

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
Monday, December 21, 2020 6:00 PM**

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

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

I. APPROVAL OF MINUTES

A. December 7, 2020

II. DISCUSSION ITEMS:

1. Complete Streets Policy Discussion - with Mike Kelley
2. Discuss Lawn Treatment Approach for Parks for 2021 Season
3. Discuss Citizen's Academy Proposal

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 **12/21/2020**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **December 7, 2020**
Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Governing Body Workshop December 7, 2020	Cover Memo

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, December 7, 2020, 6:00 P.M.

- 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
Brauer
Hill

Finance
McCormack
Madigan

Safety
Rebne
Faidley

Public Works
Kelly
Dickens

(Governing Body Workshop Called to Order at 7:42 p.m.)

ROLL CALL

CMBR Hill called the meeting to order. All Governing Body members were present

MODIFICATION OF AGENDA

There were no modifications to the agenda.

I. MINUTES

- 1. November 2, 2020**
- 2. November 16, 2020**

The minutes were approved as presented.

II. DISCUSSION ITEMS

1. Group Fine Task Group Presentation

Municipal Court Judge Karen Torline expressed her concern about the effects of COVID on defendants they have in court. City Administrator Moody told her that the Council were interested in looking at fines and fees and learning more about what they do. Her presentation included an overview of the different fines and fees, those that are mandatory as well as discretionary, and the minimum limits of those fines. She also spoke to what they are doing to address people that are indigent that are coming through court.

She also reviewed the fine schedule for Roeland Park noting that other than parking violations, every charge that comes through their court has a fee that the City must pay to the state. The City also must pay \$250 to the state on every DUI conviction regardless if they collect from a defendant.

Mandatory fines cannot be waived for an indigency request and cannot be paid through community service by a defendant. Minimum fines are set by state statute and require that all traffic violations that occur in a construction zone or a school zone are to be doubled. Judge Torline also reviewed the DUI fines. Proof of insurance violations have a minimum fine of \$300. As an example, she will initially order the \$300 fine, but will suspend \$200 of it because someone now has insurance. Her goal is to get compliance. She

also reviewed other various fees that can be assessed. She said that if a defendant has a substantial hardship, then the judge now has the authority to waive the \$122 license reinstatement fees.

Judge Torline also walked through the fees that the City is responsible for regardless of whether they are passed on to defendants. The City's public defender is paid \$100 per case and \$150 per docket.

State statute requires the municipal judge to set the fine schedule. Judge Torline said she is happy to be collaborating with the Governing Body on this issue and would like their feedback and input.

She is concerned about the people's ability to pay fines due to COVID and there are a lot of fines and fees coming out of the courts now. Unemployment is causing issues, more people at home, and more expenses at home because more people are home for longer periods of time. She again expressed her concerns about the people who come through court without an ability to pay. She thanked the Governing Body for collaboration on that.

Judge Torline presented the current fee schedule along with proposed changes. A lot of the changes are safety issues and could cause issues such as obeying signals, running red lights, etc.

CMBR Hill asked what the rationale is behind lowering the handicapped parking fee. Judge Torline said the statute allows for \$300 and after reading the statute she questions that it allows a maximum of \$100.

CMBR Rebne said the fines for expired tags, headlights out, and no driver license are high and seems to be ones that would impact someone who is poor the most. He was curious why expired tags were not reduced. He was also unsure why the fees were only reduced for moving violations. Judge Torline said they are not all moving violations but are mostly traffic. Section 8-2118(d) requires the municipal judge to establish a schedule of fines for the ordinance traffic infractions. She noted that a vast majority of people do not pay their fine and reiterated that her goal is compliance.

CMBR Brauer applauds what CMBR McCormack has brought forward in her reasoning and her research of individuals who cannot pay and how much further that sets people back. She appreciates fines being reduced for those not able to pay. She felt they should look at situations where people can and cannot control the situation. Judge Torline says if a person fixes equipment violations, their cases are dismissed. Many of the people will get continuances to give them time to get into compliance and they will never need to pay a fine.

CMBR Madigan said as a person with a handicap placard he is frustrated when see someone who does not have one who park in a handicap spot and use the excuse they are just running in to get something. He agreed with CMBR Brauer on items that can be controlled and fee changes. He expressed his thanks to Frank Gillman, the City prosecutor, and how he works with defendants and gives them time to pay and also for what else he does to make things easier by reducing fines. He commended everything they do for the residents and the non-residents.

Mayor Kelly said this presentation provides a context to what the ad hoc has done over the last few months. He thanked CMBR McCormack for putting this item as her budget objective for 2020 and is one that all will benefit from. He thanked the Judge and others on the committee, and said he was happy to be a part of it. He said in looking at the broader picture of what their goal was to make sure they provide all the tools they can to best address the desire of wanting to help folks with indigency especially with the challenge of the pandemic. He said they should make sure to thank the Judge and the prosecutor for their

use of discretion in their tactical ability to address these issues with those in the system creating payment plans, suspending fines, and taking the time to understand the circumstances when addressing what the right fine should be. Everyone wants to keep their community safe and balanced.

Judge Torline also said the fine schedule is just a small portion of what they do. She said there is a lot of theft that carries a maximum jail penalty of 12 months and a maximum fine of \$2,500. She said that nobody is walking out of the City of Roeland Park with a \$2,500 fine for a theft case.

CMBR McCormack thanked Judge Torline and all the members of the Fines and Fees Task Force. She said they were provided with a lot of research and background in addressing this objective. She said Judge Torline has clearly embraced the spirit of her objective in her thoughtful research to adjustments to their fines and fees. She said this is an appropriate year to support the reduced the monetary burden that high fines can have on their citizens and visitors which also disproportionately punish individuals with lower income. She also thanked Judge Torline for representing the kindness that is Roeland Park.

CMBR Faidley asked what their next steps would be and do they need to take Council action on the changes.

City Administrator Moody said the Judge has authority to set the fines for traffic-related infractions. He did not believe Council action is required for her to implement those changes.

CMBR Hill recommended moving this to New Business at their next meeting to show support for these changes.

Mayor Kelly recommended putting forward a resolution on the various points to support the fee schedule but also their exercise of discretion.

There was consensus to move this forward to Council for a resolution.

2. Update on Neighbors Helping Neighbors, Compost Bin Rebate and Property Tax Rebate Programs

Ms. Jones-Lacy said they enjoy being able to provide these services to the residents and exemplifies why they are doing what they are doing. This is the second year for these programs. 2020 has definitely been a big year for each of the programs. They have been well-utilized and well-received.

Wade Holtkamp, Neighborhood Services/Code Enforcement Officer, provided a presentation on the three programs. The Property Tax Rebate Program helps to refund the Roeland Park City portion of a homeowner's property tax. The Neighbors Helping Neighbors Program is a grant to help people with exterior only items such as wood rot, siding issues, and house painting. The Compost Bin Rebate Program allows a resident to receive funding to buy a composter. There is also an educational component that goes over the program and provides guidance.

Mr. Holtkamp said these programs have made a dramatic impact on people's lives. A lot of the citizens he works with are citizens on fixed incomes, single-income parents, and some with medical issues.

He reviewed the promotion aspect of the programs and stated that Katie Garcia, the City's PIO, handles promoting the programs on Twitter, Facebook, and the City newsletter to let people know these programs are out there.

The Property Tax Rebate Program was set for \$7,500 this year and has been increased to \$15,000 in 2021. The deadline has been extended out because of the success of the program. They have collected 16 applications that were funded for a total of \$7,533.

The Neighbors Helping Neighbors Program, the exterior grant program, was funded at \$10,000. They have updated the income with HUD to better adjust with those standards and is about a \$45,000 single-person household to begin qualifying for funding. They provided assistance to nine homeowners for a total investment of \$9,375. Jobs they worked were new siding, new gutters, tree removal and garage door replacements.

Mr. Holtkamp thanked Jeremy Electric who he said was so gracious to one of the Neighbors Helping Neighbors applications as to donate an electrical meter and also provided line burial with that meter.

He also thanked Union Brothers Tree Care, LLC from Kansas City, Missouri for tree trimming. They donated the rest of the job which was worth about \$400 extra to the resident.

With the Neighbors Helping Neighbors program on code cases, they can create a dialogue with a property owner and find out if there is something the City can help with. He provided examples of work they have done this year.

The educational program for composting is something that promotes being green and encourages residents to recycle their organic waste and turn it into compost. \$1,500 has been allotted in 2021 up from the \$500 in 2020. Dennis Patton from Johnson County K-State Research conducts the composting workshop. This year it was held virtually with 30 people attending. They also issued rebates to 12 applicants.

Planned updates for 2021 are to continue to promote the programs through social media. For the Neighbors Helping Neighbors program, they will start collecting applications earlier in the season and organize it better to get the funding for those who qualify and have the most urgent need. They will also implement a preferred vendor program and see if they can get a commitments from vendor/contractors to provide a discounted rate for their services. They would then have a list of vendors/contractors to provide to residents. They will also update the income requirements for the property tax program and the Neighbors Helping Neighbors program. The 2021 application is on the website and they will begin accepting them beginning January 4, 2021.

CMBR Madigan said that preferred vendor concerns him in that the City would recommend someone and assume some type of liability because of that. He said he also never understood why the budget committee is not who reviews the tax abatement and that way it changes every year. He asked what the budget amount is for Neighbor Helping Neighbor for 2021. Ms. Jones-Lacy said the budget remains the same at \$10,000. She said they might look into increasing it in the future. It was maxed out this year and they were not able to assist everyone because of the high demand. Some of the projects were not cheap. Regarding preferred vendors, Ms. Jones-Lacy said they wanted to provide a list of registered contractors with the City who are licensed through Johnson County if they are willing to provide a discount. A lot of those participating in the programs are older residents and do not necessarily have experience with contractors.

Mayor Kelly said he is proud of how the programs have grown and expressed his thanks to the staff. He noted that since they maxed out the programs this year, they should imagine that everyone who applied last year will apply again next year and a whole lot of other people who are needing this, especially after this difficult year. He asked staff to let them know when they are reaching the limit so the Council can look at the budget and their flexibility to see if there is value in increasing the amounts of this program.

CMBR Brauer said the Neighbors Helping Neighbors program is one of the things she loves most about Roeland Park. She thanked the partners who provided great things in the community to homeowners so they can stay in their community and stay safe. She also thanked Mr. Holtkamp and said how much they appreciated him. She wants to see them reinvest in the programs as it helps all of the community.

III. NON-ACTION ITEMS:

There were no items discussed.

IV. ADJOURN

MOTION: CMBR MADIGAN MOVED AND MAYOR KELLY SECONDED TO ADJOURN. (THE MOTION CARRIED 8-0).

(Roeland Park Governing Body Workshop adjourned at 8:28 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 12/21/2020
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 12/15/2020
Submitted By: Donnie Scharff, Director of Public Works
Committee/Department: Public Works
Title: **Complete Streets Policy Discussion - with Mike Kelley**
Item Type: Discussion

Recommendation:

Review presentation for complete streets policy elements with governing body.

Details:

Attached is a presentation that will provide information on complete street elements and identify what steps are needed to incorporate these elements into design projects.

Also attached is the resolution adopted by Roeland Park in support of complete streets. The resolution adopted by the City of Olathe is also attached for reference as is the complete streets policy recently adopted by Westwood.

Staff welcomes a discussion on complete streets and shares the observations and insights below to ensure a thoughtful balanced discussion:

Key factors to consider when deciding on the language and standards included in a complete streets policy relate to the impacts upon design, cost and citizen satisfaction. A policy could cause significant increase to the cost of residential street reconstruction if standards require a realignment of a street within the right of way in order to provide sufficient room to add bike lanes or sidewalks, or widening a street to accommodate bike lanes. Policy standards could also result in the need for condemnation of adjoining front yards to add right of way to accomplish these design additions. Acquiring right of way from already developed properties can add significant cost to a project. Policy standards could also result in the removal of mature trees to accommodate additional complete street elements that do not currently exist; these mature trees make our community unique and add to its sense of place and resident quality of life. A policy may require a comprehensive community engagement effort which could also add expense to a project; \$25,000 would be the minimum cost for a professionally administered effort. The engagement effort for Roe Boulevard for example was an \$80,000 engagement process.

The City has a bike path and sidewalk master plan that we have been successfully implementing. A connected pedestrian and bike system is a key element to the "Complete Street" philosophy. We apply the complete street lens to each of our projects (streets and parks). Below is a list of the sidewalk and bike projects recently completed or planned:

1. Share-rows added to 47th Street.
2. Sidewalk addition completed along with the Birch Street CDBG street project.
3. Bike and walking trail added in Nall Park.
4. Bike lanes added to Roe Lane (to north corporate limits) and 50th Ter.
5. Sidewalks added along Roe Lane north of 47th.
6. Multi-purpose trail added along Roe Blvd as well as enhanced pedestrian refuge/safety improvements.
7. CIP reflects \$100k for sidewalk extensions in 2021, 2023 2025, 2027 etc. (locations have not been identified although high priority sidewalks identified on the master plan are anticipated to be the focus).
8. Sidewalk improvements along Reinhardt in 2021.
9. Sidewalk extension planned along Buena Vista from 53rd to 55th in 2022.
10. Additional high priority extensions are reflected in the CIP as part of the Nall and Elledge projects which are both within the next 5 years.

A balance between neighborhood interests and community goals is often a sensitive and defining factor when developing a complete streets policy. Citizen satisfaction can both go up and down with implementation of a complete streets policy; a flexible policy may be the key to ensuring overall satisfaction improves with implementation.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
❏ Complete Streets Presentation	Cover Memo
❏ Roeland Park Complete Streets Resolution 611	Cover Memo
❏ City of Olathe Complete Streets Resolution	Cover Memo
❏ Westwood Complete Street Policy	Cover Memo

Sidewalks.

Bike lanes.

COMPLETE KC

Crosswalks.

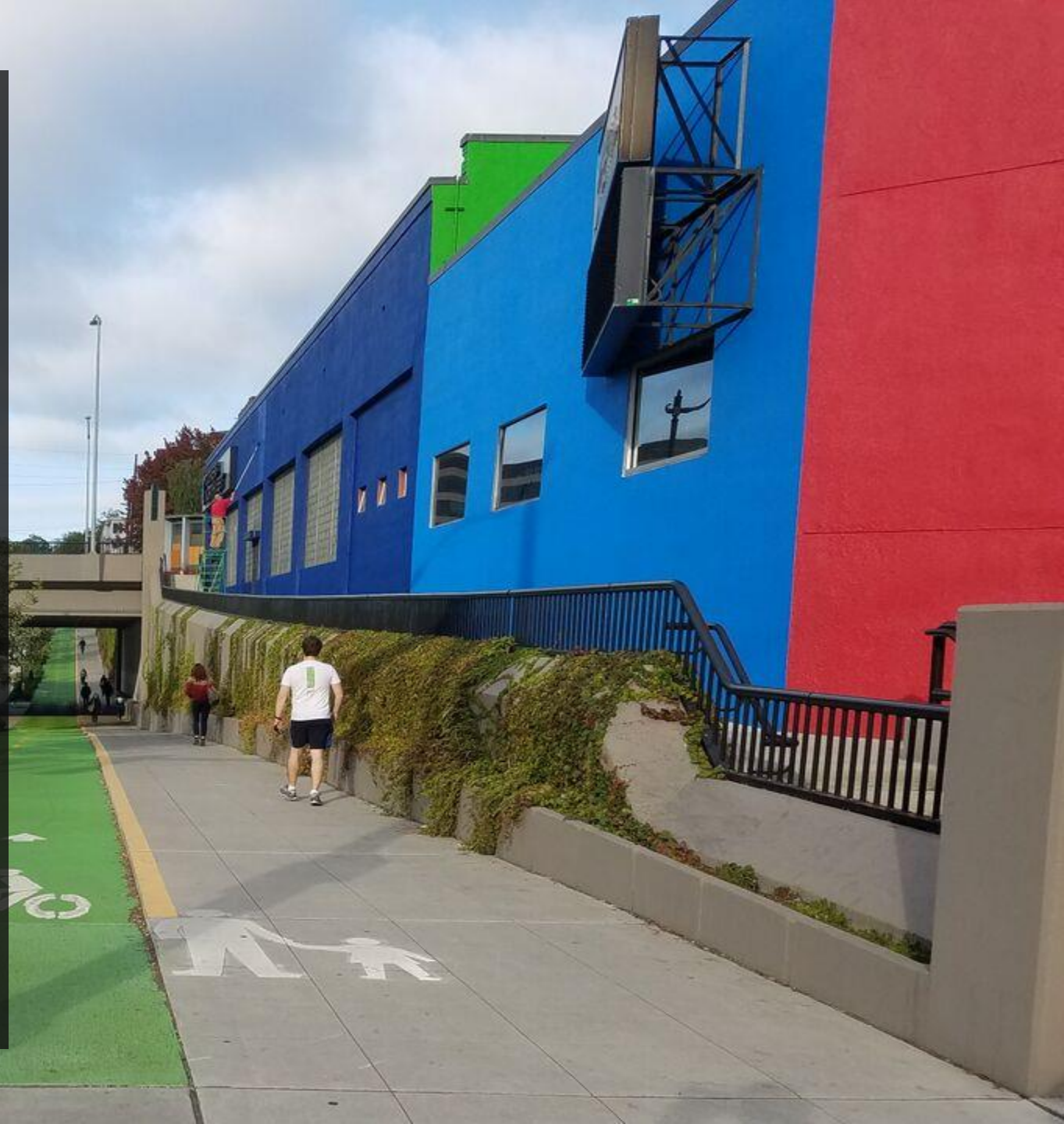
Streets designed for people.

Complete Streets Overview: Basic Concepts and the Ordinance Template

Roeland Park – December 2020

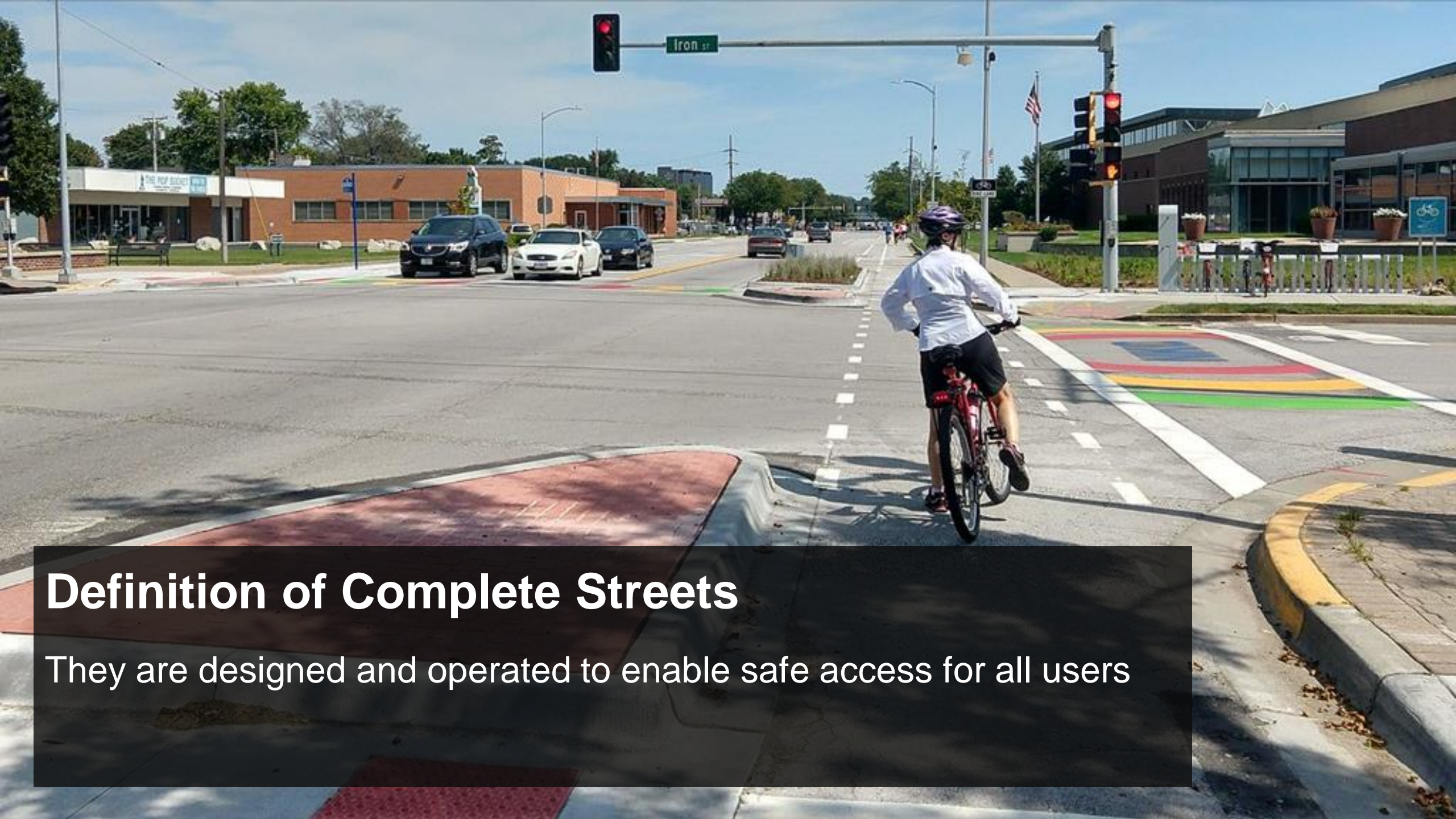
Outline

- What are Complete Streets?
- What are the benefits?
- What is a Complete Streets ordinance?



What are Complete Streets?

Streets for People



Definition of Complete Streets

They are designed and operated to enable safe access for all users

What Complete Streets Do

- DO place an emphasis on protecting the vulnerable
- DO offer a chance to improve built environment
- DO rely on community context



Context Sensitivity

- Land Use
- Community Input



What Complete Streets Don't Do

- DON'T mandate an overnight change
- DON'T require the same infrastructure everywhere
- DON'T require budget obligations



Exceptions

- Too Expensive
- Unsafe



What are the benefits of Complete Streets?

Elements that help to improve a community

Safety

- Reducing injuries and fatalities
- Promoting safety for all road users
- Ultimately aligns with Vision Zero





Source: Vision Zero Two-Year Action Strategy

Economic Development

- Supports retail sales
- Raises property values
- Lowers transportation costs



Economic Development

- West Jefferson, NC
- Warsaw, MO
- Northwest Arkansas



Budget Alignment

- Achieved in existing budgets
- Incremental approach
- Saving lives saves money



Complete Streets & COVID-19

- Temporary Adaptations
- Long-Term strategies



Sustainability

- Goal of Metro KC Climate Action
- Supports efforts to increase green modes
- Alignment with existing elements

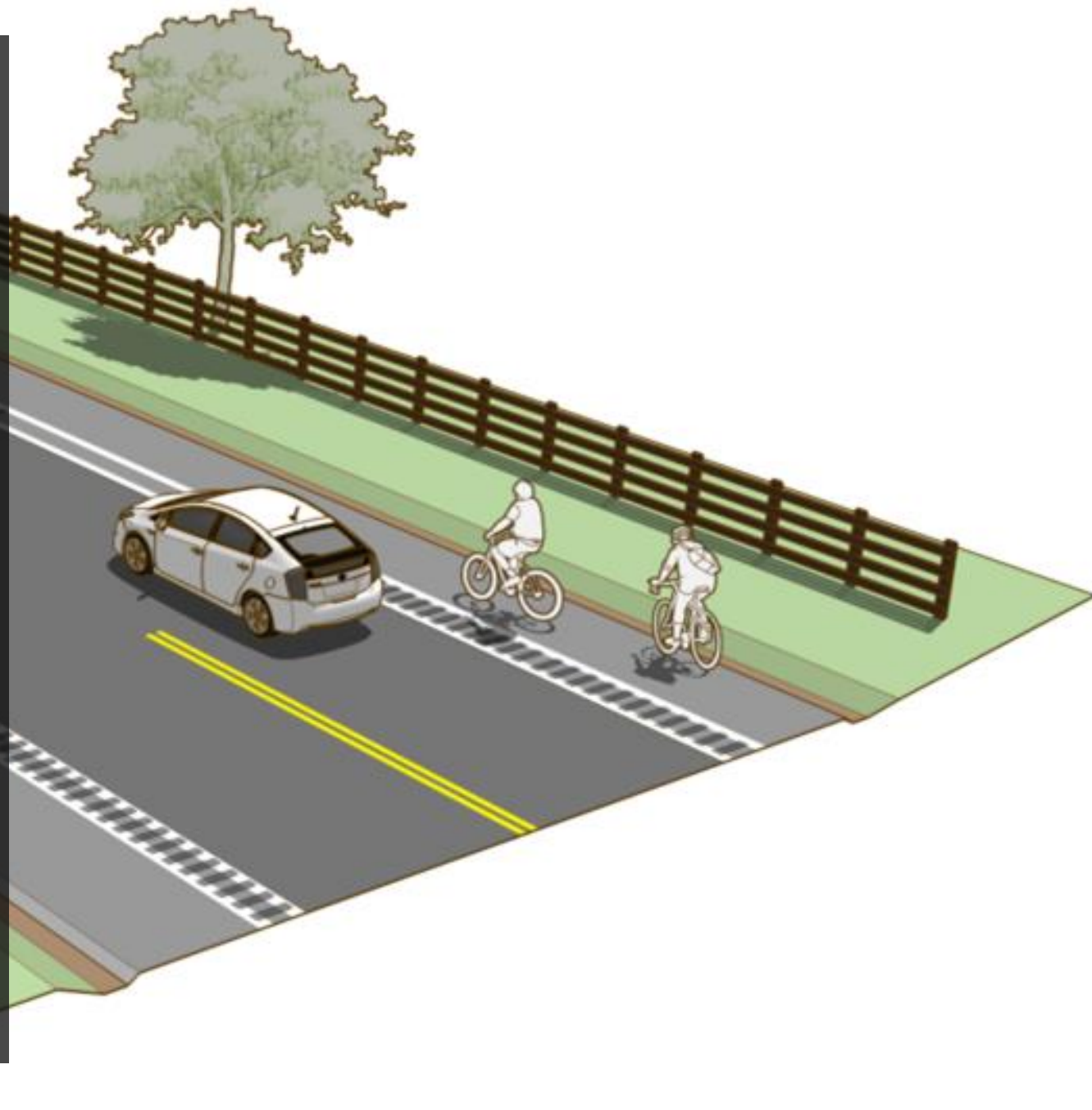


What is Complete Streets legislation?

Key components of possible legislation

Ordinance Template

- Originally developed for rural communities
- In line with NCSC policy guidelines
- Already being used by various communities



Process for a Community

- Consideration by community stakeholders
- Consult with National Complete Streets Coalition
- Move the language through the legislative process





Questions?

**CITY OF ROELAND PARK, KANSAS
RESOLUTION NO 611**

**A RESOLUTION APPROVING THE FUTURE DEVELOPMENT OF A COMPLETE
STREETS POLICY THAT SUPPORTS EASE OF USE AND SAFETY FOR ALL USERS
OF TRANSPORTATION SYSTEMS WITHIN THE CITY OF ROELAND PARK.**

WHEREAS, the KC Health Kids is a nonprofit organization dedicated to reducing obesity and improving the health of children in the greater Kansas City area;

WHEREAS, there is a growing recognition that streets designated solely for motor vehicles may be a contributing factor to the national obesity epidemic that is affecting the well being of the citizens of this country, as single purpose streets have been found to limit the opportunity for children and adults to get regular physical activity during their daily routines;

WHEREAS, among its initiatives, KC Healthy Kids is actively encouraging communities and organizations throughout the metropolitan area to support the concept of "Complete Streets" within each jurisdictional area;

WHEREAS, the concept of "Complete Streets" is to design and build streets that balance the safety and convenience of vehicular traffic with the needs of others, such as pedestrians, bicyclists and people of all ages and abilities;

WHEREAS, the Complete Streets concept does not prescribe a singular design for all streets, instead each street is considered to be unique and expected to respond to the needs of the community within the context of its link within the overall street system;

WHEREAS, the City of Roeland Park recognizes the importance of creating "Complete Streets" that enable safe travel by all users, including pedestrians, bicyclists, public transportation riders and drivers and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

WHEREAS, increasing walking and bicycling offers the potential for greater health of the population, and more livable communities; and

WHEREAS, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

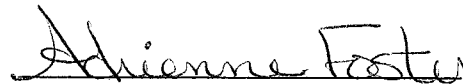
WHEREAS, Complete Streets enhance safe walking and bicycling options for school-age children, in recognition of the objectives of the national Safe Routes to School program; and

WHEREAS, the City of Roeland Park recognizes the importance of street infrastructure and modifications such as sidewalks, crosswalks, shared use paths, bicycle lanes, signage, narrow vehicle lanes and accessible curb ramps, that enable safe, convenient, and comfortable travel for all users; therefore


BE IT RESOLVED, that the City of Roeland Park, to the extent feasible, will include Complete Streets design considerations and practices as a routine part of infrastructure planning and implementation; and

BE IT FURTHER RESOLVED, that the City of Roeland Park supports the future development of a Complete Streets policy that supports ease of use and safety for all users of transportation systems within the City of Roeland Park.

PASSED by the City Council this 3rd day of October, 2011


Adrienne Foster, Mayor

ATTEST:


Debra L. Mootz, City Clerk

RESOLUTION NO. 20-1036

A RESOLUTION ESTABLISHING A COMPLETE STREETS POLICY FOR THE CITY OF OLATHE, KANSAS.

WHEREAS, for purposes of this Resolution, “Complete Streets” are defined as public rights-of-way that are safe, comfortable and convenient for vehicles, pedestrians, bicyclists, transit users and persons of all ages and abilities; and

WHEREAS, the City of Olathe, Kansas (the “City”) has long pursued provisions for pedestrians, bicyclists, persons of all ages and abilities, in addition to vehicular traffic, within its public rights-of-way; and

WHEREAS, Complete Streets promote public health and welfare through increased opportunities for walking, bicycling, and use of public transit by encouraging more physical activity and providing for a comprehensive, integrated and connected transportation network within the City; and

WHEREAS, the livability of neighborhoods and the economic development of the City and surrounding areas are greatly enhanced by implementing certain Complete Street principles that address a variety of social and community issues such as traffic congestion, quality of life, public health; and

WHEREAS, it is desirable that the City establish a policy with respect to Complete Streets, so that those principles can be incorporated into the public street project design, development and construction process.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OLATHE, KANSAS:

SECTION ONE: The following policies and procedures regarding Complete Streets (this “Policy”) are hereby adopted:

(A) That to the extent reasonable and practical, all public streets that are newly constructed or reconstructed within the City, whether privately or publicly financed, will be constructed as Complete Streets.

(B) That any facilities proposed to meet the intent of this Policy will be designed in context with the land uses and physical characteristics of the surrounding area.

(C) That aesthetic treatments will be considered as a part of all projects in consultation with the Chief Planning and Development Officer and the Parks and Recreation Director, or their designees.

SECTION TWO: Complete Street construction shall include to the extent reasonable and practical:

(A) Ensuring provisions for pedestrians, bicyclists, and persons of all ages and abilities, as follows:

- (1) Along public streets, including provisions for crossing public streets and private drives or streets, where appropriate;
- (2) Across interchanges with freeways and other highways;
- (3) Across bridges over highways, waterways and railroad facilities;
- and
- (4) To interconnect with activity centers and residential areas with parks, trails and open space.

(B) Working with Johnson County Transit to identify existing and potential locations for transit stops and working to ensure that pedestrians and bicyclists can conveniently and safely access transit vehicles at those locations.

SECTION THREE: The following will be excluded from this Policy:

(A) Normal maintenance activities, including mowing, cleaning, sweeping, pothole repair, chip-seal and slurry-seal operations, and other regular maintenance.

(B) Projects involving a public street where bicyclists and pedestrians are expressly prohibited by law. In such cases, the City shall consider alternate provisions, where appropriate and feasible.

(C) Areas where extreme topographic or natural resource constraints prevent the installation of some facilities. In such cases, the City shall consider alternate provisions, where appropriate and feasible.

(D) In cases where the project is a public or private street under the control of another entity.

(E) When the cost of the provision is excessively disproportionate to the need or probable use.

SECTION FOUR: This Resolution shall take effect immediately.

ADOPTED by the Governing Body this 19th day of May, 2020.

SIGNED by the Mayor this 19th day of May, 2020.

Mayor

ATTEST:

City Clerk

(SEAL)

APPROVED AS TO FORM:

City Attorney

**CITY OF WESTWOOD, KANSAS
RESOLUTION NO. 85-2020**

A RESOLUTION OF THE CITY OF WESTWOOD, KANSAS, ADOPTING A COMPLETE STREETS POLICY THAT SUPPORTS EASE OF USE AND SAFETY FOR ALL USERS OF TRANSPORTATION SYSTEMS WITHIN THE CITY OF WESTWOOD.

WHEREAS, the concept of "Complete Streets" is to design and build streets that balance the safety and convenience of vehicular traffic with the needs of others, such as pedestrians, bicyclists and people of all ages and abilities;

WHEREAS, the Complete Streets concept does not prescribe a singular design for all streets, instead each street is considered to be unique and expected to respond to the needs of the community within the context of its link within the overall street system;

WHEREAS, the City of Westwood recognizes the importance of creating "Complete Streets" that enable safe travel by all users, including pedestrians, bicyclists, public transportation riders and drivers and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities;

WHEREAS, increasing walking and bicycling offers the potential for greater health of the population, and more livable communities; and


WHEREAS, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

WHEREAS, the City of Westwood recognizes the importance of street infrastructure and modifications such as sidewalks, crosswalks, shared use paths, bicycle lanes, signage, narrow vehicle lanes and accessible curb ramps, that enable safe, convenient, and comfortable travel for all users.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION 1. The City of Westwood, does hereby adopt the Complete Streets Policy attached hereto as Exhibit A and incorporated herein by reference in its entirety.


ADOPTED by the Governing Body of the City of Westwood, Kansas, this 8th day of October, 2020.


David E. Waters, Mayor

ATTEST:


Leslie Herring, City Clerk

APPROVED AS TO FORM AND LEGALITY


Ryan B. Denk, City Attorney



Complete Streets Policy City of Westwood, Kansas

Vision and Intent

Vision: Complete Streets are designed and operated to provide safety and accessibility for all users of our roadways and trails systems, including pedestrians, bicyclists, motorists, emergency vehicles, freight and commercial vehicles, and people of all ages and abilities. Furthermore, Complete Streets principles contribute toward the safety, health, equity, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation, and retail destinations by improving the transportation environments throughout the community.

Intent: It is the intent of Westwood to formalize the planning, design, operation, and maintenance of streets so they are safe for individuals of all ages and abilities and provide a multimodal transportation network.

The purpose of Westwood's Complete Streets policy is to accommodate all road users by creating a road, sidewalk, and trail network that meets the needs of individuals by utilizing a variety of transportation needs. Furthermore, this policy directs decision makers to consistently plan, design, construct, and maintain streets to accommodate all road users, including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles. The City of Westwood recognizes that all these users are legitimate users of the transportation network and deserve safe facilities. "All users" includes users of all ages and abilities.

Because Westwood's transportation system serves not only Westwood residents, but also users from Wyandotte County, other northeast Johnson County cities, and beyond on a regular basis, the City of Westwood must work to build a transportation system that serves residents while also aiding other users of the network.

The City of Westwood also recognizes that all projects: new, maintenance, or reconstruction, are opportunities to apply Complete Streets design principles. Furthermore, the City of Westwood will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets Policy
City of Westwood, Kansas

Implementation

The City of Westwood shall make Complete Streets practices a routine part of everyday operations when feasible, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

The City of Westwood, by way of adoption of this policy, establishes the following criteria by which to evaluate transportation infrastructure projects to encourage funding prioritization for Complete Streets implementation:

- Connectivity – connecting existing infrastructure to existing infrastructure and creating additional connections to community assets (including, but not limited to, businesses, schools, medical facilities, parks, or libraries)
- Multimodality – implementing projects that expand infrastructure for modes of transportation other than the car
- Economic Development – proposed project supports broader efforts to enhance economic development
- Equity – project will broaden transportation needs for neighborhoods with limited connectivity to community assets

While any such Complete Streets projects are being constructed or repaired, the City of Westwood shall make every effort to ensure that appropriate accommodations are provided to support the safe, reliable movement of all road users within the project area, regardless of their preferred mode of transportation.

Complete Streets design recommendations, as set forth in the City's Complete Streets Plan, shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the City of Westwood, as well as projects funded by the State and/or Federal government, shall adhere to Westwood's Complete Streets policy, with exclusions detailed herein.

The Complete Streets policy shall apply, from the date of adoption, to future transportation projects located within the City of Westwood, with certain exclusions permitted. Transportation infrastructure projects may be excluded upon approval of the City of Westwood where documentation and data indicate that:

1. Costs or impacts of accommodation are excessively disproportionate to the need or probable use or future use;
2. Such facilities may create unsafe conditions or are prohibited by law; or
3. Other policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.

Introduction and review of transportation infrastructure and street design project plans and exclusions are to include the Westwood Public Works Committee who will apply Complete Streets policy principles and bring recommendations to the full Council for approval of plans and any exceptions.

Complete Streets Policy
City of Westwood, Kansas

Best Practices

The Westwood Complete Streets Plan focuses on developing a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Westwood Complete Streets policy will be carried out cooperatively within all relevant departments in the City of Westwood and, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Westwood recognizes that Complete Streets may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

In carrying out the work of the City's Comprehensive Plan and transportation related projects not included in the Comprehensive Plan, Westwood's community context including physical, economic, and social setting, shall continue to be a factor in decision making. The context-sensitive approach will include a range of goals by giving significant consideration to stakeholder and community values. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historic, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions in conformance with Westwood's Comprehensive Plan.

To the greatest extent possible, when implementing this policy, the City of Westwood shall work to identify and mitigate unintended consequences, such as involuntary displacement due to rising costs of living. Further, while this policy applies throughout the community, Westwood shall develop plans and set goals to identify, prioritize, and ensure successful implementation of Complete Streets to address now and in the future areas that might be impacted by historic disinvestment, poor health outcomes, or diminished access to transportation options.

The following design guidance, standards, and recommendations are currently used in the design of future projects and will continue to be used in the implementation of the Complete Streets policy:

- American Association of State Highway Transportation Officials (AASHTO)
- The United States Department of Transportation Federal Highway Administration's Manual of Uniform Traffic Design Controls (MUTCD)
- National Association of City Transportation Officials Design Guides, including Urban Street Stormwater Guide (NACTO)
- Small City and Rural Design Guide, Federal Highway Administration (FHWA)
- United States Access Board Guidelines and Standards, Americans with Disabilities Standards for Accessible Design, and Public Rights of Way Access Guidelines (ADA)
- The City of Westwood 2017 Master Plan
- 2018 47th Street Complete Street Plan

The list of resources listed above shall be updated at least once every five (5) years.

Complete Streets Policy
City of Westwood, Kansas

Performance Measures

In order to monitor and fully understand progress that is being made towards the implementation of Complete Streets, the Westwood Public Works Committee shall work to establish performance standards that are specific, equitable, and available to the public within six (6) months of adoption of this Complete Streets policy. It will be the purview of the Public Works Committee, in partnership with appropriate City staff, to collect data on the performance measures and release a public report biannually in conformance with this Complete Streets policy.

Anticipated internal/organizational and external/community-facing metrics categories could possibly include:

- Policy
- Personnel
- Safety
- Infrastructure/Single Element
- National or Regional Designations
- Community Engagement

To the extent practical, the data related to external-facing performance measures outlined within this policy shall be disaggregated to measure how implementation affects identified underrepresented populations and those residents with income, racial, vehicle access, and/or language disparities.

In order to more effectively support community engagement in the evaluation of City Council-approved, budgeted Complete Streets projects as well as projects recently completed; stakeholder groups will at times be convened to more thoroughly understand the impacts of Complete Streets projects, when appropriate. These groups shall be coordinated by the Public Works Committee, and shall be: provided specific, attainable objectives; comprised of appropriate members of the community based on stated objective; time-bound; tasked with specifying how they will overcome barriers to engagement for underrepresented communities; and directed as to how the Public Works Committee will incorporate deliverables into its recommendations to the City Council and independent decision-making.

Stakeholder groups should strive for representation from at least the following areas:

- Westwood resident,
- Westwood business owner/operator,
- One stakeholder who represents an organization from the nonprofit sector in a field related to the stated objective of the group,
- One stakeholder who represents a significant employer, and
- Westwood View Elementary School/Shawnee Mission School District representative.

Item Number: DISCUSSION ITEMS- II.-2.
Committee 12/21/2020
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 12/16/2020
Submitted By: Tony Nichols
Committee/Department: Public Works
Title: **Discuss Lawn Treatment Approach for Parks for 2021 Season**
Item Type: Discussion

Recommendation:

Details:

The Parks and Trees committee has concerns regarding weed mitigation and turf management practices for parks green spaces. The organic approach for the 2020 season didn't manage the weed population well specifically at R Park. With the investment in the new pavilion and sod/seed the parks committee is seeking approval for more traditional weed management strategy.

Committee members and staff consulted with Leawood Parks and Recreation, Prairie Village Public Works and Lenexa Parks and Recreation for input on best turf management practices. Each department used a blended approach of over seeding, fertilization, aeration and pre emergent/weed treatments.

The Parks and Trees Committee would like to use and approach described above for R Park to help get the new turf established. Staff can provide signage on days that pre emergent or fertilizers are spread to keep the public informed. After the turf is well established we may be able to spot spray for weeds and reduce the use of chemicals in weed mitigation.

Staff proposes the same approach for the Aquatic Center and Community Center campuses as they are both high traffic green spaces. Weed growth can attract nuisance insects that are harmful for pool visitors and children at the community center daycare.

Parks and Trees would like to keep Nall Park completely chemical free in turf management practices. This provides a play park that the public can use if they are averse to chemical weed treatment.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: DISCUSSION ITEMS- II.-3.
Committee 12/21/2020
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 12/17/2020
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Discuss Citizen's Academy Proposal**
Item Type: Discussion

Recommendation:

Staff is seeking direction from the Council related to offering a citizens' academy in the fall of 2021.

Details:

The City has offered a citizen's academy in the past (last offered in 2014). A syllabus has been developed and is attached for background. Implementing a citizen academy successfully requires a format that is interesting to citizens but is equally dependent upon a strong marketing effort. To that end Gather Media (PIO Consultant, Katie Garcia) has developed a scope and fee to administer the academy. Staff does not have the time to ensure the program is a success, which is essential for this first class in order to build interest in future classes.

The total cost of the program is estimated to be \$7,500. This includes the PIO service fees, supplies and meals. The Mauer Lawn firm and Larkin Engineers have committed to sharing a third of the total cost each, this leaves \$2,500 in expense for the City to cover. This balance would be covered from our Professional Services line item.

The syllabus has been developed contemplating either a spring or fall academy. Due to Covid we would plan for a fall academy which would start at the end of September and conclude prior to Thanksgiving. The reason we are asking for direction now is to ensure ample time for Gather Media to lock in dates and presenters for a number of the field visits contemplated in the program as well as to have robust marketing for the program.

Beyond expanding knowledge of municipal operations among residents the Academy is a great way for staff to engage with residents outside of ordinary daily context. Academies often generate interest by citizen's in serving on committees as well as running for elected office.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Financial Impact

Amount of Request: \$2,500	
Budgeted Item?	Budgeted Amount: \$64,570 is the total amount budgeted in this account, this project is not specifically included.
Line Item Code/Description: 101-5209 Professional Services	

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Syllabus for Citizen's Academy	Cover Memo
<input type="checkbox"/>	Gather Media Scope of Services and Fee	Cover Memo

Syllabus and Outline: Citizens' Academy

The Citizen's Academy is intended to provide residents with a comprehensive look into our basic municipal services. The format has been designed to provide participants direct exposure with staff, policies, facilities and equipment key to delivering these services. Field trips, subject matter experts and hands on opportunities are planned into the academy to ensure a unique and unforgettable educational experience! Our goal is for each of our academy graduates to not only achieve greater understanding of municipal services but be motivated from the experience to share what they have learned with their neighbors.

The class sessions are scheduled for two hours (from 6 pm to 8 pm) each Tuesday starting with the 1st Tuesday in March for a spring program (or the last Tuesday in September for a fall program) and ending on the last Tuesday in April (9 weeks) for a spring program (or the 4th Tuesday in November for a fall program). Below are the class topics and locations:

Session 1: Governing the City: at City Hall, Tour 2nd floor City Hall- A review of the relationship between the City Council and City Administration, the role of Advisory Boards and Committees, and other appointed offices (City Clerk, City Attorney, Assistant City Administrator).

Session 2:

Spring Class- Key Policy Documents: at City Hall, The Budget, Goals and Objectives, Capital Improvement Plan, and the City Code- Policy is the driving force behind long range planning and day to day operations. A review of the key policies will establish a broad understanding of why we do what we do for the attendees as they work through future sessions. (City Engineer, Public Works Director, City Administrator)

Fall Class- Public Infrastructure: at the Public Works Facility, 4800 Roe Parkway, Roeland Park. Tour of public works with an overview of the services delivered as well as demonstrations for attendees to experience (leaf collection, street sweeping, snow plowing, asphalt milling/repair). (Public Works Director, City Engineer)

Session 3:

Spring Class- Public Safety: at City Hall, Tour & overview of the Police and municipal court services. Review of equipment and vehicles used by the police department. A look at the cooperative services shared with other Johnson County police departments (Animal Control and Mental Health Co-responder, dispatch services). (Police Chief, Judge, Prosecuting Attorney)

Fall Class- Water, Sanitary Sewer Service and Solid Waste Service: at the Myron K Nelson Wastewater Treatment Plant, 4800 Nall Ave, Mission. Tour of the Johnson County Wastewater

Treatment Facility and overview of the treatment process, also providing the history of why the service is provided by the County and how treatment sites have been selected. A review of the potable water service process as well as a history on how Waterone came to be the provider in Johnson County. A review of the solid waste services provided under contract with WCA along with a demonstration of the equipment used in providing solid waste, yard waste and recycling services along with history of the cooperative purchasing arrangement between Fairway, Westwood and Roeland Park. WCA to also provide an overview of the current state of the recycling market. (JOCO Wastewater Director, Water One Director, WCA Route Supervisor)

Session 4:

Spring Class- Fire and Ambulance Services: at Consolidated Fire District #2 (6400 Martway, Mission, KS), Tour and briefing by Consolidated Fire District #2 and Medact on the fire and emergency medical services they provide, equipment they use and the structure by which they are governed. (Fire Chief and Med Act Director)

Fall Class- Parks, Recreation and Art: start at the Community Center, 4850 Rosewood Drive, Roeland Park. A tour of the Community Center, Aquatic Center, and Each City Parks with Public Art discuss along the tour. A review of the parks and recreation services provided as well as the amenities provided by the City. In addition, we will review the cooperative arrangements in place with Johnson County Parks and Recreation for some of the facilities and services. A review of the public art program and its roll. (Parks and Recreation Superintendent, JCPRD Director, Art Committee Representative)

Session 5: Code Enforcement, Building Inspection and Economic Development: at City Hall.

Review of the roll and purpose of code enforcement and building inspection services including a review of the procedures and technology capabilities employed in the process. Review the tools (CID, TIF, IRB's) and recent examples of economic development projects in the City. (Building Official, Code Enforcement Officer, City Attorney, City Administrator)

Session 6:

Spring Class- Parks, Recreation and Art: start at the Community Center, 4850 Rosewood Drive, Roeland Park. A tour of the Community Center, Aquatic Center, and Each City Parks with Public Art discuss along the tour. A review of the parks and recreation services provided as well as the amenities provided by the City. In addition, we will review the cooperative arrangements in place with Johnson County Parks and Recreation for some of the facilities and services. A review of the public art program and its roll. (Parks and Recreation Superintendent, JCPRD Director, Art Committee Representative)

Fall Class- Key Policy Documents: at City Hall, The Budget, Goals and Objectives, Capital Improvement Plan, and the City Code- Policy is the driving force behind long range planning and day to day operations. A review of the key policies will establish a broad understanding of why we do what we do for the attendees as they work through future sessions. (City Engineer, Public Works Director, City Administrator)

Session 7:

Spring Class- Public Infrastructure: at the Public Works Facility, 4800 Roe Parkway, Roeland

Park. Tour of public works with an overview of the services delivered as well as demonstrations for attendees to experience (leaf collection, street sweeping, snow plowing, asphalt milling/repair). (Public Works Director, City Engineer)

Fall Class- Public Safety: at City Hall, Tour & overview of the Police and municipal court services. Review of equipment and vehicles used by the police department. A look at the cooperative services shared with other Johnson County police departments (Animal Control and Mental Health Co-responder, dispatch services). (Police Chief, Judge, Prosecuting Attorney)

Session 8:

Spring Class- Utilities- Water, Sanitary Sewer Service and Solid Waste Service: at the Myron K

Nelson Wastewater Treatment Plant, 4800 Nall Ave, Mission. Tour of the Johnson County Wastewater Treatment Facility and overview of the treatment process, also providing the history of why the service is provided by the County and how treatment sites have been selected. A review of the potable water service process as well as a history on how Waterone came to be the provider in Johnson County. A review of the solid waste services provided under contract with WCA along with a demonstration of the equipment used in providing solid waste, yard waste and recycling services along with history of the cooperative purchasing arrangement between Fairway, Westwood and Roeland Park. WCA to also provide an overview of the current state of the recycling market. (JOCO Wastewater Director, Water One Director, WCA Route Supervisor)

Fall Class- Fire and Ambulance Services: at Consolidated Fire District #2 (6400 Martway, Mission, KS), Tour and briefing by Consolidated Fire District #2 and Medact on the fire and emergency medical services they provide, equipment they use and the structure by which they are governed. (Fire Chief and Med Act Director)

Session 9: Our Government Partners- at a restaurant (sponsored by Mauer Law and Larkin

Engineers), State and US Reps/Senators as well as the Presiding and 1st District Commissioners

invited to provide an overview of how they view their partnership roll with Roeland Park. This will be the final session; we will also ask for the attendees to share the thing they learned that they found the most surprising, the experience they found the most enjoyable as well as what they would recommend the City do differently.

Class Recognition planned for first Council meeting (Monday) in April for a spring program or first Council meeting in December for a fall program.

The application deadline is a rolling open window. Please return completed applications to: Citizens' Academy, City Administrator's Office, City Hall, 4600 West 51st Street, Roeland Park, Kansas 66205, or email to ?????????.

Thank you for your interest in the Citizens' Academy.



2021 Citizens' Academy

Application Form

Name: _____

Address: _____

Phone: _____

Employment: _____ Position: _____

Business Phone: _____ Business Fax: _____

Home Phone: _____ E-mail Address: _____

I am a resident of Roeland Park: Yes No

All participants will be accepted into the program unless the number of applicants exceeds desired enrollment of no more than 16 individuals. Class size is limited due to the desire for the Academy to remain informal and adequately allow for questions, responses, and tours for the sessions. In the event the number of applicants for the Citizens' Academy is larger than 16 participants, applicants will be selected on a first-come, first-serve basis.

Please respond to the following in the space below:

1. Please describe your occupation and/or your professional status.
2. Why are you interested in participating in the Citizens' Academy?
3. Are there any extenuating circumstances that could be made in favor of your enrollment in the Citizens' Academy this year, as compared to future classes? (i.e. taking classes next year, out of town next year, schedule conflict for next year)

All participants in the Citizens' Academy are highly encouraged to attend all of the sessions. All sessions, unless otherwise noted with a tour, are from 6:00-8:00 p.m. and will be held in the City Council Room, City Hall, 4600 West 51st Street, Roeland Park, Kansas.

The application deadline is a rolling open window. Please return completed applications to: Citizens' Academy, City Administrator's Office, City Hall, 4600 West 51st Street, Roeland Park, Kansas 66205, or email to ????????. Confirmation of your enrollment will be provided shortly after receipt of your application. Confirmation of the academy moving forward as planned will be provided at the least five weeks prior to the first scheduled class. If you have any questions, please call ??????????.

Thank you for your interest in the Citizens' Academy.



Citizens Academy Scope

Goal: Relaunch The Roeland Park Citizens Academy in 2021.

Description:	Scope of Work / Deliverables:
<p>Preparation Work</p> <p>3 months prior to kick off</p>	<ul style="list-style-type: none"> • Update applications. • Confirm class days/times. • Update messaging and about the program. • Plan and confirm space/speakers for each class. <ul style="list-style-type: none"> ◦ Topics. ◦ Dates. ◦ Expectations. • Develop marketing materials to promote the Citizens Academy: <ul style="list-style-type: none"> ◦ Media release. ◦ Social media posts. ◦ Website copy. ◦ Imagery for use. ◦ Newsletter copy. ◦ Send and deploy all marketing. • Develop a welcome packet with course information, dates, times and class outlines. <ul style="list-style-type: none"> ◦ PDF packet. ◦ Curriculum. ◦ Agenda. ◦ When/Where. ◦ Expectations. • Work with the City for best timing to ensure the program is in person. • Send out communication asking for applications. • Serve as the contact person for questions • Update City on progress and next steps. <p>Estimate Hours: 25</p>
<p>Pre-Launch</p> <p>1.5 months prior to launch</p>	<ul style="list-style-type: none"> • Review applications. • Interview applicants as needed. • Confirm class with City administration. (16 participant goal) • Draft email communications welcoming students into the academy. <ul style="list-style-type: none"> ◦ Outline expectations. ◦ Send calendar invites for each class. ◦ Send need to know information/welcome packet. • Confirm with speakers days/times. <ul style="list-style-type: none"> ◦ Send email communication with further class details on participants. ◦ Ask what needs they have to present. • Serve as point person for class questions, etc. • Send update reports to staff.



Citizens Academy Scope

	<ul style="list-style-type: none"> Keep marketing channels updated with class news on social media, email and website as needed. Announce the start of class. <p>Estimated Hours: 25</p>
Launch/Onsite Events Work during the academy	<ul style="list-style-type: none"> Attend all 9 classes, set up and tear down as needed. (4 hours for each class - arrive early and stay after to answer questions/clean up, etc.) Send reminder email and class agenda out a week prior to each class date. Act as point person for class attendees - questions, comments, etc. Set up event space e.g. chairs, speaker needs, podium, confirm tech works and more. Check in attendees. Welcome class and introduce speakers. Manage time, tours and overall class flow. Conclude class. Take photos. Post about classes on social media to drive further interest. Report on Academy to City. <p>Estimated Hours: 54</p>
Report Send report 1 month after academy finishes	<ul style="list-style-type: none"> Develop and send out surveys at the end of the class asking for feedback. Report findings to Staff. <p>Estimated Hours: 5</p>
Cost	<p>Lump sum fee of \$6,500; based upon an estimated 109 hours of service provided by Gather Media.</p>

Retainer Agreement

CLIENT AGREEMENT: City of Roeland Park

Length of Engagement.

Start Date: TBD

Budget.

Gather Media Co. will divide the payment into 5 equal payments to be billed monthly at the start of the project (Month 1 - Month 5).



Citizens Academy Scope

Description of Services.

Gather Media Co. commits to the scope of work on page 1 and 2 of this document. Should additional projects surface, we will invoice/bill separately.

Retainer Assumptions.

- Client will review all deliverables and provide feedback in no more than 3 business days.
- Invoices will be sent on the first of each month.
- Payments due on a net 15 basis.
- You agree to give Gather Media Co. 30 days written notice of your intention to continue, modify or terminate this Agreement.
- Payments can be made via check.

Credit.

Gather Media Co. retains the right to use this client within its roster of clients upon prior written approval. A link to the Client website/application website may be placed on websites or other collateral as part of its business portfolio once Client approval is obtained.

Independent Contractors.

Contractors are often used for areas of work that fall outside of offerings. Any contractor used will be made aware to the Client. We retain the right to subcontract any portion of the scope.

Confidentiality.

Each party agrees that during the course of this Agreement, information that is confidential or proprietary may be disclosed to the other party. Each party agrees that, except as permitted by this Agreement, such party shall not make any disclosure of the Confidential Information other than to its employees who have a need to know. The confidentiality obligations of each party and their respective employees shall survive the expiration or termination of this Agreement.

Project Agreement

By signing below, you acknowledge that you have carefully read and fully understand all of the terms and are agreeing to this Retainer Agreement Terms and Conditions, intending to be legally bound.

Gather Media Co.

Katie Garcia

City of Roeland Park

Keith Moody
