficulties which threaten their children's enrollment in Growing Futures; and, crisis intervention for families in need of short-term help with housing and food. WAC provides extended day-care (before and after regular-hour care) for families in Growing Futures' preschool for three- to five year-olds. Fee subsidies allow children whose parents are having financial difficulties to maintain their Growing Futures enrollment, and enables parents to remain in school or working which is vital to the family's financial stability.

\$8,500 Grant

Outcomes achieved during 2014: Wrap Around Care served 131 children. 41 families received fee subsidies which allowed parents to remain working or in school while facing financial challenges. There were not enough funds to provide every family in need with a fee subsidy. Eight children were withdrawn from WAC due to temporary financial issues, primarily due to change in DCF eligibility requirements for subsidized child care. Children showed the following gains in seven developmental domains: 90% made gains in language/literacy, 94% in science, 91% in social/emotional skills, 57% in English language development (for ELL students), 89% in math, 90% in creative arts, and 74% in logic and reasoning.

Health Partnership Clinic of Johnson County

Access to primary health care for 12,122 people

\$45,300 Grant

The Health Partnership Clinic (HPC) provides comprehensive safety-net health care services, regardless of insurance or ability to pay. HPC's target population is low-income and uninsured patients who have minimal financial resources to pay for health care. HPC provides basic health and dental care, and 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, and referrals to specialty providers.

Outcomes achieved during 2014: During 2014 there were 29,488 face-to-face patient visits by Johnson County residents. HPC increased dental services onsite and offsite at partner locations including Head Start programs, WIC, and two school districts. HPC expanded services to include behavioral health. Children now comprise approximately 50% of HPC's patients. Patients achieved positive health outcomes as indicated by 73% of

diabetic patients who achieved HgA1c level of 9.0 or below, and 61% of hypertensive patients who achieved blood pressure readings below 140/90.

**Johnson County
Interfaith
Hospitality
Network**

Through partnerships with 35 faith congregations, Johnson County Interfaith Hospitality Network (IHN) provided shelter, meals, transportation, and employment assistance to homeless families and single women. In total, individuals received 3,319 days of shelter and strength-based case management.

Met basic needs of
67 people

\$9,000 Grant

Outcomes achieved during 2014: IHN served 22 families. Of those completing the program, 91% reported increasing their income by 25% or more while in the program, and 50% moved into homes of their own after completion.

**Kansas Children's
Service League**

Kansas Children's Service League Healthy Families Johnson County, a child abuse prevention program, provides intensive home-based parent education, and support and case management to first and second time parents who have been identified as being high risk for child abuse and neglect. Over the past two years, the number of families served has decreased due to loss of funding which lead to staff reduction.

Protected safety of
children in 29
families

\$7,000 Grant

Outcomes achieved during 2014: 29 families (97 individuals) were served through 350 home visits. All of the families remained free from substantiated abuse and neglect while in the program. At the end of the year, all of the children in the program had health insurance.

KidsTLC

KidsTLC Street Outreach Services Program (SOS) serves runaway and homeless youth between the ages of 12-21. The overarching goal of the program is to get homeless and runaway youth into safe and stable housing. In addition, the young peoples' immediate needs for food and hygiene items are met; youth are educated about sexual abuse, sexual exploitation and domestic violence; and, case management services are available. Youth have access to free counseling services through KidsTLC Outpatient Behavioral Health program.

Protected safety of
27 children

\$15,400 Grant

Outcomes achieved during 2014: 742 units of service were provided to Johnson County youth. KidsTLC defines a unit of service as "general outreach" which includes food, health/hygiene items, and as "full services" which include case management, crisis intervention, and safe housing. During 2014, 74 youth from various geographic areas were served. SOS safely housed nearly 44% of all youth served. These youth were housed in transitional living or shelters, or housing they obtained on their own.

SAFEHOME

Built economic self-reliance of 203 victims of domestic violence

\$18,000 Grant

SAFEHOME provides shelter and other assistance to victims of domestic violence. Human Service Funds support the Economic Empowerment program. Through education, support, housing advocacy, and referrals to community agencies, the program helps women find safe and affordable housing, and to take control of their finances and move towards financial independence. The program includes financial literacy classes and/or an economic assessment, followed by participation in a track(s) - Job Search, Training/Education, and/or Economic/Budgeting.

Outcomes achieved during 2014: During 2014, 292 women from various geographic areas were served, 203 of the women were from Johnson County. After 10 weeks of participation in the Job Search track, 64% of participants secured employment. After five weeks in the Budgeting track, 96% of participants set budgeting goals and 71% made plans to address credit problems. After 10 weeks in the Training/Education track, 64% of participants were enrolled in a job training, or a college or degree completion program.

The Salvation Army – Olathe

Met basic needs of 146 people

\$15,000 Grant

The Salvation Army Johnson County Family Lodge assists homeless and near homeless families with temporary housing and food at the only homeless shelter in Johnson County. Intensive Case Management, which utilizes a strengths-based model, is provided to each family. Weekly crisis counseling is provided if needed. In 2014 The Salvation Army opened a new lodge which can provide shelter for 14 families at a time. During 2014 the Family Lodge served 32 families and provided 27,233 units of service which it defines as “one bed night and one meal provided.”

Outcomes achieved during 2014: 95% of families completed a debt reduction plan prior to leaving the program. Every family that entered the program developed a plan for a support system to access upon leaving. All participants who successfully completed the program also completed a course or class leading to new life skills. Those included stress management skills, parenting skills classes followed by parent coaching, continuing education that resulted in re-instatement of a resident’s LPN license, financial education classes, character building classes for children, and working with a job coach to develop a resume and implement new job searching skills.

Sunflower House

Protected safety of 14,022 children

\$32,500 Grant

The Human Service Fund supported Sunflower House’s child abuse protection program – the Personal Safety Educational program. The program includes: 1) *P.S. Happy Bear*, an interactive play for children ages four through seven in public and private early childhood centers and elementary schools; 2) *Let’s Cyber Chat*, an internet safety program delivered to upper-elementary and middle school students and parents; 3) *P.S. It’s My Body*, delivered in elementary schools and includes lessons on

personal safety, bullying, sexual abuse and communication skills; and,
4) Mandated Reporter training for early childhood professionals, home visitors, court-appointed advocates and others.

Outcomes achieved during 2014: In post-program surveys, 91% of middle school youth indicated they would report unwanted/inappropriate electronic communications or material, 93% of surveyed children correctly recognized welcome and unwelcome touches, and 95% of children indicated they know how to report abuse to an adult even when told to keep it a secret. 94% of participants in the Mandated Reporter training correctly identified three indicators of abuse.