GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roeland Park City Hall - 4600 W 51st St
Monday, February 1, 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. November 23, 2015

B. December 7, 2015

C. December 21, 2015

II. DISCUSSION ITEMS:

1. 2016 Budget Priorities (est. time 25 min.)
2. Super Pool Pass Agreement and Swim Meet Letter of Understanding (est time 5 min)
3. 2016 Roeland Park Sports Dome Lease Agreement (est. time 5 min.)
4. Administrative Assistant Job Description (est. time 5 min.)
5. Quarterly Code Enforcement Activity - Sept. 25, 2015 - Jan 25, 2016 (est. time 10 min.)
6. R Park Plans Next Steps (est. time 45 min.)

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: 2/1/2016

City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **November 23, 2015**
Item Type:

Recommendation:

Details:

ATTACHMENTS:

Description	Type
November 23 minutes	Cover Memo

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Janssen	Rhoades	McNeil	Fast
Poppa	Kelly	Thompson	Kellerman

I. MINUTES

II. DISCUSSION ITEMS:

1. 2015 Roeland Park Community Center and Aquatic Center Presentation

Libby Scarborough & Jim Armstrong presented to the Council some of the accomplishments at the Community Center. To date, they have held more than 230 activities, programs and special events. The most popular has been the Valentine's Day dinner and Bingo, dog obedience classes, the New Horizons Band, and the Healthy Halloween Spooktacular. Spring break and summer camps were also big hits with Preschool discovery camps, school-age fine arts camps that were largely at maximum attendance capacity, meaning 25 to 50 campers per camp.

Upcoming events for December include the Elf on the Shelf Twitter Contest, the Holiday Marketplace on December 12th and the New Year's Event December 31st at noon.

Throughout the year the Child Development Center, which is a full-service preschool for three to five year olds, has averaged 18 preschoolers. Eight children graduated from the program in May and another thirteen have started. Program coordinator Lisa Scharnak and Nicole DeHaven will be working with the Special Events Committee to collaborate ideas and share resources.

There are quite a few shared programs and services at the Community Center. They worked with the Johnson County Election Office to be a polling place. AARP tax preparers served 695 individuals and families with free tax assistance between February 1st and tax day. Kansas Legal Services comes bi-monthly to offer free legal advice and has seen 48 clients. Podiatry appointments are scheduled every 61 days as Medicare will allow, with 75 appointments. Kids Café served over 1,500 free meals this past summer.

Looking ahead, activities happening for the first time in the January - April 2016 time frame are play classes for little ones. They are looking to add additional teen programming. Adult classes will include Crazy for Cakes, a family wellness class for families with children who have food allergies, bargaining activities, karaoke, and March Madness Game Day.

Some statistics for the year: The fitness room has averaged 170 members per month who have visited almost 7,000 times. There were 1,600 public rentals which accounts to 4,300 hours of reserved space and served 23,000 individuals. Comparing 2015 to last year, all these number are an increase over 2014.

Work completed at the Community Center includes having a reserve fan for the roof. They replaced the condenser units and furnaces. The flagpole was donated and replaced. There was a review of the roof drainage system and a study of an improved drainage system. New tile flooring was put down in the ADA accessible bathroom. A large display screen projector and sound system were installed in the MPR. The gazebo bench was repaired and a water supply to the community garden was added. All food harvested from the garden serves the Northeast Johnson County Food Pantry at 6000 Lamar. The counter doors between the kitchen and the MPR were replaced with a roll-up system. And finally a study has been conducted that looked at possible options for a trail connection between the Community Center and Nall Park.

Before and after photographs of the improvements made during the years were shown to the Governing Body.

In 2014, the Community Center added a new elliptical unit and replaced the furniture in the lobby with their surplus funds. In 2015, they will be replacing two life fitness treadmills and purchasing an auto scrubber to buff the floors in-house.

Due to the increase in fitness room members and rental expansions the Center has added a full-time staff member. They are also adding an evenings and weekend staff person, and extending operating hours Monday through Thursday until 8 p.m. and Saturdays from 8-2.

Mr. Armstrong reported on programming highlights at the pool. The Dive-In Movie night had between 180-190 people over last year of 90. Other successful events were the Back to School Bash and the Splash for Cash. There were 506 registrants for swim instruction. Upcoming is the Snowman Splash Bash on December 23rd.

Currently there are 257 members every month who have visited more than 18,600. They have sold 110 Super Passes which generated 947 visits. To date there have been 20 birthday parties, 11 indoor and 9 outdoor. Two CIP projects completed were replacing the 2 boilers for the pool water and the liner of the dome was repaired.

In 2016, the main pool will be repainted and will be out of service for approximately four to five weeks. They are planning for the work to be done in early September 2016.

Since the higher efficiency heaters have been installed the pool has realized almost $11,000 in savings through October of 2015 over last year. The water temperature is much more consistent and should pay for itself rather quickly.

CMBR Fast inquired about better directional signage at the Community Center to denote where rooms are located. Mr. Armstrong has looked at updating the signage and making them consistent throughout the facility to include ceiling signs, signs at each entryway and signs outside of the classrooms with a price tag in the $1500-$2000 range.

Lastly, it was noted that Roeland Park has worked with the Johnson County Christmas Bureau to help families in need during the holidays and a suggested list of donations will be at the Community Center. They will discuss further whether the City would adopt a family or continue to work with the Christmas Bureau.

The Committee thanked Ms. Scarborough and Mr. Armstrong for all the work they have done within the City.

2. Review RFP for Mowing and Nuisance Abatement

Public Works Director Leon reported that since they did not receive a competitive bid in response to their RFP issued in July, he has reached out to the City of Mission to work together in having the same contractor for both cities.

Ms. Jones-Lacy said there would be no administrative fee with Mission and they hope to get more competitive bid for a larger project.

Public Works Director Leon will be responsible for reviewing the bids with the City of Mission and reviewing all documents.

The Committee agreed to move the item forward to the Council meeting for approval.

3. **Amendment to 401A**

Wade Sunderman, from Nationwide Retirement Solutions, addressed the Governing Body regarding the City's 401A match program. Currently the contribution structure is at the discretion of the City and is currently at zero percent. In accordance with regulations, the plan must be evaluated every six years and go through reinstatement to ensure compliance with any IRS rules or regulations that may have changed.

The current plan is not changing, but does need to meet the contractual obligations to the City Administrator for a five percent contribution into a retirement program. It will continue to comply with all IRS codes and regulations and will have no impact to the other City employees in the plan.

There was agreement to move this forward for approval on the December 21 Consent Agenda.

4. **2016 Johnson County Cities Joint Legislative Platform**

City Administrator Moody said the platform is put together by City Administrators/Managers in Johnson County. It is beneficial for the City to adopt it as it creates a consistent message and a stronger voice in Topeka. It also serves as a resource.

There was agreement to move this forward for approve on the December 21 Consent Agenda.

5. **Strategic Planning Priorities**

Tom Madigan said that he has met with CMBR Kelly, Ms. Jones-Lacy and Jennifer Murphy to implement the Strategic Plan. He said there has been movement on four of the five goals and stressed the importance of communicating to the public to better keep them informed.

Ms. Jones-Lacy said that $18,500 has been budgeted to implement some of the Strategic Planning goals that have costs associated with them. An action form list of strategies along with their status has been provided to the Governing Body. Goals 1 and 2 pertain to long-term financial planning and should be the initial priority. Goal Number 1 is to diversify revenue and support economic growth. Goal Number 2 is to create a commercial development plan and revitalize under-utilized property and leverage available land to create a sustainable community.

CMBR Kelly offered to take communications by the Governing Body back to the Strategic Planning Committee and would appreciate feedback to take to the next meeting. The Committee has talked a lot about communications and the different ways they can communicate this information out.

They also are communicating with established citizen committees and asking them to let the Strategic Planning Committee know what they have strategic plan goals they have accomplished, or action they plant to take in 2016 to keep to keep the community apprised as far as meeting their obligation to the Strategic Plan.

Ms. Jones-Lacy said staff is working to keep information updated on the City website. CMBR Kelly said it was important to keep the City's website updated.

CMBR Fast and CMBR Poppa said that the re-branding or refocusing the message of Roeland Park is important and would in turn drive a lot of the other goals in the Strategic Plan.

Mr. Madigan has received recommendations of don't do it in-house, don't let kids design it, but do let it be done by a professional.

Ms. Jones-Lacy said that Mr. Madigan will continue to serve on the Strategic Planning Committee as well as Janna Wilhaus, Marek Gliniecki and Mary Vrla. Ms. Jones-Lacy will be the staff member and CMBR Kelly will continue as Council liaison.

The Governing Body agreed focus should be placed on re-branding.

6. Short-Term Rental Regulation (Airbnb)

CMBR Fast said she had received three e-mails from three residents currently an Airbnb rental within the City.

Public Comment:

Kelly Gardner (appearing by phone). Ms. Kelly spoke in support of the Airbnb.
Jacob - 5017 Granada. Jacob spoke in support of Airbnb.
Chris - 52nd Terrace. Chris also spoke in support of Airbnb.
Student at Columbia currently utilizing a home in Roeland Park as her Airbnb spoke in support of the issue.
Linda Mau. Ms. Mau spoke in opposition to utilizing residences for Short Term Rentals.

Ms. Jones-Lacy provided background on the topic and said that staff is recommending treating any short term rental property as any other rental in the City, that it must be register and pay the $75 annual registration fee for a permit and have an exterior inspections. Staff also recommends adding a definition to the rental code for a short term rental to mean renting of a housing unit or partial unit on a temporary basis to tourists as an alternative to a hotel/vacation rental.

CMBR Thompson recommended adding language that inspections would be annually and not after every new guest as the rental code has inspections after a long-term tenant leaves.

CMBR McNeil expressed concerns of people buying up properties in the City and turning them into short term rentals. She would like to see language making certain an owner lives in home.

CMBR Thompson recommended agreeing on a certain amount of time the property could be rented out or that the owner must live there a portion of the year.

Mayor Marquardt wanted to make sure there were good egress exits for any basement bedrooms.

CMBR Rhoades spoke to regulations and the taxing of residences as a business. He also was in support of inspecting the whole house to obtain a rental permit.

CMBR Kelly said that future discussion topics could include inspections, limiting the percentage of rental in the City as a whole or on a block.

CMBR Kellerman spoke in support of the proposed plan seeing it as a way for the City to generate income. He also recommended a discussion of the difference between a short-term rental and a bed and breakfast.

City Administrator Moody said input is needed from City Attorney Shortlidge whether properties currently being rented need to be regulated, and if so, they're not being regulated. He suggested other topics for discussion would be how a property is zoned and controlled and whether it could be considered a home-based business.

The Governing Body agreed to continue the discussion at a future Workshop focusing on benefits to the City, taxation and ways to regulate the rentals.

7. September/October Financials

Ms. Jones-Lacy reported October numbers starting off with ad valorem taxes, when compared 2014, were ahead having collected 97 percent of the annual collections. City sales and use taxes continue to be down about three percent below projections. Franchise fees were also down for the month of October. With gas prices down this is also resulting in less tax being collected. There is also a reduction in land lines, again resulting in lower taxes being collected. The City has implemented the state's set-off program and they are realizing a greater collection on past due accounts. There has also been more traffic enforcement in school zones and with the implementation of DigiTicket this has increased the efficiencies of the City's officers on the road resulting in more tickets. Overall revenues are good and are at 90 percent of budget projections with regards to revenues. General Fund Expenditures are well within the mid-year projections at 72.6 percent, and TDD revenues continue to be down.

8. Committee Appointment and Reappointment 2016

City Clerk Bohon said three appointments are scheduled for the Sustainability Committee - Judy Hyde, Michael Kelly and Brandon Gillette.

The Committee agreed to move this forward to New Business at the December 21, City Council Meeting.

9. Ordinance 924 Relating to Animal Control Regulations

The discussion began with whether service animals would be exempt from the limit on dogs at a residence. CMBR Poppa felt they should be.

CMBR McNeil said that a field supervisor evaluates a home where a service animal is requested and they normally don't recommend or place a service dog if the home already has pets. This would also require additional training. She also said she would research what kind of registration is required for a service dog. The ADA does not require to carrying paperwork for a service animal, but suggests that you do.

CMBR Thompson said adding language pertaining to therapy dog in a foster home.

Also discussed was whether the size of an animal should be a factor in the number of animals permitted at a residence. CMBR McNeil felt such a regulation might be cumbersome and would just like to place a limit of three.

The Committee agreed to regulate based on number versus size.

The Committee then discussed whether the number of dogs should be grandfathered in or if the number is limited to specific animals. There was also the discussion of show dogs, whether that was a home-based business and should be allowed an exemption.

It was agreed that the limit will be to specific dogs. If a fourth pet passes, it cannot be replaced as the City is only allowing a maximum of three dogs.

The staff and Committee discussed who would handle oppositions to additional pet permits and what the procedure would be. If there is one opposition to a permit staff can administratively approve the permit. The Committee also discussed whether there could be administrative approval with even two or three oppositions to a permit request.

City Administrator Moody said he would be uncomfortable approving an administrative permit when two neighbors had expressed an opposition to the permit.

CMBR McNeil said she would prefer three be in opposition before the matter comes before the Council.

Mayor Marquardt recommended adding language that those who were against a special permit could submit their objections anonymously.

With majority support two oppositions to a permit request would come before the Council. Three or more in opposition would be an automatic denial of the permit.

The Committee also agreed as part of the permit renewal process that a report was needed from Animal Control.

City Administrator Moody posed the question to the Governing Body that if there were three people in opposition, but there was no animal control report, what would be the next procedure. There was agreement that the Council would discuss the issue at that time.

There was discussion of the procedures of animal control and that they do not send reports of their calls. Police Chief Morris said that for annual permit renewals his department can provide a list of calls for service to a particular location whether a report has been generated or not.

CMBR McNeil said that as liaison to Animal Control she will request a list of calls made to Roeland Park at their meetings.

City Clerk Bohon said that currently there are nine registered households in the City with three animals.

City Clerk Bohon recapped the discussion saying that two complaints will go to Council, three complaints is an automatic denial. Service animals not considered pets and will fall under ADA regulations. CMBR McNeil and CMBR Rhoades are looking into documentation required for service animals. The number of 3 dogs will be the limiting factor, not size and weight. The variance is animal-specific, and there is no replacement of a fourth dog.

City Administrator Moody read into the record Ordinance 924, Paragraph B, "Special permits must be renewed annually. No special permit shall be issued until an inspection certificate has been issued by the Animal Control officer certifying approval of the premises in compliance with the applicable laws of the City. After notifying neighbors, if the City Clerk has not received any protests concerning the keeping of the animals for which the special permit was issued, the City Clerk may issue a renewal of an existing special permit at the same location without any report from the animal control officer. If the animal control officer finds that the holder of any special permit is maintaining the facility in a manner detrimental to the health, safety, or peace of mind of any person residing in the City, he/she shall report such back to the City Clerk, and a special permit shall not be renewed except after a public hearing before the City Council."

Mr. Moody said the Animal Control reports are addressed in the language of the current ordinance.

The Governing Body agreed to move this to the Consent Agenda for approval, but following CMBR Thompson's recommendation that the Council does not need to table the entire issue to discuss service dogs. That discussion will be held at the 12/7 Workshop.

CMBR Rhoades said the ADA definition of a service animal as a dog that is individually trained to do work or perform tasks for a person with a disability.

10. Pending Items for Next Workshop

Mayor Marquardt inquired about using the Mayor's stipend for others that might need it.

CMBR Rhoades said he would like a discussion on what is considered education and how it should be funded.

The training policy will be discussed further during the 12/7 Workshop.

The Committee discussed the turnaround time for the minutes, verbatim versus summary. Reasonable expectations are to have the minutes back within two weeks' time.

Also to be discussed at the 12/7 Workshop is the direction of the Ad Hoc committee.

CMBR Fast adjourned the meeting.

Item Number: APPROVAL OF MINUTES- I.-B.
Committee Meeting Date: 2/1/2016

City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **December 7, 2015**
Item Type:

Recommendation:

Details:

ATTACHMENTS:

Description	Type
December 7 minutes	Cover Memo

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Janssen	Rhoades	McNeil	Fast
Poppa	Kelly	Thompson	Kellerman

I. MINUTES

1. September 14, 2015

II. DISCUSSION ITEMS:

1. Marketing and Branding Discussion

Allen Foley, resident of Roeland Park, introduced Kurt Bartolich who presented to the Governing Body what is entailed in the research, positioning and re-branding process for Roeland Park wishes to undertake. Mr. Bartolich spoke to what the City should expect during the RFP process in locating a firm to guide them. He said that before sending out an RFP the City needs to identify their position that will differentiate them from every other city focusing in on the attitudes and perceptions people have towards the community, finding out what really matters most/least, and how they will make themselves unique. He also warned that sometimes a slogan is confused with a brand. Once the City has decided what their position is, then that will direct design, slogan, signage and ultimately the Strategic Plan.

Mr. Bartolich touched on some methodology as far as focus groups, talking with community stakeholders, and online surveys that target residents within the City as well as outside.

There was some discussion of how to proceed and what information to acquire. CMBR Fast said that they already have a lot of data of what is desired from research already done.

Mr. Bartolich recommend a survey sample of 400-plus outside of the City for an accurate sample. He also said a ballpark branding estimate could be in the $10,000-$15,000 range. He added that it is important that what consumers think of the brand is ultimately important and the City will be the caretakers of the brand.

CMBR Fast directed the discussion to the process and the RFP samples in the packet. City Administrator Moody said he has reached out to communities that have completed the process recently, one from a large community and one from a smaller community, and reworked the samples to make them specific to Roeland Park.

Also discussed was the need to identify the message the City is trying to convey, what type of company they're trying to attract to handle the process, and who will perform the actual administration of the process is up to the board. City Administrator Moody mentioned the sample communities created a sub-committee for the process and CMBR Thompson agreed with that idea.

CMBR Fast said Merriam highly recommended having a small committee for interviewing, looking at the portfolio, and then working with the creative group.

Mayor Marquardt suggested moving forward with an RFP without the creation of a new website and CMBR Fast agreed as branding will then direct the design of the website.

CMBR Kellerman recommended the committee think about the information presented and possibly reaching out to other firms for their input.

Mayor Marquardt said sub-committee needs to be created to hone in on the RFP to which the Committee agreed.

CMBR McNeil recommended putting positioning and branding language in the RFP.

CMBR Fast suggested CMBR Poppa and CMBR Kellerman for the sub-committee. CMBR Rhoades said he has an art degree and also recommended Mayor Marquardt for his artistic creativity an addition to the sub-committee. CMBR Fast reminded everyone the sub-committee will just first be putting together an RFP.

The Committee agreed to move forward with an RFP with CMBR Rhoades, CMBR Poppa and CMBR Kellerman as members of the sub-committee. They will put together ideas for the RFP and they will be presented at the Workshop meeting to be held December 21.

2. KCATA to Discuss Additional Bus Stops

Public Works Director Leon addressed the Committee. Introduced Shawn Strate from KCATA to discuss the new bus stops and signs that they would like to add to the City.

Mr. Strate, along with Mike Goodman, from KCATA addressed the Committee about the 2016 transit improvement initiative for 48th and Roe. This route is in a very critical location for the transit system in Johnson County and also for Roeland Park. In 2012, KU Medical Center Transit system was completed, to which Roeland Park participated. There is a strong demand for transit service between Mission, Roeland Park, Westwood and the KU Med campus. Detailed evaluation studies of transit service opportunities that include Roeland Park have been conducted. New transit centers have been built including the one in Mission. KCATA desires to better connect their routes. They have also received funding and the Unified Government was able to get a CMAQ grant, (Congestion Mitigation-Air Quality), for transit service expansion and also to make some bus stop improvements. There is an agreement for the local share of the funding for route expansion between the KCATA, Johnson County and the Unified Government. Current Route 107 goes into KCK and runs down Roe Boulevard every hour during the morning & afternoon rush hours, and every 30 minutes during the mid-day hours. It also runs hourly on Saturdays. Ridership of this route is about 650 persons. Mr. Strate provided a route map to Governing Body showing the Johnson County route along Johnson Drive, Roe Ave, 47th & Mission and then on into KCK.

The plan is to add nine new stops about ¼ mile apart. Mr. Strate then showed a few samples of what the signs would look like. He added that they would like to do the installation work within the next few weeks since the route extension operation begins January 4, 2016. He noted that most new installations will be ADA pads and that after the route is established they may discover there is a need to add benches and trash cans. Currently they see 48th & Roe as a more enhanced station with a shelter and pull-off lanes.

CMBR Rhoades inquired about the 47th & Roe Lane stop. Mr. Strate said that due to the proximity of the apartments and the road layout this location makes it easier to board.

Mayor Marquardt inquired about adding the City's own branding to the shelters.

CMBR Kellerman asked about the ¼ mile between stops. Mr. Strate said that it is the average length between stops, and sometimes less depending on ridership, sometimes more if a stop is not feasible. They are looking at ways to eliminate some of the stops that are closer together.

The Committee agreed place the approval of the placement of eight new bus stop locations on the Consent Agenda for the December 21, 2015 City Council meeting.

Mr. Strate will work with Public Works Director Leon in placing the signs through the City. The Committee agreed they could be installed before their final approval.

CMBR Fast asked that pictures be taken and put on Facebook or the City's website.

Public Comment:

Missy & Doug Taylor, 5036 Parish Drive. Mr. Taylor addressed the Governing Body regarding his 33-year variance that he has had that allows him to keep six adults bassets and an unlimited number of puppies for up to six months.

3. **Large Fabric Trash (Dumpster) Bags** – amendment to ordinance no fabric bags

Mayor Marquardt said there had been some complaints about the dumpster bags in the City and felt that these should be addressed in an ordinance.

CMBR Kellerman said he would like to hear from Codes enforcement.

Ms. Jones-Lacy has spoken with Mike Flickinger, Building Official, and Shiloh, Codes Enforcement, but will ask more directly for their thoughts on the regulation of bags. Ms. Jones-Lacy said many communities don't have language in their code, but indicated, that they regulate it like a dumpster or trash. Most make the disposable dumpster fit into existing ordinances.

CMBR Rhoades inquired about requiring a permit. City Administrator Moody said the Bagster does not fall into the temporary portable storage definition. The committee discussed about how to regulate them, whether they need to be covered when not in use and how long to allow them to remain on a property. Mayor Marquardt and CMBR McNeil were advocates to make sure they were covered to limit debris from blowing away. CMBR Rhoades said the City should make an effort to let people know that they're not a sustainable resource.

After discussion it was decided not to ban the dumpster bags, but to regulate their time at a site. CMBR Janssen wanted their placement limited to a driveway or hard surface, not in the yard. Mayor Marquardt will work with staff and draft language for discussion at the December 21 meeting. City Administrator Moody asked for the Committee's opinion on whether to limit them to construction projects. CMBR Rhoades didn't agree with that as someone may be cleaning out a basement or just throwing things away.

4. **2015 Budget Amendment**

Ms. Jones-Lacy said the 2015 budget needs to be amended to reflect the additional payment to principal for the TIF 1 A/B Bella Roe Bonds that became payable in August. The will be reflected as $1.2 million. Secondly, it was decided that monies in the Equipment Building Reserve Fund earmarked for the Community Center would be transferred to the Community Center Fund and include maintenance and capital improvements. This is strictly a transfer, but looks like an expense and it needs an amendment to increase that authority so as not to violate state law.

There will also be a public hearing at the next Council meeting prior to approval on this item.
The Committee agreed to move this for approval at the next Council meeting.

5. **Donation Policy**

Public Comment:

Jim Kelly. Mr. Kelly spoke in support of the Donation Policy and noted some changes he would like to see made.

Kathleen Whitworth. Ms. Whitworth inquired as to the 83 percent increase in the memorial tree fund and how this will affect donations and requested the price remain the same.

Charles Downing. Mr. Downing questioned whether the donation policy would allow for citizen participation.

Gretchen Davis. Ms. Davis spoke on behalf of the Citizens' Fundraising Group who supported a donation policy, but questioned some of the language, pricing and participation from other groups, and felt this discouraged donation of trees.

CMBR Fast recommended that City Clerk Bohon review the proposed language and see if there are recommended edits to the policy, so it can be passed as this is the fourth time it has been on the agenda. The Committee discussed the new pricing of tree donations and expressed a desire not to discourage people from participating because of the price. There was also discussion about the procedure for approval and maintenance of items donated.

Marek Gliniecki, Arts Committee, address the Governing Body regarding donated and gifted art to the City. He was also unsure how this new policy would affect his committee. Works that are on loan by an artist would not be under the donation policy, but before a piece is given to the City, during the consideration process, discussion needs to be had to determine if there are any special upkeep or maintenance requirements and then a recommendation from the Arts Committee to the Governing Body could reflect any of those concerns.

Public Works Director Leon provided a breakdown of the $1,300 calculated for the tree donation program.

$350 - 1 ½ -2 inch caliper tree
$200 - planting
$100 plaque
$650 2-year maintenance schedule to establish the tree to include staff time of one individual, 6 waterings a year, mulch and a gator

Public Works Director Leon said he wants the community to feel like they can donate trees, but also wants everyone to understand their upkeep is taxing on his department, especially when his workers are needed out in the field on other projects. He added that even though they planted 20 trees this year and it has been a wet season it is still time-consuming on his department saying that it takes an entire day for one worker to water all 20 trees. He also said the memorial tree program does not obligate the City to take care for the tree, but that the donation policy would.

CMBR Fast directed the discussion to the suggestions that have been made.

The Committee agreed to eliminate the second sentence of the proposal, beginning with, "these donations may include," as it was felt to be duplicative of the list provided at the end.

CMBR Thompson read the proposed language changes under Procedure for Making Donations. "Public Works Director, upon determining that the donation requests meets the criteria provided in this policy, shall make a recommendation to the City Council." The Committee agreed to this change, but preferred to leave the language that states the City Council "may" consider the request at its regularly scheduled meeting.

Under Approval of Donations they recommended to change the word "approve" to "consider."

In the Standards for Donations, Acquisitions or Purchase there was discussion of the wording and intent that City staff will approve and coordinate the purchase and installation of all elements.

Mayor Marquardt requested an annual list of priority trees that are within the maintenance plan of Public Works and make those trees available for purchase or donation at a reduced cost or at $350. There was not enough Committee support at this time to add this to the policy.

CMBR Fast recommended the Committee adopting the policy with the proposed edits and everyone agreed to add this to Regular Business at the December 21 City Council meeting.

6. Review of Council Training Policy

CMBR Rhoades reviewed the funding policy for Council training and how it is currently divided. The Committee discussed the disbursement of funds and agreed to eliminate some of the restrictions. CMBR Rhoades felt that the line item should be reviewed every December to see how the funds are planned to be used the following year.

The committee agreed to rename this as Policy on Governing Body Training, Travel, Civic Events and Technology. It was further agreed that a Councilmember may allocate their funds to another Councilmember or to the Mayor. The total fund would be disbursed equally amongst the nine elected officials. In the event someone cannot attend an event and there is no reimbursement policy the member shall reimburse the City with the exception for a medical emergency with the Councilmember or close family member, or bereavement. They also agreed to delete the language for large training event and include that attendees will share materials and information they received at a future Workshop.

The Committee agreed to add this to the December 21, 2015 City Council meeting to review the edits and changes.

7. Reappoint Ad-Hoc Development Committee

The Committee agreed to approve the reappointment of the Ad-Hoc Development Committee members to the end of 2016. This item will be placed on the December 21 Consent Agenda.

8. Short-Term Rental Regulation (Airbnb)

Public Comment:

Cathy Creed. Ms. Creed spoke in support of Airbnb and her family's personal positive experiences.

Mike Hickey. Mr. Hickey spoke in opposition of allowing Bagsters in Roeland Park. He then spoke in support of allowing Airbnb rentals in the City.

James Haley. Mr. Haley also spoke in support of Airbnb and his positive personal experiences.

Carol Munjak. Ms. Munjak spoke in opposition of allowing Airbnb in the City.

CMBR Fast said she created a decision matrix to try to help move the discussion along and has put together suggestions of the Committee in an attempt to seek agreement.

CMBR Kellerman said he has heard from area residents that do not want this type of business in their neighborhoods and he read into the record many of the comments he received.

CMBR Fast asked for a consensus from the Committee to not allow short-term rentals in the City and also to add additional language to the code to prevent their operation.

CMBR Thompson stated the current ordinance is not clear with regards to whether temporary rentals are against the current ordinance and, therefore, believes the City does not have authority to close them.

CMBR Kellerman referred the committee to Section 5-606 of the code that deals with prohibited occupations and felt that current zoning regulations address and codes address lodgings, business licenses and regulations for home occupation.

Police Chief Morris said he was not very familiar with Airbnb, but all residences in Roeland Park are of concern to the Police Department regardless of what type they are as problems can happen anywhere.

CMBR McNeil said she was uncomfortable with homes advertised on Craigslist.

CMBR Fast asked if there was agreement to enforce current ordinance and not allow short-term rentals as there would then be no reason to continue with the discussion.

City Administrator Moody relayed City Attorney Shortlidge's comment that the definition on the books can be interpreted to say this is not allowed. City Attorney Shortlidge said the definition of a boarding house can be interpreted to be applicable to these folks renting a room through the use of the Internet. Regardless of the method used to market that room, a room is still being rented to someone who is not a relative or family member, which then meets the definition of a boarding house. Staff should then put people on notice that such a business is not permitted in Roeland Park.

Mr. Flickinger, City Building Official, commented that this would be following the law.

CMBR Fast asked again for agreement to ban short-term rentals. Only CMBRS Rhoades, Kellerman, Janssen and McNeil chose to ban them.

CMBR Janssen said he took an oath to uphold the law and ordinances of Roeland Park and the state of Kansas and that's what he will do.

CMBR Thompson believes the language could be interpreted as a boarding house, but did not feel it was clear. City Administrator Moody said if he had looked at this in May, he would have looked at the same sections of the code provided to the Council now. His interpretation would be that a short-term rental is a boarding house and is currently prohibited according to the definition of boarding house on the books and, therefore, should not be allowed.

CMBR Rhoades said the word for the definition of a boarding house was "arguable" according to Mr. Shortlidge.

CMBR Thompson would like to clarification and see the ordinance changed so that it would be clear to allow the short-term rentals.

There was extensive discussion what constitutes a short-term rental, percentage of a property to be used, whether it is owner occupied, and how many guests would be allowed.

Ms. Jones-Lacy went over the proposed policy changes from previous discussions. The action form was to prohibit short-term rentals with a few exceptions. The rental owner must be the principal resident and owner of the property and must reside there for at least 275 days a year. There will be a full-house inspection.

CMBR Thompson read into the record the definition of a boarding house as defined in K.S.A. §36-501(b)(3). "Boarding house" means every building or other structure which is kept, maintained, advertised or held out to the public to be a place where sleeping accommodations are furnished for pay to transient or permanent guests and in which eight or more guests may be accommodated, and which maintains common facilities for the serving or preparation of food for such guests."

CMBR Thompson this would need to be sent to City Attorney Shortlidge and the definition would have to be amended in the ordinance.

The Committee then discussed whether short-term rentals could be regulated where they advertise.

CMBR Fast said property owners live in the City and have a vested interest in their property. People review the rentals and this encourages property upkeep and will also encourage an increase in property values.

The Committee agreed that there needs to be a definition of a short-term rental. CMBR Kellerman said the rentals should be separate quarters from the main house and there was discussion of limiting the number of rooms to three. CMBR Janssen felt the length of stay should be limited to 28 days, which is in alignment with the state.

City Administrator Moody asked for clarification on how to distinguish between a short-term rental and a boarding house, or a short-term rental and someone looking for a roommate.

CMBR Thompson felt limiting the number of guest. Eight is considered a boarding house, a tourist home is seven and short-term rental can be reduced to five.

The Committee did agree that the rental property must be owner occupied for 12 months of the year less six weeks. The homes are to have their City permit number in their rental advertisement listings. They agreed to send courtesy notifications to surrounding neighbors of the permit request.

CMBR McNeil would like to see more input from residents either through a community forum or a poll.

The Committee will continue their discussions regarding what percentage of a city block can be a rental and how many feet from another rental residence. There was agreement to have no more than one rental per block with a block defined as the hundred block.

City Attorney Shortlidge said the rental ordinance and home occupation ordinance will have to be reworded.

Due to the lateness of the house, the Committee will postpone further discussions to the January 11 Workshop.

9. **City Hall ADA Improvements**
10. Pending Items - An Ordinance Revision that Raises the Age to Buy Cigarettes, Electronic Cigarettes, and Tobacco Products in Roeland Park to 21 Years of Age.

III. **NON- ACTION ITEMS**

A. Pending Items

1. Update and Prioritize Parks Master Plan on Maintenance
2. January 2016 - 5 Top Priorities for Budget
3. Walmart > open November 2016
4. Finance – N-Court
5. Neighborhood Revitalization Act

IV. **ADJOURN**

CMBR Fast reminded everyone of the upcoming dates.

December 21 - Workshop
City Council
January 4 - City Council
January 5 - Community Forum
January 11 - Workshop
January 19 - Workshop
City Council

CMBR McNeil to put on agenda at future meeting to not allow residents to appear by phone.

(Roeland Park Governing Body Workshop Adjourned)

Item Number: **APPROVAL OF MINUTES- I.-C.**
Committee Meeting Date: **2/1/2016**

City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **December 21, 2015**
Item Type:

Recommendation:

Details:

ATTACHMENTS:

Description	Type
December 21 minutes	Cover Memo

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, December 21, 2015 6:00 P.M.

- Joel Marquardt, Mayor
- Becky Fast, Council Member
- Tim Janssen, Council Member
- Ryan Kellerman, Council Member
- Teresa Kelly, Council Member
- Sheri McNeil, Council Member
- Michael Poppa, Council Member
- Michael Rhoades, Council Member
- Erin Thompson, 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

CMBR Fast called the meeting to order

I. MINUTES

1. October 5, 2015
2. October 26, 2015
3. November 2, 2015
4. November 16, 2015

II. DISCUSSION ITEMS:

1. Presentation from KDOT on Ramp Metering at Roe and I-35

Mark Sommerhauser, Kansas City Scout Project Manager at the Scout Traffic Management, along with Hugh Bogle, Metro Engineer, Leslie Spencer-Fowler, ITS Engineer from Topeka, and David Schwartz, Planning and Modeling presented to the Committee regarding merging issues from 18th Street Expressway onto northbound I-35.

Mr. Sommerhauser showed a KC Scout video to the Committee noting that it was not the busiest merge intersection along the I-35 corridor, but they are seeing a number of problems with vehicle stacking and merging before the Mission Road exit. Their desire is to install a ramp meter that would be operational during morning rush hour that would allow cars to merge in groups of ones and twos. At other times the ramp meter would activate when it detected congesting in the merge lane. Their goal is to make the merging onto the highway smoother and less stressful for the traveling public. While the system cannot control driver behavior, it is hopeful this will result in less rear-end collisions, near misses and side swipes that occur through the area. Mr. Sommerhauser also said that more videos are available online at KC Scout.

"Mayor Marquardt noted that KDOT did have information on crash statistics around this interchange. The State had told him that, over the past 10 years, there were no injury accidents from the bridge north ¼ mile including the on-ramp merge from the 7am to 9am time slot Monday through Friday. Mayor Marquardt said that if the primary goal is a safety need it did not appear there was evidence to support it. He felt that stopping so many cars on such a long downward run would have a very negative impact, and may well actually cause more accidents with stopping so many cars mid-ramp."

The Committee asked for further information on how breaking groups of cars into small merge groups will help and how that will relieve congesting and also what the cost of a ramp meter is. Mr. Sommerhauser answered questions and said that ramps usually cost between $60,000-$100,000, but that there is some funding available.

Public Works Director Leon wanted to make sure that everyone knew that after one of the engineering meetings he attended he spoke with Hugh Bogle to discuss concerns of the lack of maintenance and to look at the roadway of the intersection. He added that KDOT had staff out there and cleaned up the area and wanted to thank him publicly for taking care of that.

2. Committee Appointment and Reappointment

The Committee agreed to recommend the appointment of Deb Settle to the Community Events Committee and the reappointment of Mark Kohles to the Planning Commission at the City Council meeting following the Workshop.

3. Approval of R Park Fundraising Events 2016

Gretchen Davis from the Citizens Fundraising Initiative for R Park presented three events that approval is requested. These events have been approved by the Events Committee and the Parks Committee.

The events are:

Treasure in R Park. Saturday, June 4, 10 a.m. to 12 p.m. (Rain date June 11). This is a pirate-themed event for kids. It has previously been well received and well attended. It is a free event with pirate activities, pirate storytelling and a possible magician. They are offering a $5 picnic lunch as their fundraising venture.

All-City Block Party. Saturday, June 4, 3 p.m.

There will be a coordinated effort between the two events and the Events Committee will help with set-up, take down and publicizing each other's events at R Park. They are requesting police security at all events as well as no parking signs on the housing side of the streets like last year. They will also come before the Council to seek approval for their banners.

Soccer Clinic. June 18 (Rain date June 25; these dates are tentative). Soccer Clinic for elementary school aged children in R Park. Event will be run by i9 Sports of Johnson County. They will be donating tents, tables, soccer equipment and some coaches to the event. In return, they will provide a table for them so they can publicize their organization. They will also be prominently displayed as a sponsor and they will be promoted at the event. Pre-registration is $15 and $20 at the event. Registration will cover all participants with insurance.

Amplified Soccer, a Roeland Park-based business owned by Chris Burt, will help in obtaining soccer-related rewards that will be given to the participants like a soccer ball or duffle bag. He also hopes to bring one or two FC Kansas City women's professional soccer players to help with the clinic. Once their schedule is set in February that will determine the final date for the clinic. Set-up for event might start as early as 7 a.m. with the event beginning at 9 .m. They are requesting police security during the event as well as no parking signs on the housing side of the park. They will also seek approval from the Council for banners on Roe.

Chili Brews and Country Music Too. Saturday, October 15, 6-9 p.m. at Roeland Park Community Center. Tickets for the event are Adults, $15; Children 3-10, $8; Children 2 and under, free. There will be a variety of chilies, chili toppings, a mini bag of Fritos and beverages will be water, soda, and local craft beer. There will also be a country music band. Again, they will seek approval from the Council to put up one or two banners.

Chief Morris said he will volunteer security services for the events.

Ms. Davis said they intentionally keep the prices down on the tickets to hopefully encourage more people to come. She added even though this is a fundraiser, the community get-together is more important. They hope to raise $4,000-$5,000 for the chili event. She said that while a lot of hard work goes into these events and there is not a lot of financial return, the events benefit the City with a community event that people enjoy.

CMBR Janssen asked about a family rate for the chili dinner, and Ms. Davis said that was something they could consider.

The Events Committee will pay for the banners, but will need Public Works to put them up. There was agreement from the Committee to approve the events.

4. January Community Forum Outline

CMBR Thompson presented the proposed outline for the Community Form. Mayor Marquardt will have a presentation on R Park and possibly Kyle Rogler will be presenting the design plan of Nall Park. Brett Shoffner from Urban Trail Company could possibly be on hand to speak about the trail at Nall Park. Also a presentation about the branding initiative and the ongoing work of the Council.

CMBR Fast suggested Public Works Director Leon could give an introduction of the big picture of Nall Park before the trail presentation.

CMBR Rhoades asked about plans for a disc golf course at Nall Park. CMBR Thompson said there hasn't been a lot of public interest with regards to that and a disc golf representative was invited to present at a Parks meeting and did not show, so they were not able to further that relationship.

It was decided that a Q&A session would be held after presentation of each topic and speaker cards need to be filled out at the start of the forum. Ms. Jones-Lacy will handle the robo-call notification. They will try to reach as many residents as possible through flyers, Constant Contact and the City's website.

CMBR Kelly would like included in the branding presentation the origin of the idea from the Strategic Plan.

5. Marketing and Branding RFP Approval

Public Comment:

Tom Madigan. Mr. Madigan said the City has a history of supporting the arts, encouraging diversity and being environmentally conscious and looking at the rebranding as a way to more effectively convey the image of who we are as a City. He recommended Mike Hickey, who worked on the Strategic Planning Committee, to be appointed to the Community Branding Committee.

City Administrator Moody said that they have incorporated the recommended changes to the RFP to include past slogans of "Best little town in town" and "City of trees." CMBR Fast reviewed old reports from the 90s and wanted to include the theme "City of Roeland Park, Kansas, gateway to Johnson County" as she felt that reflects who we are as a City.

CMBR Poppa drew everyone attention to the last sentence in Paragraph 1 and after some discussion it was decided to remove it altogether.

It was decided that the Branding Committee would consist of CMBRS Rhoades, Kellerman and Poppa and also Mike Hickey. The committee will be charged with interviewing companies responding to the RFP, creating a presentation report and making recommendations to Council.

Due to the start of the City Council meeting, the Governing Body decided to reconvene the Workshop for 30 minutes after the City Council meeting to discuss short-term rental regulations.

(Roeland Park Governing Body Workshop in Recess from 6:55 p.m. to 8:30 p.m.)

CMBR Fast reconvened the Workshop.

6. Direction of Enforcement on Short Term Rentals

After speaking with the Municipal Judge, City Attorney and City Administrator, Mayor Marquardt said it is apparent that short-term rentals were not perceived when creating the rental ordinances for the City. Rentals are non-owner occupied units while Airbnb and similar entities are usually owner-occupied. He felt that there should be leniency shown to residents who are doing this until the Governing Body can work out the details of how to proceed. He also said that they are clearly a business and should be treated as such but the City should assist the homeowner in obtaining a business license, getting the property inspected especially as it pertains to sleeping areas and egress. He also recommended waiving fees until the ordinance is figured out. His felt they should make sure they are doing everything to uphold ordinances and these rentals, even though against the intent of the law, could not have perceived at the time it was created.

CMBR McNeil said that until a decision is made, she would like the rentals to stop, no fines issued, or warning letters.

City Attorney Shortlidge said the Governing Body will be talking about the home occupation ordinance and the rental housing ordinance. The home occupation ordinance outlaws boarding houses and tourist homes, which is undefined. He feels that short-term rentals falls within that ordinance. Since these short-term rentals were not intended to be included, the question becomes whether or not to suspend enforcement of the ordinance. City Attorney Shortlidge clarified for CMBR Kellerman his conversations with Mayor Marquardt who inquired about the process of an ordinance violation. Since this would be considered a municipal violation, it will be an issue for the municipal court. The judge also responded to the Mayor saying it would depend upon the facts of the case and would need to be proven beyond a reasonable doubt to determine the outcome.

Mayor Marquardt said everyone values the opinion of Mr. Shortlidge and if he is saying it’s not legal the way it’s written, and the Governing Body has taken oaths to uphold the law, is suspension of the law reasonable since this type of venture in the City was not anticipated when the ordinance was written. Mr. Shortlidge said the Council has given direction to staff to suspend enforcement of ordinances in the past and it could be done in this case. He said the Governing Body cannot write new rules without having an ordinance.

Mayor Marquardt said he felt this was a reasonable time for suspension of the ordinance.

The Committee also discussed whether they could regulate where short-term rentals were advertised. There was discussion of not wanting rentals advertised on outlets such as Craigslist.

The Committee also discussed whether suspension of the ordinance could be done at the Workshop would have to be approved at a Council meeting.

The Committee reached an agreement to support CMBR Poppa’s suggestion that the Governing Body support the enforcement of the ordinance as staff sees fit.

CMBR McNeil didn’t think it was fair to put staff in the position of whether to uphold or break City laws.

City Administrator Moody said as staff, his opinion would be the boarding home or tourist definition is not permitted under code.

CMBR Poppa said Mr. Shortlidge has given his opinion that they are currently prohibited under the ordinance.

CMBR Rhoades commented that he does not believe it is the Council's objective to say not to enforce an ordinance. CMBR Poppa clarified that he was not suggesting that staff not enforce the laws.

CMBR Kelly asked, if the ordinance is enforced, what is the time frame and what are the action steps. City Administrator Moody said a resident would be notified in writing. They would also attempt to contact them by phone that they're in violation of this section of the City Code. He also said that the immediate response he will get is that people have already registered and are planning on coming and what do they do. Mr. Moody didn't know what he would tell them. CMBR Kelly asked if after they received notice what would happen if the resident refused. City Administrator Moody said they would receive a municipal citation.

CMBR Fast said that going into the holidays, people have paid, are planning on coming and feels it would be heartless and cruel to shut them down when people have already booked their spaces. She said if they're going to be shut down at least wait until after the holidays. She said the City gives variances for other issues like paint, gutters, a number of housing violations, and to shut them down now does not reflect the type of city she wants to live in and is embarrassed by the possibility.

CMBR Poppa in favor of regulating Airbnb and getting a recommendation that it is against current code. He proposed backing City staff in their reading of the code to suspend or do what they do after the holiday season because we are not heartless, and until such time as the Governing Body can have the discussion to regulate Airbnb in Roeland Park because it is a progressive city who does want businesses and residents that keep up their homes. He also noted that the Roeland Park houses listed on Airbnb are gorgeous and he did not mind them.

CMBR Kelly said she wants to uphold the law, but suspend enforcement. She recommended a special call meeting the night of January 4th, the after the Workshop to decide whether to enforce the ban while creating an appropriate ordinance.

CMBR Thompson said she would love to support Airbnb and progressive business and young entrepreneurs in the City. She also supported a special call on January 4 and would vote on suspending the ordinance while discussion is in the process.

CMBR Kellerman said that when a law is broken, they should receive a letter, and then they have ten days within which to rectify. He said the Governing Body has known of this issue since June and is in support of staff enforcing the ordinance.

Mayor Marquardt said it is a very reasonable short period of suspension and felt that the City is very lenient. Suspension of enforcement also shows the constituency that we are working on the issue and trying to keep them safe. He said it seem as though staff is uncomfortable not enforcing and also from comments from Mr. Shortlidge, he would recommend enforcing the ordinance after January 7, 2016, due to the holiday season, then enforce it as a violation unless they can get an ordinance reworked before then.

CMBR Rhoades does not feel it his decision whether to enforce or not.

CMBR Janssen would like to support staff in enforcing the ordinance as written, but is comfortable with suspending enforcement to January 15th.

CMBR McNeil said it is important to stick with the agendas and they sometimes end meetings before the work is done. She said they knew a long time ago this was illegal and should have acted more quickly to get things done. She said she would support suspension of enforcement until after January 1.

CMBR Kellerman said he would like the Codes enforcement department to weigh in on this issue.

Mayor Marquardt recommended staff write letters stating that by January 20, the City will start enforcing the law as a violation unless another law has been voted on in the meantime. The Committee agreed to the Mayor's suggestion.

After discussion of potential meeting times, it was decided to have a Special Call City Council meeting on January 4, 2016, at 6:00 p.m. for the sole purpose of discussing Short-Term Rentals. City Attorney Shortlidge will also be available to attend the meeting.

City Administrator Moody said that during the meeting the Governing Body will work through sections of City Code that need to be amended and they can take action to adopting those changes. Changes to zoning regulations will require a public hearing and will have to be held on another date.

CMBRS Kelly, McNeil, and CMBR Thompson all agreed to call the Special Call.

7. **Large Fabric Trash (Dumpster) Bags**
8. **Pending Items for Next Workshop**

III. **NON- ACTION ITEMS**

A. Pending Items
1. Update and Prioritize Parks Master Plan on Maintenance
2. January 2016 - 5 Top Priorities for Budget
3. Walmart > open November 2016
4. N-Court – payment processing
5. Neighborhood Revitalization Act

IV. **ADJOURN**

MOTION: CMBR McNeil moved, CMBR Janssen seconded, to adjourn. (Motion passes 8-0)

(Roeland Park Governing Body Workshop Adjourned at 9:27 p.m.)

Item Number:	**DISCUSSION ITEMS- II.-1.**
Committee Meeting Date:	**2/1/2016**

City of Roeland Park
Action Item Summary

Date:	1/27/2016
Submitted By:	Keith Moody
Committee/Department:	Admin.
Title:	**2016 Budget Priorities (est. time 25 min.)**
Item Type:	Discussion

Recommendation:

Staff recommends Council formally adopt priorities (Objectives) for 2016. This provides Council and Staff with a clear work plan for the year and encourages completion of these Objectives in a timely manner.

A simple way to develop a list is for each elected official to rank their top 12 (12 highest 1 lowest priority). A composite average rank can then be developed based upon each of the nine elected official's list. The 12 highest average ranking objectives become the 2016 Objectives. The others remain prospects for the 2017 process.

Details:

Attached is a document that reflects Goals from the Strategic Planning Committee and supporting objectives. Also attached are two lists that have been identified as 2016 Priorities. We are looking for clarification on which of these lists is the final version.

A review of the Goals will start the 2017 budget development process followed by preparation of Objectives for 2017. This is reflected in the budget development process (schedule) drafted for 2017.

Additional Information

As I have mentioned in the 2017 budget information, 12 objectives in a year is reasonable.

Currently staff is working on 19 projects that are significant. Prioritizing is necessary in order for us to focus our resources and accomplish a manageable number of Objectives. Having too many issues drawing attention at once, lends itself to not finishing our Objectives in a timely manner.

ATTACHMENTS:

Description	Type
Strategic Planning Goals and Objectives	Backup Material
2016 Council Priorities	Backup Material
2016 Council Pirorities #2	Backup Material

Roeland Park Strategic Plan Dashboard May 2015

			Status	Phase 1 ★ $$$
	Phase 1- Yellow Highlight			
	Phase 2- Blue Highlight			
	Phases 1 & 2- Green Highlight			
	Goal 1: Create a long-term financial plan to diversify revenue supporting Economic growth.			
	A: Collaborate with peer cities with similar developmental issues and define potential options.		In Process	★
	B: Prioritize grant funding opportunities to improve the community and diversify finances.		discuss outside vendor for 2017	
	C. Evaluate the historical, present and future financial commitments of Roeland Park and create a written analysis. Charge with review of the finance study.		Request Columbia Capital create this report	★
	D: Dedicate resources to create a financial plan with the purpose to diversify the revenue base.			
	E: Establish an Internal Economic Development Committee for implementation of the finance plan.			
1	Charge with review of the finance study.			
2	Develop an implementation plan for diversifying the tax-base.			
3	Improve communication with the business community.			
	Goal 2: Create a commercial development plan to revitalize underutilized property and leverage available land to create a sustainable community.			
	A: Identify and prioritize potential commercial development sites in order to attract and retain developers and retail constituents supporting sustainable goals.			
1	"sit down" or 'destination restaurant'			
2	47th & Mission			
3	Cloverleafs			
4	Monitor progress with the Mission Gateway			
5	Review Programming Needs of Public Works Building if Land is needed for Economic Development	In Process. Building needs have been reviewed. Next step to review findings with new PW Director and present White Paper to Council		
6	Low impact development requirements AKA Green Construction Codes			
	B: Leverage commercial development sites as anchors for transforming Roeland Park into a community that serves to attract all ages with target audiences of young adults and seniors.			
1	Integrate stormwater maintenance and management plan.			

2	Increase access to healthy foods, farmers markets and community gardens			
3	Biking and Walking paths on Roe Blvd., 55th Street, 51st Street, Roe and Johnson inter			
4	Alternative methods of public transportation			
5	47th & Mission bikeable, walkable and family friendly			
6	City "Gathering Center"			
a.	Design Roe Blvd Street Scape (schematic) and Gateway Elements for the City		Rhoades: create CIP under Equipment Reserve to build funds annually to make a future purchase	★
C: Establish an Economic Development Committee (as mentioned in Goal 1) to re-ignite dialogue between developers, planning committee, citizens, and others by increasing transparency at each level.			After Completion of Goal 1D	
1	Ensure Committee diversity			
2	Business Plan Database			
a.	Centralized website location for commercial data			
b.	Centralized website location for redevelopment plans			

3	Integrate plans with explanatory notes in different languages and in simple language			
Goal 3: Market Roeland Park to increase awareness and promote a positive image.				
A: Create a new branding endeavor of Roeland Park as premier city of choice.				★
1	Branding and promotional materials			
2	Social Media			
3	City Promotion packet			
4	Resource Dedication			
B: Ensure continuous outreach to effectively engage citizens, businesses, public and nonprofit sector.				
1	Elected official involvement in community events			
2	Promote citizens council event attendance			
3	Atmosphere in public meetings to promote positive interactions between city officials and residents		Ongoing	
4	Improve meeting and event notification visibility		Ongoing	
5	Quarterly Business Forum		Ongoing	
6	Work with MARC & NEJCC to increase business environment knowledge		Ongoing	
C: Establish Roeland Park as the premier community for location and service.				
1	Promote excellence in public services and unique opportunites for residents			
2	Develop programs for resident involvement in neighborhood safety		Public Safety Programs implemented by Chief Morris	Budgeted
3	Promote City and surrounding area history			
4	Emphasize City's prime location in marketing materials			
5	Add Roeland Park Historical Signage (around City)			
6	Begin to rebalance staff salary and benefits in budget	Phase one was implemented in 2015. Phase Two to be drafted for possible inclusion in 2016 budget.	Wage Benefit Ad Hoc Report as resource	★
Goal 4: Connect citizens to the community through events, places, services and activities.				
A: Increase effective communication as an essential element in the quest to increase				
1	Timeliness of Newsletter	1st Class Mail? 6X year?	Staff researching cost	★

2	Enhance Welcome Bags & involve existing residents in welcoming new residents	Add new branding; Swag?	New bags for welcome packets	★
3	Utilization of Social Media and Website		Ongoing	
a	Redesign Website			★
b	Add "Senior Connection" Page to Website	Add to website redesign		
c	Improve utilization of text alerts	Communications Policy?		
4	NEJCC Newsletter		Ongoing	
B: Increase civic activities to connect residents to the community.		Policy for accrued citizen committee funding		★
1	Support participation of all age groups			
2	Develop Signature Event		City Wide Block Party?	
3	Weekly Summer Events			
4	Partner with JCPRD for pool promotions		Ongoing	
5	Establish Block Party Fund			
6	Opportunities for school-age children			
7	Produce a Block Party How to Guide			
C: Promote community service opportunities to encourage resident involvement and				
1	Monthly service projects			
2	"Neighbors helping Neighbors" group: 2-3 large service projects per year (Christmas in October, Habitat)			

3	Website Volunteer "time bank"			
4	Volunteer Blog			
5	Recruit area students for service			
	Goal 5: Promote recreational opportunities through enhanced green space, facilities and communication.			
	A: Develop existing facilities and green space to maximize usage and service to the public.			
1	Make green spaces visibly appealing			
2	Upgrade facilities with capital improvement funding		ongoing	
3	Expand scope of Parks and Trees Committee to non-park areas			
4	Work with Community Center and Cedar Roe Library for master plan			
5	5-year implementation plan for each park			
a	Fund Park Master Plan			
b	Connect to Metro Trails System			
c	Research Stormwater Utility - long term maintenance plan		2016 Budget Consideration	★
d	Explore a City off-leash dog park			
	B: Enhance promotion of community events, facilities and programs to increase awareness			
1	Enhance parks and recreation online presence		Website redesign	
2	Additional directional signage		Achieved with Park directional signs?	
3	Quarterly meetings between City committees, admin and JCPRD			
4	Establish promotion process for events		Ongoing	
5	Roeland Park, committees, library and JCPRD cross-promotion of events		Ongoing	
	C: Identify and leverage additional financial, human and creative resouces to expand			
1	Establish and maintain grant database			
2	Build a team of volunteer citizens with specific skill sets			
3	Identify and solicit local artists for beautification projects			
4	Use sustainable options for updates			
5	Volunteer champion for each park			
6	Walkable community			
	On-going community residential improvement projects (Christmas in October, Habitat)			

Codification items remaining for review

3	Chapter 5 Art. 6	Home Occupation review -- In Process	Staff Jennifer - Ted	Reviewed by Jennifer and any possible changes will be forwarded to council for consideration
5	Chapter 13 - 315	Cleaning sidewalks -- In Process	Deb's capstone project	Debbie to brief staff and any possible changes will be forwarded to council for consideration
6	Chapter 5 art. 1	Occupational Fees for trees, landscaping and contractors and home based businesses	staff	This topic will need additional work depending on the outcome of the home occupation discussion
7	Chap. 2 Art. 4 2-401	Hens at non residntial Locations such as schools/churchs -	Sheri	Needs additional Research
2	Chapter 15 Art. 1	storage of solid waste and recycleable materials -- In Process	Staff	Reviewed by staff and decision brief pending at a future committee of the whole

Roeland Park Strategic Plan Dashboard 2016 Budget Items

Phase 1			Status	Phase 1 ★ $$$
A: Collaborate with peer cities with similar developmental issues and define potential options.			In Process	★
Evaluate the historical, present and future financial commitments of Roeland Park and create a written analysis. Charge with review of the finance study.			Request Columbia Capital create this report	★
	Design Roe Blvd Street Scape (schematic) and Gateway Elements for the City		Rhoades: create CIP under Equipment Reserve	★
B: Create a new branding endeavor of Roeland Park as premier city of choice.				★
	Begin to rebalance staff salary and benefits in budget	Phase one was implemented in 2015. Phase Two to be drafted for possible inclusion in 2016 budget.	Wage Benefit Ad Hoc Report as resource	★
	Timeliness of Newsletter	1st Class Mail? 6X year? or Color?	Staff researching cost	★
	Enhance Welcome Bags & involve existing residents in welcoming new residents	Add new branding; Swag?	New bags for welcome packets purchased and include local coupons	★
	Redesign Website	Current design and layout v	Seek bids for a refresh	★
C: Increase civic activities to connect residents to the community.		Policy for accrued citizen committee unused funding to carry over from year to year		★
	Research Stormwater Utility - long term maintenance plan		2016 Budget Consideration	★

6/2/2015

Roeland Park Strategic Plan Dashboard 2016 Budget Items

Phase 1			Status	Phase 1 ★ $$$
A: Collaborate with peer cities with similar developmental issues and define potential options.			In Process - Work w/ Mission 6 months	$ 5,850.00
Evaluate the historical, present and future financial commitments of Roeland Park and create a written analysis. Charge with review of the finance study.			Request Columbia Capital create this report	$ 5,000.00
	Design Roe Blvd Street Scape (schematic) and Gateway Elements for the City		create CIP under Equipment Reserve	$ 7,500.00
B: Create a new branding endeavor of Roeland Park as premier city of choice.				$ 20,000.00
	Timeliness of Newsletter * Price went from $5,600/year to $3,200/year by switching vendors	1st class mail		$ 2,560.00
		Full color		$ 1,200.00
		6 times/year		$ 1,600.00
	Enhance Welcome Bags & involve existing residents in welcoming new residents	Add new branding; Swag?	New bags for welcome packets purchased and include local coupons	N/A
	Redesign Website	Current design and layout was done in house	Seek bids for a refresh	$ 12,000.00
C: Increase civic activities to connect residents to the community.		Policy for accrued citizen committee unused funding to carry over from year to year	This simply requires tracking which could be done administratively.	N/A
	Grand Total of Phase 1 Items			**$ 55,710.00**

6/19/2015

Goal	Strategy	Status	Cost Estimate
1	A: Collaborate with peer cities with similar developmental issues and define potential options	In process - currently work with Mission on the NE Cloverleaf development and Westwood on the Neighborhood Revitalization Act planning. In addition, RP is a member of the 47th and Mission Overlay Management Committee	TBD
1	C: Evaluate the historical, present and future financial commitments of RP and create a financial plan.	Would request the assistance of City financial advisors to develop a document.	$ 5,000
1	E: Form a committee to work with City Council, residents and businesses for the implementation of the strategic plan.	In process - would like to recommend the following individuals to be appointed to the committee…	N/A
2	A: Identify and prioritize potential commercial development sites in order to attract and retain developers and retail constituents supporting sustainable goals.	In process - the Ad-Hoc Development committee has been evaluating the City's primary development sites and taking steps to prepare the sites for development, particularly at 4800 Roe.	TBD
1	B: Prioritize grant funding opportunities to improve the community and diversify finances.	Not started	TBD
3	B: Ensure continuous outreach to effectively engage citizens, businesses, public and nonprofit sectors.	Focus improvements to the newsletter by having four quarterly issues then two special issues on key topics (6 issues annually).	$ 1,600
4	A: Increase effective communication as an essential element in the quest to increase community involvement. Begin with a website redesign.	Not started	$ 12,000
3	A: Create a new branding endeavor of RP as a premier city of choice	Not started	$ 20,000
3	C: Establish RP as the premier community for location and service.	Not started. Would likely follow branding.	N/A
5	Enhance promotion of community events, facilities and programs to increase awareness and recreation participation.	In process - added wayfinding signage for parks and community center, established monthly meetings with JoCo Parks and Rec and staff.	N/A

Item Number: **DISCUSSION ITEMS- II.-2.**
Committee Meeting Date: **2/1/2016**

City of Roeland Park
Action Item Summary

Date:	1/19/2016
Submitted By:	Keith Moody
Committee/Department:	Administration
Title:	**Super Pool Pass Agreement and Swim Meet Letter of Understanding (est time 5 min)**
Item Type:	Agreement

Recommendation:

Staff recommends approval.

Details:

This agreement is similar to one the City has entered into for a number of years with the same partner Cities. It allows a special pass to be used from approximately the end of May to the beginning of September, 2016 to gain access to any of the pools and aquatic centers located in any of the participating Cities. Each City retains half of the revenue from the sale of the super pass and the other half is distributed based on the number of times the super pool pass is used at a City's pool facility divided by the total number of super pool pass use count overall. For example if there are 500 occasions the super pass has been used during 2016 at all pool facilities and 100 of them are at the Roeland Park Aquatic Center then Roeland Park would receive 20 percent of the pooled revenue. The cost of the super pool pass is $50 for up to 5 individuals on one pass, same as last year.

The second motion allows area aquatic centers to honor other center's memberships on days an agency is hosting a swim or dive meet.

Additional Information

Roeland Park's participation in the Superpass program generated $4,710 in 2015 and $5,025 in 2014 for the City.

ATTACHMENTS:

	Description	Type
🗋	Superpass	Cover Memo
🗋	Swim Meet Letter of Understanding	Cover Memo

AGREEMENT BY AND AMONG THE CITY OF FAIRWAY, KANSAS, THE CITY OF LEAWOOD, KANSAS, THE CITY OF MERRIAM, KANSAS, THE CITY OF MISSION, KANSAS, THE CITY OF PRAIRIE VILLAGE, KANSAS, THE CITY OF ROELAND PARK, KANSAS, AND JOHNSON COUNTY PARK AND RECREATION DISTRICT FOR USE OF SWIMMING POOL FACILITIES

This Agreement made and entered into as of the effective date specified herein by and among the City of Fairway, Kansas ("Fairway"), the City of Leawood, Kansas ("Leawood"), the City of Merriam, Kansas ("Merriam"), the City of Mission, Kansas ("Mission"), the City of Prairie Village, Kansas ("Prairie Village"), the City of Roeland Park, Kansas ("Roeland Park"), and Johnson County Park and Recreation District ("JCPRD") as operator of the Roeland Park swimming pool facility.

RECITALS

A. The cities of Fairway, Leawood, Merriam, Mission, Prairie Village and Roeland Park (each a "City" and collectively the "Cities") and JCPRD as operator of the swimming pool facility for Roeland Park, operate the public outdoor swimming pool facilities ("Pool Facilities") described on the attached Exhibit A.

B. The Cities desire to enter into this Agreement to allow the residents of each City the option to use all of the Pool Facilities during the 2016 swim season with the purchase of a special pass.

C. K.S.A. § 12-2908 authorizes the cities to enter into this agreement.

D. K.S.A. § 19-2862 authorizes JCPRD to enter into this agreement.

NOW, THEREFORE, pursuant to, and in accordance with, the statutory authority invested in the parties to this Agreement, and in consideration of the mutual advantage received by each party, the parties hereto enter into this Agreement upon, and subject to, the following terms and conditions:

I. PURPOSE AND INTENT.

The purpose of this agreement is establish cooperation among the Cities, and JCPRD as operator of the Roeland Park pool facility, by making all of the Pool Facilities available for use by the qualified patrons of all the Cities with the purchase of a special pass during the 2016 swim season, which commences approximately May 28, 2016 and ends approximately September 5, 2016.

II. <u>EFFECTIVE DATE AND TERM</u>.

This Agreement shall become effective upon its adoption by each participating jurisdiction and shall remain in full force and effect for a term of one (1) year from the effective date hereof.

III. <u>COOPERATION USE OF POOL FACILITIES</u>.

As part of its program for use of its Pool Facilities during the 2016 swim season, each City shall establish and authorize a category of pool pass entitled “Super Pool Pass” with the following features:

a. The Super Pool Pass will be offered by each City as an additional option to Qualified Patrons, defined below, who are purchasing a family or individual season pass to that City’s Pool Facilities. As to each City, the term “Qualified Patron” means (a) residents of the City, and (b) non-residents of the City who have purchased a pool membership in the City for the immediately preceding year.

b. For Qualified Patrons who are residents of a City, the cost of a Super Pool Pass will be $50 per up to five (5) person family category of seasonal pool pass, with an additional charge of $5 for each additional family member, and $25 per individual category of seasonal pool pass. For Qualified Patrons who are non-residents of a City, the cost of a Super Pool Pass will be $55 per up to five (5) person family category of seasonal pool pass, with an additional charge of $5 for each additional family member, and $30 per individual category of seasonal pool pass.

c. The Super Pool Pass fee will be collected by each City in the same manner as standard seasonal pool passes.

d. The Super Pool Pass will be designated with a high quality, not easily reproducible sticker added to the seasonal pass card of qualified patrons. The Cities will agree in advance on the form and cost of the sticker. Cities without seasonal pass cards will need to produce a form of season pass card on which to affix the sticker. The cost of the stickers will be funded by the pooled dollars described below.

e. The Super Pool Pass will authorize the holders access to any of the Pool Facilities described on the attached Exhibit A during the 2016 swim season.

f. Each City will keep track of (i) the sales of Super Pool Passes by category, and (ii) the number of times each day a Super Pool Pass is used to enter any of its Pool Facilities and how many individuals are admitted for each use of a family Super Pool Pass; and report these counts by email at the end of June, July, August and at the end of the season, to the Assistant to the City Administrator at Prairie Village. Prairie Village will email the tally to all of the Cities promptly upon receipt of the tallies from all Cities.

g. Each City will retain one-half of the Super Pool Pass revenue, and hold the other half (the "Shared Revenue") in suspense until the end of the season.

h. The Shared Revenue will be summed to reach a total of pooled revenue, and used initially to pay for the cost of the stickers. The remaining pooled revenue will then be distributed proportionally to each City based on the Super Pool Pass use count at the City's Pool Facilities divided by the total number of Super Pool Pass use count. The calculation will be used to determine the transfer of funds among Cities based on money collected and due each entity. For example, if at the end of the 2016 swim season Super Pool Passes were used on 500 occasions at all Pool Facilities, and on 100 occasions at the Mission Pool Facilities, then Mission would be credited 1/5th of the pooled revenue. This number will be compared to dollars collected in Mission to determine transfer in or out of funds.

i. Qualified Patrons who are residents may only purchase Super Pool Passes from the City in which they reside.

IV. POOL SAFETY STANDARDS

Each City agrees to operate and maintain its Pool Facility in compliance with safety standards generally applicable to municipal pool facilities in Kansas, including, but not limited to, the following practices:

a. All Pool Facilities must comply with federal regulations contained in the Virginia Graeme-Baker Act.

b. All Pool Facilities must be municipally owned and either (a) operated by municipal staff, (b) operated by a professional pool management company engaged by the city, or (c) operated by JCPRD.

c. All Pool Facilities must meet facility standards in regards to proper placement of guards, number of guards on duty and facility readiness standards as published by the American Red Cross, Ellis and Associates, or Starguard.

d. All lifeguards must receive lifeguard certification from an accredited association.

V. LIABILITY

The purpose of this Agreement is only to set forth the rights and duties of the parties with regard to the cooperative use of Pool Facilities described above. This Agreement does not create any right, benefit, or cause of action for any third party. By executing this Agreement, none of the parties waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. Each party shall be solely responsible for any loss, damage, injury, or death to a third party (parties) arising out of or related to the acts or omissions of its employees or agents and not those of any other party.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed by each of the parties hereto on the day and year indicated by each signature.

[signature pages follow]

CITY OF FAIRWAY, KANSAS

By ___________________________
Jerry Wiley, Mayor

Attest:

____
City Clerk

Approved as to Form:

____
City Attorney

CITY OF LEAWOOD, KANSAS

By ___________________________
Peggy Dunn, Mayor

Attest:

____
City Clerk

Approved as to Form:

____
City Attorney

CITY OF MERRIAM, KANSAS

By ___________________________
Ken Sissom, Mayor

Attest:

____
City Clerk

Approved as to Form:

____
City Attorney

CITY OF MISSION, KANSAS

By ________________________
Steve Schowengerdt, Mayor

Attest:

____
City Clerk

Approved as to Form:

____
City Attorney

CITY OF PRAIRE VILLAGE, KANSAS

By ________________________
Laura Wassmer, Mayor

Attest:

____
City Clerk

Approved as to Form:

____
City Attorney

CITY OF ROELAND PARK, KANSAS

By ________________________
Joel Marquardt, Mayor

Attest:

____
City Clerk

Approved as to Form:

____
City Attorney

JOHNSON COUNTY PARKS AND
RECREATION DISTRICT

By ________________________
Paul Snider, Board Chair

Attest:

____
Michael Pirner, Secretary

Approved as to Form:

____
Ernie Ballweg, District Legal Counsel

Exhibit A

CITY	OUTDOOR POOL FACILITIES
Fairway	6136 Mission Road Fairway, KS 66205
Leawood	10601 Lee Boulevard Leawood, KS 66206
Merriam	6040 Slater Merriam, KS 66202
Mission	6090 Woodson Road Mission, KS 66202
Prairie Village	7711 Delmar Street Prairie Village, KS 66208
Roeland Park/Parks and Recreation District	4843 Rosewood Drive Roeland Park, KS 66205

Letter of Understanding

This UNDERSTANDING (“Understanding”) is made and entered into this ___ day of ______________, by and between the **Johnson County Park & Recreation District** and the **Cities of Fairway, Leawood, Prairie Village, Roeland Park, Mission and Merriam** (individually referred to as “Hosting Agency and collectively as “Hosting Agencies”), for the following arrangement (the "Arrangement"): On days when an agency hosts a swim or dive meet, all other non-hosting agencies will honor host agency memberships.

RECITALS

1. The Hosting Agencies recognize the importance of cooperation for the purposes of providing high quality services to their constituents; and
2. Each of the Hosting Agencies is involved in the Johnson County Swim and Dive League or the MOKAN Swim and Dive League.

CONDITIONS

1. This Arrangement shall only apply to the 2016 swim and dive team season from the beginning of June to the end of July.
2. This Arrangement is only applicable on days when a Hosting Agency must be closed during regular business hours to host a meet.
3. Members of the Hosting Agencies may gain admission, at no cost, to any non-Hosting Agency’s outdoor swimming pool facilities by providing agency issued membership identification.
4. Non-Hosting Agencies will honor host agency memberships during ALL regular business hours on meet days.
5. Any Hosting Agency may “opt out” of this Arrangement by providing written notice to each other Hosting Agency. Hosting Agencies shall meet at the end of the season to evaluate the success of the Arrangement and determine participation for the 2016 season.
6. The purpose of this Agreement is only to set forth the rights and duties of the parties with regard to the cooperative use of Pool Facilities described above. This Agreement does not create any right, benefit, or cause of action for any third party. By executing this Agreement, none of the parties waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. Each party shall be solely responsible for any loss, damage, injury, or

death to a third party (parties) arising out of or related to the acts or omissions of its employees or agents and not those of any other party.

[signatures]

CITY OF FAIRWAY, KANSAS

By:____

Jerry Wiley, Mayor

Attest:____

CITY OF LEAWOOD, KANSAS

By:____

Peggy Dunn, Mayor

Attest:____

CITY OF MERRIAM, KANSAS

By:____

Ken Sissom, Mayor

Attest:____

CITY OF MISSION, KANSAS

By:____

Steve Schowengerdt , Mayor

Attest:____

CITY OF PRAIRIE VILLAGE, KANSAS

By:____
Laura Wassmer, Mayor

Attest:_____________________________________

CITY OF ROELAND PARK, KANSAS

By:____
Joel Marquardt, Mayor

Attest:_____________________________________

JOHNSON COUNTY PARK AND RECREATION DISTRICT

By:____
Paul Snider, Board Chair

Attest:_____________________________________

Item Number:	**DISCUSSION ITEMS- II.-3.**
Committee Meeting Date:	**2/1/2016**

City of Roeland Park
Action Item Summary

Date:	1/28/2016
Submitted By:	Staff
Committee/Department:	Admin.
Title:	**2016 Roeland Park Sports Dome Lease Agreement (est. time 5 min.)**
Item Type:	Agreement

Recommendation:

To approve a lease agreement with Johnson County Parks and Recreation District for the land that contains the Roeland Park Sports Dome for 2016.

Details:

Since 1989, the City has had a strong working relationship for the Roeland Park Sports Dome. The City provides the land for $1 a year and the structure and costs to provide the activities at the Dome are covered by Johnson Country Parks and Recreation. The terms and format of the attached agreement are the same as prior years.

ATTACHMENTS:

Description	Type
2016 Roeland Park Sports Dome Lease Agreement	Cover Memo

2016 ROELAND PARK SPORTS DOME LEASE AGREEMENT BETWEEN THE CITY OF ROELAND PARK, KANSAS AND JOHNSON COUNTY PARK AND RECREATION DISTRICT

This lease agreement ("Lease Agreement") is entered into this 20th day of January, 2016, by and between the City of Roeland Park, Kansas, hereinafter referred to as "City," and Johnson County Park and Recreation District whose address is 7900 Renner Road, Shawnee Mission, Kansas 66219, hereinafter referred to as "JCPRD."

WHEREAS, the City owns the Roeland Park Community Center generally located at 4850 Rosewood, Roeland Park, Kansas, hereinafter referred to as the "Center"; and

WHEREAS, since December 21, 1989, JCPRD has leased from the City a certain piece of property owned by the City and located near the Center on which JCPRD has previously erected, and has operated and continues to operate, an inflatable dome structure commonly known and referred to as the Roeland Park Sports Dome, hereinafter referred to as the "Sports Dome"; and

WHEREAS, JCPRD has established and it conducts programs at the Sports Dome to provide for the recreational, cultural, educational and social needs of Roeland Park residents and/or citizens of Johnson County; and

WHEREAS, JCPRD desires to continue leasing from the City and the City desires to continue leasing to the JCPRD that real property on which the Sports Dome is situated.

WHEREAS, the City Council of the City did approve and authorize its Mayor to execute this Agreement by official vote of said body on the _____ day of ______________, 2016; and

WHEREAS, the Governing Body of JCPRD did authorize its chairperson to execute this Agreement by official vote of said body on the 20th day of January, 2016.

NOW, THEREFORE, in consideration of the above recitals, and mutual covenants and agreements herein contained, and for other good and valuable consideration, the parties agree as follows:

1. <u>Purpose of the Agreement</u>. The City agrees to lease to JCPRD the general land on which the Sports Dome is situated, including reasonable access thereto. JCPRD shall use the area subject to this lease for the purpose of operating the Sports Dome and its programming therein.

2. <u>Duration of Agreement and Termination</u>. The term of this Agreement shall be effective as of the 1st day of January, 2016, shall continue through and inclusive of the 31st day of December, 2016, provided that this Agreement may otherwise be renewed annually by both parties by approving an annual Addendum to this Agreement. Notwithstanding anything contained herein to the contrary, this Agreement and any renewal or extension thereof, may be terminated at any time by either party giving

at least ninety (90) days prior written notice to the other party of its intention to terminate this Agreement, and further provided that if the City or JCPRD shall fail or refuse to comply with any of the obligations or provisions herein agreed, the affected party shall have the right to notify the other party in writing of such default; and if the party so notified shall remain in default for thirty (30) days thereafter, the affected party may elect to terminate this Agreement immediately thereafter.

3. No Legal Entity Created. There will be no separate legal entity created under this agreement.

4. Responsibilities.

A. JCPRD agrees as follows:

(1) To pay to the City one dollar ($1.00) per year for the rental of the real property identified in this Agreement.

(2) To provide all funding and personnel necessary to manage and operate the Sports Dome.

(3) To be solely responsible for and to pay for all maintenance, water utilities used at or by the Sports Dome and for all maintenance, repair, replacement, and general upkeep of equipment used therein or thereon.

(4) JCPRD may not make any physical changes to the premises except as approved in advance in writing by the City.

(5) Only persons qualified to conduct programs will be permitted to instruct, lead or supervise the classes and it shall be the responsibility of JCPRD to insure that the instructors are qualified.

(6) To operate the Sports Dome at times not to exceed the hours of 8:00 a.m. to 11:00 p.m., Sunday through Thursday, and 8:00 a.m. to Midnight, Fridays and Saturdays.

(7) To provide security and supervision of the Sports Dome during all scheduled operating hours.

(8) To notify the City, if for mechanical reasons or inclement weather, the Sports Dome will not be operated during previously scheduled hours.

(9) To provide for use a trash container at the Sports Dome with regularly scheduled pick-up and removal.

(10) To generally maintain all sidewalks at the Sports Dome, including

snow removal.

(11) To obtain and maintain in full force and effect the insurance coverage as set forth in Paragraph 5.

(12) It is not the agent of the City and it will not hold itself out as the agent of the City, nor as offering a program which has either been approved or is supervised by the City.

(13) It will abide by the laws of the government of the United States and the statutes of the State of Kansas.

B. The City agrees as follows:

(1) To lease to JCPRD for one dollar ($1.00) per year for the property identified in this Agreement.

(2) To provide the public use of the City's parking lots for participants engaged in the program activities at the Sports Dome.

(3) To maintain all roadways and parking areas, providing access and use by pedestrians and vehicular traffic including snow removal.

5. Insurance. JCPRD shall secure and maintain, or have maintained throughout the duration of this contract, insurance of such types and in such amounts as may be necessary to protect JCPRD and the City against all hazards or risks generated by JCPRD or any of its agents. The District shall offer to the City other evidence of such insurance coverage, and any and all renewals thereof, in the form of a Certificate of Insurance. The Certificate of Insurance shall list the City as an additional insured. The Certificate shall list the following insurance coverage:

Commercial General Liability	$ 500,000
General Aggregate	$1,000,000
Products	$1,000,000
Personal and Advertisement Injury	$ 500,000
Personal & Advertisement (each occurrence)	$ 500,000
Fire Damage	$ 300,000

Workers Compensation and Employers Liability as determined by Kansas Statutes

6. Acquisition, Holding and Disposal of Property. The land and fixtures, including the entrance structure and concrete floor, shall remain the property of the City and the actual dome at the Sports Dome and the tangible personal property and equipment of JCPRD located and/or used therein is and shall

remain the property of JCPRD. No land, equipment or other tangible personal property is to be jointly owned. At the end of the term of this Agreement and any renewals or extensions thereof, JCPRD reserves the right to dismantle and dispose of its dome and all of its tangible personal property and equipment located and/or used therein.

7. Verbal Statements Not Binding. It is understood and agreed that the written terms and provisions of this Lease Agreement shall supersede all prior verbal statements of any and every official and/or other representative of the City and JCPRD, and such statements shall not be effective or be construed as entering into, forming a part of, or altering in any way whatsoever the written Lease Agreement.

8. Inspection of Premises by City. The City shall have the right to inspect the Sports Dome and facilities occupied by JCPRD at all reasonable times.

9. Indemnification. JCPRD shall indemnify, defend and hold City harmless from any and all liability, injury, damage, loss claims, costs and expenses which may arise from or in connection with the rights and privileges granted to JCPRD herein and the use of the real property on which the Sports Dome is situated. However, JCPRD's indemnification and obligation shall not apply to such liability, injury, damage or loss as is determined to be caused by the negligence or willful and intentional conduct of the City, its employees, agents or representatives. Nothing in this Agreement shall constitute a waiver by JCPRD of any defense JCPRD may have against a third party under the Kansas Tort Claims Act, K.S.A. 75-6101, et seq. and amendments thereto.

10. Provisions Separable. It is the intent of the parties hereto in the preparation and execution of the Agreement to avoid a conflict with the State of Kansas; and if any provisions herein are found to be in conflict with the State Cash Basis or Budget, Law, or any other state law or regulation, it is the intent of the parties hereto that such provision shall have no force and effect, and the remainder of this Agreement shall be valid as though such conflicting provision had not been written or made a part hereof.

IN WITNESS WHEREOF, the above and foregoing Agreement has been approved by each of the parties on the day and year first above written.

CITY OF ROELAND PARK

Date: ______________

____
Joel Marquardt, Mayor

ATTEST:

By: ____________________________
Kelley Bohon, City Clerk

BOARD OF PARK AND RECREATION COMMISSIONERS
JOHNSON COUNTY PARK ANDRECREATION DISTRICT

Date: 1/20/16

____
Paul Snider, Chair

APPROVED AS TO FORM:

____
Ernest C. Ballweg, JCPRD Legal Counsel

Item Number: DISCUSSION ITEMS- II.-4.
Committee Meeting Date: 2/1/2016

City of Roeland Park
Action Item Summary

Date:	1/25/2016
Submitted By:	Kelley Bohon
Committee/Department:	Admin.
Title:	**Administrative Assistant Job Description (est. time 5 min.)**
Item Type:	Other

Recommendation:

To gain approval from the governing body to revise administrative assistant job description to the responsibilities of the position.

Details:

Prior job description was geared towards planning, zoning and transcribing minutes. New description adds social media and community foundation

ATTACHMENTS:

Description	Type
administrative assistant position	Cover Memo
administrative assistant evaluation	Cover Memo

City of Roeland Park

POSITION DESCRIPTION

Class Title: Administrative Assistant		**Reports to:**	City Clerk
Department: Administration			
Date: ~~February 3, 2014~~			
Location: Municipal Building		**FLSA:**	Non-Exempt
Salary Range: See Pay Classification Plan			

ESSENTIAL FUNCTIONS:

1) Administrative Support — 40% of Time

   a) Greets and welcomes citizens and visitors to the City with professionalism and courtesy. Receives and routes phone calls. Take messages as needed. Answers questions, provides clarification to citizens, staff and other regarding city policies, ordinances, and practices, as needed or requested, assuring for courtesy, professionalism and the best possible customer service.

   b) Provide routine information, explanation and assistance to the public and staff via telephone, mail, fax, email or in person. Refer problems or complaints to appropriate personnel. Follows up with individuals to inform them of action taken on problems or complaints.

   c) Coordinates the issuance of all city license and permits (occupational, rental, massage, pet, garage sales, etc) insuring proper documentation is acquired and maintained.

   d) Coordinates the scheduling of the city meeting rooms~~ and City Park reservations~~, insuring there are no conflicts.

   e) Provides Notary Public services for City legal requirements, residents, staff and the general public.

   f) Assistants in the maintenances of the official City Calendar of Meetings and Events. Insures notifications are made in compliance with applicable rules and laws.

   g) Insures official documents are scanned and filed appropriately in the Electronic Document Management System, retaining originals as required by state and city laws. (ie minutes, ordinances, resolutions, contracts, licenses, applications, etc.)

   h) Publishes the city newsletter for publication online and in print; and maintains the official list of individuals requesting hard copies of the newsletter.

   i) Publishes updates to the web page and all social media sites~~,~~ as necessary.

   ~~i)~~j) Maintain Roeland Park Community Foundation Database.

2) Administrative Support for Neighborhood Service and Planning: — 40% of Time

   a) Assists with the issuance of building permits, with primary responsibility for "non-plan" permits. Forward applications and plans to zoning administrator. Completes all necessary monthly reports to County assuring for accuracy and timeliness.

b) Tracking committee and commission actions and preparing letters of acceptance or rejection, as Maintains official City Committee appointment of planning and zoning offices. Insures new members have received new committee packet and receive executed ethics ordinance.

c) Prepares packets for upcoming meetings, insuring for completeness of information.

d) Attends meetings as directed by City Clerk/City Administrator for Planning and Zoning Issues, takes minutes of the meetings, assuring that a thorough and accurate record is obtained and assures compliance with all applicable rules and laws.

e) Performs follow-up activities related to ~~resulting from Planning and Zoning~~ meetings attended, including transcribing minutes.

3) Accounting and Related Activities (Support) 5% of time

a) Accounts Receivable:

i) Reconciles cash drawers, daily and weekly ~~deposits~~, insuring accuracy and timeliness.

ii) Performs accounts receivable functions to include court revenues, licensing and permitting receipts.

iii) Maintains accounts receivable reporting system, reconciling and auditing payments across all city departments.

b) Payroll Duties Backup for Assistant to City Clerk - Calculates, submits payroll to Payroll Company

4) Record Keeping and Governing Body Related Activities 15% of time

a) Performs follow-up activities resulting from City Council meetings~~, including transcribing minutes.~~

b) Under direction of City Clerk or ~~/~~Finance Director, prepares council packets for upcoming meetings, insuring for completeness of information.

BUSINESS EXPECTATIONS

a) Attends work regularly and is punctual.

b) Behaves professionally and presents a professional business appearance.

c) Conducts self in such a way as it reflects positively on the Department.

d) Fosters positive working relationships and accepts new responsibilities.

e) 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; subject to reasonable accommodations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in word-processing, data entry, and receptionist duties.
- Able to make simple computations and tabulations accurately and with reasonable speed.

- Able to deal with a variety of customers professionally and cheerfully, even under pressure.
- Possess a general clerical aptitude and basic knowledge of record keeping.
- Able to understand and follow simple oral and written instructions and adhere to prescribed departmental routines.
- Proficient with the following:
    - Microsoft Outlook
    - Microsoft Word
    - Microsoft Excel
    - Microsoft Access
    - Microsoft Publisher
    - Power Point
- Knowledge and ability to follow the policies and practices contained in the City Personnel Handbook.
- Maintains confidentiality and discretion as a rule.

MINIMUM QUALIFICATIONS:

- High School Diploma, GED or equivalent work experience.
- Ability to speak, write and understand English language, required.
- Ability to speak, write and understand Spanish, a plus.
- Experience in receptionist and secretarial, accounting, and/or related college level courses.
- Municipal government experience desirable but not necessary.
- Must be bondable.
- Must comply with City policy on use of City or privately-owned vehicles for City business.
- The applicant must pass a background check.

ADA REQUIREMENTS

Physical/ Sensory Requirements: While performing the duties of this class, an employee is regularly required to sit for long periods; stand; talk and hear both in person and by telephone; and use hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is occasionally required to walk, climb, stoop or bend and lift up to twenty five pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee works under typical office conditions, and the noise level is moderately quiet.

Environmental Requirements: The working environment of the Administrative Assistant involves exposure to conditions generally found in an office setting. The Administrative Assistant works with office equipment, such as computer hardware and software applications, telephone, fax machine, copy machine, and postage meter.

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: _______________________ Approval: __________________________

City Clerk or ~~/~~Finance Director City Administrator

City of Roeland Park

Employee Name		Position/Title Administrative Assistant	Date of Hire	
Department	**Reviewing Supervisor**	**Date of Last Review**	**Current Review Date**	**Next Scheduled Review Date**
List training attended and any certifications received during the review period:				

ESSENTIAL FUNCTIONS

Administrative Support (40%)	**Exceed Expectation**	**Meets Expectation**	**Is A Concern**
a) Greets and welcomes citizens and visitors to the City with professionalism and courtesy. Receives and routes phone calls. Take messages as needed. Take messages as needed. Answers questions, provides clarification to citizens, staff and other regarding city policies, ordinances, and practices, as needed or requested, assuring for courtesy, professionalism and the best possible customer service.			
b) Provide routine information, explanation and assistance to the public and staff via telephone, mail, fax, email or in person. Refer problems or complaints to appropriate personnel. Follows up with individuals to inform them of action taken on problems or complaints.			
c) Coordinates the issuance of all city license and permits (occupational, rental, massage, pet, garage sales, etc) insuring proper documentation is acquired and maintained.			
d) Provides Notary Public services for City legal requirements, residents, staff and the general public. Coordinates the scheduling of the city meeting room and insuring there are no conflicts.			
e) Coordinates the scheduling of the city meeting room and City Park reservations. Provides Notary Public services for City legal requirements, residents, staff and the general public.			
f) Insures official documents are scanned and filed appropriately in the Electronic Document Management System, retaining originals as required by state and city laws. (ie minutes, ordinances, resolutions, contracts, licenses, applications, etc.) Assistants in the maintenances of the official City Calendar of Meetings and Events. Insures notifications are made in compliance with applicable rules and laws.			

	Exceed Expectation	Meets Expectation	Is A Concern
~~f)~~g) Insures official documents are scanned and filed appropriately in the Electronic Document Management System, retaining originals as required by state and city laws. (ie minutes, ordinances, resolutions, contracts, licenses, applications, etc.)			
h) Publishes the city newsletter for publication online and in print; and maintains the official list of individuals requesting hard copies.			
~~g)~~i) Publishes updates to the web page and all social media sites, as necessary.~~Publishes the city newsletter for publication online and in print; and maintains the official list of individuals requesting hard copies.~~			
j) ~~Publishes updates to the web page, as necessary.~~ Maintain Roeland Park Community Foundation Database. ~~h)~~k)			

Administrative Support for Neighborhood Service and Planning (40%)	**Exceed Expectation**	**Meets Expectation**	**Is A Concern**
a) Assists with the issuance of building permits, with primary responsibility for "non-plan" permits. Forward applications and plans to zoning administrator. Completes all necessary monthly reports to County assuring for accuracy and timeliness.			
b) Tracking committee and commission actions and preparing letters of acceptance or rejection, as Maintains official City Committee appointment of planning and zoning offices. Insures new members have received new committee packet and receive executed ethics ordinance.			
c) Prepares packets for upcoming meetings, insuring for completeness of information.			
d) Attends meetings as directed by City Clerk/City Administrator for Planning and Zoning Issues, takes minutes of the meetings, assuring that a thorough and accurate record is obtained and assures compliance with all applicable rules and laws.			
e) Performs follow-up activities related to ~~resulting from Planning and Zoning~~ meetings attended, including transcribing minutes.			

Record Keeping and Governing Body Related Activities (15%)	**Exceed Expectation**	**Meets Expectation**	**Is A Concern**
a) Performs follow-up activities resulting from City Council meetings~~, including transcribing minutes~~.			
b) Under direction of the City Clerk, prepares council packets for upcoming meetings insuring for completeness of information.			

Accounting Related Activities (5%)	Exceed Expectation	Meets Expectation	Is A Concern
a) Reconciles cash drawers			
b) Performs accounts receivable functions to include court revenues			
c) Maintains accounts receivable reporting system			
d) Payroll Duties Backup for ~~Assistant to~~ City Clerk - Calculates, submits payroll to Payroll Company			

Business Expectations	Exceed Expectation	Meets Expectation	Is A Concern
a) Follows applicable Federal, State and City rules, regulations, and policies.			
b) Attends work regularly and is punctual.			
c) Behaves professionally and presents a professional business appearance.			
Business Expectations (cont.)	**Exceed Expectation**	**Meets Expectation**	**Is A Concern**
d) Conducts self in such a way as it reflects positively on the City.			
e) Fosters positive working relationships and accepts new responsibilities.			
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.			

Evaluator Comments. It is important that the evaluator document their thoughts and feelings regarding the results of the evaluation highlighting positive work performance and areas that need improvement. The evaluator should comment in the space below.

Employee Comments. It is important that the reviewed employee document their thoughts and feelings regarding the results of the evaluation and disagreements, if any. The reviewed employee may comment in the space below.

Signature of Employee: **Date:**
Acknowledgement only –Does not necessarily mean agreement

Reviewed by: **Date:**

Reviewed by: **Date:**

Item Number:	**DISCUSSION ITEMS- II.-5.**
Committee Meeting Date:	**2/1/2016**

City of Roeland Park
Action Item Summary

Date:	1/28/2016
Submitted By:	Jennifer Jones-Lacy, Asst. City Administrator/Finance Director
Committee/Department:	Neighborhood Services
Title:	**Quarterly Code Enforcement Activity - Sept. 25, 2015 - Jan 25, 2016 (est. time 10 min.)**
Item Type:	Presentation

Recommendation:

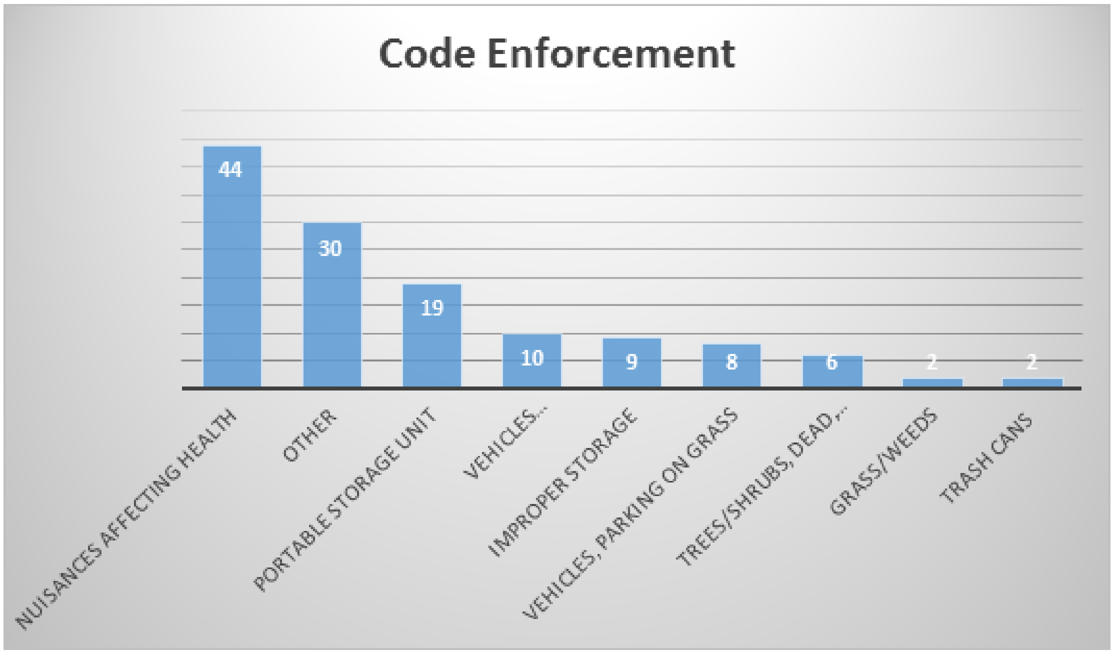
For informational purposes. The data represents Sept. 25th, 2015 through January 25, 2016.

Details:

The Neighborhood Services Department consists of two staff who provide building and property code inspection and enforcement for the City. In an effort to update the Governing Body and the public on the activities of the department, we plan to provide periodic updates on code enforcement activities including a map showing approximate location of incidents and the quantity of each type. Since November 2014 the Code Enforcement Officer has tracked her enforcement activities to highlight the primary code concerns affecting the City and to show any concentration of incidents that may exist. The tracking form includes the date, location and type of incident, action taken by the City, and whether it was resolved. This report includes data from late September 2015 through late January 2016.

Since the last report in October Ms. Wells has logged 130 specific incidents including follow ups, citywide inspections and repeat offenses. Of those incidents, about 6% had multiple notices for the same violation, 96% have been resolved, 11% are city-wide inspections/leaf notices and 4% are outstanding. The attached map illustrates where various code issues occurred across the City and the chart below reflects the code enforcement activities referenced in the map by category.

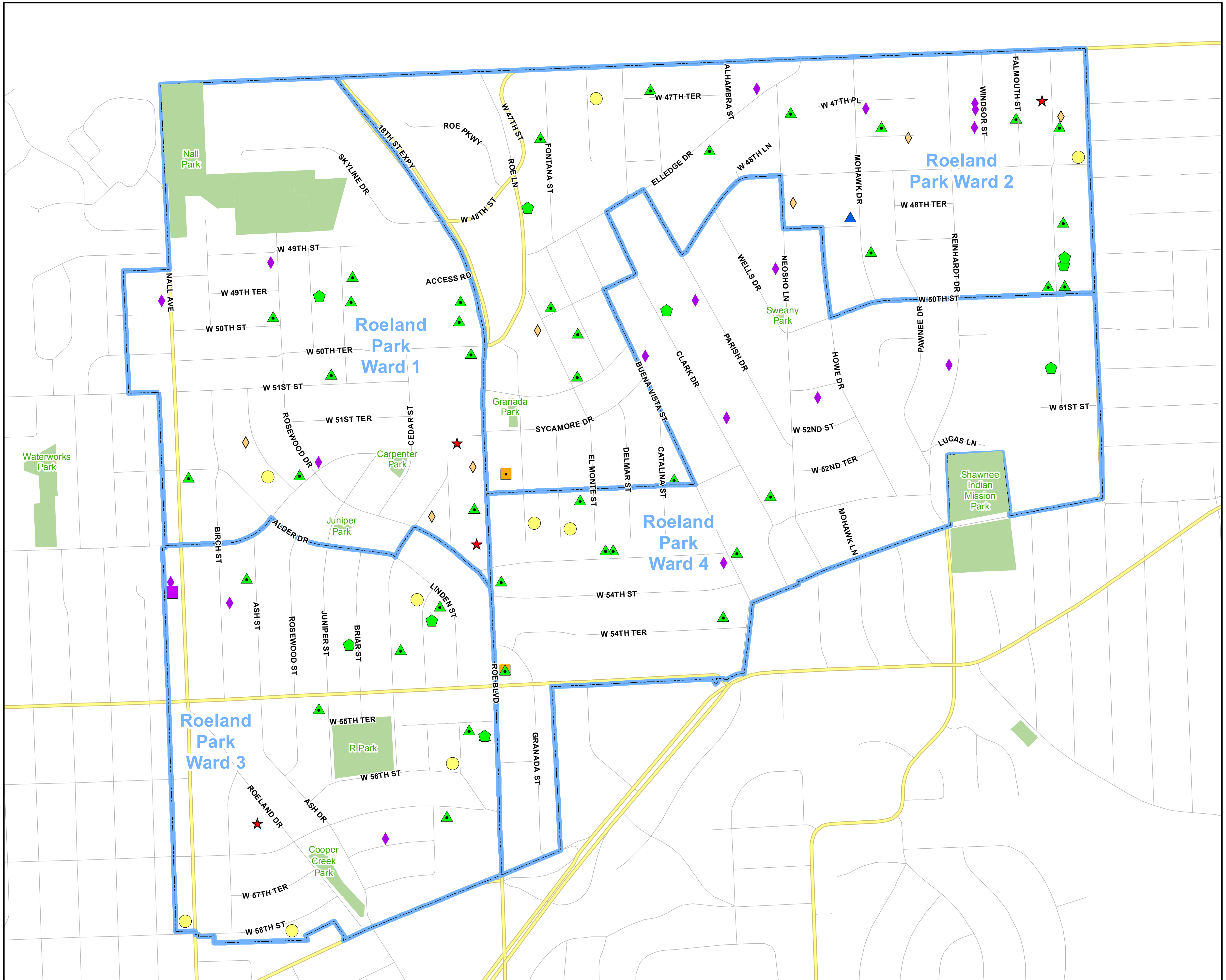
By far the most common offense relate to nuisances affecting public health and welfare. This category primarily concerns junk, debris or trash improperly placed on the premises. The second most common category is “other” which includes city-wide rental inspections and unlicensed rentals, improper enclosures, among other items. Portable storage units are primarily dumpsters improperly placed or in use for longer than allowed. In addition to the items listed on the map, Ms. Wells has also conducted 26 external inspections of rental housing and fielded nearly 100 calls regarding code enforcement.



As of January 1st, Neighborhood Services officers have been conducting internal rental inspections of properties. So far, due to this being the first year of the program, there has been a need to reinspect properties in most instances. We anticipate this to be diminished over time and through experience. Also, the City has started receiving applications from those operating short-term rentals and staff is getting those scheduled.

ATTACHMENTS:

	Description	Type
🗋	Code Enforcement Map	Cover Memo



ROELAND PARK KANSAS

Code Enforcement

Ward 1 = 26 Actions

Ward 2 = 39 Actions

Ward 3 = 25 Actions

Ward 4 = 26 Actions

Citywide = 14 Actions

Violation

- Grass/weeds noxious/length
- Nuisances affecting public health and welfare
- Portable storage unit
- Storage, improper of boats, trailers, RVs
- Trash cans improperly stored
- Trees/shrubs, dead, overgrown or debris
- Vehicles, inoperable, unlicensed
- Vehicles, parking on grass
- Other

- City Wards
- Major Roads
- Minor Roads

N
W E
S

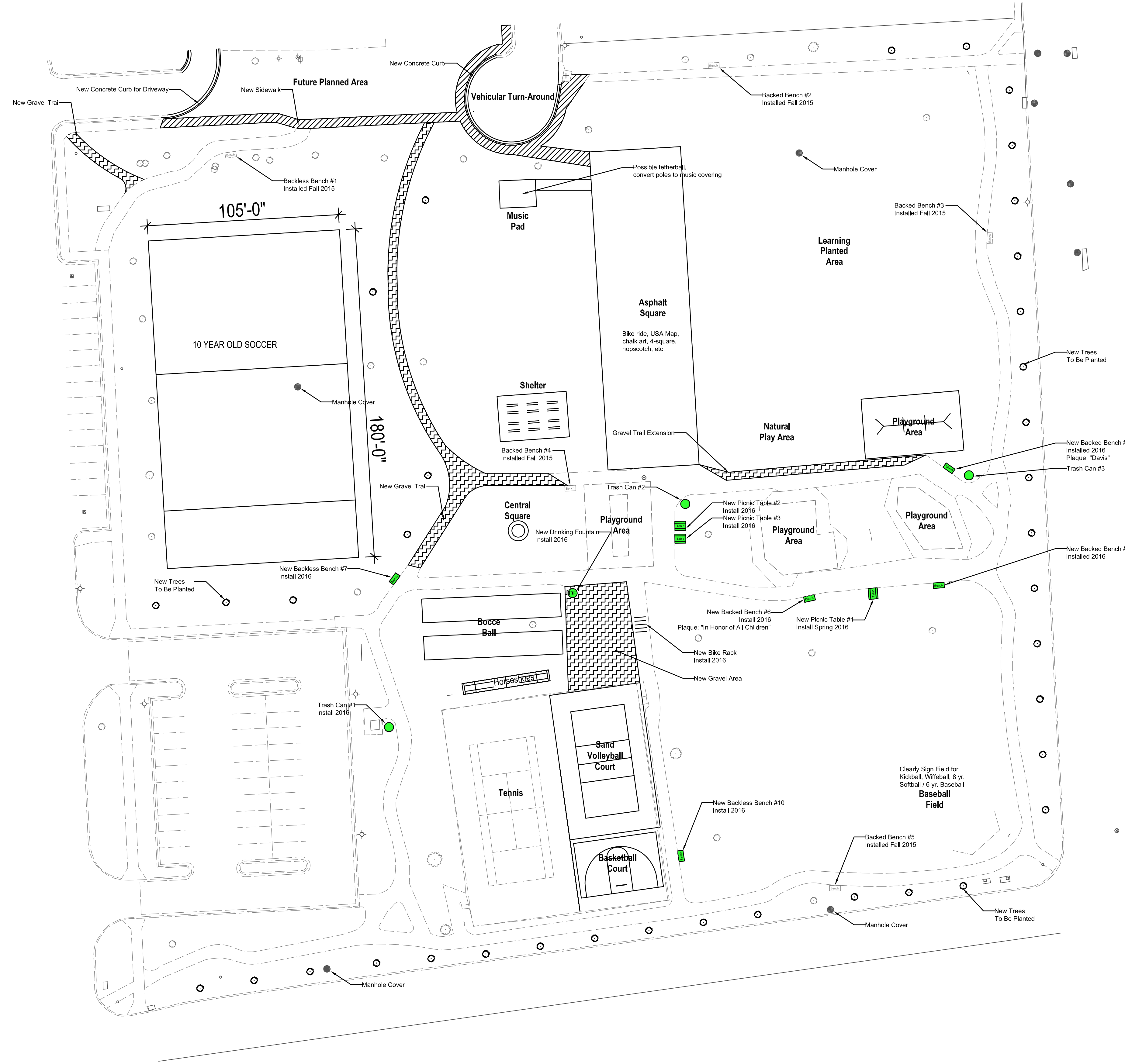
AIMS

January 27, 2016

R Park Amenity Plan

Scale: 1/64" = 1'-0"

February 1st, 2016



R Park Amenity Plan

Scale: 1/64” = 1’-0”

February 1st, 2016