GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roeland Park City Hall - 4600 W 51st St
Monday, March 14, 2016 6:00 PM

- Joel Marquardt, Mayor
- Erin Thompson, Council Member
- Becky Fast, Council Member
- Michael Poppa, Council Member
- Ryan Kellerman, Council Member
- Tim Janssen, Council Member
- Teresa Kelly, Council Member
- Sheri McNeil, Council Member
- Michael Rhoades, Council Member
- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

Admin	Finance	Safety	Public Works
Janssen	Rhoades	McNeil	Fast
Poppa	Kelly	Thompson	Kellerman

I. APPROVAL OF MINUTES

A. January 11, 2016

B. February 1, 2016

II. DISCUSSION ITEMS:

1. Review and Preliminary Approval of Objectives

III. NON-ACTION ITEMS:

IV. ADJOURN

Welcome to this meeting of the Committee of the Whole of Roeland Park.
Below are the Procedural Rules of the Committee

The governing body 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 Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (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 Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.

C. **Purpose.** The purpose of addressing the Committee of the Whole is to communicate formally with the governing body with a question or comment regarding matters that are on the Committee's agenda.

D. **Speaker Decorum.** Each person addressing the Committee of the Whole, 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 committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or 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 Committee of the Whole, each speaker shall limit comments to two minutes per agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.

F. **Speak Only Once Per Agenda Item.** 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 Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident 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 governing body welcomes your participation and appreciates your cooperation. If you would like additional information about the Committee of the Whole or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: APPROVAL OF MINUTES- I.-A.
Committee Meeting Date: 3/14/2016

City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **January 11, 2016**
Item Type:

Recommendation:

Details:

ATTACHMENTS:

	Description	Type
🗋	January 11, 2016	Cover Memo

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CMBR Fast called the meeting to order.

I. MODIFICATION TO THE AGENDA

CMBR Kellerman would like to discuss extending the re-branding deadline.

CMBR Fast would like to add a discussion on the procedure of Community Forums as well as the scheduling of to lock in dates at the Community Center.

II. DISCUSSION ITEMS:

1. Johnson County Agreement for Fiber

Ms. Jones-Lacy provided an overview of the agreement and explained the fiber agreement and the benefits it will provide to the City. Ms. Jones-Lacy said this is an exciting opportunity for Roeland Park. Johnson County has fiber connected to the Roeland Park Community Center and has offered to help extend that fiber from the Community Center to City Hall, the Public Works facility and on to Fairway's Public Works facility. Johnson County has offered to pay half of the cost with the other half being paid for by Roeland Park. The City's portion is not expected to exceed $20,550. The City will realize a $750 per month savings for Internet charges by SureWest. The fiber will be a much faster connection through a secure network and will also allow the City to have offsite storage of data. Full cost recovery is anticipated in 3 years and 4 months. There may also be a future opportunity to use phone service for VoIP with the county which save the City an additional $600 per month. There is also no monthly service fee for the fiber usage. Staff is recommending the City Council review the agreement that has been vetted by City Attorney Shortlidge and consider putting it on the next Council agenda for approval.
Aaron Otto, Assistant to the Johnson County Manager said this is one of the first times the county has taken fiber from the county to a non-county building. Past investment in the Community Center is making this connection possible. The City's portion will utilize 2015 dollars for the 50/50 installation match. Mr. Otto said the goal of Johnson County is to try and connect more of the local government.

CMBR Kelly thanked everyone for the research and work on this. She questioned whether the installation of fiber would affect the City's Internet or IT policies, and whether the county's policy would align with the City. City Administrator Moody said the City's internal policy would remain the same and regulations for employee use will not change. He added that the fiber connection is a better protection against malware and other things.

CMBR Rhoades asked for clarification on Exhibit A and the percentages of the split payments. City Administrator Moody said the blue line is $19,200 is a 50/25/25 County-Roeland Park-Fairway split. The purple line is a 50/50 County-Fairway split. The yellow line is a 50/50 County-Roeland Park split. And the green line is a 50/25/25 County-Roeland Park-Fairway split.

CMBR Janssen asked if there will be a disconnect fee for current Internet service provider. Ms. Jones-Lacy said the City has been working month-to-month without an agreement, but will check to see if there are any disconnect fees.

Mr. Otto expressed his thanks on behalf of the county for the chance to partner this. He said it started almost five years ago when he City worked on a partnership agreement with Johnson County for IT services. He added that this has proven to be invaluable over the last years prior. He concluded by stating that the county will continue to look for opportunities to make local government look better.

The Governing Body agreed to place this item on the Consent Agenda for the next Council meeting.

2. Contract for Development Consultant

City Administrator Moody said that the Ad Hoc Development Committee went through an RFP process for a planning and redevelopment consultant and has interviewed CBC Real Estate Group who has recommended entering into an agreement with them. The agreement will encompass two projects. The southern project, northeast corner of Johnson Drive and Roe Boulevard, will be a not to exceed amount of $7,500. This is a shared service with 30 percent paid by the City of Mission and 70 percent paid by the City of Roeland Park. The north site, also known as the old pool site, will be a not to exceed amount of $12,500. The agreement has been reviewed by legal counsel and TIF funds can be used to pay for the $12,500, which is underneath the $100,000 allocated to be spent on the site.

CMBR McNeil expressed a desire to move ahead on the southern project without Mission's involvement. Mayor Marquardt said that some items still need to be confirmed. City Administrator Moody said KDOT has submitted a legal description that conveys the triangle, which is the southern-most portion inside the City of Mission, to the city. It's a quitclaim deed that needs to be approved and recorded. They are still trying to get the triangle a little bigger so as to extend to the east a bit and does take in some of the common ground that could be used for parking. Shafer, Kline & Warren (SKW) is reviewing to see how the project might be modified to get that ground.

City Administrator Moody introduced Jason Glasrud with CBC as one of the primary contacts. Mr. Glasrud thanked the Ad Hoc Committee for selecting his firm. He said it is his job to create a development plan to present to a developer or to the brokerage community. He added that CBC is a commercial real estate development company that develops their own properties, as well as manage and lease them. They also do third-party project management such as managing the Lenexa Civic Center project. They are also an owner/developer of a building in Gladstone. City Administrator Moody said they are trying to get the best insight to create a focused and best option for the projects.

3. Nall Park Bathroom, Shelter and Drinking Fountain Rehab Review

Public Works Director Leon provided an update on the bathroom rehabilitation plans at Nall Park. The Governing Body has approved staff to work with SKW to provide a cost estimate for the planned restroom rehabilitation. At the park the restroom is the main focus, with the shelter and drinking fountain as alternatives. Dale Dixon from SKW was also present at the meeting and available for questions. Public Works Director Leon thanked Administrator Moody and Mayor Marquardt for their work the past few months in finalizing the plans, and he would now like to go out for bid on the projects.

The Governing Body discussion the layout and design options of drinking fountains and the possibility of having them attached to restroom versus a stand-alone. Public Works Director Leon favors the stand-alone location of the drinking fountain and noted that it's ADA accessible as well as a focal point. He felt that moving the location would be creating more work.

After further discussion the Governing Body agreed to move this forward to a Council agenda.

4. Large Fabric Trash (Dumpster) Bags

Mayor Marquardt noted the modification to the proposed language that was discussed that last time this topic was talked about by the committee. Mayor Marquardt recommended the dumpster bags be covered, "with a uniform similar material as to contain and conceal the contents when not in use for more than one hour." This would allow users to get a tarp or something and cover it when not in use.

CMBR McNeil questioned the practicality and expense of covering the dumpster.

CMBR Rhoades said there is still the issue of sustainability and not to add more waste in landfill.

CMBR Fast said she felt that it is unrealistic to cover it and CMBR Kellerman agreed with her statement.

Mike Flickinger, the City Building Official, expressed his problems with allowing the bags in the City. He said he is against them because of non-sustainability, but also believes a roll-off dumpster is a more cost effective option. He noted that a 10-yard dumpster costs less money than the purchase of a 3-yard dumpster bag as well as the price of its pickup. He also said these were going to be difficult to regulate. Mr. Flickinger recommended that if the Governing Body does decide to move forward he suggests they coordinate with Home Depot and Lowe's to have them tell customers to check with local municipality to see if there are any regulations rather than putting a sign on their displays.

CMBR Rhoades said he, too, sees a problem requiring that it be covered and suggested extending the limit to ten days.

CMBR Kelly agrees the bags are not sustainable and that a roll-off dumpster would not be going into the landfill, but the contents going into the landfill are usually not sustainable either. The Sustainability Committee is aware of this issue being discussed by the Governing Body and they are putting together some education information for people that will include a list of resources of who to call if they have remodeling restoration waste. She said there are a lot of options to dispose of materials in a sustainable manner. She also said she didn't believe it was feasible to be covering the bags. She also was in favor of cutting the time from 15 days to 7 or 10. She added that these bags are meant to be for quick weekend projects for the do-it-yourself-er.

Mr. Flickinger reiterated that the permitting process will probably be difficult to enforce. He also said that if someone has a permit to put a new roof on their house, the City does not require an additional permit for a dumpster to remove any debris. His recommendation is to educate the public on the true cost versus a hard dumpster.

CMBR McNeil asked Mr. Flickinger to put together an article to get the information out there.

Mayor Marquardt asked for everyone's opinion on whether bags are to be allowed and whether they would require a cover.

CMBR Rhoades said they should be allowed, uncovered, and with a short time frame of 7-10 days, and with education to the community of sustainability and cost.

CMBR Kelly said she would prefer not to have them, but would be amenable to a shorter time frame. She reiterated she didn't think it was feasible to cover them. CMBR Kelly also encouraged education on the topic.

Mr. Flickinger said wording could include that the contents be secured versus covering them.

CMBR Poppa said the bags should be allowed, uncovered, on the property for a five day maximum and for the City to provide education to the public.

CMBR Thompson approved of them uncovered and with a short term.

CMBR McNeil also approved of the bags, having them uncovered and on a short term basis.

CMBR Kellerman said he could support allowing them for five days, but thinks the issue should be readdressed. He recommended a trial run and discuss the topic again to see how it went.

CMBR Fast said she really had no opinion. She guessed they could be allowed, uncovered, with a limit of five days. If it was discovered allowing them was not working, then the City could disallow them. She also said she liked the phrase secured, but uncovered.

Mayor Marquardt said he did not believe they should be allowed in the City as they are an eyesore. But if they are to be allowed having a five day max.

City Administrator Moody said that the ordinance would need to be passed even if the Council was interested in a pilot program. He said they could revisit the issue again in six months to see how it's been going.

There was consensus to allow the bag dumpster for seven days, uncovered. They agree on a need for education, but that will be separate from the ordinance. This item will be placed on New Business with an agreement to revisit it again in November.

5. Citizenserve Online Permitting and Licensing

City Clerk Bohon noted that in the budget there is $10,000 for permit and licensing software. She has demo'd several options and found that Citizenserve was the best value. Currently staff has four Access databases they use and implementation of this program would bring it all to one which will be convenient as well as a time saver. She noted that reporting is now a challenge, but with Citizenserve they will generate their own reports and staff will also be able to build their own. This will also allow them to do permit renewals via e-mail or through standard mailings. It will also allow citizens to apply online for permits and scheduling inspections.

CMBR McNeil expressed concerns about privacy and how much information can be accessed. City Clerk Bohon said they will be able to customize the program to the City's needs.

Staff showed a video on the Citizenserve program and its features.

CMBR Fast asked if a service/convenience fee would be added to users to help offset the $7,200 annual fee.

City Administrator Moody said that is something to possibly discuss when putting together the 2017 budget. Ms. Jones-Lacy reiterated that the program will save staff time as well, especially at the beginning of the year when the date changes, they have a lot of challenges updating information and can't issue permits until coding changes are made.

City Clerk Bohon provided a list of other municipalities that currently use this system and Ms. Jones-Lacy said that Merriam has already implemented this program. To date, they weren't fully up and running, but said the implementation process is really good as well as their customer support.

CMBR Kelly said it would be a good opportunity to note when Bagster permits are acquired and to keep track of the timing. City Clerk Bohon said program could send notice to staff when permits are coming to expire.

CMBR Kelly supports the program and anything that makes the City more efficient and more accurate, adding that things won't fall through the cracks as easily.

CMBR Kellerman asked where funding was coming from. Ms. Jones-Lacy said that $10,000 was budgeted in the General Fund under software maintenance.

There was agreement by the Governing to add this to the Council agenda under New Business.

6. November Financial Report Update

CMBR Rhoades, CMBR Fast and Mayor Marquardt had all asked Ms. Jones-Lacy how bills are paid, how checks are issued and when they get paid. Ms. Jones-Lacy said at the beginning of every Council meeting is an appropriations ordinance that is approved by the Governing Body. A policy is in place that states that all checks are to be paid after approval of the appropriations ordinance, except for a few items that don't require prior Council approval before issuing the check and sending it out. Recurring items such as utility payments, health insurance, and ongoing monthly payments do not require Council approval. If a late fee or a discount is received by paying by a certain time frame, then they send those payments out. For example, fuel bills have a 15-day turnaround and they cannot be approved by the Council within that time frame.

For November, property taxes are about three percent below projections for the year, but the City is still in good shape as far as property taxes. Sales tax, which does not include the TDD and CID as those are special districts, are all meeting projections for the year. Sales tax collections are down 2.7 percent from 2014, but the projection is more in line with what is actually collected. City sales and use taxes are down for the year, but the county's share, the Public Safety sales tax, etc. continues to be in good shape. Franchise fees are also down five percent for the year. Electric is doing well, but gas is down 20 percent. Those numbers fluctuate depending on the weather. Court fines are up for the year due to more enforcement in school zones, and the voluntary doubling of traffic fines to avoid insurance penalties. The new electronic ticketing system is also seeing an increase in efficiency.

General Fund overview. Overall General Fund revenues are down from the prior year by 1.7 percent, but coming in better than projections by 3.5 percent. The biggest shortfall is the sales tax revenue. Expenditures are up over the prior year by 8.4 percent due to debt service from street lights which is new for this year. Another increase expenditure was the salary increases. In 2014, there was an audit adjustment to accrue the payroll back to the prior year. There is always a split in the pay period between fiscal years. And so during the audit they will take whatever was charged to 2015 that is a 2014 expense and move it back. This will be done again this year after the audit. There have also been some pension increases. The City did save approximately $91,000 by avoiding street light rental.

CMBR Rhoades questioned that staff does not need Governing Body's approval to spend 9,000 because it's in the budget. City Administrator Moody said he has the authority to approve up to 7,500. Ms. Jones-Lacy said it's in the purchasing policy. CMBR Rhoades said if 400,000 is in the budget to purchase new vehicles, can you just go out and purchase without approval. Ms. Jones-Lacy said that when the Governing Body is going through budget process approving all of the line items that go along with that, in essence, they have already received Council approval for that expenditure as in the administrative software.

CMBR McNeil asked about expenditures. Ms. Jones-Lacy said up 8.4 percent of expenditures is related to salary and pension increases. Overall revenues for all funds are one percent below projections. Special Highway tax has not been received yet for the fourth quarter 2015 payment.

The sales tax funds, special street, community center and special infrastructure funds are down because City sales tax is down from the prior year. Ms. Jones-Lacy noted that the TDDs continue to underperform, and sales tax affects those funds. Overall expenditures in the funds are below projections by 30 percent for the year. December expenses are anticipated to be closer as several large debt payments will be coming in. No payments from the TIF on the caves development has been made to SKW as of the November statement. Maintenance and operating expenses associated with the pool will come out in the December report.

CMBR McNeil inquired about the end of debt payments and Ms. Jones-Lacy said the street light purchase will be paid off in 2021 and the Park Land improvements will be paid off in 2017.

7. City Hall ADA Improvements

Mayor Marquardt has gone through and revised the list of what has and has not been made ADA compliant and has also removed items that it was agreed would not be required. He estimates the remaining exterior portion of work to be between $25,000 and $30,000. He felt that number could be cut in half by not regrading some outside items. Drinking fountains are estimated at $10,000; public toilets on the third floor, $43,000. Police items such as the lower level restroom and some other miscellaneous items for another 8 or $9,000. Public toilets are the top priority, then drinking fountains and then the police updates.

Some of the improvements can be paid with TIF funds. When the TIF was consolidated one of the requirements was to do a financial analysis or projection forecasting other revenues. Anticipated income and the expenditures can be discussed during the budget season. There are also the bonds which are already planned for, contracted services, storm maintenance and then the ADA improvements plugged as 150,000 ballpark, all using the TIF funds. Mayor Marquardt said a million will be left after the bonds paid, and $650,000 for stormwater improvements will still leave $350,000.

Ms. Jones-Lacy said the Council had reached a consensus to use some of the funds for stormwater improvements that are attached to that TIF district. Upon expiration of the TIF, if any amount remains it will need to be reimbursed to the taxing jurisdictions. In essence, use it or lose it. City Administrator Moody said the Governing Body stated the purpose of the funds when establishing the district.

Mayor Marquardt said it could be possible to have a task force to look at ideas on how to use the funds. He recommend drawing up a plan and putting out to bid for the exterior $15,000, drinking fountain $10,500, public toilets $43,500, and police-related items at $33,000

There was also discussion of the possibility of opening up the meeting room to accommodate more people.

City Administrator Moody recommended the Governing Body create a list of of projects, prioritize them, put them in a year when they are desired to be completed.

Staff was directed to come up with a plan for the funds starting with stormwater and ending with ADA improvements, also possibly an egress to the meeting room.

8. Interlocal Agreement with the Johnson County Parks and Recreations District for the Operation of the Roeland Park Community Center

City Administrator Moody said this is the annual agreement executed with Johnson County for the Community Center. The amount of $75,000 is the same as has been in the past.

There was agreement to move this to the consent agenda for Council approval.

9. Nuisance, Weed, and Tree Abatement Services

Ms. Jones-Lacy said in July 2015, Public Works put out an RFP for services on private properties. They received one bid, but it was agreed that it was not a competitive bid. Since then Public Works has joined with the City of Mission on their RFP for this service. Two responses were received and Custom Tree Care is recommended with a $38/hour bid. The agreement has been reviewed and recommended by City Attorney Shortlidge. The scope of services is included in the agreement which is in the packet.

This work has previously been performed by the Public Works department, but they desire to outsource the process and the expense generated would be invoiced to property owner. If the property owner does not pay for the service, the fee will then be assessed to their property taxes.

The Governing Body agreed to place this on the Consent Agenda.

10. Re-branding Extension

Due to the lack of response for the re-branding RFP it was decided to extend the deadline. Ms. Jones-Lacy will adjust the RFP on the website and will send a notice to people who have requested that information.

CMBR Poppa asked how many responses there have been and City Administrator Moody said they have had two inquiries. To date, there have been no responses and the deadline is 1/22.

11. Community Forum Update

CMBR Fast would like a time frame for the next community forum.

CMBR Kellerman said the microphone situation needs to be addressed.

CMBR Rhoades said he would like to see the community forum on Monday. City Clerk Bohon said Mondays are usually booked at the Community Center.

CMBR Kelly said it is a good idea to lay out for rest of year to have time frame to work with even though the subject matter is not yet determined.

It was decided that forums would be late April, July, October and January 2017. Ward 4 will direct the April forum.

12. Pending Item Discussion - Governing Body to Consider Raising the Age to Buy Cigarettes and Tobacco Products

There was general discussion on whether or not to discuss this topic and if so, when, i.e. pre-budget, after budget or in February.

With regards to discussing the topic CMBR Janssen said that a pending item would have been recommended by three Councilmembers, the Council president and the City Administrator to place it on a Workshop agenda.

CMBR Rhoades noted that pending items do not have to be discussed when they are put on the agenda.

City Administrator Moody said action item does not mean it has to be voted on, but it's the start of the discussion. If you don't provide a mechanism for the Council to make something show up on agenda for discussion, then they stand to be in a position where the president, mayor and City Administrator could keep it from being on the agenda. Mayor Marquardt said if three Councilmembers sign on it should be placed on the agenda as a pending item.

CMBR Kellerman recommended changing "action item" to "discussion" on the action form.

CMBR McNeil said she would like to see the discussion in February.

CMBR Kelly said if three people want to discuss this, they should be given the time to voice their opinions much the way the Council gives the citizens that in public forums.

CMBR Rhoades wanted to hear what other cities in the immediate area do. He would also like to see research and also to get the opinion of retail outlets that sell cigarettes.

CMBR McNeil said they owe it to each other to hear each other out whether they agree with the topic or not, and that they should always be courteous to each other.

After a show of hands City Clerk Bohon said there were five in support of discussing age requirements on cigarette sales in February.

CMBR Fast recommended just a presentation in February.

III. **ADJOURN**

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Committee Meeting Date: 3/14/2016

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Title: **February 1, 2016**
Item Type:

Recommendation:

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I. MINUTES

1. November 23, 2015
2. December 7, 2015
3. December 21, 2015

II. DISCUSSION ITEMS:

1. 2016 Budget Priorities

City Administrator Moody said there is a budgeted 2016 Strategic Plan list, but staff could not find a priority of the items.

CMBR Rhoades reviewed the minutes from the May 11, 2015 meeting where he and CMBR Kelly, along with previous City Administrator Otto were tasked with going through all the goals and priorities and to combine them into one document. They removed items that were no longer goals or had already been achieved which is what the document dated 6/19/15 represents.

CMBR Kelly said she was responsible for taking the lists and putting them together. The red lines were things Mr. Otto went back to staff with as items that had longer term commitments. Some of the items have been incorporated as a line item in the budget. The document has not been updated since last spring.

CMBR Rhoades felt the agreement was that once everyone got the bigger picture of budget, then they would decide what could be funded.

CMBR Fast felt the discussion should be the priorities for 2016, not for budget year 2017. She said that re-branding process has already started and some other items were moving forward.

City Administrator Moody also said that a number of tasks are being worked on, but with the size of the staff it is a lot of items. He felt that if they accomplish 12 objectives during the year, they're doing well. Mr. Moody inquired about the $55,710 for Phase 1 in the 2016 budget.

Ms. Jones-Lacy said the document is only a list of all the estimated dollar amounts associated with each piece of Phase 1. It is to illustrate approximately how much everything would cost if it were to be fully funded. The Council could then look at that and take into consideration when decided how they wanted to actually prioritize these items. She noted that there is only $18,500 in the Strategic Plan line item budgeted for 2016 and was not aware of any other items in the budget.

CMBR Rhoades suggested discussing on how to fund portions of the strategic plan for 2017.

CMBR Poppa said tonight's discussion should be how to spend 2016 funds. He then inquired about the newsletter changes.

Ms. Jones-Lacy said made administrative changes have been made on the newsletter. City Clerk Bohon said they have a new vendor with a better price and it is allowing them to put color on the outside of the newsletter.

CMBR Kelly directed everyone to look at the gray and white document which shows the priorities. She noted that the Council wanted to start with the re-branding, evaluation of historical, present and future financial commitments, and the newsletter changes to be timelier and with an improved appearance.

Items from the gray and white document were discussed individually.

1-A: *Collaborate with peer cities with similar developmental issues and define potential options.*

Ms. Jones-Lacy said the work is continuing with Mission on the cloverleaf project.

1-C: *Evaluate the historical, present and future financial commitments of RP and create a financial plan.*

City Administrator Moody said the financial advisors are currently doing a debt analysis for the City that will help with the evaluation of financial commitments, past, present and future.

1-E: Form a committee to work with City Council, residents and businesses for the implementation of the strategic plan.

This item has been completed.

Item 2-A - Identify and prioritize potential commercial development sites in order to attract and retain developers and retail constituents supporting sustainable goals.

The Ad Hoc Development Committee is continuing work on this item.

Item 1-B - Prioritize grant funding opportunities to improve the community and diversify finances.

CMBR Poppa felt that someone could be assigned to proactively search for grants, do grant writing for parks, streets, or anything that's needed.

City Administrator Moody said that grants normally require matching funds and it's difficult to find grants for improvement or repair projects. However, once a grant is obtained, funds saved can be rolled forward to the next project and the cycle could continue. He said the CIP could be funded through reserves, sales tax or bond proceeds. Sometimes putting a project on the CIP is helpful in getting the grant started. He also noted that the county is considering making stormwater funding available. An area must be flooding currently if they are to receive county stormwater assistance.

Ms. Jones-Lacy said a lot of the capital grants such as STP and CARS are handled by the City engineer since they are very technical in nature and it makes sense for them to help authoring those grants and applications. She added that the volunteer committees have written applications such as those for the grant received from the Sunflower Foundation.

CMBR Kelly said the overarching idea of this goal was to diversify the City revenue streams. CMBR Kelly felt that staff should direct how much time and resources should be put into grant research. She added that if a citizen committee finds something they can make a recommendation to Council and then they can move ahead to explore matching funds.

3-B: Ensure continuous outreach to effectively engage citizens, businesses, public and nonprofit sectors.

The newsletter was previously discussed. The committee was also reminded that Jennifer Murphy presented the social media campaign of the City and its outreach.

There was a consensus to continue the communication discussion at a later time. CMBR Rhoades and CMBR Kelly will come back with ideas to ensure continuous outreach to engage citizens, businesses, the public and non-profit sectors.

4-A - Increase effective communication as an essential element in the quest to increase community involvement. Begin with a website redesign.
3-A: Create a new branding endeavor of RP as a premier city of choice.
3-C: Establish Roeland Park as a premier community for location and service.

It was agreed that 4-A, 3-A and 3-C fall in line with branding and will be discussed at a later time.

5: Enhance promotion of community events, facilities and programs to increase awareness and recreation participation.

CMBR Fast noted that some of the accomplishments have been the signage for the parks and monthly meetings at the Community Center with Johnson County Parks and rec staff.

CMBR McNeil said she would like to see a community bulletin board available where citizens could see the happenings in their ward.

City Administrator Moody said he doesn't anticipate getting everything done in 2016, but the items need to be prioritized as some of them have deadlines which will factor into the prioritization.

CMBR Kelly said that Phase 1 items were considered low-hanging fruit, as these are things easily done, while Phase 2 is more in-depth, longer term projects, or more expensive.

City Administrator Moody asked the Governing Body how items could be implemented that have a financial impact in 2016 when they have not been budgeted for.

The Governing Body agreed to discuss goal setting at the February 22nd meeting.

2. Superpass Agreement and Swim Meet Letter of Understanding

City Administrator Moody said this is the same agreement the City has participated in in the past and the sharing revenue is the same equation. Also included in the packet is a history for what this has generated the City in the past two years.

There was consensus to continue the Super Pool Pass Agreement and Swim Meeting Letter of Understanding and to place it on the next consent agenda for approval.

3. 2016 Roeland Park Sports Dome Lease Agreement

There was consensus to forward to the next consent agenda for approval the 2016 Roeland Park Sports Dome Lease Agreement.

4. Administrative Assistant Job Description

City Clerk Bohon presented the job description for the Administrative Assistant's position to include working with social media and communication venues to residents.

There was consensus to post the description for the open position.

5. Quarterly Code Enforcement Activity

Ms. Jones-Lacy presented a breakdown of the activity by the Codes department from September 25, 2015 through the end of January 2016. Overall, there have been 130 specific incidents including follow-ups and repeat offenses. Of those, 6 percent had multiple notices, 96 percent have been resolved, 11 percent are city-wide, and 4 percent are outstanding. Also in the packet was a map that detailed the location of the incidents through the city and were further broken down by ward. The primary issue has been nuisances affecting public health.

As an update, the City has started performing and scheduling internal rental inspections. Because it is a new program, they are seeing a trend on some points people might be confused about, so staff will send out an e-mail to those who attended the rental inspection meetings and let them know some common issues they're seeing and things to think about before scheduling inspection. There has also been some short-term rental inspections scheduled.

City Administrator Moody said the September to January time period is unique, but captures a time period when the City is not generally having a lot of weeds to deal with. The chart gives a snapshot for a third of the year where don't have to deal with weeds. It seems about 11 times a month folks are putting things out in the yard that should be there. He concluded by saying that is the biggest time consumer for Codes enforcement aside from the regular inspections for rental properties.

Ms. Jones-Lacy said her last report showed weeds and grass were by far the biggest violation.

CMBR Kellerman inquired about the transition of trach companies within the City and asked if Codes was aware that yard waste and trash are not being consistently collected on their scheduled day. Ms. Jones-Lacy said they are aware of the issue.

CMBR Fast thanked Ms. Jones-Lacy for her report.

6. R Park Plans Next Steps

Public Works Director Leon directed the conversation to focus on the installation of amenities at R Park. Modifications to the plan diagram have been made so that it communicates what is existing at the park versus what is planned. He noted that the amenities have been purchased and delivered and are awaiting location approval, and then the Public Works Department can begin to schedule installations.

Jennifer Provyn, Parks Chair, said the Parks Committee is asking for approval from the Council for bench placement, picnic bench placement, the bike rack placement, and approval of the location of the fountain.

Kyle Rogler, Planning Commissioner, said the plan for 2016 includes five park benches, three picnic tables, three trash cans, the drinking fountain and the bike rack. He reviewed the planned placement locations with the Governing Body.

CMBR Fast thanked Mr. Rogler, Ms. Provyn, the Mayor and all the volunteers for their work on R Park.

Public Comment

Jim Haley - Mr. Haley strongly encouraged the Parks Committee recommended a tennis court for R Park. He also spoke to how it would benefit the community.

Gretchen Davis - Ms. Davis wanted to publicly thank Mayor Marquardt and Kyle Rogler for their personal investment of time and interest and bringing their architectural skills to the process. She also thanked Jennifer Provyn from the Parks Committee for all her work on the park.

Ardie Davis - Mr. Davis said he noticed people using the facilities such as walking, jogging, playing, and sitting on the benches. He thanked the Council for their leadership and also the efforts of the Public Works Department. He said our parks are good for citizens' health and also the City's economic development.

Mayor Marquardt thanked the Parks committee and Kyle Rogler for their work. He also questioned the location of the bike and it's proximity to the walkway.

CMBR McNeil inquired about containing the gravel on the trail and possibly spilling onto the walkways or interfering with mowing. Public Works Director Leon said the only issue they have had is grass growing into the trail. The contractor has been spraying to kills the grass in the trail.

CMBR Rhoades inquired about the placement of benches. Mr. Rogler said the feedback they received to put the two picnic table close together and have them abutting the gravel trail, and also a bench, is for ADA purposes. The gravel trail is an ADA accessible path and by having the picnic table directly adjacent to it someone could slide onto the picnic table. Feedback from the Parks Committee was if someone was having a larger group gathering having the two picnic benches closer together allowed for larger groups to gather in the park.

CMBR Kelly said she did not see any benches planned on the trail. For warranty purposes benches should be on the gravel path as they are not a surface to skate on. If someone were to grind their skateboard on one of the benches it would invalidate the warranty. Benches are also planned to be placed away from pine trees to avoid sap residue.

There was discussion regarding the placement of benches and the relocation of the basketball court.

Ms. Provyn said in regards to the fountain they still have a donor for $17,000 to lay the pipe, make the concrete pad and install the fountain.

There was consensus to move forward to the consent agenda approval on the green items, the benches, picnic tables, trash cans, fountain and bike rack.

CMBR McNeil inquired as to the cost of installation and whether it has been budgeted. Public Works Director Leon said it is in the infrastructure maintenance budget and will cost $13,500.

CMBR Rhoades said he would like to see the Parks Committee's R Park priority list to help the Council with future budgeting. Mr. Provyn said her committee is working to update the Governing Body with the plans for R Park.

7. Pending Items for Next Workshop

CMBR Fast said the next Workshop and Council meeting would be February 15 beginning at 6:00 p.m.

City Administrator Moody whether the start of the Council meeting could be delayed to continue the Workshop. It was stated that start times are posted and they have to hold to that. CMBR Rhoades added that the Governing Body can add an agenda item to the Council meeting and can continue to work through Workshop matters at the Council meeting.

City Administrator Moody said the retreat location reserved and will start at 5:30. It's scheduled to last no longer than three hours.

The next Community Forum will be held at Roesland Elementary School, Monday, April 25th. There will also be a Community Forum May 25th to be held at the Roeland Park Community Center.

City Administrator Moody has sent out a budget schedule and encouraged the Council review it. He noted that the schedule is the same length of time as last year, but with fewer meetings.

III. **ADJOURN**

Item Number: **DISCUSSION ITEMS- II.-1.**
Committee Meeting Date: **3/14/2016**

City of Roeland Park
Action Item Summary

Date:	3/14/2016
Submitted By:	Keith Moody
Committee/Department:	
Title:	**Review and Preliminary Approval of Objectives**
Item Type:	Discussion

Recommendation:

I recommend preliminary approval of these Objectives with any changes/edits the Council deems appropriate.

Details:

Developing objectives for 2017 is the first task that the Department Heads and Council are charged with in the budget development process. The Objectives have been reviewed with the City Administrator with the submitter for completeness and to assure they serve to further our Goals. The Objectives are incorporated into a comprehensive list, under the Goal which the Objective best relates.

The Objectives are given <u>Preliminary</u> approval at this stage; in doing so Department Heads are given confirmation from the Council that they believe these are good ideas. The Department Head shall then incorporate the financial impacts into the budget account identified in the Objective. As the complete budget is developed, the City's ability to afford completing the Objectives will be assessed. It is almost certain that even though the Objectives are good ideas, the City will not be able to afford to implement them all.

If there are questions concerning the appropriateness or effectiveness of an Objective <u>the Council should raise those issues **NOW**</u>. By giving an Objective preliminary approval the Board is confirming their support of the Objective, although funding ability and time constraints remains to be addressed.

An Objective may list options, the Council may leave the options as presented and decide later on which they wish to pursue or list only one option they wish to pursue in the Objective. Staff will be in attendance to answer questions about Objectives.

Additional Information

Again, the ability of the City to afford completing the Objectives will be assessed as the budget revenues and expenditures are pulled together over the next month. Objectives will more than likely need to be prioritized and some eliminated due to financial constraints.

ATTACHMENTS:

	Description	Type
🗋	2017 Goals and Objectives	Cover Memo

Fiscal Year 2017

Organizational Goals
&
Current Objectives

A. Enhance Communication and Engagement with the Community

– by expanding opportunities to inform and engage citizens in an open and participatory manner.

Objectives:

1. Deter and Reduce Crime Through the "Community Policing Philosophy"

Justification: Crime prevention and education is a priority for the Roeland Park Police Department. Our continued efforts will never waiver. In order to reduce crime in our community we will continue to be very proactive. We will increase foot patrols in residential neighborhoods while making personal contact with citizens to discuss crime prevention measures. We will offer training for employees and business owners to assist in creating a safer work environment and utilize more social media outlets to provide citizens with better home and personal safety techniques. We will maintain a zero-tolerance stance for all incidents involving crime specific to each shift or assignment by the strategic use of available intelligence, data, and deployment.

Cost Estimate: $0.00 **Account**

Completion Date: September 1, 2017 & ongoing

Responsible Party: Police Chief

Submitted By: Chief Morris

2. Complete a Citizen Satisfaction Survey Every Other Year

Justification: Conducting a Citizen Satisfaction Survey on a regular basis provides feed back to the elected officials and staff on how well the City is meeting expectations. It also serves as an engagement and educational tool for residents. In order for the tool to be a valuable policy setting and resource allocating instrument it must be administered in a scientific and statistically valid manner. Using an instrument that provides comparisons to other communities is essential to understanding the results. Having the importance of a service area reflected along with the level of satisfaction provides both staff and the elected officials a simple unbiased tool for prioritizing how best to employ the finite resources available.

ETC Institute is the authority on citizen surveys, deploying their Direction Finder tool in the late 1990's. The Direction Finder survey is widely used throughout the US and has more than 30 agencies using it in the KC Metro alone. This allows them to provide graphic comparisons to national and regional results, an ability that makes the graphically displayed results more powerful in communicating trends in our community as well as trends occurring in the region and nationally.

For a community the size of Roeland Park the survey is often completed every two years. The cost of extending an invitation to hear back from all of our residents would be $7,500 annually, a little over a dollar per person. Having the results available by the end of June would allow the insight from the survey to be a part of budget resource allocation discussions.

Cost Estimate: $7,500/year **Account 5214.101**

Completion Date: June 30, 2017

Responsible Party: City Administrator

Submitted By: City Administrator

3. Develop a Networking Opportunity for the Roeland Park Business Community

Justification: Great places are created through many avenues: everything from individual actions that together build a welcoming sense of place, all the way up to major physical changes that make a space usable and accessible, such as we are seeking to create at the Caves site.

Additionally, people attract people. If we want a strong diversified economy in Roeland Park, we must first build networks among our existing business. Strong economies can only exist when people choose to participate in creating them. Providing an opportunity for our business owners to get together once a month, will foster growth in our economy.

Cost Estimate: $2,500 **Account 5407.101**

Completion Date: June 30, 2017

Responsible Party: Economic Development Committee

Submitted By: Erin Thompson

B. Improve Community Assets – *through timely maintenance and replacement as well as improving assets to modern standards.*

Objectives:

1. Invest in Street Maintenance

Justification: By adopting a strategic approach to ongoing street maintenance the city can help to ensure a safe and reliable roadway for city stakeholders while mitigating unnecessary costs resulting from neglected infrastructure. As outlined in a report made by city staff and SKW to the Governing Body on 2/15/16, approximately ¼ of city roads are "good", ½ of city roads are rated "fair", and ¼ are "poor"; and the approximate cost of the existing pavement repair backlog is estimated at over $4,000,000. This can be prevented in the future through routine annual maintenance, rehabilitation and reconstruction as identified by staff and SKW.

Annual cost for ongoing maintenance

- Preventative maintenance once every 8 years = $125k
- Rehabilitation / reconstruction once every 40 years = $200k

Cost Estimate: $325,000/annually **Account 5221.106 ($210k) and 5221.300 ($115k)**

Completion Date: On-going

Responsible Party: Director of Public Works

Submitted By: Councilor Poppa

2. Issue $2 million in General Obligation Bonds Every Three Years

Justification: A debt analysis reflects the ability to issue $2 million in general obligation debt every three years without the need to raise the debt service portion of the mill levy. In addition to a $4 million estimated cost to reconstruct streets that have reached a "poor" condition, the city is faced with capital replacements of parks facilities and the public works facility. Bond dollars will be allocated to individual projects based on priority, this will be reflected in the Capital Improvement Plan adopted by the Council annually. General Obligation debt is the appropriate method of funding capital investments of these types as it matches the cost to those who benefit. A debt structure that is sustainable is anticipated, so that capital replacements can be scheduled with predictable funding, which also allows for the city to leverage general obligation dollars against grant dollars available which almost always requires a local match.

Cost Estimate: $150,000/ Year average debt service **Account Bond and Interest Fund**

Completion Date: December 31, 2017

Responsible Party: Finance Officer, Director of Public Works and City Administrator

Submitted By: Director of Public Works and City Administrator

3. **Find a new location for Public Works**

Justification: To fully develop the Old Pool site, public works must be moved to a new location. The estimated cost below is anticipated to be covered primarily ($1,000,000) by proceeds derived from the sale of the Old Pool site and/or the sale of the NE corner of Roe and Johnson Drive with the balance covered by TIF or Bond proceeds.

Cost Estimate: $1,500,000 **Account Fund 510 (TIF 3C) for 4800 Roe/Caves and 27D (Special Infrastructure Fund)**

Completion Date: July 31, 2017

Responsible Party: City Administrator

Submitted By: Councilor Thompson

4. **Repair/Removal/Replacement of Public Art**

Justification: Public Art in Roeland Park enhances the aesthetic appearance of public our spaces, increase the public's enjoyment of community areas and of the arts. Maintaining our public art assets is in line with our City Goals.

Currently there are numerous pieces from Granada Park to Roe Blvd that have deteriorated and should either be repaired or removed. In addition, streetscape enhancements along Roe Boulevard as well as the redevelopment of City owned land at the northeast corner of Roe and Johnson Drive and the Old Pool Site will necessitate an assessment and relocation plan for art currently located on these properties.

The Art's Committee has begun an evaluation of Roeland Park's Art Inventory. The budget for this objective would be used to begin maintenance and/or relocation/removal efforts of identified art.

Cost Estimate: $5,000 for 2017, may be more in subsequent years **Account Community Foundation and General Overhead (Fund 101)**

Completion Date: November 30, 2017

Responsible Party: Arts Committee and City Administrator

Submitted By: Councilor Fast

5. **Replace Tennis Courts at R Park**

Justification: Use funds freed up due to the decrease of $105,000 in debt service expense which occurs in 2016 after the debt on the purchase of R Park is retired to pay for construction of new tennis courts at R Park.

Funding could also come from the 2018 bond issue and in part from a US Tennis Association grant ($20,000 maximum).

Cost Estimate: $150,000 **Account 5501.300 and potential grant funds**

Completion Date: November 30, 2017

Responsible Party: Public Works Director

Submitted By: Councilor Fast

6. Stormwater Network Inspection/Condition Rating

Justification: In 2013, due to a sink hole that appeared on Elledge Street and another on Roe Lane the City hired a company with to inspect the stormwater pipe under these two roads. There were several stormwater pipes that were found to be in poor condition and staff has worked to include all those lines in our CIP for removal and replacement. Since 2013 we have not had any of our stormwater infrastructure inspected or condition rating applied to our stormwater network. This objective is to have the entire stormwater network inspected and a condition rating applied to the network. Much like our pavement analysis in 2015, staff can use this information to identify deficient infrastructure with in our right-of-ways and easements in the City. We can then begin to plan for removal and replacement of infrastructure in poor condition. Unlike our roads, stormwater infrastructure is below the surface and this proactive approach will identify an issue before it becomes a costly problem.

Cost Estimate: $35,000/year over 4 years **Account 5469.300**

Completion Date: November 30, 2017

Responsible Party: Director of Public Works

Submitted By: Jose Leon

C. Keep Our Community Safe & Secure *– for all citizens, businesses, and visitors.*

Objectives:

1. Establish Participation in the JOCO Mental Health "Co-Responder" Program

Justification: The "Co-Responder" program is a specialized response unit of JOCO Mental Health who assist the Police Department in providing improved emergency services to those individuals who suffer from mental illness, threat of suicide, substance abuse disorders, or the danger of becoming alcoholics or drug abusers. These responders go to the scene of the mental health issue with officers in order to establish alternatives not always available to law enforcement. The goals include to reduce arrest and incarceration of individuals with mental health problems, provide faster medical evaluations, and establish treatment options. This pilot program will be utilized and funded if approved by the seven individual Cities of Roeland Park, Leawood, Prairie Village, Merriam, Mission, Fairway, and Westwood. Additional annual training of all Roeland Park Police Officers will be required to establish a continued better understanding of mental health issues in the community.

Cost Estimate: $7,100/year **Account 5214.102**

Completion Date: January 31, 2017

Responsible Party: Police Chief

Submitted By: Chief Morris

2. Provide a Strategy for Reducing Traffic Accidents.

Justification: Traffic safety is a concern for any community. There is nothing more important than saving lives while making driving an enjoyable experience. The Roeland Park Police Department will utilize engineering, education, and enforcement strategies for targeted problem areas to address traffic concerns within the city. We will continue to participate in the S.T.E.P. traffic safety program, increase random "Traffic Blitz" operations, and work towards the AAA KDOT Gold Award for traffic safety.

Cost Estimate: $0.00 **Account N/A**

Completion Date: December 31, 2017

Responsible Party: Police Chief

Submitted By: Chief Morris

D. Provide Great Customer Service – *with professional, timely and friendly staff.*

Objectives:

1. Equip Dump Trucks with Wing Plows and Pre-wet Systems

Justification: In 2011, the City purchased two new F-750 Dump Trucks for Public Works with a snow plow and a salt spreader for each. Staff would like to maximize the use of these dump trucks by having them retrofitted for wing plows (side plows) and pre-wet systems. Currently, when plowing with the dump trucks PW staff needs to make two passes down a street to clear one side. The wing plow will serve as an extra plow to make the width of the street to be cleared larger. This will create a more efficient use of the dump trucks during heavy snow which require plowing.

Currently the only material used to assist with snow removal is salt. Staff would like to equip the dump trucks with these pre-wet systems so that we could use alternative methods to remove the ice and snow than salt alone. Salt does not work well in extreme frigid temperatures which is another reason why staff would like to investigate the use of other materials.

To offset some of the expense of this objective, staff would remove from the fleet a 2000 GMC Senoma. Public Works use of this vehicle is limited because the truck is too small to attach snow equipment on and the bed of the truck is too small to use for heavier equipment or large debris pickup. PW cannot attach a trailer to this truck because it is too light and will not be able to pull the load. If PW was to replace this truck in 2017 we would ask to replace with a one-ton truck with snow equipment and flatbed. The cost for that new truck would be $65,000. Staff believes there is a greater use of the funds in making the two large dump trucks more useful and efficient.

Cost Estimate: $45,000 **Account 5504.360**

Completion Date: October 31, 2017

Responsible Party: Director of Public Works

Submitted By: Director of Public Works

2. Update City Website

Justification: The current web page software makes it difficult for staff to make significant modifications to the web site. The feel and function of the site is also dated and not as user friendly as other municipal sites. Options to update the site need to be vetted but some of those that have been discussed include working with an experienced municipal web site designer, working with another government agency's web development staff and employing students to develop and install a new site. The objective would entail gathering cost data on these different options and identifying the pros and cons of each. This would be presented to council for direction before moving forward.

Cost Estimate: $20,000 **Account 5214.101**

Completion Date: March 31, 2017

Responsible Party: City Clerk

Submitted By: City Clerk

3. Purchase Tablets for Neighborhood Services Field Work

Justification: Currently, the Neighborhood Services staff takes notes on their inspections while out in the field. They have to dedicate a certain amount of time to reenter this information into our databases for tracking purposes. With the introduction of the Citizen Serve software, staff will have the opportunity to enter observations and information directly into the cloud-based system while in the field. They can also look up historical information on the property and have it at their fingertips while in the field. The use of a mobile device will allow inspectors to take photos, enter reports and save time running back and forth between the office and job site. It will allow us to fully capture the efficiencies of the new system.

Cost Estimate: $1,000 materials and $80/month for mobile hotspot **Account: 5504.360 - $1,000; 5202.104 - $1,000**

Completion Date: January 31, 2017

Responsible Party: Assistant City Administrator, Building Inspector, Code Enforcement Officer

Submitted By: Jennifer Jones-Lacy

4. **Purchase Budget Software**

Justification: Staff uses Microsoft Excel to prepare the Budget document annually. This system has a high potential for mistakes due to manual data entry required to update the system. In addition, it's difficult to run reports in preparation for the budget and it lacks detail that is beneficial in communicating to the public what we are spending our resources on, this detail also serves as a resource for staff and the elected officials to remind us where particular items are budgeted. A new system will help us update and track changes, and provide a new level of detail and analysis not currently available.

Cost Estimate: $3,000/year **Account 5814.105**

Completion Date: February 28, 2017

Responsible Party: Assistant City Administrator

Submitted By: Jennifer Jones-Lacy

E. Cultivate a Rewarding Work Environment – *where creativity, efficiency and productivity are continuous pursuits.*

Objectives:

1. **Employee Recognition Program: Outstanding Service Award**

Justification: The City staff are our most valuable assets in Roeland Park. We should help to cultivate a work environment that rewards excellence in service to our residents and community as a whole. Recognition for outstanding service is vital to team morale, job satisfaction and team member retention.

The Outstanding Service Award (awarded quarterly) program is intended to: Recognize full- and part-time staff/officers of the City of Roeland Park who go above and beyond the call of duty to embody the City's standards for excellence; Reward city staff who exhibit remarkable individual performance and contribution in their positions and related duties; and, Acknowledge efforts that have inspired and supported the performance and achievements of the team and community.

Any full- and/or part-time city staff are eligible to be nominated for the award, based on eligibility and selection criteria (to be determined). City stakeholders (residents, staff, business owners, elected/appointed officials, visitors, etc.) may nominate any eligible staff member via nomination form at "ballot box" located within city offices, or on city website. Recognition may include gift certificate, public announcement and/or proclamation at council meetings, recognition on plaque at City Hall, and profile in Roeland Parker. An annual service recognition program may be included.

Cost Estimate: $1,000/year **Account 5408.101**

Completion Date: In place by February 28, 2017

Responsible Party: City Administrator & Council Rep

Submitted By: Councilor Poppa

2. Consider Paid Time Off or Vacation Accrual Changes for Full Time Employees

Justification: The current vacation accrual structure reflects a dated methodology. The idea that an employee should see an increase in vacation accrual after 5, 10 and 15 years of service is arbitrary and does little to motivate younger employees. The workforce today looks for greater flexibility with their time. A vacation accrual method that rewards the employee with more vacation with each year of service is logical. Another approach to consider is the adoption of Paid Time Off instead of having vacation and sick time accruals, adding flexibility to the use of this time. The options should be considered and assessed by a committee made up of staff and council members to determine if a change in approach would be beneficial.

Cost Estimate: $0 **Account**

Completion Date: March 31, 2017

Responsible Party: Department Directors, Department Representatives, Council Representatives

Submitted By: City Administrator

F. **Encourage Investment in Our Community** – *whether it be redevelopment, new development or maintenance.*

Objectives:

1. **Update Comprehensive Plan**

<u>Justification</u>: The Roeland Park Comprehensive Plan is the City's official plan and guideline for all development. It must clearly indicate the community's vision for our future with specific goals, direction and implementation strategy. Currently, the Roeland Park Comprehensive Plan is in need of critical updates that definitively guide necessary economic development and support community identity.

Updates and additions to include:

- Site-specific & citywide development/design guidelines
  - Zoning, Subdivision regulations, Impact review, Landscape/buffering, Aesthetics, Sustainable development standards
- Parks/green space Master Plans:
  - Layouts, Amenities, Tree planting program
- City Initiatives
  - Strategic Plan information
  - Community for All Ages
  - Bike-Walk
  - Complete Streets

<u>Cost Estimate</u>: $25,000 **Account**

<u>Completion Date</u>: November 30, 2017

<u>Responsible Party</u>: City Admin/Governing Body/Citizens Advisory Committees

<u>Submitted By</u>: Councilor Poppa

2. **Install a Biking/Walking Trail in Nall Park**

<u>Justification</u>: The Urban Trails Company through volunteer help has estimated $12,000 to construct a natural surface single track trail. This trail would connect to the Boulevard Apartments to green space and to Nall Park. The Boulevard Apartments tenants help generate around $125,000 to the TIF each year. The TIF was created to benefit the residents of the Boulevard Apartments. Research has proven that recreational amenities connected to apartment complex decreases crime and improve the overall vitality and well-being of the community as a whole.

Tenants contribute to the TIF fund through higher rents and thus should benefit from green space and recreational amenities such as access to Nall Park as well as a natural surface walk and bike path. Currently - it is very difficult to access Nall Park from the Boulevard Apartments. The trail would connect the Apartments to Nall Park and provide additional recreational opportunities for the Boulevard Apartments and residents of Roeland Park to mountain bike and walk in a natural wooden green space.

Cost Estimate: $15,000 **Account Fund 510 (TIF 3A)**

Completion Date: December 31, 2017

Responsible Party: Parks Committee and Public Works Director

Submitted By: Councilor Fast

G. Work to Implement Strategic Plan Goals – *in concert with the Strategic Plan Advocate Group.*

Objectives:

1. Invest in Our Citizens Advisory Committees

Justification: In addition to making informed recommendations to the Governing Body, the Citizens Advisory Committees serve as Ambassadors to the community. They support our community by presenting and promoting diverse educational and cultural programs for all citizens, including but not limited to Art in R Park, citywide social events, Community for All Ages, and public gathering/green space enhancements.

To further support their efforts, the city can invest an additional $1,000 per year (making a total annual budget of $2,000/committee). These funds may be dedicated for maintenance, care and replacement of community assets including public art, event equipment (tables, chairs, tents) and other identified amenities/assets.

Cost Estimate: $4,000 increase **Account 5410.101**

Completion Date: January 1, 2017

Responsible Party: City Administrator/Director of Public Works/Citizens Advisory Committee Chairs/Liaisons

Submitted By: Councilor Poppa

2. Research Trail Connection Opportunities to Existing Johnson County Trail System

Justification: One of the things the most recent Strategic Plan reflected was the desire to promote recreational activities. There are more than 35 miles of trails in Northeast Johnson County but less than a mile in

Roeland Park. An enhanced trail system adds to the quality of living and makes Roeland Park a more attractive place to live.

Cost Estimate: $ **Account**

Completion Date: June 30, 2017

Responsible Party: Ad Hoc Bike and Walk Committee

Submitted By: Councilor Thompson

3. Begin a Wayfinding Sign Program

Justification: This objective is both a continuation of the branding efforts recommended by the strategic planning committee as well as a way to enhance communication with the public. Wayfinding signage is a method of identifying common destinations within a community in a manner suited to pedestrians and motorists. Commonly the signs are more colorful, ornate and incorporate branding (logo) elements. They can also serve to identify what community you are in when applied in an urban setting such as Roeland Park. Signs are generally installed in the right of way and direct people to schools, government buildings, parks and recreation facilities, downtown etc. A plan for the location and number of signs as well as what is identified on each sign would be developed along with the standard design of the signs. Installation would be completed by the public works department. Most signs use an aluminum blank with vinyl lettering which makes changes less costly and maintenance affordable. Each sign costs roughly $2,500, a two year implementation is anticipated with a total of 16 signs.

Cost Estimate: $20,000/year for 2 years **Account**

Completion Date: September 30, 2017

Responsible Party: Public Works Director and Ad Hoc Bike and Walk Committee

Submitted By: City Administrator