



4600 West Fifty-First Street
Roeland Park, Kansas 66205
City Hall (913) 722-2600
Fax (913) 722-3713

Mayor Mike Kelly
City of Roeland Park, Kansas

Dear Mayor:

We, the undersigned Councilmembers of the City of Roeland Park, Kansas, hereby respectfully request you to call a special meeting of the Governing Body of the City of Roeland Park, Kansas to be held at the City Hall at 6:00 PM, Monday, December 9, 2019, for the object and purpose of:

AGENDA
SPECIAL COUNCIL MEETING
CITY OF ROELAND PARK, KANSAS
ROELAND PARK CITY HALL

Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
December 9, 2019, 6:00 PM

Pledge of Allegiance

Roll Call

Modification of Agenda

A. Citizens Comments

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda. Comments about items that appear on the agenda will be taken as each item is considered. Citizens are requested to keep their comments under 5 minutes. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

I. Consent Agenda

Consent agenda items have been studied by the Governing Body and will be acted on in a single motion. If a Council member requests a separate discussion on an item, it can be removed from the consent agenda and placed on new business for further consideration.

- A. Appropriations Ordinance #939
- B. Council Minutes November 18, 2019
- C. Adopt Proposed 2020 Pay Scale

II. Business From the Floor

A. Applications / Presentations

1. Presentation on Community Center Interior and Exterior Design Project
2. Committee Report – Parks

III. Mayor's Report

IV. Workshop and Committee Reports

V. Reports of City Liaisons

- ### **A. Ad-Hoc Development**

VI. Unfinished Business

- ### **A. Dedication of Public Land for Sunflower Medical Final Plat**

- ### **B. Amend Land Sale Agreement with Sunflower**

The terms and schedule of the agreement were developed six months ago (June 2019). It is reasonable to expect that the schedule may need to be adjusted when working on a project as complex as this one.

- ### **C. Construction Administration and Inspection Services Agreement for Roe 2020**

- ### **D. Approve Agreement with CivicRec for Recreation Management Software**

Scope and fee document, service agreement document and implementation timeline are attached. The city attorney has reviewed and approved these documents.

- ### **E. 2020 Budget Document Presentation**

- ### **F. Approve Purchase of Replacement Tables for Community Center**

- ### **G. Agreement with Mission Concerning Terms of Annexation**

The agreement has been approved by our City Attorney and Mission's City Administrator. If approved by Roeland Park, Mission's City Administrator has been authorized to sign the agreement in its current form.

VII. New Business

- ### **A. Swearing In of Newly Elected Officials**

VIII. Ordinances and Resolutions:

IX. Workshop Items:

X. *These members called the Special Meeting

- ### **A. *Tom Madigan *Jan Faidley *Jennifer Hill *Tim Janssen *Claudia**

McCormack Erin Thompson *Jim Kelly *Michael Poppa *These members called the Special Meeting

Welcome to this meeting of the City Council of Roeland Park. Below are the Procedural Rules of Council

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

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the Mayor (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.
- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor (Chair). Any person wishing to speak, whether during Public Comments or on an agenda item, shall first complete a Public Comment or Request to Speak form and submit this form to the City Clerk before the Mayor (Chair) calls for Public Comments or calls the particular agenda item
 - 1. **Public Comment on Non-Agenda Items.** The Agenda shall provide for public comment about matters that are within the jurisdiction of the City but are not specifically listed on the Agenda. A member of the public who wishes to speak under Public Comments must fill out a Public Comment Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls for Public Comments.
 - 2. **Public Comment on Agenda Items.** Public comment will be accepted on Agenda items. A member of the public, who wishes to speak on an Agenda item, including items on the Consent Agenda, must fill out a Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls the Agenda item.

- C. **Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.
- D. **Speaker Decorum.** Each person addressing the City Council, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the Council meeting. Any person, who so disrupts the meeting shall, at the discretion of the Mayor (Chair) or a majority of the Council Members present, be subject to removal from that meeting.
- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the City Council, each speaker shall limit comments to five minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available.
- F. **Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Council.** Comment and testimony are to be directed to the Mayor (Chair). Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor (Chair). Always speak from the microphone to ensure that all remarks are accurately and properly recorded. Only one speaker should be at the microphone at a time. Speakers are requested to state their full name, address and group affiliation, if any, before delivering any remarks.
- H. Agendas and minutes can be accessed at www.roelandpark.org or by contacting the City Clerk

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

Item Number: Consent Agenda- I.-A.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Appropriations Ordinance #939**
Item Type:

Recommendation:

Details:

Financial Impact

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

Additional Information

ATTACHMENTS:

Description	Type
☐ Appropriations Ordinance #939	Cover Memo

The City of Roeland Park, Kansas

4600 West Fifty-First Street

Roeland Park, Kansas 66205

City Hall (913) 722-2600 – Fax (913) 722-3713

Thursday, December 5, 2019

Appropriation Ordinance -12/09/2019 - #939

An Ordinance making Appropriation for the payment of certain claims. Be it ordained by the Governing Body of the City of Roeland Park, Kansas:

Section 1: That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the City Treasury the sum required for each claim.

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this 9th day of December, 2019.

Attest:

City Clerk

Mayor

Total Appropriation Ordinance	\$	387,591.18
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There are sufficient funds in the General Fund to cover general fund expenditures.

Appropriation Ordinance -12/09/2019 - #939

Vendor	Dept	Acct #	Description	Invoice Description	Check /EFT Date	Amount	Chk #	Check Amount
ADP, LLC	101	5214.101	Other Contracted Services	546472724	12/05/19	234.44	70134	234.44
Advance Auto Parts	102	5260.102	Vehicle Maintenance	5128932935383	12/05/19	46.52	70135	46.52
Airgas USA, LLC	106	5318.106	Tools	9966148019	12/05/19	22.36	70136	22.36
All Copy Products, Inc.	102	5214.102	Other Contracted Services	65815451	12/05/19	322.50	70137	645.00
All Copy Products, Inc.	105	5214.105	Other Contracted Services	65815451	12/05/19	322.50		
American Equipment Co.	106	5211.106	Maintenace & Repair Equipment	64503	12/05/19	106.42	70138	106.42
American Fidelity Assurance Co.	101	2052.101	Supplemental Insurance Payable	2055507	12/05/19	416.66	70139	416.66
Asphalt Sales Company, Inc	106	5421.106	Street Maintenance	141079	12/05/19	448.65	70140	1,780.88
Asphalt Sales Company, Inc	106	5421.106	Street Maintenance	141100	12/05/19	441.05		
Asphalt Sales Company, Inc	106	5421.106	Street Maintenance	141536	12/05/19	440.75		
Asphalt Sales Company, Inc	106	5421.106	Street Maintenance	141586	12/05/19	450.43		
AT&T	101	5202.101	Telephone	3241 11/21/19	12/05/19	47.09	70141	47.09
Black & McDonald	101	5220.101	Street Light Repair & Maintenance	761032277	12/05/19	1807.85	70142	3,615.70
Black & McDonald	101	5220.101	Street Light Repair & Maintenance	761044281	12/05/19	1807.85		
Blue Sky Cleaners	102	5224.102	Laundry Service	11/2/19	12/05/19	175.20	70143	316.00
Blue Sky Cleaners	102	5224.102	Laundry Service	12/1/19	12/05/19	140.80		
Blue Valley Tractor & Supply	106	5211.106	Maintenace & Repair Equipment	188719	12/05/19	88.14	70144	88.14
Bollcom, Inc.	106	5210.106	Maintenace & Repair Building	9071	12/05/19	45.00	70145	45.00
Kansas City Board of Public Utiliti	101	5222.101	Traffic Signal Expense	8346 11/21/19	12/05/19	32.78	70146	32.78
Central Power Systems & Services	106	5211.106	Maintenace & Repair Equipment	R11000401601	12/05/19	186.74	70147	186.74
C & G Rubber Stamp, Inc.	101	5301.101	Office Supplies	129386	12/05/19	309.00	70148	309.00
Clerk of District Court	270	5457.270	CARS 2020 - Roe	19CV04390	12/05/19	17410.00	70149	75,741.00
Clerk of District Court	370	5457.370	CARS 2020 - Roe	19CV04390	12/05/19	3686.00		
Clerk of District Court	450	5457.450	CARS - Roe 2020	19CV04390	12/05/19	54645.00		
Occupational Health Centers of the	102	5207.102	Medical Expense & Drug Testing	1012009622	12/05/19	131.00	70150	322.50
Occupational Health Centers of the	106	5207.106	Medical Expense & Drug Testing	1011959491	12/05/19	131.00		
Occupational Health Centers of the	290	5207.290	Medical Expense & Drug Testing	1011991757	12/05/19	60.50		
Constellation Newenergy- Gas Div	220	5289.220	Natural Gas	2746393	12/05/19	641.38	70151	641.38
Crafco, Inc.	106	5259.106	Traffic Control Signs	9402161630	12/05/19	190.82	70152	190.82
CZ- USA	102	5307.102	Other Commodities	IN0479061	12/05/19	335.75	70153	335.75
Delta Innovative Services, Inc.	290	5425.290	Other Capital Outlay	1609	12/05/19	3101.00	70154	3,101.00
Donoho Appraisals	270	5457.270	CARS 2020 - Roe	19120	12/05/19	42000.00	70155	61,800.00
Donoho Appraisals	370	5457.370	CARS 2020 - Roe	19120	12/05/19	7350.00		
Donoho Appraisals	450	5457.450	CARS - Roe 2020	19120	12/05/19	12450.00		
E. Edwards, Inc.	106	5308.106	Clothing & Uniforms	11011912052	12/05/19	664.00	70156	1,149.90
E. Edwards, Inc.	106	5308.106	Clothing & Uniforms	11181912052	12/05/19	485.90		
ETC Institute	101	5214.101	Other Contracted Services	27300	12/05/19	868.75	70157	868.75
Evergy	101	5201.101	Electric	Multiple11/21/19	12/05/19	1312.73	70158	1,927.01
Evergy	106	5201.106	Electric	Multiple11/21/19	12/05/19	614.28		

Foley Industries	106	5211.106	Maintenace & Repair Equipment	SS700065600	12/05/19	679.60	70159	679.60
Gallagher Benefit Services, Inc HR	101	5209.101	Professional Services	201911898	12/05/19	5287.50	70160	5,287.50
GT Distributors - Austin	102	5308.102	Clothing & Uniforms	INV0719500A	12/05/19	983.20	70161	1,944.65
GT Distributors - Austin	102	5308.102	Clothing & Uniforms	INV0719500B	12/05/19	961.45		
Emily Hage	101	5256.101	Committee Funds	11/17/19 Exp	12/05/19	31.98	70162	31.98
Hampel Oil, Inc.	106	5302.106	Motor Fuels & Lubricants	91251201	12/05/19	1282.00	70163	1,282.00
Cindy L Hey	270	5457.270	CARS 2020 - Roe	46N066101 87	12/05/19	3725.00	70164	3,725.00
Cindy Hey	270	5457.270	CARS 2020 - Roe	46N066101 87	12/05/19	225.00	70165	225.00
Jennifer Hill	115	5271.115	Composte Bin Rebate Program	11/19/19 Amazon	12/05/19	75.00	70166	75.00
Johnson County Government	101	5218.101	IT & Communication	153094	12/05/19	6139.75	70167	6,139.75
Johnson County Treasurer	101	5257.101	Property Tax Payments	R147639	12/05/19	126.67	70168	6,629.90
Johnson County Treasurer	101	5257.101	Property Tax Payments	R147640	12/05/19	126.67		
Johnson County Treasurer	101	5257.101	Property Tax Payments	R147641	12/05/19	126.67		
Johnson County Treasurer	101	5257.101	Property Tax Payments	R147642	12/05/19	126.67		
Johnson County Treasurer	101	5257.101	Property Tax Payments	R147662	12/05/19	126.67		
Johnson County Treasurer	101	5257.101	Property Tax Payments	R147663	12/05/19	126.67		
Johnson County Treasurer	101	5257.101	Property Tax Payments	R147664	12/05/19	126.67		
Johnson County Treasurer	101	5257.101	Property Tax Payments	R550641	12/05/19	5743.21		
Ka-Comm., Inc.	102	5211.102	Maintenace & Repair Equipment	171426	12/05/19	72.50	70169	72.50
KAW Valley Engineering Inc.	270	5430.270	Residential Street Reconstruction	C32141	12/05/19	4886.00	70170	4,964.00
KAW Valley Engineering Inc.	300	5498.300	CDBG - 2019	C32142	12/05/19	78.00		
Key Equipment & Supply	106	5211.106	Maintenace & Repair Equipment	258588	12/05/19	151.35	70171	1,000.80
Key Equipment & Supply	106	5211.106	Maintenace & Repair Equipment	258657	12/05/19	77.36		
Key Equipment & Supply	106	5306.106	Materials	258580	12/05/19	772.09		
Kansas Gas Service	101	5289.101	Natural Gas	11/8/19 Multiple	11/20/19	198.30	70128	569.88
Kansas Gas Service	220	5289.220	Natural Gas	11/8/19 Multiple	11/20/19	371.58		
Kansas One-Call System, Inc.	101	5220.101	Street Light Repair & Maintenance	9080434	12/05/19	180.00	70172	562.80
Kansas One-Call System, Inc.	101	5220.101	Street Light Repair & Maintenance	9100434	12/05/19	186.00		
Kansas One-Call System, Inc.	101	5220.101	Street Light Repair & Maintenance	9110434	12/05/19	196.80		
Kansas State Treasurer	103	5228.103	Fees Due State of Kansas	50459	12/05/19	1920.50	70173	1,920.50
Lamp, Rynearson & Assoc., Inc.	270	5209.270	Professional Services	319001010000010	12/05/19	5583.22	70174	27,955.83
Lamp, Rynearson & Assoc., Inc.	270	5430.270	Residential Street Reconstruction	318001030000015	12/05/19	14776.44		
Lamp, Rynearson & Assoc., Inc.	270	5459.270	CARS 2019	318001080000011	12/05/19	547.30		
Lamp, Rynearson & Assoc., Inc.	300	5472.300	R Park Development Plan	319001040000008	12/05/19	7048.87		
League of Kansas Municipalities	101	5203.101	Printing & Advertising	192768	12/05/19	31.00	70175	31.00
The Legal Record	101	5204.101	Legal Printing	L83363	12/05/19	34.86	70176	34.86
LE Upfitter	102	5308.102	Clothing & Uniforms	6839	12/05/19	182.99	70177	1,103.00
LE Upfitter	102	5308.102	Clothing & Uniforms	6918	12/05/19	58.56		
LE Upfitter	102	5308.102	Clothing & Uniforms	6923	12/05/19	854.50		
LE Upfitter	102	5308.102	Clothing & Uniforms	6928	12/05/19	6.95		
Lexington Plumbing & Heating Co.	101	5210.101	Maintenance & Repair Building	92675	12/05/19	935.00	70178	1,765.00
Lexington Plumbing & Heating Co.	106	5262.106	Grounds Maintenance	92017	12/05/19	320.00		
Lexington Plumbing & Heating Co.	106	5262.106	Grounds Maintenance	92018	12/05/19	177.50		

Lexington Plumbing & Heating Co.	106	5262.106	Grounds Maintenance	92132	12/05/19	332.50		
Liftoff, LLC	101	5266.101	Computer Software	4649add4	12/05/19	24.43	70179	24.43
Lippert Mechanical Service Corp	106	5210.106	Maintenace & Repair Building	SI2059993	12/05/19	270.00	70180	1,504.50
Lippert Mechanical Service Corp	220	5210.220	Maintenance & Repair Building	SI2059991	12/05/19	270.00		
Lippert Mechanical Service Corp	290	5410.290	Technology Upgrades	SI2059992	12/05/19	964.50		
Tom Madigan	108	5206.108	Travel Expense & Training	12/5/19 Ck. Req.	12/05/19	855.00	70181	855.00
Mark One Electric Company, Inc.	106	5210.106	Maintenace & Repair Building	14310	12/05/19	130.00	70182	130.00
Mauer Law Firm PC	101	5209.101	Professional Services	205302/03/04	12/05/19	11000.00	70183	31,456.10
Mauer Law Firm PC	101	5215.101	City Attorney	205302/03/04	12/05/19	12390.50		
Mauer Law Firm PC	270	5457.270	CARS 2020 - Roe	205302/03/04	12/05/19	1935.74		
Mauer Law Firm PC	290	5457.290	CARS 2020	205302/03/04	12/05/19	2823.16		
Mauer Law Firm PC	450	5457.450	CARS - Roe 2020	205302/03/04	12/05/19	3306.70		
Venessa Maxwell-Lopez	103	5209.103	Professional Services	11/8/19	12/05/19	150.00	70184	150.00
Missouri Organic	115	5235.115	Disposal Fees	6467	12/05/19	150.00	70185	2,625.00
Missouri Organic	115	5235.115	Disposal Fees	6520	12/05/19	150.00		
Missouri Organic	115	5235.115	Disposal Fees	6522	12/05/19	75.00		
Missouri Organic	115	5235.115	Disposal Fees	6527	12/05/19	75.00		
Missouri Organic	115	5235.115	Disposal Fees	6537	12/05/19	150.00		
Missouri Organic	115	5235.115	Disposal Fees	6582	12/05/19	150.00		
Missouri Organic	115	5235.115	Disposal Fees	6690	12/05/19	525.00		
Missouri Organic	115	5235.115	Disposal Fees	6865	12/05/19	150.00		
Missouri Organic	115	5235.115	Disposal Fees	6894	12/05/19	300.00		
Missouri Organic	115	5235.115	Disposal Fees	6943	12/05/19	75.00		
Missouri Organic	115	5235.115	Disposal Fees	7012	12/05/19	300.00		
Missouri Organic	115	5235.115	Disposal Fees	7077	12/05/19	525.00		
Moss Printing	106	5203.106	Printing & Advertising	13062	12/05/19	152.00	70186	214.00
Moss Printing	106	5203.106	Printing & Advertising	13156	12/05/19	56.00		
Moss Printing	106	5203.106	Printing & Advertising	13171	12/05/19	6.00		
Northeast Johnson Cty. Chamber c	101	5253.101	Public Relations	30605	12/05/19	300.00	70187	300.00
Pitluck Law, LLC	103	5209.103	Professional Services	11/26/19	12/05/19	150.00	70188	300.00
Pitluck Law, LLC	103	5209.103	Professional Services	12/2/19	12/05/19	150.00		
Principal Life Insurance Company	107	5130.107	City Paid Life/ST Disability	0001 11/17/19	12/05/19	786.41	70189	786.41
Purchase Power	101	5205.101	Postage & Mailing Permits	7903 11/20/19	12/05/19	402.50	70190	402.50
Wex Bank	104	5302.104	Motor Fuels & Lubricants	62348259	11/26/19	60.48	32476	467.56
Wex Bank	106	5302.106	Motor Fuels & Lubricants	62348259	11/26/19	407.08		
Rejis Commission	102	5214.102	Other Contracted Services	427162	12/05/19	21.50	70191	251.19
Rejis Commission	102	5214.102	Other Contracted Services	427432	12/05/19	229.69		
Riteway Maintenance & Supply, LI	101	5214.101	Other Contracted Services	19888	12/05/19	930.00	70192	930.00
RTA	270	5457.270	CARS 2020 - Roe	12/3/19 Man.Ck	12/03/19	360.00	32478	1,500.00
RTA	370	5457.370	CARS 2020 - Roe	12/3/19 Man.Ck	12/03/19	525.00		
RTA	450	5457.450	CARS - Roe 2020	12/3/19 Man.Ck	12/03/19	615.00		
George Schlegel	101	5230.101	Art Commissioner	Recurring Check	12/01/19	100.00	70133	100.00
SFS Architecture	101	5209.101	Professional Services	13168/13070	11/18/19	2101.38	32475	2,427.76

SFS Architecture	300	5209.300	Professional Services	13168/13070	11/18/19	326.38		
SFS Architecture	290	5209.290	Professional Services	13323	12/05/19	1410.00	70193	1,410.00
Staples	101	5301.101	Office Supplies	8056537364	12/05/19	163.76	70194	163.76
Strasser True Value	106	5302.106	Motor Fuels & Lubricants	341197	12/05/19	24.52	70195	186.76
Strasser True Value	106	5318.106	Tools	341851	12/05/19	162.24		
Suburban Lawn & Garden	106	5262.106	Grounds Maintenance	581934	12/05/19	193.39	70196	193.39
Terminix Processing Center	106	5214.106	Other Contracted Services	391492995	12/05/19	59.00	70197	59.00
TMM Roeland Park Center, LLC	370	5457.370	CARS 2020 - Roe	46N066101 87	12/05/19	12500.00	70198	12,500.00
TMM Roeland Park Center, LLC	370	5457.370	CARS 2020 - Roe	46N066101 87	12/05/19	1650.00	70199	1,650.00
United Community Services	101	5214.101	Other Contracted Services	11/27/19	12/05/19	650.00	70200	650.00
United Way of Greater KC	101	2035.101	Other Withholding Payable	2019	12/05/19	104.00	70201	104.00
US BANK	220	5203.220	Printing & Advertising	Nielsen 11/15/19	11/15/19	250.28	32474	2,444.58
US BANK	510	5203.510	Printing & Advertising	Jones-Lacy 11/19	11/15/19	104.00		
US BANK	104	5206.104	Travel Expense & Training	Jones-Lacy 11/19	11/15/19	280.35		
US BANK	104	5206.104	Travel Expense & Training	Nielsen 11/15/19	11/15/19	255.00		
US BANK	105	5206.105	Travel Expense & Training	Jones-Lacy 11/19	11/15/19	236.00		
US BANK	105	5206.105	Travel Expense & Training	Moody 11/15/19	11/15/19	561.24		
US BANK	101	5219.101	Meeting Expense	Jones-Lacy 11/19	11/15/19	21.94		
US BANK	102	5236.102	Community Policing	Morris 11/15/19	11/15/19	220.91		
US BANK	101	5253.101	Public Relations	Jones-Lacy 11/19	11/15/19	300.00		
US BANK	101	5256.101	Committee Funds	Nielsen 11/15/19	11/15/19	9.99		
US BANK	101	5273.101	Neighbors Helping Neighbors	Nielsen 11/15/19	11/15/19	44.97		
US BANK	290	5304.290	Janitorial Supplies	Mootz 11/15/19	11/15/19	35.60		
US BANK	106	5308.106	Clothing & Uniforms	Vandenbos 11/19	11/15/19	124.30		
USIC Locating Services, LLC	101	5220.101	Street Light Repair & Maintenance	358668	12/05/19	1902.94	70202	1,902.94
US Postal Service	101	5208.101	Newsletter	12/2/19	12/02/19	857.22	32477	857.22
Verizon Wireless	102	5202.102	Telephone	9842807452	12/05/19	326.93	70203	446.96
Verizon Wireless	104	5202.104	Telephone	9842807452	12/05/19	80.02		
Verizon Wireless	106	5202.106	Telephone	9842807453	12/05/19	40.01		
The Victor L. Phillips Co.	106	5211.106	Maintenace & Repair Equipment	SW00039731	12/05/19	498.69	70204	498.69
Water District No 1 of Johnson Co	101	5287.101	Water	Multiple11/21/19	12/05/19	54.04	70205	444.30
Water District No 1 of Johnson Co	106	5287.106	Water	Multiple11/21/19	12/05/19	319.37		
Water District No 1 of Johnson Co	220	5287.220	Water	Multiple11/21/19	12/05/19	70.89		
WCA Waste Corporation	115	5272.115	Solid Waste Contract	990000590675	12/05/19	43173.82	70206	43,173.82
Waste Management	300	5470.300	Park Maint/Infrastructure	5721948577	12/05/19	172.09	70207	172.09
WriteAway Transcription	101	5214.101	Other Contracted Services	6959	12/05/19	382.50	70208	382.50
Have Guns Will Rent	101	5237.101	Community Events	Santa Suit	12/05/19	70.00	32479	70.00
Bella Roe Lots 1 and 4 07 A, LLC	370	5457.370	Acquisition Agreement	Acquisition Agreement	12/05/19	39,841.00	32480	39,481.00
KPERS	101	2040.101	KPERS Accrued Employee	11/21/19	11/21/19	2005.80		2005.80
KPERS	101	2050.101	Insurance Withholding Payable	11/21/19	11/21/19	170.26		170.26
KPERS	107	5123.107	KPERS City Contribution	11/21/19	11/21/19	3306.20		3306.20
KP&F	101	2045.101	KP&F Employee Withholding Payab	11/21/19	11/21/19	2116.63		2116.63
KP&F	101	2050.101	Insurance Withholding Payable	11/21/19	11/21/19	94.27		94.27

KP&F	107	5131.107	KP&F City Contribution	11/21/19	11/21/19	6551.17	6551.17
Miller Management Systems, LLC	101	5214.101	Other Contracted Services	Recurring EFT	11/20/19	1800.00	1800.00
						\$	387,591.18

Item Number: Consent Agenda- I.-B.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: Council Minutes November 18, 2019
Item Type:

Recommendation:

Details:

Financial Impact

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

Additional Information

ATTACHMENTS:

Description	Type
□ Council Minutes November 18, 2019	Cover Memo

**CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, November 18, 2019 6:00 P.M.**

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

Admin
Madigan
Thompson

Finance
Faidley
McCormack

Safety
Janssen
Poppa

Public Works
Hill
Kelly

(Roeland Park Council Meeting Called to Order at 6:00 p.m.)

PLEDGE OF ALLEGIANCE

Mayor Kelly called the meeting to order and led everyone in the Pledge of Allegiance.

ROLL CALL

City Clerk Nielsen called the roll. CMBR McCormack was absent. Staff members present were City Administrator Moody, Assistant City Administrator Jones-Lacy, Public Works Director Scharff, Police Chief Morris, City Clerk Nielsen, and City Attorney Rotto.

MODIFICATION TO THE AGENDA

There were no modifications to the agenda.

I. CITIZEN COMMENTS

Stephanie Iser (5714 Cedar) Ms. Iser shared her support of a safe and welcoming ordinance for Roeland Park. She said she would like to see a policy of ICE non-compliance and asked the City Council to vote to pass a safe and welcoming ordinance.

Letitia Harmon - Ms. Harmon from the Kansas ACLU also spoke in support of a safe and welcoming ordinance for Roeland Park and also encouraged ICE non-compliance. She asked this to be put to a Council vote at the December meeting.

II. CONSENT AGENDA

- A. Appropriations Ordinance #938**
- B. Council Minutes October 21, 2019**
- C. Council Minutes November 4, 2019**
- D. 2020 Cereal Malt Beverage Renewals**

MOTION: CMBR JANSSEN MOVED AND CMBR MADIGAN SECONDED TO ADOPT THE CONSENT AGENDA AS PRESENTED. (CARRIED 7-0)

III. BUSINESS FROM THE FLOOR

A. Applications / Presentations

1. Evergy Update - Rebecca Galati

Ms. Galati from Evergy, formerly KCP&L and Westar Energy, reported to the Governing Body on the City's statistics and new programs. She works as a liaison in Johnson County on special projects and issue management. She said if the Johnson County Emergency Operations Centers opens, she will staff that as well on behalf of the company and will provide key updates in the area.

The two electric companies, KCP&L and Westar merged together under the rebranded name Evergy in October. Ms. Galati said there are many efficiencies coming together as one company. Evergy now has a service territory that includes 1.6 million customers, 10,000 transmission lines and 52,000 miles of distribution lines. The service territories have been renamed and the Kansas Metro territory includes Roeland Park.

There was a merger promise made to customers who received bill credits starting in December of 2018. Also the electric rates have decreased. Savings and efficiencies are on track for what was promised as part of the merger. There were also no layoffs with the merger. On the Kansas side there have been credits for five years and there will be no base rate increases until 2023.

Evergy also provides an energy mix to its customers. They have launched new programs on solar and wind. In the packet is provided a breakdown from 2010 to 2020 on energy sources. They were at 52 percent coal for energy and are working towards reducing that to 40 percent. Renewable energy sources were at 1 percent and now they are approaching 27 percent company-wide.

Evergy also provides tree trimming around their lines and this work is performed year-round. Requests were up 6,000 over last year. Every 4 to 5 years they do a full tree trim and every 2 years they do a spot trim. Also every 12 years a full poles inspection is conducted.

Ms. Galati spoke to power outages noting that 70 percent are weather-related by storms, wind, lightening and ice. Outages can also be caused by animals, falling limbs, and vehicle accidents. There are also planned outages to provide a safe work area.

When the power does go out the restoration process begins first with public safety such as hospitals, fire stations, and water, then they work from the largest to lowest numbers experiencing outages.

Ms. Galati reviewed concerns they have in Roeland Park and they will be coming forward with a plan soon to address those issues.

City Administrator Moody asked how many accounts are served per circuit. Ms. Galati said Circuit 6843 has 1,028 customers, 6854 has 746, and 6821 has 434. Those three circuits serve the majority of the single-family homes in the City.

CMBR Kelly asked if they are participating in the wind farm project. Ms. Galati said that Mayor Kelly and Shawnee Councilwoman Lindsey Constance brought the project forward to Evergy before it even

launched. The program passed in December. There is a threshold of usage that a City has to hit to qualify for the program. Roeland Park was just under the qualifying usage. They are working with Mayor Kelly on that threshold to try to make it possible for Roeland Park to participate. She added that the City has been an incredible advocate on behalf of the program. They are also hoping to procure a wind farm. It would be a new wind farm and residents could buy into that and become a member of it. They still need to meet the threshold and get new customers to sign up.

Mayor Kelly thanked Evergy for being a nationwide leader in terms of percentage of renewables and continuing to put more wind and solar online. He would state to residents that if they are interested on a household level of participating and do not have the ability to do a solar array on the home there is a subscription service now they can participate in where they're building solar farms.

Mr. Galati said the wind project is for bigger energy uses, but they would like to have resident buy-in for the solar farm.

CMBR Faidley asked if there was a possibility that the parameters would change so the smaller cities could be included. Ms. Galati said it would not be for this specific program of a wind farm where customers would be able to sign up for 5, 10, 15 or 20 years to do that. If they go back in to expand the program they would want to bring that to the table. As a part of the current program, they have had to remove streetlights and unmetered accounts, which is what contributes to Roeland Park being below the threshold, but is something that the company would consider on feasibility of adding those back in because they can be a bigger energy use that the City uses and allow them to qualify for a program like that.

Mayor Kelly thanked Ms. Galati for coming and being responsive to their questions. He noted in the reliability statistics Roeland Park is higher than the average cities and appreciates Evergy continuing to find ways to make them even better.

2. Communication Report - Katie Garcia with SturgesWord

Ms. Garcia said they began working for Roeland Park in January 2019 and the reports presented are year-to-date January through November and compared with available data from 2018.

She said they scan every day and grab any media mentioning Roeland Park. To date, the City has been mentioned 94 times. A lot of their coverage is coming from the *Shawnee Mission Post* and most feedback is neutral-positive.

Top posts with the most engagement rate were when they welcomed a new police officer, the hand-painted snow plows, and the walk to school event. Ms. Garcia said that residents really want to see community news.

Mayor Kelly noticed they had a low rating on video. Ms. Garcia said that video is something they could be posting more of, but it needs to be done professionally enough to make an impact. She will look into more ways they can add video.

3. Arts Committee Update

Marek Gliniecki, co-chair of the Arts Advisory Committee, introduced Benjamin Dickens also a member of the Arts Committee. Mr. Dickens spoke to the placement of art in conjunction with the upcoming Roe 2020 project. The committee said they would like to determine the placement of sculptures prior to the completion of Roe. Several reasons were listed in the packet information and included being cost effective to pour sculpture pads at the same time they are doing curbs and sidewalks.

Mr. Dickens said they would like to put in a signature piece at the entrance to the City as well as utilizing an existing piece that is still to be determined.

Christine Webster from the Arts Committee said she suggested the artist Kevin Robb for the north entrance to the City. His works are stainless steel and all of the members of the Arts Committee really like his work.

Ms. Webster said that Kevin Robb suffered a stroke that left him without the ability to speak and communicate with people. He can no longer read and it is difficult for him to walk, but he has continued work. He continues to design his pieces on the computer and then works with workmen and construction people to build his pieces. He is an internationally known artist and they are amazed at his story.

For the south entrance, the committee felt the possible location of the sculpture might be more on the east side by Johnson Drive onto Roe. The committee has been meeting with Spencer Shubert, a local artist who has had one of his pieces on display in the City and said that he would really like to work with Roeland Park. His work is mostly representational, but he wants to see what he can do that is a little different and is willing to work on price simply because of the way he feels about Roeland Park. His work is in bronze and would require minimal maintenance.

Mr. Dickens said they want to have some amount of unity between the two so that there is a tie-in for the City. He added that it was the consensus of the Arts Committee that the south entrance should not just be the initial letters R.P., but the entire name of Roeland Park should be spelled out. They said it would add clarity to what municipality people are entering into. If the Governing Body does decide to use R.P., then the City entrance between Roeland Drive and Ash could provide an appropriate spot for that.

CMBR Poppa, liaison to the Arts Committee, thanked them for their hard work and dedication. He said that the placements proposed by the Arts Committee have been identified by the landscape architects.

Christine Webster added that the Arts Committee works closely with the Parks Committee on their decision-making process. They have also constructed a five-question survey for the general public as they recognize feedback from the community is important.

The Arts Committee awarded CMBR Poppa as a shining star for what the work he has done with the Arts Committee.

(After the applause, photographs were taken)

IV. Mayor's Report

A. Adopt a Family - Joanna Rush

Mayor Kelly introduced Joanna Rush, the City's liaison to the Adopt-a-Family Program based out of Mission. The program works specifically to help families throughout their community. They help Shawnee Mission students that live within the City of Mission and the City of Roeland Park. Last year was the first year that they added in Roeland Park children from Shawnee Mission North and Roesland Elementary. The program served 91 families from Roeland Park.

Ms. Rush said the families come to their attention through social workers. Through donations and contributions they are able to provide a full Thanksgiving meal and Hy-Vee gives the program a great discount on some of the foods. At Christmas they also provide a ham dinner and presents. Last year, some of the Councilmembers purchased individual gifts or adopted an entire family. The families normally ask for things like socks, pajamas, and coats in addition to a few toys. Ms. Rush said 100 percent of every dollar they receive goes directly to the families either as food or as gifts. They have recognized there is a year-round need and they have been reaching out to Harvester's. There will be a Harvester's Food truck at Shawnee Mission North usually on the 5th Saturday. Ms. Rush will provide information to the City to publicize that information.

As a committee they are looking for canned good donations of non-perishable food and can include canned goods, rice, pasta, detergent, soaps, and toothpaste. A box will be placed at City Hall through December 20th where people can drop off donations. She added that people can also make tax-deductible monetary donations. And lastly, Ms. Rush asked for help from people to do a little extra shopping to donate gifts and gift cards.

She said volunteers will be gathering Monday, November 25th at Sylvester Powell to pack items for the Thanksgiving feast.

For Christmas wrapping, she anticipates they will do that on Friday, December 20th.

Mayor Kelly said they appreciate their work and the support they are providing the community.

Ms. Jones-Lacy said that Mission has given them three families from Roesland Elementary School that have signed up. Last year, they had five families from Roesland that were nominated by the social worker and all of the families were adopted by the City. She will send out the details on what they can do to support this year's families.

V. Workshop and Committee Reports

No Workshop or Committee Reports were given.

VI. Reports of City Liaisons

No reports were given.

VII. Unfinished Business

No unfinished business was discussed.

VIII. New Business

A. 2020 IT Service Agreement with Johnson County

Ms. Jones-Lacy said this is the same agreement but does reflect a 7 percent price increase from 2019. One reason for the increase is they have added new employees the Community Center. Next year, the increase is anticipated to be about 3 percent.

CMBR Kelly asked if they go above 38 employees would the contract be prorated to \$825/employee. He asked if the employee numbers include unfilled positions and whether the new parks and recreation director position would be included in that figure. Ms. Jones-Lacy said it is not.

City Administrator Moody said they have not contemplated any additional staff full or part-time for the 2020 budget. The City is to assume the management role of the pool in 2021 and they will be looking at that impact as they budget for 2021.

Ms. Jones-Lacy if they take on the pool in 2021, then the rate would obviously exceed the three percent.

CMBR Kelly said if they do get to 39 employees they would pay a significant increase of \$32,175 over what is in the contract now. Ms. Jones-Lacy said that scenario is not anticipated.

CMBR Faidley asked if the service includes the guest connection used at City Hall. Ms. Jones-Lacy said it does. Johnson County does the networking and they are in the process of scheduling the installation of a wireless access point which should help improve connectivity.

CMBR Madigan said they have discussed a camera. Ms. Jones-Lacy said there is one in the room, but it is not operational. They are working through the process of making sure they have all the necessary computer equipment in place to make it work.

MOTION: CMBR POPPA MOVED AND CMBR FAIDLEY SECONDED TO APPROVE THE 2020 IT SERVICE AGREEMENT WITH JOHNSON COUNTY. (MOTION CARRIED 7-0)

B. 2020 Land Lease Agreement to JCPRD for Sports Dome

Ms. Jones-Lacy said this is an annual update to the agreement with JCPRD where they provide the sports dome at a lease price of \$1 and this has been the case for many years. Should it change, they would have to provide a 90 day notice from the date of renewal for an amendment to the agreement.

CMBR Kelly recommended adding to 4(A)(13) the phrase, "the ordinances of Roeland Park."

CMBR Poppa said he had asked the same thing regarding the agreement for the Aquatic Center and the City Attorney mentioned that Roeland Park's local ordinance is a part of state statute. He said that if that is not the case, then he would like to see it added.

CMBR Kelly said he would like to see it in writing.

CMBR Hill said that since they are no longer partnering with JCPRD that going forward she would like to look into what an actual fair rental amount would be for land usage.

CMBR Madigan said he was not sure what is meant that they are no longer working with JCPRD, but they pay for everything at that site and it is of no cost to the City. They rent the space for \$1, but Roeland Park gets the benefit of the people coming to the City.

CMBR Faidley said the upkeep is the responsibility of JCPRD. She asked how has the past experience been and what is involved in maintaining the dome. City Administrator Moody said the dome will periodically need to be replaced as they have learned. It has an air handler heater unit that does have to be replaced and maintained.

Mayor Kelly said JCPRD has a line item for replacement of the dome in 2022 at a value above \$1 million. They are also budgeting for continuing the partnership into the future.

CMBR Hill said they have a duty to the residents to have the conversation of fair land rate and that does not mean they are or not doing anything.

City Administrator Moody said the City maintains the parking area and does the snow removal. There is a project for 2020 to address significant repairs to the parking area as well as to address ADA accessible issues in the parking area and the sidewalks.

CMBR Faidley said \$1 million for replacing the dome is a fairly significant investment. She added that the programs that run in the dome are quite popular. The popularity they see is similar to the programs at the Community Center as well. They are providing the service to them by doing all the logistics related to the leagues that play there and she doesn't see a problem with encouraging that to continue. She would really hate to see them cut off lines of cooperation with the county.

CMBR Kelly said if a Roeland Park citizen is participating in a program at the Roeland Park dome in a league or game, then maybe they could get a discount like the one they did with the pool. He said he was looking for some sort of a benefit of the agreement.

CMBR Poppa said he appreciated the discussion but questioned whether it was germane to this item.

MOTION: CMBR KELLY MOVED AND CMBR HILL SECONDED TO AMEND THE 2020 LAND LEASE AGREEMENT MODIFY TO SECTION 4(A)(13) TO READ: "IT WILL ABIDE BY THE LAWS OF THE GOVERNMENT OF THE UNITED STATES AND THE STATUTE OF LAW OF THE UNITED STATES, THE STATUTES OF THE STATE OF KANSAS AND THE ORDINANCES OF ROELAND PARK. (MOTION CARRIED 7-0)

MOTION: CMBR MADIGAN MOVED AND CMBR THOMPSON SECONDED TO APPROVE THE 2020 LAND LEASE AGREEMENT WITH JOHNSON COUNTY PARKS AND RECREATION DEPARTMENT FOR THE SPORT DOME AT A COST NOT TO EXCEED \$1 AS AMENDED. (MOTION CARRIED 6-1 WITH CMBR KELLY VOTING NO)

IX. Ordinances and Resolutions:

A. Resolution Describing the Boundary of Roeland Park

Mayor Kelly said that Resolution 672 will be the first time the boundary has changed since 1959.

MOTION: CMBR THOMPSON MOVED AND CMBR JANSSEN SECONDED TO ADOPT RESOLUTION 672 - UPDATING THE CORPORATE BOUNDARY OF ROELAND PARK. (MOTION CARRIED 7-0)

X. Workshop Items:

There were no Workshop Items discussed.

XI. Reports of City Officials:

A. Leaf Pickup Update

Mayor Kelly said the leaf pick-up program seems to be moving along on schedule and he appreciates that.

Public Works Director Scharff concurred that all was going well. He said they completed pick-up on the entire west side of Roe last Saturday and have collected leaves in front of 635 homes. They have disposed of 17 truckloads which is equivalent to 25 cubic yards per load. They have had only one machine issue, which was a wiring issue with the backloader. That item was quickly resolved.

CMBR Faidley said the sweeper was in her area and there are people still piling leaves in the street. She asked if the street sweeper takes care of those

Public Works Director Scharff said they have instructed residents not to place them in the street or they will not pick them up. They are taking addresses down of residences with leaves in the street and providing them to Wade Holtkamp so he can go to their house and provide them a flyer with proper information.

Mayor Kelly thanked Mr. Scharff and told him to keep up the good work.

B. Upcoming Events

City Clerk Nielsen gave a list of some of the upcoming events, but said everything is on the Community Calendar on the website.

November 21 - Comprehensive Plan Community Meeting

November 28 & 29 - City offices will be closed for the Thanksgiving holiday

December 5 - Holiday Tree Lighting, 6:00 p.m. at the Community Center

December 6 - Staff Christmas Party

December 9 - Swearing in of new Councilmembers and reception

December 13 - Art Reception for Photo Contest Winners

Mayor Kelly said there are a lot of fun events and they have a very busy December.

XII. Adjourn

MOTION: CMBR JANSSEN MOVED AND CMBR KELLY SECONDED TO ADJOURN. (MOTION CARRIED 7-0)

(Roeland Park City Council Meeting Adjourned)

Kelley Nielsen, City Clerk

Mike Kelly, Mayor

Item Number: Consent Agenda- I.-C.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 10/25/2019
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Adopt Proposed 2020 Pay Scale**
Item Type: Other

Recommendation:

Staff recommends adopting the proposed 2020 Pay Scale (Phase 1), taking affect the first of the year following implementation of employee merit increases (which will occur on 12/22/19, first day of the first pay period in 2020).

The pay comparison report provided by Gallagher recommends a phased implementation of pay grade changes, the proposed 2020 pay scale is the first phase which has no impacts upon pay of current staff. The second phase is anticipated to be implemented in 2021 and impacts to pay (estimated at less than \$5,000 total annually) can be accounted for in the 2021 budget should Council choose to move forward with the second phase.

Details:

In 2017 Council adopted the pay scale in its current form. It employs a standard distance between mid points of the pay levels and a standard range to establish a minimum and maximum pay for each level. This is a basic structure employed by professionally developed pay scales.

Each year we review the pay scale, in concert with the budget development process usually. This year we employed Gallagher to complete a job duties and compensation analysis for the police department positions. The Personnel Committee reviewed the results with Gallagher and concurred with Gallagher's suggestion that a pay comparison be completed for other staff positions since there were recommended changes in pay grade for a number of the police positions. The attached report from Gallagher reflects the market pay comparisons completed as well as the recommended phased implementation of pay grade adjustments. Note that Gallagher used Johnson County cities of similar size as their market comparison for a more specific comparison. You will recall in prior years a comparison group included communities of similar size

and complexity to Roeland Park from the entire KC region.

As in prior years the midpoint for each pay grade has been adjusted for inflation, for 2020 a \$.55/hr. increase to the midpoint has been applied. This annual adjustment is based upon two relevant indexes (Employment Cost Index- Wages Only and the Consumer Price Index). This same approach has been employed since 2017. Figure #1 attached reflects a three year weighted average of these two indexes (ranging from 2.25% to 1.41%). Figure #2 applies these percentages to the average midpoint of the pay scale, resulting in a range of \$.73 to \$.46 per hour as a reasonable adjustment to the pay scale midpoints. The average of this range is \$.60/hr. therefore the proposed \$.55 per hour adjustment is on the conservative side. With the phased implementation proposed by Gallagher only part time employees would see an increase in their pay with the adoption of the new scale (as their pay would be below the new minimum). The fiscal impact of this increase has been anticipated and incorporated into the adopted 2020 Budget.

We have added pool positions to the pay scale even though we do not expect to employ such positions until 2021.

The phase 1 changes in pay grade are those positions highlighted in yellow on the proposed 2020 Pay Scale attached. These reflect a move up of one pay grade except for the Police Chief which reflects moving up 2 pay grades. These changes will not have a fiscal impact on the 2020 budget with the pay scale taking affect 1/1/20 following implementation of merit increases on 12/22/19. A change in pay grade does not entail an increase to an employee's wage unless the employee's wage is lower than the new minimum pay for the position.

For reference (no action is being requested at this time) a concept of a 2021 pay scale is also attached, this reflects the second phase of pay grade adjustments. Again those positions highlighted in yellow have been moved up one pay grade. It is possible that an adjustment may be necessary to the pay of the Public Works Director in 2021, this will depend upon the amount of merit increase received by this person prior to the 2021 pay scale going into affect. It will likely be less than a \$2,000 annual impact. The Police Officer pay grade change in 2021 should only require adjusting the pay for the part time officers and would equate to roughly a \$3,000 increase in personnel costs for the entire year. Total impact to the 2021 budget would be no more than \$5,000.

The proposed 2020 pay scale maintains the City's "average" position in the market.

Financial Impact

Amount of Request: No Financial Impact	
Budgeted Item?	Budgeted Amount: No Budget Impact
Line Item Code/Description:	

Additional Information

ATTACHMENTS:

Description

Type

- ▣ Inflation and Employment Cost Indexes
- ▣ 2020 Proposed Pay Scale- Phase 1
- ▣ 2021 Possible Pay Scale- Phase 2
- ▣ Gallagher Compensation Study- 2019

- Cover Memo
- Cover Memo
- Cover Memo
- Cover Memo

Figure #1: Inflation Indexes

Updated 8/15/19

Weight Per Year	Employment Cost Index: (ECI) State and Local Government Workers				Consumer Price Index: (CPI-U) Kansas City	
	12 Months Ended	Wages & Benefits	Wages Only	Benefits Only	12 Months Ended	All Items
15%	Dec. '16	2.40%	2.10%	3.10%	Dec. '16	0.94%
35%	Dec. '17	2.50%	2.10%	3.20%	Dec. '17	1.70%
50%	Dec. '18	2.60%	2.40%	3.10%	Dec. '18	1.34%
Three Year Weighted Avg. =		2.54%	2.25%	3.14%		1.41%

Consumer Price Index: All Urban Consumers- (CPI-U), Kansas City, MO through 2017 (KC Index Eliminated); Starting in 2018 West North Central Area Index Used

Ten Year History

Calendar Year	Semiannual Averages		Annual % Change	Fiscal Year	Budgeted Merit Increases	Actual Merit Increases
	Jan-Jun	Jul-Dec				
2009	199.15	202.77	0.66%	2010	1.50%	
2010	204.58	206.17	1.68%	2011	0.00%	
2011	211.86	215.14	4.35%	2012	0.00%	
2012	217.39	219.61	2.08%	2013	1.00%	
2013	222.06	221.17	0.71%	2014	0.00%	
2014	222.84	222.47	0.59%	2015	3.00%	
2015	221.51	223.05	0.26%	2016	3.00%	2.72%
2016	222.96	225.16	0.94%	2017	3.00%	2.91%
2017	227.43	229.00	1.71%	2018	3.00%	2.85%
2018	100.00	101.34	1.34%	2019	4.50%	4.47%
Average			1.43%		1.90%	3.24%

Figure #2: Pay Scale Adjustment Guide

Average Midpoint Pay	Proposed Per Hour Increase		Annual Full-time Increase
	Minimum	Maximum	
\$67,834.00			
	Minimum	\$0.44	\$915.20
	Midpoint	\$0.55	\$1,144.00
	Maximum	\$0.66	\$1,372.80
2.25% = Weighted Average ECI (Wages Only)			
1.41% = Weighted Average CPI			
Hourly Equivalent			
\$1,526.27	\$0.73	= ECI (Wages Only)	
\$953.75	\$0.46	= CPI	
	\$0.60	=Average	

Proposed Pay Scale Effective 1/1/2020

Titles and Pay Levels	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 16						
City Administrator	\$92,535	\$111,488	\$130,441	\$44.49	\$53.60	\$62.71
Level 15						
	\$87,701	\$105,664	\$123,627	\$42.16	\$50.80	\$59.44
Level 14						
Police Chief	\$82,867	\$99,840	\$116,813	\$39.84	\$48.00	\$56.16
Level 13						
Director of Public Works	\$78,033	\$94,016	\$109,999	\$37.52	\$45.20	\$52.88
Level 12						
Finance Director/Assistant City Administrator	\$72,317	\$88,192	\$104,067	\$34.77	\$42.40	\$50.03
Level 11						
	\$67,542	\$82,368	\$97,194	\$32.47	\$39.60	\$46.73
Level 10						
	\$62,766	\$76,544	\$90,322	\$30.18	\$36.80	\$43.42
Level 9						
City Clerk	\$57,990	\$70,720	\$83,450	\$27.88	\$34.00	\$40.12
Parks & Recreation Superintendent- new						
Police Sergeant						
Public Works Superintendent						
Level 8						
Police Corporal and Detective	\$53,215	\$64,896	\$76,577	\$25.58	\$31.20	\$36.82
Level 7						
Building Inspector	\$48,439	\$59,072	\$69,705	\$23.29	\$28.40	\$33.51
Swim Team Head Coach- new						
Level 6						
Code Enforcement Officer	\$42,598	\$53,248	\$63,898	\$20.48	\$25.60	\$30.72
Police Officer (\$22.00/hr. starting pay with experience)						
Level 5						
Facility Maintenance Supervisor	\$38,938	\$48,672	\$58,406	\$18.72	\$23.40	\$28.08
Skilled Maintenance Worker/Equipment Operator						
Swimming Pool Manager- new						
Level 4						
Administrative Assistant	\$35,277	\$44,096	\$52,915	\$16.96	\$21.20	\$25.44
Court Clerk						
Police Clerk						
Level 3						
Water Exercise Instructors- new	\$31,616	\$39,520	\$47,424	\$15.20	\$19.00	\$22.80
Level 2						
Administrative Intern	\$27,955	\$34,944	\$41,933	\$13.44	\$16.80	\$20.16
Head Lifeguard- new						
Public Works Intern						
Level 1						
Community Center Custodian/Attendant	\$24,294	\$30,368	\$36,442	\$11.68	\$14.60	\$17.52
Swim Lesson Instructors- new						
Level .75						
Swim Team Assistant Coach- new	\$10.00	\$12.50	\$15.00	\$10.00	\$12.50	\$15.00
Level .5						
Concessions Worker- new	\$9.00	\$11.25	\$13.50	\$9.00	\$11.25	\$13.50
Life Guard- new						
Pool Receptionist/Clerk- new						
Averages 2020	\$ 56,505	\$ 68,978	\$ 81,451	\$ 25.20	\$ 30.80	\$ 36.39
Proposed Change In wage per hour	\$ 0.44	\$ 0.55	\$ 0.66			

Proposed Pay Scale Effective 1/1/2021

Titles and Pay Levels	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 17						
City Administrator	\$98,318	\$118,456	\$138,594	\$47.27	\$56.95	\$66.63
Level 16						
	\$93,485	\$112,632	\$131,779	\$44.94	\$54.15	\$63.36
Level 15						
Police Chief	\$88,651	\$106,808	\$124,965	\$42.62	\$51.35	\$60.08
Level 14						
Director of Public Works	\$83,817	\$100,984	\$118,151	\$40.30	\$48.55	\$56.80
Level 13						
Finance Director/Assistant City Administrator	\$78,983	\$95,160	\$111,337	\$37.97	\$45.75	\$53.53
Level 12						
	\$73,256	\$89,336	\$105,416	\$35.22	\$42.95	\$50.68
Level 11						
	\$68,480	\$83,512	\$98,544	\$32.92	\$40.15	\$47.38
Level 10						
City Clerk	\$63,704	\$77,688	\$91,672	\$30.63	\$37.35	\$44.07
Level 9						
Parks & Recreation Superintendent- new Police Sergeant Public Works Superintendent	\$58,928	\$71,864	\$84,800	\$28.33	\$34.55	\$40.77
Level 8						
Building Inspector	\$54,153	\$66,040	\$77,927	\$26.04	\$31.75	\$37.47
Police Corporal and Detective						
Level 7						
Police Officer	\$49,377	\$60,216	\$71,055	\$23.74	\$28.95	\$34.16
Swim Team Head Coach- new						
Level 6						
Code Enforcement Officer	\$43,514	\$54,392	\$65,270	\$20.92	\$26.15	\$31.38
Level 5						
Facility Maintenance Supervisor Skilled Maintenance Worker/Equipment Operator Swimming Pool Manager- new	\$39,853	\$49,816	\$59,779	\$19.16	\$23.95	\$28.74
Level 4						
Administrative Assistant Court Clerk Police Clerk	\$36,192	\$45,240	\$54,288	\$17.40	\$21.75	\$26.10
Level 3						
Water Exercise Instructors- new	\$32,531	\$40,664	\$48,797	\$15.64	\$19.55	\$23.46
Level 2						
Administrative Intern Head Lifeguard- new Public Works Intern	\$28,870	\$36,088	\$43,306	\$13.88	\$17.35	\$20.82
Level 1						
Community Center Custodian/Attendant Swim Lesson Instructors- new	\$25,210	\$31,512	\$37,814	\$12.12	\$15.15	\$18.18
Level .75						
Swim Team Assistant Coach- new	\$10.50	\$13.13	\$15.75	\$10.50	\$13.13	\$15.75
Level .5						
Concessions Worker- new Life Guard- new Pool Receptionist/Clerk- new	\$9.50	\$11.88	\$14.25	\$9.50	\$11.88	\$14.25
Averages 2021	\$ 59,842	\$ 72,965	\$ 86,088	\$ 26.79	\$ 32.70	\$ 38.61
Proposed Change In wage per hour	\$ 0.44	\$ 0.55	\$ 0.66			

City of Roeland Park, Kansas

Compensation Study

Results and Analysis

Lori Messer, M.Ed., CCP

October 2019



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Methodology

- Custom Survey of Base Pay
 - Surveyed twelve (12) surrounding municipalities for actual pay rates and salary ranges for nine (9) designated non-sworn positions
 - Survey of sworn police personnel pay, including interviews with leadership
 - Review of job documentation for all jobs under study

Municipalities Included for Comparisons

- DeSoto, KS
- Edgerton, KS¹
- Fairway, KS²
- Gardner, KS²
- Leawood, KS²
- Merriam, KS²
- Mission, KS²
- Mission Hill, KS
- Prairie Village²
- Shawnee, KS²
- Springhill, KS
- Westwood, KS²

*Note:

¹ All invited participants responded with the exception of Edgerton.

² Organizations that were surveyed for sworn police jobs

Non-Sworn Positions Included in Study

- Building Official
- City Administrator
- City Clerk
- Code Enforcement Official
- Court Clerk
- Director of Public Works
- Equipment Operator
- Director of Finance and Assistant Administrator
- Public Works Superintendent



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Sworn Positions Included in Study

- Officer
- Master Police Officer
- Corporal
- Detective
- Sergeants
- Captains
- Majors
- Deputy Police Chief
- Police Chief



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Leadership Interviews

- Discussions with the Mayor, Police Chief and Uniformed Officers.
- Major concerns
 - Recognizing and rewarding contributions
 - Pay parity with the relevant labor market
- Uniformed Officers were asked to rank the following as it relates to them personally (in order of importance):
 1. Pay
 2. Opportunities for special projects
 3. Job Title

(the majority indicated pay as their number 1 concern)



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Special Units

To the extent possible given the size of Roeland Park, leadership has made and continues to make available special units and other career expanding opportunities for sworn staff to include but not limited to the following:

- K-9 Unit
- School Resource Officer
- Motorcycle Unit
- Retail Crime Enforcement Unit

Job Titles

- Job titles should reflect the roles, responsibilities, span of control, functions, knowledge and skills required of a position.
- An overview of titles and functions as described in the “2017 Johnson County Kansas Government Law Enforcement Salary and Pay Practice Survey” follows:



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Job Title and Functions

Captain

- The Captain position commands and manages a division.
- Plans, organizes, directs, supervises, and evaluates the programs and operations of the division through supervision of subordinate supervisors, officers, and civilian personnel.
- Responds to and takes command of major operations or emergencies involving division operations.
- Prepares budget for the division, conducts budget research and monitors division expenditures.
- Reviews reports of subordinates and prepares reports for higher ranking officers.
- The Captain assists in formulating, developing and implementing department-wide policies and procedures for the division.
- The Captain position acts as chairperson at disciplinary hearings.
- Requires two years of experience as Lieutenant.



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Job Title and Functions

Lieutenant

- Provides supervision and administrative tasks that relate to the planning organizing, and directing of Sergeants, Law Enforcement Officers and civilian personnel.
- Reviews reports of subordinates and develops reports for leadership.
- Prepares work schedules of assigned personnel, approves vacation, sick leave and overtime; participates in staff meetings, oral boards, accident review boards, and in-service training.
- Manages unit operations and administrative functions.
- Monitors the expenditure of divisional funds, assists in the preparation of the annual operating budget, directs and supervises departmental purchasing procedures.
- Participates as directed in special projects and programs and assumes division command at the direction and the in absence of a Division Commander.
- Requires two years of experience as Sergeant.



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Job Title and Functions

Sergeant

- Provides supervision and administrative tasks that relate to the planning, organizing, and directing of Law Enforcement Officers and civilian personnel.
- Inspects equipment, relays and explains special order and information.
- Mentors, trains, and provides feedback and annual appraisal for those under their supervision.
- Reviews reports of subordinates and develops reports for leadership.
- The position prepares work schedules of assigned personnel, approves vacation, sick leave and overtime; participates in staff meetings, oral boards, accident review boards, and in-service training.
- Conducts roll call at the beginning of each shift, inspects officers for appearance, readiness and preparation for duty and briefs others on special tasks or assignments.
- Must have two years as a Law Enforcement Officer I, be a Law Enforcement Officer II or have completed an Associate's degree or equivalent college credit.



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Job Title and Functions

Police Officer II

- All duties of the Police Officer I.
- Typically has three to five years experience as Law Enforcement Officer I.

Police Officer I

- Patrols the streets to watch for suspicious activity and patrols buildings to ensure they are secured; issues citations; arrests individuals of suspected crimes including but not limited to burglary, theft, drugs, larceny, homicide and sexual crimes; apprehends suspects who flee.
- Searches vehicles for drugs or paraphernalia, performs sobriety tests, pulls over speeding vehicles and issues citations. Interviews victims and complainants, conducts preliminary and follow-up investigations; searches houses and other properties for evidence; gathers and bags evidence at crime scenes.
- Assists local fire departments and emergency medical professionals; solves emergency and routine incidents; serves warrants and civil papers including summonses and subpoenas.
- Contacts, communicates and cooperates with other law enforcement agencies; provides security in courts; provides testimony when cases go to trial. Conducts community services such as welfare checks on individuals.
- Ensures reports of all activity are written well and turned in on time.



Span of Control

Police Department "Direct Report" Comparisons												
	Officer	Master Police Officer	Corporal	Detective	Sergeants	Captains	Majors	Deputy Police Chief	Police Chief	Civilians	Population	Sq. Miles
Average # of direct reports	20	16	3 7.80	2	5 6.17	3 2.29	2 2.00	1	1	10	21,741	11
Median # of direct reports	13	11	3 6.00	2	4 6.00	2 2.00	1 2.00	1	1	4	11,212	4
Roeland Park Average # of direct reports	8		3 2.67		3 3.67				1	2	6,772	1.62

- The City has approximately 2.67 incumbents reporting to each Corporal compared to the relevant market, which shows an average of approximately 7.80 incumbents and 6 incumbents as the median number.
- The City has approximately 3.67 incumbents reporting to each Sergeant compared to the relevant market, which shows an average of approximately 6.17 incumbents and 6 incumbents as the median number.
- The City has two civilians while the average of the participating municipalities is approximately 10 and the median is 4.



Span of Control

Police Department "Direct Report" Comparisons

	Officer	Master Police Officer	Corporal	Detective	Sergeants	Captains	Majors	Deputy Police Chief	Police Chief	Civilians	Population	Sq. Miles
Shawnee	48	26			15	4	2	1	1	22.5	65,513	42.86
Average # of direct reports					4.93	3.75	2					
Fairway	9		1		2			1	1	0	3,957	1.15
Average # of direct reports			9.00		5							
Gardner	18		3	3	4	2			1	5	21,583	10.17
Average # of direct reports			6.00		6	2						
Leawood	21	23	4		5	2		1	1	23	34,659	15.16
Average # of direct reports			11.00		9.6	2.5						
Merriam	9	11	4		3	2	1	1	1	3	11,212	4.32
Average # of direct reports			5.00		8	1.5	2					
Mission	13	4	3	1	6	3		1	1	2	9,409	2.68
Average # of direct reports			5.67		3.5	2						
Prairie Village	34		3		6	3			1	13	25,941	8.23
Average # of direct reports			11.33		6.17	2						
Westwood	6				1				1		1,655	0.41
Average # of direct reports					6.00							
Average	20	16	3	2	5	3	2	1	1	10	21,741	11
# of direct reports			7.80		6.17	2.29	2.00					
Median	13	11	3	2	4	2	1	1	1	4	11,212	4
# of direct reports			6.00		6.00	2.00	2.00					
Roeland Park	8		3		3				1	2	6,772	1.62
Average # of direct reports			2.67		3.67							
We believe the reporting relationship between the Corporal and Officers is an anomaly for the City of Fairway, hence that data point was not included in the either the average or median calculation.												



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Summary of Salary Data Comparisons

- The tables on the following two pages show current Roeland Park salary range midpoints as compared to the custom survey results in two scenarios:
 - As compared to Market Actual Salaries; and
 - As compared to Market Range Midpoint (50th percentile)

Summary of Salary Data Comparisons

- The table below summarizes current Roeland Park range midpoints as compared to **Market Actual Salaries** (50th percentile).

Market Alignment – Comparison to Market Actual Salaries

Benchmark Title	Roeland Park Salary Range Midpoint	Market Actual Salaries 50th Percentile	% Diff
Building Official	\$53,248	\$74,429	-12.4%
City Administrator	\$105,664	\$133,536	-9.2%
City Clerk	\$64,896	\$69,653	-8.7%
Code Enforcement Official	\$48,672	\$48,693	-0.7%
Court Clerk	\$44,096	\$43,303	9.9%
Director of Public Works	\$88,192	\$115,673	-32.4%
Equipment Operator	\$48,672	\$38,697	16.8%
Director of Finance and Assistant Administrator	\$82,368	\$114,815	-25.7%
Public Works Superintendent	\$64,896	\$74,225	-19.9%
Aggregate:			-13.9%

Note:

Data for the management level roles (City Administrator, Director Public Works and Director of Finance) for the cities of Leawood and Shawnee have been removed due to the relative size of these two cities.

Summary of Salary Data Comparisons

- The comparison below shows current Roeland Park range midpoints as compared to the **Market Range Midpoint** (50th percentile).

Market Alignment – Comparison to Market Range Midpoint

Benchmark Title	Roeland Park Salary Range Midpoint	Market Salary Range Midpoint: 50th Percentile	% Diff
Building Official	\$53,248	\$75,941	-29.9%
City Administrator	\$105,664	\$133,002	-20.6%
City Clerk	\$64,896	\$78,283	-17.1%
Code Enforcement Official	\$48,672	\$51,143	-4.8%
Court Clerk	\$44,096	\$44,852	-1.7%
Director of Public Works	\$88,192	\$109,687	-19.6%
Equipment Operator	\$48,672	\$40,608	19.9%
Director of Finance and Assistant Administrator	\$82,368	\$117,578	-29.9%
Public Works Superintendent	\$64,896	\$79,175	-18.0%
Aggregate:			-17.1%

Note:

Data for the management level roles (City Administrator, Director Public Works and Director of Finance) for the cities of Leawood and Shawnee have been removed due to the relative size of these two cities.



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Market Review of Base Pay

Starting salaries for the City of Roeland Park are slightly lower than both the median and average relevant market rates of pay.

Police Department Market Comparisons

	Officer		Master Police Officer		Corporal/ Detective		Sergeants		Captains		Majors		Police Chief	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Average	\$20.94	\$33.24	\$26.62	\$35.78	\$26.95	\$40.59	\$27.53	\$40.27	\$35.03	\$51.92	\$39.52	\$59.60	\$45.69	\$54.80
Median	\$20.96	\$31.76	\$25.05	\$35.42	\$26.99	\$38.28	\$27.01	\$40.52	\$35.80	\$53.23	\$39.33	\$59.00	\$45.30	\$54.96
Roeland Park	\$20.04	\$30.06			\$22.84	\$32.86	\$25.13	\$36.17					\$34.32	\$49.38

Shawnee, Leawood, and Prairie Village were excluded from the calculations for the Sergeant, Captain, and Police Chief calculations because the span of control is statistically significant.



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Conclusions and Recommendations

- Titles should match the functions of each position.
- The span of control and number of direct and indirect reports do no warrant another level of supervision.
- There is not a significant differential between the functions for Corporal and Master Police Officer (MPO), hence they should continue to be classified the same.
- Leave the Police Officers in the current salary grade but continue the practice of hiring according to experience, certification, etc. Expect that a more competitive starting salary will be closer to \$20.96.
- Move the MPO/ Corporal/Detective job classification up one salary grade to level 8 with a starting rate of \$25.13, which is closer to the median for a MPO of \$25.05
- Move the Sergeants up one salary grade to 9 with a starting rate of \$27.43 which is more consistent with median starting rate of pay of \$27.01 and average rate of \$27.53



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Summary of Salary Data Comparisons

- It is our recommendation that comparing Roeland Park's salary range midpoint to the Market Salary Range Midpoint (50th percentile) offers a more effective competitive analysis, as it minimizes factors such as length of service, performance, special requirements and hiring conditions that may explain some differences in actual salary comparisons.
- The tables on the pages 10 – 12 detail this comparison by market alignment status.

Survey Methodology: Competitive Metrics

- The following guidelines are used when determining the competitive nature of current compensation:



Summary of Salary Data Comparisons

- Seven (7) position range midpoints are **significantly misaligned** (> +/- 15%) with the market, as detailed below.

Market Alignment – Comparison to Market Range Midpoint

Benchmark Title	Roeland Park Salary Range Midpoint	Market Salary Range Midpoint: 50th Percentile	% Diff
Building Official	\$53,248	\$75,941	-29.9%
City Administrator	\$105,664	\$133,002	-20.6%
City Clerk	\$64,896	\$78,283	-17.1%
Director of Public Works	\$88,192	\$109,687	-19.6%
Equipment Operator	\$48,672	\$40,608	19.9%
Director of Finance and Assistant Administrator	\$82,368	\$117,578	-29.9%
Public Works Superintendent	\$64,896	\$79,175	-18.0%

Summary of Salary Data Comparisons

- Two (2) range midpoints are **highly competitive** ($< \pm 4.9\%$) with the market, as detailed below.

Market Alignment – Comparison to Market Range Midpoint

Benchmark Title	Roeland Park Salary Range Midpoint	Market Range Midpoint: 50th Percentile	% Diff
Code Enforcement Official	\$48,672	\$51,143	-4.8%
Court Clerk	\$44,096	\$44,852	-1.7%



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Conclusions and Recommendations

- Based on the comparison of Roeland Park's salary range midpoints to the 50th percentile of the comparator market's range midpoints, we recommend grade changes to six (6) jobs, as shown on page 13.
- The recommended grade changes range from 1 to 3 grade levels. The proposed movement places each position in a grade that more closely reflects the 50th percentile of the market (based on the market midpoint).
 - The recommended movement is reflective of obtaining closer alignment with the market range midpoints but does not obtain full market competitiveness for all positions.
 - In some cases, additional movement could be warranted; however, we recommend taking a more conservative approach at this time and consider reassessing the jobs in another 2 to 3 years

Conclusions and Recommendations

Recommended Level Changes

Pay Level	Current Position	Recommended Pay Level (Year 1)	Recommended Pay Level Change	Salary Range			Recommended Pay Level (Year 2)	Recommended Pay Level Change	Salary Range		
				Min	Midpt	Max			Min	Midpt	Max
Level 17-New							City Administrator	+1	\$98,318	\$118,456	\$138,594
Level 16		City Administrator	+1	\$92,535	\$111,488	\$130,441			\$93,485	\$112,632	\$131,779
Level 15	City Administrator			\$87,701	\$105,664	\$123,627	Police Chief	+1	\$88,651	\$106,808	\$124,965
Level 14		Police Chief	+2	\$82,867	\$99,840	\$116,813	Director of PW	+1	\$83,817	\$100,984	\$118,151
Level 13		Director of PW	+1	\$78,083	\$94,016	\$109,999	Finance Dir/Asst City Administrator	+1	\$78,983	\$95,160	\$111,337
Level 12	Director of PW	Finance Director/Assistant City Administrator	+1	\$72,317	\$88,192	\$104,067			\$73,256	\$89,336	\$105,416
Level 11	Finance Dir/Asst City Administrator			\$67,542	\$82,368	\$97,194			\$68,480	\$83,512	\$98,544
Level 10				\$62,766	\$76,544	\$90,322	City Clerk	+1	\$63,704	\$77,688	\$91,672
Level 9		City Clerk	+1	\$57,990	\$70,720	\$83,450			\$58,928	\$71,864	\$84,800
		Police Sergeant	+1								
		Public Works Supt	+1								
Level 8	City Clerk Public Works Supt	Police Corporal/Detective	+1	\$53,215	\$64,896	\$76,577	Building Inspector	+1	\$54,153	\$66,040	\$77,927
Level 7		Building Inspector	+1	\$48,439	\$59,072	\$69,705	Police Officer	+1	\$49,377	\$60,216	\$71,055
Level 6	Building Inspector Police Officer	Code Enforcement Officer	+1	\$42,598	\$53,248	\$63,898			\$43,514	\$54,392	\$65,270
Level 5	Code Enf Officer Equipment Operator	Equipment Operator	N/A N/A	\$38,938	\$48,672	\$58,406	Code Enf Officer Equipment Operator	N/A N/A	\$39,853	\$49,816	\$59,779
Level 4	Court Clerk	Court Clerk	N/A	\$35,277	\$44,096	\$52,915	Court Clerk	N/A	\$36,192	\$45,240	\$54,288

Note: A two-year phased implementation should result in less than a \$5K impact to the budget following phase two implementation.

Thank you!



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Item Number: Applications/Presentations- A.-1.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/5/2019
Submitted By: Keith Moody
Committee/Department: Ad Hoc Community Center Design Committee
Title: **Presentation on Community Center Interior and Exterior Design Project**
Item Type: Presentation

Recommendation:

Staff recommends adoption of the final report developed in concert with the Ad-Hoc Community Center Interior And Exterior Design Committee as prepared by SFS Architects.

Details:

SFS will make the attached presentation to Council as part of their deliverables for the Community Center Design Objective.

The link below takes you to the presentation by SFS:

<https://www.roelandpark.net/DocumentCenter/View/2980/Roeland-Park-Community-Center-Design-Final-Presentation-December-9-2019-Updated-PDF-?bidId=>

The link below takes you to the web page dedicated to the project, on that page the documents generated through the Ad-Hoc Committee lead process are available. A consolidation of these documents into a final report is being completed by SFS and is anticipated to be available 12/9/19:
<https://www.roelandpark.org/352/Ad-Hoc-Community-Center-Design-Committee>

Council's adoption of the final report will provide guidance as the City considers how to reflect related improvements in the Capital Improvement Plan. The estimated cost of the improvements is \$3 million, making it a significant project for the CIP.

Additional Information provided by SFS Concerning How the Cost Estimate was Developed:

The design concept and cost estimate are comprehensive and intentionally conservative, but not

unreasonably, conservative for the scope of work. The estimate includes the following assumptions:

- 15% Design/Estimating Contingency in Construction Cost
- 3.5% Escalation to 2020
- 10% Owner Contingency (this is part of the soft cost)

Escalation is highly volatile due to low labor availability in the trades, especially on smaller projects. We've been seeing dramatic spikes in construction costs the past couple of years but particularly this past year costs are soaring.

Grand Construction's detailed cost estimate (attached) did assume abatement cost, graphics, signage, etc. We did increase the contingencies they stated in their estimate. We've seen too many clients recently burned by conceptual cost estimates once they get to actually implementing the project a few years later, so we suggest a conservative approach to establishing budgets to manage the risk of exceeding it later.

A second estimate can be retained by another contractor should the City so desire.

Phasing of Improvements: While each successive phase might be more costly overall than a comprehensive single project, here are some thoughts for phasing the project:

1. Interior wall and space modifications with localized improvements adjacent to these areas (to increase efficiency and program space).
2. Interior/exterior cosmetic and lighting improvements (to refresh the remainder of the facility).
3. Remaining exterior site, patio, and lighting improvements.

Financial Impact

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

Additional Information

Below is the Objective language:

Community Center – Exterior and Interior Concept Design Renderings Improvement Plan

Justification:

The City of

Roeland Park during the past 8 years has invested in updating structural components at the Community Center including plumbing, roofing, HVAC, electrical, painting. Many of the ongoing maintenance items are contained in the CIP plan.

The City has not invested in a design concept to guide visioning to get ideas about possibilities for the space and further renovation of the community center. The schematic plan would give vision to update the dated Community Center interior design (walls, flooring, lighting) and update the exterior design which reflects an out of date 50's era elementary school. The uses planned for the facility should also be taken into consideration so that the design/form follows function.

The design concept would provide direction for the CIP and how to maximize use of the community center. The goal of this concept design would be to assess the practical assets of the community center and to guide interior and exterior design improvements that build a sense of community, increase usage of space and income from rentals and bring forth a health and wellness campus that promotes connection for the City of Roeland Park. An Ad Hoc Committee consisting of the Finance Committee members and residents with architectural expertise would administer the project in concert with a selected architectural firm.

Cost Estimate: \$30,000 **Account 5209.290**

Completion Date: December 1, 2019

Responsible Party: Finance Committee, City Administrator

Submitted By: Becky Fast and Tom Madigan

ATTACHMENTS:

Description	Type
□ Community Center Re-design Cost Est by Grand Construction	Cover Memo

Conceptual Budget

Renovation of the Existing Roeland Park Community Center Roeland Park, KS



December 2, 2019

PROJECT OVERVIEW

Description:	Renovation of the existing Roeland Park Community Center
Building:	Approx.... 18,897sf
Site:	Approx.... 11,890 sf
Parking:	No Parking Lot or Paving Improvements
Architect:	sfs architecture
Assumed Start Date:	Budget based on start date of Spring / Summer 2020 *
Construction Schedule:	6 Months

RANGE OF PROBABLE COST

Hard Construction Cost:

Site Development	\$ 423,295
Building Renovation	\$ 1,026,036
Design & Construction Reserve	<u>\$ 191,060</u>

Total Hard Construction Cost \$ 1,640,391

Indirect Cost:

Preconstruction Services	\$ 14,329
GL Insurance	\$ 9,421
Bonds	\$ 27,149
General Conditions	\$ 123,932
Overhead/Profit	<u>\$ 95,530</u>

Total Indirect Cost \$ 270,361

Total Project Cost \$ 1,910,752
--

Range of Probably Cost:

Low	\$ 1,815,214
Medium	\$ 1,910,752
High	\$ 2,006,289

*Escalation after Summer 2020, add 3.5% - approx. \$62,921 = \$ 1,973,673

*If HVAC equipment needs to be replaced add approx... \$85,000.00

BREAKDOWN SUMMARY

General Conditions		\$123,932
1.C	General Condition	\$123,932

Sitework		\$423,295
2.A	Demolition (Abatement & Selective Demolition)	\$159,628
2.B.1	Earthwork	\$49,134
2.C	Utilities	\$0
2.D	Site Concrete	\$39,054
2.E	Site Improvements	\$113,871
2.F	Landscaping & Irrigation	\$14,433
16.A.1	Site Electrical Lighting	\$47,175

Substructure (below grade structure)		\$15,549
2.B.2	Earthwork (Structural)	\$0
3.A	Deep Foundation Systems	\$0
3.B.1	CIP Concrete (Patching)	\$15,549
7.B.1	Waterproofing	\$0

Superstructure (above grade structure)		\$0
3.B.2	Cast-In-Place Concrete (above grade)	\$0
3.C	Gypcrete, Lightweight Concrete	\$0
3.D.1	Precast Structural Concrete	\$0
4.A.1	Masonry	\$0
5.A.1	Structural Steel	\$0
6.A.1	Rough Carpentry	\$0
9.B.1	Spray Fireproofing	\$0

Perimeter Closure (skin)		\$34,691
3.D.2	Precast, Tilt Wall Concrete	\$0
4.A.2	Masonry	\$0
5.A.2	Steel (Support/Back-Up)	\$0
6.A.2	Rough Carpentry	\$0
7.A.1	Sheet Metal	\$0
7.B.2	Caulking & Sealants	\$0
8.A.1	HM Doors & Hardware (Exterior)	\$0
8.B.1	Glass & Glazing (Exterior)	\$13,165
8.C.1	Special Doors (Exterior)	\$0
9.A.1	Stucco, EIFS	\$0
9.B.2	Metal Stud Framing Systems	\$0
9.D.1	Painting	\$21,526

Roof Closure		\$0
5.A.3	Steel (Support/Back-Up)	\$0
6.A.3	Rough Carpentry	\$0
7.A.2	Roofing	\$0
7.A.3	Sheet Meal	\$0
9.A.2	Stucco, EIFS	\$0
9.B.3	Metal Stud Framing Systems	\$0

Interior Construction		\$598,475
4.A.3	Masonry (Partitions)	\$25,915
5.A.4	Miscellaneous Steel	\$0
6.A.4	Rough Carpentry (Blocking & Backing)	\$15,549
6.B	Millwork	\$52,661
7.B.3	Caulking Sealants	\$0
8.A.2	HM/Wood Doors & Hardware (Interior)	\$47,395

\$275,405 /acre	\$7 /sf	6.49%
\$275,405	\$6.56	6.49%

\$940,656 /acre	\$22.40 /sf	22.15%
\$354,729	\$8.45	8.35%
\$109,187	\$2.60	2.57%
\$0	\$0.00	0.00%
\$86,786	\$2.07	2.04%
\$253,047	\$6.03	5.96%
\$32,073	\$0.76	0.76%
\$104,834	\$2.50	2.47%

\$0.82 /sf plate	\$0.82 /sf	0.81%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.82	\$0.82	0.81%
\$0.00	\$0.00	0.00%

\$0.00 /sf struc	\$0.00 /sf	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%

\$3.34 /sf skin	\$1.84 /sf	1.82%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$1.27	\$0.70	0.69%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$2.07	\$1.14	1.13%

\$0.00 /sf plate	\$0.00 /sf	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%
\$0.00	\$0.00	0.00%

\$31.67 /sf	31.32%
\$1.37	1.36%
\$0.00	0.00%
\$0.82	0.81%
\$2.79	2.76%
\$0.00	0.00%
\$2.51	2.48%

8.B.2	Glass & Glazing (Interior)	\$0
8.C.2	Special Doors (Accordion Partition)	\$26,111
9.B.4	Drywall and Acoustical Ceilings	\$165,603
9.C	Flooring	\$182,821
9.D.2	Painting	\$49,508
10.A	Specialties	\$32,913
14.A	Conveying Systems	\$0

Mechanical & Electrical	\$377,321
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15.A	Fire Protection	\$0
15.B	Plumbing	\$46,647
15.C	HVAC	\$72,562
16.A	Electrical	\$258,112

Miscellaneous	\$191,060
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1.A	Set Allowances	\$0
1.D	Bidding & Const. Reserve (Contingency)	\$191,060
11.A	Equipment	\$0
12.A	Furnishings	\$0
13.A	Special Construction	\$0

Cost of the Work	\$1,764,323
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1.D	Pre-Construction Services	\$14,329
1.B	Building Permit	\$0
1.B	Contractors General Liability	\$9,421
1.B	Performance & Payment Bond	\$16,279
1.B	Subcontractor Bonds	\$10,870
1.B	Builder's Risk Insurance	\$0
1.D	Quality Control Testing & Inspections	\$0
1.D	Fee	
	Overhead	\$47,765
	Profit	\$47,765

Total Cost	\$1,910,752
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	\$0.00	0.00%
	\$1.38	1.37%
	\$8.76	8.67%
	\$9.67	9.57%
	\$2.62	2.59%
	\$1.74	1.72%
	\$0.00	0.00%

\$19.97 /sf cond	\$19.97 /sf	19.75%
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\$0.00	\$0.00	0.00%
\$2.47	\$2.47	2.44%
\$3.84	\$3.84	3.80%
\$13.66	\$13.66	13.51%

\$10.11 /sf	10.00%
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\$0.00	0.00%
\$10.11	10.00%
\$0.00	0.00%
\$0.00	0.00%
\$0.00	0.00%
\$0.00	0.00%

\$93.37	92.34%
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\$0.76	0.75%
\$0.00	0.00%
\$0.50	0.49%
\$0.86	0.85%
\$0.58	0.57%
\$0.00	0.00%
\$0.00	0.00%
\$2.53	2.50%
\$2.53	2.50%

\$101.11	100.00%
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Range:		
Low	\$96.06	\$1,815,214
Medium	\$101.11	\$1,910,752
High	\$106.17	\$2,006,289

DOCUMENTATION

Our Conceptual Budget is based on the following information provided:

Description:	Dated:
Discussion with Allison Vandever and Brian Garvey.	
Concept Drawings from sfs Architecture	10/11/19

Design status of drawings at preparation of this budget:

➤ <u>Architectural</u>	
Schematic Design	0%
Design Development	0%
Construction Documents	0%
➤ <u>Structural</u>	
Preliminary Design	0%
Construction Documents	0%
➤ <u>Civil</u>	
Preliminary Design	0%
Construction Documents	0%
➤ <u>MEP</u>	
Preliminary Design	0%
Construction Documents	0%

SCOPE OF SERVICES

Description	Grand	Owner
Construction Services		
<i>Programing/Planning with Design Team</i>	<i>X</i>	
<i>Preconstruction Service</i>	<i>X</i>	
<i>Construction Manager Services</i>	<i>X</i>	
<i>FF&E Procurement</i>	<i>X</i>	
<i>Project Close Out</i>	<i>X</i>	
Design Services		
<i>Architectural</i>		<i>X</i>
<i>Civil</i>		<i>X</i>
<i>Landscape</i>		<i>X</i>
<i>Structural</i>		<i>X</i>
<i>Mechanical and Electrical</i>		<i>X</i>
<i>Other Design Services</i>		<i>X</i>

Description	Grand	Owner
Property		
<i>Land Acquisition</i>		<i>X</i>
<i>Land Purchase</i>		<i>X</i>
<i>Owner Fees</i>		<i>X</i>
<i>Geotechnical Exploration</i>		<i>X</i>
Testing		
<i>Quality Control Testing</i>		<i>X</i>
<i>Special Inspection</i>		<i>X</i>
Bonding and Insurance		
<i>Performance and Payment Bond</i>	<i>X</i>	
<i>GL Insurance</i>	<i>X</i>	
<i>Builder Risk</i>		<i>X</i>
Permits and Fees		
<i>Building Permit Fee</i>		<i>X</i>
<i>Plan Review Fee</i>		<i>X</i>
<i>Inspection Fees</i>		<i>X</i>
<i>Food Service Permits</i>		<i>X</i>
<i>Other Permits & Fees</i>		<i>X</i>
Taxes		
<i>Sales and Use Tax</i>	Sale Tax Exempt	
Other		
<i>FF&E</i>		<i>X</i>
<i>Maintenance Equipment</i>		<i>X</i>
<i>Kitchen Equipment</i>		<i>X</i>
<i>Tel/Data/Audio/Visual</i>		<i>X</i>
<i>Security Systems</i>		<i>X</i>
<i>Maintenance Agreements</i>		<i>X</i>
<i>Owner Contingency</i>		<i>X</i>
<i>Legal</i>		<i>X</i>
<i>Soils Report</i>		<i>X</i>

BASES OF CONCEPTUAL BUDGET

SITE:

1. Approx....18,897sf Community Center
2. Site Improvement for a Courtyard / Patio Approx... 11,890sf

BUILDING:

1. Abatement & Selective Demolition
2. Concrete & Masonry Removal & Replacement
3. Cabinets & Counter Tops
4. Doors, Frames & Hardware
5. Accordion Partition & OH Support System
6. Metal Studs / Drywall Walls / Acoustical & Wood Slat Ceilings
7. Flooring; LVT, Carpet & Sports Flooring
8. Interior / Exterior Painting
9. Plumbing - New locations. Removal & Replacement of Existing Plumbing Fixture

10. HVAC - Relocation of Exiting Ductwork to New locations. Removal & Replacement of Existing Diffusers, Grills, etc.
11. Electrical –New Locations. Removal & Replacement of Existing light Fixtures
12. A 3.5% Escalation for Spring / Summer of 2020 Construction Start
13. A 10% Design & Construction Reserve
14. Ductwork will need to be Removed for Ceiling Tile Abatement & Reinstalled.

ALLOWANCES:

- a. Abatement - \$93,500.00
- b. Landscaping - \$14,400.00
- c. Playground Equipment - \$25,000.00
- d. Site Lighting - \$47,175.00
- e. Monument Sign - \$25,000.00
- f. Division 10.A Specialties - \$33,000.00 (Way Finding & Graph Wall Art)

EXCLUSIONS

The following items are specifically excluded from our budget unless noted otherwise:

1. Building or Site Permits Fees
2. City plan review comments or requirements
3. Builder Risk Insurance
4. Parking Lot Improvements
5. Design / Engineering Services Fees
6. Unforeseen Conditions
7. Geotechnical & Testing Services
8. Detention Basins
9. Haul In or Off of Cut or Full Materials.
10. Roofing or Exterior Wall Improvements
11. Sheetmetal, Flashings, Gutter, Downspouts
12. Fire Sprinkler System
13. Plumbing Systems / Equipment Up-grades or Replacement
14. HVAC Systems / Equipment Up-grades or Replacement.
15. Electrical System Equipment Up- Grades or Replacements.
16. Internet/ Wi-Fi and Related
17. Security/Alarms/Camera Systems Soft Cost.
18. Pickler Ball Court
19. Child Development Equipment
20. Lawn Irrigation System
21. Owner should carry 25% allowance for Soft Cost; Design, Engineering, Geo Report, Testing, Builders Risk Insurance, Owners Contingency, Utility Fees, Fixtures, Furniture, Equipment, Legal, etc.

Regards,



Ric Foster
Grand Construction Co.

Item Number: Applications/Presentations- A.-2.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/5/2019
Submitted By: Staff
Committee/Department: Parks
Title: **Committee Report – Parks**
Item Type: Report

Recommendation:

Jennifer Provyn to give report.

Details:

Financial Impact

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

Additional Information

Item Number: Reports of City Liaisons- V.-A.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Ad-Hoc Development**
Item Type:

Recommendation:

November 14 Ad-Hoc Development Committee Minutes Attached

Details:

Financial Impact

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

Additional Information

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Ad-Hoc Development Minutes from November 14, 2019	Cover Memo

Roeland Park
Ad-Hoc Development Committee

Meeting Minutes

November 14, 2019

Called to Order 8:04 AM

Committee Members Present: Jim Kelly, Tim Janssen, Tyler Curry

Committee Members Absent: Tom Madigan

Others Present: Jan Faidley, Joel Marquardt, Traute Kohler

- I. 10/3/2019 minutes from last meeting approved

II. NE Johnson & Roe Update

a. Property annexation from Mission

Chairman Kelly provided an update to the committee regarding the good faith negotiations with the City of Mission. He and Cmbr Thompson met with Mission's two representatives and through the course of two meetings came to a compensation value of \$64,602 to be paid to Mission, the value represents the loss of personal property tax and storm water fee over 18.5 years as a result of the annexation. Payment term discussions are ongoing with Mission, once finalized the issue will move to Council for consideration.

b. Sale status

The developer has exercised their closing date extension option as provided by the contract as they look for additional tenant opportunities. With the extension came an additional \$25,000 non-refundable earnest money payment to the city.

III. The Rocks

- a. No status change overall. Chairman Kelly was given a name of a possible developer who locally has experience building mixed use developments, he will reach out and report back. Further discussion took place about The Rock's development and how it might fit long term into further city development.

IV. New Business

Next Meeting 12/12/2019

- V. Chairman Kelly adjourned the meeting at 8:37am

Item Number: Unfinished Business- VI.-A.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/9/2019
Submitted By: Jennifer Jones-Lacy
Committee/Department: Admin
Title: **Dedication of Public Land for Sunflower Medical Final Plat**
Item Type: Other

Recommendation:

To approve the dedication of public easements for the Sunflower Medical final plat.

Details:

The preliminary and final development plans and rezoning to Planned Office for the northeast corner of Johnson and Roe was approved by the City Council on 10/21/19. The developer also needs to plat the property to a single lot prior to development. The platting process was delayed until the City of Mission de-annexed a portion of the land where this development will sit. The City of Roeland Park subsequently annexed that piece so the entire property will reside within the corporate limits of Roeland Park.

The Planning Commission approved the attached final plat on November 19th. The City Council needs to approve the dedication of public land as a final step to recording this plat. The easements are for sidewalks, City monument signage, sanitary sewer, drainage, and utilities.

RELEVANT CODE PROVISIONS :

Sec. 16-1437. - Consideration of Final Plats.

- (a) Where the landowner elects to submit a final plat without first having had a preliminary plat approved, the proposed final plat may not be approved except after public hearing with written notice to surrounding property owners in the same manner as required for preliminary plats pursuant to subsection [16-1435\(a\)](#) and after Planning Commission findings that the criteria set forth in subsection [16-1435\(b\)](#) are satisfied.
- (b) Final plats shall be approved by the Planning Commission if it determines that:
 - (1) The final plat substantially conforms to the approved preliminary plat and rule exceptions granted thereto.
 - (2) The plat conforms to all applicable requirements of the City Code, subject only to approved rule exceptions.

(3) All submission requirements have been satisfied.

(c) The action of the Planning Commission to approve or deny the proposed final plat shall be taken by a majority vote of the membership thereof. A final plat shall be deemed to have been approved if the Planning Commission has not taken action to approve or deny the proposed final plat within 60 days after the first meeting of the commission following the date of submission of the plat to the secretary.

(d) Following approval of the final plat by the Planning Commission, the final plat shall be submitted to the Governing Body for review of land proposed to be dedicated for public purposes. The Governing Body shall approve or disapprove the dedication of land for public purposes within 30 days after the first meeting of the Governing Body following the date of the submission of the plat to the City Clerk. The Governing Body may defer action for an additional 30 days for the purpose of allowing for modifications to comply with the requirements established by the Governing Body. No additional filing fees shall be assessed during that period. If the Governing Body defers or disapproves any dedication, it shall advise the Planning Commission of the reasons therefor. No plat shall be filed with the Register of Deeds unless the plat bears the endorsement that the land dedicated to public purposes has been approved by the Governing Body.

(e) Final plats shall be recorded with the Register of Deeds within 15 months following Governing Body approval of land dedicated to public purposes. Final plats which are not recorded within that time period shall be deemed null and void.

Financial Impact

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

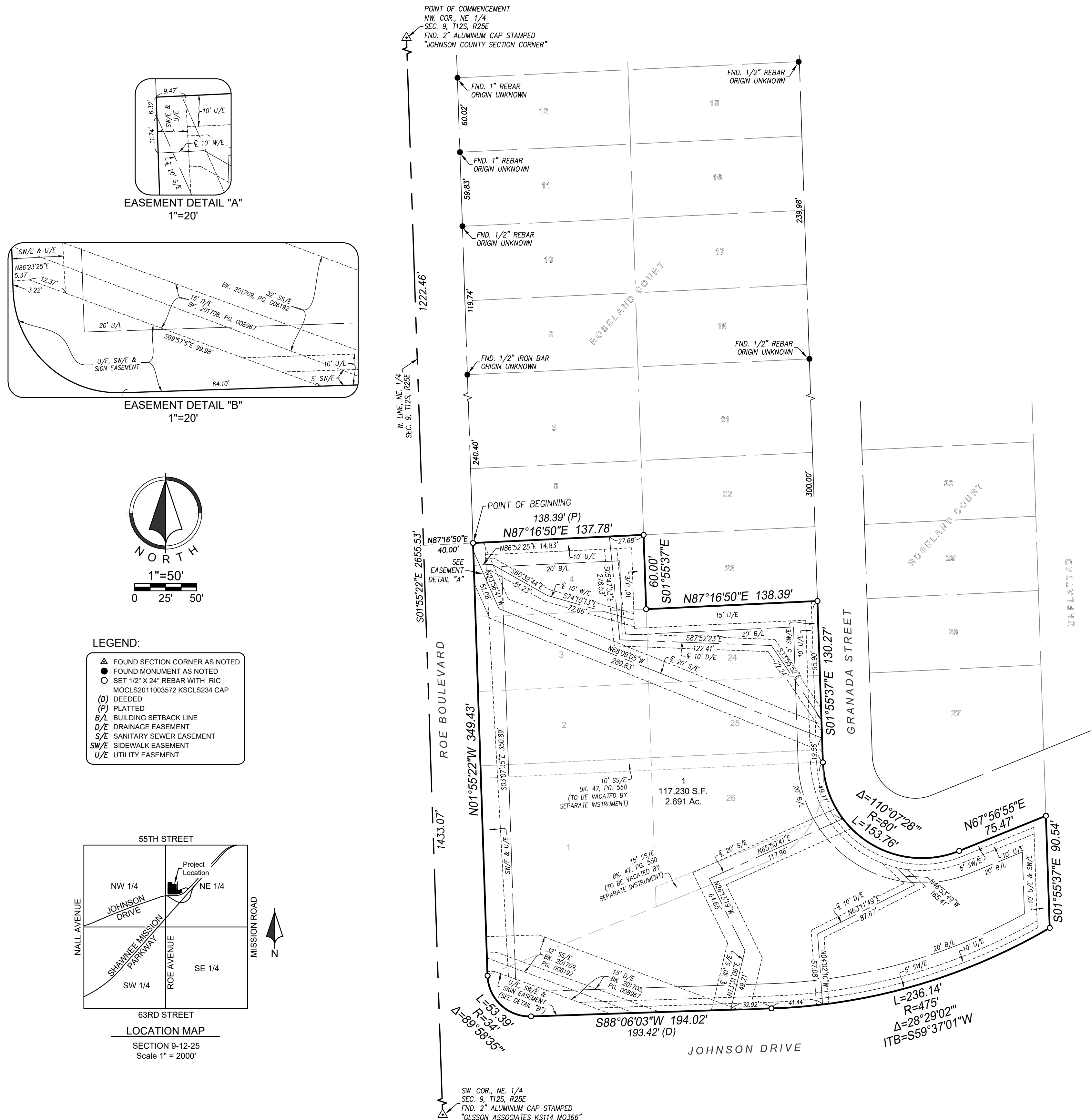
Additional Information

ATTACHMENTS:

Description	Type
 Final Plat - Sunflower Medical Group	Exhibit

FINAL PLAT

A REPLAT OF ALL OF LOTS 1 THRU 4 AND ALL OF LOTS 24 THRU 26, ROSELAND COURT, A PLATTED SUBDIVISION,
TOGETHER WITH PART OF THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 12 SOUTH, RANGE 25 EAST,
ALL IN THE CITY OF ROELAND PARK, JOHNSON COUNTY, KANSAS



DESCRIPTION

All of Lots 1 thru 4 and all of Lots 24 thru 26, ROSELAND COURT, a platted subdivision, together with part of the Northeast Quarter of Section 9, Township 12 South, Range 25 East, all in the City of Roeland Park, Johnson County, Kansas, together being more particularly described as follows:

Commencing at the Northwest corner of said NorthEast Quarter; thence South 01°55'22" East, along the West line of said NorthEast Quarter, a distance of 1,222.46 feet to a point on the Westerly extension of the North line of said Lot 4; thence North 87°16'50" East, along said North line's Westerly extension, a distance of 40.00 feet to the Northwest corner of said Lot 4, said point also being the Point of Beginning; thence continuing North 87°16'50" East, along said North line, a distance of 137.78 feet to the Northeast corner of said Lot 4; thence South 01°53'37" East, along the East line of said Lot 4, a distance of 60.00 feet to the Southeast corner of said Lot 4; thence South 01°53'37" East, along the East line of said Lot 4, a distance of 137.16'50" East, along the North line of said Lot 24, a distance of 138.39 feet to the Northeast corner of said Lot 24, said point being on the West right-of-way line of Granada Street (platted as Walnut Street), as it now exists; thence South 01°53'37" East, along said West right-of-way line, a distance of 130.27 feet; thence Southeasterly, continuing along said West right-of-way line, along a curve to the left having a radius of 80.00 feet and a central angle of 1°07'028", for an arc length of 153.76 feet; thence North 67°56'55" East, along the South right-of-way line of said Granada Street, a distance of 75.47 feet to a point on the East line of said plat of ROSELAND COURT; thence South 01°53'37" East, along said East line and its Southerly extension, a distance of 90.54 feet to a point on the Northerly right-of-way line of Johnson Drive, as it now exists; thence Southwesterly, along said Northerly right-of-way line, along a non-tangent curve to the right having an initial tangent bearing of South 59°37'01" West, a radius of 100.00 feet and a central angle of 1°07'028", for an arc length of 153.76 feet; thence Southwesterly, continuing along said Northerly right-of-way line, a distance of 194.02 feet; thence Northwesterly, continuing along said Northerly right-of-way line, along a curve to the right having a radius of 34.00 feet, and a central angle of 89°58'35", for an arc length of 53.39 feet to a point on the East right-of-way line of Rue Boulevard, as it now exists; thence North 01°55'22" West, along said East right-of-way line, a distance of 349.43 feet to the Point of Beginning, containing 117,230 square feet, or 2,691 Acres, more or less.

DEDICATION

The undersigned proprietor of the above described tract of land has caused the same to be subdivided in the manner as shown on the accompanying plat, which subdivision and plat shall hereafter be known as:

"SUNFLOWER MEDICAL

The proprietors, successors, and assigns, of property described on this plat hereby dedicate for public use all land described on this plat as streets or public ways not heretofore dedicated. Acceptance of the dedication of land for public right-of-way purposes described on this plat is for the sole purpose of maintaining right-of-way, and does not constitute acceptance of any terms or conditions set forth in any agreement not shown on this plat.

In accordance with KSA 12-512b, all rights, obligations, reservations, easements, or interest not shown on this plat shall be vacated as to use and as to title, upon filing and recording of this plat, the proprietors, successors, and assigns, of property shown on this plat hereby absolve and agree, jointly and severally, to indemnify the City of Roeland Park, Kansas of any expense incident to the relocation of any existing utility improvements heretofore installed and required to be relocated in accordance with proposed improvements described in this plat.

An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction or maintenance and use of conduits, water, gas, sewer pipes, poles, wires, drainage facilities, irrigation systems, ducts and cables, and similar facilities, upon, over and under these areas outlined and designated on this plat as "Utility Easement" or "U/E" is hereby granted to the City of Roeland Park, Kansas with subordinate use of the same by other governmental entities and public utilities as may be authorized by state law to use such easement for said purposes.

An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction, maintenance or use of conduits, surface drainage facilities, subsurface drainage facilities, and similar facilities, upon, over, under and through those areas outlined and designated on this plat as "Drainage Easement" or "D/E" is hereby granted to the City of Roeland Park, Kansas. Drainage easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities.

An easement or license to go to, construct, maintain, alter, repair, replace and operate one or more sewer lines and all appurtenances convenient for the collection of sanitary sewage, together with the right of ingress and egress, over and through those areas designated as "Sanitary Sewer Easement" or "S/E" on this plat, together with the right of ingress and egress over and through adjoining land as may be reasonably necessary to access said easement and is hereby dedicated to the Consolidated Main Sewer District of Johnson County, Kansas or their assigns. Alteration of land contours will be permitted only with the express written approval of JCW. Any placing of improvements or planting of trees on said permanent right-of-way will be done at the risk of subsequent damage thereto without compensation thereof.

An easement or license to enter upon, for the purpose of constructing, using, replacing, and maintaining a public sidewalk and appurtenant work in any part of the easement, upon, over, and through those areas outlined and designated on this plat as "Sidewalk Easement" or "SW/E" is hereby granted to the City of Roeland Park, Kansas

An easement or license to enter upon, for the purpose of constructing, using, replacing, and maintaining a monument sign and appurtenant work in any part of the easement, upon, over, and through those areas outlined and designated on this plat as "Sign Easement" is hereby granted to the City of Roeland Park, Kansas.

NOTES

Basis of Bearings: South 01°55'22" East, along the West line of the Northeast Quarter of Sec. 9, T12S, R25E as determined by GPS observations, referenced to the Kansas State Plane Coordinate System, North Zone (NAD 83).

CLOSURE CALCULATIONS:
Precision, 1 part in: 125519.937
Error distance: 0.013'
Error direction: S76°36'32"W
Perimeter: 1619.19'

All bearings and distances shown on this plat are platted and measured unless otherwise noted

Flood Plain Note: According to the F.E.M.A. Flood Insurance Rate Map Number 20091C0024G, revised August 3, 2009, and further revised by LOMAR Case No: 11-07-1190P, effective February 8, 2012, this tract graphically lies within the 0.2% annual chance floodplain. OTHER AREAS, ZONE X, defined as areas determined to be outside the 0.2% annual chance floodplain.

CONSENT TO LEVY

The undersigned proprietor of the above described tract of land hereby agrees and consents and agrees that the governing body of any special assessment district shall have the power to release such land proposed to be dedicated for streets and roads, or parts thereof, for public use, from the lien and effect of any special assessments, and that the amount of unpaid special assessments on such land dedicated, shall become and remain a lien on the remainder of this land fronting or abutting on such dedicated road or street.

EXECUTION

IN TESTIMONY WHEREOF, the undersigned proprietor has caused this instrument to be executed this _____ day of _____, 2019.

Helianthus Real Estate Group, LLC

Yvette Crabtree, Principal Member

STATE OF _____)

COUNTY OF) ss

BE IT REMEMBERED, that on this ____ day of _____, 2019, before me a Notary Public in and for said County and State, came Yvette Crabtree, Principal Member of Helianthus Real Estate Group, LLC, who is personally known to me to be the same person who executed the foregoing instrument of writing on behalf of said company, and she duly acknowledged the execution of the same to be the act and deed of said company.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year last written above.

My Appointment Expires: _____

Notary Public

CITY OF ROELAND PARK APPROVALS

APPROVED by the Planning Commission of the City of Roeland Park, Johnson County, Kansas,
on this _____ day of _____, 2019.

Darren Nielsen, Planning Commission Chairman

APPROVED by the Governing Body of the City of Roeland Park, Johnson County, Kansas,
on this _____ day of _____, 2019.

Mike Kelly, Mayor

Attest: _____
Kelley Nielsen, City Clerk

I hereby certify that this Subdivision Plat is based upon an actual survey completed on the ground in September 2019, by me or under my direct supervision and that said survey meets or exceeds the current Kansas Minimum Standards For Boundary Surveys as established by the Kansas Board of Technical Professions, and that said survey is true and correct to the best of my professional knowledge and belief.

Brent E. Thompson, Kansas LS-1277
bthompson@ric-consult.com

SUNFLOWER MEDICAL

Prepared For:

Helianthus Real Estate Group, LLC
5555 W. 58th St.
Mission, KS 66202
(913) 432-2080

Date of Preparation:
September 11, 2019

Revised:
November 5, 2019



132 Abbie Avenue
Kansas City, Kansas 66103

913.317.9500
ic-consult.com

Item Number: Unfinished Business- VI.-B.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/9/2019
Submitted By: Keith Moody
Committee/Department:
Title: Amend Land Sale Agreement with Sunflower
Item Type: Agreement

Recommendation:

Staff recommends approval of the amendment to the land sale agreement as presented.

Details:

Sunflower's site reflects relocating existing overhead power to underground, an esthetic enhancement requested by the City. Their work with Everygy on the design of the relocation has brought to light that currently a shortage exists for some of the cable and transformers needed for the relocation.

Per the terms of the land sale agreement vertical construction of the building (which starts with excavation for the building footing) is to commence by 3/12/20. Before footing work can start the power relocation must be completed.

Sunflower requests that the land sale agreement be amended to allow for vertical construction to commence by 5/1/20 (a 7 week delay). Sunflower plans to close on the purchase of the property on 12/12/19 (per original terms of the agreement). Sunflower is reluctant to close as planned without this amendment since they believe they would eventually be in breach due to not meeting the vertical construction deadline. The land sale agreement provides the City the ability to claw back the land if Sunflower is in breach of the agreement, Sunflower prefers avoiding this situation, the amendment resolves that concern.

Staff views the requested amendment as a reasonable accommodation to the seller as the delay is beyond their control. The amendment also keeps the closing date as planned.

The amendment also reflects the change of the buyers name to the Doctor's Group Company at Sunflower Medical, (sunflower is the common name for helianthus) as they will be the owners of the site.

Financial Impact

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

Additional Information

The terms and schedule of the agreement were developed six months ago (June 2019). It is reasonable to expect that the schedule may need to be adjusted when working on a project as complex as this one.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> 1st Amendment to the Land Sale Agreement with Sunflower	Cover Memo
<input type="checkbox"/> Land Sale Agreement with Sunflower	Cover Memo

LAND PURCHASE AND DEVELOPMENT AGREEMENT

THIS LAND PURCHASE AND DEVELOPMENT AGREEMENT (this "Agreement") is entered into effective as of July 3, 2019 (the "Effective Date") by and between the **CITY OF ROELAND PARK, KANSAS**, a municipal corporation duly organized and existing under the laws of the State of Kansas (the "City" or "Seller"), and **SMG Investments, LLC**, a Kansas limited liability company ("Buyer" or "Buyer"). The City and Buyer shall sometimes be collectively referred to herein as the "Parties."

WHEREAS, on July 1, 2019, the City and Buyer submitted a proposal for purchase and development of certain property owned by the City, more particularly described on Exhibit A (the "Project Site"); and

WHEREAS, the Parties wish to enter into this Land Purchase and Development Agreement to reflect the terms for purchase and development of the Project Site.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the City and Buyer hereby agree as follows:

ARTICLE I

LAND PURCHASE

Section 1.1 Property. Seller hereby agrees to convey, by Special Warranty Deed, to Buyer and Buyer hereby agrees to purchase from Seller marketable fee simple title in the real property, subject only to Permitted Exceptions as defined herein described on Exhibit A, attached hereto, and all appurtenances thereto ("**Property**").

Section 1.2 Purchase Price. The purchase price for the Property is (\$1,201,054.00) ("**Purchase Price**") and shall be paid as follows:

(a) Earnest money in the amount of Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) shall be deposited by Buyer in escrow at First American Title Insurance Company, located at 6201 College Blvd., Ste 230. Overland Park, Kansas 66211 (Attn. _____), (the "Title Company"), by wire transfer of immediately available funds, within three (3) business days after the execution and delivery of this Contract. At Closing (as defined below), the entire earnest money amount will be credited to the Purchase Price at Closing. Seller and Buyer agree to execute an Earnest Money Escrow Agreement if requested by the Title Company, which shall be in form and content reasonably acceptable to Buyer, Seller and Title Company. The entire earnest money deposit is fully refundable, prior to the expiration of the Inspection Period (as defined below), or if the contingencies defined herein are not satisfied at Buyer's sole discretion.

(b) The balance of the Purchase Price, subject to closing proration and credits, shall be paid to Seller in cash by wire transfer or guaranteed funds at Closing.

Section 1.3 Seller's Representation and Warranty. Seller hereby warrants and represents to Buyer that Seller has the authority necessary to enter into this Contract and comply with Seller's obligations hereunder. The representation and warranty made by Seller in this Article I, Section 3 shall be true as of the Closing Date hereof and shall survive the Closing of this transaction for a period of one (1) year.

Section 1.4 Plans and Reports. Within five (5) days after the Effective Date, Seller shall provide Buyer with copies of all existing plans, development agreements, declarations, escrow agreements, zoning documents and other agreements and/or reports affecting the Property which are in Seller's possession relating to the Property.

Section 1.5 Survey Contingency. Seller shall obtain an ALTA/ACSM land title survey ("Survey") at its sole expense and provide the Survey to Buyer. Upon receipt of both the title commitment from the Title Company and the Survey, Buyer shall have thirty (30) days in which to review the same and provide any Title and/or Survey objections in Buyer's sole judgment which affects the Property or Buyer's intended use of the Property ("**Survey Objections**"). If within the Inspection Period, Buyer fails to deliver written notice of Survey Objections to Seller, then Buyer is deemed to have waived all rights to object, is deemed to have approved, and shall accept title to the Property subject to any matter shown on the Survey. If Buyer delivers a copy of the Survey and any Survey Objections to Seller, Seller shall have five (5) business days after receipt of Buyer's notice to notify Buyer in writing what, if anything, Seller agrees to do to cure such Survey Objections. Failure of Seller to respond within said five (5) business day period shall indicate, and be considered notice, that Seller elects not to cure the Survey Objections. Seller shall have no obligation to cure any Survey Objections or incur any expense with respect thereto. Upon receipt of notice from Seller indicating that Seller elects not to pursue a cure of any Survey Objection, Buyer shall have ten (10) business days after delivery of such notice from Seller to deliver notice to Seller terminating this Contract, in which event the earnest money shall be disbursed to Buyer and the parties shall have no further obligations hereunder except those provisions that expressly survive. If Buyer does not terminate this Contract, pursuant to the immediately preceding sentence, within said period, then Buyer is deemed to have waived all rights to object to, is deemed to have approved, and shall accept title to the Property subject to such uncured Survey Objection(s). If Seller pursues a cure and is unable to cure the Survey Objections by the Closing Date, then Buyer shall have the option, as its sole right, to either terminate this Contract on the Closing Date (in which event the earnest money shall be disbursed to Buyer and the parties shall have no further obligations hereunder except those provisions that expressly survive), or close on the purchase of the Property with no Purchase Price reduction, in which case Buyer is deemed to have approved any uncured Survey Objections and waived any rights against Seller relating thereto.

Section 1.6 Title Contingency. Promptly after the Effective Date, Seller shall provide and pay for an ALTA Owner's Extended Coverage Title Insurance Policy ("**Insurance Policy**") from Title Company selected by Seller in the amount of the Purchase Price, guaranteeing

marketable fee simple title to Buyer as of Closing. Buyer shall pay for any additional endorsements or lender's policy, if desired. Within ten (10) days of the Effective Date, Seller shall cause the Title Company to deliver to Buyer a commitment for such Insurance Policy ("**Commitment**") and copies of all exception documents. Buyer shall have until the end of the Inspection Period (as defined below) to deliver to Seller in writing any objection to a matter shown on the Commitment which affects the Property or Buyer's use of the Property ("**Title Objections**"). If Buyer fails to deliver notice of Title Objections to Seller within said period, Buyer shall be deemed to have fully accepted the Commitment and all matters disclosed therein. If Buyer delivers notice of Title Objections to Seller within said period, Seller shall have ten (10) days after receipt of Buyer's Objection (the "**Title Cure Period**") to notify Buyer, in writing, what, if anything, Seller agrees to do to cure the Title Objections. Failure of Seller to respond within the Title Cure Period shall indicate, and be deemed notice, that Seller elects not to cure the Title Objections. Seller shall have no obligation to cure any Title Objection or incur any expense with respect thereto. If Seller elects not to cure one or more of the Title Objections, as Buyer's sole right, Buyer shall have ten (10) business days after the end of the Title Cure Period to deliver notice to Seller terminating this Contract. If Buyer does not terminate this Contract during said ten business day period, Buyer is deemed to have accepted any uncured Title Objections. If Seller pursues a cure and is unable to cure a Title Objection by the Closing Date, then Buyer shall have the option, as its sole right, to either terminate this Contract or close on the purchase of the Property with no Purchase Price reduction, in which case Buyer is deemed to have accepted any uncured Title Objections and waived any rights against Seller relating thereto. Buyer shall make its election under the immediately preceding sentence within ten (10) business days after Seller notifies Buyer that it was unable to cure one or more Title Objections. If Buyer does not terminate this Contract during said period, Buyer is deemed to have accepted any uncured Title Objections.

Buyer's obligation to purchase the Property is conditioned upon the Title Company providing at Closing, a commitment to issue a current, standard ALTA owner's title insurance policy (or a marked-up and binding commitment therefor), without extended coverage over the printed standard or general exceptions, in the amount of the Purchase Price insuring Buyer as the fee simple owner of the Property as of the date of recording the deed, subject to the Permitted Exceptions ("**Title Policy**").

Section 1.7 Inspection Contingency. Buyer shall have a one hundred and twenty (120) day inspection period from the mutual execution of this Agreement, (the "**Inspection Period**"), to determine the marketability of title, to review surveys, to review geotechnical reports, to review ordinances, regulations, zoning provisions, and all Building and/or other permits necessary for Buyer's development of the Property and to review environmental surveys/studies to obtain confirmation from all relevant parties and/or agencies that the Property meets all necessary requirements of Buyer. Seller shall deliver to Buyer within five (5) business days of this Agreement any copies of the Inspection Period items that have previously performed

on the site. Inspection Period items include any survey, geotechnical or environmental studies. Buyer may cancel the Contract at any time during the Inspection Period by providing written notice to Seller. Upon written notice, during the Inspection Period, the Earnest money, in its entirety shall be refunded to Buyer.

(a) Buyer shall have the right to extend the Closing for an additional 45 days, upon which \$25,000.00 in Earnest money shall become non-refundable. Should Buyer elect to extend the Closing for an additional 45 days, Buyer will deposit an additional \$25,000.00, applicable to the Purchase Price and is also non-refundable.

(b) Buyer and Seller agree to the following benchmark dates inside of the 120-day initial Inspection Period that must be met in order to retain the full diligence period timeline, including:

- (1) submission of Preliminary Development Plan within 60 days of execution of the Agreement;
- (2) appearance before Planning Commission within 90 days of execution of the Agreement;
- (3) appearance before the City Council within 120 days of execution of the Agreement; and,
- (4) submission of permit documents necessary for the Building Permit application within 120 days of the execution of the Agreement.

Buyer's failure to accomplish any benchmark grants the City the option but not the obligation to terminate the agreement with Buyer's only remedy to be the return of its Earnest Money should it be refundable pursuant to the Agreement.

(c) Seller's rights and Buyer's obligations under this Article I, Section 1.7 shall survive the Closing or any termination of this Agreement.

Section 1.8 No Representations or Warranties; AS-IS Condition.

(a) Subject only to Permitted Exceptions, Buyer is hereby purchasing the Property in "AS-IS, WHERE-IS" condition and "with all faults", and agrees that it relies upon no warranties, representations or statements by Seller, or any other persons for Seller, in entering into this Contract or in closing the transactions described herein, except for the express representation and warranty set forth in Article I, Section 1.3 hereof. Buyer's closing on the acquisition of the Property shall constitute conclusive evidence that Buyer is satisfied with the condition of and title to the Property and has waived or satisfied all contingencies. In closing and completing this transaction, Buyer will have relied exclusively upon its own inspections and reviews, and not upon any

representation or warranty of Seller or its agents or employees except those expressly set forth in Article I, Section 1.3 above.

(b) Except for the express representation and warranty set forth in Article I, Section 1.3 hereof, Seller makes no warranties, representations or statements whatsoever, express or implied, concerning or relating to the Property, including without limitation: the income or expenses of the Property; zoning and building codes and other similar restrictions; availability or cost of utilities; the condition of the soils on the Property, the environmental condition of the Property; the presence or absence of any hazardous substances, hazardous materials, petroleum, or any substances regulated by federal, state or local law in, on or under the Property; compliance of the Property with any law, regulation, ordinance or similar requirement, including without limitation the Americans with Disabilities Act; or the physical condition of the Property. Buyer acknowledges that no agents, employees, brokers or other persons are authorized to make any representations or warranties for Seller.

(c) Buyer (and any party claiming through or under Buyer) hereby agrees that following the Closing, Seller shall be fully and finally released from any and all claims or liabilities against the Seller relating to or arising on account of the condition of or title to the Property, including without limitation, any matters specifically referenced in this Contract. This Article I, Section 1.8(a) through (c) shall survive the Closing.

Section 1.9 Termination. If Buyer determines for any reason, in its sole discretion, that it elects not to Close or that the Property is not acceptable to the Buyer, Buyer may terminate this Contract by giving written notice to Seller of its election to do so at any time on or before the expiration of the Inspection Period, plus any applicable extensions allowed hereunder. If Buyer gives such notice to terminate, then this Contract will automatically terminate, the earnest money will be returned to Buyer (if it remains refundable) along with all interest and neither party will have any further obligations under this Contract except those provisions that expressly survive. The Earnest Money will not be refunded if events that would make it nonrefundable under this Contract have occurred.

Section 1.10 Closing. The closing of this transaction (the "Closing") shall take place within fifteen (15) days after expiration of the Inspection Period (the "Closing Date"), at the office of the Title Company or at such other time and place as may be agreed upon, in writing, by Buyer and Seller. At the Closing, Buyer shall deliver to the Title Company by wire transfer to an account designated by the Title Company, immediately available funds in the amount of the Purchase Price, as adjusted by any prorations and closing costs provided for herein, and such affidavits, resolutions and other documents agreed between the parties, required for a legal conveyance of real estate in the state where the Property is located or otherwise required by the Title Company to issue the Title Policy.

At the Closing, Seller shall deliver to the Title Company a Special Warranty Deed acceptable to Buyer conveying marketable fee simple title in the Property to Buyer, subject only to the Permitted Exceptions, and such affidavits, resolutions and other documents agreed between the parties, required for a legal conveyance of real estate in the state where the Property is located or otherwise required by the Title Company to issue the Title Policy. All prorations required hereunder shall be computed as of the Closing Date. Possession of the Property shall be delivered to Buyer on the Closing Date, subject to the Permitted Exceptions. Seller shall be responsible for payment of the following transaction costs: (a) the premium for the extended coverage ALTA Owner's Title Insurance Policy issued by the Title Company; (b) recording fees and charges relating to Seller's deed; (c) one-half of all escrow and closing fees of the Title Company; (d) Seller's share of prorations; (e) the ALTA/ACSM land title survey described in Section 1.5 above and, (f) all other closing costs not specifically allocated to Buyer as set forth below. Buyer shall be responsible for payment of: (a) the cost of its inspections; (b) the cost of preparing any surveys in addition to that Survey provided by Seller; (c) the cost of preparing an updated Phase 1 Audit; (d) one-half of all escrow and closing fees of the Title Company; (e) Buyer's share of prorations; and, (f) all costs associated with Buyer's financing, including any loan application fees, appraisal costs, the premium for any loan policy required by Buyer's lender, and the cost of recording any mortgage or other security documents against the Property. All other closing costs, including without limitation, state, county, and municipal transfer taxes and other recording fees, shall be allocated as customary in the state and municipality in which the Property is located.

Section 1.11 Taxes.

(a) Taxes for Years Prior to Closing. Seller will pay in full all general real property taxes that are levied with respect to the Property for tax years prior to the year of closing.

(b) Tax Challenges. If any tax challenge is ongoing with respect to the Property for general real estate taxes levied for any tax years prior to the year of Closing, Seller will receive the full benefit of any refund arising out of such tax challenge. If any tax challenge commenced by Seller results in a reduction in taxes for the general real estate taxes levied for the year of Closing, the parties shall prorate taxes for the year of Closing upon receipt of the actual tax bill or adjusted tax bill. This Article I, Section 11(b) expressly survives Closing.

(c) Taxes for Current Year of Closing. All general real property taxes that are levied with respect to the Property for the year of Closing will be prorated between Buyer and Seller as of the business day immediately prior to the Closing Date. If the precise amount of taxes levied for the year of Closing cannot be determined, then the proration shall be computed, by Title Company, on the basis of the lesser of (i) the taxes on the Property levied for the immediately preceding tax year; or (ii) an amount equal to the

taxable valuation, if available, of the Property in the year of Closing multiplied by the prior tax year's total tax rate.

Section 1.12 Special Assessments. At Closing Seller will pay all special assessments that were levied prior to the Closing All special assessments levied after the Closing Date shall be paid exclusively by Buyer. Real estate taxes and special assessments shall not be re-prorated after the Closing, except as provided in Article I, Section 1.11(b), above. Prepaid expenses (including homeowners', association or similar assessments), if any, paid by Seller shall be prorated on a per diem basis as of the Closing Date, and Seller shall receive a payment at the Closing, in addition to the Purchase Price, equal to the allocated portion of such prepaid expenses attributable to periods on and after the Closing Date.

Section 1.13 Municipal Agreements. Seller and Buyer agree that upon Closing, Buyer will assume any and all responsibilities and obligations under all existing development agreements, declarations, escrow agreements and other agreements affecting the Property. In addition, Buyer shall comply, at Buyer's sole expense, with all requirements imposed under any such agreement or by any state, federal or local governmental entity or agency including, without limitation, any requirement to construct infrastructure, construct improvements, install sidewalks and parkway trees and landscaping, and to escrow funds, post letters of credit or any other required security in connection with the development of the Property. On or before Closing, Buyer shall, at Buyer's sole expense, replace any funds or letters of credit deposited in connection with any such agreement or requirement. Buyer's failure to do so on or before the Closing Date shall be a default under this agreement. The parties agree that all development work is Buyer's sole responsibility and shall be performed at Buyer's sole cost and expense. Buyer and Seller agree that this paragraph shall be self-operative but, if requested by Seller, Buyer shall execute a document in recordable form evidencing the agreements set forth in this Section. To the extent Seller, any of its affiliates, or any predecessor owner of the Property is entitled to a refund of any funds (including the proceeds of any letter of credit drawn upon) or other security deposited with respect to the Property before the Closing, any such refund shall be and remain the property of Seller or its applicable affiliate, and to the extent Buyer receives any such refund before or after the Closing, Buyer shall remit such refund to Seller or its affiliate within five (5) days after Buyer's receipt therefor. Seller's right and Buyers obligations under this Article I, Section 1.13 shall survive the Closing.

Section 1.14 Condemnation. If before the Closing, any of the Property is condemned under the power of eminent domain, is the subject of a threatened condemnation, or is conveyed to a condemning authority in lieu of condemnation, Seller shall notify Buyer in writing of the threat, condemnation or conveyance within five (5) business days of its occurrence. Buyer shall within ten (10) days of the notice have the option of (a) proceeding with the Closing (without any reduction in the Purchase Price) and receiving the award or condemnation payment (or an assignment thereof, if the same is not received by Closing), or (b) canceling this Contract and

receiving back the earnest money deposited, and the parties shall have no further obligations hereunder except those provisions that expressly survive.

Section 1.15 Indemnification. To the extent permitted by law, Buyer shall indemnify, defend and hold Seller harmless from and against any and all losses, claims, actions, liabilities, damages, liens, costs and expenses, including reasonable attorneys' fees, incurred by Seller (or its agents, consultants or affiliates) arising out of or related to (i) any activities upon the Property by Buyer, its agents, contractors and employees, or (ii) the failure by Buyer to observe or perform any of its covenants, representations or obligations under this Contract. This Article I, Section 1.15 shall survive the Closing or termination of this Contract.

ARTICLE II

SUBJECT OF AGREEMENT

Section 2.1 Purpose of Agreement. The real property to be developed in accordance with this Agreement (the "Project Site") is an approximately __-acre parcel of vacant land which is located in the City of Roeland Park, Johnson County, Kansas, and is legally described on Exhibit A. This Agreement is entered into by the Parties for the purpose of setting forth the terms and conditions pursuant to which Buyer will purchase and develop the Project Site. The Project Site is being developed by Buyer as depicted on the development plan attached as Exhibit B (the "Project.") Buyer's ability to develop, pursuant to and in accordance with Buyer's business plans, the Property and Project Site is a material consideration, factor and condition of Buyer's purchase of the Property.

Section 2.2 Performance of Agreement. The performance of the Parties to this Agreement insofar as it relates to timeliness shall be governed in all material respects by the terms and conditions of this Agreement. Buyer shall complete the Project in accordance with Article III hereof.

Section 2.3 Restrictions on Transfer and Assignments. The qualifications of Buyer are of concern to the City. Therefore, Buyer agrees that until completion of the Project, there shall be no assignment or transfer of the rights and duties of Buyer under this Agreement and no conveyance of the Project Site without the prior written consent of the City (which consent will not be unreasonably withheld, conditioned or delayed), except for assignments, transfers and conveyances of all or substantially all of Buyer rights and duties under this Agreement and in and to the Project Site to an Affiliate of Buyer. The term "Affiliate" shall mean any other entity directly or indirectly controlling, controlled by, or under common control with, Buyer. At no point shall the Property be sold to, or owned by, a not-for-profit organization. Buyer agrees to a proper "deed restriction" reflecting this prohibited transfer.

Section 2.4 Term of the Agreement. This Agreement shall commence on the Effective Date and shall terminate upon the occurrence of any of the following: (a) the parties agreeing in writing to terminate this Agreement; or (b) pursuant to any term herein set forth or (c) the completion of the Buyer Project and issuance of a certificate of occupancy therefore in accordance with the terms of this Agreement.

Section 2.5. Right of First Refusal. If Buyer chooses to sell the land and/or any or all improvements on the Project site, the City shall have right of first refusal for purchase of said land and/or improvements at the same terms and conditions as offered to any proposed buyer. Following notification of such intent, the City shall have thirty (30) days to accept or reject the offer. If the offer is not accepted within this period, Buyer may offer the improvements, and assignment, if desired, as indicated in Section 2.3 above, upon the same terms and conditions as those offered to the City. However, Buyer agrees that for fifteen (15) days after receipt of written rejection by the City, Buyer will not enter into an agreement with any other private party containing terms and conditions differing less than 5% of the financial terms from those last submitted to the City. The City retains the right of first refusal if Buyer changes the terms and conditions more than 5% of the financial terms under which the improvements are offered for sale.

ARTICLE III

DEVELOPMENT OF THE PROJECT

Section 3.1 Scope of Development.

- (a) The Project Site shall be developed within the general controls established by the City codes and ordinances applicable to the zoning, construction and development of the Project Site.
- (b) Buyer shall be responsible for applying for and obtaining all necessary governmental and any other permits and approvals as may be required in connection with the foregoing. The approvals of the City described herein shall be as required by the Code of the City of Roeland Park, Kansas (the "Code"), the City of Mission, Kansas ("Mission") and all related laws governing municipal planning, zoning and subdivision, as well as any other applicable state and federal laws, rules and regulations. Buyer shall have a period up to sixty (60) days from the date of Conveyance ("Closing") to obtain necessary permits to start construction. If the Buyer has not commenced construction by the outside date of the Reversion Period, the Property may revert to the Seller, or the Seller may grant an extension.
- (c) Except as otherwise specifically set forth herein, Buyer shall be responsible for the construction, improvement, equipping, and installation of the private improvements and infrastructure on the Project Site as well as public sanitary sewer, storm sewer, water, electric, telecom, gas, streets and sidewalk construction in conformity with the Development Plan for the Project as approved by the City.
- (d) The Project shall utilize a high quality of architectural and engineering design, construction and materials for all aspects of the Project, including but not limited to all improvements thereto. Because the Project Site is located on a primary entryway to the City, any building or construction must employ timeless architecture that stands out but compliments the surrounding neighborhood.

Exterior design and finish materials shall be subject to approval by the City Planning Commission and Council.

- (e) Prior to commencement of construction, Buyer shall provide to City an estimated schedule of completion.
- (f) Buyer shall comply with Resolution No. 601 of the City, Buyer shall, prior to the issuance of any building permit, deposit with the City Clerk of the City of Roeland Park, cash, a letter of credit or such other security as is satisfactory to the City Council of the City of Roeland Park in the amount of 1% of the estimated cost of the Project, (the Parties agree that 1% of the cost for the Project shall mean 1% of the hard construction costs only, exclusive of Property acquisition costs, and shall not include soft costs such as architectural fees, legal fees or financing costs). Such security shall be released to Buyer by the City upon provision by Buyer of its public art project and a final Certificate of Occupancy being issued for the Project.
- (g) At least sixty (60) days prior to Closing, Buyer will be provided, by Seller, with drafts of any existing or proposed Declarations of Easements, Covenants, Conditions and Restrictions ("Declaration") for review and approval during the Inspection Period should any exist. The Declaration shall address, among other things, easements, maintenance obligations including the obligation to pay property taxes and accompanying cure rights and remedies, standard insurance and indemnity language, building envelopes, building height limitations, architectural standards, post-closing construction obligations, and Buyer's exclusive use protection, if applicable. The Declaration will be recorded in the Official Records of Johnson County.
- (h) A 30' x 30' x 40' triangle on the Southwest corner of the site shall be subject to an easement for the purpose of a City entryway monument and landscaping.
- (i) Buyer acknowledges that Seller is in the process of reconstructing Roe Blvd. Construction plans have been made available to Buyer showing temporary easements on the Property necessary for the Sellers' construction activities. Seller has executed all easements necessary to allow those activities on the Property. Buyer agrees it is entitled to no compensation arising from the grant of the easements and agrees to execute any and all documents necessary to assist Seller in its reconstruction of Roe Blvd.

Section 3.2 Basic Concept Drawings. Buyer will submit to the City prior to Closing basic concept drawings showing location of the building footprint along with building renderings/elevations and parking layout. Any variance must be approved as a part of the Site Plan by the City.

Section 3.3 Construction Drawings and Related Documents. Buyer shall prepare and submit construction drawings, specifications and related documents to the City for review as required by the Code. Buyer understands and agrees that it is important to the City that the improvements utilize a high quality of architectural and engineering design and materials. The City and Buyer and their approved assignees shall communicate and consult as frequently as is necessary to ensure that the formal submission of any modifications of documents to the City can receive prompt consideration.

Section 3.4 City Approval of Changes to Development Plan and Related Documents Which Have Been Approved. If Buyer desires to make any substantial or material changes in the Development Plan after it is approved by the City, Buyer shall submit the proposed changes to the City for its approval under the Code, as applicable.

Section 3.5 Construction Schedule. Buyer shall, within ninety (90) days from Closing, commence vertical construction, i.e. pour footings and foundations, and thereafter, shall diligently prosecute to completion within twelve (12) months of the commencement of vertical construction, the construction, improvement, equipping, and completion of the Project, subject to events of Force Majeure (as hereafter defined). Progress reports based on this time schedule will be made by Buyer at least monthly to the City Administrator during construction.

Section 3.6 City and Other Governmental Permits. Before commencement of construction of the Project, Buyer shall, at its own expense, secure or cause to be secured any and all licenses, permits and approvals which may be required by the City and any other governmental agency having jurisdiction as to such construction.

Section 3.7 Rights of Access and Inspections.

- (a) Representatives of the City shall have the right of access to the Project Site, without charges or fees, upon reasonable notice and at normal construction hours during the period of construction, for the purpose of ensuring compliance with this Agreement, including, but not limited to, the inspection of the work being performed in constructing, improving, equipping, and installing the Project, and shall comply with applicable safety rules in connection with such access and inspection of the work. Prior to any such access, such representatives of the City will check in with the on-site manager. Such representatives of the City shall carry proper identification, shall insure their own safety, assuming the risk of injury, and shall not interfere with Buyer construction activity.
- (b) The City's inspections conducted pursuant to this Section 3.7 will not constitute a waiver of any of the provisions of this Agreement or any of the obligations of Buyer hereunder, and neither the City nor its representatives shall be deemed to be in any way responsible for any matters related to design or construction of the Project by reason of its rights of access and right to inspect the Project hereunder. Nothing contained in this Section 3.7 shall restrict or impede the right of the City to enter the Project Site as permitted by the proper application of any applicable laws or shall be deemed to constitute a waiver of any immunity from liability provided to the City by law.

Section 3.8 Local, State and Federal Laws. Buyer and City shall carry out the provisions of this Agreement in conformity with all applicable local, state and federal laws and regulations. In the event of a conflict between this Agreement and any such law or regulation, the applicable law or regulation shall control.

Section 3.9 Antidiscrimination During Construction. In accordance with Section 5-1202 of the Roeland Park City Code, Buyer, for itself, its successors and assigns, and any contractor with whom Buyer has contracted for the performance of work on the Project Site, agrees that in the construction, renovation, improvement, equipping, repair and installation of the Project provided for in this Agreement, Buyer shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, age, sex, sexual orientation, marital status, handicap, national origin or ancestry.

Section 3.10 Certification of Completion. Promptly after completion of the Project in the manner required by this Agreement, Buyer shall furnish the City with a certificate of completion. Such certificate of completion shall be a representation and warranty by Buyer of the satisfactory completion of the construction, improvement, equipping and installation required by this Agreement upon the Project Site and the certificate of completion shall so state.

Section 3.11 Indemnity. Buyer shall defend, indemnify, assume all responsibility for, and hold the City and its respective elected and appointed officers and employees and agents, harmless from, all costs (including reasonable attorney's fees and costs), claims, demands, liabilities or judgments incurred, imposed or asserted against the City on account of: (i) any failure by Buyer to perform or comply with the terms of this Agreement, and (ii) any injury or damage to the Project Site and injuries to persons, which are proximately caused by any of the Buyer activities under this Agreement, including the construction of the Project. This indemnity shall survive the expiration or earlier termination of this Agreement.

ARTICLE IV

REPRESENTATIONS AND WARRANTIES

Section 4.1 Representations of the City. The City represents and warrants to Buyer that it is a city exercising governmental functions and powers and organized and existing under the laws of the State of Kansas. The principal office of the City is City Hall, 4600 West 51st Street, Roeland Park, KS 66205, and that upon approval of the City Council for the City, this Agreement shall constitute a legal, valid and binding obligation of the City, in accordance with its terms.

Section 4.2 Representations of Buyer. Buyer represents and warrants to the City the following:

- (a) Buyer represents that it is a limited liability corporation duly organized and existing under the laws of the State of Kansas and is not in violation of any provisions of its articles of organization, Operating Agreement, or any other

agreement governing Buyer, or any law of the State of Kansas affecting Buyer ability to perform its obligations under this Agreement.

- (b) Buyer represents that it has the full power and authority to execute this Agreement and this Agreement shall constitute a legal, valid and binding obligation of Buyer in accordance with its terms, and the consent of no other party is required for the execution and delivery of this Agreement by Buyer or the consummation of the transactions contemplated hereby.
- (c) Buyer represents that the execution and delivery of this Agreement, the consummation of the transactions contemplated herein, and the fulfillment of or compliance with the terms and conditions of this Agreement are not prevented or limited by or in conflict with, and will not result in a breach of, other provisions of the articles of organization, Operating Agreement or any other agreement governing Buyer or with any evidence of indebtedness, mortgages, agreements, or instruments of whatever nature to which Buyer is a party or by which it may be bound, and will not constitute a default under any of the foregoing.
- (d) Buyer represents that the making and performance of this Agreement by Buyer has been duly authorized by all necessary corporate action, and this Agreement is a valid and binding obligation of Buyer enforceable in accordance with its terms.

ARTICLE V

GENERAL COVENANTS

Section 5.1 Effect of Violation of the Terms and Provisions of this Agreement; No Partnership. The City is deemed the beneficiary of the terms and provisions of this Agreement, for and in its own rights and for the purposes of protecting the interests of the community and other parties, public or private, in whose favor and for whose benefit this Agreement and the covenants running with the land have been provided. The Agreement shall run in favor of the City, without regard to whether the City has been, remains or is an owner of any land or interest therein in the Project Site. Nothing contained herein shall be construed as creating a partnership between Buyer and the City.

Section 5.2 Compliance of Project With all Laws. The Project and all construction thereof shall comply with all applicable building and zoning, health, environmental and safety resolutions and laws and all other applicable laws, rules and regulations.

ARTICLE VI

DEFAULTS AND REMEDIES

Section 6.1 Defaults – General.

- (a) Subject to the extensions of time set forth in Section 7.3 due to an event of Force Majeure or elsewhere provided herein, the failure or delay by either party to perform any term or provision of this Agreement, after receiving notice and failing to cure, as set forth in paragraph (b) below, constitutes a default under this Agreement. A party claiming a default (claimant) shall give written notice of default to the other party, specifying the default complained of.
- (b) The claimant shall not institute proceedings against the other party, nor be entitled to damages if the other party within fourteen (14) days from receipt of such notice, with due diligence, commences to cure, correct or remedy such failure or delay and shall complete such cure, correction or remedy within thirty (30) days from the date of receipt of such notice or, if such cure, correction or remedy by its nature cannot be effected within such thirty (30) day period, such cure, correction or remedy is diligently and continuously prosecuted until completion..
- (c) The following shall also constitute a default by Buyer under this Agreement: the filing by such party of a voluntary petition under any bankruptcy law; the filing of an involuntary petition under any bankruptcy law against such party in a court having jurisdiction and said petition is not dismissed within sixty (60) days; such party makes an assignment for the benefit of its creditors (or a custodian, trustee or receiver is appointed or retained to take charge of and manage any substantial part of the assets of such party and such appointment is not dismissed within sixty (60) days.

Section 6.2 Legal Actions.

- (a) Exercise of Rights and Remedies. Upon a breach of this Agreement by Buyer, the City may exercise any and all rights and remedies available to it at law or in equity and may elect to repurchase the Property by returning to Buyer the Purchase Price set forth herein, . Upon a breach of this Agreement by the City, Buyer may exercise any rights and remedies available to them at law or in equity.
- (b) Institution of Legal Actions. Any legal actions related to or arising out of this Agreement must be instituted in the District Court of Johnson County, Kansas.
- (c) Applicable Law. The laws of the State of Kansas shall govern the interpretation and enforcement of this Agreement.
- (d) Acceptance of Service of Process. In the event that any legal action is commenced by Buyer against the City, service of process on the City shall be made by personal service upon the City Clerk or in such other manner as may be provided by law. In the event that any legal action is commenced by the City against Buyer, service of process on such party shall be made by personal service upon any officer of such party and shall be valid whether made within or without the State of Kansas or in such other manner as may be provided by law.

- (e) Prevailing Party. If any action is instituted by the either party hereunder, the non-prevailing party in such action shall pay any and all costs, fees and expenses, including reasonable attorneys' fees incurred by the prevailing party in enforcing this Agreement.

Section 6.3 Rights and Remedies are Cumulative. Except as otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by a party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by another party.

Section 6.4 Inaction Not a Waiver of Default. Any failures or delays by a party in asserting any of its rights and remedies as to any default shall not operate as a waiver of any default or of any such rights or remedies, or deprive such party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies.

Section 6.5 Specific Performance. If a default under this Agreement is not fully cured by the defaulting party as provided in Section 6.1(a) , the non-defaulting party at its option may thereafter (but not before) commence an action for specific performance of terms of this Agreement.

Section 6.6 Reversion. Except in the event of force majeure, Buyer hereby acknowledges that in the event it fails to perform and begin construction as set forth in this Agreement within 120 days from Closing and obtain Certificate of Occupancy within 1 year of the date of start of construction, as established in the timeline, ownership of the Project Site may, at the City's election, revert back to the City for the Purchase Price, less any fees associated with the City's execution of the Reversion process. If the provisions of this section are not adhered to, a financial penalty equal to \$200.00 per day shall be paid to the City by Buyer until ownership of the Project Site has been returned to the City. In the alternative to return of the property, the City may elect to impose a penalty of \$200.00 per day until the violation is corrected.

ARTICLE VII

GENERAL PROVISIONS

Section 7.1 Notices, Demands and Communications Among the Parties. Written notices, demands and communications among the City and Buyer shall be sufficient if given by hand delivery, or by registered or certified mail, postage prepaid, return receipt requested, or by overnight courier.

- (a) Notices, demands and communications to the City shall be delivered to the principal office of the City at 4600 W. 51st Street, Suite 200, Roeland Park, Kansas 66205, Attention: City Clerk, with copies of the same delivered to Steven E. Mauer, Mauer Law Firm PC, 1100 Main St., Suite 2100, Kansas City, Missouri 64105.

- (b) Notices, demands and communications to Buyer shall be delivered to the following:

Yvette Guislain Crabtree, MD
Sunflower Medical Group
5555 West 58th Street
Mission, Kansas 66202
ycrabtree@gmail.com
913-708-1361 (cell)

- (c) Such written notices, demands and communications may be sent in the same manner to such other addresses as either party may from time to time designate by mail as provided in this Section. Notwithstanding anything to the contrary contained herein, notice personally served shall be deemed to have been received as of the date of such services or the date service is refused if written verification thereof is received from messenger service attempting such delivery, notices sent by overnight courier shall be deemed to have been received on the day following the day, and notices sent by registered or certified mail shall be deemed to have been received on the third day following the mailing of such notice.

Section 7.2 Conflicts of Interest. Buyer warrants that it has not paid or given and will not pay or give any officer, employee or agent of the City any money or other consideration for obtaining this Agreement. Buyer further represents that, to its best knowledge and belief, no officer, employee or agent of the City who exercises or has exercised any functions or responsibilities with respect to the Project during his or her tenure, or who is in a position to participate in a decision making process or gain insider information with regard to the Project, has or will have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the Project, or in any activity, or benefit therefrom, which is part of the Project at any time during or after such person's tenure.

Section 7.3 Force Majeure; Extension of Times of Performance.

- (a) The time for construction and other dates specified in this Agreement as provided hereinabove shall be extended for the number of days equal to such delays caused by an event of Force Majeure, as hereinafter defined. The term "Force Majeure" shall mean events, acts, omissions, conditions or circumstances beyond the reasonable control of the party whose performance is being delayed, if the party seeking the extension has acted diligently, which events include, but are not limited to: default of other party that prevents or delays performance by the non-defaulting party; insurrection; strikes; lockouts; riots; floods; earthquakes; fires; casualties; acts of God; unusually severe weather; or any other causes beyond the control or without the fault of the party claiming an extension of time to perform. Any party who asserts the occurrence of Force Majeure shall give written notice within ten (10) days after the commencement of a delay caused by an event of Force Majeure, and any party making claim therefor shall give a supplemental

notice of the period of time such delay caused by an event of Force Majeure is expected to last, otherwise any right of claim therefor shall be deemed waived. The parties hereto shall take all reasonable actions to assure resumption of normal performance under this Agreement as soon as possible.

- (b) Times of performance under this Agreement may also be extended in writing by the mutual agreement of the City and Buyer.

Section 7.4 No Usurpation of Powers of the City. No provision contained in this Agreement shall in any manner diminish or usurp the inherent rights and powers of the City to act in its capacity as a public body and governmental authority.

Section 7.5 Non-liability of Officials, Employees and Agents of the City. No official, employee, or agent of the City shall be personally liable to Buyer, or any successor in interest, pursuant to the provisions of this Agreement, nor for any default or breach by the City.

Section 7.6 Amendments to this Agreement. Buyer and the City agree to mutually consider reasonable requests for amendments to this Agreement which may be made by lending institutions, construction related professionals, the City's counsel or financial consultants, provided said requests are consistent with this Agreement and would not substantially alter the basic business terms included herein.

Section 7.7 Entire Agreement, Waivers and General.

- (a) This Agreement is executed in triplicate originals, each of which is deemed to be an original.
- (b) This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties or their predecessors in interest with respect to all or any part of the subject matter hereof.
- (c) All amendments hereto must be in writing executed by the appropriate authorities of the City and Buyer and with appropriate representations of authority for execution of the amendment.
- (d) Buyer is a sophisticated buyer and developer of real property and has participated in the drafting of this Agreement. The Parties further acknowledge that their attorneys have each participated in the drafting of this Agreement. Therefore, the language used in this Agreement shall be deemed to be the joint work product of the Parties and, in the event of any ambiguity herein, no rule of strict construction against either party shall apply.
- (e) Any titles of the several articles and sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

- (f) Nothing in this Agreement shall be deemed to usurp the governmental authority or police powers of the City.
- (g) The material contained herein is confidential. It is intended solely for the use of the Buyer and Seller in determining whether they desire to enter into a Purchase and Sale Agreement. The parties in this transaction shall not divulge information regarding this transaction and/or the parties to the potential transaction to any other person or entity without prior consent of the other Party.

Section 7.8 Validity and Severability. It is the intention of the Parties that the provisions of this Agreement shall be enforced to the fullest extent permissible under the laws and public policies of Kansas, and that the unenforceability (or modification to conform with such laws or public policies) of any provision hereof shall not render unenforceable, or impair, the remainder of this Agreement. Accordingly, if any provision of this Agreement shall be deemed invalid or unenforceable in whole or in part, this Agreement shall be deemed amended to delete or modify, in whole or in part, if necessary, the invalid or unenforceable provision or provisions, or portions thereof, and to alter the balance of this Agreement in order to render the same valid and enforceable.

Section 7.9 Real Estate Commission. Both the Buyer and Seller recognize that Buyer is represented by CBC Real Estate Group, and has appointed Mike Belew as Designated Buyer's Agent and Seller is represented by CBC Real Estate Group and has appointed Jason Glasrud as Designated Seller's Agent and no other real estate brokers are involved in the proposed transaction. Buyer will not be requesting any economic incentives and as such, no consulting fees will be paid to CBC Real Estate Group. Designated Buyer's Agent and Designated Seller's Agent have entered into a separate written agreement where Buyer has agreed to pay any market rate real estate commission directly linked to a real estate closing.

[signatures on following page]

THIS DEVELOPMENT AGREEMENT has been executed as of the date first hereinabove written.

CITY OF ROELAND PARK, KANSAS

By: _____

Mike Kelly, Mayor

ATTEST: _____

Kelley Nielsen, City Clerk

APPROVED AS TO FORM:

Steven E. Mauer, City Attorney

SMG INVESTMENTS LLC

A Kansas limited liability company

By: _____

Title: _____

Managing partner

EXHIBIT A

April 12, 2019

DESCRIPTION

NE 1/4, SEC. 9, TWP. 12, RNG. 25
CITY OF ROELAND PARK, JOHNSON COUNTY, KANSAS

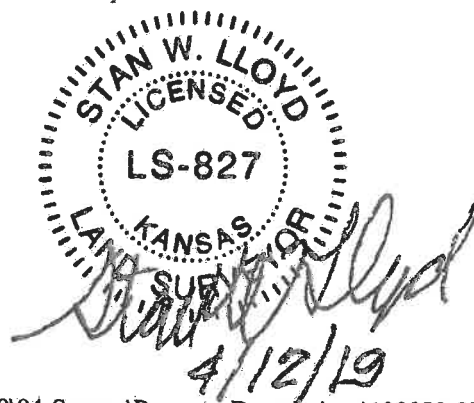
All of Lots 1 thru 4 and Lots 24 thru 26, ROSELAND COURT, and all that part of the NE 1/4 of Section 9, Township 12, Range 25, all in the City of Roeland Park, Johnson County, Kansas, more particularly described as follows:

Commencing at the Northwest corner of the NE 1/4 of said Section 09; thence S 1° 55' 22" E, along the West line of said NE 1/4, a distance of 1222.46 feet, to a point on the Westerly extension of the North line of said Lot 4; thence N 87° 16' 50" E, along the North line of the Westerly extension of said Lot 4, a distance of 40.00 feet, to the Point of Beginning; thence continuing N 87° 16' 50" E, along the North line of said Lot 4, a distance of 137.74 feet, to the Northeast corner of said Lot 4; thence S 1° 55' 37" E, along the East line of said Lot 4, a distance of 60.00 feet, to the Southeast corner of said Lot 4; thence N 87° 16' 50" E, along the North line of said Lot 24, a distance of 138.39 feet, to the Northeast corner of said Lot 24; thence S 1° 55' 37" E, along said West right-of-way line of Granada Lane (Platted as Walnut Street), as now established a distance of 130.27 feet, to a point of curvature; thence Southeasterly along a curve to the left having a radius of 80.00 feet, a central angle of 110° 07' 28", an arc distance of 153.76 feet; thence N 67° 56' 55" E, along said South right-of-way line, a distance of 75.47 feet, to a point on the East line of ROSELAND COURT; thence S 1° 55' 37" E, along the Southerly extension of the East line of said ROSELAND COURT, a distance of 90.54 feet; thence Southwesterly along a curve to the right having an initial tangent bearing of S 59° 37' 01" W, a radius of 475.00 feet, a central angle of 28° 29' 02", an arc distance of 236.14 feet, to a point of tangency; thence S 88° 06' 03" W, a distance of 193.98 feet (193.42 feet Deed), to a point of curvature; thence Northwesterly along a curve to the right having a radius of 34.00 feet, a central angle of 89° 58' 35", an arc distance of 53.39 feet, to a point on the East line Roe Boulevard, as established on said plat of ROSELAND COURT; thence N 1° 55' 22" W, along the West line of said NE 1/4, a distance of 349.43 feet, to the Point of Beginning.

The above described tract of land contains 117,214 square feet, or 2.691 acres, more or less.



McCLURE ENGINEERING CO.
11250 Corporate Avenue
Lenexa, Kansas 66219
Phone: (913) 888-7800
Fax: (913) 888-7868



K:\190349-000\04-Survey\Property Descriptions\130099-270 Desc.docx
EXHIBIT A

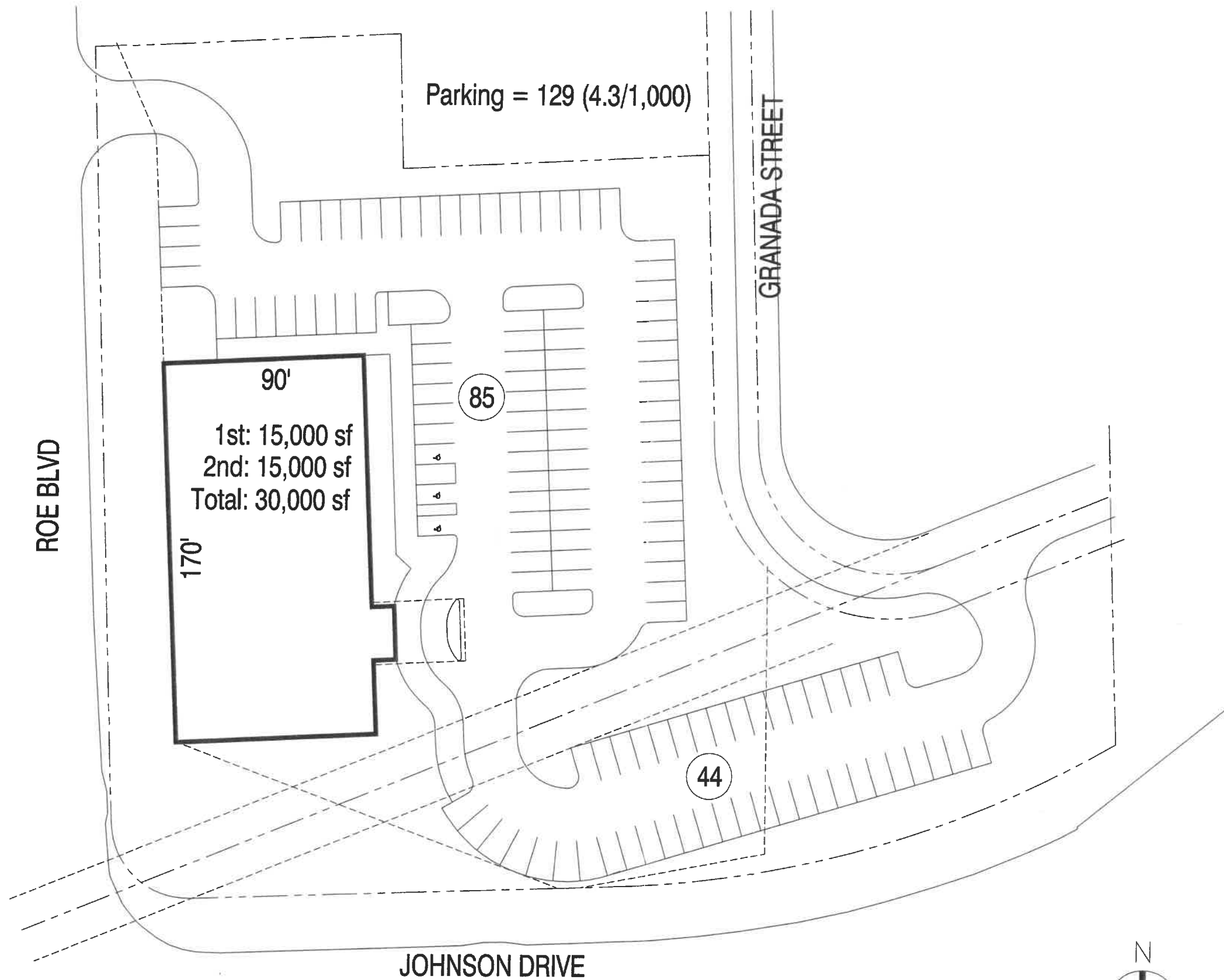


EXHIBIT B

OFFICE BUILDING

1" = 50'-0"
5.15.19

Item Number: Unfinished Business- VI.-C.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/5/2019
Submitted By: Donnie Scharff
Committee/Department: Public Works
Title: **Construction Administration and Inspection Services Agreement for Roe 2020**
Item Type: Agreement

Recommendation:

Staff recommends approval of the Construction Administration and Inspection Service Agreement for the Roe 2020 Project with GBA as presented.

Details:

The attached service agreement reflects the 3rd and final phase of professional engineering services for the Roe 2020 project. GBA was selected as the engineer for this project through an RFP process. The professional service agreement has been split into three phases; visioning, design and construction administration. This agreement covers the final phase. KDOT requires that these services be provided by an agency they have certified as qualified by them to perform these services, GBA has that certification.

The contract follows a standard not to exceed format, where the City will be charged per hour at the rate of the specific position performing that work. The contract amount is \$350,106, below the \$400,000 projected in our most recent "All In Cost Estimate" for the Roe 2020 project (dated 7/31/19).

City Engineer, Dan Miller has reviewed the terms of the agreement as well as the projected hours and rates proposed by GBA and finds the form of the agreement acceptable and the cost figures reasonable. Steve Mauer has approved the form of the agreement as well.

Financial Impact

Amount of Request: \$350,106

Budgeted Item?	Budgeted Amount: \$400,000
Line Item Code/Description:	

Additional Information

ATTACHMENTS:

Description	Type
 Agreement with GBA for CA/CO Services	Cover Memo

**Supplemental Agreement No. 1
for
Engineering/Architectural Services**

**ROE BOULEVARD, JOHNSON DRIVE TO COUNTY LINE
KDOT PROJECT 46 N-0661-01**

City of Roeland Park, Kansas

This Supplemental Agreement No. 1 made this ____ day of _____, 20____, by and between the City of Roeland Park, Kansas, hereinafter called the "City", and George Butler Associates, inc., hereinafter called the "Consulting Engineer/Architect".

WHEREAS, the City and the Consulting Engineer/Architect have previously entered into an Agreement, dated January 22, 2018 (the "Original Agreement") for design of Roe Boulevard, Johnson Drive to County Line (the "Project"); and

WHEREAS, Part B of said Original Agreement provides that the Consulting Engineer/Architect may provide to the City certain additional services outside the scope of the Original Agreement as requested and authorized in writing by the City; and

WHEREAS, the City desires to receive and the Consulting Engineer/Architect desires to provide certain additional services related to the Project, to wit: Construction Administration and Construction Observation as further outlined in Exhibit A, attached hereto and incorporated by reference herein (the "Additional Services"); and

WHEREAS, this Supplemental Agreement No. 1 between the parties outlines the understanding of the parties regarding the provision of the Additional Services by the Consulting Engineer/Architect to the City; and

WHEREAS, the City is authorized and empowered to contract with the Consulting Engineer/Architect for the necessary Additional Services for the Project, and necessary funds for the payment of said Additional Services are available.

NOW THEREFORE, the parties hereby agree as follows:

PART A - BASIC CONSULTING ENGINEERING/ARCHITECT SERVICES

The Consulting Engineer/Architect will complete the Additional Services to the City's full satisfaction and in accordance with Exhibit A of this Supplemental Agreement No. 1.

PART B - SCHEDULE

The Consulting Engineer/Architect will complete the Additional Services in the time frame set forth below:

All work shown in Exhibit A of this Supplemental Agreement No. 1 shall be completed by July 1, 2021.

PART C - PAYMENT TO THE CONSULTING ENGINEER/ARCHITECT FOR SERVICES RENDERED

The Additional Services will be provided at an amount not to exceed Three Hundred Fifty Thousand One Hundred Six Dollars (\$350,106) including reimbursables in accordance with Exhibit B, attached hereto and incorporated by reference herein.

This Supplemental Agreement No. 1 raises the maximum fee to Eight Hundred Thirty Thousand Nine Hundred Twenty-Nine dollars (830,929) for the Project. This is the total of the fee from the Original Agreement of Four Hundred Eighty Thousand Eight Hundred Twenty-Three dollars (\$480,823) plus Three Hundred Fifty Thousand One Hundred Six Dollars (\$350,106) for this Supplemental Agreement No. 1.

IN ALL OTHER RESPECTS, the terms and conditions of the Original Agreement shall remain in full force and effect, except as specifically modified by this Supplemental Agreement No. 1, including all policies of insurance which shall cover the work authorized by this Supplemental Agreement No. 1.

IN WITNESS WHEREOF, the parties hereto have caused this Supplemental Agreement No. 1 to be executed as of the day and year first above written.

GEORGE BUTLER ASSOCIATES, INC.

By: 

Title: Vice President

Address: 9801 Renner Boulevard
Lenexa, Kansas 66219
Facsimile: (913) 577-8380

CITY OF ROELAND PARK, KANSAS

By: _____

Title: _____

Address: 4600 W. 51st Street
Roeland Park, Kansas 66205
Facsimile: (913) 722-3713

ATTEST:

Kelley Nielsen, City Clerk

APPROVED AS TO FORM:

City Attorney

“Exhibit A”
SCOPE OF CONSTRUCTION INSPECTION SERVICES

Roe Blvd Improvements from Johnson Dr to WY/JO county line
KDOT Project No. 46 N-0661-01

Work under this scope includes the project construction inspection, documentation and construction administration of the above-mentioned project. These tasks consist of the following items:

- Pre-construction activities including set up of project documentation.
- Daily construction inspection and documentation. This includes daily construction administration and coordination with City of Roeland Park, KDOT and affected property owners.
- Post-construction activities to determine that the project is completed and accepted by KDOT and the City.

Part 1 - Pre-Construction

- 1.1. Prepare for and attend one (1) pre-construction meeting.
- 1.2. Prepare for and attend one (1) community project meeting.
- 1.3. Set up electronic files and/or field books for documentation of pay items, daily diaries and materials tracking. Review plans and specifications in preparation for construction.

Part 2 - Construction

- 2.1. Provide a lead project inspector who will take responsible charge for the daily administration of the project.
- 2.2. Serve as the main point of contact between the property owners, the contractor, KDOT and the City.
- 2.3. Compile a daily diary that documents the contractor's construction activity, contractor's personnel and equipment on site.
- 2.4. Conduct wage rate interviews on contractor's and subcontractor's employees to verify proper wages. Verify contractor's and subcontractor's payroll in KDOT's AASHTOWare system.
- 2.5. Coordinate materials testing per contract specifications by third party testing firm contracted by the City. Enter material testing results into KDOT's CMS.
- 2.6. Provide oversight of the project traffic control.
- 2.7. Provide interpretation of the intent of the specifications and plans as requested by the contractor. In the event the contractor does not agree with the interpretation, staff will refer this issue to the City for further clarification.
- 2.8. Provide field book and/or electronic documentation of contract pay items as they are incorporated into the project.

- 2.9. Keep and maintain project files of the contractor's certifications of materials incorporated into the project.
- 2.10. Determine whether or not the contractor is generally adhering to the specifications and plan documents, through on-going inspections.
- 2.11. Prepare change orders and submit to KDOT for processing and approval.
- 2.12. Meet with contractor personnel 2 times per month to review, prepare and submit intermediate pay estimates (2 per month). It is anticipated that there will be thirty (30) pay estimates to process.
- 2.13. Provide one additional part-time inspector to perform construction inspection, and plant inspections by assisting the lead inspector when necessary.

Part 3 - Post-Construction

- 3.1. Prepare one (1) full-size and electronic (pdf) set of record drawing plans for the completed project. These plans will consist of red-line comments on the full-size plan sheets and electronic (pdf) sheets.
- 3.2. Attend one (1) final walk-through of the project. Compile notes and distribute the final punch list to the prime contractor, City and KDOT.
- 3.3. Establish that the punch list items are completed before final acceptance is recommended.
- 3.4. Prepare the final pay estimate along with the final change orders and submit to KDOT.
- 3.5. Complete and submit to KDOT the final paperwork required by the contract documents.
- 3.6. Attend one (1) final close out meeting with the City and KDOT to submit items from tasks 3.1, 3.4 and 3.5.

Part 4 - General Assumptions

- 4.1. It is assumed that all utility relocation work necessary to build this project without interruption will be completed prior to the issuance of the notice to proceed. Should conflicts arise during construction, any time spent working on utility relocation coordination or on other project related items while under a delay or on force account work are not included in this scope.
- 4.2. The City will provide GBA with electronic copies of the final signed contract and final bid plans. Construction inspectors will need two (2) full size plan sets, (including cross-sections) and three (3) half-size plan sets in addition to three (3) sets of the project contract. GBA will print the above and costs will be reimbursed by the City.
- 4.3. Review of potential project phase changes proposed by the contractor is not included in this scope.
- 4.4. Review of proposed value engineering submittals by the contractor is not included in this scope.
- 4.5. It is anticipated that the Notice to proceed will be issued to the prime contractor by May 11, 2020.

- 4.6. Construction is expected to be complete by July 1, 2021. This equates to approximately 255 working days by the contractor. These days do not consider Saturday, Sunday or Holiday work. Any work requiring inspection and performed beyond the 255 working days or the hours contained in the fee estimate are not included in this scope of services and will require a supplemental to continue.
- 4.7. It is anticipated that the lead project inspector will work on the project an average of 9 hours per day for 134 days (1206 hr) during construction (May 11, 2020 to November 20, 2020) and an average of 8 hours per day for 48 days (384 hr) (November 20, 2020 to March 15, 2021) and an average of 9 hours per day for 73 days (657 hr) (3/15/2021 to July 1, 2021) . In addition, he is anticipated to work for 50 hours on preconstruction activities and 80 hours on post construction activities as shown in the work estimate. Any work required beyond these hours will be considered outside of this scope of services and will require a supplemental to continue.
- 4.8. It is anticipated that the additional construction inspector will be required for a total of 9 hours per day for 25 days during the course of construction. In addition, he is anticipated to work 8 hours on preconstruction activities as shown in the work estimate. Any work required beyond these hours will be considered outside of this scope of services and will require a supplemental to continue.
- 4.9. Project Management: total of 80 hours is shown for the payroll management and checking of weekly payrolls in AASHTOWare and 20 hours are shown for shop drawing review for Gateway materials. Any work required beyond these hours will be considered outside of this scope of services and will require a supplemental to continue.
- 4.10. No staff inspection time was estimated to oversee double shifts by the contractor(s).
- 4.11. Staff mileage was estimated based upon the statements above. It is estimated that the staff members would average approximately 65 miles per day while engaged on the project. This includes mileage to perform traffic control checks during the day, trips to KDOT for data transfers, and to GBA's offices.
- 4.12. With the inclusion of the KCMMB Project Specific Special Provision all concrete components (course & fine aggregates, cement, cementous material and admixtures) will be accepted with type D certification provided by the supplier. This will also eliminate the required inspector at the batch plant for batching concrete.
- 4.13. All laboratory testing will be completed through a third-party testing firm contracted with the City and coordinated by GBA. The third-party testing firm will utilize only KDOT certified testers. Testing data will be entered into CMS by GBA personal.
- 4.14. All related field testing will be coordinated by GBA with a third-party testing firm contracted with the City. The third-party testing firm will only utilize KDOT certified testers. Testing data will be entered into CMS by GBA personal.

CLASSIFICATION	PIC	PL	C13	SCI	ADMIN	TOTAL HOURS	Mileage	TOTAL EXPENSES	TOTAL COST
Roe Blvd Improvements									
Pre-Construction									
Pre-construction conference/community project meeting									
Review Plans and Build project documentation		2	10			12	120	\$69.60	\$1,400.00
		10	40	8		58		\$0.00	\$7,030.00
Construction									
Daily Project Inspections and Administration of Roe Blvd		100	2247	225		2572	17500	\$10,150.00	\$283,810.00
Daily Project Inspections and Administration of Gateway						0		\$0.00	\$0.00
Post Construction									
Final Paperwork		15	60			75	100	\$58.00	\$8,925.00
Punch list			20			20	200	\$116.00	\$2,100.00
Administration									
Project Management	10	175			20	205	1900	\$1,102.00	\$35,345.00
Totals									
	10	302	2,377	233	20	2,942	19820	\$11,495.60	\$338,610.00
Assumptions									
1. No Saturday or Holiday work included									
2. No double shifts or night shifts included									
3. Lead Inspector 134 WD @ 9 hour/day, 48 WD @ 8 hour/day & 73 WD @ 9 hr/day									
4. Supplemental Inspector shown for 25 WD @ 9 hr/day									
5. Estimate 65 miles per day									
6. No materials testing is included in this fee									
7. Any hours worked over these hours shown in this fee will be included in a supplemental to continue inspection.									
Total Cost plus Expenses								\$350,105.60	

Item Number: Unfinished Business- VI.-D.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/5/2019
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Approve Agreement with CivicRec for Recreation Management Software**
Item Type: Agreement

Recommendation:

The panel members involved with the Recreation Software RFP process unanimously recommend pursuing an agreement with Civic Rec for Recreation Software services. The Governing Body directed staff on 11/18/19 to develop a recreation software service agreement for consideration at the 12/9/19 Council meeting.

Staff recommends approval of the Scope and Fee as well as the Service Agreement with Civic Plus for Recreation Software.

Details:

A Request for Proposals process was administered for Recreation Software selection. The link below will take you to the RFP document:

https://www.roelandpark.org/DocumentCenter/View/2872/RFP-Recreation-Software_Roeland-Park-KS_Fillable-PDF?bidId=

With the City's use of Midwest Pool Management for the management of the aquatic center in 2020 the City will need to implement the use of a recreation software to manage registrations, admissions, point of sale items, cash drawer functions, facility scheduling, and accounting functions. Attached is the RFP that the City used to solicit proposals from interested vendors.

4 vendors responded to the RFP. A panel consisting of Darin Hansen (Aquatics Committee Chair), Lauren Ozburn (Water's Edge), Jennifer Jones-Lacy, Randy Costlow (City IT expert) and Keith Moody (City Administrator) reviewed and scored the proposals. Of those 4, Civic Rec and eTrack were invited to provide demonstrations to the panel. The proposals submitted by each of these two firms are attached. The basis of this selection is detailed in the notes section of the

Composite Score Sheet for the proposals, also attached.

The panel is unanimous in recommending the City move forward with entering into an agreement with Civic Rec for software services. Civic Rec is a Civic Plus product. Civic Plus is the company that built/designed and hosts the City's current website. The panel has provided a summary for the reasons they prefer Civic Rec in the notes section at the bottom of the attached Composite Score Sheet. Civic Rec's software is cloud based and their pricing is a subscription which affords access to upgrades as they occur. The fee is based upon the amount of revenue that the user generates through the programs administered through the recreation software.

The projected 2021 Budget includes \$10,000 for recreation software and \$3,000 for hardware. At the time the 2020 budget was developed the City had not yet made a decision on who would manage the pool in 2020, thus the software change was not reflected until the 2021 Budget. These resources will come out of the Aquatic Center Fund regardless of when the purchase occurs, and adequate reserves exist in 2020 to move forward with the purchase. Year 1 expense to Civic Rec would total \$11,825, with in the amount projected (\$10,000+\$3,000=\$13,000). Year 2 expense would consist of just the annual subscription fee of \$4,500.

Action to acquire a recreation software is time sensitive as we need sufficient time to install, train and test the system before season pass sales begin 4/1/20.

Financial Impact

Amount of Request: \$11,825	
Budgeted Item?	Budgeted Amount: \$13,000 in 2021 Budget
Line Item Code/Description:	

Additional Information

Scope and fee document, service agreement document and implementation timeline are attached. The city attorney has reviewed and approved these documents.

ATTACHMENTS:

Description	Type
❏ Recreation Software Scope and Fee- 12-4-19	Cover Memo
❏ Recreation Software Service Agreement- 12-4-19	Cover Memo
❏ Recreation Software Implementation Timeline 12-4-19	Cover Memo
❏ Recreation Software RFP Score Sheets	Cover Memo
❏ Civic Rec RFP Submittal	Cover Memo
❏ eTrack RFP Submittal	Cover Memo

**CivicPlus**

302 South 4th St. Suite 500
 Manhattan, KS 66502
 US

Quote #:

Q-03713-2

Date:

6/13/2019 10:21 AM

Expires On:

12/31/2019

Product:

CivicRec

Ship To

Keith Moody
 Roeland Park KS - CivicRec

Bill To

Roeland Park KS - CivicRec

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jessica Kehler	x	kehler@civicplus.com		Net 30

Exhibit A.1 - Statement of Work

QTY	Product Name	DESCRIPTION	TOTAL
1.00	CivicRec Premium	Premium Package -Project Coordination - Branded Public Portal -Help Center Access -Access to Live Project Support -Named Implementation Consultant	\$3,700.00
4.00	Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	\$2,500.00
1.00	Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	\$625.00
1.00	CivicRec Annual Fee	CivicRec Annual Fee	\$4,500.00
1.00	Approved Payment Gateway	Approved Payment Gateway	\$500.00
1.00	Approved Payment Gateway Annual Fee	Approved Payment Gateway Annual Fee	\$0.00
TOTAL:			\$11,825.00

Total Days of Quote:365

One Time Costs	\$7,325.00
Recurring Costs	\$4,500.00

* Recurring Costs stated herein are based upon the number of days stated above.
 Upon renewal of this SOW, the Recurring Costs will reflect a 365 day calendar year.

1. Performance and payment under this SOW shall be subject to the terms & conditions of the Agreement by and between Client and CivicPlus, to which this Statement of Work (SOW) is hereby attached.

2. This SOW shall remain in effect for an initial term of one year (12 months) from signing. In the event that neither party gives 60 days' notice to terminate prior to the end of the initial or any subsequent renewal term, this Agreement will automatically renew for an additional 1-year Renewal Term.

3. The Total First Year Fees (total of One-Time Costs and Recurring Cost) shall be invoiced as follows:

- a. On or about January 30, 2020 – one half of the Total First Year Fees;
- b. The earlier of 6 months from signing or upon completed implementation of the CivicRec Recreation Management Software – the remaining half of the Total First Year Fees.

4. Renewal Term Annual Services Fees (Recurring Costs) shall be invoiced on the date of signature of relevant calendar years beginning with the second year of service. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 3% annual increase beginning in Year 3 of service.

5. The Client's Annual Services Fees agreed upon herein are based on Client processing up to \$141,000.00 of revenue per year ("Predicted Processing Volume"). Starting with the first renewal year of this SOW, CivicPlus reserves the right (but not the obligation) to audit Client once every 12 months to determine Client's actual processing volume ("Actual Processing Volume"). In the event Client's Actual Processing Volume exceeds the Predicted Processing Volume, CivicPlus will notify client within 30 days of the audit of the Actual Processing Volume and the applicable increase in the Annual Fees resulting from such Actual Processing Volume. The increase in the Annual Fees shall be implemented the first of the month following the notice.

6. All amounts owed to CivicPlus hereunder are fully-earned upon provision of the Services Provided, as described in Addendum 1, and are not subject to withholding or off-set in any manner whatsoever, such amounts are non-refundable upon payment subject only to a clear demonstration of an accounting error. Client expressly acknowledges and agrees that Client is familiar with the proposed Services Provided and CivicPlus' billing process.

7. For the purposes of obtaining merchant account services through CP Pay, Client may utilize the designated merchant account for CivicRec through an integrated partnership with OpenEdge ("CP Pay Merchant"). In the event Client chooses CP Pay Merchant, Client will enter into a merchant account agreement with OpenEdge. Such agreement's terms and conditions will solely enure to the benefit and obligation of Client; CivicPlus shall not be a party to such agreement. In the event Client chooses CP Pay Merchant, CivicPlus will facilitate Client and CP Pay Merchant communication for contracting purposes and shall integrate the CP Pay Merchant account processor at no charge to Client. Client agrees to comply with all terms and conditions of the resulting merchant account agreement and pay all fees required to maintain the services. If Client desires to use an integrated merchant account processor gateway besides the designated CP Pay Merchant, an integration fee will be included in Client's implementation fees. Client agrees to comply with all terms and conditions of the resulting merchant account agreement and pay all fees required to maintain the services. Client acknowledges that the fees set forth in this SOW do not include any transaction, processing or other fees imposed by Client's merchant account processor. Client is fully responsible for their relationship with their selected processor. In no event will CivicPlus: (i) take part in negotiations, (ii) pay any fees incumbent on the Client or merchant account, or (iii) acquire any liability for the performance of services of any chosen merchant account processor, including CP Pay Merchant.

8. When Client uses CP Pay, then Client may take online credit card payments for certain services or products they provide via the Client websites supported by CivicPlus. As such, through CP Pay, CivicPlus facilitates an automated process for redirecting credit card payments to Client's chosen payment gateways / merchant account processors. For card payments, CivicPlus will redirect any payments processing to the Client's merchant account processor gateway, and the merchant account processor gateway presents the payment form page and processes the card payment. CivicPlus does not transmit, process or store cardholder data and does not present the payment form. CivicPlus implements and maintains PCI compliant controls for the system components and applications that provide the redirection services only.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

Client	CivicPlus
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
_____	_____

Addendum 1 to Exhibit A.1 – Services Provided

Services provided by CivicPlus to the Client under this agreement include the following:

Access: CivicPlus hereby grants a nonexclusive license during the term of the Agreement for the Client to access, use and display the CivicPlus item(s) listed in the SOW in accordance with the terms of the Agreement. Excluding occasional maintenance, the Software shall be available 24 hours per day, seven days per week with a guaranteed uptime of 99%. The Portal is accessible via the public Internet from any device with an Internet connection and browser. .

Documentation: All CivicPlus startup and user’s guides are maintained electronically in the system and can be accessed through the “Help Center” from within CivicPlus. CivicPlus does not provide paper copies of its guides and help files.

Data Backups: CivicPlus currently performs backups daily of all of its data (6:00 AM). In case of emergency, CivicPlus may restore data to the point of the previous backup.

Enhancements: New features will be added throughout the term of this Agreement. Client will have full access to all of these new features without additional charge. Client is also encouraged to submit change requests as they see opportunities for improvement. CivicPlus will attempt to implement any and all changes that improve the value of CivicPlus to all of our Clients at no charge. Notwithstanding the foregoing, all custom work will be estimated and agreed upon in writing by the parties hereto prior to work start.

Client Support: CivicPlus shall provide an online utility for problem reports and change requests. Client may also reach CivicPlus by phone at 1-800-335-1863 between the hours of 7:00 AM and 7:00 PM Central Standard Time, Monday through Friday and excluding national holidays. E-mail support is also available at support@CivicPlus.com. Non-emergency after-hours support may be subject to additional fees. Emergencies will be handled as soon as possible. Enhancement requests will be queued based on priority and implemented on a schedule. CivicPlus shall have sole and absolute discretion as to whether support requests exceed reasonable use or exceed the scope of services outlined in this Agreement.

Data: In the event Client no longer wishes to use CivicPlus, CivicPlus will export Client data based on a requested format (in most cases). If the data exporting request is initiated by Client, additional fees may apply. All work will be estimated and agreed upon in writing by the parties hereto prior to work start.

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization	URL	
Street Address		
Address 2		
City	State	Postal Code
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Billing Contact	E-Mail	
Phone	Ext.	Fax
Billing Address		
Address 2		
City	State	Postal Code
Tax ID #	Sales Tax Exempt #	
Billing Terms	Account Rep	
Info Required on Invoice (PO or Job #)		
Contract Contact	Email	
Phone	Ext.	Fax
Project Contact	Email	
Phone	Ext.	Fax



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Master Services Agreement:
Roeland Park KS

THIS Master Services Agreement (“Agreement”) is agreed to by and between CivicPlus, LLC., d/b/a CivicPlus (“CivicPlus”) and Roeland Park KS; (“Client”) (referred to individually as “Party” and jointly as “Parties”) and shall be effective as of the later date of signing indicated at the end of this Agreement (“Effective Date”).

RECITALS

I. WHEREAS, CivicPlus is engaged in the business of developing, marketing and selling custom community engagement and government management platforms and services that include but are not limited to web sites, web interfaces and portals and proprietary software systems and associated modules; in addition to project development, design, implementation, support and hosting services for same;

II. WHEREAS, Client wishes to engage in a relationship with CivicPlus for such services and/or license for the development and use of proprietary software developed and owned by CivicPlus;

III. WHEREAS, Client and CivicPlus have agreed to certain terms as set forth in this Agreement by this written instrument duly executed by the Parties;

NOW, THEREFORE, Client and CivicPlus agree as follows:

Term & Termination

1. This Agreement shall commence on the date set forth below and shall remain in full force and effect during the term of any associated or attached Statement of Work (“SOW”) between CivicPlus and Client. This Agreement and any associated or attached SOW will continue under the conditions set forth herein until terminated by either Party as specifically authorized herein.
2. Either Party may terminate this Agreement or any associated SOW at the end of the SOW term by providing the other Party with 60 days’ written notice prior to the SOW renewal date.
3. Upon termination of this Agreement or any associated or attached SOW, the licenses granted for such relevant SOW by Section 15, below, will terminate; Client shall cease all use of the CivicPlus Property (as defined herein) associated with the terminated SOW.
4. Notwithstanding the above, in the event this Agreement or any SOW is terminated, for any reason, prior to payment in full being made by Client for work completed by CivicPlus, any outstanding invoices or future planned billing for the development of Client’s chosen government management platform and/or services, as defined in the SOW (“Project Development”), shall immediately become due in full.

Statements of Work

5. CivicPlus agrees to perform services and/or produce deliverables in accordance with the SOW in consideration of the fees owed by Client in described in the same SOW. Multiple and successive SOW may be entered into and shall be attached hereto. Such SOWs are incorporated into this Agreement by reference and subject to the terms & conditions contained herein pursuant to Section 27.

Invoicing & Payment Terms

6. Invoices shall be sent electronically to the individual/entity designated in the SOW's contact sheet, to be filled out and submitted by Client. Client shall provide accurate, current and complete information of Client's legal business name, address, email address, and phone number, and maintain and promptly update this information if it should change. Upon request CivicPlus will mail invoices, and the Client will be charged a \$5.00 convenience fee.

7. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).

8. If the Client's account exceeds 60 days past due, support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued, and the Client website, modules, interfaces or portals will no longer be active until the Client's account is made current. Client will be given 30 days' notice prior to discontinuation of services for non-payment.

9. If the Client requests a change in the timeline set forth and agreed upon at the beginning of the services, and such change causes CivicPlus to incur additional expenses (i.e. airline change fees, consultant fees), Client agrees to reimburse CivicPlus for those fees. Not to exceed \$1,000 per CivicPlus resource per trip. CivicPlus shall notify Client prior to incurring such expenses and shall only incur those expenses which are approved by Client.

Ownership & Content Responsibility

10. Upon full and complete payment of submitted invoices for any SOW Project Development Fees, Client will own the website graphic designs, webpage or software content, module content, importable/exportable data, and archived information as created by CivicPlus on behalf of Client pursuant to this Agreement ("Customer Content").

11. Upon completion of any SOW Project Development, Client will assume full responsibility for website, software or module content maintenance and administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

12. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed to be time-sensitive, such as calendar or blog content, in any Project Development.

13. Client will make a reasonable attempt to work with CivicPlus, if requested, to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.

Intellectual Property & Ownership

14. Intellectual Property of any software or other original works created by or licensed to CivicPlus prior to the execution of this Agreement ("CivicPlus Property") will remain the property of CivicPlus. Client shall not (i) license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way; (ii) modify or make derivative works based upon any CivicPlus Property; (iii) create Internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access any CivicPlus Property in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of

any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them.

15. Provided Client complies with the terms and conditions herein, the relevant SOW, and license restrictions set forth in Section 14, CivicPlus hereby grants Client a limited, nontransferable, nonexclusive, license to access and use the CivicPlus Property associated with any valid and effective SOW associated with this Agreement, for the term of the respective SOW.

Indemnification

16. To the extent permitted by the law of Client's state, Client and CivicPlus shall defend, indemnify and hold the other Party, its partners, employees, and agents harmless from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, arising out of the negligent actions and omissions, or intentionally malicious actions or omissions of the indemnifying Party or its partners, employees, and agents, directly associated with this Agreement and the operations and installation of software contemplated by this Agreement. This section shall not apply to the extent that any lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses is caused by the negligence or willful misconduct on the part of the other Party.

Client Responsibilities

17. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier, licensor or other third-party service provider whose facilities or services are used in furnishing any portion of the service received by the Client.

18. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.

19. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' personal data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' personal data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of personal data.

20. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and User names. Client will also be responsible for all electronic communications, including those containing business information, account registration, account holder information, financial information, Client data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any electronic communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of any CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.

21. Client shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of any of the services or CivicPlus Property.

Limitation of Liability

22. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed the Annual Services Fee paid by Client in the year prior to such claim of liability.

23. In no event will CivicPlus be liable to Client for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.

24. The liabilities limited by Section 22 and 23 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if Client is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if Client's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

Force Majeure

25. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

Taxes

26. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and the fees owed by Client under this Agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes.

Other Documents

27. The following, if applicable, are to be attached to and made part of this Agreement:

- a. Any Addendum and/or Amendments to this Agreement signed by both Parties;
- b. Exhibit A - Statement(s) of Work;
- b. Service Agreement Sales Forms;
- c. Service Agreements previously executed between the Parties; and
- d. Custom Development / Retainer Agreement

28. In the event of conflict with an attachment to this Agreement, this main body of this Agreement will govern. Notwithstanding the foregoing, no SOW or other attachment incorporated into this Agreement after execution of this main body of this Agreement will be construed to amend this main body unless it specifically states its intent to do so and cites the section or sections amended.

29. This Agreement and all attachments hereto sets forth the entire agreement of the Parties and supersedes all prior or contemporaneous writings, negotiations, and discussions with respect to its subject matter.

Interlocal Purchasing Consent

30. With the prior approval of CivicPlus, which may be withheld for any or no reason within CivicPlus' sole discretion, this Agreement and any attached SOWs may be extended to any public entity in Client's home-state to purchase at the SOW prices and specifications in accordance with the terms stated herein.

Miscellaneous Provisions

31. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

32. No amendment, assignment or change to this Agreement or any included SOW shall be effective unless by a written instrument executed by each of the Parties.

33. This Agreement may be executed in one or more counterparts. Each counterpart will be an original, but all such counterparts will constitute a single instrument.

34. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client	CivicPlus
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Please sign and email to Jessica Kehler at kebler@civicplus.com or fax to

Sign and E-mail the
entire
contract with exhibits to:

<mailto:contracts@civicplus.com>

Signature pages sent without the entire contract attached will not be accepted. We will e-mail a counter-signed copy of the contract back to you once we begin your project.

CivicPlus does not require a physical copy of the contract, however, if you would like a physical copy of the contract, mail one (1) copy of the contract with original signature to:

CivicPlus Contract Manager

302 S. 4th Street, Suite 500
Manhattan, KS 66502

Upon receipt of signed original, we will counter-sign and return the copy for your files.



Sample Timeline Roeland Park KS

CivicRec | Project Timeline

INITIATE	DESCRIPTION	NOTES	START DATE	DUE DATE
Project Initiation & Review	Project Lead will review the contract, Statement of Work (SOW) and any other documentation from the sales process. Project Lead will send initial project kickoff information to the client.		12/9/2019	12/13/2019
Kickoff Call	The Implementation Consultant will have a 1 hour kick-off call with the client to present an overview of the project and discuss other important information.		12/16/2019	12/27/2019
Project Timeline Review & Approval	The client will work with the Implementation Consultant to confirm the project timeline or make schedule change requests.		12/30/2019	1/3/2020
ANALYZE	DESCRIPTION	NOTES	START DATE	DUE DATE
Submit GL Code Import Template	The client will submit their GL Code Import Template.		12/30/2019	1/10/2020
Submit Residency Import Template	The client will submit their Residency Import Template.		12/30/2019	1/10/2020
GL Code Import	The Web Developer will import GL Codes into CivicRec.		1/13/2020	1/17/2020
Residency Import	The Web Developer will import Residency Data into CivicRec.		1/13/2020	1/17/2020
DESIGN & CONFIGURE	DESCRIPTION	NOTES	START DATE	DUE DATE
Configuration Training	The Implementation Consultant will provide up to 2 hours of virtual training on configuration settings.		1/20/2020	1/24/2020
Facilities Training	The Implementation Consultant will provide up to 2 hours of virtual training on the Facilities module.		1/27/2020	1/31/2020
Facilities Catalog Creation	The client can begin building their Facilities Catalog after Facilities Training is complete. This should be completed before Activities Training.		2/3/2020	2/14/2020
Q&A Training	The Implementation Consultant will provide up to 2 hours of virtual training as a refresher to your previous training(s) or to be used for additional questions.		2/10/2020	2/14/2020
Activities Training	The Implementation Consultant will provide up to 2 hours of virtual training on the Activities module.		2/17/2020	2/21/2020
Activities Catalog Creation	The client can begin building their Activities Catalog after Activities Training is complete. This should be completed before Point of Sale (POS) Training.		2/24/2020	3/6/2020
Public Page Build	The Web Developer will take the design from the client's website and apply it to the CivicRec public page.		3/2/2020	3/6/2020

Q&A Training	The Implementation Consultant will provide up to 2 hours of virtual training as a refresher to your previous training(s) or to be used for additional questions.		3/9/2020	3/13/2020
POS/ Reporting Training	The Implementation Consultant will provide up to 2 hours of virtual training on the POS module.		3/16/2020	3/20/2020
OPTIMIZE	DESCRIPTION	NOTES	START DATE	DUE DATE
Q&A Training	The Implementation Consultant will provide up to 2 hours of virtual training as a refresher to your previous training(s) or to be used for additional questions.		3/23/2020	3/27/2020
Q&A Training	The Implementation Consultant will provide up to 2 hours of virtual training as a refresher to your previous training(s) or to be used for additional questions.		3/23/2020	3/27/2020
Confirm Test Data Clearance	The Implementation Consultant will confirm what test data will need to be cleared.		3/23/2020	3/27/2020
Test Data Clearance	The Implementation Consultant will clear all test transaction history and any users who are not listed as employees. If the client has a custom list of users to be deleted, this needs to be provided prior to this date.		3/23/2020	3/27/2020
LAUNCH	DESCRIPTION	NOTES	START DATE	DUE DATE
System Preparation for Launch Meeting	The Implementation Consultant will check-in with the client to ensure the items in the checklist are complete prior to launch.		3/30/2020	4/3/2020
Official Launch	The client will announce the use of their new CivicRec software and make it available to citizens.		3/30/2020	4/3/2020
Remove Trial Flag	The Implementation Consultant will remove the "Trial Account" verbiage from the software.		3/30/2020	4/10/2020
Setup Software Fee Service Plan	The Implementation Consultant will setup the client's service plan to initiate billing as outlined in the contract.		3/30/2020	4/10/2020
Project Close Procedures	The Implementation Consultant will update the client record with the appropriate notes for Support & Client Success teams.		4/6/2020	4/10/2020

Parks and Recreation Software- Composite Scoring Sheet

Rating scores (RFP + Interview sum):

Far exceeds expectations = 75 - 61
 Exceeds expectations = 60 - 46
 Meets expectations = 45 - 31
 Almost meets expectations = 30 - 16
 Does not meet expectations = 15 - 0

Company Name	#1- eTrack	#2- Perfect Mind	#3- Rec Trak Vermont Systems	#4- Civic Rec
RFP eval.	Composite Rating (1.0-5.0)			
1. Qualifications, Experience, Professional Company with Continual Program Development	3.3	3.3	3.8	3.3
2. Interoperability with Receipts Software and Credit Card Service Provider	2.5	3.0	2.8	3.0
3. Ease of Use with Robust Data Capture and Reporting	2.8	3.0	3.3	3.3
4. Software Widely Used in KC Region, References	2.3	1.3	3.3	2.8
5. Updates, Support and Training Capabilities	3.0	3.3	3.3	3.0
6. Cost of Software and Annual Support	3.3	2.3	1.5	3.3
7. Overall Impression of Proposer	3.0	3.0	2.8	3.3
Total	20.0	19.0	20.5	21.8
Interview/Demo eval.	Composite Rating (1.0-5.0)			
1. Experience in Recreation Software Arena	3.25			3.5
2. Work in KC Region	1.75			3
3. Problem solving, process for developing updates	2			3.75
4. Is software intuitive and user friendly	2			4
5. Is software interface with online registration and payments simple	2.5			4
6. Is software interface with receipts simple to use and eliminate duplication of entry and limit opportunity for human error	2.3			3.75
7. Overall	2.0			4
Total	15.8			26.0
RFP + Interview total	35.8			47.8

RFP Review Notes: Chose not to interview #2- Perfect Mind because of JCPRD leaving them after only 5 years due to dissatisfaction with their support. Chose not too interview #3- Vermont Systems because their annual service cost is 3 to 4 times higher than the others and the initial costs were also substantially higher.

Demo Notes:

#4 Civic Rec- seamless integration with our current web site which is a Civic Plus product. The interface pages with the customers were easy to navigate. Has the ability to automatically track point of sale items. They are located in Manhattan Kansas. They have online chat available as an option for customer service. Easy to copy and past enrollees into next season, batched/automated. Initially and annual costs are comparable to ETrack. System performs all essential functions the City needs today as well as what may be needed in the future. No additional cost to create interface with general ledger export. Significant standard reports available along with the ability to create custom reports. Customer facing side of the system is mobile friendly. Waivers can be signed on-line. Text/email notification can be sent out through the system. They confirmed that they can complete implementation/training/go live by April 1, 2020 if agreement executed as of 12/9/19.

#1 Etrack- the interface for staff as well as for customers was not as simple and intuitive as Civic Rec. Cost is on par with Civic Rec. It has all of the capabilities that the city needs now and anticipates in the future. Has the ability to upload and attach external documents to user accounts for reverence (this has limited benefit for Roeland Park). In setting up activities there are many customizable options, this is a benefit for flexibility however it can overwhelm staff.

Candidate Scoring Sheet

Rating scores:

Far exceeds expectations = 5
Exceeds expectations = 4
Meets expectations = 3
Almost meets expectations = 2
Does not meet expectations = 1

Company Name

#1- eTrack

Reviewer	Keith	Jennifer	Costlow	Darin		Composite avg.
RFQ eval.	Rating (1-5)					
1. Qualifications, Experience, Professional Company with Continual Program Development	3	3	3	4		3.3
2. Interoperability with Receipts Software and Credit Card Service Provider	2	2	2	4		2.5
3. Ease of Use with Robust Data Capture and Reporting	3	2	3	3		2.8
4. Software Widely Used in KC Region, References	1	3	2	3		2.3
5. Updates, Support and Training Capabilities	2	3	3	4		3.0
6. Cost of Software and Annual Support	3	3	3	4		3.3
7. Overall Impression of Proposer	2	3	3	4		3.0
Total	16	19	19	26		20.0
Interview/Demo eval.	Rating (1-5)					
1. Experience in Recreation Software Arena	3	3	4	3		3.3
2. Work in KC Region	2	2	1	2		1.8
3. Problem solving, process for developing updates	2	2	2	2		2.0
4. Is software intuitive and user friendly	2	2	2	2		2.0
5. Is software interface with online registration and payments simple	2	3	2	3		2.5
6. Is software interface with receipts simple to use and eliminate duplication of entry and limit opportunity for human error	2	2	2	3		2.3
7. Overall	2	2	2	2		2.0
Total	15	16	15	17		15.8
RFQ + Interview total	31	35	34	43		35.8

Reviewer comments

Keith- 40 yrs exp, owned since 2010 by St. Andrews Parks and Playground Commission in SC; cloud based; 75 clients in 21 states; no limit to number of users; a monthly subscription fee; Garden City KS is a client since 2018 and Mission since 2013; online reservations, registration, memberships and payment possible; a one time fee to create export file interface with financial software; credit card processing is through Heritage Payment Solutions no mention of if you can use another firm; point of sale provides real time inventory tracking; \$2,500 for implementation/set up/webex training plus \$2k for financial software export plus \$2,500 for setting up accruals for a total initial cost of \$4,500 plus a monthly fee of \$379 or \$4,548/yr.

Jen- Software capabilities: Etrack CANNOT: users cannot scan and upload waivers, forms, etc. that can only be done by staff; accounts are not automatically merged when duplicates exist (does search for this during account creation). Notes/alerts do not display on customer portal; cannot create alerts in system for customer portal; cannot create custom fields for demographics; new customer account can be set up online without email verification; system doesn't lock accounts for certain # of failed login attempts; no secret question for forgotten passwords/logins; does not auto generate email to staff when customer updates profile settings; cannot setup accounts through social media; will not auto charge credit cards for memberships; GIS integration costs an add'l \$3k; if multiple active memberships exist, no automatic default can be defined by administrator; no automatic renewal of credit card payments for memberships; does not alert program staff iff there is a late enrollee; cannot update activities in bulk; does not create a participant ID (or expose it?); cannot enter expenses and instructor payments against activities; cannot print roster with customizable fields (but system has a lot of its own fields); league mgmt cannot get league stats through system; does not automatically assign officials to games or notify if a game changes; cannot use the system to select volunteer opportunities; does not provide a calendar view of schedule for all staff to be quickly referenced; Cannot search by keywords for retrieval of instructors with similar skills; no ability to track revenue goals; does not generate contracts for instructors; setup instructions are not stored by type of facility; search for available rentals/facilities by customer is not very dynamic; does not auto roll participants from one session to the next; **financials:** financial reports cannot be run by starting/ending receipt #s; cannot automatically send email report on specific time/date; user cannot review reports by GL account; **other:** staff cannot setup "favorite" tasks unique only to them; no custom reports; does not report of open rate of email blasts for marketing purposes; no "marketing center" built in to software;

Darin: Uses flash - Chrome won't support after 2020 - they are working on removing flash. I like option for onsite training vs remote based. Additional \$ for res/non-res

Candidate Scoring Sheet

Rating scores:

Far exceeds expectations = 5
Exceeds expectations = 4
Meets expectations = 3
Almost meets expectations = 2
Does not meet expectations = 1

Company Name

#4- Civic Rec

Reviewer	Keith	Jennifer	Costlow	Darin		Composite avg.
RFQ eval.	Rating (1-5)					
1. Qualifications, Experience, Professional Company with Continual Program Development	3	3	3	4		3.3
2. Interoperability with Receipts Software and Credit Card Service Provider	3	3	2	4		3.0
3. Ease of Use with Robust Data Capture and Reporting	3	3	3	4		3.3
4. Software Widely Used in KC Region, References	3	3	3	2		2.8
5. Updates, Support and Training Capabilities	3	4	2	3		3.0
6. Cost of Software and Annual Support	3	3	3	4		3.3
7. Overall Impression of Proposer	3	3	3	4		3.3
Total	21	22	19	25		21.8
Interview/Demo eval.	Rating (1-5)					
1. Experience in Recreation Software Arena	3	3	4	4		3.5
2. Work in KC Region	3	3	3	3		3.0
3. Problem solving, process for developing updates	3	5	3	4		3.8
4. Is software intuitive and user friendly	4	4	4	4		4.0
5. Is software interface with online registration and payments simple	4	4	4	4		4.0
6. Is software interface with receipts simple to use and eliminate duplication of entry and limit opportunity for human error	4	3	4	4		3.8
7. Overall	4	4	4	4		4.0
Total	25	26	26	27		26.0
RFQ + Interview total	46	48	45	52		47.75

Reviewer comments

Keith- 10 yrs. exp; located in KS; we use civic plus for our website; not able to scan and attach docs; an additional fee if we don't use their credit card processing agent; how long to implement system?; total year 1= \$11,325, annual service fee \$4,500 in year 2, with a 5% increase beginning in year 3.

Unlimited user licenses; has modules (but can use all of them); could easily interface with our website; 10 yrs. experience

Jen- System Capabilities: DOES NOT: allow wildcard searches, allow scan/upload of documents (will offer but at add'l fee); cannot add multiple names to different registrations in the event of divorced households; does not allow to setup future notices/reminders to customers accounts; new accounts do not have to be approved by staff; no email validation required to activate account; does not offer pass/fail marks of activities; no auto generated email to staff for updates to profiles; participants cannot enroll in multiple activities without having to reenter their info each time; system does not assign or allow officials to choose games or notify officials when schedules change; no keyword search for instructors with similar skills; does not show instructor schedule on calendars; cannot select instruction times based on instructor; does not allow the search of facilities by specified times/dates; no equipment reservation capabilities; does not roll participants from one session to next automatically; **financial:** does not provide a financial extract into excel or csv without an additional fee; **technical:** does not integrate with MS Office; does not provide unique dashboard to each user; users cannot identify "favorites" to customize lists of tasks routinely performed; cannot generate email by geographical area; no marketing center; no management of subscription lists;

Darin Comments:

*Many times reference a different module that would be additional \$\$

No local references

Kansas Based

Additional \$ for res/non-res



Roeland Park, Kansas

Recreation Management Software

Presented by | Jessica Kehler, CivicRec Account Executive



October 29, 2019

302 South 4th Street, Suite 500
Manhattan, Kansas 66502
888-228-2233



Keith Moody, City Administrator
Lauren Ozburn, Waters Edge Aquatic Design
Roeland Park City Hall
4600 W. 51st Street
Roeland Park, KS 66205

Re: Recreation Management Software

Dear Mr. Moody, Ms. Ozburn, and Selection Committee:

Our mission at CivicPlus, LLC ("CivicPlus") is to help local government work better. Local governments are continually being asked to do more with less. Technology can be the solution, but complicated applications can cause more issues than they solve. The CivicRec Recreation Management System (RMS) is both comprehensive and convenient to encourage citizen engagement in your park facilities and recreation activities.

Because Roeland Park has unique values and goals for reaching out to your community, such as shelter or meeting room reservations, adult and youth sports activities, and annual pool passes, the CivicRec RMS will be tailored to meet your specific needs. By partnering with CivicPlus, you'll receive:

- Unlimited user licenses
- Access to all CivicRec modules
- Ongoing software updates
- 24/7/365 support with secure hosting

With the CivicRec RMS, your staff will have an easy-to-use suite of cloud-based tools that will simplify the way your staff works while creating an engaging experience for your citizens.

A Roeland Park Parks and Recreation Department and CivicPlus partnership will save you time and money with a solution for your community to find what they need, when they need it.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Kehler'.



Jessica Kehler
CivicRec Account Executive
kebler@civicplus.com
Direct Line 785-222-4988



Table of Contents

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Executive Summary

Executive Summary

CivicRec Parks & Recreation Software

CivicPlus understands Roeland Park is seeking a fully hosted RMS to provide your staff and customers with the greatest service in the industry. The City wants to provide its citizens with excellent customer service both in person and online with the use of an RMS software that helps with daily administrative tasks, such as activity registrations, facility reservations, memberships, point-of-sale, payment processing, and customized reporting.

Our solution has been specifically developed for parks and recreation. We will provide you with an integrated, web-based, and hosted application recreation management system that is comprehensive, efficient, and modern.

Your team will be empowered to manage memberships, instructors, sports leagues, and ticketing. You'll be able to share accurate data with local government with our accounting tools, reports, and financial integrations allow you to share accurate data with local government. For citizens, the public portal allows users to track activities, reserve facilities, and more — and the responsive design displays seamlessly on any device.

Custom Experience

The responsive design ensures that the public portal is optimized for any device.

Modern & Intuitive

From the citizen dashboard to built-in marketing tools, CivicRec's all-in-one solution was built from the ground up specifically for local government.

Robust

The complete solution needed to run an efficient organization. There is no need to pick and choose as all modules and future releases are included.



Key Differentiators

Just for Parks & Rec

CivicRec has been developed exclusively for parks and recreation departments. It was not designed for another industry and altered to meet your needs.



CIVICREC®

Unlimited Users

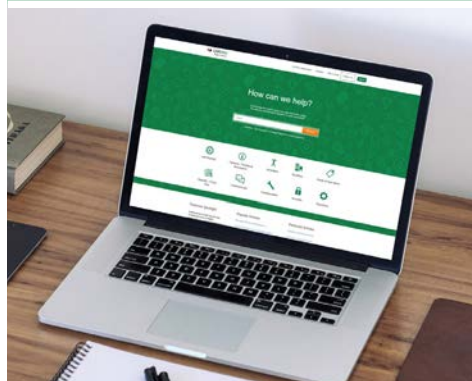
Receive the entire system with no user licenses to purchase or update.

All-Inclusive Solution

All modules are available to all clients all the time at no additional cost.

Branded Public Portal

Encounter a seamless visual transition from your website to the RMS pages.



Social Sign-On

Your public can easily sign-on with their Facebook or Google accounts.

Quick Implementation

You can be up and going quickly with our proven implementation process that averages 20 weeks.

Experience

We bring 20 years of experience helping our clients work better and smarter through their web environment.



Future Enhancements

Our development staff will stay by your side, rolling out new features, new applications and new suggestions so you can better serve your community - at NO additional cost to you!



Company Profile & Project Team

CivicPlus



CivicPlus is the integrated technology platform for local government, delivering superior local government web technology, including website design & content management, human resources efficiency, mass notification communication tools, parks & recreation management functionality, and agenda/meeting management solutions.

CivicPlus began in 1998 when our founder Ward Morgan decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

CivicRec, a CivicPlus company, has 10+ years of experience and is designed specifically to meet the needs of municipal parks and recreation departments. CivicRec strives to provide recreation departments and their customers (the public) with a modern, intuitive interface that is powerful, well-managed, and actively supported.

Company & Contact Information

Contact Information	Company Website	Legal Name
Jessica Kehler CivicRec Account Executive kehler@civicplus.com Direct Line 785-222-4988	www.CivicPlus.com	CivicPlus, LLC
	Primary Office	Legal Information
	302 S. 4th Street, Suite 500 Manhattan, KS 66502 Toll Free: 888-228-2233 Fax: 785-587-8951	Converted in State of Kansas, January 2019 f/k/a CivicPlus, Inc. Incorporated State of Kansas, June 1998

Project Team

From project management to design and development to training and support, a dedicated project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Our expert project leaders will coordinate your needs with qualified specialists who will work directly with you throughout your project development and beyond. The following project team members were part of the projects mentioned in the Experience and References section.



Jonathan Wiersma – Director of Product Strategy

Jonathan leads our parks and recreation solutions division with responsibility for product strategy, marketing and sales, implementation, and client support. His team will ensure the CivicRec products and professional services come together to help your people work better.

Education

BS Business Administration
International Business
Finance

Resume

Senior Product Manager
Software

15+ Years of Experience

Research & Development
Client Implementation
Team Building
Sales & Marketing



Amanda Wright – Manager of Implementation Teams

Amanda leads our Implementation Teams for CivicRec and CivicReady. From the initiation of your project through launch day, her team will guide you through the production phases of building your software to match the needs of your community.

Education

BS Hospitality Management
Minor Business Administration
Minor Leadership Studies

Resume

Project Manager
Brand Director
Event Coordinator

8+ Years of Experience

Large-scale Project Planning
Project Management Curriculum
Leadership



Jeremy Wilson – Manager of Client Success

Upon launch of your RMS to the public, Jeremy will assign a Client Success Manager to your account. Your client success manager will partner with you to create an ongoing strategy to better engage your citizens by utilizing the tools and products that CivicPlus has to offer.

Education

BS Political Science

Resume

Assistant Manager of Account
Management
Solutions Specialist

5+ Years of Experience

Customer Service
Leadership
Sales
Team Building



Constance Cooke – Director of Technical Support

Constance manages the technical support team for all CivicPlus products. Upon launch of your new CivicRec system, any technical questions or issues you may encounter may be reported to your CivicPlus Technical Support Team.

Education

BA English, Communication

Resume

Technical Support Specialist
Documentation and
Communications Manager

5+ Years of Experience

Technical Support
Business Management
Team Building
Customer Service



Jim Flynn – Director of Information Security and Infrastructure

Jim is a passionate advocate for Information Security and performs a critical role in aligning CivicPlus Security Strategy with the needs of clients like you. From data center operations to security and compliance, his team will ensure that your hosting and security needs are met.

Education

BA Computer Information
Systems

Resume

Chief Systems Architect
Information Technology Director
Software Engineer

18+ Years of Experience

Cybersecurity
Network Infrastructure
System and Software Architecture



Experience & References

Client References

Included are just a few examples of other government entities, similar in scope, which have utilized CivicRec. Contact our clients and let them tell you about their experiences working with the product, our process, and how we met their expectations.

Liberal Recreation, Kansas

www.cityofliberal.org

324 N Kansas Avenue

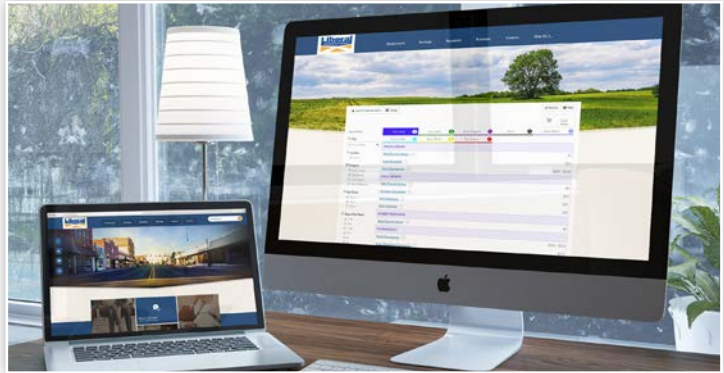
Liberal, KS 67901

Description of Project: Development and implementation of CivicRec RMS system. Continuing support, hosting, and maintenance services.

Period of Work Completed: Client Since January 2015

Cost of Project: CivicPlus does not release project cost during a public RFP process.

Point of Contact: Matt Quint, Parks & Rec Director, matt.quint@cityofliberal.org, 620-626-0133



Shawnee County Parks & Recreation, Kansas

www.bridgman.org

200 SE 7th Street

Topeka, KS 66603

Description of Project: Development and implementation of CivicRec RMS system. Continuing support, hosting, and maintenance services.

Period of Work Completed: Client Since November 2017

Cost of Project: CivicPlus does not release project cost during a public RFP process.

Point of Contact: Josh Lehman, Outcomes Program Supervisor, josh.lehman@snco.us, 785-251-6805



Junction City Parks & Recreation, Kansas

www.junctioncity-ks.gov

700 N Jefferson

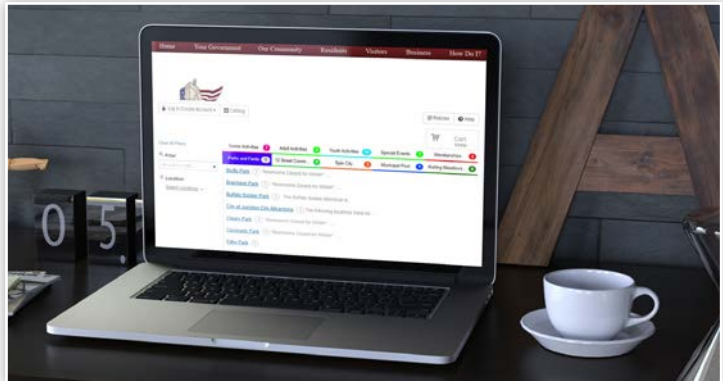
Junction City, KS 66441

Description of Project: Development and implementation of CivicRec RMS system. Continuing support, hosting, and maintenance services.

Period of Work Completed: Client Since October 2017

Cost of Project: CivicPlus does not release project cost during a public RFP process.

Point of Contact: Jim Germann, IT Director, jim.germann@jcks.com, 785-210-2950



Hastings Parks & Recreation, Nebraska

www.cityofhastings.org

2015 West 3rd Street

Hastings, Nebraska 68901

Description of Project: Development and implementation of CivicRec RMS system. Continuing support, hosting, and maintenance services.

Period of Work Completed: Client Since January 2019

Cost of Project: CivicPlus does not release project cost during a public RFP process.

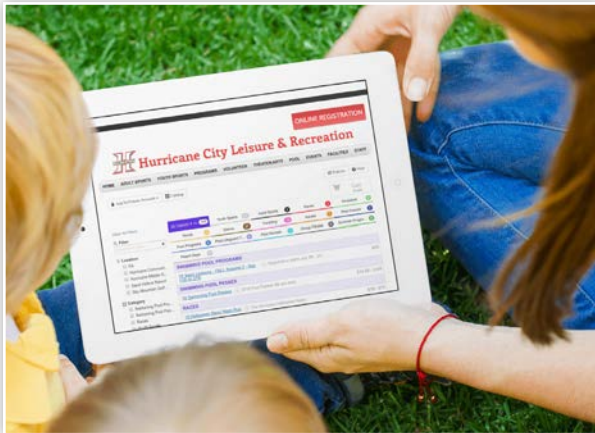
Point of Contact: Ryan Martin, Recreation Superintendent, rmartin@cityofhastings.org, 402-461-2326



Client Testimonials

We got to customize the software. That ended up being one of the best things about the implementation process. A trainer from CivicRec helped us set it up, but we got to customize it, so we got to manipulate the program to ensure it could accommodate our processes and what we needed the system to do for us.

Grant Taylor, Recreation Manager
Weatherford, Texas



The City's online registration offering has made a huge difference. It makes everything easier. It has helped to improve the program as a whole. Participation is up, which means revenue is up, which means the city can invest in better, nicer facilities and fields. In the end, it has been good for everyone.

Wil DuCrest, Citizen
Hurricane City, Utah

CivicRec really is self-explanatory. That's what we like about it. It's not written in computer jargon, and the buttons are clearly labeled to indicate what they do. Our staff has quickly been able to learn how to utilize its functionality.

Jon Woodsby, Assistant Parks and Recreation Director
Spartanburg County, South Carolina



Recreation Management Software & Scope of Work

DIRECTIONS

Please mark in the Capable or Not Capable boxes with a checkmark if your solution is able to offer the task. Please use the comments section to clarify or provide more information on the task; if a task is not included under your fee proposal but is available at an additional fee, please note that in the comments. If your solution offers additional key tasks not included in this exhibit, please include those as an attachment to the end of Exhibit A.

Overview	Capable	Not Capable	Comments
Application is a web-based solution hosted entirely by the Vendor and provides users and citizens accessibility by web browser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All modules share common data file components, such as participants, names, addresses, contact information, enrollments, etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Integrated Point-of-Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accounting with multiple GL support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Integration with current website for online registrations and purchases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provide implementation services, training, ongoing support, and software updates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please refer to proposal for additional details.

Customer Accounts	Capable	Not Capable	Comments
System provides capabilities to scan and upload documents (e.g. annual waivers, medical forms, proof of staff certifications, etc.) to an individual in the hosted database, by the user and the operator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This functionality will be available in a future release at an additional cost.
Documents to be stored in document management system and referenced in system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This functionality will be available in a future release at an additional cost.
Searching for a Customer: Use wildcard search characters (*,?, %) in all text fields on the Customer Search page.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are many ways to search within CivicRec including partial search, but wildcards are not supported.
Searching for a Customer: Search for customers by customer ID, email and telephone number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Select which fields are required for account creation. Choices will allow for different requirements online opposed to over the counter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows users to add all family members at the time of account creation and have them approved as a group instead going back in and having each family member approved individually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to have people attached to more than one household and/or company – specifically for divorced households and various groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Divorced household functionality is on our product roadmap, but is not currently available.
Ability to split households in the event of divorce without the need to create new accounts and merge information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Automatic search for duplicate account functionality, whereby duplicate accounts can be quickly, easily and automatically merged without losing transactional information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to move/merge individuals from one account to another account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to delete an individual and/or deactivate a client on an account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Validate the user's street address when an account is requested from the customer (public access) site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System provides for alerts/notes/reminders to be tagged to a customer account, such	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

that upon next staff access of that account OR public website login, the customized alert is displayed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System allows creation of FUTURE alerts/notes/reminders that can be applied to (a) individual customer, or (b) batch of customers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
System allows user to set valid start dates and valid expiration dates for notes/alerts/reminders, such that the system will automatically post and remove the note/alert upon reaching those dates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System provides ability to create unlimited number of customized attributes/criteria termed Demographics; these attributes can be assigned to customers for reporting/analysis purposes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Public Access: Online Management	Capable	Not Capable	Comments
When customer does not have an existing account, System offers the following <u>online</u> options:			
Can only <u>request</u> an account online	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accounts are available for use upon creation and do not require approvals.
Require new accounts created on the customer site to be approved on the staff side prior to being able to use them for transactions. If selected, online account requests are considered pending until they are approved by admin staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Create an account and have it immediately available for use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Activate online user accounts only after email validation. If selected, an activation email will be sent to the customer's email address, and they have to click on a link to activate their online account, ensuring the account cannot be activated if the customer did not give a valid email address.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Option to allow customers to change their account information and specify what information they can change by themselves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows the customers to access their personal account information via the Internet with an assigned user name and password	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Auto-create a password for an account for online access. The Password will be included in the account creation confirmation sent automatically by email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Specify number of days until the auto-created password (in e) above) for Online access expires	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auto-generated passwords will expire after a pre-set amount of days.
System provides the option for organization to enforce customers change their system-generated initial password the first time they log in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

System provides the option to enforce strong passwords, specifically:			
Password strength, at the option, can be increased by including both upper- and lower-case letters, numbers and symbols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Users will only be allowed “X” (where “X” is customized by the organization) consecutive unsuccessful login attempts before the user login and password are locked out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Users will be unable to log in for “X” with the same session after “x” failed attempts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional scoping will be required.
As the password is entered, the strength of the password is indicated by a typical ‘password strength indicator’ widget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
System allows organization to decide what they wish their customers to see and perform on the public access side, meaning customers should be able to do – at the option of the organization:			
Allow customers to view & print their family schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to view their account deposits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to view their debit/credit transactions and account balance – both current and prior and print results for their record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to view their previous transactions (for example: Enrollments or Reservations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to view transactions that require attention (for example: unsigned waivers or checklist items they must return prior to their reservation being approved).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to view their activity/program grades in their activity enrollments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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Allow customers to change their login name and password, as well as their secret question and answer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow or restrict customers to change their address and personal information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to change their answers to custom questions that were asked in their previous transactions (e.g. update their preference for Team Jersey number)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Allow or restrict customers to change information about their family members or friends, as well as add a new family member or friend to their account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to view their account balance and make payments to their account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow customers to view a list of their previous payments and receipt details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow coaches/instructors to run the Roster report for activities that they are teaching. This function should only be available to those coaches/instructors who are authorized to perform online administration of their activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pass/Fail marks of activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
System provides ability for an email to be automatically generated and sent to specified staff to notify when customers change settings on their customer profile. The email should include: what details change, the date and time when the change occurred and which customer specifically made the change.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Allow for account setup through social media accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Available through Google and/or Facebook.

Membership Sales	Capable	Not Capable	Comments
Create professional invoices for membership balances due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sell continuous monthly memberships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sell annual one-time memberships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sell punch passes at any quantity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Automatically offer discount if multiple passes purchased in one transaction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sell a pass based on another pass status (i.e. Lodge Membership status gives customer lower price on exercise punch card and automatically determines fee)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Determine the residency status of online and onsite customers using address through a GIS system or similar. Ability to apply separate fees and set different online enrollment periods for resident vs. non-resident customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ArcGIS integration is available at an additional cost.
Automatically charge credit cards for memberships each month on a certain day without having to manually create a task for this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application supports use of bar code scanning or mag stripe scanning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Create membership <u>cards</u> for each type of membership or use one card for all memberships for that individual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Create membership <u>key fobs</u> for each type of membership or use one card for all memberships for that individual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attach a photo per person in an account, and can be displayed when a membership is scanned or to verify an account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Photos may be submitted electronically and uploaded to the account or taken on-site and saved to the account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photos can only be taken and linked to accounts on the internal/staff portal.
Auto-generate email list of expiring annual memberships to send renewal reminder notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email lists can be created through the reporting tool and automated to be sent to staff for renewal notification/processing.
Application Membership Module is fully integrated and therefore, can share data with all other system components (e.g. Registration module, Facility Reservation module, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Membership Module shares the same client database as the other modules within the system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
When a membership card is scanned by the bar code reader or mag-stripe, Membership application automatically verifies the card to be valid, and updates the member's attendance record at the same time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application produces audio warning if a Membership card is scanned that is invalid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows for multiple active memberships to display and will default to a specified membership over other memberships as defined by administrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If a member's card is scanned by the barcode reader or mag-stripe, and the member's account shows that one of their membership packages is about to expire in a user-definable number of days, the system displays a warning to the operator to allow them to notify the member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If a user scans a punch-pass card or checks in under a punch-pass account, the account shows how many pass scans are remaining and the operator can notify the user.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Online Access: Membership Payments and Renewals	Capable	Not Capable	Comments
Allows organization users to search and view membership package information via the Internet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow credit card renewals online: System allows memberships to be set up for automatic renewal via credit card online as well as provide a backup form of payment should the first one be declined.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memberships can be renewed online and cards can be stored for future use.
System allows memberships to be set up for automatic renewal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Turn off the ability for customers to add a family member or friend during the purchase of a membership on the customer (public access) site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Setup: Program/Activity Registration	Capable	Not Capable	Comments
Activity Registration shares common data files for participants, names, address, and companies with other software modules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Assign unique program numbers to each program for activity guide reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The system must have a configurable activity number feature that validates and enforces proper activity number entry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows for a main category with subsets (i.e. youth classes with a subset of youth, sports, aquatics, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Categorize program by category such as sports or aquatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Create a season and group programs under that season	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Add an alert to the program for staff to reference in case of late update to program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional information is needed before we can confirm.
Email receipts and waivers to client after registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Re-print or re-email receipts and waivers to client after registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to have:			
Tiered pricing for programs. Example: scholarship (lowest); resident rate (based on residency); non-resident rate (highest)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tiered pricing for programs: Early, Regular or Late Registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The appropriate rate (listed above) automatically generated during program set-up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to create professional invoices for program balances due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows capability to set priority registration dates. System will allow the specification of the dates and times for priority registration depending on resident status, membership status and staff-side or public registration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Priority registration periods are available on a resident vs. non-resident basis.
Activity data fields track ALL of the following elements: <ul style="list-style-type: none"> Activity number, activity name Season, category, instructor, location 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> • Staff Supervisor • Activity status (open, closed, tentative, on-hold, etc.) • Gender • Beginning date and time • End date and time • Days of week activity meets • Ability to remove dates that classes are not meeting • Date that registrations will be allowed • Minimum and maximum age • minimum and maximum enrollment levels • Prerequisite activity • Instructor payment data • Text area for catalogue/brochure, receipt notes, internal notes • Calculation and storage of all session dates and times, enrollment statistics, etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application will automatically calculate all session meeting dates, with a complete list of all dates, number of total session meetings, and total session hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow an unlimited number of activity fees to be assigned and entered for each activity. A separate revenue account to be able to be assigned to each fee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Multiple instructors can be assigned to each activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Individual instructor pay calculation methods can be entered for one or more instructors per activity. Payment methods can be a choice of % of revenue collected, a fixed contract fee, a variable fee such as a set amount of pay per student, hourly pay, or combinations of these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Text may be entered for activities, including a Catalog Description with text to appear in a Class Catalog or Activity Guide, “Notes” to appear on the customer’s receipt, and “Notes” which are for internal staff use only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Activities may be designated on an individual basis as to whether any special notes or information must be captured at the time of enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Prequalification or prerequisites can be setup and required before registration into a class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Activities can be designated a “team sport,” such as swim team. When identified as a team sport activity, the application will automatically track player and team names during the enrollment process; will automatically assign players to teams if desired by the staff, and will produce activity rosters that are sorted in order by teams and players.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow facilities to be scheduled and reserved while new activities are entered. Scheduling and reservations are to be performed without requiring duplicate data entry or requiring any switching between programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Activities coded as either “Open” for activities which are in the current season, or “Closed,” for activities which may only be offered in other seasons. Application will allow new enrollments into all “Open” activities, and not allow enrollment into “Closed” activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Activities copied from one season to another	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Achieved through Program Rollover program.
Activities updated in bulk. It should include status, date and day shifting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System allows New Enrollment, Refunds, Transfers, Deposits, Wait List entries, and Voids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A participant can be enrolled into multiple activities without having to re-select or re-input the participant name each time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Application allows entering a quantity during registration, such as enrolling (quantity) 5 people into an activity under a single enrollee name. Ideal for registering larger groups such as scouts or youth groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<p>Participant data fields include all of the following:</p> <ul style="list-style-type: none"> • First and Last Name, Street Address, City, State, and Zip Code • Home, work, emergency, and cell phone numbers • E-mail address, birth date, age, gender • Resident or non-resident status • Participant ID number • Customer balance, Customer Type, Company • Notes field 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Multiple enrollment transaction types can be combined onto a single receipt, such as combining a new enrollment, a refund, and a transfer onto a single receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Any type of non-enrollment transaction can be processed both before and after entering an enrollment without having to launch, switch, or minimize/maximize between different programs or screens. An example is to sell a customer a membership and then enroll them into an activity all in one step, or enroll them first and then sell them a membership all in one step, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Participants can be “transferred” from one activity to another using a “transfer” capability in the application and all in one step that does not require one step for deletion and a second step to re-enroll. A single consolidated receipt can be printed that includes all details of transactions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Application automatically checks and notifies the operator or user if they attempt to enroll: <ul style="list-style-type: none"> • A participant into an activity if that participant is already enrolled. • A participant into an activity that is closed or full. • A participant into an activity if they are the wrong age or gender. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The enrollment process allows “keyword” selection of activities by activity name or activity number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If an activity keyword is entered, (i.e. “Dance”), the system will find all activities that have the word Dance in the Activity Description, regardless of whether Dance is the first word in the description or is embedded in the Activity Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
When there is an age restriction for an activity, the system automatically calculates the age of the enrollee as of the first session meeting date or a set cutoff date (ex: age as of June 1), and not as of the date of enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to scan a membership card from the activity window to automatically bring up the customer’s record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to view a family’s entire registration, reservation, membership / pass and payment history	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sort waitlisted enrollees by the date in which they register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow operator to enter expenses and instructor payments against activities. These expenses can then be reported on via instructor payment due reports and net revenue reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instructor Payment expenses can be tracked, but other expenses cannot.
Collection of payment by cash, check, credit card, gift card, EFT/ACH, or also “from account” if the customer has a credit balance. Incomplete payments can be accepted, including “split” payments with part paid by check, part cash, and part from account, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All listed payment methods are currently supported except for ACH which is on our product roadmap.

The system can accommodate multiple persons paying for a single enrollment transaction and on a single receipt. For example, a divorced set of parents can each pay ½ of the total enrollment fee(s) for a child using two separate client accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Payments can be split between two different accounts on the internal/staff portal only.
Permit refunds without withdrawing from an activity. For example, if one session of an activity is canceled, the enrollee may be given a pro-rated refund without having to withdraw them from the activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Post adjustments to customers account balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows for “retiring” of enrollment data and rosters at the end of a season to allow for easy setup of the application to handle the upcoming season. Retired data is stored permanently in a historical file, and is accessible for marketing or data tracking purposes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Text to include on Receipts and confirmations is user definable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Population data such as customer address, telephone number, etc. can be updated, changed, or deleted entirely from within the Registration application functional area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow registration of participants into activities offered in multiple seasons at the same time, such as registration in both late Summer and early Fall programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Software has built-in waiver functionality, such that users have to click on “Accept” in order to continue with the transaction in all modules after reading the water. This is recoded as an electronic signature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electronic signatures are only captured in real-time on the customer/online portal. When doing call-in or in-person registration, staff can email waivers to customers to capture digital signatures.
Activity completion status can be tracked after completion of the activity, such as pass/fail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Offers security feature to grant/deny access to application functions for each operator (security to be down to the level of each operator)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System Provides the ability to:			

Suspend customers (e.g. they are banned from using services, either temporarily or permanently)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Specify a date range and reason for the suspension	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Specify whether the suspension includes the customer's family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Specify which functional areas/modules and sites that the suspension will include	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
League management has the ability to:			
Placement of individuals on rosters and prints rosters with customizable fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If a player is looking for a team to play on to be placed on a free agent board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Individual youth or adult registration with early, regular and late periods, sibling discounts, tiered pricing, partial payments, waitlists, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Team registration for leagues or tournaments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A complete scheduling solution built-in including standings, stats, and scoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Statistics are currently not supported.
Quick drag and drop roster building. Start assigning players to teams during registration or during a draft. Easily move players from team to team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Online team registration with configurable roster management and waivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Assign officials to games or let officials choose the games. Fully integrated with scheduling, so if a game changes, the officials are notified.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Users can select available volunteer opportunities either by individual or team. Complete reporting and communications built-in.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Public Access: Program/Activity Registration	Capable	Not Capable	Comments
Ability to dynamically generate .html web pages and post activity data already entered into the registration management component of the system. No redundant data entry is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability for the public to view posted activities and register via the internet on the City's website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability for the public purchase one day tickets for admissions to facilities with unique scan able barcode.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows the public to view all information about an activity on one page, versus having to click on various icons and have pop-up windows be displayed with one piece of information on each pop-up window	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows operators to post activities on the Internet by simply clicking a selection box associated with any activity already entered into the registration management component of the system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows organization to accept payment <u>online</u> with a major credit card such as Visa, MasterCard, and/or Discover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability for the public to view the number of spots available for online registration before going through the entire registration process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows operators to set up customized questions (i.e., What is your T-shirt size? etc.) for customers to respond to during the Internet registration checkout process. The answers to these custom questions can then be viewed in a report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Participants using the public Internet registration interface and recreation staff using their workstations, access a common database in real time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Option to set up an Internet only discount to encourage registration via the internet.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Online access of software to be viewable and usable through mobile devices, including smart phones and tablets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to determine the residency status of online customers using address through a GIS system or similar. Ability to apply separate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integration with ArcGIS is available at an additional cost.

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fees and set different online enrollment periods for resident vs. non-resident customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to create iCalendar Export File allowing schedules to be imported to personal calendars such as Google and/or Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to share registration on social media, Twitter, Facebook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to reprint receipts and print out tax receipts online	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability for the user to “log off” when their session has ended to restrict access to their account information by subsequent users of the same computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to show an image with each program visible online to the public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to generate a unique URL for each category of program online (i.e. Sports, Fitness or Aquatics) that will take you to that section of programs to register for online	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Private Instruction/Personal Training	Capable	Not Capable	Comments
System tracks all the following instructor information:			
Instructor Name, Phone number(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indication of whether phone numbers can be released to students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notes capability for instructor certifications, skills, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
“Search” keywords for retrieval of instructors with similar skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Calendar view of schedule for all staff to be able to reference quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows user to automatically produce and print weekly instructor schedules. Personal information is hidden for public access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Shows instructor schedule on calendar in daily, weekly or monthly calendars. Personal information is hidden for public access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Calculates Instructor payments by flat fee, \$ per hour, \$ per booking, \$ per participant or % of total fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Creation of <u>individual</u> packages to be sold in 30-minute, 45-minute and 60-minute sessions in groups of various packages (i.e. single, 4-pack, 6-pack, 45 minute individual sessions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Creation of <u>group</u> packages to be sold in 30-minute, 45-minute and 60-minute sessions in groups of various packages (i.e. 6-pack, 45 minute group sessions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows pre-defined packages (9-pack of personal training) to be sold without first having a date to book in the system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows instructor to mark attendance individually or by group, such as attended or no show	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Setting a register/withdraw time of "x" hours before private instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows users to select personal training or private instruction times based on instructor and instructor availability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Capable of tracking when sessions are used for client history	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Ability for users to check in at the front desk for their private session	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Schedule sessions from paid or unpaid package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Produces a report that shows instructor total hours spent with clients (attended) over a specified date range sum totaled per day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow for small group training under one instructor and will identify these groups on the above client report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System reports total revenue generated by individual instructor or by a group of similar instructors over a specified date range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Track revenue per private instructor and the ability to insert revenue goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Revenue can be tracked but Revenue goals would require some manual entry.
Generate contracts for instructors, including fees and payments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Instructors can view and print class rosters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Facility Reservations	Capable	Not Capable	Comments
Ability to create professional invoices for facility reservation balances due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to choose which facilities are bookable online and which facilities are booked in house with staff (view only to public).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to email receipts, waivers and contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application Facility Reservations Module is fully integrated and therefore, can share data with all other system components (e.g. Registration module, Membership module, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
When operated along with Activity Registration, the system will automatically accept and process facility reservations at the time as new activities are entered, without requiring any duplicate or additional data entry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Facility Reservations shares the same common household database as the other modules within the system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Add extra detail information to the facility and complex/center records such as floor plans, pictures and layouts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<p>Facility data fields are to include all of the following elements:</p> <ul style="list-style-type: none"> • Facility Code/Id • Facility Name • Complex/center • Facility Type • Opening and closing times for each day of the week • Overlapping facilities • Text facility notes • Individual “skip dates” for the specified facility • Default permit disclaimer to use • Minimum reservation time, in minutes • Denotation of whether the facility is open 24 hours/day • Search keywords (such as a room with an internet hookup) • Capacity • Set-up 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Entry and management of multiple Complex/Centers, Facility Types and Facilities. Application will also allow a operator to search for facilities based on any one or any combination of these same parameters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Produce a Facility Master Report, showing all facilities and related information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mangement of and produces reports relating to all “overlapping” facilities. If you have one large meeting space that breaks into multiple small spaces and a small space is reserved then the larger space would be unavailable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows default charges to be entered for facility types and customer types, and allows individual / unique charges down to the individual facility level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows new reservations to be entered, produces permit contracts receipts, and prevents double scheduling of facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows multiple facilities to be rented by a single customer in one step, without requiring multiple permits or duplicate data entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Provides a configurable on-screen scheduling calendar to view any number of facilities at once and by day, by week, or by month. Time increments in the Scheduling Calendar may be set as low as 5-minute increments up to 2-hour increments. The defaults which control the date, display time increment, and facility, can be controlled and set by the user.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Search by Facility Name, Complex/Center Name, Facility Type and keyword searches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application automatically will search for multi-day or multi-facility reservations, such as for a customer who wants to reserve a meeting room from 1 to 3pm, from June 1 st to July 30 th , only on Tuesdays and Thursdays, and only on the 1 st and 3 rd weeks of the month. After searching, Application will display a screen that shows number of dates requested, which facilities were searched, and which facilities were available for the requested dates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Application will automatically detect if a facility is unavailable due to an overlap conflict, such as if the Soccer Field is being used, which would make the Ball Field unavailable for that same time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow the “attachment” of one or more disclaimers along with each reservation that is processed. The Application will allow multiple disclaimers to be entered and stored, with the text in the disclaimers being user-definable. Disclaimer text will appear on Permit Contracts that are produced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow reservations to be processed for individuals, companies, or both. If a company is used, Application will allow entry of the agent or contact person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Track the Event name and number of persons attending for each reservation. After the reservation is completed, the Event Name is to be thereafter displayed in the Scheduling Calendar when viewed in Daily/Weekly/Monthly/Annual format.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Allow entry and storage of “standard” setup instructions, which can be individually stored and customized for each type of facility. When a reservation is processed, Application will allow attachment of standard setup instructions, and also allow entry of specialized or custom setup instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This can be achieved using CivicRec's prompts and forms.
Facility Rental Price List to allow for unique charges down to each individual facility, and allow for variable charges based on customer types such as resident, non-resident, profit, non-profit, etc. Application shall allow entry of an unlimited number of customer types.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows setup and automatic assessment of reservation fees based on Customer Type, Center, Site, Facility Type, Event Type, Location/Facility, Day of Week, and Time of Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allow partial or no payment at the time of reservation, and collection of the remaining balance later (if permitted by staff)	<input type="checkbox"/>	<input type="checkbox"/>	
Application allows collection of payment by cash, check, credit card, or also “from account” if the customer has a credit balance. Incomplete payments can be accepted, including “split” payments with part paid by check, part cash, and part from account, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If an incomplete payment is received, Application can create a payment plan for the customer. Payment plans can be calculated and created based on weekly, bi-weekly, quarterly, or monthly payments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application includes a customer Account Management and Accounts Receivable system to track customer balances and provide reports for all payments coming due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application will notify operator or user if they attempt to reserve: <ul style="list-style-type: none"> • For a facility that has already been scheduled for that date and time. • If the requested date and time conflicts with a “global” date restriction • For a facility that is unavailable due to use by an “overlapping” facility. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> For a facility that has a conflicting “individual” date or time restriction. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application will produce reservation Permit Contracts and can print contracts in batches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application produces a Reservation Master Report, including all of the following options and data elements: <ul style="list-style-type: none"> All reservations for a specific center All reservations for a specific facility type, such as Meeting Room or Ball Field All reservations for a specific date range All reservations for a specific customer Combinations of the above 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows the operator to select specific criteria to show on a facility schedule report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Text to include on Disclaimers, Permit Contracts, Vouchers, and Receipts is operator definable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application will produce a Facility Event Setup report for the maintenance staff, which includes all reservations for a selected date range, and includes setup instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Existing Reservations/Permit Contracts to be easily recalled for editing and changes without having to cancel the original reservation and begin again. This includes the ability to alter fees charged and payments made	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The system will display a list of all facilities, or allow limited searches for facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If a operator wishes to narrow the search and display of facilities, the system will permit the search to be narrowed by limiting the displayed facilities to a Center, Facility Type, Site, Area, or combinations of these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Approval Stages: Application has a Reservation Request function that allows tentative reservation of entities that require approval by a supervisor(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reservations can be restricted by overall capacity, event configuration capacity and event type restrictions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

All charges can be configured in units of measure of Each, Per Day, Per Hour, per half hour, per quarter hour, Per Week, or Per Month	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows operators to search for a block of open time between specified dates and times, rather than a specific date and time pattern. For example, if a user performs a normal search inquiry for facility types of “Picnic Area” for Aug. 1 st from 6pm to 10pm, the system will search for open time on Aug. 1 st from 6pm to 10pm. User can define Open Time Block length for search such as search all 60-minute time blocks for specified date. User then has the option to choose the open time block they wish to reserve.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to cancel reservations and permits. When the reservation is cancelled, the reservation is removed from the calendar. When canceling a permit, the facility is no longer booked. Refunding a permit alone does not assume cancellation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows deposits to be placed, including a partial payment at the time of reservation and collection of the remaining balance later	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to reprint receipts and Permit Contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Setting of BOTH the minimum AND maximum number of days in advance customers can request a facility, such that when both values are set, customers can request an entity only within a specified period of time prior to the session date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Entry of “global” skip days, such as Christmas day. Application will not allow reservations for sessions or events on dates designated as skip days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to over-ride “global” skip days for specific events and reservations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Public Access: Online Facility	Capable	Not Capable	Comments
Ability to dynamically generate and post .html web pages from facility data and availability already entered into the facility management component of the system. No redundant data entry is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System accesses the same database as recreation staff at their desks, in real time, ensuring single view of the organization at all times. No synchronization or lag time required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability for organization customers to search for available facilities online by “reservation type” (meeting, seminar, etc.), “facility type” (park shelter, classroom, etc.), “location”, “area”, “amenities”, “capacity”, “date”, and “time”	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows organization users to view facility detail information online listing the facility location, phone contact, supervisor, amenities, min/max capacity, facility overlap information, and hours of operation for each day of week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to request reservations online	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to show facility availability online	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows organization staff to view Internet reservation requests and approve or deny the request prior to confirming and accepting payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows organization staff to generate a report showing all Internet facility reservations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to show images with each facility online, visible to the public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Point of Sale	Capable	Not Capable	Comments
Work with touch screen monitors that work with keyboard, mouse, swipes, receipt printer and cash drawer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Have multiple stations for front desk, concessions, pool cashier, fitness desk, front desk, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Check in and out equipment (lifejackets, basketballs, volleyballs, etc.) and has option charge for lending this equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While CivicRec doesn't have a designated Equipment check out/in module, we can provide options within the system to accommodate this request.
Ability to accept cash, check, major credit cards, gift cards, and partial payments of each can be entered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Point of Sale (POS) module provides full cash register/point of sale functionality (e.g. system can fully replace cash register)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
POS and other modules have access to the same account balance. (E.g. Parent can put a \$200 credit on account and the student can use that credit through POS.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
POS is fully integrated with other system modules. (E.g. taking a payment for a program automatically opens the POS module and pulls the balance forward.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Record and track a variety of sales transactions including snack bar sales, retail sales (e.g. t-shirt, sports equipment, etc.), membership sales, rental charges, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tracks inventory of items sold, prompts for reorder when low on inventory through inventory management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inventory sold is tracked, but there are no reorder prompts.
A pop-up prompt can be assigned to a POS individual item to ask a specific question and record the response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Supply customers with itemized receipts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Receipts are numbered in order to allow for the identification of transactions and to provide a full audit trail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Assign particular sales to preset keys	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We believe we can provide this but would need additional information to confirm.
Display cash transactions including balance owing and change to be returned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Exhibit A – Software Capabilities

Accommodates reporting on a centralized basis (e.g. system-wide totals) as well as on a local basis (e.g. totals for a particular station only) as well as facility basis (e.g. all registers at pool)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cashiers can use different terminals in a given day and the transactions specific to a user are accumulated as <u>one</u> total for the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cashiers can use different terminals in a given day and the transactions specific to a user are separated per <u>terminal</u> total for the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Number of users on a single register is not limited	<input type="checkbox"/>	<input type="checkbox"/>	
Produces report listing total of all transactions processed by a cashier during a shift (z-tape)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Re-print a detailed transaction record (e.g. traditionally through a second tape)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Track non-revenue admissions of all types	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Track paid admissions of all types	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Register a drop-in attendance for a single day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
POS system correctly applies tax to point of sale purchases (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provides breakdown of method of payment used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System allows for locking cash drawers that automatically open them when a particular transaction is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This would depend on the hardware involved.
Lend equipment and charge for the equipment from within the POS interface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While CivicRec doesn't have a designated equipment check out/in module, we can provide options within the system to accommodate this request.
Ability to sell anonymously or to a membership account to keep a history of transaction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Tot Care / Child Care	Capable	Not Capable	Comments
Tailor daily child care session details including description notes, facilities, minimum and maximum capacity, and available dates and times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to pick days attending from a calendar format.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to manage waiting lists.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to monitor revenue and enrollments by date, session, or child care programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to track attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to monitor and view authorized pick-ups and drop-offs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to add emergency contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to automatically roll participants from one session to the next session until the customer withdrawals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to assign various fee structures depending on the number or combination of days one enrolls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Financials and Fiscal Reporting	Capable	Not Capable	Comments
Application includes a built in “export” capability to allow exportation of daily financial data to an external accounting system in a CSV format that batches cash and check payments by workstation and credit card payments as daily total. If standard report is not available to meet needs, a custom export can be created. Financial software used: Accounting CS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CivicRec offers a customizable Financial Extract (at an additional cost) to be formatted and imported into your Financial Software.
System supports both modified accrual accounting methods of revenue recognition – system is configured accordingly during the initial implementation stages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Supports deferred revenue accounts for revenues collected, but not recognized until future periods and provides a report that states the deferred amount and date for when it will be deferred to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows deposits to be placed, including a partial payment at the time of reservation and collection of the remaining balance later	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A customer Account Management and Accounts Receivable system is included to track customer balances and provide reports for all payments coming due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daily, Monthly, and Yearly reports can be specified by date range, starting and ending receipt numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Net Revenue reports, including in a summary or detail format, and sorted by Facility, Center, Revenue Account, Activity, Season or Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Refund report, showing all refunds for a specified date range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reports of all charges and payments coming due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Calculate and track customer balances, and accept customer payments on account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Post adjustments to the customer’s account balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Set up to send automatic email for reports on a specific day and/or time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application will produce all of the following “Daily Close” reports;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> • Cash Receipt Report, listing all receipts processed, payment type and totals • Cash Distribution summary, showing all payment distributions. • Account transfer report, showering for all revenue accounts 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Produces Monthly and Yearly reports similar to the Daily Close reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Produce consolidated day end financial reports that provide consolidated totals from all functional areas, such as a Grand total of all enrollments, plus reservations, plus membership sales, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Track and audit cash summary over/shorts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Produces customer Balance Due reports and/or invoices that are branded/customizable and can be exported via email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application displays the user that voided a transaction on the voucher or receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All “system” and “global” information such as G/L accounts, centers, seasons, etc. are managed and maintained within the same web-based application solution. For example all G/L accounts can be inputted and edited/maintained in just one area without requiring duplication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows the user to group G/L accounts by department and then generate reports to track G/L account information by department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Application allows the user to define G/L accounts by site. Users can then choose to just view the G/L account information for their site when setting up activities and generating reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage payments returned for checks due to insufficient funds, accounts closed etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage disputed credit card charges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Client is responsible for managing relationship with chosen merchant.
Credit card transactions will be automatically batched daily and deposited daily in a lump sum	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CivicRec can develop a Financial Extract, at an additional cost, that would provide an export file to utilize with Accounting Software.
Automatic notification of any errors in the daily batch processing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This will depend on the chosen merchant account.

Exhibit A – Software Capabilities

Credit card transactions will run through the software system to a third party hosted gateway that must be PCI compliant to current standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to use owner's chart of account numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Technical Requirements	Capable	Not Capable	Comments
Data Centers should have physical security including surveillance, staffed access control, and cage space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Secure data storage and encryption	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current PCI compliance and can produce compliance documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Audit trails and disaster recovery plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If credit card or bank account information is to be maintained in the system for processing or reoccurring transactions, refunds, or other financial exchanges in accordance with City business practices these must be protected in a manner to minimize risk. This protection should include at least one of the following, or other acceptable method presented to the City for review: full database encryption, database field level encryption, tokenization of credit card data and account numbers, or other method that obfuscates the information in the event of an unauthorized disclosure of information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CivicRec leverages tokenization for purposes of providing recurring billing options to ensure client card details are never stored with the CivicRec solution.
Work with Internet Explorer, Google Chrome, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Have a customized web design to look similar to current City website design and branding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use software on a mobile platform (i.e. tablets, smart phones)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Integration with Microsoft Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Real time mode and data access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Must allow for a single user to be in multiple modules at the same time, without running multiple sessions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Online and in-person registration in real time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Utilize frequent scans of the infrastructure to detect and notify of potential risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All application capabilities, features, functions and credit card processing are fully integrated within a single web-enabled application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Staff access all functional areas (Registration, Facilities, Membership, etc.) from a single “login” screen without having to launch and then minimize separate screens for different functional areas. This gives staff a dashboard type view.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dashboard view can be configured to meet individual needs of each user (each user can have a different dashboard)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Menus, screens, and fields can be permission-based to provide a different look and feel by user, but unique dashboards are currently not supported.
System allows unlimited combinations of transactions from multiple functional areas on to a single receipt and without having to launch and minimize or close separate modules. An example would be to process multiple Activity Registrations, reserve a Facility and sell a membership all on a single receipt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows staff to access the organization’s data from anywhere at any time with just a browser, internet connection and user ID and password.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows the System Administrator to create user “profiles” that allow and grant security rights to various functions of the system. Each user can also be given read/write or read-only access to the function, where applicable. Each user can be attached to a specific profile that gives them all the rights of the particular group, and restricted from other functions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Creates an audit log that tracks all changes staff usage such as account adjustments, creation of new records, changes to existing records, and deletion of records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Offers security feature to grant/deny access to application functions for each operator (security to be down to the level of each operator).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows each operator to identify “Favorites” or an equivalent. In this area, operators can create their own customized list of favorite task areas that is unique only to them. Upon initial login to the application, all Favorites are presented to the operator.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Reporting Requirements	Capable	Not Capable	Comments
Provides a wide variety of reports not limited to financial reports (revenue – expenditures), attendance reports, activity reports, facility use reports, resident/non-residents reports, scholarships, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Create customizable reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Usage Reports:			
Customize membership reports by customer type or membership plan (i.e. senior resident or youth non-resident)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
How many memberships and their types were sold in an hour, day, month, season or date range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
How many members used a specific facility in an hour, day, month	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
How many members used a specific membership pass in a day, week, month.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Membership pass scanned report in chronological order, or sorted by membership plan and/or type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to customize daily admission reports by customer “type” (i.e. senior resident or youth non-resident)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to generate a report of how many daily admissions were sold per hour, day, month.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Integration import/export with Microsoft Office, Excel, Adobe Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	While CivicRec does not offer a direct integration with MS Office, *MS Excel, and/or Adobe, CivicRec does provide the ability to export data via .CSV/Excel format*
Integration import/export with outside Municipal Accounting Software	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CivicRec can develop a Financial Extract, at an additional cost, that would provide an export file to utilize with Accounting Software.
System has this site-based restriction capability extended to staff/user’s ability in producing reports. E.g. Staff with multi-site permissions will be allowed access to site-related report criteria. Staff running reports without multi-site permissions will have system hide site-related report criteria and automatically filter reports based on the user’s assigned site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

*and reports can be converted to PDF as needed.

Exhibit A – Software Capabilities

Real time mode and data access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All reports have the ability to be viewed on screen or output as Excel Spreadsheet, HTML, or PDF files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reports can be exported to Excel or CSV. A third-party or OS program would be needed to convert to PDF.
Provides the operator with controlled “selection screens” prior to running each report. Selection screens allow the user to narrow the report specification by choosing only relevant data, such as reporting just for a “range” of activity numbers, reporting for just a specified revenue account, a specified Staff Instructor, etc. Report selections of this type may be made either individually, or in combinations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Produces all the following Activity reports: <ul style="list-style-type: none"> • Master report listing all activities, description, dates, times, etc. • Report listing all activities and all Text descriptions, notes, etc. • Under minimum enrollment report • Maximum enrollment report • Full activity report • Participation totals and statistics 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attendance Sheets, which include actual session meeting dates(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Produce all of the following “Daily Close” reports: <ul style="list-style-type: none"> • Cash Receipt Report, segregating all receipts processed payment type, and totals by workstations • Cash distribution summary, showing all payment distributions • Account transfer report, showing funds flow among revenue accounts 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Monthly and Yearly reports similar to the Daily Close reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daily, Monthly, and Yearly reports can be specified by date range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Net Revenue reports. Each of these reports can be produced in a summary or detail format, and sorted by Activity, Season, Category, or Revenue Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Refund report, showing all refunds for a specified date range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Exhibit A – Software Capabilities

Produce and print Wait List confirmations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rosters, including all of the following options and data elements: <ul style="list-style-type: none"> All rosters for a site, category, instructor, or supervisor All rosters for activities starting within a specific date range “Brief” or “Expanded” roster formats Printed rosters, or mailing labels for participants on a roster 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows rosters to be sorted by: <ul style="list-style-type: none"> Chronological entry order Alphabetical Team Name Age 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency Phone contacts to be displayed on roster reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Receipt Payment reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Customer Balance Due reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Renewal and non-renewal reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daily activity report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Report on how many visits a client has had in a specified time period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System is able to report on any one or many Custom Questions and their associated answers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Create, modify, and reuse standard report templates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Create and save reports for continued use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Report on any time frame and any part of the general ledger.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Report writer should be set up so an employee with no knowledge of report-writing programs can build reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All reports should have options of print to file, print to PDF, print to printer (both network & local) and print preview.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Print options are available using the Reporting tools, but Print to PDF is not currently supported.

Marketing Requirements	Capable	Not Capable	Comments
Communication is built into the system and automatically included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A complete communication package including email and text blasts to automatically created distribution lists or import your own list. See if people are reading and clicking your emails or send a survey.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System provides integral Marketing Report capabilities, allow staff to print reports, labels and generate email lists based upon multiple selection scenarios, such as zip code, gender, area, and age range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mailing labels can be produced for any rosters by activity, activity type (i.e. aquatics), season or by date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows email to be sent directly from within the system to one or many individuals, accounts, companies, etc. and can be filtered by class, activity, age, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Allows email campaigns to be sent in text or HTML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to personalize emails with individuals' names	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to save and reuse Email Marketing Campaigns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CivicRec Template tools could serve to meet this need.
Ability to designate specific customers and companies as "non-mail customers" so customers will not receive unwanted communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All customers are opted-in by default upon account creation, but can be opted out of certain types of communication if desired.
System's email communications must be automatically compliant with CAN-SPAM regulations, including opt-out option	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Email lists can be produced for participants by the following: <ul style="list-style-type: none"> • Customer • Mailing List • Geographic Area • Activity • Enrollment Status 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While CivicRec does currently support the ability to produce email lists for participants by customer, mailing lists, activity, and enrollment status, CivicRec does not yet support filtering by geographical area.

Exhibit A – Software Capabilities

Create unlimited number of “Custom Questions” that can be asked either globally or during a transaction in order to gather additional demographic or program specific information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to export activity information including times, facilities, descriptions and pricing for use in brochure / catalog creation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vendor provides – without additional charge – a Marketing Center, with access to the tactics, tools and programs to help successfully market services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Send SMS or TEXT messages to mobile devices through a designed group of recipients via the system. (e.g. roster class canceled weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to link to social media	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage subscription lists	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Create and send surveys through the system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

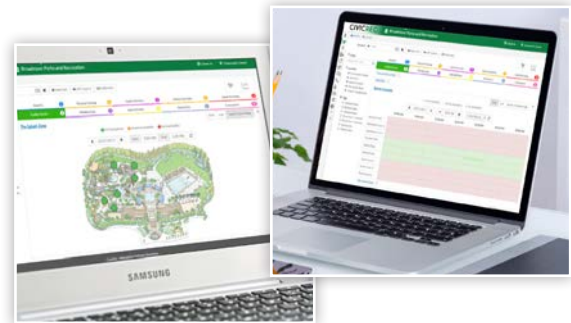
Additional Functions

Roeland Park is seeking a recreation management system that provides your staff and customers with the greatest service in the industry, both in person and online. CivicRec can provide you with an integrated, web-based and hosted application recreation management system that is comprehensive, efficient, and modern. You'll find our robust set of easy-to-use tools the most comprehensive solution to meet your needs.

Facility Reservations (Online and In-House)

Easily create and manage facilities and reservations with the Facilities Module. All facility functions in CivicRec are completely integrated and includes a master calendar for a quick and easy way to view facility availability. Take one-time and recurring reservations both online and in-house without the fear of double booking.

- Availability viewable in both grid and map-based views
- Attachable waivers, prompts, and forms
- Quickly adjust rentals
- Easy and refundable deposit tracking



Activity Registration (Online & In-House)

Your staff can quickly create programs, indicate flexible pricing, attach waivers and prompts, assign instructors, and manage volunteers with the Activity Registration module. Easily take registrations in-house or allow residents and non-residents to register securely on the device of their choice. Email branded receipts and permits after checkout. Our software utilizes load balanced servers and can be scaled to accommodate any volume.

- In-house Staff (with permissions) can alter fees, pro-rate, leave balances, and spread payments across multiple payment types
- Resident/non-resident determination
- Social networking integration
- Pay balances online

Volunteer Management

CivicRec provides robust features for managing your community volunteer programs. The volunteer management tool creates, manages, and organizes the volunteer opportunities for your organization. This tool works alongside the activity module to aid in organizing upcoming events, classes, or activities. For each activity you can create volunteer roles and assignments specific for the activities they're most interested in. Citizens can select and register for volunteer roles from home and CivicRec will assist in tracking the time volunteers spend helping around the community with completely integrated reporting for tracking purposes.

Membership Management

Customer Management in CivicRec is particularly easy. Your staff will be able to see a history of all of the account's transactions and auto-bill members.

- Sell memberships and punch cards
- Print cards or associate barcode key tags
- Associate photos and avatars with users (for membership cards and system profiles)
- Leave credit/debit cards on file for future and recurring payments

Citizen Dashboard/Account Management

With CivicRec's public dashboard, citizens can conveniently find everything they need including notifications, upcoming events, and recent registrations. Citizens can log in via Facebook, Google account, or email address. Family or organization members can be added with age and resident information for easy activity registrations. View transaction history to access receipts, waivers, tickets, and more. On the administrative side, your staff can manage user accounts in-house with tools like internal notes and flags as well as duplicate account prevention.

Point of Sale

CivicRec's Point-of-Sale screen makes it easy for staff to quickly sell merchandise, enroll participants, and reserve facilities – all in the same cart! It even plugs right in with your cash drawers, barcode readers, receipt printers, and credit card readers.

- Cash drawer and receipt printer interface
- Touch screen friendly
- Flexible pricing
- Multi-level tax support and tax either included in price or tacked onto total
- Inventory management

Ticketing



Easily generate tickets for events either through our desktop or our mobile experience. Included in their receipt are additional pages that contain their tickets.

- Scan in tickets through either a mobile check-in or desktop check-in screen
- Access to the tickets in the citizen's user account
- Print tickets anytime or simply show the ticket code on their mobile device

League Management

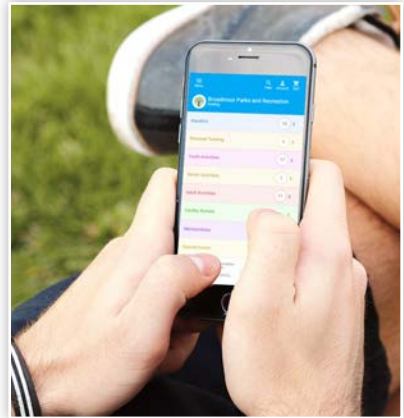
Athletics staff can easily create leagues, draft players, assess skills, and generate schedules. Public facing “Scores and Schedules” pages can be linked directly from your website so that your public always has up to date information about their leagues.

- Team or individual signup
- Assessments
- Auto-scheduling with drag-and-drop adjustments
- Drag-and-drop drafting
- Parent/Player Portal allows participants to follow their leagues

Mobile Ready

When users register through CivicRec, they get the same great experience on their phone/tablet that they’re used to experiencing on their desktops. The mobile experience supports all the same waivers, prompts, discounts, and add-ons that the desktop version does.

- Mobile Responsive
- No constant app update or installation
- Social networking integration
- QR Code Support



Surveys

Participants will automatically receive post-program surveys requesting feedback on your programs, organization, instructors, and processes. This information is captured and is presented back to staff to assist in determining how well your programming is being received.

Email/SMS Blasts

There are several links within CivicRec that allow for mail blasts. Many of our reports and roster views allow for mass mailings with just the click of a button. The People Finder report is a particularly handy report that allows for mailings based on several different filters. SMS messaging has recently been introduced to facilitate those particularly time-sensitive notifications like cancellations.

Reporting/Financial Accounting

CivicRec has a very powerful reporting engine. There are dozens of standard reports in CivicRec. However, staff can basically take any report and customize it to their liking. Filters can be added and/or removed. Fields can be added and/or removed. Reports can be sorted, saved, emailed, exported, or scheduled for regular delivery to any email address. CivicRec will gladly take any reasonable reporting request from a client and ensure that it is made available as requested.

- Over 100 canned reports
- Completely customizable filters and report fields
- Export to Excel
- Quick email capabilities for displayed reports
- Custom report saving for future use
- Scheduled reports for email delivery to any email address at any time

CIVICREC Broadmoor Parks and Recreation

Dashboard | My Organization | Reports | Balance Detail by Session

Balance Detail by Session

From: 06/01/2018 To: 06/30/2018 11:58 AM Fields: * * * * *

Run By: GSA CIVICPlus From: 06/01/2018 11:58 AM To: 06/18/2018 11:58 PM

Aquatics Membership Family Monthly Membership

Payment #	User	Total Overdue	Due Later	Due Date
1. 87592230	John Agnew	\$0.00	\$10.00	06/01/2018
2. 87592230	John Agnew	\$0.00	\$10.00	06/01/2018
3. 87592230	John Agnew	\$0.00	\$10.00	06/01/2018
Totals for Aquatics Membership Family Monthly Membership		\$0.00	\$40.00	

Aquatics Membership Pool Membership

Payment #	User	Total Overdue	Due Later	Due Date
1. 87592230	John Agnew	\$0.00	\$10.00	06/01/2018
2. 87592230	John Agnew	\$0.00	\$10.00	06/01/2018
3. 87592230	John Agnew	\$0.00	\$10.00	06/01/2018
4. 88072268	Melissa Price	\$0.00	\$10.00	06/01/2018
5. 88072268	Melissa Price	\$0.00	\$10.00	06/01/2018
6. 88072268	Melissa Price	\$0.00	\$10.00	06/01/2018
7. 88072268	Melissa Price	\$0.00	\$10.00	06/01/2018
8. 88072268	Melissa Price	\$0.00	\$10.00	06/01/2018
Totals for Aquatics Membership Pool Membership		\$0.00	\$80.00	

Brochure/Marketing

CivicRec can product an InDesign-friendly export that should facilitate the process of generating a brochure. Further, CivicRec's social media tools serve as an additional marketing method allowing users to share via their social media with friends and family.

Hardware Compatibility

Customers may opt for a variety of hardware peripherals to enhance the CivicRec experience. CivicRec can be integrated with magnetic stripe readers, barcode readers, thermal printers, cash drawers and more. While CivicRec does not directly provide hardware, we are happy to assist with procurement and implementation.

Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients (no monetary value per feature) and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

Credit Card Processing with CP Pay™

CP Pay is our secure, PCI-compliant, standalone payment gateway that is integrated within the CivicPlus Platform. Local governments can use CP Pay within any CivicPlus solution or third-party product.

Our recommended payment gateway, CP Pay Merchant, available through our partnership with OpenEdge, will relieve your finance and IT teams of the risk of maintaining and monitoring merchant processing responsibilities and vendor relationships. Key benefits of CP Pay Merchant include:

- Next day funding
- Support for the latest secure digital transaction technology with Europay, MasterCard, Visa (EMV)
- Smart payment transactions (chip cards)
- Consolidated, real-time CP Pay reporting across products and third-party software

With the OpenEdge Hardware Program for CivicPlus, you'll also be able to accept secure payments in your office. Because devices are encrypted specifically for the payment gateway, you'll need to leverage these devices directly from OpenEdge for either purchase or rent. We are happy to assist in your procurement of such devices.

To utilize our recommended merchant account, CP Pay Merchant, an application and separate agreement will need to be completed directly with OpenEdge, who will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Supported Gateway Providers

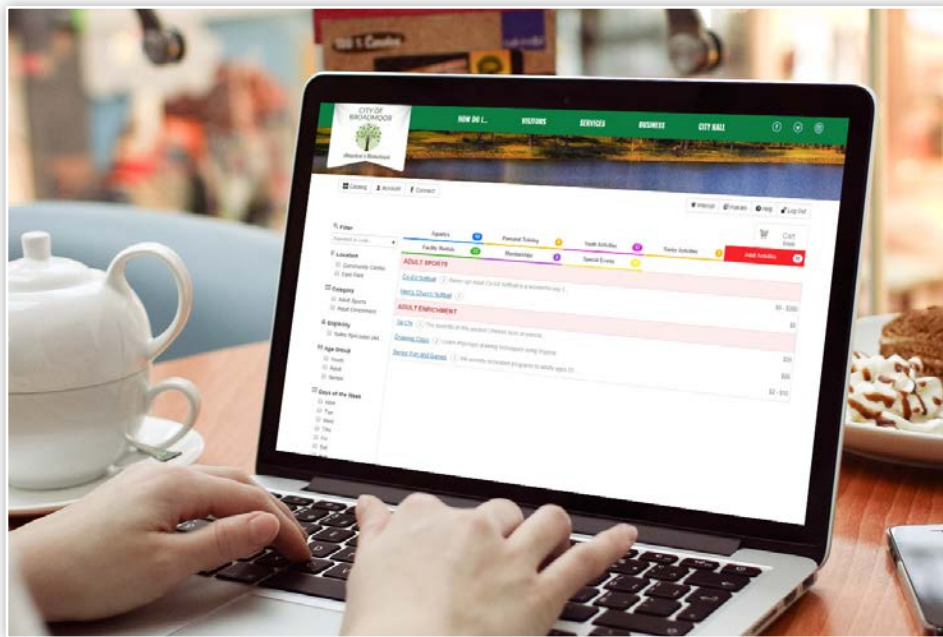
If you choose not to utilize CP Pay Merchant, we provide flexible payment solutions by offering the following supported gateways for a one-time, set-up fee: Braintree, Authorize.net, Forte, PayPoint, Tempus, Converge, CyberSource, and OpenEdge (separate gateway - not CP Pay Merchant). You'll need to obtain gateway credentials directly from your chosen gateway and provide it to CivicPlus during implementation. Your chosen gateway may have additional fees that will be assessed and paid directly to the chosen gateway provider.

Optional Project Enhancements

Integration Development

CivicRec has developed integrations with a variety of parks and recreation related software systems. There are several integration capabilities that Roeland Park may choose to leverage. Integrations may require additional discussion and scoping. Since integrations can require custom development time, additional fees may apply.

- Financial GL extract compatible with your financial system
- ArcGIS for purposes of local resident determination
- Active Directory Federation Services (ADFS) Integration for secure single sign-on
- Lighting integration with SkyLogix lighting solutions





Implementation Plan

Roeland Park's Role

Roeland Park will need to designate a project leader and project team. The project leader should assemble a project team to distribute project workload and/or facilitate consensus regarding decisions made during the implementation process. Your project team should include managers/staff members that are close enough to the day to day operations to understand the context of the training and have the ability to make decisions about system setup and potential policy changes. They should also have the ability to dictate actions to internal staff to perform project tasks, hold them accountable to those tasks, and the ability to run processes/decisions up the chain for approval.

Examples of Project Team Members

- Project Executive – Provides focus and guidance for the overall project. Helps to prioritize key objectives, assists with issue escalation, and acts as project champion.
- Project Manager – Works closely with the CivicRec Implementation Consultant to facilitate the execution of project activities and logistics. Organizes training for recreation staff, front desk, supervisors, and managers.
- Lead Staff – Activity managers and facility managers within parks and recreation who will be doing the primary configuration and setup within the CivicRec system.
- Frontline Staff – Acts as end users of the system and will participate in end user training sessions.
- Information Technology – Coordinates with CivicRec on technical aspects of the system and transfer of data.
- Finance – Coordinates the payment gateway integration and works with CivicRec to properly configure the necessary accounting setup.
- Marketing – Identifies and communicates rollout and adoption process both internally and to the public.

Responsibilities

Roeland Park will also be responsible for the many activities, not limited to the following:

- Arranging and providing training/consulting locations
- Holding internal staff meetings to monitor project progress
- Determining project team and project executive
- Creating launch plan
- Marketing the launch of the new system to the public
- Holding staff accountable to attend meetings, trainings and consulting sessions
- Assigning a Roeland Park staff member as accountable for project tasks and holding team members accountable to meet project task dates
- Run test transactions and situations within system for user acceptance testing
- Testing workstation setups
- Populating current data into CivicRec system including facilities, activities, point of sale items, membership, public user accounts, and future facility reservations

Information for System Population

Roeland Park will need to collect the following information to have on hand for system population:

- Copy of your General Liability Waiver
- Copy of any form currently being used
- Copy of any/all public policies (refund, cancellation, privacy, photo, etc.)
- List of all known “prompt” questions - questions you may ask at the point of registration or facility booking
- List or Brochure with fees/charges (to set up add-ons and discounts)
- List of General Ledger Accounting numbers - Descriptions/Titles of each (to set up financial settings)
- Information on any Scholarship Programs
- Brochure/Publications with all rentals and program information

Pre-Launch Checklist		
✓	City	Public Page is completely built, reviewed and approved
✓	City	Payment Gateway has been setup and test transactions have been processed
✓	City	Hardware has been tested (thermal receipt printers, cash drawers, card readers, barcode scanners)
✓	City	Hardware has been set up at each necessary workstation prior to launch
✓	City	Catalog items have been completely built and tested
✓	City	Facilities
✓	City	Programs
✓	City	Point of Sale
✓	City	Frontline staff have been trained
✓	City	Catalog tabs have been organized and reviewed
✓	City	Payment types are set up and tied to GL codes
✓	City	All items (Facilities, Sessions, POS items, Add-ons and Discounts) have GL Codes assigned
✓	City	Permission Groups set up and assigned permissions
✓	CivicRec	Test Data is cleared

Launch Day Checklist		
✓	City	Update public links with CivicRec catalog links
✓	CivicRec	Take down TRIAL Flag

Example Project Plan

The following is a simplified example project plan. A typical CivicRec implementation averages 20-22 weeks. Roeland Park's specific timeline can be affected by different training or integration needs as well as your own schedules and availability. However, upon determination of your final scope, we will be able to disclose a complete and more detailed project plan specifically tailored to you.

Kickoff	
Project Kickoff Meeting	
Your Implementation Consultant will establish your project schedule and coordinate communication channels and meetings with your staff	
Phase 1	
Round 1 Client Deliverables Due	Configuration Training
Payment Gateway Information	Training Sessions
Phase 2	
Round 2 Client Deliverables Due	CivicPlus Public Page Build
Facility & Activity Import	CivicPlus will create the public page view to ensure it has the same look and feel of your current website and begin any imports included in your offer
Phase 3	
Facilities/Activities Training	POS Training
Training Sessions	Training Sessions
Phase 4	
Client Catalog Build Due	
Catalog is fully built with all desired facilities and activities	
Phase 5	
System Preparation For Launch	Go-Live & Sign Off
Project check in meeting to discuss preparation for Go-Live, go over items that were imported, verify payment gateway, and public page setup	New CivicRec product goes live, client introduced to Client Success Manager

Processes

Implementation Consultant

Roeland Park will be assigned an Implementation Consultant who will work closely with you throughout the entire project deployment process. Your Implementation Consultant will act as a liaison between you and CivicRec, ensuring that milestones are met, status calls are conducted, issues/considerations are addressed, and startup is a painless process. Phase checklists as well as a detailed project plan will be utilized to facilitate project activities and track milestones.

Additionally, your Implementation Consultant will guide you through configuring the system and assist Roeland Park with any technical questions you may have. The CivicRec Help Center will also be available to you throughout the implementation of your project, as well as after Go-Live, to provide you with self-help resources if desired.

Project Approach

During the implementation period, Roeland Park and CivicRec will work together to import and/or configure production data, develop and test integration to third party systems, and complete system training with your lead and frontline staff. You will also have begun your marketing promotion for the new site and online registration. After front line training is complete, CivicRec will complete a final data import (if required) and you will ensure the site is fully configured and ready for launch. Once you have indicated a Go for launch, you will place a new link on your site which will redirect your customers to CivicRec. During this time, CivicRec is available to be on site with you or can be available remotely for immediate assistance should you desire.



Data Imports

CivicRec can import certain data from your current database to your new RMS, leveraging our custom developed scripts and libraries. A data import of all GL Codes is included in all CivicRec implementations. Additional data imports include Users, Memberships, Residency, Activities, Facilities, and Future Facility Reservations. To benefit from further data imports options, additional fees will apply.

Training, Testing, and Go-Live

Demonstrations & Training

Consulting

Our Implementation Consultants are parks and recreation experts who will make sure you get the most out of the CivicRec RMS. Throughout your implementation, they will be available to offer guidance and best practice guidelines for configuring the CivicRec system to meet your unique practices and offerings. We know that Roeland Park's success relies on immersing your processes with the CivicRec RMS. You will receive tips and advice on how to make it work more efficiently for you and your public.

CivicTraining

Roeland Park's specific virtual CivicTraining plan will be customized to meet your needs. We recommend a train-the-user approach with hands-on training for participants. Training is typically broken up by modules (Registration, POS, Reporting, etc.). All of your last-minute questions will be answered before Go-Live, so you are confident moving forward with your new system.

Note: We do not offer system administrator training as a separate item as it is included as part of our system development and implementation.

System Testing

During the final phases of the development and implementation of your CivicRec RMS, you'll have the chance to test the operations to ensure they work satisfactorily. Your Implementation Consultant will host a System Prep for Launch meeting to verify the correct configuration and working order of your solution. Action items such as confirming that a successful transaction has been made, lifting the trial flag on the solution, and confirming a list of outstanding items will be completed. In addition, you'll meet your Client Success Manager who will continue to be by your side to help solve any remaining issues and guarantee your satisfaction.

Transition to Production/Go-Live

A successful transaction must be made on the part of the City before they can Go-Live. Your CivicRec Implementation Consultant will check-in with Roeland Park to ensure the items in the checklist are complete prior to launch and then will remove the "Trial Account" verbiage from the software. Your Implementation Consultant will then set-up your service plan to initiate billing as outlined in the contract and update the client record with the appropriate notes for Support and Client Success teams. The City should announce the use of their new CivicRec software and make it available to citizens.



Support, Hosting, & Security

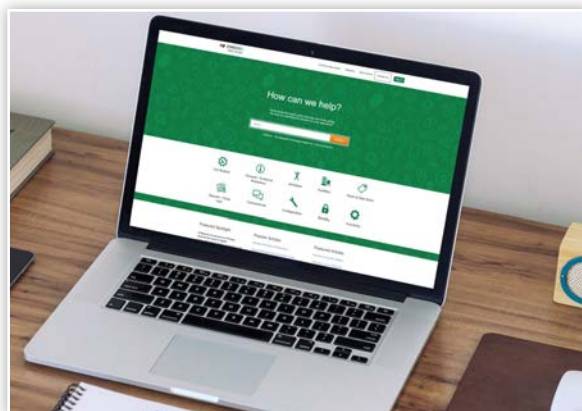
Continuing Service & Support

Ongoing Training Opportunities

CivicPlus maintains an online Help Center that clients can search, browse, or print from as they wish. Our Help Center is continually monitored and updated by our dedicated team of support specialists to ensure we are providing the information and resources you need to optimize your CivicRec solution.

With CivicPlus Help Center, you can:

- Access online training manuals and videos to learn the tips, tricks and processes to become the expert using your RMS solution
- Attend webinar series for refresher trainings or for sneak peeks at the newest features and functionality in development
- Share ideas and contribute to better our community through opinion polls, surveys and group discussions
- Stay up to date on the latest trends in web technology, design and government processes through blogs, webinars and informational updates tailored to local government professionals
- Access our always-available online support center that is easy to navigate with predictive search
- Sign up to be a part of the beta testers to get your hands on the newest features and functionality first



Around-the-Clock Support Services

With technology, unlimited support is crucial. Our live support personnel based in the United States are ready to answer your staff members' questions and ensure their confidence. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' web solutions.

Technical Support

- Dedicated support personnel available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- 4-hour response during normal hours
- 24/7 emergency support

Maintenance

- Full backups performed daily
- Regularly scheduled upgrades, including fixes and other enhancements, and OS system patches

In February of 2019, CivicPlus Technical Support was presented with a Bronze Stevie® Award in the Front-Line Customer Service Team of the Year – Technology Industries category in the 13th annual Stevie Awards for Sales & Customer Service.

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

Continuing Service & Support

Continuing Partnership

CivicPlus has a dedicated Client Success team to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon launch, you will have a dedicated member of this team to provide you with further information on how to utilize the tools in your new Recreation Management System. Your Client Success Manager will keep you informed of new CivicPlus products and ways to optimize your RMS.

Product Release, Enhancement, & Upgrade & Update Process

CivicRec currently utilizes a bi-weekly release schedule. We also try to release a new major module quarterly. If bugs are identified, those are “hotfixed” into production and do not await our standard release dates.

CivicRec is an SaaS solution and all customers are on the same code base. Product enhancements are provided on an ongoing basis to our clients at no additional charge. Many, if not most, of these enhancements originated from a customer enhancement request that was applied to the base product and made available to all CivicRec customers.

System changes are communicated via our website (users will see a notice upon login). For major changes that may require additional staff training (e.g., a brand-new module is being released), we will notify Roeland Park in advance and schedule the rollout with you as appropriate.

We base our roadmap on requests from our customers as well as on our own internal product goals. We maintain a roadmap request system that allows for customers to request changes and to up/down vote ideas that are under consideration.

CivicRec has several enhancements in our project roadmap for the next few years that we are excited to develop and release to our clients. Some examples of those enhancements include document management, courtesy notifications, enhanced league management, improved marketing capabilities, API access, special events tools, a pay mobile swipe feature, and many more!

Hosting & Security

Secure Data Centers

CivicRec utilizes industry standards, insurance requirements, and PCI requirements to ensure that CivicRec is only accessed in the manner it's intended to be accessed and by people who are authorized to do so. Methods include:

- Tier III physical security data centers: Digital Realty, Rackspace, and Codero
- Server firewalls
- Anti-virus scanning
- IP logging and filtering
- Application security monitoring

All data centers provide a network operation center with 24/7/365 monitoring of the data center environment, system availability, and performance. The data centers are SSAE 16 compliant.

Disaster Recovery/Redundancy/Archiving Capabilities

CivicRec has policies and procedures in place to ensure continuity and disaster recovery. We utilize local, replicated servers to ensure that copies of data, software, and files are always available and up to date. These servers can be rolled over in the event of hardware failure or other local issues. In addition, we have a process that encrypts backups once each day and sends them off site for purposes of disaster recovery. This process ensures that we can reconstitute our entire product and underlying data structure with limited downtime and loss of data.

PCI Compliance

CP Pay is a secure, Level 1 PCI DSS certified payment gateway integrated within the CivicPlus Platform that local governments can use within any CivicPlus solution or third-party product. Providing flexible payment solutions, CP Pay offers integrations with commonly used payment gateways in addition to our recommended merchant account gateway - CP Pay Merchant.

CP Pay™, our secure online payment tool, is PCI-Level 1 compliant, available across all CivicPlus software solutions, and integrates with multiple, approved payment gateways.

Attestation of Compliance

Should Roeland Park require additional information regarding our compliance, we will be happy to discuss it in detail at a later stage in the process and provide our Attestation of Compliance documentation. Because CivicPlus is a privately owned company and the compliance documentation is confidential, we will only share this information outside of an open RFP (FOIA mandated) process.

Supported Payment Processors

Please see page 56 regarding supported gateway providers.

EXHIBIT B – VENDOR SECURITY CHECKLIST

1.0 Organization and Structure			
Question		Yes, No, N/A	Explanation
1.1	Has your organization appointed an Information Security Officer that is trained, knowledgeable, and experienced in information protection?	Yes	CivicPlus has designated the Director of Information Security over information protection.
1.2	Will any business partner or other company/ies that you have a relationship with, have access to Roeland Park, KS data or systems?	No	
1.3	Do you have a vendor risk management program that includes guidelines for selecting and contracting with vendors, accessing the risks and exposures from using such vendors, and reviewing these assessments with senior management from your company?	Yes	
1.4	Do you have an Incident Response Plan for IT security breaches (viruses, hacking, etc.)?	Yes	
1.5	Does your organization have insurance coverage to pay for the cost of IT security breaches and subsequent remedy efforts from the inadvertent or unauthorized disclosure of customer information?	Yes	
1.6	Is a Non-Disclosure Agreement in place with Roeland Park, KS?	No	CivicPlus doesn't have a Non-Disclosure Agreement with Roeland Park, KS. If required, we would be more than happy to provide one at the appropriate time.

2.0 Policy and Procedures (Required)			
Question		Yes, No, N/A	Explanation
2.1	Do you have a program for monitoring performance indicators of key vendors and compliance with service level agreements? (Key vendors include IT service providers and any vendor with access to Johnson County, KS data, information, or systems)	Yes	
2.2	Do all employees, contractors, temporary employees receive introductory security awareness training?	Yes	
2.3	Have internal company information security guidelines/policies been developed and implemented?	Yes	
2.4	Is the IT Security Policy communicated at least annually to employees and suppliers?	Yes	
2.5	Do you update your IT Security training program at least annually to reflect changes in your IT Security Policy?	Yes	
2.6	Do you update your IT Security Policy at least annually based on risk assessments?	Yes	
2.7	Do you have and enforce standards for all types of internet traffic allowed in and out of the network?	Yes	
2.8	Do you have an enforce procedures for the use of passwords (length of password, uniqueness of password, period of changing passwords, etc.)?	Yes	

2.0 Policy and Procedures (Required)			
Question		Yes, No, N/A	Explanation
2.9	Do you have an enforce standards for the use of strong encryption for transmission of confidential data or information?	Yes	
2.10	Do you have an enforce standards for remotely accessing your network? (Please provide details)	Yes	
2.11	Is a process in place to securely remove data from media that is either to be re-used for non-Roeland Park, KS use or disposed of? (This can be overwriting based upon DOD standards or physical destruction of the media)	Yes	
2.12	Are deployments and maintenance of systems or services provided to Roeland Park, KS performed at prescribed intervals or times? (Please provide details)	Yes	
2.13	Is there a documented process in place for change management? If so does it include account changes, system changes, application changes, and emergency changes for all systems?	Yes	
2.14	Do you have and enforce an auditing and logging procedure for account/access management?	Yes	

3.0 Data Security (Required)			
Question		Yes, No, N/A	Explanation
3.1	Will Roeland Park, KS data or information be stored within the servers, databases, or physical/logical storage of the solution?	Yes	Information will be contained in a database residing on physical servers in the United States.
3.2	How is physical access to systems that house Roeland Park, KS data or information monitored and controlled?	Yes	Servers are in a locked rack, behind keycard doors, in a PCI-DSS facility with 24-hour security and monitoring.
3.3	How is remote access to systems that house Roeland Park, KS data or information monitored and controlled?	Yes	Access to systems uses encrypted protocols and requires individual logins with two factor authentication. Repeated attempts produce lockout. Logs are monitored for access.
3.4	Will data at rest (within a database or file system) be, or have the option to be, encrypted?	Yes	This is an available option for the database which may require a separate environment depending on transaction volume.
3.5	For operating systems used, do you or will you have hardening processes in place for all servers (including web, application, and database servers)?	Yes	Operating systems are configured with a default deny firewall policy and enable AppArmor, a behavior-based process enforcement similar to SELinux. Servers are configured to lock out after too many failed login attempts.
3.6	Is there a process in place to monitor and maintain server configurations? (something that ensures unauthorized changes to configuration can be quickly identified)	Yes	Configurations are hashed into a secure database and compared at regular intervals. If hashes differ, alerts are generated.
3.7	Is there a process in place to monitor and maintain server patching that includes at least service packs, patches, and security hot fixes?	Yes	Operating systems used are under vendor support and provide back-reported security fixes for software used in our stack. Patches are tested and deployed with an automated process after review.
3.8	Is offline media used to store or backup Roeland Park, KS data or information? If so, is the media encrypted and access to that media monitored and controlled?	N/A	Backups are done with encryption in cloud storage.

3.0 Data Security (Required)			
Question		Yes, No, N/A	Explanation
3.9	If hard copies of Roeland Park, KS data / information are part of this engagement, are facilities for secure disposal (micro-shredding) of confidential paper waste utilized?	N/A	
3.10	Will Roeland Park, KS data received as part of the contract be shared with any partners or subcontractors?	No	
3.11	Will Roeland Park, KS data be transferred via secure encrypted protocols?	Yes	HTTPS is used for all data transfer.
3.12	Will Roeland Park, KS data or information be stored on a dedicated server or a shared environment? If a shared environment how will data or information be segregated?	N/A	Dedicated and shared environment are both options. If the shared environment is utilized, data is segregated.
3.13	Is your network perimeter protected by the appropriate security systems? (Firewalls, AV, IDS/IPS, HIPS, etc.)	Yes	Network and host-based firewalls deny by default and only allow encrypted protocols. HIPS is deployed to lock out sources which repeatedly fail authentication.
3.14	Is access to information and systems, by your employees, locked out after X failed login attempts?	Yes	SSH access will block an IP address after 6 failed attempts within a 5-minute period.

4.0 Audit and Disaster Recovery (Required)			
Question		Yes, No, N/A	Explanation
4.1	For environments used for Roeland Park, KS data, do you / will you have and enforce a change control and source code review of all major application revisions to the environment?	Yes	
4.2	Do you perform annual IT infrastructure reviews?	Yes	As part of our continuous improvement, CivicPlus is constantly evaluating the infrastructure.
4.3	Has a formal risk analysis process been implemented to assist management in identifying security threats?	Yes	We brought in ConvergeOne last year to do assessment.
4.4	Are all new technologies subject to formal risk assessments prior to being implemented?	Yes	
4.5	Do you periodically perform penetration studies? If yes what was the date of the last test?	Yes	Last September. We are in process of doing this year's penetration testing.
4.6	Does your organization have a Disaster Recovery Plan and Business Continuity Plan that ensures successful recovery of lost or compromised customer information?	Yes	
4.7	If a Disaster Recovery Plan exists is it tested at least annually?	Yes	
4.8	When was the last system audit and have all deficiencies from that audit been remediated?	Yes	Last system audit was in 2018, we are remediating gaps throughout 2019 by criticality.
4.9	Has a security assessment been conducted in the last 6 months?	Yes	We brought in ConvergeOne to assess our NIST 800-53 compliance. We are in the process of remediating*
4.10	If this engagement pertains to credit card processing, in any way, are you PCI compliant? If so please provide your attestation of compliance for our records.	Yes	We offer a PCI Level 1 compliance solution called CP Pay that is QSA audited. An AOC can be provided as part of the agreement.

*any gaps and will have completed by 4th quarter of 2019.

5.0 Cloud Hosted Applications (SaaS, IaaS, etc.) Only fill out this section if you are providing cloud services.			
Question		Yes, No, N/A	Explanation
5.1	Is single sign on integration available with your platform? If so, please specify what single sign on solutions you support.	Yes	SAML 2.0.
5.2	Are all access methods to your cloud platform (UI, data transfer, data retrieval, etc.) performed over secure encrypted channels?	Yes	HTTPS.
5.3	Do you maintain your own private data center or are you utilizing space in a shared data system or online service like AWS?	Yes	Private Data Center is used for hosting, backups are stored in AWS.
5.4	Is Roeland Park, KS data or information physically or logically segmented from non-Johnson County, KS data or information?	Yes	If shared environment is used, the information is separated logically. If a dedicated environment is used, separation is physical.
5.5	Are session timeouts configured on your systems / software and if yes what are they?	Yes	
5.6	Do user sessions require re-authentication after timeout?	Yes	
5.7	Can complex password requirements be enforced on the systems / software along with aging requirements if SSO is not available?	Yes	SSO is available, which is where complexity can be configured.
5.8	Can accounts be locked out automatically after X failed login attempts if SSO is not available?	Yes	SSO is available, which is where complexity can be configured.
5.9	Are notifications, prior to scheduled downtime, provided to clients prior to downtime?	Yes	
5.10	Is the network environment assessed for security annually? (application and penetration assessments for example)	Yes	
5.11	Are your developers trained annually in order to maintain or enhance their development skills?	Yes	

5.0 Cloud Hosted Applications (SaaS, IaaS, etc.)

Only fill out this section if you are providing cloud services.

Question		Yes, No, N/A	Explanation
5.12	Are your developers trained on secure coding practices annually to educate them on new vulnerabilities and minimize vulnerable code in your platform?	Yes	
5.13	Does your SDLC process include methods and testing for secure application development?	Yes	
5.14	Is your cloud environment protected by the appropriate security systems? (Firewalls, IDS/IPS, AV, HIPS, etc.)	Yes	
5.15	Do you monitor and respond to high or critical alerts to hardware and software systems on a 24x7 basis and do you have periodic reviews of all alerts?	Yes	Systems are monitored by external systems and text/email alerts generated 24/7.
5.16	Are there limitations or requirements around the scalability of your solution?	Yes	CivicRec is prepared for and happy to scope a dedicated environment to help all clients avoid the "noisy neighbor" syndrome.
5.17	What is the capacity in terms of the number of concurrent user sessions and operations or transactions that your solution is capable of?	N/A	CivicRec environments typically support up to 20,000 concurrent users. Options are available for workloads which are expected to exceed this capacity.
5.18	Have you tested the scalability of your architecture and have you documented steps to increase capacity if needed?	Yes	

6.0 Software Development Services

Only fill out this section if you are providing application development services.

Question		Yes, No, N/A	Explanation
6.1	Are your developers trained annually in order to maintain or enhance their development skills?	Yes	
6.2	Are your developers trained on secure coding practices annually minimize vulnerabilities in your platform?	Yes	
6.3	Does your SDLC process include methods and testing for secure application development?	Yes	
6.4	Do you provide code documentation for all developed code?	Yes	
6.5	Do you maintain separate development environments for development, staging, and production?	Yes	
6.6	Are application assessments required at least for every major release of the software?	Yes	
6.7	Are applications assessed for security as part of the SDLC?	Yes	
6.8	If you are developing applications, code, for Roeland Park, KS specifically will you provide legal assurance that the code or application will only be provided to Roeland Park, KS Government?	Yes	Can be outlined as part of the SOW pertaining to any custom development.

7.0 System Management Services

Only fill out this section if you will be assisting in the management of on-premis systems either on-site or remotely.

Question		Yes, No, N/A	Explanation
7.1	Will you require remote access to Roeland Park, KS systems to provide management of the solution? If so, please describe in detail what type and to what level of access will be needed.		
7.2	If remote access is required can a standard method provided by Roeland Park, KS be utilized for this connection?		
7.3	Will physical access to Roeland Park, KS buildings, network(s), or facilities be required to perform this service?		
7.4	If any access, remote or physical, is required will you consent to ensuring your personnel complete and are aware of our Security Policies and agree to abide by them?		
7.5	Will more than one person from your company be accessing Roeland Park, KS systems? If so, please provide count and reasoning for the access.		



Proposal Cost & Contract Term

Proposal Cost

All quotes are priced per project and presented in US dollars. Pricing is valid for 90 days from October 29, 2019.

CivicPlus has endeavored to meet Roeland Park's needs and expectations for your new Recreation Management System based on the information provided. The investment proposal included is subject to change should additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

Project Development & Implementation

- Project Coordination
- Branded Public Portal
- Four Hours of Virtual Consulting
- 16 Hours of Virtual CivicTraining
- CP Pay™ Merchant Account
- GL Code Import

Annual Services

- CivicRec Recreation Management Software Licensing
- Software Maintenance Including Service Patches and System Enhancements
- 24/7 Technical Support and Access to the CivicPlus Community
- Dedicated Client Success Manager
- CivicRec reserves the right to reassess the historical data and transaction volume annually to ensure that the Annual Service Fees accurately reflects the transaction volume processed in the prior year
- Annual Service Fees are also subject to a cumulative annual 5% technology increase beginning Year 3

Total Investment – Year 1	\$11,325
Annual Services – Year 2	\$4,500

Additional Contract Information

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. We understand that local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs, but also your budgetary needs. CivicPlus offers:

- **Standard CivicRec Invoicing** – 50% of your Total Investment – Year 1 fees (detailed on the previous page) will be due at contract signing and the remaining 50% will be due at completion of implementation or at the six-month mark in the implementation process – whichever date is earlier.
- **CPA Invoicing** – The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Year 1 expense of your project over the first three years of your contract. Each payment also includes your Annual Hosting/Maintenance Services and any technology fees if applicable. This option may not be available with all products offered by CivicPlus.
- **Customized Billing/Invoicing** – Although not available with all products offered by CivicPlus, we will be happy to discuss other billing options with you prior to contract signing and, if feasible, develop a plan that works for both of us. Please contact your sales representatives for more details.
- **Annual Services** – The annual fee for your first year is included with your Total Investment – Year 1 fees. Subsequent annual invoicing occurs on the anniversary of the contract signing date.
- **CP Pay Merchant Account** – CP Pay Merchant will collect and disburse all credit card monies. CP Pay will assess a percentage + transaction fee (3% + \$0.30 per transaction). In addition, merchant account fees apply and will be paid directly to OpenEdge. These are separate from your Annual Services.

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible web environment for their communities and we will work with you prior to contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Accessories & Equipment

As a hosted solution, the City will not bear the responsibility of maintaining the server side hardware in support of the application. Because CivicRec is cloud-based, all the City needs to operate the software is a reasonably modern PC, tablet, or mobile device and an internet connection. We recommend running it on a high-speed internet connection.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements as provided in the RFP before a final agreement is reached. We look forward to developing a mutually beneficial contract with Roeland Park.

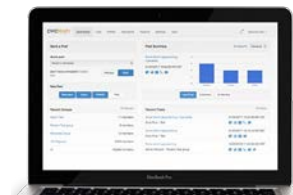


Additional Products/ Features Offered

Products Offered by CivicPlus

Engage 6 is more than a website solution, but is a digital content repository and the only API-first headless CMS designed for local government. Deliver a personalized citizen experience through web, mobile, email, kiosks, chatbots, digital signage, digital assistants, and future IoT enhancements.

CivicHR® is a cloud-based human resource software solution specifically for local government. Our cloud-based software integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance.

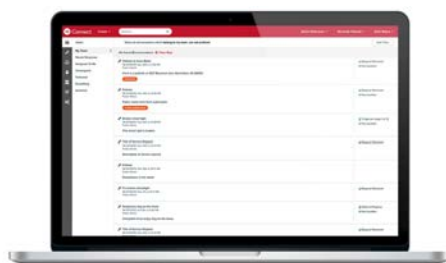


CivicClerk® is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings and creating post-meeting follow-up tasks. It provides time-saving automation, while allowing clerks to balance such convenience with manual controls and overrides. Internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools.

CivicReady® is a multi-channel communication solution that allows you to communicate routine or emergency news to citizens within seconds with actionable information using a single interface, saving you time and amplifying your reach.



CP Connect™ is a cloud-based 311 and Citizen Request Management Solution. To accommodate today's multichannel citizen service request needs, CP Connect uses a strategy that leverages email, social media, customizable web forms, phone calls, text messages, and walk-ins and backs it with workflows and processes to keep your office working efficiently.



October 28, 2019

**eTrak Recreation Software
1095 Playground Road
Charleston, SC 29407**

1: EXECUTIVE SUMMARY

KEITH MOODY, CITY OF ROELAND PARK KS CITY ADMINISTRATOR:

On behalf of eTrak Recreation Software, I thank the City of Roeland Park for the opportunity to respond to the City's Request for Proposal for a Recreation Management Software Solution. The response that follows describes the many benefits of the fully-hosted, cloud-based, "module-free" eTrak system.

eTrak Recreation Software has efficiently and cost-effectively served the needs of municipal, state, and county parks and recreation agencies for nearly 40 years, and is a leader in the parks and recreation management software industry. After reviewing the Roeland Park RFP, we are confident our eTrak-Pro tier of service provides the best fit for the City's current technical and functional needs for management of the Roeland Park Aquatic Center.

In the future, the City may elect to upgrade to our all-inclusive flagship product, eTrak-Plus, to manage the full operation of the City's recreation department. Currently, however, we recommend our eTrak-Pro tier of service, which provides all the functionality (and more) needed for customers and staff of the Aquatic Center.

The most unique advantage of eTrak is that, since 2010, it has been owned and operated as an "enterprise" (for profit) division by the St. Andrew's Parks and Playground Commission, a parks and recreation agency serving the St. Andrew's Public Service District in Charleston, South Carolina since 1945. This advantage makes eTrak the clear choice as the best qualified vendor for Roeland Park, because, at eTrak, we fully understand what the Roeland Park Parks and Recreation team does. The eTrak senior management team (including our frontline Technical Support team) consists of multiple NRPA Certified Parks and Recreation Professionals (CPRP) and multiple individuals with master's degrees in parks and recreation management, who work in tandem with highly skilled software developers to create a system that meets and exceeds the needs of all parks and recreation agencies.

In addition, the eTrak management, development and support team has more than 100 years in combined experience in day-to-day, hands-on parks and recreation program and service management and administration. Multiple members of the support team have received individual achievement awards from the South Carolina Recreation and Parks Association, including Professional of the Year and Young Professional of the Year. We've programmed summer camps, run youth sports leagues, rented facilities, set up online registrations, and submitted budgets to the City Council. For all those tasks and more, we've found eTrak to be the right solution for our parks and recreation management software needs.

When you call eTrak technical support – based in Charleston, South Carolina and available 24/7/365 at no extra cost – you talk to a parks and recreation professional who understands your programs and services and will help you use eTrak to simplify and streamline your workload.

In addition, eTrak includes unlimited WebEx-based online training for the Roeland Park team in our pricing, both during the set up/implementation period before system “go live,” and as needed after “go live.” Onsite, in-person hands-on training is also available at a cost-effective rate, as noted in the pricing proposal included in this submission.

This Executive Summary confirms the status of eTrak as a vendor interested in a long-term contractual business relationship with the City of Roeland Park to provide our comprehensive and cost-effective recreation management services as outlined in the detailed response that follows. The extensive and intuitive eTrak platform enables the City to effectively and cost-efficiently manage the operations of the Roeland Park Parks and Recreation Department described in the RFP.

Please feel free to call me at any time with questions regarding our proposal, our solution, or the services that we provide.

Kind regards,



Mark Spinn
eTrak Recreation Software
Vice President, Marketing and Sales
(877) 513-8725 toll-free
mark@eTrak.com
www.eTrak.com

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2. Company Profile and Project Team

a. eTrak is a complete, cloud-based parks and recreation management software solution which provides all the functionality, security, 24/7/365 support and ease-of-use the City of Roeland Park Parks and Recreation Department requires ... plus much more.

Founded in 1980, eTrak currently serves more than 75 public agency clients in 21 states. eTrak is used by parks and recreation agencies from Juneau, Alaska to Miami Lakes, Florida, and Burbank, California to Ridgefield, Connecticut ... and many points in between. Our clients range in annual revenue size from \$100,000 to more than \$7,000,000, and we continue to successfully, expediently, efficiently, and expertly install, maintain, and support the eTrak platform for parks and recreation agencies similar in scope to the City of Roeland Park.

eTrak Recreation Software, and the team proposed for the City of Roeland Park's project, is headquartered at:

eTrak Recreation Software
1095 Playground Rd.
Charleston, SC 29407

All services for the City of Roeland Park will be performed from this location.

Our 24-hour toll free telephone number is (877) 513-8725. eTrak can be reached by email at support@etrak.com, or sales@etrak.com.

eTrak was originally named SportsLog from 1980 to 2004.

Among the many advantages of eTrak is our user-friendly and intuitive platform that easily manages all Roeland Park activities. With eTrak, all users need is a web-enabled device (PC, Mac, smartphone, tablet, etc.) and an Internet connection – we're "module free" and available from all Internet-accessible locations.

All the extensive standard included functionality of the recommended eTrak-Pro tier of service is available to the City at all times; there are no "add-on fees" or additional licenses to buy if the City needs to start using features of eTrak-Pro at a later date that weren't activated during the "go live" process. In addition, eTrak allows unlimited users in our all-inclusive monthly subscription ... there are no "seat license" fees or limits on concurrent users.

With eTrak, there are no technical support fees and no proprietary hardware to buy -- eTrak is third-party peripheral neutral, enabling our clients to continue to use existing hardware (e.g. touchscreen monitors, bar code scanners, card printers, etc.).

eTrak ("We," "we") understands the bottom line: service, efficiency, ease of use by constituents, and an overall better experience for all involved, at the most reasonable short and long-term cost to the City of Roeland Park ("Roeland Park" "the City" "City") bottom line. We're able to provide our complete recreation management software solution the City requires at an extremely cost-effective, all-inclusive price ... with no transaction fees.

The eTrak complete parks and recreation management software solution enables the City to streamline all recreation management needs and tasks, creating efficiency and savings across

all departments. Agency employees will be better equipped to manage all aspects of the Aquatic Center, including (but not limited to): activity and program registration, membership and membership fee management, facility scheduling/reservations, intuitive management of fee and discount schedules, financial reporting, league scheduling and team management, event scheduling/calendaring management, blast email marketing and text notifications, and much more.

eTrak is logical, intuitive, and easy to use, enabling organizations to simplify parks and recreation offerings to the public while reducing costs, increasing customer service levels, and generating more revenue. eTrak is a proven turnkey, off-the-shelf, cloud-based solution with nearly 40 years industry experience that enables the City of Roeland Park to efficiently and effectively manage the City's functionality requirements detailed in the RFP.

Founded in 1980, eTrak has provided effective, efficient, and affordable software for the parks and recreation industry for nearly four decades. Our fully-hosted solution and cost-effective pricing includes all features and functions available in the tier of eTrak utilized for a cost-effective monthly subscription. No transaction fees, no tech support fees, no add-on fees for included non-customized functionality needed to be activated after go live, no proprietary hardware to buy.

Advantages of eTrak-Pro:

- **Unlimited seat licenses; any/all users can use eTrak simultaneously**
- **eTrak is "third-party hardware/peripheral neutral" and functions with virtually all existing hardware, e.g. printers, scanners, touch screens, etc.**
- **Access eTrak anywhere with Internet connectivity and a smart device**
- **Unlimited 24/7/365 technical support included; no additional charges**
- **User-friendly and intuitive platform, both in-house and for online customers**
- **Fully hosted, cloud-based service; no servers to buy or maintain**
- **Seamlessly bundled with outstanding credit card merchant account/processing services from HERITAGE PAYMENT SOLUTIONS**
- **All-inclusive start up and monthly subscription pricing includes unlimited WebEx-based training and all future upgrades/updates to the eTrak-Pro tier of service**

Our goal is to build mutual partnerships with our customers while continually improving our platform and service to consistently meet the changing needs of our clients. eTrak has expanded significantly in recent years with the addition of our "bundled" tiers of service, the eTrak-Pro and eTrak-Play products. These products enable eTrak to serve agencies with less functionality needs than larger organizations that benefit from our flagship eTrak system; in addition, clients who begin service with a bundled tier of service can upgrade to eTrak-Plus quickly and cost-effectively as agency needs expand.

Our future plans include drawing additional features and functionality development input from clients utilizing each our systems, and working in tandem with the recreation industry to continue to provide the most comprehensive, cost-effective system possible to all customers.

b. Project Team

eTrak Recreation Software is an enterprise division of the St. Andrew's Parish Parks and Playground Commission, a parks and recreation agency serving Charleston, SC as part of the St. Andrew's Public Service District. eTrak is technically a "government entity;" and formally

referred to as St. Andrew's Parish Parks and Playground Commission d.b.a eTrak. The principals of eTrak Recreation Software are the five Commissioners of the Parks and Playground Commission; Mr. Mike Eykyn, Mr. John B. Johnston, Ms. Carol Etheridge, Mr. Ron Bailey, and Mr. David Glover. The five Commissioners are appointed by the Governor of South Carolina via the Charleston County Council to serve the Commission and the residents/participants of the St. Andrew's Public Service District.

Note: eTrak does not subcontract any of the work to be performed for the City of Roeland Park.

eTrak provides an experienced, knowledgeable, helpful and dedicated team of professionals throughout its relationships with clients. The eTrak organization is dedicated to the success of the City of Roeland Park Parks and Recreation Department.

The members of the eTrak team for Roeland Park are detailed below; please note the team members denoted with an *; these are the primary contacts for eTrak during Roeland Park's vendor selection process (Mark Spinn, VP of Marketing and Sales) and during the implementation and training process (Rachel Ebaugh, VP of Client Support), and expanded contact information is included for both in the summaries below.

Kevin Walsh, Chief Executive Officer

Since Kevin led the St. Andrew's Parks and Playground acquisition of eTrak in 2010, he has served dual roles: Executive Director for St. Andrew's Parks and Playground, and CEO of eTrak. Kevin is a Certified Parks and Recreation Professional (CPRP) and was the South Carolina Recreation and Parks Association Professional of the Year in 2005. He is also a Past President of SCRPA. In addition to his demonstrated abilities in the parks and recreation field, Kevin has extensive knowledge of the eTrak service and platform as a "power user" for more than 25 years. He plays a crucial role in trouble-shooting, training and support.

The eTrak service and platform has grown and matured into one of the most efficient and feature-rich parks and playground management solutions available in the marketplace today under Kevin's leadership. The blend of "tech and rec" business model has helped the eTrak service and platform gain substantial depth, which has helped current (and future) eTrak clients achieve far more than previously possible with technology-only oriented recreation management systems.

**Gerald Norman, Chief Developer
Development Team Lead**

Gerald has more than 25 years of experience in software development and providing custom data integration solutions to organizations in both the public and private sectors. He most recently worked for a local federal contracting company as a Senior Software Developer, doing software development and support for the United States Marine Corp. Prior to that he was the Applications Development Manager for another local federal contractor, building web applications for back office business automation and process improvements. He also worked as both Product Manager and Data Conversions Manager for a major software company in Charleston, as well as doing consulting and software development for various Human Services agencies in South Carolina.

*** Rachel Ebaugh, Vice President of Client Support***** Project Manager during set up/installation and No. 1 Support Lead after “go live”**

Rachel is another member of the eTrak team who holds CPRP certification from NRPA. She also earned a master's degree in Sport and Recreation Management from James Madison University after getting her B.A. in Communications (with a minor in Leisure Studies) from Elon University. She joined the St. Andrew's Parks and Playground team in 2007 as Assistant Athletic Director and served in that role for more than three years before moving to the eTrak team. She is also a Certified Youth Sports Administrator (CYSA).

Rachel Ebaugh, Vice President of Client Support**eTrak Recreation Software****PROJECT MANAGER FOR ROELAND PARK****1095 Playground Rd.****Charleston, SC 29407****(877) 513-8725****rachel@etrak.com****Frank Stefan, Vice President of Training****Training & Support and No. 2 Support Lead after “go live”**

Another CPRP-certified eTrak team member, Frank is a key player in the training process of our new clients. In addition, his technical support skills provide superior value to our clients. Frank holds a Master of Science in Physical Education degree from Ohio University, where he also earned his Bachelor of Science in Recreation Studies with a concentration in Sports Management. Frank served as Athletic Director for St. Andrew's Parks for four years after moving to Charleston in 1998, and later became General Manager of the agency's 50,000-sq. foot health club, St. Andrew's Family Fitness Plus, leading a staff of more than 100 employees dedicated to serving more than 3,000 members. In 2004, Frank was selected as the South Carolina Recreation and Parks Young Professional of the Year.

*** Mark Spinn, Vice President of Marketing and Sales****Initial Client Liaison and * PRIMARY CONTACT DURING VENDOR SELECTION PROCESS****Ongoing Client Support**

Mark came to eTrak after more than 12 years of directing marketing, public relations, sponsorships, special events and facility rentals for a parks and recreation agency utilizing the eTrak system. He is well-versed in the capabilities of eTrak to enhance agency operations, and thoroughly understands client goals through his extensive hands-on experience in parks and recreation, the fitness club industry, and eTrak. Mark went to college on a basketball scholarship and graduated from UCLA with a degree in the Communication Studies. He volunteers with an adaptive recreation program serving the special needs community in Charleston.

Mark Spinn**Vice President of Marketing and Sales****eTrak Recreation Software****1095 Playground Rd.****Charleston, SC 29407****(877) 513-8725****mark@etrak.com**

**Marc Lucci, Training & Support
Technical Support and Training Specialist**

Marc attended Indiana University of Pennsylvania where he completed his Bachelor of Science in Sports Administration in 2015 and also graduated with a Master's of Science in Sports Studies in 2016. During his college tenure Marc also worked with the YMCA and local recreation organization holding various positions at the fitness center and adult recreation departments, as well as working in the marketing department of the Pittsburgh Steelers. Prior to joining eTrak in May of 2019, Marc worked in IT technical staffing first recruiting IT professionals and then selling the staffing service. With eTrak, Marc is one of the support specialists, training new clients and providing technical support to our existing clients.

**Holly Crawford
Technical Support Specialist**

Holly also holds CPRP accreditation from the National Recreation and Parks Association, and worked for two parks and recreation agencies as a program specialist after graduating from the University of South Carolina. She joined eTrak as a Support Specialist in 2010 and her experience in and knowledge of the parks and recreation industry brings exceptional value to eTrak clients.

**Mike LaMagra, Programmer/Developer
Ongoing Development**

Mike joined the eTrak team in August 2014, coming from a background in desktop and mobile application development and systems & network administration. He has similar roles at eTrak, focused on web applications and servers. He earned his B.S.E. in Computer Engineering degree from University of Michigan.

Vamshi Tummala, Programmer/Developer

Vamshi Tummala graduated magna cum laude with a Master's in Business Analytics and Information Systems from University of South Florida and a Bachelor of Technology in Electronics and Communications from India's Jawaharlal Nehru Technological University. Before joining eTrak in early 2019, Vamshi worked as a Programmer Analyst for Cognizant Technology Solutions, where he worked on projects for BB&T Bank. Vamshi has also worked as a Software Developer for a health care firm.

**Susan Klugman, Chief Financial Officer
Contract Fulfilment, Insurance and Required Compliance**

Susan joined St. Andrew's Parks and Playground as Finance Director in 2012. She holds a degree in Accounting and Finance and has nearly 20 years of experience in public and private sector accounting. Susan supports the eTrak team as Chief Financial Officer.

3. Experience and References

Founded in 1980, eTrak Recreation Software has provided effective, efficient, and affordable software for the parks and recreation industry for nearly 40 years.

eTrak successfully serves clients across the country, including the state of Kansas and surrounding areas. The majority of our clients utilize our flagship all-inclusive eTrak-Plus solution, which operates on an annual fee basis at higher cost than the eTrak-Pro monthly subscription system we recommend as a starting point for Roeland Park.

However, our included unlimited 24/7/365 live technical support, unlimited users, and all system updates and upgrades are among the many shared features between eTrak-Plus and the eTrak-Pro service; thus, all references below are relevant to Roeland Park. We have also included a recent eTrak-Pro customer reference from Ohio, in addition to multiple Midwest/surrounding area eTrak-Plus references for your review.

Within Previous Three Years (2016-current) References

Organization: City of Bedford, OH Park and Recreation Department
124 Ellenwood Ave. Bedford, OH 44146

Contact Person: Mike Callahan, Assistant Director of Recreation

Contact email: mcallahan@bedfordoh.gov

Contact phone: 440-735-6570

eTrak-Pro client since 2017

Services Performed: Set up, implementation and support of eTrak-Pro system for growing parks and recreation department. Staff trained by WebEx (online training) and conference calls. We recommend WebEx based training for our eTrak-Pro clients for cost savings, although onsite, hands-on training is available at extra cost. Registrations, rentals, reservations, schedules, etc. enabled for Bedford via eTrak-Pro. Start of training to go live approximately eight (8) weeks. Monthly subscription on five year contract terms re payment.

Organization: Garden City KS Recreation Commission
310 N. 6th St., Garden City KS 67846

Contact Person: Aaron Stewart, Recreation Superintendent

Contact email: aaron.stewart@gardencityks.us

Contact phone: 620-276-1200

eTrak-Plus client since 2018

Services performed: Implementation and training for eTrak-Plus service go live; ongoing technical support, additional staff training, system enhancements. Approximately 90 days from start of training to go live. Annual fee model for eTrak-Plus (flagship) service on five year contract.

Organization: City of Aiken SC Parks and Recreation
1072 Banks Mill Rd., Aiken, SC 29803

Contact Person: Amy Swarthout, Administrative Assistant

Contact email: aswarthout@cityofaikensc.gov

Contact phone: 803-643-4779

eTrak-Plus client since 2017

Services performed: Implementation and training for eTrak-Plus service go live; ongoing technical support, additional staff training, system enhancements. Approximately 90 days from start of training to go live. Annual fee model for eTrak-Plus (flagship) service on five-year contract.

Organization: City of Shaker Heights OH Recreation Department
Shaker Heights, OH (Cleveland area)
3400 Lee Road, Shaker Heights OH 44120

Contact Person: Alexandria Nichols, Director of Recreation

Contact email: Alexandria.Nichols@shakeronline.com

Contact phone: 216-491-2594

eTrak-Plus client since 2016

Services performed: Implementation and training for eTrak-Plus service go live; ongoing technical support, additional staff training, system enhancements. Approximately 90 days from start of training to go live. Annual fee model for eTrak-Plus (flagship) service on five-year contract.

Other Midwest/Surrounding Area Client References

Organization: City of Mission KS Parks and Recreation Department
6200 Martway St., Mission KS 66202

Contact Person: Kathy Lockard, Administrative Supervisor

Contact email: klockard@missionks.org

Contact phone: 913-722-8206

eTrak-Plus client since 2013

Services performed: Implementation and training for eTrak-Plus service go live; ongoing technical support, additional staff training, system enhancements. Approximately 90 days from start of training to go live. Annual fee model for eTrak-Plus (flagship) service on five-year contract extension.

Organization: City of Kingsport TN Parks and Recreation
1550 Fort Henry Dr., Kingsport TN 37664

Contact Person: Sid Cox, Community Services Business Manager

Contact email: sidcox@kingsporttn.gov

Contact phone: 423-224-2918

eTrak-Plus client since 2013

Services performed: Implementation and training for eTrak-Plus service go live; ongoing technical support, additional staff training, system enhancements. Approximately 90 days from start of training to go live. Annual fee model for eTrak-Plus (flagship) service on five-year contract.

Organization: Sienna Plantation Associations/Club Sienna

9600 Scanlan Trace, Missouri City, TX 77459 (Houston area; large 10,000 resident community with its own recreation department)

Contact Person: Andy Peal, Recreation Director

Contact email: andyp@clubsienna.com

Contact phone: 281-778-3793

eTrak-Plus client since 2014

Services performed: Implementation and training for eTrak-Plus service go live; ongoing technical support, additional staff training, system enhancements. Approximately 90 days from start of training to go live. Annual fee model for eTrak-Plus (flagship) service on five-year contract extension.

4. Description of Recreation Management Software and Scope of Work

From the City's RFP Page 7 list of Features/Functions Required:

- **Account management/customer database**

CONFIRMED. eTrak-Pro includes access to both an in-house (for staff) customer database, with full account management capabilities, as well a hosted online customer portal for participants to access to register, update information (address, phone, email, etc.). All updates and changes made to the customer data base by either a staff member or a customer on the online portal occur in real time; there is no need to re-enter the information on both the in-house side and then the online customer portal side.

- **Course registration (online and in person)**

CONFIRMED. eTrak provides the City with a dedicated, customizable online portal to enable participant online registration and payment for any/all programs and services Roeland Park chooses to make available online. Customers may also register in-house quickly and conveniently via eTrak-Pro's staff interface.

- **Memberships (online and in person)**

CONFIRMED. eTrak-Pro enables powerful Membership Management functionality, including master pass use for multiple enrollments (e.g. gym membership, pool membership) on the same key card/fob/membership swipe, as well as fee discounts (e.g. Silver Sneakers, corporate discounts, resident vs. non-resident, etc.).

- **Facility reservations (online and in person)**

CONFIRMED. The eTrak facility reservation and rental calendar operates in real time to prevent double-booking, and facilities can be broken into multiple rooms/fields (e.g., half court A and half court B for a basketball gym, etc.). Roeland Park can choose to offer online facility reservations as "by request" where customers submit reservation requests that are "tentative until approved" and the Roeland Park supervisor for that facility is automatically notified by email that a reservation request has been made to follow up on; OR, the City can allow complete booking and payment for facility reservations online, with no staff review/approval required. The City may also designate some facilities as "by request" only and some as available for online booking; eTrak-Pro provides that flexibility.

- **Financial accounting**

CONFIRMED. eTrak-Pro includes robust financial accounting and the ability to run reports based on transaction type (cash, check, credit card, etc.), by location (Concession Stand A, Concession Stand B, etc.), split payments over multiple general ledger (GL) accounts, back out taxes as desired, run summary GL reports by shift, by day, by week, etc., plus much more extensive financial accounting capability.

- **Financial integration with other financial systems**

CONFIRMED. eTrak-Pro can set up an export to Roeland Park's financial accounting system for an extra one-time cost detailed in the Pricing Proposal; please note that the export does require the financial software provider to work with eTrak and the City to correctly set up the file format

needed for export, but, in our experience, that is typically not an issue and should not pose a problem.

- **Marketing/communications**

CONFIRMED. eTrak includes a powerful email and text blast system which enables the City to select any/all participants in any specific email or text blast; e.g., only age 9-10 baseball participants to report rain out of games scheduled for that day, etc., or email/text all registered customers in the City's eTrak database simultaneously. Flyers (e.g., PDFs) can be attached to the email blasts.

- **Online accessibility**

CONFIRMED. The eTrak-Pro online interface is written in HTML5 and works with any web-enabled device (e.g., smart phone, iPhone, Android, tablet, iPad, PC, laptop, Mac, etc.) with an Internet connection and any browser (Safari, Chrome, Firefox, Edge, etc.).

- **Payment processing**

CONFIRMED. eTrak-Pro comes bundled with credit card processing/merchant account services from Heritage Payment Solutions, the eTrak preferred partner. Credit/debit card transactions run through eTrak-Pro are processed by Heritage Payment Solutions quickly and efficiently. The City will have a separate contractual agreement with Heritage Payment Solutions for credit card processing fees/services and merchant account fees. Those fees are separate from and in addition to the eTrak-Pro monthly subscription cost, and the City pays Heritage Payment Solutions directly (and separately) from eTrak. eTrak does not charge any additional "transaction fee" for credit card/debit card payments.

- **Point of sale**

CONFIRMED. eTrak-Pro includes extensive point of sale functionality that provides real time inventory tracking, cash register functions, internal cash controls, and can track both online and in person purchases. The point of sale function is touch-screen compatible. eTrak provides real-time inventory tracking (e.g., if there are 50 Snickers bars in stock at Concession Stand A and one is sold, the inventory will automatically drop to 49 at completion of sale), touch-screen capability for POS stations and prints receipts.

- **Reporting**

CONFIRMED. eTrak-Pro includes more than 1,000 reports for customers, including robust financial reports, participant rosters, league/team rosters, player rosters, etc.

- **Mobile responsive**

CONFIRMED. The eTrak-Pro online interface is written in HTML5 and works with any web-enabled device, including mobile devices (e.g., smart phone, iPhone, Android tablet, iPad, etc.) with an Internet connection and any browser (Safari, Chrome, Firefox, Edge, etc.). The eTrak online portal scales to view easily on mobile phone screens.

- **Attendance tracking**

CONFIRMED. eTrak-Pro tracks attendance and inventory, and you can run reports on attendance history (re date/time/location of check in, etc., and/or amount of product sold at a specific concession stand, etc.).

- **Webpage integration**

CONFIRMED. The eTrak-Pro online customer portal is accessed via a link placed on the Roeland Park website; e.g., “click here to register online.” Clicking that link brings the customer to the dedicated eTrak-Pro online portal for Roeland Park; the Roeland Park portal can be customized with Roeland Park logo, facility pictures, etc., and the fonts and color scheme are chosen by the Roeland Park team and easily/quickly changed with no web design knowledge required.

From the City’s RFP Page 7 list of Additional Features likely desired in the future:

- **Surveys**

At this time, eTrak Recreation Software does not offer survey capabilities; however, many clients use the eTrak blast email system to send out links to surveys from survey providers such as Survey Monkey.

- **Ticketing system**

CONFIRMED. The eTrak-Pro system includes General Admission (no seat selection) ticketing capability; also, the flagship eTrak-Plus system includes powerful Ticketing functionality, including the ability to display venue seat maps and have customers select individual seats, e.g. Section A, Row 4, Seat 5.

- **Camp registration (Online and in person)**

CONFIRMED. eTrak-Pro and eTrak-Plus include robust camp registration functionality, with the ability to define age restrictions, prerequisites, early/late pick up options, etc. In addition, eTrak-Pro and eTrak-Plus include Electronic Check In/Check Out functionality for camps, before/after school programs, etc.

- **Payment plans**

CONFIRMED. eTrak-Pro and eTrak-Plus provide Roeland Park the ability to set up payment plans electronically by credit card or ACH, or also by cash in person. Recurring billing can also be set up.

- **Scholarship tracking**

CONFIRMED. eTrak-Plus enables the City to track scholarships re amount provided by a donor and how that amount is distributed. In addition, the scholarship recipient’s use of the scholarship can also be tracked, with the ability to apply portions of the scholarship amount across multiple programs/registrations.

- **Calendar sync**

CONFIRMED. eTrak-Pro and eTrak-Plus include iCal and Google calendar invitations with the emailed registration receipt for customers to add to their personal calendar.

A complete list of the included features of the eTrak-Pro system can be found in the Pricing Proposal in this response, as well as Optional Add On features the City may consider to utilize with eTrak-Pro.

NOTE: Many of the features related to the questions in the City’s RFP Exhibit A require the eTrak-Plus system. If/when Roeland Park elects to incorporate recreation management

software beyond the Aquatic Center for use by the City's Parks and Recreation department's full operations, transitioning from eTrak-Pro and eTrak-Plus is cost-effective and uncomplicated.

Please see the City's Exhibit A and Exhibit B completed by eTrak with the exhibits following page 24.

5. Implementation Plan

eTrak PROJECT SCHEDULE and IMPLEMENTATION PLAN (proposed)

Each eTrak-Pro client is assigned a dedicated Project Manager, who facilitates the entire implementation process, from start to finish -- beginning with a "kick off" conference call/webinar to explain and detail the set up/implementation/training process from kick off to go live.

Prior to, in between, and after each of the WebEx trainings included with eTrak-Pro service, eTrak-Pro works diligently with our clients to ensure the proper pace of training and implementation in order to maximize retention of eTrak-Pro skills learned, while still adhering to the "go live" schedule.

The eTrak-Pro Project Manager for the Roeland Park installation and implementation will be Rachel Ebaugh, eTrak Vice President of Client Support. Ms. Ebaugh has successfully managed dozens of eTrak-Plus implementations similar in scope to that of Roeland, and her diligence and attention to detail ensures the Aquatic Center implementation will go smoothly and on time.

The weekly (or more, as needed) conference calls and online "webinars" conducted during the implementation period between Ms. Ebaugh and the Roeland Park stakeholders for eTrak installation are critical. Clients who dedicate themselves to those calls and webinars on the schedule set up during the kick off call will succeed under Ms. Ebaugh's guidance.

The Implementation Plan timeline for eTrak-Pro and the City of Roeland Park detailed below is only a proposal and the actual timeline will be detailed in the contractual agreement. However, the timeline proposed below is an accurate representation of the typical eTrak-Pro installation process. Please note that the Roeland Park installation to "go live" process may be accelerated or extended, depending on the City's needs.

Also, please note that eTrak recommends the included, cost-effective WebEx-based online training for our eTrak-Pro customers. The user-friendly eTrak system is quickly "picked up" by staff users, especially since eTrak-Pro does not go into technically complex functions that might require onsite, hands-on training.

However, should the City desire onsite training, eTrak can travel to Roeland Park and do four (4) days of onsite training for an additional cost detailed in the Pricing Proposal. The timing of the onsite training would likely be in the first four to six weeks of implementation, subject to availability of both eTrak and City staff.

Implementation Plan and Timeline City of Roeland Park and eTrak-Pro

Summary:

The eTrak-Pro web-based recreation and activity management software solution enables Roeland Park to streamline all recreation management needs/tasks, creating efficiency, and

savings across all departments. Association employees will be better equipped to manage all aspects of their programs, services, activities and facilities, including (but not limited to): activity registration (both in-house and via the hosted resident access online portal), facility scheduling/rentals/reservations, membership management, point-of-sale, email marketing/email and text blasting, inventory and much more. eTrak-Pro will provide Roeland Park with an all-inclusive and integrated solution that meets all Association short and long-term needs for recreation and activity management.

Scope of Work Phases

The following scope of work provides the detailed tasks and deliverables associated with the implementation of eTrak-Pro for Roeland Park. The eTrak-Pro solution will be implemented using a 5-phased approach. The 5-phases will include:

- **Phase 1** – Contract executed and signed by both parties, kick-off call, scheduling of weekly WebEx meetings and creation of database
- **Phase 2** – Roeland Park is provided access to eTrak-Pro.
- **Phase 3** – Initial WebEx Training
- **Phase 4** – General configuration and continued WebEx Training
- **Phase 5** – Final WebEx Training and system Go Live

Suggested Timeline

The 5-phases will be implemented over an approximately two month (2 month) period. The actual dates for training are subject to change, and can be accelerated to as short as 30-35 days subject to Roeland Park staff availability for an accelerated timeline, but the suggested timeline for implementation is:

Phase 1 – January 2020

1. Signed Agreement
2. Strategy Conference Call (discuss Deliverables and finalize Scope of Work) within 10 business days of contract signing and introduction to Heritage Payment Solutions representative for Roeland Park.
3. Create detailed project schedule within 10 business days of contract signing.
4. Schedule weekly WebEx conferences between eTrak-Pro Project Manager, Rachel Ebaugh, and the Roeland Park Software team.

Phase 2 – January 2020

1. Provide two environments for training and production. The training and testing environment will be the same site. This data is updated every day. Roeland Park has the option to have an additional test site that stores backed up data for a longer period of time if requested.

Phase 3 – January 2020

1. Initial WebEx Training; expected mid to late January.
2. Provide unattended install instructions for deployment, including information about required software.
3. eTrak-Pro will build (percentage not more than 25%) of items and facilities (remaining used for training purposes).

Phase 4: February 2020

1. eTrak-Pro will implement and test the Heritage Payment Solutions credit card processor account and gateway.
2. WebEx Training continues.
3. eTrak-Pro and the Roeland Park team will test-build items and facilities against the fee rules entered by the collective teams (with the input of the Roeland Park team.)

Phase 5: February-March 2020

1. Final testing of Heritage Payment Solutions Credit Card processor.
2. All Go Live requirements completed (discussed in SOW.)
3. Final WebEx Trainings and Go Live – late February for 2020 for final trainings; Go Live date on or before March 2, 2020.
4. Continue weekly WebEx conference calls with Roeland Park team.

Project Management

During each of the phases shown above, we have incorporated an approach whereby implementation proceeds from an eTrak-Pro introduction to the final 'go live' phase. There are many steps and many deliverables/tasks along the way, for both teams.

To facilitate this approach, the scope of work is structured as follows:

- **Task 1: Project Management** – Project leadership, status reporting, deployment planning, and risk management.
- **Task 3: Configuration** – Coordination of initial WebEx training done on site. Configuration of any Administrators computers, etc. This includes set up of test database and administrative personnel.
- **Task 4: Initial Data Set up** – eTrak-Pro Support staff will build a percentage of items and facilities. System Administrator functions will be reviewed for day-to-day operation and best practices.
- **Task 5: Administration Training** – WebEx training developed for Parks and Recreation Staff and IT administrators of eTrak-Pro. This will include front desk training, item set up, facility set up, reservations, membership management, and other training as required.
- **Task 6: Review and test S.O.W. deliverables** – Review any items requested for Roeland Park S.O.W.
- **Task 7: Operator Training and Admin Review** – Train all operators via WebEx on Front Desk procedures and best practices. Review any material and/or items with Administrators for clarification.
- **Task 8: Go Live** – Cut over to eTrak-Pro for all registrations, reservations, and reporting.
- **Task 9: Post Go Live** – Review any go live issues with Project managers. Set time lines for any changes that may need to be made.

Each task is outlined in the following sections containing detailed deliverables to be provided to the Roeland Park by eTrak-Pro, Roeland Park responsibilities, and general assumptions used in developing project costs associated with this scope of services.

General Assumptions:

Any tasks or deliverables not explicitly stated in the below scope of work RFP, clarification statements or other previous documentation will be considered out of scope and therefore not

part of the Roeland Park 's implementation unless mutually agreed upon via formal change control process. Each team will provide a designated project manager that will lead the process of implementation. Tasks below are detailed in groups.

Task 1: Project Management

This task will provide oversight and direction of the entire implementation. eTrak-Pro will create a shared Dropbox account to facilitate collaboration between all project team members. All project documents and deliverables identified in this scope of work will be housed within this folder.

The Project Management Plan document will be a living document updated throughout the course of the project. The plan will contain the following information:

- Key members of the project team and associated roles and responsibilities.
- Mutually accepted clarification on or changes to the implementation scope of work.
- Formal deliverable acceptance and sign-off procedures.
- Project schedule identifying tasks, sub-tasks, task leads, task dependencies, and estimated durations for each task and sub-task.
- Issue/Risk Register spreadsheet identifying item, associated scope of work task, type (is it an issue or at a severity level where it is now a risk), and mitigation strategy.
- Communication protocols for project team (e.g. who will prepare and receive status reports, persons authorized to propose and accept/reject changes in scope or fee, add items to the issue/risk register, etc.)

eTrak-Pro Deliverables:

- Project Manager – Rachel Ebaugh, VP Client Support
- Schedule weekly strategy calls between key team members.
- Project Management document to include deliverables list from Roeland Park Team within 10 business days of contract signing.
- Dropbox Folder will be used by Roeland Park and eTrak-Pro team members.
- Schedule Initial WebEx training and likely follow up WebEx trainings (4-5 in total).

Roeland Park Responsibilities:

- Identify persons for the following roles/responsibilities:
 - Project Manager
 - Technical Lead
 - Finance Lead
 - Recreation/Activity Lead
 - Fitness Center Lead
- Review and provide feedback on Project Management Plan.
- Provide necessary documentation for item and facility set up.
- Schedule with staff, provide facilities for, and participate in Strategy Call.

Key Assumptions:

- Roeland Park Project manager will provide oversight and direction for all departments within the Roeland Park (IT, Parks and Recreation, Finance) and will ensure their

compliance on participation.

Task 2: Configuration

This task will define the initial training. It will focus on understanding the Roeland Park day-to-day operation and needs from eTrak-Pro. The goal is to be able to set up eTrak-Pro using best practices by understanding how Roeland Park operates. The eTrak-Pro team will work with Roeland Park personnel on the installation, configuration, testing, and setup of the following:

- Set up two-three environments/instances for training, testing and production.
- Provide unlimited data storage.
- Provide unattended install instructions for deployment, including information about required software.
- PCI compliance documentation.
- Provide overview of Roeland Park facility set up (split rooms, all locations where transactions take place, etc).
- Set up initial Administrator training.
- Work with IT/IS on training needs re WebEx access (as needed).

eTrak-Pro Deliverables:

- Provide two-three environments for training, testing, and production.
- Documentation of installation of eTrak-Pro on computers.
- Create /Initial training agenda.
- Perform initial training

Roeland Park Responsibilities:

- Schedule staff for initial training.
- Set up training room and administrator computers.

Key Assumptions:

- Web access from all computer locations.
- Overview of key facilities.
- Necessary employees will be available for training.

Task 3: Initial Data Set-up

This task will focus on getting computers set up for the use of eTrak-Pro. It will focus on setting up the System Administrator functionality of eTrak-Pro. This includes adding GL codes, a percentage of items and facilities, and determining what person information is requested/required. This also includes specific work requests from the Roeland Park team. The eTrak-Pro team will work with Roeland Park personnel on the installation, configuration, testing, and setup of the following:

- Identification of the end-user types that will use eTrak-Pro.
- Set up and load eTrak-Pro on necessary computers.
- Create training drafts for review.
- Set up user groups and permission levels.
- Review all requested reports.
- Build a percentage of items and facilities

eTrak-Pro Deliverables:

- Draft and finalized second WebEx training agenda.
- Successful installation and configuration of eTrak-Pro on required machines.
- Create user id/passwords and permission levels for key members of the Roeland Park Team.

Roeland Park Responsibilities:

- Review and provide feedback on training agenda documents.
- Provide feedback on questions for item and facility set up.
- IT/IS access and availability for successful installation and configuration of computers.
- Provide list of each employee to be involved in training, their permission level, job title, email address and phone number.

Key Assumptions:

- Weekly conference calls will be held to discuss any questions, issues or concerns by both eTrak-Pro and Roeland Park .

Task 4: Administrator Training

This task will focus on the training of Roeland Park Administrators (power users). Administrators are typically your program coordinators, managers, and directors. Administrators will be shown:

- Find, create, and clone a person.
- Create families.
- Register a person and/or organization for a program/class.
- View the calendar.
- Make a reservation.
- View a person's history.
- Reprint receipts.
- Void a receipt.

The second part of Administrator training is Item Set up (to include Point of Sale, Instructional, Membership, Reservations, Leagues, and Camps) and understanding/building of Roeland Park Trees (Menus). This item setup training is repetitive in design so that new users build their knowledge with repetition. The design is to give users a basic knowledge of how eTrak-Pro operates in order to engage their brains on how to organize their programs. In administrator set up, Administrators will be shown how to:

- Find, create, and clone an item.
- Understand the difference between an item and a section.
- Schedule space for an item.
- Create trees, categories and basic tree design.
- Set up facilities, facilities rules, and fees.

eTrak-Pro Deliverables:

- Prepare training schedule and agenda for users.
- Provide WebEx training as needed for Roeland Park Administrators; two WebEx trainings expected.

Roeland Park Responsibilities:

- Schedule with staff, provide facilities for, and attend Administration Training.

Key Assumptions:

- Access to internet without restrictions
- Computers within training room will be setup with eTrak-Pro prior to training beginning.

Task 5: Test and Review S.O.W. Deliverables

This task is designed to serve as Roeland Park's testing period. Roeland Park will be responsible for assigning these tasks to the appropriate key members of their team. eTrak-Pro will play a vital role in working with any Roeland Park team member on issues they experience.

eTrak-Pro Deliverables:

- TBD when Scope of Work is finalized.

Task 6: Operator Training and Administrator Review

This task focuses on training both the Operators (Front Desk/Part Time Staff) and the Administrators. We will offer 2-3 WebEx trainings (in the evenings when necessary) for Front Desk Staff. During Operator training, Front Desk Staff will be shown how to:

- Find, create, and clone a person.
- Create families.
- Register a person and/or organization for a program/class.
- View the calendar.
- Make a reservation.
- View a person's history.
- Reprint receipts (if permission allows.)
- Void a receipt (if permission allows.)
- Prepare training agenda for Operator and Administrator Training.
- Final test of credit card interface.

Administrators will use this training time as a final review of programs, facilities, etc. This is a time for final testing and question/answer before the 'go live.' Administrators will review and turn on reports. This time is also reserved for training on any application that the team did not have sufficient time for in previous trainings.

Roeland Park Responsibilities:

- Develop internal schedule with key staff to be trained to ensure that they are available and clear of any responsibilities during training. This level of training requires complete focus and the maximum information retention.
- Arrange and provide adequate and sufficient training space in a facility conducive to a learning environment (no disruptions, intermingling with other parties not involved in training, multi-tasking, etc.) and provide facilities for and attend operator and administrator training

Key Assumptions

- The tentative training agenda will be finalized prior to this final training.

Task 7: Go LIVE

Roeland Park will begin service with eTrak-Pro. All users (in-house and online) will register with eTrak-Pro. eTrak-Pro team members will be available 24/7 for the 'Go Live' to trouble-shoot any issues that arise.

eTrak-Pro Deliverables:

- Availability 24/7 during 'Go-Live'
- Trouble-shoot any issues that arise with the eTrak-Pro development/support team
- Review and manage the Project Management document to include any new issues that arose and were unresolved at 'Go-Live'

Roeland Park Responsibilities:

- Schedule cut-over date with staff and prepare for implementation and 'go live'.
- Roeland Park staff should reevaluate current SOPs (standard operating procedure) and how these will change with eTrak-Pro.

Task 8: Post Go LIVE

The Roeland Park and eTrak-Pro will continue weekly conference calls and additional/unlimited WebEx-based training until the team is comfortable with daily operations. The Roeland Park has unlimited 24/7 access to the Support Number at 877-513-8725.

eTrak-Pro Deliverables:

- Continued management of any remaining Issue/Risk management items on the document.
- Completion of all action items.

Roeland Park Responsibilities

- Provide feedback to the support team on any issues that they are experiencing.

Key Assumptions

- None currently

6. Support and Security

a. **Ongoing Training Opportunities:** eTrak provides an Online Knowledge Base of tutorials and tips, available 24/7/365. In addition, unlimited WebEx training at no extra cost is available to the Roeland Park team. Hard copies of eTrak Operator, Administrator, and System Administrator functions and processes are available for reference.

b. **Support Services:** eTrak-Pro services provides included, unlimited, 24/7/365 live telephone support, never outsourced. This is available at all times, including emergencies or just whenever a question comes up.

c. Product Release/Update/Upgrade Process: All system updates, maintenance and support is provided by eTrak specialists and handled internally without the need to burden City staff with any responsibility. In addition, all eTrak-Pro clients are always on the most recent version of the software; there are no “upgrade charges” or other fees charged when we roll out improvements. We utilize an “agile development” model where our improvements and enhancements are done and rolled out seamlessly to all clients simultaneously at no charge on an ongoing basis.

eTrak is constantly updating our product. Small improvements and patches are released on a regular basis as needed. These are rolled out typically during a nightly system restart which occurs at 4 am. eTrak-Pro maintains copies of several versions, but keeps all customers on the same current version. Larger projects are released on an as needed basis and typically occur every quarter. Clients are notified of patches, updates and upgrades in a variety of ways. For patches, we are generally working directly with a client so they are in regular contact and included in testing.

We send emails and text messages regarding updates to anyone signed up to receive them. There is also login message used to alert users of any significant changes. For larger upgrades and new product features, web based seminars are scheduled for training purposes. These sessions are recorded and stored in the system for on demand access. Testing is performed by the developer producing the code, the chief developer and support staff before being released into production.

d. Security Process and Hosting Environment: eTrak-Pro customer data is stored in data centers in various regional zones within Amazon Web Services (AWS).

Data is housed in a private subnet on AWS and is only accessible from a specific IP address of a jumpbox in the public subnet and the application server in the public subnet. Access to the jumpbox in the public subnet is only accessible via a private key file, that also has to be restricted to specific security groups.

Sensitive data, including PPI, is encrypted with 256-bit encryption. All servers on AWS have been hardened to Department of Defense standards. Configuration information is isolated and only available to authorized users and using a private key file.

Data may reside temporarily in our in-house data center while being migrated and uploaded to AWS. For the in-house data center, there is restricted access with both proximity and secured with an alarm system that has restricted access as well as security cameras.

Both In-house data center and AWS use a firewall and DMZ. In AWS, data is stored in a private subnet and only accessible from specific IP addresses; the MySQL client in the private subnet and app servers in the public subnet. The MySQL client in the private subnet is only accessible from a single IP address from the public subnet, which is only accessible with a private key file

e. Disaster Recovery and Redundancy Processes/Procedures: With eTrak-Pro, there is full data replication across availability zones with immediate failover in the event the data server fails. There are also regular snapshots that allow for full recovery in the event of data loss

This disaster recovery process is tested regularly and has been executed a number of times successfully.

In AWS, customers are distributed across multiple VPC instances, and can be switched to a backup VPC if need be. Also, AWS provides full load balancing capabilities and will be implemented when needed. The elastic nature of AWS allows for expansion and contraction of resources based on user activity at any point in time.

f. Archiving Capabilities and Processes: In eTrak-Pro, data is archived in real time across AWS. There is full data replication across availability zones with immediate failover in the event the data server fails. Data is never deleted, and the City of Roeland Park owns its' data with eTrak-Pro.

g. Meets PCI Compliance Standards/Certificate: Confirmed; eTrak-Pro is PCI Compliant. A confirmation certificate is attached in the Exhibits with this response.

h. Payment Processors: eTrak-Pro comes bundled with credit card processing services/merchant account services from Heritage Payment Solutions. eTrak-Pro clients enter into a separate contractual agreement with Heritage Payment Solutions for fees and costs associated with processing credit card transactions and maintaining merchant accounts used in conjunction with eTrak-Pro. eTrak-Pro does not collect and credit card fees or transaction fees; however, eTrak can set up a "convenience fee" for the City should Roeland Park elect to "pass on" credit card processing fees to customers paying by credit card.

i. Exhibit B Vendor Security Checklist: Please see the completed Exhibit B in the exhibits following the body of this response.

1. Additional Functions/Capabilities: On the included Pricing Proposal, we detail what is included with the eTrak-Pro system we recommend for the current needs of Roeland Park at the Aquatic Center. The robust bundle of features included with eTrak-Pro provides all the functionality currently needed by the City, with "room to grow" at no extra cost, as all the included features are available to the City at all times; e.g., you may add them in after "go live" as needed.

In the future, based on the requirements listed in the City's Exhibit A in this RFP, we recommend a transition to our flagship eTrak-Plus system, which includes all the features in the eTrak-Pro bundle plus many more. eTrak-Plus is used by multiple large parks and recreation agencies across the country, including Roeland Park's neighbors in the City of Mission, KS and in Garden City, KS.

The transition from eTrak-Pro to eTrak-Plus is seamless and cost-effective. If/when the time comes for Roeland Park to upgrade to eTrak-Plus, we are pleased to present you with details on the process.

7. Proposal Cost and Contract Term

Please see the included Pricing Proposal for Roeland Park attached with the exhibits to this response immediately following page 24 of this submission.

8. Additional Products Offered

As noted above in Section 6.i.1, our current recommendation for service at the City's Aquatic Center is our eTrak-Pro system, detailed in this proposal (in addition, a complete list of included features of eTrak-Pro is shown on the Pricing Proposal included in the exhibits with this response, beginning after page 24).

In the future, based on the requirements listed in the City's Exhibit A in this RFP, we recommend a transition to our flagship eTrak-Plus system, which includes all the features in the eTrak-Pro bundle plus many more. eTrak-Plus is used by multiple large parks and recreation agencies across the country, including Roeland Park's neighbors in the City of Mission, KS and in Garden City, KS.

eTrak-Plus enables Advanced Ticket sales (e.g., "select a seat" rather than General Admission), Dog Park Management (dog license and vaccination tracking, etc.), advanced discount fee rules management, an employee time clock, Locker management, Rental Equipment check in/check out (including fees, if applicable), Priority Registration (e.g., residents enabled to register before non-residents, etc.), and much more.

The transition from eTrak-Pro to eTrak-Plus is seamless and cost-effective. If/when the time comes for Roeland Park to upgrade to eTrak-Plus, we are pleased to present you with details on the process.

eTrak-Pro

eTrak-Pro Services Included for: CITY OF ROELAND PARK, KS AQUATIC CENTER

- All data hosting, including online customer portal for web-based transactions and payments
- Credit card processing integration with Heritage Payment Solutions
- 24/7/365 Unlimited Live Support
- More than 1,000 Reports
- Multi-function Calendars
- League Management
- League Registration
- League Scheduling
- Related Items - Uniform Selection
- Residency/Non-residency Fees
- Tournament Scheduling
- Item Special Request
- Rosters
- Sibling Discounts
- Scan & Store Personal Documents
- Point of Sale and Inventory
- Class Instructor payment tracking
- Wait listing Registration
- Email & Text blasts
- General Admission Ticketing
- Electronic Check In/Check Out for Camps/After School Programs
- Program Registration
- Facility Rentals and Reservations
- Electronic Signature Tab
- Basic Membership Management
- Gift Certificates/Coupons/Promo Codes

eTrak-Pro

Pricing for City of Roeland Park KS:

- **\$2,500 initial fee for Implementation/Set Up/WebEx Training**
 - **OPTIONAL: For an additional \$2,500**, eTrak will come onsite to the City of Roeland Park for four (4) days (32 hours) of hands-on training. The additional \$2,500 is all-inclusive for the onsite training, covering all eTrak expenses (airfare, hotel, rental car, per diem, etc.).
 - **OPTIONAL: For an additional \$2,000**, eTrak will set up a Financial Software Export with the City's indicated financial software provider, Accounting CS. Please note that the set up and successful execution of the export requires cooperation from Accounting CS to correctly format the export file. In our experience, this is typically not an issue and cooperation is easily obtained, so we do not expect difficulty. Also, there is a slight chance that Accounting CS may have external vendor/API regulations/requirements that may make setting up the export more costly for the City (e.g., Accounting CS may charge a fee to work with an external vendor for export file set up; this fee would be paid by the City). We have only encountered one instance where the vendor charged a fee.

-- continued --

eTrak

1095 Playground Rd. * Charleston SC * 29407

(877) 513-8725 * FAX (843) 763-3877 * www.etrak.com

- **\$2,500 Accrual Accounting/Deferred Revenue/Modified Accrual Fee:** If the City of Roeland Park Aquatic Center utilizes Accrual Accounting/Deferred Revenue Accounting/Modified Accrual Accounting, there is a **one-time charge of \$2,500** paid prior to system go live for set up of the City's accrual/deferred revenue accounting.
- **\$500 Seasonal Reactivation Charge:** The City indicated that there may be desire to deactivate the system during off-season months. eTrak-Pro can accommodate this for a \$500 annual Reactivation Charge when the eTrak-Pro system is put back into use by the City each year. This fee helps offset our data hosting costs during the non-use months.

Ongoing eTrak-Pro Service

\$379 Monthly Subscription Fee

- **Subscription is all-inclusive re data hosting, WebEx-based initial/set up training, customer portal hosting, unlimited 24/7/365 live telephone support, all features shown on Page 1, all system updates/upgrades, unlimited additional WebEx-based training, unlimited users (no "seat licenses), no additional eTrak fees.**
- **NOTE: Credit card fees and merchant account fees for City of Roeland Park for charges made through eTrak are paid by Roeland Park directly to Heritage Payment Solutions, separately from/in addition to eTrak monthly subscription cost.**
- **Contract Term is five (5) years, with the City able to terminate at no charge beyond any fees currently due before the conclusion of the contract period.**
- **The \$379 Monthly Subscription Fee is valid for the duration of the contract and will not increase during the contract period, provided the City does not upgrade functionality/require additional features, which will incur extra cost to be determined.**

No Proprietary Hardware/Peripheral Devices Required:

eTrak-Pro is "third party hardware/peripheral neutral," meaning our software works with virtually all printers, digital cameras, bar code scanners, touch screen monitors, receipt printers (e.g., Epson 40 column). It is extremely unlikely the City will need to procure any replacement hardware/peripherals to work with eTrak (beyond any new devices purchased by the City to expand services in new locations, etc.).

In addition, eTrak-Pro will work with any browser (with Flash enabled – we are currently removing Flash from our staff/in-house side to make it HTML5 like our online customer portal, so the Flash requirement will be removed in 2020).

THIS PRICE PROPOSAL IS VALID THROUGH OCTOBER 31, 2020.

eTrak

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DIRECTIONS

Please mark in the Capable or Not Capable boxes with a checkmark if your solution is able to offer the task. Please use the comments section to clarify or provide more information on the task; if a task is not included under your fee proposal but is available at an additional fee, please note that in the comments. If your solution offers additional key tasks not included in this exhibit, please include those as an attachment to the end of Exhibit A.

Overview	Capable	Not Capable	Comments
Application is a web-based solution hosted entirely by the Vendor and provides users and citizens accessibility by web browser			
All modules share common data file components, such as participants, names, addresses, contact information, enrollments, etc			
Integrated Point-of-Sale			
Accounting with multiple GL support			
Integration with current website for online registrations and purchases			
Provide implementation services, training, ongoing support, and software updates			

Customer Accounts	Capable	Not Capable	Comments
System provides capabilities to scan and upload documents (e.g. annual waivers, medical forms, proof of staff certifications, etc.) to an individual in the hosted database, by the user and the operator			
Documents to be stored in document management system and referenced in system			
Searching for a Customer: Use wildcard search characters (*,?, %) in all text fields on the Customer Search page.			
Searching for a Customer: Search for customers by customer ID, email and telephone number			
Select which fields are required for account creation. Choices will allow for different requirements online opposed to over the counter.			
Allows users to add all family members at the time of account creation and have them approved as a group instead going back in and having each family member approved individually			
Ability to have people attached to more than one household and/or company – specifically for divorced households and various groups			
Ability to split households in the event of divorce without the need to create new accounts and merge information			
Automatic search for duplicate account functionality, whereby duplicate accounts can be quickly, easily and automatically merged without losing transactional information			
Ability to move/merge individuals from one account to another account			
Ability to delete an individual and/or deactivate a client on an account			
Validate the user's street address when an account is requested from the customer (public access) site			
System provides for alerts/notes/reminders to be tagged to a customer account, such			

Exhibit A – Software Capabilities

that upon next staff access of that account OR public website login, the customized alert is displayed.			
System allows creation of FUTURE alerts/notes/reminders that can be applied to (a) individual customer, or (b) batch of customers			
System allows user to set valid start dates and valid expiration dates for notes/alerts/reminders, such that the system will automatically post and remove the note/alert upon reaching those dates.			
System provides ability to create unlimited number of customized attributes/criteria termed Demographics; these attributes can be assigned to customers for reporting/analysis purposes.			

Public Access: Online Management	Capable	Not Capable	Comments
When customer does not have an existing account, System offers the following <u>online</u> options:			
Can only <u>request</u> an account online			
Require new accounts created on the customer site to be approved on the staff side prior to being able to use them for transactions. If selected, online account requests are considered pending until they are approved by admin staff.			
Create an account and have it immediately available for use			
Activate online user accounts only after email validation. If selected, an activation email will be sent to the customer's email address, and they have to click on a link to activate their online account, ensuring the account cannot be activated if the customer did not give a valid email address.			
Option to allow customers to change their account information and specify what information they can change by themselves			
Allows the customers to access their personal account information via the Internet with an assigned user name and password			
Auto-create a password for an account for online access. The Password will be included in the account creation confirmation sent automatically by email			
Specify number of days until the auto-created password (in e) above) for Online access expires			
System provides the option for organization to enforce customers change their system-generated initial password the first time they log in			

System provides the option to enforce strong passwords, specifically:			
Password strength, at the option, can be increased by including both upper- and lower-case letters, numbers and symbols.			
Users will only be allowed “X” (where “X” is customized by the organization) consecutive unsuccessful login attempts before the user login and password are locked out			
Users will be unable to log in for “X” with the same session after “x” failed attempts			
As the password is entered, the strength of the password is indicated by a typical ‘password strength indicator’ widget			
System allows organization to decide what they wish their customers to see and perform on the public access side, meaning customers should be able to do – at the option of the organization:			
Allow customers to view & print their family schedule			
Allow customers to view their account deposits			
Allow customers to view their debit/credit transactions and account balance – both current and prior and print results for their record			
Allow customers to view their previous transactions (for example: Enrollments or Reservations)			
Allow customers to view transactions that require attention (for example: unsigned waivers or checklist items they must return prior to their reservation being approved).			
Allow customers to view their activity/program grades in their activity enrollments			

Exhibit A – Software Capabilities

Allow customers to change their login name and password, as well as their secret question and answer			
Allow or restrict customers to change their address and personal information			
Allow customers to change their answers to custom questions that were asked in their previous transactions (e.g. update their preference for Team Jersey number)			
Allow or restrict customers to change information about their family members or friends, as well as add a new family member or friend to their account			
Allow customers to view their account balance and make payments to their account			
Allow customers to view a list of their previous payments and receipt details			
Allow coaches/instructors to run the Roster report for activities that they are teaching. This function should only be available to those coaches/instructors who are authorized to perform online administration of their activities.			
Pass/Fail marks of activities			
System provides ability for an email to be automatically generated and sent to specified staff to notify when customers change settings on their customer profile. The email should include: what details change, the date and time when the change occurred and which customer specifically made the change.			
Allow for account setup through social media accounts			

Membership Sales	Capable	Not Capable	Comments
Create professional invoices for membership balances due			
Sell continuous monthly memberships			
Sell annual one-time memberships			
Sell punch passes at any quantity			
Automatically offer discount if multiple passes purchased in one transaction			
Sell a pass based on another pass status (i.e. Lodge Membership status gives customer lower price on exercise punch card and automatically determines fee)			
Determine the residency status of online and onsite customers using address through a GIS system or similar. Ability to apply separate fees and set different online enrollment periods for resident vs. non-resident customers.			
Automatically charge credit cards for memberships each month on a certain day without having to manually create a task for this			
Application supports use of bar code scanning or mag stripe scanning			
Create membership <u>cards</u> for each type of membership or use one card for all memberships for that individual			
Create membership <u>key fobs</u> for each type of membership or use one card for all memberships for that individual			
Attach a photo per person in an account, and can be displayed when a membership is scanned or to verify an account			
Photos may be submitted electronically and uploaded to the account or taken on-site and saved to the account			
Auto-generate email list of expiring annual memberships to send renewal reminder notice			
Application Membership Module is fully integrated and therefore, can share data with all other system components (e.g. Registration module, Facility Reservation module, etc.)			

Exhibit A – Software Capabilities

Membership Module shares the same client database as the other modules within the system			
When a membership card is scanned by the bar code reader or mag-stripe, Membership application automatically verifies the card to be valid, and updates the member's attendance record at the same time.			
Application produces audio warning if a Membership card is scanned that is invalid.			
Application allows for multiple active memberships to display and will default to a specified membership over other memberships as defined by administrator.			
If a member's card is scanned by the barcode reader or mag-stripe, and the member's account shows that one of their membership packages is about to expire in a user-definable number of days, the system displays a warning to the operator to allow them to notify the member.			
If a user scans a punch-pass card or checks in under a punch-pass account, the account shows how many pass scans are remaining and the operator can notify the user.			

Online Access: Membership Payments and Renewals	Capable	Not Capable	Comments
Allows organization users to search and view membership package information via the Internet.			
Allow credit card renewals online: System allows memberships to be set up for automatic renewal via credit card online as well as provide a backup form of payment should the first one be declined.			
System allows memberships to be set up for automatic renewal			
Turn off the ability for customers to add a family member or friend during the purchase of a membership on the customer (public access) site			

Setup: Program/Activity Registration	Capable	Not Capable	Comments
Activity Registration shares common data files for participants, names, address, and companies with other software modules			
Assign unique program numbers to each program for activity guide reference			
The system must have a configurable activity number feature that validates and enforces proper activity number entry			
Allows for a main category with subsets (i.e. youth classes with a subset of youth, sports, aquatics, etc.)			
Categorize program by category such as sports or aquatics			
Create a season and group programs under that season			
Add an alert to the program for staff to reference in case of late update to program			
Email receipts and waivers to client after registration			
Re-print or re-email receipts and waivers to client after registration			
Ability to have:			
Tiered pricing for programs. Example: scholarship (lowest); resident rate (based on residency); non-resident rate (highest)			
Tiered pricing for programs: Early, Regular or Late Registration			
The appropriate rate (listed above) automatically generated during program set-up			
Ability to create professional invoices for program balances due			
Application allows capability to set priority registration dates. System will allow the specification of the dates and times for priority registration depending on resident status, membership status and staff-side or public registration.			
Activity data fields track ALL of the following elements: <ul style="list-style-type: none"> Activity number, activity name Season, category, instructor, location 			

<ul style="list-style-type: none"> • Staff Supervisor • Activity status (open, closed, tentative, on-hold, etc.) • Gender • Beginning date and time • End date and time • Days of week activity meets • Ability to remove dates that classes are not meeting • Date that registrations will be allowed • Minimum and maximum age • minimum and maximum enrollment levels • Prerequisite activity • Instructor payment data • Text area for catalogue/brochure, receipt notes, internal notes • Calculation and storage of all session dates and times, enrollment statistics, etc. 			
Application will automatically calculate all session meeting dates, with a complete list of all dates, number of total session meetings, and total session hours			
Allow an unlimited number of activity fees to be assigned and entered for each activity. A separate revenue account to be able to be assigned to each fee.			
Multiple instructors can be assigned to each activity			
Individual instructor pay calculation methods can be entered for one or more instructors per activity. Payment methods can be a choice of % of revenue collected, a fixed contract fee, a variable fee such as a set amount of pay per student, hourly pay, or combinations of these.			
Text may be entered for activities, including a Catalog Description with text to appear in a Class Catalog or Activity Guide, “Notes” to appear on the customer’s receipt, and “Notes” which are for internal staff use only.			
Activities may be designated on an individual basis as to whether any special notes or information must be captured at the time of enrollment			

Exhibit A – Software Capabilities

Prequalification or prerequisites can be setup and required before registration into a class			
Activities can be designated a “team sport,” such as swim team. When identified as a team sport activity, the application will automatically track player and team names during the enrollment process; will automatically assign players to teams if desired by the staff, and will produce activity rosters that are sorted in order by teams and players.			
Allow facilities to be scheduled and reserved while new activities are entered. Scheduling and reservations are to be performed without requiring duplicate data entry or requiring any switching between programs.			
Activities coded as either “Open” for activities which are in the current season, or “Closed,” for activities which may only be offered in other seasons. Application will allow new enrollments into all “Open” activities, and not allow enrollment into “Closed” activities			
Activities copied from one season to another			
Activities updated in bulk. It should include status, date and day shifting.			
System allows New Enrollment, Refunds, Transfers, Deposits, Wait List entries, and Voids			
A participant can be enrolled into multiple activities without having to re-select or re-input the participant name each time			
Application allows entering a quantity during registration, such as enrolling (quantity) 5 people into an activity under a single enrollee name. Ideal for registering larger groups such as scouts or youth groups			

<p>Participant data fields include all of the following:</p> <ul style="list-style-type: none"> • First and Last Name, Street Address, City, State, and Zip Code • Home, work, emergency, and cell phone numbers • E-mail address, birth date, age, gender • Resident or non-resident status • Participant ID number • Customer balance, Customer Type, Company • Notes field 			
<p>Multiple enrollment transaction types can be combined onto a single receipt, such as combining a new enrollment, a refund, and a transfer onto a single receipt</p>			
<p>Any type of non-enrollment transaction can be processed both before and after entering an enrollment without having to launch, switch, or minimize/maximize between different programs or screens. An example is to sell a customer a membership and then enroll them into an activity all in one step, or enroll them first and then sell them a membership all in one step, etc.</p>			
<p>Participants can be “transferred” from one activity to another using a “transfer” capability in the application and all in one step that does not require one step for deletion and a second step to re-enroll. A single consolidated receipt can be printed that includes all details of transactions.</p>			

Application automatically checks and notifies the operator or user if they attempt to enroll: <ul style="list-style-type: none"> • A participant into an activity if that participant is already enrolled. • A participant into an activity that is closed or full. • A participant into an activity if they are the wrong age or gender. 			
The enrollment process allows “keyword” selection of activities by activity name or activity number			
If an activity keyword is entered, (i.e. “Dance”), the system will find all activities that have the word Dance in the Activity Description, regardless of whether Dance is the first word in the description or is embedded in the Activity Description			
When there is an age restriction for an activity, the system automatically calculates the age of the enrollee as of the first session meeting date or a set cutoff date (ex: age as of June 1), and not as of the date of enrollment			
Ability to scan a membership card from the activity window to automatically bring up the customer’s record			
Ability to view a family’s entire registration, reservation, membership / pass and payment history			
Sort waitlisted enrollees by the date in which they register			
Allow operator to enter expenses and instructor payments against activities. These expenses can then be reported on via instructor payment due reports and net revenue reports.			
Collection of payment by cash, check, credit card, gift card, EFT/ACH, or also “from account” if the customer has a credit balance. Incomplete payments can be accepted, including “split” payments with part paid by check, part cash, and part from account, etc.			

Exhibit A – Software Capabilities

The system can accommodate multiple persons paying for a single enrollment transaction and on a single receipt. For example, a divorced set of parents can each pay ½ of the total enrollment fee(s) for a child using two separate client accounts.			
Permit refunds without withdrawing from an activity. For example, if one session of an activity is canceled, the enrollee may be given a pro-rated refund without having to withdraw them from the activity.			
Post adjustments to customers account balance			
Allows for “retiring” of enrollment data and rosters at the end of a season to allow for easy setup of the application to handle the upcoming season. Retired data is stored permanently in a historical file, and is accessible for marketing or data tracking purposes.			
Text to include on Receipts and confirmations is user definable			
Population data such as customer address, telephone number, etc. can be updated, changed, or deleted entirely from within the Registration application functional area			
Allow registration of participants into activities offered in multiple seasons at the same time, such as registration in both late Summer and early Fall programs			
Software has built-in waiver functionality, such that users have to click on “Accept” in order to continue with the transaction in all modules after reading the water. This is recoded as an electronic signature.			
Activity completion status can be tracked after completion of the activity, such as pass/fail			
Offers security feature to grant/deny access to application functions for each operator (security to be down to the level of each operator)			
System Provides the ability to:			

Exhibit A – Software Capabilities

Suspend customers (e.g. they are banned from using services, either temporarily or permanently)			
Specify a date range and reason for the suspension			
Specify whether the suspension includes the customer's family			
Specify which functional areas/modules and sites that the suspension will include			
League management has the ability to:			
Placement of individuals on rosters and prints rosters with customizable fields			
If a player is looking for a team to play on to be placed on a free agent board			
Individual youth or adult registration with early, regular and late periods, sibling discounts, tiered pricing, partial payments, waitlists, etc.			
Team registration for leagues or tournaments			
A complete scheduling solution built-in including standings, stats, and scoring			
Quick drag and drop roster building. Start assigning players to teams during registration or during a draft. Easily move players from team to team.			
Online team registration with configurable roster management and waivers			
Assign officials to games or let officials choose the games. Fully integrated with scheduling, so if a game changes, the officials are notified.			
Users can select available volunteer opportunities either by individual or team. Complete reporting and communications built-in.			

Public Access: Program/Activity Registration	Capable	Not Capable	Comments
Ability to dynamically generate .html web pages and post activity data already entered into the registration management component of the system. No redundant data entry is required.			
Ability for the public to view posted activities and register via the internet on the City's website.			
Ability for the public purchase one day tickets for admissions to facilities with unique scan able barcode.			
Allows the public to view all information about an activity on one page, versus having to click on various icons and have pop-up windows be displayed with one piece of information on each pop-up window			
Allows operators to post activities on the Internet by simply clicking a selection box associated with any activity already entered into the registration management component of the system			
Allows organization to accept payment <u>online</u> with a major credit card such as Visa, MasterCard, and/or Discover			
Ability for the public to view the number of spots available for online registration before going through the entire registration process			
Allows operators to set up customized questions (i.e., What is your T-shirt size? etc.) for customers to respond to during the Internet registration checkout process. The answers to these custom questions can then be viewed in a report.			
Participants using the public Internet registration interface and recreation staff using their workstations, access a common database in real time			
Option to set up an Internet only discount to encourage registration via the internet.			
Online access of software to be viewable and usable through mobile devices, including smart phones and tablets.			
Ability to determine the residency status of online customers using address through a GIS system or similar. Ability to apply separate			

Exhibit A – Software Capabilities

fees and set different online enrollment periods for resident vs. non-resident customers.			
Ability to create iCalendar Export File allowing schedules to be imported to personal calendars such as Google and/or Outlook			
Ability to share registration on social media, Twitter, Facebook			
Ability to reprint receipts and print out tax receipts online			
Ability for the user to “log off” when their session has ended to restrict access to their account information by subsequent users of the same computer			
Ability to show an image with each program visible online to the public			
Ability to generate a unique URL for each category of program online (i.e. Sports, Fitness or Aquatics) that will take you to that section of programs to register for online			

Private Instruction/Personal Training	Capable	Not Capable	Comments
System tracks all the following instructor information:			
Instructor Name, Phone number(s)			
Indication of whether phone numbers can be released to students			
Notes capability for instructor certifications, skills, etc.			
“Search” keywords for retrieval of instructors with similar skills			
Calendar view of schedule for all staff to be able to reference quickly			
Allows user to automatically produce and print weekly instructor schedules. Personal information is hidden for public access.			
Shows instructor schedule on calendar in daily, weekly or monthly calendars. Personal information is hidden for public access			
Calculates Instructor payments by flat fee, \$ per hour, \$ per booking, \$ per participant or % of total fees			
Creation of <u>individual</u> packages to be sold in 30-minute, 45-minute and 60-minute sessions in groups of various packages (i.e. single, 4-pack, 6-pack, 45 minute individual sessions)			
Creation of <u>group</u> packages to be sold in 30-minute, 45-minute and 60-minute sessions in groups of various packages (i.e. 6-pack, 45 minute group sessions)			
Allows pre-defined packages (9-pack of personal training) to be sold without first having a date to book in the system			
Allows instructor to mark attendance individually or by group, such as attended or no show			
Setting a register/withdraw time of "x" hours before private instruction			
Allows users to select personal training or private instruction times based on instructor and instructor availability			
Capable of tracking when sessions are used for client history			

Exhibit A – Software Capabilities

Ability for users to check in at the front desk for their private session			
Schedule sessions from paid or unpaid package			
Produces a report that shows instructor total hours spent with clients (attended) over a specified date range sum totaled per day			
Allow for small group training under one instructor and will identify these groups on the above client report			
System reports total revenue generated by individual instructor or by a group of similar instructors over a specified date range			
Track revenue per private instructor and the ability to insert revenue goals			
Generate contracts for instructors, including fees and payments.			
Instructors can view and print class rosters.			

Facility Reservations	Capable	Not Capable	Comments
Ability to create professional invoices for facility reservation balances due			
Ability to choose which facilities are bookable online and which facilities are booked in house with staff (view only to public).			
Ability to email receipts, waivers and contracts			
Application Facility Reservations Module is fully integrated and therefore, can share data with all other system components (e.g. Registration module, Membership module, etc.)			
When operated along with Activity Registration, the system will automatically accept and process facility reservations at the time as new activities are entered, without requiring any duplicate or additional data entry.			
Facility Reservations shares the same common household database as the other modules within the system			
Add extra detail information to the facility and complex/center records such as floor plans, pictures and layouts			

<p>Facility data fields are to include all of the following elements:</p> <ul style="list-style-type: none"> • Facility Code/Id • Facility Name • Complex/center • Facility Type • Opening and closing times for each day of the week • Overlapping facilities • Text facility notes • Individual “skip dates” for the specified facility • Default permit disclaimer to use • Minimum reservation time, in minutes • Denotation of whether the facility is open 24 hours/day • Search keywords (such as a room with an internet hookup) • Capacity • Set-up 			
Entry and management of multiple Complex/Centers, Facility Types and Facilities. Application will also allow a operator to search for facilities based on any one or any combination of these same parameters			
Produce a Facility Master Report, showing all facilities and related information			
Management of and produces reports relating to all “overlapping” facilities. If you have one large meeting space that breaks into multiple small spaces and a small space is reserved then the larger space would be unavailable.			
Allows default charges to be entered for facility types and customer types, and allows individual / unique charges down to the individual facility level			
Application allows new reservations to be entered, produces permit contracts receipts, and prevents double scheduling of facilities			
Application allows multiple facilities to be rented by a single customer in one step, without requiring multiple permits or duplicate data entry			

Provides a configurable on-screen scheduling calendar to view any number of facilities at once and by day, by week, or by month. Time increments in the Scheduling Calendar may be set as low as 5-minute increments up to 2-hour increments. The defaults which control the date, display time increment, and facility, can be controlled and set by the user.			
Search by Facility Name, Complex/Center Name, Facility Type and keyword searches			
Application automatically will search for multi-day or multi-facility reservations, such as for a customer who wants to reserve a meeting room from 1 to 3pm, from June 1 st to July 30 th , only on Tuesdays and Thursdays, and only on the 1 st and 3 rd weeks of the month. After searching, Application will display a screen that shows number of dates requested, which facilities were searched, and which facilities were available for the requested dates.			
Application will automatically detect if a facility is unavailable due to an overlap conflict, such as if the Soccer Field is being used, which would make the Ball Field unavailable for that same time			
Allow the “attachment” of one or more disclaimers along with each reservation that is processed. The Application will allow multiple disclaimers to be entered and stored, with the text in the disclaimers being user-definable. Disclaimer text will appear on Permit Contracts that are produced.			
Allow reservations to be processed for individuals, companies, or both. If a company is used, Application will allow entry of the agent or contact person.			
Track the Event name and number of persons attending for each reservation. After the reservation is completed, the Event Name is to be thereafter displayed in the Scheduling Calendar when viewed in Daily/Weekly/Monthly/Annual format.			

Allow entry and storage of “standard” setup instructions, which can be individually stored and customized for each type of facility. When a reservation is processed, Application will allow attachment of standard setup instructions, and also allow entry of specialized or custom setup instructions.			
Facility Rental Price List to allow for unique charges down to each individual facility, and allow for variable charges based on customer types such as resident, non-resident, profit, non-profit, etc. Application shall allow entry of an unlimited number of customer types.			
Allows setup and automatic assessment of reservation fees based on Customer Type, Center, Site, Facility Type, Event Type, Location/Facility, Day of Week, and Time of Day			
Allow partial or no payment at the time of reservation, and collection of the remaining balance later (if permitted by staff)			
Application allows collection of payment by cash, check, credit card, or also “from account” if the customer has a credit balance. Incomplete payments can be accepted, including “split” payments with part paid by check, part cash, and part from account, etc.			
If an incomplete payment is received, Application can create a payment plan for the customer. Payment plans can be calculated and created based on weekly, bi-weekly, quarterly, or monthly payments.			
Application includes a customer Account Management and Accounts Receivable system to track customer balances and provide reports for all payments coming due			
<p>Application will notify operator or user if they attempt to reserve:</p> <ul style="list-style-type: none"> • For a facility that has already been scheduled for that date and time. • If the requested date and time conflicts with a “global” date restriction • For a facility that is unavailable due to use by an “overlapping” facility. 			

<ul style="list-style-type: none"> For a facility that has a conflicting “individual” date or time restriction. 			
Application will produce reservation Permit Contracts and can print contracts in batches			
<p>Application produces a Reservation Master Report, including all of the following options and data elements:</p> <ul style="list-style-type: none"> All reservations for a specific center All reservations for a specific facility type, such as Meeting Room or Ball Field All reservations for a specific date range All reservations for a specific customer Combinations of the above 			
Application allows the operator to select specific criteria to show on a facility schedule report			
Text to include on Disclaimers, Permit Contracts, Vouchers, and Receipts is operator definable			
Application will produce a Facility Event Setup report for the maintenance staff, which includes all reservations for a selected date range, and includes setup instructions			
Existing Reservations/Permit Contracts to be easily recalled for editing and changes without having to cancel the original reservation and begin again. This includes the ability to alter fees charged and payments made			
The system will display a list of all facilities, or allow limited searches for facilities			
If a operator wishes to narrow the search and display of facilities, the system will permit the search to be narrowed by limiting the displayed facilities to a Center, Facility Type, Site, Area, or combinations of these.			
Approval Stages: Application has a Reservation Request function that allows tentative reservation of entities that require approval by a supervisor(s)			
Reservations can be restricted by overall capacity, event configuration capacity and event type restrictions			

All charges can be configured in units of measure of Each, Per Day, Per Hour, per half hour, per quarter hour, Per Week, or Per Month			
Allows operators to search for a block of open time between specified dates and times, rather than a specific date and time pattern. For example, if a user performs a normal search inquiry for facility types of “Picnic Area” for Aug. 1 st from 6pm to 10pm, the system will search for open time on Aug. 1 st from 6pm to 10pm. User can define Open Time Block length for search such as search all 60-minute time blocks for specified date. User then has the option to choose the open time block they wish to reserve.			
Ability to cancel reservations and permits. When the reservation is cancelled, the reservation is removed from the calendar. When canceling a permit, the facility is no longer booked. Refunding a permit alone does not assume cancellation.			
Allows deposits to be placed, including a partial payment at the time of reservation and collection of the remaining balance later			
Ability to reprint receipts and Permit Contracts			
Setting of BOTH the minimum AND maximum number of days in advance customers can request a facility, such that when both values are set, customers can request an entity only within a specified period of time prior to the session date			
Entry of “global” skip days, such as Christmas day. Application will not allow reservations for sessions or events on dates designated as skip days			
Ability to over-ride “global” skip days for specific events and reservations			

Public Access: Online Facility	Capable	Not Capable	Comments
Ability to dynamically generate and post .html web pages from facility data and availability already entered into the facility management component of the system. No redundant data entry is required.			
System accesses the same database as recreation staff at their desks, in real time, ensuring single view of the organization at all times. No synchronization or lag time required.			
Ability for organization customers to search for available facilities online by “reservation type” (meeting, seminar, etc.), “facility type” (park shelter, classroom, etc.), “location”, “area”, “amenities”, “capacity”, “date”, and “time”			
Allows organization users to view facility detail information online listing the facility location, phone contact, supervisor, amenities, min/max capacity, facility overlap information, and hours of operation for each day of week.			
Ability to request reservations online			
Ability to show facility availability online			
Application allows organization staff to view Internet reservation requests and approve or deny the request prior to confirming and accepting payment			
Application allows organization staff to generate a report showing all Internet facility reservations			
Ability to show images with each facility online, visible to the public			

Point of Sale	Capable	Not Capable	Comments
Work with touch screen monitors that work with keyboard, mouse, swipes, receipt printer and cash drawer			
Have multiple stations for front desk, concessions, pool cashier, fitness desk, front desk, etc.			
Check in and out equipment (lifejackets, basketballs, volleyballs, etc.) and has option charge for lending this equipment			
Ability to accept cash, check, major credit cards, gift cards, and partial payments of each can be entered			
Point of Sale (POS) module provides full cash register/point of sale functionality (e.g. system can fully replace cash register)			
POS and other modules have access to the same account balance. (E.g. Parent can put a \$200 credit on account and the student can use that credit through POS.)			
POS is fully integrated with other system modules. (E.g. taking a payment for a program automatically opens the POS module and pulls the balance forward.)			
Record and track a variety of sales transactions including snack bar sales, retail sales (e.g. t-shirt, sports equipment, etc.), membership sales, rental charges, etc.			
Tracks inventory of items sold, prompts for reorder when low on inventory through inventory management			
A pop-up prompt can be assigned to a POS individual item to ask a specific question and record the response			
Supply customers with itemized receipts			
Receipts are numbered in order to allow for the identification of transactions and to provide a full audit trail			
Assign particular sales to preset keys			
Display cash transactions including balance owing and change to be returned			

Exhibit A – Software Capabilities

Accommodates reporting on a centralized basis (e.g. system-wide totals) as well as on a local basis (e.g. totals for a particular station only) as well as facility basis (e.g. all registers at pool)			
Cashiers can use different terminals in a given day and the transactions specific to a user are accumulated as <u>one</u> total for the day.			
Cashiers can use different terminals in a given day and the transactions specific to a user are separated per <u>terminal</u> total for the day.			
Number of users on a single register is not limited			
Produces report listing total of all transactions processed by a cashier during a shift (z-tape)			
Re-print a detailed transaction record (e.g. traditionally through a second tape)			
Track non-revenue admissions of all types			
Track paid admissions of all types			
Register a drop-in attendance for a single day			
POS system correctly applies tax to point of sale purchases (if applicable)			
Provides breakdown of method of payment used			
System allows for locking cash drawers that automatically open them when a particular transaction is completed.			
Lend equipment and charge for the equipment from within the POS interface			
Ability to sell anonymously or to a membership account to keep a history of transaction			

Exhibit A – Software Capabilities

Tot Care / Child Care	Capable	Not Capable	Comments
Tailor daily child care session details including description notes, facilities, minimum and maximum capacity, and available dates and times.			
Ability to pick days attending from a calendar format.			
Ability to manage waiting lists.			
Ability to monitor revenue and enrollments by date, session, or child care programs.			
Ability to track attendance			
Ability to monitor and view authorized pick-ups and drop-offs			
Ability to add emergency contact information			
Ability to automatically roll participants from one session to the next session until the customer withdrawals.			
Ability to assign various fee structures depending on the number or combination of days one enrolls.			

Financials and Fiscal Reporting	Capable	Not Capable	Comments
Application includes a built in “export” capability to allow exportation of daily financial data to an external accounting system in a CSV format that batches cash and check payments by workstation and credit card payments as daily total. If standard report is not available to meet needs, a custom export can be created. Financial software used: Accounting CS.			
System supports both modified accrual accounting methods of revenue recognition – system is configured accordingly during the initial implementation stages			
Supports deferred revenue accounts for revenues collected, but not recognized until future periods and provides a report that states the deferred amount and date for when it will be deferred to			
Allows deposits to be placed, including a partial payment at the time of reservation and collection of the remaining balance later			
A customer Account Management and Accounts Receivable system is included to track customer balances and provide reports for all payments coming due			
Daily, Monthly, and Yearly reports can be specified by date range, starting and ending receipt numbers			
Net Revenue reports, including in a summary or detail format, and sorted by Facility, Center, Revenue Account, Activity, Season or Category			
Refund report, showing all refunds for a specified date range			
Reports of all charges and payments coming due			
Calculate and track customer balances, and accept customer payments on account			
Post adjustments to the customer’s account balance			
Set up to send automatic email for reports on a specific day and/or time.			
Application will produce all of the following “Daily Close” reports;			

<ul style="list-style-type: none"> • Cash Receipt Report, listing all receipts processed, payment type and totals • Cash Distribution summary, showing all payment distributions. • Account transfer report, showering for all revenue accounts 			
Produces Monthly and Yearly reports similar to the Daily Close reports.			
Produce consolidated day end financial reports that provide consolidated totals from all functional areas, such as a Grand total of all enrollments, plus reservations, plus membership sales, etc.			
Track and audit cash summary over/shorts			
Produces customer Balance Due reports and/or invoices that are branded/customizable and can be exported via email			
Application displays the user that voided a transaction on the voucher or receipt			
All “system” and “global” information such as G/L accounts, centers, seasons, etc. are managed and maintained within the same web-based application solution. For example all G/L accounts can be inputted and edited/maintained in just one area without requiring duplication.			
Application allows the user to group G/L accounts by department and then generate reports to track G/L account information by department.			
Application allows the user to define G/L accounts by site. Users can then choose to just view the G/L account information for their site when setting up activities and generating reports.			
Manage payments returned for checks due to insufficient funds, accounts closed etc.			
Manage disputed credit card charges			
Credit card transactions will be automatically batched daily and deposited daily in a lump sum			
Automatic notification of any errors in the daily batch processing			

Exhibit A – Software Capabilities

Credit card transactions will run through the software system to a third party hosted gateway that must be PCI compliant to current standards			
Ability to use owner’s chart of account numbers			

Technical Requirements	Capable	Not Capable	Comments
Data Centers should have physical security including surveillance, staffed access control, and cage space.			
Secure data storage and encryption			
Current PCI compliance and can produce compliance documents.			
Audit trails and disaster recovery plan			
If credit card or bank account information is to be maintained in the system for processing or reoccurring transactions, refunds, or other financial exchanges in accordance with City business practices these must be protected in a manner to minimize risk. This protection should include at least one of the following, or other acceptable method presented to the City for review: full database encryption, database field level encryption, tokenization of credit card data and account numbers, or other method that obfuscates the information in the event of an unauthorized disclosure of information.			
Work with Internet Explorer, Google Chrome, etc.			
Have a customized web design to look similar to current City website design and branding			
Use software on a mobile platform (i.e. tablets, smart phones)			
Integration with Microsoft Office			
Real time mode and data access			
Must allow for a single user to be in multiple modules at the same time, without running multiple sessions			
Online and in-person registration in real time			
Utilize frequent scans of the infrastructure to detect and notify of potential risks			
All application capabilities, features, functions and credit card processing are fully integrated within a single web-enabled application			

Staff access all functional areas (Registration, Facilities, Membership, etc.) from a single “login” screen without having to launch and then minimize separate screens for different functional areas. This gives staff a dashboard type view.			
Dashboard view can be configured to meet individual needs of each user (each user can have a different dashboard)			
System allows unlimited combinations of transactions from multiple functional areas on to a single receipt and without having to launch and minimize or close separate modules. An example would be to process multiple Activity Registrations, reserve a Facility and sell a membership all on a single receipt.			
Allows staff to access the organization’s data from anywhere at any time with just a browser, internet connection and user ID and password.			
Allows the System Administrator to create user “profiles” that allow and grant security rights to various functions of the system. Each user can also be given read/write or read-only access to the function, where applicable. Each user can be attached to a specific profile that gives them all the rights of the particular group, and restricted from other functions.			
Creates an audit log that tracks all changes staff usage such as account adjustments, creation of new records, changes to existing records, and deletion of records.			
Offers security feature to grant/deny access to application functions for each operator (security to be down to the level of each operator).			
Allows each operator to identify “Favorites” or an equivalent. In this area, operators can create their own customized list of favorite task areas that is unique only to them. Upon initial login to the application, all Favorites are presented to the operator.			

Reporting Requirements	Capable	Not Capable	Comments
Provides a wide variety of reports not limited to financial reports (revenue – expenditures), attendance reports, activity reports, facility use reports, resident/non-residents reports, scholarships, etc.)			
Create customizable reports			
Usage Reports:			
Customize membership reports by customer type or membership plan (i.e. senior resident or youth non-resident)			
How many memberships and their types were sold in an hour, day, month, season or date range			
How many members used a specific facility in an hour, day, month			
How many members used a specific membership pass in a day, week, month.			
Membership pass scanned report in chronological order, or sorted by membership plan and/or type			
Ability to customize daily admission reports by customer “type” (i.e. senior resident or youth non-resident)			
Ability to generate a report of how many daily admissions were sold per hour, day, month.			
Integration import/export with Microsoft Office, Excel, Adobe Suite			
Integration import/export with outside Municipal Accounting Software			
System has this site-based restriction capability extended to staff/user’s ability in producing reports. E.g. Staff with multi-site permissions will be allowed access to site-related report criteria. Staff running reports without multi-site permissions will have system hide site-related report criteria and automatically filter reports based on the user’s assigned site.			

Real time mode and data access			
All reports have the ability to be viewed on screen or output as Excel Spreadsheet, HTML, or PDF files.			
Provides the operator with controlled “selection screens” prior to running each report. Selection screens allow the user to narrow the report specification by choosing only relevant data, such as reporting just for a “range” of activity numbers, reporting for just a specified revenue account, a specified Staff Instructor, etc. Report selections of this type may be made either individually, or in combinations.			
<p>Produces all the following Activity reports:</p> <ul style="list-style-type: none"> • Master report listing all activities, description, dates, times, etc. • Report listing all activities and all Text descriptions, notes, etc. • Under minimum enrollment report • Maximum enrollment report • Full activity report • Participation totals and statistics 			
Attendance Sheets, which include actual session meeting dates(s)			
<p>Produce all of the following “Daily Close” reports:</p> <ul style="list-style-type: none"> • Cash Receipt Report, segregating all receipts processed payment type, and totals by workstations • Cash distribution summary, showing all payment distributions • Account transfer report, showing funds flow among revenue accounts 			
Monthly and Yearly reports similar to the Daily Close reports.			
Daily, Monthly, and Yearly reports can be specified by date range			
Net Revenue reports. Each of these reports can be produced in a summary or detail format, and sorted by Activity, Season, Category, or Revenue Account			
Refund report, showing all refunds for a specified date range			

Exhibit A – Software Capabilities

Produce and print Wait List confirmations			
Rosters, including all of the following options and data elements: <ul style="list-style-type: none"> • All rosters for a site, category, instructor, or supervisor • All rosters for activities starting within a specific date range • “Brief” or “Expanded” roster formats • Printed rosters, or mailing labels for participants on a roster 			
Allows rosters to be sorted by: <ul style="list-style-type: none"> • Chronological entry order • Alphabetical • Team Name • Age 			
Emergency Phone contacts to be displayed on roster reports			
Receipt Payment reports			
Customer Balance Due reports			
Renewal and non-renewal reports			
Daily activity report			
Report on how many visits a client has had in a specified time period			
System is able to report on any one or many Custom Questions and their associated answers			
Create, modify, and reuse standard report templates.			
Create and save reports for continued use.			
Report on any time frame and any part of the general ledger.			
Report writer should be set up so an employee with no knowledge of report-writing programs can build reports.			
All reports should have options of print to file, print to PDF, print to printer (both network & local) and print preview.			

Marketing Requirements	Capable	Not Capable	Comments
Communication is built into the system and automatically included.			
A complete communication package including email and text blasts to automatically created distribution lists or import your own list. See if people are reading and clicking your emails or send a survey.			
System provides integral Marketing Report capabilities, allow staff to print reports, labels and generate email lists based upon multiple selection scenarios, such as zip code, gender, area, and age range			
Mailing labels can be produced for any rosters by activity, activity type (i.e. aquatics), season or by date			
Allows email to be sent directly from within the system to one or many individuals, accounts, companies, etc. and can be filtered by class, activity, age, etc.			
Allows email campaigns to be sent in text or HTML			
Ability to personalize emails with individuals' names			
Ability to save and reuse Email Marketing Campaigns			
Ability to designate specific customers and companies as "non-mail customers" so customers will not receive unwanted communications			
System's email communications must be automatically compliant with CAN-SPAM regulations, including opt-out option			
Email lists can be produced for participants by the following: <ul style="list-style-type: none"> • Customer • Mailing List • Geographic Area • Activity • Enrollment Status 			

Exhibit A – Software Capabilities

Create unlimited number of “Custom Questions” that can be asked either globally or during a transaction in order to gather additional demographic or program specific information			
Ability to export activity information including times, facilities, descriptions and pricing for use in brochure / catalog creation			
Vendor provides – without additional charge – a Marketing Center, with access to the tactics, tools and programs to help successfully market services.			
Send SMS or TEXT messages to mobile devices through a designed group of recipients via the system. (e.g. roster class canceled weather)			
Ability to link to social media			
Manage subscription lists			
Create and send surveys through the system			

EXHIBIT B – VENDOR SECURITY CHECKLIST

1.0 Organization and Structure			
Question		Yes, No, N/A	Explanation
1.1	Has your organization appointed an Information Security Officer that is trained, knowledgeable, and experienced in information protection?		
1.2	Will any business partner or other company/ies that you have a relationship with, have access to Roeland Park, KS data or systems?		
1.3	Do you have a vendor risk management program that includes guidelines for selecting and contracting with vendors, accessing the risks and exposures from using such vendors, and reviewing these assessments with senior management from your company?		
1.4	Do you have an Incident Response Plan for IT security breaches (viruses, hacking, etc.)?		
1.5	Does your organization have insurance coverage to pay for the cost of IT security breaches and subsequent remedy efforts from the inadvertent or unauthorized disclosure of customer information?		
1.6	Is a Non-Disclosure Agreement in place with Roeland Park, KS?		

2.0 Policy and Procedures (Required)			
Question		Yes, No, N/A	Explanation
2.1	Do you have a program for monitoring performance indicators of key vendors and compliance with service level agreements? (Key vendors include IT service providers and any vendor with access to Johnson County, KS data, information, or systems)		
2.2	Do all employees, contractors, temporary employees receive introductory security awareness training?		
2.3	Have internal company information security guidelines/policies been developed and implemented?		
2.4	Is the IT Security Policy communicated at least annually to employees and suppliers?		
2.5	Do you update your IT Security training program at least annually to reflect changes in your IT Security Policy?		
2.6	Do you update your IT Security Policy at least annually based on risk assessments?		
2.7	Do you have and enforce standards for all types of internet traffic allowed in and out of the network?		
2.8	Do you have an enforce procedures for the use of passwords (length of password, uniqueness of password, period of changing passwords, etc.)?		

2.0 Policy and Procedures (Required)			
Question		Yes, No, N/A	Explanation
2.9	Do you have an enforce standards for the use of strong encryption for transmission of confidential data or information?		
2.10	Do you have an enforce standards for remotely accessing your network? (Please provide details)		
2.11	Is a process in place to securely remove data from media that is either to be re-used for non-Roeland Park, KS use or disposed of? (This can be overwriting based upon DOD standards or physical destruction of the media)		
2.12	Are deployments and maintenance of systems or services provided to Roeland Park, KS performed at prescribed intervals or times? (Please provide details)		
2.13	Is there a documented process in place for change management? If so does it include account changes, system changes, application changes, and emergency changes for all systems?		
2.14	Do you have and enforce an auditing and logging procedure for account/access management?		

3.0 Data Security (Required)			
Question		Yes, No, N/A	Explanation
3.1	Will Roeland Park, KS data or information be stored within the servers, databases, or physical/logical storage of the solution?		
3.2	How is physical access to systems that house Roeland Park, KS data or information monitored and controlled?		
3.3	How is remote access to systems that house Roeland Park, KS data or information monitored and controlled?		
3.4	Will data at rest (within a database or file system) be, or have the option to be, encrypted?		
3.5	For operating systems used, do you or will you have hardening processes in place for all servers (including web, application, and database servers)?		
3.6	Is there a process in place to monitor and maintain server configurations? (something that ensures unauthorized changes to configuration can be quickly identified)		
3.7	Is there a process in place to monitor and maintain server patching that includes at least service packs, patches, and security hot fixes?		
3.8	Is offline media used to store or backup Roeland Park, KS data or information? If so, is the media encrypted and access to that media monitored and controlled?		

3.0 Data Security (Required)			
Question		Yes, No, N/A	Explanation
3.9	If hard copies of Roeland Park, KS data / information are part of this engagement, are facilities for secure disposal (micro-shredding) of confidential paper waste utilized?		
3.10	Will Roeland Park, KS data received as part of the contract be shared with any partners or subcontractors?		
3.11	Will Roeland Park, KS data be transferred via secure encrypted protocols?		
3.12	Will Roeland Park, KS data or information be stored on a dedicated server or a shared environment? If a shared environment how will data or information be segregated?		
3.13	Is your network perimeter protected by the appropriate security systems? (Firewalls, AV, IDS/IPS, HIPS, etc.)		
3.14	Is access to information and systems, by your employees, locked out after X failed login attempts?		

4.0 Audit and Disaster Recovery (Required)			
Question		Yes, No, N/A	Explanation
4.1	For environments used for Roeland Park, KS data, do you / will you have and enforce a change control and source code review of all major application revisions to the environment?		
4.2	Do you perform annual IT infrastructure reviews?		
4.3	Has a formal risk analysis process been implemented to assist management in identifying security threats?		
4.4	Are all new technologies subject to formal risk assessments prior to being implemented?		
4.5	Do you periodically perform penetration studies? If yes what was the date of the last test?		
4.6	Does your organization have a Disaster Recovery Plan and Business Continuity Plan that ensures successful recovery of lost or compromised customer information?		
4.7	If a Disaster Recovery Plan exists is it tested at least annually?		
4.8	When was the last system audit and have all deficiencies from that audit been remediated?		
4.9	Has a security assessment been conducted in the last 6 months?		
4.10	If this engagement pertains to credit card processing, in any way, are you PCI compliant? If so please provide your attestation of compliance for our records.		

5.0 Cloud Hosted Applications (SaaS, IaaS, etc.) Only fill out this section if you are providing cloud services.			
Question		Yes, No, N/A	Explanation
5.1	Is single sign on integration available with your platform? If so, please specify what single sign on solutions you support.		
5.2	Are all access methods to your cloud platform (UI, data transfer, data retrieval, etc.) performed over secure encrypted channels?		
5.3	Do you maintain your own private data center or are you utilizing space in a shared data system or online service like AWS?		
5.4	Is Roeland Park, KS data or information physically or logically segmented from non-Johnson County, KS data or information?		
5.5	Are session timeouts configured on your systems / software and if yes what are they?		
5.6	Do user sessions require re-authentication after timeout?		
5.7	Can complex password requirements be enforced on the systems / software along with aging requirements if SSO is not available?		
5.8	Can accounts be locked out automatically after X failed login attempts if SSO is not available?		
5.9	Are notifications, prior to scheduled downtime, provided to clients prior to downtime?		
5.10	Is the network environment assessed for security annually? (application and penetration assessments for example)		
5.11	Are your developers trained annually in order to maintain or enhance their development skills?		

5.0 Cloud Hosted Applications (SaaS, IaaS, etc.) Only fill out this section if you are providing cloud services.			
Question		Yes, No, N/A	Explanation
5.12	Are your developers trained on secure coding practices annually to educate them on new vulnerabilities and minimize vulnerable code in your platform?		
5.13	Does your SDLC process include methods and testing for secure application development?		
5.14	Is your cloud environment protected by the appropriate security systems? (Firewalls, IDS/IPS, AV, HIPS, etc.)		
5.15	Do you monitor and respond to high or critical alerts to hardware and software systems on a 24x7 basis and do you have periodic reviews of all alerts?		
5.16	Are there limitations or requirements around the scalability of your solution?		
5.17	What is the capacity in terms of the number of concurrent user sessions and operations or transactions that your solution is capable of?		
5.18	Have you tested the scalability of your architecture and have you documented steps to increase capacity if needed?		

6.0 Software Development Services Only fill out this section if you are providing application development services.			
Question		Yes, No, N/A	Explanation
6.1	Are your developers trained annually in order to maintain or enhance their development skills?		
6.2	Are your developers trained on secure coding practices annually minimize vulnerabilities in your platform?		
6.3	Does your SDLC process include methods and testing for secure application development?		
6.4	Do you provide code documentation for all developed code?		
6.5	Do you maintain separate development environments for development, staging, and production?		
6.6	Are application assessments required at least for every major release of the software?		
6.7	Are applications assessed for security as part of the SDLC?		
6.8	If you are developing applications, code, for Roeland Park, KS specifically will you provide legal assurance that the code or application will only be provided to Roeland Park, KS Government?		

ISSUED BY CONTROLSCAN
ASV# 5045-01-08

CERTIFICATE OF COMPLIANCE

THIS CERTIFICATE IS PRESENTED TO

Company Name
MID(s)

eTrak-plus
ETRK

Compliance Status

Pass

Questionnaire Date

2018-08-24

Questionnaire Status

Pass

Scan Date

2019-06-11

Scan Status

Pass

Saq Type

D-MERCH Version 3.2.1.1

DISCLAIMER Expiration Date 2019-08-24

This certification is based on the above listed merchant's completion and attestation of the PCI Self Assessment Questionnaire and vulnerability scan results if applicable. For merchants that require scanning, compliant vulnerability scans are required quarterly to maintain compliance. This certificate does not mean the merchant's systems are invulnerable to unauthorized access. The certificate reflects the status of the merchant on the date shown above and certifies only that on that certain date, the standards were met. No representation is made as to the security of any systems other than on that date.



Item Number: Unfinished Business- VI.-E.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/5/2019
Submitted By: Jennifer Jones-Lacy
Committee/Department:
Title: **2020 Budget Document Presentation**
Item Type: Presentation

Recommendation:

The 2020 Budget Document has been compile based upon the budget approved by Council in July. The presentation is informational, no action anticipated.

Details:

The attached budget document is in the same form as used for 2019. Recall that the document has gotten larger due to GFOA's required inclusions in order for the document to be considered for their Award of Excellence in Budgeting. The document serves as a repository for a variety of policies as well as key performance measures referenced during the budget development process.

The staff picture will be updated following pictures being taken on 12/9/19. We will also include an Appendix containing the detail sheet for each of the projects in the five year Capital Improvement Plan.

Financial Impact

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

Additional Information

ATTACHMENTS:

Description



2020 Budget Document

Type

Cover Memo

2020

Adopted Budget



2020 Adopted Budget

2021-22 Projected

2019 - 2023
Capital Plan

www.RoelandPark.net



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Roeland Park Governing Body



Mayor

Mike Kelly



Ward 1

Tom Madigan



Jan Faidley



Ward 2

Jen Hill



Tim Janssen



Ward 3

Claudia McCormack



Erin Thompson



Ward 4

Michael Poppa



Jim Kelly



Roeland Park Department Heads and Appointed Officials



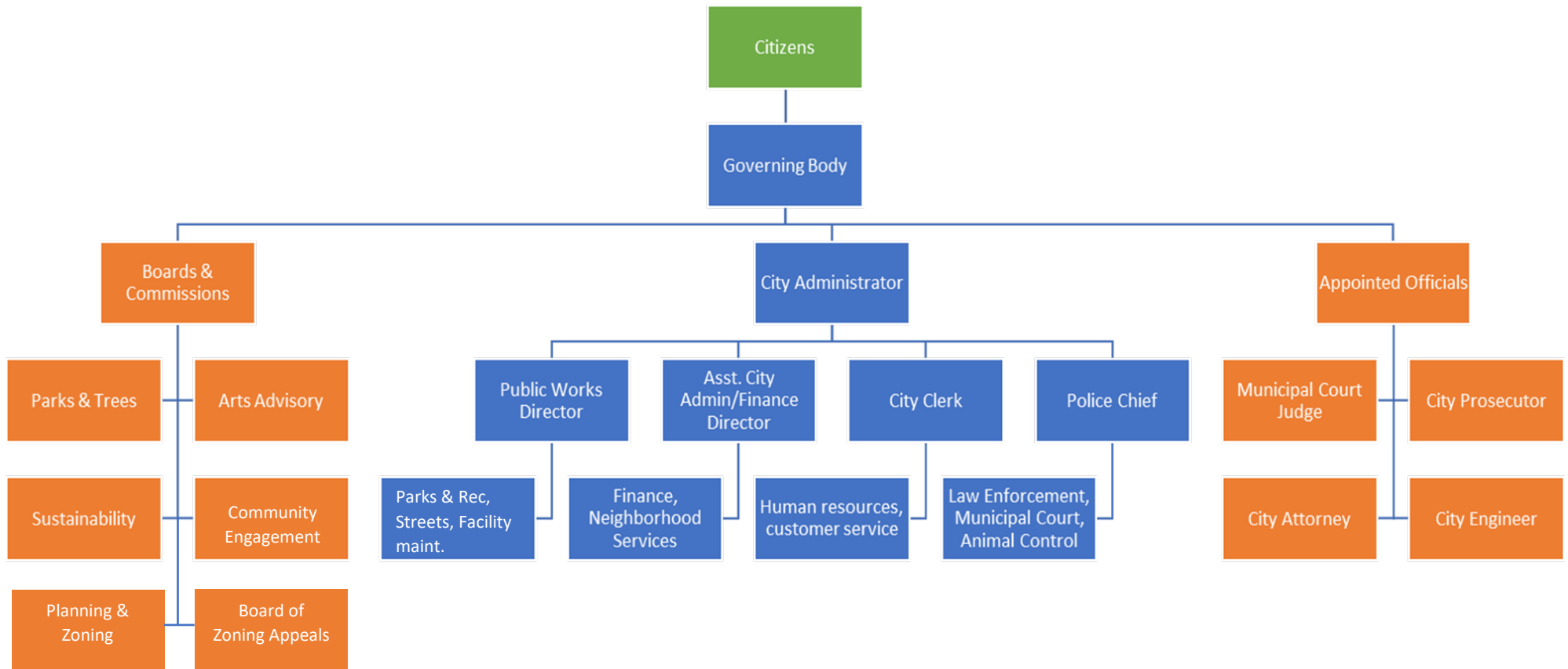
City Department Heads

City Administrator	Keith Moody
Assistant City Administrator/Finance Director	Jennifer Jones-Lacy
City Clerk	Kelley Nielsen
Public Works Director	Donnie Scharff
Police Chief	John Morris

Appointed Officials

City Attorney	Steve Mauer, Mauer Law Firm
Municipal Judge	Karen Torline
City Prosecutor	Frank Gilman
City Engineer	Dan Miller, Lamp Rynearson

Organizational Chart





Executive Summary

Purpose and Approach

The primary purpose of the City's budget and budgeting process is to develop, adopt and implement a plan for accomplishing goals for the upcoming year within given resources. The 2020 Budget has been designed to look at a three-year forecast of the City while maintaining a responsive government, a stable financial position, and high-quality service levels. While the budget reflects 2020 – 2022, the Governing Body officially adopts only the 2020 Budget while the 2021 and 2022 budgets reflect projections and estimates. The total FY 2020 budget for all funds is **\$16,609,979**.

The 2020 Proposed Budget is being presented after four months of public meetings. This proposed budget includes allocation for operating, maintenance and capital expenditures and revenue projections for 2020-2022 as well as an updated 2019-2024 Capital Improvement Plan.

2020 Budget Considerations

The City of Roeland Park has a positive financial outlook due to increased property values, solid reserves in operational and capital funds, and the decision of the City's largest retailer to remain at their current location in Roeland Park rather than moving to a neighboring community. The following considerations helped develop the Budget, these items are explained in greater detail in other sections of the budget document.

- Kansas "tax lid" which restricts the City's ability to increase property taxes beyond the current year plus the CPI and certain exceptions, without a popular vote. This restricts the City's ability to capture increases in property taxes resulting from reassessment.
- The Governing Body held the property tax mill levy constant for 2020 to ensure sufficient funding for significant capital investments planned during the next 5 years. During the prior two years the mill levy was reduced 2.5 mills in each year.
- Sales tax collections have declined during the past 6 months compared to the same period the prior year, a county wide trend. In addition, a major retail store in Roeland Park was demolished and rebuilt in 2019 also adding to the reduction in local sales tax collections.
- A recent decision favoring large box retailers by the State Board of Tax Appeals has potential to significantly reduce the taxable value of major retailers located in Roeland Park. The retailers appealing their tax assessments are located within Tax Increment Financing districts within the community the impact would initially impact TIF Fund revenues.
- The City continues to work toward selling or leasing two City owned properties to developers, The Rocks development and the Northeast RJ. The goal is to sell the properties to private developers to build a combination of retail, hotel, and multi-family developments. The Rocks site is also home to the Public Works shop and City staff continue to investigate suitable relocation options for the Department. However,

due to the size of the City (1.6 square miles) finding a location within the City limits is difficult which has forced staff to seek locations in neighboring communities as well.

- The agreement with Johnson County Parks and Recreation (JCPRD) for the management of the City's Aquatics Center (RPAC) ended May 31, 2019. The agreement marks the end of 20 years where JCPRD split the operation and capital expenses with the City 50/50. In addition, a storm in 2018 damaged the dome beyond repair. Due to the exceptional cost associated with installing a new dome and complying with modern building standards, the Governing Body decided to make the operation a summer-only facility for 2019. Future budgets also contemplate summer only operations, as well as a major renovation (\$1.54 million) following the 2020 season. Design work is underway following Governing Body review of various amenity options during 2019. This is a new and significant addition to the City's Capital Improvement Plan, which along with Governing Body direction to complete the first two phases of improvements at R Park in 2020 led to their decision to plan for a \$1.25 million General Obligation Bond issue in support of these projects.
- A new Parks and Recreation Superintendent position has been incorporated into the 2020 budget as the City prepares to complete two significant capital projects serving parks and recreation as well as positioning to bring pool operations in house vs a contracted arrangement.
- To remain competitive with neighboring communities and to help meet one of the City's stated goals, the 2019 Budget includes a 4.25% merit-based salary increase pool for each department.

Goals and Objectives Overview

Council began the 2020 budget process in February, starting with a goal review session which included department directors. A set of broad goals were developed to assist in focusing attention and resources. The goals include:

- A. Enhance communication and engagement with the community.
- B. Improve community assets through timely maintenance and replacement as well as improving assets to modern standards.
- C. Keep our community safe and secure for all citizens, businesses and visitors.
- D. Provide great customer service with professional, timely and friendly staff.
- E. Cultivate a rewarding work environment where creativity, efficiency and productivity are continuous pursuits.
- F. Encourage investment in our community whether it be redevelopment, new development or maintenance.
- G. Work to implement strategic plan goals.

These goals are ongoing and elected officials and staff will continue to work each year to make improvements in these areas. As such, these goals do not have a completion date. 7 Objectives developed by elected officials and staff are to be carried out in 2020 designed to further these goals. The financial impacts of the Objectives are reflected in the appropriate line item of the budget with the Goals and Objective document incorporated as Appendix A to this budget document.

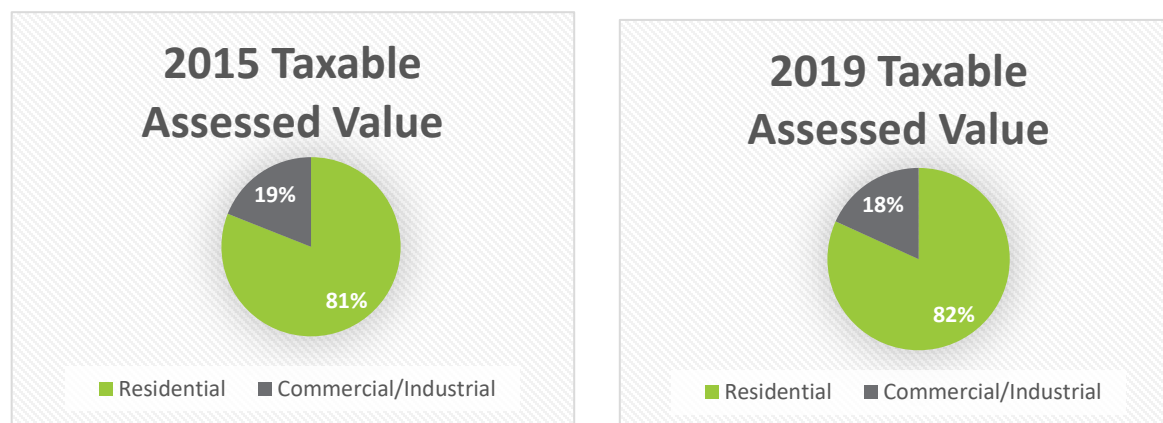
Objectives integrate direction established through our Strategic Plan (adopted in 2015), Citizen Surveys (last completed in 2019), Comprehensive Plan (last updated in 2017) and our Capital Improvement Plan which is reviewed and updated annually as part of the budget development process.

Mill Levy and Assessed Value

2020 budgeted revenues (excluding Cash Carry Forward, transfers and restricted resources) for all funds total \$13.140 million, expenditures total \$13.284 million, excluding transfers and non-expenditure appropriations. It's worth noting that while expenditures exceed revenues, the Governing Body made a decision to cash fund the majority of capital improvements and 2020 represents a year where reserves accumulated for the purpose of funding capital investment will be drawn down. Ending fund balances are projected to total \$5.766 million. However, if you exclude Transportation Development District (TDD) funds that are in default, the total ending fund balance for all other funds is \$8.266 million¹.

For 2018 and 2019 the Council worked to develop budgets that reduced the property tax mill levy, 2.5 mill in each of those fiscal years. The mill reduction was driven by the fact that the City has built a reserve of \$1.41 million in anticipation of the loss of a major retailer. However, the loss of a major retailer is no longer an immediate threat. In 2019 the Governing Body finalized direction on summer only operation of the pool as well as a decision on the scope and timing of a major pool renovation and a major park improvement. These significant additions to an already aggressive capital plan necessitate the need to maintain revenue streams therefor the mill levy will remain unchanged for 2020.

The county appraiser's office has provided the city's estimated assessed valuation at \$88,841,038. This is a 6% increase from the prior year, an indicator of property value strength in our community. For Roeland Park, growth in value depends upon redevelopment, renovations, and reassessment alone as the community is land locked and has no undeveloped area for future growth. The FY 2020 Budget reflects 2019 assessments which include increases for residential properties averaging 7% while the average increase for commercial/industrial property is 4.6%. In 2018 residential property values increased 16% and commercial/industrial property values increased 6%. In 2017 residential property values increased 9% while commercial/industrial property increased less than 1%. In 2016 residential property values increased 6.3% while commercial/industrial property increased 26%, driven by a change in appraisal methodology for large and medium size retailers. 82% of the property taxes collected by the City come from residential properties and 18% are collected from commercial properties.



The 2020 Budget includes a mill levy of 28.533. The operations portion of the budget funds the day-to-day operating costs of the City. Operations includes: public safety, road maintenance, solid waste, neighborhood services, administration, court, council and employee benefits.

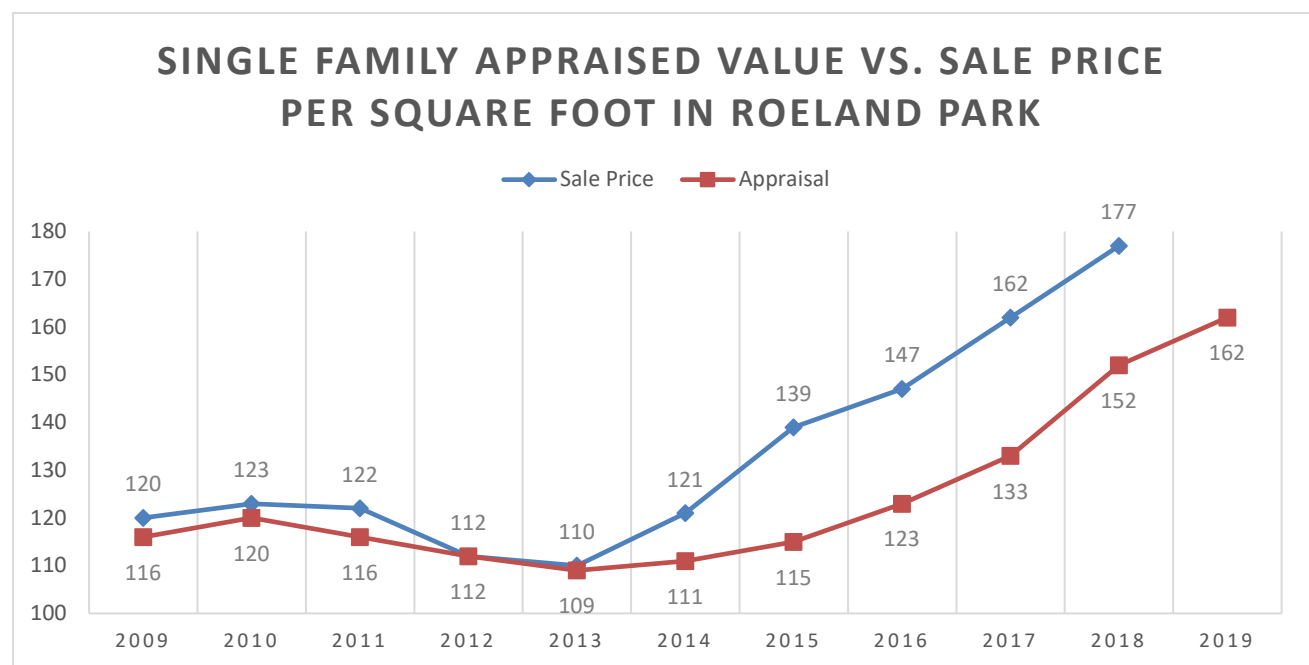
¹ The debt on both TDD funds is in default and has been accelerated making the entire outstanding balance due upon receipt. As such, the City must reflect all outstanding principle as a current liability of the funds, which results in a negative fund balance. However, the City has no liability on this default outside of applying the TDD sales tax generated to satisfy the debt service.

	2019 Mill Levy	2019 Property Taxes	2020 Mill Levy	2020 Property Taxes	Change
Total Property Tax/ Mill Levy	28.531	\$2,385,400	28.533	\$2,534,700	\$149,300
General Fund	26.616	\$2,225,291	26.618	\$2,364,583	\$139,292
Bond & Interest	1.915	\$160,108	1.915	\$170,117	\$10,009

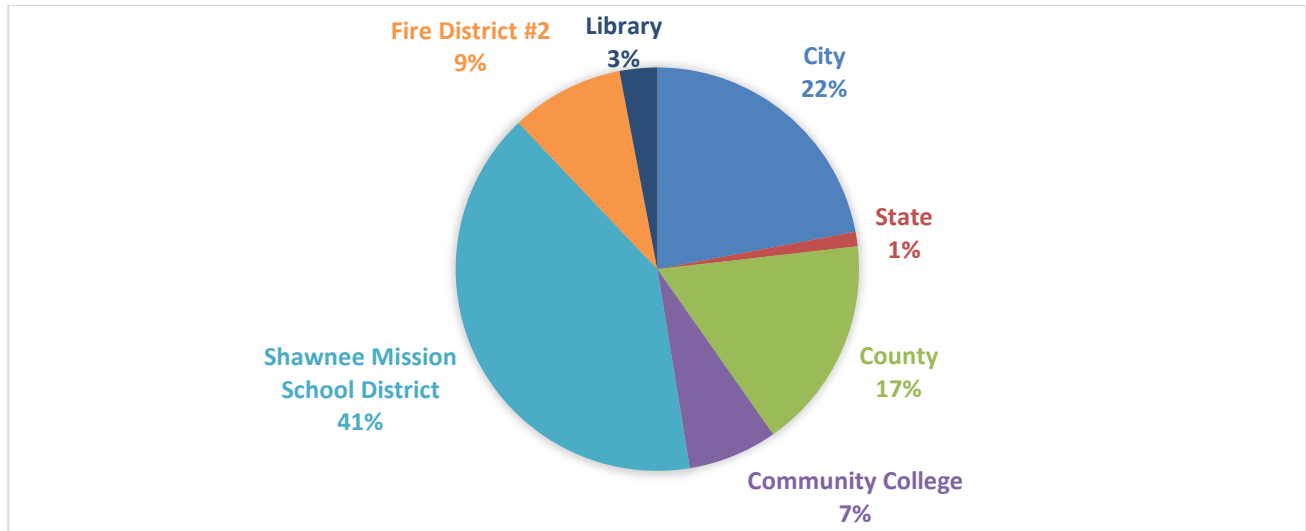
2019 Final Total Assessed Valuation (excluding Motor Vehicles) \$83,607,289

2020 Final Total Assessed Valuation (excluding Motor Vehicles) \$88,833,845

Roeland Park's growth in residential assessments is tied to actual home sales prices. In 2008 (pre-recession) the average sale price per square foot for a single-family home was \$125. 2015 saw the average sale price per square foot (of \$139) finally climbing above the 2008 average. This trend has continued through 2018 with the average rising to \$177 (a positive sign). This puts Roeland Park sale values per square foot above those of Overland Park- \$166, Mission- \$171, Lenexa- \$160, and Merriam- \$147. But remains below neighboring communities of Prairie Village \$206, Westwood \$184, Fairway \$232, and Mission Woods \$209. Roeland Park home owners will likely continue to see their home values appreciate at a greater rate than the average Johnson County resident due to our proximity to communities with higher per square foot values than Roeland Park.



Where Your Property Tax Dollars Go:



Public schools receive most of the property taxes collected from property owners at 41%, in addition the community college receives 7% for a total of 48% going toward education. Next is the City at 22% then the County at 17%, followed by the Fire District at 9%, the Library at 3%, and finally the State at 1%.

Property Tax Calculation Example:

Home Value (2019 Average Appraised Home Value): \$205,703

Total City Mill Rate: 28.531

Assessed Valuation:

Determine by multiplying the appraised value by 11.5%. ($\$205,703 \times 11.5\%$) \$23,656

Annual Tax Liability for City Services and Debt Service:

To calculate the annual tax bill, divide the assessed valuation by 1,000 and multiply by the mill rate. ($\$23,656 / 1,000 \times 28.531$) \$674.92

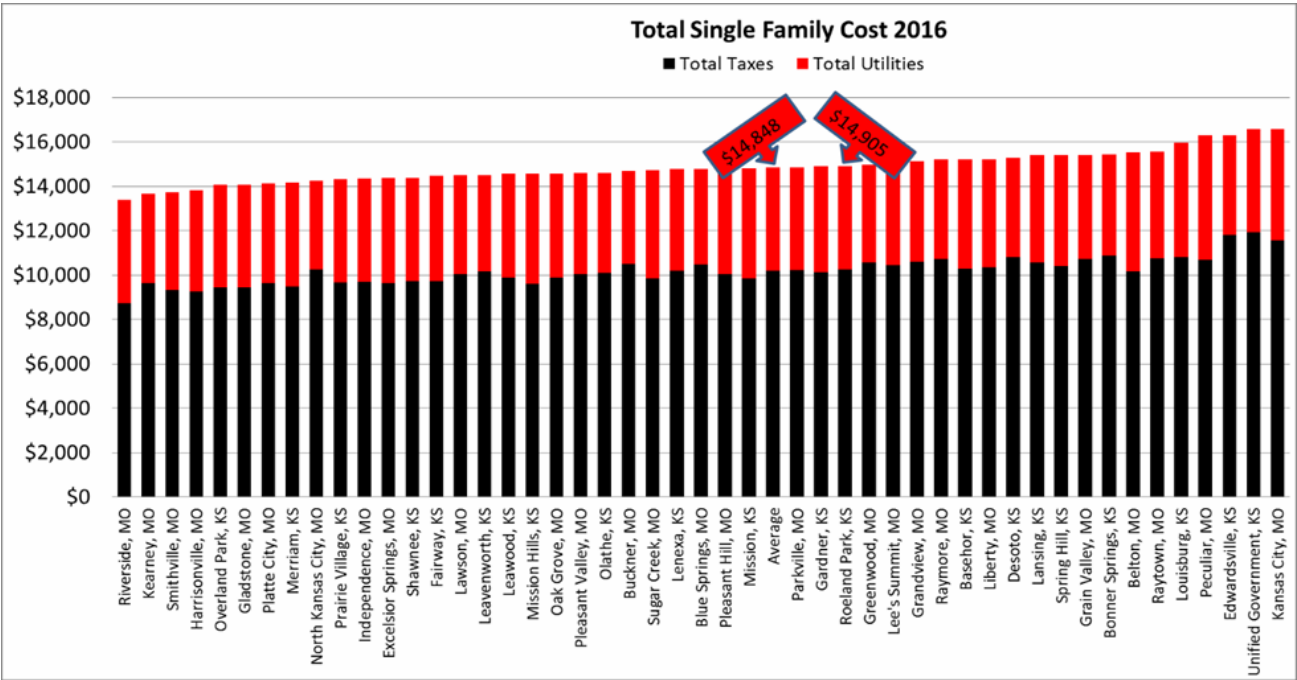
Monthly Expense for City Services:

To determine the monthly tax expense for City services, divide the tax liability by 12 months. \$56.24

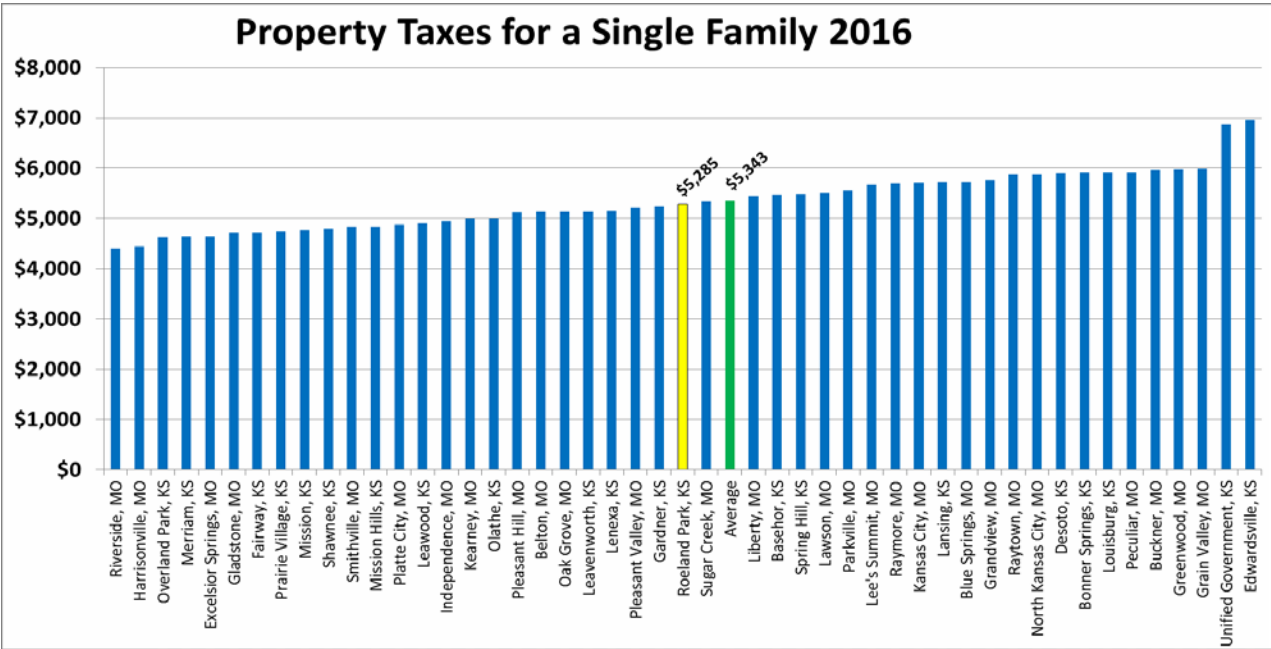
*Note: Assessed Value is the taxable value of property. It is derived by multiplying the fair market value, as determined by the County Assessor, by a percentage that is set by state statute. 11.5% of the fair market value of a home, 25% of the fair market value of commercial or industrial property, 30% of the fair market value of agricultural property and 20% of the fair market value of vehicles is taxable.

Roeland Park’s Cost of Living Compared to Neighboring Cities

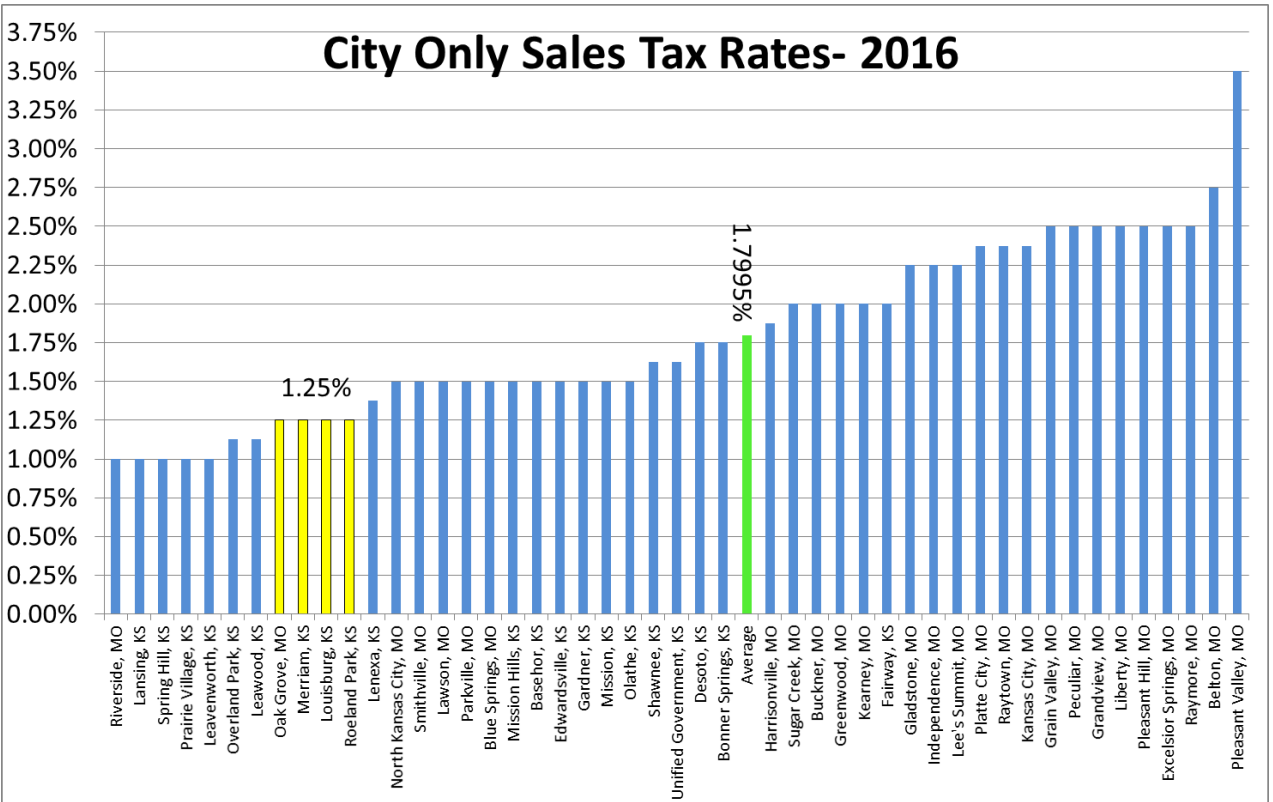
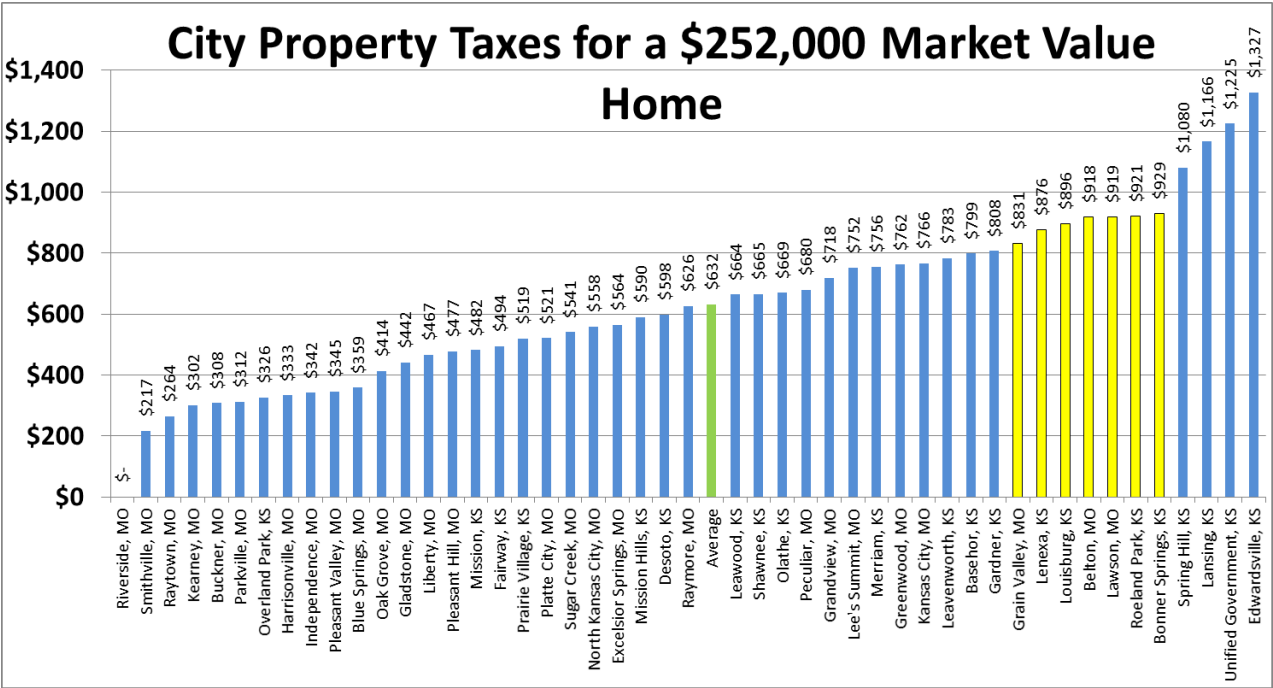
As of January 1, 2016, the utilities and taxes that a family of four would pay during the year was tallied assuming gross income of \$100,000, a home value of \$252,000, and taxable personal property valued at \$50,000. Roeland Park residents experience costs that are average within the Kansas City metro. This is noteworthy because Roeland Park has one of the highest mill levies in Johnson County.



It is also worthy of note that Roeland Park residents experience average property tax costs when compared to communities in the Kansas City metro. The graph below does not reflect the 5 mill reduction implemented by Roeland Park since the comparison was completed in 2016.



The city portion of these property taxes is however above average while the municipal sales tax is below average. See charts below.



How Roeland Park Compares in Spending Per Person

City	Population (MARC 2017)	2020 General Fund	General Funds Per Capita (E)
Gardner	21,583	\$13,977,400.00	\$647.61
Olathe	137,472	\$113,074,326.00	\$822.53
De Soto	6,107	\$5,260,045.00	\$861.31
Shawnee	65,513	\$57,913,200.00	\$884.00
Roeland Park	6,772	\$6,302,649.00	\$930.69
Spring Hill	6,618	\$6,518,625.00	\$984.98
Prairie Village	22,368	\$23,868,123.00	\$1,067.07
Overland Park	191,278	\$217,150,000.00	\$1,135.26
Fairway	3,957	\$4,954,784.00	\$1,252.16
Average	36,094	\$39,709,389	\$1,333.04
Mission	9,409	\$13,590,000.00	\$1,444.36
Leawood	34,659	\$53,739,600.00	\$1,550.52
Lenexa	53,553	\$83,400,000.00	\$1,557.34
Westwood	1,655	\$2,939,534.00	\$1,776.15
Merriam	11,212	\$20,100,000.00	\$1,792.72
Edgerton	1,771	\$3,887,171.00	\$2,194.90
Mission Hills	3,573	\$8,668,946.00	\$2,426.24
	36,094	\$39,709,388.88	\$1,333.04

Roeland Park's general fund expenditure per capita is 30% lower than the average for Johnson County cities. Roeland Park's general fund does not cover fire services, which is also the case for Fairway, Mission, Mission Hills, Prairie Village and Westwood.

Mill Rates and Value of 1 Mill vs. Population

Roeland Park's property tax generation on a per capita basis falls in the middle for Johnson County communities. The cities of Lenexa and Edgerton have similar mill levies to Roeland Park, however those communities generate nearly twice the property taxes on a per capita basis as Roeland Park.

City	Population (MARC 2017)	2018 Assessed Value (2019 Budget)	2018 Mill Levy (2019 Budget)	Value of 1 Mill	Property tax per capita
Gardner	21,583	\$188,612,015	20.72	\$188,612.02	\$ 181
Spring Hill	6,618	\$61,423,056	26.57	\$61,423.06	\$ 247
Overland Park	191,278	\$3,683,702,650	13.57	\$3,683,702.65	\$ 261
Mission	9,409	\$157,485,883	17.88	\$157,485.88	\$ 299
De Soto	6,107	\$77,764,852	24.39	\$77,764.85	\$ 311
Olathe	137,472	\$1,901,252,208	22.68	\$1,901,252.21	\$ 314
Prairie Village	22,368	\$401,494,261	19.31	\$401,494.26	\$ 347
Roeland Park	6,772	\$83,607,289	28.53	\$83,607.29	\$ 352
Westwood	1,655	\$27,433,750	21.32	\$27,433.75	\$ 353
Shawnee	65,513	\$924,327,564	26.62	\$924,327.56	\$ 376
Fairway	3,957	\$97,060,673	19.92	\$97,060.67	\$ 489
Merriam	11,212	\$200,819,865	27.88	\$200,819.87	\$ 499
Lenexa	53,553	\$1,193,719,635	29.91	\$1,193,719.64	\$ 667
Leawood	34,659	\$960,713,383	24.52	\$960,713.38	\$ 680
Edgerton	1,771	\$46,316,533	29.92	\$46,316.53	\$ 782
Mission Hills	3,573	\$194,360,052	21.96	\$194,360.05	\$ 1,195

Staffing Levels

Appendix B provides a history (2014-2020) of full-time equivalents by position and department for the City of Roeland Park. 2020 staff levels have been changed to reflect a new full time Parks and Recreation Superintendent position anticipated to begin 1/1/20 as well as adding the full time Facility Maintenance Supervisor and part time Community Center Attendants as of 7/1/19. The Maint. Supervisor and Attendant positions were previously employed by Johnson County Parks and Recreation with their related expenses paid by the City through the Community Center and Pool management agreements. The Parks and Recreation Superintendent will report to the Public Works Director and supervise the Maint. Supervisor and Attendants. Moving the Maint. Supervisor and Attendants into the City staff has no additional financial burden but does offer greater control over the care of the facilities owned by the City. The table below provides a comparison of staffing levels among local communities on a per 1,000 resident bases. Some of the communities listed are full service, providing utilities. Olathe and Gardner for example provide utilities as well as fire service. Roeland Park does not provide fire service or utilities, the communities of Fairway, Mission, Mission Hills, Prairie Village, and Westwood are comparable to Roeland Park in the services provided. The measure reflects Roeland Park's lean approach to staffing.

City	Population (MARC 2017)	FTE Staff 2020	Staff per 1,000 residents
Mission Hills	3,573	11.00	3.08
De Soto	6,107	29.00	4.75
Roeland Park	6,772	36.13	5.34
Shawnee	65,513	359.00	5.48
Overland Park	191,278	1107.00	5.79
Prairie Village	22,368	133.55	5.97
Fairway	3,957	24.00	6.07
Olathe	137,472	958.00	6.97
Gardner	21,583	153.00	7.09
Average	38,059	259	7.41
Mission	9,409	77.00	8.18
Leawood	34,659	295.06	8.51
Westwood	1,655	16.00	9.67
Lenexa	53,553	545.00	10.18
Merriam	11,212	123.15	10.98
Edgerton	1,771	23.75	13.41

Budget Overview:



Family crossing residential street in the Fall

City of Roeland Park

Fund Overview by Source - 2018-2022 Budget

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Beginning Fund Balance	<u>5,581,065</u>	<u>4,545,006</u>	<u>5,966,943</u>	<u>7,575,648</u>	<u>5,753,033</u>	<u>5,765,319</u>
Revenues						
Property Taxes	\$ 1,942,718	\$ 2,397,630	\$ 2,039,592	\$ 2,546,944	\$ 2,584,964	\$ 2,620,305
TIF Property Taxes	1,522,159	1,385,891	952,670	1,316,318	1,301,429	1,074,715
Franchise Taxes	508,080	516,044	465,499	466,812	470,892	475,164
Special Assessments	832,503	832,447	817,609	827,973	839,904	846,366
Intergovernmental Revenue	1,200,160	702,806	744,968	2,086,894	438,892	919,652
Sales Tax	3,940,601	3,845,871	3,643,688	3,363,398	3,519,930	3,555,129
Licenses and Permits	173,753	175,025	172,225	161,225	161,225	161,525
Fines and Forfeitures	386,627	375,988	346,000	368,964	375,223	369,108
Program Fees			153,416	153,416	138,000	141,300
Bond Proceeds	-	-	-	1,308,032	-	-
Other Sources	287,472	226,305	1,773,949	409,210	304,722	320,156
Interest	167,425	90,025	161,461	131,400	130,400	122,400
Total Revenues	<u>10,961,496</u>	<u>10,548,031</u>	<u>11,271,076</u>	<u>13,140,585</u>	<u>10,265,582</u>	<u>10,605,820</u>
Special Law Enforcement Resources	34,531	9,913	26,616	19,616	20,616	21,616
Transfers In	1,402,022	886,408	1,484,242	1,646,779	1,696,443	725,870
Total Resources	<u>17,979,115</u>	<u>15,989,357</u>	<u>18,748,877</u>	<u>22,382,628</u>	<u>17,735,674</u>	<u>17,118,625</u>
Expenditures						
Salary & Benefits	2,557,869	2,744,869	2,997,134	3,282,099	3,419,008	3,563,057
Contractual Services	2,086,285	2,254,448	2,437,116	2,376,836	2,099,267	2,108,183
Commodities	488,147	254,091	325,086	223,134	340,009	307,385
Capital Outlay	2,933,970	1,875,400	2,919,700	6,620,490	3,144,936	2,038,750
Debt Service	2,527,264	1,377,746	1,002,122	781,101	698,254	702,899
Total Expenditures	<u>10,593,535</u>	<u>8,506,554</u>	<u>9,681,158</u>	<u>13,283,660</u>	<u>9,701,474</u>	<u>8,720,274</u>
Special Law Enforcement Restricted	17,915	-	8,000	-	-	-
Non-Expenditure Appropriation	-	3,537,838	-	1,679,540	551,821	505,882
Transfers Out	1,402,021	886,408	1,473,455	1,646,779	1,696,443	725,870
Total Appropriations	<u>12,013,471</u>	<u>12,930,800</u>	<u>11,162,613</u>	<u>16,609,979</u>	<u>11,949,739</u>	<u>9,952,027</u>
Ending Fund Balance with TDDs	<u>\$ 5,965,644</u>	<u>\$ 3,058,558</u>	<u>\$ 7,586,264</u>	<u>\$ 5,772,649</u>	<u>\$ 5,785,935</u>	<u>\$ 7,166,599</u>
Ending Fund Balance excluding TDDs	<u>\$ 9,162,247</u>	<u>\$ 2,901,872</u>	<u>\$ 10,435,841</u>	<u>\$ 9,305,173</u>	<u>\$ 8,284,739</u>	<u>\$ 9,310,846</u>

Notes:

*The TDD funds are in default and the debt has been accelerated. However, due to the structure of the agreement, the City holds no liability for this default.

*All revenues generated in the fund are turned over to the trustee. The negative ending fund balance indicates that the entire balance is due upon receipt.

City of Roeland Park
Fund Overview by Source - 2020 Budget

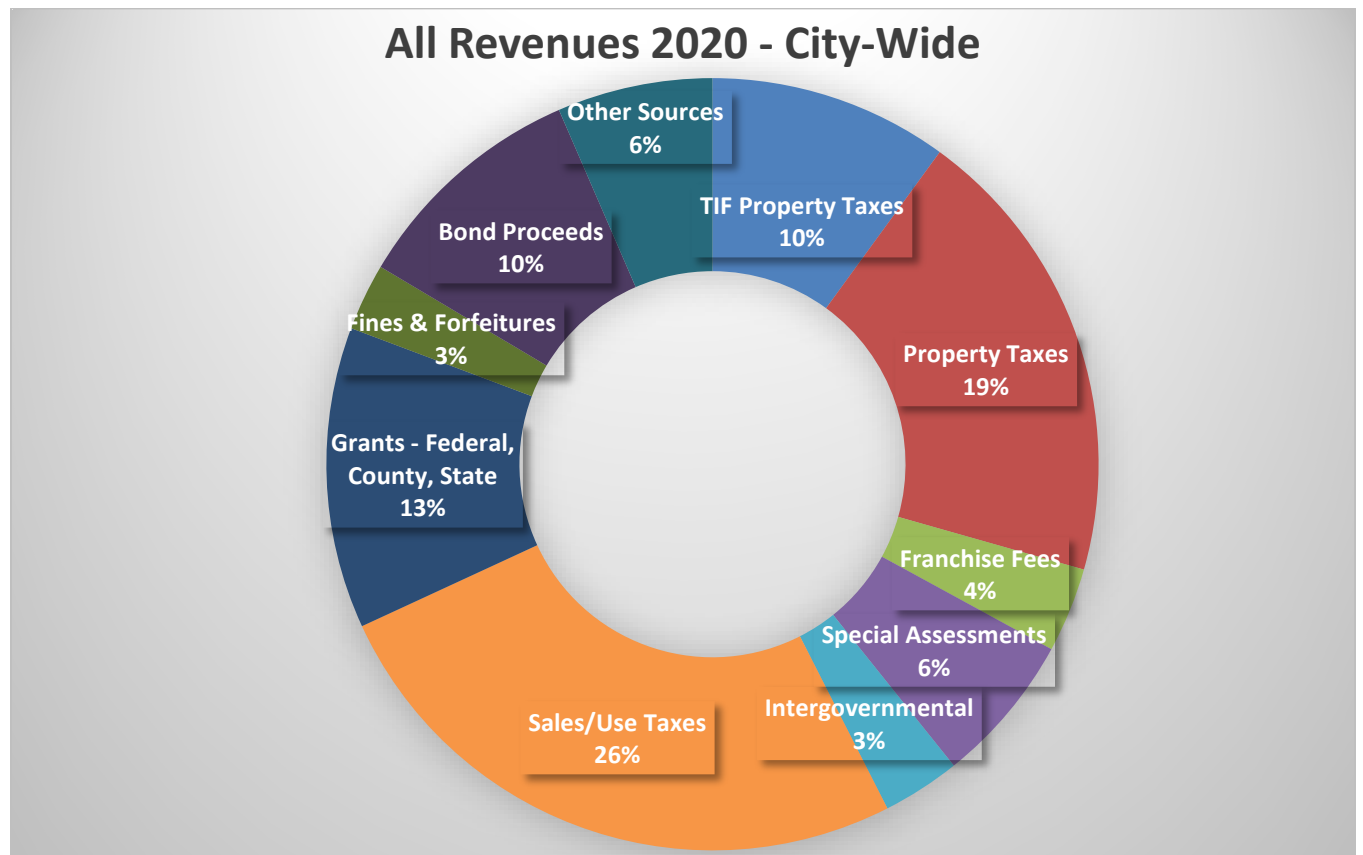
	General	Bond & Interest	Aquatic Fund	Special Highway	Special Street (27A)	Community Center (27C)	Special Infrastructure (27D)	Equip & Bldg Reserve	TIF 1-Bella Roe/Wal-Mart
Beginning Fund Balance	2,628,617	80,028	101,781	321,731	270,809	532,871	1,150,317	1,346,383	753,332
Revenues									
Property Taxes	\$ 2,374,765	\$ 172,179		\$ -	\$ -	\$ -	\$ -	\$ -	
TIF Property Taxes	-	-	-	-	-	-	-	-	\$ 759,642
Franchise Taxes	466,812	-	-	-	-	-	-	-	-
Special Assessments	564,000	263,973	-	-	-	-	-	-	-
Sales/Use Taxes	1,510,505				911,562	187,654	375,304	-	-
Intergovernmental Revenue	224,765	16,376		-	1,845,753	-	-	-	-
Licenses and Permits	161,225	-		-	-	-	-	-	-
Fines and Forfeitures	368,964	-		-	-	-	-	-	-
Program Fees			153,416	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	1,308,032		
Other Sources	325,363	-	-	-	-	-	50,000	-	-
Interest	80,000	8,500	-	-	7,000	4,500	4,000	-	8,000
Total Revenues	6,076,399	461,028	153,416	-	2,764,315	192,154	1,737,336	-	767,642
Special Law Enforcement Resources	19,616								
Transfers In	191,475	325,000	414,181	-	321,731	-	-	44,392	350,000
Total Resources	8,916,106	866,056	669,378	321,731	3,356,856	725,025	2,887,653	1,390,775	1,870,974
Expenditures									
Salary & Benefits	2,974,468	-	181,280	-	67,059	59,291	-	-	-
Contractual Services	1,812,021	3,100	228,504	-	100,000	79,564	98,032	-	3,740
Commodities	96,172	-	52,570	-	25,000	5,000	-	44,392	-
Capital Outlay	215,000	-	132,749	-	1,845,113	364,000	2,151,596	-	1,849,192
Debt Service	-	762,101	-	-	-	-	-	-	-
Total Expenditures	5,097,661	765,201	595,103	-	2,037,172	507,855	2,249,628	44,392	1,852,932
Special Law Enforcement Restricted	-								
Non-Expenditure Appropriation	321,415	23,126	-	-	-	-	-	1,300,000	-
Transfers Out	883,573	-	-	321,731	250,000	22,688	-	-	-
Total Appropriations	6,302,649	788,327	595,103	321,731	2,287,172	530,543	2,249,628	1,344,392	1,852,932
Ending Fund Balance	\$ 2,613,457	\$ 77,729	\$ 74,275	\$ 0	\$ 1,069,684	\$ 194,481	\$ 638,025	\$ 46,383	\$ 18,042

City of Roeland Park
Fund Overview by Source - 2020 Budget

	TDD #1 - Price Chopper	TDD #2 - Lowes	CID #1 - RP Shopping Center	TIF 2D - City Hall	TIF 2C - Security Bank	TIF 3- The Rocks	Property Owners Assoc.	Totals	Totals Excluding TDD Funds
Beginning Fund Balance	<u>(2,272,274)</u>	<u>(577,302)</u>	<u>3,044,404</u>	<u>4,990</u>	<u>450</u>	<u>169,125</u>	<u>20,388</u>	<u>7,575,648</u>	<u>10,425,225</u>
Revenues									
Property Taxes	\$ -	\$ -	\$ -				\$ -	\$ 2,546,944	\$ 2,546,944
TIF Property Taxes	-	-	-	\$ 243,757	\$ 29,000	\$ 283,919	-	\$ 1,316,318	\$ 1,316,318
Franchise Taxes	-	-	-	-	-	-	-	466,812	466,812
Special Assessments	-	-	-	-	-	-	-	827,973	827,973
Sales/Use Taxes	256,669	121,704	-	-	-	-	-	3,363,398	2,985,025
Intergovernmental Revenue	-	-	-	-	-	-	-	2,086,894	1,708,522
Licenses and Permits	-	-	-	-	-	-	-	161,225	161,225
Fines and Forfeitures	-	-	-	-	-	-	-	368,964	368,964
Program Fees	-	-	-	-	-	-	-	153,416	153,416
Bond Proceeds	-	-	-	-	-	-	-	1,308,032	1,308,032
Other Sources	-	-	-	-	-	-	33,847	409,210	409,210
Interest	900	500	9,000	8,000	-	1,000	-	131,400	130,000
Total Revenues	<u>257,569</u>	<u>122,204</u>	<u>9,000</u>	<u>251,757</u>	<u>29,000</u>	<u>284,919</u>	<u>33,847</u>	<u>13,140,585</u>	<u>12,760,813</u>
								19,616	19,616
Transfers In	-	-	-	-	-	-	-	1,646,779	1,646,779
Total Resources	<u>(2,014,706)</u>	<u>(455,099)</u>	<u>3,053,404</u>	<u>256,748</u>	<u>29,450</u>	<u>454,044</u>	<u>54,235</u>	<u>22,382,628</u>	<u>24,852,432</u>
Expenditures									
Salary & Benefits	-	-	-	-	-	-	-	3,282,099	3,282,099
Contractual Services	5,000	5,000	-	8,000	2,000	-	31,875	2,376,836	2,366,836
Commodities	-	-	-	-	-	-	-	223,134	223,134
Capital Outlay	-	-	-	62,840	-	-	-	6,620,490	6,620,490
Debt Service	15,000	4,000	-	-	-	-	-	781,101	762,101
Total Expenditures	<u>20,000</u>	<u>9,000</u>	<u>-</u>	<u>70,840</u>	<u>2,000</u>	<u>-</u>	<u>31,875</u>	<u>13,283,660</u>	<u>13,254,660</u>
Special Law Enforcement Restricted									-
Non-Expenditure Appropriation	-	-	-	35,000	-	-	-	1,679,540	1,679,540
Tranfers Out	-	-	-	150,000	18,787	-	-	1,646,779	1,646,779
Total Appropriations	<u>20,000</u>	<u>9,000</u>	<u>-</u>	<u>255,840</u>	<u>20,787</u>	<u>-</u>	<u>31,875</u>	<u>16,609,979</u>	<u>16,580,979</u>
Ending Fund Balance	<u>\$ (2,034,706)</u>	<u>\$ (464,099)</u>	<u>\$ 3,053,404</u>	<u>\$ 908</u>	<u>\$ 8,663</u>	<u>\$ 454,044</u>	<u>\$ 22,360</u>	<u>\$ 5,772,649</u>	<u>\$ 8,271,453</u>

All revenues generated in the TDD funds are turned over to the trustee. The negative ending fund balance indicates that the entire balance is due upon receipt.

2020 Revenue Highlights-



All revenues city-wide total \$13.1 million. These figures do not include inter-fund transfers or Special Law Enforcement revenues.

Sales & Use Taxes: Projected revenues for all sales and use taxes, including those generated by special taxing districts and the county-wide sales taxes, total \$3.4 million.

Property Taxes: The City anticipates generating \$2.5 million in property taxes from its mill rate of 28.531. Less taxes diverted to TIF funds, the General and Bond & Interest Fund should see net revenues of approximately \$2.2 million.

Grants: Local grants account for nearly \$1.7 million or 13% of the total 2020 budget and is from the Johnson County CARS program funding the Roe Boulevard improvements.

TIF Property Taxes: The City budgeted \$1.3 million in revenue in all TIF funds from property taxes directed to TIF projects. The City has three TIF districts and four separate funds for these resources. This revenue stream has been projected to be down from the prior two years due to the successful appeal of several large retailers of their property taxes.

Bond Proceeds: The City intends to issue approximately \$1.25 million in bonds in 2020 to fund improvements at R Park and the Aquatics Center.

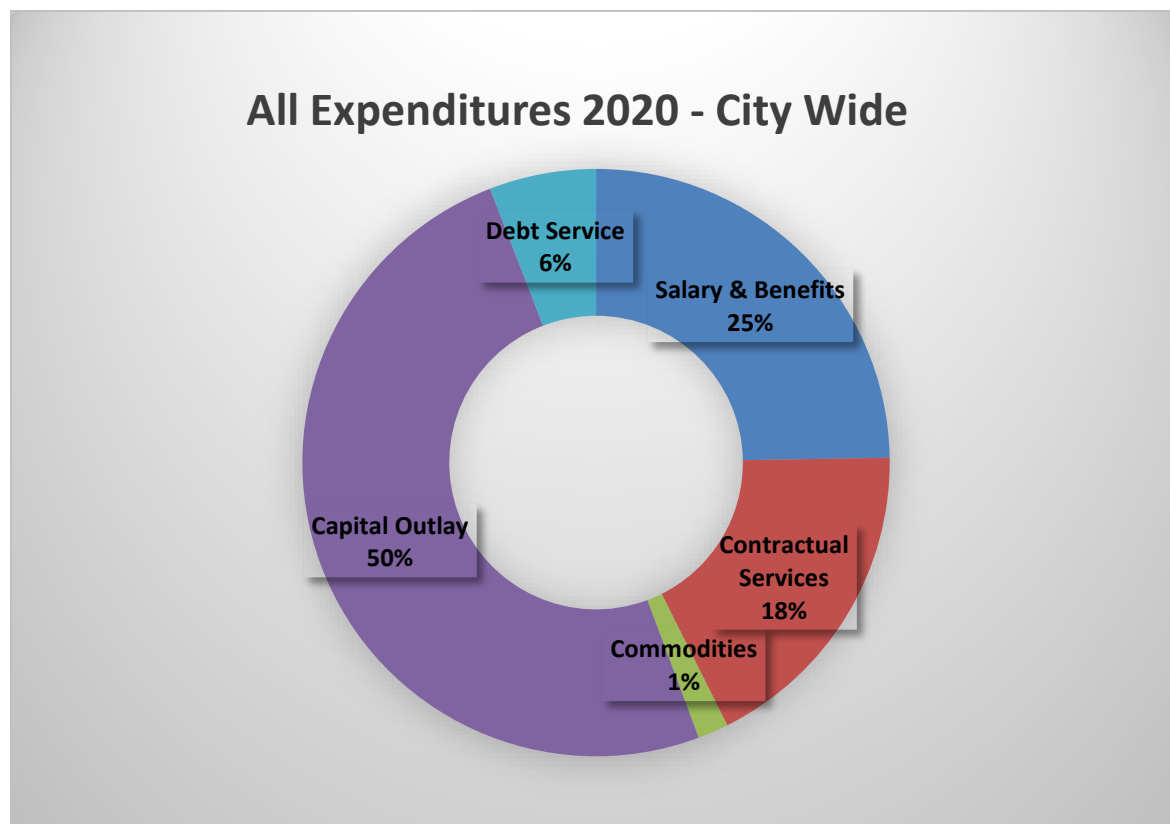
Other Sources: Other sources consists of interest earned on idle cash, program fees, licenses and permits, and rental income and is projected at approximately \$855,000 in 2020.

Special Assessments: Approximately \$828,000 is anticipated from special assessments for storm water districts and solid waste services including the City operated leaf collection program.

Franchise Fees: Franchise fees anticipates approximately \$467,000 in franchise fees in the General Fund. This is less than prior years due to lower electric utility rates as a result of the merger between KCP&L and Westar and reduced use of landline telephones and cable television.

Municipal Court Fines & Forfeitures: A total of about \$369,000 is projected from court fines, bond forfeitures as well as state fees and court costs.

2020 Expenditure Highlights



Expenditures city-wide total \$13.3 million. Operating expenditures total \$5.9 million. These figures exclude inter-fund transfers and non-expenditure appropriations.

Salary & Benefits: The 2020 Budget includes \$3.3 million in personnel expenses including wages and benefits. This represents a 10% increase from the 2019 Projected Budget (\$3.0 million) due in part to shifting staff from JCPRD to City employment. In addition, a 4.25% allowance for merit-based pay increases for employees is included in the budget as well as a 23% projected increase in medical insurance due to significant increase in healthcare costs from the prior year. The City hired a consultant to determine if switching benefits providers

would result in a cost savings, but the results determined that sticking with Cigna as provided by Midwest Public Risk (MPR) was the best and least costly option.

Contractual Services: All contractual services total \$2.4 million in FY 2020, which is a 3% decrease from the 2019 Projected Budget. The reason for the decrease is due to the use of additional professional services in 2019 that will not be used in 2020, such as architect services for the community center redesign project, consultant for the Planning Sustainable Places project and Comprehensive Plan Update, appraisal and legal services related to easement acquisition for the Roe Blvd project.

Commodities: All commodities total \$223,000, which is a 30% decrease from the 2019 Projected Budget. The decrease is due to fewer planned capital equipment purchases in 2020 than in 2019 (a reduction of \$94,000).

Capital Outlay: Capital outlay totals \$6.6 million, a 127% increase from the 2019 Projected Budget. The increase is due to several large-scale projects being slated for 2020 including the Roe Boulevard improvements, R Park Phases 1 and 2 improvements and the Aquatic Center improvements.

Debt Service: Debt service totals \$781,000, a 22% decrease from the 2019 Projected Budget. The reason for the decrease is the city-hall portion of the 2012-1 series GO Bonds retired in 2019. A smaller special obligation bond for the TIF 2c fund also retired in 2019.

Key Changes

The key changes of the 2020 -2022 Budget include:

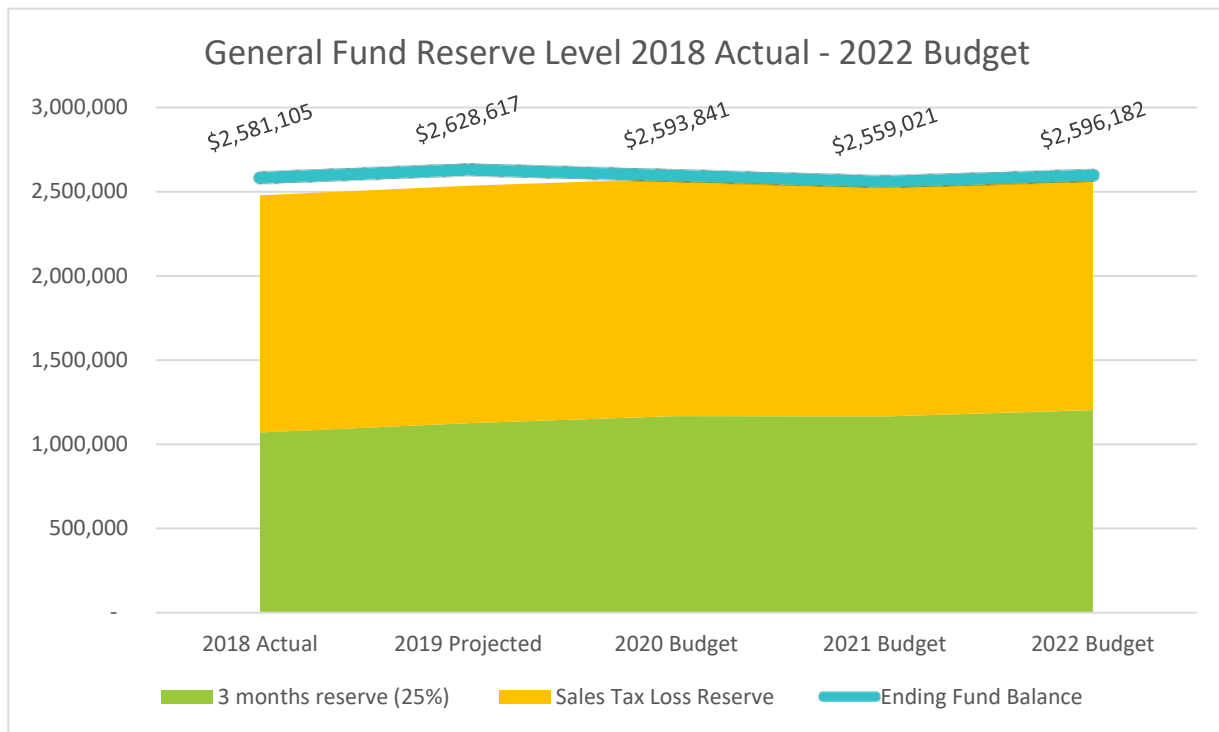
Expenses	2020	2021	2022
2020 Objectives with Financial Impacts			
Update Roeland Park History from 1996 to Present	\$ 1,000	\$	\$
Increase Support to Community Garden	\$ 1,000	\$ 1,000	\$ 1,000
Implement Bicycle Patrol Unit in the Police Department	\$ 5,000	\$	\$
Extend City Hall Office Hours to 7:00 pm One Day Per Week	\$ 0	\$	\$
Create Policy Providing 12 Weeks of Paid Family Leave	\$ 11,000	\$ 11,000	\$ 11,000
Establish Roeland Park Economic Development Association	\$ 0	\$	\$
Consider a Green Traffic Garden as Part of Phase 1 or 2 of R Park Development Plan	\$	\$ 75,000	\$
Other Budget Items			
4.25% Merit Increase FY 2020, then 4% in out years	\$ 97,000	\$ 91,500	\$ 91,500
Addition of a Parks and Recreation Superintendent position	\$ 100,000	\$ 105,000	\$ 110,000

Based on a three-year forecast, property tax rates should not increase in 2020 through 2022, assuming several estimates are maintained, including:

- No significant decline in sales tax.
- Property values increase by at least 1.5% annually.
- Franchise fees and court revenues remain in line with 3-year history.
- Personnel costs, supplies and contractual services grow at a rate consistent with inflation.
- Property tax supported debt service remains at expected levels.

General Fund Overview

During Governing Body discussions in 2013 there was a consensus to hold reserves at no less than the 16.7% of operating expenditures (City policy) for three years. Recently the Governing Body has updated the Reserve Policy to set new thresholds stating that in uncertain economic times where significant revenue fluctuations may exist, it is prudent to target reserves at three months operating expenses or higher. Due to the potential loss of any one of the 6 major retailers located in Roeland Park the City accumulated and maintains reserves (\$1.41 million) sufficient to endure a two-year vacancy for one of these major retailers. This is a real possibility, as large retailers will vacate space for a new location and continue to pay rent at two sites in order tie up the old property and limit competition in the market. Twenty-five percent of 2020 General Fund operating expenditures is \$1.168 million, adding \$1.41 million to cover a significant and sustained reduction in sales tax revenues brings the General Fund reserve goal to \$2.578 million. The estimated ending General Fund balance for 2020 is \$2.594 million, keeping us just above our goal. To continue the process of pay-as-you-go financing of capital and not issue new debt, the Governing Body approved the use of funds in excess of the above stated reserve goal to finance capital projects. The graph below reflects the projected General Fund ending balance continuing to meet our goals looking out through 2022.

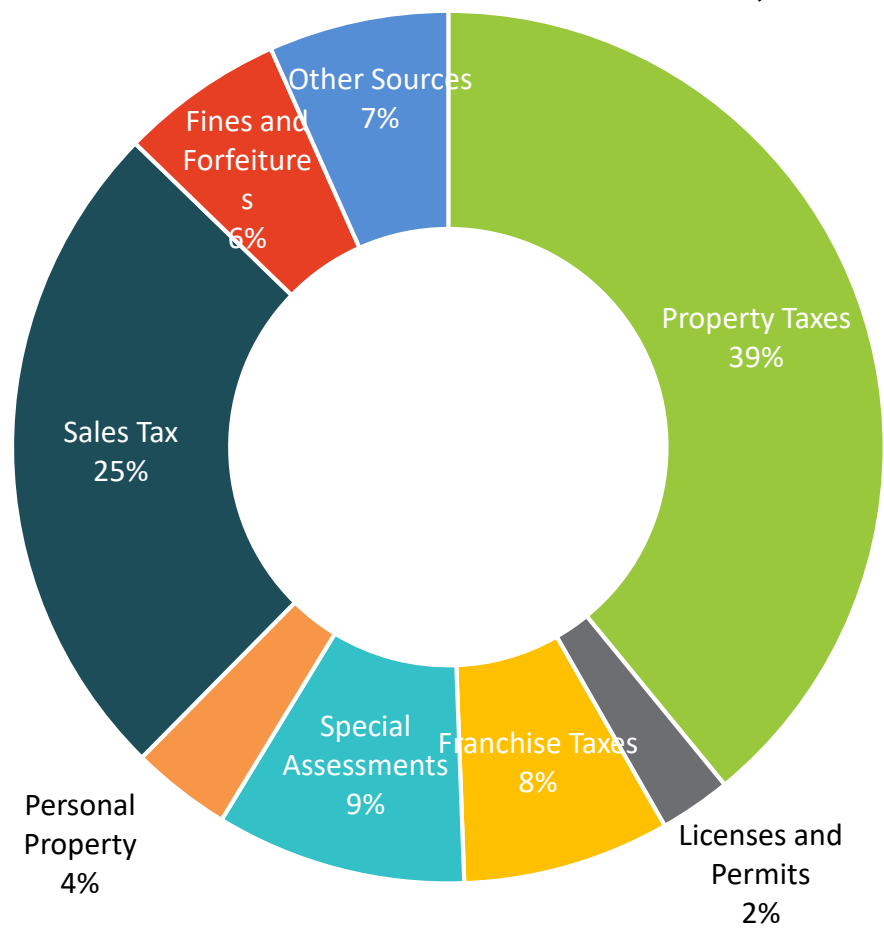


2020 General Fund Revenues

Revenues generated in 2020 are projected to be \$6.1 million. With the inclusion of fund balances and Special Law Enforcement funds, total 2020 resources available are projected at \$8.7 million. Current revenues are collected from six primary sources: property tax (39%), sales tax (25%), special assessments (9%), franchise fees (8%), other sources (7%), and court fees (6%). Property tax collections reflect only the general operations portion of the mill levy (26.616). Sales tax collections include City and County sales taxes. Franchise fees are 5% of gas, electric, telephone, cable and internet service charges. Other Sources includes interest income, lease revenue and other miscellaneous sources. Property tax is revenue generated from ad valorem taxes on real estate only.

2020 General Fund Revenue

\$6,076,399

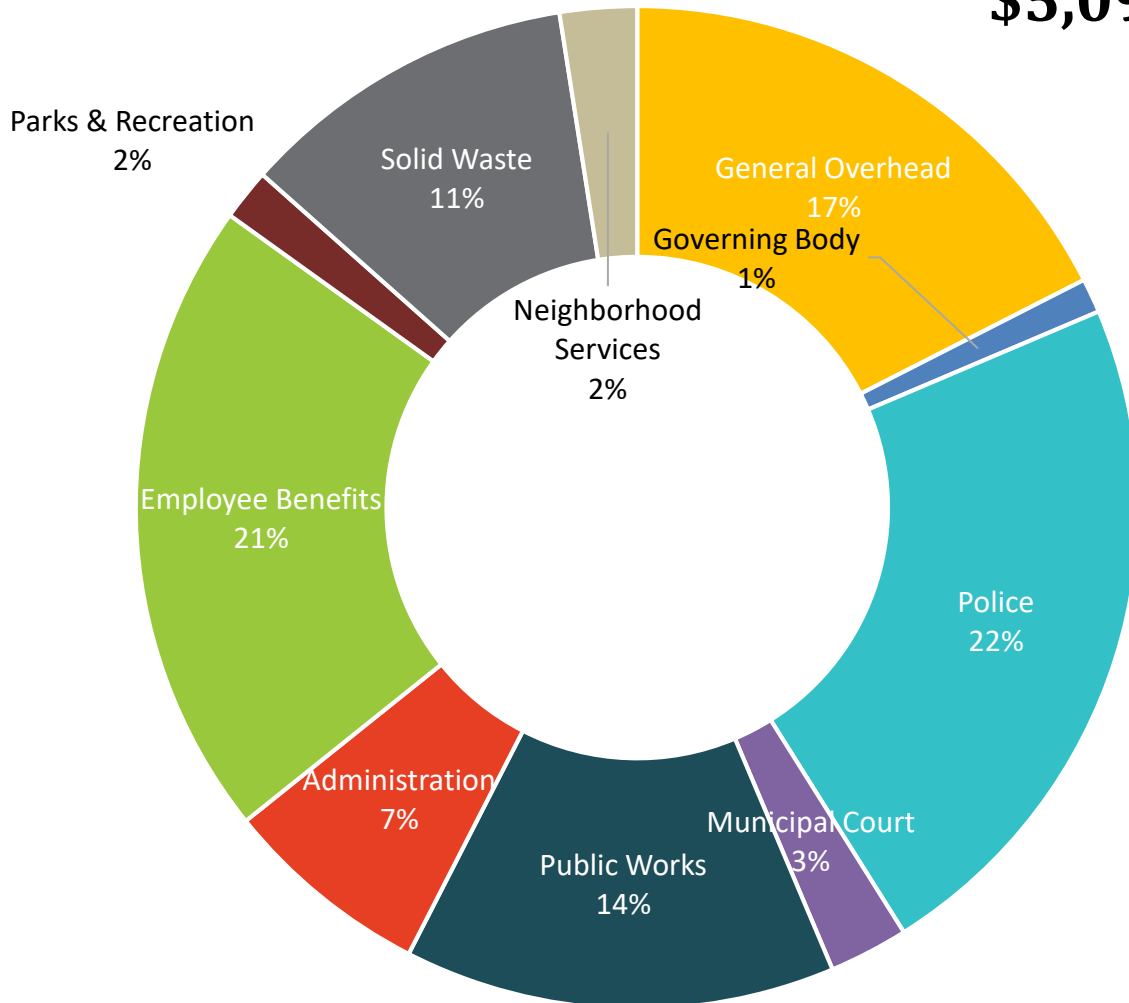


2020 General Fund Expenditures

2020 budgeted expenditures in the General Fund total \$6.308 million. Operating expense make up \$5.107 million, which is a 2% increase over the 2019 Projected operating expenses. The increase is primarily due to 2020 Objectives which are not capital in nature and personnel cost increases (10%). These expenditures are allocated among major activities as illustrated in the graph below.

2020 General Fund Expenditures:

\$5,097,661



The General Overhead department has the largest budget but covers a broad range of service expenses such as: street lighting, traffic signals, audit fees, attorney fees, property and liability insurance, pool operations, TIF property tax reductions (shown as a non-expenditure appropriation), and transfers to the equipment/building replacement fund. The Police Department is the next largest followed by Employee Benefits, which is where insurance, retirement and social security expenses are budgeted for all employees. The Public Works Department is the fourth largest and accounts for \$210,000 in contract street maintenance, contract tree trimming and mowing services, street light electric, as well as standard personnel expenses. The

Solid Waste department is the next largest, this department accounts for contractual expenses associated with trash, recycling and yard waste services as well as direct expenses associated with the leaf pick up service.

City of Roeland Park
Fund Overview by Source - General Operating Fund

	2018 Actual	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Beginning Fund Balance	2,617,063	2,556,535	2,581,105	2,628,617	2,593,841	2,559,021
Revenues						
Property Taxes	\$ 1,756,154	\$ 2,235,507	\$ 1,901,520	\$ 2,374,765	\$ 2,410,234	\$ 2,442,984
Franchise Taxes	508,080	516,044	465,499	466,812	470,892	475,164
Special Assessments	569,945	570,500	561,000	564,000	576,700	588,194
Sales Taxes	1,549,949	1,558,920	1,501,135	1,510,505	1,561,537	1,577,152
Intergovernmental	260,283	224,406	219,472	224,765	231,290	238,682
Licenses and Permits	173,753	175,025	172,225	161,225	161,225	161,525
Fines and Forfeitures	386,627	375,988	346,000	368,964	375,223	369,108
Other Sources	196,860	192,458	474,668	325,363	270,875	286,309
Interest	83,578	56,100	85,000	80,000	80,000	80,000
Total Revenues	5,485,228	5,904,947	5,726,520	6,076,399	6,137,977	6,219,118
Special Law Enforcement Resources	34,531	9,913	26,616	19,616	20,616	21,616
Transfers In	-	-	197,844	191,475	374,276	25,975
Total Resources	8,136,822	8,471,395	8,532,086	8,916,106	9,126,710	8,825,730
Expenditures by Appropriation Unit						
Salary & Benefits	2,495,869	2,680,389	2,718,955	2,974,468	3,101,651	3,234,888
Contractual Services	1,796,646	1,909,135	1,899,611	1,812,021	1,670,756	1,686,059
Commodities	93,169	104,071	95,296	96,172	96,442	101,090
Capital Outlay	112,011	217,500	303,771	215,000	215,000	216,000
Debt Service	154,440	-	-	-	-	-
Total Expenditures	4,652,134	4,911,095	5,017,633	5,097,661	5,083,849	5,238,037
Special Law Enforcement Restricted	17,915	-	8,000	-	-	-
Non-Expenditure Appropriation	-	322,400	-	321,415	331,057	270,000
Tranfers Out	869,051	586,408	859,220	883,573	1,132,167	699,895
Total Appropriations	5,539,100	5,819,903	5,884,853	6,302,649	6,547,073	6,207,932
Ending Fund Balance	\$ 2,597,721	\$ 2,651,492	\$ 2,647,233	\$ 2,613,457	\$ 2,579,637	\$ 2,617,799
Change In Ending Fund Balance		235,008	(4,259)	(33,776)	(33,821)	38,162
25% of Annual Operating Expenses (Reserve Benchmark)	1,069,527	1,141,283	1,120,899	1,168,165	1,164,712	1,203,010
Sales Tax Loss Reserve	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,001
Ending Fund Balance In Excess of Sales Tax Reserve + Reserve Benchmark	118,194	100,209	116,334	35,292	4,924	4,788
Operating Expenses	4,278,109	4,565,133	4,483,595	4,672,661	4,658,849	4,812,039
Unrestricted Ending Fund Balance as a % of Annual Operating Expenses	27%	27%	27%	25%	25%	25%

City of Roeland Park
Fund Overview by Source - General Operating Fund

	2018 Actual	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Beginning Fund Balance	<u>2,625,976</u>	<u>2,565,448</u>	<u>2,597,721</u>	<u>2,647,233</u>	<u>2,613,457</u>	<u>2,579,637</u>
Revenues						
Property Taxes	\$ 1,756,154	\$ 2,235,507	\$ 1,901,520	\$ 2,374,765	\$ 2,410,234	\$ 2,442,984
Franchise Taxes	508,080	516,044	465,499	466,812	470,892	475,164
Special Assessments	569,945	570,500	561,000	564,000	576,700	588,194
Sales Taxes	1,549,949	1,558,920	1,501,135	1,510,505	1,561,537	1,577,152
Intergovernmental	260,283	224,406	219,472	224,765	231,290	238,682
Licenses and Permits	173,753	175,025	172,225	161,225	161,225	161,525
Fines and Forfeitures	386,627	375,988	346,000	368,964	375,223	369,108
Other Sources	196,860	192,458	474,668	325,363	270,875	286,309
Interest	83,578	56,100	85,000	80,000	80,000	80,000
Total Revenues	<u>5,485,228</u>	<u>5,904,947</u>	<u>5,726,520</u>	<u>6,076,399</u>	<u>6,137,977</u>	<u>6,219,118</u>
Special Law Enforcement Revenues	25,618	10,000	1,000	1,000	1,003	-
Transfers In	-	-	197,844	191,475	374,276	25,975
Total Resources	<u>8,136,822</u>	<u>8,480,395</u>	<u>8,523,086</u>	<u>8,916,106</u>	<u>9,126,713</u>	<u>8,824,730</u>
Expenditures by Department						
General Overhead	1,067,675	1,039,935	998,802	891,993	737,146	765,707
Police	1,067,548	1,081,955	1,121,854	1,145,493	1,188,246	1,241,805
Municipal Court	107,046	117,618	177,639	130,326	133,784	136,953
Neighborhood Services	109,298	125,616	124,016	126,648	131,225	136,986
Administration	293,340	318,645	324,720	342,690	354,574	368,453
Public Works	628,108	681,517	740,257	708,576	721,558	701,022
Employee Benefits	775,739	903,149	913,015	1,052,705	1,105,694	1,161,769
Governing Body	54,823	56,520	56,430	56,430	56,430	56,430
Parks & Recreation	-	-	-	84,400	85,716	88,125
Solid Waste	548,557	586,140	560,900	558,400	569,476	580,787
Total Expenditures	<u>4,652,134</u>	<u>4,911,095</u>	<u>5,017,633</u>	<u>5,097,661</u>	<u>5,083,849</u>	<u>5,238,037</u>
Special Law Enforcement Restricted	17,915	-	8,000	-	-	-
Non-Expenditure Appropriation	-	322,400	-	321,415	331,057	270,000
Transfers Out	869,051	586,408	859,220	883,573	1,132,167	699,895
Total Appropriations	<u>5,539,100</u>	<u>5,819,903</u>	<u>5,884,853</u>	<u>6,302,649</u>	<u>6,547,073</u>	<u>6,207,932</u>
Ending Fund Balance	<u>\$ 2,597,721</u>	<u>\$ 2,660,492</u>	<u>\$ 2,638,233</u>	<u>\$ 2,613,457</u>	<u>\$ 2,579,640</u>	<u>\$ 2,616,799</u>

Summary of Financial Policies

Overview

The City of Roeland Park's financial policies and provisions provide a basic framework for the overall financial management of the City. The policies guide the decision-making process of the City Council and Administration and provide guidelines for analyzing proposed programs and budgets. Some policies have been formally adopted by Council, others are planned for future development into formal policies and others provide administrative guidelines for the fiscal management of the City.

Budget Provisions:

The City defines a balanced budget as total resources equal to total obligations. Total resources include beginning fund balances and total obligations include contingency non-expenditure appropriations. Non-expenditure appropriations are those that will or may reduce available resources. In the City's budget, this includes TIF expenditures (i.e. resources diverted to TIF funds) in the General and Debt Service funds and possible Property Tax reductions due to appeals in some of our TIF funds. The budget presented is considered a structurally balanced budget. The budget adoption and amendment process is explained on pages 30 and 31.

Reserve Policy

Roeland Park has identified specific fund balance minimums that it intends to maintain specifically for the General Fund, Bond & Interest (Debt Service) Fund and the Equipment and Building Reserve Fund. The City defines fund balance as excess assets over liabilities in a fund. We also refer to this as the reserves in a fund. This policy is designed to establish guidelines to provide the structure of continuing fiscal stability, reduce financial risk and maintain adequate reserves for current and future requirements.

The Reserves policy states that the City will maintain reserves of at least two months (16.6%) of annual General Fund operating expenses or 16.6% of annual budgeted General Revenues, whichever is greater. However, since the adoption, the Council and staff have made it a goal to achieve at least three months (25%) of annual General Fund operating expenses as reserves. The current policy is to maintain reserves of 25% of operating expenses in the General Fund above and beyond the \$1.41 million established in the same fund as a Sales Tax Reserve, which is a committed fund balance. The Sales Tax Reserve is described in greater detail in the Revenue section on page 36. These two reserves combined in 2020 total \$2.578 million or effectively 55% of operating expenditures in the General Fund for 2020.

The Bond & Interest Fund policy is to maintain between 10% and 15% of annual principal and interest payments for bonds and temporary notes within the fund. Debt is to be used to finance capital projects with a life expectancy of at least seven years or greater. Debt is to be used in such a way that the term of financing does not exceed the useful life of the asset. In the budget presented, this policy is met in all years.

The City will also fund capital asset replacement and debt retirement of leases at an amount necessary to finance the acquisition of new equipment needed in the following year; and to finance needed future replacements and acquisitions by setting aside a reserve amount for some of the larger purchases. This reserve for equipment will be maintained in the Equipment and Building Reserve Fund. The same fund will maintain reserves for public works, and city hall equal to approximately 2-4% of the replacement value of all City owned capital building assets. Minor repairs and replacements (typically \$5,000 or less) in public buildings will be taken from departmental operating budgets whenever possible.

Revenue Provisions:

Non-Recurring Revenue Policy

One-time or limited term resources, such as proceeds for asset sales, debt refinancing, one-time grants, legal settlements, budget savings and similar non-recurring resources shall not be used for current or new ongoing operating expenses. Appropriate uses of one-time resources including building and maintaining fund balances, the early retirement of debt, capital improvements or maintenance and other nonrecurring expenditures.

The City also attempts to maintain diversified and stable revenue streams to safeguard against fluctuations and market downturns.

The City establishes user fees using market research and attempts to charge fees equivalent to the cost of the service when possible. All user fees and charges are reviewed annually and amended as needed through a fee resolution.

Expenditure Provisions:

Purchasing Policy

The City's Purchasing Policy provides guidance to City officials on the expenditure of public funds. Ultimately the City Administrator, with the assistance of the Finance Director, is responsible for ensuring the provisions of the policy are adhered to by those purchasing goods, services and capital items on behalf of the City. The policy sets limits on the purchase of single items for the City Administrator (\$7,500) and Department Directors (\$2,500), with exceptions for regular expenses and contractual agreements (lease payments, debt service, payroll, etc.), repetitive purchases (office supplies, auto parts/repairs, asphalt, etc.), and emergency purchases.

In addition, the policy states that prior to making a purchase, staff will obtain three informal price quotes for items costing \$1,000 - \$10,000 and that formal bids and requests for proposals or qualifications (RFP/RFO) will be solicited for any item or service in excess of \$10,000. All purchases of items less than \$1,000 are encouraged, but not required to obtain three informal quotes. This City also gives greater priority to local vendors when reasonable and the purchase of "green" products when practical. The Green Purchase Policy states that the City will purchase environmentally preferable products (recycled goods, compost products, and products with sustainably sourced materials) when available and priced reasonably compared to alternatives.

The City continues to support timely maintenance and replacement of its infrastructure in addition to its fleet, equipment and facilities.

Investment Provisions:

The City's investment policy guides the investment of idle funds. The policy emphasizes the preservation of principal while striving to hold all investments to maturity to avoid penalty. The City's investment portfolio is actively managed by our Financial Advisory firm, Columbia Capital, and the Finance Director oversees the contract and approves the purchase of investments and the transfers of funds in and out of the investment account.

Fund Description

General Fund: This fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund. The functions accounted for in this fund account for most of the day-to-day operations of the City that are financed via sales tax, property tax, and other general revenues. Activities in the General Fund include general administration, economic development, public safety, development review, property maintenance code compliance, and public works. The Special Law Enforcement fund is a function of the General Fund but is restricted specifically for law enforcement equipment purchase. The budget outlines this element of the General Fund separately throughout the budget unless otherwise noted.

Debt Service Funds: Used to account for all resources which are restricted, committed or assigned for the payment of principal and interest on long-term debt.

Bond & Interest Fund: Used to pay for the general obligation long-term debt of the City.

Bella Roe/Wal-Mart TIF (TIF 1): A special revenue fund created to account for monies received for retiring tax increment bonds. Those bonds were retired early in 2018 and the development plan was amended to include additional capital improvements associated with the district such as the improvements to Roe Boulevard planned for 2020.

Valley State Bank TIF (TIF 2c): Created to account for monies received to retire special obligation tax increment revenue bonds.

TDD #1 - Price Chopper: Created to account for transportation development district resources. The District covers all of Lots 1, 3, 4, 5 and 6 and Tract "A", Bella Roe Shopping Center and imposes a 1% sales tax on all businesses located at the Bella Roe Shopping Center apart from Lowe's.

TDD #2 - Lowe's: Created to account for transportation development district resources. The District covers all of Lot 2 (Lowe's), Bella Roe Shopping Center and imposes a .5% sales tax.

Special Revenue Funds: Such funds are used to account for the proceeds of specific revenue sources that are legally or otherwise restricted to expenditures for specified purposes and which therefore cannot be diverted to other uses. The following funds are considered Special Revenue Funds:

Sales Tax Revenue Funds:

Special Street: Created to account for the repair, maintenance and improvement of streets, curbs and sidewalks located within the City which are funded by a ½ cent City sales tax. The sales tax does not sunset. This fund is referred to as the "27A Fund". This fund will be rolled into a combined Street and Highway Fund in 2020 with the Special Highway proceeds.

Combined Street and Highway: Established in 2020, this fund is a combination of the Special Street fund consisting of the ½ cent sales tax for street, sidewalk and roadway improvements, and the Special Highway Fund, funded by the motor fuel tax, which is also restricted to funding street improvements and maintenance.

Community Center: Established to account for the acquisition, maintenance and utilization of the Skyline School. A 1/8 cent City sales tax is allocated to this fund. The sales tax does not sunset. This fund is referred to as the "27C Fund" of the City. Revenue raised and not required for the payment of the previously described costs shall be transferred to the General Fund of the City.

Special Infrastructure: Established to account for public infrastructure projects including buildings. A ¼ cent sales tax was approved by Roeland Park residents on April 1, 2003, sun

setting on March 31, 2013. The tax was renewed for an additional 10 years starting in April 1, 2013 and ending on March 31, 2023. This fund is referred to as the "27D Fund" of the City.

Other Funds (Special Purpose):

Special Highway: Established to account for motor fuel tax monies sent quarterly from the Kansas State Treasurer's office, which are the Special City and County Highway Funds distributed and computed in compliance with K.S.A. 79-3425CC. This fund will be rolled into a combined Street and Highway fund in 2020 along with the Special Street Fund.

City Hall TIF (TIF 2): Established to account for monies received to retire bonds associated with development in the district. Projects approved in the area include City Hall Remodel, Granada Park improvements, roadway and storm water improvements.

CID #1 – Roeland Park Shopping Center: Created to establish a community improvement district that includes all the Roeland Park Shopping Center, Wal-Mart, CVS and PAD site out parcels and imposes a 1% sales tax.

Roeland Park City Hall Property Owners Association Fund: Created to administer various functions within City Hall and to establish the means and methods of collecting assessments and charges for the management of City Hall's common areas.

Aquatics Center Fund: Established mid-year 2019 after the City took full ownership of the Roeland Park Aquatics Center from Johnson County Parks & Recreation. This fund accounts for all revenues and expenditures, including capital, associated with the Aquatics Center.

Capital Project Funds: These funds are used to account for all resources which are restricted, committed or assigned for the acquisition and construction of capital facilities and other capital assets.

Equipment and Building Reserve: A fund created to account for the scheduled replacement of capital equipment, vehicles and building infrastructure; financing provided by transfers from other funding sources for the procurement of a capital asset.

Boulevard Apartments/The Rocks TIF (TIF 3): Established to account for monies received to retire special obligation tax increment revenue bonds. The fund tracks and covers all costs associated with projects approved by the TIF project plan.

Use of Funds by City Departments

The following table shows the list of City operating departments and the funds they use by percentage. For Capital funds, only the operational pieces of those funds are represented below. Debt service and Economic Development funds are excluded as they do not have operational components.

Approximate Percent of Expenditures Associated with Funds					
Department	General	Aquatic Fund	Combined Street/Hwy	Community Center	Sp. Infrastructure
General Overhead	100				
Police	100				
Court	100				
Neighborhood Services	100				
Administration	100				
Public Works	65		25		10
Employee Benefits	100				
Governing Body	100				
Parks & Recreation	10	70		20	
Solid Waste	100				

2020 Budget Process and Calendar

Annual Budget Development and Adoption Process

As the City's budget follows the calendar year, the annual budget development process begins in the first quarter of the year, almost a year prior to the start of that fiscal year. The City Administrator coordinates the budget process in conjunction with the Assistant City Administrator/Finance Director.

One of the first steps in the process is the annual budget retreat with department directors and the Governing Body. This off-site meeting is held in the evening in February to review factors that will influence Budget Objectives for the year including Council adopted Goals, the latest Citizen's Survey results, a cost of living comparison which provides metro-wide comparisons on taxes and utility rates, and the strategic plan.

In March, the Council reviews the Budget Objectives submitted by Department Directors and members of the Governing Body. These Objectives reflect projects, programs, policies or equipment that the submitter justifies by showing how the objective progresses the City toward accomplishing one of our 7 adopted Goals. For the first review, the Governing Body is encouraged not to focus on program cost, but to indicate whether they feel each objective has merit and should be further explored. After each department director submits their respective line item budget proposals, the preliminarily approved Objectives are incorporated into the operating budget where the Administrator and Assistant Administrator can review ending fund balances to determine what deficits may exist and what adjustments to proposed expenses are warranted.

March through April, staff prepares and reviews the Capital Improvement Plan (CIP) including equipment replacement schedule, solid waste assessments (solid waste and City leaf pickup are assessed to residents' property taxes), the pay scale and employee benefits. The City updates its pay scale annually with small increases in the minimum and maximum compensation for each pay class based on market rates. This minimizes the need for periodic position reclassifications. In April, the Governing Body also hears a presentation from the City Auditor on the prior year audit and presentations from staff on City reserves,

outstanding debt and trends in primary revenues.

In May, the City presents the preliminary budget and CIP at a Council Workshop. We hold a community forum on the budget at the Community Center where we discuss the preliminary budget including Capital Improvement Plan and Objectives with residents and encourage their questions and address concerns. While this meeting is specifically intended to inform residents, the public is encouraged to attend all Budget meetings and are welcome to provide input at any budget related meeting. The Budget was adopted on August 5, 2019 at the regular Council meeting and subsequently submitted to the County Clerk in early August.

Legal Requirements

State Law dictates that each City hold a public hearing prior to approving the annual budget. The budget requires a notice in the City's newspaper of record (The Legal Record) notifying the public at least 10 days prior to the hearing. The publication notice includes the proposed property tax assessment and mill levy rate for the budget. Per state statute, the Council may reduce the property tax assessment at budget adoption, but they cannot increase the assessment without repeating the publication and public hearing process. Due to Kansas Property Tax Lid legislation, if a City wishes to increase the property tax levy from the prior year beyond the Consumer Price Index (CPI) plus certain exceptions outlined in the law, they must go to a public vote to do so (please see page 39 for details on the tax lid). A Budget adoption process that does not contemplate a public election, requires the Budget be filed with the County Clerk on or before August 25th.

Budget Amendment Process

The process of amending the City's budget is outlined and authorized by K.S.A. 79-2929a. Amendments to the City's budget are typically used when there is an increase in the original budget for previously unbudgeted increases in revenues other than ad valorem property taxes, or encumbrances on capital projects that weren't completed in the prior year. To amend the budget, the City is required to hold a public hearing and publish a notice in the Legal Record 10 days prior to the hearing. The City then must hold a public hearing and forward amended budget forms to the County Clerk for certification. When called for, the City of Roeland Park completes budget amendments in concert with adoption of the budget for the upcoming year or in the fourth quarter of the fiscal year being amended.

2020 Budget Calendar: Schedule of Meetings and Deadlines

JANUARY 28TH (STAFF)

- Distribute Capital Improvement Plan (CIP) (including Equipment Replacement) draft to Department Directors for updating

FEBRUARY 11TH

- Budget Retreat- Department Directors and Elected Officials: Review Citizen Survey, Cost of Living Comparison and Strategic Plan to aid us in setting Priorities for the next budget cycle.
- Solicit Objectives in standard format from Department Directors and Elected Officials

FEBRUARY 15TH

- Staff Finalize Updates to CIP-Equipment Replacement Schedule
- Distribute Department Budget Worksheets to Staff

MARCH 4TH

- Objectives Due to City Administrator in standard format
- Administrator meets with Staff to review and refine Objectives during the next two weeks.
- Administrator work with Elected officials to refine their Objectives during the next two weeks.

MARCH 18TH

- Council Workshop- Review and preliminary approval of Objectives

April 8th

- Department Requests due to City Administrator to reflect Preliminarily Approved Objectives
- Council Workshop- Review and Preliminary Approval to CIP-Equipment Replacement Schedule
- Council Workshop- Review Solid Waste Assessment for 2020

APRIL 15TH

- City Administrator Meet with Department Heads to review budget requests and make edits
- Council Workshop- Review Proposed 2020 Pay Scale
- Council Workshop- Review Proposed 2020 Employee Benefits Package (if applicable)

May 6th – Special Budget Council Meeting (Regular Workshop Meeting Date)

- Council Meeting- Adopt Proposed 2020 Pay Scale
- Council Meeting- Adopt Proposed 2020 Employee Benefits Package (if applicable)
- Council Workshop- 2018 Audit Presentation by Auditors

MAY 20TH

- Council Workshop- Review Reserves and Outstanding Debt
- Review Trends in Primary Revenues

June 3rd

- Budget Presentation- All Funds and Departments reflecting Preliminarily Approved: Objectives and CIP-Equipment Replacement Schedule

JUNE 24TH - BUDGET COMMUNITY FORUM MEETING (AT COMMUNITY CENTER)

- City statistical information Overview
- Single Family Cost of Living Comparison Overview
- Citizen Satisfaction Survey Overview
- Budget Presentation

July 1st

- Council Workshop- Revised Budget Presentation (If Needed)- If major revisions occur following Community Forum and Special Budget Workshop
- Council Workshop- Consent of Council to Publish Notice of Budget Hearing (setting Mill Levy)

JULY 9TH PUBLISH BUDGET HEARING IN LEGAL RECORD

AUGUST 5TH PUBLIC HEARING ON PROPOSED BUDGET (SPECIAL COUNCIL MEETING)

- *Adopt the 2020 Proposed Budget*

August 16th Submit Approved Budget to County Clerk (Must be filed no later than August 26th)

Debt



As part of the FY 2017 Budget process, the Governing Body decided to fund current and future capital improvements using cash on hand and existing revenue streams. As a result, the City adjusted its Capital Improvements plan to remove any issuance of debt. The City has been successful using the pay-as-you-go method to date through the creative use of several resources including grants, private donations, additional resources available in the General Fund, and TIF resources. In addition, the City's portion of a new county-wide sales tax to construct a new courthouse has been dedicated to capital improvements. That resource is expected to generate approximately \$1.8 million over the course of 10 years.

During the 2020 budget preparation process Council considered options for a major renovation to the Aquatic Center as well as completing Phased Improvements planned for R Park with in the next 3 years. The City's financial advisor, Columbia Capital provided the Governing Body with pros and cons associated with borrowing in order to fund these improvements. Ultimately the Governing Body adopted a funding approach for these significant projects which employs partial borrowing (\$1.25 million out of \$3 million total project costs) with a shortened (10 year) maturity. The borrowing is anticipated occurring toward the end of the 2nd quarter in 2020, this provides ample time (nearly a year from the budget adoption process) to design and bid the projects as well as reassess borrowing needs once costs are confirmed.

The City follows these principals when issuing debt:

- Financing of improvements would not exceed the useful life of the asset.
- Staff would conservatively project revenue sources to pay off debt.
- Debt would only be used to finance essential and necessary capital improvements and major equipment purchases beyond our ability to cash finance these purchases. Debt will never be used to finance operations or to assist with short-term cash flow issues.

The City currently does not have a bond rating due to the limited amount of debt that we have issued. The City with the assistance from a Financial Advisor will assess the total cost of debt with and without a bond rating to determine if attaining a rating would be advantageous.

Legal Debt Limit

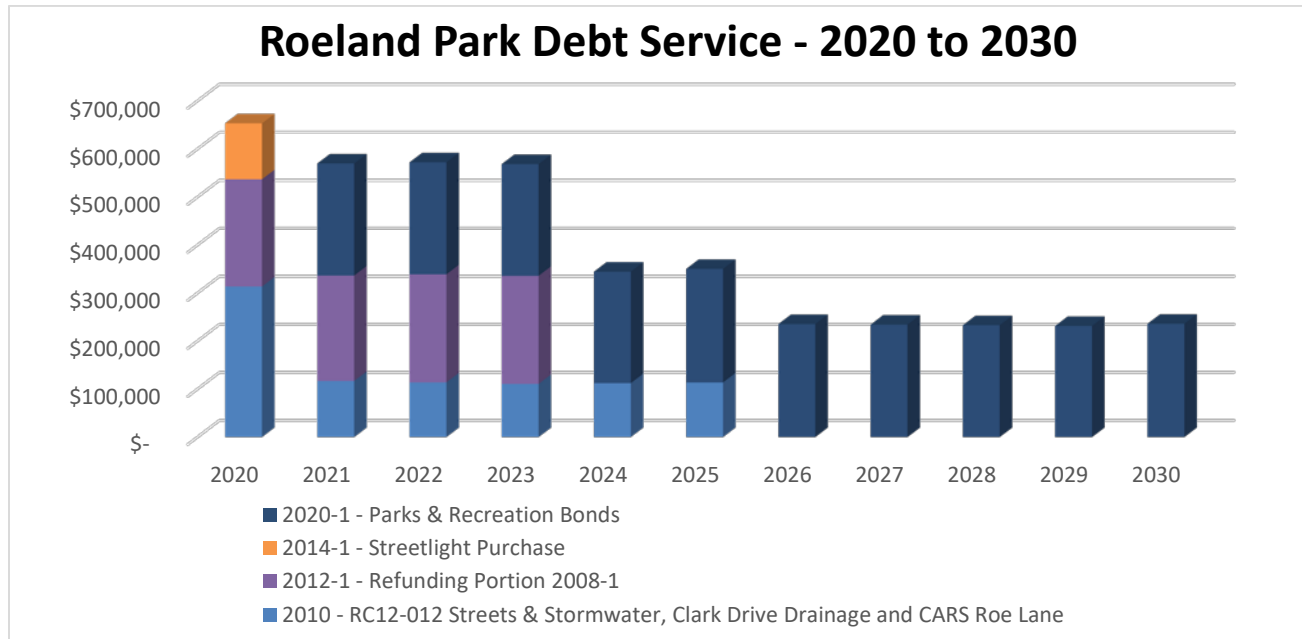
The legal debt limit indicates the City's ability to issue bonded debt based upon existing debt issued. Direct bonded debt is debt for which the City has pledged its full faith and credit. The debt limit establishes a maximum dollar limitation calculated under existing law. The debt limitations provided by Kansas statute is 30% of assessed valuation. The City's debt margin as of January 1, 2019 is approximately \$24,363,107.

Legal Debt Margin Calculated for Fiscal Year 2020

Assessed Value Including Motor Vehicles (estimated for 2020 budget)	\$92,210,357
Debt limit (30% of assessed value)	27,663,107
Debt applicable to limit:	
General obligation bonds outstanding	<u>3,300,000</u>
Total net debt applicable to limit	<u>3,300,000</u>
Legal debt margin	\$24,363,107

Outstanding Debt

The following chart provides an overview of our outstanding debt service FY 2020 – 2030. This includes debt paid through special assessments for storm sewer related projects.



Debt Service Schedule for 2020

Bond & Interest - Debt Service							
Debt Issue	Approved by Council	Date Issued	Original Amount	Interest Rate	1/1/2020 Balance (w/ interest)	Date Expire	2020 Total Payment
General Obligations Bonds:							
<div>2010 Bond Issue:</div> <div>RC12-012 Street Improvements</div> <div>RC12-012 Stormwater Improvements</div> <div>Clark Drive Drainage</div> <div>CARS Roe Lane</div>	<div>2004</div> <div>2004</div> <div>2007</div> <div>2008</div>	Aug-10	\$ 3,345,000	1.50-3.50	\$ 916,920	12/1/2025	\$ 315,575
<div>2011-2 Bond Issue:</div> <div>RC12-014 Stormwater</div> <div>CARS 53rd & Buena Vista</div> <div>CARS 55th Street</div>	<div>2007</div> <div>2010</div> <div>2011</div>	Aug-11	\$ 1,565,000	2.00-3.40	\$ 807,335	9/1/2026	\$ 106,640
<div>2012-1 Bond Issue:</div> <div>Refunding Portion 2008-1 (streets/stormwater)</div>	Various See original issue	May-12	\$ 1,970,000	.65-2.4	\$ 914,855	12/1/2023	\$ 223,318
<div>2014-1 Bond Issue:</div> <div>Streetlight Purchase</div>	2014	Nov-14	\$ 650,000	2.25	\$ 121,653	9/1/2020	\$ 116,568
					\$ 2,760,763		\$ 762,101
Revenue Bonds:		*Debt service resources are limited to TDD revenues received - City is not liable for debt					
Transportation Development District:		**The 1/1/2020 balance is as of June 30, 2019. There is another debt payment planned in December of an unknown amount so the total outstanding will be less.					
Sales Tax Revenue Bonds, 2005 - Price Chopper/Shopping Center		Nov-05	\$ 3,555,000	4.50-5.75	\$ 1,829,588	12/1/2025	\$ 1,829,588
Sales Tax Revenue Bonds, 2006A - Price Chopper/Shopping Center		Jan-06	\$ 1,090,000	5.875	\$ 666,725	12/1/2025	\$ 666,725
Sales Tax Revenue Bonds, 2006B - Lowes		Jan-06	\$ 1,890,000	5.125 - 5.875	\$ 706,884	12/1/2025	\$ 706,884
					\$ 3,203,197		\$ 3,203,197



Revenue Sources

The City of Roeland Park has developed a diverse base of revenues to fund its operational and capital needs. The purpose of this section is to describe the major revenue sources and trends and how these affect the City. Special emphasis is placed on 9 major revenue sources that comprise 93% of the City's projected revenues in 2020. The revenues outlined below do not include interfund transfers, fund balance or restricted revenue sources such as those in the Special Law Enforcement Fund. Excluding these sources, the City projects total revenues of \$13,140,585 including TDD funds. Without TDD funds, the total revenue is \$12,760,813.

Major Revenue Source - All Funds	2020 Budget	Percent of Total Revenues
Sales/Use Taxes	3,363,398	26%
Property Taxes	2,546,944	19%
Grants - Federal, County, State	1,658,075	13%
TIF Property Taxes	1,316,318	10%
Bond Proceeds	1,308,032	10%
Special Assessments	827,973	6%
Franchise Fees	466,812	4%
Fines & Forfeitures	368,964	3%
Other Sources	409,210	3%
<i>Subtotal of Major Revenues</i>	<i>12,265,725</i>	<i>93%</i>
All Other Revenues	874,860	7%
Total Revenues	13,140,585	100%

Sales & Use Taxes

Sales and Use taxes from the City and the County are reported collectively along with personal property taxes within the "Intergovernmental Revenue" category on the revenue summary sections of this document. Combined, all sales and use taxes comprise 26% of our total budget, the largest category of revenue for the City. A more detailed explanation of City, Special District and County sales and use taxes follows.

Revenue Assumptions and Trend Analysis

The City generally projects a conservative 1% increase in sales tax year-over-year. This is based on historical trends in revenue (shown in charts below) and management's desire to error on the side of caution. However, in 2019 staff show a projected loss in sales tax revenue of 4% due to one of our major retailers being off-line for six months due to the demolition and rebuild of their store. In 2020 we anticipate essentially flat growth as the primary artery running through Roeland Park, Roe Boulevard, will undergo major construction in 2020. Starting in 2021 we anticipate a rebound and have projected growth of 4.65% from 2020. While that seems like a significant jump in one year, this is approximately a 1% projected increase from actual collections in 2018, which is in line with our historical projections. No other change in major retailers is anticipated in the three year-projections.

The 1% CID sales tax on the Roeland Park shopping center was terminated as of July 2019 due to reaching the contractual revenue threshold of just over \$3 million (additional details below). Because the CID revenue is

factored into the total sales tax figure, the overall sales tax collections show a reduction of 8% from 2018 to 2019 and another 8% reduction from 2019 to 2020. However, excluding the CID sales tax collections from the remaining sales taxes, the revenue reductions are as stated in the above paragraph.

As of mid-year 2019 actual collections, sales taxes excluding the CID and TDDs are down 8% compared to the same period in 2018. A portion of the decline is due to a refund issued by KCPL to all customers, resulting in reduced sales taxes on electric bills. Also contributing is the planned reconstruction of the Aldi's grocery store which began in January 2019 and concluded at the beginning of the 3rd quarter of 2019. In addition to these two unique contributors countywide retail sales are down 3% from the same period in 2018. Although the economy remains strong with exceptionally low unemployment and high consumer confidence, retail purchases have declined county-wide.

Sales Tax Reserve. In 2017, the Council approved Resolution 653 which established a \$1.41 million committed fund balance for use if sales taxes see a significant (at least 25%) and sustained (longer than six months) decline. These reserves were built up over the course of four years when the City Council increased the property tax mill levy 7.5 mills to prepare the City for the planned loss of a major retailer which never came to fruition (more detail in the Property Tax revenue analysis section).

City Sales/Use Tax

The City sales tax is 1.25% and is distributed among four funds:

- Special Street Fund (27A) – 0.5% funds street and sidewalk improvements and maintenance city-wide.
- General Fund (27B) – 0.375% funds general governmental operations.
- Community Center Fund (27C) – 0.125% funds Community Center operations and improvements.
- Special Infrastructure Fund (27D) – 0.25% funds infrastructure improvements and maintenance city-wide, including street improvements. This sales tax is set to sunset in 2023 unless renewed by voters.

In 2020, City sales taxes are budgeted at \$1,877,711 for the funds listed above. The City intends to request a renewal for the Special Infrastructure Sales Tax of ¼ cent within the next two years. The terms of that ballot request are still under review.

County Sales/Use Tax

The City's allocation of the countywide sales tax is made up of four components: 1) the City's share of the countywide 0.6% sales tax, 2) the City's share of the original countywide 0.25% Public Safety sales tax (effective 2009), 3) the City's share of the countywide 0.25% Jail Sales Tax (effective 2011), and 4) the City's share of the new countywide 0.25% County Courthouse Sales Tax (effective April 1, 2017), which will sunset in 2027. The proceeds are distributed by the state department of revenue and are distributed amongst the cities based on a formula that considers population and mill levy rate for each entity. Total County sales and use taxes anticipated for 2020 are \$1,107,314.

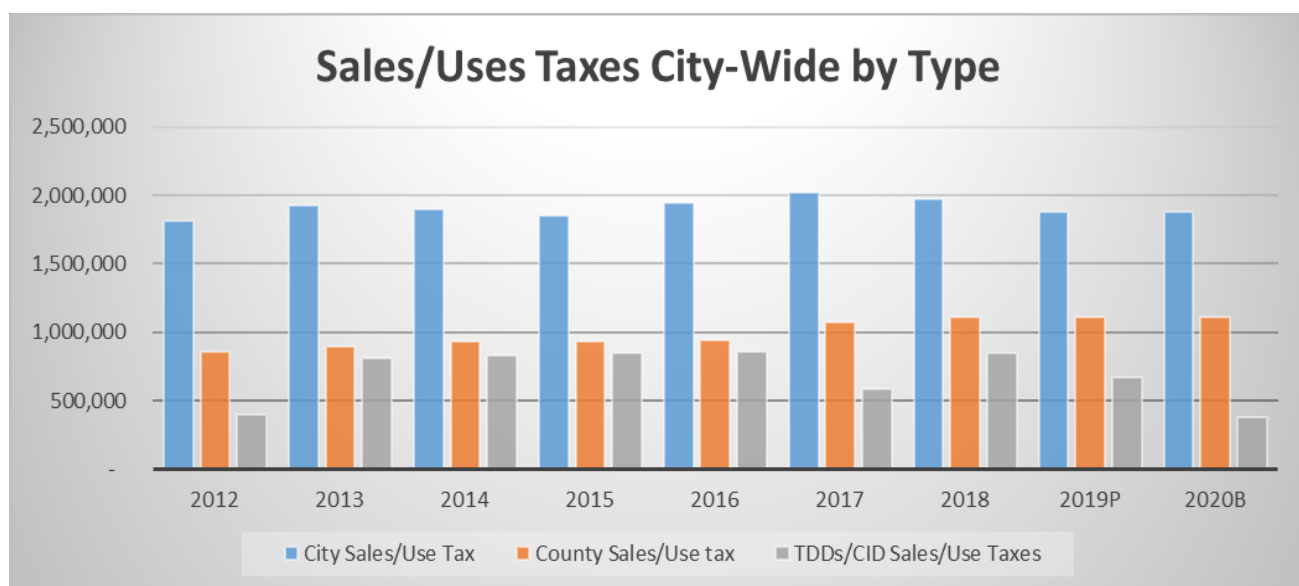
Special District Sales Taxes

The City has three special taxing districts which collect sales taxes specifically to fund improvements within those districts. The CID ended in 2019 after reaching the \$3 million revenue threshold established in the redevelopment agreement for the Roeland Park Shopping Center-Walmart site. The TDDs are projected to collect a total of \$378,373 in sales taxes in 2020. Details for these revenue sources are provided below.

- TDD #1: Price Chopper and Bella Roe Shops – 1% This Transportation Development District was established in 2005 which levies an additional 1 cent sales tax to cover transportation related improvements to the new shopping Center.
- TDD #2: Lowes – 0.5% This TDD was established in 2006 and levies ½ cent sales tax to cover transportation

related improvements to the Lowes development within the Bella Roe Shops.

- **CID #1: Roeland Park Shopping Center/Wal-Mart – 1%.** The CID was established in 2012 and revenue from the 1 cent sales tax began hitting city coffers in early 2013. The CID was established to help cover the cost of reconfiguring the shopping center and related parking lot and infrastructure improvements with the expectation that Wal-Mart was moving to Mission. However, the retailer announced their intention to stay in Roeland Park in 2016 after the Mission Gateway development prospect fell through. Approved expenses may be reimbursed to the developer with these resources, for every \$2 dollars of investment the developer is eligible for \$1 of reimbursement. The agreement also states that the CID will terminate once the CID has collected \$3,030,000 in CID sales tax. Collections reached this limit in the 2nd quarter of 2019 and collections ceased at that time. No collections are anticipated in 2020. The resources in this fund will remain available for use under the approved terms of the CID agreement.



Ad Valorem Real Estate Property Taxes

Budgeted 2020 ad valorem property taxes total \$2,546,944, which is 19% of all budgeted revenues. However, this amount includes property taxes that are diverted to the City's three TIF districts. Due to the way the County determines its property tax assessments and mill levies, cities are required to include all property taxes within their estimates when they submit the annual budget to the County Clerk. To create a more accurate account of total resources available, the City uses an offsetting expense designed to reflect an accurate ending fund balance based on the resources diverted to TIF Funds. Net of TIF diversions, the City should realize approximately \$2,202,403.

Property taxes are collected on the assessed valuation of taxable real, personal property and state assessed utilities. The County Clerk provides an estimated assessed valuation used to calculate property taxes necessary to fund the budget. The assessed valuation established, and the mill levy set in 2019 will fund the 2020 Budget.

The City's total mill rate submitted to the County for the 2020 Budget is 28.533 with the estimated assessed valuation of \$88,833,845 which is a 6% increase from the prior year. Property taxes support two funds, the General Fund with an estimated mill levy of 26.618 and the Bond & Interest Fund with an estimated mill levy of 1.915.

In FY 2014, the Governing Body decided to increase the mill levy 7.5 mills to prepare for the planned departure of Wal-Mart, the City's largest retailer, which was intending to move to the Mission Gateway site in a neighboring City. In addition, the City had faced three consecutive years of declining assessed valuations from the FY 2012 – FY 2014 budget years. In 2016, Wal-Mart announced their plans to remain in Roeland Park for at least five years. In 2017, the Governing Body approved Resolution 653 which set aside reserves of \$1.41 million that had accumulated from the increased property tax collections due to a higher mill levy and the increase in assessed valuation the City has experienced in recent years.

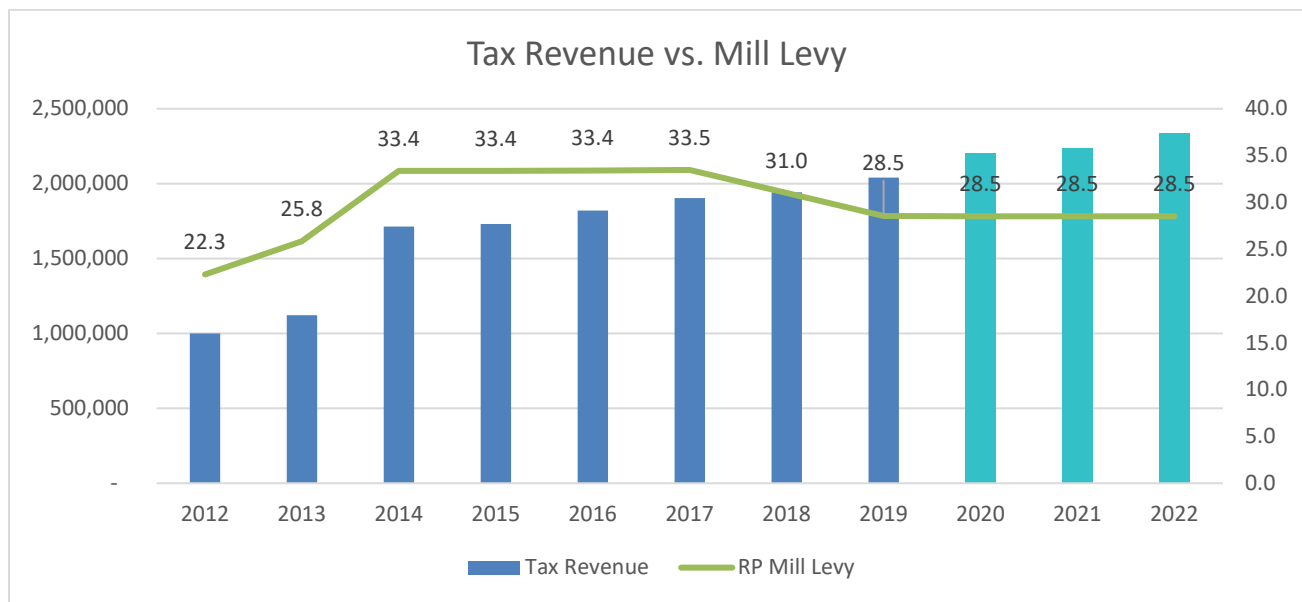
The Governing Body decided to reduce the mill levy incrementally over time. The 2018 and 2019 budgets reflected a 2.5 mill decrease for a total reduction of five mills from the City's FY 2017 mill levy of 33.5.

Tax Lid

FY 2018 marked the implementation of the tax lid law, or HB 2088 as enacted by the Kansas Legislature. The law prevents Cities and Counties from obtaining more revenue from property taxes than the prior year budget beyond the consumer price index (CPI) with a few exceptions. If a City or County wants to increase property taxes beyond what exemptions allow plus the CPI, they are required to go to a public vote. This means any increase in taxes beyond CPI from higher real estate property values due to reassessment will not be captured beyond 2019. A full list of exemptions and the bill summary can be found as an appendix to this document.

Revenue Assumptions and Trend Analysis

Ad valorem property tax revenues are based on a 1.5% annual growth estimate. While historical growth and our current trajectory far exceeds this modest increase, however due to the tax lid implications, the City is projecting growth in this area consistent with CPI.



Grants – Federal, County & State

This revenue category is typically a small portion of our overall budget and does not constitute a major revenue source. However, due to the Roe Boulevard improvements slated for 2020 (Roe 2020), this is the third largest revenue source for the City for the 2020 budget. The Johnson County Assistance Road Systems

(CARS) grant for this project accounts for the entire \$1,658,075 in this revenue category. The project is also funded in large part by a Surface Transportation Program grant of approximately \$4.6 million. However, these funds will be administered by the Kansas Dept. of Transportation and will not flow through City coffers.

Tax Increment Financing Property Taxes

The revenue that funds TIF district improvements are property tax revenues generated in excess of the base year property taxes within the district at the time the district was established. The City of Roeland Park has three TIF districts and four separate TIF funds as TIF 2 has two separate project areas. The table below shows the assessed value by district from the district's inception or "base year" to the 2018 Tax year (for revenues funding the 2019 Budget). The TIF revenue is generated from taxes assessed to all taxing districts except the state of Kansas, which is exempt. This revenue accounts for 10% of all revenue at \$1.535 million.

Fund	District	Inception Year	Base Tax Value	2018 Tax Value	TIF Tax Value*
TIF 1	1A	1991	73,913	453,555	379,642
TIF 1	1B	1991	227,560	657,840	363,042
TIF 2C	2C	2000	29,705	92,086	62,382
TIF 2D	2D	2001	62,838	304,193	241,344
TIF 3	3A	1998	104,107	393,235	243,947
TIF 3	3C	2005	57,216	99,959	36,063

**The TIF funds do not receive the increment on 20 mills from the school district's General Fund*

Revenue Assumptions and Trend Analysis

The growth in the TIF revenues are projected at 1% to 2% annually. These funds are not subject to the tax lid so we expect larger growth than projected for standard property tax revenues. However, like many jurisdictions across the country, communities in Johnson County are seeing several property tax appeals from large retailers using "Dark Store Theory" as their defense against current tax levies. Dark Store Theory suggests that active stores, primarily big box retailers, should be assessed based upon comparable stores, independent of the rental income generated on the property. Johnson County's assessment methodology is based upon a property's rental income. Several retailers in Roeland Park have appealed their property taxes from the past several years to the Kansas State Board of Tax Appeals (BOTA). We are aware they are using a "Dark Store" methodology as basis for their appeal. Regardless, we have built in an offsetting expense line in the TIF 1 and TIF 2D funds to help account for any adjustment in property taxes that may come as a result of a successful appeal. The estimates are provided by the County Appraisers office. Both TIF 1 and TIF 2D include properties that are actively under appeal with BOTA. Some of these appeals have already been processed and have shown to be successful which has resulted in a decrease of the TIF tax revenues received in 2019.

Bond Proceeds

In order to fund significant improvements to R Park and the Aquatic Center sooner, the Governing Body opted to consider issuing \$1.25 million in bonds in 2020 to help fund these improvements. These proceeds are recognized in the Special Infrastructure fund where the parks and recreation improvements are budgeted. The bond proceeds will cover only a portion of the cost of these projects and the balance will come from the ¼ cent infrastructure sales tax and the General Fund. The Bond Proceeds accounts for 10% of total revenues for the City in 2020.

Special Assessments

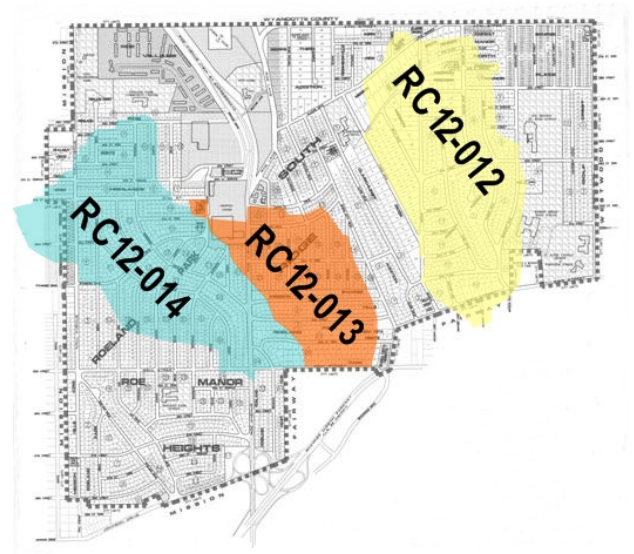
Special assessments include two primary sources: solid waste and leaf collection assessments collected in the General Fund and storm water district assessments collected in the Bond and Interest Fund. Special Assessments account for \$827,973 in 2020, 6% of all revenue.

The solid waste assessment is based on a contract for weekly trash, recycling and yard waste collection with WCA. In 2020, service with WCA cost each single-family household \$183 per year with the City assessing an administrative charge of \$1.00 per household/year. In addition, our fall leaf collection program provided by the Public Works Department is assessed at a rate of \$14.00/household/year. This rate includes maintenance/repair of equipment, fuel, and leaf composting fees. It does not include staff expenses or overtime. The total solid waste assessment for 2020 is \$198 or \$16.50/household/month.

The stormwater assessments pay for the debt service associated with stormwater improvements in three separate drainage systems in the City. The fees are assessed to each property within the district based upon the size of the lot. RC12-013 was issued in 2008 and includes new inlets and pipes, drainage improvements, curbing, guttering, repaving and related improvements. The debt will retire in 2023. RC12-012 was issued in 2010 and includes new storm sewers, channels and retention basins. The debt will retire in 2025. RC12-014 was issued in 2011 with the debt retiring in 2026. Improvements included construction of storm sewers, channels and retention basins for managing storm draining in the area.



Leaf Vacuum Truck Deployed in 2018

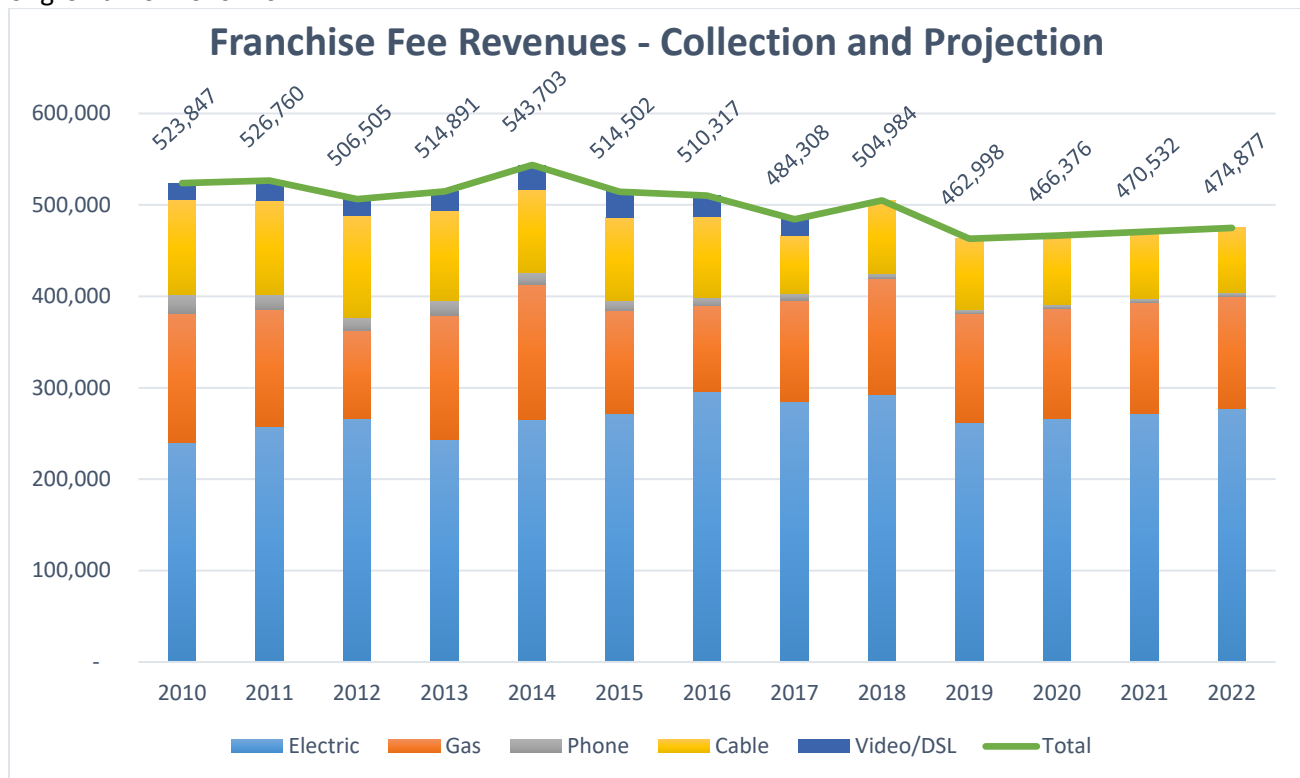


Map of the assessment districts in the City.

Franchise Fees

Franchise fees are charged to utility companies for the use of City right-of-way at a rate of 5% for electric, natural gas, cable, and land line telephone service. Franchise fees in 2020 total \$466,812 or 4% of overall revenues in all funds. In 2018, the City authorized a new franchise agreement for small cell service towers to be mounted to City-owned light poles. However, any revenue generated from this service will be limited. Telephone and cable franchise fees are based on the number of subscribers within the City. Due to the reduction in landlines and more residents opting for alternatives to cable television (such as YouTube, Netflix, etc.) these revenue sources have trended downward for the past several years. We anticipate this trend continuing at a rate of about 3% until it levels out after 2022. Electric and gas franchise fees are more volatile and are based on commodity rates as well as the weather. Electric rates have shown overall growth of about 2% over the long term, however a refund issued by KCP&L to all its customers in the first quarter of 2019 created a significant decrease in electric franchise collections in 2019. 1% growth in electric franchise fees is

projected for 2020 with 2% growth projected in out years. Natural Gas franchise collections have shown much more volatility over time with large swings from year to year. To level out these swings, we project a 1% rate of growth for 2020 -2022.



Fines & Forfeitures

Fines and forfeitures are collected from the municipal court and include court fines, state assessed fees, court costs and any court bond forfeitures. Fines and forfeitures comprise 3% of overall revenues and 6% of General Fund revenues. Court revenues are projected at \$368,964 in 2020, which is a 7% increase over 2019 projected figures. The 2019 projection is based upon staffing, including vacancies and injuries that have occurred during the year. We anticipate staffing for 2020 to return to normal levels. Historically growth in court revenues have occurred at about 1% per year.

Other Sources

Other sources consist of miscellaneous revenues including cell tower lease payments, 3rd floor suite leases, sales of assets, police reports, private donations for park assets, and revenues for the property owner's association. Other sources account for 3% of total revenues (or \$409,210), substantially higher than normal because of the bond proceeds anticipated. Projections are made based on contract information (leases and property owner's association), historical trends, projected plans for retiring and selling off assets and borrowing plans.

Budget by Department



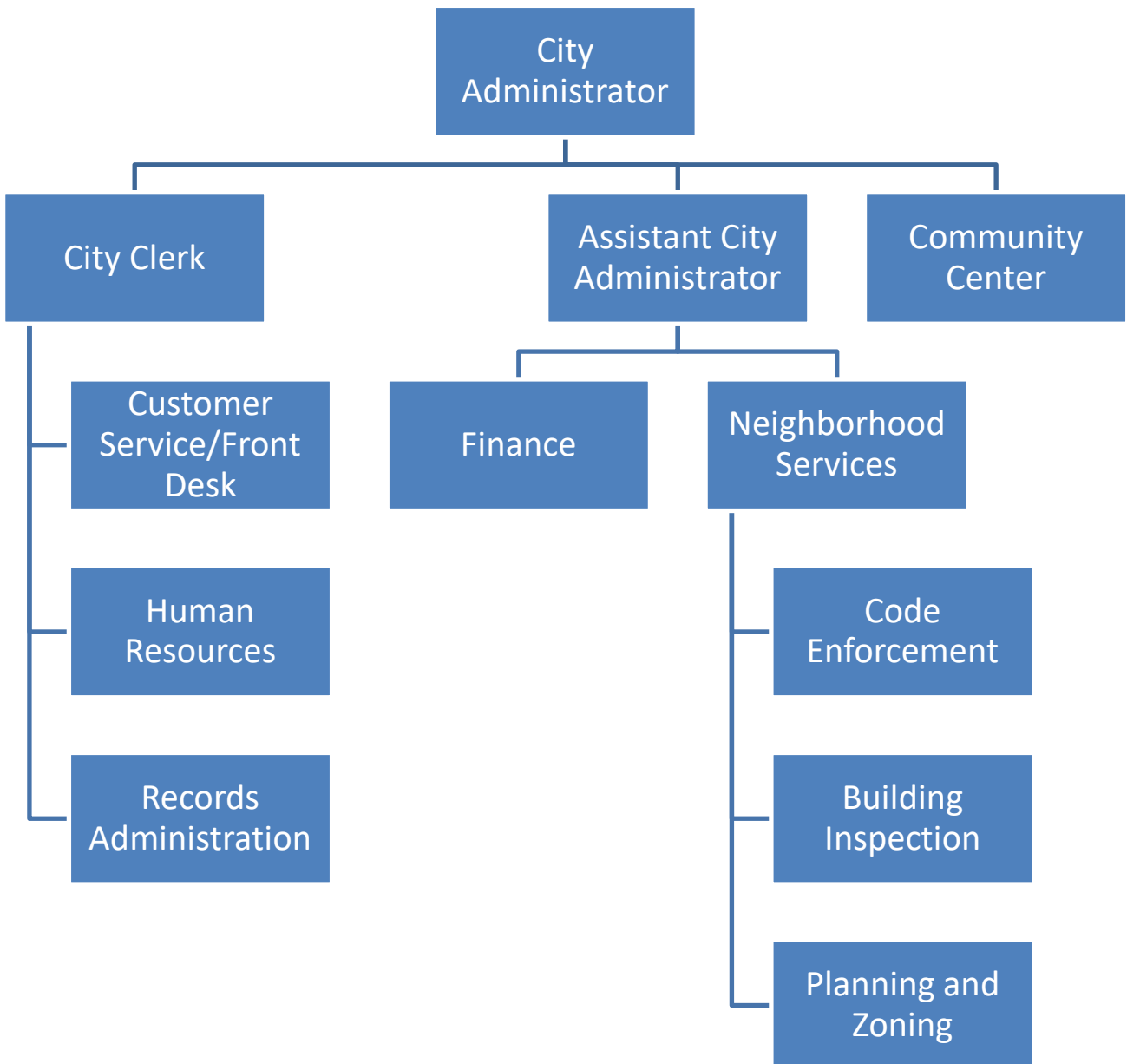
City Hall at Twilight

Each Department Includes:

- Organizational Chart (if applicable)
- Department and Program Description
- Budget Summary
- Line Item Activity Budget
- Notable Items in Budget, Including Significant Changes

Administration

Organizational Chart



Department Description

The Administration Department is headed by the City Administrator and includes the City Clerk, the Assistant City Administrator, two part-time Administrative Assistants, a part-time management intern, a Code Enforcement Officer and a Building Official. The Department oversees the back-office administrative duties associated with running the City.

Program Areas

- **Human Resources** – The City Clerk ensures proper records and accounting for all current and former City Employees. She also manages the onboarding process and employee benefits administration.

- **Payroll** – the City Clerk manages the payroll process. The City recently hired ADP for time keeping and uses a third party, Miller Management, to process payroll.
- **Customer Service** – The City Clerk is responsible for ensuring excellent customer service at City Hall with the assistance of two part-time administrative assistants who answer phones, greet and assist customers and residents.
- **Records Administration** – The City Clerk is responsible for maintaining the official records of the City including all ordinances, resolutions, minutes from the Council and Citizen Committees, and contracts. She also response to public records requests.
- **City Communications** – Includes social media management, City branding and marketing efforts, producing the Roeland Parker newsletter and City website. This is a collaborative effort in the Administration Department with contributions from the City Clerk, Asst. City Administrator, Administrative Assistants, and Management Intern
- **Finance** – The Asst. City Administrator oversees finance including providing monthly financial reports to City Council, processing all journal entries and debt service payments, and managing the annual audit process. The City outsources all accounting functions to Miller Management services which will process accounts payable and receivables and bank reconciliation based on direction from the Finance Director and City Clerk. The Asst. City Administrator also oversees the City's investment portfolio, which is managed by the City's Financial Advisory firm Columbia Capital.
- **Budget** – The City Administrator and Asst. City Administrator prepare and manage the annual operating and capital improvement budget process for the City.
- **Neighborhood Services Division:**
 - **Code Enforcement** – The Code Enforcement Officer ensures the City's property maintenance code is adhered to and conducts both proactive and reactive enforcement activities. He also takes an active role in recommending code and policy change to Council when a deficiency exists.
 - **Building Inspection** – The Building Official ensures all permitted building work follows the International Building Code guidelines adopted by the City and inspects the work of those performing improvements on commercial and residential property. He also is responsible for development review when major renovations or new structures are built in Roeland Park.
 - **Planning and Zoning** – The Assistant City Administrator in conjunction with the Building Official and City Administrator ensure that new development follows the City's zoning and land use guidelines, work with developers on new development opportunities and staff the Planning Commission.
- **Economic Development** – The City Administrator is responsible for economic development for the City including staffing the Ad Hoc Economic Development Committee made up of City Council members and citizen representatives and working with the City's consultant to market City owned vacant land for future development.
- **Community Center** – The Community Center operations are outsourced to Johnson County Parks and Recreation (JCPRD) which administers all programs, sets fees and recommends facility improvements. The City Administrator oversees this contract.

Administration - Summary of Resources and Appropriations

	2018 Actual	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Revenues & Resources						
Property Taxes	\$ 1,942,718	\$ 2,397,630	\$ 2,039,592	\$ 2,546,944	\$ 2,584,964	\$ 2,620,305
Franchise Taxes	508,080	516,044	465,499	466,812	470,892	475,164
Special Assessments	832,503	832,447	817,609	827,973	839,904	846,366
Sales Taxes	1,747,479	1,757,944	1,688,788	1,698,158	1,763,018	1,780,648
Intergovernmental	298,245	248,606	243,672	241,141	247,460	255,492
Licenses and Permits	173,753	175,025	172,225	161,225	161,225	161,525
Other Sources	230,707	226,305	508,515	359,210	304,722	320,156
Interest	96,749	60,565	98,000	93,000	93,000	93,000
Total Revenues	5,830,234	6,214,566	6,033,901	6,394,463	6,465,186	6,552,656
Transfers In	475,000	325,000	482,844	516,475	609,276	260,975
Total Resources	6,305,234	6,539,566	6,516,745	6,910,938	7,074,462	6,813,631
Expenditures & Appropriations						
Summary by Program						
101- General Overhead	\$ 1,746,226	\$ 1,829,223	\$ 1,763,502	\$ 2,056,239	\$ 2,029,003	\$ 1,608,107
104 - Neighborhood Services	109,298	125,616	124,016	126,648	131,225	162,986
105 - Administration	293,340	318,645	324,720	342,690	354,574	368,453
107 - Employee Benefits	775,739	903,149	913,015	1,052,705	1,105,694	1,161,769
200 - Bond & Interest	1,107,117	786,879	764,129	788,327	700,642	700,353
290 - Community Center	98,092	178,548	226,252	530,543	194,035	179,814
520 - Property Owner's Assoc.	31,935	31,875	31,875	31,875	31,875	31,875
Total	4,161,747	4,173,935	4,147,509	4,929,027	4,547,049	4,213,356
Summary by Appropriation Unit						
Salary & Benefits	\$ 1,156,255	\$ 1,311,249	\$ 1,353,615	\$ 1,547,896	\$ 1,620,185	\$ 1,696,331
Contractual Services	1,037,660	1,216,333	1,145,485	1,013,363	860,047	889,721
Commodities	31,465	41,836	32,936	31,108	30,641	32,176
Capital Outlay	(640)	31,400	78,400	364,500	22,500	3,500
Debt Service	1,258,457	761,029	761,029	762,101	679,254	683,899
Total Expenditures	3,483,196	3,361,847	3,371,465	3,718,968	3,212,627	3,305,627
Non-Expenditure Appropriations	-	345,200	-	344,540	349,345	283,354
Transfers Out	678,551	466,888	776,044	865,519	985,076	624,375
Total Appropriations	4,161,747	4,173,935	4,147,509	4,929,027	4,547,049	4,213,356
Summary by Fund						
General Fund	\$ 2,924,604	\$ 3,176,633	\$ 3,125,253	\$ 3,578,282	\$ 3,620,496	\$ 3,301,315
Bond & Interest	1,107,117	786,879	764,129	788,327	700,642	700,353
Community Center	98,092	178,548	226,252	530,543	194,035	179,814
Property Owner's Assoc.	31,935	31,875	31,875	31,875	31,875	31,875
Total	4,161,747	4,173,935	4,147,509	4,929,027	4,547,049	4,213,356
Personnel						
Classifications (FTEs)						
City Administrator	1	1	1	1	1	1
ity Administrator/Finance Director	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1
Building Official	1	1	1	1	1	1
Management Intern	0.4	0.4	0.4	0.4	0.4	0.4
Total	6.4	6.4	6.4	6.4	6.4	6.4

City of Roeland Park

Line Item Activity Budget - General Operating Fund

General Fund Revenues

	2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Revenues						
4010 Beginning Fund Balance	2,617,063	2,556,535	2,581,105	2,628,617	2,593,841	2,559,021
Taxes						
4050 Ad Valorem Tax	1,746,411	2,225,307	1,891,320.36	2,364,565	2,400,034	2,436,034
4070 Personal Property Tax-delinquen	-	200	200	200	200	200
4080 Real Property Tax - Delinquent	9,742	10,000	10,000	10,000	10,000	6,750
Total Taxes	<u>1,756,154</u>	<u>2,235,507</u>	<u>1,901,520</u>	<u>2,374,765</u>	<u>2,410,234</u>	<u>2,442,984</u>
Franchise Fees						
4310 Franchise Tax - Electric	292,860	295,959	262,734	265,361	270,668	276,081
4320 Franchise Tax - Gas	126,801	119,180	119,180	120,372	121,576	122,792
4330 Franchise Tax - Telephone	5,614	6,790	5,445	5,282	5,124	4,970
4340 Franchise Tax - Telecable	79,709	94,090	78,115	75,772	73,499	71,294
4350 Franchise Tax - Cellular	3,096	25	25	25	25	26
Total Franchise Fees	<u>508,080</u>	<u>516,044</u>	<u>465,499</u>	<u>466,812</u>	<u>470,892</u>	<u>475,164</u>
Special Assessments			(0.10)			
4610 Special Assessments	695	3,500	-	2,000	2,000	2,000
4770 Solid Waste Service Assessment	569,250	567,000	561,000	562,000	574,700	586,194
Total Special Assessments	<u>569,945</u>	<u>570,500</u>	<u>561,000</u>	<u>564,000</u>	<u>576,700</u>	<u>588,194</u>
Intergovernmental Revenue						
4020 Recreational Vehicle Tax	790	600	600	765	600	600
4021 Commercial Vehicle Tax	-	-	-	-	-	500
4040 Heavy Trucks Tax	640	1,130	600	965	965	965
4060 Motor Vehicle Tax	215,790	222,676	218,222	223,034	229,725	236,617
4110 County Sales & Use Tax	637,409	638,518	624,661	630,907	637,216	643,588
4115 Sales Tax 27B (280 Fund)	593,834	595,586	564,143	564,143	605,711	611,768
4120 County Jail Tax	159,353	162,408	156,166	157,728	159,305	160,898
4130 Safety Sales Tax	159,353	162,408	156,166	157,728	159,305	160,898
4141 City/County Alcohol Tax Distrib	-	-	50	-	-	-
4156 FEMA Grant	43,063	-	-	-	-	-
Total Intergovernmental Revenue	<u>1,810,232</u>	<u>1,783,326</u>	<u>1,720,607</u>	<u>1,735,270</u>	<u>1,792,827</u>	<u>1,815,834</u>
Licenses and Permits						
4210 Street Cutting Permit	23,785	7,500	7,500	7,500	7,500	7,500
4215 Building Permit	46,872	60,000	60,000	50,000	50,000	50,000
4220 Electrical Permit	1,909	3,000	2,500	2,500	2,500	2,500
4225 Mechanical Permit	6,095	7,000	5,500	5,500	5,500	5,500
4230 Plumbing Permit	2,517	1,500	2,000	1,500	1,500	1,700
4235 Garage Sale Permit	400	500	400	400	400	400
4240 Sign Permit	1,700	1,000	1,500	1,000	1,000	600
4245 Cereal Malt Beverage License	327	325	325	325	325	325
4250 Animal Licenses	5,783	7,200	6,500	6,500	6,500	6,500
4255 Home Occupational Licenses	1,040	1,000	1,000	1,000	1,000	1,500
4260 Rental Licenses	31,949	35,000	34,000	34,000	34,000	34,000
4265 Business Occupational Licenses	51,376	51,000	51,000	51,000	51,000	51,000
Total Licenses and Permits	<u>173,753</u>	<u>175,025</u>	<u>172,225</u>	<u>161,225</u>	<u>161,225</u>	<u>161,525</u>

City of Roeland Park

Line Item Activity Budget - General Operating Fund

General Fund Revenues

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Fines and Forfeitures							
4410	Fine	312,964	317,988	290,000	312,964	319,223	325,608
4415	Court Costs	30,722	30,000	30,000	30,000	30,000	17,500
4420	State Fees	23,411	26,000	24,000	24,000	24,000	24,000
4430	Bonds & Forfeitures	19,529	2,000	2,000	2,000	2,000	2,000
4440	Alcohol/Drug State Reimbursemen	-	-	-	-	-	-
Total Fines and Forfeitures		386,627	375,988	346,000	368,964	375,223	369,108
Other Sources							
4393	Bullet Proof Vest Grant	1,616	2,500	2,500	1,500	1,500	1,500
4530	Reimbursed Expense	1,390	14,000	14,500	14,000	14,000	14,000
4531	SRO Reimbursement	12,683		76,099	79,904	82,302	84,771
4710	Apt Tower Lease Payment	23,085	23,718	23,718	24,430	25,163	25,918
4713	Voicestream Wireless Payment	23,085	23,718	23,718	24,430	25,163	25,918
4716	Clearwire Tower Lease Paymt	23,085	23,718	23,718	24,430	25,163	25,918
4720	Plans & Spec's	2,575	2,000	2,000	2,000	2,000	2,000
4725	Police Reports	6,785	5,500	5,500	5,500	5,500	5,500
4755	3rd Floor Lease Revenues	22,650	42,027	21,195	42,328	42,745	42,745
4767	1% for Art	-	-	36,378	-	-	-
4768	Service Line Agreement	2,605	2,400	2,965	2,965	2,965	2,965
4775	RPPOA Contract	31,875	31,875	31,875	31,875	31,875	31,875
4780	Sale of Assets	16,039	15,000	15,000	7,000	6,500	9,500
4787	RP Community Foundation Donati	26,881	1,000	33,500	60,000	1,000	1,000
4795	Miscellaneous	2,506	5,000	162,000	5,000	5,000	12,700
Total Other Sources		196,860	192,458	474,668	325,363	270,875	286,309
Interest							
4510..4512	Interest on Investment	83,578	56,100	85,000	80,000	80,000	80,000
Total Interest		83,578	56,100	85,000	80,000	80,000	80,000
Transfer-In							
	Transfer from 27C Fund			11,344	22,688	24,276	25,975
4850	Transfer from 27D Fund	-	-	-	-	-	-
4865	Transfer in from TIF Funds	-	-	186,500	168,787	350,000	-
Total Transfer-In		-	-	197,844	191,475	374,276	25,975
Total		5,485,228	5,904,947	5,924,364	6,267,874	6,512,253	6,245,094
Total Resources		8,102,291	8,461,482	8,505,470	8,896,490	9,106,094	8,804,114

Notes:

*The property tax levy in the General Fund reflects 26.618 mills in the General Fund. The property tax revenue reflected in 2020 and out years includes revenue diverted to TIF districts. The City accounts for the difference as a budgetary expenditure to ensure proper collections with Johnson County.

*Transfers from TIF funds reflect transfers from TIF 2 and TIF 1 for Capital improvements.

*One of the two condo units on the third floor of City Hall that the City leases was vacant for all of FY 2018-2019. Staff anticipates filling the vacancy in 2020.

* In 2019, Johnson County Parks & Rec reimbursed the City \$157,500 for the pool bond reserve after the investment matured and the bonds were retired. These funds were accounted in the Miscellaneous account and returned to the unrestricted fund balance of the General Fund.

*The 1% for Art funds in 2019 resulted from the reconstruction of the Aldi Building. Rather invest and select art for their site, Aldi opted to contribute 1% of the construction cost to Roeland Park for public art installation at another location in the City.

City of Roeland Park
Line Item Activity Budget - General Operating Fund

General Overhead

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
B	Contracted Services						
5201	Electric	22,316	17,340	17,340	17,860	18,396	18,948
5202	Telephone	541	1,000	1,000	1,000	1,000	1,000
5203	Printing & Advertising	687	1,800	2,800	1,800	1,800	1,800
5204	Legal Printing	4,959	3,000	3,000	3,000	3,000	3,000
5205	Postage & Mailing Permits	7,537	6,000	6,000	6,000	6,000	6,000
5206	Travel Expense & Training	-	-	-	-	-	-
5208	Newsletter	15,030	9,400	12,600	12,600	12,600	12,600
5209	Professional Services	51,581	102,600	190,000	59,450	59,450	59,450
5210	Maintenance & Repair Building	11,482	10,000	12,000	10,600	10,600	10,600
5211	Maintenace & Repair Equipment	2,831	-	200	200	200	200
5212	Utility Asst	15,000	15,000	15,000	15,000	15,000	15,000
5213	Audit Fees	43,391	42,500	33,900	37,775	38,531	40,384
5214	Other Contracted Services	64,625	76,600	60,770	65,280	65,280	65,280
5215	City Attorney	81,257	94,860	94,860	94,400	96,288	98,213
5216	Special Prosecutor Fees	-	-	-	-	-	-
5217	Public Art	-	-	25,000	25,000	25,000	25,000
5218	IT & Communication	23,707	26,850	26,850	26,496	27,026	27,566
5219	Meeting Expense	1,284	2,000	1,500	1,500	1,500	1,500
5220	Street Light Repair & Maintenance	35,440	40,000	40,000	40,000	40,000	40,000
5222	Traffic Signal Expense	171,703	191,246	188,458	192,227	81,471	83,916
5230	Art Commissioner	1,200	1,200	1,200	1,200	1,200	1,200
5232	United Community Services	4,285	4,371	4,371	4,771	4,866	4,964
5233	JoCo Home Repair - Minor	4,500	9,000	9,000	9,000	9,000	9,000
5234	JoCo Home Repair - Major	8,000	8,000	8,000	8,000	8,000	8,000
5237	Community Events	7,349	4,000	8,700	8,800	8,800	8,800
5248	Strategic Planning	1,127	3,000	-	-	-	-
5249	Branding Implementation	9,884		4,000	1,000	1,000	1,000
5250	Insurance & Surety Bonds	42,391	47,867	42,922	45,068	47,322	49,688
5252	Elections - City	-	15,000	15,463	5,500		15,000
5253	Public Relations	2,128	3,500	3,500	4,500	3,500	3,500
5254	Miscellaneous Charges	1,827	1,000	1,000	1,000	8,000	8,000
5256	Committee Funds	4,000	5,000	5,000	5,000	5,000	5,000
5257	Property Tax Payments	6,061	12,155	6,364	6,682	12,500	12,750
5258	RPPOA Common Area Expenses	33,847	33,847	33,847	33,847	33,847	33,847
5265	Computer System R&M	426	5,000	500	500	500	500
5266	Computer Software	24,606	22,500	35,008	31,616	31,616	31,616
5267	Employee Related Expenses	4,178	7,000	7,000	7,000	7,000	7,000
5273	Neighbors Helping Neighbors	-	10,000	10,000	10,000	10,000	10,000
5282	Property Tax Rebate Program	-	15,000	5,000	7,500	10,000	12,500
5283	RP Com Foundation Grant Exp.	26,881	1,000	33,500	60,000	1,000	1,000
5285	Pool Operations	144,526	150,000				-
5287	Water	1,335	1,500	1,500	1,500	1,500	1,500
5288	Waste Water	1,923	1,700	2,000	2,000	2,000	2,000
5289	Natural Gas	3,034	3,000	3,150	3,182	3,213	3,245
5292	Fireworks	2,105	2,500	2,500	2,500	2,500	2,500
B	Contracted Services Total	<u>888,982</u>	<u>1,007,335</u>	<u>974,802</u>	<u>870,353</u>	<u>715,506</u>	<u>743,067</u>
		-					
C	Commodities	-					
5301	Office Supplies	6,671	7,500	7,000	7,000	7,000	7,000
5304	Janitorial Supplies	1,219	2,000	1,400	2,000	2,000	3,000
5305	Dues, Subscriptions, & Books	16,263	18,100	12,600	12,640	12,640	12,640
5306	Materials	-	-	-	-	-	-
5307	Other Commodities	101	5,000	3,000		-	-
5311	Pool Equipment	-	-	-	-	-	-
C	Commodities Total	<u>24,253</u>	<u>32,600</u>	<u>24,000</u>	<u>21,640</u>	<u>21,640</u>	<u>22,640</u>

City of Roeland Park
Line Item Activity Budget - General Operating Fund

General Overhead

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
E	Debt Service						
5600	Lease/purchase-pool	148,500	-	-	-	-	-
5605	Lease/purchase Pool Interest	5,940	-	-	-	-	-
5614	Bond Principal 2014-1	-	-	-	-	-	-
5615	Bond Interest 2014-1	-	-	-	-	-	-
E	Debt Service Total	154,440	-	-	-	-	-
N	Non-Expenditure Appropriation						
5751	TIF Fund Expenditure	-	322,400	-	321,415	331,057	270,000
N	Non-Expen. Appropriation Total	-	322,400	-	321,415	331,057	270,000
T	Transfers						
5801..5809	Transfer of Funds	8,000	-	-	-	-	-
5818	Transfer to Debt Service Fund	-	25,000	-	75,000	45,000	235,000
5819	Transfer to TIF 1 Fund-370				350,000		
5821	Transfer to TIF 2 Fund- 450	283,500	122,000		-	-	-
5822	Transfer to TIF 3C Fund- 510	-					
5823	Tr to Sp Intrastructure Fund- 27D	275,000	200,000	300,000	-	630,000	50,000
5824	Transfer To Aquatic Fund- 220			420,000	414,181	285,000	285,000
5825	Transfer to Equip Reserve Fund	112,051	119,888	44,700	3,650	800	2,400
T	Transfers Total	678,551	466,888	764,700	842,831	960,800	572,400
Total General Overhead		1,746,226	1,829,223	1,763,502	2,056,239	2,029,003	1,608,107

Notes:

*The 2020 General Overhead Budget includes \$1,000 to update Roe'ling Through the Years, a history of Roeland Park, which is a budget objective.

*Pool operations, which have historically been paid from this fund, shifted to a new fund 220 - Aquatic Center Fund starting in 2019, after City resumed full ownership from JCPRD.

*The 2020 Budget reflects \$321,415 in funds that are expected to be diverted to TIF districts from the City's General Fund property taxes.

*Transfer of \$414,181 is being made to the Aquatic Center Fund to cover the anticipated operating shortfall for RPAC in 2020.

*Transfers of \$350,000 to TIF 1 reflects a transfer for Roe 2020 improvements.

*Transfers to the Equipment Reserve Fund reflect computer and officec furniture replacements. See CIP Budget for more details.

*The RP Community Foundation grant expense is offset by equivalent revenues in the General Fund.

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Neighborhood Services

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
A	Salaries & Benefits						
5101	Salaries - Regular	104,211	109,000	109,000	113,600	118,144	122,870
5102	Salaries-Overtime	317	1,000	1,000	1,000	1,000	1,000
A	Salaries & Benefits Total	<u>104,528</u>	<u>110,000</u>	<u>110,000</u>	<u>114,600</u>	<u>119,144</u>	<u>123,870</u>
		-					
B	Contracted Services						
5202	Telephone	1,620	1,320	1,680	1,680	1,680	1,680
5203	Printing & Advertising	-	1,000	1,000	1,000	1,000	1,000
5206	Travel Expense & Training	360	3,060	1,100	1,100	1,100	1,100
5207	Medical & Drug Testing	-	-	-	-	-	-
5214	Other Contracted Services	1,988	5,500	5,500	5,500	5,500	5,500
5219	Meeting Expense	71	200	200	200	200	200
5260	Vehicle Maintenance	230	1,100	1,100	1,100	1,100	1,100
B	Contracted Services Total	<u>4,269</u>	<u>12,180</u>	<u>10,580</u>	<u>10,580</u>	<u>10,580</u>	<u>10,580</u>
		-					
C	Commodities						
5301	Office Supplies	-	-	-	-	-	-
5302	Motor Fuels & Lubricants	452	636	636	668	701	736
5305	Dues, Subscriptions, & Books	50	500	500	500	500	500
5307	Other Commodities	-	-	-	-	-	-
5308	Clothing & Uniforms	-	300	300	300	300	300
C	Commodities Total	<u>502</u>	<u>1,436</u>	<u>1,436</u>	<u>1,468</u>	<u>1,501</u>	<u>1,536</u>
E	Capital Outlay						
5403	Office Equipment	-	2,000	2,000	-	-	1,000
E	Capital Outlay Total	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
T	Transfers						
5825	Transfer to Equip Reserve Fund	-	-	-	-	-	26,000
T	Transfers Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>26,000</u>
	Total Neighborhood Services	<u>109,298</u>	<u>125,616</u>	<u>124,016</u>	<u>126,648</u>	<u>131,225</u>	<u>162,986</u>

Notes:

* No significant changes to the Neighborhood Services Budget.

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Administration Department

		<u>2018</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
A	Salaries & Benefits						
5101	Salaries - Regular	242,159	254,000	259,000	270,100	280,904	292,140
5102	Salaries-Overtime	-	-	-	-	-	-
5104	Salaries - Part-time	30,387	36,000	36,000	39,500	41,080	42,723
5107	Salaries - Intern	3,442	8,100	8,100	11,700	11,700	11,700
A	Salaries & Benefits Total	<u>275,988</u>	<u>298,100</u>	<u>303,100</u>	<u>321,300</u>	<u>333,684</u>	<u>346,563</u>
		-					
B	Contracted Services	-					
5202	Telephone	1,920	1,920	1,920	1,920	1,920	1,920
5205	Postage & Mailing Permits	-	-	-	-	-	-
5206	Travel Expense & Training	6,541	6,850	7,800	7,570	7,570	7,570
5214	Other Contracted Services	1,696	2,500	2,500	2,500	2,500	3,000
5226	Car Allowance	5,400	5,400	5,400	5,400	5,400	5,400
5250	Insurance & Surety Bonds	-	75	-	-	-	-
5254	Miscellaneous Charges	-	500	500	500	500	500
B	Contracted Services Total	<u>15,708</u>	<u>17,245</u>	<u>18,120</u>	<u>17,890</u>	<u>17,890</u>	<u>18,390</u>
		-					
C	Commodities	-					
5305	Dues, Subscriptions, & Books	1,645	2,300	2,500	2,500	2,500	2,500
5308	Clothing & Uniforms	-	-	-	500	-	500
C	Commodities Total	<u>1,645</u>	<u>2,300</u>	<u>2,500</u>	<u>3,000</u>	<u>2,500</u>	<u>3,000</u>
		-					
E	Capital Outlay	-					
5403	Office Equipment	-	1,000	1,000	500	500	500
E	Capital Outlay Total	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>500</u>	<u>500</u>	<u>500</u>
	Total Administration	<u>293,340</u>	<u>318,645</u>	<u>324,720</u>	<u>342,690</u>	<u>354,574</u>	<u>368,453</u>

Notes:

*Salaries include two part-time Administrative Assistants and one part-time management intern enrolled in a Masters in Public Administration degree.

*No significant changes to the Administration Department.

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Employee Benefits

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
	Employee Benefits						
A	Salaries & Benefits						
5122	FICA City Contribution	135,176	140,000	140,000	158,100	164,424	171,001
5123	KPERS City Contribution	80,530	86,800	86,800	95,325	99,138	103,104
5124	Ks Unemployment Insurance	1,389	1,800	1,800	2,000	2,080	2,163
5125	Worker's Compensation	44,105	45,869	48,194	53,810	55,962	58,200
5126	Health/Dental/Vision Insurance	282,049	367,200	374,041	460,130	492,339	526,803
5127	Health Savings Account	41,180	50,860	50,860	60,160	60,160	60,160
5128	401A City Contribution	6,725	5,720	5,720	7,280	7,571	7,874
5130	City Paid Life/ST Disability	10,543	9,900	10,600	10,900	10,900	10,900
5131	KP&F City Contribution	174,043	193,000	193,000	203,000	211,120	219,565
5133	Wellness Incentive	-	2,000	2,000	2,000	2,000	2,000
A	Salaries & Benefits Total	<u>775,739</u>	<u>903,149</u>	<u>913,015</u>	<u>1,052,705</u>	<u>1,105,694</u>	<u>1,161,769</u>
	Total Employee Benefits	<u>775,739</u>	<u>903,149</u>	<u>913,015</u>	<u>1,052,705</u>	<u>1,105,694</u>	<u>1,161,769</u>

Notes:

*The City's employee benefit plan year runs from July 1 - June 30 annually. The 2020 Budget reflects the known increase in employee benefits in the first half of 2020 (which had average of 22% increase across all plans), plus an anticipated 14% plan increase in the second half of the year.

* Employer pension rates through KPERS and KP&F actually dropped slightly by 0.2% from 2019 to 2020. However, due to merit raises and additional employees in Parks & Recreation, the total budget increased for pensions.

City of Roeland Park

Line Item Activity Budget - Bond & Interest Fund

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 268,346	124,466	131,777	80,028	77,729	74,692
	Taxes						
4050	Ad Valorem Tax	184,981	160,074	136,021	170,129	172,681	175,271
4070	Personal Property Tax-delinquen	-	50	50	50	50	50
4080	Real Property Tax - Delinquent	1,583	2,000	2,000	2,000	2,000	2,000
	Total Taxes	<u>186,564</u>	<u>162,124</u>	<u>138,071</u>	<u>172,179</u>	<u>174,731</u>	<u>177,321</u>
	Special Assessments						
4610	Special Assessments	-					
4620	Special Assmnt Tax - Delinquent	-	364	364	364	300	300
4630	Storm Drainage RC12-013	62,142	63,250	59,895	63,250	60,750	58,250
4640	Storm Drainage RC12-012	94,045	91,782	90,864	93,808	95,603	93,071
4650	Storm Drainage RC12-014	106,371	106,551	105,485	106,551	106,551	106,551
	Total Special Assessments	<u>262,558</u>	<u>261,947</u>	<u>256,609</u>	<u>263,973</u>	<u>263,204</u>	<u>258,172</u>
	Intergovernmental						
4020	Recreational Vehicle Tax	138	60	60	50	50	50
4021	Commercial Vehicle Tax	-	-	-	-	-	-
4040	Heavy Trucks Tax	112	140	140	120	120	120
4060	Motor Vehicle Tax	37,712	24,000	24,000	16,206	16,000	16,640
	Total Intergovernmental	<u>37,962</u>	<u>24,200</u>	<u>24,200</u>	<u>16,376</u>	<u>16,170</u>	<u>16,810</u>
	Interest						
4510..4512	Interest on Investment	8,463	4,465	8,500	8,500	8,500	8,500
	Total Interest	<u>8,463</u>	<u>4,465</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
	Transfers						
4830	Transfer from 27A Fund	475,000	300,000	285,000	250,000	190,000	-
4840	Transfer from General Fund	-	25,000	-	75,000	45,000	235,000
4880	Transfer from Streetlights Fund	-	-	-	-	-	-
	Total Transfers	<u>475,000</u>	<u>325,000</u>	<u>285,000</u>	<u>325,000</u>	<u>235,000</u>	<u>235,000</u>
	Total Revenues	<u>970,547</u>	<u>777,736</u>	<u>712,380</u>	<u>786,028</u>	<u>697,605</u>	<u>695,803</u>

Line Item Activity Budget - Bond & Interest Fund

		<u>2018</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
B	Contracted Services						
5209	Professional Services	3,100	3,050	3,100	3,100	3,100	3,100
5214	Other Contracted Services	-	-	-	-	-	-
B	Contracted Services Total	<u>3,100</u>	<u>3,050</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
E	Debt Service						
5607	Principal Bonds (2008-A Issue)	-	-	-	-	-	-
5608	Principal Bonds - 2010-1	275,000	280,000	280,000	290,000	100,000	100,000
5609	Interest Bonds - 2010-1	40,565	33,415	33,415	25,575	17,020	13,920
5610	Interest Bonds (2008-A Issue)	-	-	-	-	-	-
5614	Bond Principal 2014-1	110,000	112,000	112,000	114,000	-	-
5615	Bond Interest 2014-1	7,561	5,088	5,088	2,568	-	-
	Bond Principal 2020-1					175,000	180,000
	Bond Interest 2020-1					58,338	53,088
5628	Principal Bonds - 2011-2	190,000	85,000	85,000	85,000	90,000	95,000
5629	Interest Bonds - 2011-2	27,798	23,808	23,808	21,640	19,473	16,773
5630	Bond Principal - 2011-1	-	-	-	-	-	-
5631	Bond Interest - 2011-1	-	-	-	-	-	-
5644	Principal Bonds - 2012-1	425,000	200,000	200,000	205,000	205,000	215,000
5645	Interest Bonds - 2012-1	<u>28,093</u>	<u>21,718</u>	<u>21,718</u>	<u>18,318</u>	<u>14,423</u>	<u>10,118</u>
E	Debt Service Total	<u>1,104,017</u>	<u>761,029</u>	<u>761,029</u>	<u>762,101</u>	<u>679,254</u>	<u>683,899</u>
N	Non-Expenditures Appropriation						
5751	TIF Fund Expenditure	-	22,800	-	23,126	18,288	13,354
N	Non-Appropriation Expenditures Total	<u>-</u>	<u>22,800</u>	<u>-</u>	<u>23,126</u>	<u>18,288</u>	<u>13,354</u>
	Total Expenditures	<u>1,107,117</u>	<u>786,879</u>	<u>764,129</u>	<u>788,327</u>	<u>700,642</u>	<u>700,353</u>
	Ending Fund Balance	<u>131,777</u>	<u>115,323</u>	<u>80,028</u>	<u>77,729</u>	<u>74,692</u>	<u>70,142</u>

Notes:

11% 10% 11% 10%

* The fund balance policy states that the Bond & Interest Fund will maintain reserves between 10%-15% of annual principal and interest payments which is met each year.

*The ending fund balance in 2019 fell by 39% from 2018 due to a significant reduction in the debt service payments in 2019 from the prior year. The budget anticipates issuing new debt (\$1.25 million) in 2020 and beginning debt service payments in 2021.

City of Roeland Park

Line Item Activity Budget - Community Center Fund 27C

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 462,823	\$ 545,370	\$ 566,969	\$ 532,871	\$ 194,481	\$ 206,427
	Intergovernmental						
4110	City Sales & Use Tax	197,530	199,024	187,654	187,654	201,481	203,495
	Total Intergovernmental	197,530	199,024	187,654	187,654	201,481	203,495
	Interest						
4511	Interest on Invested Assets	4,708	-	4,500	4,500	4,500	4,500
	Total Interest	4,708	-	4,500	4,500	4,500	4,500
	Total Revenues	202,238	199,024	192,154	192,154	205,981	207,995
A	Salaries & Benefits						
5101	Salaries - Regular			15,500	35,291	36,703	38,171
5104	Salaries - Part-time	-	-	12,000	24,000	24,960	25,958
A	Salaries & Benefits Total	-	-	27,500	59,291	61,663	64,129
B	Contracted Services						
5209	Professional Services	-	30,000	28,500	-	-	-
5210	Maintenace And Repair Building	16,989.01	15,000	15,000	15,000	15,000	15,000
5211	Maintenace & Repair Equipment	115.00	7,000	7,000	7,000	7,000	7,000
5214	Other Contracted Services	-	-	-	-	-	-
5250	Insurance & Surety Bonds	4,150.00	4,608	4,608	5,114	5,677	6,302
5253	Public Relations		400	400			
5255	JoCo Management Fee	68,194.00	83,640	47,500	48,450	49,419	50,407
5257	Property Tax Payments	-	-	-	-	-	-
5262	Grounds Maintenance	1,513.00	2,500	2,500	2,500	2,500	2,500
5264	Grounds Improvements	2,706.00	1,500	1,500	1,500	1,500	1,500
B	Contracted Services Total	93,667	144,648	107,008	79,564	81,096	82,709
C	Commodities						
5307	Other Commodities	5,065	5,500	5,000	5,000	5,000	5,000
C	Commodities Total	5,065	5,500	5,000	5,000	5,000	5,000
E	Capital Outlay						
5425	Other Capital Outlay	(640)	28,400	75,400	364,000	22,000	2,000
E	Capital Outlay Total	(640)	28,400	75,400	364,000	22,000	2,000
T	Transfers						
5818	Transfer to General Fund	-	-	11,344	22,688	24,276	25,975
T	Transfers Total	-	-	11,344	22,688	24,276	25,975
	Total Expenditures	98,092	178,548	226,252	530,543	194,035	179,814
	Ending Fund Balance	\$ 566,969	\$ 565,846	\$ 532,871	\$ 194,481	\$ 206,427	\$ 234,609

Notes:

*The Community Center Fund is supported by a 1/4 cent sales tax for the operation and maintenance of the facility.

*The ending fund balance decreases by an anticipated 64% in 2020 from the priro year due to the large capital investment of redesigning and resurfacing the parking lot as well as improving drainage on the site. The Community Center fund has been saving up in anticipation of this improvement.

*The transfer out to the General Fund is for employee benefits associated with the facility maintenance positions.

* No significant capital improvements are planned for 2022, causing the ending fund balance to grow by 14% from the prior year.

* In 2019 City assumed employment of Facility Maintenance Supervisor and Attendants 50% of the way through the year.

City of Roeland Park

Line Item Activity Budget - Property Owners Association

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 16,504	\$ 18,476	\$ 18,416	\$ 20,388	\$ 22,360	\$ 24,332
	Other						
4795	Miscellaneous	33,847	33,847	33,847	33,847	33,847	33,847
	Total Other	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>
	Total Revenues	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>	<u>33,847</u>
B	Contracted Services						
5254	Miscellaneous Charges	60	-	-	-	-	-
5258	RPPOA Common Area Expenses	31,875	31,875	31,875	31,875	31,875	31,875
B	Contracted Services Total	<u>31,935</u>	<u>31,875</u>	<u>31,875</u>	<u>31,875</u>	<u>31,875</u>	<u>31,875</u>
	Total Expenditures	<u>31,935</u>	<u>31,875</u>	<u>31,875</u>	<u>31,875</u>	<u>31,875</u>	<u>31,875</u>
	Ending Fund Balance	<u>\$ 18,416</u>	<u>\$ 20,448</u>	<u>\$ 20,388</u>	<u>\$ 22,360</u>	<u>\$ 24,332</u>	<u>\$ 26,304</u>

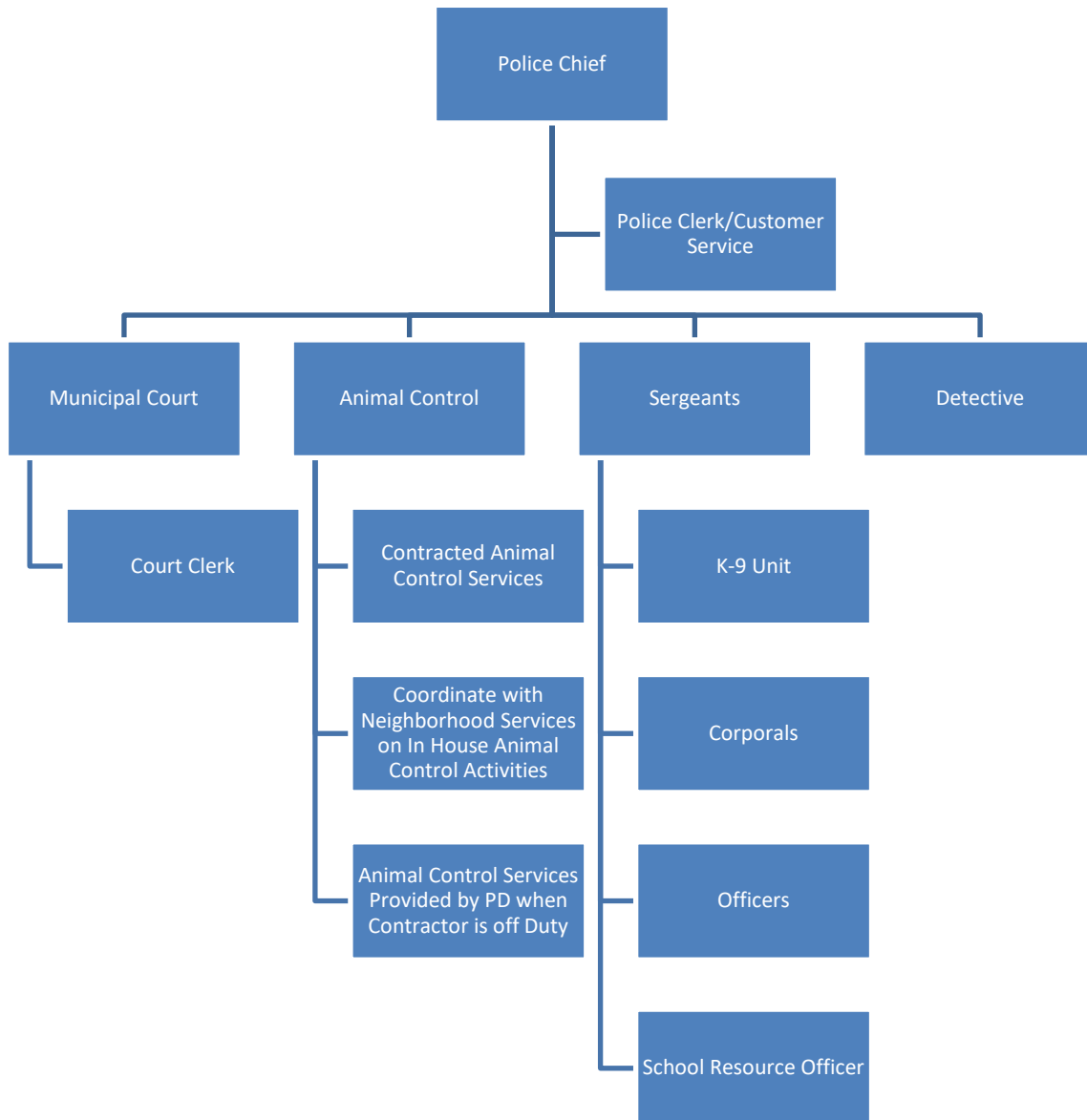
Notes:

*The revenue in the Property Owner's Association fund are collected to cover the cost of maintaining the common areas and condominiums within City Hall. These fees are paid from the General Fund. The Property Owner's Association then issues a check to the City of Roeland Park to cover fees associated with maintenance of said common areas as all of these expenses are paid out of the City's General Fund. This process was established as part of condominimizing City Hall space that is leased on the third floor. The condominimizing also preserves the tax-exempt status of the space used for government purposes as well as space leased to non-profits.

*The fund is managed by a Board of Directors which is the City Council and is required to meet annually.

*The ending fund balance changes around 10% annually strictly due to the fact that the fund is very small and grows by \$2,000/year per the annual adopted budget and Association bylaws.

Police & Municipal Court Organizational Chart



Department Description

The Police Chief leads the Police Department and oversees the Municipal Court. The department primary duties are those of uniformed police officers responding to calls for service and crime prevention in the city. The department philosophy is associated with community policing as its basis of operation along with commitment to excellence. The Department includes one Police Clerk, a Detective, three sergeants, three corporals, 7 officers and five part-time/on-call officers. In addition, the Police Chief oversees the municipal court and the Court Clerk reports to the Chief. The court also has a contract judge and prosecutor that are compensated as part-time employees. The Chief is responsible for Animal Control Services, provided through a combination of efforts consisting of in Roeland Park Officers and the Neighborhood Services Officer as well as a contract service with the City of Mission Community Service staff.

Program Areas

- **Patrol Division** – The patrol division is the back bone of the department. They respond to all calls for service that include investigation of criminal activity, traffic enforcement, community policing, crime prevention, and assigned tasks from the Chief of Police.
- **School Resource Officer** – Starting in 2018, the City contracted with the local private high school, Bishop Miege to provide a full-time School Resource Officer (SRO) to provide a police presence for the students, faculty and staff. This position is fully funded by Bishop Miege.
- **Mental Health Co-responder** – Starting in 2017, the City of Roeland Park collaborated with several of our neighboring Johnson County cities to jointly fund a trained mental health co-responder who can provide mental health interventions on the spot when a critical need arises where mental health concerns may be at play. Due to the high volume of calls in Leawood and Prairie Village, these two cities choose to team up to fully fund one mental health co-responder and the remaining northeast Johnson County communities, including Roeland Park, jointly fund a second co-responder.
- **K-9 Unit** – Originally a 2019 Budget Objective, the K-9 Unit was implemented in 2018 early because the concerted efforts of the department, led by a Sergeant to raise money to support the K-9. Thanks to the generous donations of many individuals and businesses, the K-9 unit was fully paid for along with donated in-kind services of veterinary care and kenneling needs. The K-9 unit is the first in northeast Johnson County and will be used for drug detection and tracking.
- **Investigations** – Police investigations are led by the Detective who is responsible for investigation of reported crimes leading to identification, apprehension and prosecution of persons responsible for crimes against people, crimes related to deceit, fraud or forgery and those involved in the possession and distribution of illegal narcotics.
- **Municipal Court** – The Municipal Court adjudicates all cases docketed and orders probation when appropriate. It ensures City ordinance violations are properly processed and that all fines, forfeitures, and ticket amendments are properly assessed. The Police Chief oversees the municipal court clerk who manages the day-to-day operations of court including preparing the court docket, providing customer service to court clients and works with the municipal court judge to track warrants and send delinquent accounts to collections. All court payments are handled by the Administrative Division and no cash is transacted at the court level.
- **Communications** – An officer assigned as the Public Information Officer for the department handles all social media posts, interactions and responses. He is also responsible for helping to promote the department through social media, the City website and community events.
- **Animal Control** – The care and proper treatment of domesticated animals is overseen by Community Service Officers employed by Mission. The Roeland Park Neighborhood Services Officer handles permitting activities related to domesticated animals. Roeland Park Police Officers respond to animal control related calls when the contracted service provider is not on duty.

Police & Muncipal Court - Summary of Resources and Appropriations

			2019			
	2018 Actual	2019 Budget	Projected	2020 Budget	2021 Budget	2022 Budget
Revenues & Resources						
Fines and Forfeitures	386,627	375,988	346,000	368,964	375,223	369,108
Total Revenues	386,627	375,988	346,000	368,964	375,223	369,108
Sp. Law Enforcement (includes fund balance)	34,531	9,913	26,616	19,616	20,616	21,616
Total Resources	421,158	385,901	372,616	388,580	395,839	390,724
Expenditures & Appropriations						
Summary by Program						
102 - Police Department	\$ 1,091,548	\$ 1,152,275	\$ 1,192,174	\$ 1,173,735	\$ 1,295,613	\$ 1,343,300
103 - Municipal Court	107,046	117,618	177,639	130,326	133,784	136,953
109 - Special Law Enforcement	17,915	-	8,000	-	-	-
Total	1,216,508	1,269,893	1,377,813	1,304,061	1,429,397	1,480,253
Summary by Appropriation Unit						
Salary & Benefits	\$ 997,337	\$ 1,015,200	\$ 1,050,200	\$ 1,076,485	\$ 1,119,504	\$ 1,164,244
Contractual Services	139,803	144,073	148,017	157,176	160,210	169,682
Commodities	55,368	40,300	48,005	42,158	42,316	44,832
Capital Outlay	-	-	61,271	-	-	-
Debt Service	-	-	-	-	-	-
Total Expenditures	1,192,508	1,199,573	1,307,493	1,275,819	1,322,030	1,378,758
Non-Expenditure Appropriations	-	-	-	-	-	-
Transfers Out	24,000	70,320	70,320	28,242	107,367	101,495
Total Appropriations	1,216,508	1,269,893	1,377,813	1,304,061	1,429,397	1,480,253
Summary by Fund						
General Fund - Unrestricted	\$ 1,198,593	\$ 1,269,893	\$ 1,369,813	\$ 1,304,061	\$ 1,429,397	\$ 1,480,253
General Fund - Restricted	17,915	-	8,000	-	-	-
Total	1,216,508	1,269,893	1,377,813	1,304,061	1,429,397	1,480,253
Personnel						
Classifications (FTEs)						
Police Chief	1	1	1	1	1	1
Sergeant	3	3	3	3	3	3
Master Patrol Officer	1	0	0	0	0	0
Detective	1	1	1	1	1	1
Corporal	2	3	3	3	3	3
Officer	6.5	6.5	7.5	7.5	7.5	7.5
Police Clerk	1	1	1	1	1	1
Court Clerk	1	1	1	1	1	1
Judge	0.1	0.1	0.1	0.1	0.1	0.1
Prosecutor	0.1	0.1	0.1	0.1	0.1	0.1
Total	16.7	16.7	17.7	17.7	17.7	17.7

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Police Department

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
	Police						
A	Salaries & Benefits						
5101	Salaries - Regular	848,688	883,000	900,000	937,000	974,480	1,013,459
5102	Salaries-Overtime	50,122	37,000	38,000	40,000	41,600	43,264
5104	Salaries - Part-time	27,127	21,000	38,000	22,300	23,192	24,120
A	Salaries & Benefits Total	925,937	941,000	976,000	999,300	1,039,272	1,080,843
B	Contracted Services						
5202	Telephone	7,299	7,000	7,000	7,000	7,000	8,000
5203	Printing & Advertising	421	250	250	250	250	1,500
5205	Postage & Mailing Permits	70	100	100	100	100	800
5206	Travel Expense & Training	5,867	7,000	7,000	9,000	9,000	9,000
5207	Medical Expense & Drug Testing	1,226	1,000	1,000	1,000	1,000	1,000
5210	Maintenance & Repair Building	-	200	200	200	200	200
5211	Maintenance & Repair Equipment	791	4,500	4,500	4,500	4,500	8,000
5214	Other Contracted Services	17,850	21,130	14,171	13,831	13,831	13,831
5217	Mental Health Corresponder	-	-	19,428	20,011	20,611	21,230
5219	Meeting Expense	51	100	100	100	100	100
5224	Laundry Service	2,065	3,100	3,100	3,100	3,100	3,100
5236	Community Policing	523	500	500	500	500	500
5238	Animal Control	55,442	47,125	33,100	34,093	35,116	36,169
5250	Insurance & Surety Bonds	62	150	150	150	150	-
5254	Miscellaneous Charges	12,499	500	500	500	500	1,000
5260	Vehicle Maintenance	43	8,500	15,000	10,000	11,000	12,000
5265	Computer System R&M	-	-	-	-	-	-
5266	Computer Software	-	-	-	-	-	-
B	Contracted Services Total	104,207	101,155	106,099	104,335	106,958	116,430
C	Commodities	-	-	-	-	-	-
5301	Office Supplies	16	200	200	200	200	-
5302	Motor Fuels & Lubricants	24,812	22,050	22,050	23,153	24,311	25,527
5305	Dues, Subscriptions, & Books	395	1,050	1,005	1,005	1,005	1,005
5306	Materials	318	500	500	500	500	2,000
5307	Other Commodities	901	3,000	3,000	3,000	3,000	3,000
5308	Clothing & Uniforms	9,125	10,000	10,000	11,000	10,000	10,000
5309	Amunition	1,837	2,500	2,500	2,500	2,500	2,500
5310	Training Supplies	-	500	500	500	500	500
C	Commodities Total	37,403	39,800	39,755	41,858	42,016	44,532
T	Transfers	-	-	-	-	-	-
5825	Transfer to Equip Reserve Fund	24,000	70,320	70,320	28,242	107,367	101,495
T	Transfers Total	24,000	70,320	70,320	28,242	107,367	101,495
Total Police		1,091,548	1,152,275	1,192,174	1,173,735	1,295,613	1,343,300

Notes:

* The 2020 Police Department Budget reflects \$5,000 to begin a bicycle patrol program to the department's operations, a Budget Objective.

*Transfers to the Equipment Reserve Fund reflect Police Department Equipment. See CIP Budget for more detail.

City of Roeland Park
Line Item Activity Budget - General Operating Fund
Municipal Court

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
	Court						
A	Salaries & Benefits						
5101	Salaries - Regular	43,740	45,700	45,700	47,600	49,504	51,484
5102	Salaries-Overtime	1,730	1,000	1,000	1,000	1,000	1,000
5108	Salaries - Judge	14,200	15,000	15,000	15,655	16,281	16,932
5109	Salaries - Prosecutor	11,730	12,500	12,500	12,930	13,447	13,985
A	Salaries & Benefits Total	<u>71,400</u>	<u>74,200</u>	<u>74,200</u>	<u>77,185</u>	<u>80,232</u>	<u>83,401</u>
		-					
B	Contracted Services	-					
5202	Telephone	-	180	180	180	180	180
5203	Printing & Advertising	380	400	400	400	400	400
5206	Travel Expense & Training	80	200	200	200	200	200
5209	Professional Services	6,342	7,000	7,000	7,000	7,000	7,000
5211	Maintenace & Repair Equipment	-	200	200	200	200	200
5219	Meeting Expense	-	100	100	100	100	100
5227	Prisoner Care	3,360	5,000	4,000	5,589	6,000	6,000
5228	Fees Due State of Kansas	22,114	27,000	27,000	27,000	27,000	27,000
5250	Insurance & Surety Bonds	-	25	25	25	25	25
5254	Miscellaneous Charges	-	200	200	200	200	200
5266	Computer Software	3,320	2,613	2,613	11,947	11,947	11,947
5269	Alcohol / Drug State Fees	-	-	-	-	-	-
B	Contracted Services Total	<u>35,596</u>	<u>42,918</u>	<u>41,918</u>	<u>52,841</u>	<u>53,252</u>	<u>53,252</u>
		-					
C	Commodities	-					
5301	Office Supplies	-	-	-	-	-	-
5305	Dues, Subscriptions, & Books	50	250	250	250	250	250
5308	Clothing & Uniforms	-	250	-	50	50	50
C	Commodities Total	<u>50</u>	<u>500</u>	<u>250</u>	<u>300</u>	<u>300</u>	<u>300</u>
E	Capital Outlay						
5410	Technology Upgrades	-	-	61,271	-	-	-
E	Capital Outlay Total	<u>-</u>	<u>-</u>	<u>61,271</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Court	<u>107,046</u>	<u>117,618</u>	<u>177,639</u>	<u>130,326</u>	<u>133,784</u>	<u>136,953</u>

Notes:

*The 2020 Budget includes pay increases for the judget and prosecutor in 2019 and in out years.

City of Roeland Park
Line Item Activity Budget- General Fund
Restricted for Special Law Enforcement Fund

		<u>2018</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues							
4010	Beginning Fund Balance	\$ 8,913	\$ 8,913	\$ 16,616	\$ 18,616	\$ 19,616	\$ 20,616
	Other						
4432	Spec. Law Enforcement Revenues	\$ 400	\$ 1,000	\$ 10,000	\$ 1,000	\$ 1,000	\$ 1,000
4433	K9 Contributions	\$ 25,218	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Total	\$ 25,618	\$ 1,000	\$ 10,000	\$ 1,000	\$ 1,000	\$ 1,000
	Total Revenues	<u>\$ 25,618</u>	<u>\$ 1,000</u>	<u>\$ 10,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
	Total Resources	<u>\$ 34,531</u>	<u>\$ 9,913</u>	<u>\$ 26,616</u>	<u>\$ 19,616</u>	<u>\$ 20,616</u>	<u>\$ 21,616</u>
Expenditures							
C	Commodities						
5316	K9 Expenses	13,243					
5317	Special Law Enforcement Expenses	4,672	-	8,000	-	-	-
	Commodities Total	17,915	-	8,000	-	-	-
	Total Expenditures	<u>17,915</u>	<u>-</u>	<u>8,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Ending Fund Balance	<u>\$ 16,616</u>	<u>\$ 9,913</u>	<u>\$ 18,616</u>	<u>\$ 19,616</u>	<u>\$ 20,616</u>	<u>\$ 21,616</u>

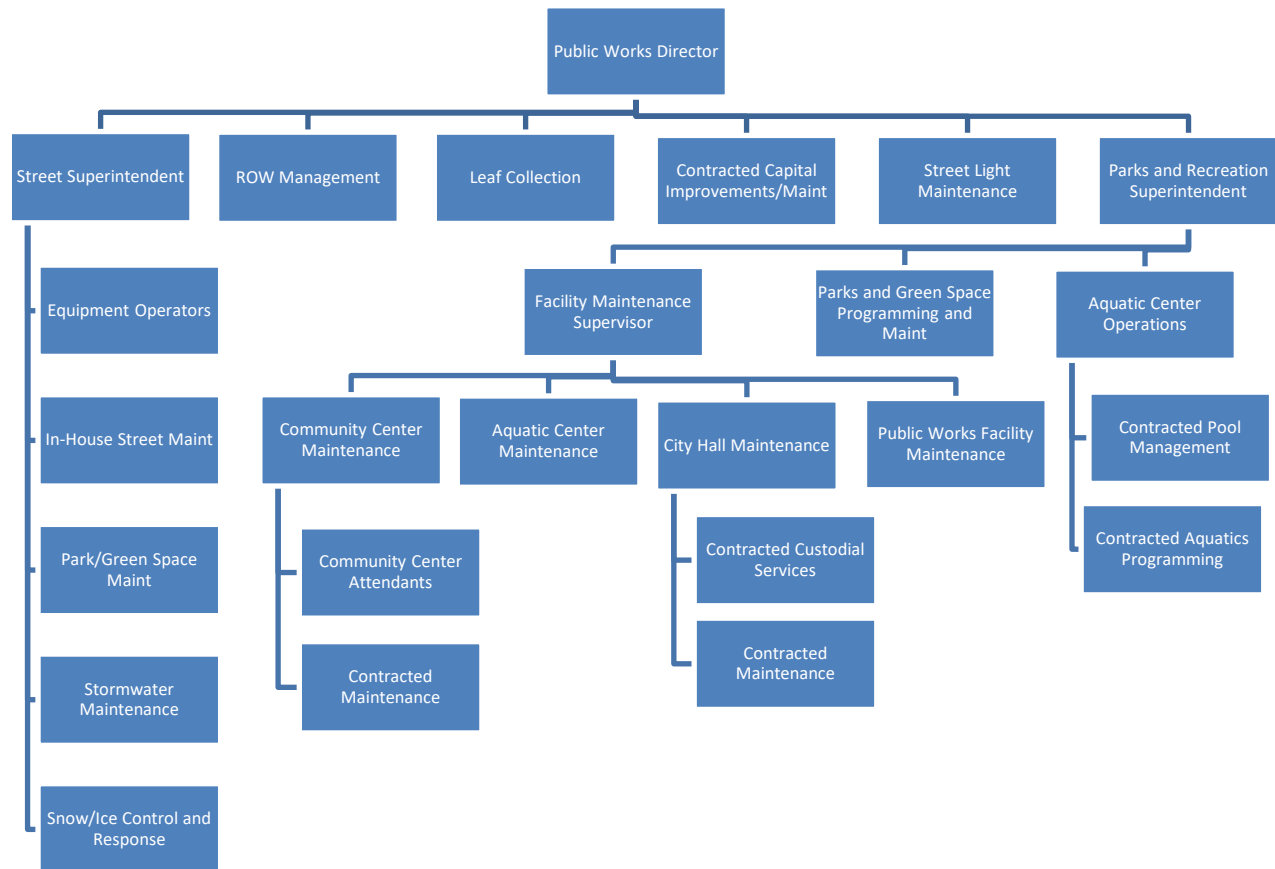
Notes:

*Special Law Enforcement Funds are restricted for police equipment. Resources come from state forfeitures and seizures within Roeland Park.

*In 2018, the Police Department began fundraising to purchase a K-9 unit for the department, which was originally a 2019 Budget Objective. The fundraising was so successful, the Police Department purchased the K-9 and related equipment in 2018.

Public Works

Organizational Chart



Department Description

The Public Works Department is tasked with effectively maintaining, developing and enhancing public infrastructure and facilities. The Department is led by the Director, Street Superintendent and Parks and Recreation Superintendent. The Street Superintendent oversees daily activities of the five equipment operators. In 2019 the Facility Maintenance Supervisor and Community Attendants located at the Community Center transitioned from Johnson County Parks and Recreation District employment to City employees. This was done in anticipation of a new Parks and Recreation Superintendent position being added in 2020. The Parks and Recreation Superintendent will assume responsibility for maintenance at the Community Center and in the parks, as well as supervision/maintenance of the Aquatic Center. The position will work closely with JCPRD on recreation programs offered here in Roeland Park.

Program Areas:

- **In house street maintenance** – The department crews perform certain street maintenance activities in-house including pothole patching, curb repair, and crack sealing of streets. This program is managed by the Public Works Superintendent.
- **Park and Greenspace Maintenance and Programming** - Public Works staff are responsible for planting new trees and landscaping and ensuring all vegetation is well cared for. This includes all parks, boulevard medians, the community center and aquatics center and traffic islands. All mowing services are now contracted with a third-party company. Staff also installs new and repairs existing amenities

such as benches, trash/recycling receptacles, playground equipment, etc. They also perform safety inspections for parks. The new in 2020 Parks and Recreation Superintendent will supervise/coordinate maintenance and programming at the parks.

- **Stormwater Maintenance** – Program includes bi-monthly street sweeping, maintaining and cleaning City-owned stormwater streams and ditches.
- **Snow and Ice Control and Response** – In the event of inclement weather, public works crews are mobilized, including the director, to treat the streets and remove snow and ice. They prioritize arterial streets followed by collectors then residential roadways. The City's snow/ice removal program has some of the highest citizen satisfaction scores in the metro area, with X% satisfied with the service.
- **Right-of-Way Management** – The Public Works Director ensures that any work completed by private contractors, including public utilities that are outside the City such as Water One, Johnson County Waste, Water, etc., are properly permitted and completing the work in accordance to City standards for curb cuts, inlets and street work.
- **Leaf Collection** – The City of Roeland Park is the only City in the area that provides leaf collection in-house that allows residents to rake leaves to the curb without bagging. In 2018, the City invested in a leaf vacuum truck where residents are asked to rake leaves to the curb for collection via a vacuum mechanism. Previously, the City used a trackless machine with a leaf attachment to collect leaves which required the piles to be raked into the street creating potential hazards for storm sewers and drivers. In addition, the machine was prone to mechanical failures due to the machine collecting foreign objects such as large rocks, limbs, etc. This service is provided annually in the fall.
- **Capital Improvements and Maintenance Project Management** – The City's CIP program is robust and includes improvements to public infrastructure such as street repair and resurfacing, new sidewalks, curbs and inlets, streetscape improvements, storm water pipe repair and replacement, new park facilities such as tennis courts, shelters and restrooms. All of this is managed by the Public Works Department. In addition, the Department recently began proactively inspecting stormwater pipe and conducting street and sidewalk grading to prioritize repair and replacement of these assets.
- **Street Light Maintenance** – In 2014, the City of Roeland Park purchased all street lights within the City from Kansas City Power & Light. With that purchase, the City upgraded all bulbs to LEDs to reduce energy consumption. The City contracts the repair and maintenance of street lights to Black & McDonald. The City expects to recoup its cost from the purchase within 10 years.
- **Community Center, City Hall, Public Works and Aquatic Center Maintenance**- In 2019 the Facility Maintenance Supervisor and Attendants were brought on as City employees. They provide maintenance primarily at the Community Center. The Maint. Supervisor is also tasked with assisting with maintenance projects at other city facilities. The Parks and Recreation Superintendent will supervise the maintenance staff. Budgeting for the Parks and Recreation Superintendent as well as the Attendants is reflected in the Community Center Fund. Budgeting for the Facility Maintenance Supervisor is 70% in the Community Center Fund and 30% in the Aquatics Center Fund.
- **Aquatic Center Operations/Maintenance**- The new in 2020 Parks and Recreation Superintendent will assume responsibility for the maintenance, operation and programming of the Aquatic Center. In 2020 programming and operations will be via a contract with Midwest Pool Management while maintenance will be through a combination of staff and contracted services.

Public Works - Summary of Resources and Appropriations

	2018 Actual	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Revenues & Resources						
Sales Taxes	1,345,225	1,356,753	1,285,273	1,286,867	1,374,756	1,388,503
Intergovernmental	901,914	454,200	501,295	1,845,753	191,432	664,160
Program Revenue	-		153,416	153,416	138,000	141,300
Bond Proceeds				1,308,032		
Other Sources	34,765	-	64,380	50,000	-	-
Interest	12,816	1,500	11,000	11,000	11,000	11,000
Total Revenue	2,294,720	1,812,453	2,015,364	4,655,068	1,715,187	2,204,964
Transfers In	275,000	200,000	851,391	735,912	915,000	335,000
Total Resources	2,569,720	2,012,453	2,866,755	5,390,980	2,630,187	2,539,964
Expenditures						
Summary by Program						
106 - Public Works	\$ 794,608	\$ 730,717	\$ 764,457	\$ 721,076	\$ 785,558	\$ 701,022
110 - Parks & Recreation	-	-	-	84,400	85,716	88,125
115 - Solid Waste	548,557	586,140	560,900	558,400	569,476	580,787
220 - Aquatic Center	-	-	603,025	595,103	431,055	428,109
250 - Special Highway	145,888	114,480	89,480	321,731	-	-
270 - Combined Street & Hwy	1,802,470	1,125,000	1,335,247	2,287,172	1,636,916	1,513,331
300 - Special Infrastructure	702,028	585,000	748,693	2,249,628	1,520,660	505,450
Total	3,993,552	3,141,337	4,101,803	6,817,510	5,029,380	3,816,824
Summary by Appropriation Unit						
Salary & Benefits	\$ 357,358	\$ 371,500	\$ 546,399	\$ 610,798	\$ 632,399	\$ 655,562
Contractual Services	843,293	859,602	1,111,523	1,173,858	1,048,570	1,026,340
Commodities	54,435	51,535	104,115	104,666	94,075	99,673
Capital Outlay	2,038,996	1,509,500	2,030,565	4,343,958	3,000,336	2,035,250
Total Expenditures	3,294,082	2,792,137	3,792,603	6,233,279	4,775,380	3,816,824
Transfers Out	699,470	349,200	309,200	584,231	254,000	-
Total Appropriations	3,993,552	3,141,337	4,101,803	6,817,510	5,029,380	3,816,824
Summary by Fund						
General Fund	\$ 1,343,165	\$ 1,316,857	\$ 1,325,357	\$ 1,363,876	\$ 1,440,750	\$ 1,369,934
Aquatic Center Fund	-	-	603,025	595,103	431,055	428,109
Special Highway	145,888	114,480	89,480	321,731	-	-
Special Street	1,802,470	1,125,000	1,335,247			
Combined Sp. Street & Highway				2,287,172	1,636,916	1,513,331
Special Infrastructure	702,028	585,000	748,693	2,249,628	1,520,660	505,450
Total	3,993,552	3,141,337	4,101,803	6,817,510	5,029,380	3,816,824
Personnel						
Classifications (FTEs)						
Director	1	1	1	1	1	1
Public Works Superintendent	1	1	1	1	1	1
Parks Superintendent	0	0	0	1	1	1
Equipment Operator	5	5	5	5	5	5
Community Center Maintenance Supervisor	0	0	1	1	1	1
Community Center Attendants	0	0	0.9	0.9	0.9	0.9
Engineering Intern	0	0.23	0.23	0.23	0.23	0.23
Total	7	7.23	9.13	10.13	10.13	10.13

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Public Works

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
A	Salaries & Benefits						
5101	Salaries - Regular	276,859	247,880	268,120.00	272,858	283,772.77	295,124
5102	Salaries-Overtime	9,166	10,200	10,200	8,000	8,320	8,653
5107	Intern	-	6,300	-	6,300	6,300	6,300
A	Salaries & Benefits Total	286,025	264,380	278,320	287,158	298,393	310,077
		-					
B	Contracted Services						
5201	Electric	8,641	6,324	8,400	8,568	8,739	8,914
5202	Telephone	1,780	2,000	1,830	1,830	1,830	1,830
5203	Printing & Advertising	836	300	800	800	800	800
5206	Travel Expense & Training	14,021	7,500	7,500	8,000	8,000	8,000
5207	Medical Expense & Drug Testing	404	800	800	800	800	800
5210	Maintenance & Repair Building	1,600	3,500	3,500	3,500	3,500	3,500
5211	Maintenance & Repair Equipment	49,281	25,000	25,000	25,000	25,000	25,000
5214	Other Contracted Services	33,695	33,000	35,384	35,658	35,658	35,658
5219	Meeting Expense	257	400	400	400	400	-
5259	Traffic Control Signs	2,997	4,500	4,500	4,500	4,500	4,500
5260	Vehicle Maintenance	7,518	6,500	6,500	7,000	7,500	7,500
5262	Grounds Maintenance	14,830	24,000	24,000			
5263	Tree Maintenance	34,926	25,000	40,000	46,000	46,000	10,000
5266	Computer Software	400	400	400	400	400	3,300
5287	Water	4,415	6,500	6,500	6,500	6,500	6,500
5288	Waste Water	1,937	3,200	3,200	3,200	3,200	3,200
5289	Natural Gas	5,246	5,800	5,800	5,800	5,800	5,800
5290	Street Light Electric	21,496	24,378	24,378	24,866	25,363	25,870
B	Contracted Services Total	204,279	179,102	198,892	182,822	183,990	151,172
		-					
C	Commodities						
5302	Motor Fuels & Lubricants	16,900	11,025	11,025	11,576	12,155	12,763
5304	Janitorial Supplies	248	750	760	760	760	760
5305	Dues, Subscriptions, & Books	700	760	760	760	760	750
5306	Materials	2,394	4,500	4,500	4,500	4,500	4,500
5308	Clothing & Uniforms	3,141	4,000	4,000	4,000	4,000	4,000
5318	Tools	2,410	2,500	2,500	2,500	2,500	2,500
C	Commodities Total	25,793	23,535	23,545	24,096	24,675	25,273
		-					
E	Capital Outlay						
5421	Maintenance Streets-contract	107,575	210,000	210,000	210,000	210,000	210,000
5403	Office Equipment	1,605	1,500	1,500	1,500	1,500	1,500
5425	Other Capital Outlay	2,831	3,000	28,000	3,000	3,000	3,000
5455	Roeland Park Trail Project	-	-	-	-	-	-
E	Capital Outlay Total	112,011	214,500	239,500	214,500	214,500	214,500
		-					
T	Transfers						
5825	Transfer to Equip Reserve Fund	166,500	49,200	24,200	12,500	64,000	-
T	Transfers Total	166,500	49,200	24,200	12,500	64,000	-
Total Public Works		794,608	730,717	764,457	721,076	785,558	701,022

Notes:

*In 2020, the City established a separate Parks & Recreation Department which will have a superintendent position that reports to the Public Works Director.

*Grounds maintenance budget has moved to that new department in 2020.

*A portion of the Department's salaries are charged to the Solid Waste Department for the leaf collection program and to the Special Highway Fund to reflect a portion of street maintenance work.

*Transfers to the Equipment Reserve Fund reflect equipment replacement and improvements. See CIP Budget for more detail.

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Parks & Recreation

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
	Parks & Recreation						
A	Salaries & Benefits						
5101	Salaries - Regular				57,900	60,216	62,625
5102	Salaries - Overtime				-	-	-
A	Salaries & Benefits Total				<u>57,900</u>	<u>60,216</u>	<u>62,625</u>
B	Contracted Services						
5206	Travel and Training				1,500	1,500	1,500.00
5211	Maintenace & Repair Equipment						
5235	Leaf Program Disposal Fees						
5240	Equipment Rental						
5262	Grounds Maintenance				<u>25,000</u>	<u>24,000</u>	<u>24,000</u>
B	Contracted Services Total				<u>26,500</u>	<u>25,500</u>	<u>25,500</u>
C	Commodities						
5302	Motor Fuels & Lubricants						
5825	Transfer to Equip Reserve Fund				<u>-</u>	<u>-</u>	<u>-</u>
C	Commodities Total				<u>-</u>	<u>-</u>	<u>-</u>
	Total Parks & Recreation				<u>84,400</u>	<u>85,716</u>	<u>88,125</u>

Notes:

*The Parks and Recreation department was created in 2020 to coincide with the City's full ownership of the Roeland Park Aquatic Center from JCPRD. The Governing Body approved the creation of a new Parks & Recreation Superintendent position which will manage the Aquatic Center as well as oversee park maintenance and liaison to the Parks & Trees Committee. This position will report to the Public Works Director.

*The Grounds Maintenance budget includes \$1,000 to subsidize the community garden, a 2020 Budget Objective.

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Solid Waste

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
	Solid Waste						
A	Salaries & Benefits						
5101	Salaries - Regular	8,638	42,640	17,400	17,400	18,096	18,820
5102	Salaries - Overtime	695	-	-	-	-	-
A	Salaries & Benefits Total	<u>9,333</u>	<u>42,640</u>	<u>17,400</u>	<u>17,400</u>	<u>18,096</u>	<u>18,820</u>
		-					
B	Contracted Services	-					
5211	Maintenace & Repair Equipment	4,489	8,000	8,000	8,000	8,000	8,000
5235	Disposal Fees	13,725	10,000	10,000	10,000	10,000	10,000
5240	Equipment Rental	-	500	500	500	500	500
5271	Compost Bin Rebate Program	-	3,000	3,000	500	500	500
5272	Solid Waste Contract	518,287	519,000	519,000	519,000	529,380	539,968
B	Contracted Services Total	<u>536,501</u>	<u>540,500</u>	<u>540,500</u>	<u>538,000</u>	<u>548,380</u>	<u>558,968</u>
		-					
C	Commodities	-					
5302	Motor Fuels & Lubricants	2,724	3,000	3,000	3,000	3,000	3,000
5825	Transfer to Equip Reserve Fund	-	-	-	-	-	-
C	Commodities Total	<u>2,724</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	Total Solid Waste	<u>548,557</u>	<u>586,140</u>	<u>560,900</u>	<u>558,400</u>	<u>569,476</u>	<u>580,787</u>

Notes:

*Salaries are charged from the Public Works Department for leaf collection. All salaries are funded using General Fund resources and are not included in the solid waste assessment.

*The solid waste contract through WCA is for three years. In 2020, the City will use the MARC regional purchasing program to rebid the service. The budget anticipates a 2% increase in 2021.

City of Roeland Park
Line Item Activity Budget - Aquatic Center Fund

Roeland Park Aquatics Center

		2019					
		2018	Adopted	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Beginning Fund Balance				-	\$ 101,781	\$ 74,275	\$ 66,221
Program Fees							
4275	Program Fees			\$ 32,556	\$ 32,556	\$ 15,000	\$ 15,450
4276	Internal Program Revenue			\$ 13,000	\$ 13,000	\$ 11,000	\$ 11,000
4277	Participation Fees			\$ 95,488	\$ 95,488	\$ 95,000	\$ 97,850
4278	Advertising Sponsorship					\$ 2,000	\$ 2,000
4279	Facility Rental			\$ 4,850	\$ 4,850	\$ 5,000	\$ 5,000
4290	Concession Revenue			\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000
4291	Retail Sales - Taxable			\$ 522	\$ 522	\$ -	\$ -
4292	Taxable Sales Discounts (contract)			\$ (8,000)	\$ (8,000)	\$ -	\$ -
TOTAL Program Fees				\$ 153,416	\$ 153,416	\$ 138,000	\$ 141,300
Transfer-In							
4843	Transfer from Equip Reserve Fund			\$ 131,391	\$ -	\$ -	\$ -
4840	Transfer from the General Fund			\$ 420,000	\$ 414,181	\$ 285,000	\$ 285,000
TOTAL Transfers-In				\$ 551,391	\$ 414,181	\$ 285,000	\$ 285,000
Total Revenues				\$ 704,807	\$ 567,597	\$ 423,000	\$ 426,300
A Salaries							
5101	Full Time Salaries			\$ 37,329	\$ 38,229	\$ 16,033	\$ 16,513
5102	Overtime					\$ 600	\$ 600
5104	Part Time Salaries			\$ 143,051	\$ 143,051	\$ 157,000	\$ 161,710
5122	FICA/SSI					\$ 12,200	\$ 12,566
5123	KPERS					\$ -	\$ -
5126	Benefits (includes medical premium)			\$ 5,819	\$ -	\$ -	\$ -
5120	Cell phone allowance			\$ -	\$ -	\$ 120	\$ 120
A Salaries Total				\$ 186,199	\$ 181,280	\$ 185,953	\$ 191,509
B Contracted Services							
5223	Pool Management Fee			\$ 106,032	\$ 106,032		
5201	Electric			\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5202	Telephone			\$ 600	\$ 600	\$ 1,600	\$ 1,600
5203	Printing and Advertising			\$ 1,300	\$ 1,300	\$ 600	\$ 600
5205	Postage			\$ 500	\$ 500	\$ 300	\$ 300
5206	Travel & Training			\$ 2,912	\$ 2,912	\$ 2,000	\$ 2,000
5207	Medical Expense & Drug Testing			\$ 3,040	\$ 3,040	\$ 1,800	\$ 1,800
5209	Professional Services			\$ 100	\$ 100	\$ 5,500	\$ 5,500
5210	Maintenance & Repair of Bldg.			\$ 6,627	\$ 3,000	\$ 5,000	\$ 5,000
5211	Maintenance & Repair of Equip					\$ 25,000	\$ 25,000
5214	Other Contractual Services			\$ 21,820	\$ 21,820	\$ 13,600	\$ 13,600
5229	State fees, permits/Sales tax			\$ -	\$ -	\$ 1,000	\$ 1,000
5241	Rentals					\$ 3,200	\$ 3,200
5250	Insurance & Surety Bonds					\$ -	\$ -
5266	Computer Software					\$ 2,000	\$ 2,000
5287	Water			\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
5288	Waste Water/Trash			\$ 15,100	\$ 15,100	\$ 15,000	\$ 15,000
5289	Natural Gas			\$ 30,100	\$ 30,100	\$ 30,100	\$ 30,100
B Contracted Services Total				\$ 232,131	\$ 228,504	\$ 150,700	\$ 150,700

City of Roeland Park

Line Item Activity Budget - Aquatic Center Fund

Roeland Park Aquatics Center

		2018	2019	2019 Projected	2020 Budget	2021 Budget	2022 Budget
			Adopted				
C	Commodities						
5301	Office Supplies			\$ 1,400	\$ 1,400	\$ 1,500	\$ 1,500
5302	Motor Fuels and Lubricants			\$ 200	\$ 200	\$ 200	\$ 200
5304	Janitorial Supplies			\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500
3505	Dues, Subscriptions & Books			\$ 435	\$ 435	\$ 500	\$ 500
5306	Building Supplies and Materials			\$ 5,190	\$ 5,190	\$ 13,000	\$ 13,000
5307	Other Commodities			\$ -	\$ -	\$ 2,500	\$ 2,500
5308	Clothing/Uniforms			\$ 6,420	\$ 6,420	\$ 2,500	\$ 2,500
5318	Tools			\$ 200	\$ 200	\$ 200	\$ 200
5311	Pool Equipment			\$ 3,325	\$ 3,325	\$ 2,000	\$ 2,000
5312	Grounds supplies and equipment			\$ 2,050	\$ 2,050	\$ 500	\$ 500
5313	Safety Supplies/Equip			\$ 2,300	\$ 2,300	\$ 1,500	\$ 1,500
5314	Operating Supplies/Personal Care			\$ 400	\$ 400	\$ 500	\$ 500
5325	Concessions food and supplies			\$ 8,650	\$ 8,650	\$ 5,000	\$ 5,000
5326	Chemicals			\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000
C	Commodities			\$ 52,570	\$ 52,570	\$ 46,400	\$ 46,400
	Total Operating Expenses						
	(Salaries+Contractual						
	Services+Commodities)			\$ 470,900	\$ 462,354	\$ 383,053	\$ 388,609
D	Capital Outlay						
5403	Office Equipment			\$ 1,492	\$ 1,492	\$ 13,000	\$ 3,000
5404	Furnishings & Appliances			\$ 350	\$ 350	\$ 1,500	\$ 1,500
5442	Building Improvement						
	Undesignated Maintenance				\$ 31,907	\$ 33,502	\$ 35,000
	Bulkhead Repair			\$ 28,479			
	Diving Board Replacement			\$ 5,000			
	Painting lobby and restrooms			10,000			
	Paint repairs to diving well and slide pool			\$ 5,525			
	Replace Bad Concrete Deck Areas			\$ 27,432			
	Paint exterior, repair soffits, replace gutters of pump and pool house			\$ 9,000			
	Replace Electrical conduit supports in pump house			\$ 2,863			
	Climbing Wall			\$ 10,825			
	Remove ballasts and electrical boxes for old dome lighting			\$ 1,000			
	ADA Issues Addressed			\$ 20,000			
	Men's Shower Modification				\$ 99,000	\$ -	\$ -
	Convert pump house to LED lighting			\$ 2,335			
	West Pool Wall Repair			\$ 7,825			
	Lobby/Locker Room Floor Epoxy			\$ -	\$ -	\$ -	\$ -
D	Capital Outlay Total			\$ 132,125	\$ 132,749	\$ 48,002	\$ 39,500
Total Expenditures				\$ 603,025	\$ 595,103	\$ 431,055	\$ 428,109
Total Annual Surplus or (Loss)				\$ 101,781	\$ 74,275	\$ 66,221	\$ 64,411
Ending Fund Balance				\$ 101,781	\$ 74,275	\$ 66,221	\$ 64,411

Notes:

*The Aquatic Center Fund was created in 2019 when the City took over ownership of the aquatic center from Johnson County Parks & Recreation. The City has outsourced management of the pool in 2020 to Midwest Pool Management, with the intention of taking on full management in 2021. The City hired a new Parks & Recreation superintendent who will start Jan. 1, 2020 and will manage the pool in addition to overseeing park maintenance.

*All reserves held for the pool in the Building & Equipment Reserve fund were moved to this fund in 2019.

*The operations of the Aquatic Center will be subsidized by the general fund on an annual basis in the form of a transfer in. We anticipate the City operation of the facility will reduce overall operating costs.

*The ending fund balance is anticipated to fall by 27% in 2020 as we use some of the facility reserves to cover capital expenses in 2019.

*The City has budgeted for significant capital improvements at the facility starting in 2020. For more details, see the Capital Budget section.

*In 2021 we anticipate we are projecting a drop in revenues in the event the aquatic center improvements scheduled for 2020 run into the 2021 summer season.

City of Roeland Park

Line Item Activity Budget - Special Highway Fund

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	186,611	229,950	227,231	321,731	0	\$ -
	Intergovernmental						
4140	Spec City/county Highway Fund	184,520	183,980	183,980	-	-	-
	Total Intergovernmental	184,520	183,980	183,980	-	-	-
	Interest						
4510..4512	Interest on Investment	1,988	-	-	-	-	-
	Total Interest	1,988	-	-	-	-	-
	Total Revenues	186,508	183,980	183,980	-	-	-
	A Salaries & Benefits						
5101	Salaries - Regular	62,000	64,480	64,480	-	-	-
	A Salaries & Benefits Total	62,000	64,480	64,480	-	-	-
	C Commodities						
5303	Sand and Salt	25,918	25,000	25,000			
5315	Machinery & Auto Equipment	-	-	-	-	-	-
	C Commodities Total	25,918	25,000	25,000	-	-	-
	E Capital Outlay						
5454	Sidewalk Improvements	-	25,000	-			
5456	CARS Projects	-	-	-	-	-	-
	E Capital Outlay Total	-	25,000	-	-	-	-
	T Transfers						
5809..5825	Transfer to Equipment Reserve Fund	57,970	-	-	-	-	-
	Transfer to Special Street Fund	-	-	-	321,731	-	-
	T Transfers Total	57,970	-	-	321,731	-	-
	Total Expenditures	145,888	114,480	89,480	321,731	-	-
	Ending Fund Balance	227,231	299,450	321,731	0	0	\$ -

Notes:

*Starting in 2020, this fund is merging with the Special Street Fund to create a combined Street & Highway Fund. The ending fund balance in 2019 will be transferred to that fund in 2020.

*The ending fund balance in 2019 increases significantly from the 2018 ending balance due to ending the transfer to the Buildign & Equipment Reserve fund to pay debt service on the street sweeper and two dump trucks. That debt service was retired in 2018.

City of Roeland Park
Line Item Activity Budget - Combined Special Highway and Street Fund 27A

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 786,844	\$ 229,598	\$ 451,393	\$ 270,809	\$ 1,069,684	\$ 602,997
	Intergovernmental						
4110	City Sales & Use Tax	790,117	796,095	750,611	750,611	805,919	813,978
4135	County Courthouse Sales Tax	160,051	162,610	159,358	160,951	165,878	167,537
4140	Spec City/county Highway Fund				187,678	191,432	195,260
4150	CARS Funding	510,676	103,620	173,315	1,658,075		468,900
4154	STP Grant	-	-	-	-	-	-
	Total Intergovernmental	<u>1,460,843</u>	<u>1,062,325</u>	<u>1,083,284</u>	<u>2,757,315</u>	<u>1,163,229</u>	<u>1,645,676</u>
	Interest						
4510..4512	Interest on Investment	6,176	1,500	7,000	7,000	7,000	7,000
	Total Interest	<u>6,176</u>	<u>1,500</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
	Other						
4530	Reimbursed Expense	-	-	64,380	-	-	-
	Total Other	<u>-</u>	<u>-</u>	<u>64,380</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Transfers In						
	Transfer from Sp. Hwy Fund	-	-	-	321,731	-	-
	Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>321,731</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>1,467,019</u>	<u>1,063,825</u>	<u>1,154,664</u>	<u>3,086,046</u>	<u>1,170,229</u>	<u>1,652,676</u>

City of Roeland Park

Line Item Activity Budget - Combined Special Highway and Street Fund 27A

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
A	Salaries & Benefits						
5101	Salaries - Regular	-	-	-	67,059	69,742	72,531
A	Salaries & Benefits Total	-		-	67,059	69,742	72,531
B	Contracted Services						
5209	Professional Services	84,816	100,000	100,000	100,000	100,000	100,000
5214	Other Contracted Services	-	-	-	-	-	-
B	Contracted Services Total	84,816	100,000	100,000	100,000	100,000	100,000
C	Commodities						
5303	Sand and Salt	-	-	-	25,000	20,000	25,000
5315	Machinery & Auto Equipment	-	-	-	-	-	-
C	Commodities Total	-	-	-	25,000	20,000	25,000
E	Capital Outlay						
5430	Residential Street Reconstruction	40,073	\$ 534,000	\$ 534,927	112,038	1,017,674	100,000
5454	Sidewalk Improvements	-		25,000	75,000	75,000	75,000
	Street Light Replacement					45,000	45,000
5457	CARS Roe 2020	226,211.11		-	1,658,075		
5458	2018 CARS	970,653.02		231,824			
5459	2019 CARS	5,716.54	191,000	158,496			
	2022 CARS - Johnson Drive					4,500	43,800
5460	2022 CARS - 53rd St					9,000	54,000
5461	2022 CARS - Nall	-	-	-	-	106,000	840,000
	2023 CARS- 55th b/t SMP & Roe						18,000
	2023 CARS - Elledge b.t Roe Ln and 47th	-	-	-	-	-	140,000
E	Capital Outlay Total	1,242,654	725,000	950,247	1,845,113	1,257,174	1,315,800
T	Transfers						
5818	Transfer To Bond & Intfund	475,000	300,000	285,000	250,000	190,000	-
T	Transfers Total	475,000	300,000	285,000	250,000	190,000	-
	Total Expenditures	1,802,470	1,125,000	1,335,247	2,287,172	1,636,916	1,513,331
	Ending Fund Balance	\$ 451,393	\$ 168,423	\$ 270,809	\$ 1,069,684	\$ 602,997	\$ 742,342

Notes:

*The Special Street fund is funded by a 3/4 cent sales tax to provide for the maintenance and improvements streets and sidewalks. Starting in 2018, the City started to receive a share of the county courthouse sales tax which is being directed to support street projects in this fund. This sales tax sunsets in 2027.

*In 2017, the Governing Body decided to fund capital projects on a pay-as-you go basis using existing resources and not issuing additional debt. They did vote to issue debt in 2020 but only to fund new Parks & Recreation improvements. All additional capital will be covered using existing resources. As such the ending fund balances in funds supporting capital improvements will continue to vary wildly year-to-year based on the capital projects planned annually. The City has several large-scale street projects funded in the next several years. Many of which are supported in part by grants.

City of Roeland Park

Line Item Activity Budget - Special Infrastructure 27D

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	861,541	521,336	1,075,705	1,150,317	638,025	154,323
	Intergovernmental						
4110	City Sales & Use Tax	395,057.00	398,048	375,304	375,304	402,958	406,988
4155	CDBG Grant	100,000.00	166,600	144,000			
4156	FEMA Grant	106,718.76	-	-	-	-	-
	Total Intergovernmental	601,776	564,648	519,304	375,304	402,958	\$ 406,988
	Other						
4161	Grants/Donations - Private	32,000	-	-	50,000	-	
4790	Reimbursed Expenses	2,765	-	-	-	-	-
	Bond Proceeds	-	-	-	1,308,032	-	-
	Total Other	34,765	-	-	1,358,032	-	-
	Interest						
4511	Investment Income	4,652	-	4,000	4,000	4,000	4,000
	Total Interest	4,652	-	4,000	4,000	4,000	4,000
	Transfers In						
4840	Transfer From General Fund	275,000	200,000	300,000	-	630,000	50,000
	Total Transfers In	275,000	200,000	300,000	-	630,000	50,000
	Total Revenues	916,193	764,648	823,304	1,737,336	1,036,958	460,988
B	Contracted Services						
5209	Professional Services	17,697	40,000	40,000	40,000	40,000	40,000
	Cost of issuance	-	-	-	58,032	-	-
B	Contracted Services Total	17,697	40,000	40,000	98,032	40,000	40,000
D	Capital Outlay						
5421	Maintenance & Repair of Streets	121,602	115,000	160,000	160,000	170,000	160,000
5246	In-House Street Maintenance	83,941	-	-	-	-	-
5468	2020 Stormwater-57th and Roeland	-	-	30,000	220,000	-	
5469	Stormwater Maintenance	22,935	170,000	20,000	20,000	20,000	
5470	Park Maint/Infrastructure	37,235	64,000	106,189	21,000	35,500	23,000
5471	Tennis Court Replacement	143,858					
5472	R Park Development Plan			118,504	935,596	510,160	282,450
5473	RPAC Improvements			100,000	795,000	745,000	
5498	2019 CDBG	-	196,000	174,000	-	-	
5499	2018 CDBG	274,761	-	-	-	-	-
D	Capital Outlay Total	684,331	545,000	708,693	2,151,596	1,480,660	465,450
	Total Expenditures	702,028	585,000	748,693	2,249,628	1,520,660	505,450
	Ending Fund Balance	1,075,705	700,984	1,150,317	638,025	154,323	109,861

Notes:

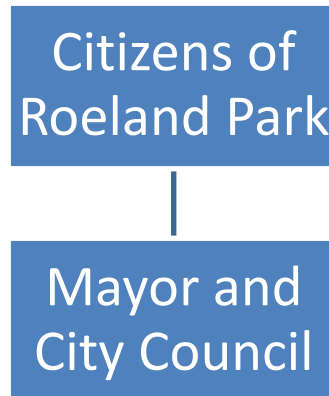
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*The Governing Body plans to issue debt in 2020 to pay for significant improvements at R Park and the Aquatic Center (RPAC) in 2020 and 2021. The Special Infrastructure Fund is the resource for Parks & Recreation improvements and as such, the resources from the bond sale will be recorded and spent from this fund. For more details on the capital improvements budgeted, please see the capital budget.

*The Governing Body made the decision to transfer resources in excess of the City's stated goals for the General Fund fund balance to the Special Infrastructure Fund to help cash-fund capital projects. As the recipient of these transfers, this fund has gained additional flexibility to cover the cost of capital projects. Since the number of projects varies year to year, the ending fund balance can change dramatically from one year to the next. In addition, the amount transferred from the General Fund will vary year-to-year based upon resources available. In 2020, that transfer is expected to be \$0 due to issuing bonds that same year to help pay for the parks and recreation improvements.

Governing Body

Organizational Chart



Department Description

The Governing Body consists of the Mayor and eight Council members elected on odd-numbered years and are elected and serve staggering four-year terms. Roeland Park consists of four wards and each ward has two elected representatives on Council whereas the Mayor serves at-large. The Governing Body is responsible for making policy decisions for the City. The City of Roeland Park has one Council meeting per month of which the Mayor presides, and two workshops where the Council President presides. The Council President is nominated and selected by the Governing Body. Meetings are held on the first and third Mondays of the month in the evening at City Hall.

The Governing Body Department consists of salaries for elected officials, \$5,040/year for Council members and \$6,120/year for the Mayor. This Department also includes a training and technology budget of \$855/member to provide them with training opportunities of their choosing and/or an allowance for technology that would help them do their jobs, such as a tablet or laptop. The Mayor also has a budget of \$1,000 for public relations-related activities.

Governing Body - Summary of Resources and Appropriations

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Expenditures & Appropriations						
Summary by Program						
108 - City Council	\$ 54,823	\$ 56,520	\$ 56,430	\$ 56,430	\$ 56,430	\$ 56,430
Total	54,823	56,520	56,430	56,430	56,430	56,430
Summary by Appropriation Unit						
Salary & Benefits	\$ 46,920	\$ 46,920	\$ 46,920	\$ 46,920	\$ 46,920	\$ 46,920
Contractual Services	7,105	8,700	8,700	8,700	8,700	8,700
Commodities	799	900	810	810	810	810
Total	54,823	56,520	56,430	56,430	56,430	56,430
Summary by Fund						
General Fund	54,823	56,520	56,430	56,430	56,430	56,430
Total	54,823	56,520	56,430	56,430	56,430	56,430
Personnel						
Classifications (FTEs)						
Mayor	0.3	0.3	0.3	0.3	0.3	0.3
City Councilmember (8 council members)	1.6	1.6	1.6	1.6	1.6	1.6
Total	1.9	1.9	1.9	1.9	1.9	1.9

City of Roeland Park
Line Item Activity Budget - General Operating Fund

Governing Body

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
	City Council						
A	Salaries & Benefits						
5103	Salaries - Elected Officials	46,920	46,920	46,920	46,920	46,920	46,920
A	Salaries & Benefits Total	46,920	46,920	46,920	46,920	46,920	46,920
		-					
B	Contracted Services	-					
5203	Printing & Advertising	-	-	-	-	-	-
5206	Travel Expense & Training	6,106	7,700	7,700	7,700	7,700	7,700
5251	Mayor Expenses	999	1,000	1,000	1,000	1,000	1,000
5276	Conference & Seminars	-	-	-	-	-	-
B	Contracted Services Total	7,105	8,700	8,700	8,700	8,700	8,700
		-					
C	Commodities	-					
5305	Dues, Subscriptions, & Books	799	900	810	810	810	810
C	Commodities Total	799	900	810	810	810	810
	Total City Council	54,823	56,520	56,430	56,430	56,430	56,430

Notes:

*No significant changes to the Governing Body Budget.

Capital Projects

Department Description

The Capital Projects Department consists of the Equipment & Building Reserve Fund, a continuing fund that the City uses to purchase capital equipment and make public facility improvements and maintenance. Resources for these purchases are made via transfers from the General Fund and Special Highway Fund. Transfers from the Special Highway Fund ceased in 2018 after debt service for two dump trucks and a street sweeper was retired. Transfers from the General Overhead Department of the General Fund go toward repairs, maintenance and capital improvements to the Roeland Park Aquatics Center as well as equipment purchases for City Hall. Transfers from Public Works cover the cost associated with new equipment and vehicles and transfers from the Police Department are associated with replacement of police equipment and vehicles.

The fund is managed by the Assistant City Administrator/Finance Director and fund transfers are created during the budget process in a collaborative process with the City Administrator and the Department Directors.

While this fund covers the cost of current capital equipment and building improvements, the fund also provides a reserve for future building and equipment needs. The FY 2019 Budget anticipated the sale of The Northeast RJ site at \$1.2 million to be used for a future Public Works building. Any proceeds from such a sale will be placed in the building reserve fund until a suitable location for Public Works is found.

Capital Projects - Summary of Resources and Appropriations

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues & Resources						
Other Sources	22,000	-	1,201,054	-	-	-
Interest	4,406	-	2,000	-	-	-
Total Revenue	26,406	-	1,203,054	-	-	-
Transfers In	360,522	239,408	139,220	44,392	172,167	129,895
Total Resources	386,928	239,408	1,342,274	44,392	172,167	129,895
Expenditures & Appropriations						
Summary by Program						
360 - Equipment & Building Reserve	\$ 471,347	\$ 239,408	\$ 286,611	\$ 1,344,392	\$ 172,167	\$ 129,895
Total	471,347	239,408	286,611	1,344,392	172,167	129,895
Summary by Appropriation Unit						
Commodities	346,080	119,520	139,220	44,392	172,167	129,895
Capital Outlay	67,305	89,500	16,000	-	-	-
Debt Service	57,962	-	-	-	-	-
Total Expenditures	471,347	209,020	155,220	44,392	172,167	129,895
Non-Expenditure Appropriations	-	30,388	-	1,300,000	-	-
Transfers Out	-	-	131,391	-	-	-
Total Appropriations	942,694	448,428	310,440	1,388,784	344,334	259,790
Summary by Fund						
Equipment & Bldg Reserve	471,347	239,408	286,611	1,344,392	172,167	129,895
Total	471,347	239,408	286,611	1,344,392	172,167	129,895
Personnel						
Classifications (FTEs)	0	0	0	0	0	0

City of Roeland Park

Line Item Activity Budget - Equipment & Bldg Reserve Fund

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 375,139	\$ 53,637	\$ 290,720	\$ 1,346,383	\$ 46,383	\$ 46,383
	Other						
4780	Sale of Assets	22,000	-	1,201,054	-	-	-
	Total Other	22,000	-	1,201,054	-	-	-
	Interest						
4511	Investment Income	4,406	-	2,000	-	-	-
	Total Interest	4,406	-	2,000	-	-	-
	Transfers						
4840	Transfer from General Fund	112,051	119,888	44,700	3,650	800	28,400
4841	Transfer from PD/GF	24,000	70,320	70,320	28,242	107,367	101,495
4842	Transfer from PW / GF	166,500	49,200	24,200	12,500	64,000	-
4860	Transfer from Special Highway	57,971	-	-	-	-	-
	Total Transfers	360,522	239,408	139,220	44,392	172,167	129,895
	Total Revenues	386,928	239,408	1,342,274	44,392	172,167	129,895
	C Commodities						
5315	Machinery & Auto Equipment	346,080	119,520	139,220	44,392	172,167	129,895
	C Commodities Total	346,080	119,520	139,220	44,392	172,167	129,895
	D Capital Outlay						
5442	Building Expense	67,305	89,500	16,000	-	-	-
	D Capital Outlay Total	67,305	89,500	16,000	-	-	-
	E Debt Service						
5619	Lease/Purchase - Principal	56,369	-	-	-	-	-
5620	Lease/Purchase - Interest	1,593	-	-	-	-	-
	E Debt Service Total	57,962	-	-	-	-	-
	N Non-Expenditures Appropriation						
5705	Future CIP - PW	-	-	-	1,300,000	-	-
5707	Future CIP - Building Reserve	-	30,388	-	-	-	-
	N Non-Appropriation Expenditures Total	-	30,388	-	1,300,000	-	-
	T Transfers						
5801	Transfer of Funds	-	-	131,391	-	-	-
	T Transfers Total	-	-	131,391	-	-	-
	Total Expenditures	471,347	239,408	286,611	1,344,392	172,167	129,895
	Ending Fund Balance	290,720	53,637	1,346,383	46,383	46,383	46,383

Notes:

*The Equipment and Building Reserve Fund is a continuing capital fund that receives transfers to pay for capital equipment and building improvements.

*The \$1.2 million in revenue from sale of assets is accounting for the sale of land at the northeast corner of Johnson and Roe, which is anticipated to be used to purchase property for a new public works building. This expense is shown as a reserve as a new location has not been located. The sale accounts for the significant jump in available resources shown at the end of 2019.

*The transfer of funds in 2019 is a transfer to the Aquatic Center Fund reflecting the reserves for facility maintenance that have accrued in this fund.

Economic Development

Department Description

The Economic Development Department accounts for all development-related funds including:

Tax Increment Financing (TIF) Funds

- TIF 1 – Wal-Mart/Bella Roe
- TIF 2D – City Hall/Aldi
- TIF 2C – Valley State Bank
- TIF 3 – Boulevard Apartments/The Rocks

Transportation Development (TDD) Funds

- TDD #1 – Price Chopper/Bella Roe
- TDD #2 – Lowes

Community Improvement District (CID)

- CID #1 – Roeland Park Shopping Center/Wal-Mart

These funds were established to fund redevelopment within the City. The City Administrator assisted by the Assistant City Administrator, oversees the activities that occur within these development districts.

Program Areas:

- **TIF 1** – The TIF expires May 18, 2024 and includes the Wal-Mart/Roeland Park Shopping Center and the Bella Roe Shopping Center, which were approved as development area TIF 1A and 1B, respectively. The City Council approved a new development plan on Feb. 19, 2018 which maintained the same expiration date but amended the development plan to allow for use of TIF funds for infrastructure improvements and potential site redevelopment upon retirement of debt service. The debt service was retired early in 2018.
- **TIF 2D** – This TIF includes City Hall and the commercial area bounded by Roe Boulevard to the west, 48th Street to the north, and Roe Lane to the east and Granada on the south. This TIF expires December 31, 2021. The TIF 2D development plan was amended in 2015 to include the allowance of infrastructure projects serving the district including stormwater and street improvements. This fund includes the payment of General Obligation bonds for improvements to City Hall that were made in 2012. The development plan includes additional improvements to City Hall in 2020 and 2021. This debt retires in 2019.
- **TIF 2C** – This TIF is for redevelopment of the Security Bank property (formerly Valley State Bank) and the associated shopping center. The debt service from the development of this area is paid through a trustee and all resources generated from the TIF property tax are turned over to the trustee to pay the debt. The TIF expires February 1, 2020, at which point any remaining principal balance on the TIF debt is deemed forgiven or paid and all remaining funds with the trustee are turned over to the bond holders.
- **TIF 3** – This TIF includes the Boulevard Apartments bounded by Skyline Drive on the south, Roe Lane/County Line Road on the east and the city limits to the north. TIF 3 expires May 17, 2025. The TIF is divided into two project areas, 3A for the Boulevard Apartments and 3C for the former pool property owned by the City, now known as The Rocks development. These two districts were combined in 2014. The City has prepared the Rocks for future development by stabilizing the old caves, grading, completing storm water detention as well as completing utility improvements on the site. The City worked with CBC Real Estate consultants to prepare a development plan and market the site to potential developers with the hope of attracting a limited service hotel, full-service restaurant and an entertainment/activity attraction on the 6.6-acre site. Efforts to make that plan a reality are ongoing by staff and the Ad Hoc Development Committee.

- **TDD #1** – The debt for TDD 1 was issued in 2005 with a subsequent issuance in 2006. The TDD levies a 1% sales tax on retail sales at Price Chopper and the surrounding Bella Roe properties, except Lowes. TDD #1 is in default and the debt has been accelerated. However, due to the structure of the agreement, the City holds no liability for this default. Once the term of the TDD is expired, any remaining debt will remain unpaid to the bond holders.
- **TDD #2** – The debt for TDD 2 was issued in 2006. This TDD levies a 0.5% sales tax on all retail sales at Lowes to pay the debt service. TDD #2 is in default and the debt has been accelerated. However, due to the structure of the agreement, the City holds no liability for this default. Once the term of the TDD is expired, any remaining debt will remain unpaid to the bond holders.
- **CID #1** - The CID Fund was established in 2012 with the intention of reconfiguring the Roeland Park Shopping Center and Wal-Mart space after Wal-Mart's planned departure in 2016. Wal-Mart changed course and decided not to leave its current facility. The CID is funded by a 1 cent sales tax that ceased when the fund reached \$3 million in the 2nd quarter of 2019. Funds are spent upon request from the developer for eligible expenses. To date, there have been no requests to use the funds.

Economic Development - Summary of Resources and Appropriations

	2018 Actual	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
Revenues & Resources						
TIF Property Taxes	\$ 1,522,159	\$ 1,385,891	\$ 952,670	\$ 1,316,318	\$ 1,301,429	\$ 1,074,715
Sales Taxes	847,897	731,174	669,626	378,373	382,156	385,978
Interest	53,454	27,960	50,461	27,400	26,400	18,400
Total Revenues	2,423,510	2,145,024	1,672,757	1,722,091	1,709,985	1,479,093
Transfers In	291,500	122,000	10,787	350,000	-	-
Total Resources	2,715,010	2,267,024	1,683,544	2,072,091	1,709,985	1,479,093
Expenditures & Appropriations						
Summary by Program						
370 - TIF 1 Bella Roe/Wal-Mart	\$ 942,021	\$ 143,990	\$ 541,017	\$ 1,852,932	\$ 480,216	\$ 226,268
400 - TDD #1 - Price Chopper	13,358	280,908	20,000	20,000	20,000	20,000
410 - TDD #2 - Lowes	6,797	141,494	9,000	9,000	9,000	9,000
420 - CID #1 - Roeland Park Shopping Ctr.	-	3,008,000	-	-	-	-
450 - TIF 2D - City Hall	534,673	439,890	443,577	255,840	206,100	-
480 - TIF 2C - Valley State Bank	90,765	35,425	50,853	20,787	-	-
510 - TIF 3 Blvd Apts/The Rocks	509,964	-	120,000	-	-	-
Total	2,097,578	4,049,707	1,184,447	2,158,559	715,316	255,268
Summary by Appropriation Unit						
Contracted Services	\$ 58,424	\$ 25,740	\$ 23,390	\$ 23,740	\$ 21,740	\$ 13,740
Capital Outlay	828,309	245,000	733,464	1,912,032	122,100	-
Debt Service	1,210,845	616,717	241,093	19,000	19,000	19,000
Total Expenditures	2,097,578	887,457	997,947	1,954,772	162,840	32,740
Non-Expenditure Appropriations	-	3,162,250	-	35,000	202,476	222,528
Transfers Out	-	-	186,500	168,787	350,000	-
Total Appropriations	2,097,578	4,049,707	1,184,447	2,158,559	715,316	255,268
Summary by Fund						
TIF 1 Bella Roe/Wal-Mart	\$ 942,021	\$ 143,990	\$ 541,017	\$ 1,852,932	\$ 480,216	\$ 226,268
TDD #1 - Price Chopper	13,358	280,908	20,000	20,000	20,000	20,000
TDD #2 - Lowes	6,797	141,494	9,000	9,000	9,000	9,000
CID #1 - Roeland Park Shopping Ctr.	-	3,008,000	-	-	-	-
TIF 2D - City Hall	534,673	439,890	443,577	255,840	206,100	-
TIF 2C - Valley State Bank	90,765	35,425	50,853	20,787	-	-
TIF 3 Blvd Apts/The Rocks	509,964	-	120,000	-	-	-
Total	2,097,578	4,049,707	1,184,447	2,158,559	715,316	255,268
Personnel						
Classifications (FTEs)	0	0	0	0	0	0

City of Roeland Park

Line Item Activity Budget - TIF 1 - Bella Roe/Walmart

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 907,195	\$ 931,917	\$ 893,273	\$ 753,332	\$ 18,042	\$ 313,064
	Taxes						
4730	Tax Increment Income	420,732	412,733	379,642	379,642	383,438	\$ 391,107
4735	Tax Increment Income IB	497,688	599,199	13,434	380,000	383,800	\$ 391,476
	Total Taxes	918,420	1,011,932	393,076	759,642	767,238	\$ 782,583
	Interest						
4511	Interest on Invested Assets	9,679	17,500	8,000	8,000	8,000	\$ 8,000
	Total Interest	9,679	17,500	8,000	8,000	8,000	\$ 8,000
	Transfers In						
4789	Transfer from General Fund	-	-	-	350,000	-	-
	Transfers In Total	-	-	-	350,000	-	-
	Total Revenues	928,099	1,029,432	401,076	1,117,642	775,238	\$ 790,583
	Expenditures						
	B Contracted Services						
5209	Professional Services	2,887	1,100	1,100	1,100	1,100	\$ 1,100
5214	Other Contracted Services	-	2,640	2,640	2,640	2,640	\$ 2,640
	B Contracted Services Total	2,887	3,740	3,740	3,740	3,740	\$ 3,740
	D Capital Outlay						
5459	2019 CARS			18,043			
5457	CARS Roe 2020	-	-	519,234	1,849,192	-	\$ -
	D Capital Outlay	-	-	537,277	1,849,192	-	\$ -
	E Debt Service						
5601	Bond Principal	914,162	-	-	-	-	\$ -
5602	Bond Interest	24,972	-	-	-	-	-
	E Debt Service Total	939,134	-	-	-	-	\$ -
	N Non-Expenditures Appropriation						
5755	Property Tax Reduction - Appeals	-	140,250	-	-	126,476	\$ 222,528
	N Non-Appropriation Expenditures Total	-	140,250	-	-	126,476	\$ 222,528
	T Transfers						
5801	Transfer of Funds	-	-	-	-	350,000	-
	T Transfers Total	-	-	-	-	350,000	-
	Total Expenditures	942,021	143,990	541,017	1,852,932	480,216	\$ 226,268
	Ending Fund Balance	\$ 893,273	\$ 1,817,359	\$ 753,332	\$ 18,042	\$ 313,064	\$ 877,380

Notes:

*After the debt for the development was retired in 2018, the resources from TIF 1 were directed to the Roe Boulevard improvement design and construction. Because this is a non-recurring capital expense, the ending fund balance fluctuates dramatically year-to-year. To complete the portion of the project associated with TIF 1, \$350,000 will be transferred from the General Fund in 2020 and the same amount will be transferred to the General Fund in 2021 after project completion.

*The Property Tax Reduction is meant to account for the possibility that property tax appeals from the big box stores will be successful and cause a reduction in the amount of TIF revenue received as a result. These estimates are generated by the Johnson County Appraiser's Office and are updated periodically. The appeals that have processed so far have been successful.

City of Roeland Park

Line Item Activity Budget - TDD#1 - Price Chopper

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ (2,756,849)	\$ (2,720,995)	\$ (2,507,302)	\$ (2,272,274)	\$ (2,034,706)	\$ (1,794,570)
	Sales Tax						
4110	City/county Sales & Use Tax	261,987	280,908	254,127	256,669	259,235	\$ 261,828
	Sales Tax Total	261,987	280,908	254,127	256,669	259,235	\$ 261,828
	Interest						
4510	Interest on Investment	918	-	900	900	900	\$ 900
	Total Interest	918	-	900	900	900	\$ 900
	Total Revenues	262,905	280,908	255,027	257,569	260,135	\$ 262,728
	B Contracted Services						
5209	Professional Services	610	-	-	-	-	\$ -
5214	Other Contracted Services	4,630	6,500	5,000	5,000	5,000	\$ 5,000
5281	Project Expense	-	-	-	-	-	\$ -
	B Contracted Services Total	5,240	6,500	5,000	5,000	5,000	\$ 5,000
	E Debt Service						
5601	Bond Principal	-	-	-	-	-	\$ -
5602	Bond Interest	8,118	274,408	15,000	15,000	15,000	\$ 15,000
	E Debt Service Total	8,118	274,408	15,000	15,000	15,000	\$ 15,000
	Total Expenditures	13,358	280,908	20,000	20,000	20,000	\$ 20,000
	Ending Fund Balance	\$ (2,507,302)	\$ (2,720,995)	\$ (2,272,274)	\$ (2,034,706)	\$ (1,794,570)	\$ (1,551,843)

Notes:

*TDD #1 is in default and the debt has been accelerated. However, due to the structure of the agreement, the City holds no liability for this default.

*All revenues generated in the fund are turned over to the trustee. The negative ending fund balance indicates that the entire outstanding debt has been called and due upon receipt of TDD resources.

City of Roeland Park

Line Item Activity Budget - TDD#2 - Lowes

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ (809,752)	\$ (811,530)	\$ (689,301)	\$ (577,302)	\$ (464,099)	\$ (349,678)
	Sales Tax						
4110	City/county Sales & Use Tax	126,841	141,494	120,499	121,704	122,921	124,150
	Total Sales Tax	126,841	141,494	120,499	121,704	122,921	124,150
	Interest						
4510	Interest on Investment	407	-	500	500	500	500
	Total Interest	407	-	500	500	500	500
	Total Revenues	127,248	141,494	120,999	122,204	123,421	124,650
B	Contracted Services						
5209	Professional Services	-	-	-	-	-	-
5214	Other Contracted Services	2,685	5,000	5,000	5,000	5,000	5,000
5254	Miscellaneous Charges	-	-	-	-	-	-
B	Contracted Services Total	2,685	5,000	5,000	5,000	5,000	5,000
E	Debt Service						
5601	Bond Principal		136,494				
5602	Bond Interest	4,112	-	4,000	4,000	4,000	4,000
E	Debt Service Total	4,112	136,494	4,000	4,000	4,000	4,000
	Total Expenditures	6,797	141,494	9,000	9,000	9,000	9,000
	Ending Fund Balance	\$ (689,301)	\$ (811,530)	\$ (577,302)	\$ (464,099)	\$ (349,678)	\$ (234,027)

Notes:

*TDD #2 is in default and the debt has been accelerated. However, due to the structure of the agreement, the City holds no liability for this default.

*All revenues generated in the fund are turned over to the trustee. The negative ending fund balance indicates that the entire outstanding debt has been called and due upon receipt of TDD resources.

City of Roeland Park

Line Item Activity Budget - CID #1 - RP Shopping Center

		<u>2018</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
4010	Beginning Fund Balance	\$ 2,225,413	\$ 2,697,076	\$ 2,716,943	\$ 3,044,404	\$ 3,053,404	3,062,404
	Sales Tax						
4110	City/county Sales & Use Tax	459,069	308,771	295,000	-	-	-
	Total Sales Tax	459,069	308,771	295,000	-	-	-
	Interest						
4510..4512	Interest on Investment	32,461	8,460	32,461	9,000	9,000	9,000
	Total Interest	32,461	8,460	32,461	9,000	9,000	9,000
	Total Revenues	491,530	317,231	327,461	9,000	9,000	9,000
B	Contracted Services						
5209	Professional Services	-	-	-	-	-	-
5215	City Attorney	-	-	-	-	-	-
B	Contracted Services Total	-	-	-	-	-	-
N	Non-Appropriation Expenditures						
5721	CID #1 Expenses	-	3,008,000	-	-	-	-
N	Non-Appropriation Expenditures Total	-	3,008,000	-	-	-	-
	Total Expenditures	-	3,008,000	-	-	-	-
	Ending Fund Balance	\$ 2,716,943	\$ 6,308	\$ 3,044,404	\$ 3,053,404	\$ 3,062,404	\$ 3,071,404

Notes:

*Funds from the CID are spent after the developer submits an application for reimbursement on an eligible expense. To date, the developer has not made a request to draw from these funds.

*The maximum available for reimbursement to the developer is \$3 million. After the fund accrued \$3 million in mid-2019, the City stopped collecting the 1% CID tax.

City of Roeland Park

Line Item Activity Budget - TIF 2D - City Hall

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 160,094	\$ 50,692	\$ 199,223	\$ 4,990	\$ 908	\$ 49,003
	Taxes						
4730	Tax Increment Income	282,400	303,534	241,344	243,757	246,195	
	Total Taxes	282,400	303,534	241,344	243,757	246,195	-
	Interest						
4510..4512	Interest on Investment	7,902	1,000	8,000	8,000	8,000	
	Total Interest	7,902	1,000	8,000	8,000	8,000	-
	Transfers In						
4789	Transfer from the General Fund	283,500	122,000	-	-	-	-
	Transfers In Total	283,500	122,000	-	-	-	-
	Total Revenues	573,802	426,534	249,344	251,757	254,195	-
B	Contracted Services						
5209	Professional Services	-	5,000	5,000	5,000	5,000	
5214	Other Contracted Services	-	3,000	3,000	3,000	3,000	
5257	Property Tax Payments	-	-	-	-	-	-
B	Contracted Services	-	8,000	8,000	8,000	8,000	-
D	Capital Outlay						
5442	City Hall Building Improvements	-	-	-	62,840	122,100	
5457	CARS Roe 2020	131,120	245,000	76,187	-	-	-
5458	2018 CARS	233,188	-	-	-	-	-
D	Capital Outlay Total	364,308	245,000	76,187	62,840	122,100	-
E	Debt Service						
5644	Principal Bonds - 2012-1	165,000	170,000	170,000			
5645	Interest Bonds - 2012-1	5,365	2,890	2,890	-	-	-
E	Debt Service Total	170,365	172,890	172,890	-	-	-
N	Non-Expenditures Appropriation						
5755	Property Tax Reduction - Appeals	-	14,000	-	35,000	76,000	-
N	Non-Appropriation Expenditures Total	-	14,000	-	35,000	76,000	-
T	Transfers						
5802	Transfer to General Fund	-	-	186,500	150,000	-	-
T	Transfers Total	-	-	186,500	150,000	-	-
	Total Expenditures	534,673	439,890	443,577	255,840	206,100	-
	Ending Fund Balance	\$ 199,223	\$ 37,336	\$ 4,990	\$ 908	\$ 49,003	\$ 49,003

Notes:

*Capital projects budgeted include a portion of the Roe Boulevard Redesign and construction, as well as the 2018 CARS project along Roe Parkway. In order to cover the cost of these projects, the TIF 2D fund transferred \$336,500 from the General Fund will be transferred to the General Fund in 2019 and 2020. In addition, the development plan includes improvements to City Hall which are programmed in 2020 (parking lot resurfacing) and 2021 (exterior lighting upgrades and roof replacement). Due to the timing of capital items, the fund balance fluctuates widely from one year to the next.

*The debt service issued to cover the remodeling of City Hall will retired in 2019.

City of Roeland Park

Line Item Activity Budget - TIF 2C - Security Bank

		2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
4010	Beginning Fund Balance	\$ 14,862	450	\$ 2,066	450	8,663	8,663
	Taxes						
4730	Tax Increment Income	69,876	35,425	38,350	29,000	-	-
	Total Taxes	69,876	35,425	38,350	29,000	-	-
	Interest						
4510..4512	Interest on Investment	93	-	100	-	-	-
	Total Interest	93	1,000	100	-	-	-
	Transfers						
4840	Transfer from the General Fund	8,000	-	10,787	-	-	-
	Total Transfers	8,000	-	10,787	-	-	-
	Total Revenues	77,969	36,425	49,237	29,000	-	-
B	Contracted Services						
5209	Professional Services	-	-	-	-	-	-
5214	Other Contracted Services	1,649	2,500	1,650	2,000	-	-
B	Contracted Services Total	1,649	2,500	1,650	2,000	-	-
E	Debt Service						
5601	Bond Principal	58,677	32,925	40,114	-	-	-
5602	Bond Interest	30,439	-	9,089	-	-	-
5612	Debt Service - Bond Issue	-	-	-	-	-	-
E	Debt Service Total	89,116	32,925	49,203	-	-	-
T	Transfers						
5802	Transfer to General Fund	-	-	-	18,787	-	-
T	Transfers Total	-	-	-	18,787	-	-
	Total Expenditures	90,765	35,425	50,853	20,787	-	-
	Ending Fund Balance	\$ 2,066	\$ 1,450	\$ 450	\$ 8,663	\$ 8,663	\$ 8,663

Notes:

*TIF 2c expires February 1, 2020. This fund is used to cover debt service associated with the redevelopment of the 2C area, originally Valley State Bank and now Security Bank site along with a small shopping Center. All funds collected from the property tax TIF for the district are turned over to a trustee to pay debt service.

*Due to successful property tax appeals in 2019, some of the revenue had to be returned to the property owner thereby requiring funds to be transferred from the General Fund to cover the shortfall already paid to the trustee.

City of Roeland Park

Line Item Activity Budget - TIF 3 - Boulevard Apartments/The Rocks

			2018	2019 Budget	2019 Projected	2020 Budget	2021 Budget	2022 Budget
510	4010	Beginning Fund Balance	\$ 265,232	\$ 16,247	\$ 8,725	\$ 169,125	\$ 454,044	\$ 742,039
		Taxes						
510	4730	Tax Increment Income	35,341	35,000	36,000	36,360	36,724	37,091
510	4731	Tax Increment Income 3A	216,122	-	243,900	247,559	251,272	255,041
		Total Taxes	<u>251,463</u>	<u>35,000</u>	<u>279,900</u>	<u>283,919</u>	<u>287,995</u>	<u>292,132</u>
		Interest						
510	4510..4512	Interest on Investment	1,994	-	500	1,000	-	-
		Total Interest	<u>1,994</u>	<u>-</u>	<u>500</u>	<u>1,000</u>	<u>-</u>	<u>-</u>
		Total Revenues	<u>253,457</u>	<u>35,000</u>	<u>280,400</u>	<u>284,919</u>	<u>287,995</u>	<u>292,132</u>
	B	Contracted Services						
510	5204	Legal Printing	-	-	-	-	-	-
510	5205	Postage & Mailing Permits	-	-	-	-	-	-
510	5209	Professional Services	5,963	-	-	-	-	-
510	5214	Other Contracted Services	-	-	-	-	-	-
510	5243	Contractual Reimbursement	40,000	-	-	-	-	-
	B	Contracted Services Total	<u>45,963</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	D	Capital Outlay						
510	5244	General Contractor	464,001	-	120,000	-	-	-
		Capital Outlay Total	<u>464,001</u>	<u>-</u>	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	T	Transfers						
5802		Transfer to General Fund	-	-	-	-	-	-
	T	Transfers Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		Total Expenditures	<u>509,964</u>	<u>-</u>	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
510		Ending Fund Balance	<u>\$ 8,725</u>	<u>\$ 51,247</u>	<u>\$ 169,125</u>	<u>\$ 454,044</u>	<u>\$ 742,039</u>	<u>\$ 1,034,171</u>

Notes:

*TIF 3 expires May 17, 2025. The City recently decided to keep both project areas in place until the final expiration of the TIF district to complete additional work on the site to get it more shovel ready for sale to a future developer.

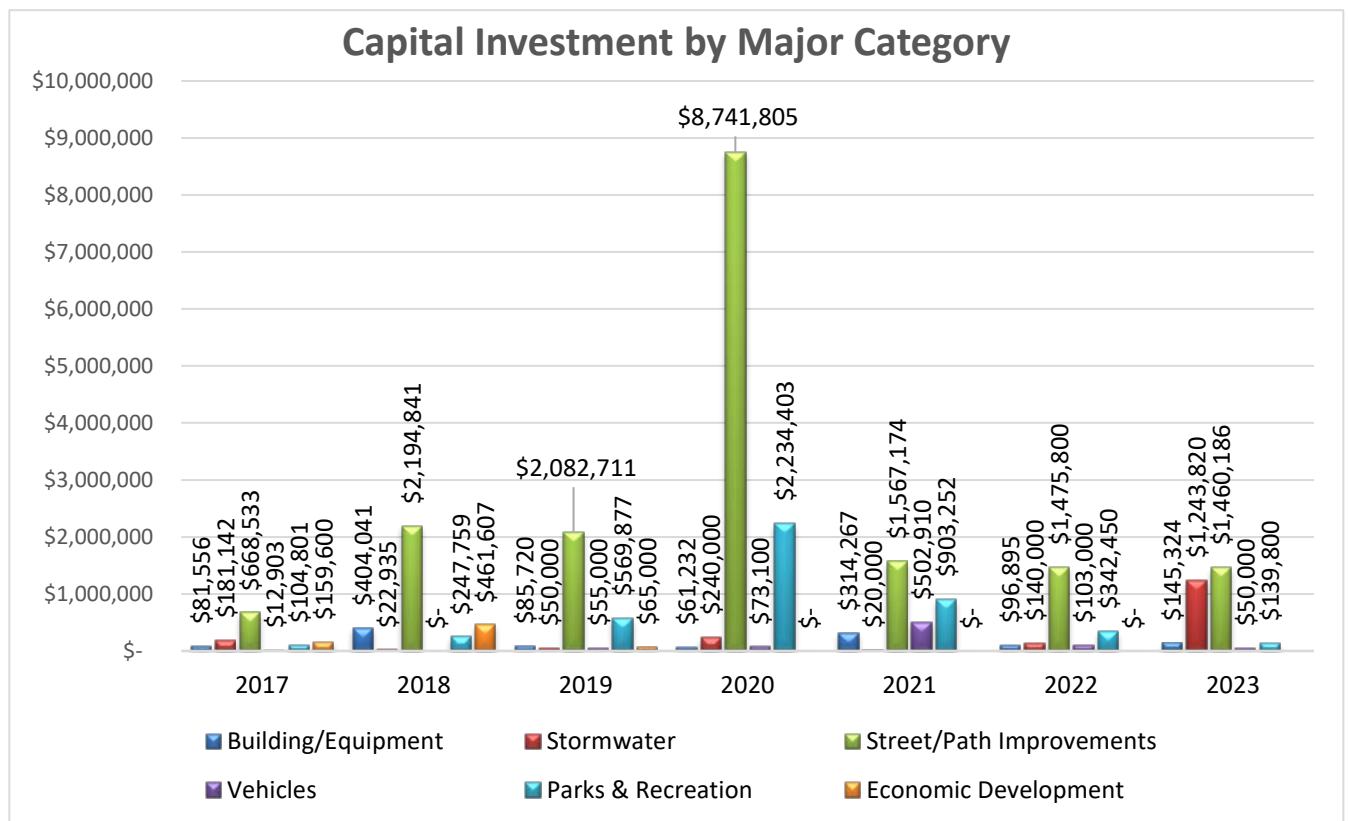
* The ending fund balances in this fund have varied significantly year-to-year due to the scheduling of capital projects. In FY 2018 most of the available resources were spent on the sanitary sewer installation, storm water detention and final grade and fill for the site. The City is working with Water One to extend the waterline into the site, while anticipated to take place in 2019, the project has been delayed and we anticipate work will be done in 2020. In addition, pending new development on the site, staff intends to program additional capital projects on the site such as parking lot construction, reconstruction of Roe Parkway through the site and additional infrastructure improvements intended to improve the viability of The Rocks for development.

Capital Improvement Program

Capital Investment Overview

Reinvesting in the City's infrastructure, buildings, vehicles and equipment is important to maintaining the quality of life in our community. Further the City's investment promotes private investment which is key to the financial health of the community. Reinvesting in public buildings and equipment also assures that the operating costs for the City remain at optimal levels.

Roeland Park defines a "capital expenditure" as the purchase of assets at a cost greater than \$5,000 with a useful life of at least three years. "Capital improvements" are the investment in infrastructure improvements or additions and "capital maintenance" includes the improvement of an existing asset to maintain its condition (such as street maintenance). Below is a graph reflecting the capital investment during the period of 2017 through 2023.



Five Year Capital Improvement Plan

Although capital planning is completed looking out ten plus years, a five-year outlook is incorporated into the budget document. The five-year CIP reflects the anticipated year of each project as well as the different funding sources per project. A \$1.25 million borrowing is anticipated in 2020 to assist in funding two major parks and recreation infrastructure projects which span 2020 and 2021; the Aquatic Center Renovation (\$1.6 million) and Phase 1 and 2 for R Park (\$1.4 million). The City has followed a pay-as-you-go approach to funding capital improvements since 2014 when the City last borrowed to purchase

the street light system. The pay-as-you-go approach was shown to be sustainable so long as capital investment remained focused on maintaining existing infrastructure. With Council's direction to make significant additions to the Aquatic Center and R Park within the next two years this method was no longer possible. The planned 2020 borrowing is relatively small (\$1.25 million) with a short maturity (10 years). During that 10-year period the four existing bonds issues being repaid by the City will be retired and it is possible to continue the pay-as-you-go approach so long as revenues grow at a historical pace and the capital improvement program continues a focus on maintaining existing infrastructure. Adding substantial new amenities, buildings, or equipment is not possible without adding new revenue sources or borrowing. As existing debt is retired, the resources currently allocated to retire that debt (property tax and sales tax) are anticipated to be used to fund capital projects. Should the City find itself in a situation where capital funding is necessary beyond the annual revenues available, the option of borrowing would remain available.

A detailed list of all capital items anticipated in the five-year CIP are included in Appendix B. The CIP has an exceptionally high investment anticipated during the next five years (\$22.7 million). This is driven by the Roe 2020 project, the Aquatic Center improvements, R Park improvements, Community Center parking improvements, a large storm sewer reconstruction projects as well as acquiring a new location for Public Works. For comparison, the ten-year outlook for the CIP reflects \$28.3 million in potential capital investment, only \$5.6 million in the second five-year period.

2020 Capital Improvement Plan

The 2020 Budget includes capital investment in city owned buildings, infrastructure, facilities, vehicles, and equipment. The plan is intended to achieve the lowest cost of ownership over the lifecycle of the asset while meeting service quality and reliability standards.

Project Description	2020 Funding Source	2020 City Funding	Other Funding (grants/TIF/donations)
Aquatics Center - Undesignated Annual Maintenance	220	31,907	
RPAC Improvements	220	795,000	
Men's Locker Room Privacy Improvements	220	99,000	
City Hall Computer Replacement	360	800	
City Hall Office Furniture Replacement	360	2,850	
City Hall - ADA 3rd floor Improvements	450	14,040	
City Hall - ADA First Floor Police Improvements	450	8,800	
City Hall Parking Lot Resurfacing	450	40,000	
Community Center: Replace all T-12 Light Fixtures with LEDs	290	10,000	
Community Center: Room 6 Condenser Unit - 4 Ton	290	4,500	

Community Center: Gazebo Roof	290	3,000	
Community Center: Parking Lot Resurfacing, Restriping	290	182,000	
Community Center Drainage Improvements	290	158,000	
Community Center: Chair and Chair Rack Replacement	290	6,500	
Park Maintenance/Improvements	300	21,000	
R Park Development Plan Phase 1	300	837,496	50,000
R Park Development Plan Phase 2	300	48,100	
Replace Body Cameras	360	1,000	
Replace Police Radars	360	5,000	
Replace Police IT Equipment/Computers	360	6,242	
Replace Police In-Car Computers	360	12,000	
Police Bicycles	360	4,000	
In-House and Contract Street Maintenance	300	160,000	
Contracted Street Maintenance	106	210,000	
Wayfinding Signs for RP (3 yr program)	300	12,500	
Stormwater: Network Inspection/Condition Rating	300	20,000	
2020 Stormwater Maintenance - 57th & Roeland Dr	300	220,000	
2020 Roe Blvd (County Line to Johnson Drive)	270/370	-	8,169,767
Annual Sidewalk Repair & Replacement Ph. 1-3	270	25,000	
Annual Sidewalk Extension Project Ph 1-4	270	50,000	
2021 Residential Street Reconstruction-Reinhardt	270	112,038	

Funding Sources: 220 = Aquatic Center Fund, 270 = Sp. Street Fund (27A), 290 = Community Center Fund (27C), 300 = Sp. Infrastructure (27D), 360 = Equipment/Building Reserve Fund, 370 = TIF 1, 450 = TIF 2

2020 Major Non-Recurring Capital Improvements

Street Improvements

- **2020 Residential Street Reconstruction (RSR):** Design for our second RSR will commence in 2020 with

construction occurring in 2021. Construction of these projects will take place every two years as budget allows through 2027. The first street completed was Rosewood between 55th and Alder. Reinhardt will be the second RSR project. Funding for this program will come from the Special Street Fund (27A) and is budgeted for \$112,000 in 2020 and \$1,017,674 in 2021 for a total project cost of \$1,129,712.

- **2020 Roe Boulevard – County Line to Johnson Drive:** This is one of the largest construction projects undertaken by the City and involves multiple funding sources. The project will add to the existing parkway design and art lined streetscape with unique lighting and signalization, also adding more street trees and pedestrian walkways. The project will replace deficient pavement, curb & gutter, sidewalk, medians, and stormwater infrastructure. An eight-foot wide sidewalk is also planned for the west side of Roe, pedestrian safety will be enhanced at crosswalks and intersections and will include gateway elements at both ends. The construction will take place in 2020, however the planning and visioning began in 2017 and continues through 2019. The total project budget is \$9.5 million with the 2019 Budget of \$595,421 for design and easement acquisition and \$8,169,767 budgeted for bidding and construction phase costs in 2020. Visioning and design expenses occurred in 2017 and 2018 respectively. Of the total budget, 67% is funded using CARS and Surface Transportation Grants, 31% is being funded with TIF resources and the remaining 2% will be paid from local sales taxes.

Stormwater Improvements

- **2020 Stormwater Maintenance – 57th & Roeland Drive:** This project will remove deteriorated corrugated metal pipe and inlets, and replace with reinforced concrete, the new standard. Construction is slated to take place in 2020 with design occurring in 2019. Total project budget is \$250,000 with \$30,000 in design work taking place in 2019 and \$220,000 for construction in 2020. Funding is from the Special Infrastructure Fund.

Parks and Recreation Improvements

- **R Park Phase 1 Improvements:** This project will add a permanent restroom with some storage and a shelter for seating for 40 to 60 people. Accessible parking will be added near the restroom and a paved sidewalk connecting the parking area to the new shelter added. Design commenced in 2019, construction will commence in 2020, the total project cost is \$1,006,000. Funding will come from the Special Infrastructure Fund and Bond Proceeds.
- **R Park Phase 2 Improvements:** This project will complete grading for a small soccer field and possibly additional parking along the perimeter of the site. Total project cost is \$481,000 with design costs of \$48,000 in 2020 and construction of \$433,000 in 2021. This project may be combined with Phase 1 if design is complete and resources are available for construction in 2020. Funding is from the Special Infrastructure Fund.
- **Community Center Drainage and Parking Lot Improvements:** This project will address storm drainage problems around the Community Center along with repairing and resurfacing the parking and curbing at the facility. Total project budget is \$340,000 with design and construction anticipated occurring in 2020. Funding provided by the Community Center Fund.
- **Aquatic Center Renovation:** The project will see the removal of the existing kiddie pool, vortex pool, and slides and the addition of a new tube slide, splash ground, shade structures, zero depth area amenities, interior/exterior building renovations including men's locker room privacy improvements. Design began in 2019 with \$100,000 allocated to engineering. Construction will commence following the 2020 season, to be completed before the start of the 2021 season; a construction budget of \$1,640,000. Funding provided through bonds and the Special Infrastructure Fund.

City Hall and Public Works Facility Improvements

- **Relocate Public Works Department:** This project is driven by plans to redevelop the land currently

home to the Public Works Facility. Proceeds from the sale of the site will more than cover the cost of a new public works facility. A budget of \$1.3 million has been established, funds will be accounted for in the Equipment and Building Reserve Fund. Once a new facility/land is located, the City will allocate the funds necessary to make a purchase. This is currently not included in the 2020 budget but will likely be adjusted during mid-year projections.

- **City Hall ADA Compliance and Parking Lot Resurfacing:** Modifications on the 1st floor and 3rd floor of City hall to address ADA compliance issues will be completed inside the building with a budget of \$23,000. Resurfacing the parking lot and addressing ADA accessible route conditions has a budget of \$40,000. Funding provided by the TIF 2 Fund.

City of Roeland Park, Kansas

Capital Improvement Plan

2019 thru 2023

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Aquatic Center								
Aquatics Center - Undesignated Annual Maintenance	16-Aqua-002	8	0	31,907	33,502	35,000	35,000	135,409
Repaint Main Pool	17-Aqua-003	4					80,800	80,800
Bulkhead Repair	17-Aqua-004	7	28,479					28,479
Diving Board Replacement	18-Aqua-003	7	5,000					5,000
Paint and concrete repairs-diving, slide,vortex	19-Aqua-001	8	5,525					5,525
Covert pump house to LED lighting	19-Aqua-002	6	2,335					2,335
Climbing Wall	19-Aqua-003	7	10,825					10,825
Pool deck concrete improvements	19-Aqua-004	7	27,432					27,432
Replace Electrical Conduit Supports in Pump House	19-Aqua-005	9	2,863					2,863
Paiting Lobby and Restrooms	19-Aqua-006	5	10,000					10,000
Pump and Pool House Maintenance	19-Aqua-007	9	9,000					9,000
ADA Accessibility Improvements - Parking & Walkway	19-Aqua-008	7	20,000					20,000
Remove Dome Lighting Ballasts and Equipment	19-Aqua-009	9	1,000					1,000
West Pool Wall Repair	19-Aqua-010	8	7,825					7,825
RPAC Improvements	20-Aqua-001	7	100,000	795,000	745,000			1,640,000
Recreation Management Software	21-Aqua-001	8			10,000			10,000
Men's Locker Room Privacy Improvements	22-Aqua-003	6		99,000				99,000
Aquatic Center Total			230,284	925,907	788,502	35,000	115,800	2,095,493
City Hall								
City Hall Hot Water Heater	19-CH-001	5					1,000	1,000
Comprehensive Plan Update	19-CH-002	7	65,000					65,000
City Hall Computer Networking (routers)	19-CH-003	7	8,000					8,000
City Hall Computer Replacement	19-CH-004	6	3,200	800	800	2,400	3,200	10,400
Chair Rail - Large Meeting Room	19-CH-005	6	1,000					1,000
City Hall Office Furniture Replacement	19-CH-006	6	2,500	2,850				5,350
Upgrade Building Automation System	19-CH-007	7	16,000					16,000
City Hall - ADA Restroom Improvements	20-CH-002	7			65,100			65,100
City Hall - ADA 3rd floor Improvements	20-CH-003	6		14,040				14,040
City Hall - ADA First Floor Police Improvements	20-CH-004	7		8,800				8,800
City Hall - Roof Replacement	21-CH-001	6			50,000			50,000
City Hall Exterior Lighting	21-CH-002	5			7,000			7,000
City Hall Parking Lot Resurfacing	22-CH-001	6		40,000				40,000
City Hall Total			95,700	66,490	122,900	2,400	4,200	291,690
Community Center								
Replace all T-12 Light Fixtures with LEDs	17-CCTr-003	6	20,000	10,000	10,000			40,000
Room 3 Air Handler/Furnace - 3 ton	18-CCTr-002	7	3,000					3,000
Room 3 Condenser Unit	18-CCTr-003	7	3,200					3,200
West Hallway Air Handler	18-CCTr-004	7	5,000					5,000
Strength Training Condenser Unit - 3 Ton	18-CCTr-005	6	3,200					3,200
Repair Floor in Neighbors Place Room	19-CCTr-001	6	4,000					4,000
Repair Floor - Main Hallway	19-CCTr-002	6	4,000					4,000
Room 6 Condenser Unit - 4 Ton	19-CCTr-003	6		4,500				4,500

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Room 6 - Flooring replacement	19-CCtr-004	7	10,000					10,000
Round Table Replacement	19-CCtr-006	n/a	3,000					3,000
Gazebo Roof	20-CCtr-001	5		3,000				3,000
East Hallway Air Handler	20-CCtr-003	5	5,000					5,000
Community Center- Parking Resurfacing/Restriping	20-CCtr-004	8		182,000				182,000
Community Center Drainage Improvements	20-CCtr-005	7		158,000				158,000
Chair and Chair Rack Replacement	20-CCtr-006	n/a		6,500				6,500
Drinking Fountain Waste Vent Line Repair	21-CCtr-001	5			2,000			2,000
Replace 8-foot rectangle tables	21-CCtr-003	n/a			10,000			10,000
Roof Vent Fan	22-CCtr-002	5				2,000		2,000
West Hallway Condenser Unit - 7.5 Ton	24-CCtr-001	5	8,000					8,000
East Hallway Condenser Unit - 5 Ton	33-CCtr-001	5	7,000					7,000
Community Center Total			75,400	364,000	22,000	2,000		463,400

Neighborhood Services

Building Inspection Vehicle	22-NS-001	n/a				26,000		26,000
Neighborhood Services Total						26,000		26,000

Parks and Recreation

Park Maintenance/Improvements	16-Park-001	7	20,000	21,000	22,000	23,000	24,000	110,000
Shade Structures for City Parks	18-Park-001	7	42,189					42,189
Historical Markers/Interpretive Signage	19-Park-001	5	30,000					30,000
Roe House Play Structure	19-Park-002	3	10,000					10,000
Nall Park Benches, tables and receptacles	19-Park-003	7	34,000					34,000
R Park Development Plan Phase 1	20-Park-003	6	118,504	887,496				1,006,000
Disc Golf Course (short 9 basket course)	21-Park-001	4			13,500			13,500
R Park Traffic Garden - Alternate	21-Park-002	3			77,250			77,250
R Park Development Plan Phase 2	23-Park-002	5		48,100	432,910			481,010
R Park Development Plan Phase 3	25-Park-004	6				282,450		282,450
Parks and Recreation Total			254,693	956,596	545,660	305,450	24,000	2,086,399

Police Department

Body Cameras	16-Pol-004	n/a	1,000	1,000	1,000	1,000	1,000	5,000
Guns	16-Pol-006	n/a					5,000	5,000
Radar	16-Pol-007	n/a		5,000		5,000		10,000
AED Replacement	18-Pol-001	n/a					8,500	8,500
Police IT Equipment/Computers	18-Pol-003	n/a	6,120	6,242	6,367	6,495	6,624	31,848
Police Radio Replacement	18-Pol-004	n/a	5,000		100,000			105,000
Police In-Car Computers	19-Pol-001	n/a	12,000	12,000		4,000		28,000
Tasers	19-Pol-002	n/a	7,200					7,200
Vehicle Emergency Equipment	19-Pol-003	n/a	4,000			8,000		12,000
Harley Davidson Patrol Motorcycle	19-Pol-004	n/a	30,000					30,000
Police Bicycles	19-Pol-006	5		4,000				4,000
Police: Ford Fusion - Travel -Special use.	22-Pol-001	n/a				26,000		26,000
Police Detective Vehicle - Ford Taurus	22-Pol-002	n/a				26,000		26,000
Police In-Car Video	22-Pol-003	n/a	5,000			25,000		30,000
Police Vehicle: Ford Explorer with Equipment	23-Pol-004	n/a					25,000	25,000
Police Department Total			70,320	28,242	107,367	101,495	46,124	353,548

Public Works

In-House and Contract Street Maintenance	16-PW-013	7	160,000	160,000	160,000	160,000	160,000	800,000
Contracted Street Maintenance	16-PW-014	7	210,000	210,000	210,000	210,000	210,000	1,050,000
Wayfinding Signs for RP (3 yr program)	17-PW-001	n/a	12,500	12,500				25,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Stormwater: Network Inspection/Condition Rating	17-PW-002	7	20,000	20,000	20,000			60,000
2018 CARS - Roe Lane (Roe Blvd. to N. City Limits)	17-PW-010	7	231,824					231,824
2019 CDBG El Monte Mill and Overlay	19-PW-004	6	174,000					174,000
2019 Residential Street Recon - Rosewood	19-PW-005	7	534,927					534,927
Paint Striping Machine	19-PW-006	n/a	5,200					5,200
Bike Lane Striping - 47th St. Mission to Fontana	19-PW-007	4	0					0
2019 CARS Project 50th Terrace: Roe Blvd - Cedar	19-PW-008	7	176,539					176,539
2020 Stormwater Maintenance - 57th & Roeland Dr	20-PW-007	6	30,000	220,000				250,000
2020 Roe Blvd (County Line to Johnson Drive)	20-PW-011	7	595,421	8,169,767				8,765,188
Pavement Evaluation of Street Network	20-PW-020	5			10,000			10,000
Annual Sidewalk Repair & Replacement Ph. 1-3	21-PW-001	8	25,000	25,000	25,000	25,000	25,000	125,000
Annual Sidewalk Extension Project Ph 1-4	21-PW-002	6		50,000	50,000	50,000	50,000	200,000
#106 - 2007 F350 OneTon Flatbed Truck Replacement	21-PW-003	n/a			45,000			45,000
#413 - 2007 Western Snow Plow	21-PW-004	n/a			8,000			8,000
#409 - Vbox Spreader Replacement	21-PW-005	n/a			8,000			8,000
2021 Residential Street Reconstruction-Reinhardt	21-PW-006	7		112,038	1,017,674			1,129,712
Street Light Replacement	21-PW-007	n/a			45,000	45,000	45,000	135,000
2022 CARS Johnson Drive Roe west to City Limits	22-PW-001	8			4,500	43,800		48,300
2022 CARS - 53rd: Mission to Reinhardt	22-PW-003	6			9,000	54,000		63,000
2022 CARS - Nall Ave. (51st to 58th)	22-PW-009	6			106,000	840,000		946,000
2023 CARS - 55th St, between SMPKWY & Roe Blvd	23-PW-003	8				18,000	135,500	153,500
#203 - 2003 Skidsteer Case 85XT	23-PW-005	n/a					55,000	55,000
#301 - 2013 Grasshopper Mower	23-PW-006	5					15,000	15,000
2023 CARS: Elledge between Roe Ln & 47th Street	23-PW-008	5				140,000	1,243,820	1,383,820
#417 - 2002 Coleman Tiller Attachment	23-PW-009	n/a					5,000	5,000
#418 - 2003 Grapple Bucket Attachment	23-PW-010	n/a			3,000			3,000
#419 - 2007 Water Buffalo On Trailer	23-PW-011	n/a	6,500					6,500
2023 Residential Street Recon - Canterbury Street	23-PW-015	6				100,000	895,186	995,186
2024 CARS - Mission Rd. (47th St. to 53rd St.)	24-PW-004	6					9,500	9,500
Public Works Total			2,181,911	8,979,305	1,721,174	1,685,800	2,849,006	17,417,196
GRAND TOTAL			2,908,308	11,320,540	3,307,603	2,158,145	3,039,130	22,733,726

City of Roeland Park, Kansas

Capital Improvement Plan

2019 thru 2023

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
101 General Overhead								
Comprehensive Plan Update	19-CH-002	7	65,000					65,000
101 General Overhead Total			65,000					65,000
106 Public Works								
Contracted Street Maintenance	16-PW-014	7	210,000	210,000	210,000	210,000	210,000	1,050,000
106 Public Works Total			210,000	210,000	210,000	210,000	210,000	1,050,000
220 Aquatic Center Fund								
Aquatics Center - Undesignated Annual Maintenance	16-Aqua-002	8		31,907	33,502	35,000	35,000	135,409
Repaint Main Pool	17-Aqua-003	4					80,800	80,800
Bulkhead Repair	17-Aqua-004	7	28,479					28,479
Diving Board Replacement	18-Aqua-003	7	5,000					5,000
Paint and concrete repairs-diving, slide,vortex	19-Aqua-001	8	5,525					5,525
Covert pump house to LED lighting	19-Aqua-002	6	2,335					2,335
Climbing Wall	19-Aqua-003	7	10,825					10,825
Pool deck concrete improvements	19-Aqua-004	7	27,432					27,432
Replace Electrical Conduit Supports in Pump House	19-Aqua-005	9	2,863					2,863
Painting Lobby and Restrooms	19-Aqua-006	5	10,000					10,000
Pump and Pool House Maintenance	19-Aqua-007	9	9,000					9,000
ADA Accessibility Improvements - Parking & Walkway	19-Aqua-008	7	20,000					20,000
Remove Dome Lighting Ballasts and Equipment	19-Aqua-009	9	1,000					1,000
West Pool Wall Repair	19-Aqua-010	8	7,825					7,825
Recreation Management Software	21-Aqua-001	8			10,000			10,000
Men's Locker Room Privacy Improvements	22-Aqua-003	6		99,000				99,000
220 Aquatic Center Fund Total			130,284	130,907	43,502	35,000	115,800	455,493
270 Sp. Streets								
2018 CARS - Roe Lane (Roe Blvd. to N. City Limits)	17-PW-010	7	73,292					73,292
2019 Residential Street Recon - Rosewood	19-PW-005	7	534,927					534,927
2019 CARS Project 50th Terrace: Roe Blvd - Cedar	19-PW-008	7	79,333					79,333
2020 Roe Blvd (County Line to Johnson Drive)	20-PW-011	7	0					0
Annual Sidewalk Repair & Replacement Ph. 1-3	21-PW-001	8	25,000	25,000	25,000	25,000	25,000	125,000
Annual Sidewalk Extension Project Ph 1-4	21-PW-002	6		50,000	50,000	50,000	50,000	200,000
2021 Residential Street Reconstruction-Reinhardt	21-PW-006	7		112,038	1,017,674			1,129,712
Street Light Replacement	21-PW-007	n/a			45,000	45,000	45,000	135,000
2022 CARS Johnson Drive Roe west to City Limits	22-PW-001	8			4,500	21,900		26,400
2022 CARS - 53rd: Mission to Reinhardt	22-PW-003	6			9,000	27,000		36,000
2022 CARS - Nall Ave. (51st to 58th)	22-PW-009	6			106,000	420,000		526,000
2023 CARS - 55th St, between SMPKWY & Roe Blvd	23-PW-003	8				18,000	67,750	85,750
2023 CARS: Elledge between Roe Ln & 47th Street	23-PW-008	5				140,000	621,910	761,910

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
2023 Residential Street Recon - Canterbury Street	23-PW-015	6				100,000	895,186	995,186
2024 CARS - Mission Rd. (47th St. to 53rd St.)	24-PW-004	6					9,500	9,500
270 Sp. Streets Total			712,552	187,038	1,257,174	846,900	1,714,346	4,718,010

290 Community Center

Replace all T-12 Light Fixtures with LEDs	17-CCtr-003	6	20,000	10,000	10,000			40,000
Room 3 Air Handler/Furnace - 3 ton	18-CCtr-002	7	3,000					3,000
Room 3 Condenser Unit	18-CCtr-003	7	3,200					3,200
West Hallway Air Handler	18-CCtr-004	7	5,000					5,000
Strength Training Condenser Unit - 3 Ton	18-CCtr-005	6	3,200					3,200
Repair Floor in Neighbors Place Room	19-CCtr-001	6	4,000					4,000
Repair Floor - Main Hallway	19-CCtr-002	6	4,000					4,000
Room 6 Condenser Unit - 4 Ton	19-CCtr-003	6		4,500				4,500
Room 6 - Flooring replacement	19-CCtr-004	7	10,000					10,000
Round Table Replacement	19-CCtr-006	n/a	3,000					3,000
Gazebo Roof	20-CCtr-001	5		3,000				3,000
East Hallway Air Handler	20-CCtr-003	5	5,000					5,000
Community Center- Parking Resurfacing/Restriping	20-CCtr-004	8		182,000				182,000
Community Center Drainage Improvements	20-CCtr-005	7		158,000				158,000
Chair and Chair Rack Replacement	20-CCtr-006	n/a		6,500				6,500
Drinking Fountain Waste Vent Line Repair	21-CCtr-001	5			2,000			2,000
Replace 8-foot rectangle tables	21-CCtr-003	n/a			10,000			10,000
Roof Vent Fan	22-CCtr-002	5				2,000		2,000
West Hallway Condenser Unit - 7.5 Ton	24-CCtr-001	5	8,000					8,000
East Hallway Condenser Unit - 5 Ton	33-CCtr-001	5	7,000					7,000
290 Community Center Total			75,400	364,000	22,000	2,000		463,400

300 Special Infrastructure

Park Maintenance/Improvements	16-Park-001	7	20,000	21,000	22,000	23,000	24,000	110,000
In-House and Contract Street Maintenance	16-PW-013	7	160,000	160,000	160,000	160,000	160,000	800,000
Stormwater: Network Inspection/Condition Rating	17-PW-002	7	20,000	20,000	20,000			60,000
Shade Structures for City Parks	18-Park-001	7	42,189					42,189
Roe House Play Structure	19-Park-002	3	10,000					10,000
Nall Park Benches, tables and receptacles	19-Park-003	7	34,000					34,000
2019 CDBG El Monte Mill and Overlay	19-PW-004	6	30,000					30,000
Bike Lane Striping - 47th St. Mission to Fontana	19-PW-007	4	0					0
RPAC Improvements	20-Aqua-001	7	100,000		377,496			477,496
R Park Development Plan Phase 1	20-Park-003	6	118,504					118,504
2020 Stormwater Maintenance - 57th & Roeland Dr	20-PW-007	6	30,000	220,000				250,000
Pavement Evaluation of Street Network	20-PW-020	5			10,000			10,000
Disc Golf Course (short 9 basket course)	21-Park-001	4			13,500			13,500
R Park Traffic Garden - Alternate	21-Park-002	3			77,250			77,250
R Park Development Plan Phase 2	23-Park-002	5		48,100	432,910			481,010
R Park Development Plan Phase 3	25-Park-004	6				282,450		282,450
300 Special Infrastructure Total			564,693	469,100	1,113,156	465,450	184,000	2,796,399

360 Equipment Reserve

Aquatics Center - Undesignated Annual Maintenance	16-Aqua-002	8	0					0
Body Cameras	16-Pol-004	n/a	1,000	1,000	1,000	1,000	1,000	5,000
Guns	16-Pol-006	n/a					5,000	5,000
Radar	16-Pol-007	n/a		5,000		5,000		10,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
Wayfinding Signs for RP (3 yr program)	17-PW-001	n/a	12,500	12,500				25,000
AED Replacement	18-Pol-001	n/a					8,500	8,500
Police IT Equipment/Computers	18-Pol-003	n/a	6,120	6,242	6,367	6,495	6,624	31,848
Police Radio Replacement	18-Pol-004	n/a	5,000		100,000			105,000
City Hall Hot Water Heater	19-CH-001	5					1,000	1,000
City Hall Computer Networking (routers)	19-CH-003	7	8,000					8,000
City Hall Computer Replacement	19-CH-004	6	3,200	800	800	2,400	3,200	10,400
Chair Rail - Large Meeting Room	19-CH-005	6	1,000					1,000
City Hall Office Furniture Replacement	19-CH-006	6	2,500	2,850				5,350
Upgrade Building Automation System	19-CH-007	7	16,000					16,000
Historical Markers/Interpretive Signage	19-Park-001	5	30,000					30,000
Police In-Car Computers	19-Pol-001	n/a	12,000	12,000		4,000		28,000
Tasers	19-Pol-002	n/a	7,200					7,200
Vehicle Emergency Equipment	19-Pol-003	n/a	4,000			8,000		12,000
Harley Davidson Patrol Motorcycle	19-Pol-004	n/a	30,000					30,000
Police Bicycles	19-Pol-006	5		4,000				4,000
Paint Stripping Machine	19-PW-006	n/a	5,200					5,200
#106 - 2007 F350 OneTon Flatbed Truck Replacement	21-PW-003	n/a			45,000			45,000
#413 - 2007 Western Snow Plow	21-PW-004	n/a			8,000			8,000
#409 - Vbox Spreader Replacement	21-PW-005	n/a			8,000			8,000
Building Inspection Vehicle	22-NS-001	n/a				26,000		26,000
Police: Ford Fusion - Travel -Special use.	22-Pol-001	n/a				26,000		26,000
Police Detective Vehicle - Ford Taurus	22-Pol-002	n/a				26,000		26,000
Police In-Car Video	22-Pol-003	n/a	5,000			25,000		30,000
Police Vehicle: Ford Explorer with Equipment	23-Pol-004	n/a					25,000	25,000
#203 - 2003 Skidsteer Case 85XT	23-PW-005	n/a					55,000	55,000
#301 - 2013 Grasshopper Mower	23-PW-006	5					15,000	15,000
#417 - 2002 Coleman Tiller Attachment	23-PW-009	n/a					5,000	5,000
#418 - 2003 Grapple Bucket Attachment	23-PW-010	n/a			3,000			3,000
#419 - 2007 Water Buffalo On Trailer	23-PW-011	n/a	6,500					6,500

360 Equipment Reserve Total

155,220	44,392	172,167	129,895	125,324	626,998
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370 TIF 1

2019 CARS Project 50th Terrace: Roe Blvd - Cedar	19-PW-008	7	18,043					18,043
2020 Roe Blvd (County Line to Johnson Drive)	20-PW-011	7	519,234	1,849,192				2,368,426

370 TIF 1 Total

537,277	1,849,192	2,386,469
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450 TIF 2

City Hall - ADA Restroom Improvements	20-CH-002	7			65,100			65,100
City Hall - ADA 3rd floor Improvements	20-CH-003	6		14,040				14,040
City Hall - ADA First Floor Police Improvements	20-CH-004	7		8,800				8,800
2020 Roe Blvd (County Line to Johnson Drive)	20-PW-011	7	76,187					76,187
City Hall - Roof Replacement	21-CH-001	6			50,000			50,000
City Hall Exterior Lighting	21-CH-002	5			7,000			7,000
City Hall Parking Lot Resurfacing	22-CH-001	6		40,000				40,000

450 TIF 2 Total

76,187	62,840	122,100	261,127
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Bonds

RPAC Improvements	20-Aqua-001	7		795,000	367,504			1,162,504
R Park Development Plan Phase 1	20-Park-003	6		837,496				837,496

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
Bonds Total				1,632,496	367,504			2,000,000
CARS								
2018 CARS - Roe Lane (Roe Blvd. to N. City Limits)	17-PW-010	7	94,152					94,152
2019 CARS Project 50th Terrace: Roe Blvd - Cedar	19-PW-008	7	79,163					79,163
2020 Roe Blvd (County Line to Johnson Drive)	20-PW-011	7		1,658,075				1,658,075
2022 CARS Johnson Drive Roe west to City Limits	22-PW-001	8				21,900		21,900
2022 CARS - 53rd: Mission to Reinhardt	22-PW-003	6				27,000		27,000
2022 CARS - Nall Ave. (51st to 58th)	22-PW-009	6				420,000		420,000
2023 CARS - 55th St, between SMPKWY & Roe Blvd	23-PW-003	8					67,750	67,750
2023 CARS: Elledge between Roe Ln & 47th Street	23-PW-008	5					621,910	621,910
CARS Total			173,315	1,658,075		468,900	689,660	2,989,950
CDBG								
2019 CDBG El Monte Mill and Overlay	19-PW-004	6	144,000					144,000
CDBG Total			144,000					144,000
Other Sources								
2018 CARS - Roe Lane (Roe Blvd. to N. City Limits)	17-PW-010	7	64,380					64,380
R Park Development Plan Phase 1	20-Park-003	6		50,000				50,000
Other Sources Total			64,380	50,000				114,380
STP								
2020 Roe Blvd (County Line to Johnson Drive)	20-PW-011	7		4,662,500				4,662,500
STP Total				4,662,500				4,662,500
GRAND TOTAL			2,908,308	11,320,540	3,307,603	2,158,145	3,039,130	22,733,726

Appendix A: 2020 Organizational Goals and Objectives



Carpenter Park in the Fall



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: \$1,000 **Account 5253.101 Public Relations**

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: \$1,000 **Account 5262.106 Grounds Maintenance**

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 5315.360 Machinery & Equipment; 5308.102 Clothing and Uniforms**

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: \$11,000 **Account- Cost would be reflected in part time or overtime**

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

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

Objectives:

1. Consider a Green Traffic Garden in Concert With Phase 1 or Phase 2 of the R Park Development Plan

Justification: A Green Traffic Garden at R Park would provide year-round youth development cycling programs focused on introducing youth from our diverse community to bicycling, healthy living, bicycle maintenance, road safety awareness and the importance of working toward individual goals. It adds to the Community for All Ages plan by teaching residents bike safety so that they can utilize the new bike/pedestrian paths that Roe 2020 will bring to our community as well as contributing to achieving Community for All Ages Gold Status.

Inspired by Copenhagen's Trafiklegepladsen (traffic playground), a green traffic garden offers parents and cycling instructors' a safe place to teach children and adults the basics of riding a bicycle in a safe environment for learning the rules of the road while immersed in a garden of shrubs, flowers, trees, grasses, berms and decorative ground cover.

A green traffic garden at R Park would create green space out of the northern portion of the old asphalt playground in keeping with the Phase 1 R Park Improvement Plan. The miniature streets including traffic signals and other road signs would provide a riding circuit that demonstrates a variety of

roadway scenarios. Instructors can build basic learn-to-ride skills such as bike handling, braking, familiarity with roadway markings and signage, and skills related to operating a bicycle in and adjacent to traffic.

A green traffic garden at R Park would provide for an expansion of green space and planting varieties within the park while also offering an amenity which is interactive with nature and educational. The amenity provides a safe, thoughtfully designed teaching environment, and provides a drop-in place for people to use on their own, while promoting healthy lifestyles.





Some possible grant opportunities and assistance from the following organization to assist in the cost of the project:

- The Kansas City Native Plant Initiative—assistance with design/cost/community install (possibly youth organizations).
- The Sunderland Foundation –for assistance with and concrete work.
- Bike/Walk KC—planning and implementation.

Cost Estimate: **\$75,000 Account- To be contemplated in developing the Capital Improvement Plan, programming beyond year 2020.**

Completion Date: Possibly in Concert with Phase 1 or Phase 2 of the R Park Development Plan

Responsible Party: Public Works Director, Parks & Trees Committee and Sustainability Committee

Submitted By: Jen Hill

Appendix B: Staffing Detail with History



Annual Easter Egg Hunt in R Park



Roeland Park Personnel Schedule – Full Time Equivalents

Police Department

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	*2019 ACTUAL	2020 ADOPTED
Chief	1	1	1	1	1	1
Deputy Chief	0	1	0	0	0	0
Sergeant	3	3	3	3	3	3
Master Patrol Officer	2	1	1	1	0	0
Detective	1	1	1	1	1	1
Corporal	2	2	2	2	3	3
Officer	6.4	6.4	6.5	6.5	7.5	7.5
Police Clerk	1	1	1	1	1	1
Total	16.4	16.4	15.5	15.5	16.5	16.5

*A School Resource Officer position was added following the adoption of the 2019 budget.

Public Works

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED
Director	1	1	1	1	1	1
PW Superintendent	0	1	1	1	1	1
Shop Foreman	1	0	0	0	0	0
Equipment Operator	5	5	5	5	5	5
Summer Laborer	0.4	0.6	0	0	0	0
Engineering Intern	0	0	0	0	.23	.23
Total	7.4	7.6	7	7	7.23	7.23

Parks & Recreation

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	*2019 ACTUAL	2020 ADOPTED
Parks & Recreation Superintendent	0	0	0	0	0	1
Facility Maintenance Supervisor	0	0	0	0	1	1
Community Center Attendants	0	0	0	0	.9	.9
Total	0	0	0	0	1.9	2.9

*The Facility Maintenance Supervisor and part time Community Center Attendants transferred from Johnson County Parks and Recreation employment to City employment following the adoption of the 2019 budget.

Administration

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED
City Administrator	1	1	1	1	1	1
Asst. City Administrator/Finance Director	0	1	1	1	1	1
City Clerk	1	1	1	1	1	1
Deputy City Clerk	1	0	0	0	0	0
Administrative Assistant	1	1	1	1	1	1
City Treasurer	0.05	0	0	0	0	0
Intern	0.4	0.4	0.4	0.4	0.4	.4
Total	4.45	4.4	4.4	4.4	4.4	4.4

Municipal Court

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED
Court Clerk	1	1	1	1	1	1
Judge	0.1	0.1	0.1	0.1	0.1	0.1
Prosecutor	0.1	0.1	0.1	0.1	0.1	0.1
Total	1.2	1.2	1.2	1.2	1.2	1.2

Neighborhood Services

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED
Building Inspector	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1
Total	2	2	2	2	2	2

Governing Body

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED
Mayor	0.3	0.3	0.3	0.3	0.3	0.3
Council	1.6	1.6	1.6	1.6	1.6	1.6
Total	1.9	1.9	1.9	1.9	1.9	1.9

POSITION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED
Grand Total	33.35	33.5	32	32	35.13	36.13

Following adoption of the 2019 budget, the Facility Maintenance Supervisor and part time Community Center Attendants were transitioned from Johnson County Parks and Recreation (JCPRD) employees to City employees. The combined City and JCPRD staffing level at the Community Center remained the same. A School Resource Officer (SRO) was also added in 2019 subsequent to budget adoption through a partnership with Bishop Miege and St. Agnes Schools. The only change to staffing levels from FY 2019 to the Adopted 2020 Budget is the addition of a full time Parks and Recreation Superintendent. This position will be supervised by the Public Works Director and provide supervision to the Facility Maintenance Supervisor and Attendants at the Community Center. The position will also work closely with Midwest Pool Management in oversight of the Aquatic Center during 2020 as the City prepares to assume the managing role of the Aquatic Facility in 2021.

Item Number: Unfinished Business- VI.-F.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 12/5/2019
Submitted By: Keith Moody
Committee/Department:
Title: **Approve Purchase of Replacement Tables for Community Center**
Item Type: Other

Recommendation:

Staff recommends purchasing 10 new 60" round tables along with two table trucks for the Community Center.

Details:

The current tables are 10+ years old and rapidly approaching the end of their lifespan. Two of the round tables at RPCC were taken out of service due to concerns with their structural integrity. A third table is also quickly approaching the end of its lifespan. While researching new tables for purchase at RPCC, staff visited three different rental facilities. The facilities visited included: Matt Ross Community Center, The Johnson County Arts and Heritage Center, and Meadowbrook Park Clubhouse. Each of these three facilities use tables from Southern Aluminum with variations on the surface finishes.

- One of our primary concerns in a rental facility is durability. The facilities visited indicated these tables have held up well over time. The Meadowbrook Park Clubhouse has only been using the tables for a few months but The Johnson County Arts and Heritage Center has had them in service for 2+ years and we noticed very little wear and tear. It's unclear how long the Matt Ross Community Center has had these tables but I believe they had the same ones for the 9+ years JCPRD has had offices in that facility. Staff feels that with so many facilities opting to use this product is a good indication of the products quality.
- Another important factor to consider with these units is that they are roughly 10 pounds per table lighter than the round tables we are currently using. The lighter tables will reduce the physical strain on staff while completing setups (often set up occurs by one attendant). It should also reduce the wear and tear on the tables themselves because staff will be able to maneuver them more easily.
- The tables quoted are a smooth, flat top surface making them easier to clean than the rough,

plastic tops of our current round tables.

- The look of these tables will modernize the facility and is in keeping with the recommendations SFS has presented in their Community Center design study. The tops have a light tan maple wood design, the frames are black.

In our searches we looked at various replacement options. Other than the tables described above, the options we found were all similar to the make, weight, etc of our current units. We'd like to get away from this for the above mentioned reasons. With all this taken in to account, we feel the tables from Southern Aluminum best meet with our needs. The price quote is attached.

In addition to the tables, we would need to purchase two table trucks to move the tables in and out of the facility. The existing table carts would not accommodate these tables. Two table trucks are included in the price.

SFS has suggested a wood-grained table top which integrates with the interior design material and color pallet developed in concert with the Community Center Interior and Exterior Design project just completed. An image of the table top is attached.

Financial Impact

Amount of Request: \$7,608	
Budgeted Item?	Budgeted Amount: \$3,000
Line Item Code/Description: 5425.290 - Other Capital Outlay	

Additional Information

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Southern Aluminum Price Quote	Exhibit
<input type="checkbox"/> Picture of Table Top Finish	Exhibit
<input type="checkbox"/> Picture of Table with Unfinished Top	Cover Memo
<input type="checkbox"/> Interior Finishes Pallet from Community Center Design Project	Cover Memo



PO Box 884
Magnolia, AR 71754
800-221-0408
F: 870-234-2823
www.southernaluminum.com

Quotation

Quote Number: 47116

Sales Person: Stacie Brice

sbrice@southernaluminum.com

Date: 11/12/2019

Expires: 12/31/2019

Quotation Prepared For: ROELPK

City of Roeland Park
David Mootz
4850 Rosewood Drive
Roeland Park KS 66205
USA

Phone: (913) 742-7007
dmootz@roelandpark.org

Ship To: ROELAND

City of Roeland Park
4850 Rosewood Drive
Roeland Park KS 66205

Freight Carrier: Best Way

Line	Part Number	Description	Quantity	Unit Price	Net Price
1	D6ORFVHL-K		10	\$588.00	\$5,880.00
		60" Banquet Round Linenless iDesign H Leg - Black			
		Manitoba Maple WA7911-60 S			
2	TT306GHD-P		2	\$619.00	\$1,238.00
		30" x 72" GHD Table Truck			

This quote is valid for 90 days. Freight estimate is valid for 30 days and is for Dock to Dock delivery. New customers are required to prepay their first order in full by check or credit card. After prepaying your first order, you may request Net 30 terms by submitting a credit application.

Southern Aluminum collects sales tax in states with a physical presence (nexus). If we do not collect sales tax from you, you may owe sales tax on your purchase.

Freight charges are subject to change at time of invoicing.

Subtotal: \$7,118.00

Estimated Freight: \$490.00

Quote Total: \$7,608.00

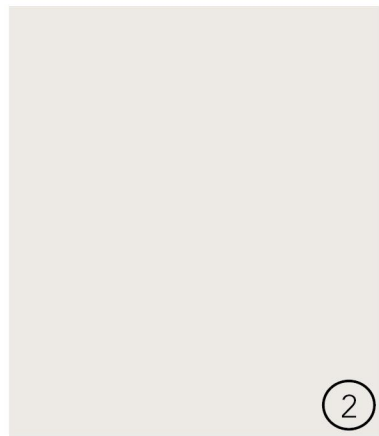
Prepared by: jreeves

Page: 1 of 1





CEILING BAFFLES



INTERIOR PAINTS

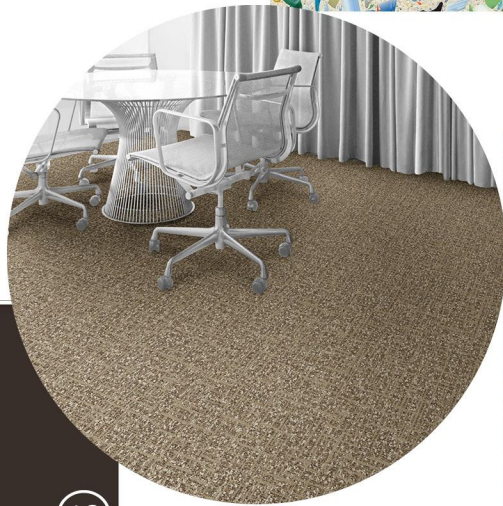
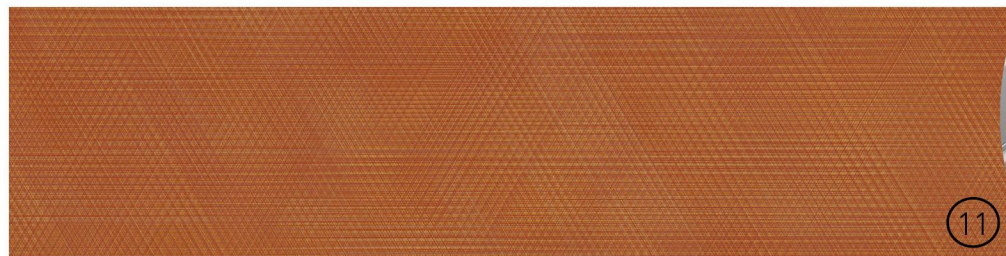


INTERIOR MATERIAL LEGEND

1. ARMSTRONG CEILINGS, WOODWORKS GRILLE, MAPLE
2. SHERWIN-WILLIAMS, SNOWBOUND
3. SHERWIN-WILLIAMS, JUNE BERRY
4. SHERWIN-WILLIAMS, LUAU GREEN
5. SHERWIN-WILLIAMS, AQUARIUM
6. SHERWIN-WILLIAMS, LIMON FRESCO
7. SHERWIN-WILLIAMS, ROCKWEED
8. VETRAZZO COUNTERTOPS, MILLEFIORE
9. BALTIC BIRCH CASEWORK
10. INTERFACE LVT, DRAWN LINES, TOPAZ
11. INTERFACE LVT, DRAWN LINES, AMBER
12. ROPPE RUBBER BASE, 110 BROWN
13. INTERFACE CARPET, WW890 SISAL DOBBY
14. ROPPE, TUFLEX SPARTUS, DUSK
15. INTERFACE CARPET, SR699 DARK BROWN
16. SHAW CONTRACT LVT, GRAIN, BARE



CASEWORK



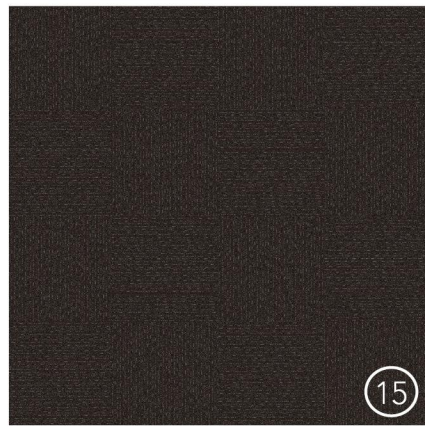
RUBBER BASE



OFFICE CARPET



FITNESS CENTER FLOOR



WALK-OFF CARPET



LVT FLOORING

Item Number: Unfinished Business- VI.-G.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date: 11/14/2019
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Agreement with Mission Concerning Terms of Annexation**
Item Type: Agreement

Recommendation:

Councilors Thompson and Kelly recommend the compensation terms related to the annexation as detailed in the attached agreement.

Details:

Councilors Thompson and Kelly met with representatives of Mission to arrive at agreeable terms of compensation related to the annexation of .7 acres from Mission to Roeland Park. A fee of \$64,602 is proposed, based upon the taxes that would potentially be generated from the improvements anticipated in the .7 acres over 18.5 years ($\$3,492 \times 18.5 = \$64,602$). The agreement provides for 2 equal annual payments occurring in June of 2020 and June of 2021. Roeland Park is also responsible for paying 50% of the signal (\$18,000 per year; notice sent to KCPL in October upon the annexation becoming final) and paying Mission's expenses associated with the de-annexation (estimated by Mission between \$1,500 and \$2,000). No funds are budgeted for the signal and half of the payment in 2020, the amounts will be incorporated into a 2020 Budget Amendment at around the same time that the 2021 budget is adopted (July 2020).

Financial Impact

Amount of Request: \$64,602 compensated over two years to Mission; \$18,000 per year paid to KCPL for 50% of signal	
Budgeted Item?	Budgeted Amount: N/A
Line Item Code/Description:	

Additional Information

The agreement has been approved by our City Attorney and Mission's City Administrator. If approved by Roeland Park, Mission's City Administrator has been authorized to sign the agreement in its current form.

ATTACHMENTS:

Description	Type
▢ Annexation Agreement Between Mission and Roeland Park	Cover Memo

AGREEMENT

This AGREEMENT ("**Agreement**"), dated as of [INSERT DATE], is between the City of Roeland Park, Kansas, a municipal corporation ("**Roeland Park**") and the City of Mission, Kansas, a municipal corporation ("**Mission**"), collectively referred to as the ("**Parties**").

BACKGROUND

WHEREAS, Mission excluded land from its corporate limits and city boundaries, as legally described in Exhibit A (the "**Land**"), on October 16, 2019, by ordinance in conformity with the provisions of K.S.A. 12-504 and K.S.A. 12-505; and

WHEREAS, Roeland Park annexed the Land into its corporate limits and city boundaries on October 16, 2019, by ordinance in conformity with the provisions of K.S.A. 12-520; and

WHEREAS, Roeland Park and Mission have been engaged in discussions regarding compensation associated with the exclusion and annexation of the Land; and

WHEREAS, Roeland Park and Mission dispute the fair value of compensation associated with the exclusion and annexation of the Land; and

WHEREAS, Roeland Park has agreed to compensate Mission in an amount based on eighteen and a half (18.5) years of estimated real property taxes and storm water fees that Mission would be collecting from the Land and Mission has agreed to accept such amount in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and other consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Roeland Park agrees to pay Mission SIXTY FOUR THOUSAND SIX HUNDRED AND TWO DOLLARS (\$64,602.00) for the exclusion and annexation of the Land. Mission agrees to accept said payment in two installments as follows:
 - a. One payment of THIRTY TWO THOUSAND THREE HUNDRED AND ONE DOLLARS (\$32,301.00) due and payable on June 30, 2020; and
 - b. One payment of THIRTY TWO THOUSAND THREE HUNDRED AND ONE DOLLARS (\$32,301.00) due and payable on June 30, 2021.
2. As additional consideration for the exclusion and annexation of the Land and from the date of this Agreement forward, Roeland Park shall pay Evergy, Inc. FIFTY PERCENT (50%) of the annual cost of the traffic signals at the intersection of Johnson Drive and Roe Boulevard (the "**Signal**"). Roeland Park will advise Evergy, Inc. of the terms of this Paragraph, and request future billing consistent

herewith. At no time may Roeland Park withdraw its agreement to pay for FIFTY PERCENT (50%) of the annual cost of the Signal without the written consent of Mission. Billing to Roeland Park shall be based on a commencement date of October 16, 2019.

3. Roeland Park shall assume commensurate decision-making authority over the Signal.
4. Roeland Park shall pay all costs associated with the exclusion and annexation of the Land, including the costs to prepare this Agreement.
5. This Agreement is the final and exclusive statement of the Parties' agreement on the matters contained in this Agreement. It supersedes all previous negotiations and agreements.
6. This Agreement is effective on the date the second party executes and delivers same to the other Party. Delivery may be made physically or by electronic mail.
7. By execution of this Agreement, Mission and Roeland Park warrant that this Agreement has been approved by its respective City Council.

In witness whereof, each Party has executed and delivered it on the date set forth in the preamble.

CITY OF ROELAND PARK, KANSAS

By: _____
Keith Moody, City Administrator

CITY OF MISSION, KANSAS

By: _____
Laura Smith, City Administrator

EXHIBIT A

All that part of the Northeast Quarter and Northwest Quarter of Section 9, Township 12 South, Range 25 East, in the City of Roeland Park, Johnson County, Kansas, being more particularly described as follows: Commencing at the Northwest corner of said Northeast Quarter; thence South $01^{\circ}55'22''$ East, along the West line of said Northeast Quarter, a distance of 1,617.43 feet to a point of intersection with the centerline of vacated U.S. Highway 50, as said centerline was shown on the final plat of ROSELAND COURT, a subdivision in said City of Roeland Park, said point also being the Point of Beginning; thence North $67^{\circ}56'55''$ East, along said centerline, a distance of 526.72 feet to a point on the Southerly extension of the East line of said ROSELAND COURT plat; thence South $01^{\circ}55'37''$ East, along the Southerly extension of said East line, a distance of 155.77 feet; thence westerly, departing the Southerly extension of said East line, along a non-tangent curve to the right having an initial tangent bearing of South $61^{\circ}57'03''$ West, a radius of 514.05 feet, and a central angle of $26^{\circ}09'00''$, for an arc length of 234.62 feet; thence South $88^{\circ}06'03''$ West a distance of 341.37 feet to a point of intersection with the Southwesterly extension of said vacated U.S. Highway 50 centerline; thence North $67^{\circ}56'55''$ East, along the Southwesterly extension of said centerline, a distance of 78.16 feet to the Point of Beginning, containing 55,289 square feet, or 1.269 acres, more or less.

Item Number: New Business- VII.-A.
Committee 12/9/2019
Meeting Date:



City of Roeland Park Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Swearing In of Newly Elected Officials**
Item Type:

Recommendation:

Jan Faidley - Ward 1
Benjamin Dickens - Ward 2
Trisha Brauer - Ward 3
Michael Rebne - Ward 4

Details:

Financial Impact

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

Additional Information

Item Number: *These members called the Special
Meeting- X.-A.
Committee Meeting Date: 12/9/2019



City of Roeland Park Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

*Tom Madigan *Jan Faidley *Jennifer Hill *Tim Janssen
*Claudia McCormack Erin Thompson *Jim Kelly *Michael
Poppa *These members called the Special Meeting

Item Type:

Recommendation:

Details:

Financial Impact

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

Additional Information