**GOVERNING BODY WORKSHOP AGENDA**
**ROELAND PARK**
**Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205**
**Monday, February 3, 2020 6:00 PM**

- Mike Kelly, Mayor
- Trisha Brauer, Council Member
- Benjamin Dickens, Council Member
- Jan Faidley, Council Member
- Jennifer Hill, Council Member
- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Claudia McCormack, Council Member
- Michael Rebne, Council Member
- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Nielsen, City Clerk
- John Morris, Police Chief
- Donnie Scharff, Public Works Director

| Admin | Finance | Safety | Public Works |
|---|---|---|---|
| Madigan | Faidley | Dickens | Hill |
| Brauer | McCormack | Rebne | Kelly |

## I. APPROVAL OF MINUTES

A. January 6, 2020

## II. DISCUSSION ITEMS:

1. Discuss Parental Leave Policy
2. Public Works Update
3. Update on Adopt an Island Program
4. 4th Quarter 2019 Objectives Progress Report
5. 4th Quarter 2019 Strategic Plan Progress Report
6. Discuss Extending City Hall Hours to 7pm One Day a Week
7. Discuss Traffic Garden Objective
8. Discuss Establishing Historical Committee
9. Executive Session - "I move to recess the City Council into executive session in order to discuss the potential acquisition of real estate, pursuant to the real estate exception of the Kansas Open Meetings Act, K.S.A.75-4319(b)(6). The open meeting to resume at ____ in Council chambers."

## III. NON-ACTION ITEMS:

## IV. ADJOURN

**Welcome to this meeting of the Committee of the Whole of Roeland**

**Park.**
**Below are the Procedural Rules of the Committee**

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

A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. **Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.**

B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.

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

D. **Speaker Decorum.** Each person addressing the Committee of the Whole, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or be subject to removal from that meeting.

E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Committee of the Whole, each speaker shall limit comments to two minutes per

agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.

F. **Speak Only Once Per Agenda Item.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.

G. **Addressing the Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident group affiliation, if any, before delivering any remarks.

H. **Agendas and minutes** can be accessed at www.roelandpark.org or by contacting the City Clerk

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

**Item Number:** **APPROVAL OF MINUTES- I.-A.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **January 6, 2020**
Item Type:

## Recommendation:

## Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description | Type |
| --- | --- |
| January 6, 2020 | Cover Memo |

**GOVERNING BODY WORKSHOP MINUTES**
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| **Admin** | **Finance** | **Safety** | **Public Works** |
|---|---|---|---|
| Madigan | Faidley | Dickens | Hill |
| Brauer | McCormack | Rebne | Kelly |

(Governing Body Workshop called to order.)

**ROLL CALL**
Mayor Kelly called the Governing Body Workshop to order. All Governing Body members were present.

**MODIFICATION OF AGENDA**

*There were no modifications to the agenda.*

**I. DISCUSSION ITEMS**

**1. Aquatic Center Schematic Design Review**

David Schwartz with Water's Edge reviewed the design plan and asked for direction and feedback from the Governing Body. Based on the available budget the pool renovations will be done in two phases which he outlined in his presentation.

CMBR Hill and CMBR Rebne questioned the number of sprays and whether they are redundant. Mr. Schwartz said they are planned to be in different places but can be fine-tuned.

CMBR Rebne asked about the size of the family slide. Mr. Schwartz said it is not very steep and does not land in too deep of water. It will also have a foam mat on the bottom.

CMBR Dickens asked if in the pools he designs whether they see this much activity going on. Mr. Schwartz said people want to be entertained and kids want to have things to do in the pool.

CMBR Brauer asked for further information on the water bench. Mr. Schwartz said it will be cast-in-place concrete a little taller than the water. Anyone can sit there in the shade but will not be too deep.

CMBR McCormack said she liked the inflatable anchors but thought they were to be in the other end of the pool. Mr. Schwartz said that area is too deep. They would have to be removed every time there is a swim meet or practice and is a difficult process in deep water. CMBR McCormack asked if they would designate the lap lanes without a bulkhead. Mr. Schwartz said a buoy line could be provided to mark out the area.

CMBR Rebne asked about an area behind the diving wall where people could throw a ball. City Administrator Moody showed where the open swim would be and added that there are a couple of lanes during the day dedicated for lap swimming.

CMBR Rebne said where the slides and vortex were previously leaves a large space. Mr. Schwartz said that in Phase 2 they would install a speed slide with a run-out for that space.

CMBR Hill did not see a bridge or walkable surface over the bulkhead. Mr. Schwartz said that was not selected as a final for Phase 2. CMBR Hill said they do not need anything fancy or huge but just a way to get around to the other side and being able to cut across the middle is important.

Mr. Schwartz continued his presentation with the elements to be added in Phase 2 as outlined in the packet.

City Administrator Moody said that neither a funding source nor a timeline for the second phase has been identified. They have provided for a conceptual plan of what the second phase may consist of. How it is funded and when is yet to be determined.

Mr. Schwartz said the plan shows that there will be two slides in the southeast corner. He said they may only be able to afford one. If they cannot afford two, then the second slide could go in with the lazy river and the speed slide. City Administrator Moody said they are proposing to put this out for bid with the slides as an add-alternate so that there is a choice.

Mr. Schwartz then reviewed the Recirculation Summary slides and added that the proposed features for the pool will only create a small increase of water usage.

CMBR Kelly expressed concern about the visual above-grade pumps by the splash pad. He also asked if they would be in the way of the sidewalk. Mr. Schwartz said they may be further south and the pit will be above grade with a four-foot fence around. CMBR Kelly also asked about the noise from the units. Mr. Schwartz said they will be quiet and you'll have to go up to them to see if they're running.

The Governing Body discussed the various water spray feature options they were given in the packet.

Mr. Schwartz also showed them choices for small slides. CMBR Hill said in Aquatics committee discussions in they mentioned having a whale or a stingray as a slide. The Governing Body agreed they would like a stingray if they could find one.

CMBR Madigan asked about the barriers for the slides. Mr. Schwartz said there is a pad on the pool floor that is painted. On the bigger slides there is a buoy line around it. Ropes will be in place around the family slide and also the larger water slides.

CMBR Hill asked if they will be able to adjust the speed on the slide. Mr. Schwartz said the slide has its own pipe and you can adjust the flow rate. They want enough water to slow a person down so they don't run out of control but not too much water that you cannot move.

City Administrator Moody said that chairs came up after they set the budget for renovations and the question was raised if they could potentially do the deck furniture sooner if possible. He said they will, of course, want to color coordinate them. He said this might be an item Council wants to refer to the

Aquatics Committee who has indicated an interest in having some say in the design. The samples provided to the Governing Body in the packet do not provide a long lead time. Referring the deck furniture to the Aquatics Committee will not slow up the design of the pool which is the critical point. Mr. Moody said they need to finish the design and get it out for bid so that construction can begin when the pool closes in September of 2020.

CMBR Hill asked if there is a showroom where they can see and sit in the chairs. Mr. Schwartz said he did not know of any such place. He added that the second slide photo of chairs is from Fairway. He said his preference is plastic versus the metal. He said the metal will rust and the pads will wear from being dragged around. Also if they are stored outside, then they will corrode.

Mr. Schwartz reviewed the three options for the kids play structure which are themed discovery, exploration or adventure. The existing budget does not allow for adventure and is somewhere between discovery and exploration.

CMBR Madigan asked what age the play structures were geared toward. Mr. Schwartz said three to eight is the general range.

There was general agreement from the Governing Body that they want an interactive arrangement with a slide and possibly a bucket but no water guns.

There was agreement to refer the deck furniture to the Aquatics Center for their recommendation.

**2. Update on Roe 2020 Project**

City Engineer Dan Miller from Lamp Rynearson provided an update stating that they have reached a milestone in the project. They have done all that they can do as the architect and as a City to get it to KDOT and out to bid so they can begin the construction.

In November, they supplied three certifications to KDOT, certified that the utilities are underway, have acquired the right-of-way easements, engineers and that the City has obtained all the necessary permits to move the project forward. Shortly after that, GBA, the engineers of record, submitted the final engineering plans which will become the final plans, spec and estimates (PS&E) that go to the Bureau of Construction at the Kansas Department of Transportation.

Mr. Miller reviewed the timeline on his slide presentation. The KDOT schedule shows the notice to proceed on April 24th. Mr. Miller said that seemed a little aggressive and it would be great if they could make that happen. He anticipates the major construction work will be complete on the area south of 51st Street, except for a few elements such as signal work and street lighting, being done by Thanksgiving 2020. Currently they have a construction completion date of May 21, 2021, which coincides with about the latest in the spring you can sod. It is also not too far short of when temporary construction easements expire in June 2021.

The current cost estimate is higher than the project cost estimate given in July 2019. The estimate has the benefit of including the completed easement and right-of-way acquisitions and defined utility relocations. It also has a contract for construction inspection/observation from George Butler Associates (GBA). GBA raised their construction cost about 10 percent, the reason for which was the bid date was later in the year.

Building the traffic signals first is not going to happen due to delivery timeframes and this caused a need to rearrange the phasing timeline. A portion of the construction in 2021 might have some winter concrete work and traffic control equipment with some paving work to be finished in the spring.

Mayor Kelly said he appreciated Mr. Miller's efforts to work with the Department of Transportation moving the bid letting and noted that the utility relocation is continuing. He asked if the bid letting date is in March will that allow them to move forward at a pace and offer an incentive to get the majority, if not all, of the construction completed in 2020. Mr. Miller said he did not see that as a possibility. He noted the traffic signal poles are a big problem and they are taking steps to deal with that. There is a long lead time for the poles. He said the only thing they can control is cost, quality and time.

Mayor Kelly said the project has increased 2/3 of a million dollars for the City on top of what they had already planned and that the costs have increased several times over the course of the project. He asked if it was not worth the work to do an analysis to consider if there are some incentives that could be considered against the cost to complete in 2020 rather than continuing into another building season in 2021.

Mr. Miller said builders love incentives and they do everything in their power to get it. If the City has the money, they can offer one, but it is not something he has seen KDOT do very often. Mr. Miller said if this was not a KDOT job and they were in control, he would be more comfortable with offering incentives. But with KDOT holding the construction contract he sees an opportunity for arguments between KDOT and the contract over possibly delays and the contractor not being able to get their incentive.

City Administrator Moody asked if they could use an add-alternate instead of a bonus and put it in the bid for completing the project by the end of 2020. In that approach it would still give the City flexibility to choose whether to do the add-alternate. They could find out what the additional cost is to complete it within a year and avoid the bonus. Mr. Miller said he is not aware of KDOT ever trying that and has never heard of trying to do a bid alternate for a specific advance time on a KDOT project. If they get way into the PS&E, KDOT may not be happy if they are trying to change things on them. Mr. Miller said he is trying to make sure the project gets bid when it's supposed to because they do not want to lose another month in the bidding. KDOT only puts out bids once a month and they have hard deadlines. They want the piece out to 51st done before Thanksgiving.

Mayor Kelly said he did want Mr. Miller to look into the add-alternate and said he also appreciated the creative ways he is looking at things to help ease the transition of this for the residents of Roeland Park.

CMBR Rebne asked about the impacts to residents on driveway reconstruction and the planned schedule. Mr. Miller said they will absolutely be able to talk with residents once they get the contractor's schedule. City Administrator Moody said they can make allowances for medical issues bridging wet concrete with metal ramps. They will also let the EMTs know as well.

Mr. Miller anticipates coming back to Council with bids for the traffic signal poles at the first meeting in February.

Mr. Miller also reviewed the Interim Completion Date/Winter Shutdown slide. They plan to have a public information meeting after the bidding to introduce the residents to the construction team, the contractor and the construction observers as well as City staff working on the project. Residents will learn who they

can talk to, where to find answers, where the work will start and the construction scheduled. He also encouraged people to reach out to the construction observers and to always let Public Works Director Scharff know what is going on.

CMBR Kelly said he thinks the residents look at Roe 2020 as a City of Roeland Park project not a contractor project. Mr. Miller said they should never talk to the contractor. CMBR Kelly said the observer needs to be very visible so the residents know who it is and where to reach out.

CMBR Madigan said he met with City Administrator Moody along with CMBR Kelly and CMBR Faidley and they had a great concern about being presented with a problem at the last minute. He said if there are problems the Councilmembers will own the problems.

City Administrator Moody said the construction cost estimate reflects everything being completed. Right now the $7.5 million estimate for GBA also includes the traffic signals but not the monuments that have their own separate line items. Resource options are listed in order of staff's recommendation.

Mayor Kelly asked about the landscaping, benches and receptacles and when they would be bid. Mr. Miller said their first decision is whether to accept the add-alternate KDOT bid. If they do not accept the add-alternate in March, then the City will have to bid themselves later. They might not have to bid that out until the winter of 2021. The vast majority of landscaping and medians are at the northern part of the project and would not be done until the spring of 2021 or early summer.

**3. Update on Adopt an Island Project**

*This item will be discussed at the 1/21 Workshop.*

**4. 4th Quarter 2019 Objectives Progress Report**

*This item will be discussed at the 1/21 Workshop*

**5. Discuss Direction on Unfinished 2019 Objectives**

The Governing Body discussed the direction they want to take on the Roe House replica planned for Nall Park.

CMBR Faidley said she has not heard from the potential builder, but has learned that he is planning on attending the Parks Committee meeting. She would recommend the Council wait on providing direction until after that meeting when they actually meet with the builder and see if they are in a position to make the project happen.

CMBR Faidley said a 10,000 budget was initially proposed. They believed the design work was to be donated but they had to spend $3,800 just on design. They also hope they do not to have to pay another $3,800 for a redesign.

CMBR McCormack felt it was put out for bid at the wrong time when everyone was busy. She said Parks is willing to wait.

CMBR Hill also spoke with former CMBR Janssen as this was originally his budget item. He said he agreed with waiting to see if they could get the project done for less money.

CMBR Madigan said he would support keeping it on as an objective, but added that it does not have to be built by any certain time.

There was agreement to revisit the topic after the Parks meeting to see if there is a possibility of getting the Roe House built in the near future commensurate with the original budget item.

The second item discussed was the placement of historical markers and signage.

CMBR Hill said she and CMBR Kelly met with City Administrator Moody and the historical society on this item. She also said that Police Chief Morris has done a lot of work putting ideas together. She said it may feel like they are stalling, but they want this to be well-thought out. She said there is a lot of knowledge in the City from people who might want to have some input.

CMBR Rebne wanted to caution placing historical markers that give a *Gone with the Wind* impression of Roeland Park. If they are going to look at the City's history and put up historical markers, then it would represent the strength of the community to acknowledge the restrictive covenants that eventually became part of the federal New Deal and influenced housing and lending. He said it would make a statement of what Roeland Park has done and is doing now to improve its reputation and standing in terms of diversity.

CMBR Madigan said some think the history and markers are stupid and some people that reach out to him tell him it is great. He said that history can be a thread that ties the community together and gives it a sense of identity, plus it is also a great marketing tool. He has spoken with Chief Morris who remarked they are adding a walking trail on Roe and it is a great place to put a marker. Mr. Madigan's goal is to also update the Roeland Park history in 2020.

CMBR Hill said in a follow-up to CMBR Rebne's comment that they discussed interactive signs with QR codes where people can go on the internet to obtain further information.

Mayor Kelly said they can look at this as a budget object item for 2021. CMBR Dickens said he supported that for after the Roe 2020 project.

CMBR Kelly said he sent out a nice presentation with different ideas on different locations. He said they need to be careful not to go overboard with markers. He added that they need to create a criterion of what is an historical site.

CMBR Madigan said the Roe family was integral to Johnson County and Roe Boulevard and it does not show them any recognition. He said he agrees with CMBR Kelly they cannot put signs just anywhere. He did like the idea of an interactive sign. He recommended they could have a sign inside the Community Center where it's out of the weather. He said one of the goals of the City is to market it and what better way to do that then to show everyone what makes it unique.

CMBR Hill said the issue does need more thought. She would like to get a committee together to come up with a real plan and to see if the project is even worth doing.

There was agreement to put the focus of this objective to an historical ad hoc committee with residents and interested Councilmembers. They would determine how to best represent Roeland Park history moving forward.

CMBR Madigan also would like to incorporate updating the City's history with that ad hoc to which there was agreement.

**6. Executive Session**

**MOTION:** CMBR HILL MOVED AND CMBR REBNE SECONDED TO RECESS THE CITY COUNCIL INTO EXECUTIVE SESSION IN ORDER TO DISCUSS THE POTENTIAL ACQUISITION OF REAL ESTATE, PURSUANT TO THE REAL ESTATE EXCEPTION OF THE KANSAS OPEN MEETINGS ACT, K.S.A. 75-4319(b)(6). THE OPEN MEETING TO RESUME AT 8:47 IN COUNCIL CHAMBERS.

## II. NON-ACTION ITEMS:

*There were no items discussed.*

## III. ADJOURN

(Roeland Park Governing Body Workshop Adjourned)

**Item Number:** **DISCUSSION ITEMS- II.-1.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

| | |
|---|---|
| Date: | 1/21/2020 |
| Submitted By: | Jennifer Jones-Lacy |
| Committee/Department: | Admin |
| Title: | **Discuss Parental Leave Policy** |
| Item Type: | Discussion |

## Recommendation:

**To review the draft Paid Parental Leave Policy developed in cooperation with the Admin Committee and City Staff.**

## Details:

Establishing a paid parental leave policy was a 2020 objective submitted by Councilmember Erin Thompson. The attached draft policy was developed by staff using the City of Saint Paul, Minnesota as a template and incorporating other sections to fit with the unique characteristics of Roeland Park's city workforce. The policy was reviewed by the Admin committee who made suggestions, which were incorporated and included in the attached draft policy. This policy would be incorporated into the Employee Handbook, which is attached. This section begins on page 22 of that document.

The key components of the paid parental leave policy include:

1. Employees are only eligible if they are full time and employed by the City for at least 12 months prior to taking paid parental leave.
2. Policy applies to new mothers, fathers and caretakers who are birthing, adopting or fostering a child.
3. Eligible employees will receive six continuous weeks of pay and this is in addition to, not replacement for any other leave for which an employee is eligible.
4. Employees can receive the benefit once per 12 month period and only once per child.
5. Eligible employees must also apply for short-term disability benefits as a condition of receiving leave. These benefits will offset and not be in addition to salary continuation as described in this policy. Short term disability is a benefit the City already pays for and provides 60% of an employee's salary up to $500/week for mothers who give birth to a child. The benefit is six-twelve weeks depending on the type of birth.
6. Paid parental leave must be used within 12 weeks following the birth, foster placement or

adoption of a child and must be taken first if paired with other types of paid time off.

Additionally, employees are expected to return to work for at least six weeks following the conclusion of their parental leave. All employees requesting such leave must complete a form requesting the use of leave which will state that they intend to return to work upon completion of the leave and if they fail to do so, any unused paid leave may be forfeited. The goal of this is to reduce misuse of the benefit. The policy also states that a fraudulent request for leave is grounds for dismissal.

Staff did an analysis of what the cost of such leave might be under a six and twelve week scenario using the 2019 staffing roster. At that time, there were 15 employees who were between the ages of 18 and 45 years of age which we classified as "most likely" to adopt, foster or give birth. The Police Department is the only department that would be guaranteed to back fill an employee on parental leave. Other departments would most likely use current staff to cover the shortfall. The analysis also considered the number of employees who had children or fostered in the prior three year period which averaged out to 8% of the workforce in a given year.

Considering this, and assuming a 16% annual utilization (doubling the average for the prior three years), under a twelve-week paid parental leave program the City could be expected to have an additional $17,000 in salary expenses paid in the form of part-time and overtime. Under a six week paid leave program, that annual expense would be approximately $8,500.

The Admin Committee discussed whether to propose six or twelve weeks paid leave. It was determined that due to Roeland Park's small staff size, 12 weeks may place too much of a burden on the existing workforce. For example, if two Public Works employees used the benefits at the same time, almost one third of their staff would be absent, putting a strain on the remaining employees. Keeping that to six weeks makes the shortfall more manageable. Additionally, six weeks is less stress on the budget. The policy can always be revisited after implementation and the term increased at a future date after some analysis of how the program is operating.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description | Type |
| --- | --- |
| Paid Parental Leave Policy | Cover Memo |
| Paid Parental Leave Request Form King County Example | Exhibit |

*City of Roeland Park*

*Employee Handbook*

*Adopted 05/20/2019*

*Effective 05/21/2019*

# The City of Roeland Park, Kansas

## R.I.C.T.E.R. Scale

- Respect: We show consideration for all persons with whom we have contact; both our customers and fellow employees.
- Integrity: We have the courage to consistently do what is right and fair.
- Creativity: We find better ways to do things. We are innovative in achieving excellence.
- Team Work: We support and encourage others as we work toward a common goal.
- Excellence: We strive to exceed expectations for the results we produce, the quality of our services and the interactions with our customers.
- Responsibilities: We embrace the opportunity to do the right thing in carrying out commitments and obligations.

## Management Team Leadership Philosophy

We believe that the employees are the most valuable assets. We are an organization of diverse individuals with integrity who trust each other to make right decisions. We value all staff and recognize that improvements derive from the people providing the services. We work together to produce excellent results. To this end we foster an environment that maximizes talent, skills and creativity.

## Employee Mission Statement

Staff members work with elected leaders and citizens to make our community the best it can be.

Realizing the balance between diverse interests and desires, we, as employees, pledge to provide outstanding services for the residents and customers of the community every time.

We are an organization committed to provide the necessary support and opportunities for each staff member to honor this pledge.

City of Roeland Park
Employee Handbook

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# A. GENERAL GUIDELINES

## 1. Policies Established-

The following policies, guidelines and other provisions for personnel administration in the City of Roeland Park are established to:

a) Promote and increase the efficiency and effectiveness of City service;

b) Develop a program of recruitment and advancement which will make City service attractive as an employment opportunity; and

c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.

## 2. City Employment and Personnel Policies-

The policies in this Employee Handbook are not intended to cover every situation or question that might arise during the course of your employment, but rather, serve as general information and guidelines to provide a framework for day-to-day practices. While this Employee Handbook describes certain policies, procedures and benefits, it is subject to change from time to time, with or without notice to employees, and at the sole discretion of the City.

This Employee Handbook supersedes any and all past handbooks, policies, procedures, understandings and standards, written or verbal, express or implied.

## 3. At-Will Employment-

This Employee Handbook does not create express or implied contractual employment rights to continued employment or employment benefits. Employment at the City is at will, which means that either the employee or employer may terminate the employment at any time, for any reason not prohibited by law, with or without notice. All employees are considered to be at-will employees for the purposes of City employment, and no supervisor or other management personnel has the authority to change, either orally or in writing, the at-will status of any employee or create an employment contract. Only the Governing Body has the authority to create an employment contract and such contract must be in writing.

## 4. Application of Policies-

The policies and guidelines in this Employee Handbook shall apply to all employees in the service of the City except elected and appointed officials.

## 5. Departmental Guidelines-

The head of any City department may formulate, in writing, reasonable guidelines for the conduct of the operations of his or her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with this Employee Handbook. When

a conflict exists between this Employee Handbook and guidelines set by a department, the Employee Handbook shall govern.

### 6. Amendment of Policies-

These policies may be amended from time-to-time in the same manner as they were adopted. Any such amendment shall become effective upon adoption by the Governing Body. The most recent version of this policy can be located online or by contacting the City Clerk.

# B. WORKPLACE GUIDELINES

### 1. Equal Opportunity Statement-

It shall be the policy of the City to provide fair and equal employment opportunity to all qualified applicants and employees, and not discriminate on the basis of race, color, sex, disability, religion, age, national origin, military and/or veteran status, citizenship status, genetic information or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to all terms and conditions of employment, including but not limited to: recruitment, hiring, placement, promotion, transfer, demotion, layoff, termination, training, recruitment, advertising, compensation, benefits, employee activities, all other terms and conditions, and general treatment during employment. In most cases, vacant positions shall be advertised, except those that fall under the internal promotion policy and those exempted by the Governing Body on an emergency basis.

The City Administrator has overall responsibility for this policy and maintains any required reporting and monitoring procedures. Employees' questions or concerns should be referred to the City Administrator.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the City Administrator. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy may lead to discipline, up to and including discharge.

### 2. Non-Discrimination and Anti-Harassment Policy-

The City is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

a) The City is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Sexual harassment constitutes discrimination and is illegal under federal and Employer laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such 174 conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; repeated requests for social engagement or interactions when prior social invitations have been refused or when the employee has otherwise indicated such invitations are unwelcome; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b) Other Prohibited Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, age, disability, creed, marital status, ancestry, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

c) Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the City (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work related setting outside the workplace, such as during business trips, business meetings and business-related social events.

d) Retaliation is Prohibited

The City prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action up to and including discharge.

e) Complaint Procedure

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal and state discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

The Employer strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the City's policy or who have concerns about such matters should file their complaints with their immediate supervisor or the City Administrator before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of the City Administrator.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The City will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged Conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the City believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the Governing Body.

Individuals who have questions or concerns about these policies should talk with the City Administrator.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the City prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

f) Policy Relating to Persons with Disabilities

It is the City's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined under applicable law, who has made the City aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the City Administrator. The City encourages individuals with disabilities to come forward and request reasonable accommodation.

On receipt of an accommodation request, the City Administrator and your supervisor, if other than the City Administrator, will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the City's overall financial resources and organization, and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties and on the City's ability to conduct business.

The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision to the Governing Body by submitting a written request within ten business days of the decision explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The law does not require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the City Administrator, or, if necessary, the Mayor. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## 3. Drug, Alcohol and Controlled Substance Abuse Policy-

a) General Rules

i. The Alcohol and Controlled Substance Abuse Policy applies to all City Employees.

ii. The Federal Department of Transportation (DOT) and various other Federal Programs specifically require additional prohibitions, notices, testing and training for employees involved with the operations of mass transit, aviation and commercial motor vehicles. Each agency of the DOT issues regulations specific to their industry. The City Administrator or designee is responsible for developing and implementing procedures for compliance with such regulations and shall issue copies of the procedures to covered employees as appendices of this Employee Handbook. In the event of any conflict between rules and regulations, the stricter rule or regulation shall govern.

iii. The City has an obligation to its employees to take reasonable steps to ensure a drug-free and safe place to work. The City also has an obligation to the citizens of Roeland Park and the public at large to provide quality and safe services through a policy and program prohibiting alcohol, illegal drugs, and controlled substances in the workplace.

iv. The City prohibits the unlawful manufacture, distribution, dispensing, possession or use of alcohol/intoxicants, illegal drugs, and illegal controlled substances in the workplace. Any employee who violates this policy may be subject to disciplinary action including termination.

v. The Mayor, City Council and City Administrator of the City affirm the City's policy that, as a condition of employment, all employees will abide by the policy for a drug-free workplace and adhere to the following prohibitions:

vi. No employee shall report to work under the influence of alcohol/intoxicants, illegal drugs, or illegal controlled substances.

vii. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illegal drugs or controlled substances in any manner (1) on City premises or in City vehicles at any time, whether or not performing City business, or (2) while performing City business at any location. An employee convicted of violating any criminal drug statute on or off City property may be subject to disciplinary action, including termination. This section does not apply to any employee performing law enforcement responsibilities.

viii. Employees shall not use City property or their position with the City in any way to make or traffic alcohol/intoxicants, illegal drugs, or illegal controlled substances for their own purposes.

ix. Employees shall not engage in any other illegal use, possession, or trafficking of alcohol/intoxicants, illegal drugs, or controlled substances in a manner which is detrimental to the interest of the City.

b) Notice of Conviction-

Any employee convicted of a criminal drug statute violation occurring in the workplace will notify the City Administrator of such conviction no later than five days after conviction.

c) Notice of Legal Drugs or Medications-

Employees taking medication must inform his or her supervisor if they believe they will be impaired or need a reasonable accommodation. Employees shall not commence or continue work if they are uncertain whether they can perform their duties safely.

d) City's Right to Search-

When the City has reason to believe an employee is violating any aspect of this policy, the City may ask the employee to submit immediately to a search of any locker, lunch box, briefcase, purse, wallet, personal belongings, desk, vehicles, or other receptacle the employee uses or has access to. Entry on City premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by the City constitutes insubordination and is a violation of City policy which may result in disciplinary action, including termination.

e) City's Right to Test-

i. An individual may not be hired to perform a safety sensitive function unless the individual passes a drug test of urine for evidence of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

ii. All new hires and re-hires of full-time, part-time, or temporary/ seasonal employees may be required to take urine or other medical test, so long as directly related to the employee's ability to perform his or her job responsibilities, and to agree in writing to allow the results of those tests to be furnished to and used by the City.

iii. Those persons who do not pass such test(s) shall not be employed.

iv. An employee performing a safety sensitive function who is reasonably suspected of using alcohol or a prohibited drug, may be required to take a drug or alcohol test(s) or both. A supervisor's reasonable suspicion must be based on specific contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the employee. Alcohol testing

may also be performed at any time prior, during or following an employee's work shift.

v. An employee who performs a safety-sensitive function that either contributed to an accident, or cannot be completely discounted as a contributing factor to an accident, may be required to take a drug test(s).

vi. Employees who perform safety sensitive functions are subject to drug testing on an unannounced and random basis.

vii. Except as otherwise required by law, all information from an employee's drug or alcohol test shall be treated as confidential. All information related to the drug or alcohol test of an employee will be maintained in his restricted file. Anyone disclosing drug test results, in violation of this policy, will be subject to disciplinary action. Drug and alcohol testing is not genetic testing and no genetic testing will be performed on any blood, urine, or other samples provided for drug and/or alcohol testing.

f) Disciplinary Action for Violation of the Policy-

Any employee who violates any aspect of this policy, including refusal to submit to any of the above described searches, inspections, or testing when requested by the City, may be subject to disciplinary action up to and including discharge. Failure to provide adequate breath or urine may constitute a refusal to test if a medical evaluation determines there is no medical condition preventing the employee from providing the sample. When the City has reason to believe the employee is violating this policy, the employee may be suspended immediately pending investigation.

g) Response to Questions about the Policy-

The City Administrator has been designated as the person responsible to answer questions about the alcohol and drug testing program.

## 4. Nepotism-

In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a department where the supervisor or department head is a member of their immediate family. "Immediate family" is defined to include only an employee's:

a) Parents or stepparents;

b) Spouse or children;

c) Sister or brother;

d) Grandparents or grandchildren;

e) Mother or father-in-law; or

f) Brothers or sisters-in-law.

In addition to the above, no person shall usually be employed in a position in any department if that person is a member of the immediate family of another employee within that department. However, members of immediate families may be employed within the same department if one or more family members are employed only as a part-time, temporary or seasonal employee for not to exceed six months in any 12 consecutive month period.

If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family, one of the employees shall usually be transferred to another department, if possible, without loss of pay or other benefits. However, in most cases, the establishment of such a relationship alone shall not be the basis for termination of employment.

## 5. Employment Eligibility-

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

On your first day of work, new employees must complete Section 1 of the Federal Form I-9 and, within three business days of commencement of employment, you must show acceptable documentation, pursuant to those listed in the Form I-9, proving that you are eligible to work in the United States. This is required by federal law.

## 6. Political Activity-

It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations or groups and become involved in political activities subject to the following restrictions:

a) As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any City office and where holding an appointive or elective public office is incompatible with the employee's City employment.
b) City employees are not prohibited from supporting candidates for office or from contributing labor to candidates and organizations that endorse candidates. Employees are not permitted to be candidates for City elective office in Roeland Park.
c) Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in City elections. They are not permitted to wear or display political badges, buttons or signs on their person or on City property during on-duty hours.
d) No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.

The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to, nor retained in, the City's service on the basis of their political affiliations or activities.

### 7. Residency-

Residency requirements, if any, are determined by the Governing Body.

### 8. Outside Employment-

Full-time City employees shall not be employed in outside employment without the approval of his or her department head and the City Administrator. This applies to any significant form of non-City employment activity, whether part-time, temporary or permanent, for which the employee receives money, goods, services or other forms of compensation. An employee wishing to hold an outside job shall apply the City Administrator. The employee, when interested in securing outside employment, must furnish the City, by filing with the City Administrator, a full disclosure of the outside employment including the employer's name and address, the nature of work to be performed and the approximate hours per week that the employee will engage in outside employment. Outside employment by a full-time employee shall only be permitted when such outside employment:

a) Is considered secondary to service with the City;

b) Does not interfere with the performance of duties for the City; and

c) No legal, financial or ethical conflict of interest results from such dual employment.

Approval to perform continuous outside employment must be renewed and re-authorized annually by the department head and City Administrator.

### 9. Gift Restriction –

There will be a general prohibition against gifts, services or things of value to City staff with the following exceptions: (A) An occasional non-pecuniary gift, service or thing of value, insignificant in value ($50.00 or less); (B) An award publicly presented in recognition of public services.

## C. COMPENSATION AND PAY PRACTICES

### 1. Position classification-

Position classification is a system of identifying and describing different kinds of work in the organization. In most cases, each City position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class, which may include either a single position or two or more positions.

### 2. Pay Range Plan-

The Governing Body shall adopt a pay plan, with minimum and maximum amounts of pay for each class of positions. The pay ranges assigned to each class of positions shall be periodically reviewed and revised by the Governing Body.

## 3. Maintenance of the Classification Plan-

It shall be the duty of each department head to report to the City Administrator any and all organization changes which will significantly alter or affect changes in existing positions or proposed positions. The Governing Body shall approve all new or revised job descriptions and pay ranges for such positions.

## 4. Categories of Employment-

Full-Time Employee-
One employed to regularly work at least 40 hours per work week who was not hired on a short-term or temporary basis. The work week is any consecutive seven-day period, except as otherwise provided in Section E-1.

Part-Time Employee-
One employed to regularly work less than 40 hours per work week on a regular and continuing basis.

Seasonal or Temporary Employee-
One employed to work on a regular and/or recurring basis during a specific season or portion of a year.

Volunteer-
Is a non-paid individual in the position he or she holds. When acting as a volunteer an individual is not an employee regardless of other City employment.

## 5. Pay Periods and Paydays-

The City shall pay all employees on a bi-weekly basis, every other week, for work performed for the previous two-week period. Should the regular payday fall on a City holiday, pay shall be distributed on the working day immediately preceding that day.

## 6. Hours of Work-

The work week is a period of seven consecutive days beginning at the nearest shift change on Sunday (or 12:01 a.m. on Sunday) and ending at the nearest shift change on the following Saturday (or 12:00 midnight on the following Saturday).

General Employees-
The normal work period for general employees, which includes all employees other than police officers, is 80 hours.

Police Officers-
The normal work period for full-time police officers shall average 80 hours.

Normal Work Hours-
No employee shall be permitted to work in excess of their normal work period except when so directed by the employee's department head. Work in excess of 40 hours per week for non-law enforcement employees, without prior written permission, constitutes insubordination which may result in discipline, up to and including termination.

Employees should see their supervisor for information regarding their meal break.

## 7. Employment Classification-

Positions are classified according to the responsibilities of the job, the number of hours worked each week and length of service. Employees may be eligible for different benefits and governed by different regulations dependent upon their job classification. The following definitions have been established in order to standardize terminology purposes of federal and state wage and hour laws:

a) Exempt-
Employees whose positions are exempt from the Fair Labor Standards Act and do not receive overtime pay and/or compensatory time. Exempt employees are paid on a salary basis and generally receive the same weekly salary regardless of hours worked, subject to certain, limited and legally permitted deductions.

b) Non-Exempt-
Non-Exempt Employees are employees who are paid on an hourly basis and who are subject to overtime/compensatory pay and minimum wage provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees will be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a work week, unless otherwise specified by state law.

You will be informed of your classifications upon hire and informed of any subsequent changes to your classification.

## 8. Overtime Work-

a) Compensation for authorized overtime work shall be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked over 40 per work week for non-emergency service employees.

b) A work period for police and firefighters has been established under the Fair Labor Standards Act. Full-time police officers shall be eligible to receive overtime compensation only for work hours in a work period which exceed 80 hours per 14-day work period.

c) Overtime compensation shall usually be paid not later than the first payday following the work week in which it was earned. However, at the discretion of the department head, an employee may be given compensatory time off in lieu of cash payments for the overtime worked. Any compensatory time off shall be at the rate of one and one-half times the hours of overtime worked and is accruable up to 80 hours (53.3 actual hours worked) for all employees.

d) All overtime work must have prior authorization by the employee's department head. At the time of authorization, the department head shall advise the employee whether the overtime compensation shall be in the form of additional wages or compensatory time off. The department head shall maintain records of any overtime worked.

e) For purposes of calculating overtime, hours worked include holiday, scheduled vacation (defined as vacation scheduled at least two (2) weeks prior to the first day of vacation leave) and actual hours worked.

## 9. Call Back Time-

a) A Department Head may call an employee in to work on a regular day off or may call an employee back to work after a regular work schedule.

b) All employees who are eligible to receive overtime, and who are called in to work on a regular day off or are called back to work after a regular work schedule shall be paid at the appropriate rate of pay for the hours worked, except such employee shall be paid a minimum of two hours at their overtime rate. The employee may choose to add these hours as compensatory time off.

c) The minimum of two hours shall not apply if the employee was called in or called back during the two hour period immediately prior to the beginning of the employee's next regularly scheduled work shift. Pay for call back begins at the time the employee reports for duty.

## 10. Pay Plan-

The salary of each employee of the City, except those appointed officers whose salary is specifically set by ordinance, shall usually be set, at least annually, at an amount within the pay range of the position class the employee is assigned as determined by the Governing Body, with the advice of the City Administrator.

Employees working on a part-time basis shall receive that portion of the salary assigned to their position to be determined by the actual time they work. The hourly wage for persons employed on a monthly salary basis is computed as follows: Monthly wage times 12 divided by (hours worked per week times 52) equals wage per hour for full-time employees.

## 11. Pay Increases-

a) In most cases, pay increases shall not be automatic and such increases are subject to approval by the City Administrator.

b) Annual cost-of-living pay increases may be given as approved by the Governing Body. Subject to the approval of the City Administrator, a department head may award a pay increase to an employee based on an annual performance evaluation submitted by the employee's immediate supervisor.

c) Annual longevity pay may be given at the discretion of the Governing Body.

d) Annual bonuses may be given at the discretion of the Governing Body.

# D. PERFORMANCE MANAGEMENT

### 1. Performance Evaluations-

An evaluation of the performance of each full-time and part-time employee based on his or her duties and responsibilities shall usually be prepared by the employee's immediate supervisor at least annually.

### 2. Qualifications of Employment-

Applications for any open position with the City shall usually be accepted from applicants who meet the stated minimum qualifications established for that position, subject to the following conditions:

a) Each applicant shall complete a job application form.

b) A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made contingent upon the applicant passing the drug test, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications.

### 3. Promotion-

All employees seeking promotion shall usually be expected to meet the minimum qualifications for the position to which they seek promotion.

A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made contingent upon the applicant passing the drug test, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications.

# E. TIME OFF POLICIES

### 1. Holidays-

The following will be the fixed holidays:

1. New Year's Day - always January 1. When January 1 falls on a Saturday, then Friday, December 31 of the previous year is observed. When January 1 falls on a Sunday, then Monday January 2 is observed.

2. Martin Luther King, Jr. Day – always the third Monday in January

3. Memorial Day Monday – always the last Monday in May

4. Independence Day– always July 4. When July 4 falls on a Saturday, then Friday, July 3 is observed. When July 4 falls on a Sunday, then Monday, July 5 is observed.

5. Labor Day Monday – always the first Monday in September

6. Veterans' Day – always November 11. When November 11 falls on a Saturday, then Friday, November 10 is observed. When November 11 falls on a Sunday, then Monday, November 12 is observed.

7. Thanksgiving Day – always the fourth Thursday in November

8. Day after Thanksgiving – always the Friday immediately following the fourth Thursday in November.

9. Christmas Day – always December 25. When December 25 falls on a Saturday, then Friday, December 24 is observed. When December 25 falls on a Sunday, then Monday, December 26 is observed.

And in some years:

10. When December 25 falls on a Tuesday then, Monday, December 24 is observed as a holiday. When December 25 falls on a Thursday, then Friday, December 26 is observed as a holiday.

a) Employees required to work on a City observed holiday usually receive 8 hours holiday pay or an alternative day off.

To be eligible to receive pay for a City holiday, an employee must not have been absent without approved leave either on the workday before or the workday after the holiday.

## 2. Vacation Leave-

Vacation leave shall be earned beginning with the date of employment under the conditions hereinafter stated. An employee who works fewer than 12 days in any month shall not accrue vacation credit for such month of service; provided that this restriction of 12 days shall not apply where the employee has worked fewer than 12 days due to authorized paid leave. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

a) Full-Time Employees-
Full-time employees are entitled to paid vacation leave time according to the following schedule, provided no paid vacation leave time may be taken during the first six months of employment.

| **Years of Continuous Employment** | **0-4** | **5-9** | **10-15** | **15+** |
|---|---|---|---|---|
| Hours Earned Per Month | 8 | 10.67 | 12 | 16 |
| Equivalent Work Days | 12 | 16 | 18 | 24 |
| Maximum Hours Accumulation | 240 | 240 | 240 | 240 |

| | | | | |
|---|---|---|---|---|
| Maximum Hours for One Time Leave | 80 | 120 | 120 | 120 |

Employees on Medical leave are not subject to the maximum hours for one time leave.

Training Period-
Employees-in-training during their initial employment shall be credited with vacation leave for each month of employment but shall not be permitted to use any vacation credit prior to the completion of their training period. Training employees terminated during the training period shall be paid for any accrued vacation leave.

Scheduling-
The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor and department head.

Holiday During Vacation-
City holidays which occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

b) Minimum Hours-
Exempt employees may use vacation leave in full day increments and non-exempt employees may use vacation leave in half-hour increments, subject to the approval of their supervisor.

c) Termination –
Upon termination, an employee shall be compensated for all earned but unused vacation leave at their final rate of pay, subject to the maximum hours of accumulation authorized in the schedule with the exception outlined in the separation of service section.

## 3. Sick Leave-

Full-time employees who are employed to work at least 40 hours or more per work period, shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or other physical incapacity, occurring either on or off the job. Sick leave with pay may also be used for absences resulting from illness, injuries, accidents, or other physical incapacity of the employee's spouse, child, or parent. A spouse is defined as a husband or wife as defined by the state of residence of the employee, as well as domestic partner. A child is a son or daughter, in addition to a biological child, adopted, foster or step-child. The definition of son or daughter also includes a legal ward or child of someone standing in loco parentis. A qualifying daughter or son must be under the age of 18, unless the daughter or son has a physical or mental disability that makes self-care impossible. In such cases, there is no age limit. A parent is defined as a biological, foster, adoptive or step-parent, or any person who served in loco parentis (served as a parent) to an employee. It does not include a parent-in-law.

No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Full-time employees are entitled to sick leave with pay for physical examinations and dental work if they have provided at least one day's notice to their immediate supervisor.

a) Amount of Sick Leave-
Full-time employees shall earn eight hours of sick leave for each full month of service.

Part-time employees who are employed to work not less than 40 hours per work week shall receive four hours of sick leave for each month of employment.

b) Accumulation of Sick Leave-
An employee hired prior to March 1, 2013, may accrue no more than 960 hours of sick leave. An employee hired after March 1, 2013, may accrue no more than 480 hours of sick leave.

c) Computing Sick Leave-
Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one hour.

d) Doctor's Certificate-
For sick leave in excess of three consecutive work days, a department head may require a signed statement from a health care provider verifying the employee's inability to perform his or her assigned duties because of illness and/or his or her ability to return to work.

e) Notification-
To be eligible for paid sick leave, an employee, or his or her representative, shall notify his or her immediate supervisor and give the reason for the absence no later than two hours after the beginning of the first work day for which sick leave is taken, or as soon as practical under the circumstances.

f) Termination of Employment-
An employee shall not be paid for any unused sick leave upon termination of his or her employment with the City with the exception outlined in the separation of service section.

## 4. ~~Pregnancy~~ Paid Parental Leave-

~~An employee may claim leave for pregnancy in the same manner as provided for sick leave; provided, however, that the employee may elect to utilize any accrued vacation leave if, and to the extent, such leave is available. An employee may also take leave without pay in the same manner as any other employee on leave without pay status.~~

The Paid Parental Leave Policy will apply to eligible employees due to the birth of an employee's child or the placement within an employee's home of an adopted or foster child. The policy is in effect for childbirth, foster placements or adoptions occurring on or after the effective date of this policy.

**a)** Purpose
To establish uniform guidelines for how paid parental leave policy will work for all eligible employees, establishing eligibility criteria, and terms of leave for which someone can received paid benefits. The goal of the policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations. The City of Roeland Park prides itself on being a flexible, family friendly workplace and this

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policy, adopted as part of the 2020 Budget Objectives, is another step toward giving our employees the additional flexibility they need when adding a new family member. These policies will help the City of Roeland Park attract and retain quality employees, as well as work toward increasing diversity.

**b) Policy**

1. Eligibility
   i. Paid parental leave is available to full-time regular and appointed employees who have worked for the City of Roeland Park for at least twelve (12) months, at least 2,080 hours.
   ii. Surrogate mothers and sperm donors are excluded from coverage under this policy.
   iii. Respite placement, or when one foster family temporarily cares for the foster children of another family, is not eligible for paid parental leave under this policy.
2. Term of leave – Eligible employees will receive six continuous weeks of pay. Paid parental leave is in addition to, and not a replacement for, any other leave for which an employee is eligible.
3. Employees can utilize paid parental leave only once in a twelve-month period and only once per child.
4. Paid leave will be based on the employee's certified normal rate of pay.
5. Eligible employees must apply for short-term disability benefits as a condition of receiving the salary continuation as addressed under this policy. Short-term disability benefits will offset, and not be in addition to, the salary continuation provided under this policy. Short-term disability benefits are provided to mothers who give birth to a child and provides 60% of the employee's salary with a maximum of $500/week. These benefits provide six (6) weeks for vaginal births and twelve (12) weeks for a caesarian birth.
6. Employees receiving paid parental leave are expected to return to work for at least six weeks following the conclusion of their paid parental leave. If the employee fails to return to work, they will be required to reimburse the City for the paid parental leave funds received from the City, excluding any short-term disability pay received. By accepting the paid parental leave, the employee agrees to these terms.
7. Vacation and sick leave benefits will continue to accrue during the period of paid parental leave. The City will continue to pay its share of the cost of an eligible employee's group health insurance during a paid parental leave. The City will continue to pay its share of the cost of an eligible employee's group health benefit insurance during paid parental leave. The employee's share of premiums and benefits will continue to be deducted as usual.
8. Paid parental leave must be used within twelve (12) weeks following the birth, foster placement or adoption of a child. If paid parental leave is paired with other forms of paid leave, such as sick, vacation and holiday, the paid parental leave shall be administered first followed by other forms of paid time off. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as

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sick leave, vacation, personal leave, and holidays.

If a holiday observed by the City of Roeland Park occurs during the eligible employee's paid parental leave, the eligible employee will receive holiday pay in lieu of a paid parental day. Use of holiday pay during a paid parental leave will not extend the length of the leave.

Multiple births or adoptions (birth or adoption of twins, for example) does not increase the length of paid parental leave granted for that event. If both parents are eligible employees, each will be able to use the appropriate provisions of this policy.

**c) Procedures**

1. An eligible employee must submit a completed Leave Request form requesting the Paid Parental Leave at least thirty days (30) prior to the anticipated date of the leave. To the extent that 30-day notice is not possible, a leave request should be made as soon as possible. The form will also indicate the employee's statement that they will return to work for at least six weeks following the conclusion of their paid parental leave.
2. For those eligible for short-term disability, the appropriate form will need to be completed by your healthcare provider.
3. An eligible employee will be required to furnish appropriate adoption or foster placement documentation, such as a letter from an adoption agency or state, or from the attorney in cases of private adoptions.
4. A fraudulent request for Paid Parental Leave is grounds for dismissal.

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## 5. Funeral Leave-

In the case of death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents or same by marriage of the employee or employee's spouse), full-time employees may request funeral leave not to exceed three consecutive working days. If an employee needs additional time off to attend to details of the funeral, it may be arranged with their supervisor. Leave in excess of three days may be charged against any unused sick or vacation leave, unless the employee elects to take leave without pay. Employees should notify their department head as far in advance as possible regarding a need for leave.

## 6. Family and Medical Leave-

If ever required by federal law, the City will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the City's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave (if available under the law), requests for leave shall proceed according to the City's established policies. Any questions regarding available Family and Medical Leave should be directed to the City Clerk.

## 7. Injury Leave-

a) All injuries occurring on the job shall be reported immediately to the employee's immediate supervisor.

b) Any employee injured on the job shall usually be eligible to receive injury leave with pay during the seven-day waiting period for workers' compensation claims.

c) When an employee receives compensation under the Workers' Compensation Act, the pay he or she receives from the City, while an employee of the City, shall be the difference between his or her regular rate of pay and the amount he or she receives from workers' compensation and shall be charged against sick leave.

## 8. Military Leave-

a) Employees will be granted leaves of absence for military service, training or other obligations in compliance with Uniformed Services Employment and Reemployment Rights Act requirements and related federal and state military leave laws. Any employee so engaged in military or other uniformed services shall not be denied employment, reemployment, retention, promotion, or any benefit of employment on the basis of their active uniformed service. The City will not discriminate in employment against, or take any adverse employment action against, any person because he/she exercised these rights.

b) As with other leaves, employees must provide advance notice to his/her supervisor of the intent to take military leave as well as appropriate documentation, as far in advance as possible, unless giving such notice is impossible, unreasonable or precluded by military necessity.

c) Pursuant with the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees are provided with broad protection in terms of their reemployment upon completion of military service, as well as specific time frames in which employees must return to work upon completion of service. Employees returning from military leave will (with limited exceptions) be returned to their position in accordance with current law then pertaining.

d) Employees will not continue to receive pay during a military leave unless required by law. However, an employee may request to use earned but unused vacation time and sick time during military leave. Benefit coverage will continue for 30 days, provided employees pay their normal portion of the premiums.

## 9. Civil Leave-

a) <u>Civil Leave With Pay-</u>
An employee shall be given necessary time off with pay:
   i. When performing jury duty;
   ii. When appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the City;
   iii. When performing emergency civilian duty in connection with national defense; or

iv. For the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.

However, an employee shall reimburse the City for juror or witness fees received while on civil leave.

b) Civil Leave Without Pay-
If an employee is involved in a personal lawsuit either as plaintiff or as defendant in an action not related to his or her duties with the City, the employee may take leave without pay unless he or she elects to utilize any accumulated vacation leave.

### 10. Other Leave-

a) Educational Leave-
An employee, upon written request, may be granted leave without pay for a period up to one year to further his or her education or seek specialized training, upon recommendation of the employee's department head and approval by the City Administrator and Governing Body. An employee may request leave with pay for a class related to their current work on a case by case basis which will need to be approved by his or her department head and the City Administrator.

b) Leave of Absence-
An employee, upon written request, and with the recommendation of his or her department head, may be granted a leave of absence without pay for a period of up to six months, subject to the approval of the Governing Body.

c) Compensatory Time-
Compensatory time off that is accrued by a non-exempt employee for overtime worked shall be taken within 13 pay periods following the pay period in which it was earned.

d) Request for Leave-
Except for sick leave, all leave must be authorized by the employee's department head prior to leave time being taken.

e) Credits for Paid Leave-
An employee, while on paid sick leave, vacation leave or other leave with pay, shall continue to earn credit for sick leave and vacation leave, but no leave credit shall be earned by any employee while on leave without pay.

## F. OTHER EMPLOYEE BENEFITS

### 1. Health Care Program-

a) All full-time employees shall be eligible for the City's group health care insurance program beginning on the first day of the month following the initial date of employment. A part-time employee who becomes a full-time employee shall be eligible for group health care insurance as of the date of change in employment status.

b) When an individual employee is required to contribute because of participation in the City's group health care program the amount of such contribution shall be a payroll deduction.

c) All costs for health care insurance shall be paid by the employee during any period the employee:

   i. Is on a leave without pay (excluding Family and Medical Leave Act provisions);

   ii. Is on suspension without pay;

   iii. Is on unauthorized leave; or

   iv. Is participating in any unlawful work stoppage.

d) No employee shall be entitled to a cash payment in lieu of health care insurance coverage.

e) Each employee should refer to the specific plan document, benefit booklet, or policy provided for each benefit to determine eligibility. A benefit plan document always supersedes all other information provided about a benefit. Summary Plan Descriptions (SPDs) can be found in City Clerk's Office and employees should see the City Clerk to request a copy.

The City reserves the right to amend or terminate benefits at any time.

### 2. Retirement - OASDI Benefits-

All eligible employees of the City are under the federal OASDI social security system, and receive the benefits thereof in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the City and the employee, with the employee contribution subject to payroll deduction.

### 3. Retirement - KPERS/KP&F Benefits-

All eligible employees of the City are members of the Kansas Public Employees Retirement System (KPERS) and/or Kansas Police & Firefighter Retirement System (KP&F) and receive the benefits thereof in accordance with state laws and guidelines. Under current law, KPERS members contribute six percent of salary, by payroll deduction. The employer's share is determined by KPERS, and varies annually.

### 4. Workers' Compensation Benefits-

All employees of the City receive the benefits of the Kansas Workers' Compensation Act, in accordance with such laws and guidelines. The cost of this benefit is paid entirely by the employer.

### 5. KPERS/KP&F Death and Disability Benefits-

All employees who are contributing members of KPERS/KP&F are eligible for the insured death and disability benefits provided by KPERS/KP&F, which is supplemental to the regular KPERS/KP&F benefits. The cost of this benefit is paid entirely by the employer. This insured death and disability benefit begins on the first day of employment, whether or not the employee is a contributing member of KPERS/KP&F.

### 6. Unemployment Compensation-

All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such laws and guidelines. The cost of this benefit is paid entirely by the employer.

### 7. Life Insurance-

In addition to the death benefits provided under OASDI, KPERS and KP&F, the City makes available to each employee the option of purchasing group life insurance, administered by KPERS/KP&F, on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

### 8. Deferred Compensation-

All City employees may participate in any deferred compensation plan offered by the City, for which they are eligible.

## G. AUTHORITY TO DISCIPLINE

Department heads and/or the City Administrator shall have the authority and the responsibility to discipline employees for violations of the City's personnel policies and any departmental guidelines.

### 1. General Policy-

The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the City organization is for the most part "self" discipline. It is the duty of employees to a make conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the City and the department in which they work. Each employee is expected to be self-disciplined and to work hard at being the best at what he or she does and to help the City provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may be necessary for his or her department head or supervisor to consider disciplinary actions to correct the problem.

It is not possible to list every possible instance in which an employee may be subject to discipline, up to and including termination. However, the following list (which is not all-inclusive) provides instances in which an employee may be subject to discipline, up to and including termination:

a) The employee violates the provisions contained in this Employee Handbook, or any other written guidelines or procedures applicable to the department in which the employee works;

b) The employee's conduct reflects discredit to the City or hinders the effectiveness or efficiency of City operations; and/or

c) The employee has performed an act of misconduct, or has failed to perform an act which results in misconduct.

## 2. Disciplinary Actions-

The following types of disciplinary actions are possible:

a) Verbal Warning-
A verbal warning is an oral reprimand given to an employee by his or her supervisor or department head. A record of the warning shall be recorded in the employee's file.

b) Reprimand-
A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee's file.

c) Probation-
Probation is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, to improve work performance, or to improve on the employee's job behavior. Failure to meet the probationary requirements may result in additional disciplinary actions.

d) Salary Reduction-
A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.

e) Demotion-
A demotion is the placement of an employee into a position of a lower pay range.

f) Suspension-
A suspension is the removal of an employee from service, with or without pay, for a specific period of time.

g) Termination-
Termination is the removal of an employee from City employment.

There is no requirement that the discipline of an employee involve all, or any, of the above-referenced actions. For instance, if warranted, an employee may be suspended or terminated without a verbal warning in certain circumstances.

## 3. Procedure for Disciplinary Action-

Whenever the misconduct of an employee occurs—that of which in the judgment of the employee's supervisor or department head justifies the application of disciplinary action other than a verbal warning—the supervisor or department head might, in appropriate circumstances:

a) Document the misconduct in writing;

b) Determine the appropriate disciplinary action to correct the problem;

c) Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, supervisor, department head or other persons requested to be present by the department head;

d) Give the employee an opportunity to refute the facts or argue against the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action;

e) Make a final decision as to the disciplinary action; and/or

f) Notify the employee of the disciplinary action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the City Clerk for insertion in the employee's personnel file.

The procedure noted above is discretionary and may or may not be utilized given the particular circumstances.

### 4. Misconduct Subject to Disciplinary Action-

The following is a list of misconduct which may subject an employee to disciplinary action, up to and including termination of employment. The list is not exclusive; it is only representative of the types of misconduct which may subject an employee to disciplinary action. This list is provided for general guidance to employees and does not alter the at-will nature of an employee's employment relationship with the City.

a) Conviction of a violation of any state or federal criminal law.

b) Conviction of a violation of any City law.

c) Failure to follow prescribed City or departmental safety policies and procedures, including failure to notify his or her supervisor of unsafe working conditions and negligent or willful creation of unsafe conditions in the workplace.

d) Violation of personnel policies and guidelines or departmental policies and guidelines.

e) Inattention to duty, carelessness, breakage or loss of public property or funds or willful or negligent damage to public property or waste of public supplies or equipment.

f) Incompetency or inefficiency in the performance of the duties of his or her position or failure to render satisfactory service.

g) Insubordination or other breach of discipline.

h) Discourteous or disruptive conduct or other offensive behavior in public, to the public or to employees and officers of the City.

i) Abuse of leave, excessive absenteeism or tardiness or absence without leave.

j) Temporarily leaving the workplace without the approval of his or her supervisor.

k) Failure to give proper notice of absence.

l) Sleeping on the job.

m) Use of alcohol or drugs, off the job, to the extent that the employee's job performance or effectiveness as a City employee is impaired.

n) Inducing or attempting to induce any officer or employee of the City to commit an unlawful act or to act in violation of any lawful or official order or regulation.

o) Unauthorized possession of firearms or other weapons on the job.

p) Taking or using any funds or property of the City for personal use or for sale or gift to others or the making of any false claim against the City.

q) Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a supervisor or department head or knowingly making a false statement to any employee or officer of the City.

r) Claiming leave time under false pretenses or falsifying attendance records for oneself or another employee.

s) Possession or use of alcohol or drugs, except where prescribed by a physician, after being afforded the opportunity to seek professional attention, or use of alcohol or drugs, except where prescribed by a physician, while on duty. Sale of or offering for sale or giving away alcohol or drugs while on duty or at the workplace.

t) Illegal harassment of any kind, including sexual harassment.

u) Disclosing confidential records or information unless directed to do so by his or her department head or supervisor.

v) Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of City employment.

w) Material falsification of application for City employment or making a false statement or report in regard to any test, certification or appointment or any attempt to commit any fraud that violates the merit principles of personnel administration.

x) Giving or attempting to give any monetary consideration or the delivery of undeserved service to or from any person or organization for, or in connection with, any test or appointment.

y) Taking or offering to take from any person for the employee's personal use any fee, gift or other thing or service of value, in the course of his or her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person; accepting a bribe, gift, money or other thing of service or value intended to encourage the employee to perform or refrain from performing any official act; engaging in any act of extortion or other means of obtaining money or other things or service of value through his or her position in the service of the City.

In an appropriate case, an employee may be suspended, with or without pay, pending an investigation and review of the matter.

# H. SAFETY

## 1. General Safety-

All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City and/or departmental policy at all times. Failure to comply with safety policies may result in disciplinary action.

## 2. Smoking Policy-

Smoking shall not be permitted in any enclosed City facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed facilities. This policy applies to all officers and employees of the City, contractors, and visitors. Smoking shall be permitted only at a reasonable distance of ten (10) feet outside entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco smoke does not enter those areas.

No Smoking signs shall be posted in all City facilities.

Those employees who smoke and would like to take this opportunity to quit are invited to call the free Kansas Tobacco Quitline (1-800-QUIT-NOW) for telephone cessation counseling and support.

### 3. Conceal Carry of Firearms-

Employees and officials, who are not otherwise prohibited by state or federal law, may carry a concealed handgun, consistent with the Kansas Personal and Family Protection Act, as amended, into City buildings, where the carrying of a concealed handgun is allowed under the provisions of state law.

a) Any employee carrying a concealed handgun within a City building pursuant to the provisions of state law must keep said handgun completely concealed, in a proper holster or similar product, with all safety features in place.

b) Storage of Concealed/Carry Firearms: It is the sole responsibility of the employee to maintain control of his/her concealed firearm and ammunition by ensuring that such firearm is on his or her person and attended to at all times.

c) Employees are also permitted while on City owned property to store a firearm within their own vehicle provided that such storage is outside of plain view from the exterior of the vehicle and that the vehicle is locked when the employee is not in the vehicle.

d) Other than certified law enforcement officers, it is outside of the course and scope of employment for any City employee or contractor to brandish, intentionally display, use, discharge, point or threaten any person with the use of a weapon in the workplace or in the exercise of his or her duties.

e) An employee's failure to maintain a firearm in a concealed manner or locked as described herein could result in discipline, up to and including termination.

f) In the event that a City employee or official discharges a firearm while on duty, the Roeland Park Police Department shall investigate the discharge and file a report of investigation with the City Administrator. Based on such report, the City Administrator, or designee, will determine whether it constitutes grounds for disciplinary action, up to and including termination. The discharge of a firearm while on duty may also result in criminal charges.

*Subject to other policies and procedures of the City of Roeland Park and Kansas law, law enforcement officers are the only individuals authorized to use deadly force while acting for and on behalf of the City of Roeland Park. Employees who are not authorized to use deadly force do not have the immunities and are not entitled to the same indemnity afforded law enforcement and other employees authorized to carry firearms within the scope of their employment. The City will not provide for, reimburse, or pay attorney fees or other costs in defense of any employee who uses deadly force if the use of deadly force is not a function of said employee's job.*

## 4. Uniform Policy-

The purpose of this policy is to establish a policy concerning the proper wearing of City apparel for non-public safety employees and to identify those items that are "safety equipment" and not uniforms. Items will be replaced, as needed, based on budgetary considerations. Each employee, upon being hired shall be issued the following uniform items:

a) Public Works Department
   i. Five shirts with City logo.
   ii. Three heavy sweatshirts with City logo.
   iii. One winter jacket with City logo.
   iv. One pair of coveralls with City logo.
   v. $150 to be paid each year (at the beginning of the year) through payroll for the purchase of work pants.

b) Administrative
   i. Five shirts with City logo.
   ii. Two sweatshirts with City logo.

c) Code Enforcement
   i. Five shirts with City logo.

ii. Two heavy sweatshirts with City logo.

iii. One winter jacket with City logo.

iv. One Khaki pants.

### 5. Specifics-

a) Uniforms (excluding work pants) will be purchased only three times per year (usually March, June and September).

b) All uniforms (excluding work pants) are the property of the City and must be exchanged when receiving new items or returned when leaving employment with the City.

c) Uniforms now in the possession of City employees must be exchanged prior to receiving new uniforms.

d) It is assumed that employees who wear uniforms while not on duty do so to bring credit to the City and will not engage in conduct that is disgraceful or an embarrassment to the City.

e) All new uniforms, with a City logo, shall be approved by the City Administrator.

f) It shall be the responsibility of the employee to wash, clean and maintain any City uniforms.

g) Appropriate non-uniform clothing may be worn when attending training, schools, meetings, luncheons, workshops, etc.

h) The employee is responsible for any loss or damage of City uniforms due to neglect.

i) The City Administrator may authorize exceptions to the Uniform Policy.

### 6. Non-Uniform Safety Items-

The following items are considered Safety Equipment and shall be provided to necessary employees. These will be replaced as needed due to normal wear and tear or when damaged. The old items shall be returned prior to issuing new items.

a) One pair of steel toed (ANSI approved) boots (Paid by City up to $160.00).

b) One pair of leather gloves.

c) One pair of safety glasses.

d) One pair of full eye goggles.

# I. TRAVEL POLICY

The City pays business-related travel expenses of its elected officials, employees and other with the approval of the department head and City Administrator, as long as the departmental travel seminar and education line-item budget would not be exceeded.

a) Approved Travel-

i. Any function of the League of Kansas Municipalities if held within the State of Kansas.

ii. Any function of the Mid-America Regional Council (MARC) if held within the member counties of MARC.

iii. Any function of the Northeast Johnson County Chamber of Commerce.

b) Reimbursement Rates-

i. Travel by personal car at the IRS-approved rate. In-state mileage shall be calculated by the City Administrator using the shortest distance method, plus five (5) miles per each day, or part thereof, that the person is engaged in City business. Out-of-state travel will be at actual odometer readings.

ii. Other transportation, lodging and miscellaneous expenses at actual cost upon the submission of proper vouchers/receipts.

c) Meals-

i. At actual cost upon the submission of proper vouchers/receipts for expenses not associated with travel requiring an overnight trip.

ii. For travel requiring an overnight trip, the following per-diem (no receipts necessary) shall apply, or pro-rata based on the following:

| In State | | Out of State | |
|---|---|---|---|
| Breakfast | $5.00 | Breakfast | $10.00 |
| Lunch | $10.00 | Lunch | $20.00 |
| Dinner | $15.00 | Dinner | $30.00 |

iii. Banquets, lunches and other meals included in the registration fee or prepaid with the conference will be deducted from the per diem rate.

Individuals who are pre-registered for any event and not able to attend should make every effort to find another City official to go in their place.

# J. EMPLOYMENT RECORDS

## 1. Personnel Records-

a) Information contained in an employee's personnel file is highly confidential and is maintained by the City Clerk. The City Clerk shall keep adequate records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. All employee files remain the property of the City and contain only items that have direct bearing on the employee/employer relationship. This includes any documents that relate to the employee's recruitment, selection and retention; the employee's job responsibilities and his/her ability to perform those duties; and the employee's present or future ability to perform work assignments.

b) Employee files will be maintained by the City Clerk and must remain in the Administration Department at all times. Only authorized individuals have access to the information in these records.

c) Managers should provide, to the City Administrator for review and approval, written notification of any corrective action or changes in the status for his or her employees. The City Clerk will maintain a record of all changes in the employees' personnel files.

d) Current employees may request to review their personnel file. An employee's personnel file shall be available during office hours for inspection by that employee upon reasonable notice. Such request should be submitted to the City Clerk.

### 2. Access to Employee Files and Verification of Employee Records-

Information contained in an employee's personnel file is highly confidential and will be released only to authorized individuals within the City, upon receipt of a court ordered subpoena or to individuals with written authorization from the current employee. It is the City's policy to provide only limited information regarding a former employee in response to requests for references.

This policy shall be applied in accordance with the requirements of federal and state laws.

### 3. Release of Employee Files-

When an outside party requests information about a current or former employee, only the City Administrator or City Clerk is authorized to respond. Reference requests should be referred to the City Administrator or City Clerk.

All telephone or written inquires for employment references must be referred to the City Administrator or appropriate manager. The City Administrator or City Clerk will release only the employee's dates of employment and job title; salary may only be verified in writing.

## K. TECHNOLOGY AND ELECTRONIC COMMUNICATIONS

The purpose of this policy is to establish guidelines for use of the City's computer, communication, and related systems to ensure that this equipment is used in a manner consistent with its intended purpose and the mission of the City and to discourage or eliminate inappropriate use of the equipment.

### 1. Definitions-

a) Technology Equipment-
Includes all computers and related hardware and software, voicemail, electronic mail, internet access, internet e-mail, phone systems, network systems, voice and data communications, printers, copy and fax machines, video cassette recorders, cameras, pagers, radios, and electronic equipment in general which is owned by the City, licensed to the City, or otherwise provided for use by the City through the use of public funds.

b) Management Staff-
Department heads, their designees, or other City staff in supervisory positions.

c) Network-
Any City owned or operated computer, telephone, or electronic system.

## 2. General Computing and Network Policy-

a) Violations to this Policy are subject to disciplinary action, including termination.

b) All users of the City's technology equipment must adhere to City, state, federal, and international laws governing the use of such equipment. All users of the City's technology equipment should strive to use such equipment in an efficient and effective manner consistent with the City's mission, and must avoid unethical, unauthorized, or any other use of such equipment in a manner inconsistent with good stewardship of public resources.

c) Any provision or provisions of this policy may be waived only for unusual circumstances, and only with the concurrence of an individual's supervisor and the City Administrator or his/her designated representative.

d) Users of the City's network services shall promote efficient use of the networks to minimize, and avoid if possible, congestion of the networks and interference with the work of other users of the network.

e) Encryption of communications will be allowed only if it is determined to be necessary for the protection of citizens or employees, or is determined to be an integral part of an employee's performance of their assigned work.

## 3. Prohibited Uses-

a) Use of the City's technology equipment for threats, harassment, slander, defamation, obscene or suggestive messages and images, political endorsements, commercial activities, or for the production or dissemination of any material which is discriminatory with regard to race, sex, religion, ethnicity, disability, sexual orientation, gender identity, and/or age is prohibited.

b) "BIOS" (basic in and out system) passwords, unless approved by the City Administrator or his/her designated representative.

c) Intentionally disrupting or damaging any of the City's network services or any components of the system.

d) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.

e) Any unauthorized access or attempts to gain unauthorized access to data, system resources and passwords.

f) Any attempt to secure system access privileges other than those assigned by the System Administrator or his/her designated representative.

g) Decryption of system or user passwords.

h) The copying or deleting of any software without the authorization of the City Administrator.

i) Infringement on software licenses and copyrights.

j) Loading of software onto the City's network, or any component of the network, without the advance approval of the City Administrator or his/her designated representative.

k) The intentional introduction of computer viruses or other disruptive programs into the City's system.

l) Sharing of passwords with other users.

## 4. Privacy Policy-

a) No individual or group utilizing the City's technology equipment should have any expectation of a guarantee of privacy in their use of the City's technology equipment. The equipment is managed by the City for the purpose of City business, and authorized representatives of the City may access any aspect of the City's technology equipment at any time for work related non-investigatory or investigatory purposes. Authorized representatives of the City may, without advance notice, access any portion of the City's technology equipment for purposes related to claims of misconduct by City staff.

b) Management reserves the right to monitor the use of any or all portions of the City's technology equipment, including electronic messages either sent or received, electronic files stored on the City's network, and internet sites visited.

c) Management reserves the right to access, without notice, data or text caches, pager memory banks, e-mail, voicemail boxes or accounts, and other employer provided electronic storage systems.

d) All data, information, electronic mail, and other documents contained on the City's network, or any component of the City's network, is City property, and may be accessed by authorized representatives of the City.

## 5. Electronic Mail Systems-

a) <u>Privacy, Confidentiality and Public Records Considerations</u>

i. The City will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the City can assure neither the privacy of an individual user's use of the City's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

ii. All electronic files and messages on the City's systems are periodically backed up and generally available for re-creation, even if erased.

iii. In all electronic mail communications, be polite and use appropriate language.

iv. Delete all messages from the electronic mail system when they are no longer needed to help efficiently manage network storage resources.

b) Permissible Uses of Electronic Mail

i. Authorized Users-Only City employees and other persons who have received permission under the appropriate authority are authorized users of the City's electronic mail systems and resources.

c) Purpose of Use-The use of any City resources for electronic mail must be related to City business. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use of City's electronic mail resources for personal purposes is subject to the provisions of this policy.

d) Prohibited Purposes

i. Personal use that creates a direct cost for the City.

ii. The City's electronic mail resources shall not be used for personal monetary gain or for commercial purposes that are not directly related to City business.

e) Prohibited Uses

Prohibited uses of electronic mail includes, but is not limited to the following:

i. Do not use the City's electronic mail system for sending "junk mail" or "chain letters."

ii. Never send electronic mail from someone else's account or electronic mail address.

iii. Sending copies of documents in violation of copyright laws.

iv. Inclusion of the work of others into electronic mail communications in violation of copyright laws.

v. Capture and "opening" of other employees' electronic mail except as required in order for authorized employees to diagnose and correct delivery problems.

vi. Use of electronic mail for personal political use.

vii. Use of electronic mail to harass or intimidate or to interfere with the ability of others to conduct City business. This prohibition specifically includes any communication which violates the City's policies against illegal harassment and discrimination.

viii. Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.

ix. "Spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else.

x. "Snooping," i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial City business purpose.

xi. Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.

xii. To distribute defamatory, fraudulent or harassing messages, or otherwise engage in any illegal or wrongful conduct.

f) City Access and Disclosure

By accepting and continuing employment, employees of the City are consenting to the City's monitoring of their e-mail communications on City equipment and/or on City premises and/or on City paid time.

g) General Provisions

To the extent permitted by law, the City reserves the right to access and disclose the contents of employee and other users' electronic mail without the specific consent of the user beyond the general consent provided as a condition of employment. The City will do so when it believes it has a legitimate business need including, but not limited to, those listed in Section (g) below.

Employees and other users are advised that the City's electronic mail systems should be treated like a shared filing system, i.e., with the expectation that communications sent or received regarding City business or with the use of City resources may be made available for review by any authorized City official for purposes related to City business.

Any user of the City's electronic mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so under appropriate City authority.

h) Monitoring of Communications

The City will not monitor electronic mail as a routine matter but it may do so to the extent permitted by law as the City deems necessary for any valid business purposes, including employee supervision.

i) Inspection and Disclosure of Communications:

The City reserves the right to inspect and disclose the contents of electronic mail:

i. In the course of an investigation triggered by indications of misconduct or misuse;

ii. As needed to protect health and safety;

iii. As needed to protect the rights or property of the City;

iv. As needed to prevent interference with the business mission of the City;

v. To detect employee wrongdoing; or

vi. As required for employee supervision or performance management.

The City will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and/or to fulfill the City's obligations to third parties.

j) Limitations on Disclosure and Use of Information Obtained by Means of Access or Monitoring

The contents of electronic mail communications, properly obtained for City purposes, may be disclosed without permission of the user. The City will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business purpose or satisfy a legal obligation.

k) Special Procedures to Approve Access to and Disclosure of Use of Electronic Mail Communications

Individuals needing to access the electronic mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from the appropriate City authority. Any employee accessing the electronic mail communications of others without permission will be subject to disciplinary action, up to and including termination.

## 6. Definition of City Authority-

For the purposes of this policy, City Authority is defined as having approval of the Governing Body or by the City Administrator.

## 7. Internet Access-

a) Authorized Users:

Internet access is provided to City staff only by approval of department heads, and with the concurrence of the City Administrator or his/her designated representative.

b) Purpose of Use-

The use of any City resources for internet access must be related to City business. Incidental and occasional personal use of internet access may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use of internet access resources for personal purposes is subject to the provisions of this policy.

c) Prohibited Purposes-

i. Accessing adult entertainment, pornography, illegal, suggestive or other inappropriate material via the internet at any time from any City facility using either privately-owned or City technology equipment.

ii. Personal use that creates a direct cost for the City.

iii. The City's internet access resources shall not be used for personal monetary gain (i.e. engage in e-commerce, investment banking activities or gambling activities, legal or illegal) or for commercial purposes that are not directly related to City business.

## 8. Social Media/Blogging-

The City respects the right of any employee to maintain a blog and other types of self-published online journals, social media sites and collaborative web-based discussion forums. However, to protect the City's interests and ensure employees focus on their job duties, employees are expected to follow the guidelines and policies set forth to provide a clear distinction between you as an individual and you as an employee.

a) Purpose-
This policy outlines the protocol and procedures for use of social media to publicize official City services and events. In addition, this policy addresses the responsibilities of individual employees and City officials with regard to social media and the use of City resources (time/equipment), as well as responsibilities related to public records and open meeting laws.

b) Definitions-

i. Social Media-
Various forms of discussion and information sharing, including blogs, wikis, social networks, virtual worlds, video posts, podcasts, message boards and online forums. Technologies include: picture sharing, wall postings, fan pages, e-mail, instant messaging and music sharing.

ii. Social Networking-
The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the use of the internet to promote such connections for official City business for employees, elected and appointed officials who are using this medium in the conduct of official City business.

c) Policies and Procedures-
All official City presences on social media sites or services are considered an extension of the City's information networks and are governed by the Technology and Electronic Communications Policy contained in the City Personnel Manual and used for the limited purpose of informing the public about City business, services and events.

i. All City social media sites must comply with applicable federal, state and City laws, regulations and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information technology, web standards, brand standards and media policies established by the City.

ii. Each social media site used by the City will include an introductory statement that clearly specifies the purpose of the site and directs users to the City's website. In addition, wherever possible, links to information should direct users back to the

City's official website for more information, forms, documents or online services necessary to conduct business with the City.

iii. Purpose-To provide information to the users in a timely manner and to direct users to the website for additional information.

Employees representing the City via social media outlets must conduct themselves at all times as representatives of the City and in accordance with all human resource policies. Employees shall not disclose information about confidential City business on either the City's social media sites or their personal social media sites.

d) The City encourages the posting of comments by individuals; however, current elected officials are not to post on the City's official social media sites.

e) The City's social networking content and comments containing any of the following forms of content shall not be allowed for posting:

i. Comments not topically related to the particular site or blog article being commented upon;

ii. Profane language or content;

iii. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation or gender identify;

iv. Sexual content or links to sexual content;

v. Solicitations of commerce;

vi. Conduct or encouragement of illegal activity;

vii. Information that may tend to compromise the safety or security of the public or public systems; and/or

viii. Content that violates a legal ownership interest of any party. The City reserves the right to remove content that is deemed in violation of this policy or any applicable law. Any participants on the City's official social media sites who are in continual violation of the posting/commenting guidelines may be permanently removed from the City's site.

The City reserves the right to temporarily or permanently suspend access to official City social media sites at any time.

# L. CELL PHONE COMMUNICATIONS POLICY

It is the policy of the City to provide cellular telephones and/or wireless personal communications devices to designated employees in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services.

It is also the policy of the City to maintain the right of access to and disclose of any and all messages communicated through electronic means when City-owned equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message.

Decisions regarding the use of City cellular telephones and wireless personal communications devices, which are not explicitly stated herein, will be left to the discretion of the City Administrator. Department heads are authorized to administer, provide guidance on, and assure compliance with the features of this policy.

It is the policy of the City to provide reimbursement for cellular telephones and wireless personal communications devices to designated employees who can be recalled in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services. At the City Administrator's discretion eligible personnel my obtain a personal cellular telephone, and/or wireless personal communications device. The City will reimburse the employee at a monthly rate of $15.00. Department heads will be reimbursed at a rate of $30 per month.

## 1. Applicability-

This policy and procedure applies to all City employees, departments, and organizations. Departments which use a pool system for cellular telephones, or which have cellular telephones assigned to vehicles or positions instead of to individuals, may develop departmental policies and procedures and/or regulations which provide greater direction to their employees, as long as that direction is consistent with this policy.

This policy includes City-owned cellular telephones and other wireless personal communications devices, which are not directly connected to a telephone line. It does not apply to direct-wired landline telephones.

## 2. Authorized Usage-

City-owned cellular telephones and other wireless personal communications devices are intended only for City business. No personal use of City-owned cell phones is allowed. In the event of an emergency personal call, the employee shall reimburse the City of the proportional share of the current monthly fee and service charges, as well as the direct cost of the minutes used (i.e. roaming, long distance, rate plan minutes, etc.).

Employees should not use cellular telephones to discuss confidential or sensitive information, as cellular telephone conversations are not secured.

## 3. Eligibility Criteria-

Employees eligible for assignment of City-owned cellular telephones, and other wireless personal communication devices are those designated by the City Administrator, including but not limited to:

a) Employees who are frequently in a vehicle, if the individual must conduct City business by telephone while in the field, and it can be shown that cost savings and customer service efficiency will be realized through use of such devices;

b) Employees who have a critical need to maintain accessibility with other department heads, City management staff and public officials in order to ensure uninterrupted customer services and/or the integrity of the organizations;

c) Public safety positions as necessary to provide immediate and direct telephone communications with citizens, outside agencies cooperating in operations or other resource entities outside of City government, and to provide for communications which may be inappropriate for mobile radios;

d) Designated employees involved in the City's emergency response plan; and

e) Department heads and employees who have a responsibility for responding to public safety incidents in the field.

## 4. Responsibilities of Department Heads-

The department heads are responsible for:

a) Recommending requests for cellular telephones, and other wireless personal communications devices from their respective subordinates;

b) Ensuring that requests are in conformance with the procedures outlined herein, or that exceptions are justified;

c) Ensuring that all persons assigned a City-owned cellular telephone, and/or other wireless personal communications device are provided access to a copy of this policy, and that the individual is in compliance with it;

d) Conducting annual reviews of assigned devices to determine if such assignments continue to be justified; and

e) Informing appropriate employees responsible for City communications of all reassignments of cellular telephones, electronic paging devices and other wireless personal communications devices.

## 5. Responsibilities of Employees-

Employees who are assigned the use of City-owned cellular telephones, and other wireless personal communications devices are responsible for the following:

a) Ensuring the physical security of such devices;

b) Ensuring that all communications on such devices are kept to the briefest duration possible;

c) Keeping personal communications to a minimum;

d) Ensuring that any personal use does not detract from the employee's availability for completion of assigned duties; and

e) Reimbursing the City for any personal calls sent or received at the rate established by the City Administrator.

## 6. Use of Electronic Communications Devices and Safe Driving-

All City employees are expected to drive with safety as the first consideration. This includes driving safely while operating cellular telephones and other wireless personal communications devices. Recommendations for safe handling of vehicle-based calling from the wireless communications industry include the following:

a) When driving, use voice-activated dialing or have frequently called numbers pre-programmed into the device, or consider pulling off the road to dial (or ask passenger to dial);

b) Do not use the wireless communications devices at all if there are hazardous road or traffic conditions; and

c) Avoid multiple tasks when driving, such as trying to take notes while using a wireless communications device.

Employees are responsible for, and will be held accountable for, safe driving at all times.

## 7. General Statements on Use of Wireless Communications Devices-

a) Use of a log-on or password does not imply any right to employee privacy of communication.

b) Use of a deletion keystroke or process does not mean a message/document has been eliminated from a wireless communications device, e.g. pager.

c) On City-owned wireless communications devices, the City or department reserves the right to monitor and record communications traffic at any time, without notice to any employee.

d) Any abuse or inordinate use of those devices will be considered misconduct and indifference to work, resulting in possible disciplinary action, up to and including termination. Any employee responsible for inordinate use of wireless communications devices may also be held responsible for the resulting costs to the City.

## 8. Monitoring of Wireless Communications by City Supervisors-

Supervisory reviews of wireless communications may be conducted for business reasons. Supervisors may review the communications of their employees to determine if there have been:

a) Breaches of security;

b) Violations of City policy; and/or

c) Misuse by an employee.

## 9. Disclosure of Information-

The City will disclose the contents of retrievable wireless communications messages, upon receipt of a valid court order or legal request, including Public Information (open records) requests. The City may disclose the contents of retrievable wireless communication messages if the information will assist in official internal or criminal investigations.

# M. SEPARATION OF SERVICES

### 1. Resignation-

An employee who terminates his or her employment voluntarily shall be terminated in good standing, providing the employee gives a minimum of two weeks written notice to his or her immediate supervisor or department head. Under appropriate circumstances, a shorter period of notice may be approved by the employee's department head and the City Administrator.

### 2. Payment upon Termination-

An employee whose employment with the City has been terminated shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.

a) Employees who terminate shall be eligible to receive pay for any accrued unused vacation.

b) Employees who have worked for the city in a full time capacity for 5 years or more and who terminate with proper notice, may convert unused sick leave up to a maximum of 480 hours to vacation time at the rate of eight (8) hours sick leave to one (1) hour of vacation. 'Termination with proper notice' is defined as giving prior notice: four (4) weeks for exempt employees and two (2) weeks for non-exempt employees. No conversion is allowed when there is an involuntary separation due to poor performance or misconduct, or other violations of City policies and/or procedures.

   - Example: Maximum sick accrual of 480 hours converts to a maximum of 60 hours vacation.

# N. EDUCATION REIMBURSEMENT

This policy is applicable to any regular, full-time City employee who has completed his/her required initial probationary period.

### 1. Policy-

The City will only consider applications for assistance with tuition and book expenses for degree programs (Associate, Bachelor, Master or Doctorate) according to the following criteria:

a) Before beginning a course of study, an employee must receive approval from employee's department head and the City Administration prior to any request for tuition reimbursement; and

b) An employee may be reimbursed only for courses of study which the City determines are directly related to the employee's present job or which will enhance the employee's potential for advancement to other jobs within the City; and

c) Subject to budget availability, upon successful completion, as defined below, of any approved course, an employee may be reimbursed only the actual cost of the tuition for

classes taken and any required course materials, but the City will reimburse up to a maximum of $2,500 per calendar year; and,

d) Eligible schools must be accredited by one of the six regional organizations recognized by the U.S. Department of Education; and

e) On-line courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement process; and

f) Tuition reimbursement must be approved by the employee's department head and the City Administration, at least ten (10) business days prior to the first day of class; and

g) All documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class or payment will not be rendered; and

h) Reimbursement will only be considered for courses that are successfully completed with a grade of "C" or better for undergraduate courses, or with a grade of "B" or better for graduate-level courses. If an incomplete grade ("I") is received at the end of the term, the class must be successfully completed and documentation submitted for reimbursement within thirty (30) calendar days after completion. The date that the incomplete grade is officially replaced with another grade is the date that will govern with respect to tuition repayment; and

i) The Education Reimbursement Policy will not duplicate other financial aid programs such as Pell Grants, Veteran's Administration Benefits, scholarships, etc. Any financial aid received will be deducted from the tuition and book fees reimbursed by the City; and

j) If an employee's request for reimbursement under this policy is approved, he/she will be required to certify in writing, and agrees to re-pay the City all reimbursements he/she received if employee voluntarily separates from City employment within one year after receiving the reimbursement; and

k) Any employee separated involuntarily within one year of reimbursement shall be required to make full repayment if the separation was for unsatisfactory performance/conduct.

**2. Time Off For Class Attendance and Study Assignments-**

Employees are expected to schedule class attendance and the completion of study assignments outside of their regular working hours. Employees will not be given paid time off, other than vacation and/or bonus days, to attend educational classes or to complete study assignments. In cases where productivity and proper supervision of employees are not adversely affected, management may approve changes in the work schedule to accommodate the pursuit of educational opportunities, however it is expected that educational activities will not interfere with employees' work. Any unsatisfactory job performance during class enrollment may result in forfeiture of educational assistance and/or disciplinary action up to and including termination of employment.

# O. CITY SPONSORED MEMBERSHIP DUES POLICY

The City believes it is important for the members of the Governing Body and City employees to participate in professional organizations. While at the same time it is recognized that difficult economic times have caused strains on the City's budget. Therefore, in the future, the following represent the only types of membership dues that will be approved:

a) Professional association membership dues.
A professional association is usually a nonprofit organization seeking to further the interests of individuals engaged in that profession. The professional association will directly relate to the member(s) job.

b) Civic association membership dues.
A civic association is usually a nonprofit organization seeking to further the interests of individuals engaged in a community and the public interest. The City will cover the first $100 of a civic association membership fee and match 50/50 the next $100. Any amount over $200 will be the responsibility of the individual.

c) Multi-individual memberships and dues for organizations, such as the Northeast Johnson County Chamber, Mid-America Regional Council, League of Kansas Municipalities or National League of Cities under which one membership dues covers all members of the Governing Body and City employees. Multi-individual memberships/dues are subject to Governing Body annual review for value to the City.

# City of Roeland Park
# Employee Handbook
# Receipt

I acknowledge receipt of a copy of the City of Roeland Park Employee Handbook adopted _____. I also acknowledge that its provisions are guidelines, subject to revision by the Governing Body at any time, and are not a contract of any kind between me and the City of Roeland Park.

Dated: _____

Employee's Signature: _____

Employee's Printed Name: _____

# Leave Administration Form | Protected Leave Request Form

King County

*Department of Human Resources Leaves Administration Team*

## Instructions

Employees must submit this completed request form to their agency Human Resources professional at least 30 calendar days before leave begins (if the leave is foreseeable) or as soon as possible (if the leave is unforeseeable). **A medical certification form is required for each requested leave of absence and serious health condition and must be submitted within 15 calendar days of the request.**

Employee Name _____

Phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Employee ID# _____ Supervisor Name _____ Work location_____

Name of spouse/domestic partner that works for King County (if applicable) _____

## Indicate Covered Family Member and Expected Leave Schedule

☐ Self ☐ Other Name/relationship _____ Date of Event: _____

Leave Reason (do not provide medical details) _____

Leave Start Date _____ Anticipated return to work date _____

Briefly describe how leave will be taken (e.g., full-time for one week and then intermittent leave for two weeks, etc.)

_____

## Order of Paid Leave Accrual Use (indicate by inserting 1, 2, 3, 4, etc.)

| Reason for Leave | Sick | Vacation | Unpaid | Other | Paid Parental Lv. |
|---|---|---|---|---|---|
| Employee's Health Condition | Must use first | ___ | ___ | ___ (_____) | NA |
| Bonding Leave (newborn, adoption, foster-to-adopt) | ___ | ___ | ___ | ___ (_____) | ___ |
| Family Member Health Condition | ___ | ___ | ___ | ___ (_____) | NA |

☐ **KCFML Only**: I opt to reserve _____ hours (1-80) of my sick leave for later use (family member leave only)

## Employee acknowledgement of request – read carefully

The information I have provided is true, correct and complete. I understand that if I have falsified any information related to my Protected Family and Medical Leave Request, it may lead to disciplinary action up to and including discharge from employment. I understand that I am required to follow the usual and customary procedure for calling in. I will notify my supervisor and/or department human resources contact or designee if and when there are changes to the circumstances of my leave and provide updated medical certification as required. I understand that my supervisor or department human resources contact or designee may contact me during my leave period to verify my status and obtain updates as to my estimated date of return to work. I understand that for me to return to work from my own serious health condition, my health care provider may need to provide a release for return to full-time, part-time or transitional duty and that any release other than a full release must be reviewed and approved by my supervisor and/or department human resources contact or designee before I report to work. **I understand that if I do not return to work for at least six months of continuous service after my paid parental leave, I will be required to reimburse King County for the paid parental leave funds received.**

**Employee signature** _____ **Date** _____

**Medical Certification form:** ☐ Attached ☐ Not attached, but will be provided within seven calendar days on ☐ Documentation attached for baby/child bonding

**Item Number:** **DISCUSSION ITEMS- II.-2.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

| | |
|---|---|
| Date: | 1/13/2020 |
| Submitted By: | Donnie Scharff, Director of Public Works |
| Committee/Department: | Public Works |
| Title: | **Public Works Update** |
| Item Type: | Presentation |

## Recommendation:

**Provide council with an update on staff hours spent on tasks for 2019**

## Details:

Attached is a breakdown of PW staff hours and projects for 2019.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description | Type |
|---|---|
| Public Works Update | Cover Memo |

# Year End Review of Public Works 1-6-2020

ROELAND PARK
est 1951

# Staff

City Administrator

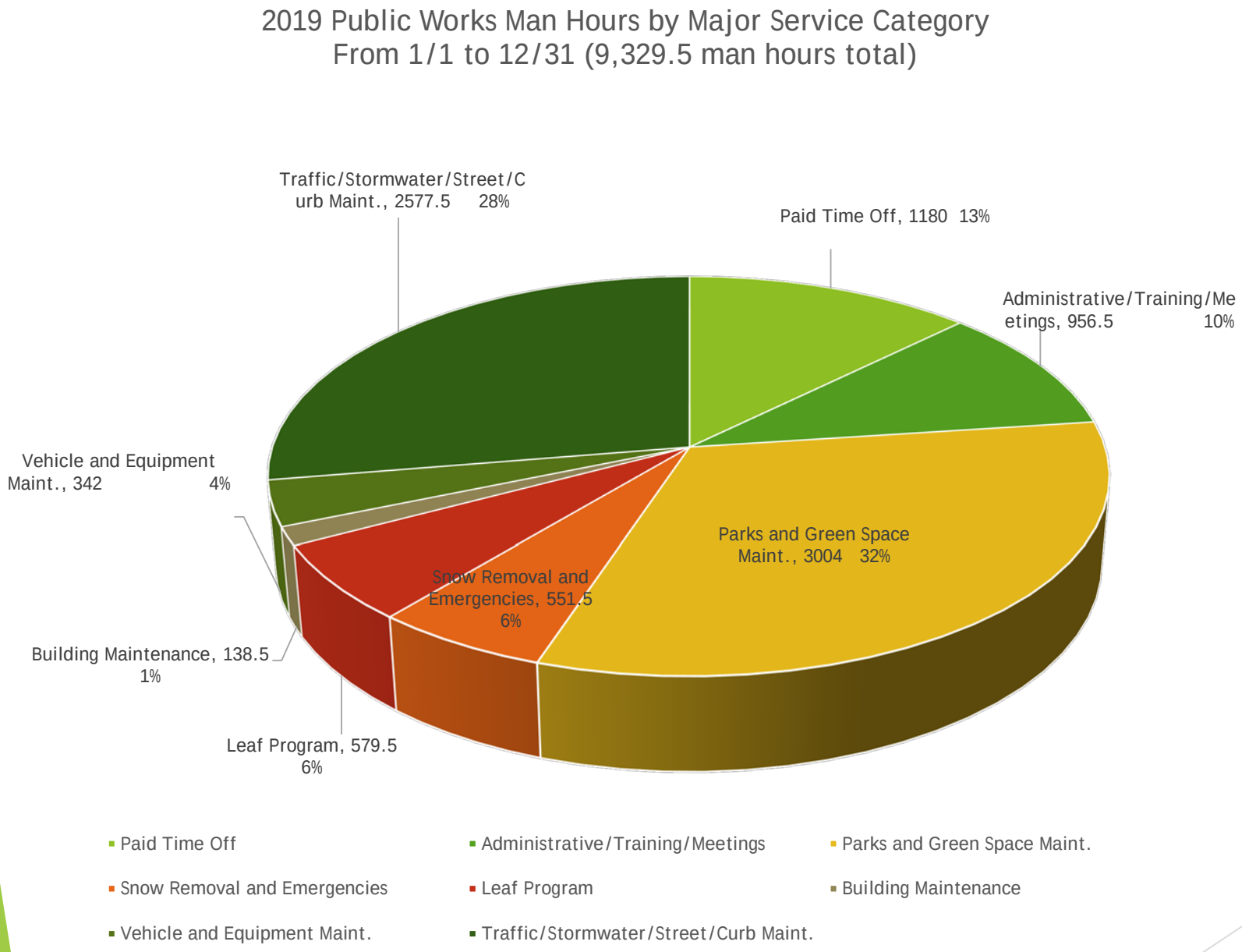
Donnie Scharff,
Director of Public Works

Daniel Vandenbos,
Superintendent

Tracy Stuart  Frankie Reeves  Doug Thorell  Joe Henley  Kyle Keeney

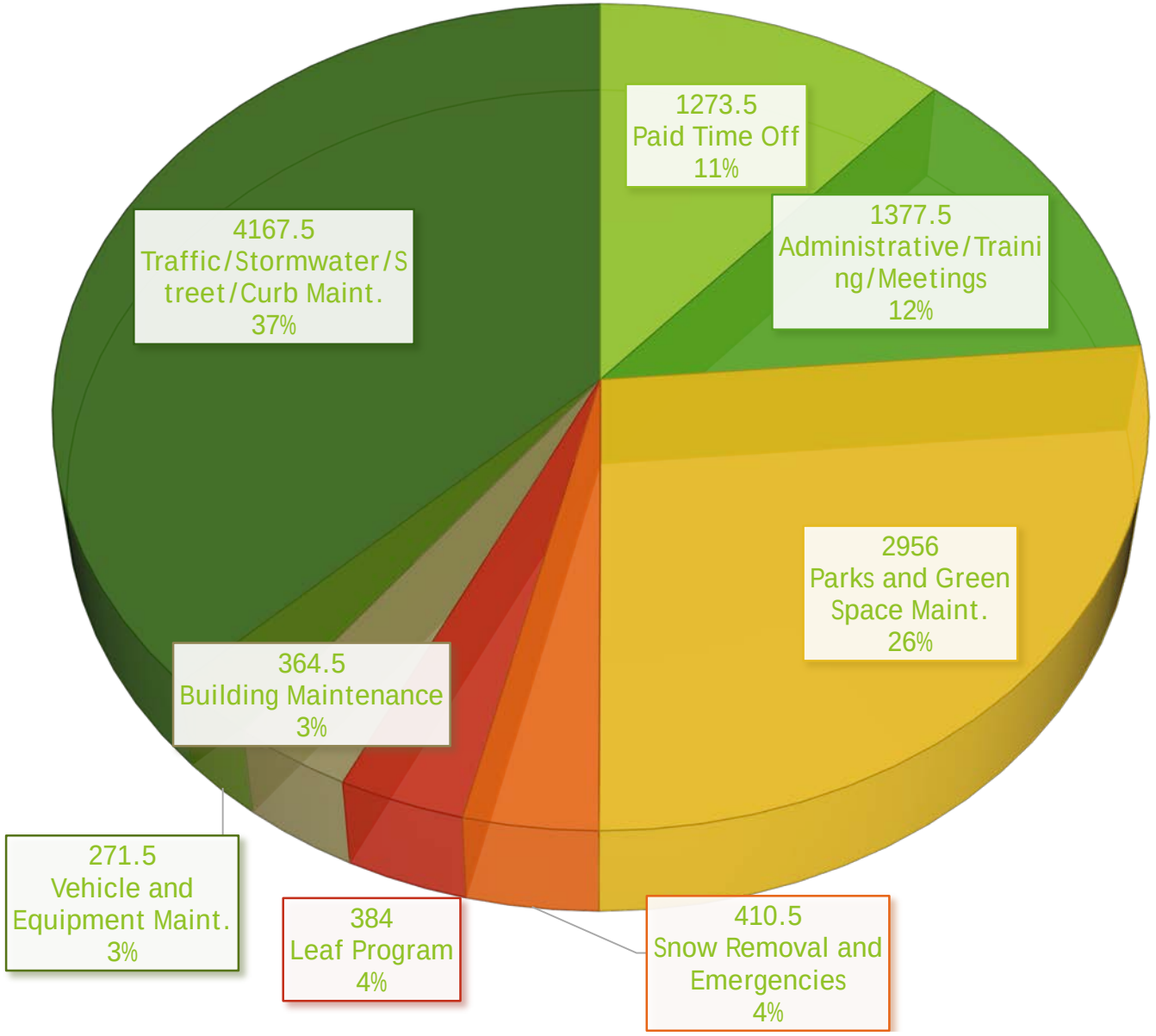
*(Five Equipment Operators)*

# Responsibilities – Operations & Management




- Staff Hours- Jan 1, 2019 thru December 31, 2019
- Greenspace Maintenance – 32%
- Street Maintenance Hours – 28%
- Lower total staff hours due to not have full staff

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




- Street Maintenance – 37%
- Greenspace Maint – 26%
- Most Staff our spent on these tasks

# Parks Maintenance and Improvements

- 21 High Frequency Park Safety Inspections
- 3 Low Frequency Park Safety Inspections
- Mulching Planting Areas
- De-weeding landscape areas

# Parks Maintenance and Improvements

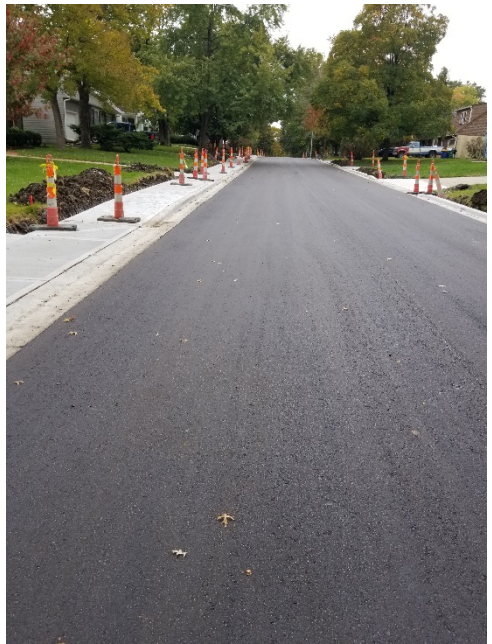
- Granada Shade Structure-completed
- R Park Shade Structures-Completed

# Parks Maintenance and Improvements

- Nall Park Amenities Installed
- Budget - $34,000
- 5 New Benches
- 7 New Picnic Tables
- 3 New Trash Receptacles

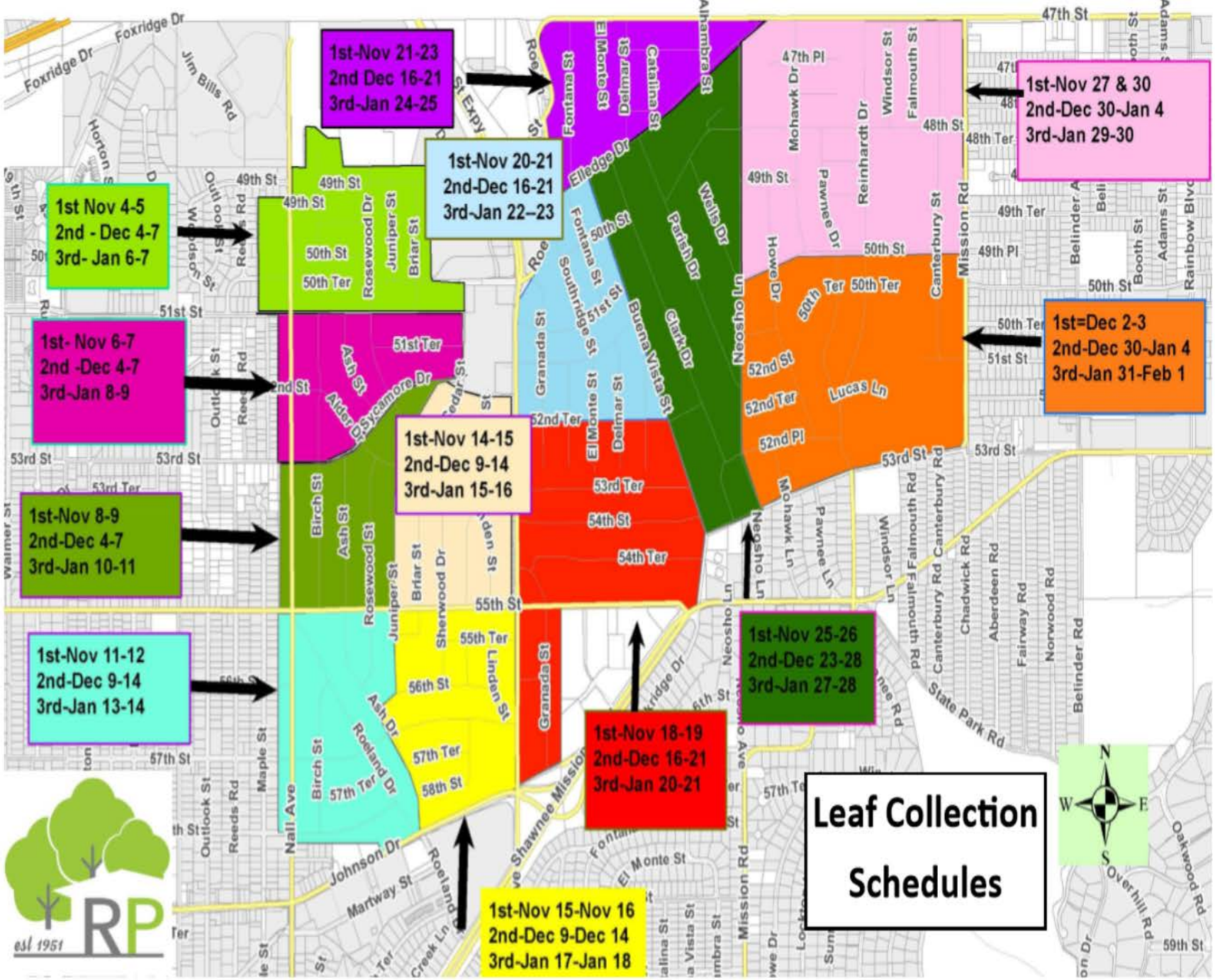
# CIP Project Management

- 2019 CDBG – Elmonte St- New Curb & Gutter, new mill & Overlay
- 2019 NSRP Street Reconstruction – Rosewood St – All new curb, new street base/surface, new sidewalk on eastside of street



# Street Sweeping- 2019

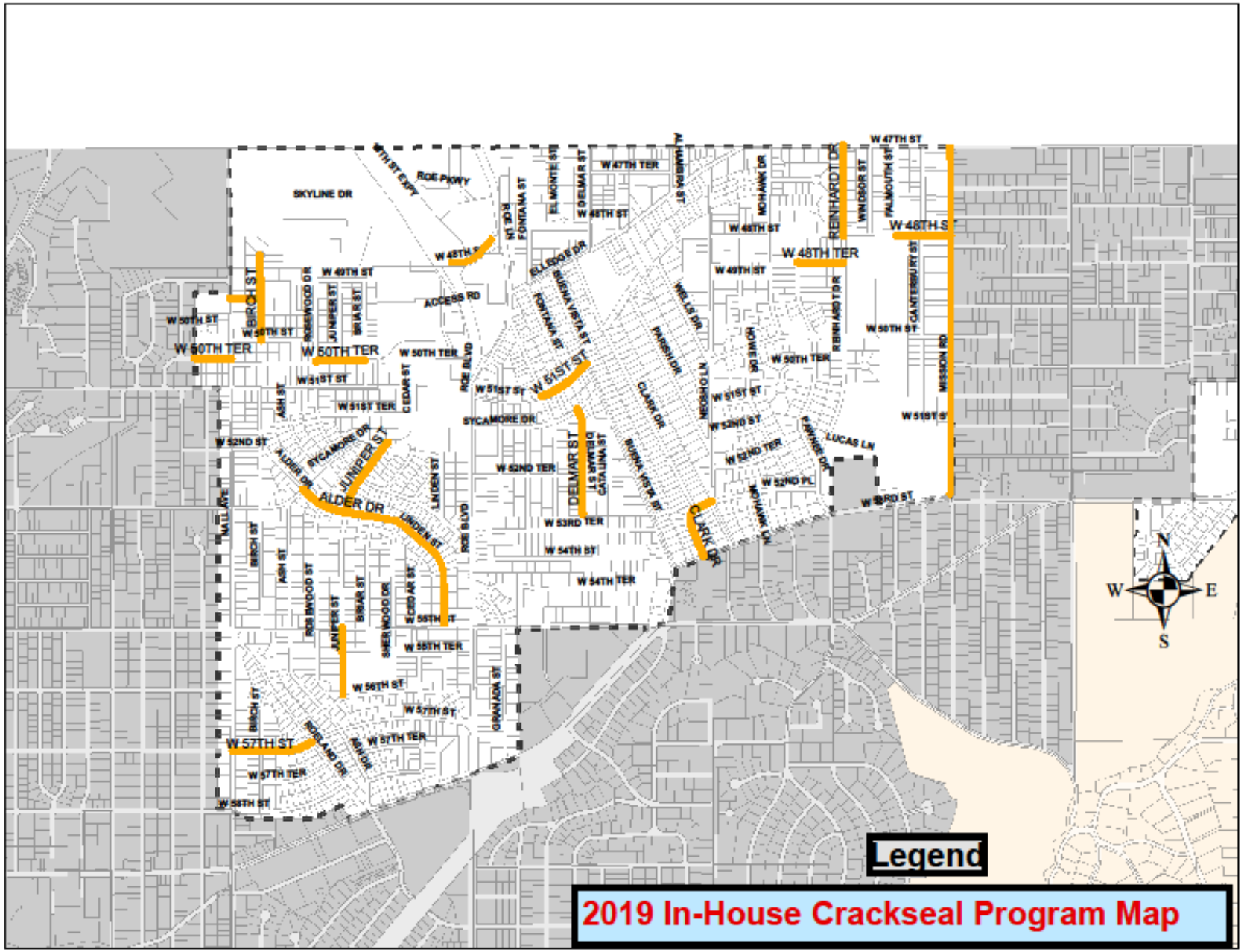
- Monthly Street Sweeping Schedule (March, April, May, June July…..)
- Cubic Yards Totals – 1,286 Cubic Yards – Jan thru Dec




# 2019/2020 SCHEDULE

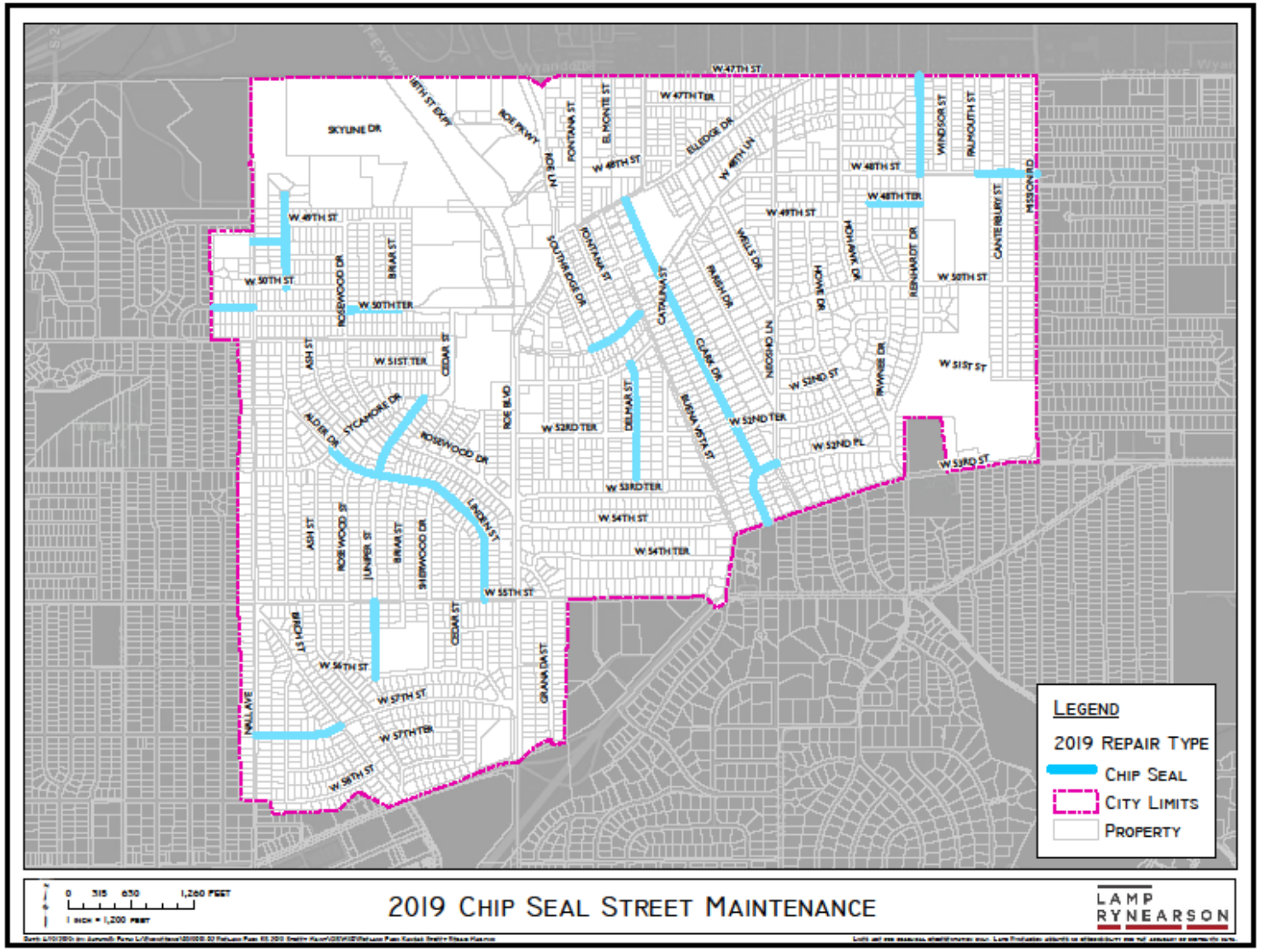
- November 4th-February 1st
- 12 Week Pickup Schedule
- 1st, 2nd Pickup completed
- Staff currently working on Final Pickup areas

# In-House Street Maintenance



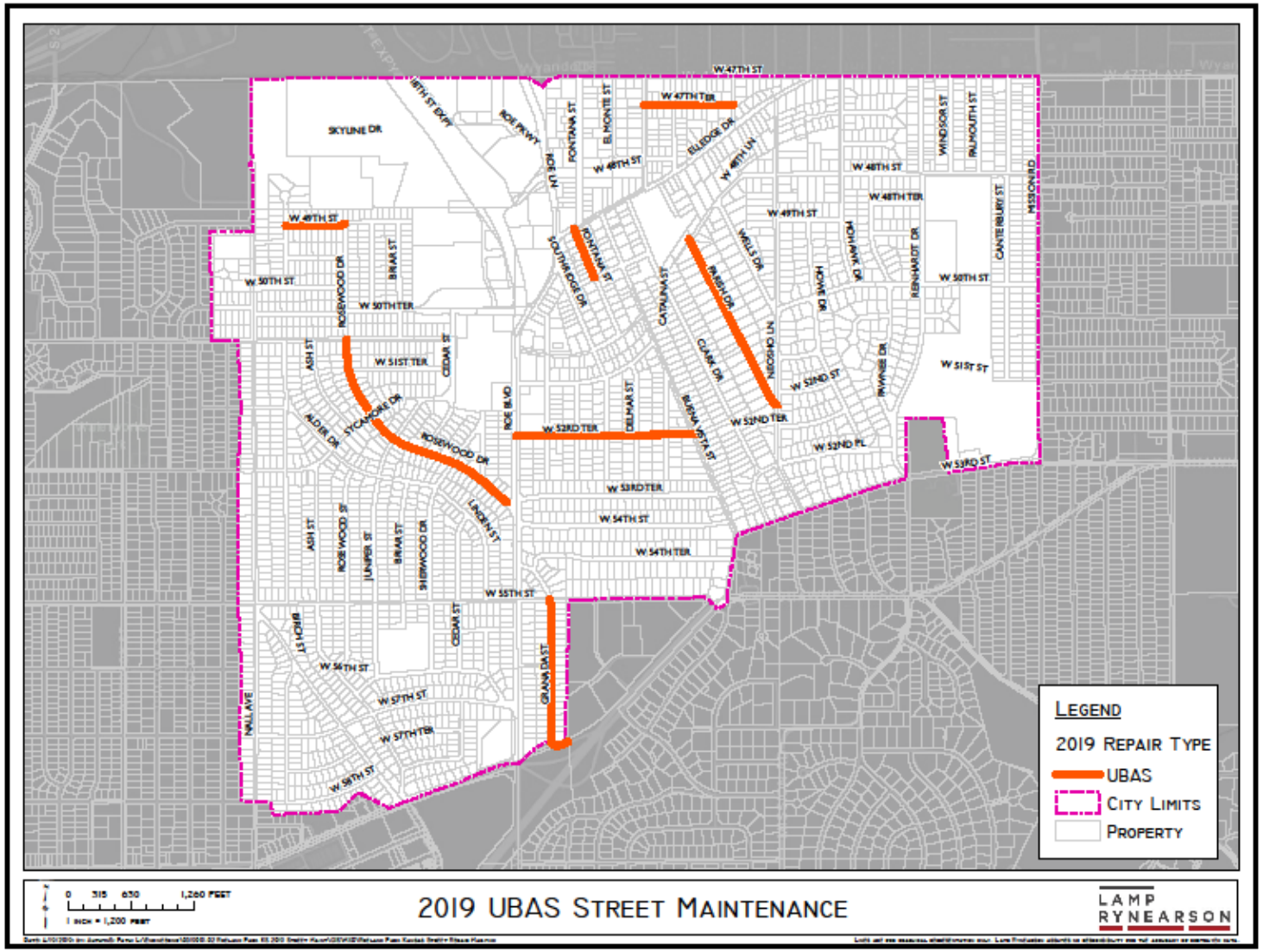
# 2019 Contracted Street Maintenance – Chipseal

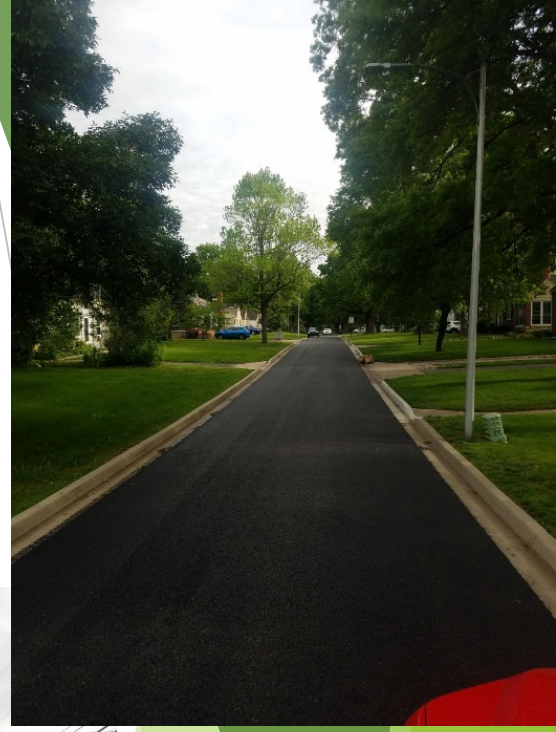
## Completed July 2019  3.72 Miles/11%

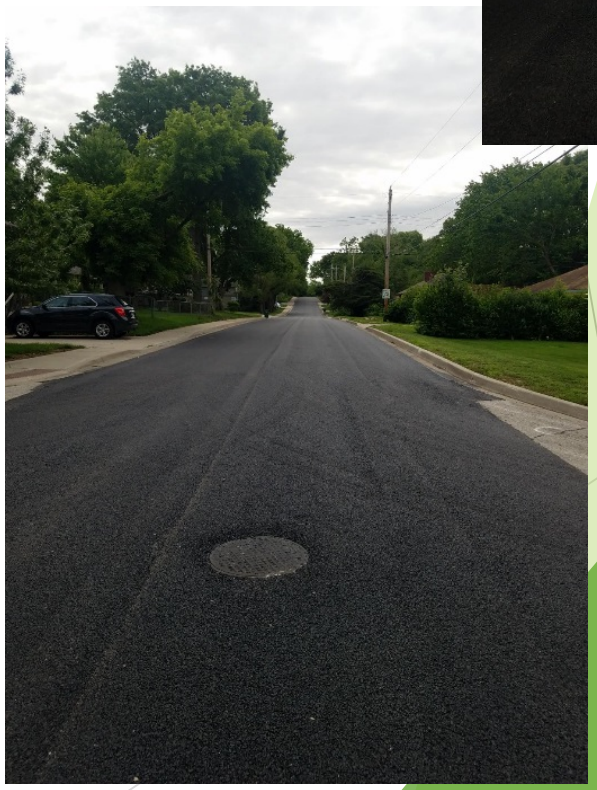


# 2019 Contract Street Maintenance – UBAS

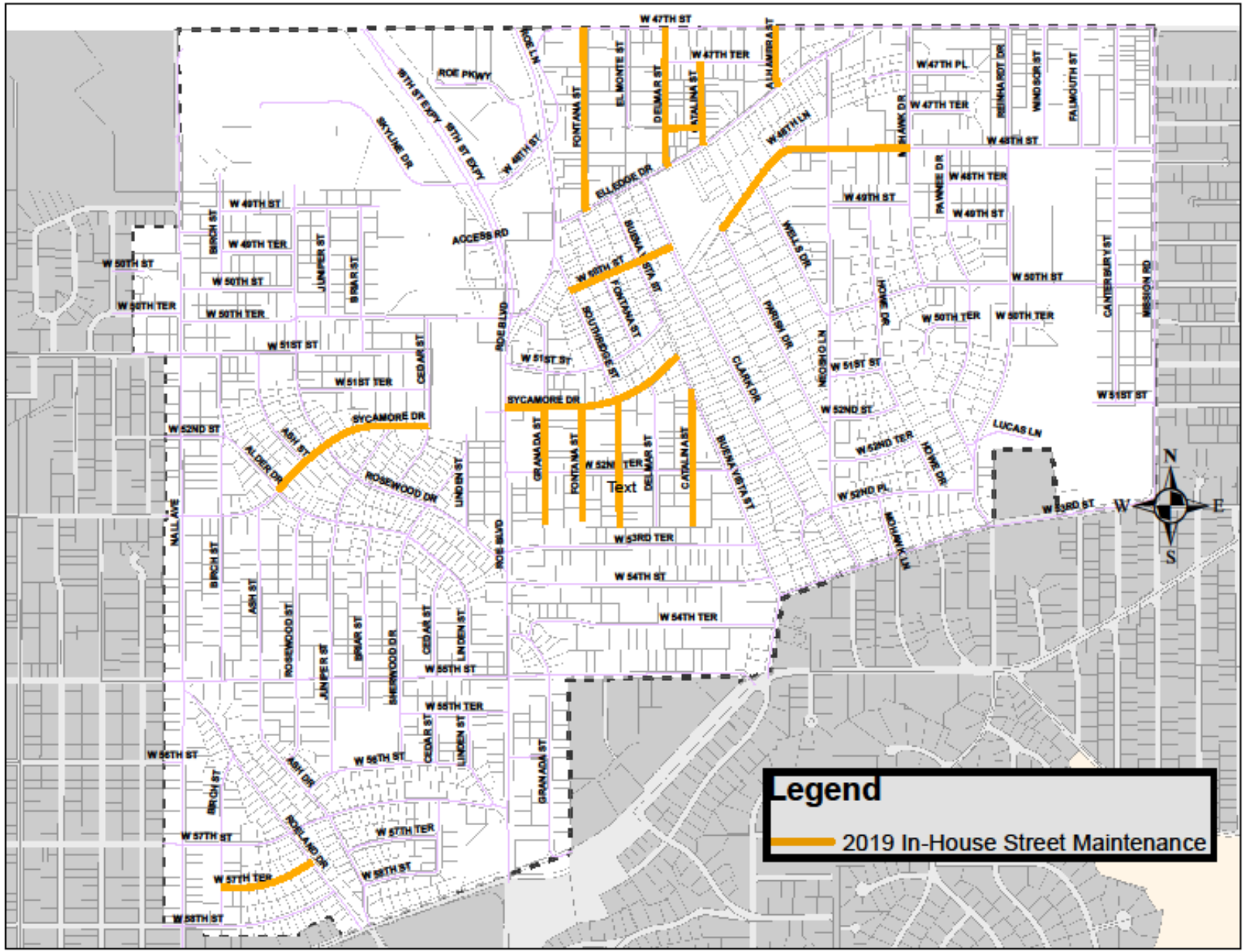
## Completed June, 2019 – 2.09 Miles/6.3%



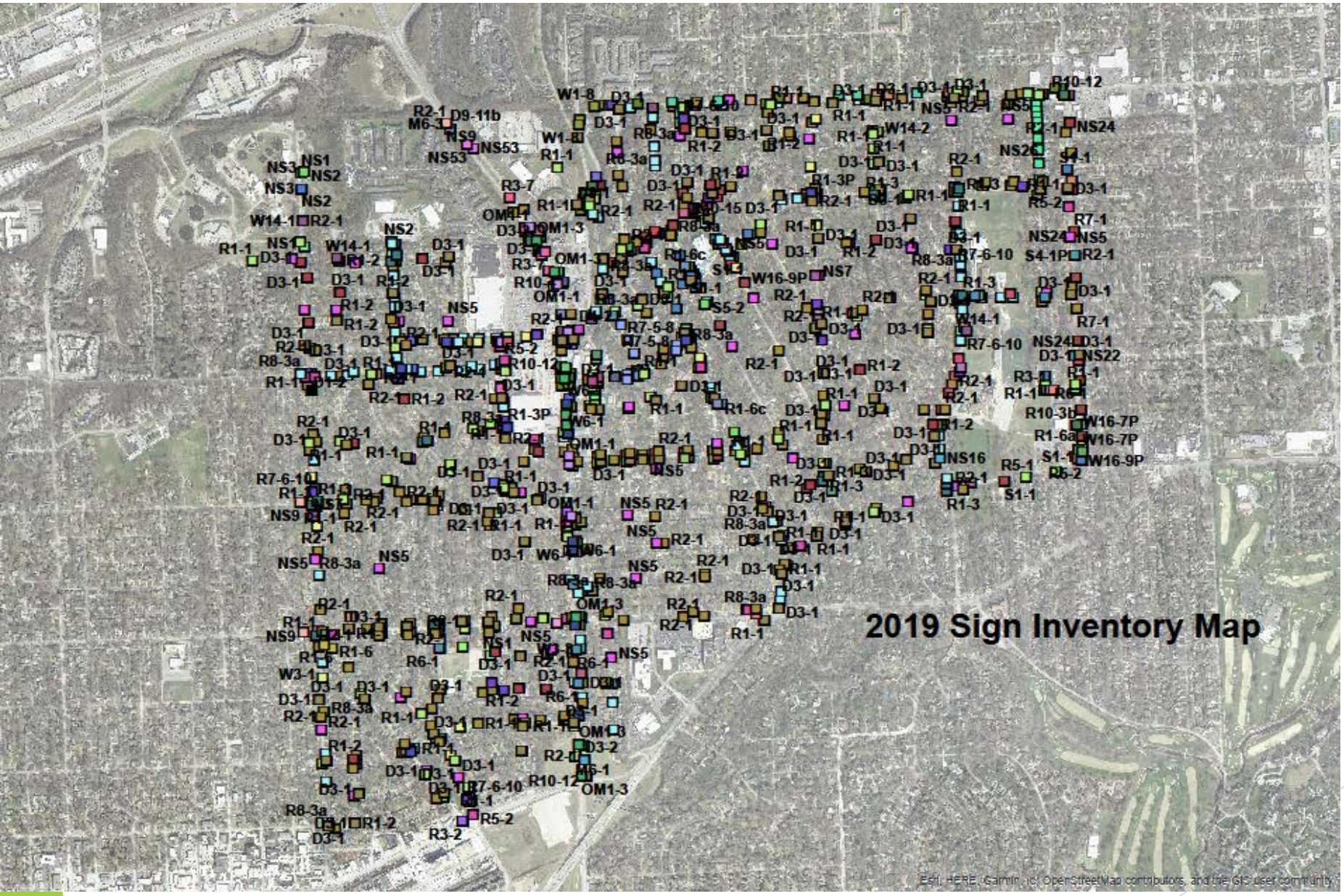


# 2020 In House Street Maintenance Prep



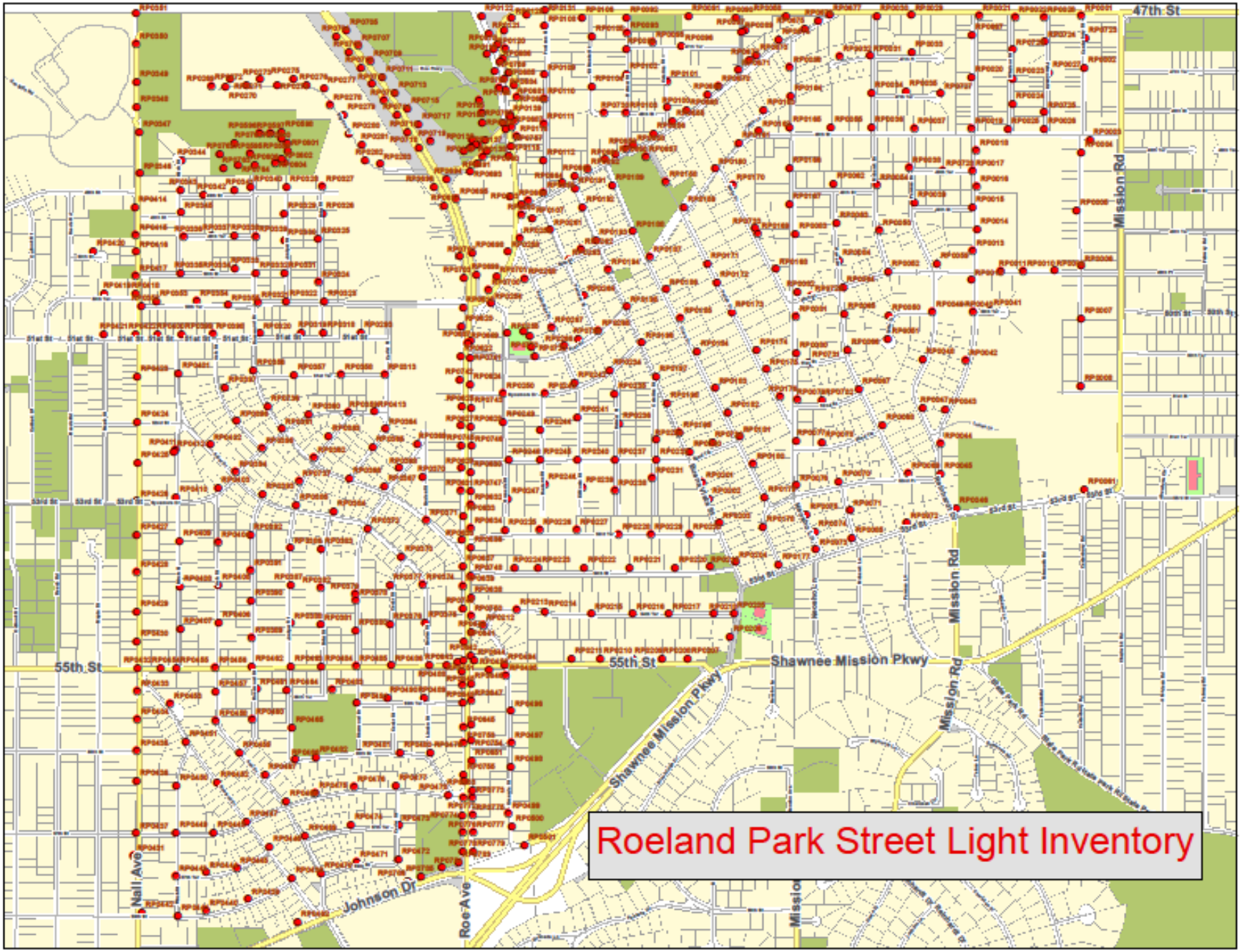

- Streets prepped for 2020 surface treatments
- UBAS
- Chipseal
- Continues to improve the life of our street network
- 14 street sections prepped

# 2019 Street Sign Inventory




- Current Street Signs
- MUTCD ID Name
- Provided by Stantec/LR
- Number of signs – 1,716
- Good Condition – 1,696
- Fair Condition – 2
- Poor Condition - 18

# Streetlight Maintenance & Repair




- Black & McDonald is Contractor
- 1 Repair to knockdowns, cable cuts, and underground feeds
- 8 Repairs for general maintenance

# Council Objectives & Other Items

- City Way Finding System (Council Objective) – Complete 2019. Staff working towards Phase 2
- R Park and Granada Park Shade Structures (Council Objective) –Completed 2019
- R Park Phase Development Plan (Council Objective) – Phase 1 & 2 to be constructed in 2020-In progress
- Find new location for Public Works (Council Objective) – In Progress
- Construction of Roe House Replica – In progress. Current discussions with contractors/SFS
- Nall Park Amenities – Benches, picnic tables, trash receptacles at PW. Completed December 2019
- Community Center HVAC Upgrades – Completed December 13th, 2019

# Questions

**Item Number:** **DISCUSSION ITEMS- II.-3.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

| | |
|---|---|
| Date: | 12/24/2019 |
| Submitted By: | Donnie Scharff, Director of Public Works |
| Committee/Department: | Public Works |
| Title: | **Update on Adopt an Island Program** |
| Item Type: | Discussion |

## Recommendation:

**To discuss the Adopt An Island program with council**

## Details:

The City of Roeland Park Adopt an Island Program provides opportunities for companies, civic groups, institutions and individuals to adopt a traffic island or other public space and create attractive, welcoming "oases" throughout the City. Staff researched to see if other cities offer an adopt an island program to residents.

After review, staff found that the City of Lowell, PA adopt an island guidelines best fit our needs for the program.

There are still details to incorporate/delete from the program. These include:

- **Amount of dollars to provide for plantings?**
- **The BMP Cost Share information is within the program language which allows those who participate to be eligible for 50% reimbursement of the planting items purchased. Johnson County stated that the 50% reimbursement funding is currently only available on the private property of Roeland Park residents. This language is for information only in the program to make resident aware of the program.**

These guidelines are merely a draft at this time. Staff is looking for feedback on the current guidelines to get the program up and running by the spring of 2020.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description | Type |
| --- | --- |
| Adopt An Island Sign | Cover Memo |
| 2 Year Maintenace Agreement | Cover Memo |
| Adopt An Island Guidelines | Cover Memo |
| Sign Quote | Cover Memo |

Adopt An Island 2 Year Maintenance Schedule (Example)

**Year 1**

- May – Have plantings installed prior to the end of the month
- June – Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- July - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- 
- August - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- 
- September - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- October - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”, remove any diseased/dead vegetation, remove leaves
- November - de-weed planting area, add mulch as needed, remove any diseased/dead vegetation, remove leaves, trim grasses/bushes

**Year 2**

- May – Have plantings installed prior to the end of the month. Install new planting items per specifications
- June – Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- July - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- 
- August - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- 
- September - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”
- October - Water as necessary, de-weed planting area, add mulch as needed, mow turf to height of 4”, remove any diseased/dead vegetation, remove leaves
- November - de-weed planting area, add mulch as needed, remove any diseased/dead vegetation, remove leaves, trim grasses/bushes

The City of Roeland Park
City Hall • 4600 W. 51 St • Roeland Park KS 66205
P: 913.722.2600
www.roelandpark.net

# City of Roeland Park
# Adopt an Island Program

## Guidelines

The City of Roeland Park Adopt an Island Program provides opportunities for companies, civic groups, institutions and individuals to adopt a traffic island or other public space and create attractive, welcoming "oases" throughout the City.

The City of Roeland Park maintains a list of islands available for adoption and assigns spaces on a **first-come, first-served basis** with prior year participants given first right to "re- adopt" the same space. Agreement will be for two years.

Contact Donnie Scharff, Public Works Director at (913) 722-2600 or dscharff@roelandpark.org to review options, discuss ideas and submit an application.

**Details**

This provides Adopters the opportunity for hands-on beautification. This could range from weeding and litter control to more extensive efforts such as the planting of flowers. Once adopted, applicants agree to create a simple landscape plan, monitor their public space and maintain it throughout the season as outlined below. Plantings need not be elaborate but should create an appealing natural element. Participants are encouraged to utilize high impact/low maintenance plants wherever possible.

Next steps, Adopters will:

- Identify a traffic island or roadside area from the list of available sites that they wish to enhance and consider the type of improvements they want to propose.
- Purchase the plants and install according to plan or contract with landscape company to do so.
- Install any plantings by the third week in May, maintain the bed until the first frost in October and clean up prior to winter months.
- Utilize only natural materials; plastic, silk or other imitation plants, flowers or materials **will be removed.**
- Check for watering, litter removal and plant replacement as needed.
- Maintenance includes mowing, trash removal, weeding, watering, spreading of mulch where applicable and revitalizing and replenishing throughout the season.
- Where they might interfere with traffic safety, plants cannot exceed 24 inches in height or spread onto the roadway as they grow, or in any way obscure the visibility of passing drivers or pedestrians.

In return the City of Roeland Park will:

- Provide and install an "Adopt and Island" sign recognizing the Adopter's efforts **(no other signs or signage will be allowed on an island or close cluster of islands)**.
- Provide mulch at the Public Works Department for pickup by Adopters. Adopters must show certificate of program participation at time of pickup or drop off.
- Provide pickup of yard waste bags for end of season cleanup.

ROELAND PARK

Est/ 1951

**PUBLIC WORKS**
4600 W. 51 Street

Roeland Park, Kansas 66205
(913) 722-2600

# Adopt-An-Island Program Guidelines

## Application Process:

- Please complete an Adopt-An-Island Application accompanied by a proposed landscape plan, work plan with list of plantings, and two-year maintenance schedule.
- Completed Applications to be submitted to: City of Roeland Park Department of Public Works
- Upon approval by the City, the Adopter agrees to maintain the island for a two-year period. The City will inspect the work upon completion and periodically thereafter to ensure that the island is properly maintained.
- Renewal of the Adopt-An-Island is at the discretion of the City and will be considered 30 days prior to the conclusion of existing Agreement.

## Planting Guidelines:

- Use plant materials that tolerate dry, poor soils, requires less water than most, and requires a minimum amount of maintenance, limited susceptibility to insect and disease infestation, and tolerance to salt exposure are desirable traits.
- Use peat moss, manures, or other organic matter as soil amendments to improve soil structure and increase water-retentive properties of soils.
- The City encourages the use of native plantings when and where possible to reduce stormwater runoff and creates natural habitats for pollinators and other wildlife. Funding for this effort is available through a cooperative agreement with Johnson County, the City and Bridging the Gap. To apply, visit containtherainjoco.com.
- Limit use of fertilizers to avoid over-stimulating plant growth which in turn increases water requirements.
- Employ proper watering practices especially during establishment period. No trees or shrubs with caliper of 4 inches or greater
- Ultimate height of shrubs to be no greater than 3 feet
- Proper roadway sight distances in accordance with American Association of State Highway and Transportation Officials (AASHTO) must be maintained.

ROELAND PARK

Est /1951

**PUBLIC WORKS**
4600 W. 51st Street
Roeland Park, Kansas 66205
(913) 722-2600

# ADOPT-AN-ISLAND APPLICATION & AGREEMENT

**Names:** _____

**Organization** (If **Needed):**_____

**Address:** _____

**Phone Numbers:** _____

**Email Address:** _____

**Island Location/Designation:**_____

**Please include the following information with application:**

1. Sketch of location and depict arrangement of plantings
2. A Work Plan with List of proposed plantings
3. Two-year maintenance schedule(See Attached)

If **approved, the Adopter agrees to the following conditions:**

- The Adopter agrees to make all such improvements to the island as proposed and approved by the Director of Public Works ( 'DPW. ')
- The Adopter agrees to maintain all island vegetation for a minimum of 2 year after date of signed agreement.
- All work shall be in conformance with any and all landscape specifications as prescribed by the DPW.
- The DPW shall have overall supervision of the work described.
- No changes in the scope of work proposed may be made without prior approval of the DPW.
- The City shall not assume any liability in connection with said tract of land.
- The City reserves the right to terminate this Agreement at any time.
- The name on the Sign will be approved at the discretion of the DPW.
- The Adopter accepts that the work shall be performed on an island in the middle of the road and further understands and agrees that the City has no responsibility to provide additional traffic control to the Adopter.

ROELAND PARK

est 1951

PUBLIC WORKS
4600 W. 51st Street
Roeland Park, Kansas 66205
(913) 722-2600

Applicant Signature_____ _____
Date

_____ _____

Approved by Donnie Scharff, Director of Public Works Date

ROELAND PARK

est 1951

4600 W. 51 St Street
Roeland Park Kansas 66205
(913) 722-2600

**Adopt-An-Island Program Waiver of Liability and Emergency Contact Information**

In exchange for the following services: I_____agree to follow all OSHA safety guidelines and the City of Roeland Park, Kansas (the "City" ) in the City's Adopt -An-Island Application Agreement and Guidelines. I further agree to abide by any and all additional written or oral instructions given by the City in the performance of my services.

I recognize that there are certain inherent risks associated with the above service and I assume full responsibility for personal injury to myself and (if applicable) my coworkers. I further release and discharge the City for any injury loss or damage arising out of the scope of my services on the City's premises, whether caused by the fault of myself or my coworkers or other third parties.

I agree to indemnify, hold harmless and defend the City against all claims, causes of action, damages, judgements, costs of expenses, including attorneys' fees and other litigation costs, which may in any way arise from my or my coworker's presence on the municipality's property.

I agree to pay for all damages to the facilities caused by me or my coworker's negligent, reckless or willful actions.

Any legal or equitable claim that may arise from participation in the above shall be resolved under Kansas law.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGING THIS RELEASE, I VOLUNTARILY SURREDER CERTAIN LEGAL RIGHTS.

Print _____

Signature _____

# Island Locations & Designations

**Midtown Signs, LLC**
2416 S 8th Street
Kansas City, KS 66103
Ph: (816) 561-7446
FAX: (913) 766-1470
Email: sales@midtownsigns.com
Web: http://www.midtownsigns.com

# Estimate #: 21103

## Option: OPTION ONE



| | | | |
|---|---|---|---|
| **Created Date:** | 1/13/2020 3:40:00PM | **Prepared For:** | City of Roeland Park Kansas |
| **Salesperson:** | Dennis Baughman | **Contact:** | Donnie Scharff, Administrative |
| **Email:** | dennis@midtownsigns.com | **Office Phone:** | (913) 722-5435 |
| **Office Phone:** | (816) 561-7446 | | |
| **Office Fax:** | (913) 766-1470 | **Email:** | dscharff@roelandpark.org |
| **Entered by:** | Autumn Reynolds | **Address:** | 4600 West 51st Street<br>Roeland Park, KS 66205 |

**Description:** **Island Adoptee Sign**

Dear Donnie Scharff,

Midtown Signs, LLC thanks you for allowing us the opportunity to provide you with an Estimate for this project. If you are in agreement with this Estimate, a Sales Agreement will be issued with the final cost. It does NOT include permits or installation costs UNLESS otherwise stated in the Estimate and/or shown as a separate line item.

TO PROCEED WITH THIS ESTIMATE PLEASE CONTACT US -OR- Email dennis@midtownsigns.com. All jobs require signature approval of a Sales Agreement -AND- Production Art Proof. If you have any questions about this, please give me a call at (816) 561-7446.

Regards,

Dennis Baughman
dennis@midtownsigns.com

* *IMPORTANT PLEASE NOTE: The costs listed on this estimate is ONLY guaranteed for TEN (10) days due to cost fluctuation caused by the Duty on Imports of Steel and Aluminum Articles under Section 232 of the Trade Expansion Act of 1962. The cost listed on this estimate may vary plus 10% to 25% of the final cost.

## Option: OPTION ONE

| | | Quantity | Price | Unit Price | Subtotal |
|---|---|---|---|---|---|
| **1** | **Product:** Architectural Sign<br>**Description:** Architectural Sign<br><br>.080 ALUMINUM<br>PAINTED WITH 2 COLORS USING PAINT MASK<br>INSTALLED USING 1" ANGLE CLIPS<br>• **1- 21 in (H) x 18 in (W) , Adoptee Sign** | 1 | $669.97 | $669.97 | $669.97 |

| | | Quantity | Price | | Subtotal |
|---|---|---|---|---|---|
| **2** | **Product:** Hold for Customer Pick-Up<br>**Description:** * * * * * * * * * * * * * *<br>* * NO INSTALL * *<br>* * * * * * * * * * * * * *<br>Hold for Customer Pick-Up | 1 | $0.00 | $0.00 | $0.00 |

| | |
|---|---|
| **Estimate Total:** | $669.97 |
| **Subtotal:** | $669.97 |
| **Total:** | $669.97 |

**Payment Terms:** Balance due upon receipt.

## Client Reply Request for Option: OPTION ONE

☐ **Estimate Accepted "As Is". Please proceed with Order.** ☐ **Other:** _____

☐ **Changes required, please contact me.** **SIGN:** _____ **Date:** / /

Print Date: 1/14/2020 4:30:36PM

**Midtown Signs, LLC**
2416 S 8th Street
Kansas City, KS 66103
Ph: (816) 561-7446
FAX: (913) 766-1470
Email: sales@midtownsigns.com
Web: http://www.midtownsigns.com

# Estimate #: 21103

## Option: OPTION TWO



| | | | |
|---|---|---|---|
| **Created Date:** | 1/13/2020 3:40:00PM | **Prepared For:** | City of Roeland Park Kansas |
| **Salesperson:** | Dennis Baughman | **Contact:** | Donnie Scharff, Administrative |
| **Email:** | dennis@midtownsigns.com | **Office Phone:** | (913) 722-5435 |
| **Office Phone:** | (816) 561-7446 | | |
| **Office Fax:** | (913) 766-1470 | **Email:** | dscharff@roelandpark.org |
| **Entered by:** | Autumn Reynolds | **Address:** | 4600 West 51st Street<br>Roeland Park, KS 66205 |

**Description:** **Island Adoptee Sign**

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TO PROCEED WITH THIS ESTIMATE PLEASE CONTACT US -OR- Email dennis@midtownsigns.com. All jobs require signature approval of a Sales Agreement -AND- Production Art Proof. If you have any questions about this, please give me a call at (816) 561-7446.

Regards,

Dennis Baughman
dennis@midtownsigns.com

* *IMPORTANT PLEASE NOTE: The costs listed on this estimate is ONLY guaranteed for TEN (10) days due to cost fluctuation caused by the Duty on Imports of Steel and Aluminum Articles under Section 232 of the Trade Expansion Act of 1962. The cost listed on this estimate may vary plus 10% to 25% of the final cost.

## Option: OPTION TWO

| | | Quantity | Price | Unit Price | Subtotal |
|---|---|---|---|---|---|
| **1** | **Product:** Architectural Sign<br>**Description:** Architectural Sign<br><br>.080 ALUMINUM<br>PAINTED WITH 2 COLORS USING PAINT MASK<br>GREY .080 ALUMINUM FACE PIECE<br>INSTALLED USING 1" ANGLE CIPS<br>• **1- 21 in (H) x 18 in (W) , Adoptee Sign** | 1 | $932.23 | $932.23 | $932.23 |

| | | Quantity | Price | | Subtotal |
|---|---|---|---|---|---|
| **2** | **Product:** Hold for Customer Pick-Up<br>**Description:** * * * * * * * * * * * * * *<br>* * NO INSTALL * *<br>* * * * * * * * * * * * * *<br>Hold for Customer Pick-Up | 1 | $0.00 | $0.00 | $0.00 |

| | |
|---|---|
| **Estimate Total:** | $932.23 |
| **Subtotal:** | $932.23 |
| **Total:** | $932.23 |

**Payment Terms:** Balance due upon receipt.

## Client Reply Request for Option: OPTION TWO

☐ **Estimate Accepted "As Is". Please proceed with Order.** ☐ **Other:** _____

☐ **Changes required, please contact me.** **SIGN:** _____ **Date:** / /

Print Date: 1/14/2020 4:30:36PM

**Item Number:** **DISCUSSION ITEMS- II.-4.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

| | |
|---|---|
| Date: | 1/2/2020 |
| Submitted By: | Keith Moody |
| Committee/Department: | Admin. |
| Title: | **4th Quarter 2019 Objectives Progress Report** |
| Item Type: | Report |

## Recommendation:

**Informational, no action anticipated.**

## Details:

Attached is the Year End Performance Summary and the 4th Quarter Progress Report for our 2019 Objectives. The Performance Summary reflects completion of 22 out of the 27 2019 Objectives. 63% of those 22 Objectives were completed on or before the deadline and 74% were completed on or under budget. For the 22 Objectives completed the City invested $144,438 which is $27,662 less than what was budget.

The Performance Summary for the 2017 and 2018 Objectives are also shown for comparison. Our 2019 performance was very similar to 2018 performance which was a bit better than our 2017 performance (the first year we employed Objectives).

Page 5 of the Progress Report lists the 2017 and 2018 Objectives that were incomplete for their respective year. We were able to complete one 2017 Objective as well as three 2018 Objectives, bringing the total number of Objectives completed in 2019 to 26. Including these three Objectives, the total investment rises to $230,000.

This was a very productive year and I applaud the efforts of staff and the elected officials in accomplishing such a large volume of special projects the past year. We will continue to work on the incomplete objectives during 2020.

How does item relate to Strategic Plan?

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

How does item benefit Community for all Ages?

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

Financial Impact

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

**ATTACHMENTS:**

| Description | Type |
|---|---|
| 2019 Objetives Performance Summary and Progress Report | Cover Memo |

## Performance Review and Summary
## 2019 Objectives

| | Number | Percentage |
|---|---|---|
| ***Number of Tasks to be completed:*** | **27** | |
| Tasks Incomplete | 5 | 19% |
| Tasks Completed on or before Deadline | 17 | 63% |
| Tasks Completed after Completion Deadline | 5 | 19% |
| Tasks Completed on or under Cost Estimate | 20 | 74% |
| Tasks Completed over Cost Estimate | 2 | 7% |
| Total Over/(Under) Budget | | $ (27,662) |

## Performance Review and Summary
## 2018 Objectives

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

## Performance Review and Summary
## 2017 Objectives

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

# Goals and Objectives for Fiscal Year 2019
## Roeland Park, Kansas

**Progress Report: 4th Quarter 2019**

| Objective ID | | Description | Responsible Party | Cost Estimate | Actual Cost | (Under) or Over Estimate | Completion Deadline | Status- Date Completed | Completion Index: Cost (0=Incomplete, 1=UNDER, 2= On, 3=OVER) | Completion Index: Deadline (0=Incomplete, 1= Early, 2= On Time, 3= Late) |
|---|---|---|---|---|---|---|---|---|---|---|
| A | 1 | Engage Youth Advisory Committee | Your Advisory Committee Liaisons | $ 1,000 | | | 8/1/19 | Recruiting volunteers through website, social media. Limited success with getting applicants thus far. | 0 | 0 |
| A | 2 | Citizen and Business Satisfaction Survey | Governing Body and City Administrator | $ 20,000 | $ 20,850 | $ 850 | 6/1/19 | Citizen survey presented 4/1/19. Business survey presented 4/8/19. City is paying $868.75 per month over 24 months. | 3 | 1 |
| A | 3 | Greener Yard Waste Program- Compost Barrels | Code Enforcement Officer | $ 3,000 | $ 490 | $ (2,510) | 9/30/19 | First citizen education meeting set for 4/27/19 with subsequent set for 5/15/19. Participant application complete, policy developed and posted on website; program promoted through newsletter & social media. Reimbursements are being processed as applications are received. | 1 | 1 |
| A | 4 | Community Center Open House Event | Community Center Manager | $ 400 | $ 400 | $ - | 5/31/19 | Open house during December, staff will provide tours; visitors provided promotions bag and entered into drawing for 3 month membership. | 2 | 3 |
| A | 5 | Meeting and Workshop Minutes Available within 2 Weeks of Meeting Date | City Clerk | $ - | $ - | $ - | 1/1/19 | 100% of the Workshop and Council minutes have been available within the 2 week goal. | 2 | 2 |
| A | 6 | Add Video Capability to Council Chambers | Asst. City Administrator & Detective | $ 5,000 | $ 3,230 | $ (1,770) | 10/31/19 | The Governing Body approved using OBS software and purchasing equipment for an estimated cost of $2,145. Camera has been installed, first recording completed 12/9/18. | 1 | 3 |
| A | 7 | Convene Neighborhood Meeting on Removal of 52nd and Roe Signal | City Administrator & Public Works Director | $ 2,500 | $ 2,300 | $ (200) | 1/30/19 | Meeting held 12/19/18. | 1 | 1 |
| B | 1 | Build Replica of Roe House as Play and Historical Structure at a Park | Pubic Works Director & Parks Committee | $ 10,000 | | | 11/30/19 | Task order with City Architect approved, design preference and location identified by Parks. No bids received by 10/14/19 due date. Staff has secured 1 quote so far. | 0 | 0 |

# Goals and Objectives for Fiscal Year 2019
## Roeland Park, Kansas

**Progress Report: 4th Quarter 2019**

| Objective ID | | Description | Responsible Party | Cost Estimate | Actual Cost | (Under) or Over Estimate | Completion Deadline | Status- Date Completed | Completion Index: *Cost* (0=Incomplete, 1=UNDER, 2= On, 3=OVER) | Completion Index: *Deadline* (0=Incomplete, 1= Early, 2= On Time, 3= Late) |
|---|---|---|---|---|---|---|---|---|---|---|
| B | 2 | Implement Neighbors Helping Neighbors Program | Youth Advisory Committee, Asst. City Administrator, Neighborhood Services Staff | $ 10,000 | $ 5,674 | $ (4,326) | 5/31/19 | Program policy and application creation complete. The program has a dedicated page on our website along with promotion through the website, social media and the newsletter. Applications started being collected in May of 2019. 4 applicants approved in 2019. | 2 | 2 |
| B | 3 | Replace Receptacles, Benches & Picnic Tables at Nall Park | Public Works Director & Parks Committee | $ 34,000 | | | 11/1/19 | Bids due 9/30/19. Items approved by Council and ordered with a total cost of $31,298, delivery in 12/2019. Receptacles not installed at year end. | 0 | 0 |
| B | 4 | Increase Funding to Minor Home Repair Program | City Administrator | $ 4,500 | $ 4,500 | $ - | 1/1/19 | $4,500 of additional funding included in 2019 budget. City has made the $9,000 contribution to the Minor Home Repair Program. | 2 | 2 |
| C | 1 | Membership in Climate Mayors-Global Compact of Mayors | Mayor & Sustainability Committee | $ 500 | $ - | $ (500) | 1/1/19 | MARC has joined on behalf of the entire KC metro. | 1 | 2 |
| C | 2 | Add K-9 Unit to Police Force | Police Chief & Sergeant | $ - | $ - | $ - | 1/1/19 | All costs covered by donations. Converted existing patrol unit to K-9 unit vs purchasing a new vehicle. Completed 7/23/18. | 2 | 1 |
| C | 3 | Add Motorcycle Unit to Patrol Fleet | Police Chief | $ 30,000 | $ 26,760 | $ (3,240) | 5/31/19 | Completed on 5/25/19. | 2 | 2 |
| C | 4 | Promote Police Programs- National Night Out and Ride Along | Police Chief | $ - | $ - | $ - | 6/30/19 | Provided presentation @ N.E. Leadership March 20th. NNO held on 10/23 at Community Center. | 2 | 2 |
| D | 1 | Pilot Program- Contract for Public Information and Branding Services | City Administrator, Asst. City Administrator, City Clerk | $ 15,000 | $ 15,000 | $ - | 1/31/19 | PIO contract put in place in 2018, PIO began providing services in January of 2019. | 2 | 2 |
| D | 2 | Summer Aquatic Activities Post Card | City Hall Administrative Assistants | $ 1,500 | $ 1,969 | $ 469 | 5/1/19 | Post card mailed out on 4/5/19. | 3 | 1 |

# Goals and Objectives for Fiscal Year 2019
## Roeland Park, Kansas

**Progress Report: 4th Quarter 2019**

| Objective ID | | Description | Responsible Party | Cost Estimate | Actual Cost | (Under) or Over Estimate | Completion Deadline | Status- Date Completed | Completion Index: *Cost* (0=Incomplete, 1=UNDER, 2= On, 3=OVER) | Completion Index: *Deadline* (0=Incomplete, 1= Early, 2= On Time, 3= Late) |
|---|---|---|---|---|---|---|---|---|---|---|
| D | 3 | Hire a Public Works Engineering Intern | Public Works Director | $ 6,300 | | | 8/31/19 | Not being completed due to turn over in PW Director and PW Superintendent positions this year. It is budgeted for in 2020. | 0 | 0 |
| D | 4 | Purchase Paint Striper for Traffic Markings | Public Works Superintendent | $ 5,200 | $ 3,900 | $ (1,300) | 5/31/19 | Completed 2/28/19. | 1 | 1 |
| E | 1 | Look at Options for City to Match Employee Self Directed Retirement Contributions That Do Not Increase Cost to the City | City Administrator, Finance Committee, Employee Advisory Committee | $ - | $ - | $ - | 8/31/19 | First meeting held 9/16/19, follow up meeting held 10/7/19. At this time the group does not feel the options considered would provide material enhancement to attracting and retaining quality staff. | 2 | 3 |
| F | 1 | Incorporate Review of Residential Development Guidelines in the Comprehensive Plan Update | Governing Body, City Administrator, City Staff, Planning Commission | $ 15,000 | $ 15,000 | $ - | 12/31/19 | This is included in the scope for the Comprehensive Plan, total fee for the comp plan update is $65,000, which is equal to the $50,000 originally budgeted for the basic update plus the $15,000 added to cover this objective. | 2 | 3 |
| F | 2 | Develop 4 to 5 Historical Markers/Interpretive Signage | Public Works Director & Public Works Committee | $ 30,000 | | | 9/30/19 | Staff has assembled contact information for local historians. Public Works Committee is making contact with historians to discuss sign location options and types of signs. Police Chief is staffing the project. | 0 | 0 |
| F | 3 | Community Center Exterior and Interior Design Concepts and Improvement Plan | City Administrator & Finance Committee | $ 30,000 | $ 19,500 | | 12/1/19 | Task order for this work has been approved with the City Architect, Ad Hoc committee appointed. Final Report presented to Council on 12/9/19. | 1 | 2 |

# Goals and Objectives for Fiscal Year 2019
## Roeland Park, Kansas

**Progress Report: 4th Quarter 2019**

| Objective ID | | Description | Responsible Party | Cost Estimate | Actual Cost | (Under) or Over Estimate | Completion Deadline | Status- Date Completed | Completion Index: Cost (0=Incomplete 1=UNDER 2= On 3=OVER) | Completion Index: Deadline (0=Incomplete 1= Early 2= On Time 3= Late) |
|---|---|---|---|---|---|---|---|---|---|---|
| F | 4 | Create Property Tax Assistance Program | Governing Body | $ 15,000 | $ 2,865 | $ (12,135) | 5/1/19 | Program policy and application creation complete. The program has a dedicated page on our website along with promotion through the website, social media and the newsletter. Council approved review/award committee. First refunds awarded in June 2019. Council has extended the deadline to apply through the end of 2019. | 1 | 2 |
| F | 5 | Coordinate with Kansas City on Consideration of Biking Enhancements Along 47th Street from Mission Road to Roe Lane | Public Works Director & 47th Street Overlay Committee | $ - | $ - | $ - | 7/15/19 | Study is complete. Meeting of agencies involved occurred on 1/10/19. Consultants recommended an on street shared pedestrian/bike area on the north side of the street. KCK staff indicated it would take a minimum of 5 years to accomplish that effort. | 2 | 1 |
| G | 1 | Provide Quarterly Progress Report on Strategic Plan Goals | City Administrator | $ - | $ - | $ - | 12/31/19 | Initial report presented at 1/7/19 workshop. 1st Quarter report provided 4/15/19. 2nd Quarter report provided 7/22/19. 3rd Quarter report provided 9/16/19. 4th Quarter report provided 12/30/19. | 2 | 2 |
| G | 2 | Reinstate City Wide Art Program | City Administrator, Governing Body, Arts Committee | $ 25,000 | $ 22,000 | $ (3,000) | 6/30/19 | In late 2018/early 2019 the committee focused on relocating and restoring the art along Roe in preparation for Roe 2020 construction. To date, 99% of the art along Roe has been relocated to temporary or new locations. The committee will come before Council in August for approval of relocation of the remaining pillars throughout the city. The focus now is on acquiring new art, namely for Nall Park. Expenditures related to the objective: $4,500 for restoration of Ballet Mechanique and the steel tree; $5,000 for Mosaic work at the Aquatic Center; $2,500 for artwork appraisals (still in progress), $7,500 for art piece at R Park, $1,800 Nall Park piece. | 1 | 3 |
| | | | **Total** | **$ 263,900** | **$ 144,438** | **$ (27,662)** | | | | |

# Goals and Objectives for Fiscal Year 2019
## Roeland Park, Kansas

**Progress Report: 4th Quarter 2019**

| Objective ID | | Description | Responsible Party | Cost Estimate | Actual Cost | (Under) or Over Estimate | Completion Deadline | Status- Date Completed | Completion Index: Cost (0=Incomplete, 1=UNDER, 2= On, 3=OVER) | Completion Index: Deadline (0=Incomplete, 1= Early, 2= On Time, 3= Late) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Incomplete Objectives from:** | | | | | | | | | | |
| **2017** | | | | | | | | | | |
| B | 3 | Find new location for Public Works | City Administrator | $ 1,000,000 | | | 7/31/17 | We are looking at options currently available. Over 35 sites considered. | | |
| G | 3 | Begin Wayfinding Sign Program | Public Works Director, Bike Walk Committee | $ 12,500 | $ 15,050 | $ 2,550 | 9/30/17 | 7/2/18 Council approved Phase 1 sign location plan as well as large and small sign designs which incorporate new logo. Phase 1 signs have been constructed, font size increased to 2" vs 1". Public works completed installation of the signs on 5/13/19. | 3 | 3 |
| **2018** | | | | | | | | | | |
| A | 4 | Electronic Voting Log System for Council Chambers | Admin Staff | $ 4,500 | | | 2/28/18 | The Governing Body decided not to move forward with this objective on 3/18/2019. | 1 | 3 |
| B | 2 | Phased Development Plan for R Park and Design of 1st Phase | Park Committee & PW Director | $ 26,000 | $ 30,000 | $ 4,000 | 11/30/18 | Council approved phased development plan on 3/18/19. | 3 | 3 |
| C | 1 | Install Shade Structures at R Park, Granada Park and Aquatic Center | Pubic Works Director | $ 38,000 | $ 41,290 | $ 3,290 | 10/31/18 | R park structures completed 4/29/19 for $29,105. Pool shade structures will be included with 2020-21 improvement plan. Granada shade structure completed 3/27/19 for $12,185. | 3 | 3 |
| G | 2 | Interface Modules Between Receipts, Credit Transactions, General Ledger and Court | Assistant City Admin., City Clerk, Court Clerk | $ 3,000 | | | 1/1/18 | During this effort staff has concluded that changing court software is integral to getting all programs to interface. Council approved purchase of court software on 2/18/19. Court staff is working with Incode on data migration and installation, go live is scheduled for February 2020. | | |

**Item Number:** **DISCUSSION ITEMS- II.-5.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

| | |
|---|---|
| Date: | 1/8/2020 |
| Submitted By: | Keith Moody |
| Committee/Department: | Admin. |
| Title: | **4th Quarter 2019 Strategic Plan Progress Report** |
| Item Type: | Presentation |

## Recommendation:

**Informational item, no action anticipated.**

## Details:

Attached please find the 4th Quarter Progress Report for the Strategic Plan. As the City completes initiatives which advance the Strategic Plan staff memorializes those accomplishments into this report. The newest accomplishments are added at the end of the appropriate "Goal and Strategy". This helps to keep the report in chronological order.

Some of the accomplishments completed or seeing substantial progress in 2019 include:

1.A.4, 3.A.2, 3.B.9, 4.A.4, 4.A.10- Public Information Officer
1.A.7, 1.D.1, 1.D.3, 1.E.1, 2.A.2, 2.B.2- NE RJ and the Rocks Sites
1.A.8- Joint Purchasing
1.A.11, 2.A.1, 4.B.2- 47 Foodie Fest
1.A.12- Joint Housing Study

1.B.1, 3.A.4- Roe Boulevard Project
1.B.8, 1.D.4, 2.A.6, 2.B.3, 2.C.2, 3.B.7, 4.A.8- Planning Sustainable Places Corridor Planning Project
1.B.9- Storm Sewer Inspections
1.B.10- 2019 CARS Project
1.B.11- Kansas Conservation Grant

1.C.3- Borrowing Analysis

2.A.5- Johnson Drive Development

2.B.1- Community for All Ages
2.B.5, 4.C.3, 4.C.4, 4.C.5, 5.C.1- R Park Development

2.C.3- Business Satisfaction Survey

3.B.8, 4.A.9- Comprehensive Plan Update
3.B.10, 3.B.11, 3.B.12, 3.B.13, 4.A.11- Communications Plans Developed
3.B.14- Videotaping of Council Meeting

3.C.3- Citizen Satisfaction Survey
3.C.4- Tax Rebate Program
3.C.5- Minor Home Repair Program

4.A.1, 4.B.1- Community Engagement Committee
4.A.12- Strategic Plan Quarterly Progress Reports

4.C.6- Neighbors Helping Neighbors Program

5.A.13, 5.A.14, - Pool Improvements
5.A.15, 5.A.16- Community Center Improvements

5.C.5- Parks and Recreation Superintendent

Since adoption of the Strategic Plan in 2015 the City has taken steps in each of the 5 "Goal" areas as well as implementing initiatives that further each of the 17 "Strategy" areas. The City has undertaken a total of **113 initiatives** to date as part of the Plan's implementation which represents a $14 million investment in the Community!!!!!!

How does item relate to Strategic Plan?

The quarterly progress report ensures the City is tracking efforts undertaken to implement the strategic plan and also provides timely, transparent communication to our residents on these efforts.

How does item benefit Community for all Ages?

The quarterly progress reports communicate to residents of all ages the efforts being undertaken designed to benefit each of them.

**ATTACHMENTS:**

| Description | Type |
| --- | --- |
| 4th Quarter 2019 Strategic Plan Progress Report | Cover Memo |

# Strategic Plan

## Roeland Park, Kansas



**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| **Goal 1: Create a long-term financial plan to diversify revenue supporting Economic growth.** | | | | | | | |
| 1 | A | Collaborate with peer cities with similar developmental issues and define potential options. (Phase 1) | City Administrator & Asst. City Administrator | 1. In 2017 Roeland Park collaborated with Fairway and Westwood on bidding out solid waste services. A new contract was executed locking in fees paid for solid waste for an initial 3 years. The new contract provides for performance standards as well as financial penalties in the event the contractor does not meet prescribed performance standards. Under the new contract weekly summary reports are also provided which list service complaints by address and chronicles the time addressed as well as the approach/reasoning behind each resolution. The 2019 Citizen Satisfaction Survey saw a 22% increase in satisfaction with solid waste services over the 2016 survey results. | $ - | 11/30/17 | A new contract was executed locking in fees paid for solid waste for an initial 3 years. Citizen satisfaction improved with solid waste in 2019 from 2016, however satisfaction has not returned to 2008 levels. Mission changed to WCA for waste services as of 1/1/20; In 2020 WCA is charging Mission $15.75/month and charging Roeland Park $15.17/month for comparable service. |
| | | | | 2. In 2017 Roeland Park began looking at animal control service alternatives to the NEAC system in place. This effort lead to Mission looking at delivering animal control services through a civilian staff within their police department. At the end of 2018 NEAC disbanded and each of the cities in NEAC contracted with the City of Mission to provide animal control services. It is anticipated that has a contract relationship with a single municipality will provide for improved animal control service at a lower cost ($12,000 savings from NEAC fee). | $ (12,000) | 1/1/19 | Contract executed in 2018 service began 1/1/19. Performance review in 2019 shows satisfaction with the service as well as lower than anticipated costs. |
| | | | | 3. In 2018, other NE JOCO cities were asked if they would have interest in sharing a Public Information Officer. The other communities felt their communications approach was working effectively and had concerns about how sharing a staff position would be implemented so that the shared time amounted to the percentage being charged per entity. In 2019, Roeland Park implemented a contracted PIO position on a trial basis to determine if this approach would be effective. | $ 12,000 | | Contract PIO Began 1/1/2019. Monthly reports including benchmarking comparisons to other cities provided. Contract PIO program planned to continue in 2020. |
| | | | | 4. In 2018, Roeland Park approached Mission, Fairway and Westwood if their was interested in joint participation in a City Magazine. The other communities felt their current newsletter, social media efforts and own city magazine in the case of Mission is working effectively. Roeland Park proceeded to meet with two local firms that have experience producing city magazines but ultimately the cost of production was beyond Roeland Parks budget. | | | Complete |
| | | | | 5. In 2017 Roeland Park invited Fairway to purchase salt through a joint method to reduce the price per ton. Fairway indicated they were pleased with their current method. Roeland Park reached out to some of the larger cities in JOCO and found that Roeland Park was able to piggy back on Lenexa's salt purchase contract resulting in a savings over prior year prices. Roeland Park informed Fairway of this opportunity. | | | Complete |
| | | | | 6. In 2015 Roeland Park and Fairway entered into an agreement for the joint construction of a salt storage facility on Fairways public works site. Construction of the facility was completed in 2016. | $ 70,900 | 8/1/16 | Complete |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| | | | | 7. In 2018 Roeland Park made request of Mission to de-annex .7 acres of land (old KDOT right of way) owned by Roeland Park at the northeast corner of Roe and Johnson. The boundary line adjustment will simplify development and ongoing regulation of the site. Development at this intersection began in 2017 with construction of a new bank and hospital it is continuing with the Gateway project in Mission. Encouraging development of the NE corner at this same time is beneficial to both communities. | | | Deannexation from Mission and Annexation by Roeland Park completed on 10/22/19. Financial consideration agreement with Mission completed on 12/9/19. |
| | | | | 8. In 2019 Roeland Park is including Westwood Hills in our annual contracted street maintenance bid in hopes that the larger volume will generate lower per unit prices. | | | Complete in 2019, continuing in 2020. |
| | | | | 9. Starting in 2016 Roeland Park began offering contract code enforcement services to Westwood Hills which reimburses the City for the use of this staff time plus an administrative fee of 15%. | | | Complete |
| | | | | 10. Roeland Park has an interlocal agreement with the City of Westwood to provide Building Inspection services when either City is in need. Prior to hiring John Jacobson, the City was without a Building Inspector for several months. We were able to rely on the City of Westwood's building inspector on a contractual basis to fill that void. Likewise, Mr. Jacobson has helped Westwood with building inspections when their staff was unavailable. | | | Ongoing |
| | | | | 11. Roeland Park, Westwood and Kansas City, KS worked together to rebrand the 47th Street Corridor and host an inaugural community event to promote the businesses within the corridor and provide for a social event for residents. | $ 3,000 | 9/8/19 | Event was a success, hoping it will be an annual event. |
| | | | | 12. Roeland Park is a partner with MARC and other first tier cities on a Workforce Housing Study. | $ 750 | 12/16/19 | Results of housing study presented to Council by MARC on 12/16/19. |
| | | | | 13. Roeland Park is a partner with JOCO and other JOCO cities on an affordable housing study. | $ 650 | | Underway |
| | | | | | | | |
| 1 | B | Prioritize grant funding opportunities to improve the community and diversify finances. (Phase 1) | City Administrator & Asst. City Administrator | 1. In 2016, STP Funding identified, applied for and secured $4.6 million to support street/storm/signal/lighting/walkways/landscaping improvements along the entire length of Roe Boulevard. TIF 1 and TIF 3 resources also identified too support this project as well as CARS funding. Of the $10 million total project cost only $.226 million is coming from sales taxes. | $ 10,000,000 | 12/31/16 | Design complete, bids due 3/21/20, construction to begin in May 2020. |
| | | | | 2. In 2017, USTA Grant identified, applied for and secured for $32,000 to support reconstruction of the R Park Tennis Courts. | $ 160,690 | 12/31/17 | Tennis courts completed to include pickle ball as well as youth tennis lines in 2018. |
| | | | | 3. In 2017, CDBG Grant identified, applied for and secured $100,000 to support street/sidewalk improvements to Birch Street. | $ 278,500 | 12/31/17 | Birch street/sidewalk completed 12/20/18. |
| | | | | 4. In 2017, CARS Funding established a street improvement plan which optimizes the CARS resources available to the City each year and incorporated these resources into the Capital Improvements Plan. | $ - | 8/31/17 | CARS funding secured for 2018, 2019 and 2020 projects. 20222 and 2023 CARS projects planned in the CIP. |
| | | | | 5. In 2017, SMAC Funding established a storm system improvement plan which optimizes the use of SMAC resources by coordinating street improvements and storm sewer improvements into the Capital Improvements Plan. | $ - | 8/31/17 | Agreement with JOCO for drainage basin project coordination completed in 12/2019. Inspection of pipe/structures is continuing. |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| | | | | 6. In 2017, KDHE Arboretum Grant identified, applied for and secured $25,000 for 20 trees to be planted to establish an arboretum in R Park. | $ 25,000 | 12/31/17 | Trees installed at R Park in the spring of 2018. |
| | | | | 7. In 2018, CDBG Grant applied for and secured $135,000 to support street improvements to El Monte Street. | $ 166,000 | 10/31/18 | Complete summer 2019. |
| | | | | 8. In 2018, Planning Sustainable Places grant identified, applied for and secured for $80,000 to support a planning/visioning effort for the intersection of 48th and Roe as well as the Johnson Drive corridor. | $ 100,000 | 9/30/18 | Final Corridor Plan presented to Council 8/5/19. |
| | | | | 9. In 2019 SMAC funding will also be used to aid in funding inventory and videotaping of the City's in ground storm water collection system. | $ 58,389 | 12/1/19 | Contractor completed inventory/videotaping of City storm sewer system in 2019. |
| | | | | 10. In 2019, $79,500 in CARS funding used to complete improvements to 50th Terrace from Roe to Cedar. | $ 182,256 | 8/31/19 | Project completed in summer of 2019. |
| | | | | 11. In 2019, information being gathered concerning the Kansas Land and Water Conservation Grant program, as an opportunity to partially fund R Park and Aquatic Center improvements planned for 2020/21. | | | Notice of grant would not come before award of contract for these two projects. Staff will look at applying for eligible projects planned out past 2020. |
| | | | | | | | |
| 1 | C | Evaluate the historical, present and future financial commitments of Roeland Park and create a written analysis. (Phase 1) | City Administrator & Asst. City Administrator | 1. In 2016, Columbia Capital completed an analysis of the debt obligations of the City which is now incorporated into the monthly financial summary provided by the Finance Director. | $ 1,912 | 1/1/16 | Complete |
| | | | | 2. In conjunction with development of the 2018 Capital Improvements Plan, the City acquired the Plan It asset management software. This system allows the City to plan for perpetual investment in each capital item under our responsibility. The system reflects the funding source, the timing of when resources are available and when resources will be spent. It employees a two part scoring system to prioritize projects. It has the capacity to attach all supporting documents associated with an asset including pictures, studies, plans and legislative records. This tool in concert with the three year budget forecast model employed by the City provides information necessary in determining the present and future financial needs of the City. | $ 725 | 8/31/17 | On going, updated annually with budget process. |
| | | | | 3. At Council's request, Columbia Capital provided barrowing scenarios and procedure information as part of the 2020 budget process. Staff also provided Council budget scenarios reflecting different barrowing amounts. The barrowing analysis focused on funding new parks/recreation amentias, beyond merely replacing existing infrastructure. | $ 800 | 7/1/19 | Council is planning for a $1.25 million borrowing with a ten year maturity to fund new parks and recreation facilities in 2020/21. |
| | | | | | | | |
| 1 | D | Dedicate resources to create a financial plan with the purpose to diversify the revenue base. (Phase 1 and Phase 2) | City Administrator & Asst. City Administrator | 1. In 2016, the Development Committee created development plans for The Rocks and Northeast RJ (the two undeveloped sites owned by the City. These uses will diversify the revenues which support city services. | $ 23,290 | 12/31/16 | Sale of Northeast RJ land closed on 12/26/19. Staff continues to discuss The Rocks with prospective developers. |
| | | | | 2. In 2017, the City approved plans for St. Luke's Hospital and Commerce Bank to develop new sites. Development of this property diversifies land use and contributes to diversity of revenues in support of city services. | $ - | 6/30/18 | The two sites contribute to an attractive gateway and synergy of development at this intersection. |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| | | | | 3. In 2019, the City entered into a land sale agreement worth $1.2 million with Sunflower Medical Group to construct a medical office building that will accommodate multiple medical service providers within the City limits. | | | Vertical construction to commence by 5/1/20 with completion by 5/1/21. |
| | | | | 4. In 2019, the City completed a corridor plan for Roe and 48th as well as Johnson Drive from Roe to Roeland Dr. This citizen lead initiative identified redevelopment scenarios for each corridor that residents support. All of the concepts would diversify and strengthen the City's revenue base. | | 8/19/19 | Council has adopted the corridor plan. |
| | | | | | | | |
| 1 | E | Establish an Economic Development Committee to work with the City Council, residents and business community for implementation of the finance plan. (Phase 1 and Phase 2) | City Administrator & Asst. City Administrator | 1. In 2015 The Development Committee was established. They have created development plans for The Rocks and Northeast RJ reflecting diverse uses to further the financial plan. | $ - | | Ongoing. The work of this Committee lead to a land sale for Northeast RJ in 12/2019. The buyer intends to build a medical office facility, that will broaden the employment opportunities in Roeland Park and diversify the land uses in Roeland Park. |
| | | | | | | | |
| **Goal 2: Create a commercial development plan to revitalize underutilized property and leverage available land to create a sustainable community.** | | | | | | | |
| | | | | | | | |
| 2 | A | Identify and prioritize potential commercial development sites in order to attract and retain developers and retail constituents supporting sustainable goals. (Phase 1) | City Administrator & Asst. City Administrator | 1. The City also continues to support and attend the 47th and Mission Overlay Committee meetings along with representatives from the UG, Westwood, and area business leaders to discuss development in the district including the plans for development at the southwest corner of 47th and Mission. | $ - | | Ongoing |
| | | | | 2. The Rocks and Northeast RJ development plans support this goal. | $ - | | Ongoing |
| | | | | 3. In 2017, City learned more about the Walmart site lease terms and identified the TIF1 resources that will accumulate through the end of the TIF (2023). | $ - | 12/31/18 | TIF development amended in 2018 to expand options for use of excess TIF resources. $2.368 million in TIF 1 resources will be used in the Roe 2020 project. |
| | | | | 4. In 2018, the City identified the TIF3 resources that will accumulate through the end of the TIF (2025) and has incorporated these incentives into marketing of The Rocks. | $ - | 12/31/18 | Ongoing |
| | | | | 5. In 2018, the City took the lead to clear up land use uncertainty for properties along the north side of Johnson Drive. | $ 10,000 | 8/31/18 | Covenant amendments filed, first redevelopment within the corridor underway in 2018 and completed in 2019. |
| | | | | 6. In 2019, a citizen-led planning/visioning process occurred for the area at 48th and Roe as well as along Johnson Drive. This effort produced redevelopment concepts for land along these corridors. | $ 100,000 | 8/19/19 | The final report was adopted by Council on 8/19/19. |
| | | | | | | | |
| 2 | B | Leverage commercial development sites as anchors for transforming Roeland Park into a community that serves to attract all ages with target audiences of young adults and seniors. (Phase 2) | City Administrator & Asst. City Administrator | 1. The Sustainability Committee and Asst. City Administrator have been working through the MARC Community for All Ages recognition program. | $ - | 4/19/19 | The City received Silver designation in 2017 and Gold designation in April of 2019. |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| | | | | 2. The mix of uses reflected in The Rocks and Northeast RJ site plans further this goal. | $ - | | Ongoing |
| | | | | 3. The Planning Sustainable Places planning/visioning project (see Goal 2A above) also furthers this goal. | | 8/19/19 | Both the Johnson Drive and 48th/Roe corridors provided mixed us redevelopment concepts that would broaden commercial and residential offerings attractive to all ages. The final report was adopted by Council on 8/19/19. |
| | | | | 4. In 2018, the City adopted a Master Sidewalk/Bikeway Plan which serves as a guide for extending sidewalks and biking routes, this furthers this goal. | $ 3,000 | 6/30/18 | The plan aids in identifying sidewalk extensions as well as bike route additions in coordination with street projects. |
| | | | | 5. The City developed the R Park Phased Development Plan on 3/18/19 and approved the design task order for Phase 1 of development plan which will install a pavilion and fully accessible restroom facility. The Master Plan also incorporates elements of Universal Design which will increase accessibility to and throughout the park. | | 3/18/19 | The Parks and Tree's Committee is working with the City Architect on final plans for Phase 1 and Phase 2; both phases are anticipated to be completed in 2020. |
| 2 | C | Establish an Economic Development Committee (as mentioned in Goal 1) to reignite dialogue between developers, planning committee, citizens, and others by increasing transparency at each level. (Phase 2) | City Administrator & Asst. City Administrator | 1. The Development Committee was established in 2015 as addressed in Item 1E. | $ - | | Ongoing |
| | | | | 2. In 2019, Planning Commission and Development Committee members serve with citizens and commercial property owners on the PSP Project Committee, leading an intense community engagement process, looking at the 48th and Roe intersection and Johnson Drive corridor. | $ 20,000 | 8/19/19 | Corridor plan adopted in August 2019. |
| | | | | 3. In 2019, a Business Satisfaction Survey was administered for the first time. | $ - | 4/8/19 | Results of survey presented on 4/8/19. |
| | | | | | | | |
| **Goal 3: Market Roeland Park to increase awareness and promote a positive image.** | | | | | | | |
| | | | | | | | |
| 3 | A | Create a new branding endeavor of Roeland Park as premier city of choice. (Phase 1) | City Clerk | 1. In 2017, the City completed a branding plan and logo. Implementation of the branding plan began in 2018. | $ 14,740 | | Logo has been implemented on vehicles, buildings, wayfinding signs, clothing, social media, website and official documents. Branding implementation is ongoing. |
| | | | | 2. In 2019 a marketing firm will assist in enhancing pubic communications as well as implementing the branding initiative. | $ 15,000 | | PIO was selected and began work on 1/1/19. The effectiveness of our communications efforts is reported monthly, comparing our performance to that of comparable communities. |
| | | | | 3. The City hired Civic Plus to create a new website that included the new logo and help rebrand the City. Website was completed in 2018. | $ 15,000 | 8/2/18 | Complete |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| | | | | 4. Council approved finish elements for street lights, traffic lights, benches, stamped concrete and entryway monuments as part of the Roe 2020 project that will further the City's brand and provide for a unique appearance for Roeland Park. | $ - | 7/1/19 | These elements are reflected in the Roe 2020 construction plans. |
| | | | | | | | |
| 3 | B | Ensure continuous outreach to effectively engage citizens, businesses, public and nonprofit sector. (Phase 1) | City Clerk/Police Chief | 1. In 2017, more outreach through social outlets began. | | | Ongoing |
| | | | | 2. In 2017, a six month public engagement process was completed for the Roe 2020 visioning. | | 11/2/17 | Complete |
| | | | | 3. In 2018, a monthly Communications Report was created to track the effectiveness of efforts to engage the public. | | | Ongoing |
| | | | | 4. In 2018, the number of newsletters was increased to 6 to 8. This will go back to 6 in 2019. | | 12/31/18 | Complete |
| | | | | 5. In 2018, the city website was updated. | $ 18,781 | 8/2/18 | Complete |
| | | | | 6. In 2018, the City engaged residents of The Roe Manor Heights subdivision to eliminate discriminatory language from their covenants and uncloud land use issues for lots fronting on Johnson Drive. | $ 10,000 | 5/22/18 | This created a process that can be followed with other subdivisions to eliminate discriminatory language. |
| | | | | 7. In 2019, an intensive public engagement process is occurring in concert with the Planning Sustainable Places project. | $ 100,000 | 8/19/19 | Corridor Plan adopted by Council. |
| | | | | 8. In 2019, an intensive public engagement process will occur in concert with the Comprehensive Plan update. | $ 65,000 | | Confluence began working with the Planning Commission in August of 2019; the project is in the 3rd of 5 phases and planned for completion in April 2020. |
| | | | | 9. In 2019, a marketing firm will be engaged to enhance public engagement as well as further the branding initiative. | $ 12,000 | 12/31/19 | Consultant began 1/1/19, contract continuing into 2020. |
| | | | | 10. In 2019 a communications plan for the 2019-20 leaf pick up program was developed to guide communications efforts leading up to and during this project. | | | Implemented on 10/23/19 |
| | | | | 11. In 2019 a communications plan for the Roe 2020 project was developed to guide communications efforts leading up to and during this project. | | | Implemented on 10/31/19 |
| | | | | 12. In 2019 a communications plan for the R Park Phase 1 improvements was developed to guide communications efforts leading up to and during this project. | | | Implemented on 11/20/19 |
| | | | | 13. In 2019 a communications plan for the Aquatic Center renovation project was developed to guide communications efforts leading up to and during this project. | | | Implemented on 12/5/19 |
| | | | | 14. Video taping of council meetings began on 1/6/20 to provide residents the ability to watch council meetings and stay apprised of issues being discussed by their elected leaders. | $ 3,230 | 1/6/20 | Complete |
| | | | | | | | |
| 3 | C | Establish Roeland Park as the premier community for location and service. (Phase 1) | City Clerk/Police Chief | 1. In 2016. the City completed a third citizen satisfaction survey to benchmark performance against neighboring communities and identify what service areas have the greatest return on resources invested. | $ 15,000 | 10/30/16 | The benchmark document has aided in setting annual Objectives (priorities) as part of the budget development process. |
| | | | | 2. In 2016, the City completed a single family Cost of Living Comparison to benchmark with the other KC metro communities. | $ - | 10/30/16 | The benchmark document has aided in setting annual Objectives (priorities) as part of the budget development process. |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| | | | | 3. In 2019 a Citizen Satisfaction Survey was completed, this will continue to identify areas where we can improve compared to neighboring communities, but also identify trends from efforts implemented since the 2016 survey. | $ 20,000 | 4/1/19 | Survey completed 4/1/19. Overall satisfaction increased 1.8 points from 20016 survey. |
| | | | | 4. In 2019 a tax rebate program was implemented to provide tax relief to impoverished members of the community. | $ 2,865 | 12/1/19 | Complete, the program will continue in 2020. |
| | | | | 5. In 2019 the City doubled its contribution to its Minor Home Repair Program. | $ 4,500 | 1/1/19 | Complete |
| | | | | | | | |
| **Goal 4: Connect citizens to the community through events, places, services and activities.** | | | | | | | |
| | | | | | | | |
| 4 | A | Increase effective communication as an essential element in the quest to increase community involvement. (Phase 1) | All Directors/City Administrator | 1. The Events Committee coordinates events throughout the year to bring residents out to meet and enjoy Roeland Park amenities. In 2018 they hosted the Fall Family Picnic at R Park and the Spring Fling at Nall Park. The Governing Body and Staff continue to recruit to build participation in the Events Committee. The committee has been re-configured as the Community Engagement Committee which will shift to engaging the public in smaller scale events and assisting staff with planning of larger events. | | | Ongoing |
| | | | | 2. In 2017, more outreach through social outlets began. | | | Ongoing |
| | | | | 3. In 2017, a six month public engagement process was completed for the Roe 2020 visioning. | | 11/2/17 | Complete |
| | | | | 4. In 2018, a monthly Communications Report was created to track the effectiveness of efforts to engage the public. | | | Ongoing |
| | | | | 5. In 2018, the number of newsletters was increased to 6 to 8. Went back to 6 in 2019. | | | Ongoing |
| | | | | 6. In 2018, the city website was re-designed. | $ 18,780 | 8/2/18 | Complete |
| | | | | 7. In 2018, the City engaged residents of The Roe Manor Heights subdivision to eliminate discriminatory language from their covenants and uncloud land use issues for lots fronting on Johnson Drive. | $ 10,000 | 5/22/18 | Complete |
| | | | | 8. In 2019, an intensive public engagement process occurred in concert with the Planning Sustainable Places project focused on the Johnson Drive and 48th/Roe corridors. | $ 100,000 | 8/19/19 | Corridor Plan adopted by Council. |
| | | | | 9. In 2019, an intensive public engagement process began in concert with the Comprehensive Plan update. | | | Kick off meeting took place in August 2019. |
| | | | | 10. In 2019, a marketing firm will be engaged to enhance public engagement as well as further the branding initiative. | $ 15,000 | | Started 1/1/19. |
| | | | | 11. In 2019 communications plans developed for major projects. | | 12/5/19 | Complete |
| | | | | 12. In 2019 quarterly progress reports provided to track efforts which address the Strategic Plan Initiates. | | | Ongoing |
| | | | | | | | |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| 4 | B | Increase civic activities to connect residents to the community. (Phase 2) | All Directors/City Administrator | 1. The Events Committee coordinates events throughout the year to bring residents out to meet and enjoy Roeland Park amenities. In 2018 they hosted the Fall Family Picnic at R Park and the Spring Fling at Nall Park. The Governing Body and Staff continue to recruit to build participation in the Events Committee. The committee has been re-configured as the Community Engagement Committee which will shift to engaging the public in smaller scale events and assisting staff with planning of larger events. | | | Ongoing |
| | | | | 2. For 2019 Roeland Park partnered with Westwood and Kansas City, Kansas on a new festival (The 47 Foodie Fest) with brought residents to the 47th and Mission corridor. | $ 3,000 | 9/8/19 | Successfully completed 9/8/19. |
| | | | | | | | |
| 4 | C | Promote community service opportunities to encourage resident involvement and connection to Roeland Park. (Phase 2) | All Directors/City Administrator | 1. In 2014, the Citizen's Fundraising for R Park secured a grant for granular trails in R Park. | $ 25,500 | 10/31/14 | Complete |
| | | | | 2. In 2017, the Parks Committee in collaboration with the Urban Trail group completed the design and construction of a multi-user trail in Nall Park. | | 11/30/17 | Complete |
| | | | | 3. In 2018, Citizen's Fundraising for R Park, Parks Committee and Arts Committee led fundraising for a new signature art piece at R Park. | $ 80,000 | 5/22/19 | All funds have been raised and See Red Run sculpture installed in May 2019. |
| | | | | 4. In 2017, Citizen's Fundraising for R Park led fundraising for a new pavilion at R Park. | | | Design of the structure is progressing in concert with the Phase 1 improvements at R Park scheduled for 2020. |
| | | | | 5. In 2018, the Parks Committee began working on developing a phased development plan for R Park. | $ 30,000 | 3/18/19 | Phased development plan adopted 3/18/19. Design of the phase 1 elements is underway in 2019. |
| | | | | 6. In 2019, the Neighbors Helping Neighbors program was established to provide property maintenance assistance for owners who are not able to complete the work themselves. | $ 5,600 | 12/31/19 | The program was a success in 2019 and will continue in 2020. |
| | | | | | | | |

# Strategic Plan
## Roeland Park, Kansas
**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| **Goal 5: Promote recreational opportunities through enhanced green space, facilities and communication.** | | | | | | | |
| 5 | A | Develop existing facilities and green space to maximize usage and service to the public. (Phase 2) | Public Works Director | 1. In 2014 granular trails added to R Park. | $ 29,000 | 12/1/14 | Complete |
| | | | | 2. In 2014, new Community Center roof installed. | $ 107,710 | 12/1/14 | Complete |
| | | | | 3. 2016, new water fountain, benches, receptacles and picnic tables added at R Park. | | 10/31/16 | Complete |
| | | | | 4. In 2016 restrooms and shelter renovated at Nall Park, new water fountain installed and playground equipment repainted. | $ 103,500 | 8/30/16 | Complete |
| | | | | 5. In 2016, plans to relocate public works in order to see that property developed to a higher and better use. | | | Ongoing |
| | | | | 6. City Hall ADA compliance modifications began in 2017 and will continue through 2020. | $ 12,000 | | Ongoing |
| | | | | 7. In 2017, multi-purpose trail added to Nall Park. | $ 12,000 | 10/1/17 | Complete |
| | | | | 8. In 2018, tennis courts reconstructed at R Park. | $ 160,690 | 7/1/18 | Complete |
| | | | | 9. In 2018, arboretum installed at R Park. | $ 25,000 | 10/5/18 | Complete |
| | | | | 10. In 2018, new shade sail structure added at Granada Park and two shade structures added at R Park. | $ 42,190 | 4/29/19 | Complete |
| | | | | 11. In 2018, completed Pool Analysis establishing direction for summer only pool operations. Improvements to pool will be planned during 2019. | $ 35,555 | 11/31/18 | Complete |
| | | | | 12. In 2018, new roofs were installed on the pump house and pool house structures, replaced main drain valve, replaced corroded fittings in pump house, lighting replaced, diving boards restored, chemical treatment system replaced, vortex/kiddie pool and slide pool repainted, and concrete deck repairs completed. | $ 84,150 | 12/31/18 | Complete |
| | | | | 13. In 2019 the following improvements were completed at the pool: replacing broken concrete deck panels, new climbing wall, removal of dome tethering system, new signage, caulking of deck, refurbishing of bulkhead, valve and fitting replacements in pump house, new dispensers in restrooms. | $ 105,000 | 9/9/19 | Complete |
| | | | | 14. Council has identified the improvements to be completed to the pool and provided direction on how these improvements will be funded. | $ 1,500,000 | | Design agreement approved. Construction planned to be completed between the 2020 and 2021 seasons. |
| | | | | 15. In 2019 an interior/exterior design assessment lead by an ad hoc citizen committee provided design plans to enhance the Community Center. | $ 19,500 | 12/9/19 | Complete. Improvements will be incorporated into Capital Improvement Plan. |
| | | | | 16. In 2019 two A/C only air handling units replaced by combined A/C and Heat forced air units at the Community Center. This allowed for the elimination of the boiler system while improving the energy efficiency of the building. | $ 35,000 | 12/15/19 | Complete |

# Strategic Plan

## Roeland Park, Kansas

**Progress Report: 12/31/19**

| Goal and Strategy | | Description | Responsible Party | Specific Activities Undertaken to Achieve this Goal | Cost | Date Completed | Status/Progress/Update |
|---|---|---|---|---|---|---|---|
| 5 | B | Enhance promotion of community events, facilities and programs to increase awareness and recreation participation. (Phase 1) | City Clerk | 1. Every issue of the Roeland Parker includes upcoming events and dedicates a page to the recreational activities at the Community Center. In addition, staff send media blasts through constant contact emails and social media of all City events. | | | Ongoing each year. |
| | | | | 2. In partnership with JCPRD, tennis lessons were offered at the new tennis courts in 2018. | $ - | | Ongoing each year. |
| | | | | 3. In partnership with JCRPD and the Events Committee the Egg Hunt and Mayor's Tree Lighting events are being promoted through JCPRD publications as well as being assisted with planning/coordinating/staffing of these events. Attendance at the tree lighting was better in 2018 than it has been in the past 5 years, feedback was very supportive of holding the event at the Community Center and having more groups participating in the performances. | $ - | | Ongoing each year. |
| | | | | | | | |
| 5 | C | Identify and leverage additional financial, human and creative resources to expand recreational opportunities. (Phase 2) | City Clerk/Public Works Director | 1. The Citizen's Fundraising Initiative for R Park has been active since 2014. Through 12/31/18 the group has raised $229,403 in support of a limestone trail, benches, picnic tables, receptacles, signage, drinking fountain, a pavilion, an arboretum, shade structures, and artwork via fundraising events, grants, product sales, donations, awards and in-kind donations for the betterment of R Park. | $ (229,403) | | Ongoing |
| | | | | 2. In concert with Urban Trail and the Boulevard Apartments the City developed a multipurpose trail in Nall Park. | $ 12,000 | 12/1/17 | Complete |
| | | | | 3. In 2017, the City secured $32,000 in funding to leverage against local resources in the reconstruction of the tennis courts at R Park. The courts now contain lines for youth play as well as lines for Pickle Ball play. JCPRD in partnership with the City is offering recreational programming at the new facility. | $ 160,690 | 7/1/18 | Complete |
| | | | | 4. Items 5.B.2 &3 above also support this strategic initiative by utilizing JCPRD's staff and experience to expand recreation opportunities. | $ - | | Ongoing each year. |
| | | | | 5. In 2019 the Council included adding a Parks and Recreation Superintendent position to the staff as part of the 2020 budget. | $ 100,000 | 1/6/20 | Complete |

**Item Number:** **DISCUSSION ITEMS- II.-6.**
**Committee Meeting Date:** **2/3/2020**

ROELAND PARK
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## City of Roeland Park
Action Item Summary

| | |
|---|---|
| Date: | 1/30/2020 |
| Submitted By: | Keith Moody |
| Committee/Department: | Admin. |
| Title: | **Discuss Extending City Hall Hours to 7pm One Day a Week** |
| Item Type: | Discussion |

**Recommendation:**

**Staff is looking for direction on if the current evening staffing by the Police Records Clerk addresses the 2020 objective or if Council prefer evening staffing occur at the City Hall front desk.**

**Details:**

For reference below is the relevant 2020 Objective:

# 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

Currently the Police Records Clerk is working a four 10-hour schedule, that has her at the Police front window until 7 pm on Mondays, Tuesdays, Thursdays and Fridays. The Police Records Clerk is available to greet residents and assist them with Court questions, except collecting payments as we separate these duties for enhanced internal financial controls. She has limited ability to assist with transactions handled by City Hall such as licenses and permitting. She can provide direction and answer questions.

Staff wanted Council to be aware of the current staffing hours and get direction on if this satisfied the intend of this objective.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Financial Impact

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

**Item Number:** **DISCUSSION ITEMS- II.-7.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

| | |
|---|---|
| Date: | 1/28/2020 |
| Submitted By: | Donnie Scharff, Director of Public Works |
| Committee/Department: | Public Works |
| Title: | **Discuss Traffic Garden Objective** |
| Item Type: | Discussion |

## Recommendation:

**Staff is seeking direction on how to proceed with the 2020 Objective "Consider a Green Traffic Garden in Concert With Phase 1 or Phase 2 of the R Park Development Plan".**

## Details:

For reference below is the adopted 2020 Objective:

**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 take the place 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.

We can seek possible grant opportunities and assistance from the following organization and others 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.
- Other options are being researched.

**Cost Estimate: $75,000 (Estimated Cost not including possible grants)**

**Completion Date: Spring 2021**

**Responsible Party: Public Works, Parks Committee, Sustainability Committee, Contracted services**

**Submitted By: Jen Hill**

At the time the objective was adopted Phase 1 of R Park improvements was planned for 2020 and Phase 2 was planned for 2021. Subsequent to adopting the 2020 budget wich included this objective, staff determined that sufficient funds would be available to complete both Phase 1 and Phase 2 in 2020. The Parks Committee has been working on finalizing engineering plans for both phases. The benefits associated with doing Phase 1 and 2 simultaneously are: it disrupts the use of the park once vs twice and there is potential economies of scale that could result in lower costs.

The attached Phased Development plan for R Park reflects the improvements for Phase 1 (sheet 2) and Phase 2 (sheet 3). Phase 1 does reflect removal of some of the asphalt play area. The engineers do not recommend reusing this asphalt for a traffic garden due to its age and condition.

The Parks Committee has considered the idea of a traffic garden during the development of the R Park phasing plan. They did not recommend including it. Attached is a summary of the Park's Committee rational on the issue.

Staff recommends the traffic garden idea be a topic during the Phase 3 design process in 2021 (if at all). Timing of the bid letting for Phase 1/2 is a concern; staff and the City engineer have planned for the project to be bid on 1/28/20. The notice to proceed is anticipated to be 4/1/20. This provides 6 months for a contractor to complete the work and get grass planted by September in order to have the fall 2020 and spring 2021 growing seasons on the turf before heavier use of the park occurs.

All items for the 2 phases are to be completed no later than November 22, 2020.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Additional Information

Staff recalls the discussions with the parks committee about the proposed traffic garden. They are as follows:

Sustainability (Laura Steele) presented a proposal and costs for a traffic garden in R Park. Parks Committee is very enthusiastic about this addition however, there is a concern about installing this feature in R Park due to the condition of the 50 year old asphalt pad. It was voiced that even with crack repair there was a strong possibility that cracks will reappear. It was suggested that the square dance pad in Nall Park might be a more stable surface and more in keeping with the theme of Nall Park. All agreed to research this option before taking to Council.

Parks had asked for preliminary cost estimate for the traffic garden. McConnell & Associates provide a sketch and budget proposal. Parks reviewed the proposal and raised concerns on the size and cost. Parks decided not to recommend the placement of a traffic garden in R Park, rather it could be placed in Nall Park on the concrete pad that is located at the northwest end of the park.

**ATTACHMENTS:**

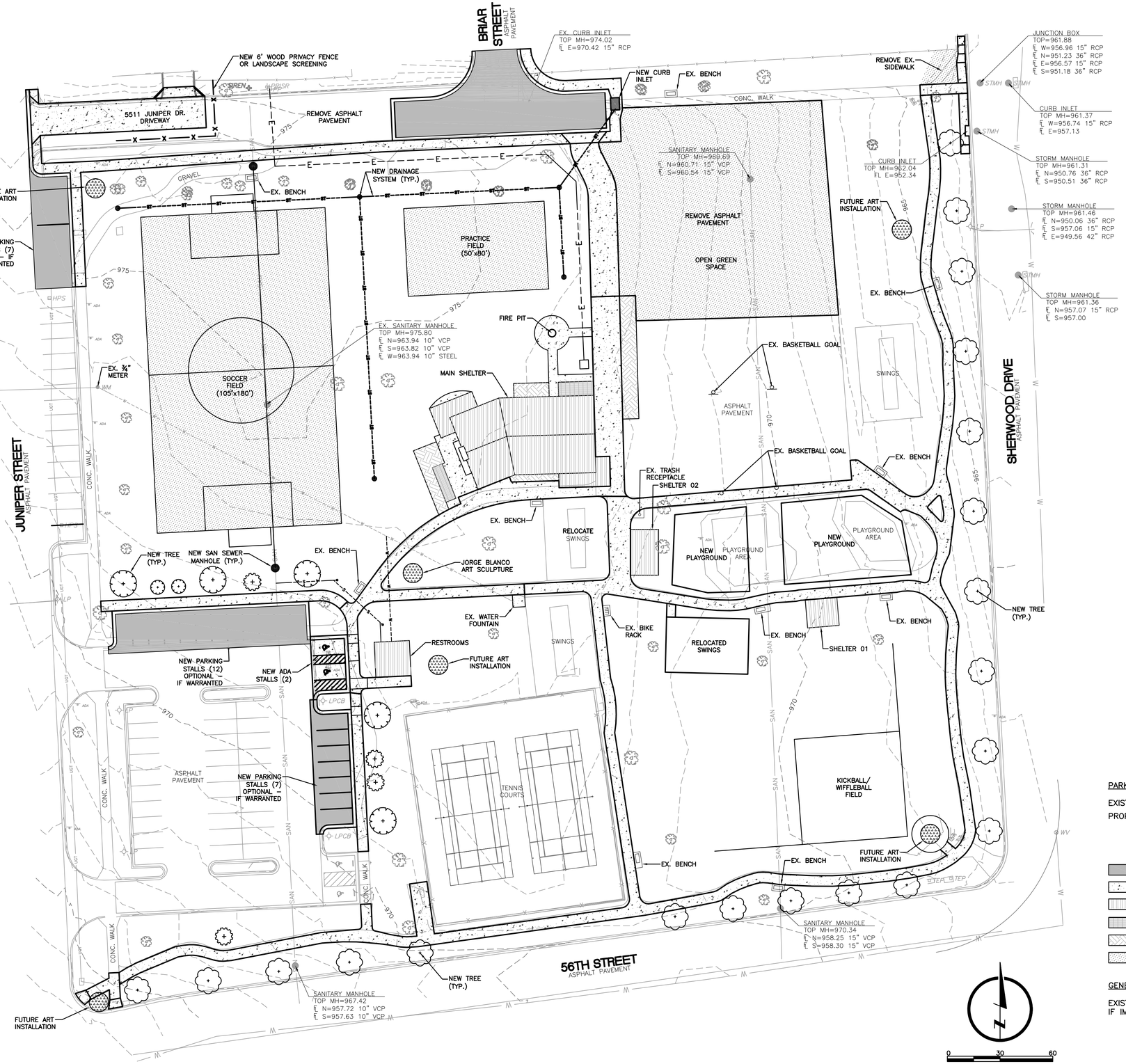
| Description | Type |
|---|---|
| Parks Committee Memo | Cover Memo |
| R Park Development Plan Phases | Cover Memo |
| Traffic Garden Pictures | Cover Memo |
| traffic Garden | Cover Memo |
| Traffic Garden Matrix | Cover Memo |

“Traffic Garden'' is the technical name for the bike training course that Parks had considered recommending for the NE corner of R Park. When Parks originally presented the R Park master plan to Council, they approved the plan with the amendment/addition that we needed to retain some of the asphalt in the NE corner that we were otherwise planning to return to green space. The argument was that children learned and still learn to ride their bikes there. The goal was to keep the asphalt where the basketball courts are now, and either replace or resurface a section of space in the NE corner of R Park--adjacent to the sidewalk--and line it (with paint, such as is on the tennis courts) for learning to ride bikes. There would ideally be a chunk of space that is currently asphalt that is returned to green space between the basketball court asphalt and the traffic garden.

After much consideration, research, and discussion, Parks ultimately did not and does not recommend the traffic garden for R Park. Parks very much supports and embraces the benefits of the educational opportunities offered by restructuring asphalt/space for a traffic garden because it does contribute to the community good begotten from bicycle education, enjoyment of parks and the outdoors, and of making biking and walking more accessible in the KC metro area. There are only a few traffic gardens (that we are aware of) in the country so it would be a unique addition for the region and the state. Parks ultimately decided that a recommendation for a traffic garden is more appropriate for a specific space in Nall Park (or potentially other areas that could be further explored). Below is a detailed account of information that contributed to Parks’ recommendation for a traffic garden in the City of Roeland Park, but not in R Park.

- 02-06-2017: The Parks Committee (Parks) recommends to Council in Master Plan for R Park to revert the asphalt area in the northeast corner of R Park to green space
    - Recommendation based upon results from the 2016 Citizens’ Survey in which 86% of respondents (who responded to item Q25. Level of Support for the Following Community Investment Areas) were Very Supportive (61%) or Somewhat Supportive (25%) of “The City planting more trees on City property & preserving existing ‘green space’”
    - 37% of respondents (who responded to item Q26. Which Two of the Community Investment Areas are Most Important for the City to Pursue) selected “The City planting more trees on City property & preserving existing ‘green space’” as their first- or second choice
    - Reverting the northeast corner asphalt to greenspace would balance the recommended infrastructure and hardscape installations in other areas of the park
- 02-06-2017: Council approves of the Master Plan for R Park with the note that some of the asphalt in the northeast corner of the park should be retained
    - Recommendation was from Councilmember Kellmeran who noted that he learned to ride his bicycle there
    - Councilmember McNeil supported retaining a portion of asphalt
- 02-25-2017: Parks reached out to Laura Steele (former Roeland Park citizen, former member of the Sustainability Committee, and employee at BikeWalkKC)
    - Laura provided subject matter expertise on other systems/areas of the country that have implemented bicycle training grounds (i.e., traffic gardens)

    - In response to the desire for more greenspace, Laura suggested planters and other elements to create a "built environment" to complement the painted asphalt
- 01-15-2019: Parks and Sustainability needed a preliminary estimate of baseline of numbers for cost and design; Mike Mehaffey from McConnell & Associates was contacted to take non-official, non-bid measurements of the space
    - Parks/Sustainability provided Mr. Mehaffey the then-current City Engineer phased approach to the R Park Master Plan to aid in his measurements
- 01-24-2019: Laura Steele (BikeWalkKC, Sustainability Committee), Duane Daugherty (Sustainability Committee), Jennifer Provyn (Parks Committee), Mike Mehaffey (McConnell & Associates) met at 2pm to review a traffic garden rendering and provide feedback at Laura's BikeWalkKC office (location at the time: 1106 East 30th Street, KCMO 64109)
    - The non-bid, non-official, NOT on behalf of the City "ask" was:
        - price out the cost of removing all of the non-basketball court pavement (for economies of scale)
        - itemize out if Public Works were to do some of the demolition, as was done for the tennis courts (just to give us options)
        - McConnell & Associates was clear that the design of a traffic garden is not under the scope of their services; this would need to come from elsewhere
- 01-30-2019: Mr. Mehaffey provide a budget proposal and a sketch to illustrate approximate location and boundaries
- 01-30-2019: Laura Steele reached out to a few contacts she has with BikeWalkKC for additional estimates, but these never came to fruition
- 02-2019: Parks reviewed the traffic garden proposal provided by Mr. Mehaffey
    - Concerns were immediately raised about
        - Size: 2 tennis courts; the boundaries were superimposed over the existing asphalt for perspective; this left 35 feet between the existing basketball court and proposed traffic garden
        - Design: costs and not in favor of a fence around the traffic garden
        - Caveat that resurfacing the space will in all likelihood result in cracks from the underlaid concrete
            - City Engineers confirmed at a later date/meeting in 2019 that the asphalt would need to be removed and new laid for a traffic garden
        - Costs were a significant concern
- 02-2019: Councilmember Hill reached out to various connections she has (horticulturist, community resources, etc.) and provided very upscale (and beautiful) images of traffic gardens that would essentially be entire built environments rather than a flat surface painted to teach bicycle safety and education
- Q2-2019: Parks ultimately decided to not recommend this to Council for R Park, and that the square dance pad at Nall Park (or potentially a different location in the City) would be appropriate
- Q2-2019: Councilmember Hill submitted the Objective for a Traffic Garden in R Park for 2020; Parks was unaware at the time but discussed with Councilmember Hill later; Parks supports the traffic garden concept and Councilmember Hill, but does not recommend the traffic garden for R Park




PARKING SPACES

EXISTING – 47 SPACES

PROPOSED – 76 SPACES

LEGEND

- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- NEW STRUCTURE
- NEW PERGOLA
- NEW PLANTING AREA
- GRASS AREA

GENERAL NOTE:

EXISTING TREES SHALL BE RELOCATED IF IMPACTED BY CONSTRUCTION.


LAMP RYNEARSON

9001 STATE LINE RD., STE. 200
KANSAS CITY, MO 64114
816.361.0440
LampRynearson.com


PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

MARK DANIEL MCGHEE JR.

R PARK IMPROVEMENTS
MASTER PLAN

R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS

REVISIONS

11-09-2018 ORIGINAL ISSUE DATE

03-08-2019 PARKS COMMITTEE RECOMMENDATONS

DESIGNER / DRAFTER

AJM

DATE

03-08-2019

PROJECT NUMBER

0318001.07

BOOK AND PAGE

SHEET

1 OF 4

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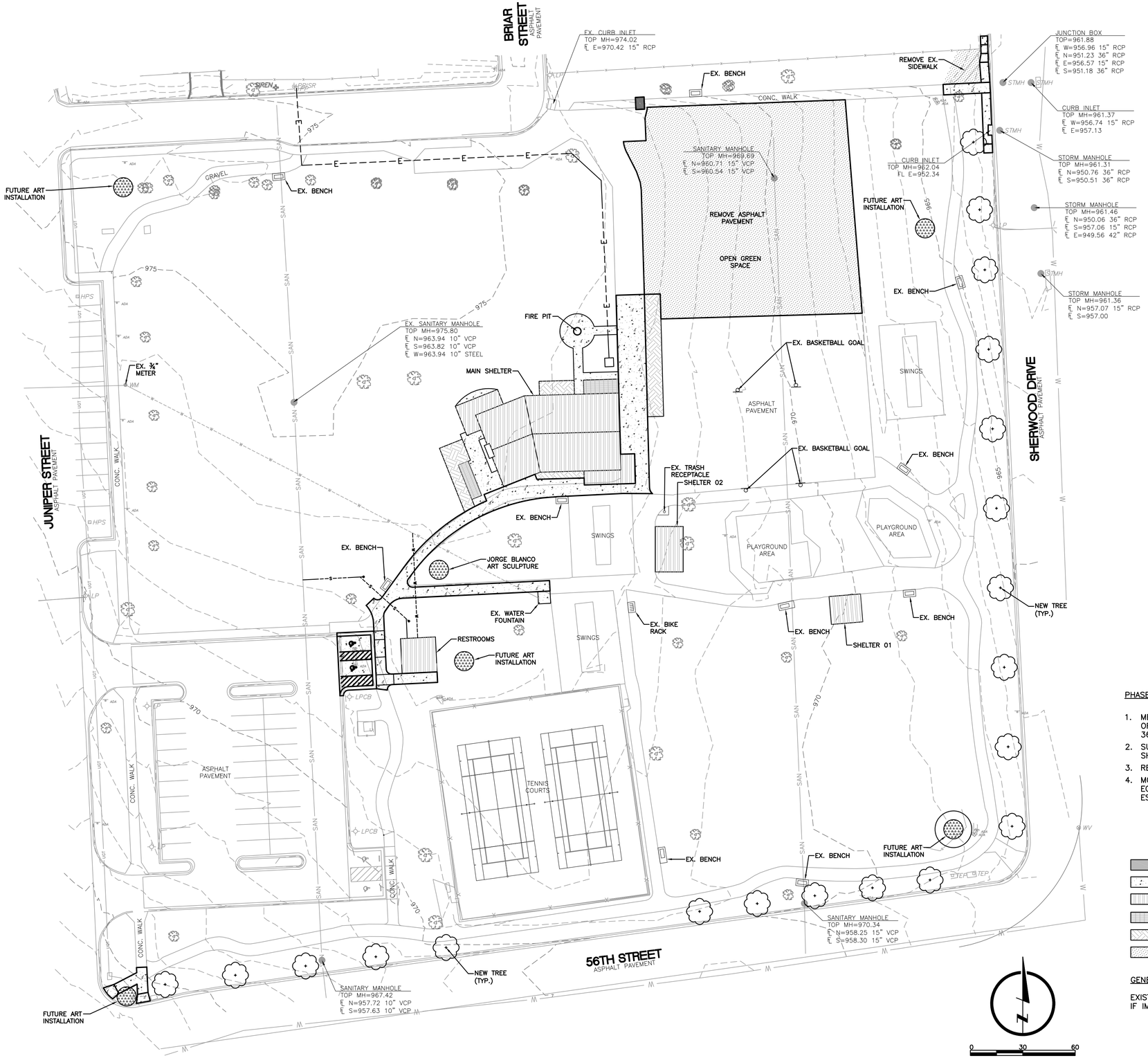


PHASE 1 NOTES:

1. MEDIUM SHELTER TO BE SIZED FOR MAXIMUM OF 7 PERMANENT TABLES, FOR OCCUPANCY OF 36–48 PEOPLE.
2. SUFFICIENT LANDSCAPING TO BE PROVIDED FOR SHELTER AND RESTROOM.
3. RESTROOM DOORS TO FACE INTO PARK.
4. MOVABLE FURNITURE, FIXTURES, AND OTHER EQUIPMENT TO BE CONSIDERED IN COST ESTIMATING.

LEGEND

- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- NEW STRUCTURE
- NEW PERGOLA
- NEW PLANTING AREA
- GRASS AREA

GENERAL NOTE:

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PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

MARK DANIEL MCGHEE JR.

R PARK IMPROVEMENTS
PHASE 1

R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS

REVISIONS

11–09–2018 ORIGINAL ISSUE DATE

03–08–2019 PARKS COMMITTEE RECOMMENDATONS

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2 OF 4

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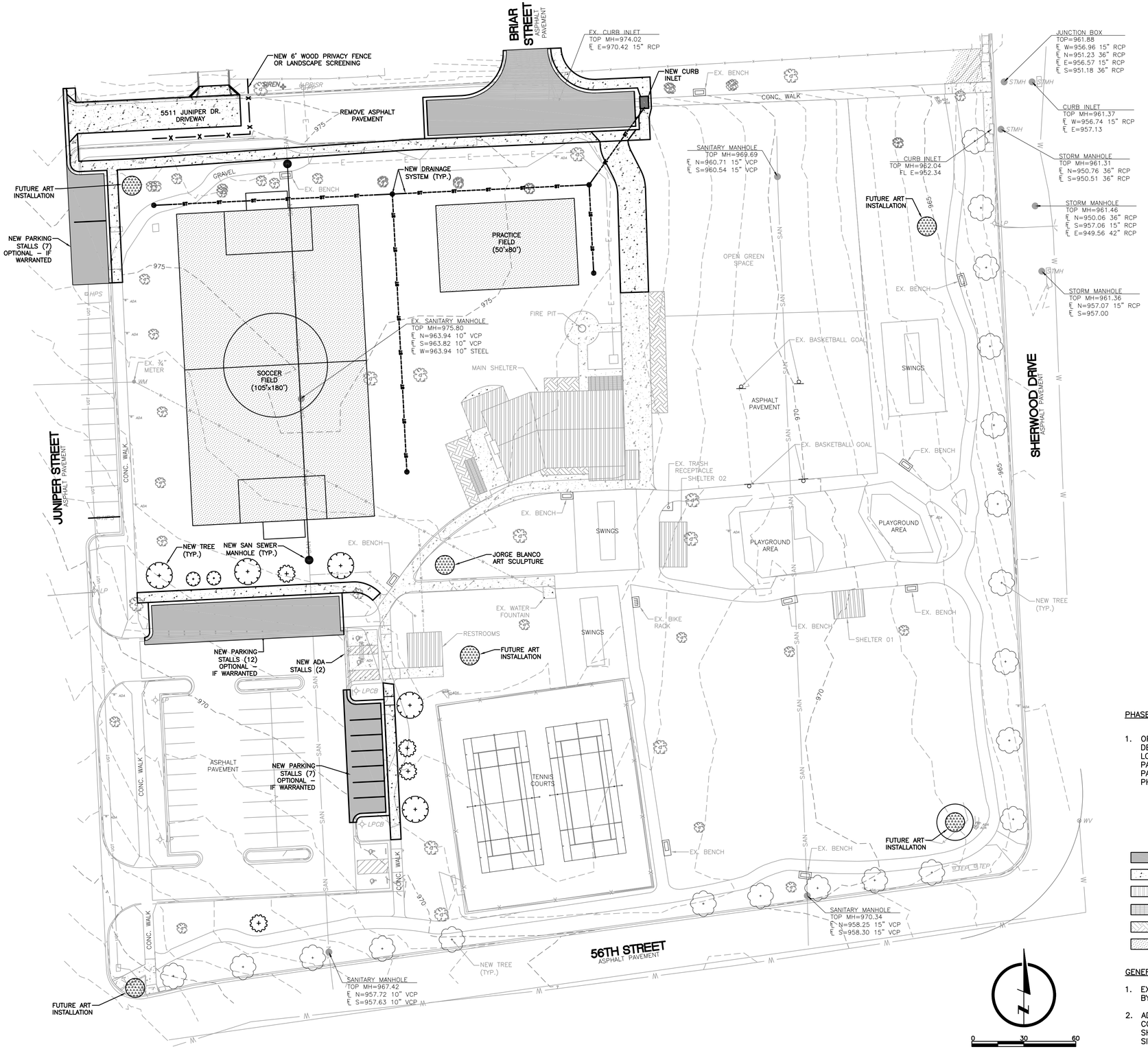


PHASE 2 NOTE:

1. OPTIONAL – IF WARRANTED PARKING IS NOT DESIRED BY THE PARKS COMMITTEE. POTENTIAL LOCATIONS ARE SHOWN SHOULD PHASE 1 PARKING CONDITIONS INDICATE ADDITIONAL SITE PARKING IS NECESSARY WITH PHASE 2 OR PHASE 3 DEVELOPMENT.

LEGEND

- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- NEW STRUCTURE
- NEW PERGOLA
- NEW PLANTING AREA
- GRASS AREA

GENERAL NOTES:

1. EXISTING TREES SHALL BE RELOCATED IF IMPACTED BY CONSTRUCTION.
2. ADDITIONAL PARKING IS NOT DESIRED BY THE PARKS COMMITTEE BUT POTENTIAL LOCATIONS ARE SHOWN SHOULD PHASE 1 CONDITIONS INDICATE ADDITIONAL SITE PARKING IS NECESSARY.


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9001 STATE LINE RD., STE. 200
KANSAS CITY, MO 64114
816.361.0440
LampRynearson.com


PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

MARK DANIEL MCGHEE JR.

R PARK IMPROVEMENTS
PHASE 2

R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS

REVISIONS
11-09-2018 ORIGINAL ISSUE DATE
03-08-2019 PARKS COMMITTEE RECOMMENDATONS

DESIGNER / DRAFTER
AJM
DATE
03-08-2019
PROJECT NUMBER
0318001.07
BOOK AND PAGE

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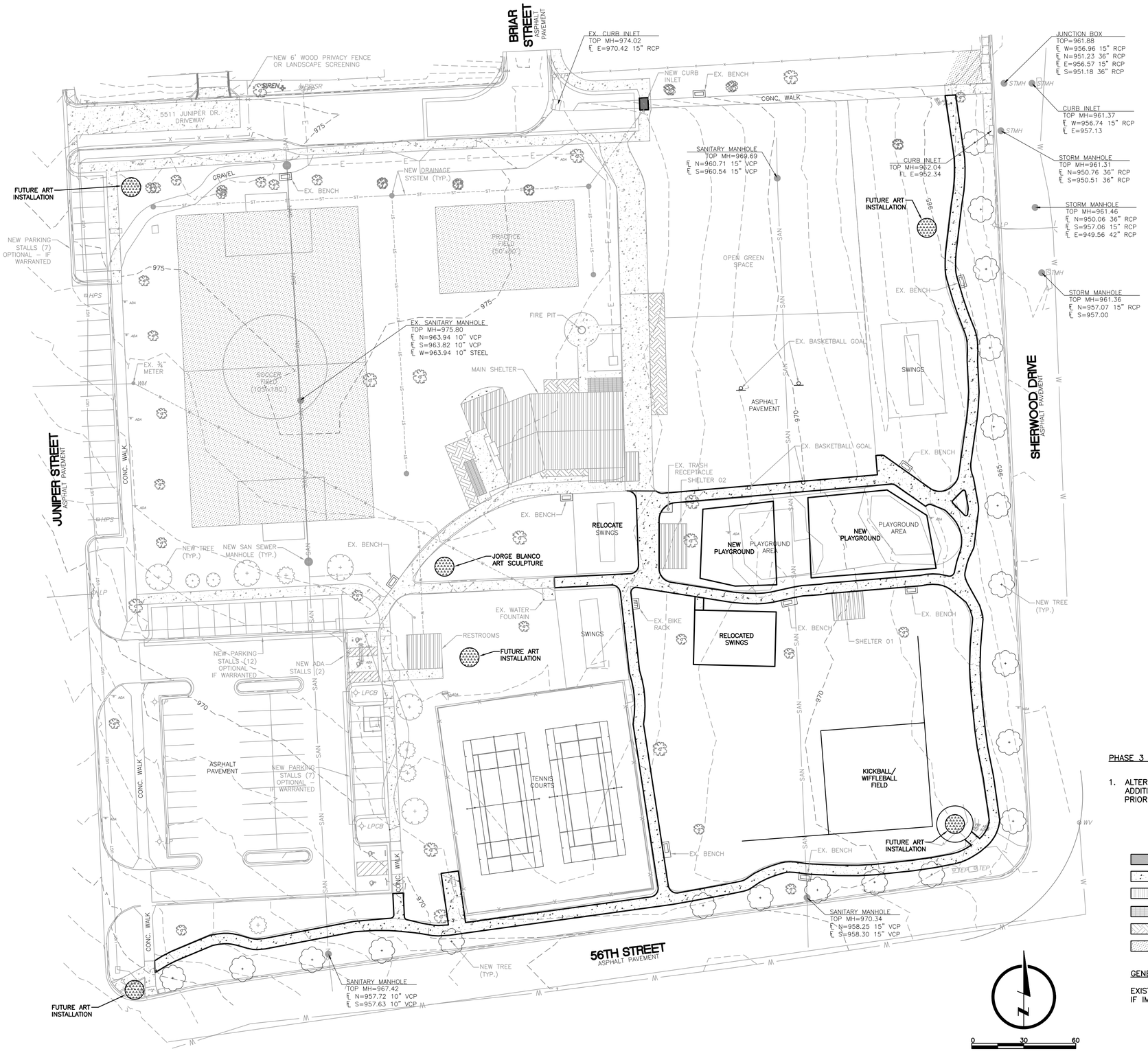


PHASE 3 NOTE:

1. ALTERNATIVE MATERIALS SHALL BE CONSIDERED IN ADDITION TO CONCRETE FOR TRAIL IMPROVEMENTS, PRIORITIZING SUSTAINABILITY AND ACCESSIBILITY.

LEGEND

- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- NEW STRUCTURE
- NEW PERGOLA
- NEW PLANTING AREA
- GRASS AREA

GENERAL NOTE:

EXISTING TREES SHALL BE RELOCATED IF IMPACTED BY CONSTRUCTION.


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PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

MARK DANIEL MCGHEE JR.

R PARK IMPROVEMENTS
PHASE 3

R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS

REVISIONS

11-09-2018 ORIGINAL ISSUE DATE

03-08-2019 PARKS COMMITTEE RECOMMENDATONS

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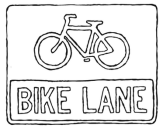
8

# Traffic Garden Typologies

| Facility Type | Typical Design Features | Sponsor/Operator |
|---|---|---|
| **Traffic Garden Park**<br>*Definition: Permanent outdoor miniature street network in a dedicated outdoor space. Most have paved streets proportional to smaller vehicles. Can be standalone facility or embedded with larger park. May be staffed and involve educational program and scheduled visits. May provide riding equipment, require use of own pedal devices, or allow own pedal devices at certain times. Usually no charge.* | Permanent facility with paved streets, lane markings and pedestrian crossings * street network with roundabouts, multiple lanes, and/or rail crossings *signs and signals, permanently installed or portable * sidewalks and working signals * miniature buildings * underpasses or highway ramp-type intersections * on-site classrooms * storage * vehicles may be motorized | Frequently set up and run as a dedicated traffic safety education facility and program by such organizations as law enforcement, parks and recreation agencies, school systems, biking non-profits, or local branches of community service organization. Children may visit the facility on organized group field trip. Often tied in with school system and serving various stages in school career. Buildings may feature local business names or landmarks. |
| **Traffic Garden Court**<br>*Definition: Permanent surface-applied pavement markings to create set of miniature streets on a hard surface in a dedicated outdoor space. Designed as a 'court-type' facility with painted design on surface similar to basketball or tennis courts. Streets outlined with products ranging from latex paint to thermoplastic. Available for use in conjunction with educational programs or active play. Users usually provide own pedal devices. May act as dedicated educational facility or double as a playground. Usually no charge.* | Permanent facility with most of the following: surface applied pavement markings on asphalt or play surface * street network with intersections * signs and building outlines applied on surface * portable signs and other equipment * storage* sometimes buildings or building fronts | Often set up, run or supported by law enforcement, biking non-profits, or local community service organizations to provide traffic safety education. May be part of school system or parks and recreation facilities. |
| **Traffic Garden Kit**<br>*Definition: Portable kit for temporary traffic garden (indoor or outdoor). Sized and designed based on type of programs (i.e. classroom, school assembly, summer camp, etc.). Accompanying program with educational curriculum and safety goals. Temporary tactical design version as community project. May be free or have service fee.* | Temporary street network with intersections, pedestrian crossings, and traffic features * Streets created with (1) connected parts; (2) multi-colored floor mat; or (3) using chalk/paint/tape * portable signs and signal (standalone or hand-held) * portable buildings * may supply pedal devices * trailer to store and move kit to different locations | A tool used as a key component of dedicated traffic safety education program. Run by organization such as law enforcement, parks and recreational agency, school systems, biking non-profits, or local community service organizations. May be tied in with school system and serving various stages in school career. May be deployed as part of school assembly or PE program and set up in gym, playground or parking lot. |
| **Pocket Traffic Garden**<br>*Definition: Permanent small-scale street network created with surface-applied products ranging from latex paint to thermoplastic. May fit in alleyway or community space. Intended for active play and learning programs. More typically serves as a playground. Usually no charge.* | Outdoor facility similar to Traffic Garden Court * traffic elements are surface applied * designed to fit smaller space * may lack complex street networks or many intersections | May be run or supported by biking non-profits or other local group to provide traffic safety education. May be part of local school system or parks and recreation facilities. |
| **Theme Park Traffic Garden**<br>*Definition: Permanent outdoor traffic garden in theme park. Intended as fun traffic-themed attraction for active play. May have embedded safety messaging. Design generally similar to Traffic Garden Park style. May include popular children's characters or other commercial toy tie-in. Generally requires paid admission.* | Similar in design to Traffic Garden Park * may feature commercial or TV characters and added fun elements such as personalized licenses * vehicles may be motorized | Generally part of amusement complexes while focus may be more on fun and entertainment. Designs are usually similar to Traffic Garden Parks. Facilities are typically owned and operated by commercial owners. Sometimes vehicle manufacturer sponsors are involved. |
| **Traffic Garden Amenity**<br>*Definition: Permanent small-scale traffic garden included as part of commercial building. Most typically set up as an indoor or outdoor play area at shopping mall, apartment building or similar. Intended as family-friendly amenity for active play. Usually no charge.* | Typically built in as a children's play amenity * traffic garden type and features depend on location and size * usually includes a street network, signs, signals, crossings, riding equipment so that children can ride around and have fun | Such traffic gardens are typically installed by commercial landlords on their property. Safety education programs are usually not part of operation. Access usually limited to customers, residents or guests. |



# Types of Traffic Gardens

## Traffic Garden Park

Safety City Knoxville, Knoxville, TN, USA

**More**

- Children's Safety Town, Nassau, NY, USA
- Safetyville USA, Sacramento, CA, USA
- Portsmouth Safety Town, VA, USA

## Traffic Garden Court

Garbutt Park Safety Town, Ferndale, MI, USA

**More**

- White Center Traffic Garden, Seattle, WA, USA
- Walk & Wheel Skills Hub, Ft Collins, CO, USA
- Chehalem Safety Town, Chehalem, OR, USA

## Traffic Garden Kit

StreetSmart, Road Safety Authority, Ireland

**More**

- Safety Town Santa Barbara, CA, USA
- Tom Thumb Safety Program, Vancouver BC, Canada
- Secret Traffic Garden Club, DC, USA

## Pocket Traffic Garden

Cascade Bicycling Center, Seattle, WA, USA

**More**

- Norman Safety Town, Norman, OK, USA
- Kensington Intl. Kindergarten, Bangkok, Thailand
- Tole Reserve, Ponsonby, Auckland, New Zealand

## Theme Park Traffic Garden

LEGOLAND California Resort, Carlsbad, CA, USA

**More**

- Futuroscope, Chasseneuil-du-Poitou, France
- White Rd Theme Park by Toyota, Bangkok, Thailand
- Duinrell Amusement Park, Wassenaar, Denmark

## Traffic Garden Amenity

Westwood Residences, Singapore

**More**

- The Little Galleria Play Area, Houston, TX, USA
- Ridgedale Center Tiny Town, Minnetonka, MN, USA
- Cool de Sac, Singapore

## What is a Traffic Garden?

A Traffic Garden is a miniature street network where children learn about roadways and safety. They have fun crossing streets or riding bikes and driving pedal cars, all in a vehicle-free environment. Learning happens during active play and social interactions as well as through adult instruction.

Traffic Gardens are found all over the world. They are known by many different terms in English depending on when, how, and where they are built. Features and operations vary depending on facility size, construction, equipment and target audience. Organizations may sponsor the facility and provide age-appropriate safety education programming.

This typology is intended to classify, clarify and sort typical traffic gardens by design and operational differences. Knowing the range helps in selecting and planning the facility type that suits the local community application.

For more information, visit:
www.CityPlayDesign.com
www.GoodRoadsMovement.com

City Play Design

The Bureau of Good Roads

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TG (V2) 3.1

**Item Number:** **DISCUSSION ITEMS- II.-8.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

| | |
|---|---|
| Date: | 1/30/2020 |
| Submitted By: | Keith Moody |
| Committee/Department: | Admin. |
| Title: | **Discuss Establishing Historical Committee** |
| Item Type: | Discussion |

## Recommendation:

**Staff is seeking direction on the type and make up of the "Historical Committee" discussed being established at the prior Council workshop.**

## Details:

The Governing Body expressed interest in creating a "Historical Committee" to work on the "Historical Markers Objective from 2019" and the "Update to the City's History Objective in 2020". Attached is the policy concerning the temporary committees that may be established.

Staff is looking for direction on the type of committee as well as the number of committee members including the mix of elected and resident members. The Ad-Hoc committee seems most appropriate For Ad-Hoc committees not more than 2 residents may be appointed for each elected official appointed. Not more than 4 elected officials shall be appointed.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

**ATTACHMENTS:**

| Description | Type |
|---|---|
| Types of Committees | Cover Memo |

**ORDINANCE NO. 930**

**AN ORDINANCE RELATING TO THE ESTABLISHMENT OF AD HOC COMMITTEES AND TASK GROUPS OF THE GOVERNING BODY; ADDING ARTICLES 14 AND 15 TO CHAPTER I OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS; ADDING SECTIONS 1-1401, 1-1402, 1-1403, 1-1404, 1-1405, 1-1406, 1-1407, 1-1501, 1-1502, 1-1503, 1-1504, 1-1505, 1-1506 AND 1-1507 TO THE CODE OF THE CITY OF ROELAND PARK, KANSAS**

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

SECTION 1. Article 14 is hereby added to Chapter I of the Code of the City of Roeland Park, Kansas, and shall be titled "Ad Hoc Committees." Article 15 is hereby added to Chapter I of the Code of the City of Roeland Park, Kansas, and shall be titled "Task Groups."

SECTION 2. Section 1-1401 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1401.** **Purpose.** Ad hoc committees shall be project- or subject-based. The duration of the committee shall be twelve months or until completion of the project or study of the subject.

SECTION 3. Section 1-1402 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1402.** **Creation and Establishment.** Ad hoc committees shall be established by the Governing Body, with the approval of a majority vote at a City Council meeting. Ad hoc committees shall consist of up to four members of the Governing Body. If five or more of the Governing Body want to be on an ad hoc Committee, then the subject will be returned to a Governing Body workshop. In addition, City residents, Roeland Park business owners and members of the City Staff may be included on the committee; provided that non-Governing Body members shall not exceed 2/3 of the total committee membership. City residents and Roeland Park business owners desiring to become a member of an ad hoc committee must submit a volunteer application and shall be appointed by the Mayor and approved by a majority vote at a City Council meeting.

SECTION 4. Section 1-1403 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1403.** **Compensation.** Members of ad hoc committees shall serve without compensation.

SECTION 5. Section 1-1404 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1404.** **Duties and Responsibilities.** It shall be the duty of an ad hoc committee to review current uses and practices as they relate to the project or subject for which the committee was established. The committee shall report to the Governing Body from time to time. The committee may make recommendations to the Governing Body concerning policies in connection with the project or subject for which the committee was established, which may include actionable items for approval by the Governing Body at a City Council meeting. As deemed appropriate by the Governing Body, City Staff will support committee activities, either directly (as members of the committee) or indirectly.

SECTION 6. Section 1-1405 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1405.** **Advisors.** The City Council may designate or employ, with or without compensation, such advisors to an ad hoc committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes for which the committee was established.

SECTION 7. Section 1-1406 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1406.** **Meetings, Rules and Regulations.** The committee shall elect a Chair at its first meeting who shall preside over meetings and report to the City Council. The committee may elect a Vice Chair who shall assume the duties of Chair when the Chair is not available. The committee shall elect a Secretary to take minutes. The committee may adopt such rules and regulations as deemed necessary. Meetings of the committee shall be subject to the requirements of the Kansas Open Meetings Act.

SECTION 8. Section 1-1407 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1407.** **Code of Ethics.** The Code of Ethics for Elective and Appointed Offices, as adopted pursuant to Charter Ordinance No. 29, and any amendments thereto, shall apply to the members of any ad hoc committee.

SECTION 9. Section 1-1501 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1501.** **Purpose.** Task Groups shall be task- or topic-based. The duration of the task group shall be as long as needed to complete the work.

SECTION 10. Section 1-1502 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1502.** **Creation and Establishment.** Task groups shall be established by the Governing Body, with the approval of the consensus of a majority of the Governing Body

members present at a Workshop meeting. Task groups shall consist of up to four members of the Governing Body.

SECTION 11. Section 1-1503 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1503.** **Compensation.** Members of task groups shall serve without compensation.

SECTION 12. Section 1-1504 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1504.** **Duties and Responsibilities.** It shall be the duty of a task group to review current uses and practices as they relate to the task or topic for which the task group was established. The task group shall report its findings to the Governing Body at a City Council or Workshop meeting upon the conclusion of its research. As deemed appropriate by the Governing Body, a task group may rely upon City Staff for information or resources.

SECTION 13. Section 1-1505 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1505.** **Advisors.** The City Council may designate or employ, with or without compensation, such advisors to a task group as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes for which the task group was established.

SECTION 14. Section 1-1506 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1506.** **Meetings.** Meetings of task groups shall be informal and no officers shall be established for task groups. No minutes of task group meetings shall be required. Meetings of the task group shall be subject to the requirements of the Kansas Open Meetings Act.

SECTION 15. Section 1-1507 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

**1-1507.** **Code of Ethics.** The Code of Ethics for Elective and Appointed Offices, as adopted pursuant to Charter Ordinance No. 29, and any amendments thereto, shall apply to the members of any task group.

SECTION 16. This ordinance shall take effect upon its publication in the official City newspaper.

PASSED by the City Council this 20th day of June, 2016. APPROVED by the Mayor.

Joel Marquardt, Mayor

ATTEST:

Kelley Bohon, City Clerk

APPROVED AS TO FORM

Neil R. Shortlidge, City Attorney

**Item Number:** **DISCUSSION ITEMS- II.-9.**
**Committee Meeting Date:** **2/3/2020**

# City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

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

Item Type:

## Recommendation:

## Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?