

GOVERNING BODY WORKSHOP AGENDA

ROELAND PARK

Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205

Monday, March 18, 2019 6:00 PM

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

I. APPROVAL OF MINUTES

A. February 18, 2019

II. DISCUSSION ITEMS:

1. Review and Preliminary Approval of Objectives
2. Review Adding Video Capability and Voting to Council Meetings
3. Discussion on Pet Variances
4. Discussion Regarding Unanswered Questions During a Council Meeting or Governing Body Workshop
5. Executive Session - "I move to recess the City Council into executive session in order to discuss the potential of a real estate transaction, pursuant to the real estate exception of the Kansas Open Meetings Act, K.S.A.75-4319(b)(6). The open meeting to resume at _____ in Council chambers."

III. NON-ACTION ITEMS:

IV. ADJOURN

Welcome to this meeting of the Committee of the Whole of Roeland Park.

Below are the Procedural Rules of the Committee

The governing body encourages citizen participation in local governance

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

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. **Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.**
- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.
- C. **Purpose.** The purpose of addressing the Committee of the Whole is to communicate formally with the governing body with a question or comment regarding matters that are on the Committee's agenda.
- D. **Speaker Decorum.** Each person addressing the Committee of the Whole, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or be subject to removal from that meeting.
- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Committee of the Whole, each speaker shall limit comments to two minutes per agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.

- F. **Speak Only Once Per Agenda Item.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident group affiliation, if any, before delivering any remarks.
- H. **Agendas and minutes** can be accessed at www.roelandpark.org or by contacting the City Clerk

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

Item Number: **APPROVAL OF MINUTES- I.-A.**
Committee **3/18/2019**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **February 18, 2019**
Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
□ February 18, 2019	Cover Memo

GOVERNING BODY WORKSHOP
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, February 18, 2019 6:00 P.M.

- Mike Kelly, Mayor
- Erin Thompson, Council Member
- *Vacant*, Council Member
- Michael Poppa, Council Member
- Claudia McCormack, Council Member

- Tim Janssen, Council Member
- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Jennifer Hill, Council Member

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

Admin

Kelly
Madigan

Finance

Thompson
Vacant

Safety

McCormack
Janssen

Public Works

Poppa
Hill

CMBR Poppa called the meeting to order. All Governing Body members were present with the exception of CMBR McCormack and the vacant Ward I seat.

I. DISCUSSION ITEMS

1. AAA Traffic Safety Award

Bob Hamilton, law enforcement liaison with AAA, presented to the Roeland Park Police Department for the second year in a row their highest award, the platinum award. Mr. Hamilton pointed out several things the Police Department did to allow them to receive this award such as Walk Your Child to School safety events, convening a traffic safety committee to identify problem areas and develop solutions, enforcing a policy requiring all department employees to wear a seatbelt, and traffic enforcement near retail areas focusing on seatbelt and use of stop lights and also adhering to the speed limit. Mr. Hamilton noted that the seatbelt enforcement might seem unusual to note as it is a state law to wear seatbelts, but there were seven deaths in the state during the last ice storm as a result of not wearing seatbelts.

Mr. Hamilton said the Roeland Park Police Department has continued with strong sustained efforts for teen seatbelt use which has grown from 90 percent in 2013 to 97 percent in 2017. Child passenger seat use has also increased to 97 percent. Vehicle crash occupant injuries fell from 29 in 2016 to 14 in 2017, and there have been zero traffic fatalities in at least the past three years in the City.

Mr. Hamilton thanked the Mayor and Council on behalf of KDOT and AAA for their support of the Police Department. He said he wished the 117 agencies he works with had a man like Chief Morris leading their departments and it makes his job a lot easier. Mr. Hamilton presented the award to Police Chief Morris.

(Applause)

Chief Morris thanked him for the award and said they could not do what they do without everyone's support.

Mayor Kelly thanked Mr. Hamilton for coming out and said that Chief Morris does make his life easier. He said they stand on his shoulders and noted a lot of the successes and awards they get are based on the work of Chief Morris and his officers. He thanked Mr. Hamilton for recognizing their hard work and the City also appreciates it too.

2. 2017 Certificate of Achievement for Excellence in Financial Reporting

Ms. Jones-Lacy said the City is receiving the Certificate of Achievement for Excellence in Financial Reporting for the 2017 Comprehensive Annual Financial Report (CAFR). This is the 24th year in a row that they have received this and is the highest mark you can receive from the Government Finance Officers Association (GFOA) for financial statements.

Ms. Jones-Lacy said they have also applied for the GFOA's budget award for the first time, which is the Distinguished Budget Presentation Award for the 2018 budget. They should receive a response within the next few months on that status.

(Applause)

3. Community for All Ages Gold Award Update

Ms. Jones-Lacy said the City of Mission has been participating in the recognition program as well as Roeland Park. Mission has obtained the gold status and Mission representative Emily Randall and Cathy Boyer-Shesol, Project Manager with MARC and KANSAS CITY Community for All Ages, had some tips for them along with a presentation.

Ms. Boyer-Shesol provided an update on the Community for All Ages recognition program, the status of the region, and Roeland Park's status. She said that Roeland Park has been a part of the development of the program from the beginning. She noted that past-Council Member Teresa Kelly was the co-chair of the First Suburbs Coalition and instrumental in getting the program started. She said Roeland Park is in the process for the gold by the end of the year. She reviewed what other communities have done to reach the gold level.

Ms. Randall gave examples of Mission's experience in the program. They have had a lot of opportunities to work with Roeland Park during joint city meetings. She added they had great support from the city administrator and council when they were the pilot community. The trick is to figure out how to incorporate the program fully into everyday business on the part of staff and the decisions of council. They have found the tag on each agenda item has been helpful to reflect how the item impacts the goals of the program. Mission also has full-voting student members as part of their committee and it truly reflects all ages.

4. R Park Sculpture Project Update

Gretchen Davis said the City of Mission is terrific when it comes to supporting their fundraising events and publicizing it in the City of Mission.

Ms. Davis then provided an update on the sculpture project. They are working with Midtown Signs on the plaque. Midtown Signs is donating the stand and installation for the plaque and will save the committee about \$1,000. The committee will pay \$582 for the plaque. When the draft label is ready they will present it to the Parks Committee as well as the Arts Committee for their feedback. It will also come back to the Council for approval if necessary.

Jared Lube, a Roeland Park resident and engineer, as well as Roeland Park resident Ian Duncan, a construction contractor, have met together to plan the sculpture foundation. They have been in communication with the artist as well. Once the plans are complete they will be sent to City Administrator Moody to be reviewed by the City engineer. Mr. Duncan would like to begin construction of the foundation April 1st or earlier to allow the concrete to cure before the sculpture arrives in early May.

Following installation of the sculpture there will be a farewell reception for the artist Jorge Blanco. They would like to use City Hall for the reception. City Clerk Bohon will be the contact to reserve the space.

Mary Shulteis and Christine Webster spoke about the dedication event for the sculpture. Ms. Shulteis thanked Public Works Director Scharff for all of his help. She invited the Mayor and City Council to their Fun Day on June 29th, the dedication celebration. Families will have the opportunity to go to various art events. There will be a food truck and Mr. Stinky Feet will present a half-hour program. The ceremony will begin at 1:30.

Ms. Webster asked permission to put up a 3' by 5' double-sided sign to advertise their dedication celebration. It would be displayed May 29th until the day of the event on June the 29th.

There were no objections to putting up the sign.

CMBR Poppa thanked everyone for all of their hard work, dedication, and passion that they have put into this undertaking and said it is inspirational.

5. Sustainability Update

Mr. Duane Daugherty, Chair of the Sustainability Committee, provided an update. They have been championing the Community for All Ages initiative and their gold status application. April 1st is the deadline for submitting their application for gold status. He said they have done a lot of work already, but the deadline may be a bit ambitious. He will be meeting with the Mayor and CMBR Hill when they will review where they are and what date makes the most sense to move forward.

The committee unanimously voted to give a little bit of their budget to support the sculpture installation event. Ms. Davis thanked them for their generosity.

The Sustainability Committee also submitted an idea on a traffic garden which is in the packet. This is something they would like to see incorporated in the R Park plan, something that gives people the ability to learn the rules of the road when riding their bicycles around the community in a safe and controlled environment.

As the committee gets through the gold process and moving Community for All Ages forward into the next steps, in talking about those steps, they are also looking into ways they can help reverse climate change and would like to make that a 2019 initiative.

Sustainability is also working on other things related to biking and walking in the community. Mr. Daugherty added that Public Works and the City's master plan have incorporated a great deal of that already.

CMBR Poppa thanked Mr. Daugherty for his work on Community for All Ages and making Roeland Park a more sustainable place.

6. Communications Report

City Clerk Bohon provided an overview of the Monthly Communications Report in the packet that lists the top ten most visited pages and highest clicked topics on Constant Contact. There was only one event for January which was the Community Forum for the Aquatics Center.

Website views have picked up quite a bit. Facebook views have seen a huge jump and Twitter and NextDoor have remained consistent.

CMBR Poppa asked if they knew what the huge jump in Facebook has been attributed to.

City Clerk Bohon said Sturges, their new PIO, has been a huge help. They have attached their report to the agenda and it explains the volume, and the limb pickup item being at the top for engagements.

Mayor Kelly asked if the PIO has been a valuable addition and City Clerk Bohon said it has been great. City Administrator Moody added that they do have the ability to compare their Facebook page to other communities as Facebook reports their activity weekly. Staff is working to put together that weekly information into a monthly report to show how their traffic compares to other cities.

II. NON-ACTION ITEMS

There was available time following the Workshop meeting to discuss New Business items. No action was taken.

Mayor Kelly asked for the opportunity to discuss New Business items from the Council agenda as they had time available before the start of the Council meeting.

There were no objections to the Mayor's request.

VIII – D. Renew Agreement with I9 Sports

Public Works Director Scharff said the request from I9 is to extend their current contract one more year. They use the soccer fields for children ten and younger primarily on Saturdays and Sundays, March 1st through October 30th. There is no fee associated with this. I9 does provide a port-a-potty during that time frame and also pays those associated costs.

E. Renew Agreement with Black and McDonald

Public Works Director Scharff said Black & McDonald has been the streetlight maintenance contractor for the City for the past five years and this is a renewal of that contract at a not to exceed price of \$21,694, which represents a 2.5 percent increase.

Mayor Kelly asked if there have been any concerns or call-outs or replacement of street lights. Public Works Director Scharff said Black & McDonald provides a monthly report that reflects inspections they have completed and any repairs made. Mr. Scharff said they are very effective in resolving issues.

H. Approve Construction of Water Main Extension to "The Rocks"

City Administrator Moody said this item came up because of WaterOne's work at Aldi. The new building is in conflict with a public water line that runs across the property and needs to be taken out of service. The public water will be moved down the driveway between Burger King and Aldi. WaterOne knew they were looking at water extension for the Rocks in anticipation of the development. Originally, the plan was for the developer to pay for the water line extension. This is an opportunity to work with WaterOne to complete the water line extension necessary to serve the development. Cost estimates are \$114,000-\$120,000. There is an estimated \$280,000 in the TIF 3 fund at end of 2019 and no projects are anticipated for the use of those resources. Having WaterOne do the design and construction is beneficial to the City and will represent some soft cost savings.

Discussion of this item will continue at the Council meeting.

III. ADJOURN

CMBR Poppa adjourned the meeting.

(City of Roeland Governing Body Workshop Adjourned at 6:56 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 3/18/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 3/15/2019
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Review and Preliminary Approval of Objectives**
Item Type: Other

Recommendation:

Staff recommends Council provide preliminary approval of the 2020 Objectives. Preliminary approval provides direction to staff to reflect the budget of each Objective in the appropriate budget account.

Details:

Attached is a DRAFT Goals and Objectives document for 2020. The objectives have been placed under the most appropriate goal. This review is your opportunity to ask for clarification on objectives as well as to gain understanding of how an objective will further our goals. If you do not find that the objective is in line with our goals or do not believe it should be a priority for 2020 this is the time that you should express yourself.

In providing preliminary approval of the objectives we are saying we find that the objective is a priority and the financial impacts should be reflected in the identified account as we begin work on the line item budgets. We will determine if we can afford to complete the objectives as we work through the budget development process. It is likely that some objectives will be removed as we contend with financial and time constraints. Council will be asked to prioritize, postpone, eliminate or reduce the budget of objectives when we present the line item budgets at the May 6th Budget Workshop if the need to reduce expenditures exists.

Please make notes as you read through the Objectives. I will lead the review by reading the title of the objective and asking for comments/questions. If we have none I will assume the Objective has preliminary approval and will move on to the next objective. If we have concerns expressed about an objective, I will ask for the Governing Body to vote on preliminary approval of that Objective. In order to move through the review in a timely manner, I must stress the importance of reading the objectives and coming prepared with questions. I will generally refer questions to the person who submitted the objective.

How does item relate to Strategic Plan?

Adopting goals and objectives is a way for the City to set clear priorities and enhance our financial planning. Some goals specifically address recommendations of the Strategic Plan.

How does item benefit Community for all Ages?

A number of the objectives are specifically intended to address areas where we can improve our service delivery to residents of all ages.

Financial Impact

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

Additional Information

As a reference we had 20 objectives for 2017 and 2018. For 2019 we have 25 objectives.

ATTACHMENTS:

Description	Type
 DRAFT 2020 Objectives	Cover Memo

DRAFT-Fiscal Year 2020

Organizational Goals & Current Objectives

A. Enhance Communication and Engagement with the Community

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

Objectives:

1. Update Roeland Park history from 1996 to Present

Justification: The “Roe’ling Thru the Years” publication recounting Roeland Park’s history currently concludes in October of 1996. Our City has seen many changes since 1996. Mr. J.R. Scott who authored the original publication along with other local historians could lend to an effort of continuing the historical record to modern day. This objective compliments the 2019 Objective to erect historical/interactive signs throughout the community.

Cost Estimate: \$? **Account**

Completion Date: October 31, 2020

Responsible Party: Tom Madigan and Volunteer Historians

Submitted By: Tom Madigan

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

Objectives:

1. Support and fund Roeland Park Community Garden

Justification: Since 2009, the Roeland Park Community Garden located behind the community center has provided fresh produce to hundreds of families in the Northeast Johnson County area. Yearly estimates range from 400 – 1100 pounds of produce. Volunteers supply labor, supplies and equipment for this endeavor. The city could demonstrate recognition of this program while helping meet a need for those experiencing food insecurity. Funds would cover seeds, plants, a new wheelbarrow, fencing updates as needed, garden tools and supplies. Currently the city provides compost, mulch and water for the garden.

Cost Estimate: \$400 **Account**
Completion Date: October 1, 2020
Responsible Party: Judy Parker, Don Faidley, Jan Faidley
Submitted By: Jan Faidley

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

Objectives:

1. Implement a Bicycle Patrol Unit in the Police Department

Justification: A police bicycle patrol unit would enhance community policing and crime prevention measures while providing additional tools to deter criminal activity specific to the business district and neighborhoods. They are cost effective and provide alternative career assignments to officers.

Cost Estimate: \$5,000 **Account**
Completion Date: April 30, 2020
Responsible Party: Sergeants
Submitted By: Chief Morris

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

Objectives:

1. Extend City Hall office hours to 7:00 pm 1 day per week

Justification: If a patron needs to conduct business with the City after 5 pm currently they must do it remotely or take time away from their work to come to City Hall before 5 pm. Developing a flexible work schedule for the administrative staff to allow City Hall to remain open until 7:00 pm one day each week would make it easier for patrons to conduct business at City Hall during the week day. The flexible work schedule approach would avoid any additional personnel costs.

Cost Estimate: \$0 **Account**
Completion Date: January 1, 2020

Responsible Party: City Clerk and City Administrator

Submitted By: Jim Kelly

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

Objectives:

- 1. Establish policy that provides 12 weeks of paid family leave for city employees. City employees would qualify for up to 12 weeks of paid time off when they, their spouse or partner give birth, adopt or foster a child. Eligible city employees would be those who have been employed with the city for at least 12 months.**

Justification: This policy would help the city attract and keep good employees, thus, it would reduce the costs associated with replacing workers who might otherwise quit, while also allowing parents to bond with children without any pressure of losing income. The budget already accounts for employees' full salaries so the only additional costs would be if a department had to pay overtime to cover the employee on leave.

Cost Estimate: \$? **Account**

Completion Date: January 1, 2020

Responsible Party: Administrative Committee Members

Submitted By: Erin Thompson

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

Objectives:

- 1. Establish the Roeland Park Economic Development Enterprise Association**

Justification: Roeland Park and its residents desire the opportunity to develop the limited commercial space within its community. Residents of Roeland Park want community amenities such as restaurants, entertainment, or local retail that otherwise are not present within the community. However, when land is privately held, the city has a limited ability to encourage redevelopment of underutilized parcels.

Creating the Roeland Park Economic Development Enterprise Association would establish a municipal enterprise that has the ability to purchase property, generate revenue, and sell property located within the city. Run by city officials and the Governing Body, the Enterprise Association would provide Roeland Park the tool through which the character of the city could be better reflected in its commercial activity.

Cost Estimate: \$0 **Account**

Completion Date: March 31, 2020

Responsible Party: Jennifer Jones-Lacy and Governing Body

Submitted By: Mayor Kelly

2. Partner to help income eligible residents who qualify for energy efficiencies and upgrade through public utility companies.

Justification: For example, KCP&L offers Income-Eligible Weatherization – This program is for customers who are at or below 200% of the Federal Poverty Level. If approved, energy auditors will go to the home to determine what improvements need to be made. Typically, these include insulation, air sealing, and repairing HVAC systems. If repairs and improvement costs rise above the contribution limit offered by KCPL, the city would match the home owners contribution on the amount in excess of KCPL's contribution to a maximum of \$500 per eligible household. An application process would be employed to assess eligibility and award funding.

Cost Estimate: \$10,000 **Account ?**

Completion Date: November 30, 2020

Responsible Party: Neighborhood Services Staff, Youth Advisory Committee and Neighbors Helping Neighbors Committee

Submitted By: Michael Poppa

G. Work to Implement Strategic Plan Goals – developed by the Strategic Planning Committee.

Objectives:

1.

Justification: .

Cost Estimate: **\$ Account**

Completion Date:

Responsible Party:

Submitted By:

Item Number: DISCUSSION ITEMS- II.-2.
Committee 3/18/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 3/18/2019
Submitted By: Jennifer Jones-Lacy, Asst. City Administrator/Finance Director
Committee/Department: Administration
Title: **Review Adding Video Capability and Voting to Council Meetings**
Item Type: Discussion

Recommendation:

Staff recommends using OBS software to record and live stream council meetings.

Staff does not recommend adding the Novus Agenda voting module function at this time.

Details:

Integrating video recording capabilities for city council meetings and workshop is a 2019 objective with a deadline of October. As a review, the objective discussed options for recording meetings which included live streaming meetings with or without video indexing for agenda items, as well as recording meetings to be posted on our website later. The recommendation was to record the meeting and post to our website at a later time for a cost not to exceed \$5,000.

After further investigation, staff has found that live streaming the City's meetings can be done for a minimal investment using free software called Open Broadcaster Software or OBS. The service provides a free open-source platform to record and live stream meetings and is rated no. 1 among free software. A recording from a prior meeting will be available to review at this meeting. Sgt. Costlow had set up the recording to change with the detection of movement. However, this feature can be turned off. Once the recording is taken we can upload the video to YouTube with a link on our city website. Live streaming can be done directly from OBS to our YouTube channel, which can be linked to our website.

In addition the City would need to purchase a camera for the recording, a computer to capture the recording, some additional cables and a USB repeater to boost the wifi signal in the council chambers. The camera staff recommends is the Panacast 3 which we used for the attached recording. The camera will allow for a wide angle view without the need for multiple cameras or

time consuming video editing. Below is a list of estimated cost for each item the City would need to purchase to start recording Council meetings.

- Panacast camera - \$895
- USB 3 cables - \$100
- Computer for program/video - \$1,000
- USB repeater - \$150
- TOTAL: \$2,145

Staff recommends using the free OBS software to start and determine if that meets our needs. If it turns out that it doesn't work for us, we will explore other options, such as BoxCast which is a software designed for recording and live streaming meetings and costs about \$1,500/year.

Another budget objective for 2018 that has been discussed by Council on a couple of occasions as well as testing the system is the integration of the voting module for Novus Agenda to record the Governing Body's votes during a meeting. Based upon the testing of the system as well as far fewer incidents of alternatives/amendments being presented during meetings, staff does not believe implementing use of the vote recording module is warranted. If council would like to use a random method of roll call on certain votes, staff can develop a simple system to employ.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Financial Impact

Amount of Request: \$2,145 (approximately)	
Budgeted Item?	Budgeted Amount: \$5,000
Line Item Code/Description: 5307.101 - Other Commodities	

Item Number: DISCUSSION ITEMS- II.-3.
Committee 3/18/2019
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 2/27/2019
Submitted By: Wade Holtkamp
Committee/Department: Neighborhood Services
Title: **Discussion on Pet Variances**
Item Type: Discussion

Recommendation:

Staff recommends changing the animal variance permit renewal to the standard animal license fee, \$10 spayed or neutered, \$25 unaltered. We recommend the original animal variance fee of \$100 remain the same.

Details:

Current code states a household shall harbor no more than two dogs or cats of six months of age or older, without having obtained a special permit from the City. This will allow 1 additional animal. The fee, or renewal, shall be \$100.00 and require City inspection and proof of rabies vaccination. The fee for such special permit, or any renewal thereof, shall be \$100.00 and require a City home inspection to verify code compliance and health of animals. The City Clerk will notify neighbors within 100 feet of the property. If two or more complaints are received, the special permit request shall go before the City Council. If three or more complaints are received, the special permit shall be revoked.

Staff researched the animal limits included in the codes of surrounding cities. Results are noted below.

Area Animal Limits

City	Limit total dog/cat	Limit each kind	Special permit to add one additional dog/cat	Neighbor notice	Property inspection
Prairie Village	4	3	Not offered	No	No
Mission	4	3	Not offered	No	No
Overland Park	4	2	\$100, \$50 year renewal	No	No
Lenexa	4	2	\$100, \$20 year renewal	Yes	Yes
Shawnee	4	2	\$100, \$10 year renewal	Yes	Yes
Fairway	6	3	Not offered	No	No

Merriam	6	3	Not offered	No	No
Roeland Park	4	2	\$100,\$100 year renewal	Yes	Yes

How does item relate to Strategic Plan?

N/A

How does item benefit Community for all Ages?

N/A

Additional Information

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Schedule of Fees	Cover Memo
<input type="checkbox"/> Keeping Large Number of Animals Ordinance	Cover Memo

RESOLUTION # 661

**A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES
TO TAKE EFFECT July 16, 2018**

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

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

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

NOW THEREFORE be it resolved by the governing body of the City of Roeland Park, Kansas, that the following Schedule of Fees and Charges shall take effect on **July 16, 2018**.

City of Roeland Park, Kansas Schedule of Fees and Charges

BOUND REPORTS AND OTHER PUBLICATIONS

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

BUSINESS LICENSE (Chapter 5)

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

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

FRANCHISE FEES

Telecommunication franchise application (one-time fee)	\$2,000.00
Telecommunication franchise renewal (one-time fee)	\$1,000.00
Cable franchise application	\$2,000.00
Cable franchise renewal	\$1,000.00
Utility franchise application	\$2,000.00
Utility franchise renewal	\$1,000.00
Annual franchise fee (Wireless Infrastructure Provider)	5% Gross Receipts
Annual franchise fee (Wireless Services Provider)	\$25.00 per pole/antenna on an annual basis
Pole attachment fee	\$45.00 per pole/antenna per month
Inspection fees	\$25 per installation site
Unauthorized attachment penalty fee	3x annual conduit rental fee, per occurrence
Failure to timely transfer, abandon or remove facilities fee	1/5 annual conduit rental fee, per linear foot, first 30 days; The annual conduit rental fee per day, per linear foot, second 30 days and thereafter

LICENSE FEES

<i>Alcohol and Liquor</i>		
CMB Licenses	Consumption on premises (Includes State Stamp) Fee Set By State	\$200.00
CMB Licenses	Non Consumption on premises (Includes State Stamp) Fee Set By State	\$75.00
Liquor Store (Occupational Tax)	Fee Set By State Annual license fee	\$300.00
Liquor Store (Occupational Tax)	Fee Set By State Biennial license fee	\$600.00
Temporary Liquor or CMB	Fee Set By State Annual license fee	\$25.00
Change of location (CMB)	Fee Set By State Annual license fee	\$50.00
Fireworks - Application for Public Exhibition (7-408 refunded if denied)		\$100.00
Garage Sale Permit		\$5.00
<i>Pet Licenses (Chapter 2)</i>		
Chickens/Hens:		
New Applications		\$80.00
Renewal		\$20.00
Dogs/Cats:		
Spayed/Neutered - Annual Tag		\$10.00
Not Spayed/Neutered - Annual Tag		\$25.00
Late charge on Dog/Cat Tags		
30 days but less than 60 days, following the expiration of the registration period		\$5.00
60 days but less than 90 days following the expiration of the registration period		\$10.00
90 days or more following the expiration of the registration period		\$20.00
Replacement Tag		\$1.00
Special Pet Permit - Dogs/Cats (More than 2 of each) - Annual		\$100.00
Tennis Court Reservation Fee		
Resident \$7.00 per hour per court Non-Resident \$10.00 per hour per court		

OTHER FEES

<i>Administration</i>	
Copies (items readily available)	\$0.25/Per page
Copies (all other items)	\$0.25/page + staff cost
Copies to CD	\$5.00/CD
Research Fee	\$35.00 per hour
Second Reinspection of Rental Property	\$40.00 per inspection
<i>Court/Police</i>	
Copies:	
Accident Reports & Pictures	\$10.00
DUI Report & Video	\$30.00

Fax	\$5.00
Offense Reports & Pictures	\$10.00
	\$10.00
Video only (per disc)	\$25.00
Fingerprinting - Residents	\$5.00
Fingerprinting - Non-Residents	\$25.00
Clerk Research Fee	\$35.00 per hour
Returned Check Fee	\$40.00

PERMITS

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

Building Permits - Remodeling/Tenant Finish	
Value of Work	
\$.00 - 1,000	\$20.00
\$ 1,000.01 - 1,200	\$45.00
\$ 1,200.01 - 1,300	\$48.00
\$ 1,300.01 - 1,400	\$51.00
\$ 1,400.01 - 1,500	\$54.00
\$ 1,500.01 - 1,600	\$57.00
\$ 1,600.01 - 1,700	\$60.00
\$ 1,700.01 - 1,800	\$63.00
\$ 1,800.01 - 1,900	\$66.00
\$ 1,900.01 - 2,000	\$69.00
\$ 2,000.01 - 10,000	\$ 69.00 for the first \$2,000 plus \$20.00 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)
\$ 10,000.01 - 15,000	\$245.00
\$ 15,000.01 - 20,000	\$290.00
\$ 20,000.01 - 25,000	\$325.00
\$ 25,000.01 - 50,000	\$ 325.00 for the first \$25,000 plus \$5.00 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)
\$ 50,000.01 - 100,000	\$ 450.00 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)
\$100,000.01 and higher	\$ 675.00 for the first \$100,000 plus \$3.00 for each additional \$1,000 or fraction thereof (with the cost rounded up to an even dollar amount)

Building Permits - Single/Duplex Family Dwellings - Flat Fee Permits + Addendums and Plan Review*Building Permit New Construction Residential \$.20/Square Foot*

Residential Permitting Flat Fee Addendum

Electrical – up to 3 dwelling units flat fee	\$150 per service; 4 dwelling units and above - \$50/unit
Plumbing – up to 3 dwelling units flat fee	\$100 per service; 4 dwelling units and above \$50/unit
HVAC – up to 3 dwelling units flat fee	\$100 per service; 4 dwelling units and above \$50/unit

Building Permits – Commercial Construction - Flat Fee Permits + Addendums and Plan Review*Building Permit New Construction Commercial \$.35/Square Foot*

Commercial Permitting Flat Fee Addendum

Electrical	\$150 plus \$3.50 per 100 sf of total floor area
Mechanical (includes plumbing) – Use Groups A, B, E, I, M, R	\$150 plus \$4.50 per 100 sf of total floor area
Mechanical (includes plumbing) – Use Groups F, R, H, S, U	\$150 plus \$200 per unit (NO DUCT WORK)
Mechanical – <i>if adding duct work to existing shell</i>	\$150 plus \$2.50 per sf of duct work

Plan Review		
	Residential	\$100 for each \$10,000 increment, plus \$5 for each additional \$1,000 or fraction thereof <i>OR</i> the cost to the City for Third Party review, whichever is greater and as required.
	Commercial	65% of total building permit fee <i>OR</i> the cost to the City for Third Party review, whichever is greater; \$50 minimum
Fees for Stand Alone Items:		
	Driveway	\$100.00
	Electrical (upgrades)	\$50.00
	Fence	\$40.00
	Foundation Repair	\$125.00
	Full HVAC Replacement (includes AC and Furnace)	\$125.00
	Furnace and AC (separate)	\$65.00
	Furnace and AC (separate) in a multi unit dwelling	\$45.00
	Water Heater	\$20.00
	Water Heater in a multi unit dwelling	\$15.00
	Roof Replacement	\$130.00
	Waterline	\$75.00
Demolition Permit		
	Value of Work	

\$.00 – 200	\$20.00
\$ 200.01 -1,500	\$40.00
\$ 1,500.01 - 7,000	\$100.00
Demolition Permit (cont)	
\$ 7,000.01 - 50,000	\$ 100.00 for the first \$7,000 plus \$2.50 for each additional \$1,000 or fraction thereof
Over 50,000	\$ 7,000 plus \$2.50 for each additional \$1,000 \$350 for the first \$50,000 plus \$2.50 for each additional \$1,000 or fraction thereof.
Plan Review	
Residential 10% of total building permit fee; \$25.00 Minimum	
Commercial 65% of total building permit fee; \$50.00 Minimum	
Re-inspection Fee Building Permit	\$40.00 each
Sign Permits *	
For new, rebuilt or altered signs	\$100.00 for the first 100 square feet and \$10.00 for each 100 square feet or portion thereof in excess of 100 square feet.
Renovation of an existing sign	\$50.00.
On all Building Permits - Fees doubled if permit not purchased before work commences	
BUILDING PERMIT FEE REFUNDS.	
(a) The full amount of any fee paid hereunder that was erroneously paid or collected.	
(b) Not more than seventy-five (75%) percent of the permit fee when no work has been done under a permit issued in accordance with this code.	
The Code Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than sixty (60) days after the date of the fee payment.	

SPECIAL EVENTS PERMITS

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

STREETS & SIDEWALKS

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

WEED/NUISANCES

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

ZONING

Board of Zoning Appeals	
Appeal	\$50.00
Residentially Zoned April and August Meetings	No Cost
Variance	\$100.00

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

A District

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

B Rezoning to Office Building District or Retail Business District

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

Rezoing to District CP-0 (included preliminary development

C plan review)

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

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

D development plan review)

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

Rezoing to District P-1 (included preliminary development plan

E review)

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

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

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

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

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

H Special Use Permits

0 to 5 acres	\$250.00
5+ to 10 acres	\$350.00
10+ acres	\$500.00
Site Plans (Non residential development in residential district	\$150.00
Preliminary Revised Preliminary Development Plan	\$400.00
Final Development Plan or Revised Final Development Plan	\$ 650.00
Landscaping Plan	\$125.00
Preliminary Plat	
0-5 lots	\$100.00 plus \$8.00 per lot
6-10 lots	\$100.00 plus \$7.00 per lot
11-20 lots	\$100.00 plus \$6.50 per lot
21 or more lots	\$110.00 plus \$6.00 per lot
Final Plat	
0-5 lots	\$150.00 plus \$8.00 per lot
6-10 lots	\$150.00 plus \$7.00 per lot
11-20 lots	\$150.00 plus \$6.50 per lot
21 or more lots	\$160.00 plus \$6.00 per lot
Lot Split	\$150.00
Nonconforming Situation Permits	\$75.00
Vested rights permits	\$100.00
Zoning - In addition to the above application fees, applicants shall be responsible for the cost of all legal publications, ie Public Notices of Hearings, Publication of ordinances, etc.	

The Resolution is hereby introduced and adopted by the City Council at the regular meeting held on **July 16, 2018**. This Resolution shall become effective upon being adopted by the City Council with the fees to take effect July 16, **2018**.

Mike Kelly, Mayor

ATTEST:

Kelley Bohon, City Clerk

SEAL:

ORDINANCE NO. 924

AN ORDINANCE RELATING TO ANIMAL CONTROL AND REGULATION; AMENDING AND REPEALING EXISTING SECTION 2-119 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS.

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

SECTION 1. Existing Section 2-119 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

2-119. KEEPING LARGE NUMBERS OF ANIMALS; SPECIAL PERMIT.

- (a) No person or household shall own or harbor more than two dogs of six months of age or older or more than one litter of puppies, or more than two cats of more than six months of age or more than one litter of kittens, or engage in the commercial business of breeding, buying, selling, trading, training or boarding cats or dogs, or both cats and dogs, without first having obtained a special permit from the City. A special permit for a third dog or a third cat may be approved administratively by the City Clerk. The fee for such special permit, or any renewal thereof, shall be \$100.00. No special permit shall be issued until an inspection certificate has been issued by the Animal Control Officer certifying approval of the premises and compliance with the applicable laws of the City. Thirty (30) days after notifying neighbors, if the City Clerk has received not more than one protest concerning the keeping of the animals for which the special permit is being applied for, the City Clerk shall issue a special permit. If two or more complaints are received, the special permit request shall go before the City Council. If three or more complaints are received, the special shall be denied. The City shall not allow more than three dogs or three cats per residence. Those persons who have received City Council approval to keep more than two dogs or more than two cats prior to December 31, 2003 shall be exempt from the requirement to pay such special permit fee, or any renewal thereof; provided, however, that this exemption shall no longer apply if a special permit is not renewed, suspended or revoked as hereinafter provided. Those persons who have received City Council approval to keep more than three dogs or more than three cats prior to December 22, 2015 shall be exempt from the limitation to have a maximum of three dogs or three cats. This shall only apply to the specific animals for which the special permit was issued. Those persons who received City Council approval prior to December 31, 2003 are exempt from application of specific animals for which the special permit was issued. The exemption shall no longer apply if the special permit is not renewed, is suspended or is revoked.

- (b) Special permits must be renewed annually. No special permit shall be issued until an inspection certificate has been issued by the Animal Control Officer certifying approval of the premises and compliance with the applicable laws of the City. After notifying neighbors, if the City Clerk has not received any protest concerning the keeping of the animals for which the special permit was issued, the City Clerk may issue a renewal of an existing special permit at the same location. If the Animal Control Officer finds that the holder of any special permit is maintaining the facility in a manner detrimental to the health, safety or peace of mind of any person residing in the immediate vicinity, he or she shall report such fact to the City Clerk, and the special permit shall not be renewed except after a public hearing before the City Council.
- (c) The Animal Control Officer or any law enforcement officer shall have the right to inspect any premises licensed under this section at any reasonable time. The application for a special permit shall be deemed to constitute consent to such entry and inspection. Should the applicant or any person having control of the property refuse access to the property for an inspection, the Animal Control Officer or law enforcement officer may seek an administrative search warrant.
- (d) The City Council may refuse to renew, may suspend or may revoke a special permit if, following a public hearing, it finds any of the following:
 - (1) The premises are being maintained in violation of any applicable law of the State of Kansas, or of the City.
 - (2) The premises are being maintained so as to be a public nuisance.
 - (3) The premises are being maintained so as to be detrimental to the health, safety or peace of mind of persons residing in the immediate vicinity.
- (e) This section shall not apply to and will not be construed to require a special permit for a licensed veterinarian to operate an animal hospital.
- (f) Bona fide service animals shall not be counted in the animals limit per household.

SECTION 2. Existing Section 2-119 of the Code of the City of Roeland Park, Kansas is hereby repealed.

SECTION 3. This ordinance shall take effect upon its publication in the official City newspaper.

PASSED by the City Council this 21st day of December, 2015. APPROVED by the Mayor.

/S/ _____
Joel Marquardt, Mayor

ATTEST:

/S/ _____
Kelley Bohon, City Clerk

APPROVED AS TO FORM

/S/ _____
Neil R. Shortlidge, City Attorney

Item Number: DISCUSSION ITEMS- II.-4.
Committee 3/18/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 3/1/2019
Submitted By: Tim Janssen, Claudia McCormack and Tom Madigan
Committee/Department: Admin.
Title: **Discussion Regarding Unanswered Questions During a Council Meeting or Governing Body Workshop**
Item Type: Discussion

Recommendation:

Details:

Occasionally, during a Council Meetings and Council Workshops, members of the Governing Body or an individual at the lectern will ask a question that requires further staff research after the meeting.

Commonly the Governing Body receives the responses the next day, yet in no way as part of the Official minutes/transcript of the meeting. My experience was the same for my queries as a citizen. The inclusion of these inquires and subsequent answers as part of Official Record will further facilitate the outward appearance of Roeland Park's open and transparent style of governance under this administration

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: **DISCUSSION ITEMS- II.-5.**
Committee
Meeting Date: **3/18/2019**



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Executive Session - "I move to recess the City Council into executive session in order to discuss the potential of a real estate transaction, pursuant to the real estate exception of the Kansas Open Meetings Act, K.S.A.75-4319(b)(6). The open meeting to resume at ____ in Council chambers."

Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?