

**GOVERNING BODY WORKSHOP AGENDA  
ROELAND PARK**

**Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205  
Monday, January 7, 2019 6:00 PM**

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| <ul style="list-style-type: none"><li>• Mike Kelly, Mayor</li><li>• Erin Thompson, Council Member</li><li>• Vacant, Council Member</li><li>• Michael Poppa, Council Member</li><li>• Claudia McCormack, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Tim Janssen, Council Member</li><li>• Jim Kelly, Council Member</li><li>• Tom Madigan, Council Member</li><li>• Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Keith Moody, City Administrator</li><li>• Jennifer Jones-Lacy, Asst. Admin.</li><li>• Kelley Bohon, City Clerk</li><li>• John Morris, Police Chief</li><li>• Donnie Scharff, Public Works Director</li></ul> |
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**Admin**

**Finance**

**Safety**

**Public Works**

Kelly

Thompson

McCormack

Poppa

Madigan

Vacant

Janssen

Hill

**I. APPROVAL OF MINUTES**

- A. December 3, 2018
- B. December 17, 2018

**II. DISCUSSION ITEMS:**

1. Review Citizen and Business Survey
2. Discuss Sidewalk Maintenance Contract Options
3. Public Works Objective Water Trailer
4. Public Works Objective Paint Striper
5. Public Works Quarterly Report
6. Communications Report
7. Strategic Plan Quarterly Progress Report
8. 2018 Objectives Year End Report
9. FYI Next Workshop and Council Moved to Tuesday 1/22 Due to MLK Day
10. Steering Committee Members for Planning Sustainable Places Project and Update on Consultant Selection
11. Committee Liaisons Appointments
12. Discuss Aldis 1% for Art Contribution

**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](http://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         **1/7/2019**  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

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Date:  
Submitted By:  
Committee/Department:  
Title:                     **December 3, 2018**  
Item Type:

**Recommendation:**

**Details:**

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

Description	Type
December 3, 2018	Cover Memo

**GOVERNING BODY WORKSHOP**  
**Roeland Park City Hall**  
**4600 W 51st Street, Roeland Park, KS 66205**  
**Monday, December 3, 2018 6:00 P.M.**

- Mike Kelly, Mayor
- Becky Fast, Council Member
- Jennifer Hill, Council Member
- Tim Janssen, Council Member

- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Claudia McCormack, Council Member
- Michael Poppa, Council Member
- Erin Thompson, Council Member

- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Donnie Scharf, Interim Public Works Director

**Admin**

Kelly  
Madigan

**Finance**

Thompson  
Fast

**Safety**

McCormack  
Janssen

**Public Works**

Poppa  
Hill

CMBR Poppa called the meeting to order. CMBR Fast appeared by phone. CMBR Thompson was absent.

City Clerk Bohon said the Adopt a Family program would be sending out a program update.

December 5th at 6 p.m. is the Tree Lighting ceremony. It will start off with the bell choir followed by the lighting of the tree.

December 7th at 6 p.m. is the City staff party at the Community Center.

Ms. Bohon reviewed the electronic voting process the Governing Body will use during a trial run at the Workshop.

**I. APPROVAL OF MINUTES**

**1. November 5, 2018**

**MOTION:** CMBR POPPA MOVED AND CMBR MCCORMACK SECONDED TO APPROVE THE NOVEMBER 5, 2018, GOVERNING BODY WORKSHOP MINUTES. (MOTION CARRIED)

**II. DISCUSSION ITEMS:**

**1. Update on R Park Phased Development Plan**

***Public comment:***

**Susan Sanders** (4927 W. 57th) Ms. Sanders said it is wrong for the City Council to accept the modifications to the R Park pavilion as it is not the as what was presented in the citizen survey and the approved park plan. She added that people have invested a lot in the park believing they would get a pavilion that would make the park a showpiece.

**Sara Coe** (5346 Sherwood) Ms. Coe stated she continues to support the shelter in the design plan. Since the City and its residents have been investing in parks and the pool it encourages families to move to and stay in Roeland Park. She said the citizens have made donations based on the designs presented and she did not support a change. Ms. Coe encouraged the Council keep the R Park Plan as is and continue to address improvements at both the parks and the pool.

**Jim Grebe** (4820 W. 57th) Mr. Grebe spoke in opposition to downgrading the design of the pavilion in R Park. He did not want to see the City compromise the park's design even if it would take longer to build it. He would like to fulfill the design as is and see a pavilion worthy of the City.

**Jan Grebe** (4820 W. 57th) Ms. Grebe also spoke in opposition to the pavilion changes and noted that many citizens volunteer on committees and many activities because they love the city.

**Laura Yankoviz** (5540 Juniper) Ms. Yankoviz said the new proposal recommends a pre-fab shelter instead of the pavilion design that the Citizens Shelter Task Force presented. She added that a lot of time has gone into the design of this structure and a prefab pavilion would not reflect the character and vitality of Roeland Park.

**Gretchen Davis** (5206 W. 58th) Ms. Davis said the development report for R Park stated the pavilion cost was \$350,000 and that amount has not been estimated by a contractor or a professional estimator and is needed so that the pavilion and restroom task force can look at the details with respect to costs. She added the pavilion is the most critical amenity needed in the park for shade and community gatherings and donations of almost \$42,000 have been made based on the approved design. The changes being proposed are contrary to donor and resident expectations and it also raises ethical questions.

**Ardie Davis** (5206 W. 58th) Mr. Davis said the last City survey listed R Park as the citizens' Number 2 priority. He believed they should spread the improvements out over a longer period of time in order to be able to afford them and believed the citizens would support that. He also recommended switching to asphalt on the trails as a cost savings and added it is an easier surface to walk on.

**Judy Hyde** (5113 W. 58th) Ms. Hyde said that the volunteers, many of whom are citizens, are a valuable resource to the community and they offer their time and expertise to further City projects, which in turn lessens the outlay for the City. Making this change would seem to dismiss months of work by the volunteer architect, the task force, the fundraisers, and the expectation of a custom design.

CMBR Poppa thanked everyone for their feedback and said they appreciate everyone that volunteers for the City.

**MOTION:** CMBR POPPA MOVED AND CMBR KELLY SECONDED TO DISCUSS THE UPDATE ON R PARK PHASED DEVELOPMENT PLAN. (MOTION CARRIED)

City Administrator Moody said the phased development plan for R Park was an objective that was set for 2018 and anticipates it would be phased in order to be able to afford improvements at the park since pay-as-you-go is the City's adopted approach to fund capital improvements. The proposed pavilion is to provide space for around 100 people and would provide an opportunity for larger crowds which would bring greater demands for restroom services. Mr. Moody said that he too appreciates the commitments of the citizens and devotion to the City with their volunteerism and financial contributions.

CMBR Kelly asked for a breakdown of prices by the engineer.

CMBR McCormack echoed the citizens' thoughts and believes they have a lot of options and including the pool. She said she supports all the work that has been done here up to this point.

CMBR Hill understands the desire to hire an architect for the larger pavilion. She asked if the volunteer architect will be able to participate in the bid process. City Administrator Moody said to follow City regulations they would need a Kansas seal. They currently use the engineers through Larkin Lamp Rynearson who have sealed the plans that he developed for the smaller shade structures.

CMBR Madigan questioned why the city didn't consult the engineer when the design was first presented. He also said he feels they may be pitting the pool against R Park improvements. Mr. Madigan also questioned the use of a pre-fab structure and felt that the people were willing to take their time to do it right. He said this item needs to be discussed long and hard and that he did not support a pre-fab pavilion.

Mayor Kelly thanked everyone for coming out to speak on this issue and said it is inspiring to see the 12 years of work on this park. He also stated he did not support a prefab as the main structure. He suggested there are other revenue streams for the City that they might look at such as the courthouse tax. The Mayor added that while he

values the time the volunteer professionals have put in on the small structures, he understands the City Administrator's request for a contracted professional in the design of the larger structure and that this needs to be considered going forward.

CMBR Poppa added that he supported the current development plan with the unique shelter and that Roeland Park as a city deserves the best. He would not like to see a pre-fab shelter but knows they have to work within their means and believes they can accomplish that with further discussion and planning.

CMBR Poppa asked how many additional restroom facilities would be needed for a structure of this size. City Administrator Moody said the restrooms are estimated to cost around \$200,000 and anticipates six closets total, three for men and three for women.

There was discussion on roughing in the plumbing for when they were ready to build the restroom structures to avoid interrupting other progress being made at the park.

City Administrator Moody said he will hand out the line item cost estimates for the structures.

## **2. Update on Unfit Structure**

### ***Public Comment:***

**Eric Carlson** (4936 Fontana) Mr. Carlson drafted a petition that was signed by 12 other residents regarding the structural safety of an abandoned house at 4546 W. 50th Street.

Wade Holtkamp, City Codes Enforcement Officer, showed photos of the house that sits at the corner of Southridge and 50th Street. He said the property has been vacant for several years and was believed to be part of a bankruptcy estate. They have sent notices for grass issues to the property owner listed with the county. A code case was opened 8 /20/18, noting the property lacked electrical service as well as having structural defects. The City requested an inspection to be done by the building official. An outside inspection was completed on 10/26/18, and it was noted the front porch is breaking away from foundation. Utilities are not visible. There is peeling paint, a broken window, rotting trim, rotting wood fascia, a broken porch column and an open window. A neighbor said that window has been closed and then opened leading to the belief that perhaps homeless people are living inside the structure and perhaps there is criminal activity inside. The building inspector determined the structure was unfit for human habitation but did state the porch did not raise an imminent threat to the neighborhood. Staff posted a 30-day notice on the door for the owner to make repairs or demolish the structure. In the event of non-compliance, the City could condemn the building and demolish the structure and the City would be responsible for those costs.

Mr. Holtkamp has been able to locate the owner of the property who did not realize they owned it and believed she had lost it in her bankruptcy case. The issue now is working with the individual to bring the property up to code and remedy the defects of the structure or to demolish it. The owner has stated she has little financial means to make the property code compliant or to demolish the structure. The hope is to obtain compliance from the property owner to be able to do an inside inspection. In the event of non-compliance, the City would have the opportunity of demolition of the structure or to wait. After five years, the county could sell the property for unpaid property taxes. Currently the taxes are three years behind.

Mayor Kelly thanked Mr. Carlson for his comprehensive petition and noted that it took a lot of time to organize all the residents. He asked Mr. Holtkamp if he had explored any options for the City.

Mr. Holtkamp spoke with City Attorney Maurer and said a quitclaim deed to the City is a possibility. The owner, however, believes there are liens by other creditors.

CMBR Madigan said they need to look into the bankruptcy filings on this case to see the status with regard to the property.

City Administrator Moody said the liens on the property are worth more than the property itself. Staff will look further into the status of the house.

The Governing Body requested further information on the types of liens and suggestions on working with lienholders to release liens. They also wanted to know what measures the City could do to secure the property.

City Administrator Moody said the City could put up some security fencing to discourage people to keep off the porch.

**MOTION:** CMBR POPPA MOVED AND CMBR HILL SECONDED TO CONTINUE THE CODE COMPLIANCE PROCESS AS LAID OUT IN THE PACKET AND TO SPEAK WITH THE CITY ATTORNEY TO FIND OUT TYPES OF LIENS AND SUGGESTIONS ON WORKING WITH THOSE LIENHOLDERS. (MOTION CARRIED)

### **3. Discuss Filling Council Seat Vacancy – Request to Table**

CMBR Poppa said as one of the Councilmembers who brought this forward, he hoped to have a meaningful discussion on the pros and cons of special elections versus appointments. One of his priorities is increased resident engagement. He wants to discuss this because he believes historically the Roeland Park electorate has been under-represented in special elections.

CMBR Hill as one of the members of the Council who also brought this forward, she does believe this is a discussion they need to have and that the facts need to be presented.

CMBR Madigan said he was not in favor of tabling the issue and wanted to talk about it at this meeting.

CMBR Fast said she has spoken with the Johnson County Election Office in the past and they have always been able to accommodate the City's rules with regard to special elections. She did say she would support postponing the discussions until after her replacement is chosen.

Mayor Kelly said he appreciates the request and believes this is a conversation to be had when there is not a Council seat currently vacant. He would defer to the election commissioner on how best to do election.

CMBR Fast said there is no need to change the charter ordinance as the Johnson County Election Board allows for the time needed to have the City's election.

CMBR Hill asked if they choose to go to an appointment process she would like to see it kept as democratic as possible. She also asked for ideas on how to keep the appointment process.

#### ***Public Comment:***

**Linda Fell** (5238 Mohawk) Ms. Fell said this issue affects her and an appointment eliminates her opportunity to pick her elected representative.

**MOTION:** CMBR POPPA MOVED AND CMBR MCCORMACK SECONDED TO TABLE THE DISCUSSION ON FILLING THE COUNCIL SEAT VACANCY. (MOTION CARRIED 6-1-1)

(CMBR Fast left the meeting)

### **4. Discuss Shirts for Elected Officials**

City logo shirts options were shown and modeled for the Governing Body for their review.

CMBR Madigan asked where they envisioned the Council wearing them. City Administrator Moody said if they attend Chamber of Commerce events, the Kansas Municipal League meetings, City business breakfasts, community forums, tree lighting ceremony, the Easter Egg Hunt, Council meetings, or anywhere in public would be an appropriate place to wear them.

The Governing Body discussed the different options available, construction and cost.

City Administrator Moody said there are ample resources in the branding budget to pay for the shirts.

**MOTION:** CMBR POPPA MOVED AND CMBR MCCORMACK THAT GOVERNING BODY MEMBERS CAN CHOOSE UP TO THREE OF THEIR OWN PREFERRED STYLE VERSION OF CITY LOGO SHIRTS. (MOTION CARRIED)

## **5. Police Motorcycle**

Police Chief Morris said a motorcycle program was approved for 2019 for the Police Department. He would like to order the motorcycle now and pay for it in 2019 as there is a four-month waiting period to obtain the bike.

City Administrator Moody said this item requires Council approval because of the dollar amount. He is waiting to receive confirmation from the finance director about an order in 2018 and paid in 2019 and will have that information at the December 17th Council meeting.

There was agreement to place this item on the December Council meeting agenda.

## **6. Electronic Voting**

City Clerk Bohon thanked everyone for being patient as they tried out the new voting system.

CMBR Poppa said he would like to continue to work on making the electronic voting functional. He suggested hardwiring the computer so that they do not lose a connection during voting.

There was discussion of taking votes during Workshop meetings. City Clerk Bohon said the hope is that voting at Workshop meetings would provide better direction to staff.

### ***Public Comment:***

**Linda Fell** (5238 Mohawk) Ms. Fell stated that voting at a Workshop feels too much like a Council meeting and Workshops are designed for discussion. She also asked where there is notification of the standing committees' meetings and where those minutes are.

There was a consensus of 4-3 of having electronic voting at Council meetings.

There was no support of electronic voting at Workshop meetings.

## **III. NON-ACTION ITEMS**

CMBR Poppa thanked Donnie Scharf, the new interim Public Works Director, for stepping into that position and is looking forward to working with him in that capacity.

City Administrator Moody said Mr. Scharf did send out an update on the leaf pickup progress. They are running a little behind but are running the program six days a week. They will finish up the east side with their first pick-up before they move to the west side for their second pick-up. They are progressing faster now than originally anticipated and plan to be back on schedule mid-week.

#### **IV. ADJOURN**

CMBR Poppa adjourned the meeting.

(City of Roeland Governing Body Workshop Adjourned)



Item Number: **APPROVAL OF MINUTES- I.-B.**  
Committee **1/7/2019**  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

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Date:  
Submitted By:  
Committee/Department:  
Title: **December 17, 2018**  
Item Type:

**Recommendation:**

**Details:**

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

Description	Type
December 17, 2018	Cover Memo

**GOVERNING BODY WORKSHOP**  
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**4600 W 51st Street, Roeland Park, KS 66205**  
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**Admin**

Kelly  
Madigan

**Finance**

Thompson  
Fast

**Safety**

McCormack  
Janssen

**Public Works**

Poppa  
Hill

CMBR Poppa called the meeting to order. CMBR Thompson appeared by phone.

**I. APPROVAL OF MINUTES**

- 1. November 5, 2018**
- 2. November 19, 2018**

The minutes were approved as submitted.

**II. DISCUSSION ITEMS:**

**1. Review Citizen and Business Survey**

Ryan Murray from ETC reviewed the proposed survey questions outlined in the packet. He noted for the first question they wanted to provide a lot of information. It also gave an option for people to request more information and would act as a cue for the City if they needed to begin an educational campaign.

Mayor Kelly said in looking back at the first question that it seemed to be duplicative of Question 27 from the 2016 survey. City Administrator Moody added they did have a question regarding the issuance of bonds for capital improvement projects in 2016 to get a sense of the public's comfort or preference for pay-as-you-go versus the issuance of bonds.

Mayor Kelly suggested removing that question as there are other great topics they could include in a survey.

Mr. Murray said the results may give answers that are in contradiction to directives the Council has given and then the question becomes would the City be willing to switch gears to reflect the feedback from the survey they have received.

The second question was also lengthy as to provide information on UBAS versus chip sealing of streets, primarily for the reason that not many are particularly familiar with either of those surfaces. There is no information given, however, on cost or how this item would affect taxes or for respondents to make a decision based on monetary aspects.

After discussion, there was consensus to strike the first 2 special questions for the survey regarding pay-as-you-go funding and UBAS versus chip seal.

Mr. Murray said with the remaining quarter page they could include a little section at the end of the survey asking if citizens would like to be a part of a City research panel, and if so, to please include their name, telephone number

and e-mail address. ETC would retain that information and not the City. If the City had a question that they would like to be brought up to the community, this is a good way to bring up the really deep questions that require a lot of information and ETC could send those out to those individuals. This is another option their company provides.

CMBR Hill asked why under the Leaf Program question they have raking leaves into the street since residents no longer have that option.

CMBR McCormack said the Park Committee had a debate in their meeting in regards to a dedicated Public Works staff member for parks and greenspace and would like to see the question reflect more City landscaping and suggested adding that to parks and greenspace.

City Administrator Moody said they could also incorporate into the question information of the cost of a full-time Public Works staff member equivalent from the data they have collected in tracking how much time Public Works dedicates to parks and recreation annually.

There was agreement to add the cost and history of hours dedicated to parks in the past to the question as well as making the scope more specific.

Mayor Kelly asked whether this would be limited to only parks or would include recreation as well.

CMBR McCormack said she did not believe they were ready to discuss the addition of recreation.

CMBR Thompson said she believed the Mayor's suggestion changed the intent of the question too much.

There was no support to add a recreation aspect to the question.

CMBR Poppa asked CMBR Hill about striking the leaf question. CMBR Hill clarified that they should strike the suggestion of being able to rake leaves into the street and perhaps providing bagging as another option.

CMBR Poppa said his opinion would be to strike the entire question.

There was majority consensus to restructure the question so it is more specific with background information on the six-foot reach of the leaf pickup arm.

Mayor Kelly said the development question on page 2 covered a lot of the same information as Question 21 with regard to community investment areas. He said Question 21 was a benchmark from 2016.

Mr. Murray said with the feedback he has received he can create a near final survey draft and they can review the final survey at another workshop.

## **2. 2019 Joint Johnson County and Cities Legislative Platform**

There was consensus to move this item to the January Consent Agenda.

## **3. Discussion Concerning Direction on Aquatic Center**

Lauren Ozburn with Water's Edge was present to answer questions from the Governing Body. Since the last meeting when the Governing Body reviewed the Water's Edge report there has been a Pool Advisory Committee meeting. The Committee provided unanimous support toward focusing on a summer-only pool operation, the recommendation made by Water's Edge. To move forward, they need Council direction.

Public Comment

Steve Petrehn (5236 El Monte) Mr. Petrehn, former Mayor of Roeland Park, stated while he was Mayor he was very involved with the Pool Advisory Committee who moved forward on a lot of improvements to the pool. He suggested the Governing Body think of the history of pools as being seen as a symbol of exclusion. Mr. Petrehn said there is a big source of revenue available by being a more inclusive, year-round operation in reaching out and offering more memberships to a broader geographic area. He said there are no public pools north of the City. He suggested Roeland Park offer pool membership and pool access to create a culture that does not discriminate anymore. He said he believe there is an opportunity to keep the facilities open and in a first class condition. He noted the City had kept building reserves and was disappointed when he saw they would not be replacing the dome when he thought that was what they were saving money for.

CMBR Madigan asked if Mr. Petrehn was talking about residential memberships. Mr. Petrehn said he was speaking about residential and non-residential and possibly adding a bus runs from Rosedale to Roeland Park.

CMBR Fast said five years ago that there was a heated discussion and the Governing Body approved to allow Wyandotte County residents to use the Roeland Park pool.

City Administrator Moody invited Mr. Petrehn to review the report that is on the City's website. He said it contains a lot of information and statistics of who utilizes the pool, from Roeland Park residents, Johnson County residents and all other residents. The majority of the users of the pool are not from Roeland Park. He also stated that the resources are available to replace the dome if that was the direction of the Council, however, the ongoing operation of the pool itself is also a concern.

CMBR McCormack said they have worked hard on the Pool Advisory Committee to find solutions to how they will transition to a summer-only operation as well as their ongoing relationship with Johnson County Parks and Recreation. She said it is good to get new marketing potential.

CMBR Fast asked Mr. Moody for a detail of the last ten years of operating expenses.

City Administrator Moody said in 2023 there is a quarter of a cent sales tax that will sunset and that has been used for capital improvements and also has been used for the pool. There is a one cent sales tax in place that does not sunset. On average, there is a \$350,000 per year deficit on the pool and that has been shared between the City and JCPRD. As of May 2019, the City becomes responsible for all of that. Half of the capital investment, which has averaged about \$50,000 annually has been paid half by the City and half by JCPRD, which also not be supported in May 2019 which will make \$400,000 in expenses by the City for pool support.

CMBR Kelly asked if the options analysis report 4(b) shows a detailed breakdown of the capital cost and not any of the other ones. Ms. Ozburn said that has been recently corrected and sent out again. The final draft does include that. Capital costs range between minimal improvements that were identified through the physical assessment and the minimum would be \$390,000 for basic improvements up to the \$4.7 million in Option 4(b). On page 62 of the report is the Alternative Options Summary.

There was consensus to proceed with a summer-only pool and to add this item to the January Council meeting Consent Agenda.

CMBR Poppa said they appreciated Mr. Petrehn's comments tonight.

#### **4. 2019 Street Maintenance Task Order with Larkin**

City Administrator Moody said this is a task order they do every year and coincides with the surface treatment program done each summer. They are getting ready to develop the scope of that project put it out for bid earlier in

the year in the hope that by doing so they get better bids and more competitive pricing. This item does need Council approval. It also reflects a higher percentage of UBAS in 2019 over 2018.

There was consensus to add this item to the January Consent Agenda.

### **III. NON-ACTION ITEMS**

*There were no items presented.*

### **IV. ADJOURN**

CMBR Poppa adjourned the meeting.

(City of Roeland Governing Body Workshop Adjourned)

**Item Number:** DISCUSSION ITEMS- II.-1.  
**Committee** 1/7/2019  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

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Date: 1/4/2019  
Submitted By: Keith Moody  
Committee/Department: Admin.  
Title: **Review Citizen and Business Survey**  
Item Type: Discussion

**Recommendation:**

**Staff is looking for direction on special questions to be included in the citizen and business surveys for 2019.**

**Details:**

Completing the Citizen Satisfaction survey and a business survey is an Objective for 2019. The intent is to have the survey administered after the first of the year. Ryan Murray with ETC will be in attendance to provide an overview of the survey methodology and attributes. Attached is the DRAFT versions of the surveys, Ryan is working on some special questions for the Citizen Survey, we will update the survey when those are available.

Also attached is the citizen survey document used in 2016 as a reference. Most of the questions are standard and are asked in each community in order to benchmark our results to those of other communities. The city does have about a page of space to ask unique questions. Some of the topics that you may want to ask special questions concerning are:

1. The comp plan update will include considering adoption of regulations addressing tear downs. Would you like to ask questions to better understand the level of concern our residents have for this issue.
2. The comp plan will include considering adoption of Universal Housing Design Standards, which addresses wheel chair accessibility in new home construction as well as other design criteria that is intended to allow a person to remain in their as they enter their senior years. Would you like to ask questions to better understand the level of concern our residents have for this issue.
3. The Planning Sustainable Places project may benefit from some questions being included.

Also attached is a DRAFT of a business survey which employs questions common to other community business surveys.

How does item relate to Strategic Plan?

The surveys gain insight that provides direction to Council and the Staff on how to be strategic in improving satisfaction.

How does item benefit Community for all Ages?

Many of the questions relate to how the community can better serve each age group. It also has the ability to see satisfaction levels based upon age.

#### Additional Information

Some of the special question subjects that this version of the survey includes are:

- Q10- Direction on Operation and Programming changes at the aquatic center.
- Q11- Direction on parks being smoke free.
- Q12- Prioritizing improvement options at the aquatic center.
- Q12.a- Direction on how to fund aquatic center improvements.
- Q13- Direction on allocation of staffing hours to parks maintenance.
- Q14- Play structure preference at Nall Park.
- Q20- Direction on placement of leaves on sidewalks during leaf pick up program and ways to improve the program.
- Q23- Sustainability preferences.
- Q24- Direction concerning architectural regulation of houses..
- Q26.a- Direction concerning removal of the signal at 52nd Ter.
- Q27- Direction concerning universal design.

Confluence, the consultant that will be working on the PSP project recommended adding 25-12, 25-13, 25-14, and 25-15 to the Citizen Survey and adding 12-4 and 12-5 to the Business survey, they believe this information will be helpful on that project.

#### ATTACHMENTS:

Description	Type
❏ DRAFT 2019 Citizen Survey	Cover Memo
❏ DRAFT 2019 Business Survey	Cover Memo
❏ 2016 Citizen Survey	Cover Memo



## City of Roeland Park 2019 Community Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's on-going effort to involve citizens in long-range planning and investment decisions. Thank you!

1. Please rate your Overall Satisfaction with major categories of services provided by the City of Roeland Park on a scale of 1 to 5 where 5 means "very satisfied" and 1 means "very dissatisfied."

City Services	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of police services	5	4	3	2	1	9
02. Overall quality of City parks and recreation programs and facilities	5	4	3	2	1	9
03. Overall maintenance of City streets, buildings and facilities	5	4	3	2	1	9
04. Overall enforcement of City codes and ordinances	5	4	3	2	1	9
05. Overall quality of customer service you receive from city employees	5	4	3	2	1	9
06. Overall effectiveness of City communication with the public	5	4	3	2	1	9
07. Overall quality of the City's stormwater runoff/stormwater management system	5	4	3	2	1	9
08. Overall quality of traffic flow and congestion management in Roeland Park	5	4	3	2	1	9
09. Overall quality of ambulance services	5	4	3	2	1	9
10. Overall quality of fire services	5	4	3	2	1	9
11. Overall quality of solid waste services	5	4	3	2	1	9

2. Which THREE of these items do you think should receive the most emphasis from city leaders over the next TWO Years? [Write-in your answers below using the numbers from the list in Question 1, or circle "NONE."]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ NONE

3. **Quality of Life:** Please rate Roeland Park on a scale of 1 to 5 where 5 means "excellent" and 1 means "poor" with regard to each of the following:

Quality of Life	Excellent	Good	Neutral	Below Average	Poor	Don't Know
1. As a place to live	5	4	3	2	1	9
2. As a place to raise children	5	4	3	2	1	9
3. As a place to work	5	4	3	2	1	9
4. As a place where you would buy your next home	5	4	3	2	1	9
5. As a place to retire	5	4	3	2	1	9
6. Quality of grade school through high school	5	4	3	2	1	9
7. Quality of commercial developments	5	4	3	2	1	9
8. Proximity to employers	5	4	3	2	1	9

4. **Perception:** Please rate Roeland Park on a scale of 1 to 5 where 5 means "excellent" and 1 means "poor" with regard to each of the following:

Perceptions	Excellent	Good	Neutral	Below Average	Poor	Don't Know
1. Overall quality of services provided by the City	5	4	3	2	1	9
2. Overall value that you receive for your City tax dollars and fees	5	4	3	2	1	9
3. Overall quality of life in the City	5	4	3	2	1	9
4. How well the City is managing development activity	5	4	3	2	1	9
5. Overall feeling of safety in the City	5	4	3	2	1	9
6. Overall condition of housing in your neighborhood	5	4	3	2	1	9
7. Overall image of the City	5	4	3	2	1	9



5. **City Leadership:** Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following:

City Leadership		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Overall quality of leadership provided by the City's elected officials	5	4	3	2	1	9
2.	Overall effectiveness of appointed boards and commissions	5	4	3	2	1	9
3.	Overall effectiveness of the City Administrator and Department Directors	5	4	3	2	1	9
4.	Overall effectiveness of non-management staff	5	4	3	2	1	9

6. **Public Safety:** Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following:

Public Safety		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Overall quality of local police protection	5	4	3	2	1	9
2.	The visibility of police in neighborhoods	5	4	3	2	1	9
3.	The City's efforts to prevent crime	5	4	3	2	1	9
4.	Enforcement of local traffic laws	5	4	3	2	1	9
5.	How quickly police officers respond to emergencies	5	4	3	2	1	9
6.	The quality of animal control services	5	4	3	2	1	9
7.	Adequacy of City street lighting	5	4	3	2	1	9
8.	The quality of emergency medical services (JOCO MED-ACT)	5	4	3	2	1	9
9.	The quality of fire protection (JOCO Consolidated Fire District #2)	5	4	3	2	1	9

7. Which THREE of these items do you think should receive the most emphasis from city leaders over the next TWO Years? [Write-in your answers below using the numbers from the list in Question 6, or circle “NONE.”]

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_ NONE

8. **Parks and Recreation:** Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following:

Parks and Recreation		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01.	Maintenance of City parks	5	4	3	2	1	9
02.	Overall appearance of City parks	5	4	3	2	1	9
03.	Number of City parks	5	4	3	2	1	9
04.	Quality of playground equipment	5	4	3	2	1	9
05.	How close neighborhood parks are to your home	5	4	3	2	1	9
06.	Number of walking and biking trails	5	4	3	2	1	9
07.	City-sponsored special events	5	4	3	2	1	9
08.	Quality of Art in public places	5	4	3	2	1	9
09.	Quality of the Aquatics Center	5	4	3	2	1	9
10.	Quality of the Community Center	5	4	3	2	1	9
11.	Fees Charged for memberships, recreation programs and facility rental	5	4	3	2	1	9
12.	Ease of registering for programs	5	4	3	2	1	9

9. Which THREE of these items do you think should receive the most emphasis from city leaders over the next TWO Years? [Write-in your answers below using the numbers from the list in Question 8, or circle “NONE.”]

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_ NONE

10. **Knowing that the City has made the decision to operate the pool for a standard Memorial Day to Labor Day Season what operational and programming changes would you like to recommend to the City?**

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11. **How supportive are you of making all the parks in the City of Roeland Park smoke free?**

- ☐ (1) Very supportive ☐ (4) Not supportive  
☐ (2) Supportive ☐ (5) Not at all Supportive  
☐ (3) Neutral ☐ (6) Don't know

12. **Please rank in order of importance the changes you would like to see at the aquatics center, where "1" is MOST IMPORTANT and "8" is LEAST IMPORTANT.**

- ☐ (01) Replace kiddie pool and sand feature with spray-ground features  
☐ (02) Add shade structures and umbrellas  
☐ (03) Replace deck furniture such as picnic tables and lounge chairs  
☐ (04) Replace vortex pool with a lazy river feature  
☐ (05) Replace vortex pool with an inflatable challenge course  
☐ (06) Add children's interactive play feature in zero entry area  
☐ (07) Add challenge obstacles in place of a portion of the dedicated lap swim area  
☐ (08) Add a climbing wall

**12.a Please check the ONE item you would most prefer:**

- ☐ (01) The City keep the property tax mill levy at the current level, using the revenue to pay for improvements at the pool  
☐ (02) The City lower the mill levy 2 mill, a savings of \$50.00/yr. on a \$200k home, and not make changes to the pool.

13. **During the past three years, the City has dedicated an average of 2,028 staffing hours per year (or 1.56 Full Time Equivalents) to the maintenance and upkeep of the City's parks and green space. Do you feel more man hours should be dedicated to parks and greenspace, keeping in mind that as more hours are dedicated to parks and green space fewer hours may be dedicated to street, sidewalk, and storm sewer maintenance activities.**

- ☐ (1) More Hours Dedicated to Parks and Green Space Maintenance ☐ (3) I feel fewer hours is appropriate  
☐ (2) I feel the current allocation of hours is appropriate ☐ (4) Don't know

14. **The City plans to eventually replace the current playground equipment at Nall Park. Which one of the two options below would you most prefer the City take when considering the type of playground equipment that will replace the existing equipment?**

- ☐ (1) Natural play structures (e.g., tree stumps, boulders, embankment slides built into hills)  
☐ (2) Commercial play sets (e.g., slides swings, school playground equipment)

**14.a. How important is it to you and the members of your household that the City make the updated Nall Park playground design all inclusive?**

- ☐ (1) Very important ☐ (4) Not Important  
☐ (2) Important ☐ (5) Not at all Important  
☐ (3) Neutral ☐ (6) Don't know

15. **Enforcement of City Codes and Ordinances: Please rate your satisfaction on a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following:**

Codes and Ordinances		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Enforcing the cleanup of litter and debris on private property	5	4	3	2	1	9
2.	Enforcing the mowing and cutting of weeds on private property	5	4	3	2	1	9
3.	Enforcing the maintenance of residential property	5	4	3	2	1	9
4.	Enforcing the maintenance of commercial property	5	4	3	2	1	9

16. **City Maintenance:** Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following:

City Maintenance		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Maintenance of City streets	5	4	3	2	1	9
2.	Maintenance of sidewalks	5	4	3	2	1	9
3.	Maintenance of street signs/traffic signals	5	4	3	2	1	9
4.	Snow removal on major City streets	5	4	3	2	1	9
5.	Snow removal on neighborhood streets	5	4	3	2	1	9
6.	Overall cleanliness of City streets and other public areas	5	4	3	2	1	9
7.	Maintenance of Public Buildings (City Hall, Public Works, Community Center, Aquatic Center)	5	4	3	2	1	9
8.	Adequacy of street lighting	5	4	3	2	1	9
9.	Maintenance of curbs/gutters on streets	5	4	3	2	1	9

**17. Have you contacted the City with a question, problem, or complaint during the past year?**

\_\_\_\_(1) Yes                      \_\_\_\_ (2) No [Skip to Q18.]

**17.a. Which City department did you contact most recently?**

- |  |  |
|--|--|
| ____(01) Administration (licenses/permits/solid waste) | ____(06) Community Center  |
| ____(02) Animal Control                                | ____(07) Municipal Court   |
| ____(03) City Clerk (agendas/minutes/records requests) | ____(08) Aquatics Center   |
| ____(04) Codes Enforcement                             | ____(09) Planning & Development  |
| ____(05) Finance/Treasury/Budget                       | ____(10) Police  |
|  | ____(11) Public Works Operations<br>(Streets/Stormwater/Parks/Sidewalks) |

**17.b. Several factors that may influence your perception of the quality of service you receive from City employees are listed below. Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following based on your most recent experience with the City:**

Customer Service:		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	How easy the department was to contact	5	4	3	2	1	9
2.	How courteously you were treated	5	4	3	2	1	9
3.	Technical competence and knowledge of City employees who assisted you	5	4	3	2	1	9
4.	Overall responsiveness of City employees to your request or concern	5	4	3	2	1	9

18. **City Communication:** Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following:

City Communication		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	The availability of information about City programs and services	5	4	3	2	1	9
2.	City efforts to keep you informed about local issues	5	4	3	2	1	9
3.	The level of public involvement in local decision making	5	4	3	2	1	9
4.	The quality of the City's web page	5	4	3	2	1	9
5.	The content of the City's newsletter	5	4	3	2	1	9

**19. From what source(s) would you most prefer to get information about the City?**

- ☐ (01) The Kansas City Star
 ☐ (06) Town Hall Meetings or Community Forums  
☐ (02) City Newsletter
 ☐ (07) The Shawnee Mission Post  
☐ (03) Facebook
 ☐ (08) Attending or listening to meetings  
☐ (04) Word of Mouth
 ☐ (09) Nextdoor  
☐ (05) City Website
 ☐ (10) Constant Contact

20. **Leaf Program:** The leaf pickup program in Roeland Park saw significant changes in 2018 with the addition of a new vacuum truck. Residents were to place leaves behind the curb in front of their home for pickup. Residents with sidewalks adjacent to the back of curb were allowed to place their leaves on the sidewalk in front of their home, in an effort to ensure the vacuum truck could reach the leaves. This was preferred over placing leaves in the street since snow plowing would push leaf piles back into yards/onto sidewalks and keeping the leaves out of the street enhances safety and reduces the volume of leaves washed into the storm sewers, which must eventually be cleaned out. Please share with us if you were inconvenienced by leaf piles on sidewalks during the leaf pick up program (from 10/2018 through 2/2019).

\_\_\_\_(1) Very Inconvenienced

\_\_\_\_(3) Neutral

\_\_\_\_(2) Somewhat inconvenienced

\_\_\_\_(4) Not inconvenienced

- 20.a. What suggestions do you have that would enhance your satisfaction with the Leaf Pickup Program?

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21. **Transportation and Connectivity:** Please rate your satisfaction on a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following:

Transportation and Connectivity		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Availability of public transportation	5	4	3	2	1	9
2.	Flow of traffic along Commercial streets	5	4	3	2	1	9
3.	Flow of traffic on residential streets	5	4	3	2	1	9
4.	Availability of public sidewalks	5	4	3	2	1	9
5.	Ease of access to interstate system	5	4	3	2	1	9

22. **Trash Issues:** Please rate your satisfaction on a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following:

Trash Issues		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Residential trash collection services	5	4	3	2	1	9
2.	Residential curbside recycling services	5	4	3	2	1	9
3.	Residential yard waste collection	5	4	3	2	1	9
4.	Residential bulky item pick up services	5	4	3	2	1	9
5.	Residential leaf collection service	5	4	3	2	1	9
6.	The fee charged for solid waste services (\$199 per year for curbside trash, recycling, yard waste and leaf pick up)	5	4	3	2	1	9

23. **Environment and Sustainability:** Please rate your agreement on a scale of 1 to 5, where 5 means "Strongly Agree" and 1 means "Strongly Disagree," with the following:

Environment and Sustainability		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
1.	The City should adopt "green" building codes in all new development	5	4	3	2	1	9
2.	The City should adopt "universal design" building codes for all new home construction, universal design affords persons with disabilities the ability to live in a home with less assistance and more mobility.	5	4	3	2	1	9
3.	The City should only use weed control practices that are free of herbicides and pesticides.	5	4	3	2	1	9

**24. How supportive are you of increased authority of the City government to mandate design aesthetics in new, or significantly remodeled homes in Roeland Park?**

- \_\_\_\_(1) Very supportive  
 \_\_\_\_ (2) Supportive  
 \_\_\_\_ (3) Neutral

- \_\_\_\_(4) Not supportive  
 \_\_\_\_ (5) Not at all Supportive  
 \_\_\_\_ (6) Don't know

**24.a. Please rank in order of importance all of the single family home design elements listed below you feel should receive greater regulation by the City, where "1" is MOST IMPORTANT and "8" is LEAST IMPORTANT.**

- \_\_\_\_ The color of a house  
 \_\_\_\_ The height and size of a house  
 \_\_\_\_ Front, rear and side yard setbacks  
 \_\_\_\_ How much of a lot may be covered with impervious surfaces including buildings, patios, drives, pools and sidewalks  
 \_\_\_\_ The number of windows and doors on each elevation of a home  
 \_\_\_\_ The width of driveways and percentage of the front face of the home occupied by overhead garage door(s)  
 \_\_\_\_ I don't feel any of the above should be more restricted than they currently are.  
 \_\_\_\_ I feel the City should focus on regulations that encourage reinvestment in the housing stock whether it be through tear downs and rebuilds or remodels and additions to existing homes.

**25. Community Investment Areas: Please rate your support on a scale of 1 to 4, where 4 means "Very Supportive" and 1 means "Not Supportive," with the following:**

Community Investment Areas		Very Supportive	Supportive	Not Sure	Not Supportive
01.	Adding attractive elements to major roadways (Roe Blvd., Mission Rd., County Line Rd.) like landscaping, monuments, decorative signage and lighting.	4	3	2	1
02.	Providing public art in the right of way, at parks and at city owned facilities.	4	3	2	1
03.	Maintaining streets, sidewalks and storm sewer systems.	4	3	2	1
04.	Making energy efficiency a priority when purchasing vehicles and making decisions on improvements to public buildings.	4	3	2	1
05.	The City should plant more trees on City property and preserve existing park/green spaces.	4	3	2	1
06.	Maintaining existing buildings.	4	3	2	1
07.	Improving parks and recreation amenities such as the pool, community center, playground equipment, shelters, and restrooms.	4	3	2	1
08.	Incentivizing development which incorporates mixed use into a "mainstreet" or "downtown" style.	4	3	2	1
09.	Improving community access to entertainment and dining options the City otherwise lacks.	4	3	2	1
10.	Adding rain gardens and public vegetable gardens to public spaces.	4	3	2	1
11.	Increasing the number, variety and quality of employment opportunities in Roeland Park	4	3	2	1
12.	Incorporating new dedicated on-street or off-street bicycle facilities into existing City roadway corridors to improve connectivity throughout the community (which may include a road diet to narrow wider roadways – if traffic can still be accommodated).	4	3	2	1
13.	Incorporating additional pedestrian amenities along existing City roadway corridors to improve walkability (like seating/benches, pedestrian lighting, plaza spaces, etc.)	4	3	2	1
14.	Incorporating new bus transit service, facilities and amenities in the Community to enhance mobility.	4	3	2	1
15.	Adding and/or improving City wayfinding signage throughout the community to provide better visibility for local parks and other civic destinations.	4	3	2	1

**26. Which THREE of these items do you think are most important for the City to pursue? [Write-in your answers below using the numbers from the list in Question 25, or circle "NONE."]**

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ NONE

**26.a. Traffic volume data for the signal at 52<sup>nd</sup> Ter. and Roe Boulevard (the delivery entrance at the south end of Walmart) does not warrant keeping this signal. Traffic engineers have recommended removal of this signal and the signal at the entrance to Walgreens/Aldi's as part of the 2020 Roe Boulevard reconstruction process in order to provide for a less stressful and more coordinated corridor. Understanding that trucks would not be permitted to use residential streets to make deliveries at Walmart if the signal is removed, and that the cost of replacing the existing signal with a new one will be between \$150,000 and \$200,000, how supportive are you of removing the signal at this intersection?**

- \_\_\_\_(1) Very supportive  
 \_\_\_\_ (2) Supportive  
 \_\_\_\_ (3) Neutral

- \_\_\_\_(4) Not supportive  
 \_\_\_\_ (5) Not at all Supportive  
 \_\_\_\_ (6) Don't know

**27. How supportive are you of increased authority of the City government to mandate Universal Design standards in new, or significantly remodeled homes in Roeland Park? Universal Design refers to broad-spectrum ideas meant to produce buildings that are inherently accessible to older people, people without disabilities, and people with disabilities.**

- \_\_\_\_(1) Very supportive  
 \_\_\_\_ (2) Supportive  
 \_\_\_\_ (3) Neutral

- \_\_\_\_(4) Not supportive  
 \_\_\_\_ (5) Not at all Supportive  
 \_\_\_\_ (6) Don't know

## DEMOGRAPHICS

**28. What is your age? \_\_\_\_\_ years**

**29. Counting yourself, how many people regularly live in your household? \_\_\_\_\_**

**30. How many persons in your household (counting yourself), are:**

Under age 5 _____	Ages 20-24 _____	Ages 55-64 _____
Ages 5-9 _____	Ages 25-34 _____	Ages 65-74 _____
Ages 10-14 _____	Ages 35-44 _____	Ages 75+ _____
Ages 15-19 _____	Ages 45-54 _____	

**31. Which of the following best describes your current employment status?**

- \_\_\_\_(1) Employed outside the home - **What ZIP CODE do you work in?** \_\_\_\_\_  
 \_\_\_\_ (2) Employed in the home/have a home-based business  
 \_\_\_\_ (3) Student  
 \_\_\_\_ (4) Retired  
 \_\_\_\_ (5) Not currently employed outside the home

**32. Do you own or rent your current residence? \_\_\_\_\_(1) Own \_\_\_\_\_(2) Rent**

**33. Approximately how many years have you lived in the City of Roeland Park? \_\_\_\_\_ years**

**34. Would you say your total annual household income is...**

\_\_\_\_(1) Under \$30,000      \_\_\_\_ (2) \$30,000 to \$59,999      \_\_\_\_ (3) \$60,000 to \$99,999      \_\_\_\_ (4) \$100,000 or more

**35. Your gender: \_\_\_\_\_(1) Male      \_\_\_\_ (2) Female**

**34. Do you have any other comments you would like to make?**

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**This concludes the survey – Thank you for your time!**

Please return your completed survey in the enclosed postage-paid envelope addressed to:

ETC Institute, 725 W. Frontier Circle, Lee's Summit, KS 66061

Your responses will remain completely confidential. The information printed to the right will ONLY be used to help identify which areas of the City are having problems with city services. If your address is not correct, please provide the correct information. Thank you.



## City of Roeland Park 2019 Business Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's on-going effort to involve citizens in long-range planning and investment decisions. Thank you!

1. Please rate your **Overall Satisfaction** with each of the following city services, with regard to how the service affects your business's ability to operate. Please rate each service on a scale of 1 to 5, where "5" means "Very Satisfied" and "1" means "Very Dissatisfied."

City Services	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of police services	5	4	3	2	1	9
02. Overall quality of City parks and recreation programs and facilities	5	4	3	2	1	9
03. Overall maintenance of City streets, buildings and facilities	5	4	3	2	1	9
04. Overall enforcement of City codes and ordinances	5	4	3	2	1	9
05. Overall quality of customer service you receive from city employees	5	4	3	2	1	9
06. Overall effectiveness of City communication with the public	5	4	3	2	1	9
07. Overall quality of the City's stormwater runoff/stormwater management system	5	4	3	2	1	9
08. Overall quality of traffic flow and congestion management in Roeland Park	5	4	3	2	1	9
09. Overall quality of ambulance services	5	4	3	2	1	9
10. Overall quality of fire services	5	4	3	2	1	9
11. Overall quality of solid waste services	5	4	3	2	1	9

2. Which **THREE** City services listed in Question 1 are **MOST IMPORTANT** to your business? *[Write in your answers below using the numbers from the list in Question 1.]*

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_

3. How would you rate the physical appearance of the area where your business is located?

\_\_\_\_(1) Excellent      \_\_\_\_ (3) Average      \_\_\_\_ (9) Home Based Business  
 \_\_\_\_ (2) Good      \_\_\_\_ (4) Poor

4. How satisfied are you with the City's efforts to improve the physical appearance of the City?

\_\_\_\_ (1) Very satisfied      \_\_\_\_ (3) Neutral      \_\_\_\_ (5) Very dissatisfied  
 \_\_\_\_ (2) Satisfied      \_\_\_\_ (4) Dissatisfied      \_\_\_\_ (9) Don't know

5. How satisfied are you with the City's efforts to improve the City's brand and image?

\_\_\_\_ (1) Very satisfied      \_\_\_\_ (3) Neutral      \_\_\_\_ (5) Very dissatisfied  
 \_\_\_\_ (2) Satisfied      \_\_\_\_ (4) Dissatisfied      \_\_\_\_ (9) Don't know

6. Do you think that the City of Roeland Park is a "Business Friendly" community?

\_\_\_\_ (1) Yes *[Answer Q6a.]* \_\_\_\_ (2) No *[Answer Q6b.]* \_\_\_\_ (9) Don't know

**6a. Why?**

**6b. Why not?**

7. Using a scale of 1 to 5, where 5 is "Extremely Important" and 1 is "Not Important", please indicate how important each of the following reasons were in your decision to locate your business in Roeland Park.

How would you rate The City of Roeland Park:		Extremely Important	Very Important	Important	Less Important	Not Important
01.	Access to highways	5	4	3	2	1
02.	Attitude of local government toward business	5	4	3	2	1
03.	Availability of libraries, arts and cultural amenities	5	4	3	2	1
04.	Availability of parks, trails and open spaces	5	4	3	2	1
05.	Availability of public transportation	5	4	3	2	1
06.	Availability of quality housing and other amenities for senior managers	5	4	3	2	1
07.	Availability of telecommunications, utilities and other infrastructure	5	4	3	2	1
08.	Availability of trained employees	5	4	3	2	1
09.	How well the City is planning growth	5	4	3	2	1
10.	Level of taxation	5	4	3	2	1
11.	Low business license fees	5	4	3	2	1
12.	Low crime rate	5	4	3	2	1
13.	Overall feeling of safety in the City	5	4	3	2	1
14.	Overall image of the City	5	4	3	2	1
16.	Overall quality of life in the City	5	4	3	2	1
17.	Overall quality of services provided by the City of Roeland Park	5	4	3	2	1
18.	Proximity of businesses that are important to your business	5	4	3	2	1
19.	Quality of local schools	5	4	3	2	1
20.	Quality of new development in Roeland Park	5	4	3	2	1
21.	Quality of public education in Roeland Park	5	4	3	2	1
22.	Quality of services provided by the City	5	4	3	2	1
23.	Timeliness of local government approvals	5	4	3	2	1

8. Which **THREE** of the reasons listed in Question 7 will have the **MOST IMPACT** on your decision to stay in the City of Roeland Park for the next 10 years? [Write in your answers below using the numbers from the list in Question 7.]

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

9. In the next 12 months, is your business considering any of the following? [Check all that apply.]

- |  |  |
|--|--|
| ____ (1) Expanding your current location in the City     | ____ (6) Reducing your current workforce |
| ____ (2) Expanding your workforce                        | ____ (7) Closing                         |
| ____ (3) Relocating to another location in the City      | ____ (8) None of these                   |
| ____ (4) Relocating to another location outside the City | ____ (9) Don't know                      |
| ____ (5) Reducing your current location in the City      |  |

10. How would you rate the available Labor Pool in the following areas?

Labor Pool		Excellent	Good	Average	Below Average	Poor	Don't Know
1.	Quality of labor	5	4	3	2	1	9
2.	Availability of qualified labor	5	4	3	2	1	9
3.	Stability of the labor force	5	4	3	2	1	9
4.	Attitude of employees	5	4	3	2	1	9
5.	Productivity of the labor force	5	4	3	2	1	9
6.	Work ethic	5	4	3	2	1	9
7.	Quality of technical skills	5	4	3	2	1	9
8.	As a labor force that is free from substance abuse	5	4	3	2	1	9



**11. Please indicate whether your business had any contact with any unit of Roeland Park City government during the past year related to the following issues.**

		Have you had this type of contact with the City?		If you had this type of contact, how would you rate your experience?					
		Yes	No	Excellent	Good	Average	Below Average	Poor	Don't Know
1.	Zoning	Yes	No	5	4	3	2	1	9
2.	Pre-Occupancy/Safety Inspections	Yes	No	5	4	3	2	1	9
3.	Construction/Building Permits Inspections	Yes	No	5	4	3	2	1	9
4.	Fire Inspections	Yes	No	5	4	3	2	1	9
5.	Occupational Licensing	Yes	No	5	4	3	2	1	9
6.	Code Enforcement	Yes	No	5	4	3	2	1	9
7.	Other: _____	Yes	No	5	4	3	2	1	9

**12. Please rate your satisfaction with the following aspects of communication provided by the City of Roeland Park using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".**

City Communication		Excellent	Good	Average	Below Average	Poor	Don't Know
1.	The availability of information about City programs and services	5	4	3	2	1	9
2.	City efforts to keep you informed about local issues	5	4	3	2	1	9
3.	The level of public involvement in local decision making.	5	4	3	2	1	9
4.	The quality of the City's web page	5	4	3	2	1	9
5.	The content of the City's newsletter	5	4	3	2	1	9

**13. Which of the following are your primary sources of information about City activities and services?**

- |                                  |   |
|----------------------------------|---|
| ____(01) The Kansas City Star    | ____(06) Town Hall Meetings or Community Forums |
| ____(02) City Newsletter         | ____(07) The Shawnee Mission Post               |
| ____(03) Facebook                | ____(08) Attending or listening to meetings     |
| ____(04) Friends – word of mouth | ____(09) Nextdoor                               |
| ____(05) City Website            | ____(10) Constant Contact                       |

**14. Which THREE of the methods of communication listed in Question 13 do you prefer? [Write in your answers below using the numbers from the list in Question 13.]**

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_

**15. Perception: Several items that may influence your perception of the City of Roeland Park are listed below. Please rate each item on a scale of 1 to 5 where 5 means "excellent" and 1 means "poor."**

How would you rate the City of Roeland Park		Excellent	Good	Average	Below Average	Poor	Don't Know
1.	Overall quality of services provided by the City	5	4	3	2	1	9
2.	Overall value that you receive for your City tax dollars and fees	5	4	3	2	1	9
3.	Overall quality of life in the City	5	4	3	2	1	9
4.	How well the City is managing development activity	5	4	3	2	1	9
5.	Overall feeling of safety in the City	5	4	3	2	1	9
6.	Overall condition of housing in your neighborhood	5	4	3	2	1	9
7.	Overall image of the City	5	4	3	2	1	9

16. **City Leadership:** Please rate your level of satisfaction for each leadership area below where 5 means "Very Satisfied" and 1 means "Very Dissatisfied:

<b>City Leadership</b>		<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1.	Overall quality of leadership provided by the City's elected officials	5	4	3	2	1	9
2.	Overall effectiveness of appointed boards and commissions	5	4	3	2	1	9
3.	Overall effectiveness of the City Administrator and Department Directors	5	4	3	2	1	9
4.	Overall effectiveness of non-management staff	5	4	3	2	1	9

17. **Public Safety:** Please rate your level of satisfaction for each leadership area below where 5 means "Very Satisfied" and 1 means "Very Dissatisfied:

<b>Public Safety</b>		<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1.	Overall quality of local police protection	5	4	3	2	1	9
2.	The visibility of police in neighborhoods	5	4	3	2	1	9
3.	The City's efforts to prevent crime	5	4	3	2	1	9
4.	Enforcement of local traffic laws	5	4	3	2	1	9
5.	How quickly police officers respond to emergencies	5	4	3	2	1	9
6.	The quality of Northeast Johnson County Animal Control	5	4	3	2	1	9

18. **City Maintenance:** Please rate your level of satisfaction for each leadership area below where 5 means "Very Satisfied" and 1 means "Very Dissatisfied:

<b>Public Safety</b>		<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1.	Maintenance of City streets	5	4	3	2	1	9
2.	Maintenance of sidewalks	5	4	3	2	1	9
3.	Maintenance of street signs/traffic signals	5	4	3	2	1	9
4.	Snow removal on major City streets	5	4	3	2	1	9
5.	Snow removal on neighborhood streets	5	4	3	2	1	9
6.	Overall cleanliness of City streets and other public areas	5	4	3	2	1	9
7.	Maintenance of Public Buildings (City Hall, Public Works, Community Center, Aquatic Center)	5	4	3	2	1	9
8.	Adequacy of street lighting	5	4	3	2	1	9
9.	Maintenance of curbs/gutters on streets	5	4	3	2	1	9

19. **Transportation/Connectivity:** Please rate your level of satisfaction for each leadership area below where 5 means "Very Satisfied" and 1 means "Very Dissatisfied:

<b>Transportation/Connectivity</b>		<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1.	Availability of public transportation	5	4	3	2	1	9
2.	Flow of traffic along Commercial streets	5	4	3	2	1	9
3.	Flow of traffic on residential streets	5	4	3	2	1	9
4.	Availability of public sidewalks	5	4	3	2	1	9
5.	Ease of access to interstate system	5	4	3	2	1	9

6.	Availability of bicycle trails and connections throughout the community.	5	4	3	2	1	9
7.	Availability of on-street parking close to local businesses.	5	4	3	2	1	9

**20. Approximately how many employees do you employ in Roeland Park?**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> (1) Less than 10 | <input type="checkbox"/> (4) 50-99   |
| <input type="checkbox"/> (2) 10-24        | <input type="checkbox"/> (5) 100-249 |
| <input type="checkbox"/> (3) 25-49        | <input type="checkbox"/> (6) 250-499 |

**21. Approximately how many years has your business been operating in the City of Roeland Park?**

\_\_\_\_\_ years

**22. Which of the following best describes your business?**

- |   |   |
|---|---|
| <input type="checkbox"/> (01) Manufacturing                   | <input type="checkbox"/> (09) Wholesaler/distributor  |
| <input type="checkbox"/> (02) Agriculture/forestry            | <input type="checkbox"/> (10) Construction  |
| <input type="checkbox"/> (03) Retail trade (not food service) | <input type="checkbox"/> (11) Health care/medical/social services                                   |
| <input type="checkbox"/> (04) Retail food service             | <input type="checkbox"/> (12) Arts, entertainment, recreation                                       |
| <input type="checkbox"/> (05) Transportation/warehousing      | <input type="checkbox"/> (13) Professional services (e.g. law, consulting, architecture, engineers) |
| <input type="checkbox"/> (06) Communications                  | <input type="checkbox"/> (14) Other: _____  |
| <input type="checkbox"/> (07) Utilities                       |   |
| <input type="checkbox"/> (08) Finance/insurance/real estate   |   |

**This concludes the survey – Thank you for your time!**

Please return your completed survey in the postage-paid envelope provided addressed to:  
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061.

Your responses will remain completely confidential.  
The information printed to the right will ONLY be used to help identify which areas of the City are having problems with city services. If your address is not correct, please provide the correct information. Thank you.



## City of Roeland Park 2016 Community Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's on-going effort to involve citizens in long-range planning and investment decisions. Thank you!

### 1. Please rate your Overall Satisfaction with major categories of services provided by the City of Roeland Park on a scale of 1 to 5 where 5 means "very satisfied" and 1 means "very dissatisfied."

City Services	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Overall quality of police services	5	4	3	2	1	9
2. Overall quality of City parks and recreation programs and facilities	5	4	3	2	1	9
3. Overall maintenance of City streets, buildings and facilities	5	4	3	2	1	9
4. Overall enforcement of City codes and ordinances	5	4	3	2	1	9
5. Overall quality of customer service you receive from city employees	5	4	3	2	1	9
6. Overall effectiveness of City communication with the public	5	4	3	2	1	9
7. Overall quality of the City's stormwater runoff/stormwater management system	5	4	3	2	1	9
8. Overall quality of traffic flow and congestion management in Roeland Park	5	4	3	2	1	9
9. Overall quality of ambulance services	5	4	3	2	1	9
10. Overall quality of fire services	5	4	3	2	1	9
11. Overall quality of solid waste services	5	4	3	2	1	9

### 2. Which **THREE** of these items do you think should receive the most emphasis from city leaders over the next **TWO** Years? [Write in the numbers below using the numbers from the list in Question 1 above].

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

### 3. Quality of Life: Please rate Roeland Park on a scale of 1 to 5 where 5 means "excellent" and 1 means "poor" with regard to each of the following:

How would you rate Roeland Park:	Excellent	Good	Neutral	Below Average	Poor	Don't Know
1. As a place to live	5	4	3	2	1	9
2. As a place to raise children	5	4	3	2	1	9
3. As a place to work	5	4	3	2	1	9
4. As a place where you would buy your next home	5	4	3	2	1	9
5. As a place to retire	5	4	3	2	1	9
6. Quality of grade schools through high school	5	4	3	2	1	9
7. Quality of commercial developments	5	4	3	2	1	9
8. Proximity to employers	5	4	3	2	1	9

### 4. Please share ideas on how the City could improve upon any of the categories above:

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**5. Perception:** Several items that may influence your perception of the City of Roeland Park are listed below. Please rate each item on a scale of 1 to 5 where 5 means “excellent” and 1 means “poor.”

<b>How would you rate The City of Roeland Park:</b>		<i>Excellent</i>	<i>Good</i>	<i>Neutral</i>	<i>Below Average</i>	<i>Poor</i>	<i>Don't Know</i>
1.	Overall quality of services provided by the City	5	4	3	2	1	9
2.	Overall value that you receive for your City tax dollars and fees	5	4	3	2	1	9
3.	Overall quality of life in the City	5	4	3	2	1	9
4.	How well the City is managing development activity	5	4	3	2	1	9
5.	Overall feeling of safety in the City	5	4	3	2	1	9
6.	Overall condition of housing in your neighborhood	5	4	3	2	1	9
7.	Overall image of the City	5	4	3	2	1	9

**6. City Leadership:** Please rate your level of satisfaction for each leadership area below where 5 means “Very Satisfied” and 1 means “Very Dissatisfied:

<b>City Leadership</b>		<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1.	Overall quality of leadership provided by the City's elected officials	5	4	3	2	1	9
2.	Overall effectiveness of appointed boards and commissions	5	4	3	2	1	9
3.	Overall effectiveness of the City Administrator and Department Directors	5	4	3	2	1	9
4.	Overall effectiveness of non-management staff	5	4	3	2	1	9

**7. Public Safety:** Please rate your satisfaction with the following Public Safety services:

<b>Public Safety</b>		<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1.	Overall quality of local police protection	5	4	3	2	1	9
2.	The visibility of police in neighborhoods	5	4	3	2	1	9
3.	The City's efforts to prevent crime	5	4	3	2	1	9
4.	Enforcement of local traffic laws	5	4	3	2	1	9
5.	How quickly police officers respond to emergencies	5	4	3	2	1	9
6.	The quality of Northeast Johnson County Animal Control	5	4	3	2	1	9
7.	Adequacy of City street lighting	5	4	3	2	1	9

**8. Which THREE of the public safety items listed above do you think should receive the most emphasis from City leaders over the next TWO Years?** [Write in the numbers below using the letters from Question 7 above].

1<sup>st</sup>: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

3<sup>rd</sup>: \_\_\_\_\_

9. **Parks and Recreation:** Please rate your satisfaction on a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied" with Parks and Recreation issues.

<i>Parks and Recreation</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1. Maintenance of City parks	5	4	3	2	1	9
2. Overall appearance of City parks	5	4	3	2	1	9
3. Number of City parks	5	4	3	2	1	9
4. Quality of playground equipment	5	4	3	2	1	9
5. How close neighborhood parks are to your home	5	4	3	2	1	9
6. Number of walking and biking trails	5	4	3	2	1	9
7. City-sponsored special events	5	4	3	2	1	9
8. Quality of Art in public places	5	4	3	2	1	9
9. Quality of the Aquatics Center	5	4	3	2	1	9
10. Quality of the Community Center	5	4	3	2	1	9
11. Fees Charged for memberships, recreation programs and facility rental	5	4	3	2	1	9
12. Ease of registering for programs	5	4	3	2	1	9

10. Which **THREE** of the **parks and recreation** issues listed above do you think should receive the most emphasis from City leaders over the next **TWO** Years? [Write in the numbers from Question 9 above].

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

11. From the following list, please indicate the top **FIVE** most important improvements you would like to see made to City parks. [Write in the numbers below for your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> choices]

- |   |  |
|---|--|
| (1) an off-leash dog park                           | (9) add Frisbee golf course                      |
| (2) a combined-use hiking and mountain biking trail | (10) add an outdoor performance pavilion/theater |
| (3) an arboretum                                    | (11) add soccer fields                           |
| (4) add Bocci Ball                                  | (12) add horse shoes                             |
| (5) add sand or turf Volleyball                     | (13) add ice skating                             |
| (6) add permanent restrooms at R Park               | (14) add benches and picnic tables               |
| (7) replace tennis courts in R Park                 | (15) Other _____                                 |
| (8) add shade structures at R Park                  | (16) None _____                                  |

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_ 4<sup>th</sup>: \_\_\_\_\_ 5<sup>th</sup>: \_\_\_\_\_

12. Please rank in order of importance the improvements you would like to see at the aquatics center, where "1" is "**most important**" and "6" is "**least important**."

- |  |  |
|--|--|
| ____ (1) replace sand feature with some other play feature | ____ (4) add lounge chairs                 |
| ____ (2) add shade   | ____ (5) enhance privacy in changing areas |
| ____ (3) replace picnic tables                             | ____ (6) other: _____                      |

13. **Enforcement of City Codes and Ordinances** Please rate your satisfaction on a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following:

<i>Codes and Ordinances</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1. Enforcing the cleanup of litter and debris on private property	5	4	3	2	1	9
2. Enforcing the mowing and cutting of weeds on private property	5	4	3	2	1	9
3. Enforcing the maintenance of residential property	5	4	3	2	1	9
4. Enforcing the maintenance of commercial property	5	4	3	2	1	9

**14. Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following Maintenance services provided by the City:**

<i>City Maintenance</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1. Maintenance of City streets	5	4	3	2	1	9
2. Maintenance of sidewalks	5	4	3	2	1	9
3. Maintenance of street signs/traffic signals	5	4	3	2	1	9
4. Snow removal on major City streets	5	4	3	2	1	9
5. Snow removal on neighborhood streets	5	4	3	2	1	9
6. Overall cleanliness of City streets and other public areas	5	4	3	2	1	9
7. Maintenance of Public Buildings (City Hall, Public Works, Community Center, Aquatic Center)	5	4	3	2	1	9
8. Adequacy of street lighting	5	4	3	2	1	9
9. Maintenance of curbs/gutters on streets	5	4	3	2	1	9

### **Citizen Service**

**15. Have you contacted the City with a question, problem, or complaint during the past year?**

\_\_\_\_\_ (1) Yes [answer Questions 15a & 15b]

\_\_\_\_\_ (2) No [go to Question 16]

**15a. Which City department did you contact most recently?** \_\_\_\_\_

**15b. Several factors that may influence your perception of the quality of service you receive from City employees are listed below. Using a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with the citizen service you received from the City department you listed in Question 15a.**

<i>Citizen Service</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1. How easy the department was to contact	5	4	3	2	1	9
2. How courteously you were treated	5	4	3	2	1	9
3. Technical competence and knowledge of City employees who assisted you	5	4	3	2	1	9
4. Overall responsiveness of City employees to your request or concern	5	4	3	2	1	9

**16. Please rate your satisfaction on a scale of 1 to 5, where 5 means “Very Satisfied” and 1 means “Very Dissatisfied,” with the following aspects of Communication provided by the City of Roeland Park:**

<i>City Communication</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1. The availability of information about City programs and services	5	4	3	2	1	9
2. City efforts to keep you informed about local issues	5	4	3	2	1	9
3. The level of public involvement in local decision making	5	4	3	2	1	9
4. The quality of the City's web page	5	4	3	2	1	9
5. The content of the City's newsletter	5	4	3	2	1	9

**17. From what source(s) would you most like to get information about the City? (Check all that apply.)**

\_\_\_\_\_ (1) The Kansas City Star

\_\_\_\_\_ (6) Town Hall Meetings or Community Forums

\_\_\_\_\_ (2) City Newsletter

\_\_\_\_\_ (7) The Shawnee Mission Post

\_\_\_\_\_ (3) Facebook

\_\_\_\_\_ (8) Attending or listening to meetings

\_\_\_\_\_ (4) Friends – word of mouth

\_\_\_\_\_ (9) Nextdoor

\_\_\_\_\_ (5) City Website

\_\_\_\_\_ (10) Constant Contact





**18. Please rate your satisfaction on the following Transportation and Connectivity items?**

<i>Transportation/Connectivity</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1. Availability of public transportation	5	4	3	2	1	9
2. Flow of traffic along Commercial streets	5	4	3	2	1	9
3. Flow of traffic on residential streets	5	4	3	2	1	9
4. Availability of public sidewalks	5	4	3	2	1	9
5. Ease of access to interstate system	5	4	3	2	1	9

**19. What is the biggest frustration you have associated with transportation/connectivity in Roeland Park and what would you like to see done about it?**


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**20. Trash Issues Please rate your satisfaction on a scale of 1 to 5, with the following:**

<i>Trash Issues</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>Don't Know</i>
1. Residential trash collection services	5	4	3	2	1	9
2. Residential curbside recycling services	5	4	3	2	1	9
3. Residential yard waste collection	5	4	3	2	1	9
4. Residential bulky item pick up services	5	4	3	2	1	9
5. Residential leaf collection service	5	4	3	2	1	9
6. The fee charged for solid waste services (\$178 per year for curbside trash, recycling, yard waste and leaf pick up)	5	4	3	2	1	9

**21. The City assesses each residence \$28 per year for our leaf pick up program and \$150 per year for curbside yard waste, recycling and refuse pickup. Please indicate how supportive you would be with each of the following actions the City could take regarding these programs:**

	<i>Very Supportive</i>	<i>Somewhat Supportive</i>	<i>Neutral</i>	<i>Not Supportive</i>	<i>Not at All Supportive</i>	<i>Don't Know</i>
1. Eliminate the leaf pick up program and assessment	5	4	3	2	1	9
2. Eliminate the leaf pick up program if the yard waste collection service also provided a free 95 gallon cart for yard waste disposal; bundled and bagged yard waste would continue to be picked up at no additional charge in instances where the 95 gallon cart was not large enough.	5	4	3	2	1	9
3. Keep the leaf pick up program in place but replace the \$28 assessment with a 1.33 mill levy increase (\$23 increase in property tax on a \$150,000 home)	5	4	3	2	1	9
4. No changes to the current leaf pick up program	5	4	3	2	1	9

**22. What has brought you to or kept you here in Roeland Park?**


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**23. What differentiates Roeland Park from other communities?**


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**24. What three words would you use to describe Roeland Park?**


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**25. Please indicate how supportive you would be of each of the following Community Investment Areas:**

<b>Community Investment Areas</b>		<b>Very Supportive</b>	<b>Somewhat Supportive</b>	<b>Not sure</b>	<b>Not Supportive</b>
1.	Adding attractive elements to major roadways (Roe Blvd., Mission Rd., County Line Rd.) like landscaping, monuments, decorative signage and lighting.	4	3	2	1
2.	Maintaining streets, sidewalks and stormsewer systems.	4	3	2	1
3.	Attention to environmental issues, such as the energy efficiency of the City's vehicles and buildings.	4	3	2	1
4.	The City should plant more trees on City property and preserve existing "green space".	4	3	2	1
5.	Maintaining existing buildings.	4	3	2	1

**26. Which TWO of the community investment areas listed above are most important for the City to pursue?**  
[Write in the letter below using the letters from Question 25 above].

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

**27. Historically the City has issued bonds to fund capital projects such as land acquisition, buildings, streets, sidewalks, storm sewers, park amenities, the aquatics center and large equipment. Knowing that issuing bonds will not increase taxes and not issuing bonds will delay capital projects three to five years, which is your preference?**

- \_\_\_\_\_ (1) Issue bonds and do not increase taxes  
 \_\_\_\_\_ (2) Not sure  
 \_\_\_\_\_ (3) Do not issue bonds

**28-1.) Sales taxes and property taxes are the two primary funding sources for the City. The median household pays an estimated \$275 annually in sales tax to Roeland Park. The average single family home owner pays \$584 in city property tax. So the current ratio of sales tax to property tax is about 1 to 2. What is your preference for sales tax versus property tax as a way to fund city operations?**

- \_\_\_\_\_ (1) Prefer sales tax  
 \_\_\_\_\_ (2) Prefer a mix of sales and property tax  
 \_\_\_\_\_ (3) Prefer property tax

**28-2.) What is your preferred ratio of sales tax to property tax?**

- \_\_\_\_\_ (1) Current ratio of 1 to 2  
 \_\_\_\_\_ (2) Increase sales tax share and decrease property tax  
 \_\_\_\_\_ (3) Increase property tax share and decrease sales tax

**29. A total of .0025 of the City's .0125 sales tax rate is set to end in 2023. This tax has been used to fund ongoing park, street and storm water maintenance. The tax generates \$360,000 annually, and 1 mill of property tax levy generates \$60,000 annually. Please indicate your support for each option below:**

		<b>Very Supportive</b>	<b>Somewhat Supportive</b>	<b>Neutral</b>	<b>Not Supportive</b>	<b>Not at All Supportive</b>	<b>Don't Know</b>
1.	Extend the quarter percent sales tax for the same purpose	5	4	3	2	1	9
2.	Replace the .0025 sales tax with an increase in property tax rate by 6 mills (approximately 18%) and dedicate this revenue to ongoing parks, street and storm water maintenance	5	4	3	2	1	9
3.	Replace the .0025 sales tax with a .005 sales tax while lowering property tax by 4 mills (12%) for the same purpose	5	4	3	2	1	9

**30. Which of the following land uses would you like to see as part of the northeast corner of Roe Boulevard and 48<sup>th</sup> Street or at the northeast corner of Roe Boulevard and Johnson Drive? (Check all that apply)**

- \_\_\_\_\_ (1) Restaurants  
 \_\_\_\_\_ (2) Shopping  
 \_\_\_\_\_ (3) Housing  
 \_\_\_\_\_ (4) Office space  
 \_\_\_\_\_ (5) Parkland  
 \_\_\_\_\_ (6) Other: \_\_\_\_\_

**31. For each of the issues listed, please indicate your level of agreement, on a scale of 1 to 5 where 5 means "Strongly Agree" and 1 means "Strongly Disagree."**

<b>Environment and Sustainability</b>		<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Don't Know</b>
1.	The City should adopt "green" building codes in all new development.	5	4	3	2	1	9
2.	The City should devote resources to raise awareness and understanding of sustainability.	5	4	3	2	1	9
3.	The City should engage in a community garden, for residents to have space to grow fresh foods.	5	4	3	2	1	9

**32. What about Roeland Park makes you proud to be a resident?**

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**33. How would you like to see Roeland Park change or evolve over the next five years?**

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**34. If you were writing a commercial about Roeland Park what would it look like and say?**

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## DEMOGRAPHICS

**35. What is your age?**

☐ (1) under 25                      ☐ (3) 35 to 44                      ☐ (5) 55 to 64  
☐ (2) 25 to 34                      ☐ (4) 45 to 54                      ☐ (6) 65+

**36. How many (counting yourself) people in your household, are?**

Under age 5                      ☐                      Ages 20-24                      ☐                      Ages 55-64                      ☐  
 Ages 5-9                      ☐                      Ages 25-34                      ☐                      Ages 65-74                      ☐  
 Ages 10-14                      ☐                      Ages 35-44                      ☐                      Ages 75+                      ☐  
 Ages 15-19                      ☐                      Ages 45-54                      ☐

**37. Approximately how many years have you lived in the City of Roeland Park?** \_\_\_\_\_ years

**38. Do you own or rent your current residence?**                      ☐ (1) Own                      ☐ (2) Rent

**39. Would you say your total annual household income is:**

☐ (1) Under \$35,000                      ☐ (3) \$60,000 to \$99,999  
☐ (2) \$35,000 to \$59,999                      ☐ (4) \$100,000 or more

**40. Which of the following best describes your current employment status?**

☐ (1) Employed outside the home - **What is the ZIP CODE where you work?** \_\_\_\_\_  
☐ (2) Employed in the home/have a home-based business  
☐ (3) Unemployed and looking for employment  
☐ (4) Retired

**41. Your gender:**                      ☐ (1) Male                      ☐ (2) Female

**This concludes the survey. Thank you for your time!**

Please Return Your Completed Survey in the Enclosed Postage Paid Envelope Addressed to:  
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain Completely Confidential. The information printed to the right will ONLY be used to help identify which areas of the City are having problems with city services. If your address is not correct, please provide the correct information. Thank you.

**Item Number:** DISCUSSION ITEMS- II.-2.  
**Committee** 1/7/2019  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

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**Date:** 1/3/2019  
**Submitted By:** Donnie Scharff, Public Works Director  
**Committee/Department:** Public Works  
**Title:** **Discuss Sidewalk Maintenance Contract Options**  
**Item Type:** Other

**Recommendation:**

**Staff is seeking direction from the Governing Body on negotiating a contract for sidewalk trip hazard repairs with Precision due to their sole source capabilities.**

**Details:**

In 2013, Precision Concrete repaired hundreds of sidewalk panel trip hazards throughout our city. Precision Concrete provided a survey to the city identifying areas needed to be fixed. The potential for pedestrians walking along the sidewalks could trip and be injured due to these hazards. This occurs when the panel shifts or settles causing the panel to protrude up posing a tripping hazard. The city has allocated \$25,000 for the next 3 years for sidewalk maintenance. This would be a sole sourced project as Precision Concrete holds several patents and are the only company that provides this method type of work.

Precision's process entails milling the heaved edge of a sidewalk panel so that a trip hazard is eliminated without the need for removal and replacement of the existing sidewalk. Their process is quick, does not disturb the adjacent lawn and is more affordable than a customary remove and replacement approach. It is anticipated that all trip hazards throughout the community will be removed for less than the \$25,000 that has been budgeted in 2019 for sidewalk maintenance. Staff is seeking direction from the governing body if they are open to negotiating a price with Precision vs a conventional bid approach. Staff and the City engineer believe that because of Precision's patented repair method a negotiated price is more cost effective, it also reduces the need for engineering hours to prepare a bid document.

How does item relate to Strategic Plan?

Improve the safety of pedestrians walkways.

How does item benefit Community for all Ages?

**ATTACHMENTS:**

Description	Type
1/7/2013 COW Minutes	Cover Memo
1/7/2013 Council Minutes	Cover Memo
Precision Concrete Cutting Proposal(2013)	Cover Memo

**CITY OF ROELAND PARK, KANSAS**  
**COMMITTEE OF THE WHOLE MEETING**  
**ROELAND PARK CITY HALL**  
**4600 WEST 51<sup>ST</sup> STREET, ROELAND PARK, KS 66205**  
**January 7, 2013 6:00 P.M.**  
**Minutes**

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"><li>○ Adrienne Foster, Mayor</li><li>○ Aaron Otto, City Administrator</li><li>○ Debra Mootz, City Clerk/Finance</li><li>○ Rex Taylor, Police Chief</li><li>○ David Mootz, Public Works</li></ul> | <ul style="list-style-type: none"><li>○ Bill Art, Council Member</li><li>○ Megan England, Council Member</li><li>○ Becky Fast, Council Member</li><li>○ Marek Gliniecki, Council Member</li><li>○ Jennifer Gunby, Council Member</li></ul> | <ul style="list-style-type: none"><li>○ Mark Kohles, Council Member</li><li>○ Betsy Mellor, Council Member</li><li>○ Robert Meyers, Council Member</li></ul> |
|--|--|--|

**Admin**

Chair, England  
Co-Chair, Meyers

**Finance**

Chair, Kohles  
Co-Chair, Mellor

**Safety**

Chair, Gliniecki  
Co-Chair, Fast

**Public Works**

Chair, Art  
Co-Chair, Gunby

**I. Approval of Minutes:**

- A. December 17, 2012- Minutes Approved

**II. Reports of Committees:**

A. Public Works

1. Director of Public Works Report

Update to the sidewalk remediation proposal we received. In spring 2012 Precision Concrete Cutting provided an assessment of Ward 4 and sample of their work to remove hazards caused by settling sidewalks to an ADA compliant level. We budgeted for the Ward 4 work in 2013, intending to complete the whole City one Ward at a time if it went well. The company has contacted Dave Mootz to inquire about moving forward now due to the warm weather.

The bid in the June 2012 report was \$8,824, but due to the passing of time (and likely increase in hazards) it will increase 10% to \$9,706 max. The company will fix any repairs that exceeded that amount at no charge. The City would be sole-sourcing the project to Precision Concrete Cutting as they are the local proprietary provider of this service. Their bid is significantly less than the alternate of replacing the sidewalk sections. The cost to replace the sidewalk sections is provided in the June 2012 report. Precision Concrete Cutting will provide a free assessment of another Ward as well. Committee will send this to tonight's Council meeting for a vote.

2. Professional Service Agreement – Cunningham

A couple of minor adjustments are needed to the agreement, i.e. Multatech's legal name is not always used, otherwise it is the same agreement we used for the previous City Engineer contract and is ready to go. Multatech's rate schedule is less than the rate schedule for Larkin, but the contract with Cunningham is for just one purpose – the old pool site. Several council members expressed concern that this would create two almost identical City Engineer contracts, and asked if the Cunningham contract should be reworked to limit the scope. Staff responded that to save lawyer expenses they used the same agreement, with the understanding that the intention was only to use Cunningham for the engineering services necessary at the old pool site given his background and unique experience with the project. Staff also clarified that the Larkin City Engineer contract was not exclusive and it stipulated that the City could use other engineers on projects. To further clarify, it was explained that Larkin was still the City's Engineer, the City will use Cunningham for just the old pool site work. Committee will send this to tonight's Council meeting for a vote.

3. RFQ City Engineer – Draft

The City Engineer contract was last bid in 2011. Staff has taken the RFQ used at that time and made minor updates. The awarded City Engineer contract will finish 3 year term that Larkin is currently working in. Aaron Otto and Deb Mootz have met with Larkin, including Curt, and we are well covered by Larkin until we award a new City Engineer contract. The intended time line for the process is

- Approved the RFQ tonight (01/08)
- Publish the RFQ 01/15 (leave open for 30 days)
- Proposals due 02/25
- Committee meets 02/26 and 02/27 to review proposals and create short list
- Interviews week of 03/04
- Recommendation at 03/18 Council Meeting

This provides 2 weeks of leeway if needed as we would like the award made on/by April 1<sup>st</sup>.

Volunteers to serve on the committee we called for, and Bill Art, Jennifer Gunby, Marek Gliniecki, Adrienne Foster and Mark Kohles were selected. Committee will send this to tonight's Council meeting for a vote.

4. Cost Share – SMAC

Now is the time to renew the City's participation in SMAC's BMP cost share program. In 2012, Carl spent approx. 100 hours on the program, the majority of which was setting it up. The City received 2 applications in 2012, Dave Mootz estimates Carl spend 11 hours on those 2, though 1 was not completed by the homeowner. Feb 1<sup>st</sup> is the deadline for the City to opt-in to the program, the City is free to set their own timeline in 2013. Committee will send this to tonight's Council meeting for a vote.

B. Public Safety

1. Chief of Police Report

- a. 4th Quarter Report – Chief Taylor provided the 4th quarter crime reports.
- b. Weekly Bulletin – Chief Taylor stated that we will be posting a weekly bulletin to the website since the KCStar no longer prints them in the paper. This should be started in the next couple of weeks.

C. Finance

1. City Clerk/Director of Finance Report

- a. Cash receipts and billing / building permit software – work with our current court and cash software
  - b. Agenda / Minutes Software – looking at companies to see if they will work with our current software – SIRE document management
  - c. RFP – phone/phone service
2. 3rd Floor Tax Discussion – Not Discussed
3. November Financials - Mr. Otto presented a quick overview of the financial report as presented in the packet.

D. Admin

1. City Administrators Report
2. Final Review of City Personnel Policy

- a. Since last meeting, important update on sick-leave. Suggested to grand-father the 960 hours and start the new pay out on 480 to new employees going forward. Discussion of policy change. Discussed benefits and risks of changing and grand-fathering . Recommended by legal counsel- pointed out by Jennifer and Betsy....'if HR attorney recommended it, we're ok". Deb pointed out that meetings will occur with the staff to discuss the changes and make sure that they understand.... Discussion on the 8:1 ratio pay out....discussion of the procedure to protect people coming to work. Betsy and Adrienne voiced concern that no one gets paid on sick...Deb reminded that some people were given the number as a reward for longevity....PV allowed 1100 hours .... Marek asked for scenarios...
3. Codification Chapter 1
- a. Aaron gave a report on the codification issues the city is facing due to changes in the law. Staff has been reviewing the City Ordinance Book to correct errors, make updates, etc. Proposing quarterly updates to make sure that changes are kept up to date.
  - b. Goal is to turn over to Neil's office so that they can keep everything up to date on a quarterly basis. Mark recommends that a workshop might work well to ensure that we get it done timely and efficiently. Aaron estimates that 1-4 are done, 5-8 are in progress others have not been started. Marek suggested that we do a workshop during and after the completion of the project. Discussed attacking one ordinance at a time. Marek is concerned that staff needs to prioritize their time... city hall is off the list now, there are new priorities for 2013.
  - c. Jennifer broke discussion in 3 areas; simple changes, legal updates, and new/changed policies. Neil stated that the advantage to codification is that variables can be dealt with as needed, and substantive changes can be made less often. Deb gave the example of rental ordinance modifications.
  - d. Quorum discussion was mentioned by Mayor Foster. 1-209.
  - e. 1-211 Jennifer asked about order of business....president/President... Clerk calling the role, agreed that clerk should start as a matter of practice. Page 160 1-401 – Jennifer pointed out that there is a choice between the 2. Deb mentioned that we could put it into new council member packet so that newly elected officials would know what the options are.
  - f. Megan recommended that parks and sustainability should be changed from a required quorum of 7 to a required quorum of 5.
  - g. Marek brought up Environmental Sustainability should be changed to Sustainability. Arts advisory is recommended to no less than 3.
  - h. Discussion regarding festival committee; Jennifer brought up lack of community events; we lose our sense of community; discuss festivals and bring something back. Marek brought up 501c3 status to help with some resources to help with staffing/funding and begin to get more community events planned. Foundation was mentioned. Mark mentioned that we also need a goal setting meeting to discuss community events; workshop, retreat, something special. Discussed KC Community Foundation and mentioned Mrs. Wilkerson. Aaron is working on it.



- i. Discussed goal setting on the 28<sup>th</sup> of January. Go ahead and set goals, everyone can be there except Meyers. Discussed putting together a worksheet for the workshop....
  - j. Aaron brought up City Treasurer, 1-311. Ordinance needs work. Treasurer is referenced in the ordinances quite a bit. Neil mentioned the only change of State Statute was investment of idle funds. 1-704.
- 4. Reminder - January 14 Budget / Citizen Satisfaction Survey - Meeting

## **II. Adjourn**

**MINUTES OF MEETING OF THE CITY COUNCIL  
OF THE CITY OF ROELAND PARK  
January 7, 2013**

The Roeland Park City Council met in regular session on January 7, 2013 at the Roeland Park City Hall, 4600 West 51<sup>st</sup> Street. Mayor Foster declared that a quorum was present and called the meeting to order at 7:00 p.m.

Governing Body Present:	Mellor	Gunby	Meyers	Gliniecki
	Kohles	Fast	England	

Governing Body Absent: Art

Staff Present: Aaron Otto, City Administrator  
Debra Mootz, City Clerk  
Rex Taylor, Chief of Police  
Neil Shortlidge, City Attorney

**Additions**

- Public Works- RFQ for City Engineer, SMAC cost share submittal and the sidewalk proposal.
- New Business- KCPL street light

**Consent Agenda**

Approve the City Council Minutes of December 17, 2012.

MOTION: CMBR KOHLES MADE A MOTION, SECONDED BY CMBR MELLOR TO APPROVE THE CONSENT AGENDA. MOTION CARRIED, 7-0.

**Business from the Floor**

Applications/Presentations

Lana McPherson – Presentation of Master Municipal Clerk Designation to Debra Mootz. Ms. McPherson explained the process of receiving this certification and the background of IIMC.

Citizens Comments

Teresa Kelley, 4200 W 54<sup>th</sup> Ter- Ms. Kelley spoke about some decision making on budget cuts and the benefit of having a City Manager. Ms. Kelley would also like to call a special meeting for the Sustainability Committee to address the citizens survey and some questions that they would like to have on it. Mayor Foster expressed that the council is interested in the Sustainability Committee's input, and would like to hear more.

Steve Petrehn, 5236 El Monte- Mr. Petrehn spoke about the behavior of the Mayor and the actions taken when he is speaking at a council meeting.

Scott Gregory, 3507 W 48th St.- Mr. Gregory spoke about the conceal carry law that was passed in Kansas and that cities could band weapons in or on public property. Mr. Gregory mentioned an organization called "Mayors Against Illegal Guns" and how he thinks that Mayor Foster should become a member of that organization. He also spoke about the cities that passed an ordinance against open carry and he would like to see Roeland Park pass a similar ordinance. Mr. Gregory spoke about the city survey and the expense that goes with it, he also talked about the budget and how some fees were lowered and how other fees didn't change.

Stephan Glentzer, 3601 W 47th Pl- Mr. Glentzer spoke about the codes department and violations procedures. Mr. Glentzer also spoke about his encounters with the codes officer and court clerk. Mayor Foster spoke about the code modifications and that chapter 8 article 7 will be reviewed with staff for recommendations. Mayor Foster also apologized on behalf of the city.

## **Mayor's Report**

### **BZA, Planning Commission and Parks Appointments**

**MOTION:** CMBR KOHLES MADE A MOTION SECONDED BY CMBR GUNBY TO APPOINT DON RAU OF WARD 3 AND TOM MADIGAN OF WARD 1 TO THE BZA COMMITTEE, JOHN MOYLAN WARD 3 TO THE PLANNING COMMISSION AND JEFF SWARTZ TO THE PARKS COMMITTEE, MOTION CARRIED, 7-0.

### **Economic Development**

**Citizens Survey** –Mayor Foster stated that ETC will not be doing the survey this time. Daniel Butler, a professor from Yale, contacted Mayor Foster and will be arriving in Roeland Park on January 14th. He will be conducting the survey through Yale University and will be giving advice on how to have a successful survey. Mayor Foster will be looking into the Mayors Against Illegal Guns and doesn't mind signing up for it. Mayor Foster asked that the Parks Committee and Sustainability Committee come up with five questions that they would like to have on the citizens survey as well as have one member from each committee come to the meeting next Monday night.

**Wal-Mart-** The City of Mission is having a meeting on January 16th at 7pm at Sylvester Powell. Until Mission passes their TIF District for the Wal-Mart property at the Gateway, Wal-Mart will not give notice to Woodson Partners or Rubenstein, nor will they provide the date that they will be leaving. Mayor Foster also stated that the City of Mission has a super majority rule on this TIF in order for it to pass. CmbR Kohles felt the delay in the decision was beneficial in the respect that it will be closer to the end of 2014, or early 2015 before Wal-Mart moves to Mission. CmbR Meyers spoke about how the Mission website has the complete site plan along with a video available for everyone to view.

**Old Pool Site-** Mayor Foster spoke about the agreement for this project and that there is a representative here from RH Johnson. We will get a timeline on moving forward once the Geotech study is completed.

**East Cloverleaf** – Mayor Foster stated that there are potential developers with ARO – Andrew Osmond is working on a design that will not include the adjacent land located in the City of Mission. CmbR Kohles asked what the status was on talking to other cities about getting the property on the East Cloverleaf in Roeland Park's possession. Mayor Foster stated that she has talked to the City of Fairway and that they have no problem conveying the land to us but she wants to wait until she hears more from Mr. Osmond. Mayor Foster would also like to have another workshop on this.

**47<sup>th</sup> & Mission Road-** Mayor Foster stated that they have been working with the owners of Big Papi's Taco with regards to some parking issues. The owners want to share parking with the owners to the south (in Roeland Park). Mayor Foster wrote a letter stating that there is not enough room there to share parking. However, Mayor Foster also received a phone call from Mr. Quigley, the owner of the Roeland Park properties, stating that they would like to share their parking lot and possibly help out their businesses with the increased visibility.

**Community Center-** Mayor Foster stated that she will be having a meeting on January 8th with David Dean who is interested in buying the community center and rebuilding it as a 50+ living center. Part of the development would keep first floor as the community center with the same amenities. CmbR Gunby asked if all the services that are offered at the community center would change or be the same. Mr. Otto spoke on the services that would stay and the ones that would move and what the center may look like going forward.

## **Committee Actions/Reports**

### **Public Works-**

#### **RFQ City Engineer – Draft**

**MOTION:** CMBR GUNBY MADE A MOTION, SECONDED BY CMBR MEYERS TO APPROVE THE RFQ FOR CITY ENGINEER WITH A BID DUE DATE OF FEBRUARY 25<sup>TH</sup> AT 2 PM. MOTION CARRIED, 7-0.

#### **Professional Service Agreement- Cunningham**

**MOTION:** CMBR GUNBY MADE A MOTION, SECONDED BY CMBR MEYERS TO APPROVE THE PROFESSIONAL

SERVICES AGREEMENT WITH MULTATECH ENGINEERING, INC. AS A SOLE SOURCE DUE TO THE UNIQUE EXPERIENCE OF THE ENGINEER WITH THE ROE PARK PROPERTY (OLD POOL SITE).  
MOTION CARRIED, 7-0.

Sidewalk Repairs Program

MOTION: CMBR GUNBY MADE A MOTION, SECONDED BY CMBR MEYERS TO APPROVE THE BID FROM PRECISION CONCRETE CUTTING MIDWEST AT A COST NOT TO EXCEED \$9,706. MOTION CARRIED, 7-0.

Cost Share – Stormwater Management Program 2013 BMP Cost-Share Program

MOTION: CMBR GUNBY MADE A MOTION, SECONDED BY CMBR MEYERS TO AUTHORIZE STAFF TO APPLY FOR FUNDING WITH THE JOHNSON COUNTY STORMWATER MANAGEMENT PROGRAM 2013 BMP COST-SHARE PROGRAM. MOTION CARRIED, 7-0.

**Finance**

Cmbr Kohles stated that we will be holding a Budget/Survey Workshop meeting on Monday and if there are any additional items that the council would like to add to the agenda to please get them to the staff by Thursday.

**Reports of City Liaisons**

47th & Mission Road- Nothing at this time

JoCo Parks & Rec Pool Advisory Board- Attachments for next meeting from Ms. Mootz.

MARC – Bike & Pedestrian will meet next Thursday

MARC – First Tier Suburbs- Nothing at this time

NE Animal Control- Nothing at this time

Redevelopment Committee- Nothing at this time

Stormwater Management Advisory Council (SMAC)- Nothing at this time

Shawnee Indian Mission Foundation- Cmbr Gliniecki stated that the meeting was called off last month.

**Ordinances and Resolutions:** Nothing at this time

**Unfinished Business**

License Agreement - Roe Park Property

MOTION: CMBR KOHLES MADE A MOTION, SECONDED BY CMBR GUNBY TO AUTHORIZE THE MAYOR TO SIGN A LICENSING AGREEMENT WITH RH JOHNSON FOR A GEOTECH STUDY AT 4800 ROE BLVD (A.K.A. OLD POOL SITE) NOT TO EXCEED \$18,700. MOTION CARRIED, 7-0.

Discussion:

Cmbr Kohles stated that the \$18,700 is coming out of the TIF. Cmbr Gliniecki wanted to confirm who owns the report. Mayor Foster stated that RH Johnson owns it but will provide a copy to the city. Mr. Otto stated that RH Johnson has done an incredible job working with the city attorney and the city staff.

**New Business**

Street Light Inventory

MOTION: CMBR ENGLAND MADE A MOTION, SECONDED BY CMBR KOHLES TO APPROVE KCP&L TO CONDUCT AN INVENTORY OF STREET LIGHTS IN ROELAND PARK FOR AN AMOUNT NOT TO EXCEED \$3,000. MOTION CARRIED, 7-0.

Discussion:

Cmbr Gliniecki stated that he doesn't agree that the city should be the party paying for the inventory to be done to KCP&L's property. Cmbr Gunby stated that the city is utilizing their resourceful Kansas Participation Grant to get a second count of the street lights so that there is a back up to check KCPL's count. Cmbr Gunby also stated that the count has been completed and that the program is putting together a memo outlining what the city would spend and save to convert to LED lights. Mr. Mootz stated that if the city were to pursue and purchase the system the \$3,000 that is being spent for this project will be applied to the purchase price. Mayor Foster stated that the money spent on this is coming from the General Fund.

## **Reports of City Officials:**

### **City Administrator Report**

Mr. Otto also spoke about the reply that was made from the letter that was sent to EDM, the owners of Wilbur Smith, by the Mayor regarding Cedar St and the study that they had did and they are interested in meeting to discuss on how to correct the problem. Mr. Otto also stated that the new CID tax is in effect at Wal-Mart with the addition of 1%.

### **City Hall**

Mr. Otto spoke about the update on the third floor with the new carpet being installed and that our real estate agent Ms. Smith with Zimmer, has had a few interested tenants for the east side of the building but nothing as of yet for the west side. Cmbr Kohles asked if the City Hall sign is still going to be mounted onto the side of the building. Mr. Otto stated that there are several issues that are not completed and that the final payment to Excel contractors is being held until all work is completed. Ms. Mootz spoke about the water boiler issues and the maintenance that was needed to fix it. She also stated that she is waiting for bids to come in for the cost to getting it repaired. Cmbr Gliniecki asked if the paint issue has been resolved. Mr. Otto stated that Excel, along with their paint supplier, did get the front lobby downstairs repainted at their cost.

### **Community Center**

Cmbr England asked Mr. Otto to give a recap on the odor at the community center. Mr. Otto stated that the fan that was installed for the negative pressure pulling out the smell, broke down. It was still under warranty and was replaced. While the fan was being repaired, the odor did return but was not as strong as it had been in the past.

### **City Attorney Report**

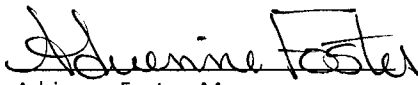
Nothing at this time.

### **City Clerk Report**

Ms. Mootz thanked the council for allowing her to attend the CCMFOA meetings and supporting her educations and social networking. This was beneficial to her personally and professionally as well as provided insight into how other cities handle the day to day and the extreme. Ms. Mootz is currently the CCMFOA Vice President and in March will be on the ballot for President. As part of that role CCMFOA will provide up to \$2,000 to attend the 2013 international conference in Atlantic City, NJ. Cmbr Kohles spoke about how proud of Ms. Mootz accomplishments while working for the city.

MOTION: CMBR FAST MADE A MOTION, SECONDED BY CMBR KOHLES TO ADJOURN, MOTION CARRIED, 7-0.

Adjourned at 8:24 pm

  
Adrienne Foster, Mayor

  
Debra Mootz, City Clerk

Contact: Charlie Chamblin  
Office: 913-952-4854  
Fax: 913-221-0167  
Email: [charlie@pccmidwest.com](mailto:charlie@pccmidwest.com)

# SIDEWALK TRIP/FALL HAZARD REPAIR PROPOSAL

**Public Works Department**

**Ward #1**

**City of Roeland Park, Kansas**



## EXECUTIVE SUMMARY

*Precision Concrete Cutting uses proprietary and patented cutting technology to repair trip hazards.*

*Our work is guaranteed to offer the following benefits:*

- **Cost Savings** - Remove trip hazards at a fraction of the cost of other methods.
- **ADA Compliance** - Approved and compliant with ADA standards.
- **Clean** - No mess left behind. No resident complaints.
- **Safety** - Decrease liability on your pedestrian walkways, increase safety.
- **Detailed Reporting** - Invoices show measurements, locations, and cost for each hazard.
- **Low Impact** - Average removal time is 10 minutes, no sidewalk closures.
- **Full Service Contractor** - Complete GIS integration, mapping, etc.

As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing an estimate of **103 panels** would result in approximately 102,000 pounds or **51 tons** of concrete being removed. By using Precision Concrete Cutting's trip hazard removal service the City of Roeland Park would achieve the following environmental results:

- ✓ **355 LBS. of concrete removed and recycled vs. an estimated 51 tons sent to landfills.**
- ✓ **Approximately the same amount of materials and resources to replace the concrete that was removed.**







## Survey Details (cont)



## Program/ Pricing – Ward 1

**Project Cost \$5,728**

- ✓ Includes removal of **103** trip hazards measuring .5” and higher.
- ✓ Includes slope rating of 1:12
- ✓ Includes concrete waste removal
- ✓ Includes use of dust abatement system

## COST SAVINGS – City of Roeland Park

Based on an average panel size of 4x5 and an estimated replacement cost of \$7.50 per sq ft (vs. \$2.78 incorporating the PCC method), we estimate the cost to demolish and replace (D&R) **103** sidewalk panels (approx. 2,060 square feet) is **\$15,450**.

*Total cost using Precision Concrete Cutting is **\$5,728** an estimated savings of **\$9,722**.*

---

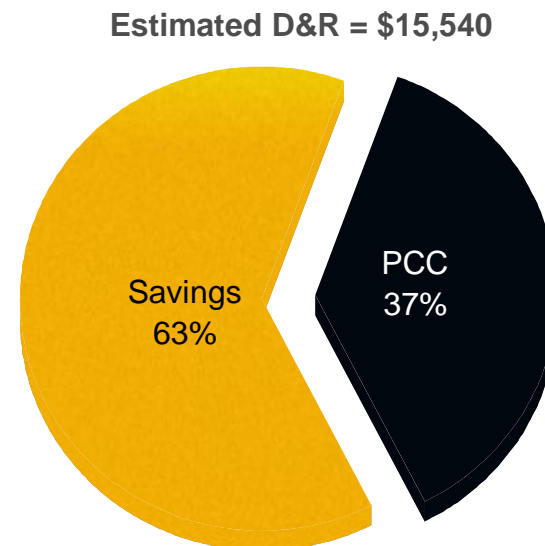
### Project Summary:

Total Trip Hazard Repairs = 103

Incorporating D&R *only*     \$ 15,540

Selecting PCC                 \$ 5,728 (37% cost of D&R)

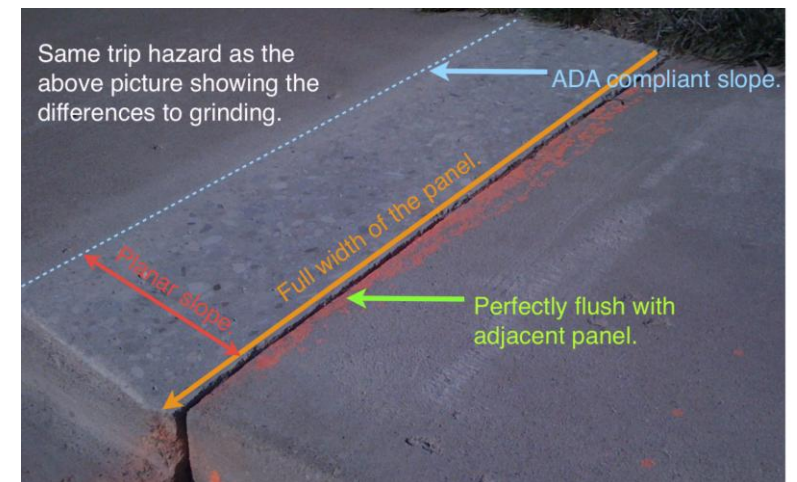
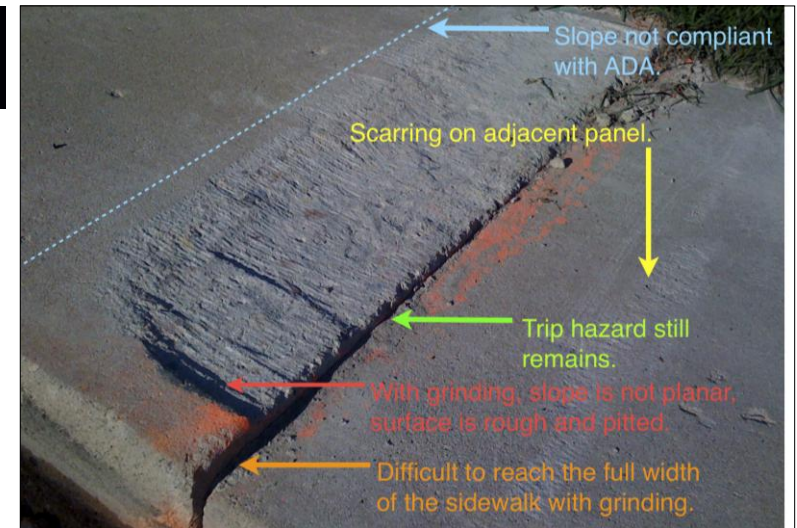
**Cost Savings with PCC   \$ 9,722 (63% project savings)**



## WHY WE DON'T GRIND

The cost savings compared to grinding is important, but the biggest contrast to grinding is quality, aesthetics and ADA compliance.

- Grinding often damages the concrete (breaks edges, knocks out aggregate, scars adjacent panels, and creates micro cracks).
- Often unsightly (leaves a rough, uneven scarring)
- Does not comply with the ADA slope requirements
- Has no cost advantage
- Unable to remove hazards next to objects
- Hard to use on small trip hazards (under 3/8") and larger trip hazards (over 1 inch)
- Very slow process and generates lots of dust





## PRECISION CONCRETE CUTTING REPAIRS



## Price per Repair – Ward 1

Survey #	Cost	Survey #	Cost	Survey #	Cost	Survey #	Cost
<b>1 North</b>	\$63.75	31	\$21.25	14	\$0.00	44	\$34.00
2	\$42.50	32	\$51.00	15	\$42.50	45	\$85.00
3	\$74.38	33	\$93.50	16	\$76.50	46	\$63.75
4	\$38.25	34	\$59.50	17	\$0.00	47	\$0.00
5	\$37.19	35	\$25.50	18	\$25.50	48	\$74.38
6	\$26.56	36	\$38.25	19	\$44.63	49	\$58.44
7	\$0.00	37	\$0.00	20	\$31.88	50	\$74.38
8	\$66.94	38	\$34.00	21	\$0.00	51	\$63.75
9	\$38.25	39	\$38.25	22	\$76.50	52	\$85.00
10	\$25.50	40	\$0.00	23	\$25.50	53	\$85.00
11	\$21.25	41	\$59.50	24	\$59.50	54	\$42.50
12	\$0.00	42	\$34.00	25	\$0.00	55	\$63.75
13	\$34.00	43	\$0.00	26	\$116.88	56	\$51.00
14	\$31.88	44	\$25.50	27	\$31.88	57	\$119.00
15	\$68.00	45	\$0.00	28	\$81.81	58	\$95.63
16	\$106.25	46	\$44.63	29	\$29.75	59	\$51.00
17	\$51.00	47	\$25.50	30	\$93.50	60	\$85.00
18	\$0.00	<b>1 South</b>	\$38.25	31	\$89.25	61	\$0.00
19	\$59.50	2	\$25.50	32	\$25.50	62	\$25.50
20	\$76.50	3	\$42.50	33	\$76.50	63	\$85.00
21	\$105.19	4	\$63.75	34	\$76.50	64	\$42.50
22	\$25.50	5	\$42.50	35	\$68.00	65	\$25.50
23	\$51.00	6	\$0.00	36	\$42.50	66	\$74.38
24	\$34.00	7	\$105.19	37	\$59.50	67	\$21.25
25	\$34.00	8	\$38.25	38	\$51.00	68	\$42.50
26	\$34.00	9	\$25.50	39	\$191.25	69	\$42.60
27	\$0.00	10	\$119.00	40	\$38.25	70	\$138.13
28	\$25.50	11	\$0.00	41	\$68.00	71	\$25.50
29	\$21.25	12	\$0.00	42	\$127.50	72	\$59.50
30	\$34.00	13	\$31.88	43	\$34.00	73	\$21.25

- Survey Conducted: 10/24-25/2013
- Survey numbers on this page correspond to chalked numbers currently located on property panels
- Trip hazards measuring (+.5" and higher).
- \$0 = DW Cut Locations Only – Not included in this proposal.
- Project Completion Time: **3 Days**

*Quote is valid for 45 days from survey date*

**Item Number:** DISCUSSION ITEMS- II.-3.  
**Committee** 1/7/2019  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

**Date:** 12/31/2018  
**Submitted By:** Donnie Scharff  
**Committee/Department:** Public Works  
**Title:** **Public Works Objective Water Trailer**  
**Item Type:** Other

**Recommendation:**

**Staff is recommending to council the purchase of a new watering trailer to be used to water trees, greenspace areas.**

**Details:**

The Public Works department is responsible for the maintenance of city parks and greenspaces. Watering trees and vegetative areas are crucial to growth of our planting areas and trees in our parks. Public Works currently uses an old water tank mounted on an modified asphalt roller trailer. This equipment is old and outdated. The plastic tank holds 500 gallons but given the poor shape of the trailer, staff can only fill up to 350 gallons. This creates downtime as staff will need to refill multiple times. The water pump seal has been replaced multiple times due to the age of the water pump.

How does item relate to Strategic Plan?

To continue the growth of our city trees and greenspaces areas

How does item benefit Community for all Ages?

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Current Water Trailer	Cover Memo
<input type="checkbox"/> Option 1	Cover Memo
<input type="checkbox"/> Quote Option 1	Cover Memo
<input type="checkbox"/> Option 2	Cover Memo
<input type="checkbox"/> Quote Option 2	Cover Memo











MULTIQUIP INC.  
18910 WILMINGTON AVENUE , CARSON, CA 90746  
POST OFFICE BOX 6254 , CARSON, CA 90749  
(310) 537-3700 , 800/421-1244 , FAX: (310) 537-3927

## Quotation

Page 1 of 1

**Sold-to** ( CASH-MQ )

City of Roeland Park  
Roeland Park KS 66205

**Ship-to** ( CASH-MQ )

City of Roeland Park  
Roeland Park KS 66205

**Document Information**

Quotation # 20641996 QT      **Date** 12/04/2018  
P.O. #      **Date**  
Estimated Ship 12/04/2018  
Requested Ship 12/04/2018  
Carrier No 406369 MULTIQUIP LTL C/O EC  
Entered by DMARSH  
Order Reason P08 APPL-End User-Muni or Government Bid  
Currency USD  
Delivery PPS Prepay/Chrg SPL Frt (Units)  
Payment Terms Net 30  
Within 30 days without deduction

=====

Availability is subject to stock on hand at the time purchase order is received.  
Quote is valid for 30 days from issue date.

Item	Material	Plant	B/O	Order Qty	Gross Price EA	Net Price EA	Total Value
0010	WT5C WATER TRAILER 525G TRLR70	WHM1		1.000	7,700.00	5,390.00	5,390.00
<b>Items total</b>							5,390.00
<b>Freight (Units)</b>							1,100.00
<b>Total amount</b>							<b>6,490.00</b>
Freight cost added to KS							

[WT5C Hose Reel Assembly Installation Instructions Rev 0](#) [WT5C/WTE5C Ops Manual Rev 4](#) [TRLR70XF Brake Cover Instructions](#) [WT5C/WTE5C Parts Manual Rev 3](#)

Related Media

[Water Trailer Brochure](#)

[Go Back](#)

## WT5C

The WT5C (surge brakes) & WTE5C (electric brakes) are industrial 525 Gal. Mobile Water Trailers with trusted MQ 2" Centrifugal Pumps

The Multiquip WT5C Water Trailer is ready to tackle a host of assignments to include: Dust Control, Emergency Fire Fighting Response, Construction, Agricultural Support and Equipment Wash Down. This mobile unit features: DOT approved Double-Axle Trailer, trusted high-flow MQ [QP2H](#) Centrifugal Pump, flexible Suction/Discharge manifold system with simple valve operations, and a rugged 525 GAL polyethylene Water Tank. The model WTE5C provides electric brakes.



- Store up to 525 gallons of water in a durable polyethylene water tank with integrated baffles to support water movement during transportation
- Dependable performance with Multiquip [QP2H](#) 2 inch centrifugal pump
- Components protected from damage by low profile manifold assembly
- Switch easily from suction to discharge mode by turning a single manifold lever
- Rear spray bar operates under pressurized or gravity feed settings
- Quickly fill tank through 2" diameter steel pipe with QD coupler or vented 12" diameter fill port
- Rapid hose setup with standard Quick Disconnect (cam & groove) fittings
- Transport hoses and accessories in convenient steel storage bin
- Safe towing and braking assured by a dual axle trailer and rugged hydraulic brake system
- Convenient Hose Kit provided (2" x 20' Suction & 2" x 50' Discharge)

[Like](#) [Share](#) 2 people like this. [Sign Up](#) to see what your friends like.

Performance Data

Options

### Unit Specifications

Water Tank	525 Gal. Polyethylene
Trailer	DOT certified, dual axle, 3500 LB.
Power Source	HONDA GX120 recoil start
Pump	Multiquip QP2H 2 in. Centrifugal
Flow / Head	158 GPM / 115 Ft.











WYLIE SPRAYERS  
5820 Southwest 11th  
Oklahoma City, OK 73128  
(888) 665-5538

**Quote To:**

Name: **Roeland Park**  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone# \_\_\_\_\_

Date: 12/4/18

Salesman: \_\_\_\_\_

**Ship To:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone# \_\_\_\_\_

PO #: \_\_\_\_\_

<u>Quant</u>	<u>Code</u>	<u>Description</u>	<u>Base Price</u>	<u>List Price</u>
1	EXP-500L-S	500 Gal. "Express" Water Wagon DOT approved trailer with elliptical leg tank, 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, <b>surge brakes</b>	8,250.00	5,950.00
-				
-				
-				
-				
		<b>WYLIE Subtotal</b>		<b>5,950.00</b>
		<b>Subtotal</b>		<b>5,950.00</b>
		<b>Misc.</b>	-	-
		<b>Freight</b>	600.00	<b>600.00</b>
		<b>Final Total</b>		<b>6,550.00</b>

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ALL ORDERS SUBJECT TO CORPORATE OFFICE APPROVAL



# SPECIFICATIONS



## 500 Gallon "Express" Water Wagon EXP-500L-S

### Standard Equipment:

- 500 gallon poly leg tank
- 2" ball hitch or 3" pintle
- 2" anti-siphon fill kit
- DOT approved LED lights
- Diamond tread fenders
- 25' Fire hose and nozzle
- 20' Suction hose
- 15" tires on EZ lube hubs
- 3,500# leaf spring axles
- 2" Tsurumi pump with 4 hp Honda engine
- Double free backing surge brakes
- Galvanized discharge bar
- Galvanized spray bar w/ double nozzles
- Suction strainer and fire hydrant adapter

Warranty: 5 years on tank

1 year on all components and frame

### General Specifications:

Tank	500 gallon elliptical leg	Height	62" (w/ fill kit 70")
Frame	6" channel iron	Length	162"
Axles	Tandem leaf spring	Width	80.5" (with fenders)
Wheels	15 x 6	Weight	1,800 lb
Tires	ST225/75E15	Capacity	7,000 lb
Wheel track	70.5"	Hitch	Height adjustable, 2" ball



Item Number: **DISCUSSION ITEMS- II.-4.**  
Committee **1/7/2019**  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

---

Date: 12/28/2018  
Submitted By: Public Works Director  
Committee/Department: Public Works  
Title: **Public Works Objective Paint Striper**  
Item Type: Other

**Recommendation:**

**Staff is recommending to council to approval to purchase the Graco Line Lazer paint striping machine to enhance the visibility of our street pavement marking ensuring the safety of traveling motorists.**

**Details:**

For the past 3 years public works staff has incorporated traffic maintenance into our workload. Traffic markings must be maintained to increase the visibility of driving lanes for motorists to see when traveling on roadways. To perform this task, public works has rented a striping machine from the City of Olathe to do our traffic maintenance. This type of work primarily needs to be done in the summer months when temperatures are warmest as the paint dries at a faster rate which minimizes lane closures and traffic impacts. This equipment is not readily available as we have had to wait for the City of Olathe's schedule to allow us to rent a machine. The purchase of a striping machine would allow public works to maximize our efforts in keeping our street safe for motorists.



How does item relate to Strategic Plan?

The paint striping machine will allow the Public Works department to continue to provide the necessary maintenance to enhance the safety of our roadways

How does item benefit Community for all Ages?

The City of Roeland Park has 3 schools that require children to cross intersecting streets via crosswalks. Routine painting will ensure motorists can identify pedestrian crossings to continue to improve the safety of those who utilize our walkways.

Additional Information

**ATTACHMENTS:**

Description	Type
📎 Grayco Line Lazer Striping Machine	Cover Memo
📎 Graco Line Quote	Cover Memo



# QUOTE



QUOTE #	AAAQ1212
DATE	Dec 4, 2018

## NAC Supply, Inc.

27589 W. Concrete Dr., Ingleside, IL 60041

To  
Johnson County Kansas

Phone 913-715-5000

P.O. Number

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	GRACO LineLazer 3400 Airless Line Striper	\$4,250.00	\$4,250.00
1	Free Shipping	\$0.00	\$0.00
		<b>SUBTOTAL</b>	\$4,250.00
		<b>SALES TAX</b>	\$0.00
		<b>TOTAL</b>	\$4,250.00

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank You For Your Business!**



# PAVING MAINTENANCE SUPPLY

A Division of Crafcro, Inc.

6165 W. Detroit St.  
Chandler, AZ 85226  
(602) 276-0406 (800) 528-8242 FAX: (480) 940-0313

## QUOTE #

## BBBQ24224

Date Quoted 3/2/2018  
EXPIRATION DATE 4/1/2018

**Quote To:** Account Code:

**CITY OF ROELAND PARK**

**Accounts Payable**

4600 W. 51ST STREET  
ROELAND PARK, KS 60205  
US

**Phone:** 913-722-2600

**Fax:**

**Email:**

**Ship To:**

**CITY OF ROELAND PARK**

4600 W. 51ST STREET  
ROELAND PARK, KS 60205  
US

Accounts Payable

913-722-2600

**Project Title:**

**Bid Date:**

**Bid Number:**

**Project Start Date:**

**Ship Before:**

**Quote Effective Dates:** 3/2/2018 TO 4/1/2018

**Terms:** NET 30

**F.O.B.:** PPA- Delivered; freight includ

**Ship Via:** Customer p/up

**Sales Group:**

**Quoted By:** Dave Keener

**Sales Office:** 255- Dave Keener

**Estimated Time to Ship After Receipt of Order:** Quoted at time of order

**Customer:** CITY OF ROELAND PARK

**Project Title:**

**Quote Number** BBBQ24224

**Date** 03-02-18

**SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER**

Part #	Description	Unit	Qty.	Quote Price	Ext. Price
430822	Striper - 130 HS, 2 Gun	EA	1	\$6,198.0000	\$6,198.0000
437506	Striper - 130 HS, 2 Gun	EA	1	\$5,198.0000	\$5,198.0000
	Striper LL5 3400 One Gun				
	LineLazer 3400 Standard				
	Series One gun Mechanical				
	Replaces 430827				
<b>Total</b>					<b>\$11,396.00</b>

### COMMENTS:

Here is the quote you requested.

### ACCEPTANCE

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# PORTLAND COMPRESSOR

*Experience You Can Depend On*

7440 SW Bonita Rd Phone 503-235-0200  
Portland OR 97224-8028 FAX 503-232-9816

Page 1

## SALES QUOTE

CUSTOMER #	QUOTE DATE	EXPIRES	QUOTE #
0688768	12/04/2018	01/04/2019	112192

### SOLD TO

Daniel Vandebos  
2600 Roe Ln  
  
Roeland Park KS 66103

913-722-5435  
dvandebos@roelandpark.org

PURCHASE ORDER NO.

BUYER

### SHIP TO

Daniel Vandebos  
2600 Roe Ln  
  
Roeland Park KS 66103

SHIP VIA

Freight Paid

TRACKING #

TERMS

- Cash Basic -

SALESPERSON

Drew B

ITEM NO.	DESCRIPTION	QTY	BO	LIST PRICE	SELL PRICE	AMOUNT
25M224	Graco LineLazer 3400, One Gun	1.00	1.00	6,500.00	3,889.00	\$ 3,889.00

\*Free shipping & no tax\*

NO SALES TAX; Oregon does not have a sales tax. We do not collect sales tax for any state except Washington.

Returning Merchandise: You must obtain a Return Merchandise Authorization BEFORE returning any merchandise.

Items returned without a valid RMA # will be refused.

Returns are subject to a restocking fee.

CCB#: 213226

Shipped items: are shipped Freight on Board. Shipping Origin

SUBTOTAL \$ 3,889.00

DISCOUNT

FREIGHT 0.00

Tax

ORDER TOTAL \$ 3,889.00





# RAE Products & Chemicals Corporation

11638 South Mayfield Ave., Alsip IL 60803  
 (708) 396-1984 office ~ (708) 396-2332 fax  
 email: sales@raeproducts.net ~ www.raepaint.com

## QUOTE

Quote Number: MK120518-Roelan  
 Quote Date: Dec 4, 2018  
 Page: 1

### Quoted To:

Roeland Park  
 D Vanenbos 913.722.5435  
 Roeland Park, KS 66205

Customer ID	Good Thru	Payment Terms	Sales Rep
PREFERRED01	1/3/19	Prepaid	KEELEM01

Quantity	Item	U/M	Description	Unit Price	Amount
1.00	GRA25M224	EACH	SHIPS FREIGHT PAID AS WRITTEN TO LOCATION IN USA Graco Striper - LineLazer V 3400 Airless Line Striper	4,225.00	4,225.00

	Subtotal	4,225.00
Ship Via	Sales Tax	
Best Way	Freight	
	<b>TOTAL</b>	<b>4,225.00</b>



Certified WBE/DBE Business

Item Number: DISCUSSION ITEMS- II.-5.  
Committee 1/7/2019  
Meeting Date:



## City of Roeland Park

### Action Item Summary

Date: 12/31/2018  
Submitted By: Donnie Scharff, Public Works Director  
Committee/Department: Public Works  
Title: **Public Works Quarterly Report**  
Item Type: Presentation

#### Recommendation:

**Staff to deliver a presentation of public works accomplishments and tasks for January 1, 2018.**

#### Details:

Mayor Kelly requested Public Works provide quarterly reports on time spent on tasks. Director of Public Works is presenting on 2018 time spent to date and the status of work accomplishments. These reports will be generated quarterly moving forward.

How does item relate to Strategic Plan?

N/A

How does item benefit Community for all Ages?

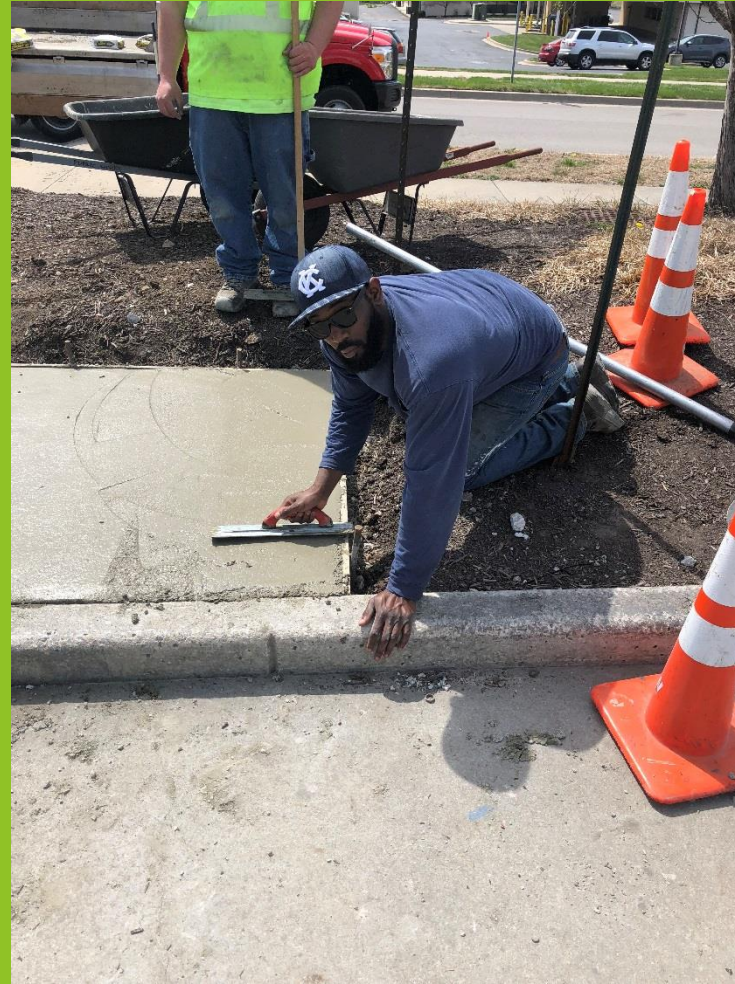
N/A

#### ATTACHMENTS:

Description	Type
Public Works Update	Cover Memo



# Yearly Review of Public Works





# Staff

City Administrator



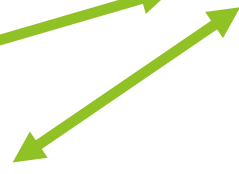
Donnie Scharff,  
Director of Public Works



Daniel Vandebos,  
Interim Superintendent



New Employee



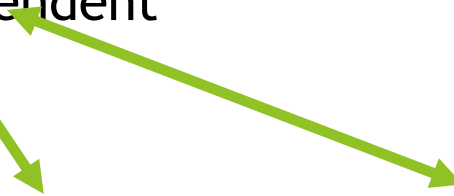
Frankie Reeves



Doug Thorell



New Employee

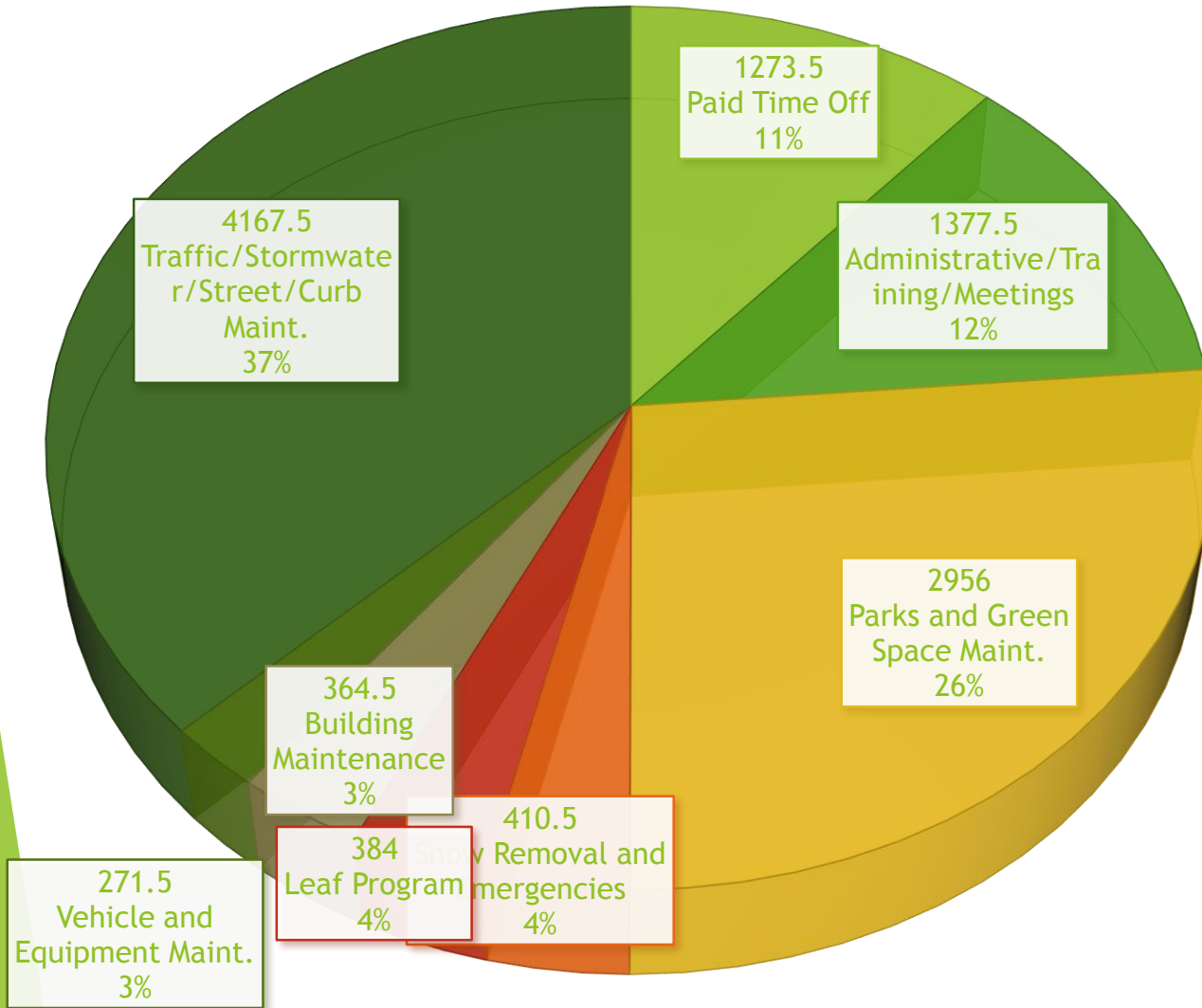


Kyle Keeney

*(Five Equipment Operators)*

# Responsibilities - Operations & Management

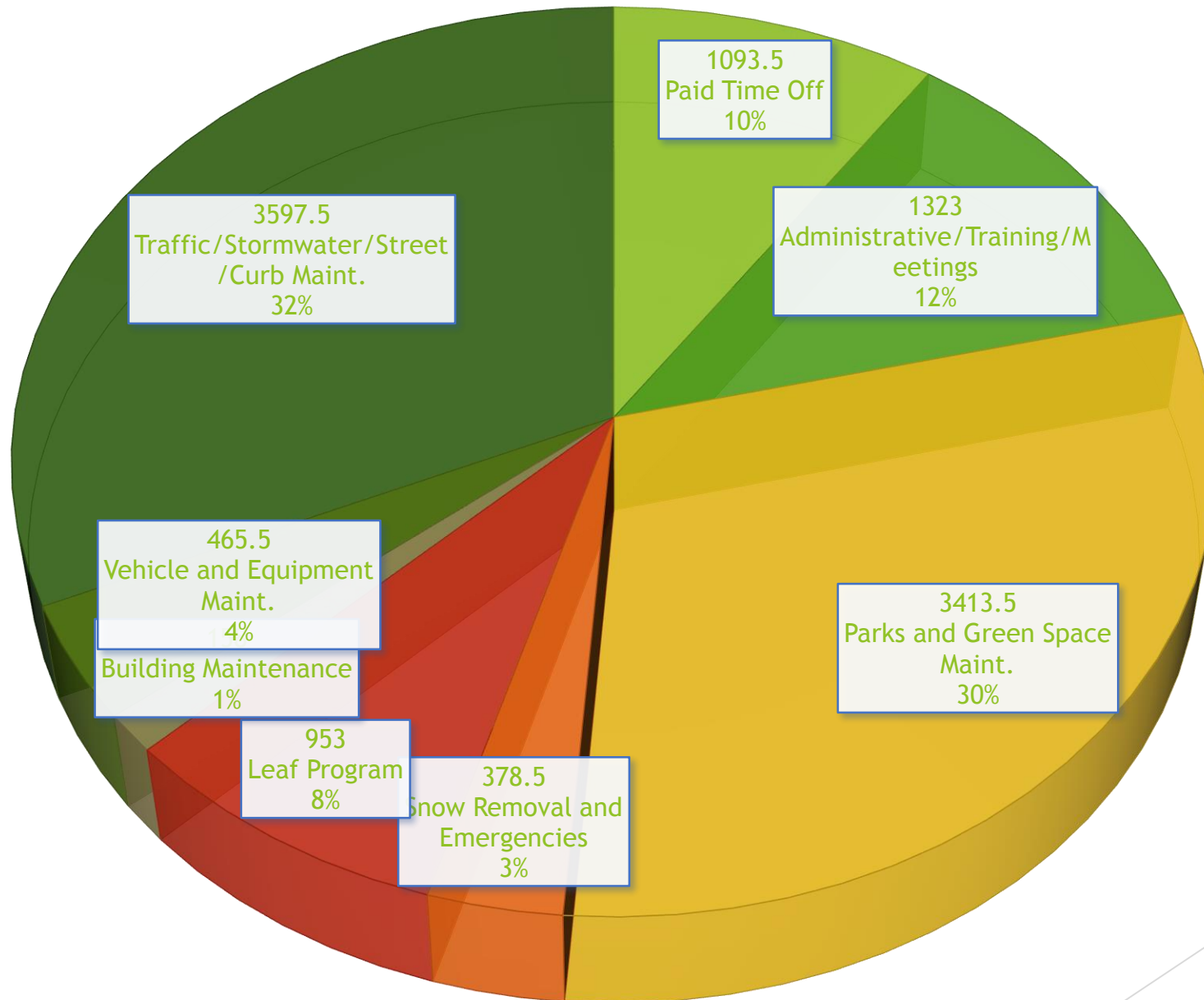
2018 PUBLIC WORKS MAN HOURS BY MAJOR SERVICE CATEGORY  
11,205 MAN HOURS TOTAL



- Staff Hours- Jan 1, 2018 thru Jan 1, 2019
- More prep hours spent on streets for 2019 surface treatments
- Preparing for 2019 street projects

## 2017 PUBLIC WORKS MAN HOURS BY MAJOR SERVICE CATEGORY

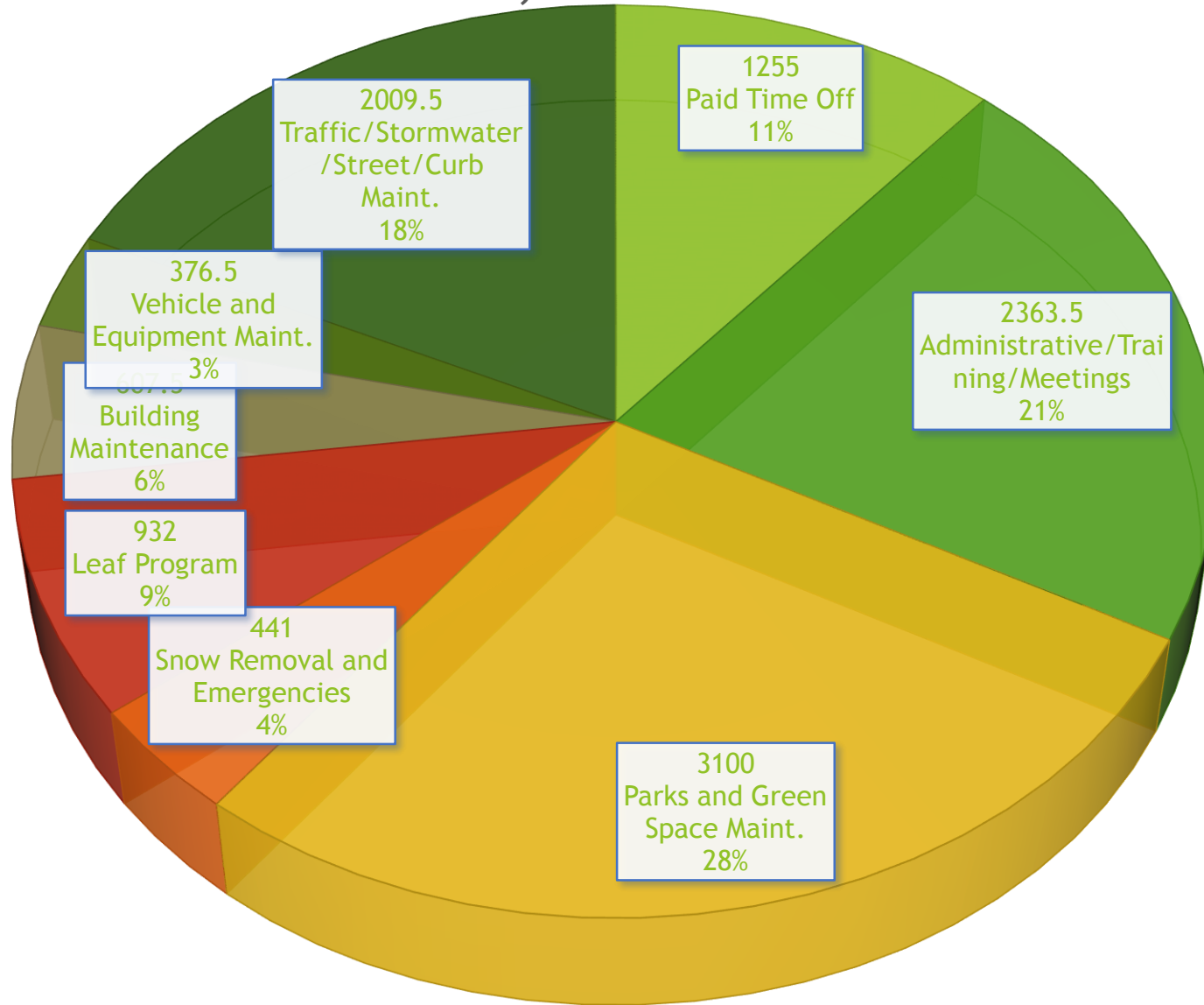
11,382.5 MAN HOURS TOTAL



- Leaf Program hours higher than 2018
- Better balance of streets and park maintenance hours

# 2016 PUBLIC WORKS MAN HOURS BY MAJOR SERVICE CATEGORY

11,085 MAN HOURS TOTAL



- Staff installed new planting
- 2 Islands
- Gazebo Plantings
- Community Center



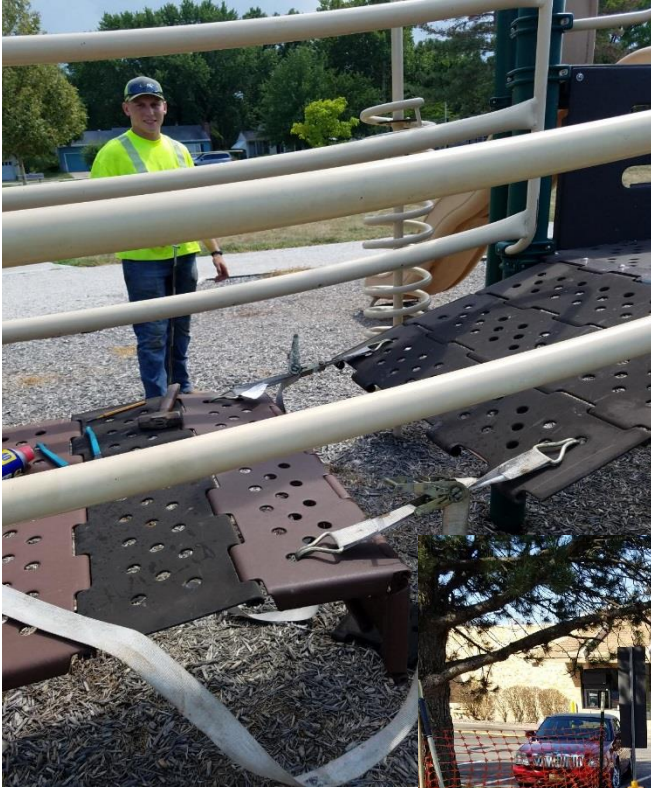
# Parks Maintenance and Improvements

- Moved Art to Carpenter Park
- New Soccer Nets at R Park
- New playground ladder at Granada Park
- 19 High Frequency Park Safety Inspections
- 8 Low Frequency Park Safety Inspections
- New benches and trash receptacle  
Carpenter Park





# Parks Maintenance and Improvements



- New walking Planks at R Park playground
- New benches at Granada Park
- New bench at R Park
- Fix trail at Nall Park

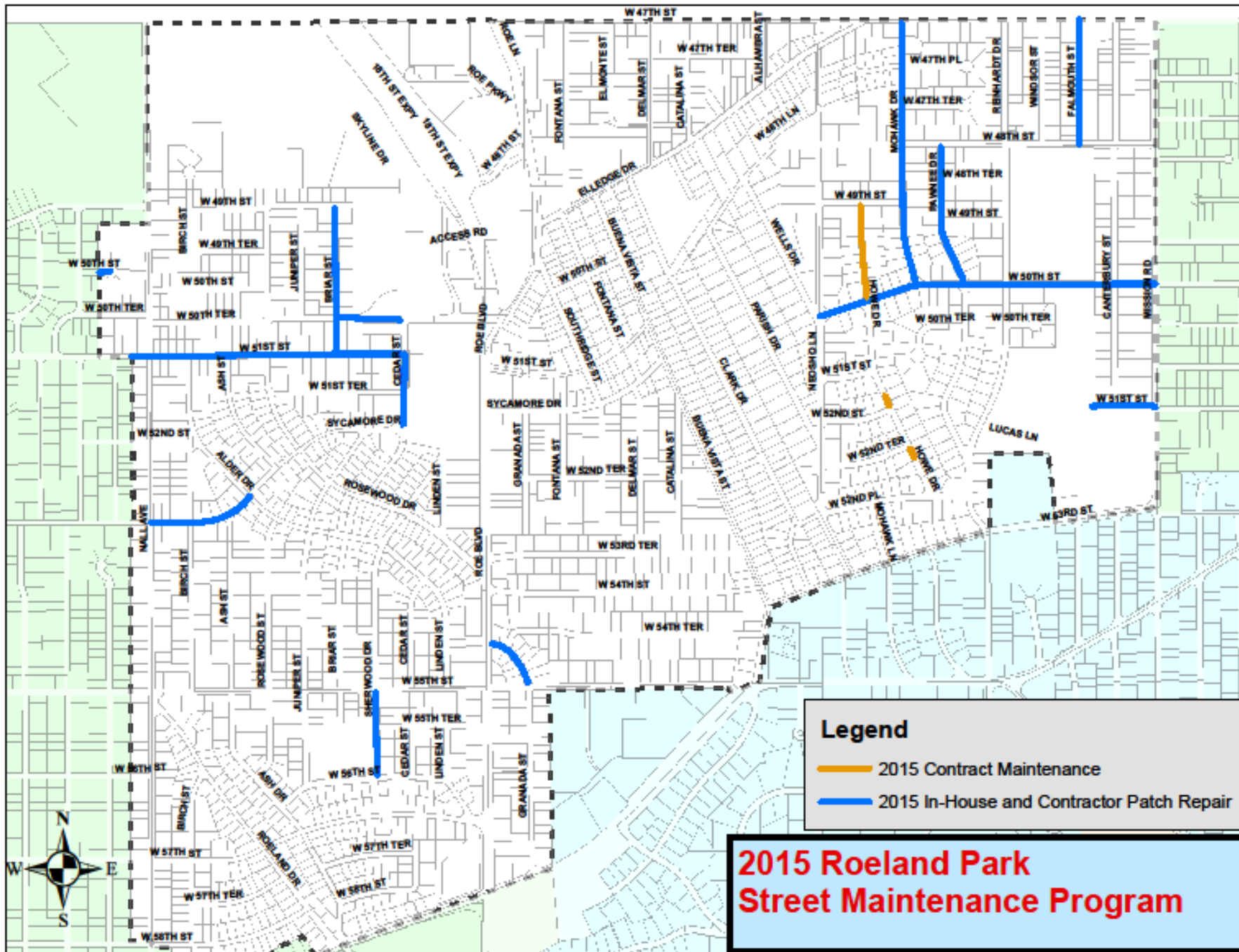


# Parks Maintenance and Improvements

- Planted 4 tree donations
- Manage mowing Contractor  
17 Mowings
- Other weekly/monthly  
general maintenance to parks  
and green spaces



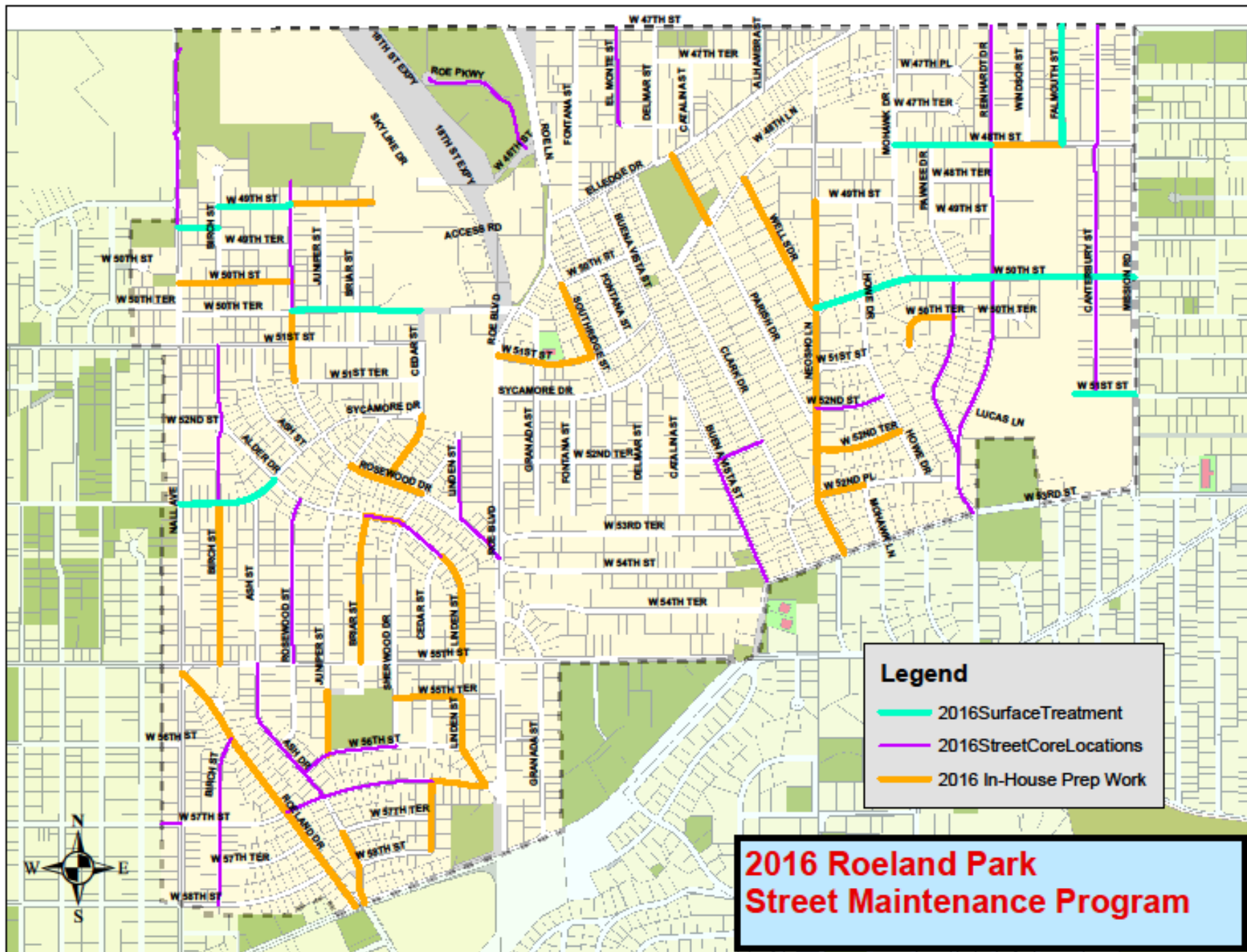




➤ Howe Drive Reconstruction

➤ .14 Miles



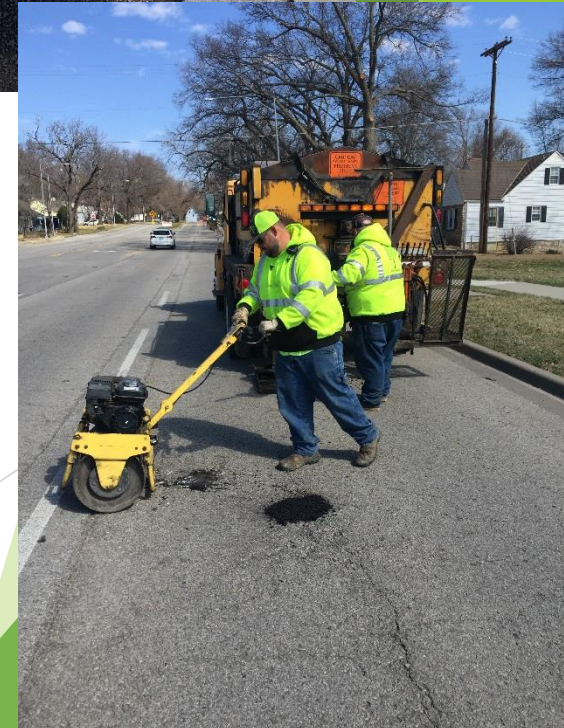
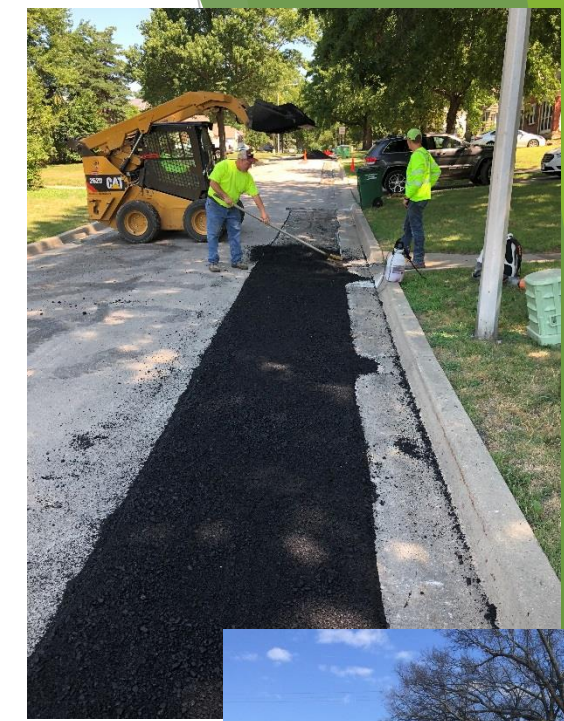
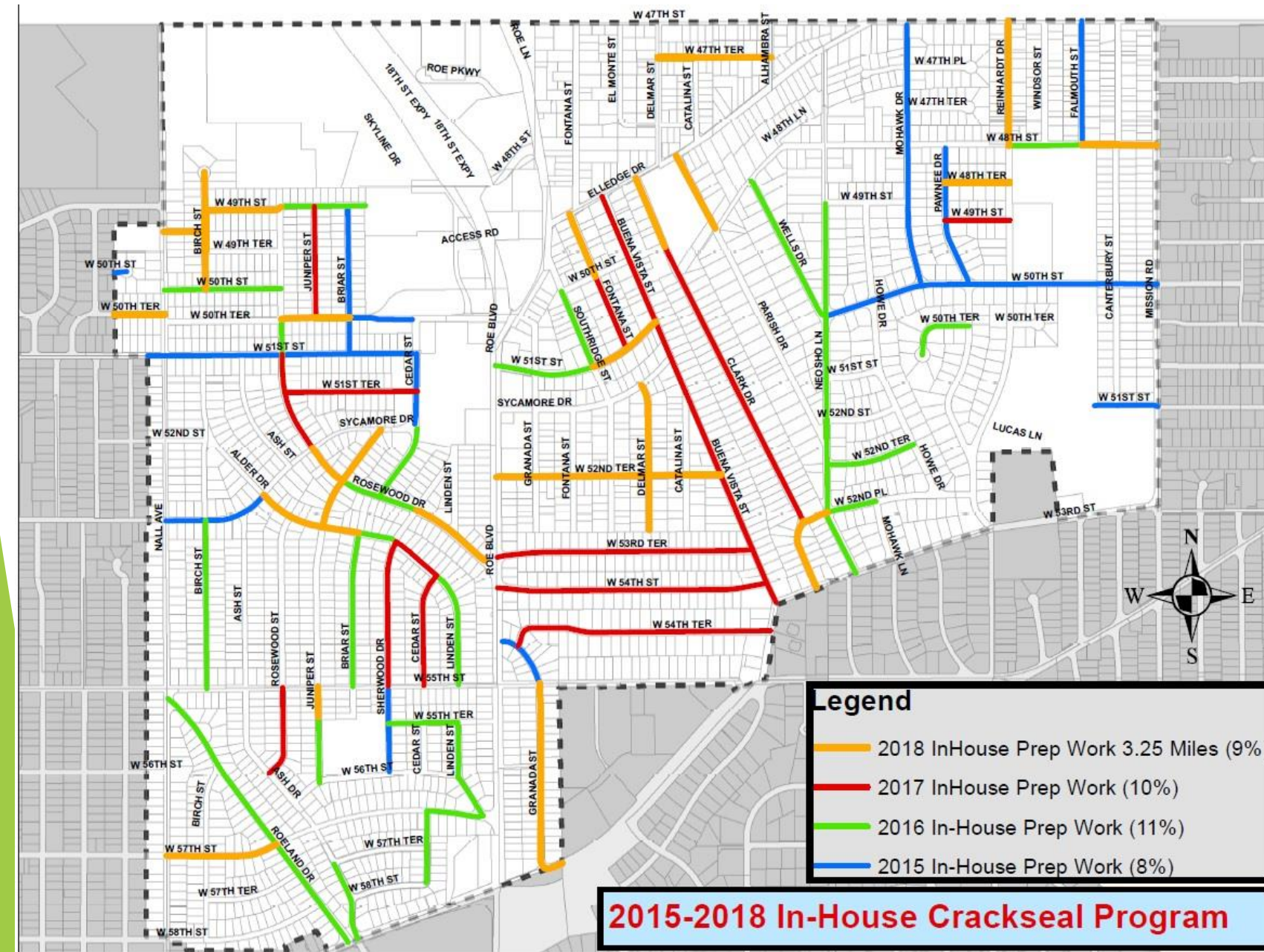


- 2016 Contracted Street Maintenance
- 1 Mile Chipseal





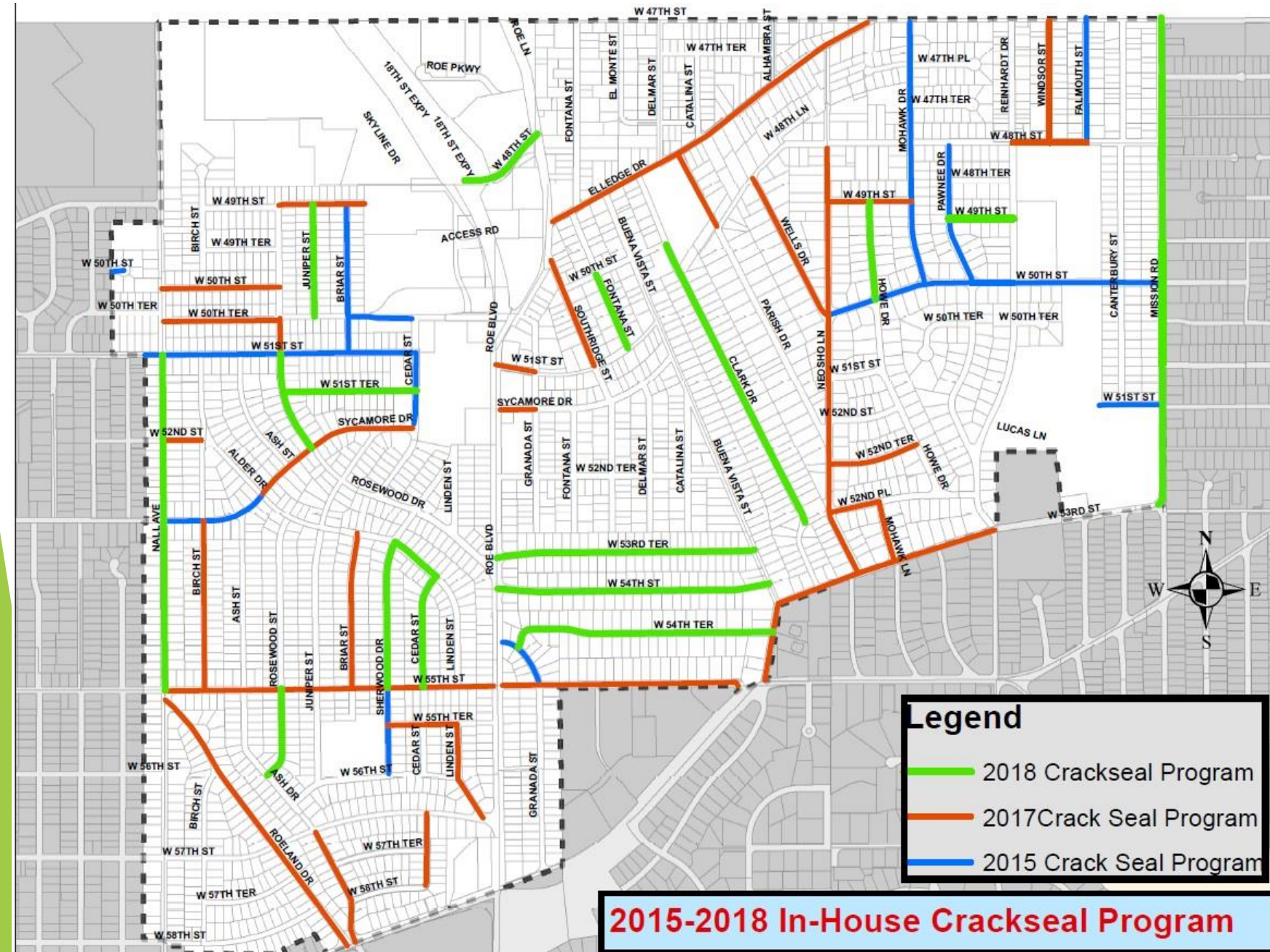
# In-House Street Maintenance



- 2010 thru 2014  
- 0% Complete
- Goal = 4 Miles  
(12%)
- Actual = 3.25  
Miles
- 416 Tons  
asphalt
- Curb Patching
- Pothole Repair



# In-House Street Maintenance



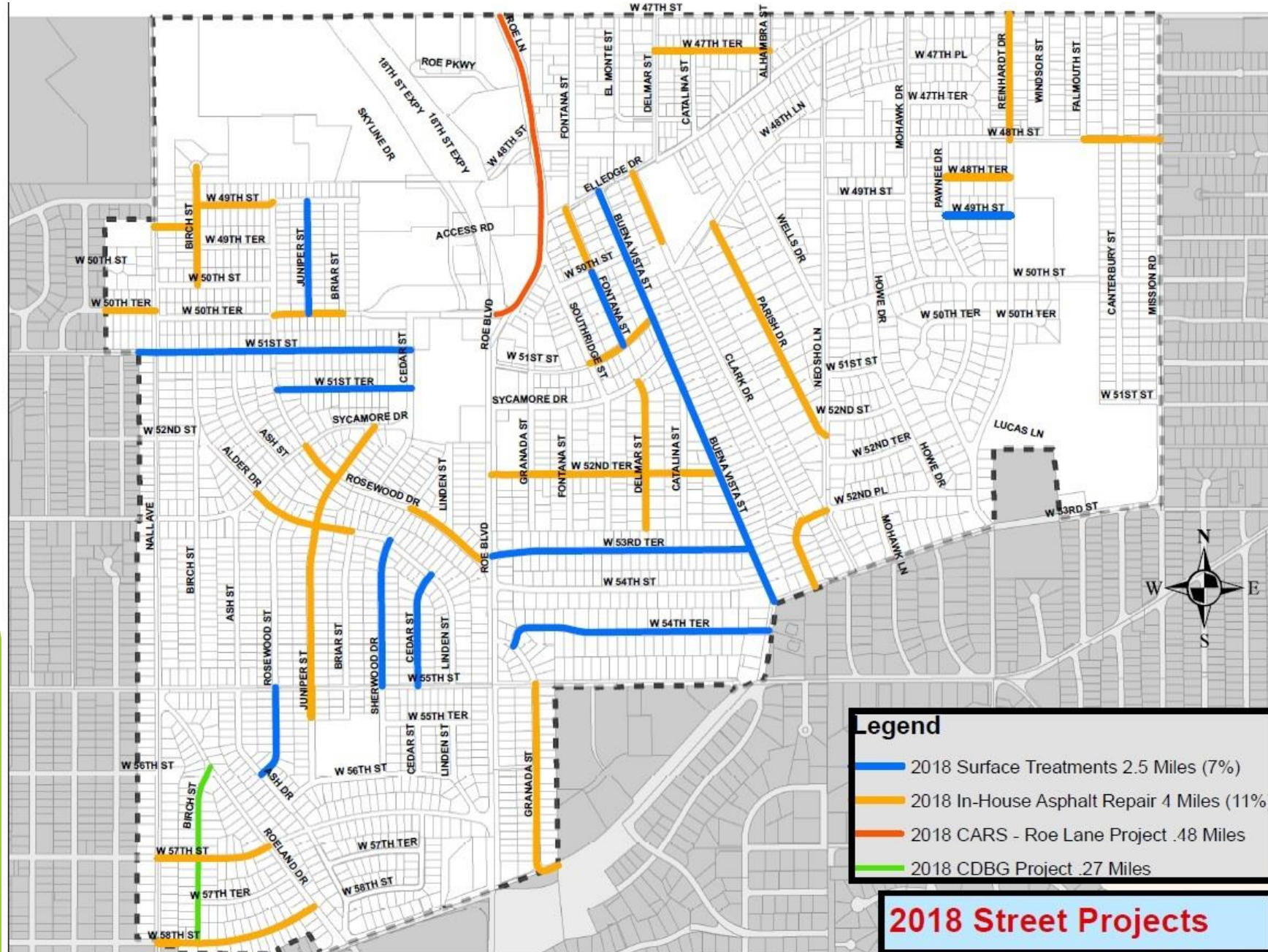
- 2010-2012 - 0% Complete
- 2013-2014 - <2%
- 2015 - 7%
- 2016 - 0%
- 2017 - 17%
- 2018 - 12%
- Preventative Maintenance Method





# Contracted Street Maintenance

- 2018 CARS - Roe Lane Project
- 2018 CDBG - Birch Street & Sidewalk
- 2018 Curb Repair Program
- 2018 Street Maintenance
  - UBAS - Buena Vista, 51st
  - Chipseal





# Contracted Street Maintenance



- 2018 UBAS - Complete
- 2018 Chipseal - Complete
- 2018 Curb Repair - 1,036 L.F. Completed



# CIP Project Management



- 2018 CARS - 90% Complete Still need 2" mill /overlay. Sod greenspace areas
- 2018 CDBG - Complete
- 2019 CARS - Design Beginning late 2018
- 2019 Street Construction - Design underway
- 2020 Roe Blvd - Preliminary Design Complete



# CIP Project Management

- 2018 R Park Tennis Courts - Complete
- 2018 Nall Park Trail - Complete





# Traffic Maintenance

- Roesland Elementary School Crossing
- St. Agnes Elementary School Crossing
- Stop Bars and Crosswalks Maintenance - Complete





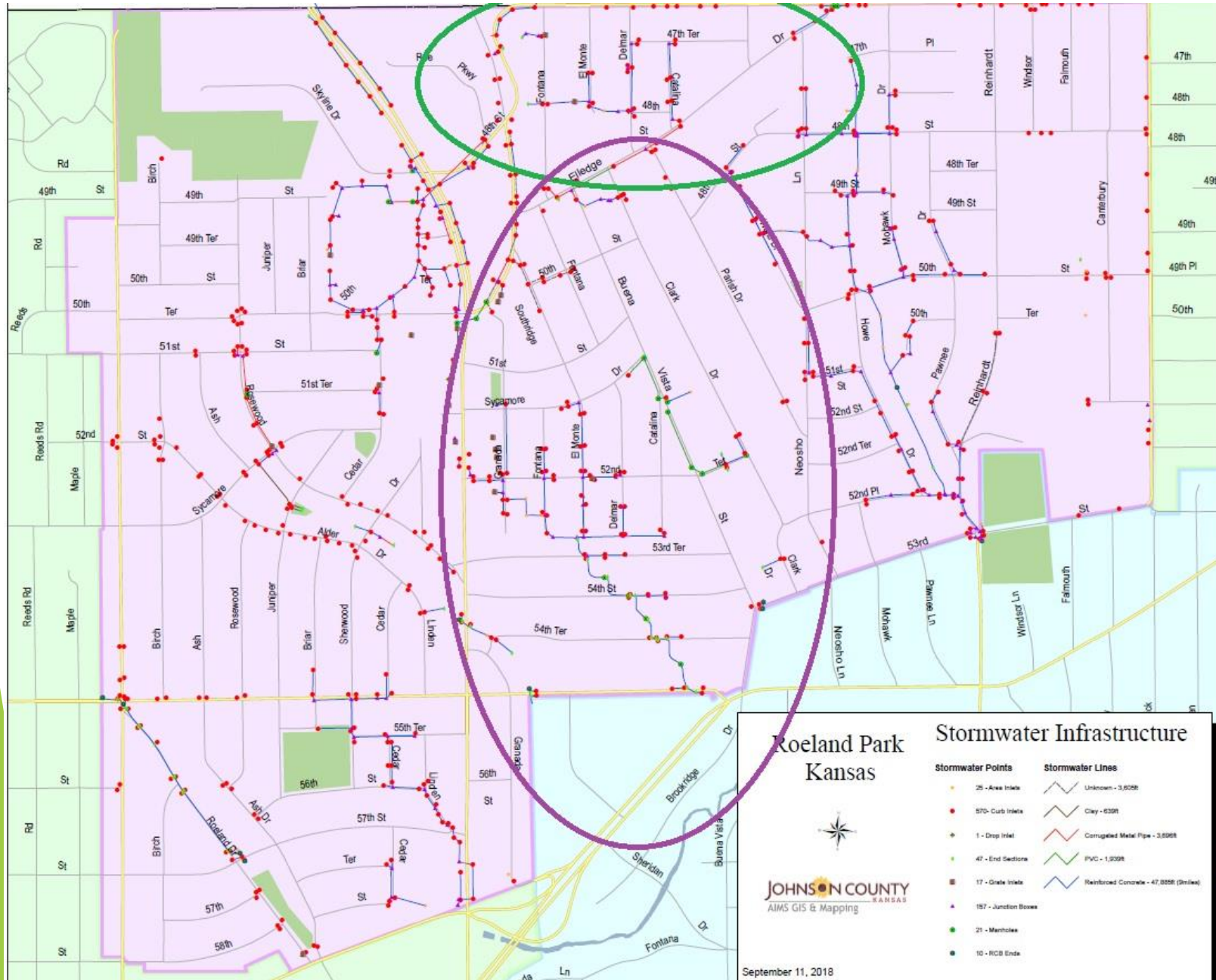
# Street Sweeping- 2018



- Bi-Monthly Street Sweeping Schedule (March, May, July, September.....)
- PW to change to monthly sweeping
- Cubic Yards Totals - 316 Cubic Yard - March thru September
- 2018 Leaf Program - 728 Cubic Yards (November 5<sup>th</sup> thru December 21<sup>st</sup> , 2018)



# Stormwater Pipe Inspections



- First Phase underway - Complete 11/26/2018
- 2017 Council Objective
- Locating stormwater infrastructure and assessing it
- 11 Miles Pipe (There is more to be found)
- 848 Structures (inlet, manholes, etc)
- Budgeted \$20,000 for inspections

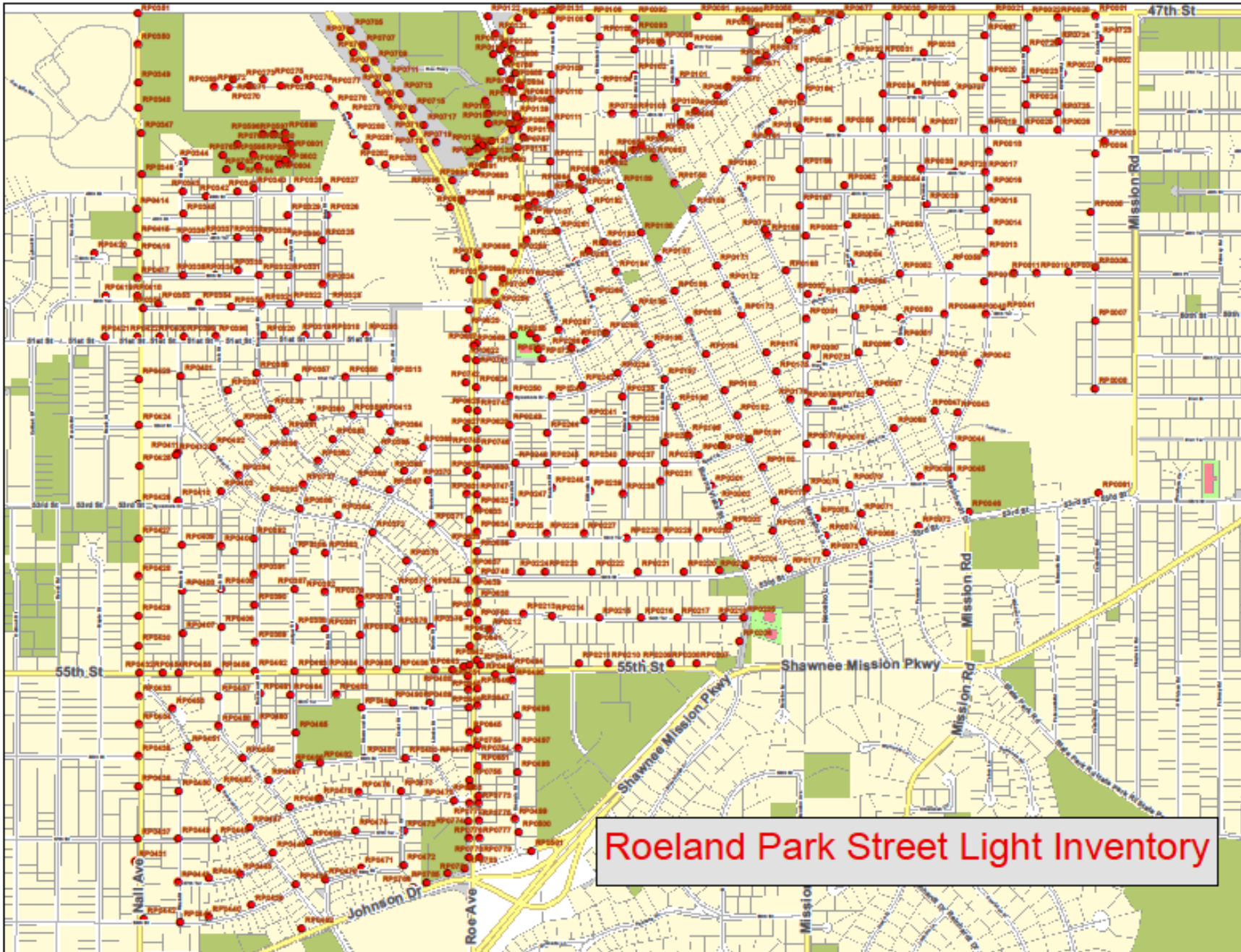
Line Type:	Round Pipe
Material:	Corrugated Metal Pipe
Pipe Shape:	Round
Diameter (if round):	21
Width:	
Height:	
RCB Cells:	
Length:	
Slope:	
Downstream Structure:	346
DS Invert Elevation:	
Upstream Structure:	850
US Invert Elevation:	
Last Inspection Date:	
Condition:	Poor
Owner:	City of Roeland Park
Year Constructed:	
Comment:	Estimate on layout

Edited by HRABE on 9/4/18 at 9:19 AM



# Streetlight Maintenance & Repair

- Black & McDonald is Contractor
- 5 Repairs to knockdowns, cable cuts, and underground feeds
- 12 Repairs for general maintenance





# Streetlight Tree Trimming - Complete

- 2018 Council Objective
- Approx. 77 streetlights had trees trimmed around them





# Leaf Program

- Loads - 135   Cubic Yards - 3,375
- Man Hours - 384
- Marketing Brochure complete, video on the way!
- <https://youtu.be/F0XETehcgRY>
- Schedule - Nov 5<sup>th</sup>, 2018 thru Feb 2<sup>nd</sup> 2019 (12 Weeks)





# Council Objectives & Other Items

- City Way Finding System (Council Objective) - **In Progress**
- R Park and Granada Park Shade Structures (Council Objective) - **Granada Park - Complete**
- Street Maintenance Attachments and Trailer (Council Objective) - **Complete**
- Removal of Public Art (Council Objective) - **Complete**
- R Park Phase Development Plan (Council Objective) - **Draft/Parks Committee Refining**
- Dead Tree Removal Nall Park (Council Objective) - **Complete**
- Emergency Response Benefit - **Complete**
- Find new location for Public Works (Council Objective) - **In Progress**
- Adopt An Island Program - **Approved by Council**
- R Park Arboretum - **19 Trees install by Heartland Tree Alliance**





# Questions



**Item Number:** DISCUSSION ITEMS- II.-6.  
**Committee** 1/7/2019  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

**Date:** 1/3/2019  
**Submitted By:** Kelley Bohon  
**Committee/Department:** Admin.  
**Title:** **Communications Report**  
**Item Type:** Report

**Recommendation:**

**Informational - November and December communications report.**

**Details:**

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> November Communications Report	Cover Memo
<input type="checkbox"/> December Communications Report	Cover Memo



## November Communications Report

### Most Visited Web Pages

1. Fall Leaf Pickup
2. Agendas and Minutes
3. Community Center
4. Licensing and Permitting
5. Public Works
6. Government
7. City Council
8. Municipal Court
9. Police
10. Recycling and Trash

### Website Traffic

Total Pageviews 9,600

Total Website Visits 4,165

### Miscellaneous

- \* Constant Contact 667 Members
- \* Constant Contact highest clicked topic  
Fall Leaf Pickup Program

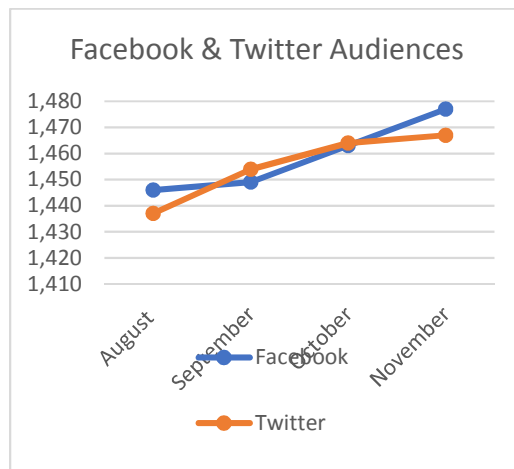
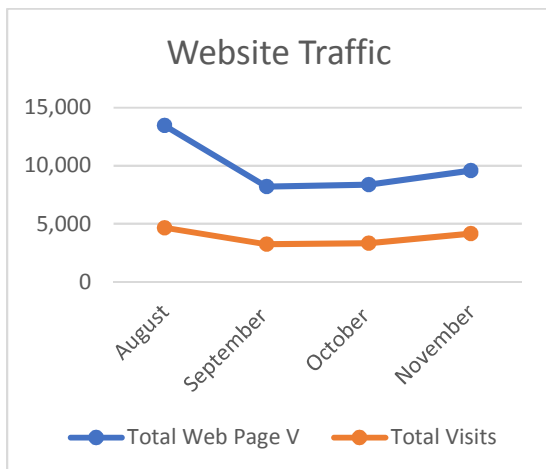
### Events

### Facebook, Twitter and Nextdoor

Facebook Followers 1,477

Twitter Followers 1,464

Nextdoor 2,308







## December Communications Report

### Most Visited Web Pages

1. Fall Leaf Pickup
2. Police
3. Agendas and Minutes
4. Residential Trash Service
5. Community Center
6. City Council
7. Municipal Court
8. Licensing and Permitting
9. Government
10. Recycling and Trash

### Website Traffic

Total Pageviews 8,588

Total Website Visits 3,503

### Miscellaneous

- \* Constant Contact 667 Members
- \* Constant Contact highest clicked topics  
Fall Leaf Pickup Program

### Events

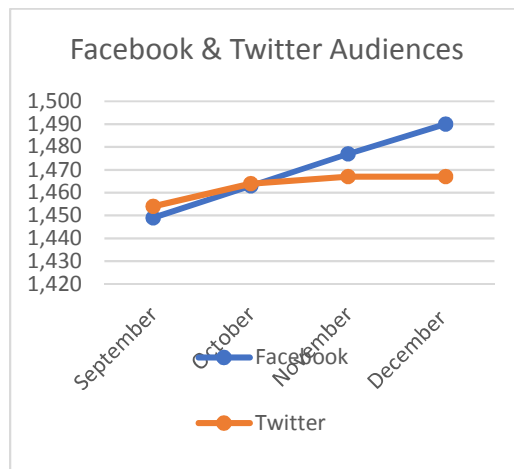
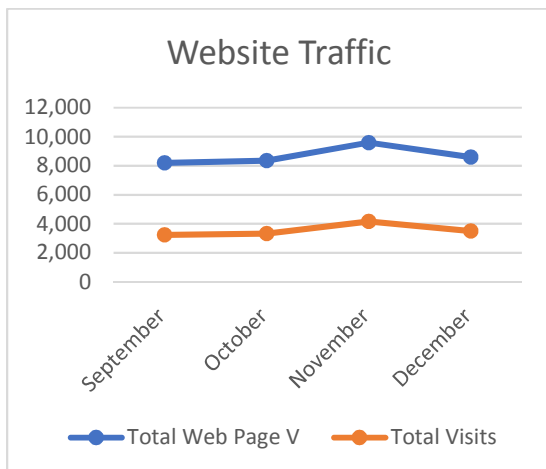
Holiday Tree Lighting December 5

### Facebook, Twitter and Nextdoor

Facebook Followers 1,490

Twitter Followers 1,467

Nextdoor 2,308



**Item Number:** DISCUSSION ITEMS- II.-7.  
**Committee** 1/7/2019  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

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**Date:** 12/28/2018  
**Submitted By:** Keith Moody  
**Committee/Department:**  
**Title:** Strategic Plan Quarterly Progress Report  
**Item Type:**

**Recommendation:**

**Informational only, no action anticipated.**

**Details:**

Attached is a quarterly progress report we have developed for initiatives which advance the Strategic Plan adopted in 2/2015. Staff is continuing to add tasks and supporting information to the document as time permits. We wanted the governing body to see where we stand as of the beginning of 2019. Recall this is Objective G.1 for 2019.

How does item relate to Strategic Plan?

This ensures we continue to keep the directives of the Strategic Plan in front of us and provides for an inventory of efforts and resources dedicated to furthering the Strategic Plan.

How does item benefit Community for all Ages?

The strategic plan includes efforts to advance us toward a Community for all Ages.

**Additional Information**

The Quarterly progress report will be provided at the completion of each quarter along with the quarterly progress report for the 2019 Objectives.

**ATTACHMENTS:**

Description

Type

- ▢ Strategic Plan Progres Report 1-2-19
- ▢ Strategic Plan- Final

Cover Memo

Cover Memo



## Strategic Plan Roeland Park, Kansas

Progress Summary: 1/2/19

Goal and Strategy	Description	Responsible Party	Specific Activities Undertaken to Achieve this Goal	Cost	Date Completed	Status/Progress/Update
<b>Goal 1: Create a long-term financial plan to diversify revenue supporting Economic growth.</b>						
1 A	Collaborate with peer cities with similar developmental issues and define potential options. (Phase 1)	City Administrator & Asst. City Administrator				
1 B	Prioritize grant funding opportunities to improve the community and diversify finances. (Phase 1)	City Administrator & Asst. City Administrator	<p>1. In 2016, STP Funding identified, applied for and secured \$4.6 million to support street/storm/signal/lighting/walkways/landscaping improvements along the entire length of Roe Boulevard.</p> <p>2. In 2017, USTA Grant identified, applied for and secured for \$32,000 to support reconstruction of the R Park Tennis Courts.</p> <p>3. In 2017, CDBG Grant identified, applied for and secured \$100,000 to support street/sidewalk improvements to Birch Street.</p> <p>4. In 2017, CARS Funding established a street improvement plan which optimizes the CARS resources available to the City each year and incorporated these resources into the Capital Improvements Plan.</p> <p>5. In 2017, SMAC Funding established a storm system improvement plan which optimizes the use of SMAC resources by coordinating street improvements and storm sewer improvements into the Capital Improvements Plan.</p> <p>6. In 2017, KDHE Arboretum Grant identified, applied for and secured \$25,000 for 20 trees to be planted to establish an arboretum in R Park.</p> <p>7. In 2018, CDBG Grant applied for and secured \$135,000 to support street improvements to Elmonte Street.</p> <p>8. In 2018, Planning Sustainable Places grant identified, applied for and secured for \$80,000 to support a planning/visioning effort for the intersection of 48th and Roe as well as the Johnson Drive corridor.</p> <p>9. In 2019 SMAC funding will also be used to aid in funding inventory and videotaping of the City's in ground storm water collection system.</p>	<p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p> <p>\$ -</p>	<p>12/31/16</p> <p>12/31/17</p> <p>12/31/17</p> <p>8/31/17</p> <p>8/31/17</p> <p>12/31/17</p> <p>10/31/18</p> <p>9/30/18</p> <p>8/31/18</p>	<p>Roe 2020 project has completed preliminary design is on schedule for bidding in the winter of 2019.</p> <p>Tennis courts completed to include pickle ball as well as youth tennis lines in 2018.</p> <p>Birch street/sidewalk completed 12/20/18.</p> <p>2019 and 2020 street projects supported with CARS funding are in design as of 12/31/18.</p> <p>Ongoing</p> <p>Trees installed at R Park in the spring of 2018.</p> <p>El Monte Street is in design on schedule for summer 2019 construction.</p> <p>Consultants are being interviewed, project to commence first quarter 2019.</p> <p>Contractor will begin 2nd phase of storm sewer inventory/videotaping in Jan. 2019.</p>
1 C	Evaluate the historical, present and future financial commitments of Roeland Park and create a written analysis. (Phase 1)	City Administrator & Asst. City Administrator	1. In 2016, Columbia Capital completed an analysis of the debt obligations of the City which is now incorporated into the monthly financial summary provided by the Finance Director.	\$ 1,912		Complete

Strategic Plan  
Roeland Park, Kansas

Progress Summary: 1/2/19

Goal and Strategy	Description	Responsible Party	Specific Activities Undertaken to Achieve this Goal	Cost	Date Completed	Status/Progress/Update
			2. In conjunction with development of the 2018 Capital Improvements Plan, the City acquired the Plan It asset management software. This system allows the City to plan for perpetual investment in each capital item under our responsibility. The system reflects the funding source, the timing of when resources are available and when resources will be spent. It employees a two part scoring system to prioritize projects. It has the capacity to attach all supporting documents associated with an asset including pictures, studies, plans and legislative records. This tool in concert with the three year budget forecast model employed by the City provides information necessary in determining the present and future	\$?	8/31/17	On going, updated annually with budget process.
1 D	Dedicate resources to create a financial plan with the purpose to diversify the revenue base. (Phase 1 and Phase 2)	City Administrator & Asst. City Administrator	1. In 2016, the Development Committee created development plans for The Rocks and Northeast RJ (the two undeveloped sites owned by the City. These uses will diversify the revenues which support city services.  2. In 2017, the City approved plans for St. Luke's Hospital and Commerce Bank to develop new sites. Development of this property diversifies land us and contributes to diversity of revenues in support of city services.	? CBC fees  \$ -	12/31/16  6/30/18	Development Committee continues to market the two properties. Staff continues to bring the sites closer to shovel readv. The two sites contribute to an attractive gateway and synergy of development at this intersection.
1 E	Establish an Economic Development Committee to work with the City Council, residents and business community for implementation of the finance plan. (Phase 1 and Phase 2)	City Administrator & Asst. City Administrator	1. In 2015 The Development Committee was established. They have created development plans for The Rocks and Northeast RJ reflecting diverse uses to further the financial plan.	N/A	Ongoing	Refer to Goal 1D above.
Goal 2: Create a commercial development plan to revitalize underutilized						
2 A	Identify and prioritize potential commercial development sites in order to attract and retain developers and retail constituents supporting sustainable goals. (Phase 1)	City Administrator & Asst. City Administrator	1. The Rocks and Northeast RJ development plans support this goal. 2. The City also continues to support and attend the 47th and Mission Overlay Committee meetings along with representatives from the UG, Westwood, and area business leaders to discuss development in the district including the plans for development at the southwest corner of 47th and Mission 3. In 2017, City learned more about the Walmart site lease terms and identified the TIF1 resources that will accumulate through the end of the TIF (2023). 4. In 2018, the City identified the TIF3 resources that will accumulate through the end of the TIF (2025) and has incorporated these incentives into marketing of The Rocks.	\$ -  \$ -	12/31/18  12/31/18	Ongoing Ongoing TIF development amended to expand options for use of excess TIF resources in 2018. Ongoing

## Strategic Plan Roeland Park, Kansas

Progress Summary: 1/2/19

Goal and Strategy	Description	Responsible Party	Specific Activities Undertaken to Achieve this Goal	Cost	Date Completed	Status/Progress/Update
2 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. (Phase 2)	City Administrator & Asst. City Administrator	5. In 2019, the City took the lead to clear up land use uncertainty for properties along Johnson Drive.	\$ 10,000	8/31/18	Covenant amendments filed, first redevelopment within the corridor is underway in 2018.
			6. In 2019, a citizen lead planning/visioning process will occur for the area at 48th and Roe as well as along Johnson Drive. This effort will produce redevelopment concepts for land along these corridors.	\$ 100,000		Planning initiative to begin the first quarter of 2019.
			1. The Sustainability Committee has been working through the MARC Community for All Ages recognition program.	\$ -		The City received Silver designation in ?. The sustainability Committee will apply for Gold certification in 2019.
			2. The mix of uses reflected in The Rocks and Northeast RJ site plans further this goal.	\$ -		Ongoing
2 C	Establish an Economic Development Committee (as mentioned in Goal 1) to reignite dialogue between developers, planning committee, citizens, and others by increasing transparency at each level. (Phase 2)	City Administrator & Asst. City Administrator	3. The Planning Sustainable Places planning/visioning project (see Goal 2A above) also furthers this goal.			Consultant selected.
			4. In 2018, the City adopted a Master Sidewalk/Bikeway Plan which serves as a guide for extending sidewalks and biking routes, this furthers this goal.	\$ 3,000	6/30/18	The plan aids in identifying sidewalk extensions as well as bike route additions in coordination with street projects.
			1. The Development Committee was established in 2015 as addressed in Item 1E.			Ongoing
			2. In 2019, Planning Commission and Development Committee members will serve with citizens and commercial property owners on the PSP Project Committee, leading an intense community engagement process, looking at the 48th and Roe intersection and Johnson Drive corridor.			Consultant selected.
3. In 2019, a Business Satisfaction Survey will be administered for the first time.						
Goal 3: Market Roeland Park to increase awareness and promote a positive image.						
3 A	Create a new branding endeavor of Roeland Park as premier city of choice. (Phase 1)	City Clerk	1. In 2017, the City completed a branding plan and logo. Implementation of the branding plan began in 2018.	\$ 14,740		Logo has been implemented. Branding plan implementation is ongoing.
			2. In 2019 a marketing firm will assist in enhancing pubic communications as well as implementing the branding initiative.	\$ 15,000		Firm to serve as PIO has been selected, they will begin attending staff meetings in Jan. 2019.



Strategic Plan  
Roeland Park, Kansas

Progress Summary: 1/2/19

Goal and Strategy	Description	Responsible Party	Specific Activities Undertaken to Achieve this Goal	Cost	Date Completed	Status/Progress/Update
			3. The City hired CivicPlus to create a new website that included the new logo and help rebrand the City. Website was completed in 2018.	\$ 15,000		Complete
3 B	Ensure continuous outreach to effectively engage citizens, businesses, public and nonprofit sector. (Phase 1)	City Clerk/Police Chief	1. In 2017, more outreach through social outlets began. 2. In 2017, a six month public engagement process was completed for the Roe 2020 visioning. 3. In 2018, a monthly Communications Report was created to track the effectiveness of efforts to engage the public. 4. In 2018, the number of newsletters was increased to 6 to 8. This will go back to 6 in 2019. 5. In 2018, the city website was revised. 6. In 2018, the City engaged residents of The Roe Manor Heights subdivision to eliminate discriminatory language from their covenants and uncloud land use issues for lots fronting on Johnson Drive. 7. In 2019, an intensive public engagement process will occur in concert with the Planning Sustainable Places project. 8. In 2019, an intensive public engagement process will occur in concert with the Comprehensive Plan update. 9. In 2019, a marketing firm will be engaged to enhance public engagement as well as further the branding initiative.			Complete Ongoing Complete Ongoing Ongoing Complete 8/31/18 This created a process that can be followed with other subdivisions to eliminate discriminatory language.
3 C	Establish Roeland Park as the premier community for location and service. (Phase 1)	City Clerk/Police Chief	1. In 2016, the City completed a single family Cost of Living Comparison to benchmark with the other KC metro communities. 2. In 2016, the City completed a third citizen satisfaction survey to benchmark performance against neighboring communities and identify what service areas have the greatest return on resources invested. 3. In 2019 a Citizen Satisfaction Survey will be completed, this will continue to identify areas where we can improved compared to neighboring communities, but also identify trends from efforts implemented since the 2016 survey.	\$ 15,000	10/30/16	The two benchmark documents have aided in setting annual Objectives (priorities) as part of the budget development process. Making resource allocation strategic. Survey is being put into a final form with distribution planned late January 2019.
Goal 4: Connect citizens to the community through events, places, services						
4 A	Increase effective communication as an essential element in the quest to increase community involvement. (Phase 1)	All Directors/City Administrator	1. The Events Committee coordinates events throughout the year to bring residents out to meet and enjoy Roeland Park amenities. In 2018 they hosted the Fall Family Picnic at R Park and the Spring Fling at Nall Park. The Governing Body and Staff continue to recruit to build participation in the Events Committee. 2. In 2017, more outreach through social outlets began. 3. In 2017, a six month public engagement process was completed for the Roe 2020 visioning.			Ongoing  Ongoing Complete

Strategic Plan  
Roeland Park, Kansas

Progress Summary: 1/2/19

Goal and Strategy	Description	Responsible Party	Specific Activities Undertaken to Achieve this Goal	Cost	Date Completed	Status/Progress/Update	
			4. In 2018, a monthly Communications Report was created to track the effectiveness of efforts to engage the public.	\$ 100,000		Ongoing	
			5. In 2018, the number of newsletters was increased to 6 to 8. Will go back to 6 in 2019.			Ongoing	
			6. In 2018, the city website was revised.			Complete	
			7. In 2018, the City engaged residents of The Roe Manor Heights subdivision to eliminate discriminatory language from their covenants and uncloud land use issues for lots fronting on Johnson Drive.			Complete	
			8. In 2019, an intensive public engagement process will occur in concert with the Planning Sustainable Places project.			Consultant selected, planning process to be complete by 6/30/19.	
			9. In 2019, an intensive public engagement process will occur in concert with the Comprehensive Plan update.				
			10. In 2019, a marketing firm will be engaged to enhance public engagement as well as further the branding initiative.			Started 1/1/19.	
4 B	Increase civic activities to connect residents to the community. (Phase 2)	All Directors/City Administrator	1. The Events Committee coordinates events throughout the year to bring residents out to meet and enjoy Roeland Park amenities. In 2018 they hosted the Fall Family Picnic at R Park and the Spring Fling at Nall Park. The Governing Body and Staff continue to recruit to build participation in the Events Committee.			Ongoing	
4 C	Promote community service opportunities to encourage resident involvement and connection to Roeland Park. (Phase 2)	All Directors/City Administrator	1. In 2014, the Citizen's Fundraising for R Park secured a grant for granular trails in R Park.			Complete Complete	
			2. In 2017, the Parks Committee in collaboration with the Urban Trail group completed the design and construction of a multi-user trail in Nall Park.				
			3. In 2018, Citizen's Fundraising for R Park, Parks Committee and Arts Committee lead fundraising for a new signature art piece at R Park.	\$ 80,000		All funds have been raised and sculpture will be installed in May 2019. Renderings of structure are complete, funds continue to be raised. Preliminary phased plan under review.	
			4. In 2017, Citizen's Fundraising for R Park led fundraising for a new pavilion at R Park.				
			5. In 2018, the Parks Committee began working on developing a phased development for R Park.	\$ 10,000			
			6. In 2019, the Youth Advisory Committee was reestablished and will be employed to coordinate and complete property maintenance projects (Neighbors Helping Neighbors) for owners who are not able to complete the work themselves.				

Goal 5: Promote recreational opportunities through enhanced green space, facilities and communication.

Strategic Plan  
Roeland Park, Kansas

Progress Summary: 1/2/19

Goal and Strategy	Description	Responsible Party	Specific Activities Undertaken to Achieve this Goal	Cost	Date Completed	Status/Progress/Update
5 A	Develop existing facilities and green space to maximize usage and service to the public. (Phase 2)	Public Works Director	1. In 2014 granular trails added to R Park. 2. In 2015, Community Center exterior painted and new roof installed. 3. 2016, new water fountain, benches, receptacles and picnic tables added at R Park. 4. In 2016 restrooms and shelter renovated at Nall Park, new water fountain installed and playground equipment repainted. 5. In 2016, plans to relocate public works in order to see that property developed to higher and better use put into place. 6. City Hall ADA compliance modifications began in 2017 and will continue through 2020. 7. In 2017, multi-purpose trail added to Nall Park. 8. In 2018, tennis courts reconstructed at R Park. 9. In 2018, arboretum installed at R Park. 10. In 2018, new shade sail structure added at Granada Park and two shade structures added at R Park. 11. In 2018, completed Pool Analysis establishing direction for summer only pool operations. Improvements to pool will be planned during 2019. 12. In 2018, new roofs were installed on the pump house and pool house structures, replaced main drain valve, replaced corroded fittings in pump house, lighting replaced, diving boards restored, chemical treatment system replaced, vortex/kiddie pool and slide pool repainted, and concrete deck repairs completed. In 2019 the following items will be completed at the pool: caulking of deck, refurbishing of bulkhead, repair leaks in spray feature plumbing			Complete Complete Complete  Complete  Ongoing  Ongoing  Complete Complete Complete Under construction.  Ongoing  Ongoing
5 B	Enhance promotion of community events, facilities and programs to increase awareness and recreation participation. (Phase 1)	City Clerk	1. Every issue of the Roeland Parker includes upcoming events and dedicates a page to the recreational activities at the Community Center. In addition, staff send media blasts through constant contact emails and social media of all City events. 2. In partnership with JCPRD, tennis lessons were offered at the new tennis courts in 2018.	\$ -		Ongoing.  Ongoing each year.
5 C	Identify and leverage additional financial, human and creative resources to expand recreational opportunities. (Phase 2)	City Clerk/Public Works Director	1. The Citizen's Fundraising Initiative for R Park group has been active since 2014. The group has raised funds in support of a granular trail, benches, receptacles, a pavilion, water fountain, an arboretum, shade structures, artwork and picnic tables at R Park, raising a total of \$? through 2018. 2. In concert with Urban Trail and the Boulevard Apartments the City developed a multipurpose trail in Nall Park. 3. In 2017, the City secured \$32,000 in funding to leverage against local resources in the reconstruction of the tennis courts at R Park. The courts now contain lines for youth play as well as lines for Pickle Ball play.	?  \$ 12,000 \$ 174,000		Ongoing  12/1/17 Complete 6/30/18 Complete



# ROELAND PARK

## STRATEGIC PLAN

***Neighbor-to-Neighbor Plan***  
**2015**

*Vibrant, dynamic and friendly -- a community that values a neighbor-to-neighbor lifestyle for a prosperous future.*

***Developed by***  
**Wichita State University Hugo Wall School of Public Affairs**  
**Center for Urban Studies**



## **Acknowledgements**

The Hugo Wall School of Public Affairs at Wichita State University would like to thank the City of Roeland Park Mayor and City Council and the dedicated staff who have supported the strategic planning process and recognizes their commitment to service to the citizens of Roeland Park. In addition, the Hugo Wall School would like to thank the Steering Committee and “Neighbor-to-Neighbor,” who made the completion of this plan possible through persistence and devotion to the planning process, their fellow citizens and the community of Roeland Park.

### **Citizen Volunteers**

Tom Madigan - Chair  
JP Hildebrand - Co-Chair  
Harold A. Staley  
Sara Goodburn  
Janna Willhaus  
Mike Hickey  
Kathleen Whitworth  
Mary Vrla-Mohr  
Greg Smith  
Dave Macaulay

### **Staff**

Aaron Otto, City Administrator  
Deborah Mootz, Former City Clerk  
Jennifer Jones-Lacy, Assistant City Administrator/Finance Director  
Kelley Bohon, City Clerk



WICHITA STATE  
UNIVERSITY

*Hugo Wall School  
of Public Affairs*

*Center for Urban Studies*

## **Plan Development**

### **Background**

In the fall of 2013, the City of Roeland Park, led by a small group of dedicated community members, determined the need for a community strategic plan that reflected the values, vision and priorities of the citizens of the community. The plan was to be a “grassroots approach” that would be influenced by the voices of the citizens and an opportunity to engage the community on critical issues impacting Roeland Park today and into the future. A strategic plan creates a vision for a community, but also identifies priorities to create that vision. More importantly, a plan serves as a communication tool to engage citizens and build relationships to work together to create the preferred future for a community.

In the spring of 2014, the City of Roeland Park contracted with the Center of Urban Studies, at the Hugo Wall School (HWS) of Public Affairs at Wichita State University to assist in the facilitation of the plan development. The Roeland Park strategic planning process started in full force in late March with the initial phase of community input on the current environment, critical issues and preferred future of Roeland Park. The HWS interviewed critical stakeholder groups as identified by the Strategic Plan Steering Committee, “Neighbor to Neighbor,” and sought input from the Steering Committee.

The stakeholder interviews continued in April, along with a community open house and an online survey in May. Approximately 250-300 community members participated in the community input phase of the project.

In late May, the steering committee met again to review the community input and to prioritize the information. More than 75 pages of notes and statements were recorded in the community input phase. The HWS categorized the information to provide a summary of the community feedback. The steering committee used the information from the community to identify the following five strategic issues that were identified as “transformative” and “critical” for the prosperity of the community.





Through the summer and early fall, the Steering Committee met with content experts, city staff and other resources in the community to learn more about the identified strategic goals. In the fall of 2014, the Committee developed and prioritized strategies and actions to address the goals identified for the plan.

In November 2015, the Steering Committee hosted a community open house to share the goals and strategies of the draft plan. In January 2015, additional community feedback was sought through another online survey that collected responses from 200 interested community members. The Steering Committee reviewed all the community feedback, made adjustments to the plan, and finalized in February 2015.

### **About the Plan**

The plan is divided into five main goals. Each goal has a lead staff person or persons assigned to be accountable for the goal and strategy implementation. Each strategy has been identified to be completed in Phase 1 (1-3 years) or Phase 2 (3-5 years).

At the end of the plan there are two documents: 1) Implementation Plan, which provides a quick view of the strategies, responsible staff lead and proposed implementation schedule; and 2) Influencing Factors Report, which was created by the staff of Roeland Park to identify trends impacting the community currently and into the future.

Finally, Roeland Park Strategic Plan truly was a grassroots effort led by citizens of the community. Therefore, it is recommended that an ongoing citizen advisory committee be created to support the work of the Roeland Park City Council in the implementation of the plan and to continue to improve communication, transparency and trust with the community. The commitment and support created in developing the plan will serve as a foundation for continued community engagement in the future. The Advisory Board would meet quarterly with the City Council to discuss implementation and progress. Last, it is recommended the plan be updated annually to reflect changes and communication with the community.



## **Goal 1: Create a long-term financial plan to diversify revenue supporting Economic growth.**

*Staff leads: City Administrator and Assistant City Administrator/Finance Director*

In an effort to prepare for the planned loss of a primary business in Roeland Park in 2015-16, the City began a multiyear budget cycle beginning in FY 2014. The preparation has helped to identify financial trends and illustrates anticipated fund balances over a three-year period. The multiyear budget change will help the City prepare to implement the strategies outlined in Goal 1 of the strategic plan.

In addition, the City has already implemented or initiated tools to assist the City with economic development and long-term financial stability including:

- Participating in the LocationOne Information Systems tool that identifies available commercial properties in Roeland Park.
- Partnering with the City of Westwood to develop a unified plan and timeline for a Neighborhood Revitalization Program to encourage new construction and improve residential and commercial buildings.

*Strategy A: Collaborate with peer cities with similar developmental issues and define potential options. Possible communities include: (Phase 1)*

- Merriam, KS
- Mission, KS
- Fairway, KS
- Westwood, KS
- Kansas City, KS

*Strategy B: Prioritize grant funding opportunities to improve the community and diversify finances. (Phase 1)*

1. Prioritize grant funding areas, such as: environmental concerns for industrial area, park or green space, transportation expansion, public-private funding to attract business and city development; and opportunities to diversifying tax base.
2. Leverage funding opportunities presented through Johnson County and Mid-America Regional Council (MARC).
3. Develop a process for continual review of funding opportunities through public, nonprofit and private resources for cities.



*Strategy C: Evaluate the historical, present and future financial commitments of Roeland Park and create a written analysis. (Phase 1)*

*Strategy D: Dedicate resources to create a financial plan with the purpose to diversify the revenue base. (Phase 1 and Phase 2)*

*Strategy E: Establish an Economic Development Committee to work with the City Council, residents and business community for implementation of the finance plan. (Phase 1 and Phase 2)*

- Charge with review of the finance study.
- Develop an implementation plan for diversifying the tax-base.
- 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.**

***Staff Leads: Assistant City Administrator/Finance Director and City Administrator***

Active engagement on this goal is already underway. Several collaborative groups have formed to help implement cohesive development plans for several of the City's targeted sites due to their locations along the City's borders. In addition, Mayor Joel Marquardt in conjunction with volunteer design, development and planning group has worked extensively to generate potential design ideas for the targeted economic development sites in the City. Several groups putting effort toward these strategies in and around Roeland Park include:

- The 47th and Mission Road Area Development and Management Committee consisting of City Council members, Planning Commissioners staff and volunteers from the Unified Government, Westwood and Roeland Park.
- The Mission-Roeland Park Interlocal Steering Committee consisting of Council Members, Planning Commissioners and staff from both Cities. This Ad-Hoc group is working together to develop a unified development plan for the northeast corner of Johnson Drive and Roe Boulevard.
- The City Planning Commission has taken on the task of reviewing the Sustainable Code Audit developed through MARC. Their goal is to discuss and target areas of the City zoning code that could be amended to make future development more sustainable.

*Strategy A: Identify and prioritize potential commercial development sites in order to attract and retain developers and retail constituents supporting sustainable goals. (Phase 1)*





1. Based on the six sites considered by the volunteer design, development and planning group, concentrate development opportunities on the following:
  - Various sites: Roeland Parkers state a “sit down” restaurant as one of their top priorities for enhancing community life. Various sites could attract a ‘destination restaurant’ with high visibility/signage along Roe Blvd.
  - 47th & Mission: County Line from Mission to Rainbow is already being developed as a 39th Street-like corridor for unique dining and shopping. Roeland Park has an opportunity to help guide and influence the southwest corner of Mission and 47th Street with distinctive, destination entertainment establishments.
  - Cloverleafs (East & West): Even with the Gateway development on hold, the northeast and northwest corners of Roe and Johnson Drive hold great promise for high-density, multi-use developments that blend retail and apartment/condo/single family housing. The volunteer design, development and planning group has considered and produced some documents which display possible uses of the Northeast Clover Leaf property.
2. Monitor progress with the Mission Gateway development and guide, where possible and appropriate, work with the private owners of the Roeland Park Shopping Center.
  - Opportunities may exist to influence retail replacement through the Community Improvement District (CID).
  - Potential for improving CVS store w/ drive-thru.
  - Potential for improving egress and parking lot design.

*Strategy 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. (Phase 2)*

1. Formally consult and utilize regional agencies like MARC, community engagement tools and planning resources to move Roeland Park towards “Creating a Sustainable Destination”. In collaboration with commercial development anchors, forge a comprehensive city plan to increase the community’s vitality and resilience with the following actions:
  - Integrate stormwater management plan.
  - Improve access to fresh, healthy fruits and vegetables, local farmers markets, and community gardens.
  - Increase opportunities for biking and walking paths along Roe Blvd., 55th Street, 51st Street, Roe and Johnson intersection.
  - Expand growth of diverse, alternative methods of public transportation, such as *Carma Hop*, currently being tested and used in Lawrence, KS.



2. Focus planning efforts on 47th & Mission corridor as a walkable, bikeable, family friendly destination through coordination with the cities of Westwood and Kansas City, Kansas and the region.
3. Focus planning efforts on recreating a “Gathering Center” for City of Roeland Park integrated with or surrounding the Walmart site.
  - Review/reframe and enforce codes based on comprehensive, sustainable, social, and economic principles.
  - Encourage future development which respects our unique town heritage.

*Strategy 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. (Phase 2)*

1. Ensure Commercial Development Committee for Roeland Park is diverse to include citizens, council members, mayor, an urban planner and engineer.
2. Initiate and/or continue to develop a centralized business plan database consisting of business growth, customer feedback and needs of business community.
  - a. Centralized website location for all commercial business data.
  - b. Centralized website location for all new and/or 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.**

***Staff Lead: City Clerk and Police Chief***

The City uses several mechanisms to communicate local events and City business to the community including actively updating the City's website, using Constant Contact to send calendar updates, surveys and City news to citizens; and engaging through social media including Facebook, Twitter, You Tube and Flickr. In addition, the City makes every effort to host quarterly business forums to engage with local business owners and listen to any concerns they may have regarding conducting business in Roeland Park.

*Strategy A: Create a new branding endeavor of Roeland Park as premier city of choice. (Phase 1)*

1. Identify and develop branding strategies to address advantages and perceived



disadvantages associated with Roeland Park and develop promotional materials.

2. Utilize social media to help promote new branding effort of Roeland Park.
3. Develop a promotion packet of Roeland Park for residents, realtors, area partners and others to understand the assets of Roeland Park.
4. Dedicate resources for the development of a marketing plan, implementation and promotion material in coordination with the branding effort.

*Strategy B: Ensure continuous outreach to effectively engage citizens, businesses, public and nonprofit sector. (Phase 1)*

1. Enhance relationships with residents through additional engagement opportunities among residents and elected officials.
  - a. Encourage participation and involvement of elected officials in community events.
  - b. Develop promotions and special opportunities for citizens to attend council events.
  - c. Create an atmosphere in public meetings to promote positive interactions among city officials and residents.
  - d. Improve visible signage and electronic media notification of meetings and events.
2. Facilitate and improve relationships with business and industry by creating a forum for city officials and business representatives to meet quarterly.
3. Increase local government officials' knowledge of the business environment by working with the MARC and Northeast Johnson County Chamber of Commerce to provide information on resources, trends, partnership opportunities to market Roeland Park.

*Strategy C: Establish Roeland Park as the premier community for location and service. (Phase 1)*

1. Promote excellence in public service and the unique opportunities for residents in Roeland Park.
2. Support image of Roeland Park as a safe community by developing programs that encourage resident involvement.
3. Promote history of Roeland Park to the community and surrounding area.
4. Emphasize prime location of Roeland Park in all marketing materials.



## **Goal 4: Connect citizens to the community through events, places, services and activities.**

***Staff Lead: City Administrator, Assistant City Administrator/Finance Director, City Clerk, Public Works Director and Police Chief***

Thanks in large part to citizen volunteer committees, the City has begun the process of enhancing community events and promotion of the events. The Citizen's Initiative for R Park has done great work in establishing community events and fundraisers to develop features in R Park. Some events include the *Bacon, Blues and Brews* and the *BBQ and Bluegrass Festival*. Other committees such as Community Events, Parks and the Arts Committees have hosted several events designed to enhance a sense of community and to raise awareness of the City's many assets. These efforts have helped to lay the groundwork for implementing the strategies set out in the strategic plan.

***Strategy A: Increase effective communication as an essential element in the quest to increase community involvement. (Phase 1)***

1. Improve the timeliness of newsletter publication and distribution.
2. Enhance the welcome package and involve citizens to welcome new residents.
3. Increase utilization of the social media and website by adding additional features that increase traffic and usage. Potential opportunities include:
  - a. Redesign website to be more user-friendly and provide for a more inclusive calendar of events, search bar, and navigation of website. Add a page to highlight an individual or groups for exceptional service or accomplishments.
  - b. Add a "Senior Connection" page to website.
    - List city-specific services for our senior population.
    - Provide links to county services, helpful numbers; tips on accessing senior services.
    - Work with community center to bring attention to services and activities thru website.
    - Include ways for citizens to get involved with or assist seniors.
  - c. Improve utilization of Text Alerts for community events and city announcements.
4. Utilize the Northeast Johnson County Chamber of commerce newsletter to increase awareness of Roeland Park.

***Strategy B: Increase civic activities to connect residents to the community. (Phase 2)***





1. Support and grow participation of all age groups in quarterly community events through increased promotion to residents through social media and partner organizations.
2. Develop a signature event for Roeland Park to create a destination experience to promote the community.

Examples may include:

- Chalk Art Weekend
  - Kids Art Contest
  - Pet Owner Activities
3. Host a weekly event in the summer during the month of June, such as live music, (local band), or family movie.
  4. Partner with Johnson County to have promotions at the Aquatic Center to increase awareness of pool amenities as well as membership.
  5. Establish a Block Party fund where neighborhoods can apply for funding to develop relations at the neighborhood level.
  6. Identify opportunities to include school-age children in activities whenever possible to increase adult participation.

*Strategy C: Promote community service opportunities to encourage resident involvement and connection to Roeland Park. (Phase 2)*

1. Organize monthly events to serve the community, such as:
  - Park clean-up
  - School playground project
  - Beautification projects
2. Organize a “Neighbors helping Neighbors” group that tackles large projects two or three times per year. For example:
  - Rake Day (elderly or others in need can sign up to have their yard raked)
  - Plant a Tree Day (get trees donated and volunteers can plant in people's yards or in city parks)
  - Spring Cleaning Day (can help with minor repairs and clean up at select citizens' homes – paint, gutters, trim bushes, rake...)
  - Work with schools – help arrange activities that include kids and retired citizens



3. Establish a “time bank” on the website for volunteer services that residents can exchange services among themselves.
4. Include a volunteer blog on the website.
5. Recruit youth from area schools in community service activities.

**Goal 5: Promote recreational opportunities through enhanced green space, facilities and communication.**

***Staff Leads: Public Works Director and City Clerk***

The city's multi-year Capital Improvement Plan will help guide improvements to City parks and green spaces and helps to target resources where most needed. As the City does not have a dedicated Parks or Recreation Department, the responsibility of maintenance is with Public Works. While recreational programming is orchestrated primarily by volunteer committees and Johnson County Parks and Recreation which operates the City's Aquatic Center and Community Center.

Some of the work already underway to help further this goal includes:

- Developing a list of improvements and costs for Nall Park.
- Installing park directional signage on major streets and around town.
- Taking pictures of all improvements being made to help beautify parks and green spaces and sharing those with Council and the public.
- Enhancing maintenance through more concentrated efforts in parks.

***Strategy A: Develop existing facilities and green space to maximize usage and service to the public. (Phase 2)***

1. Make all green spaces visibly appealing to increase usage.  
Example: Level and smooth R Park, killing weeds, planting grass and appropriate trees
2. Upgrade and enhance existing facilities to meet the needs of the public with dedicated funding from capital improvement.
3. Expand Park and Trees Committee scope of influence to include non-park areas to increase the available land for recreation.



4. Partner with the Community Center and Cedar Roe Library to create master plans to ensure successful service for the future.
5. Create a five-year implementation plan for each park and identify opportunities for implementation.

*Strategy B: Enhance promotion of community events, facilities and programs to increase awareness and recreation participation. (Phase 1)*

1. Enhance online parks and recreation presence by updating pictures, improving descriptions and increasing presence on new web sites.
2. Add additional and more prominent directional signage to the main roads within Roeland Park for park and recreational amenities
3. Increase communication between Roeland Park committees, Roeland Park City Administration and Johnson County Parks and Recreational Department (JCPRD) by establishing quarterly meetings.
4. Establish a promotion process for events using all available channels including the city website, online social networking, the Community Center, JCPRD publications, City newsletter, Prairie Village Post, signage on Roe Boulevard, Roeland Park Library, businesses within Roeland park, JoCo Robo call and text messaging to residents.
5. Increase the use of public spaces by partnering with the city of Roeland Park, City Committees, Roeland Park Library and JCPRD in developing cross-promotion of events and programs.

*Strategy C: Identify and leverage additional financial, human and creative resources to expand recreational opportunities. (Phase 2)*

1. Establish and maintain a database of grants for recreational and park improvements for current and future use and prioritize potential projects.
2. Build a team of volunteer citizens with specific skill sets to assist in city improvement projects.
3. Identify and solicit local artists for art around the city and for assistance with beautification projects.
4. Increase and use sustainable options whenever maintaining and updating within the city to ensure a positive return on investments.



5. Identify a volunteer champion for each park and the Community Center to act as a liaison to the Parks and Trees Committee and Public Works for maintenance issues, improvements and monthly reports.
6. Commit to making Roeland Park a walkable community to connect citizens to resources and attractions within Roeland Park.





# ROELAND PARK

## STRATEGIC PLAN

*Influencing Factors*  
**2015**

*Vibrant, dynamic and friendly -- a community that values a neighbor-to-neighbor lifestyle for a prosperous future.*

*Developed by*  
City of Roeland Park





# **INFLUENCING FACTORS REPORT**

## **STRATEGIC PLAN**

### **CITY OF ROELAND PARK**

#### **CREATED BY:**

*Deborah Mootz, Former City Clerk*  
*Jennifer Jones-Lacy, Assistant City Administrator/Finance Director*  
*Ted Clemons, Intern*



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## Influencing Factors on the Strategic Plan

*“It's the little details that are vital. Little things make big things happen.”*

*- John Wooden*





## *Purpose*

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The purpose of the Strategic Plan is to determine the City's current and future priorities and create shared commitments among the City Council, City staff, and residents regarding the goals and strategies required to appropriately address these priorities. There are several key areas that affect the decision making process involved with the Strategic Plan:

- Demographics
- Employment and Income Statistics
- Housing
- City Financial Summary

To assist in the Strategic planning process information has been gathered from federal, state, and local government organizations as well as academic research.



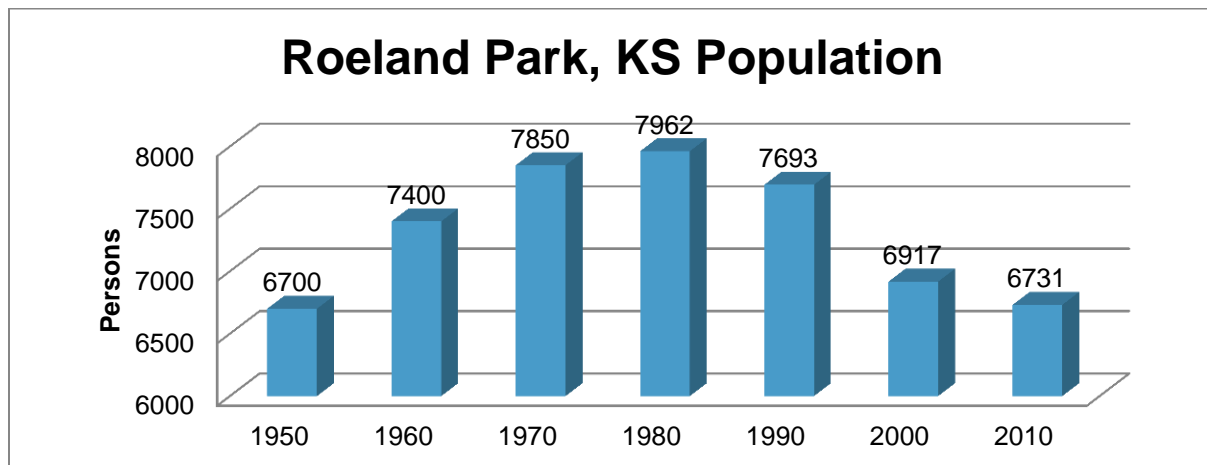
## Demographics

Roeland Park is located in Johnson County, the most populated county in Kansas. Johnson County has experienced tremendous population growth over the last 50 years. The county has grown by over 400,000 residents since 1960.

Johnson County Population Growth  
Census 2000 to Census 2010

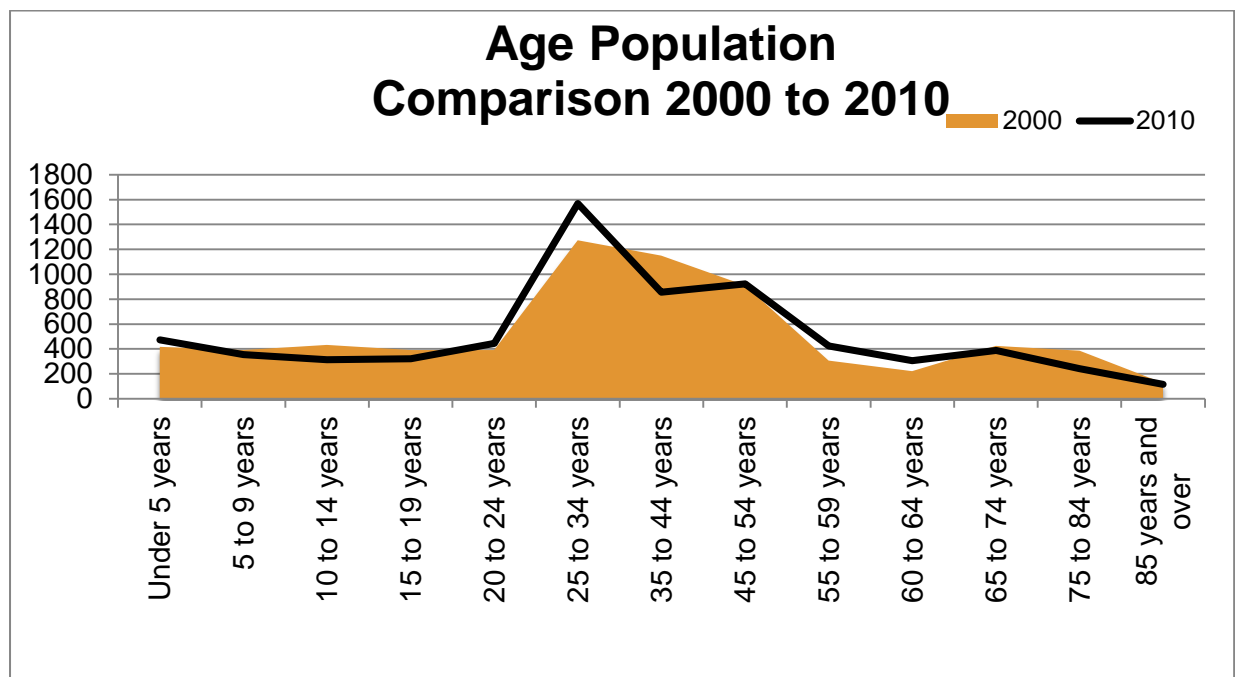
Name	Population Growth
Johnson County	20.6%
United States	9.7%

Roeland Park has not shared in the county's growth. Much of this can be attributed to the lack of developable land within Roeland Park's boundaries, being landlocked by the neighboring communities, the single-family land use that occupies the vast majority of Roeland Park and the general national trend of smaller households.



## Age

The 2010 Census population was 6,731 a -6.6% change from 2000. The current population is 48.4% male and 51.6% female. In the 2010 census the median age of the population was 34.1, compared to Fairway (41.9), Mission (35.2) and the US median age which was 37.2. The population density in the area is 4,149.8 people per square mile.



The census trend in Roeland Park is typical for communities of Northeast Johnson County. The level population trend is the result of established housing stock, aging population, lack of available developable land, and the growth and development taking place in southern Johnson County.



<b>QuickFacts 2010 Census</b>	<b>Roeland Park</b>	<b>Mission</b>	<b>Merriam</b>	<b>Lenexa</b>	<b>Fairway</b>
Population	6,731	9,323	11,003	48,190	3,882
Population Density	4,149.8	3,495.7	2,549.4	1,413.2	3,529.09
Households	2,931	5,477	4,869	19,319	1,749
Median Household Income (est. 2010)	\$64,708	\$49,112	\$54,809	\$74,042	\$96,362
Total Population Median Age	34.10	35.20	37.40	36.60	41.90

### **Race and Ethnicity**

In 2000, the racial makeup in Roeland Park was as follows: 88.3% white; 6.6% Hispanic or Latino, 2.0% black, 0.5% Native American, 1.4% Asian/pacific islander. In 2010 the racial makeup became more diverse and changed to the following: 82% white, 10.4% Hispanic or Latino, 3.7% black, 0.4% Native American, 1.5% Asian/pacific islander. Compare the 2010 Census data to Fairway which was 95.3% white, 3.0% Hispanic or Latino, 0.8% black, 0.3% Asian/pacific islander; and Mission which was 79.8% white, 8.2% Hispanic or Latino, 5.5% black, .04% Asian/pacific islander; and the US racial makeup which was: 72.4% White, 12.6% Black, 0.9% Native American, 4.8% Asian/Pacific Islander.

### **Education**

According to data from 2009-2013 approximately 96% of Roeland Parks population 25 years and older have received a high school diploma. Other cities in the area have comparable percentages of high school graduates: Mission 94%, Merriam 93% and Lenexa 95%.





According to data from 2009-2013 approximately 50% of Roeland Parks population have received a Bachelor's degree or higher compared with other cities in the area: Mission 50%, Merriam 34%, and Lenexa 52%.

## *Employment*

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Roeland Park is primarily a residential community with three commercial anchor stores and an industrial center. Most people are employed by an entity outside the city limits. The primary exceptions to this are the Bella Roe Shopping Center and the Roeland Park Shopping Center both located on Roe Boulevard, and an industrial park located off of Roe Lane on the north side of the community.

The majority of employment offered in Roeland Park can be classified as service. Fast food restaurants, retail stores and drug stores are examples of the types of service sector employment.

The three largest employers in Roeland Park are Wal-Mart, Price Chopper and Lowe's. Most non-service sector employment is provided through a small number of manufacturing businesses and banks.

Between 2009 and 2013 the American Community Survey of the Census Bureau estimates that there were 5,606 people over the age of 16 in Roeland Park. Of these, 4,361 (77.8%) were in the



labor force. Of those in the labor force, 4,179 (95.8%) were employed and 182 (4.2%) were unemployed.

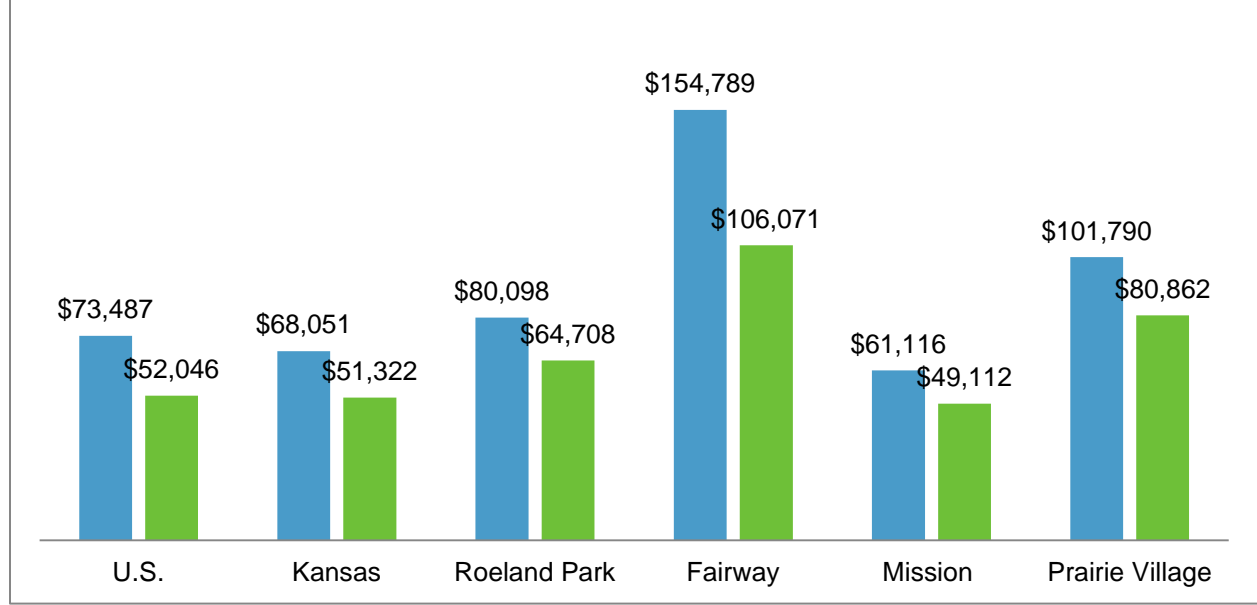
In 2010 there is estimated to have been 5,830 people over the age of 16 in the labor force. Of these 73.6% were employed, 1.9% were unemployed and 24.6% were not in the labor force. In 2000, unemployment in the Kansas City area was 3.5% and in 2010 it was estimated 2.5%.

### **Income**

The American Communities Survey for 2009 to 2013 estimates that the average household income for Roeland Park was \$80,098 (mean) and \$64,708 (median). Over this same time period, the average income for the state of Kansas was \$68,051 (mean) and \$51,322 (median). For the United States the average income was \$73,487 (mean) and \$52,046 (median). Fairway's household income was \$154,789 (mean) and \$106,071 (median). Prairie Village's household income was \$101,790 (mean) and \$80,862 (median). Mission's household income was \$61,116 (mean) and \$49,112 (median).



## Mean (blue) and Median (red) Household Income



## Housing

In 2010, there were 3,282 housing units. The median housing value in Roeland Park was \$64,376 in 1990; compare this to the US median of \$101,100 for the same year. The 2000 Census U.S. median housing value was \$119,600. In 1990, there were 2,469 owner occupied housing units vs. 3,065 in 2010. Also in 1990, there were 733 renter occupied housing units vs. 104 in 2010. The average rent in 1990 was \$385 vs. \$686 for 2000 and \$801 based on 5 year average in 2010.



## **Households**

Housing makes up the vast majority of Roeland Park. A household is defined as a family, group or individual residing in a housing unit. A housing unit is the actual physical structure. During the 10 years between the 1990 and 2000 U.S. Census surveys, total households decreased and total housing units have increased in Roeland Park. The household numbers may not reflect the corrected census information made available in 2010. These reported trends reflect national trends of similar aging inner ring suburbs.

Data from 2009-2013 revealed there were 2,931 households in Roeland Park. The Corrected Census in 2000 revealed total housing units of 3,304 and 3,201 in 1990. In 2006, the median number of years in residence was 5.82. In 2010, the average household size was 2.3 people and the average family size was 2.9 people. In 2006, the average number of vehicles per household was 1.9.

## ***City Financial Summary***

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Unaudited General Fund revenues generated in 2014 were \$5.02 million. Current revenues are collected from four Primary sources: sales and grant revenue (29.9%), city generated revenue (27.1%), property tax (32.7%) and franchise fees (10.3%). Sales tax collections include City and County sales taxes. Sales and grant revenue includes sales and use tax, state alcohol distribution, and grant revenue. City-generated revenue includes special assessments, user fees and fines.





Property tax is revenue generated from ad valorem taxes on real estate and personal property, as well as motor vehicles.

2014 General Fund expenditures (unaudited) equal \$4.4 million, 5.3% lower than the adopted 2014 Budget after controlling for budgeted reserves. Overall expenditures (unaudited) came in at \$8.9 million, 15.6% less than Budget after controlling for budgeted reserves. This total includes expenditures in all categories for all appropriated funds. These expenditures are allocated among major activities including: General Operating, Police, Employee Benefits, Public Works, Administration, Code Enforcement, Courts, City Council, Capital Improvements/Maintenance and Bond & Interest.

The City's Reserve Policy calls for a minimum discretionary reserve of 16.6% of General Fund expense or two months of operations. In normal economic conditions 24.9% of General Fund expenses or three months of operations can be considered adequate. If the City wishes to aspire to a AAA bond rating status, then 30% of revenues or \$1.4 million in General Fund reserves should be the target.

General Fund reserves for three years (FY 2014-2016) will target 24.9% and should not be less than 16.6%. The 2015 budgeted average for three years (FY 2015-2017) is 27.1%. However, in 2016 the City will plan to use reserve funds to help stabilize the noticeable decline in sales tax revenue due to the planned departure of Wal-Mart.



**Item Number:** DISCUSSION ITEMS- II.-8.  
**Committee** 1/7/2019  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

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**Date:** 1/4/2019  
**Submitted By:** Keith Moody  
**Committee/Department:**  
**Title:** 2018 Objectives Year End Report  
**Item Type:** Report

**Recommendation:**

**Informational, no action anticipated.**

**Details:**

Attached is the 4th Quarter (Year End) progress report for 2018 Objectives. The first page provides a performance summary of how many objectives were completed on time (13 of 16 completed) and within budget (14 of 16 completed). 4 of the twenty 2018 Objectives remained incomplete (highlighted in yellow), and will be completed in 2019. Our 2018 performance is a bit better than our 2017 in the area of percentage of tasks completed on time and number of tasks remaining incomplete at year end. Objectives completed netted to \$45,306 under budget. We were also able to complete 3 Objectives that remained incomplete at the end of 2017 (final page of attachment). There are two 2017 Objectives that we will continue to work on completing in 2019.

We have 27 Objectives that were adopted as part of the 2019 budget. Adding the six Objectives unfinished from 2017 and 2018 we have a total of 33 Objectives to complete in 2019. It is going to be a very busy year.

How does item relate to Strategic Plan?

Some of the Objectives are intended to further the Strategic Plan and its specific tasks.

How does item benefit Community for all Ages?

Some of the Objectives are designed to bring us closer to being a Community for all Ages.

**ATTACHMENTS:**

Description	Type
 2018 Objectives Year End Report	Cover Memo

Performance Review and Summary  
2018 Objectives

	Number	Percentage
<b><i>Number of Tasks to be completed:</i></b>	<b>20</b>	
Tasks Incomplete	4	20%
Tasks Completed on or before Deadline	13	65%
Tasks Completed after Completion Deadline	3	15%
Tasks Completed on or under Cost Estimate	14	70%
Tasks Completed over Cost Estimate	2	10%
Total Over/(Under) Budget		\$ (45,306)

Performance Review and Summary  
2017 Objectives

	Number	Percentage
Number of Tasks to be completed:	20	
Tasks Incomplete	6	30%
Tasks Completed on or before Deadline	11	55%
Tasks Completed after Completion Deadline	3	15%
Tasks Completed on or under Cost Estimate	14	70%
Tasks Completed over Cost Estimate	0	0%
Total Over/(Under) Budget		\$ (11,292)



**Goals and Objectives for Fiscal Year 2018**  
**Roeland Park, Kansas**

**Progress Summary: 4th Quarter, Year End 12/31/18**

**Completion Index**

<b>Cost</b>	<b>Deadline</b>
0=Incomplete	0=Incomplete
1=UNDER	1= Early
2= On	2= On Time
3=OVER	3= Late

Objective ID	Description	Responsible Party	Cost Estimate	Actual Cost	(Under) or Over Estimate	Completion Deadline	Status- Date Completed	1=UNDER 2= On 3=OVER	1= Early 2= On Time 3= Late	
A	1	Connection through Celebrating Holiday Spirit- install holiday lighting of gateways on Roe, plan for holiday lighting all along Roe	Admin and PW Staff	\$ 2,000	\$ 2,528	\$ 528	12/1/18	Direction provided by PW Committee to establishing lighting on the front of City Hall vs. along Roe, will focus on Roe after 2020 project. Lights installed at City Hall on 11/29/18.	3	2
A	2	Monthly Communications Report and Public Engagement Plan	Admin Staff	\$ 10,000	\$ 3,500	\$ (6,500)	6/30/18	Communications plan completed, base performance established as benchmark. Monthly performance reports being provided. Administrative intern completed public engagement plan and presented to council on 9/17/18.	1	3
A	3	Evaluation of NOVUS and Potential Meeting Management Software	Admin Staff	\$ 5,000	\$ 4,950	\$ (50)	3/31/18	Completed 3/19/18. Staff and Council reviewed alternatives elected to remain with Novus.	2	2
A	4	Electronic Voting Log System for Council Chambers	Admin Staff	\$ 4,500			2/28/18	\$600 to implement through NOVUS, governing body has demoed the system. Delayed decision until 2019 Objective concerning video of meetings is finalized.	0	0
B	1	Provide Maintenance, Removal or Add New Public Art	Public Works Director	\$ 10,000	\$ 10,000	\$ -	11/30/18	Plan for maintenance, retirement and relocation presented to council on 11/5/18	2	2
B	2	Phased Development Plan for R Park and Design of 1st Phase	Park Committee & PW Director	\$ 26,000			11/30/18	Engineer working with Parks committee on phased plan. The task order with Larkin for this work is \$30,000.	0	0
B	3	Identify and Complete High Priority Sidewalk Extension Project	Public Works Staff	\$ 130,000	\$ 130,000	\$ -	6/30/18	Incorporated with the CDBG funded Birch street mill and overlay project. Contract awarded 9/4. Project completed 12/21/18, total Birch Street construction cost was \$248,664, the sidewalk was part of this total.	2	3
C	1	Install Shade Structures at R Park, Granada Park and Aquatic Center	Pubic Works Director	\$ 38,000			10/31/18	R park structure designs complete, foundations installed, structural steel is ordered, lumber and roof suppliers selected. Pool structures on hold pending direction on pool operations. Granada footing and poles installed, shade sale is being completed.	0	0
C	2	Dead Tree Removal at Nall Park	Pubic Works Director	\$ 30,000	\$ 11,342	\$ (18,658)	3/31/18	Completed 3/9/18.	1	1
C	3	Business District Crime Prevention Initiative	Police Chief	\$ 7,500	\$ 7,250	\$ (250)	7/1/18	Additional police presence in the district implemented 1/1/18. Completed initiative June 22, 2018. Crime stats presented to Council 8/6/18.	1	2

## Goals and Objectives for Fiscal Year 2018

## Roeland Park, Kansas

Progress Summary: 4th Quarter, Year End 12/31/18

## Completion Index

Cost	Deadline
0=Incomplete	0=Incomplete
1=UNDER	1= Early
2= On	2= On Time
3=OVER	3= Late

Objective ID	Description	Responsible Party	Cost Estimate	Actual Cost	(Under) or Over Estimate	Completion Deadline	Status- Date Completed		
C	4 Increase Police Visibility in Neighborhoods	Police Chief	\$ -	\$ -	\$ -	12/31/18	Continuous participation in block parties, and social events. Foot patrols and neighborhood contacts increased during canvass of property crime locations.	2	2
D	1 Pilot Program- Increase Roeland Parker Newsletter to 8 Issues per Year	Admin Staff	\$ 13,200	\$ 11,500	\$ (1,700)	12/15/18	7 newsletters completed. Not enough material to warrant doing all 8.	2	2
D	2 Apply and Achieve GFOA Distinguished Budget Presentation Award for 2019 Budget	Asst. City Administrator	\$ 200	\$ 280	\$ 80	12/1/18	Document has been prepared and the award application submitted to GFOA in October 2018.	3	1
E	1 Add Automated Time and Attendance to Payroll Program	City Clerk	\$ 5,000	\$ 2,664	\$ (2,336)	1/1/18	Staff interviewed and demoed local service providers. Pricing comparison has been compiled and preferred vendor recommended to council. Council approved service agreement. Staff began a trial use on 4/15/18. Implemented 5/13/18.	1	3
E	2 Provide Emergency Response Benefit to Staff	City Clerk and PW Director	\$ 500	\$ 500	\$ -	1/1/18	Completed with effective date of 1/1/18.	2	2
F	1 Become a Member of ICLI (Local Governments for Sustainability)	Sustainability Committee	\$ 700	\$ 600	\$ (100)	1/31/18	Completed 1/23/18.	2	2
F	2 Reflect Update to Comprehensive Plan for 2019 in CIP	City Administrator, Governing Body, Planning Commission	\$ -	\$ -	\$ -	1/1/18	Completed with Adoption of 2018 budget.	2	2
G	1 Implement Branding Launch Plan	City Administrator	\$ 24,000	\$ 9,500	\$ (14,500)	12/31/18	The new logo has been deployed on shirts, vehicles, buildings, business cards, letter head, social media postings, the new web site.	1	2
G	2 Interface Modules Between Receipts, Credit Transactions, General Ledger and Court	Assistant City Admin., City Clerk, Court Clerk	\$ 3,000			1/1/18	During this effort staff has concluded that changing court software is integral to getting all programs to interface. Demos of court software are complete and a recommendation will be presented to council in January 2019.	0	0
G	3 Purchase Street Maintenance Equipment- Trailer and Asphalt Float	Public Works Director	\$ 21,000	\$ 19,180	\$ (1,820)	3/31/18	Both were approved for purchase in March and will be available for the start of pavement repair in the summer.	1	2
Total			\$ 330,600	\$ 213,794	\$ (45,306)				

## Goals and Objectives for Fiscal Year 2018

## Roeland Park, Kansas

Progress Summary: 4th Quarter, Year End 12/31/18

## Completion Index

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## Incomplete Objectives from 2017:

B	3	Find new location for Public Works	City Administrator	\$ 1,000,000			7/31/17	We are looking at options currently available. Over 35 sites considered.	0	0
B	5	Replace Tennis Courts at R Park	Pubic Works Director	\$ 150,000	\$ 174,000	\$ 24,000	11/30/17	\$32k in grants secured, construction completed 6/29/18.	3	3
B	6	Stormwater Network Inspection/Condition Rating	Pubic Works Director	\$ 20,000	\$ 18,400	\$ (1,600)	11/30/17	Phase 1 (2 miles of storm pipe) completed 11/26/18.	2	3
D	1	Update City Website	City Clerk	\$ 20,000	\$ 14,983	\$ (5,017)	3/31/17	As of 8/2017 contract awarded, preliminary design begun. Delayed due to the logo and color pallet not being adopted until 12/2017. New site went live on 8/2/18.	1	3
G	3	Begin Wayfinding Sign Program	Public Works Director, Bike Walk Committee	\$ 12,500			9/30/17	7/2/18 Council approved Phase 1 sign location plan as well as large and small sign designs which incorporate new logo. Phase 1 signs have been constructed, font size is being increased to 2" vs 1".	0	0

Item Number: DISCUSSION ITEMS- II.-10.  
Committee 1/7/2019  
Meeting Date:



## City of Roeland Park

Action Item Summary

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Date: 1/4/2019  
Submitted By: Keith Moody  
Committee/Department:  
Title: **Steering Committee Members for Planning Sustainable Places Project and Update on Consultant Selection**  
Item Type: Discussion

### Recommendation:

**Staff recommends adding property owners and residents from within the Planning Sustainable Places project corridors to the Ad Hoc Steering Committee for this project. The governing body has appointed the Planning Commission Chair (Darren Nielson), the Mayor and Claudia McCormack to the committee. We would ask for Council to approve the three people named below to the Committee and extend the authority to the Mayor, McCormack and Nielson to appoint the two other representatives.**

### Details:

The PSP grant through MARC requires that the planning process involve those impacted by the plan. Property owners and residents from the corridor should be represented on the committee. Kelly Mullinax has agreed to represent St. Luke's, Janet Toplikar has agreed to represent the property owners along the north side of Johnson Drive and Kyle Scott has agreed to represent the owners of The Boulevard Apartments. We would like to have a resident from the Boulevard along with a 2nd business owner in the 48th and Roe corridor serve on the committee.

We would also like to have a member of the sustainability Committee serve on the committee with a 2nd council person.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?



## Additional Information

Nielson, McCormack, Kelly and Moody completed scoring of RFP's (on 12/12/18) and interviewed the three top scoring firms on 1/2/19. Based upon those interviews and the firm's submittals, Confluence was determined to be the preferred consultant. Confluence's RFP response is attached for reference. The scope and fee for services is being negotiated, the contract will be held by MARC, so no additional Council action is necessary relative to the service agreement. The City Council has approved the 20% match (or \$20,000 maximum commitment) in funding with the approval of the PSP grant application and 2019 Budget. MARC will invoice the City 20% of the contract fee as the project progresses.

### ATTACHMENTS:

Description	Type
 Confluence RFP Response	Cover Memo

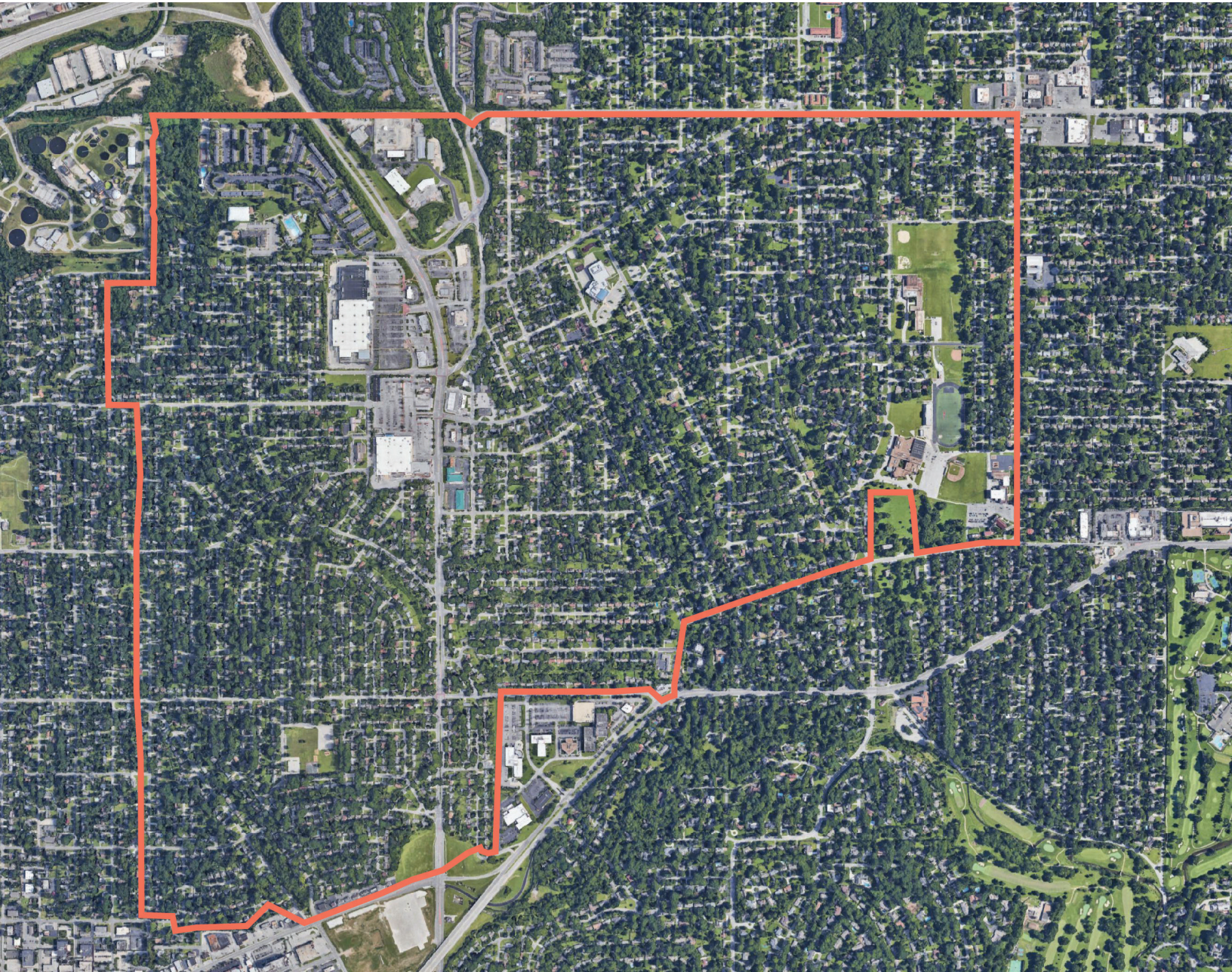


RESPONSE TO REQUEST FOR PROPOSALS

# ROE BOULEVARD AND 48TH STREET SKYLINE DRIVE INTERSECTION AND JOHNSON DRIVE CORRIDOR PLANS

ROELAND PARK, KANSAS

NOVEMBER 30, 2018



CONFLUENCE

In association with:



Collins Noteis &  
Associates, LC

+



Urban planning, community development and government affairs

417 Delaware Street  
Kansas City, Missouri 64105  
816.531.7227  
[www.thinkconfluence.com](http://www.thinkconfluence.com)



November 30, 2018

Ms. Beth Dawson  
Mid-America Regional Council  
600 Broadway, Suite 200  
Kansas City, MO 64105

**Re: Request for Proposals – Roe Boulevard and 48th Street / Skyline Drive Intersection and Johnson Drive Corridor Plans**

Dear Ms. Dawson and Members of the Selection Committee,

On behalf of the Confluence team, we would like to thank you for the opportunity to submit our response to your Request for Proposals (RFP) to lead the creation of corridor plans in collaboration with the City of Roeland Park, Kansas. All members of our team are familiar with these project areas and have been previously involved in successfully completing plans through MARC's Planning Sustainable Places Program. As such, we are very familiar with the needs outlined for this project, and the anticipated approach necessary to engage stakeholders and the community in the planning process we have outlined in our proposal. We are prepared to lead the community in crafting a unifying vision that guides their future efforts towards implementation.

Our **proven and experienced team** brings together a unique set of land use, community planning, and multi-modal/transit planning capabilities - offering the benefits of local design, public involvement and outreach, and infrastructure design expertise. Our team includes:

- **Confluence:** Project Lead, Project Management, Land Use + Redevelopment Planning, Public Engagement
- **Collins Noteis Associates:** Community Planning + Public Engagement
- **WSP:** Transit Planning + Civil Engineering Support

We recognize the importance of engaging the community and identified stakeholders, and our approach integrates the need for both traditional meetings and digital opportunities to engage and obtain input from a broad cross-section of the community. Our planning approach anticipates a **coordinated, collaborative, and unified team approach to public outreach** that will inform and involve interested parties in the planning process.

Our team has the expertise necessary to effectively work with residents, business and property owners to build consensus during the planning process. We believe that community involvement and understanding is a critical step in successful implementation of a plan such as this, and we are proud of our team's capabilities and experience working together on several successful planning projects. We also understand the importance of implementing a plan that considers the needs of all users including transit, pedestrians and bicyclists and balances those with development patterns and sustainable solutions. We promise you the highest level of professional expertise, creativity and enthusiasm, and we are committed to creating a visionary and workable plan for this study area - so its potential can be fully realized.

We look forward to the opportunity to discuss our unique qualifications and approach in more detail. Thank you in advance for your consideration.

Sincerely Yours,



Wm. Christopher Cline, ASLA  
Senior Principal / Senior Vice-President

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COVER LETTER

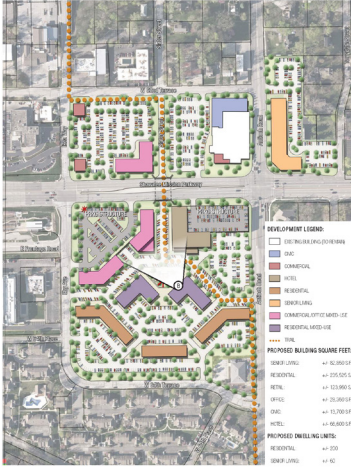
**SECTION ONE** | PROPOSED PROJECT APPROACH + PUBLIC ENGAGEMENT STRATEGIES

**SECTION TWO** | QUALIFICATIONS

**SECTION THREE** | ATTACHMENTS



## SECTION ONE | PROPOSED PROJECT APPROACH + PUBLIC ENGAGEMENT STRATEGIES



## PROJECT UNDERSTANDING

This project represents a unique opportunity to improve connectivity, transit access, accessibility, land use, and revitalization in two areas of high visibility within the City of Roeland Park. As such, this project demands a team with proven experience in successfully engaging stakeholders in a planning process, in developing creative planning and design alternatives, and in crafting unique and innovative ideas for revitalization and connectivity that balance the desires of existing property owners with the overall benefits of the surrounding community. This project also will benefit from the engagement of a team with proven experience working successfully nearby and in Northeast Johnson County.

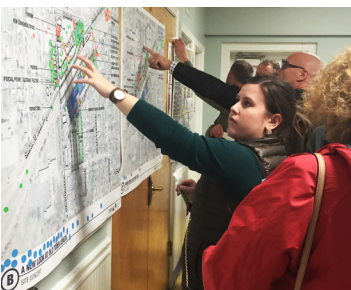
The Confluence team is uniquely suited to collaborate with the City of Roeland Park, stakeholders, and the community to develop and explore opportunities for improving the two outlined areas within the identified study area, and to crafting a unifying vision that guides future implementation activities. Our team will contemplate and compliment other plans for the area, including the City's Comprehensive Plan, the City's Strategic Plan, the Roe 2020 Visioning Document, the Rocks Land Use Assessment, the Northeast RJ Land Use Assessment, and the Johnson Drive Design Guidelines.



We understand this planning effort should explore at least three concept solutions for these two different site areas – one located near the intersection of 48th/Skyline and Roe Avenue intersection, and the other located along the north side of Johnson Drive across from the proposed Mission Gateway project. Our team anticipates these conceptual solutions to range from smaller pragmatic site-specific design ideas that limit impacts to the surrounding context, to larger visionary land planning concepts that may create additional impacts to surrounding areas – yet may yield better overall results for the community. These scenarios will address the provision of bicycle/pedestrian improvements and connectivity to new transit facilities; the right mix of land uses for these areas; the improvement of traffic flow, improved access and circulation to the Roeland Park Community Center; the potential for new redevelopment concepts and opportunities for some existing developed parcels; and for exploring and enhancing opportunities for transit to better serve these areas while stimulating adjacent development.

## DESIGN AND PLANNING VISUALIZATION TOOLS

This project will need to utilize a variety of illustrations, diagrams, and descriptions to convey the anticipated future planning and redevelopment possibilities to stakeholders and the community. Our team is well-versed in the creation and use of illustrative graphics to convey proposed design and planning alternatives to stakeholders and the public, and we regularly integrate these tools into our community outreach efforts to give attendees a better idea of the anticipated completed condition of any given planning proposal. These three-dimensional drawings and illustrations will range from color-rendered site plans, section drawings illustrating existing and proposed street widths and lane utilization configurations, photos of precedent projects and finish treatments used for comparison purposes, and the creation of perspective renderings with descriptive notes.



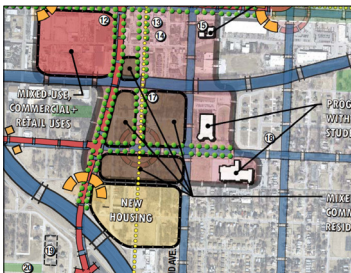
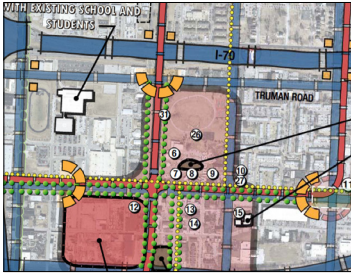
## PROPOSED PROJECT APPROACH + PUBLIC ENGAGEMENT STRATEGIES



These tools will be utilized at key stages of the design and planning process, and our team will work closely with the City of Roeland Park and the identified stakeholder group(s) to review and refine initial concepts in preparation for community presentations and final plan documents.

### PROJECT APPROACH

While the general framework for our approach is outlined in this proposal, we remain flexible to tailor our approach and/or anticipated scope of work in order to best meet the specific needs of this project. We understand the desire to complete this project by July 31, 2019, and our team is experienced, prepared, and committed to facilitating a solid planning process while keeping the project on schedule. Upon selection, our team will craft a final schedule of all planning activities at the outset of the project – and we will adhere to this schedule such that participants in the planning process understand what types of input our team will be asking for at each step along the way.



Our creative and engaging planning process is perfectly suited to help you develop recommendations for:

- Improving vehicular, pedestrian and bicycle access to the existing Community Center from Roe Avenue (and potentially Nall Avenue) – which could include options for realigning a portion of Skyline Drive and redeveloping portions of The Boulevard apartment development;
- Exploring a range of alternative land uses and development concepts as part of the redevelopment opportunities in the area surrounding the 48th/Skyline/Roe Avenue intersection;
- Developing options for integrating a transit station and enhanced park and ride facility near the Price Chopper site located on the SW corner of 48th/Skyline and Roe Avenue – and coordinating these options with the existing landowner and the KCATA;
- Developing options for integrating a transit station and adjacent transit-supportive development along the north side of Johnson Drive (adjacent to the Roe Manor Heights neighborhood), including possibilities for enhanced multi-modal amenities and connections that could include on-street bicycle lanes along Johnson Drive – and coordinating these options with existing landowners, the KCATA, the City of Mission, and the Mission West Gateway developer as needed;
- Preparing refined recommendations for each area based on results of the community engagement process;
- Developing an implementation strategy with an emphasis on reasonable action steps that can be taken by both public and private property owners to further promote improved multi-modal transportation options while encouraging the continued redevelopment of this important corridor.



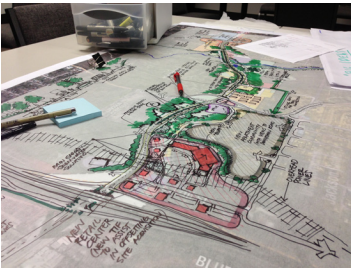
Our planning process is our strength, and our ability to truly engage a variety of stakeholders in a meaningful dialogue about the needs for multi-modal connectivity and opportunities for redevelopment and revitalization will ultimately lead to establishing a strong and unifying vision. Our team will facilitate a robust public engagement process allowing ample opportunities for all participants to provide input and eliciting buy-in from businesses and property owners that will ultimately carry the torch for success. These collaborative efforts will result in the creation of a plan that can be used both as a guide for future growth and development implementation and as a marketing tool to attract quality investment and creative business owners.



## PROPOSED PROJECT APPROACH + PUBLIC ENGAGEMENT STRATEGIES



Our intent is to create a community-based vision for revitalization that is both forward-thinking and achievable. Ultimately, the true measure of success for this community building effort will be implementation of compatible redevelopment that is sustainable in the short and long-term.



It is important for all participants in the planning process to understand the unique qualities, issues and opportunities that can influence the future use and redevelopment of this important area. Our team is prepared to coordinate efforts with the City's real estate marketing consultant (CBC) while bringing a fresh perspective to this planning effort – utilizing a balanced approach that assists the community and landowners in holistically shaping the area's future economic growth and revitalization in a practical way that can be implemented within market reality.

Based on our understanding of the project objectives and deliverables outlined in the RFQ, we have prepared a proposed scope of services that ensures relevant issues will be identified and addressed during the planning process. Our approach will utilize industry “best practices” to assist the City of Lenexa in crafting a downtown plan that will help sustain the Old Town area as a great place to live, work, and shop.



Our planning process and scope of services are organized into four phases:

Phase 1: Visioning

Phase 2: Discovery

Phase 3: Ideas

Phase 4: Recommendations

### SCOPE OF SERVICES

#### PHASE 1 | VISIONING - COMMUNITY OUTREACH AND ENGAGEMENT

Our team is experienced in engaging the community in a coordinated series of interactive workshops and meetings to ask questions, identify challenges and opportunities, resolve conflicts, evaluate alternatives, and work towards preparation of a collective vision that captures their imagination while addressing their needs and desires.



### PUBLIC ENGAGEMENT

No one understands a community better than those who live and work there. Upon selection, our team will collaborate with the City to develop a comprehensive public outreach plan and schedule of meetings and activities that utilizes a full range of outreach and input opportunities. The plan document will define the goals, objectives, key messages, target audiences, issues under consideration, outreach tools/methods, and the anticipated schedule.



This plan will provide the framework to guide the project team's efforts in achieving community consensus and priorities that will shape the design and future implementation of this project. Different age and demographic groups receive information in different ways, and the tools used to reach them sometimes need to be more diverse in order to be successful. These can include creating promotional materials to announce project meetings and input opportunities, preparing printed materials such as fact sheets and newsletters at key milestones, conducting stakeholder and focus group interviews, sharing relevant examples of similar improvements and development projects, hosting community coffees or public meetings, attending identified community group meetings to share project information in addition to using social media and

## PROPOSED PROJECT APPROACH + PUBLIC ENGAGEMENT STRATEGIES



online engagement tools. Our team anticipates using an online survey(s) to gather input for use in this study effort, and to sharing project information presented at community meetings in an online format (with opportunities for input) for those not able to attend in-person.

Our team has proven experience utilizing each of these techniques to truly engage the community in understanding how a project like this can become a catalyst for revitalization. We understand how best to plan, implement, and integrate each aspect of communications to effectively engage a representative cross-section of a community resulting in a truly participatory process. This means proactively engaging interested and affected stakeholder groups through a mix of traditional and dynamic methods, as well as coordinating and managing the flawless execution of scheduled communication activities throughout the duration of a project. The more informed the participants are, the better the result.

### STAKEHOLDER COORDINATION

Affected and interested stakeholder groups and individuals will need to have a clear understanding of their ability to participate on behalf of themselves and for those they represent. Proactive, targeted, and personalized outreach will likely be necessary to ensure key stakeholders are engaged appropriately and throughout the project. A first step will be the identification of audiences and organizations representative of the diverse perspectives and desires for the corridor, with individuals from those respective groups invited to participate on the Advisory Committee. While the Advisory Committee will be utilized to provide meaningful input to the design team through facilitated small group conversations, they will also be utilized to complement the public engagement process and assist with message distribution through their own personal and professional networks as appropriate.

In order to maintain transparency and accessibility to the decision-making process, meeting summary notes will be maintained and made available during the planning process. This practice allows the team to provide periodic updates of “What We’ve Heard,” which can help to solicit additional input when a community member does not see his/her own thoughts or opinions reflected in project communications.

### PUBLIC INVOLVEMENT COORDINATION

Effective public involvement leads to improvements that meet community needs and desires and provides increased understanding and acceptance of project outcomes. The most effective public engagement programs include equal elements of education, awareness, and engagement. A range of activities will need to be designed and implemented that invite and solicit participation from audiences with varied communication preferences. Additionally, a successful program for this project will require uninterrupted transitions in communications to/from the stakeholder universe by effective coordination between the client and project team. In some cases, this may require a “go to them” approach, with community input and feedback solicited in convenient and regularly frequented locations. This approach also provides an understanding that while some may be too busy to attend an evening public meeting, or visit a specific web link, their thoughts are of equal importance. These interactions could be conducted as an “add-on” activity to planned organizational or neighborhood meetings (with presentations and facilitated conversation) and/or impromptu drop-in’s at community centers, libraries, apartment complexes, grocery stores, etc. This approach ensures that hard-to-reach





## PROPOSED PROJECT APPROACH + PUBLIC ENGAGEMENT STRATEGIES



populations have opportunities to participate in the process whether they be conducted as one-on-one conversations, focus groups, or larger group discussions.

Another key component of coordination for this project is being mindful of other public participation opportunities that may be happening concurrently to avoid scheduling conflicts, etc. It will be necessary to avoid confusion by distinguishing this community engagement effort from other projects that may seem identical or duplicative to some. Documenting, summarizing, and synthesizing input received throughout the process will occur on a monthly basis and/or at identified project milestones.



### PHASE 2 | DISCOVERY - DATA COLLECTION + ANALYSIS

#### Task 2.1: Project Organization and Administration

Upon selection, members of our team will meet with the City of Roeland Park staff (and others as directed) for organizational and strategic meetings to discuss issues such as: visioning workshop/ planning charrette logistics; public outreach; list and schedule of identified Committee members and potential meeting dates; and lists of public officials, community leaders, stakeholders and other key groups that need to be incorporated into the planning process. It is anticipated that the City will convene the Committee of community representatives for our planning team to work with throughout the project.

We will further our familiarity with the study area by touring the area and surrounding community in order to identify and document current conditions and the availability of existing resources. An inventory of existing information obtained from the City and/or other stakeholders and sources will be prepared.



### PHASE 3 | IDEAS - VISION/DRAFT PLAN

#### Task 3.1: Visioning Workshop/Planning Charrette

To continue strengthening our working relationship with the City of Roeland Park staff and community stakeholders, our design team will organize and facilitate a Visioning Workshop/ Planning Charrette to initiate project planning and design activities, continue research and data gathering, documentation of existing conditions, and continue exploring opportunities for future development of the area. This series of meetings will afford the City and Committee participants the opportunity to understand the overall scope and schedule of the planning process, to discuss and identify the goals of the study, and to share their thoughts on the future of these areas. We will come to these meetings prepared to share our perspective and observations in order to facilitate an interactive dialogue with attendees.



## PROPOSED PROJECT APPROACH + PUBLIC ENGAGEMENT STRATEGIES



### Task 3.2: Develop Refined Concept Alternatives

Utilizing the drawings and the input received at our previous meetings, our team will work off-site to translate and prepare alternative concepts for the project area. An independent concept review meeting will be scheduled with City staff and the Committee to share these initial concepts and to discuss the opportunities as well as area specific issues and alternatives. After this meeting, we will further refine these concepts into an organized set of conceptual plan scenarios and planning recommendations. Illustrations of prototype scenarios will be prepared to demonstrate the possibilities for future development/redevelopment land use scenarios, multi-modal and transit opportunities, potential development character/form, transportation, urban design, and place making features.

### Task 3.3: Concept Alternatives Workshop

We team will facilitate and attend a meeting with the Committee to present the initial concepts. Minor refinements and additional information will be developed for a subsequent public presentation and open house to share information and obtain additional input. Utilizing input from the public meeting, our team will prepare additional revisions and clarify the design team direction with the Committee prior to concluding the workshop. A summary of activities will be prepared.

### Task 3.4: Public Workshop

We will facilitate a public meeting at the end of the concept alternatives workshop. An informational session to describe the planning process and the scenarios that have been explored to date will be shared, and some interactive exercise/activity will be utilized to gain additional insight and understanding of the community's desires for the future development of downtown. This input will be documented for use by the design team in guiding our work to refine design ideas and development concepts.

### Task 3.5: Draft Plan Review Meetings

A review meeting will be held both with the Committee and the public to present the draft Old Town plan recommendations and to obtain input regarding any potential revisions that may be necessary. Our team will ask "Did we get it right?" regarding various aspects of the plan recommendations. The meeting with the Committee will serve as a pre-cursor to the public meeting to be held later that evening.

## PHASE 4 | PLAN RECOMMENDATIONS + IMPLEMENTATION STRATEGY

### Task 4.1: Plan Review and Adoption

Our team will prepare the final plan recommendations and implementation action steps for review by the City and the Committee. Upon review of these plans, we will incorporate any final changes and present the final plan to the Committee for a formal recommendation. Members of our planning team will also attend public hearings and review meetings as the plan proceeds through the City of Roeland Park's review and approval process.

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[www.thinkconfluence.com](http://www.thinkconfluence.com)

CONFLUENCE

### CONFLUENCE

Confluence is a professional consulting firm comprised of landscape architects and planners. Our firm's work includes a wide range of public, educational, institutional, and private sector projects. Our process is focused on collaboration and interaction with our clients, consultants and the community in which we work. Confluence's staff of 49 includes 24 licensed landscape architects and AICP certified planners. We bring the skills of landscape architecture, land planning and urban design to each project, giving us the tools to merge our client's needs with the environment. Our work is characterized by a philosophy of place-making; creating unique, human connections with every project, its location, and its surrounding environment. While program elements or locations may differ, our ability to listen, create, and uniquely respond to our client's needs remains consistent.

1600 Genessee St.  
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### Collins Noteis & Associates

Collins Noteis & Associates specializes in urban and community planning, strategic planning, economic development and government affairs. Founding principals Robert Collins and Vicki Noteis have over 60 years of collective experience in both the public and private sectors. Both have extensive experience in the management of complex projects and a unique combination of the creative problem-solving, planning and implementation skills required to solve the many challenges facing urban communities today.

CNA's experience includes both private and public sector clients. Work includes zoning and city approval process assistance for development projects, comprehensive and strategic planning, and organizational development support for not-for-profit organizations, models for integrated public decision-making and public policy, and urban planning and design.

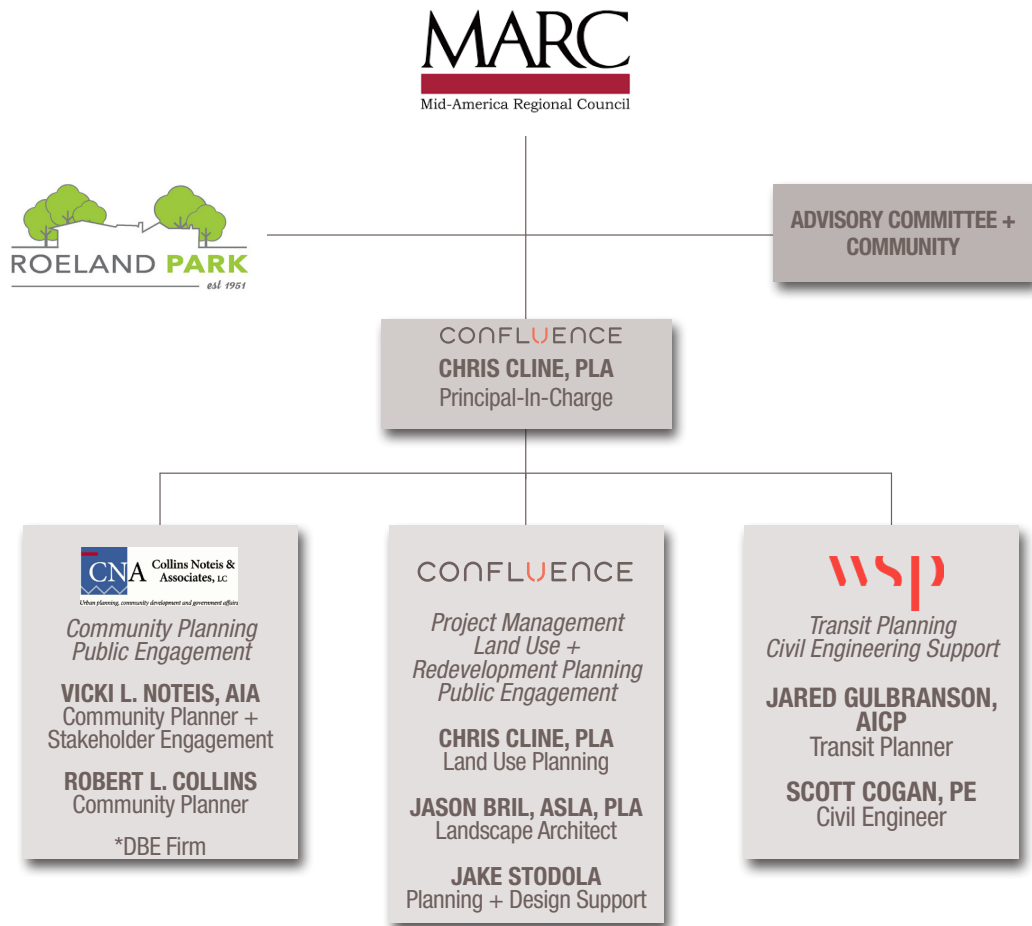
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[www.wsp.com](http://www.wsp.com)



### WSP

Founded in 1885, WSP is one of the oldest continually operating consulting engineering firms and is consistently ranked one of the top transportation consulting firms in the world. Our commitment to quality and technical excellence has made WSP a recognized leader, providing the knowledge and skill base that is borne of experience. WSP has ISO 9001:2008 Quality Management certification and extensive, long-standing experience in transportation, transit, and urban planning, in data analytics, and in active transportation design. Developing sustainable communities in the 21st century requires meticulous and creative planning, backed by a compelling vision of what is possible. Whether the setting is urban, suburban or rural, the fundamental goals are the same: fostering social cohesion and economic growth, creating connectivity, enhancing the quality of life and protecting the natural environment.



## STAFF AVAILABILITY

All of the staff indicated have the capacity to prioritize your project. We are available to begin work immediately.

## DBE REQUIREMENTS

Our team understands the DBE goals for this project and we are committed to meeting and/or exceeding this goal with the inclusion of Collins Noteis & Associates.

## PROJECT EXPERIENCE

Our team has developed and completed comparable projects, and has the experience to successfully complete this one. We've seen numerous challenges and opportunities on several projects throughout the region. Challenges can be overcome when you collaborate with the public and stakeholders to realize the full potential of a place.

The projects listed herein provide examples of our team's recent work and experience related to the needs of this project.



## QUALIFICATIONS / CONFLUENCE



### EDUCATION

Kansas State University  
Bachelor of Landscape Architecture / 1992

### CHRIS CLINE, ASLA, PLA | PRINCIPAL-IN-CHARGE + LAND USE PLANNING

Chris brings over 26 years of solid planning experience, and enjoys collaborating with multi-disciplinary teams. He continually seeks creative solutions, and is adept at building consensus through community involvement. His work has included corridor planning and aesthetics, land planning, urban design, community revitalization, and parks and recreation improvements.

### CURRENT + NOTABLE PROJECT EXPERIENCE

Shawnee Mission Parkway Corridor Study / Merriam, Kansas  
A New Look at Old Town Lenexa / Lenexa, Kansas  
Southside Junction Redevelopment Plan / St. Joseph, Missouri  
West Gateway Form-Based Code + Implementation / Mission, Kansas  
Downtown Overland Park Form Based Code / Overland Park, Kansas  
The Promontory Mixed-Use Development / Overland Park, Kansas



### EDUCATION

Iowa State University  
Bachelor of Landscape Architecture / 2012  
Bachelor of Arts and Sciences in Spanish 2012

### JASON BRIL, ASLA, PLA | LANDSCAPE ARCHITECT

Jason graduated from Iowa State University with a double major in Landscape Architecture and Spanish. During his time at Iowa State, Jason studied in Spain and Portland, Oregon, and enjoyed travel as a means to discover new spaces. Jason has a background in landscape construction and maintenance. His exposure to this type of work has helped him develop creative problem solving skills and a hands-on approach to design. In his free time Jason enjoys getting lost in the woods around Kansas City.

### CURRENT + NOTABLE PROJECT EXPERIENCE

Shawnee Mission Parkway Corridor Study / Merriam, Kansas  
The Promontory Mixed-Use Development / Overland Park, Kansas  
BluHawk Mixed-Use Development / Overland Park, Kansas  
Johnson County Arts and Heritage Center / Overland Park, Kansas  
Burlington Corridor Complete Street Design / North Kansas City, Missouri



### EDUCATION

Iowa State University  
Bachelor of Landscape Architecture / 2017

### JAKE STODOLA | PLANNING + DESIGN SUPPORT

Jake has a strong environmental, arts and design background with a Bachelors of Landscape Architecture from Iowa State University. He finds most of his passion in urban design, ecological design and design software. Place making and creating spaces that improve people's everyday health and well-being are some of his favorite parts of the job.

### CURRENT + NOTABLE PROJECT EXPERIENCE

A New Look at Old Town Lenexa / Lenexa, Kansas  
Old Town Community Center Revitalization / Lenexa, Kansas  
Burlington Corridor Complete Street Design / North Kansas City, Missouri  
Broadway North Loop PEL / Kansas City, Missouri  
Riverfront Streetcar Extension / Kansas City, Missouri



#### EDUCATION

Kansas State  
University  
Bachelor of  
Architecture (cum  
laude) 1976

#### VICKI L. NOTEIS, AIA | COMMUNITY PLANNER + STAKEHOLDER ENGAGEMENT

Vicki L. Noteis is an architect and urban planner with over 35 years of experience in both the public and private sectors. She specializes in finding solutions to complex urban problems by incorporating creative, meaningful, and data-driven public participation. As a result, communities develop successful individualized solutions to the overlapping complications of planning, urban design, community expectations, public policy, regulations and market and development realities.

#### CURRENT + NOTABLE PROJECT EXPERIENCE

Cultural Arts District Plan for Nelson-Atkins Museum of Art / Kansas City, Missouri

Mission East Gateway Plan / Mission, Fairway & Roeland Park, Kansas

Gardner, Kansas Downtown Plan / City of Gardner, Kansas

135th St. Corridor Development Plan / Leawood, Kansas

State Ave. Redevelopment Plan / Unified Gov. of WYCO

Riverfront Industrial Area Plan / Kansas City, Missouri

Southside St. Joseph Redevelopment Plan / Saint Joseph, Missouri

Comprehensive Plan Update / Lansing, Kansas

Troost Corridor Redevelopment Plan / MARC and Kansas City, Missouri



#### EDUCATION

UMKC  
Bachelor and Masters  
of Economics  
University of Michigan  
Masters of Urban  
Planning

#### ROBERT L. COLLINS | COMMUNITY PLANNER

Robert L. Collins is Vice-President of the consulting firm Collins Noteis & Associates in Kansas City, Missouri. CNA specializes in urban and community planning, strategic planning, economic development and government affairs. With over 35 years of experience in both the public and private sectors, Mr. Collins has provided strong leadership on development issues in Kansas City and the region. He has a unique perspective that acknowledges the different responsibilities and roles demanded by elected officials, non-profit organizations and the public in solving complex problems and a track record of effective implementation.

#### CURRENT + NOTABLE PROJECT EXPERIENCE

Redevelopment Plan for Heartland Health / St. Joseph, Missouri

Feasibility Study and Development Plan for Truman Medical Center Lakewood Campus /  
Kansas City, Missouri

Feasibility Study and Redevelopment Plan for the Southside Development Corporation / St.  
Joseph, Missouri

Economic Development Analysis for Red Bridge Area Plan / Kansas City, Missouri

Strategic Plan for Johnson Co., KS Library System

Feasibility Plan for Urban Grocery Store for Truman Medical Center / Kansas City, Missouri



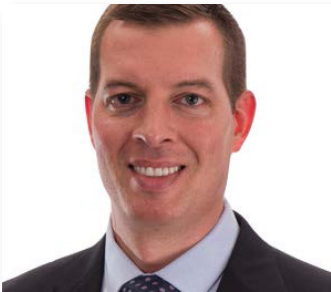
#### EDUCATION

University of Missouri-Kansas City  
Masters of Public Administration

#### JARED GULBRANSON, AICP | TRANSIT PLANNER

##### CURRENT + NOTABLE PROJECT EXPERIENCE

Armour Road Complete Streets Plan / North Kansas City, Missouri  
Midtown Complete Streets Plan, Kansas City, Missouri: deputy project manager  
Independence Avenue BRT Planning and Feasibility Study / Kansas City, Missouri  
Rock Island Corridor Transit Analysis / Jackson County, Missouri  
Jackson County Commuter Corridors Alternatives Analysis / Jackson County, Missouri  
Kansas City Streetcar River Front Extension Feasibility Study / Kansas City, Missouri  
KCATA Title VI Update  
Cedar Rapids Metro-Wide Transit Study / Cedar Rapids, Iowa  
Cedar Rapids Regional Transit Authority Feasibility Study / Cedar Rapids, Iowa



#### EDUCATION

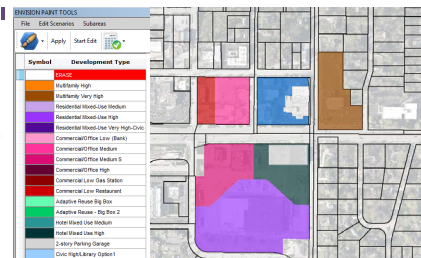
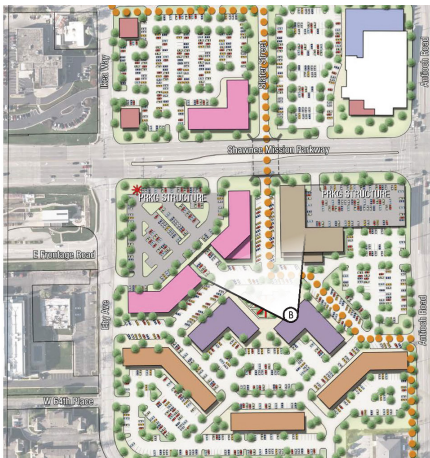
University of Missouri-Columbia  
B.S., Civil Engineering  
2000

#### SCOTT COGAN, PE | CIVIL ENGINEER

##### CURRENT + NOTABLE PROJECT EXPERIENCE

Roe Avenue & I-435 Diverging Diamond Interchange / Overland Park, Kansas  
Dennis Avenue over Little Cedar Creek, Olathe, Kansas  
Switzer Road (143rd Street to 151st Street) / Overland Park, Kansas  
Nall Avenue (143rd Street to 159th Street) / Overland Park, Kansas  
Lee's Summit Downtown Street Reconstruction and Streetscape / Lee's Summit, Missouri  
Robinson Street and BNSF Railway Underpass Improvement / Norman, Oklahoma





## Features

- Community Involvement
- Multi-Disciplinary Team
- Market Analysis + Fiscal Impact Study
- Long Range Growth Redevelopment Scenarios
- Transportation Infrastructure Planning

## Recognition/Awards

- 2014 Merit Award for Planning and Analysis, Central States ASLA
- 2015 Merit Award for Planning and Analysis, Prairie Gateway Chapter ASLA



## SHAWNEE MISSION PARKWAY CORRIDOR STUDY | MERRIAM, KANSAS

Client: City of Merriam, Kansas

Contact: Bryan Dyer, Community Development Director / 913.322.5527

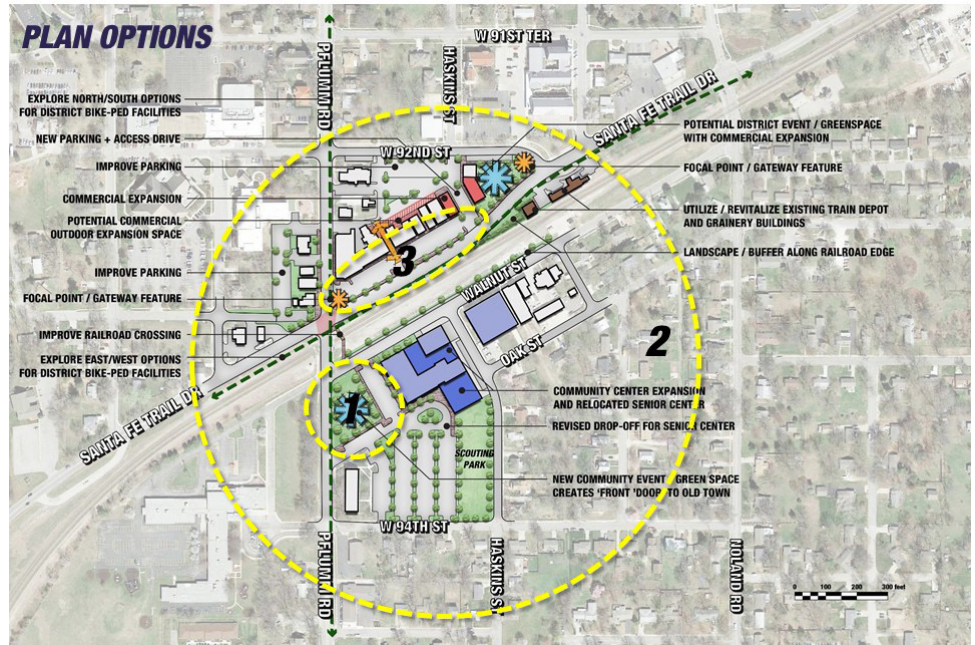
bdyer@merriam.org / Contract Amount: \$157,000

The City of Merriam has significantly redeveloped a large portion of their Interstate 35 frontage over the last decade, yet the area adjacent to the Shawnee Mission Parkway corridor has not changed significantly. The existing K-Mart building has been vacant and surrounding parcels within a 25-acre area are currently under utilized. IKEA recently constructed a new facility just north of the study area, which is anticipated to generate additional interest in redevelopment within the study area. This project included engaging the community to establish a vision, and creating/evaluating several redevelopment scenarios to assist the City in evaluating future development proposals.

Confluence led a multi-disciplinary team to analyze existing conditions, create redevelopment scenarios, and to utilize new planning and financial analysis tools to evaluate each scenario. Our team led the creation of five redevelopment scenarios, ranging from adaptive reuse of the existing buildings, to redeveloping the entire site to incorporate high density mixed-use development. These concepts explored the relationship of expanded transit in the corridor and improving the bicycle and pedestrian connectivity across the highly travelled Shawnee Mission Parkway Corridor. The results allowed the City to be proactive in anticipating the type of project a new developer may propose. It also provided an opportunity to explore the land use and design aspects of each scenario and integrated a robust exercise in formulating redevelopment costs.

Prior to completing the plan, the results of this multi-scenario analysis were shared with the Planning Commission and City Council. They chose to use the results of these efforts to encourage developers to “think big”, and to be ready to entertain appropriate financial incentives to support significant redevelopment within the study area.





## Features

- Stakeholder Engagement
- District Master Planning
- Historic Preservation
- Multi-Modal Connectivity
- Urban Design Recommendations
- Multi-Disciplinary Collaboration

## A NEW LOOK AT OLD TOWN LENEXA | LENEXA, KANSAS

Client: Mid-America Regional Council

Contact: Beccy Yocham, Lenexa Community Development Director

913.477.7725 / askcomdevel@lenexa.com / Contract Amount: \$26,215

Collins Noteis & Associates and Confluence were retained by the Mid-America Regional Council to assist the City of Lenexa, Kansas, with the development of a community-driven strategic development plan for its historic Old Town area. Located at the intersection of Santa Fe Trail Drive and Pflumm Road, the remaining parts of the original town development exist today as a row of mostly historic buildings with retail shops and a train depot facing the railroad tracks. The area is surrounded by single-family neighborhoods on the north, east and west with several civic uses located immediately south of the BNSF railroad.

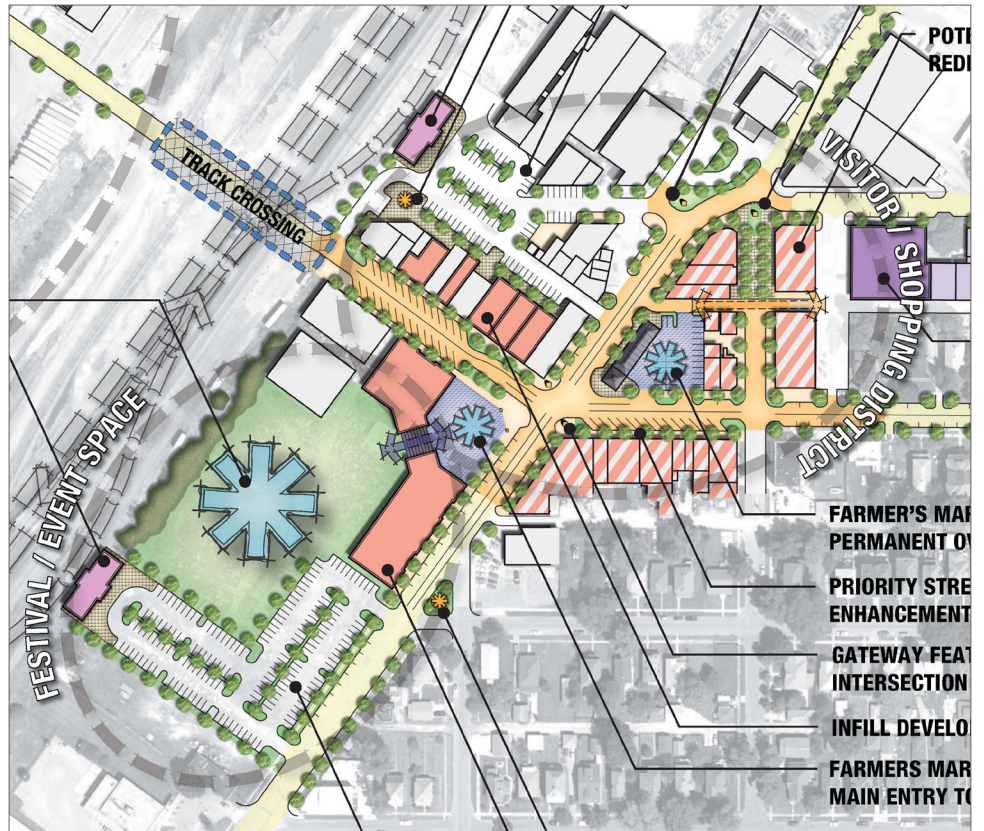
The purpose of this plan was to develop a high level vision for historic Old Town that the City, the civic and business community and the neighborhoods could use as a guide toward improving the area's pedestrian-oriented environment, improving its sense of place and image and reviving its economic vitality. The resulting plan, based heavily on public input conducted throughout the project, provides strategies and guidance for accomplishing the community's vision for Old Town. It is a high-level study to address key issues in a connected way, but does not provide detailed design or construction specifics. The recommendations outlined in the plan contain both short-term and long-term action steps that have been developed with the help of the community. The planning process identified key issues and developed strategies to reestablish the identity of Old town; re-energize economic development; improve parking, update design guidelines, revitalize Old Town's image, protect its historic character; improve walkability and reinforce Old Town as a destination for the surrounding neighborhoods and community as a whole.





### Features

- Stakeholder + Community Involvement
- Economic Development Strategies
- Community Planning
- Visioning Process



### **SOUTHSIDE JUNCTION REDEVELOPMENT PLAN | ST. JOSEPH, MISSOURI**

Client: Southside St. Joseph Redevelopment Corporation

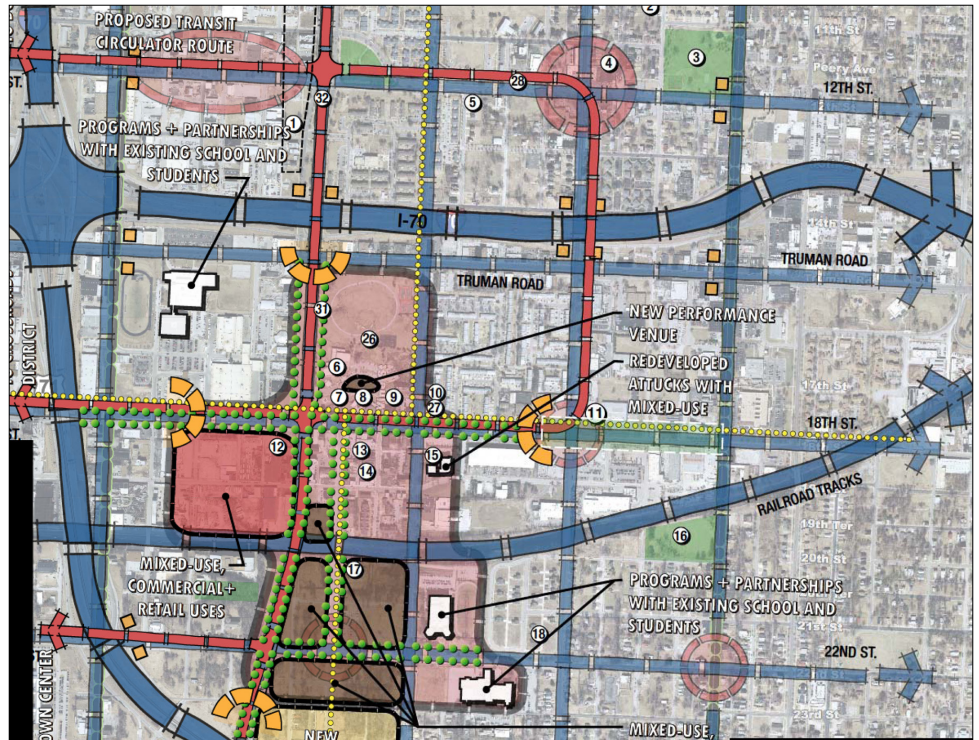
Contact: Larry Stobbs, Sergeant / lstobbs@stjoemo.org / 816.233.9652

Contract Amount: \$24,000

The South St. Joseph community, commonly known as Southside, is an historic and eclectic mix of businesses, residential and industrial land uses related to the original stockyards, railroad and meat packing industries dating from 1887. The area has declined since the stockyards diminished and surrounding industries changed. It still remains a tight-knit community and home to over 5,000 residents, numerous small neighborhood businesses and large industrial users.

Confluence and Collins Noteis & Associates collaborated as a team who, along with local civic leaders, completed a redevelopment plan for the area. The planning process included active community involvement from residents as well as business owners and local elected officials. The plan outlines a redevelopment strategy for converting the 120 year old "junction" area into a unique, lively cultural arts and entertainment district that emphasizes the community's historic buildings and character. The plan includes 14 implementation steps for the community to pursue to bring the redevelopment vision to fruition. It is envisioned to rebuild the local business strength and create new public gathering space for events, a farmer's market, space for galleries, boutique shops and district signage, streetscape and identity markers. It also includes plans for new infill development as well as renovation of existing buildings and new parking.





## Features

- Urban Design + Revitalization Planning
- Infrastructure Improvement Recommendations
- Economic Development Strategies
- Community Involvement
- Implementation Recommendations
- Multi-Disciplinary Collaboration
- Housing + Commercial Development Strategies

## Recognition/Awards

- 2011 Award of Excellence – Planning & Analysis: Central States ASLA
- 2011 Merit Award – Planning & Analysis: Prairie Gateway ASLA
- 2011 Outstanding Special Community Initiative Award: Missouri Chapter - American Planning Association (APA)

## VINE STREET DISTRICT ECONOMIC DEVELOPMENT PLAN

KANSAS CITY, MISSOURI

Client: City of Kansas City, Missouri

Contact: John DeBauche, Lead Planner / john.debauche@kcmo.org / 816.513.2869

Contract Amount: \$43,800

The City of Kansas City, Missouri retained a comprehensive planning and design team which included Collins Noteis + Associates and Confluence to create an economic development plan for a specific area of downtown, to serve as a catalyst for revitalization of the Vine Street District. This area historically served as the cultural and socio-economic hub of Kansas City's African-American community.

The project area includes a diverse mixture of neighborhoods, institutional uses, commercial and industrial development, and encompasses the area between 9th and 29th Streets, from Troost to Prospect Avenue. The historic 18th + Vine area is located in the heart of this District, and is home to the American Jazz Museum, the Negro Leagues Baseball Museum, and the Black Archives.

A series of community meetings were held to gather input from residents and business owners regarding future redevelopment and revitalization opportunities throughout the District, and a comprehensive series of strategies intended to support these efforts were developed. The plan includes urban revitalization, housing, commercial, infrastructure, and governance strategies, and was adopted by the City Council in 2011.





## WEST GATEWAY DISTRICT REDEVELOPMENT PLANNING + FORM-BASED CODE IMPLEMENTATION | MISSION, KANSAS

Client: City of Mission, Kansas

Contact: Laura Smith, City Administrator / 913.676.8350

lsmith@missionks.org

Prior to becoming a principal with Confluence, Chris Cline, led a diverse team of design and engineering professionals to create planning and development recommendations for a new pattern of development for Mission's West Gateway District. The scope included engaging the community to better define the type of development and community improvements that should be considered for the future of the district, reviewing existing and anticipated real estate market trends, and making recommendations for public infrastructure improvements.

The result of these efforts is the Kansas City area's first Form Based Code, which places greater importance on the physical form of new development to create an interesting and inviting public realm. This code is intended to encourage creation of pedestrian-friendly places that provide a high quality of life for residents and the surrounding community. The City of Mission formally adopted the Form Based Code to guide new development within the 130-acre West Gateway District, and Mr. Cline continues to assist the City of Mission and prospective developers in implementing the community's vision for revitalizing this district.

*\*Project images depicted on this sheet represent Mr. Cline's professional experience, and were produced prior to joining Confluence.*

### Features

- Community Involvement  
+ Facilitation
- Urban Infill / Redevelopment
- Master Development  
+ Coordination
- Form Based Code
- On-Going Implementation
- Planning + Design Support





**THE PROMONTORY MIXED-USE DEVELOPMENT** | OVERLAND PARK, KANSAS  
 Client: Launch Development, Inc.  
 Contact: Craig Laderoute, Partner / 816.436.3111 / Contract Amount: \$174,735

Confluence was retained to provide master planning; site and parking lot layout; and schematic design services for this 27-acre site in Overland Park, which is anticipated to provide 154,000 square feet of retail space and 420 residential apartments. The project site is currently occupied by single-story retail buildings and pad sites, and involves phased construction and revitalization to include new multi-story mixed-use buildings with commercial uses on the ground floor.

The project also included creation of numerous development illustrations and the use of video animation to portray before and after conditions. the project phasing, and the architectural character of the proposed development.

## Features

- Mixed-Use Development
- Shopping Center Revitalization
- Site Planning + Grading
- Amenity Design + Placemaking
- Pedestrian Connectivity





### OLATHE COMMUNITY CENTER | OLATHE, KANSAS

Client: City of Olathe, Kansas

Contact: Jeff Blakeman, Senior Building Design Project Manager  
913.971.8767 / Contract Amount: \$200,480

#### Features

- Site Planning + Building Orientation
- Park Design + Master Planning
- Parking + Site Circulation
- Historic Context
- Sustainable Design Features
- Trail Connections
- Landscape Planting + Garden Design
- Multi-Disciplinary Collaboration
- Stakeholder Involvement

Selected by the City of Olathe, Kansas as part of a multi-disciplinary team, Confluence led the site planning and design of landscape architectural components for an iconic new community center. This facility is located within the City's historic Stagecoach Park, a signature destination park in the heart of the community.

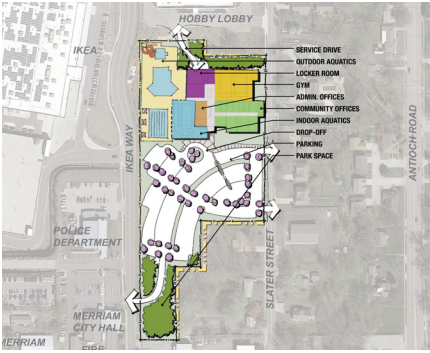
The community center includes indoor aquatics, a gymnasium, fitness area, wellness center, several community rooms, catering kitchen and child play areas. Site features include ample parking, pedestrian trail connections, adventure playground, spray ground with adjacent patio spaces and interpretive park areas that extend the use of this facility into the surrounding park environs.

#### Recognition/Awards

- 2015 Kansas City Business Journal Capstone Award for Community Impact
- 2015 Urban Land Institute Kansas City Development of Distinction Award

Extensive design and planning efforts were undertaken to properly nestle the facility and related site improvements into the existing passive park's rolling terrain, mature trees, and water features. Confluence was also charged with creating a new master plan for the entire park, providing an opportunity to consider additional creative enhancements and park improvements that can be implemented over time to address the community's short and long-term needs. Throughout the design and planning process, Confluence assisted with City Council and stakeholder involvement.





## Features

- Site Planning + Building Orientation
- Park Design + Master Planning
- Parking + Site Circulation
- Multi-Disciplinary Collaboration
- Stakeholder Involvement

## MERRIAM PARKS AND RECREATION FACILITIES MASTER PLAN

MERRIAM, KANSAS

Client: City of Merriam Kansas

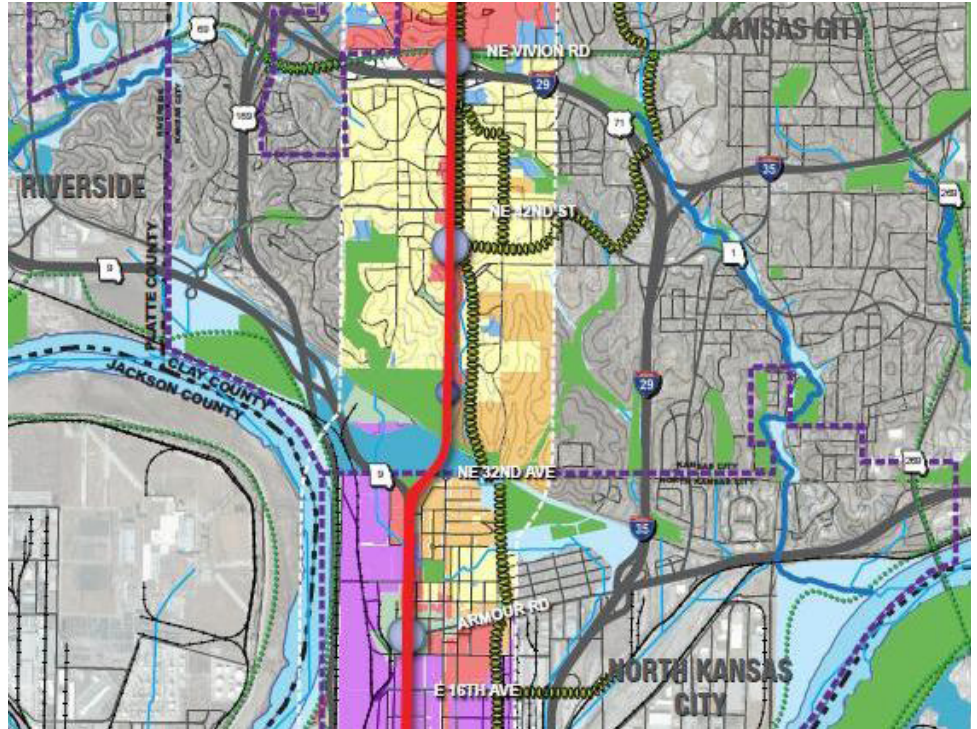
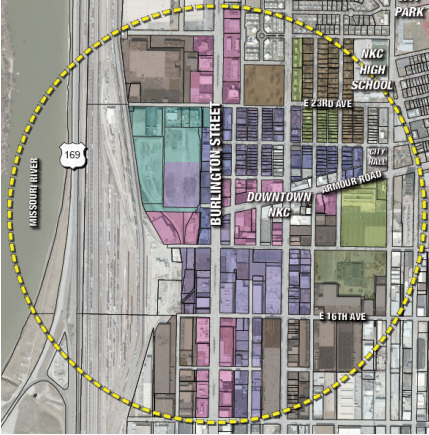
Contact: Anna Slocum, Parks and Recreation Director / [aslocum@merriam.org](mailto:aslocum@merriam.org)

913.322.5556 / Contract Amount: \$47,000

The City had previously explored assessment of the existing Merriam Aquatic Center and the Irene B. French Community Center facilities, which included initial ideas and costs for updating each facility. The purpose of our team's work was to explore a third option for the City to consider – one that evaluated the potential for a new facility that integrated a community center with indoor and outdoor aquatics. Our team engaged City staff, identified stakeholders, and the public in a structured planning process to share information, obtain valuable input, and to build consensus for shaping the future concept for what this new facility could become.

This process included the creation of a statistically valid survey to gauge the community's needs and the exploration of various site and building development concepts. Confluence led and facilitated a series of stakeholder and community workshops and focus group activities, and collaborated with our multi-disciplinary team to create a variety of concept design alternatives for City consideration. This included evaluating pro-forma projections and funding options to support this community investment.

Through combined efforts to refine and present the master plan recommendations, the City eventually elected to move forward with the creation of a new combined facility to meet the community's long-term recreational needs. A referendum to fund the project through the extension of an existing sales tax was eventually approved by public vote – allowing the project to proceed into implementation.



## NORTH OAK CORRIDOR TRANSIT STUDY – MARC CREATING SUSTAINABLE PLACES

KANSAS CITY, NORTH KANSAS CITY, AND GLADSTONE, MISSOURI

Client: Mid America Regional Council (MARC) / Contract Amount \$36,000

The purpose of the study was to evaluate the potential for enhancing transit service, along this 11-mile corridor, while exploring the relationship between transit modes and economic development activity. Confluence facilitated a series of meetings with community stakeholders, the Kansas City Area Transportation Authority, the Mid-American Regional Council, and City representatives to share information and obtain input.

Confluence explored alternatives for future transit service, each with a corresponding series of development scenarios that illustrate the level of residential densities and economic development activity anticipated to make the transit system sustainable over the long-term. Confluence analyzed existing conditions in key nodes to determine the existing network of sidewalks and bicycle facilities needed to support access to transit facilities and provided recommended improvements to support increased ridership.

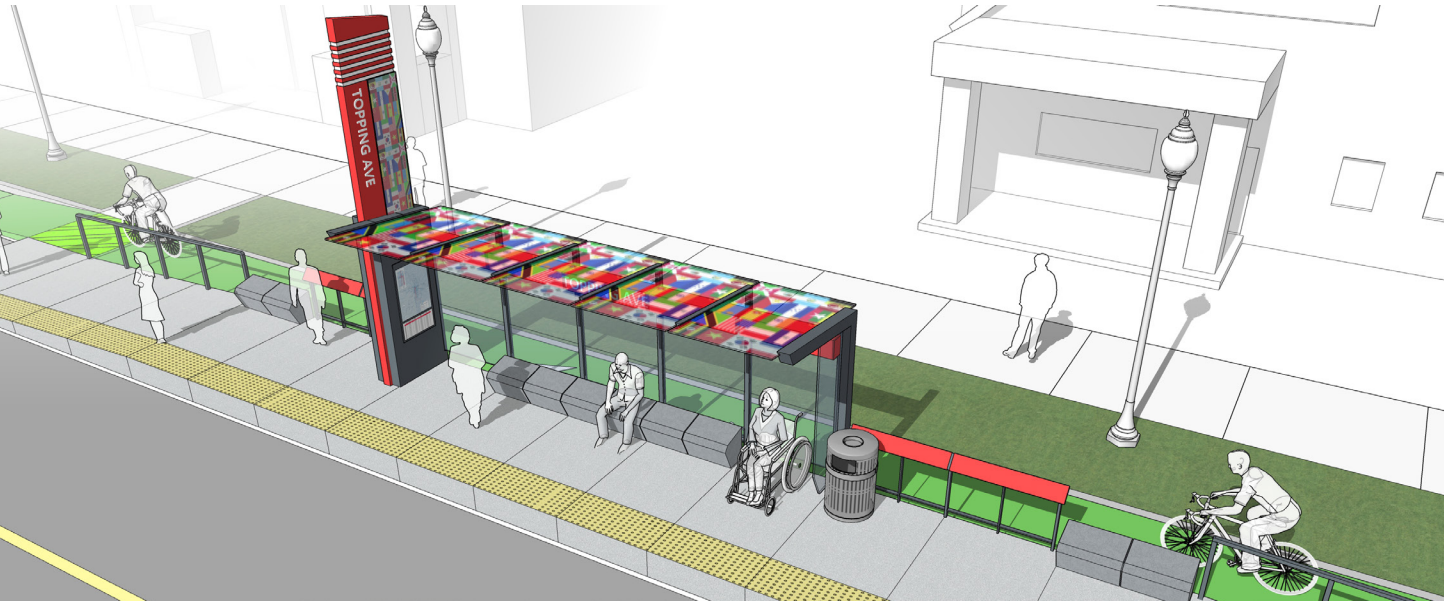
### Features

- Redevelopment Planning
- Infrastructure Analysis + Recommendations
- Multi-Disciplinary Team Collaboration
- Multi-Jurisdictional Client Collaboration
- Community Involvement
- Long-Term Transit-Oriented Development Planning

### Recognition / Awards

- 2015 Merit Award for Planning & Analysis, Prairie Gateway Chapter ASLA





### INDEPENDENCE AVENUE CORRIDOR BRT STUDY

KANSAS CITY, MISSOURI AND INDEPENDENCE, MISSOURI

Client: KCATA

Contact: Shawn Strate, KCATA Project Manager, Kansas City Area  
Transportation Authority / Sstrate@kcata.org / 816.346.0349

Contract Amount: \$240,000

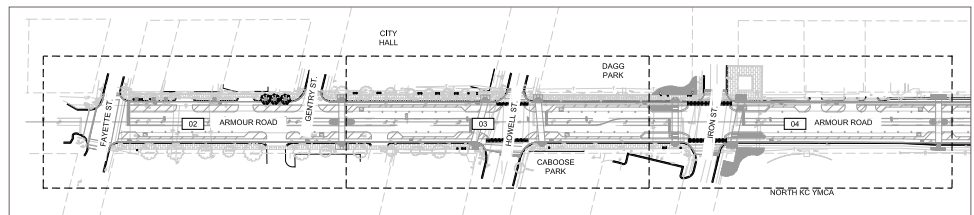
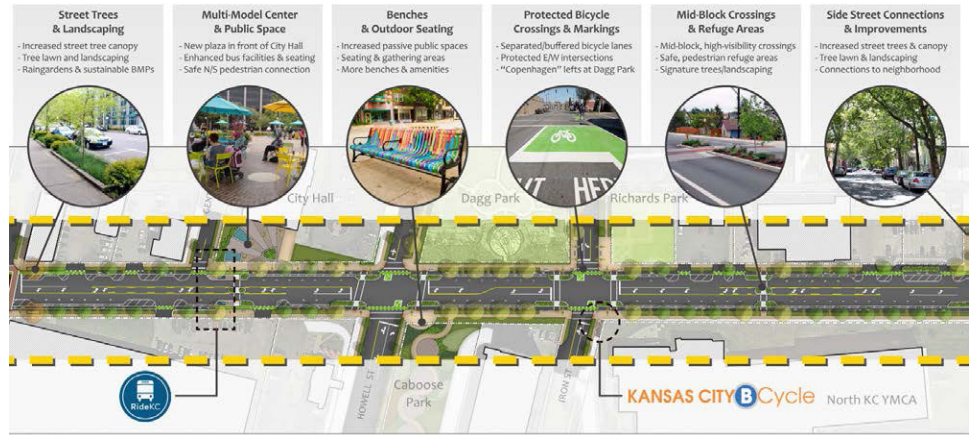
The purpose of the study is to assess and evaluate the feasibility of enhancing transit service along Independence Avenue, a 10-mile corridor connecting Downtown Kansas City and Downtown Independence, Missouri. This corridor is one of the oldest and most diverse public transit routes in the Kansas City region, and will become the first east-west BRT in the system.

WSP and Confluence collaborated in the development of recommendations to introduce Bus Rapid Transit to this corridor. Analytical tools used in this process included a series of innovative analysis and mapping tools to aid stakeholders in making informed route alignment decisions. Tools included including existing sidewalk and slope analysis, neighborhood connectivity, redevelopment opportunity, crime statistics, and overall demographic data analysis to support increased access and ridership.

Building on the overall regional transit plan's (Smart Moves 3.0) recommended mobility hub locations, Confluence analyzed the corridor to recommend BRT station locations and developed station design prototypes and WSP led the overall transit implementation and operational analyses that led to final route alignment selection and anticipated travel efficiencies associated with these improvement recommendations.

#### Features

- Urban Redevelopment + Revitalization Planning
- Multi-Jurisdictional Client Collaboration
- Infrastructure Analysis + Recommendations
- Prototype Transit Platform/ Station Design
- Streetscape Integration



### Features

- Complete Street
- Streetscape Design
- Irrigation Design
- Stakeholder + Community Engagement

### ARMOUR ROAD CORRIDOR - COMPLETE STREET CONSTRUCTION

NORTH KANSAS CITY, MISSOURI

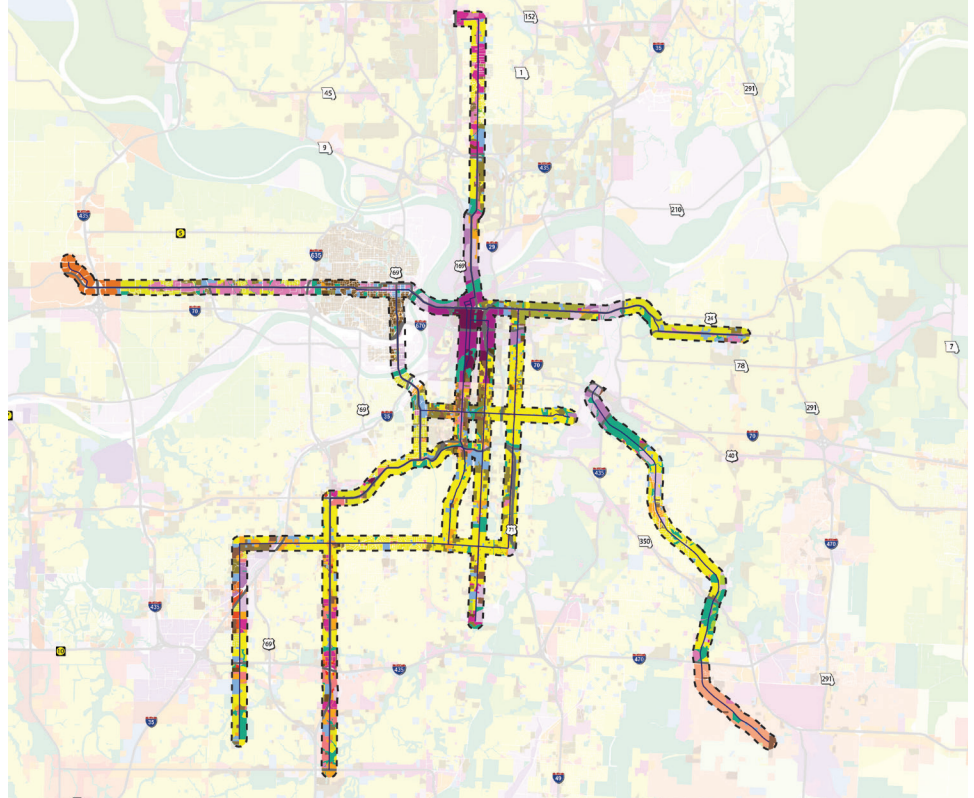
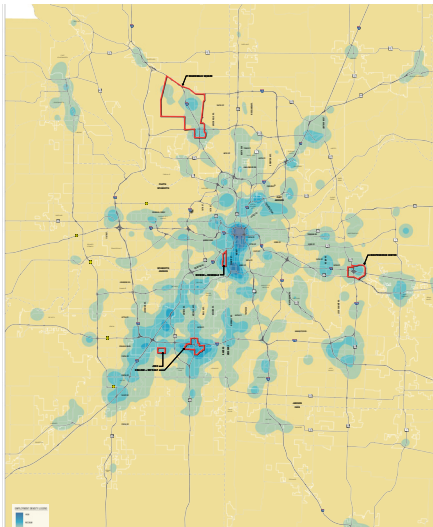
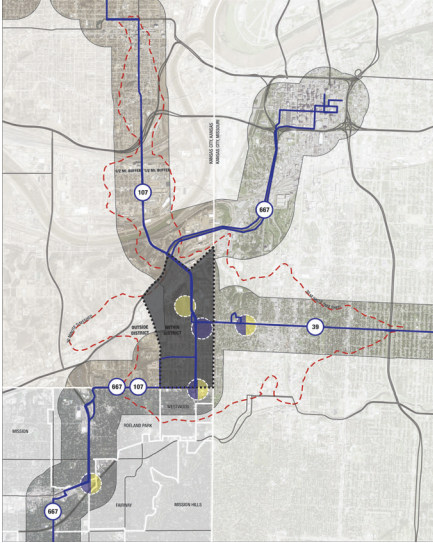
Client: North Kansas City / MARC

Contact: Sara Copeland, Community Development Director, North Kansas City  
scopeland@nkc.org / 816.274.6006 / Contract Amount: \$230,000

WSP and Confluence collaborated on the Complete Streets Plan for Armour Road in North Kansas City, MO. Armour Road is an east/west vehicular workhorse for the Northland. Still with this heavily traveled road, the wide corridor provided the capacity and opportunity to safely incorporate a bike facility - turning Armour Road into a multi-modal asset for North Kansas City.

WSP led the multi-modal transportation planning efforts while Confluence engaged the community in preferencing exercises to develop the corridors kit of parts which included site furnishings and lighting family. Landscape beautification is another layer of design as Armour Road is a gateway corridor to downtown NKC from Interstate 35. We tested several landscape typologies with the community to develop their preferred approach to soften and accentuate the commercial and retail businesses in this corridor. Construction documents were completed in Fall of 2018 with construction slated for Spring 2019.





### **RIDEKC REGIONAL TRANSIT PLAN - SMART MOVES 3.0 | KANSAS CITY METROPOLITAN AREA**

Client: Mid-America Regional Council (MARC) and Kansas City Area Transportation Authority (KCATA)

Contact: Karen Clawson, Senior Transportation Planner, MARC / 816.701.8255 / [kclawson@marc.org](mailto:kclawson@marc.org) / Contract Amount: \$136,922

Confluence served as part of a collaborative multi-disciplinary team to assist in a multi-agency effort to create a new regional long-range transit plan – with the goal of doubling job accessibility by transit throughout the Kansas City metro area within 10 years. According to a 2011 Brookings Institution report, only 18% of jobs in the region are accessible by transit in under 90 minutes.

Confluence led the community planning, transit mobility hub analysis, and land use planning aspects of this study effort. Our work included integrating land use and housing policy strategies and recommendations as a component of the long range transit plan. This represents a significant opportunity for communities within the metropolitan area to coordinate future strategic growth and incentives along higher frequency transit corridors. Our team provided extensive research and data analysis throughout the region to explore existing transit propensity, recent and projected land development activity, and analyzing macro-scale patterns of worker residences and their respective places of employment throughout the region.

This new regional transit plan will include a family of services that improve connectivity at the local and regional level, which will include the use of mobility hubs.

### **Features**

- Multi-Disciplinary Collaboration
- Transit + Land Use Planning
- Multi-Agency + Multi-Jurisdictional Coordination
- Housing Policy Recommendations
- Mobility Hub Analysis

### **Recognition/Awards**

- 2018 Merit Award for Planning and Analysis - ASLA Central States

## MIDTOWN COMPLETE STREETS PLAN Kansas City, Missouri



The Midtown Complete Streets Plan for Kansas City, Missouri is the next step in rethinking the transportation network in Kansas City. Five major arterial streets in Midtown/Plaza/Westport were studied to provide a safe and high-quality experience for all users. Robust public outreach was conducted, with over 1700 individuals engaged throughout the planning process, and coverage by multiple media outlets.

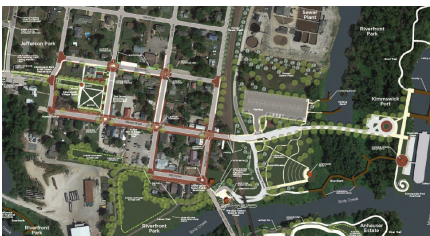
The final plan represents a new era for the Midtown area. Cyclists, pedestrians, and transit users will be better accommodated, and the area will be more inviting, fun, and aesthetically pleasing for residents and visitors—all with minimal impact to motor vehicle operations or parking. Using the data-driven planning approach, a benefit-to-cost ratio was calculated at 5:1 with over \$140M in savings to society over a 20-year period.

**Client:** City of Kansas City, Missouri

**Contact:** Joe Blankenship, Planner  
816.513.2878  
joseph.blankenship@kcmo.org

**Contract Amount:** \$70,000

## KIMMSWICK GREAT COMMUNITY / GREAT STREETS PLAN Kimmswick, Missouri



WSP assisted in this transformative vision for the city of Kimmswick that started as a corridor plan and ended with a citywide vision towards the future. Kimmswick operates as a small, rural town that has an influx of visitors during special events. WSP assisted during with the robust outreach which included numerous meetings with residents, stakeholders, and the business community. WSP specifically helped work with the railroads to forge a way forward towards consensus on connecting the riverfront. WSP also helped layout the groundwork for creating a CID and taxing entity downtown to own and maintain the vision and future transportation. The final plan includes strategies to address appropriate business growth, city governance, permanent flood protection, public space improvements, and connecting the community to a new Mississippi riverfront park to welcome the Delta Queen Steamboat.

**Client:** East-West Gateway

**Contact:** Paul Hubbman, Senior  
Manager of Corridor & Long Range  
Planning / 816.274.6006  
paul.hubbman@ewgateway.org

**Contract Amount:** \$46,000



## FOREST PARK CONNECTIVITY & MOBILITY STUDY

St. Louis, Missouri



**Client:** Forest Park Forever

**Contact:** David Lenczycki, Project Engineer / 314.435.4112  
DLenczycki@forestparkforever.org

**Contract Amount:** \$315,000

Forest Park Forever has hired WSP to provide professional transportation planning, public involvement and engineering services in order to conduct a connectivity study for Forest Park. As a world-class park with over 12 million visitors each year, Forest Park functions as a regional destination as well as a local park for the numerous city neighborhoods that surround it. The challenge of the study is to create a connectivity plan that addresses connectivity for the regional traveler as well as park neighbor, and improves the experience for visitors for years to come. The WSP team is working to ensure that the process and recommendations balance nature, culture, and people and align with the Park Master Plan.

The project is on-going, but already WSP has systematically engaged a multi-dimensional stakeholder group that includes the Forest Park Advisory Board, numerous City of St. Louis departments, institutions located within the park, as well as institutions and neighborhood groups surrounding the park.

## QUIVIRA ROAD CORRIDOR STUDY

Lenexa, Kansas



**Client:** MARC

**Contact:** Magi Tilton, Planner  
mtilton@lenexa.com  
17101 W. 87th St. Pkwy.  
Lenexa, KS 66219  
913.477.7500

**Contract Amount:** \$154,000

The City of Lenexa received a grant from the PSP Grant Program through MARC to study the Quivira Road Corridor. WSP led the study of this three-mile corridor to explore expanded access opportunities for pedestrians, transit users, and cyclists. The project involved a study of existing conditions, corridor traffic, crashes, economic development, demographic trends, and other data and combined this analysis with a robust public engagement strategy. The Steering Committee, City staff, and public helped to set the goals and vision for this project, which include: developing the corridor to be a major reinvestment opportunity that is positioned for long-term financial prosperity; creating a corridor that is accessible for multiple modes of transportation and walkable, workable, and livable for all; and designing a corridor that supports the distinct character of its place.

The WSP team refined this vision to create robust set of recommendations and an implementation plan to create a more sustainable, vibrant, and unique corridor that is safer and more convenient for all modes of transportation. Because of the robust public engagement and the data driven approach by the WSP team, the plan has gained wide buy-in from local residents and businesses, cycling advocacy groups, the City Council, and City staff.

### ATTACHMENT B

#### AFFIRMATIVE ACTION CHECKLIST

Federal regulations require that any firm of 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted
2. Name of Affirmative Action Officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, of assignment of specific responsibilities and to whom the officer reports.
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals
7. Validation and revision of examinations, educational requirements, and any other screening requirements.
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and insuring supervisory compliance with affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and time tables)

**CONFLUENCE CURRENTLY EMPLOYS 49 FULL TIME EMPLOYEES. AS SUCH, WE ARE NOT REQUIRED TO HAVE AN AFFIRMATIVE ACTION PLAN.**

**ATTACHMENT C****CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

**Read instructions for Certification below prior to completing this certification.**

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.



11/30/2018

Date Signed – Authorized Representative

Chris Cline, ASLA, PLA / Senior Principal

Title of Authorized Representative

Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## ATTACHMENT D

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

. If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

. The undersigned shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Confluence

\_\_\_\_\_  
(Name of Entity)

Chris Cline, ASLA, PLA / Senior Principal

\_\_\_\_\_  
(Name and Title of Authorized Official)



11/30/2018

\_\_\_\_\_  
(Signature of above Official)

\_\_\_\_\_  
(Date)



# KANSAS STATEWIDE CERTIFICATION PROGRAM

## CERTIFIES

*Collins Noteis & Associates, LLC*

*Disadvantaged Business Enterprise (DBE)/Woman Business Enterprise (WBE)*

NAICS Code/Work Type(s): 541310 - Architectural (except landscape) Svcs.; 541320 - Landscape Architectural Svcs. (Urban Planning Svcs.); 541611 - Administrative Mgmt. & General Mgmt. Consulting Svcs. (Strategic Planning Consulting Svcs.); 541690 - Other Scientific & Technical Consulting Svcs. (Economic Consulting Svcs.); 541820 - Public Relations Agencies (Public Relations Consulting Svcs.)

1/19/2018

Effective Date



*Rhonda Harris*

Rhonda Harris, Director  
Office of Minority & Women Business  
Kansas Department of Commerce

*Doria Watson*

Doria Watson, Administrator  
Office of Civil Rights Compliance  
Kansas Department of Transportation

**ATTACHMENT B****AFFIRMATIVE ACTION CHECKLIST**

Federal regulations require that any firm of 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted  
August 1, 2017
2. Name of Affirmative Action Officer  
Martha Alongi
3. Statement of commitment to affirmative action by the chief executive officer  
See page 4 of Affirmative Action Program
4. Designation of an affirmative action officer, of assignment of specific responsibilities and to whom the officer reports.  
See page 1 of Affirmative Action Program
5. Outreach recruitment  
See page 7 of Affirmative Action Program for Individuals with Disabilities
6. Job analysis and restructuring to meet affirmative action goals  
See page 18 of Affirmative Action Program for Individuals with Disabilities
7. Validation and revision of examinations, educational requirements, and any other screening requirements.  
See page 4 of Affirmative Action Program for Individuals with Disabilities
8. Upgrading and training programs  
See page 13 of Affirmative Action Program for Individuals with Disabilities
9. Internal complaint procedure  
See page 10 of Affirmative Action Program
10. Initiating and insuring supervisory compliance with affirmative action program  
See page 11 of Affirmative Action Program
11. Survey and analysis of entire staff by department and job classification and progress report system  
See job group analysis summary
12. Recruitment and promotion plans (including goals and time tables)  
Not applicable - WSP had no areas of underutilization

**WSP USA, Inc  
EXECUTIVE ORDER 11246  
AFFIRMATIVE ACTION PROGRAM**

**Plan Effective Date:** 08/01/2017

**Plan Expiration Date:** 07/31/2018

**AAP Administrator:** Martha M. Alongi  
US EO Officer / Sr Diversity Manager

**Approved by:** Martha M. Alongi  
US EO Officer / Sr Diversity Manager

**Establishment's Name:** WSP USA, Inc  
PB,STL - WSP USA, Inc. ST. LOUIS

**Establishment's Address:** 211 NORTH BROADWAY  
ST. LOUIS, MO 63103-2225

**WSP USA, Inc**  
**AFFIRMATIVE ACTION PROGRAM**  
**for**  
**EXECUTIVE ORDER 11246**



**CONFIDENTIAL TRADE SECRET MATERIALS**

The material set forth in the AAP is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, U.S.C. 552, Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. 2000e et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

**WSP USA, Inc**

**EXECUTIVE ORDER 11246**

**AFFIRMATIVE ACTION PROGRAM**

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**I. Establishment of Responsibilities for Implementation of the Written Affirmative Action Program (41 CFR 60-2.17(a))**

**A. Designation of Responsibilities of AAP Administrator (41 CFR 60-2.17(a))**

Martha M. Alongi, the US EO Officer / Sr Diversity Manager, has the primary management responsibility, authority, and resources for ensuring full compliance with the provisions of E.O. 11246, as amended, and with implementing all applicable regulations. The US EO Officer / Sr Diversity Manager's appointment and a description of the position's basic responsibilities have been communicated to all levels of personnel in the company. The responsibilities of the US EO Officer / Sr Diversity Manager include, but are not necessarily limited to, the following:

1. Developing EEO policy statements, Affirmative Action Programs, and internal and external communication procedures;
2. Assisting in the identification of AAP/EEO problems;
3. Assisting management in arriving at effective solutions to AAP/EEO problems;
4. Designing and implementing an internal audit and reporting system that:
  - a. Measures the effectiveness of the Affirmative Action Program;
  - b. Determines the degree to which AAP goals and objectives are met; and
  - c. Identifies the need for remedial action
5. Keeping company's management informed of equal opportunity progress and reporting potential problem areas within the company through reports;
6. Reviewing the company's AAP for qualified minorities and women with all levels of management to ensure that the policy is understood and is followed in all personnel activities;
7. Auditing the contents of the company's bulletin board to ensure compliance information is posted and up-to-date; and
8. Serving as liaison between WSP USA, Inc and enforcement agencies.

**B. The Responsibilities of the Company's Management to Ensure Implementation of the AAP (41 CFR 60-2.17(a))**

In implementing this written Affirmative Action Program, the responsibilities of the company's supervisors and managers working with the US EO Officer / Sr Diversity Manager include, but are not necessarily limited to, the following:

1. Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when appropriate;
2. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur; and
3. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.



## II. Identification of Problem Areas (41 CFR 60-2.17(b))

WSP USA, Inc performs in-depth analysis of its total employment process to determine if there are areas where minority and/or female groups may face impediments to equal opportunity. The following analyses are conducted in order to reveal any potential problem areas:

1. **Placement Goals:** An analysis of incumbency versus availability is performed to determine whether there are problems of minority and/or female utilization. Whenever a problem exists, as defined by a statistical methodology, Placement Goals are set (see the Placement Goals report which follows this section).

Whether there are Placement Goals or not, steps will be taken to encourage and increase the percentage of qualified minorities and/or females applying for positions both externally and internally. These steps may include, but are not limited to the following:

- Working with hiring managers and recruiters to determine appropriate outreach to attract qualified applicant pools;
- Recruiting at colleges and universities with a significant percentage of minority and/or female students;
- Publishing job advertisements in newspapers and/or magazines that target minorities and/or females;
- Offering mentorship programs for minority and/or female employees;
- Offering job training to minorities and/or females currently employed by the company in order to increase their chances of advancement;
- Offering tuition reimbursement to employees to obtain training that will increase their chances of advancement;
- Using recruitment companies that specifically target minorities and/or females; and
- Continuing to use the services of the respective Employment Service Delivery System.

2. **Review of Employment Decisions:** A review of employment decisions is made in order to determine whether or not minorities and/or females are selected at a less favorable rate than non-minorities and/or males. A review of non-minorities and/or males is also conducted to determine if either group is being selected at a statistically significant lessor rate than minorities and/or females.
3. **Review of Hires/Promotions:** Whenever minorities and/or females are selected at a lower rate than non-minorities and/or males, a review of the applicant flow is conducted to determine possible reasons why minorities and/or females were not selected at a more favorable rate. If the company is attracting fewer than expected minorities and/or females that fit the qualifications for the job groups, good faith efforts will be put into place to attempt to improve the applicant flow of qualified minorities and/or females. If non-minorities and/or males are selected at a statistically significantly lessor rate than minorities and/or females, a review of the applicant flow and selection decisions is also made to ensure that there is no evidence of discrimination.
4. **Review of Terminations:** For terminations, if minorities and/or females are being involuntarily terminated or are voluntarily leaving at a higher rate than non-minorities and/or males, a review of the employee files will be made to ensure the company is applying its policies and procedures for termination equally for protected as well as non-protected classes. If non-minorities and/or males have a statistically significant higher rate of termination than minorities and/or females, an investigation will also be conducted to determine the cause.
5. **Compensation:** Compensation is reviewed at least annually in order to determine if there are significant discrepancies in pay when comparing female to male rates of pay and minority versus non-minority rates of pay. If discrepancies do exist, a thorough review is conducted to determine if the difference in pay is justified due to appropriate factors. If the difference in pay cannot be justified, WSP USA, Inc will put a plan in place to bring pay into greater alignment.

**Placement Goals Report**

**Plan:** PB,STL - WSP USA, Inc. ST. LOUIS

*There were no areas of underutilization in the Affirmative Action Program.  
Therefore, no placement goals were set.*

**III. Accomplishment of Prior Year Placement Goals**

Where goals were established for the prior year, the company developed action-oriented programs designed to accomplish the established goals and objectives, thereby enhancing employment and advancement opportunities in the company for minorities and/or females. The results of the prior year's Affirmative Action Program are identified on the Goal Attainment report.



**Goal Attainment Report**

**Plan:** PB,STL - WSP USA, Inc. ST. LOUIS

*There were no areas of underutilization in the prior year's Affirmative Action Program. Therefore, no placement goals were set.*

#### **IV. The Development and Execution of Action-Oriented Programs (41 CFR 60-2.17(c))**

Programs have been instituted to ensure no barriers to employment exist. These programs may include, but are not limited to, the following:

1. Conducting annual analyses of job descriptions to ensure they accurately reflect job functions;
2. Making job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes;
3. Evaluating the total selection process to ensure freedom from bias through:
  - a. Reviewing job applications and other pre-employment forms to ensure information requested is job-related;
  - b. Evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity;
  - c. Training personnel and management staff on proper interview and selection procedures; and
  - d. Training on EEO and other related policies for management and supervisory staff.
4. Using techniques to improve recruitment and retention and to increase the flow of qualified applicants, including minority and/or female applicants, WSP USA, Inc undertakes the following actions:
  - a. Including the phrase "As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status" or other acceptable tagline in all printed employment advertisements;
  - b. Placing employment advertisements in local minority news media and women's interest media;
  - c. Disseminating information on job opportunities to organizations representing minorities and women and to employment development agencies when job opportunities become available;
  - d. Encouraging all employees to refer qualified applicants;
  - e. Actively recruiting at secondary schools, junior colleges, colleges and universities with predominantly minority and/or female enrollments; and
  - f. Requesting employment agencies to refer qualified minorities and women.

5. Reviewing company's compensation practices;
6. Ensuring that all employees are given equal opportunity for promotions and/or transfers. This is achieved by:
  - a. Posting opportunities internally;
  - b. Offering guidance to employees in identifying opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
  - c. Evaluating job requirements to ensure that they are appropriate.

## **V. Internal Audit and Reporting Systems (41 CFR 60-2.17(d))**

The company believes that one of the most important elements in effectively implementing a written Affirmative Action Program is an adequate internal audit and reporting system. Through this system, the total program can be monitored for effectiveness, and management can be kept informed. WSP USA, Inc's audit and reporting system is designed to:

1. Measure the effectiveness of the AAP/EEO program;
2. Document and analyze personnel activities;
3. Identify problem areas and develop action plans where remedial action is needed; and
4. Determine the degree to which AAP goals and objectives have been attained.

The following personnel activities are reviewed, as necessary and desirable, to ensure nondiscrimination and EEO for all individuals without regard to their race, color, gender, religion, national origin, age, sex, sexual orientation, gender identity, pregnancy, genetic information, disability, veteran status, or any other legally protected status covered by applicable state or local law:

1. Recruitment, advertising, and job application procedures;
2. Hiring, promotion, upgrading, layoff, recall from layoff;
3. Rates of pay and any other forms of compensation including fringe benefits;
4. Job assignments, job classifications, job descriptions, and seniority lists;
5. Sick leave, leaves of absence, or any other leave;
6. Training, attendance at professional meetings and conferences; and
7. Any other term, condition, or privilege of employment.

The following documents may be maintained as a component of WSP USA, Inc's internal audit process:

1. An applicant flow log;
2. Summary data of external job offers and hires, promotions, terminations;
3. Summary data of applicant flow;
4. Employment applications; and
5. Records pertaining to company's compensation system and decisions.



WSP USA, Inc's audit system includes periodic review of employment decisions. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. If problem areas arise, the manager or supervisor is to report problem areas immediately to the AAP Administrator. During the reporting cycle, the following occurs:

1. The AAP Administrator will discuss any problems relating to substantial disparate impact, EEO charges, etc., with management; and
2. The AAP Administrator will report the status of the company's AAP goals and objectives to management. The AAP Administrator will recommend remedial actions for the effective implementation of the AAP.

**WSP USA, Inc**  
**AFFIRMATIVE ACTION PROGRAM**  
**for**  
**INDIVIDUALS WITH DISABILITIES**

**CONFIDENTIAL TRADE SECRET MATERIALS**

The material set forth in the AAP is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, U.S.C. 552, Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. 2000e et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

## WSP USA, Inc

### AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

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**I. Equal Employment Opportunity (EEO) Policy Statement (41 CFR 60-741.44(a))**

The *EEO Policy Statement* on the following page is posted on our company's bulletin board along with our required employment posters and is viewable by both employees and applicants. The *EEO is the Law* poster is also posted on our company's bulletin board as well as made available electronically through our company website for viewing by online applicants.

**WSP USA, Inc**  
**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of WSP USA, Inc not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of WSP USA, Inc to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

WSP USA, Inc prohibits harassment of employees and applicants because they are individuals with disabilities or protected veterans. WSP USA, Inc also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for individuals with disabilities and protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

As President and CEO, US of WSP USA, Inc, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Martha M. Alongi as the US EO Officer / Sr Diversity Manager for WSP USA, Inc. One of the US EO Officer / Sr Diversity Manager's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of WSP USA, Inc's programs.

In furtherance of WSP USA, Inc's policy regarding affirmative action and equal employment opportunity, WSP USA, Inc has developed a written Affirmative Action Program (AAP) which sets forth the policies, practices and procedures that WSP USA, Inc is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request between 8:00 am to 5:00 pm at the Human Resources department. Any questions should be directed to me, your supervisor, or Martha M. Alongi, US EO Officer / Sr Diversity Manager.

---

Gregory A. Kelly  
 President and CEO, US  
 WSP USA, Inc  
 08/01/2017

## **II. Review of Personnel Processes (41 CFR 60-741.44(b))**

WSP USA, Inc complies with the requirement to "periodically review" its personnel processes by reviewing these processes annually to determine whether its present procedures assure careful, thorough, and systematic consideration of the qualifications of known individuals with disabilities. As part of this review, WSP USA, Inc also ensures that its personnel processes do not stereotype individuals with disabilities in a manner which limits their access to all jobs for which they are qualified. This review covers all procedures related to the filling of job vacancies either by hire or by promotion, as well as to all training opportunities offered or made available to employees.

The following is a set of procedures which may be used to meet the requirements of §60-741.44(b):

1. Applicant records are maintained which indicate whether or not an applicant self-identified as an individual with a disability. This information can be retrieved for review by the Department of Labor and the contractor's personnel officials for use in investigations and internal compliance activities.
2. Records are maintained which indicate employees considered for competitive promotions within the organization. Employees are given the opportunity to voluntarily self-identify disability status.
3. Records are maintained regarding training opportunities granted to employees which include whether or not the employee has self-identified as an individual with a disability.
4. Any time a known applicant or employee with a disability is rejected for employment, promotion, or training, the company prepares a statement outlining the reason.
5. Requests for accommodation due to a disability are maintained along with the nature of the request and whether or not the accommodation was granted. If the accommodation was denied, the company prepares a statement describing the reason for denying the accommodation request. All accommodation records are treated as a confidential medical record in accordance with §60-741(d).

### **III. Review of Physical and Mental Job Qualification Standards (41 CFR 60-741.44(c))**

WSP USA, Inc reviews the physical and mental job qualification standards of each job opening before it is publicly or internally posted to ensure that, to the extent that such qualification requirements tend to screen out qualified individuals with disabilities, they are related to the job(s) in question and consistent with business necessity and the safe performance of the job. The physical and mental qualifications are also reviewed as new jobs are established or job requirements are modified.

All job qualification requirements were found to be job related and consistent with business necessity and safety. WSP USA, Inc will continue to review physical and mental job qualification requirements whenever a job vacancy will be filled through either hiring or promotion and will conduct a qualifications review whenever job duties change.

If WSP USA, Inc at any time should inquire into an applicant's physical or mental condition or should conduct a medical examination, such inquiries or exams will be conducted in accordance with the Section 503 regulations and the information obtained as a result of the inquiry or exam will be kept confidential, except as otherwise provided for in the Section 503 regulations. The results of the examination or inquiry will only be used in accordance with the Section 503 regulations.



**IV. Reasonable Accommodation to Physical and Mental Limitations  
(41 CFR 60-741.44(d))**

WSP USA, Inc will continue its longstanding commitment to making reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities unless doing so would impose an undue hardship on the operation of its business. The company also commits to engaging in an interactive process with the person requesting the accommodation (or the person's representative), as needed, to determine an appropriate accommodation.

If an employee with a known disability has significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the manager or appropriate HR personnel will confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee indicates that the performance problems are related to his or her disability, the employee is asked if reasonable accommodation is needed.

In determining the extent of the company's accommodation obligations, the following factors are considered:

1. Business necessity; and
2. Financial cost and expense.

WSP USA, Inc will also ensure that all requests for reasonable accommodation and any medical or disability-related information provided to WSP USA, Inc will be treated as confidential medical records and maintained in a separate medical file.

**V. Anti-Harassment Procedures (41 CFR 60-741.44(e))**

Employees and applicants of WSP USA, Inc will not be subject to harassment because of disability. Retaliation, including intimidation, threat, coercion, or discrimination, against an employee or applicant because they have objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding individuals with disabilities is prohibited. Any employee or applicant who believes that he or she has been subject to retaliation should promptly contact a manager in their chain of command, or promptly contact the EEO Coordinator for assistance.

This policy is made available for employees and applicants to view. Furthermore, WSP USA, Inc monitors its environment for the presence of any forms of harassment, intimidation, or coercion and, where warranted, takes corrective action.

**VI. External Dissemination of Policy, Outreach, and Positive Recruitment  
(41 CFR 60-741.44(f))**

WSP USA, Inc undertakes appropriate outreach and positive recruitment efforts in order to effectively attract individuals with disabilities. In order to comply with the external dissemination of the EEO and Affirmative Action policy, the company provides written or electronic notification to all current subcontractors, vendors, and suppliers and will continue to do so on an annual basis. The company will also provide such notification to new subcontractors, vendors, and suppliers upon entering into a relationship with them. WSP USA, Inc has informed its recruiting sources, including State employment agencies and local employment service delivery systems, of the company's policy concerning the employment of qualified individuals with disabilities and will notify them of employment opportunities as they become available. WSP USA, Inc requested all recruiting sources to actively recruit and refer qualified persons for job opportunities. WSP USA, Inc will include the equal opportunity clause concerning the employment of qualified individuals with disabilities in all non-exempt subcontracts and purchase orders. See Appendix A for detailed information regarding our outreach and positive recruitment activities during the AAP year.

**VII. Internal Dissemination of Policy (41 CFR 60-741.44(g))**

WSP USA, Inc has developed internal procedures to communicate its obligation to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities. Procedures are designed to foster understanding, acceptance, and support among all employees and to encourage them to help WSP USA, Inc meet this obligation.

The company realizes that an outreach program is ineffective without the adequate internal support from management personnel and other employees. In order to ensure greater employee cooperation and participation in the company's affirmative action efforts, WSP USA, Inc has adopted policies and engaged in activities which are not limited to the following:

1. Copy of our AAP for Individuals with Disabilities is available for inspection to any employee or applicant upon request;
2. *EEO Policy Statement* and the *EEO is the Law* poster are placed on bulletin boards located throughout our facilities and work areas;
3. Electronic versions of the *EEO Policy Statement* and the *EEO is the Law* poster are clearly labeled and posted on the company's intranet;
4. Meetings with executive, management, and supervisory personnel are held to explain the intent of the policy and individual responsibility for effective implementation;
5. Managers and supervisors are provided with affirmative action and EEO training upon commencement of their management roles;
6. Policy is discussed during employee orientation;
7. Union officials and/or employee representatives are informed of these policies;
8. When employees are featured in publications, individuals with disabilities are included when available.



### **VIII. Audit and Reporting Systems (41 CFR 60-741.44(h))**

The US EO Officer / Sr Diversity Manager has the responsibility for the preparation and implementation of the AAP. Responsibility for the effective implementation of the AAP is also vested with each department manager and supervisor.

The following activities are reviewed at least annually to ensure freedom from discrimination against, or stereotyping of, individuals with disabilities in any manner. The results of the most recent self-audit are included in Appendix B. During the self-audit, the following activities are reviewed:

1. Recruitment, advertising, and job application procedures;
2. Implementation of hiring, promotion, upgrading, award of tenure, layoff, and recall from layoff;
3. Rates of pay and any other forms of compensation including fringe benefits;
4. Job assignments, job classifications, job descriptions, and seniority lists;
5. Awarding of sick leave, leaves of absence, or implementation of any other leave policies;
6. Participation in training, mentoring, or apprenticeship programs, and attendance at professional meetings and conferences; and
7. Application of any other term, condition, or privilege of employment, including participation in company-sponsored educational, training, recreational, and social activities.

WSP USA, Inc's audit system includes periodic reports provided by US EO Officer / Sr Diversity Manager documenting WSP USA, Inc's efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions.

The following documents are maintained as a component of WSP USA, Inc's internal audit process: documentation of self-audit; summary data of personnel activity including external job offers and hires, promotions, resignations, terminations, and layoffs by job group relating to individuals with disabilities; and an applicant flow log showing the name, race, ethnicity, sex,

disability status, veteran status, date of application, job title, and action taken for all individuals applying for job opportunities.

## **IX. Responsibility for Implementation (41 CFR 60-741.44(i))**

### **A. Responsibilities of EEO Coordinator:**

Martha M. Alongi, the US EO Officer / Sr Diversity Manager, has been designated to direct the activities of the affirmative action program. This person has the responsibility for ensuring the effective implementation of the company's AAP. These responsibilities include, but are not limited to:

1. Implementing the AAP for individuals with disabilities, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions;
2. Reviewing all personnel actions, policies, and procedures to ensure compliance with WSP USA, Inc's affirmative action obligations;
3. Assisting Human Resources department with reviewing the qualifications of all applicants and employees considered/eligible for hiring, promotion, transfer, or layoff/reduction in force to ensure qualified individuals with disabilities are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur;
4. Assisting in the development of solutions for any identified problem areas;
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit and reporting system that measures the effectiveness of the program;
6. Keeping management informed of equal opportunity progress and problems within the company through, at a minimum, periodic reports;
7. Providing department managers with a copy of the AAP for individuals with disabilities and reviewing the program with them on an annual basis to ensure knowledge of their responsibilities for implementation of the program;
8. Reviewing the company's AAP for individuals with disabilities with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;
9. Assisting in ensuring that career development of employees who are individuals with disabilities is equal to that of other employees;

10. Auditing the contents of company bulletin boards to ensure that required information is posted and up-to-date;
11. Serving as a liaison between WSP USA, Inc and enforcement agencies; and
12. Serving as a liaison between WSP USA, Inc and outreach and recruitment sources for individuals with disabilities.

**B. Responsibilities of Managers and Supervisors:**

Managers and supervisors are advised annually of their responsibilities under the company's AAP for individuals with disabilities. These responsibilities include, but are not limited to:

1. Reviewing the company's affirmative action policy for individuals with disabilities with subordinate managers and supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions;
2. Reviewing the qualifications of all applicants and employees to ensure individuals with disabilities are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur; and
3. Reviewing all employees' performance to ensure that non-discrimination is adhered to in all personnel activities.



**X. Training (41 CFR 60-741.44(j))**

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes receive annual training regarding WSP USA, Inc's AAP and their role in its implementation. Employees hired or promoted into these roles also receive training on regulatory requirements under Section 503 of the Rehabilitation Act soon after being hired or placed into these roles.

During the annual training, personnel are advised of their responsibilities under the AAP for individuals with disabilities and of their obligations to:

- Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary;
- Ensure qualified applicants and employees who are individuals with disabilities are treated in a nondiscriminatory manner in all employment practices, including when making selection decisions, such as for hire, promotion, training, or to receive awards or bonuses;
- Provide reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities unless such accommodation would impose an undue hardship on the conduct of its business;
- Maintain confidentiality of any information regarding self-identification of individuals with disabilities; and
- Ensure that nondiscrimination is adhered to in all personnel activities.

**XI. Applicant and Hiring Data (41 CFR 60-741.44(k))**

WSP USA, Inc collects employee data pertaining to individuals with disabilities in order to assess the effectiveness of the company's outreach and recruitment efforts. We invite applicants to voluntarily inform the company whether they believe they are individuals with disabilities in compliance with the Section 503 requirements. This data will be maintained for three years.

**XII. Utilization Analysis (41 CFR 60-741.45(d))**

The utilization analysis is designed to evaluate the representation of individuals with disabilities in each job group within the contractor's workforce with the 7 percent utilization goal established by the OFCCP. The utilization goal is not a rigid and inflexible quota which must be met, nor is it to be considered either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden.

**XIII. Identification of Problem Areas and Action-oriented Programs  
(41 CFR 60-741.45(e) and (f))**

When the percentage of individuals with disabilities in one or more job groups is less than the utilization goal, the company takes steps to determine whether and where impediments to equal employment opportunity exist. When making this determination, we assess personnel processes, the effectiveness of the outreach and recruitment efforts, the results of our affirmative action program audit, and any other areas that might affect the success of the affirmative action program.

The company develops and executes action-oriented programs designed to correct any identified problems areas. These action-oriented programs may include the modification of personnel processes to ensure equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts, and/or other actions designed to correct the identified problem areas and attain the established goal. Appendix C documents action-oriented programs WSP USA, Inc will implement to address any problem areas.



## **APPENDIX A – Outreach and Positive Recruitment**

## **Outreach & Positive Recruitment Efforts (Disabled & Veterans)**

WSP USA currently employs the services of Direct Employers. They assist us with job posting and outreach efforts by establishing partnerships with diversity, disability and veteran organizations at the local and national level. They specifically help us amplify current outreach initiatives.

WSP USA partners up with organizations such as Equal Opportunity Publications, Inc. (EOP), who has led the way from affirmative action to diversity recruitment by publishing career-guidance and recruitment magazines for women, members of minority groups, and people with disabilities. For example, placing an ad in EOP's *Careers & the disABLED publication*.

Participating in learning modules such as “Leveraging Disability – Inclusive Outreach and Recruitment Strategies through Viscardi Center, Virtual Conference Honoring Disability Month through Direct Employers, and Disability Awareness & Reasonable Accommodation through the National Offices of Vocational Rehabilitation.

We’ve also participated as an exhibitor in the STEM National Career Expo targeting individuals with disability, veterans and minority STEM candidates sponsored by EOP Publications.

We connect with CEC Assignment and Placement Branch who regularly provide us with a list of military personnel with engineering, construction, or related backgrounds who will be leaving the military in good standing and are ready for civilian employment.

Virtual Military career fairs such as: “The National Labor exchange Military Online Career Fair,” have also become part of our good faith efforts to reach out to qualified veterans.

**WSP USA, Inc**  
**AFFIRMATIVE ACTION PROGRAM**  
**for**  
**PROTECTED VETERANS**

**CONFIDENTIAL TRADE SECRET MATERIALS**

The material set forth in the AAP is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, U.S.C. 552, Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. 2000e et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.



## WSP USA, Inc

### AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS

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**I. Equal Employment Opportunity (EEO) Policy Statement (41 CFR 60-300.44(a))**

The *EEO Policy Statement* on the following page is posted on our company's bulletin board along with our required employment posters and is viewable by both employees and applicants. The *EEO is the Law* poster is also posted on our company's bulletin board as well as made available electronically through our company website for viewing by online applicants.

**WSP USA, Inc**  
**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of WSP USA, Inc not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of WSP USA, Inc to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

WSP USA, Inc prohibits harassment of employees and applicants because they are individuals with disabilities or protected veterans. WSP USA, Inc also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for individuals with disabilities and protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

As President and CEO, US of WSP USA, Inc, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Martha M. Alongi as the US EO Officer / Sr Diversity Manager for WSP USA, Inc. One of the US EO Officer / Sr Diversity Manager's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of WSP USA, Inc's programs.

In furtherance of WSP USA, Inc's policy regarding affirmative action and equal employment opportunity, WSP USA, Inc has developed a written Affirmative Action Program (AAP) which sets forth the policies, practices and procedures that WSP USA, Inc is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request between 8:00 am to 5:00 pm at the Human Resources department. Any questions should be directed to me, your supervisor, or Martha M. Alongi, US EO Officer / Sr Diversity Manager.

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Gregory A. Kelly  
 President and CEO, US  
 WSP USA, Inc  
 08/01/2017

**II. Review of Personnel Processes (41 CFR 60-300.44(b))**

WSP USA, Inc complies with the requirement to "periodically review" its personnel processes by reviewing these processes annually to determine whether its present procedures assure careful, thorough, and systematic consideration of the qualifications of known protected veterans. As part of this review, WSP USA, Inc also ensures that its personnel processes do not stereotype protected veterans in a manner which limits their access to all jobs for which they are qualified. This review covers all procedures related to the filling of job vacancies either by hire or by promotion, as well as to all training opportunities offered or made available to employees.

The following is a set of procedures which may be used to meet the requirements of §60-300.44(b):

1. Applicant records are maintained which indicate whether or not an applicant self-identified as a protected veteran. This information can be retrieved for review by the Department of Labor and the contractor's personnel officials for use in investigations and internal compliance activities.
2. Records are maintained which indicate employees considered for competitive promotions within the organization. Employees are given the opportunity to voluntarily self-identify protected veteran status.
3. Records are maintained regarding training opportunities granted to employees which include whether or not the employee has self-identified as a protected veteran.
4. Any time a known protected veteran applicant or employee is rejected for employment, promotion, or training, the company prepares a statement outlining the reason.
5. Requests for accommodation due to a disability are maintained along with the nature of the request and whether or not the accommodation was granted. If the accommodation was denied, the company prepares a statement describing the reason for denying the accommodation request. All accommodation records are treated as a confidential medical record in accordance with §60-300.23(d).



### **III. Review of Physical and Mental Job Qualification Standards (41 CFR 60-300.44(c))**

WSP USA, Inc reviews the physical and mental job qualification standards of each job opening before it is publicly or internally posted to ensure that, to the extent that such qualification requirements tend to screen out qualified disabled veterans, they are related to the job(s) in question and consistent with business necessity and the safe performance of the job. The physical and mental qualifications are also reviewed as new jobs are established or job requirements are modified.

All job qualification requirements were found to be job related and consistent with business necessity and safety. WSP USA, Inc will continue to review physical and mental job qualification requirements whenever a job vacancy will be filled through either hiring or promotion and will conduct a qualifications review whenever job duties change.

If WSP USA, Inc at any time should inquire into an applicant's physical or mental condition or should conduct a medical examination, such inquiries or exams will be conducted in accordance with the VEVRAA regulations and the information obtained as a result of the inquiry or exam will be kept confidential, except as otherwise provided for in the VEVRAA regulations. The results of the examination or inquiry will only be used in accordance with the VEVRAA regulations.

#### **IV. Reasonable Accommodation to Physical and Mental Limitations (41 CFR 60-300.44(d))**

WSP USA, Inc will continue its longstanding commitment to making reasonable accommodation to the known physical or mental limitations of qualified disabled veterans unless doing so would impose an undue hardship on the operation of its business. The company also commits to engaging in an interactive process with the person requesting the accommodation (or the person's representative), as needed, to determine an appropriate accommodation.

If an employee who is known to be a qualified disabled veteran is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the manager or appropriate HR personnel will confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee indicates that the performance problems are related to his or her disability, the employee is asked if reasonable accommodation is needed.

In determining the extent of the company's accommodation obligations, the following factors are considered:

1. Business necessity; and
2. Financial cost and expense.

WSP USA, Inc will also ensure that all requests for reasonable accommodation and any medical or disability-related information provided to WSP USA, Inc will be treated as confidential medical records and maintained in a separate medical file.

**V. Anti-Harassment Procedures (41 CFR 60-300.44(e))**

Employees and applicants of WSP USA, Inc will not be subject to harassment because of protected veteran status. Retaliation, including intimidation, threat, coercion, or discrimination, against an employee or applicant because they have objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding protected veterans is prohibited. Any employee or applicant who believes that he or she has been subject to retaliation should promptly contact a manager in their chain of command, or promptly contact the EEO Coordinator for assistance.

This policy is made available for employees and applicants to view. Furthermore, WSP USA, Inc monitors its environment for the presence of any forms of harassment, intimidation, or coercion and, where warranted, takes corrective action.

**VI. External Dissemination of Policy, Outreach, and Positive Recruitment  
(41 CFR 60-300.44(f))**

WSP USA, Inc undertakes appropriate outreach and positive recruitment efforts in order to effectively attract protected veterans. In order to comply with the external dissemination of the EEO and Affirmative Action policy, the company provides written or electronic notification to all current subcontractors, vendors, and suppliers and will continue to do so on an annual basis. The company will also provide such notification to new subcontractors, vendors, and suppliers upon entering into a relationship with them. WSP USA, Inc has informed its recruiting sources, including State employment agencies and local employment service delivery systems, of the company's policy concerning the employment of qualified protected veterans and will notify them of employment opportunities as they become available. WSP USA, Inc requested all recruiting sources to actively recruit and refer qualified persons for job opportunities. WSP USA, Inc will include the equal opportunity clause concerning the employment of qualified protected veterans in all non-exempt subcontracts and purchase orders. See Appendix A for detailed information regarding our outreach and positive recruitment activities during the AAP year.



**VII. Internal Dissemination of Policy (41 CFR 60-300.44(g))**

WSP USA, Inc has developed internal procedures to communicate its obligation to engage in affirmative action efforts to employ and advance in employment qualified protected veterans. Procedures are designed to foster understanding, acceptance, and support among all employees and to encourage them to help WSP USA, Inc meet this obligation.

The company realizes that an outreach program is ineffective without the adequate internal support from management personnel and other employees. In order to ensure greater employee cooperation and participation in the company's affirmative action efforts, WSP USA, Inc has adopted policies and engaged in activities which are not limited to the following:

1. Copy of our AAP for Protected Veterans is available for inspection to any employee or applicant upon request;
2. *EEO Policy Statement* and the *EEO is the Law* poster are placed on bulletin boards located throughout our facilities and work areas;
3. Electronic versions of the *EEO Policy Statement* and the *EEO is the Law* poster are clearly labeled and posted on the company's intranet;
4. Meetings with executive, management, and supervisory personnel are held to explain the intent of the policy and individual responsibility for effective implementation;
5. Managers and supervisors are provided with affirmative action and EEO training upon commencement of their management roles;
6. Policy is discussed during employee orientation;
7. Union officials and/or employee representatives are informed of these policies;
8. When employees are featured in publications, protected veterans are included when available.

### **VIII. Audit and Reporting Systems (41 CFR 60-300.44(h))**

The US EO Officer / Sr Diversity Manager has the responsibility for the preparation and implementation of the AAP. Responsibility for the effective implementation of the AAP is also vested with each department manager and supervisor.

The following activities are reviewed at least annually to ensure freedom from discrimination against, or stereotyping of, protected veterans in any manner. The results of the most recent self-audit are included in Appendix B. During the self-audit, the following activities are reviewed:

1. Recruitment, advertising, and job application procedures;
2. Implementation of hiring, promotion, upgrading, award of tenure, layoff, and recall from layoff;
3. Rates of pay and any other forms of compensation including fringe benefits;
4. Job assignments, job classifications, job descriptions, and seniority lists;
5. Awarding of sick leave, leaves of absence, or implementation of any other leave policies;
6. Participation in training, mentoring, or apprenticeship programs, and attendance at professional meetings and conferences; and
7. Application of any other term, condition, or privilege of employment, including participation in company-sponsored educational, training, recreational, and social activities.

WSP USA, Inc's audit system includes periodic reports provided by US EO Officer / Sr Diversity Manager documenting any efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions.

The following documents are maintained as a component of WSP USA, Inc's internal audit process: documentation of self-audit; summary data of personnel activity including external job offers and hires, promotions, resignations, terminations, and layoffs by job group relating to protected veterans; and an applicant flow log showing the name, race, ethnicity, sex, disability status, veteran status, date of application, job title, and action taken for all individuals applying

for job opportunities.

## **IX. Responsibility for Implementation (41 CFR 60-300.44(i))**

### **A. Responsibilities of EEO Coordinator:**

Martha M. Alongi, the US EO Officer / Sr Diversity Manager, has been designated to direct the activities of the affirmative action program. This person has the responsibility for ensuring the effective implementation of the company's AAP. These responsibilities include, but are not limited to:

1. Implementing the AAP for protected veterans, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions;
2. Reviewing all personnel actions, policies, and procedures to ensure compliance with WSP USA, Inc's affirmative action obligations;
3. Assisting Human Resources department with reviewing the qualifications of all applicants and employees considered/eligible for hiring, promotion, transfer, or layoff/reduction in force to ensure qualified protected veterans are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur;
4. Assisting in the development of solutions for any identified problem areas;
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit and reporting system that measures the effectiveness of the program;
6. Keeping management informed of equal opportunity progress and problems within the company through, at a minimum, periodic reports;
7. Providing department managers with a copy of the AAP for protected veterans and reviewing the program with them on an annual basis to ensure knowledge of their responsibilities for implementation of the program;
8. Reviewing the company's AAP for protected veterans with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;
9. Assisting in ensuring that career development of employees who are protected veterans is equal to that of other employees;
10. Auditing the contents of company bulletin boards to ensure that required



information is posted and up-to-date;

11. Serving as a liaison between WSP USA, Inc and enforcement agencies; and
12. Serving as a liaison between WSP USA, Inc and outreach and recruitment sources for protected veterans.

**B. Responsibilities of Managers and Supervisors:**

Managers and supervisors are advised annually of their responsibilities under the company's AAP for protected veterans. These responsibilities include, but are not limited to:

1. Reviewing the company's affirmative action policy for protected veterans with subordinate managers and supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions;
2. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur; and
3. Reviewing all employees' performance to ensure that non-discrimination is adhered to in all personnel activities.

**X. Training (41 CFR 60-300.44(j))**

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes receive annual training regarding WSP USA, Inc's AAP and their role in its implementation. Employees hired or promoted into these roles also receive training on regulatory requirements under Vietnam Era Veterans' Readjustment Assistance Act soon after being hired or placed into these roles.

During the annual training, personnel are advised of their responsibilities under the AAP for protected veterans and of their obligations to:

- Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary;
- Ensure qualified applicants and employees who are protected veterans are treated in a nondiscriminatory manner in all employment practices, including when making selection decisions, such as for hire, promotion, training, or to receive awards or bonuses;
- Provide reasonable accommodation to the known physical or mental limitations of qualified disabled veterans unless such accommodation would impose an undue hardship on the conduct of its business;
- Maintain confidentiality of any information regarding self-identification of protected veteran status; and
- Ensure that nondiscrimination is adhered to in all personnel activities.

**XI. Applicant and Hiring Data (41 CFR 60-300.44(k))**

WSP USA, Inc collects employee data pertaining to protected veterans in order to assess the effectiveness of the company's outreach and recruitment efforts. We invite applicants to voluntarily inform the company whether they believe they are protected veterans in compliance with the VEVRAA requirements. This data will be maintained for three years.

**XII.Hiring Benchmarks (41 CFR 60-300.45)**

WSP USA, Inc has adopted the national percentage of veterans in the civilian labor force provided by OFCCP as its hiring benchmark for the AAP year. This benchmark is used as one of the criteria in its assessment of the effectiveness of its outreach and recruitment efforts.



## **APPENDIX A – Outreach and Positive Recruitment**

## **Outreach & Positive Recruitment Efforts (Disabled & Veterans)**

WSP USA currently employees the services of Direct Employers. They assists us with job posting and outreach efforts by establishing partnerships with diversity, disability and veteran organizations at the local and national level. They specifically help us amplify current outreach initiatives.

WSP USA partners up with organizations such as Equal Opportunity Publications, Inc. (EOP), who has led the way from affirmative action to diversity recruitment by publishing career-guidance and recruitment magazines for women, members of minority groups, and people with disabilities. For example, placing an ad in EOP's *Careers & the disABLED publication*.

Participating in learning modules such as “Leveraging Disability – Inclusive Outreach and Recruitment Strategies through Viscardi Center, Virtual Conference Honoring Disability Month through Direct Employers, and Disability Awareness & Reasonable Accommodation through the National Offices of Vocational Rehabilitation.

We’ve also participated as an exhibitor in the STEM National Career Expo targeting individuals with disability, veterans and minority STEM candidates sponsored by EOP Publications.

We connect with CEC Assignment and Placement Branch who regularly provide us with a list of military personnel with engineering, construction, or related backgrounds who will be leaving the military in good standing and are ready for civilian employment.

Virtual Military career fairs such as: “The National Labor exchange Military Online Career Fair,” have also become part of our good faith efforts to reach out to qualified veterans.

**WSP**  
**Job Group Analysis Summary**  
**Analysis Data as of 08/01/2017**

**Plan:** PB,STL - WSP, Inc. ST. LOUIS

<i>Job Group</i>	<i>Total Employees</i>	<i>Female</i>		<i>Minority</i>		<i>Black</i>		<i>Asian</i>		<i>Native American</i>		<i>Hispanic</i>		<i>Pacific Islander</i>		<i>Two or more races</i>	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
1-2 - MANAGERS	14	3	21.42	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
2-3 - SENIOR ENGINEERS	9	4	44.44	1	11.11	0	0.00	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00
2-4 - ENGINEERS	6	3	50.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
2-5 - SR. SCIENCE & ENGINEERING RELATED PROFESSIONALS	7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
2-6 - SCIENCE & ENGINEERING PROFESSIONALS	2	2	100.00	2	100.00	1	50.00	1	50.00	0	0.00	0	0.00	0	0.00	0	0.00
2-7 - PLANNERS	2	1	50.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
2-8 - SENIOR NON-ENGINEERING PROFESSIONALS	2	2	100.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
2-9 - NON-ENGINEERING PROFESSIONALS	1	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
3-10 - TECHNICIANS	9	1	11.11	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
5-11 - SENIOR OFFICE & CLERICAL	12	12	100.00	1	8.33	1	8.33	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
<b>Totals</b>	64	29	45.31	4	6.25	2	3.13	2	3.13	0	0.00	0	0.00	0	0.00	0	0.00

**Attachment E-b**

Project No. \_\_\_\_\_  
 Contract No. \_\_\_\_\_

07-19-80-R12 (MPO)  
 Sheet 1 of 1

**REQUIRED CONTRACT PROVISION  
 DBE CONTRACT GOAL**

The DBE Goal to be subcontracted to KDOT-Certified DBE firms on this contract is 10 %.

List all KDOT-Certified DBE subcontractors to be utilized. For each DBE subcontractor, identify the line item(s) of work from the Unit Prices List and the percentage of the work proposed to be subcontracted to the DBE. The DBE subcontractor must be currently certified in Kansas in order to perform work as a DBE on the contract.

**IDENTIFICATION OF DBE PARTICIPATION**

Name of KDOT-Certified DBE Subcontractor	Type of Work	Percentage of work
<i>COLLINS MOORE ASSOCIATES</i>	<i>PLANNING</i>	% <i>15-20</i>
		%
		%
		%
		%
		%

Total KDOT-Certified DBE % 15-20

*CONFLUENCE*  
*417 DELAWARE*  
*KC MO 64105*

(Prime Bidding Consultant Name and Address)

**If the Percentage of Work is zero, please attach the Prime Bidding Consultant's Good Faith Effort documentation.**

A list of KDOT-Certified DBEs can be found in the Directory of Disadvantaged Business Enterprises at KDOT's website: <http://kdotapp.ksdot.org/dbecontractorlist/>

Rev. 03/16



**Item Number:** DISCUSSION ITEMS- II.-11.  
**Committee** 1/7/2019  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

**Date:** 12/26/2018  
**Submitted By:** Staff  
**Committee/Department:** Admin.  
**Title:** **Committee Liaisons Appointments**  
**Item Type:** Other

**Recommendation:**

**To appoint annual city liaisons appointments to:**

**MARC - Bike & Pedestrian 2 council members**  
**MARC - First Tier Suburbs 2 council members**  
**Stormwater Management Advisory Council 1 council member**  
**47th & Mission Road Steering Committee 2 city council members and 1 alternative**

**These are annual council appointments.**

**Details:**

**MARC - Bike & Pedestrian**

The Bicycle-Pedestrian Advisory Committee (BAC) reviews the bicycle and pedestrian element of the Metropolitan Transportation Plan. It helps to promote regional bicycle guidelines for the planning, design and construction of facilities.

BPAC also suggests ways for MARC to promote development of bicycle and pedestrian facilities as well as seek to increase bicycle and pedestrian transportation in the region. Committee members Meetings and Activities

The BPAC committee meets regularly on the second Wednesday of each odd-numbered month at 1:30p.m. Meetings are generally held in the MARC offices, 600 Broadway, Suite 200, Kansas City, MO. All meetings are listed on the MARC calendar and are open to the public. Next meeting: March 14.

<http://www.marc.org/Transportation/Committees/Transportation-Committees/Bike-Ped-Advisory-Council.html>

## **MARC - First Tier Suburbs**

First suburbs are communities where a majority of the housing was built shortly after World War II and limited amounts of undeveloped land exist within the city's boundaries. These communities face common issues related to the age of their private and public infrastructure and their lack of green fields for development. However, they also have a number of assets including strong leadership, strong community institutions and excellent geographic location.

<http://www.marc.org/Community/First-Suburbs-Coalition.html>

## **Stormwater Management Advisory Council**

The Board of County Commissioners adopted Board Resolution No. 76-90—creating the Johnson County Stormwater Management Advisory Council (SMAC). SMAC is an advisory group composed of one appointed representative for each of Johnson County's 20 cities as well as non-voting members from the four surrounding counties, Kansas City, MO, and the Mid-America Regional Council. SMAC primarily operates as an advisory body to the Board of County Commissioners and performs the following functions:

- Review recommendations of the Stormwater Management Program
- Make recommendations to the Board of County Commissioners

### **In addition, SMAC provides the mechanism to complete the following efforts:**

- Ensure the stormwater funds collected through the 0.1 percent sales tax levy are consistently applied using the same rational basis without concern for jurisdictional and political boundaries.
- Use the stormwater funds collected through the 0.1 percent sales tax levy to correct the more severe flooding problems throughout the County with cost-effective solutions.
- Provide a think-tank to consider new and innovative ways to properly manage stormwater

<https://www.jocogov.org/dept/public-works/stormwater-management/about-smp/advisory-council>

## **47th & Mission Road Steering Committee**

Every Other Month, 3rd Friday (except in May, 1st Friday)

(16-1602) The mayor shall appoint three members to the committee, with the advice and consent of the city council, and consistent with the qualifications of the Committee. The Committee's preference is one Council Member/Mayor, one Planning Commissioner and one business owner in the corridor. Terms of office are three years. Committee members shall serve their full term, or until a successor is appointed. Committee members may be appointed to more than one successive term. The Committee is responsible for ensuring design standards established within the overlay district and adopted by the Cities of Westwood, Kansas City, Kansas and Roeland Park are met. The Committee reviews any development proposals that occur the corridor and provide recommendations to the developers on appropriate changes and will provide their recommendation to the Planning Commission and Council of the jurisdiction in which the development resides.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**Item Number:** DISCUSSION ITEMS- II.-12.  
**Committee** 1/7/2019  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

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**Date:** 1/4/2019  
**Submitted By:** John Jacobson  
**Committee/Department:** Admin.  
**Title:** **Discuss Aldis 1% for Art Contribution**  
**Item Type:** Resolution

### **Recommendation:**

**Staff recommends adding the option of a developer making a financial contribution to be used for public art.**

### **Details:**

Aldi's will be replacing their existing store with a new store. It is the City Attorney's opinion that this type of development is subject to the "1% for Art" requirement spelled out in the Art Resolution currently in place (attached for reference). Aldi's would prefer to make a financial contribution to the City to be used for public art. The current resolution does not provide for this as an option. The City Attorney has drafted a revised resolution that incorporates this as an option.

Funds contributed by a developer for public art can be accounted for as restricted funds specifically for art purposes in the General Fund or they could be accounted for in the Community Foundation in the Art sub-account. The intent of the original resolution is being accomplished whether it be through a piece of art purchased and displayed by a private developer or by the City. The only difference is that the asset (art piece) becomes the property of the City in the latter case. This does make the City responsible for the maintenance/repair/protection of the art. The advantage is that the City can select what the art is, where it is displayed and potentially incorporate the art into public improvement projects such as the gateway features planned for the north and south end of Roe Boulevard in as a part of the 2020 reconstruction project.

It is estimated that Aldi's 1% art contribution will be around \$60,000.

How does item relate to Strategic Plan?

The option for financial contribution toward public art addresses the strategic plans goal of diversifying revenue streams which support public services.

## How does item benefit Community for all Ages?

The option provides the City greater control over adding public art which appeals to all age groups within the community.

### ATTACHMENTS:

Description	Type
1% for Art Current Resolution	Cover Memo
Amendment Resolution	Cover Memo



**CITY OF ROELAND PARK, KANSAS**

**RESOLUTION NO. 601**

**A RESOLUTION DECLARING THE INTENTION OF THE GOVERNING BODY TO REQUIRE THAT CERTAIN PROPERTY DEVELOPERS PROVIDE ONE PERCENT (1%) OF TOTAL PROJECT COSTS FOR PUBLIC ART**

**WHEREAS**, public art is culturally enriching and enhances the aesthetics of the built environment; and

**WHEREAS**, communities around the country have required developers to provide public art as a condition of development in order to further the general welfare;

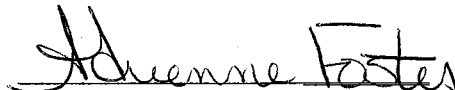
**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:**

1. It is hereby declared that the Governing Body intends to condition certain development or redevelopment approvals on the developer's agreement to provide public art valued at one percent (1%) of the total project costs.
2. This public art requirement will apply to all new development, including redevelopment, of properties zoned or rezoned to one of the following zoning district classifications: Multiple Residence District; Office Building District; Retail Business District; Planned Industrial Park District; Planned Office Building District; Planned Restricted Business District; Planned General Business District; and Planned Mixed-Use District. In addition, the public art requirement shall apply to all public buildings, school and churches in any zoning district. The public art requirement may be applied to developments requesting a special use permit depending upon the nature of the development.
3. To comply with the public art requirement, the developer shall, prior to the issuance of any building permit for the project, deposit with the City Clerk cash, a letter of credit or such other security as is satisfactory to the City Council, in the amount of 1% of the estimated project costs. Estimated project costs shall be certified, under oath, by a project engineer or project architect.
4. The funds shall be held in escrow until such time as the developer has demonstrated that public art has been provided that is valued at one percent (1%) of the project costs. Certifications of value, under oath, shall be provided by a person qualified to give an opinion of value for the type of art provided. Alternatively, the developer may ask the City's Arts Advisory Committee to provide an opinion of value.
5. For purposes of this Resolution, "public art" is defined as any structure of a permanent character intended for ornament or commemoration or other suitable expression including, but not limited to, sculpture, painting and fountains. Public art may also be an integral part of a building, facility or structure, and may be integrated with the work of other design professionals. Public art is intended to supplement the visual elements of building projects.

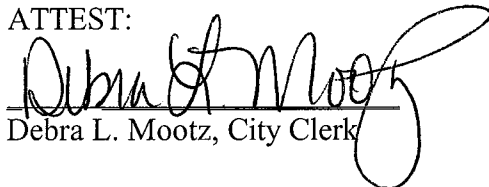
While coordination is important between a public art project and the visual elements of the building or project to which it relates, public art is separate and distinct from those project elements. Architectural design features, decorative building art, landscaping and similar project elements are considered to be part of the building project itself and would not ordinarily qualify as public art. Public art under this program is intended to be a major artistic activity and will almost always include the selection and use of an artist.

6. The public art must be located on property owned by the developer and must be able to be viewed by the public at all times.

ADOPTED by the Governing Body this 23<sup>rd</sup> day of March, 2010.

  
Adrienne Foster, Mayor

ATTEST:

  
Debra L. Mootz, City Clerk

APPROVED AS TO FORM:

  
Neil R. Shortlidge, City Attorney

**CITY OF ROELAND PARK, KANSAS**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION AMENDING RESOLUTION NO. 601; ADDING A SECTION TO ALLOW CERTAIN PROPERTY DEVELOPERS TO MAKE A CONTRIBUTION TO THE CITY FOR PUBLIC ART.**

**WHEREAS**, the City of Roeland Park, Kansas (“City”) previously approved Resolution No. 601 for the purpose of conditioning certain development approvals on the developer’s agreement to provide public art valued at one percent (1%) of the total project costs on the developer’s property;

**WHEREAS**, the City agrees that there are circumstances where it would be more appropriate for a developer to make a contribution to the City for public art in lieu of providing the public art;

**WHEREAS**, a developer may submit a request to the Governing Body to make a contribution to the City for public art;

**WHEREAS**, the developer must present reasons to the Governing Body explaining why strict application of the resolution would not be appropriate;

**WHEREAS**, the decision to grant a developer’s request shall be at the sole discretion of the Governing Body;

**WHEREAS**, a request must be approved during a scheduled meeting of the Governing Body by a two-thirds majority vote of the membership of the Governing Body.

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

A. Resolution No. 601 is hereby amended to read as follows:

1. It is hereby declared that the Governing Body intends to condition certain development or redevelopment approvals on the developer's agreement to provide public art valued at one percent (1%) of the total project costs.
2. This public art requirement will apply to all new development, including redevelopment, of properties zoned or rezoned to one of the following zoning district classifications: Multiple Residence District; Office Building District; Retail Business District; Planned Industrial Park District; Planned Office Building District; Planned Restricted Business District; Planned General Business District; and Planned Mixed-Use District. In addition, the public art requirement shall apply to all public buildings, school and churches in any zoning district. The public art requirement may be applied to developments requesting a special use permit depending upon the nature of the development.
3. To comply with the public art requirement, the developer shall, prior to the issuance of any building permit for the project, deposit with the City Clerk cash, a letter of credit or such other security as is satisfactory to the City Council, in the amount of 1% of the estimated project costs. Estimated project costs shall be certified, under oath, by a project engineer or project architect.

4. The funds shall be held in escrow until such time as the developer has demonstrated that public art has been provided that is valued at one percent (1%) of the project costs. Certifications of value, under oath, shall be provided by a person qualified to give an opinion of value for the type of art provided. Alternatively, the developer may ask the City's Arts Advisory Committee to provide an opinion of value.
5. For purposes of this Resolution, "public art" is define as any structure of a permanent character intended for ornament or commemoration or other suitable expression including, but not limited to, sculpture, painting and fountains. Public art may also be an integral part of a building, facility or structure, and may be integrated with the work of other design professionals. Public art is intended to supplement the visual elements of building projects. While coordination is important between a public art project and the visual elements of the building or project to which it relates, public art is separate and distinct from those project elements. Architectural design features, decorative building art, landscaping and similar project elements are considered to be part of the building project itself and would not ordinarily qualify as public art. Public art under this program is intended to be a major artistic activity and will almost always include the selection and use of an artist.
6. The public art must be located on property owned by the developer and must be able to be viewed by the public at all times.
7. In lieu of providing the public art, a qualifying developer may make a contribution to the City in the amount of one percent (1%) of the total project costs to be used by the City for public art.

B. All other provisions of Resolution No. 601 not in conflict with this Resolution shall remain in full force and effect.

ADOPTED by the Governing Body this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mike Kelly, Mayor

**ATTEST:**

\_\_\_\_\_  
Kelley Bohon, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Steve Mauer, City Attorney